

Manual > Provisional Assessment and Release of Security

How can I act on the provisional assessment cases?

Steps for disposing the application for provisional assessment and release of security is explained below:

1. Filing of application for provisional assessment by taxpayer in Form GST ASMT-01
2. [Issue of notice for seeking additional information in Form GST ASMT-02](#)
3. Furnishing of reply by taxpayer in Form GST ASMT-03 to the notice issued in Form GST ASMT-02
4. [Issue of order accepting the Provisional Assessment in Form GST ASMT-04](#) prescribing security and bond therein or to [Reject the application](#)
5. Furnishing of security and bond by taxpayer in Form GST ASMT-06 & taxpayer to physically handover the Bank Guarantee and bond to Tax official
6. [Acceptance of security by Tax Officer](#), [Process of correction of security](#), [Resubmission of Security](#)
7. Taxpayer can start selling the goods or providing the services as per Provisional Assessment Order and pay the tax amount as per rate or valuation mentioned in Provisional Assessment Order.
8. After period of provisional assessment is over, [Notice for seeking clarification in Form GST ASMT-06 for issue of final assessment order](#)
9. [Seeking extension of AC/JC for a period of six months if order is not issued within six months of issue of provisional order in Form GST ASMT-04](#)
10. [Further extension of Commissioner can be sought if order is not being issued within extended period](#)
11. [Issue of Final Assessment order in Form GST ASMT-07](#)
12. Taxpayer to apply for release of security in Form GST ASMT-08
13. [Tax officer to obtain approval of competent authority for release of security](#)
14. [Updation of internal communications](#)
15. [Upload additional documents or communication done with the taxpayer related to the case from time to time](#)
16. [Issue of order for release of security in Form GST ASMT-09](#)
17. Tax Official to physically handover the Bank Guarantee and bond to taxpayer

To act on the pending provisional assessment cases, in the role of Adjudicating Authority, perform following steps:

- A. [Searching for the pending Provisional Assessment cases](#)
- B. Take action using **APPLICATIONS** tab of Case Detail page: [View Submitted Application by the Taxpayer](#)
- C. Take action using **NOTICES** tab of Case Detail page: Issue Notice to the Taxpayer
 - C (1). [Additional Information in Form GST ASMT-02](#)
 - C (2). [Issue a Reminder](#)
 - C (3). [Issue an Adjournment](#)
 - C (4). [Additional Information in Form GST ASMT-06](#)
 - C (4). [Additional Information for Release of Security](#)
- D. Take action using **REPLIES** tab of Case Detail page: [View Replies by the Taxpayer, if any](#)
- E. Take action using **PROCEEDINGS** tab of Case Detail page: [Add Personal Hearing Proceedings](#)
- F. Take action using **ORDERS** tab of Case Detail page: Issue Order
 - F (1). [Issue Provisional Assessment Order in Form GST ASMT-04](#)
 - F (2). [Rejection Order](#)
 - F (3). [Furnished Security Modified](#)

- F (4). [Furnished Security Resubmit](#)
- F (5). [Furnished Security Accept](#)
- F (6). [Final Assessment Order in Form GST ASMT-07](#)
- F (7). [Release of Security in Form GST ASMT-09](#)
- F (8). [Order of Rejection against Release of Security](#)

G. Take action using **INTERNAL COMMUNICATION** tab of Case Detail page:

- G (1). [Upload Internal Communication before Provisional Assessment Order](#)
- G (2). [Upload Internal Communication before Release of Security](#)

H. Take action using **SECURITY** tab of Case Detail page: [View Security details](#)

I. Take action using **REFERENCES** tab of Case Detail page:

- I (1). [Add Communication](#)
- I (2). [Add Reference of Case](#)

Click each hyperlink above to know more.

A. Go to pending Provisional Assessment cases by searching for the ARN (Application Reference Number)/GSTIN/Status/Period

To go to pending Provisional Assessment cases 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 > Assessment/Adjudication > Provisional Assessment** option.

Dashboard	Registration ▾	Payments ▾	Services ▾	Help ▾	Grievances	Statutory Functions ▾
Cause List	LUT	Assessment/Adjudication	Quick Links	My Tasks	Demand and Collection Register	
Determination of tax(Fraud/Other)-DRC07						Intimation of Voluntary Payment
General Penalty						Assessment of unregistered persons
Assessment of Non-filers of Returns						Determination of tax(Fraud/Other)
Rectification of Orders						Summary Assessment
Provisional Attachment						Restoration of Provisional Attachment
Tax collected but not deposited						Scrutiny of Returns
Provisional Assessment						Recommendations

4. Search page is displayed. Choose any one of the four displayed fields as your search criteria and enter the required information:

ARN, GSTIN, Status or Period From and Period To Date.

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

Select

- Final order issued
- Security furnished
- Approval granted, pending for release order
- Application restored, provisional order pending
- Rejected
- Application for release of security Rejected
- Approval granted, pending for final order
- Proposal for extension Rejected
- Pending for approval on extension
- Pending for clarification by officer on extension
- Pending for Approval on release
- Security Modified, pending approval
- Order for release of security issued
- Provisional order issued, security pending
- Pending for action by tax officer
- Pending for approval
- Allowed by Appellate authority, security pending
- Pending for clarification by officer on release
- Pending for clarification on extension

5. Click the **SEARCH** button.

Dashboard > Provisional Assessment > Case Detail English

Search

ARN
Enter ARN

GSTIN
Enter GSTIN

Status
Select

From Date
DD/MM/YYYY

To Date
DD/MM/YYYY

SEARCH

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

Search

ARN
Enter ARN

GSTIN
07APIPS0052D410

Status
Select

From Date
DD/MM/YYYY

To Date
DD/MM/YYYY

SEARCH

All existing ARNs/Case IDs for a particular GSTIN are shown below. You can take action by selecting any particular ARNs/Case IDs.

List of Application/Case Reference Numbers (ARNs)

ARN	GSTIN	Applicant Name	Date Of Filing	Status
AD071018000048K	07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	16/10/2018	Pending for action by tax officer

7. **Provisional Assessment** Case Detail page is displayed. From this page, you can initiate proceedings for conducting provisional assessment by operating on the tabs provided at the left-hand side of the page: APPLICATIONS, NOTICES, REPLIES,

PROCEEDINGS, ORDERS, INTERNAL COMMUNICATION, SECURITY and REFERENCES.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--

APPLICATIONS	Type of Documents	View Documents
NOTICES	Application for Provisional Assessment	View
REPLIES		
PROCEEDINGS		
ORDERS		
INTERNAL COMMUNICATION		
SECURITY		
REFERENCES		

[Go back to the Main Menu](#)

B. View Submitted Application by the Taxpayer

To view 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 **View** links under View Documents column to view the application/ information and its attachments in PDF mode.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--

APPLICATIONS	Type of Documents	View Documents
NOTICES	Application for Provisional Assessment	View
REPLIES		
PROCEEDINGS		
ORDERS		
INTERNAL COMMUNICATION		
SECURITY		
REFERENCES		

[Go back to the Main Menu](#)

C (1). Additional Information in Form GST ASMT-02

To issue notice for additional information from the taxpayer on the application filed, 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 (*Additional Information/Reminder/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADDITIONAL INFORMATION GST ASMT-02**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000033V	07APIPS0052D410	12/10/2018	Pending for action by tax officer

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE ▾
ADDITIONAL INFORMATION GST ASMT-06
REMINDER
ADJOURNMENT
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY
ADDITIONAL INFORMATION GST ASMT-02

Issue Date	Due Date to Reply / PH Date	Section	Attachments
No Records Found			

3. The **ADDITIONAL INFORMATION GST ASMT-02** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000033V	07APIPS0052D410	12/10/2018	Pending for action by tax officer

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADDITIONAL INFORMATION GST ASI

Section number*
Section Number

☐ Is Personal Hearing Required ?

Due Date to Reply*
DD/MM/YYYY

Attachments*
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

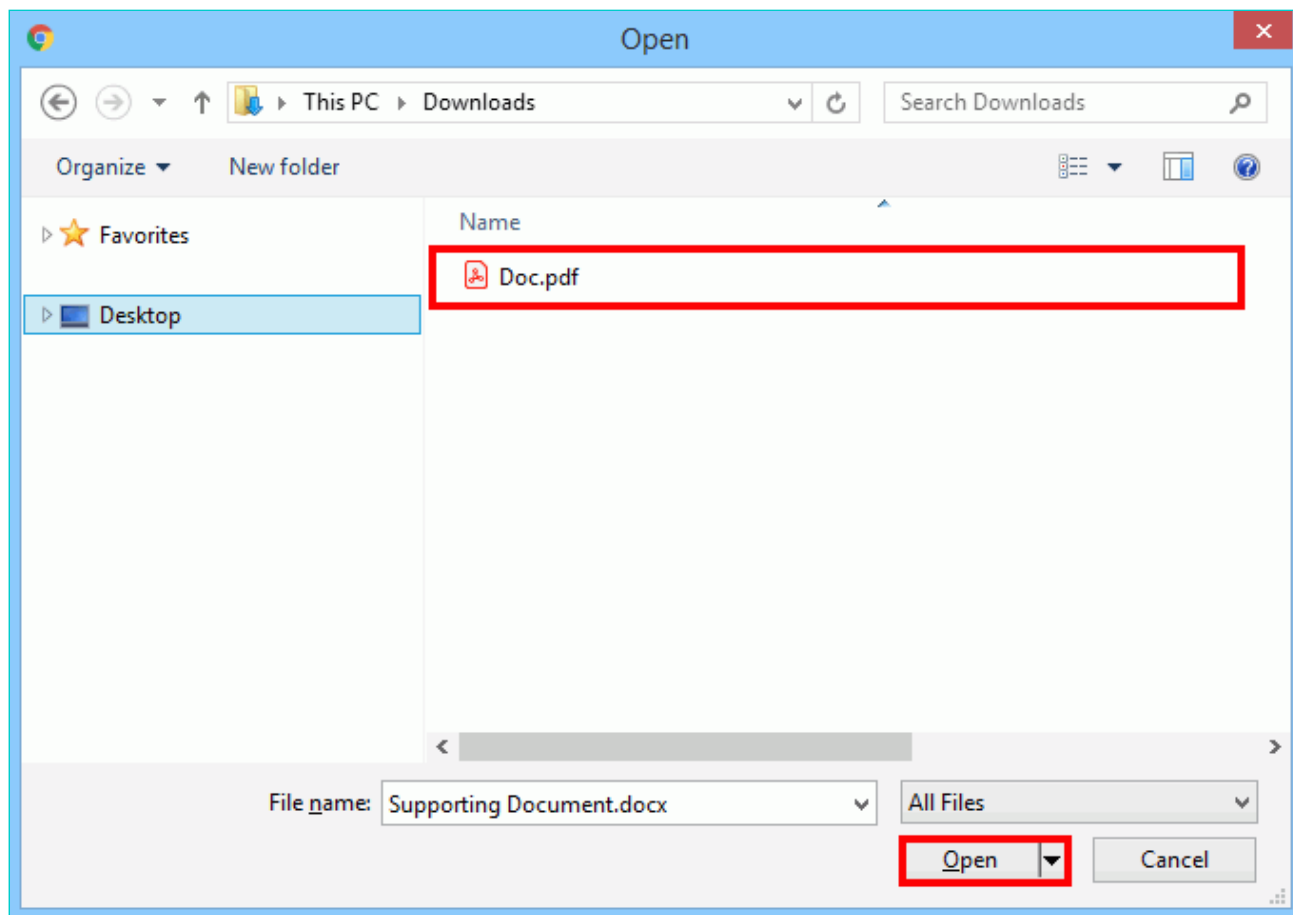
Reference Number*
Reference Number
Generate Reference Number

