

Manual > Proceedings and Order of - Appeal filed by Taxpayer (Form GST APL-02 and APL-04)

How can I (in the role of Appellate Authority) initiate proceedings and hearing process for disposing Appeal application?

To initiate proceedings and hearing process for disposing Appeal application, in the role of Appellate Authority, perform following steps:

- A. [Go to Appeal application page by either searching for the ARN \(Application Reference Number\)/GSTIN/Status/Period](#)
- B. [View Appeal Application Documents submitted by the taxpayer](#)
- C. Issue an Order
 - C (1) [Admit Appeal Application](#)
 - C (2) [Reject Appeal Application](#)
- D. [Issue a Show Cause Notice \(SCN\)](#).
- E. [View Replies by the Appellant & Respondent, if any](#).
- F. [Issue Personal Hearing Notice, if any](#).
- G. [Issue an Adjournment, if needed](#)
- H. [Issue an Appeal Order](#)
- I. [Add Additional Document, if any](#).

[Click each hyperlink above to know more.](#)

A. Go to Appeal application page by either searching for the ARN (Application Reference Number)/GSTIN/Status/Period

To go to Appeal application page, perform following steps:

1. Access the **GST Back Office Portal** for tax officials.
2. Login using your valid credentials. The **Home** page is displayed.
3. Navigate to **Statutory Functions > Appeal & Revision > Application Inbox** option.

4. Select the **Appeal filed by Tax Payer** option.

- [Appeal filed by Tax Payer](#)
- [Appeal filed by Tax Department](#)

5. Search page is displayed. Choose any one of the four displayed fields as your search criteria and enter the required information: **ARN**, **GSTIN/Temporary ID/UIN**, **Status** or **Period From and Period To Date**

Note: You must enter data in at least one of the field to proceed.

6. Click the **SEARCH** button.

Appeal Application

ARN	GSTIN/Temporary ID/UIN	Status
<input type="text" value="Enter ARN"/>	<input type="text" value="Enter GSTIN"/>	<input type="button" value="SELECT"/>
Period From	Period To	
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="button" value="SEARCH"/>

ARN	Date of Application	Form No	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD0707180000388	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000027B	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000026D	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000025F	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000024H	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000023J	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000012M	10/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted
AD070718000011O	10/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Submitted

7. Based on your search criteria, the required ARN(s) gets displayed. Click the **ARN** hyperlink of the case you want to act on.

Appeal Application

ARN

Enter ARN

GSTIN/Temporary ID/UIN

Enter GSTIN

Status

Appeal Admitted

Period From

DD/MM/YYYY

Period To

DD/MM/YYYY

SEARCH

ARN	Date of Application	Form No	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD070718000040N	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Admitted
AD070718000033I	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Admitted
AD070718000031M	18/07/2018	GST APL-01	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	Haripriya Santhanam	Appeal Admitted

8. **Appeal** Case Detail page is displayed. From this page, you can initiate Proceedings and Hearing process for disposing Appeal related to this particular case by operating on the tabs provided at the left-hand side of the page: **APPLICATIONS, NOTICES, REPLIES, ORDERS, INTERNAL COMMUNICATION, RECTIFICATION and ADDITIONAL DOCUMENT**.

Note: On this page, the APPLICATIONS tab is selected by default.

ARN
AD070718000040NGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Appeal Admitted**APPLICATIONS**

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT**Legal Name** NURUL MOHAMADBHAI SAIYED**Trade Name** GST**Type of Documents****View Documents**

Appeal to Appellate Authority

GST APL-01

Annexure

[Go back to the Main Menu](#)

B. View Appeal application document submitted by the taxpayer

To view Appeal application document submitted by the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **APPLICATIONS** tab if it is not selected by default. This tab displays the entire application, in PDF mode, with all its attachments.
2. Click the **Document** links under View Documents column to view the application and its attachments in PDF mode.

ARN
AD070718000040NGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Appeal Admitted**APPLICATIONS****NOTICES****REPLIES****ORDERS****INTERNAL
COMMUNICATION****RECTIFICATION****ADDITIONAL
DOCUMENT****Legal Name** NURUL MOHAMADBHAI SAIYED**Trade Name** GST**Type of Documents**

Appeal to Appellate Authority

View Documents

GST APL-01

Annexure

[Go back to the Main Menu](#)

C (1) Admit an Appeal Application

To admit an appeal application, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **ADMIT APPEAL APPLICATION**.

Legal Name ANGAD JASBIRSINGH ARORA

Trade Name Appeal Test

ADD ORDER ▾

APPEAL ORDER

RECTIFICATION ORDER

ADMIT APPEAL APPLICATION

REJECT APPEAL APPLICATION

Reference Number	Order Category	Date of Order	Passed By	Documents
------------------	----------------	---------------	-----------	-----------

3. The **Admit Appeal Application** page is displayed.

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name ANGAD JASBIRSINGH ARORA

Trade Name Appeal Test

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

Order Number

① Click on the link "Generate Reference Number" to generate a new Reference Number.

Generate Reference Number

Date of Appeal*

05/09/2018

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

① File with PDF or JPEG format is only allowed.

① Maximum file size for upload is 5MB.

① Maximum 2 other documents can be attached in the application.

① Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

Date

BACK

PREVIEW

SUBMIT

4. Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.

5. Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Proceedings___Order_of_First_Appeal.htm&rhsearch=appellate&rhsyns=%20&rhhTerm=appellate

- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

6. Place is auto-populated. However, you can edit the same.

7. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name	ANGAD JASBIRSINGH ARORA	Trade Name	Appeal Test
Form GST APL-02: Acknowledgment of submission of Appeal			
Reference Number*	ZA240918000027S	Click on the link "Generate Reference Number" to generate a new Reference Number.	
Generate Reference Number			
Date of Appeal*	05/09/2018		
Upload Supporting Documents <p>Enter Document Description</p> <input type="text"/> <p>Choose File No file chosen</p> <p>File with PDF or JPEG format is only allowed.</p> <p>Maximum file size for upload is 5MB.</p> <p>Maximum 2 other documents can be attached in the application.</p> <p>Click on Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.</p>			
Place*	<input type="text" value="Ghatak 1 (Ahmedabad):R"/>		
Date	<input type="text" value="10/09/2018"/>		
BACK PREVIEW SUBMIT			

FORM GST APL – 02

[Refer Rule 108(3)]

Acknowledgment for submission of appeal

Name of applicant	GSTIN/Temp ID/UIN	Date
ANGAD JASBIR SINGH ARORA	24AJIPA1572E9ZJ	10/09/2018
Your appeal has been successfully filed against ARN # AD240918000002N.		
1. Reference Number -	ZA240918000027S	
2. Date of filing -	05/09/2018	
3. Time of filing -	02:52 PM	
4. Place of filing -	Bangalore	
5. Name of the person filing the appeal -	ANGAD ARORA	
6. Amount of pre-deposit -	NA	
7. Date of acceptance of appeal -	10/09/2018	
8. Date of appearance -	Date : NA	Time : NA
9. Court Number/ Bench	Court : NA	Bench : NA

Place : Ghatak 1 (Ahmedabad):Range - 1:Division - 1:Gujarat
Date : 10/09/2018

Name : MUKESH DHANJIBHAI KARSHALA
Designation : Commercial Tax Officer
On behalf of Appellate Authority

9. Go back to the Order page. Click **SUBMIT**.

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name ANGAD JASBIRSINGH ARORA

Trade Name Appeal Test

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

ZA240918000027S

 Click on the link "Generate Reference Number" to generate a new Reference Number.

