

Manual > Filing Form GST DRC-06 against Proceedings initiated by Tax Officer u/s 73 and 74 Related to Determination of Tax

How can I file Form GST DRC-06 against proceedings initiated against me, by Tax Officer, u/s 73 and 74 related to determination of tax?

To file Form GST DRC-06 against proceedings initiated against you, by Tax Officer, u/s 73 and 74 related to determination of tax, perform following steps:

- Navigate to [View Additional Notices/Orders page](#) page to view Notices and Orders issued against you by Adjudicating or Assessing Authority (A/A)
- [Take action using NOTICES tab of Case Details screen: View issued Notices](#)
- [Take action using REPLIES tab of Case Details screen: View/Add your reply \(Form GST DRC-06\) to the issued Notice](#)
- Take action using ORDERS tab of Case Details screen: [View issued Order](#)

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

B. Take action using NOTICES tab of Case Details screen: View issued Notices

To view issued Notices, perform following steps:

- On the **Case Details** page of that particular Case ID, select the **NOTICES** tab, if it is not selected by default. This tab displays all the notices (SCN/Statement/Reminder/Adjournment) issued by A/A to you.

Dashboard > Additional Notices and Orders > **Case Details** English

ARN: **AD180718000025C** GSTIN/UIN/Temporary Id: **18ACOPH9248KFZI** Date of Application/Case Creation: **18/07/2018** Status: **Reply furnished, pending for order by tax officer**

NOTICES | ADD NOTICE ▾

Type	Reference Number	Issue Date	Due Date to Reply/PH	Section Number	Attachments
Statement u/s 73/74 and DRC-02	ZA2308180002115	29/11/2018	29/11/2018	73	DOT_NOTICE_SEC73(1).pdf DOT_STATEMENT_ZA2308180002115_201811
REMINDER	ZA180818000204R	29/08/2018	29/08/2018	73	DOT_REMINDER_ZA180818000204R_20180829102
ADJOURNMENT	ZA180818000199A	29/08/2018	30/08/2018	73	-NA-
SCN u/s 73/74 and GST DRC-01	ZA180718000093Q	18/07/2018	18/07/2018	73	DOT_NOTICE_SEC73 (5).pdf DOT_NOTICE_ZA180718000093Q_201807180351

- Click the document name(s) in the **Attachments** section of the table to download into your machine and view them.

[Go back to the Main Menu](#)

C. Take action using REPLIES tab of Case Details screen: View/Add your reply (Form GST DRC-06) to the issued Notice

To view or add your reply (Form GST DRC-06) to the issued Notice, perform following steps:

Note: Once the Tax Officer has issued SCN against your case and you are unable to make payment within 30 days of SCN, you must file your Reply in Form GST DRC-06.

1. On the **Case Details** page of that particular taxpayer, select the **REPLIES** tab. This tab will display the replies you will file against the Notices issued by A/A. To add a reply, click **ADD REPLY** and select **REPLY**.

The screenshot shows the 'Case Details' page for a taxpayer. The top navigation bar includes 'Dashboard', 'Additional Notices and Orders', and 'Case Details'. The main content area is yellow and displays the following information:

ARN AD230818000039A	GSTIN/UIN/Temporary ID 23AJIPA1572E6ZO	Date Of Application/Case Creation 13/08/2018	Status Pending for reply by taxpayer
------------------------	---	---	---

Below this information, there is a sidebar with tabs: NOTICES, REPLIES (highlighted), and ORDERS. The main content area has an 'ADD REPLY' button (highlighted) which opens a dropdown menu with 'REPLY' (highlighted). Below the dropdown is a table with columns: 'Notice filed Against', 'Reply Date/Ph', 'Option for Personal Hearingngy', and 'Attachments'. The table currently shows 'No Records Found'.

Note: Current Status as displayed is "Pending for reply by taxpayer". It will change once you add your reply.

2. **REPLY** page is displayed. **Type**, **Date of SCN**, **SCN Ref No**, **Financial Year** fields are auto-populated. Enter details in the other fields as mentioned in the following steps. To go to the previous page, click **BACK**.

NOTICES

REPLIES

ORDERS

• indicates mandatory fields

Type
NOTICE FOR FRAMING ORDER(REMANDED)

Date Of SCN
09/08/2018

SCN Ref No
ZA180818000054Q

Personal Hearing Required ?
 Yes

Reply •

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

Verification
 I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory •
ANGAD ARORA

Place •
Enter Place

Designation / Status
Manager

Date
29/08/2018

ⓘ DSC is compulsory for companies and LLP.