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

MIS Report
Tax Liability
Tax Return History

BACK PREVIEW PROCEED

4. Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
5. In the **Acts/ Rules Provisions** field, enter the Act or Rule provision detail.
6. In the **Section Number** field, enter the section number.
7. In case personal hearing is required, select the **Is Personal Hearing Required checkbox**.
8. Select the **Personal Hearing Date** using the calendar.
9. Select the **Personal Hearing Time**.
10. In the **Venue** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
11. Select the **Due Date to reply** using the calendar.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice.
13. Select the relevant document and click the **Open** button.



Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000033V	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 12/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

MIS Report
Tax Liability
Tax Return History

Type

ADDITIONAL INFORMATION GST ASI

Reference Number

ZA0710180003071

[Generate Reference Number](#)

Section number

Section Number

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

☒ **Is Personal Hearing Required ?**

Personal Hearing Date

DD/MM/YYYY

Personal Hearing Time

HH:MM

Venue

Venue

Due Date to Reply

DD/MM/YYYY

Attachments

[Choose File](#) No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK PREVIEW PROCEED

13. Click **PREVIEW** and a system-generated draft notice of additional information gets downloaded into your machine as displayed.

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

Form GST ASMT - 02
[See rule 98(2)]

Reference No : ZA0710180003071

Date : 18/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

ARN : AD071018000033V

Date : 12/10/2018

Notice for Seeking Additional Information / Clarification / Documents for Provisional Assessment

Please refer to your application referred to above. While examining your request for provisional assessment, it has been found that the information/documents/ clarifications as mentioned in attached annexure are required for processing the same.

You are, therefore, requested to provide the information /documents/ within the period /date mentioned in the table below from the date of receipt of this notice to enable this office to take a decision in the matter. Please note that in case no information is received by the stipulated date, your application is liable to be rejected without making any further reference to you.

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

Sr. No.	Particulars	Details
1	Section under which show cause notice is issued	32
2	Date by which reply has to be submitted	NA
3	Date of Personal Hearing	NA
4	Time of Personal Hearing	NA
5	Venue where Personal Hearing will be held	NA

Signature

Name: Haripriya Santhanam

Designation: Lower Division Clerks

Jurisdiction: 100:Zone 9:Delhi

15. Go back to the Additional Information page. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000033V	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 12/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--


APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADDITIONAL INFORMATION GST ASI

Section number
60

☐ Is Personal Hearing Required ?

Due Date to Reply
18/10/2018

Attachments
Choose File No file chosen

Doc.pdf

File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Reference Number
ZA0710180003071
[Generate Reference Number](#)
Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining


MIS Report
Tax Liability
Tax Return History

BACK PREVIEW **PROCEED**

16. Click **ISSUE with DSC**.


Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000033V	18/10/2018	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

17. 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

18. The updated **Case Detail** page is displayed, with the table containing the record of the additional information just issued and the **Status** updated to "Pending for reply by taxpayer". Also, system would send the intimation to the taxpayer via email and SMS, and make this additional information notice available on the Taxpayer's dashboard.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UTN/Temporary Id	Date of Application/Case Creation	Status
AD071018000033V	07APIPS0052D410	12/10/2018	Pending for reply by taxpayer

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

ADD NOTICE ▾

Type	Reference Number	Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
ADDITIONAL INFORMATION GST ASMT-02	ZA07101800003071	18/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA07101800003071_2018101809555

[Go back to the Main Menu](#)

C (2). Issue a Reminder

To issue a reminder to taxpayer who has neither replied to the SCN within time specified nor attended a personal hearing, 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 (*Additional Information/Reminder/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **REMINDER**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for final reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE ▾
ADDITIONAL INFORMATION GST ASMT-06
REMINDER
ADJOURNMENT
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY
ADDITIONAL INFORMATION GST ASMT-02

Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
10/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_2018101708233

3. The **REMINDER** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for final reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
REMINDER

Reference Number
Reference Number
[Generate Reference Number](#)

Notice Reference Number
ZA071018000295Y

Date of RFN
17/10/2018

Section number
60

☐ Is Personal Hearing Required ?

Due Date to Reply
DD/MM/YYYY

Reminder No.
1

Attachments
[Choose File](#) No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)

BACK PREVIEW PROCEED

- Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
- In case, personal hearing is required, select the **Is Personal Hearing Required** checkbox.
- Select the **Personal Hearing Date** using the calendar.
- Select the **Personal Hearing Time**.

8. In the **Venue** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
9. Select the **Due Date to reply** using the calendar.
10. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for final reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

MIS Report

Tax Liability

Tax Return History

Type
REMINDER

Reference Number
ZA071018000296W
[Generate Reference Number](#)

Notice Reference Number
ZA071018000295Y

Date of RFN
17/10/2018

Section number
60

☒ **Is Personal Hearing Required ?**

Personal Hearing Date
DD/MM/YYYY

Personal Hearing Time
HH:MM

Venue
Venue

Due Date to Reply
DD/MM/YYYY

Reminder No.
1

Attachments
 No file chosen
 File with PDF or JPEG format is only allowed
 Maximum 4 files and 5 MB for each file allowed

BACK PREVIEW PROCEED

11. Click **PREVIEW** and a system-generated draft notice of reminder gets downloaded into your machine as displayed.
12. Check the system-generated draft reminder carefully to rule out any discrepancy.

Office of Lower Division Clerks
Jurisdiction: 100:Zone 9:Delhi, State/UT: Delhi

Reminder - 1

Reference No: ZA071018000296W

Date: 17/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : T2, qw, ww, Central Delhi, Delhi, 110000

SCN Reference No : ZA071018000295Y

Date : 17/10/2018

Previous reminder reference no : NA

Date : NA

Reminder

With reference to the show cause notice referred above, neither you have filed any reply, nor you have appeared on the date mentioned in the notice to explain the reasons for the charges mentioned therein.

You are once again requested to furnish the reply by the date mentioned in table below.

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

You are also requested to bring documents mentioned in the attached annexure, if any relating to case on the date of hearing and other information called therein.

Sr. No.	Description	Particulars
1.	Date by which reply has to be submitted	18/10/2018
2.	Date of Personal Hearing	NA
3.	Time of Personal Hearing	NA
4.	Venue where Personal Hearing will be held	NA

Signature

Name: Haripriya Santhanam

Designation: Lower Division Clerks

Jurisdiction: 100:Zone 9:Delhi

13. Go back to the reminder page. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for final reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

Reference Number

[Generate Reference Number](#)

Notice Reference Number

Date of RFN

Section number

☐ Is Personal Hearing Required ?

Due Date to Reply

Reminder No.

Attachments
 No file chosen


File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

MIS Report
Tax Liability
Tax Return History

14. Click **ISSUE with DSC**.


Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	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](#)

15. 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

16. The updated **Case Detail** page is displayed, with the table containing the record of the reminder just issued and the **Status** updated to "Reminder No. 1 Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this reminder notice available on the Taxpayer's dashboard.

Note: You can issue only three reminders against a particular case.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id
AD071018000048K

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
16/10/2018

Status
Reminder No. 1 Issued

APPLICATIONS

ADD NOTICE ▾

Type	Reference Number	Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
REMINDER	ZA071018000296W	17/10/2018	18/10/2018	60	PA_Reminder_ZA071018000296W_2018101708325
ADDITIONAL INFORMATION GST ASMT-06	ZA071018000295Y	17/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_2018101708233

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

[Go back to the Main Menu](#)

C (3). Issue an Adjournment

To update adjournment details for a taxpayer who has filed an application of extension offline, 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 (*Additional Information/Reminder/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADJOURNMENT**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reminder No. 1 Issued
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE ▾
ADDITIONAL INFORMATION GST ASMT-06
REMINDER
ADJOURNMENT
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY
ADDITIONAL INFORMATION GST ASMT-02

Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
16/10/2018	18/10/2018	60	PA_Reminder_ZA071018000296W_2018101708325
16/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_2018101708233

3. The **ADJOURNMENT** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reminder No. 1 Issued
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADJOURNMENT

Notice Reference Number
ZA071018000295Y

Section number
60

☐ Is Personal Hearing Required ?