Generate Reference Number

Date of Appeal*

05/09/2018

Upload Supporting Documents

Enter Document Description

No file chosen

 File with PDF or JPEG format is only allowed.

 Maximum file size for upload is 5MB.

 Maximum 2 other documents can be attached in the application.

 Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

Ghatak 1 (Ahmedabad):R

Date

10/09/2018

10. Click **PROCEED** button.



Warning

You are about to Submit GST APL - 02. Would you like to proceed?

CANCEL

PROCEED

11. Click ISSUE with DSC.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD240918000002N	10/09/2018	24AJIPA1572E9ZJ

Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

[Facing problem using DSC? Click here for help](#)

ISSUE WITH DSC

12. The Dashboard page is displayed with the following confirmation message. Click OK.

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

13. The updated **Case Detail** page is displayed, with the table containing the record of the order just admitted and the **Status** updated to "Appeal Admitted". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

Dashboard > Appeal

English

ARN AD240918000002N	GSTIN/UIN/Temporary Id 24AJIPA1572E9ZJ	Date of Application/Case Creation 05/09/2018	Status Appeal Admitted										
APPLICATIONS	Legal Name ANGAD JASBIRSINGH ARORA Trade Name Appeal Test												
NOTICES													
REPLIES													
ORDERS	ADD ORDER ▾												
INTERNAL COMMUNICATION	<table border="1"> <thead> <tr> <th>Order/Reference Number</th> <th>Order Category</th> <th>Date of Order</th> <th>Passed By</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>ZA240918000027S</td> <td>ADMIT APPEAL APPLICATION</td> <td>10/09/2018</td> <td>MUKESH DHANJIBHAI KARSHALA</td> <td>GST APL-02</td> </tr> </tbody> </table>			Order/Reference Number	Order Category	Date of Order	Passed By	Documents	ZA240918000027S	ADMIT APPEAL APPLICATION	10/09/2018	MUKESH DHANJIBHAI KARSHALA	GST APL-02
Order/Reference Number	Order Category	Date of Order	Passed By	Documents									
ZA240918000027S	ADMIT APPEAL APPLICATION	10/09/2018	MUKESH DHANJIBHAI KARSHALA	GST APL-02									
RECTIFICATION													
ADDITIONAL DOCUMENT													

[Go back to the Main Menu](#)

C (2) Reject an Appeal Application

To reject an appeal application, perform following steps:

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Proceedings__Order_of_First_Appeal.htm&rhsearch=appellate&rhsyns=%20&rhhltterm=appellate

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **REJECT APPEAL APPLICATION**.

The screenshot shows the GST e-Filing interface for 'Proceedings & Order of First Appeal'. The 'ORDERS' tab is highlighted with a red box. A dropdown menu under 'ADD ORDER' shows several options: 'APPEAL ORDER', 'RECTIFICATION ORDER', 'ADMIT APPEAL APPLICATION', and 'REJECT APPEAL APPLICATION', with the last one also highlighted with a red box. The main content area displays the taxpayer details: Legal Name (NURUL MOHAMADBHAI SAIYED), Trade Name (GST), ARN (AD0707180000388), GSTIN/UIN/Temporary Id (07APIPS0052D410), Date of Application/Case Creation (18/07/2018), and Status (Appeal Submitted). The left sidebar includes links for 'APPLICATIONS', 'NOTICES', 'REPLIES', 'ORDERS' (selected), 'INTERNAL COMMUNICATION', 'RECTIFICATION', and 'ADDITIONAL DOCUMENT'.

3. The **Reject Appeal Application** page is displayed.

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

Order Number

[Generate Reference Number](#)

① Click on the link "Generate Reference Number" to generate a new Reference Number.

Date of Appeal*

18/07/2018



Reason for Rejection*

Select

Upload Supporting documents

Enter Document Description

[Choose File](#) No file chosen

① File with PDF or JPEG format is only allowed.

② Maximum file size for upload is 5MB.

③ Maximum 2 other documents can be attached in the application.

④ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

07/08/2018

BACK

PREVIEW

SUBMIT

4. Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
5. Date of appeal is auto-populated. However, you can edit the same.
6. Select the **Reason of Rejection** from the drop-down list.

Reason for Rejection •

Non receipt of certified copies ▼

Select

Non/Short-Payment of admitted tax/interest/penalty & 10% disputed amount

Non receipt of certified copies

Delay in submission of Appeal

Other reason

Proceedings & Order of First Appeal

7. Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 2 other documents can be attached in the application.
- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

8. Place is auto-populated. However, you can edit the same.

9. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number *

ZA0708180000311

① Click on the link "Generate Reference Number" to generate a new Reference Number.

[Generate Reference Number](#)

Date of Appeal *

18/07/2018



Reason for Rejection *

Non receipt of certified copies

Upload Supporting documents

Enter Document Description

[Choose File](#) No file chosen

① File with PDF or JPEG format is only allowed.

② Maximum file size for upload is 5MB.

③ Maximum 2 other documents can be attached in the application.

④ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place *

100:Zone 9:Delhi

Date

07/08/2018

[BACK](#)

[PREVIEW](#)

[SUBMIT](#)

10. Check the system-generated draft order carefully to rule out any discrepancy.

FORM GST APL – 02

[Refer Rule 108(3)]

Acknowledgment for submission of appeal

Name of applicant : NURUL MOHAMADBHAI SAIYED
GSTIN/Temp ID/UIN : 07APIPS0052D410

Your appeal against ARN # AD0707180000388 has been rejected.

1. Reference Number -	ZA0708180000311
2. Date of filing -	18/07/2018
3. Time of filing -	03:18 PM
4. Place of filing -	gfgd
5. Name of the person filing the appeal -	NURUL SAIYED
6. Amount of pre-deposit -	₹ 50
7. Date of rejection of appeal -	07/08/2018
8. Reason for rejection -	Non receipt of certified copies
9. Date of appearance -	Date : NA
10. Court Number/ Bench	Court : NA
	Bench : NA

Place : 100:Zone 9:Delhi
Date : 07/08/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
On behalf of Appellate Authority

Appeal.htm&rhsearch=appellate&rhsyns=%20&rhhltterm=appellate

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

ZA0708180000311

① Click on the link "Generate Reference Number" to generate a new Reference Number.