2a. In the **Personal Hearing Required?** field, select **Yes** or **No**.

Note: This button is visible to only those taxpayers where the A/A has not called for a personal hearing in the issued notice.

2b. In **Reply** field, enter details of your reply to the issued notice.

2c. Click **Choose File** to upload the document(s) related to your reply, if any. This is not a mandatory field.

2d. Enter **Verification** details. Select the declaration check-box and select the name of the authorized signatory. Based on your selection, the fields **Designation/Status** and **Date** (current date) gets auto-populated. Enter the name of the place where you are filing this reply.

Name of Authorized Signatory •
ANGAD ARORA

Place •
Delhi

Designation / Status
Manager

Date
17/08/2018

2e. Click **PREVIEW** to download and review your reply. Once you are satisfied, click **FILE**.

Form GST DRC-06

[See rule 142(4)]

Reply to the Show Cause Notice

1. GSTIN	18AJIPA1572EAZB	
2. Name	ANGAD JASBIRSINGH ARORA	
4. Details of Show Cause Notice	Reference No.	Date of issue
	ZA180918000059E	07/09/2018
3. Financial Year	2018-2019	
5. Reply	I am not at fault.	
6. Documents uploaded	NA	
7. Option for personal hearing	No	

7.Verification-


I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Signature of Authorized Signatory
Name : ANGAD ARORA
Designation / Status: Manager
Date: 24/10/2018

3. **Submit Application** page is displayed. Click **ISSUE WITH DSC** or **ISSUE WITH EVC**.

Dashboard > **Submit Application** English

GSTIN	Legal Name	Trade Name
18AJIPA1572EAZB	ANGAD JASBIRSINGH ARORA	Angad Provision



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.

- ❗ DSC is compulsory for Companies & LLP
- ❗ Facing problem using DSC? [Click here for help](#)

SUBMIT WITH DSC **SUBMIT WITH EVC**

4. **Notices and Orders** page is displayed with the generated Reference number. To download the filed reply, click the **Click here** hyperlink. Then, click **OK**.

Dashboard > **Notices and Orders**

Your reply has been filed against **Ref. no ZA1808180001001** dated 13/08/2018. To download the document **Click here**

OK

5. The updated **REPLIES** tab is displayed, with the record of the filed reply in a table and with the **Status** updated to "**Reply furnished, Pending for order by tax officer**". You can also click the documents in the **Attachments** section of the table to download them.

Dashboard > Additional Notices and Orders > **Case Details**

ARN AD180818000040I	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 13/08/2018	Status Reply furnished, pending for order by tax officer
-------------------------------	--	--	--

NOTICES
REPLIES
ORDERS

ADD REPLY ▾

Type	Reply filed Against	Reply Date/Ph	Option for Personal Hearing	Attachments
REPLY	ZA180818000098E	13/08/2018	Yes	download.jpg ADJDT_REPLY_ZA180818000098E20180813115334.pdf

Note: Once you file your reply successfully, following actions take place on the GST Portal:

- You will receive an acknowledgement intimation via your registered email and SMS, along with the generated RFN.
- Your Reply will be available on A/A's dashboard.

[Go back to the Main Menu](#)

D. Take action using **ORDERS** tab of **Case Details** screen: **View Order Issued Against Your Case**

To download order issued against your case, perform following steps:

1. On the **Case Details** page of that particular Case ID, click the **ORDERS** tab. This tab provides you an option to view the issued order, with all its attached documents, in PDF mode.

Dashboard > Additional Notices and Orders > **Case Details** English

ARN AD180718000032H	GSTIN/UIN/Temporary Id 18BVIPD2202D2Z8	Date of Application/Case Creation 19/07/2018	Status Order for creation of demand issued
-------------------------------	--	--	--

NOTICES

REPLIES

ORDERS

Type	Order Number	Order Date	Section Number	Attachments
Assessment order and GST DRC-07	ZA180818000205P	29/08/2018	73	01test.pdf DRC07_ORDER_ZA180818000205P_20180829103449.pdf

2. Click the document(s) in the **Attachments** section of the table to download and view them.

[Go back to the Main Menu](#)