Extended Due date to reply
DD/MM/YYYY

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Reference Number
Reference Number
Generate Reference Number

Date of RFN
17/10/2018

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

MIS Report
Tax Liability
Tax Return History

BACK PROCEED

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

5. In the **Acts/ Rules Provisions** field, enter the Act or Rule provision detail.

6. In case personal hearing is required, select the **Is Personal Hearing Required checkbox**.
7. Select the **Personal Hearing Date** using the calendar.
8. Select the **Personal Hearing Time**.
9. In the **Venue** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
10. Select the **Due Date to reply** using the calendar.
11. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice as has been described earlier.
12. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UTIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Reminder No. 1 Issued

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)

Type

ADJOURNMENT

Notice Reference Number

ZA071018000295Y

Section number

60

Reference Number

ZA071018000297U

[Generate Reference Number](#)

Date of RFN

17/10/2018

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

☒ **Is Personal Hearing Required ?**

Extended Due date of PH

DD/MM/YYYY

Personal Hearing Time

HH:MM

Venue

Venue

Extended Due date to reply

DD/MM/YYYY

Attachments

[Choose File](#) No file chosen

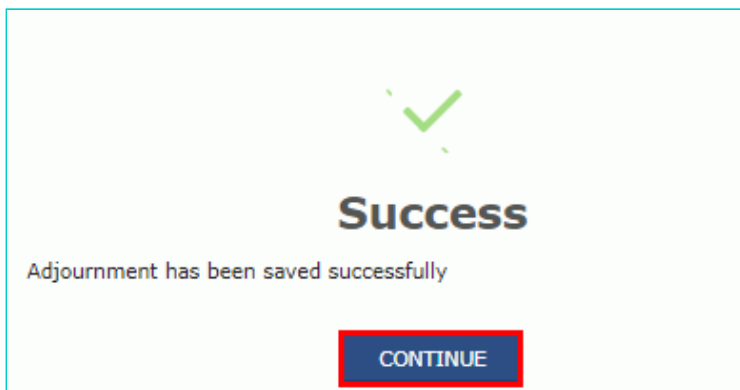
File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK

PROCEED

13. A success message popup is displayed. Click **CONTINUE**.



14. The updated **Case Detail** page is displayed, with the table containing the record of the adjournment just issued and the **Status** updated to "Pending for reply by taxpayer". Also, system would send the intimation to the taxpayer via email and SMS, and make this adjournment details available on the Taxpayer's dashboard.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Pending for reply by taxpayer

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE ▾

Type	Reference Number	Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
ADJOURNMENT	ZA071018000297U	17/10/2018	18/10/2018	60	
REMINDER	ZA071018000296W	17/10/2018	18/10/2018	60	PA_Reminder_ZA071018000296W_201810170832
ADDITIONAL INFORMATION GST ASMT-06	ZA071018000295Y	17/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_201810170823

[Go back to the Main Menu](#)

C (4). Additional Information in Form GST ASMT-06

To issue notice for additional information to the taxpayer for seeking any clarification in order to issue final assessment order, 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 (*Additional Information/Reminder/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADDITIONAL INFORMATION GST ASMT-06**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE ▾

ADDITIONAL INFORMATION GST ASMT-06
REMINDER
ADJOURNMENT
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY
ADDITIONAL INFORMATION GST ASMT-02

Issue Date	Due Date to Reply / PH Date	Section	Attachments
No Records Found			

3. The **ADDITIONAL INFORMATION GST ASMT-06** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADDITIONAL INFORMATION GST ASI

Provisional Assessment Order No.
ZA071018000277W

Section number
Section Number

☐ Is Personal Hearing Required ?

Due Date to Reply
DD/MM/YYYY

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Reference Number
Reference Number
Generate Reference Number

Date of order
16/10/2018

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

MIS Report
Tax Liability
Tax Return History

BACK PREVIEW PROCEED

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

5. In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.

6. In the **Section Number** field, enter the section number.

7. In case personal hearing is required, select the **Is Personal Hearing Required checkbox**.
8. Select the **Personal Hearing Date** using the calendar.
9. Select the **Personal Hearing Time**.
10. In the **Venue** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
11. Select the **Due Date to reply** using the calendar.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice as has been described earlier.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)

Type

ADDITIONAL INFORMATION GST ASI

Provisional Assessment Order No

ZA071018000277W

Section number

Section Number

Reference Number

ZA071018000295Y

[Generate Reference Number](#)

Date of order

16/10/2018

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

☒ **Is Personal Hearing Required ?**

Personal Hearing Date

DD/MM/YYYY

Personal Hearing Time

HH:MM

Venue

Venue

Due Date to Reply

DD/MM/YYYY

Attachments

[Choose File](#) No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK

PREVIEW

PROCEED

13. Click **PREVIEW** and a system-generated draft notice of additional information gets downloaded into your machine as displayed.
14. Check the system-generated draft notice carefully to rule out any discrepancy.

Form GST ASMT - 06
[See rule 98(5)]

Reference No : ZA071018000295Y

Date : 17/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : T2, qw, ww, Central Delhi, Delhi, 110000

ARN : AD071018000048K

Date : 16/10/2018

Provisional Assessment Order no. :

Date : 16/10/2018

ZA071018000277W

Notice for Seeking Additional Information / Clarification / Documents for Final Assessment

Please refer to your application and provisional assessment order referred to above. The information / documents as mentioned in attached annexure are required for finalization of provisional assessment.

You are, therefore, requested to provide the information / documents/ within the period /date mentioned in the table below from the date of receipt of this notice to enable this office to take a decision in the matter. Please note that in case no information is received by the stipulated date, your application is liable to be rejected without making any further reference to you.

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

Sr. No.	Particulars	Details
1	Section under which show cause notice is issued	32
2	Date by which reply has to be submitted	NA
3	Date of Personal Hearing	NA
4	Time of Personal Hearing	NA
5	Venue where Personal Hearing will be held	NA

Signature

Name: Haripriya Santhanam

Designation: Lower Division Clerks

Jurisdiction: 100.Zone 9:Delhi

15. Go back to the Additional Information page. Click **PROCEED** button.


Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADDITIONAL INFORMATION GST ASI
Provisional Assessment Order No.
ZA071018000277W
Section number

Reference Number
ZA071018000295V
Generate Reference Number
Date of order
16/10/2018
Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining
☐ Is Personal Hearing Required ?
Due Date to Reply
DD/MM/YYYY

Attachments
Choose File No file chosen

Doc.pdf

File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed


MIS Report
Tax Liability
Tax Return History

BACK PREVIEW **PROCEED**

16. Click **ISSUE with DSC**.


Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	07APIPS0052D410



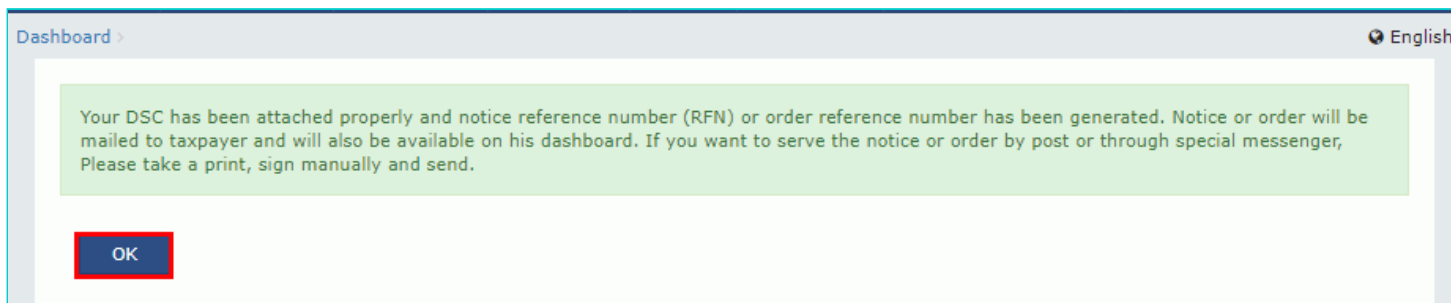
Warning

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.

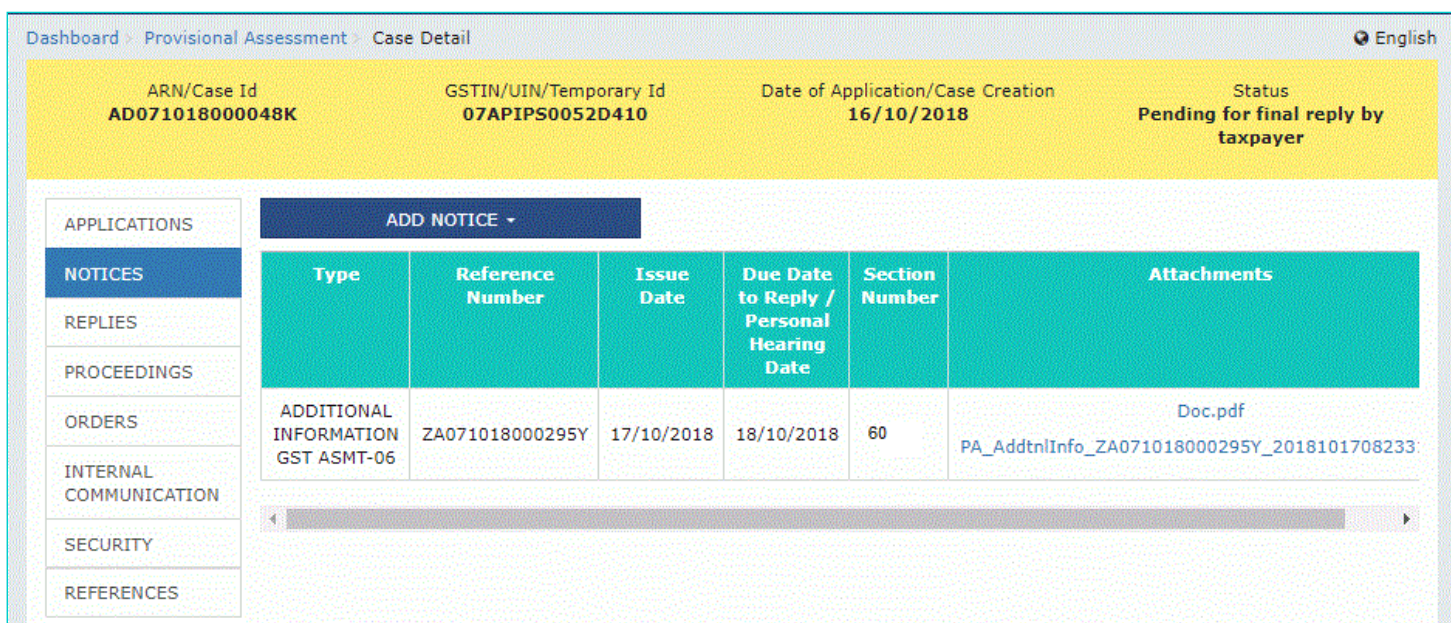
 Facing problem using DSC? Click here for help

ISSUE WITH DSC

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



18. The updated **Case Detail** page is displayed, with the table containing the record of the additional information just issued and the **Status** updated to "Pending for final reply by taxpayer". Also, system would send the intimation to the taxpayer via email and SMS, and make this additional information notice available on the Taxpayer's dashboard.



[Go back to the Main Menu](#)

C (5). Additional Information for Release of Security

To issue notice for additional information for release of security to the taxpayer, 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 (*Additional Information/Reminder/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADDITIONAL INFORMATION FOR RELEASE OF SECURITY**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer for Release
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE +
ADDITIONAL INFORMATION GST ASMT-06
REMINDER
ADJOURNMENT
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY
ADDITIONAL INFORMATION GST ASMT-02
GST ASMT-06

Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
17/10/2018	18/10/2018	60	
17/10/2018	18/10/2018	60	PA_Reminder_ZA071018000296W_201810170832
17/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_201810170823

3. The **Additional Information** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer for Release
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ADDITIONAL INFORMATION FOR REI

Final Assessment Order No.
ZA071018000301D

Section number
Section Number

☐ Is Personal Hearing Required ?