Generate Reference Number

Date of Appeal*

18/07/2018



Reason for Rejection*

Non receipt of certified copies



Upload Supporting documents

Enter Document Description

① File with PDF or JPEG format is only allowed.

② Maximum file size for upload is 5MB.

③ Maximum 2 other documents can be attached in the application.

④ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

07/08/2018

BACK

PREVIEW

SUBMIT

12. Click **PROCEED** button.



Warning

You are about to Submit GST APL - 02. Would you like to proceed?

CANCEL

PROCEED

13. Click ISSUE with DSC.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD0707180000388	07/08/2018	07APIPS0052D410

Warning

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[Facing problem using DSC? Click here for help](#)

ISSUE WITH DSC

14. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Proceedings__Order_of_First_Appeal.htm&rhsearch=appellate&rhsyns=%20&rhhltterm=appellate

Dashboard >

English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

15. The updated **Case Detail** page is displayed, with the table containing the record of the order just rejected and the **Status** updated to "Appeal Rejected". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

Dashboard > Appeal

English

ARN AD0707180000388	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Appeal Rejected										
APPLICATIONS	Legal Name NURUL MOHAMADBHAI SAIYED Trade Name GST												
NOTICES													
REPLIES													
ORDERS	<table border="1"> <thead> <tr> <th>Order/Reference Number</th> <th>Order Category</th> <th>Date of Order</th> <th>Passed By</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>ZA0708180000311</td> <td>REJECT APPEAL APPLICATION</td> <td>07/08/2018</td> <td>Pallavi Test Infy</td> <td>GST APL-02</td> </tr> </tbody> </table>			Order/Reference Number	Order Category	Date of Order	Passed By	Documents	ZA0708180000311	REJECT APPEAL APPLICATION	07/08/2018	Pallavi Test Infy	GST APL-02
Order/Reference Number	Order Category	Date of Order	Passed By	Documents									
ZA0708180000311	REJECT APPEAL APPLICATION	07/08/2018	Pallavi Test Infy	GST APL-02									
INTERNAL COMMUNICATION													
RECTIFICATION													
ADDITIONAL DOCUMENT													

[Go back to the Main Menu](#)

D. Issue a Show Cause Notice (SCN)

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab if it is not selected by default. This tab displays all the notices (SCN/Personal Hearing/Adjournment) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **SHOW CAUSE NOTICE**.

The screenshot shows the 'Case Detail' page with the following details:

- ARN: AD070718000027B
- GSTIN/UIN/Temporary Id: 07APIPS0052D410
- Date of Application/Case Creation: 18/07/2018
- Status: Appeal Admitted

The left sidebar menu includes:

- APPLICATIONS
- NOTICES** (highlighted with a red box)
- REPLIES
- ORDERS
- INTERNAL COMMUNICATION
- RECTIFICATION
- ADDITIONAL DOCUMENT

The 'ADD NOTICE' dropdown menu is open, showing:

- SHOW CAUSE NOTICE** (highlighted with a red box)
- PERSONAL HEARING
- ADJOURNMENT

The main content area displays a table for managing notices:

Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
Date	Place						
▶							

3. The SCN page is displayed.

The screenshot shows the 'SCN' page with the following details:

The left sidebar menu includes:

- APPLICATIONS
- NOTICES** (highlighted with a blue box)
- REPLIES
- ORDERS
- INTERNAL COMMUNICATION
- RECTIFICATION

The main content area shows:

- Type of Notice : **SHOW CAUSE NOTICE**
- Notice No. **•** (Input field is empty)
- Recipient Of Notice **•** (Select dropdown menu is open)
- Note: Click on the link "Generate Notice Number" to generate a new Notice Number.
- Subject **•** (Input field is empty)
- NATURE OF NOTICE (Input field is empty)

ADDITIONAL
DOCUMENT

Previous Date of Hearing



Status of Previous Hearing

Select



New Date of Hearing *



New Time of Hearing *

--

▼

HH

--

▼

MM

--

▼

Place of Hearing *

Upload Supporting documents

Enter Document Description

Choose File No file chosen

❶ File with PDF or JPEG format is only allowed.

❷ Maximum file size for upload is 5MB.

❸ Maximum 2 other documents can be attached in the application.

❹ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place *

Date

BACK

PREVIEW

SUBMIT

4. Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.

5. Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice***Proceedings & Order of First Appeal**

Select

Select

Appellant

Respondent

Appellant & Respondent

6. In the **Subject** field, enter the purpose of calling the hearing.
7. Select the **Previous Date of Hearing** using the calendar, if any.
8. Select the **Status of Previous Hearing** from the drop-down list, if any.

Status of Previous Hearing

Select

Select

Hearing Attended

Hearing Adjourned by on the request of Appellant

Hearing Adjourned by on the request of Respondent

Hearing Adjourned on the request of appellate authority on administrative ground

9. Select the **New Date of Hearing** using the calendar.
10. Select the **New Time of Hearing** from the drop-down list.
11. In the **Place of Hearing** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing SCN.
13. Click **PREVIEW** and a system-generated draft SCN gets downloaded into your machine as displayed.

[Skip to Main Content](#) [A+](#) [A-](#)**Goods and Services Tax**

Pallavi Test Infy, v
100, Delhi



212

[Dashboard](#)[Services](#) ▾[Help](#) ▾[Statutory Functions](#) ▾[Dashboard](#) > [Appeal](#)

ARN
AD070718000027B

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
18/07/2018

Status
Appeal Admitted

English

[APPLICATIONS](#)

Type of Notice : **SHOW CAUSE NOTICE**

[NOTICES](#)

Notice No.*

ZA070818000034V

Recipient Of Notice*

Respondent

REPLIES	Generate Notice Number
ORDERS	<p>Click on the link "Generate Notice Number" to generate a new Notice Number.</p>
INTERNAL COMMUNICATION	
RECTIFICATION	
ADDITIONAL DOCUMENT	

Subject*
SCN

Previous Date of Hearing
DD/MM/YYYY

New Date of Hearing*
09/08/2018

Status of Previous Hearing
Select

New Time of Hearing*
10 HH 00 MM AM

Place of Hearing*
Delhi

Upload Supporting documents

Enter Document Description

No file chosen

Place*
100:Zone 9:Delhi

Date
07/08/2018

BACK PREVIEW SUBMIT

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14. Check the system-generated draft notice carefully to rule out any discrepancy.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Proceedings___Order_of_First_Appeal.htm&rhsearch=appellate&rhsyns=%20&rhhltterm=appellate

25/65

Office of the Appellate Authority, Delhi
100:Zone 9:Delhi

Show Cause Notice

Notice Number : ZA070818000034V

Date : 07/08/2018

Appeal No : AD070718000027B

Date of Appeal : 18/07/2018

As per the information available on record of hearing in this matter and the reasons mentioned in the attached Annexure, it appears that either or all of following have taken place

- (i) You have not paid tax dues completely; or
- (ii) Refund has been released erroneously; or
- (iii) Input tax credit has been wrongly availed for the order in appeal

Therefore, you are hereby directed to show cause as to why the appropriate order, as described under subsection (11) of Section 107 of the CGST/SGST Act, should not be passed in this matter. You may furnish your reply along with relevant documents to the undersigned by the date and time specified below:-

S. No.	Particulars	Details
1	Date of Personal Hearing	09/08/2018
2	Time of Personal Hearing	10:00 AM
3	Place where Personal Hearing will be held	Delhi

You may appear before the undersigned for personnel hearing either in person or through authorized representative for representing your case on the above mentioned date and time.