Due Date to Reply
DD/MM/YYYY

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Reference Number
Reference Number
Generate Reference Number

Date of order
17/10/2018

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

MIS Report
Tax Liability
Tax Return History

BACK PREVIEW PROCEED

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

5. In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.
6. In the **Section Number** field, enter the section number.
7. In case personal hearing is required, select the **Is Personal Hearing Required checkbox**.
8. Select the **Personal Hearing Date** using the calendar.
9. Select the **Personal Hearing Time**.
10. In the **Venue** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
11. Select the **Due Date to reply** using the calendar.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing notice as has been described earlier.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Pending for action by tax officer for Release

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

MIS Report
Tax Liability
Tax Return History

Type
ADDITIONAL INFORMATION FOR REI

Reference Number
ZA071018000312A
Generate Reference Number

Final Assessment Order No
ZA071018000301D

Date of order
17/10/2018

Section number
Section Number

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

☒ Is Personal Hearing Required ?

Personal Hearing Date
DD/MM/YYYY

Personal Hearing Time
HH:MM

Venue
Venue

Due Date to Reply
DD/MM/YYYY

Attachments
Choose File No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK PREVIEW PROCEED

13. Click **PREVIEW** and a system-generated draft notice of additional information gets downloaded into your machine as displayed.
14. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of Lower Division Clerks
Jurisdiction: 100:Zone 9:Delhi, State/UT: Delhi

Reference No : ZA071018000312A

Date : 18/10/2018

To

GSTIN/ Temporary ID : 07AIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

ARN : ZA071018000310E

Date : 18/10/2018

Notice for Seeking Additional Information / Clarification / Documents for release of security

Please refer to your application referred to above. While examining your request for withdrawal of security, it has been found that some clarifications/documents, as mentioned in attached annexure, are required for processing the same.

You are, therefore, requested to provide the information /documents/ within the period /date mentioned in the table below from the date of receipt of this notice to enable this office to take a decision in the matter. Please note that in case no information is received by the stipulated date, your application is liable to be rejected without making any further reference to you.

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

Sr. No.	Particulars	Details
1	Section under which show cause notice is issued	NA
2	Date by which reply has to be submitted	18/10/2018
3	Date of Personal Hearing	NA
4	Time of Personal Hearing	NA
5	Venue where Personal Hearing will be held	NA

Signature

Name: Haripriya Santhanam

Designation: Lower Division Clerks

Jurisdiction: 100:Zone 9:Delhi


15. Go back to the Additional Information page. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer for Release
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

MIS Report
Tax Liability
Tax Return History

Type
ADDITIONAL INFORMATION FOR REL
Reference Number
ZA071018000312A
[Generate Reference Number](#)
Final Assessment Order No
ZA071018000301D
Date of order
17/10/2018
Section number
Section Number
Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining
☐ **Is Personal Hearing Required ?**
Due Date to Reply
18/10/2018
Attachments
Choose File No file chosen

Doc.pdf

File with PDF or JPEG format is only allowed


Maximum 4 files and 5 MB for each file allowed

BACK
PREVIEW
PROCEED

16. Click **ISSUE with DSC**.


Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	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](#)

17. 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](#)

18. The updated **Case Detail** page is displayed, with the table containing the record of the additional information just issued and the **Status** updated to "Pending for reply by taxpayer". Also, system would send the intimation to the taxpayer via email and SMS, and make this additional information notice available on the Taxpayer's dashboard.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD NOTICE +

Type	Reference Number	Issue Date	Due Date to Reply / Personal Hearing Date	Section Number	Attachments
ADDITIONAL INFORMATION FOR RELEASE OF SECURITY	ZA071018000312A	18/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000312A_201810181033
ADJOURNMENT	ZA071018000297U	17/10/2018	18/10/2018	60	
REMINDER	ZA071018000296W	17/10/2018	18/10/2018	60	PA_Reminder_ZA071018000296W_201810170832
ADDITIONAL INFORMATION GST ASMT-06	ZA071018000295Y	17/10/2018	18/10/2018	60	Doc.pdf PA_AddtnlInfo_ZA071018000295Y_201810170823

[Go back to the Main Menu](#)

D. View Replies by the Taxpayer, if any

To view replies submitted by the taxpayer for clarifications sought by Tax Official, 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.
2. Click the documents in the **Attachments** section to download and ascertain their contents.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reply furnished, pending for final order
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Notice Type	Reply filed Against	Reply Date	Option for Personal Hearing	Attachments
ADDITIONAL INFORMATION GST ASMT-06	ZA071018000295Y	17/10/2018	N	Doc.pdf PA_REPLY_ZA071018000295Y_20181017085448.pdf

[Go back to the Main Menu](#)

E. Add Personal Hearing Proceedings

To add details of personal hearing conducted, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **PROCEEDINGS** tab if it is not selected by default.
2. Click **ADD PROCEEDINGS** to open the drop-down list and select **PERSONAL HEARING**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD PROCEEDINGS ▾

PERSONAL HEARING

Date

Proceeding for the day

Attachments

No Records Found

3. The **PROCEEDINGS** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

PERSONAL HEARING

Date*

17/10/2018

Proceeding for the day*

Personal hearing conducted

Attachments

Choose File No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

* indicates mandatory fields

BACK SUBMIT

4. Select the Date of personal hearing using the calendar.
5. Type the required text in the **Proceeding for the day** field.
6. Click **Choose File** to upload the document(s) related to personal hearing from your machine as has been described earlier.
7. Click **SUBMIT** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
 NOTICES
 REPLIES
PROCEEDINGS
 ORDERS
 INTERNAL COMMUNICATION
 SECURITY
 REFERENCES

* indicates mandatory fields

Type

PERSONAL HEARING

Date*

DD/MM/YYYY

Proceeding for the day*

Proceeding for the day

Attachments

Choose File

 No file chosen
📎 File with PDF or JPEG format is only allowed
📎 Maximum 4 files and 5 MB for each file allowed

BACK

SUBMIT

8. The updated **Case Detail** page is displayed, with the table containing the record of the proceedings.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for reply by taxpayer
---------------------------------------	--	--	--

APPLICATIONS
 NOTICES
 REPLIES
PROCEEDINGS
 ORDERS
 INTERNAL COMMUNICATION
 SECURITY
 REFERENCES

ADD PROCEEDINGS ▾

Type	Date	Proceeding for the day	Attachments
PERSONAL HEARING	17/10/2018	Personal hearing conducted	-NA-

[Go back to the Main Menu](#)

F (1). Issue Provisional Assessment Order in Form GST ASMT-04

To issue Provisional Assessment Order in Form GST ASMT-04, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **PROVISIONAL ASSESSMENT ORDER GST ASMT-04**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Pending for action by tax officer

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾

- FURNISHED SECURITY ACCEPT
- FINAL ASSESSMENT ORDER GST ASMT-07
- FURNISHED SECURITY MODIFIED
- REJECTION ORDER
- RELEASE OF SECURITY GST ASMT-09
- ORDER OF REJECTION AGAINST RELEASE OF SECURITY
- PROVISIONAL ASSESSMENT ORDER GST ASMT-04**
- FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
No Records Found		

3. The **Provisional Assessment Order** page is displayed.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
PROVISIONAL ASSESSMENT ORDER

Amount of security to be furnished (Rs.)
Amount of security to be furnished

Mode of furnishing security
Bank Guarantee

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number
Reference Number
Generate Reference Number

Amount of security to be furnished (in words)
Amount of security to be furnished

Due date of furnishing of security
DD/MM/YYYY

MIS Report
Tax Liability
Tax Return History
indicates mandatory fields

BACK PREVIEW PROCEED

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

5. In the **Amount of security to be furnished** field, enter the amount of security to be furnished by the taxpayer. Amount of security to be furnished (in words) field gets auto-populated.

Note: Mode of Security field is auto-populated.

6. Select the **Due date of furnishing the security** using the calendar.

7. In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.

8. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIP50052D410	16/10/2018	Pending for action by tax officer

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

MIS Report

Tax Liability

Tax Return History

• indicates mandatory fields

Type

PROVISIONAL ASSESSMENT ORDER

Order Number • ⓘ

ZA071018000277W

Generate Reference Number

Amount of security to be furnished (Rs.) •

Amount of security to be furnished

Amount of security to be furnished (in words) •

Amount of security to be furnished

Mode of furnishing security •

Bank Guarantee

Due date of furnishing of security •

DD/MM/YYYY

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments •

Choose File No file chosen

❶ File with PDF or JPEG format is only allowed

❷ Maximum 4 files and 5 MB for each file allowed

BACK

PREVIEW

PROCEED

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

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

Form GST ASMT – 04*[See rule 98(3)]*

Reference No : ZA071018000277W

Date : 16/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

ARN : AD071018000048K

Date: 16/10/2018

Order of Provisional Assessment

This has reference to your application mentioned above and reply dated (given in table below), furnishing information/documents in support of your request for provisional assessment. Upon examination of your application and the reply, the provisional assessment is allowed subject to furnishing of security as per details given in table below and reasons for the same are attached in the annexure.

Please note that if the bond and security are not furnished within the stipulated date, the provisional assessment order will be treated as null and void as if no such order has been issued.

Details of security -

Sr.No	Description	Particulars
1	Date of reply submitted	NA
2	Amount of security to be furnished (Rs.)	10,000.00
3	Amount of security to be furnished (in words)	Ten Thousand Rupees only
4	Mode of furnishing security	Bank Guarantee
5	Due date of furnishing of security	19/10/2018

Signature

Name: Haripriya Santhanam

Designation Lower Division Clerks

Jurisdiction 100:Zone 9:Delhi

11. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for action by tax officer
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
PROVISIONAL ASSESSMENT ORDER

Amount of security to be furnished (Rs.)
10000

Mode of furnishing security
Bank Guarantee

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
Doc1.pdf
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number
ZA071018000277W
Generate Reference Number

Amount of security to be furnished (in words)
Ten Thousand Rupees only

Due date of furnishing of security
19/10/2018


MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

BACK PREVIEW **PROCEED**

12. Click **ISSUE** with DSC.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	16/10/2018	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

13. 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

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

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Provisional order issued, security pending

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

ADD ORDER

Type	Order Number	Order Date	Attachments
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA0710180000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA0710180000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (2). Rejection Order for application of provisional assessment

To issue rejection order in case of application of provisional assessment of the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **REJECTION ORDER**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000029K	07APIPS0052D410	11/10/2018	Reminder No. 1 issued

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER

- FURNISHED SECURITY ACCEPT
- FINAL ASSESSMENT ORDER GST ASMT-07
- FURNISHED SECURITY MODIFIED
- REJECTION ORDER**
- RELEASE OF SECURITY GST ASMT-09
- ORDER OF REJECTION AGAINST RELEASE OF SECURITY
- PROVISIONAL ASSESSMENT ORDER GST ASMT-04
- FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
No Records Found		

3. The **Rejection Order** against application for provisional assessment page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000029K	07APIPS0052D410	11/10/2018	Reminder No. 1 issued

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

REJECTION ORDER

Order Number • ?

Reference Number

[Generate Reference Number](#)

Notice reference number •

ZA0710180002370

Date of notice issued •

11/10/2018

Reason to issue •

Select

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments

[Choose File](#) No file chosen

• File with PDF or JPEG format is only allowed

• Maximum 4 files and 5 MB for each file allowed

[BACK](#) [PREVIEW](#) [PROCEED](#)

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

- Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
- Select the **Reason** for rejection from the drop-down list.

Reason to issue •

Select

Select

Reply not satisfactory

Not replied

- In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.
- Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000029K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 11/10/2018	Status Reminder No. 1 issued
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

REJECTION ORDER

Order Number ^{*} ⓘ

ZA0710180003063

Generate Reference Number

Notice reference number ^{*}

ZA0710180002370

Date of notice issued ^{*}

11/10/2018

Reason to issue ^{*}

Select ▼

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments

Choose File No file chosen

ⓘ File with PDF or JPEG format is only allowed

ⓘ Maximum 4 files and 5 MB for each file allowed

BACK PREVIEW PROCEED

MIS Report
Tax Liability
Tax Return History
^{*} indicates mandatory fields

8. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.
9. Check the system-generated draft order carefully to rule out any discrepancy.

Office of : Lower Division Clerks
Jurisdiction : 100:Zone 9:Delhi, State/UT : Delhi

Reference No : ZA0710180003063

Date : 18/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410
Name : NURUL MOHAMADBHAI SAIYED
Address : 12, qw, ww, Central Delhi, Delhi, 110000

Rejection order of the Application for Provisional Assessment

You have not replied to the notice issued (details as mentioned in table below) within the time specified therein. Therefore, your application is hereby rejected in accordance with the provisions of the Act.

Details of the notice and reply if filed :

Sr.No	Description	Particulars
1	Reference number of reply	NA
2	Date of reply submitted	NA
3	Notice ref no.	ZA0710180002370
4	Date of notice issued	11/10/2018

Signature
Name: Haripriya Santhanam
Designation Lower Division Clerks
Jurisdiction 100:Zone 9:Delhi

10. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UTN/Temporary Id	Date of Application/Case Creation	Status
AD071018000029K	07APIPS0052D410	11/10/2018	Reminder No. 1 issued

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

REJECTION ORDER

Order Number * ?

ZA0710180003063

[Generate Reference Number](#)

Notice reference number *

ZA0710180002370

Date of notice issued *

11/10/2018

Reason to issue *

Not replied

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments

[Choose File](#) No file chosen

? File with PDF or JPEG format is only allowed

? Maximum 4 files and 5 MB for each file allowed


MIS Report
Tax Liability
Tax Return History
* indicates mandatory fields

BACK PREVIEW **PROCEED**

11. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000029K	18/10/2018	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

12. 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

13. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "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 > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000029K	07APIPS0052D410	11/10/2018	Rejected

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾

Type	Order Number	Order Date	Attachments
REJECTION ORDER	ZA0710180003063	18/10/2018	REJECTION_ORDER_ZA0710180003063_20181018094229.pdf

[Go back to the Main Menu](#)

F (3). Furnished Security Modified

To issue order for modifying the furnished security to the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **FURNISHED SECURITY MODIFIED**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished, pending approval
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾
FURNISHED SECURITY ACCEPT
FINAL ASSESSMENT ORDER GST ASMT-07
FURNISHED SECURITY MODIFIED
REJECTION ORDER
RELEASE OF SECURITY GST ASMT-09
ORDER OF REJECTION AGAINST RELEASE OF SECURITY
PROVISIONAL ASSESSMENT ORDER GST ASMT-04
FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

3. The **Furnished Security Modified** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished, pending approval
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
FURNISHED SECURITY MODIFIED

Security amount*
Amount of security to be furnished

Attachments*
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number* ⓘ
Reference Number
Generate Reference Number

Due date of Re-furnishing of security*
DD/MM/YYYY

MIS Report
Tax Liability
Tax Return History
* indicates mandatory fields

BACK PROCEED

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

5. In the **Security Amount** field, enter the amount of security to be furnished by the taxpayer.

6. Select the **Due date of Re-furnishing the security** using the calendar.

7. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

8. Click **PROCEED** button.

[Dashboard](#) > [Provisional Assessment](#) > [Case Detail](#)English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished, pending approval
---------------------------------------	--	--	---

[APPLICATIONS](#)
[NOTICES](#)
[REPLIES](#)
[PROCEEDINGS](#)
[ORDERS](#)
[INTERNAL COMMUNICATION](#)
[SECURITY](#)
[REFERENCES](#)

Type

FURNISHED SECURITY MODIFIED

Order Number * ⓘ

ZA0710180002841

[Generate Reference Number](#)

Security amount *

Amount of security to be furnished

Due date of Re-furnishing of security *

DD/MM/YYYY

Attachments *

[Choose File](#) No file chosen

ⓘ File with PDF or JPEG format is only allowed

ⓘ Maximum 4 files and 5 MB for each file allowed

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)
* indicates mandatory fields

BACK


PROCEED

9. Click **ISSUE with DSC**.

Dashboard
Registration
Payments
Services
Help
Grievances
Statutory Functions
English


Dashboard > Notice/Reminder/Order

ARN	Date	GSTIN
AD071018000048K	17/10/2018	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

10. 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

11. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "Pending for re-submission of security". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the Taxpayer's dashboard.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Pending for re-submission of security
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾

Type	Order Number	Order Date	Attachments
FURNISHED SECURITY MODIFIED	ZA0710180002841	17/10/2018	Doc.pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA071018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (4). Furnished Security Resubmit

To issue order to resubmit the furnished security to the taxpayer in case of any discrepancies in security furnished, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **FURNISHED SECURITY RESUBMIT**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Modified, pending approval
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾

FURNISHED SECURITY ACCEPT
FINAL ASSESSMENT ORDER GST ASMT-07
FURNISHED SECURITY MODIFIED
REJECTION ORDER
RELEASE OF SECURITY GST ASMT-09
ORDER OF REJECTION AGAINST RELEASE OF SECURITY
PROVISIONAL ASSESSMENT ORDER GST ASMT-04
FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
0180002841	17/10/2018	Doc.pdf
018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

3. The **Furnished Security Resubmit** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Modified, pending approval
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

FURNISHED SECURITY RESUBMIT

Order Number • ⓘ


Reference Number

[Generate Reference Number](#)

Bank Guarantee Reference number •

Select ▼

Due date of Re-furnishing of security •

DD/MM/YYYY 

Reason •

Reason

Attachments •

No file chosen

ⓘ File with PDF or JPEG format is only allowed

ⓘ Maximum 4 files and 5 MB for each file allowed

[MIS Report](#)

[Tax Liability](#)

[Tax Return History](#)

• indicates mandatory fields

4. Select the **Bank Guarantee Reference Number** from the drop-down list.

Bank Guarantee Reference number •

Select ▼

- ☒ 2344444
- ☐ 2344444

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

6. Select the **Due date of Re-furnishing of security** using the calendar.

7. Enter the **Reason** to refurnish the security.

8. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.

- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

9. Click **PROCEED** button.

ARN/Case Id AD071018000048K	GSTIN/UTN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Modified, pending approval
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

FURNISHED SECURITY RESUBMIT

Bank Guarantee Reference number

Select ▼

2344444 X

Reason

Reason

Order Number

ZA071018000286X

[Generate Reference Number](#)

Due date of Re-furnishing of security

DD/MM/YYYY

Attachments

[Choose File](#) No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

[MIS Report](#)

[Tax Liability](#)

[Tax Return History](#)

• indicates mandatory fields

BACK

PROCEED

10. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order
English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	07APIPS0052D410

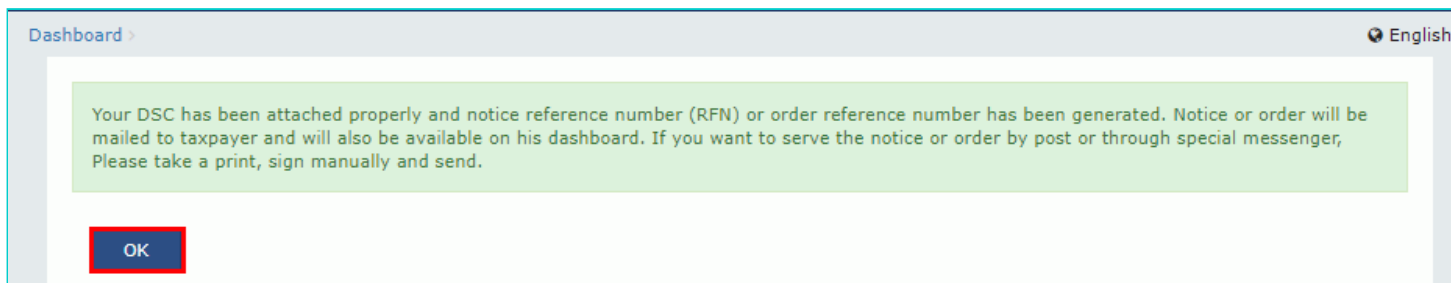
Warning

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

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



12. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "Pending for re-submission of security". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the Taxpayer's dashboard.

The screenshot shows the 'Case Detail' page. At the top, there is a yellow header bar with the following information:

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Pending for re-submission of security

Below the header bar, there is a sidebar on the left with a menu containing: APPLICATIONS, NOTICES, REPLIES, PROCEEDINGS, **ORDERS** (highlighted), INTERNAL COMMUNICATION, SECURITY, and REFERENCES. To the right of the sidebar is a table of orders.