Place : 100:Zone 9:Delhi
Date : 07/08/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100:Zone 9:Delhi

15. Go back to the Notice page. Click **SUBMIT**.

[Skip to Main Content](#) [A+](#) [A-](#)



Goods and Services Tax

Pallavi Test Infy
100, Delhi



0 212

[Dashboard](#)

[Services](#) ▾

[Help](#) ▾

[Statutory Functions](#) ▾

[Dashboard](#) [Appeal](#)

ARN

GSTIN/UIN/Temporary Id

Date of Application/Case Creation

Status

English

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Type of Notice : SHOW CAUSE NOTICE

Notice No. *

ZA070818000034V

Generate Notice Number

ⓘ Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject*

SCN

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing*

09/08/2018



Place of Hearing*

Delhi

Upload Supporting documents

Enter Document Description

**Choose File** No file chosen

Recipient Of Notice*

Respondent



Status of Previous Hearing

Select



New Time of Hearing*

10 ▾ HH 00 ▾ MM AM ▾

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 2 other documents can be attached in the application.

ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

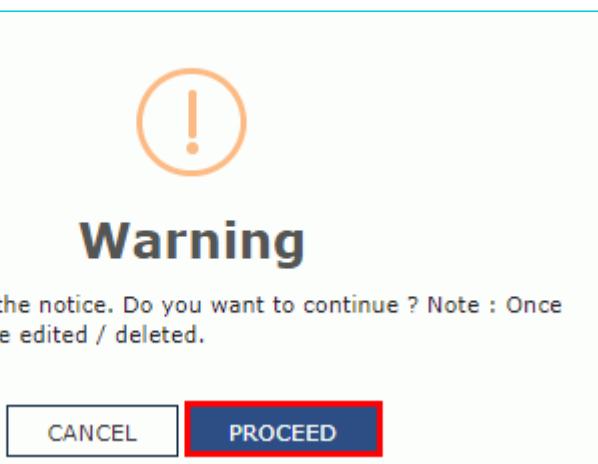
07/08/2018

BACK

PREVIEW

SUBMIT

16. Click **PROCEED** button.



17. Click **ISSUE with DSC**.

ARN	Date	GSTIN
AD070718000027B	07/08/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

[Facing problem using DSC? Click here for help](#)

ISSUE WITH DSC

18. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Dashboard > English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

19. The updated **Case Detail** page is displayed, with the table containing the record of the SCN just issued and the **Status** updated to "Show Cause Notice Issued".

ARN AD070718000027B	GSTIN/UIN/Temporary Id 07APIPS0052D410		Date of Application/Case Creation 18/07/2018		Status Show Cause Notice Issued					
APPLICATIONS	ADD NOTICE ▾									
NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Act
REPLIES			Date	Place						
ORDERS	ZA070818000034V	SHOW CAUSE NOTICE	09/08/2018 10:00 AM	Delhi	07/08/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Show Cause Notice	N
INTERNAL COMMUNICATION	◀ ▶									
RECTIFICATION										
ADDITIONAL DOCUMENT										

[Go back to the Main Menu](#)

E. View Replies by the Appellant & Respondent, if any

To view replies submitted by the Appellant & Respondent, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **REPLIES** tab. This tab displays all replies filed by the Taxpayer/ Tax official.

ARN AD070718000035E	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Reply Submitted			
APPLICATIONS NOTICES REPLIES ORDERS INTERNAL COMMUNICATION RECTIFICATION ADDITIONAL DOCUMENT	Reply Number ZA070718000182U	Notice Number ZA070718000178J	Filed By NURUL MOHAMADBHAI SAIYED	Date of Reply 18/07/2018	Documents Reply Document	Action NA
	ZA0707180002012	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	20/07/2018	Reply Document	NA
	ZA0707180002020	ZA070718000178J	Haripriya Santhanam	20/07/2018	Reply Document	NA

2. Click the documents in the **Documents** section to download and ascertain their contents.

ARN
AD070718000035EGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Reply Submitted

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Reply Number	Notice Number	Filed By	Date of Reply	Documents	Action
ZA070718000182U	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	18/07/2018	Reply Document	NA
ZA0707180002012	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	20/07/2018	Reply Document	NA
ZA0707180002020	ZA070718000178J	Haripriya Santhanam	20/07/2018	Reply Document	NA

[Go back to the Main Menu](#)

F. Issue Personal Hearing Notice, if any

To issue personal hearing notice, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab if it is not selected by default. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **PERSONAL HEARING**.

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

ADD NOTICE ▾

SHOW CAUSE
NOTICE

PERSONAL
HEARING

ADJOURNMENT

Hearing

Date	Place	Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
▶							

3. The **PERSONAL HEARING** page is displayed.

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Type of Notice : **PERSONAL HEARING**

Notice No. *

Notice Number

[Generate Notice Number](#)

● Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

NATURE OF NOTICE

Previous Date of Hearing

DD/MM/YYYY

CALENDAR

New Date of Hearing *

DD/MM/YYYY

CALENDAR

Place of Hearing *

VENUE

Recipient Of Notice *

Select

Status of Previous Hearing

Select

New Time of Hearing *

--
▼
HH
--
▼
MM
--
▼

33/65

Upload Supporting documents

Enter Document Description

Choose File No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

06/08/2018

BACK

PREVIEW

SUBMIT

4. Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.

5. Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice*

Select

Select

Appellant

Respondent

Appellant & Respondent

6. In the **Subject** field, enter the purpose of calling the hearing.

7. Select the **New Date of Hearing** using the calendar.

8. Select the **New Time of Hearing** from the drop-down list.

9. In the **Place of Hearing** field, enter the name of the place where you would like to call the taxpayer for personal hearing.

10. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice.

11. Click **PREVIEW** and a system-generated draft notice of personal hearing gets downloaded into your machine as displayed.

Skip to Main Content A+ A-

Pallavi Test Infy 100, Delhi 0 212

Goods and Services Tax

Dashboard Services Help Statutory Functions

Dashboard > Appeal

ARN AD070718000027B GSTIN/UIN/Temporary Id 07APIPS0052D410 Date of Application/Case Creation 18/07/2018 Status Show Cause Notice Issued

Type of Notice : PERSONAL HEARING

NOTICES

Notice No. • ZA070818000035T Recipient Of Notice • Respondent

Generate Notice Number

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Subject • personal hearing

Previous Date of Hearing DD/MM/YYYY

New Date of Hearing • 09/08/2018

Place of Hearing • Delhi

Upload Supporting documents

Enter Document Description

Choose File No file chosen

New Time of Hearing • 10 HH 00 MM AM

Place • 100:Zone 9:Delhi

Date

● Click on the link "Generate Notice Number" to generate a new Notice Number.