Type	Order Number	Order Date	Attachments
FURNISHED SECURITY RESUBMIT	ZA071018000286X	17/10/2018	Doc.pdf
FURNISHED SECURITY MODIFIED	ZA0710180002841	17/10/2018	Doc.pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA071018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (5). Furnished Security Accept

To issue order for accepting the furnished security to the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **FURNISHED SECURITY ACCEPT**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Resubmitted, pending approval
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER +
FURNISHED SECURITY ACCEPT
FINAL ASSESSMENT ORDER GST ASMT-07
FURNISHED SECURITY MODIFIED
REJECTION ORDER
RELEASE OF SECURITY GST ASMT-09
ORDER OF REJECTION AGAINST RELEASE OF SECURITY
PROVISIONAL ASSESSMENT ORDER GST ASMT-04
FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
018000286X	17/10/2018	Doc.pdf
0180002841	17/10/2018	Doc.pdf
018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

3. The **FURNISHED SECURITY ACCEPT** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Resubmitted, pending approval
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
FURNISHED SECURITY ACCEPT

Order Number * ⓘ
Reference Number
[Generate Reference Number](#)

MIS Report
Tax Liability
Tax Return History
* indicates mandatory fields

Attachments *
 No file chosen
ⓘ File with PDF or JPEG format is only allowed
ⓘ Maximum 4 files and 5 MB for each file allowed

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

5. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

6. Click **PROCEED** button.

[Dashboard](#) > [Provisional Assessment](#) > [Case Detail](#) English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security Resubmitted, pending approval
---------------------------------------	--	--	---

[APPLICATIONS](#)
[NOTICES](#)
[REPLIES](#)
[PROCEEDINGS](#)
[ORDERS](#)
[INTERNAL COMMUNICATION](#)
[SECURITY](#)
[REFERENCES](#)

Type

FURNISHED SECURITY ACCEPT

Order Number * ?

ZA071018000288T

[Generate Reference Number](#)

Attachments *

Choose File

No file chosen

? File with PDF or JPEG format is only allowed

? Maximum 4 files and 5 MB for each file allowed

BACK


PROCEED

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)
* indicates mandatory fields

7. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	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

8. 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

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

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Security furnished

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

ADD ORDER

Type	Order Number	Order Date	Attachments
FURNISHED SECURITY ACCEPT	ZA0710180002916	17/10/2018	Doc.pdf
FURNISHED SECURITY RESUBMIT	ZA071018000286X	17/10/2018	Doc.pdf
FURNISHED SECURITY MODIFIED	ZA0710180002841	17/10/2018	Doc.pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA071018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (6). Final Assessment Order in Form GST ASMT-07

To issue final assessment order in Form GST ASMT-07 to the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **FINAL ASSESSMENT ORDER GST ASMT-07**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UID/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Approval granted, pending for final order

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾
FURNISHED SECURITY ACCEPT
FINAL ASSESSMENT ORDER GST ASMT-07
FURNISHED SECURITY MODIFIED
REJECTION ORDER
RELEASE OF SECURITY GST ASMT-09
ORDER OF REJECTION AGAINST RELEASE OF SECURITY
PROVISIONAL ASSESSMENT ORDER GST ASMT-04
FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
10180002916	17/10/2018	Doc.pdf
1018000286X	17/10/2018	Doc.pdf
10180002841	17/10/2018	Doc.pdf
1018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

3. The **Final Assessment Order** page is displayed.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for final order
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
FINAL ASSESSMENT ORDER GST AS

Provisional assessment order
ZA071018000277W

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number
Reference Number
Generate Reference Number

Date
16/10/2018

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

BACK PREVIEW PROCEED

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

5. In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.

6. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for final order
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

FINAL ASSESSMENT ORDER GST AS

Order Number * ?

ZA071018000301D

Provisional assessment order *

ZA071018000277W

Date *

16/10/2018

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments *

Choose File

No file chosen

?File with PDF or JPEG format is only allowed

?Maximum 4 files and 5 MB for each file allowed

MIS Report

Tax Liability

Tax Return History

* indicates mandatory fields

BACK

PREVIEW

PROCEED

- Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.
- Check the system-generated draft order carefully to rule out any discrepancy.

Form GST ASMT – 07*[See rule 98(5)]*

Reference No : ZA071018000301D

Date : 17/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

Provisional Order No. : ZA071018000277W

Date : 16/10/2018

Final Assessment Order

In continuation of the provisional assessment order referred to above and on the basis of information available / documents furnished, the final assessment order is issued and detailed reasons for the same are attached in annexure.

The security furnished for the purpose can be withdrawn after compliance with the order, by filing an application.

Signature
Name: Haripriya Santhanam
Designation Lower Division Clerks
Jurisdiction 100:Zone 9:Delhi

9. Click **PROCEED** button.

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for final order
---------------------------------------	--	--	--

[APPLICATIONS](#)
[NOTICES](#)
[REPLIES](#)
[PROCEEDINGS](#)
[ORDERS](#)
[INTERNAL COMMUNICATION](#)
[SECURITY](#)
[REFERENCES](#)

Type

Provisional assessment order*

Act/ Rules Provisions


1000 characters remaining

Order Number* ⓘ

[Generate Reference Number](#)

Date*

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)
* indicates mandatory fields

Attachments*
 No file chosen

Doc.pdf

ⓘ File with PDF or JPEG format is only allowed


ⓘ Maximum 4 files and 5 MB for each file allowed

10. Click **ISSUE with DSC**.

Dashboard	Registration ▾	Payments ▾	Services ▾	Help ▾	Grievances	Statutory Functions ▾
-----------	----------------	------------	------------	--------	------------	-----------------------

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	17/10/2018	07APIPS0052D410

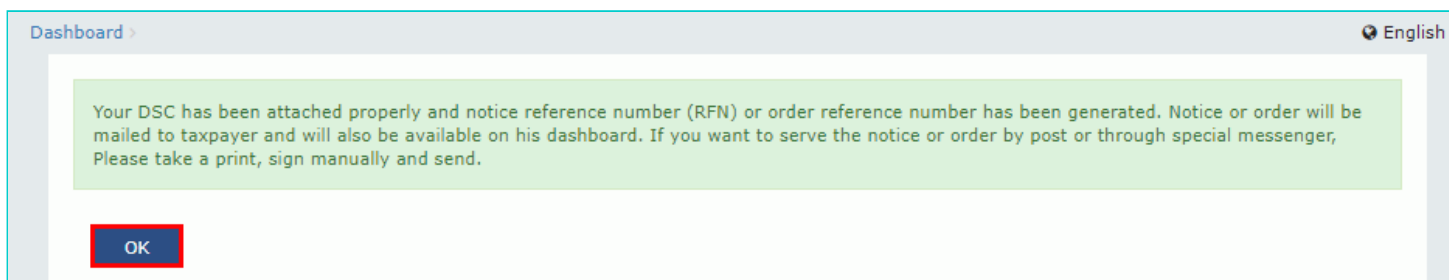


Warning

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](#)

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



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

The screenshot shows the 'Case Detail' page with a yellow header bar containing the following information:

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Final order issued

Below the header bar is a table of orders. The table has a sidebar with navigation links: APPLICATIONS, NOTICES, REPLIES, PROCEEDINGS, **ORDERS**, INTERNAL COMMUNICATION, SECURITY, and REFERENCES. The main table has a header row with columns: Type, Order Number, Order Date, and Attachments. The table contains the following data:

Type	Order Number	Order Date	Attachments
FINAL ASSESSMENT ORDER GST ASMT-07	ZA071018000301D	17/10/2018	Doc.pdf FINAL_ORDER_ZA071018000301D_20181017091559.pdf
FURNISHED SECURITY ACCEPT	ZA0710180002916	17/10/2018	Doc.pdf
FURNISHED SECURITY RESUBMIT	ZA071018000286X	17/10/2018	Doc.pdf
FURNISHED SECURITY MODIFIED	ZA0710180002841	17/10/2018	Doc.pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA071018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (7). Release of Security in Form GST ASMT-09

To issue order for release of security Order in Form GST ASMT-09, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **RELEASE OF SECURITY GST ASMT-09**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for release order
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER ▾
FURNISHED SECURITY ACCEPT
FINAL ASSESSMENT ORDER GST ASMT-07
FURNISHED SECURITY MODIFIED
REJECTION ORDER
RELEASE OF SECURITY GST ASMT-09
ORDER OF REJECTION AGAINST RELEASE OF SECURITY
PROVISIONAL ASSESSMENT ORDER GST ASMT-04
FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
1018000301D	17/10/2018	Doc.pdf FINAL_ORDER_ZA071018000301D_20181017091559.pdf
10180002916	17/10/2018	Doc.pdf
1018000286X	17/10/2018	Doc.pdf
10180002841	17/10/2018	Doc.pdf
1018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

3. The **Release of Security** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for release order
---------------------------------------	--	--	--

[APPLICATIONS](#)
[NOTICES](#)
[REPLIES](#)
[PROCEEDINGS](#)
[ORDERS](#)
[INTERNAL COMMUNICATION](#)
[SECURITY](#)
[REFERENCES](#)

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

Type
RELEASE OF SECURITY GST ASMT-0'

Release of Security Application Ref No. •
ZA071018000310E

Security amount to be released (In Rs) •
20000

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
• File with PDF or JPEG format is only allowed
• Maximum 4 files and 5 MB for each file allowed

Order Number • ⓘ
Reference Number
[Generate Reference Number](#)

Release of Security Application Date •
18/10/2018

Security amount to be released (In words) •
Twenty Thousand Rupees only

[BACK](#)
[PREVIEW](#)
[PROCEED](#)

- Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
- In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.
- Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for release order
---------------------------------------	--	--	--

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type
RELEASE OF SECURITY GST ASMT-0

Order Number • ⓘ
ZA0710180003154
Generate Reference Number

Release of Security Application Ref No. •
ZA071018000310E

Release of Security Application Date •
18/10/2018

Security amount to be released (In Rs) •
20000

Security amount to be released (In words) •
Twenty Thousand Rupees only

Act/ Rules Provisions

Act/ Rules Provisions

1000 characters remaining

Attachments

Choose File No file chosen

ⓘ File with PDF or JPEG format is only allowed

ⓘ Maximum 4 files and 5 MB for each file allowed

MIS Report

Tax Liability

Tax Return History

• indicates mandatory fields

BACK

PREVIEW

PROCEED

- Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.
- Check the system-generated draft order carefully to rule out any discrepancy.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Provisional_Assessment.htm&rhsearch=refund&rhhlterm=refund&rhsyns=%20

62/82

Form GST ASMT- 09*[See rule 98(7)]*

Reference No : ZA0710180003154

Date : 18/10/2018

To

GSTIN/ Temporary ID : 07AIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

Application Reference No. :
ZA071018000310E

Date : 18/10/2018

Order for Release of Security

This has reference to your application mentioned above regarding release of security (details given in table below).
Your application has been examined and the same is found to be in order. The aforesaid security is hereby released.

Details of security -

Sr.No	Description	Particulars
1	Amount of security to be released (Rs.)	20,000.00
2	Amount of security to be released (in words)	Twenty Thousand Rupees only

Signature
Name: Haripriya Santhanam
Designation Lower Division Clerks
Jurisdiction 100:Zone 9:Delhi

9. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for release order
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
RELEASE OF SECURITY GST ASMT-0

Release of Security Application Ref No.
ZA071018000310E

Security amount to be released (In Rs)
20000

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
 No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed


Order Number
ZA0710180003154
[Generate Reference Number](#)
Release of Security Application Date
18/10/2018
Security amount to be released (In words)
Twenty Thousand Rupees only

[MIS Report](#)
[Tax Liability](#)
[Tax Return History](#)
• indicates mandatory fields

10. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000048K	16/10/2018	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

11. 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

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

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Order for release of security issued
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER +

Type	Order Number	Order Date	Attachments
RELEASE OF SECURITY GST ASMT-09	ZA0710180003154	18/10/2018	RELEASE_SECURITY_ORDER_ZA0710180003154_20181018110951.pdf
FINAL ASSESSMENT ORDER GST ASMT-07	ZA071018000301D	17/10/2018	Doc.pdf FINAL_ORDER_ZA071018000301D_20181017091559.pdf
FURNISHED SECURITY ACCEPT	ZA0710180002916	17/10/2018	Doc.pdf
FURNISHED SECURITY RESUBMIT	ZA071018000286X	17/10/2018	Doc.pdf
FURNISHED SECURITY MODIFIED	ZA0710180002841	17/10/2018	Doc.pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA071018000277W	16/10/2018	Doc1.pdf PROV_ORDER_ZA071018000277W_20181016054219.pdf

[Go back to the Main Menu](#)

F (8). Order of Rejection against Release of Security

To issue order for rejection against release of security, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab if it is not selected by default. 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 **ORDER OF REJECTION AGAINST RELEASE OF SECURITY**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000034T	07APIPS0052D410	12/10/2018	Proposal for Release rejected

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER

- FURNISHED SECURITY ACCEPT
- FINAL ASSESSMENT ORDER GST ASMT-07
- FURNISHED SECURITY MODIFIED
- REJECTION ORDER
- RELEASE OF SECURITY GST ASMT-09
- ORDER OF REJECTION AGAINST RELEASE OF SECURITY**
- PROVISIONAL ASSESSMENT ORDER GST ASMT-04
- FURNISHED SECURITY RESUBMIT

Order Number	Order Date	Attachments
1018000327Z	18/10/2018	Application for Furnish of Security (4).pdf FINAL_ORDER_ZA071018000327Z_20181018033400.pdf
10180003261	18/10/2018	Application for Furnish of Security (5).pdf
10180002726	16/10/2018	Application for Provisional Assessment (1).pdf PROV_ORDER_ZA0710180002726_20181016114941.pdf

3. The **Order of Rejection against Release of Security** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000034T	07APIPS0052D410	12/10/2018	Proposal for Release rejected

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ORDER OF REJECTION AGAINST REL

Release of Security Application Ref No.
ZA071018000328X

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number
Reference Number
Generate Reference Number

Release of Security Application Date
18/10/2018

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

BACK PREVIEW PROCEED

4. Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
5. In the **Acts/ Rules Provisions** field, enter the act or rule provision detail.
6. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000034T	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 12/10/2018	Status Proposal for Release rejected
---------------------------------------	--	--	--

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ORDER OF REJECTION AGAINST REL

Release of Security Application Ref No. •
ZA071018000328X

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining

Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Order Number • ⓘ
ZA0710180003328
Generate Reference Number

Release of Security Application Date •
18/10/2018

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

BACK PREVIEW PROCEED

7. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.
8. Check the system-generated draft order carefully to rule out any discrepancy.

Form GST ASMT- 09*[See rule 98(7)]*

Reference No : ZA0710180003328

Date : 18/10/2018

To

GSTIN/ Temporary ID : 07APIPS0052D410

Name : NURUL MOHAMADBHAI SAIYED

Address : 12, qw, ww, Central Delhi, Delhi, 110000

Application Reference No. :
ZA071018000328X

Date : 18/10/2018

Order for Rejecting the Application for Release of Security

This has reference to your application mentioned above regarding release of security (details given in table below).

Your application referred to above regarding release of security was examined but the same was not found to be in order for the reasons mentioned in the annexure.

Therefore, the application for release of security is rejected.

Details of security -

Sr.No	Description	Particulars
1	Amount of security to be released (Rs.)	0.00
2	Amount of security to be released (in words)	undefined

Signature
Name: Haripriya Santhanam
Designation Lower Division Clerks
Jurisdiction 100:Zone 9:Delhi

9. Click **PROCEED** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000034T	07APIPS0052D410	12/10/2018	Proposal for Release rejected

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
ORDER OF REJECTION AGAINST REL

Order Number • ?
ZA0710180003328
[Generate Reference Number](#)

Release of Security Application Ref No. •
ZA071018000328X

Release of Security Application Date •
18/10/2018

Act/ Rules Provisions
Act/ Rules Provisions
1000 characters remaining


Attachments
 No file chosen
• File with PDF or JPEG format is only allowed
• Maximum 4 files and 5 MB for each file allowed

MIS Report
Tax Liability
Tax Return History
• indicates mandatory fields

10. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order English

ARN	Date	GSTIN
AD071018000034T	18/10/2018	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](#)

11. 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

12. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "Application for release of security 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 > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000034T	07APIPS0052D410	12/10/2018	Application for release of security Rejected

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD ORDER +

Type	Order Number	Order Date	Attachments
ORDER OF REJECTION AGAINST RELEASE OF SECURITY	ZA0710180003328	18/10/2018	RELEASE_REJECTION_ORDER_ZA0710180003328_20181018035858.pdf
FINAL ASSESSMENT ORDER GST ASMT-07	ZA071018000327Z	18/10/2018	Application for Furnish of Security (4).pdf FINAL_ORDER_ZA071018000327Z_20181018033400.pdf
FURNISHED SECURITY ACCEPT	ZA0710180003261	18/10/2018	Application for Furnish of Security (5).pdf
PROVISIONAL ASSESSMENT ORDER GST ASMT-04	ZA0710180002726	16/10/2018	Application for Provisional Assessment (1).pdf PROV_ORDER_ZA0710180002726_20181016114941.pdf

[Go back to the Main Menu](#)

G (1). Upload Internal Communication before Provisional Assessment Order

To upload documents which have been used to communicate internally within Tax officials, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **INTERNAL COMMUNICATION** tab if it is not selected by default. This tab displays all communications undertaken against the case created.
2. Click **TYPE OF COMMUNICATION** to open the drop-down list and select **Commissioner/ Competent Authority** or **Approving Authority for Assessment**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reply furnished, pending for final order
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

TYPE OF COMMUNICATION -
Commissioner/ Competent authority
Approving Authority for Assessment

Communication Status	Attachments
No Records Found	

3. The **Internal Communication** page is displayed. The Type field is auto-populated based on the Type of Communication selected above.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reply furnished, pending for final order
---------------------------------------	--	--	---

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type
Commissioner/ Competent authority

Status
Select

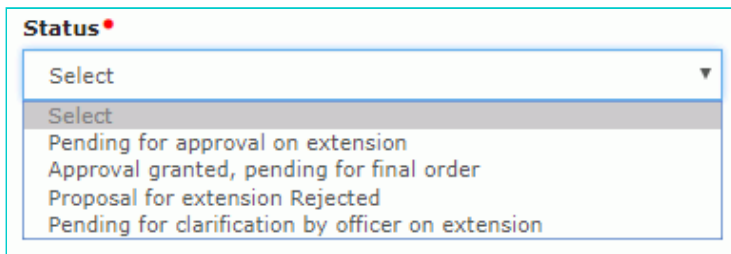
Attachments
Choose File No file chosen
File with PDF or JPEG format is only allowed
Maximum 4 files and 5 MB for each file allowed

Tax officer can upload communication sent for approval of extension of limitation period for issuing Final assessment order by selecting status as 'Pending for approval on extension'. Clarification provided, if any to Commissioner/Competent authority or AC/JC shall also be uploaded by selecting the same status
Approval order of Commissioner/Competent authority or AC/JC for extension shall be uploaded by selecting status as 'Approval granted, pending for final order'
Rejection order of Commissioner/Competent authority or AC/JC for extension shall also be uploaded by selecting status as 'Proposal for extension Rejected'
If Commissioner/Competent authority or AC/JC asks any information regarding approval, the same can be uploaded by selecting status as 'Pending for clarification by officer on extension'
File relating to communication can be uploaded in PDF/JPEG form by clicking on 'Choose file'
For further details, click on 'Help'.

BACK

SUBMIT

4. Select the **Status** from the drop-down list.



Status

Select ▼

- Select
- Pending for approval on extension
- Approval granted, pending for final order
- Proposal for extension Rejected
- Pending for clarification by officer on extension

Note:

- a. Tax officer need to upload communication sent for approval of extension of limitation period for issuing Final assessment order by selecting status as 'Pending for approval on extension'. Clarification provided, if any to Commissioner/Competent authority or AC/JC also needs to be uploaded by selecting the same status.
- b. On receipt of request for approval of extension of limitation period for issuing Final assessment order, Commissioner/ Competent authority or AC/JC will give his comments and can choose to any one of following option (by email):
 - Approve the request
 - Reject the request
 - Seek Additional Information on the matter.
- c. In case, additional information is sought by Commissioner/ Competent authority or AC/JC and request for seeking additional information is received by officer on email then:
 - Tax Officer will upload such email.
 - Tax Officer will update the status as 'Pending for clarification by officer on extension'.
 - Accordingly, Tax Officer will provide required information to Commissioner/ Competent authority or AC/JC on email.
 - Tax Officer will then upload clarification email and update the status as 'Pending for approval on extension'.
- d. If request for extension of limitation period for issuing Final assessment order is not allowed by Commissioner/ Competent authority or AC/JC (by email), then:
 - Tax Officer will upload the rejection email.
 - Update the status as 'Proposal for extension Rejected'.
- e. If request for extension of limitation period for issuing Final assessment order is allowed by Commissioner/ Competent authority or AC/JC (by email), then:
 - Tax Officer will upload the approval email.
 - Update the status as 'Approval granted, pending for final order'.

5. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

6. Click the **SUBMIT** button.

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reply furnished, pending for final order
---------------------------------------	--	--	---

APPLICATIONS
 NOTICES
 REPLIES
 PROCEEDINGS
 ORDERS
INTERNAL COMMUNICATION
 SECURITY
 REFERENCES

Type*

Commissioner/ Competent authority

Status*

Select ▼

Attachments*

Choose File

No file chosen

❗ File with PDF or JPEG format is only allowed

❗ Maximum 4 files and 5 MB for each file allowed

❗ Tax officer can upload communication sent for approval of extension of limitation period for issuing Final assessment order by selecting status as 'Pending for approval on extension'. Clarification provided, if any to Commissioner/Competent authority or AC/JC shall also be uploaded by selecting the same status

❗ Approval order of Commissioner/Competent authority or AC/JC for extension shall be uploaded by selecting status as 'Approval granted, pending for final order'

❗ Rejection order of Commissioner/Competent authority or AC/JC for extension shall also be uploaded by selecting status as 'Proposal for extension Rejected'

❗ If Commissioner/Competent authority or AC/JC asks any information regarding approval, the same can be uploaded by selecting status as 'Pending for clarification by officer on extension'

❗ File relating to communication can be uploaded in PDF/JPEG form by clicking on 'Choose file'

❗ For further details, click on 'Help'.