● File with PDF or JPEG format is only allowed.

● Maximum file size for upload is 5MB.

● Maximum 2 other documents can be attached in the application.

● Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

[BACK](#)[PREVIEW](#)[SUBMIT](#)

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[Top](#)

12. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of the Appellate Authority, Delhi
100:Zone 9:Delhi

Notice of Personal Hearing

Notice Number : ZA070718000035T

Date : 07/08/2018

Appeal No : AD070718000027B

Date of Appeal : 18/07/2018

This is to inform you that based on the reasons mentioned in the attached Annexure, personal hearing in respect of Appeal filed before the Appellate Authority has been scheduled.

You are required to appear before the Appellate Authority either in person or through authorized representative for representing your case on the date, time and place, as mentioned in table below.

S. No.	Particulars	Details
1	Date of Personal Hearing	09/08/2018
2	Time of Personal Hearing	10:00 AM
3	Place where Personal Hearing will be held	Delhi

Place : 100:Zone 9:Delhi
Date : 07/08/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100:Zone 9:Delhi

13. Go back to the Notice page. Click **SUBMIT**.

Skip to Main Content A+ A-



Goods and Services Tax

Pallavi Test Infy ▾
100, Delhi



Dashboard

Services ▾

Help ▾

Statutory Functions ▾

Dashboard > Appeal

ARN
AD070718000027B

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
18/07/2018

Status
Show Cause Notice Issued

English

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Type of Notice : PERSONAL HEARING

Notice No.*

ZA070818000035T

[Generate Notice Number](#)

ⓘ Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject*

personal hearing

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing*

09/08/2018



Place of Hearing*

Delhi

Upload Supporting documents

Enter Document Description

No file chosen

Recipient Of Notice*

Respondent

Status of Previous Hearing

Select

New Time of Hearing*

10 ▾ HH 00 ▾ MM AM ▾

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 2 other documents can be attached in the application.

ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

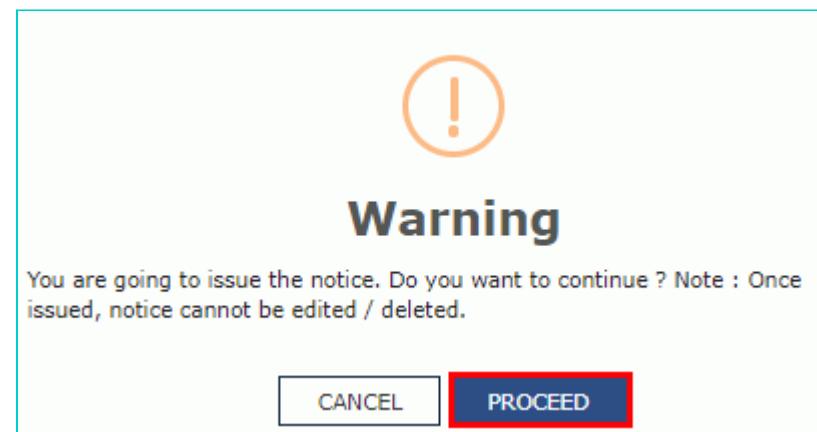
07/08/2018

BACK

PREVIEW

SUBMIT

14. Click **PROCEED** button.



15. Click **ISSUE with DSC**.

ARN	Date	GSTIN
AD070718000027B	07/08/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 Facing problem using DSC? Click here for help

ISSUE WITH DSC

16. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Dashboard > English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

17. The updated **Case Detail** page is displayed, with the table containing the record of the personal hearing just issued and the **Status** updated to "Hearing Notice Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this personal hearing notice available on the taxpayer's dashboard.

ARN AD070718000027B	GSTIN/UIN/Temporary Id 07APIPS0052D410		Date of Application/Case Creation 18/07/2018		Status Hearing Notice Issued				
APPLICATIONS	ADD NOTICE ▾								
NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents
			Date	Place					
	ZA070818000034V	SHOW CAUSE NOTICE	09/08/2018 10:00 AM	Delhi	07/08/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Show Cause Notice
	ZA070818000035T	PERSONAL HEARING	09/08/2018 10:00 AM	Delhi	07/08/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Notice of Personal Hearing

Note: Intimation of issue of personal hearing will be sent to taxpayer via email and SMS. It will also be available on taxpayer's dashboard.

[Go back to the Main Menu](#)

G. Issue an Adjournment, if needed

To update adjournment details for a respondent, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab if it is not selected by default. This tab displays all the notices (SCN/Personal Hearing/Adjournment) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADJOURNMENT**.

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

ADD NOTICE ▾

SHOW CAUSE NOTICE
PERSONAL HEARING
ADJOURNMENT

Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
Date	Place						

3. The ADJOURNMENT page is displayed.

Type of Notice : **ADJOURNMENT**

Notice No. *

Notice Number

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

NATURE OF NOTICE

Previous Date of Hearing *

DD/MM/YYYY

CALENDAR

New Date of Hearing *

DD/MM/YYYY

CALENDAR

Place of Hearing *

VENUE

Recipient Of Notice *

Select

Status of Previous Hearing *

Select

New Time of Hearing *

--

DOWN

HH

--

DOWN

MM

--

DOWN

Upload Supporting documents

Enter Document Description

Choose File No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

06/08/2018

BACK

PREVIEW

SUBMIT

4. Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.

5. Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice*

Select

- Select
- Appellant
- Respondent
- Appellant & Respondent

6. In the **Subject** field, enter the purpose of calling the hearing.

7. Select the **Previous Date of Hearing** using the calendar.

8. Select the **Status of Previous Hearing** from the drop-down list.

Status of Previous Hearing

Select



Select

Hearing Attended

Hearing Adjourned by on the request of Appellant

Hearing Adjourned by on the request of Respondent

Hearing Adjourned on the request of appellate authority on administrative ground

Proceedings & Order of First Appeal

9. Select the **New Date of Hearing** using the calendar.
10. Select the **New Time of Hearing** from the drop-down list.
11. In the **Place of Hearing** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice.
13. Click **PREVIEW** and a system-generated draft notice of adjournment gets downloaded into your machine as displayed.

Skip to Main Content A+ A-

 Goods and Services Tax

Pallavi Test Infy 100, Delhi 0 212

Dashboard Services Help Statutory Functions

Dashboard > Appeal

ARN AD070718000040N GSTIN/UIN/Temporary Id 07APIPS0052D410 Date of Application/Case Creation 18/07/2018 Status Appeal Admitted

APPLICATIONS	Type of Notice : ADJOURNMENT		
NOTICES	Notice No.* ZA070818000037P Generate Notice Number	Recipient Of Notice* Respondent	
REPLIES	<p>Click on the link "Generate Notice Number" to generate a new Notice Number.</p>		
ORDERS	Subject* Adjournment		
INTERNAL COMMUNICATION			
RECTIFICATION	Previous Date of Hearing*	Status of Previous Hearing*	
ADDITIONAL DOCUMENT	01/08/2018	Hearing Adjourned by on the requi	
	New Date of Hearing*	New Time of Hearing*	
	09/08/2018	10 HH 00 MM AM	
	Place of Hearing*	Delhi	

Upload Supporting documents

Enter Document Description

[Choose File](#) No file chosen

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 2 other documents can be attached in the application.

ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place *

Date

[BACK](#)

[PREVIEW](#)

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Top

14. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of the Appellate Authority, Delhi
100:Zone 9:Delhi

Notice of Adjournment

Notice Number : ZA070818000037P

Date : 07/08/2018

Appeal No : AD070718000040N

Date of Appeal : 18/07/2018

On the perusal of Application, the personal hearing proceeding in respect of Appeal is adjourned.

Based on the reasons mentioned in the attached Annexure, you are required to appear before the Appellate Authority either in person or through authorized representative for representing your case on the date, time and place, as mentioned in table below.

S. No.	Particulars	Details
1	Date of Personal Hearing	09/08/2018
2	Time of Personal Hearing	10:00 AM
3	Place where Personal Hearing will be held	Delhi

Place : 100:Zone 9:Delhi

Date : 07/08/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100:Zone 9:Delhi

15. Go back to the Notice page. Click **SUBMIT**.

[Skip to Main Content](#) [A+](#) [A-](#)



Goods and Services Tax

Pallavi Test Infy
100, Delhi



English

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ARN
AD070718000040N

GSTIN/UIN/Temporary Id
07APTPS0052D410

Date of Application/Case Creation
18/07/2018

Status
Appeal Admitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Type of Notice : ADJOURNMENT

Notice No.*

ZA070818000037P

[Generate Notice Number](#)

ⓘ Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject*

Adjournment

Previous Date of Hearing*

01/08/2018



New Date of Hearing*

09/08/2018



Place of Hearing*

Delhi

Upload Supporting documents

Enter Document Description

[Choose File](#) No file chosen

Recipient Of Notice*

Respondent



Status of Previous Hearing*

Hearing Adjourned by on the requi



New Time of Hearing*

10 HH 00 MM AM



ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 2 other documents can be attached in the application.

ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

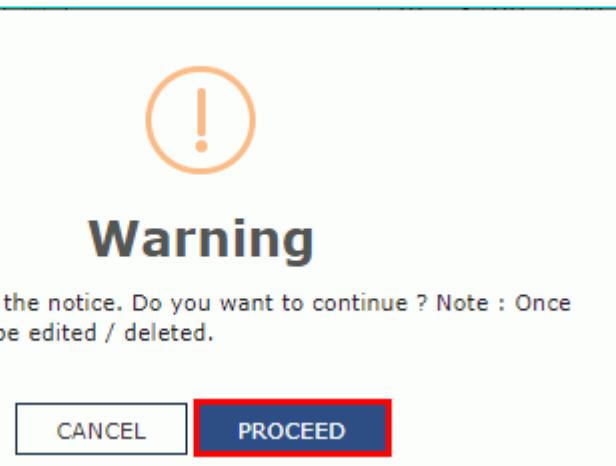
100:Zone 9:Delhi

Date

07/08/2018

[BACK](#)[PREVIEW](#)[SUBMIT](#)

16. Click **PROCEED** button.



17. Click **ISSUE with DSC**.

ARN	Date	GSTIN
AD070718000040N	07/08/2018	07APIPS0052D410



Warning

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[Facing problem using DSC? Click here for help](#)

ISSUE WITH DSC

18. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Dashboard > English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

19. The updated **Case Detail** page is displayed, with the table containing the record of the Adjournment just issued and the **Status** updated to "Adjournment Granted". Also, system would send the intimation to the taxpayer via email and SMS, and make this Adjournment notice available on the taxpayer's dashboard.

ARN AD070718000040N	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Adjournment Granted						
APPLICATIONS	ADD NOTICE ▾								
NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Docum
			Date	Place					
	ZA070818000037P	ADJOURNMENT	09/08/2018 10:00 AM	Delhi	07/08/2018	Pallavi Test Infy, Joint Commissioner	01/08/2018	Hearing Adjourned by on the request of Respondent	Notice Adjourned
<div style="display: flex; justify-content: space-between;"> ◀ ▶ </div>									

Note: Intimation of issue of adjournment will be sent to taxpayer via email and SMS. It will also be available on taxpayer's dashboard.

[Go back to the Main Menu](#)

H. Issue an Appeal Order

To issue an appeal order, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **APPEAL ORDER**.

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

ADD ORDER ▾

APPEAL ORDER

RECTIFICATION ORDER

ADMIT APPEAL APPLICATION

REJECT APPEAL APPLICATION

3. The **Appeal Order** page is displayed.



Goods and Services Tax

Skip to Main Content A+ A-

Pallavi Test Infy ▾
100, Delhi



Dashboard

Services ▾

Help ▾

Statutory Functions ▾

Dashboard > Appeal

ARN
AD070718000040N

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
18/07/2018

Status
Adjournment Granted

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number*

Date of Appeal Order

07/08/2018

Order Number

Generate Order Number

Click on the link 'Generate Order Number' to generate a new Order Number.

Type of Order :
Demand Order

Order appealed against
ZA0707180001470

Date
18/07/2018

Status of Order*

Select

Amount of demand/ refund confirmed

Particulars	Central Tax (₹)		State/UT tax (₹)		Dispu
	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount	
Tax	0	0	0	0	
Interest	0	0	0	0	
Penalty	0	0	0	0	
Fees	0	0	0	0	
Others	0	0	0	0	
Refund	0	0	0	0	

Annexure to GST APL-04*

No file chosen

File with PDF format is only allowed.

Maximum file size for upload is 10MB.

Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.

Upload Supporting Documents

Enter Document Description

No file chosen

File with PDF & JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

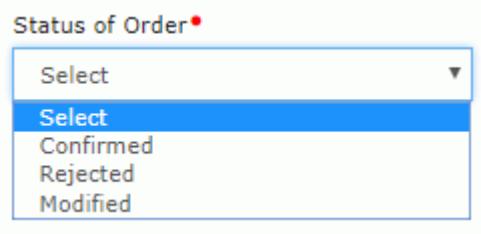
Place*

Date

4. Click the **Generate Order Number** hyperlink. Order Number field gets auto-populated.

5. Select the **Status of Order** from the drop-down list.

Status of Order*



Select

Confirmed

Rejected

Modified

6. Scroll right to view the amount of demand/ refund confirmed.

7. Click the **Choose File** button to upload details of Personal Hearing & Order in brief in PDF format as Annexure to Form GST APL-04.