BACK

SUBMIT

7. The updated **Case Detail** page is displayed, with the table containing the record of the communication sent.

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for final order
---------------------------------------	--	--	--

APPLICATIONS
 NOTICES
 REPLIES
 PROCEEDINGS
 ORDERS
INTERNAL COMMUNICATION
 SECURITY
 REFERENCES

TYPE OF COMMUNICATION ▼

Communication Type	Communication Status	Attachments
Commissioner/ Competent authority	Approval granted, pending for final order	Doc.pdf

[Go back to the Main Menu](#)

G (2). Upload Internal Communication before Release of Security

To upload documents which have been used to communicate internally within Tax officials, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **INTERNAL COMMUNICATION** tab if it is not selected by default. This tab displays all communications sent against the case created.
2. Click **TYPE OF COMMUNICATION** to open the drop-down list and select **Commissioner/ Competent Authority** or **Approving Authority for Assessment**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Reply furnished, pending for order

TYPE OF COMMUNICATION	Type	Communication Status	Attachments
Commissioner/ Competent authority	Assessment	Approval granted, pending for final order	Doc.pdf
Approving Authority for Assessment	Authority	Approval granted, pending for final order	Doc.pdf
Approving Authority for Assessment		Approval granted, pending for final order	Doc.pdf
Commissioner/ Competent authority		Approval granted, pending for final order	Doc.pdf

Left sidebar menu: APPLICATIONS, NOTICES, REPLIES, PROCEEDINGS, ORDERS, **INTERNAL COMMUNICATION**, SECURITY, REFERENCES

3. The **Internal Communication** page is displayed. The Type field is auto-populated based on the Type of Communication selected above.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIP50052D410	16/10/2018	Reply furnished, pending for order

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

Commissioner/ Competent authority

Status

Select

Attachments

[Choose File](#) No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

Instructions:

Tax officer can upload communication sent for approval to issue release order by selecting status as 'Pending for Approval on release'. Clarification provided, if any to Commissioner/Competent authority shall also be uploaded by selecting the same status

Approval order of Commissioner/Competent authority for issuing release order shall be uploaded by selecting status as 'Approval granted, pending for release order'

Rejection order of Commissioner/Competent authority for issuing release order shall also be uploaded by selecting status as 'Proposal for release rejected'

If Commissioner/Competent authority asks any information regarding approval, the same can be uploaded by selecting status as 'Pending for clarification by officer on release'

File relating to communication can be uploaded in PDF/JPEG form by clicking on 'Choose file'

For further details, click on 'Help'.

BACK

SUBMIT

4. Select the **Status** from the drop-down list.

Status

Select

Select

Pending for Approval on release

Approval granted, pending for release order

Proposal for Release rejected

Pending for clarification by officer on release

Note:

Note:

a. Tax officer needs to upload communication sent for issuing release order by selecting status as 'Pending for Approval on release'. Clarification provided, if any to Commissioner/Competent authority or AC/JC also needs to be uploaded by selecting the same status.

b. On receipt of request for approval of extension of limitation period for issuing Final assessment order, Commissioner/ Competent authority or AC/JC will give his comments and can choose to any one of following option (by email):

- Approve the request
- Reject the request
- Seek Additional Information on the matter.

- c. In case, additional information is sought by Commissioner/ Competent authority or AC/JC and request for seeking additional information is received by officer on email then:
- Tax Officer will upload such email.
 - Tax Officer will update the status as 'Pending for clarification by officer on release.
 - Accordingly, Tax Officer will provide required information to Commissioner/ Competent authority or AC/JC on email.
 - Tax Officer will then upload clarification email and update the status as 'Pending for approval on extension'.
- d. If request for extension of issuing release order is not allowed by Commissioner/ Competent authority or AC/JC (by email), then:
- Tax Officer will upload the rejection email.
 - Update the status as 'Proposal for release Rejected'.
- e. If request for issuing release order is allowed by Commissioner/ Competent authority or AC/JC (by email), then:
- Tax Officer will upload the approval email.
 - Update the status as 'Approval granted, pending for release order'.

5. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

6. Click the **SUBMIT** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Reply furnished, pending for order
---------------------------------------	--	--	---

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

Commissioner/ Competent authority

Status

Approval granted, pending for release order

Attachments

Choose File No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

1 Tax officer can upload communication sent for approval to issue release order by selecting status as 'Pending for Approval on release'. Clarification provided, if any to Commissioner/Competent authority shall also be uploaded by selecting the same status

1 Approval order of Commissioner/Competent authority for issuing release order shall be uploaded by selecting status as 'Approval granted, pending for release order'

1 Rejection order of Commissioner/Competent authority for issuing release order shall also be uploaded by selecting status as 'Proposal for release rejected'

1 If Commissioner/Competent authority asks any information regarding approval, the same can be uploaded by selecting status as 'Pending for clarification by officer on release'

1 File relating to communication can be uploaded in PDF/JPEG form by clicking on 'Choose file'

1 For further details, click on 'Help'.

BACK

SUBMIT

7. The updated **Case Detail** page is displayed, with the table containing the record of the communication sent.

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Approval granted, pending for release order
---------------------------------------	--	--	--

APPLICATIONS	TYPE OF COMMUNICATION -		
NOTICES	Communication Type	Communication Status	Attachments
REPLIES	Commissioner/ Competent authority	Approval granted, pending for release order	Doc.pdf
PROCEEDINGS	Approving Authority for Assessment	Approval granted, pending for final order	Doc.pdf
ORDERS	Commissioner/ Competent authority	Approval granted, pending for final order	Doc.pdf
INTERNAL COMMUNICATION	Approving Authority for Assessment	Approval granted, pending for final order	Doc.pdf
SECURITY	Commissioner/ Competent authority	Approval granted, pending for final order	Doc.pdf
REFERENCES			

[Go back to the Main Menu](#)

H. View Security details

To view security details furnished by the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **SECURITY** tab. This tab displays all security details furnished by the Taxpayer.
2. Click the documents in the **Attachments** section to download and ascertain their contents.

Dashboard > Provisional Assessment > Case Detail
English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished, pending approval
---------------------------------------	--	--	---

APPLICATIONS	Type	Bank Guarantee Reference Number	Name Of Bank	Amount (₹)	Date	Previous Bank Reference Number	Attachments
NOTICES	Furnishing of Security	2344444	07APIPS0052D410	10000	17/10/2018	NA	Doc.pdf
REPLIES							
PROCEEDINGS							
ORDERS							
INTERNAL COMMUNICATION							
SECURITY							
REFERENCES							

[Go back to the Main Menu](#)

I (1). Add Communication

To upload documents which have been used to communicate with the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **REFERENCES** tab if it is not selected by default. This tab displays all communications sent against the case created.
2. Click **ADD REFERENCE** to open the drop-down list and select **COMMUNICATION**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD REFERENCE
COMMUNICATION
REFERENCES OF CASE

Communication	Delivered by	Notice/Order/Reminder Reference Number	Communication Date	Attachments
No Records Found				

3. The **Communication** page is displayed.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

COMMUNICATION

Notice/Order/Reminder Reference Number *

Select Reference Number ▼

Type of Communication *

Select Type ▼

Communication Date *

DD/MM/YYYY

Issue Date *

DD/MM/YYYY

Attachments

Choose File No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK SUBMIT

* indicates mandatory fields

4. Select the **Notice/Order/Reminder Reference Number** from the drop-down list.

5. Select the **Type of Communication** from the drop-down list.

Type of Communication *

Select Type ▼

Select Type

POST

SPECIAL MESSENGER

6. Select the **Issue Date** and **Communication Date** using the calendar.

7. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

8. Click the **SUBMIT** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000048K	07APIPS0052D410	16/10/2018	Security furnished

• indicates mandatory fields

APPLICATIONS

NOTICES

REPLIES

PROCEEDINGS

ORDERS

INTERNAL COMMUNICATION

SECURITY

REFERENCES

Type

COMMUNICATION

Notice/Order/Reminder Reference Number *

ZA071018000277W ▼

Type of Communication *

Select Type ▼

Communication Date *

DD/MM/YYYY

Issue Date *

16/10/2018

Attachments

Choose File No file chosen

ⓘ File with PDF or JPEG format is only allowed

ⓘ Maximum 4 files and 5 MB for each file allowed

BACK SUBMIT

9. The updated **Case Detail** page is displayed, with the table containing the record of the communication sent.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD REFERENCE ▾

Type	Communication Type	Delivered by	Notice/Order/Reminder Reference Number	Date	Attachments
COMMUNICATION	POST	-NA-	ZA0710180000277W	17/10/2018	Doc.pdf

[Go back to the Main Menu](#)

I (2). Add Reference of Case

To upload additional documents which have been used to communicate internally within Tax officials, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **REFERENCES** tab if it is not selected by default. This tab displays all communications sent against the case created.
2. Click **ADD REFERENCE** to open the drop-down list and select **REFERENCES OF CASE**.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD REFERENCE ▾

COMMUNICATION
REFERENCES OF CASE

Type	Communication Type	Delivered by	Notice/Order/Reminder Reference Number	Date	Attachments
	POST	-NA-	ZA0710180000277W	17/10/2018	Doc.pdf

3. Click the **Choose File** button to upload any attachment as has been described earlier.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 other documents can be attached in the application.

4. Click the **SUBMIT** button.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

Type

REFERENCES OF CASE

Date •

17/10/2018

Attachments

Choose File No file chosen

File with PDF or JPEG format is only allowed

Maximum 4 files and 5 MB for each file allowed

BACK **SUBMIT**

• indicates mandatory fields

5. The updated **Case Detail** page is displayed, with the table containing the record of the reference of case.

Dashboard > Provisional Assessment > Case Detail English

ARN/Case Id AD071018000048K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 16/10/2018	Status Security furnished
---------------------------------------	--	--	-------------------------------------

APPLICATIONS
NOTICES
REPLIES
PROCEEDINGS
ORDERS
INTERNAL COMMUNICATION
SECURITY
REFERENCES

ADD REFERENCE ▾

Type	Communication Type	Delivered by	Notice/Order/Reminder Reference Number	Date	Attachments
REFERENCES OF CASE	-NA-	-NA-	-NA-	17/10/2018	Doc.pdf
COMMUNICATION	POST	-NA-	ZA071018000277W	17/10/2018	Doc.pdf

[Go back to the Main Menu](#)