Note:

- File with PDF format is only allowed.
- Maximum file size for upload is 10MB.

8. Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 2 other documents can be attached in the application.
- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

9. Place is auto-populated. However, you can edit the same.

10. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.

[Skip to Main Content](#) [A+](#) [A-](#)



Goods and Services Tax

Pallavi Test Infy
100, Delhi



212

ARN
AD070718000040NGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Adjournment Granted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number*

ZA0708180000402

Date of Appeal Order

07/08/2018

[Generate Order Number](#)*Click on the link 'Generate Order Number' to generate a new Order Number.*

Type of Order :

Demand Order

Order appealed against

ZA0707180001470

Date

18/07/2018

Status of Order*

Select

Amount of demand/ refund confirmed

Determined tax (₹)		Cess (₹)		Total (₹)	
Item	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount
500	0	0	0	500	0
100	0	0	0	100	0
100	0	0	0	100	0
0	0	0	0	0	0
99	0	0	0	99	0
0	0	0	0	0	0

Annexure to GST APL-04*



Document.pdf

*File with PDF format is only allowed.**Maximum file size for upload is 10MB.**Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.*

Upload Supporting Documents

Enter Document Description

*File with PDF & JPEG format is only allowed.**Maximum file size for upload is 5MB.*

No file chosen

MAXIMUM FILE SIZE FOR UPLOAD IS 2MB.

1 Maximum 2 other documents can be attached in the application.

2 Click on **Add Document** button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

07/08/2018

[BACK](#)

[PREVIEW](#)

[SUBMIT](#)

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Site Last Updated on 06/11/2016 01:45 AM

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11. Check the system-generated draft order carefully to rule out any discrepancy.

FORM GST APL – 04

[Refer Rule 113(1) & 115]

Summary of the demand after issue of order by the Appellate Authority, Tribunal OR Court

Order no. - ZA0708180000402

Date of Order - 07/08/2018

1. GSTIN/Temporary ID/ UIN - 07APIPS0052D410
 2. Name of the appellant - NURUL MOHAMADBHAI SAIYED
 3. Address of the appellant - 12, qw, ww, Central Delhi, Delhi, 110000
 4. Order appealed against - Number - ZA0707180001470 Date -18/07/2018
 5. Appeal - Number - AD070718000040N Date -18/07/2018
 6. Personal Hearing - Refer to Annexure
 7. Order in brief - Refer to Annexure
 8. Status of Order -
 9. Amount of demand confirmed:

Particulars		Central Tax (₹)	State/ UT Tax (₹)	Integrated Tax (₹)	Cess (₹)	Total (₹)
Tax	Disputed Amount	0	0	500	0	500
	Determined Amount	0	0	0	0	0
Interest	Disputed Amount	0	0	100	0	100
	Determined Amount	0	0	0	0	0
Penalty	Disputed Amount	0	0	100	0	100
	Determined Amount	0	0	0	0	0
Fees	Disputed Amount	0	0	0	0	0
	Determined Amount	0	0	0	0	0
Others	Disputed Amount	0	0	99	0	99
	Determined Amount	0	0	0	0	0

Place: 100-Zone 9:Delhi

Date: 07/08/2018

Name: Pallavi Test Infy
 Designation: manager
 Jurisdiction: 100-Zone 9:Delhi

12. Go back to the Order page. Click **SUBMIT**.

Skip to Main Content A+ A-



Goods and Services Tax

Pallavi Test Infy ▾
100, Delhi

Dashboard

Services ▾

Help ▾

Statutory Functions ▾

Dashboard > Appeal

English

ARN
AD070718000040N

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
18/07/2018

Status
Adjournment Granted

APPLICATIONS

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DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number*

Date of Appeal Order

ZA0708180000402

07/08/2018

Generate Order Number

ⓘ Click on the link 'Generate Order Number' to generate a new Order Number.

Type of Order :

Order appealed against

Date

Demand Order

ZA0707180001470

18/07/2018

Status of Order*

Select

Amount of demand/ refund confirmed

Grated tax (₹)		Cess (₹)		Total (₹)	
Item	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount
500	0	0	0	500	0
100	0	0	0	100	0
100	0	0	0	100	0
0	0	0	0	0	0
99	0	0	0	99	0
0	0	0	0	0	0

Annexure to GST APL-04*



Document.pdf



ⓘ File with PDF format is only allowed.

ⓘ Maximum file size for upload is 10MB.

ⓘ Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

ⓘ File with PDF & JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 2 other documents can be attached in the application.

Place*

100:Zone 9:Delhi

Date

07/08/2018

BACK **PREVIEW** **SUBMIT**

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13. Click **PROCEED** button.



Warning

You are about to Submit GST APL - 04. Would you like to proceed?

CANCEL

PROCEED

14. Click **ISSUE with DSC**.

ARN

AD070718000040N

Date

07/08/2018

GSTIN

07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

[Facing problem using DSC? Click here for help](#)

[ISSUE WITH DSC](#)

15. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

16. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "Appeal Order Passed". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

ARN AD070718000040N	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Appeal Order Passed															
APPLICATIONS	Legal Name NURUL MOHAMADBHAI SAIYED Trade Name GST																	
NOTICES																		
REPLIES																		
ORDERS	ADD ORDER ▾																	
INTERNAL COMMUNICATION	<table border="1"> <thead> <tr> <th>Order/Reference Number</th> <th>Order Category</th> <th>Date of Order</th> <th>Passed By</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>ZA070718000242W</td> <td>ADMIT APPEAL APPLICATION</td> <td>26/07/2018</td> <td>Pallavi Test Infy</td> <td>GST APL-02</td> </tr> <tr> <td>ZA0708180000402</td> <td>APPEAL ORDER</td> <td>07/08/2018</td> <td>Pallavi Test Infy</td> <td>GST APL-04 Document</td> </tr> </tbody> </table>			Order/Reference Number	Order Category	Date of Order	Passed By	Documents	ZA070718000242W	ADMIT APPEAL APPLICATION	26/07/2018	Pallavi Test Infy	GST APL-02	ZA0708180000402	APPEAL ORDER	07/08/2018	Pallavi Test Infy	GST APL-04 Document
Order/Reference Number	Order Category	Date of Order	Passed By	Documents														
ZA070718000242W	ADMIT APPEAL APPLICATION	26/07/2018	Pallavi Test Infy	GST APL-02														
ZA0708180000402	APPEAL ORDER	07/08/2018	Pallavi Test Infy	GST APL-04 Document														
RECTIFICATION																		
ADDITIONAL DOCUMENT																		

Note:

Note:

1. When Appellate Authority passes the Order with status as "Modified" :

The GST Portal will create entries in Part-II of the Liability Register as under:

- Debit entry against a new demand Id for demand raised through Appeal order
- Credit entry against old demand Id for the amount under dispute

2. When Appellate Authority passes the Order with status as "Rejected" (Demand Confirmed):

The GST Portal will create no entries in the Part-II of the Liability Register.

3. When Appellate Authority passes the Order with status as "Confirmed" (Demand Rejected):

The GST Portal will create entries in Part-II of the Liability Register as under:

- Credit entry against old demand Id to the extent of amount under dispute

[Go back to the Main Menu](#)

I. Add Additional Document, if any

To add any additional documents, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ADDITIONAL DOCUMENT** tab. It is selected by default. This tab displays the additional documents submitted physically by any party (i.e. Applicant or Jurisdictional Officer- Authority for Advance Ruling or Concerned Officer) during the hearing. Only Appellate Authority / Assistant to Appellate Authority can upload the additional documents.

2. Click the **ADD DOCUMENTS** button.

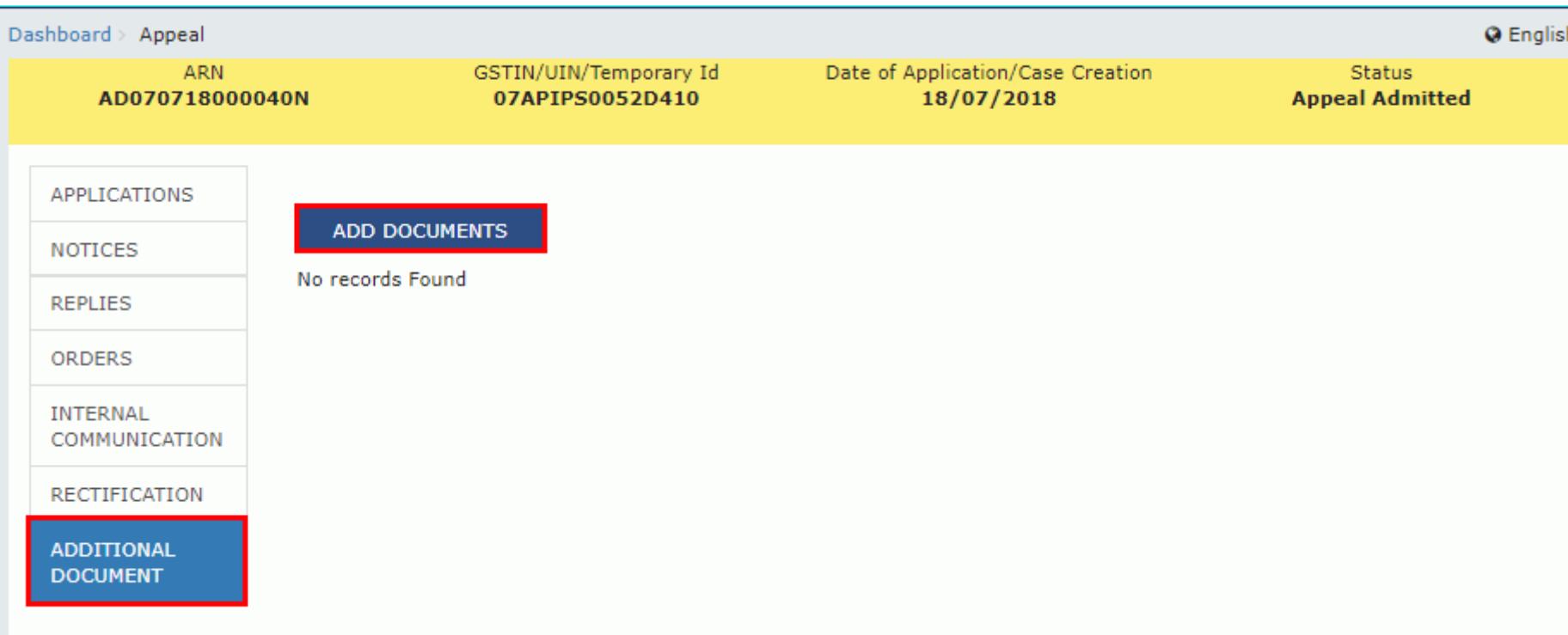
Proceedings & Order of First Appeal

Dashboard > Appeal

ARN AD070718000040N	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Appeal Admitted
APPLICATIONS	NOTICES	REPLIES	ORDERS
INTERNAL COMMUNICATION	RECTIFICATION	ADDITIONAL DOCUMENT	ADD DOCUMENTS

No records Found

English



3. Select the **Date of Hearing** using the calendar.

4. In the **Document Description** field, enter the description of the document i.e. the name or type of document that is provided during hearing.

5. In the **Documents Submitted By** field, enter the name of the person who submitted the additional document. In case of multiple names, all the names will be separated by comma.

6. Click the **Choose File** button to upload the additional document.

Note:

- You can upload PDF file with maximum size of upload as 5 MB.
- Maximum 5 additional documents can be attached for one Date of hearing.

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ADDITIONAL
DOCUMENT

Date of Hearing*

DD/MM/YYYY

Document Description*

Documents Submitted By*

* Indicates Mandatory Fields

Upload Documents*

Choose File No file chosen

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 5MB.

ⓘ Maximum 5 additional documents can be attached for one Date of hearing.

ⓘ Click on **Add** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

SUBMIT

7. Click the **ADD** button.

* Indicates Mandatory Fields

Date of Hearing * <input type="text" value="06/08/2018"/> 	Document Description * <input type="text" value="Recorded during hearing"/>
Documents Submitted By * <input type="text" value="V sinduri"/>	
ADD	
① File with PDF or JPEG format is only allowed. ② Maximum file size for upload is 5MB. ③ Maximum 5 additional documents can be attached for one Date of hearing. ④ Click on Add button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.	
BACK SUBMIT	

8. Click the **SUBMIT** button.

Note: You can click the **DELETE** or **PREVIEW** button to delete or preview the uploaded additional documents. You can delete the document uploaded, till the document is not submitted. You can also add another additional documents here.

* Indicates Mandatory Fields

Date of Hearing * <input type="text" value="06/08/2018"/> 	Document Description * <input type="text"/>			
Documents Submitted By <input type="text"/>				
Upload Documents * <input type="button" value="Choose File"/> No file chosen				
i File with PDF or JPEG format is only allowed. i Maximum file size for upload is 5MB. i Maximum 5 additional documents can be attached for one Date of hearing. i Click on Add button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.				
06/08/2018	V sinduri	Recorded during hearing	Document.pdf	

BACK
SUBMIT

9. Click the **PROCEED** button.



Warning

You are going to upload the attached document. Do you want to continue ?
 Note : Once uploaded, document cannot be edited / deleted.

CANCEL

PROCEED

10. After documents are successfully submitted, the updated details will be visible to Appellate Authority / Assistant to Appellate Authority.

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ADDITIONAL DOCUMENT

ADD DOCUMENTS

Date of Hearing	Document Description	Document Submitted By	Updated by (name & designation)	Download Document
06/08/2018	Recorded during hearing	V sinduri	Pallavi Test Infy, Joint Commissioner	 Document.pdf

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