

Manual > Filing Reply and Rectification Request During First Appeal Proceeding

How can I follow-up and take actions in First Appeal Proceedings conducted by the Appellate Authority?

Appellate Authority can initiate proceedings and hearing process for disposing your Appeal application or may summon you during the review of appeal application submitted by the Tax Department.

To follow-up and take actions in First Appeal Proceedings conducted by the Appellate Authority, perform following steps:

- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Appellate Authority
- B. Take action using **APPLICATIONS** tab of "Case Details" screen: [View/download Filed Appeal Application](#)
- C. Take action using **NOTICES** tab of "Case Details" screen: [View/download issued Notices and File Reply](#)
- D. Take action using **REPLIES** tab of "Case Details" screen:
 - D(1). [View/download your Replies or Counter-replies filed by the Tax Officials](#)
 - D(2). [File Counter-reply](#)
- E. Take action using **ORDERS** tab of "Case Details" screen:
 - E(1). [View/download issued Order](#)
 - E(2). [Submit Rectification Request](#)
- F. Take action using **RECTIFICATION** tab of "Case Details" screen: [View/download Submitted or Rejected or Accepted Rectification Requests](#)
- G. Take action using **ADDITIONAL DOCUMENT** tab of "Case Details" screen: [View/download documents related to the Case Proceedings](#)

Click each hyperlink above to know more.

A. View Additional Notices/Orders

To view issued Notices and Orders, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Dashboard page is displayed. Click **Dashboard > Services > User Services > View Additional Notices/Orders**

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Skip to Main Content A+ A-

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Goods and Services Tax

Dashboard **Services ▾** GST Law Search Taxpayer ▾ Help ▾ e-Way Bill System

Registration Ledgers Returns Payments **User Services** Refunds

My Saved Applications My Applications

View/Download Certificates View Notices and Orders

View My Submissions Contacts

Search HSN / Service Classification Code Holiday List

Feedback Grievance / Complaints

Generate User Id for Advance Ruling Furnish Letter of Undertaking (LUT)

View My Submitted LUTs Locate GST Practitioner (GSTP)

Engage / Disengage GST Practitioner (GSTP) ITC02-Pending for action

View Additional Notices/Orders

4. **Additional Notices and Orders** page is displayed. Click the **View** hyperlink to go to the Case Details screen of the issued Notice/Order.

Dashboard > Additional Notices and Orders

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
APPEAL	Hearing notice issued	ZA070419000415T	19/04/2019	View
APPEAL	Appeal admitted	ZA070419000414V	19/04/2019	View Action

5. **Case Details** page is displayed. The **APPLICATIONS** tab is selected by default. Click the other five tabs—NOTICES, REPLIES, ORDERS, RECTIFICATION and ADDITIONAL DOCUMENT— provided on the left hand side of the page to view more details about each tab.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Hearing Notice Issued
-------------------------------	--	--	--

APPLICATIONS	Legal Name NURUL MOHAMADBHAI SAIYED	Trade Name GST
NOTICES		
REPLIES		
ORDERS		
RECTIFICATION		
ADDITIONAL DOCUMENT		

Type of Documents	View Documents
Appeal to Appellate Authority	GST APL-01
	Annexure
	Appeal Supporting Document

[Go back to the Main Menu](#)

B. View/download Filed Appeal Application

To view and download the Appeal Application filed by you or the Tax Department, perform following steps:

1. On the **Case Details** page of that particular Case ID, select the **APPLICATIONS** tab, if it is not selected by default. This tab displays filed application, along with its supporting documents.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Appeal Admitted
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APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED	Trade Name GST
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Type of Documents	View Documents
Appeal to Appellate Authority	GST APL-01 Annexure Appeal Supporting Document

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

[Go back to the Main Menu](#)

C. View/download issued Notices and Reply

To view the Notices issued to you by the Appellate Authority and file your reply, perform following steps:

1. On the **Case Details** page of that particular Case ID, select the **NOTICES** tab. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued to you by the Appellate Authority.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Hearing Notice Issued
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APPLICATIONS

NOTICES

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RECTIFICATION

ADDITIONAL DOCUMENT

Notice No.	Type of Notice	Hearing		Issued on	Issued By	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
		Date	Place						
070419000415T	PERSONAL HEARING	20/04/2019 10:00 PM	Delhi	19/04/2019	Pallavi Test Infy, Joint Commissioner	NA	NA	Notice of Personal Hearing	Reply

2. Click the document name(s) in the **Document** section of the table to download the documents into your machine and view them.
3. To file reply to the issued Notice, scroll to the right and click the **Reply** hyperlink.
4. The **Reply** screen gets displayed. Click **BACK** to go back to the previous screen or enter data in the displayed fields as mentioned in the following steps:

Dashboard > Services > User Services > My Applications > Case Details

ARN	GSTIN/UIN/Temporary ID	Date Of Application/Case Creation	Status
AD0704190900920	07APIPS0052D410	17/04/2019	Hearing Notice Issued

APPLICATIONS

NOTICES • Indicates Mandatory Fields

REPLIES

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RECTIFICATION

ADDITIONAL DOCUMENT

Submit Reply to the Notice for seeking clarification

Notice No. ZA070119000268S Date of Notice 29/01/2019

Details of Reply •

No file chosen • Only PDF file format is allowed.
• Maximum file size for upload is 5 MB.

Upload Supporting Documents

Enter Document Description

No file chosen • Only PDF or JPEG file formats are allowed.
• Maximum file size for upload is 5 MB.
• Maximum 2 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy.
• Click on **Add Document** button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

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.

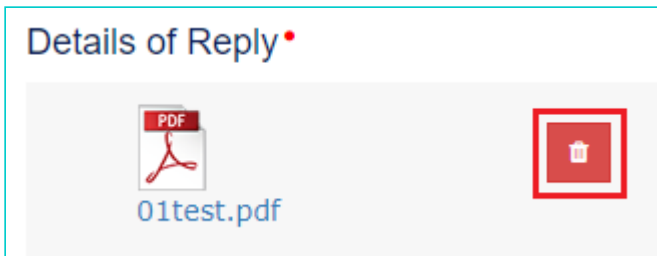
Name of Primary/ other Authorized Signatory •

Place •

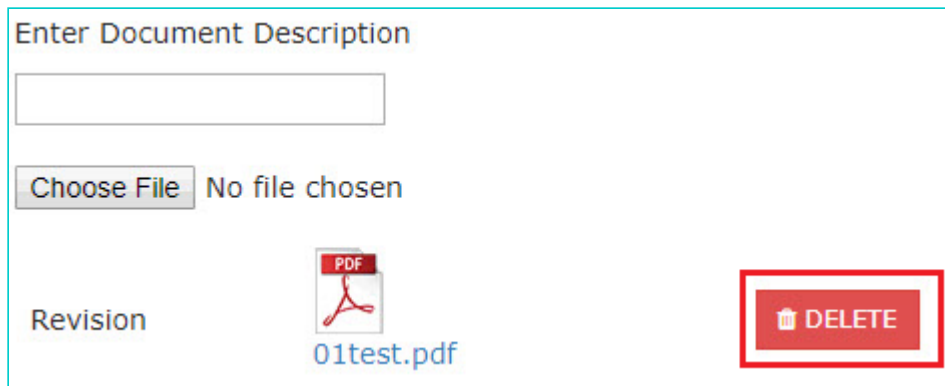
Designation / Status •

Date • 29/01/2019

- 4a. You can prepare the reply to the notice offline. Then, in the **Details of Reply** field, click the **Choose File** button to upload the prepared reply document(s). You can delete the uploaded document by clicking the trash-bin icon and upload again.



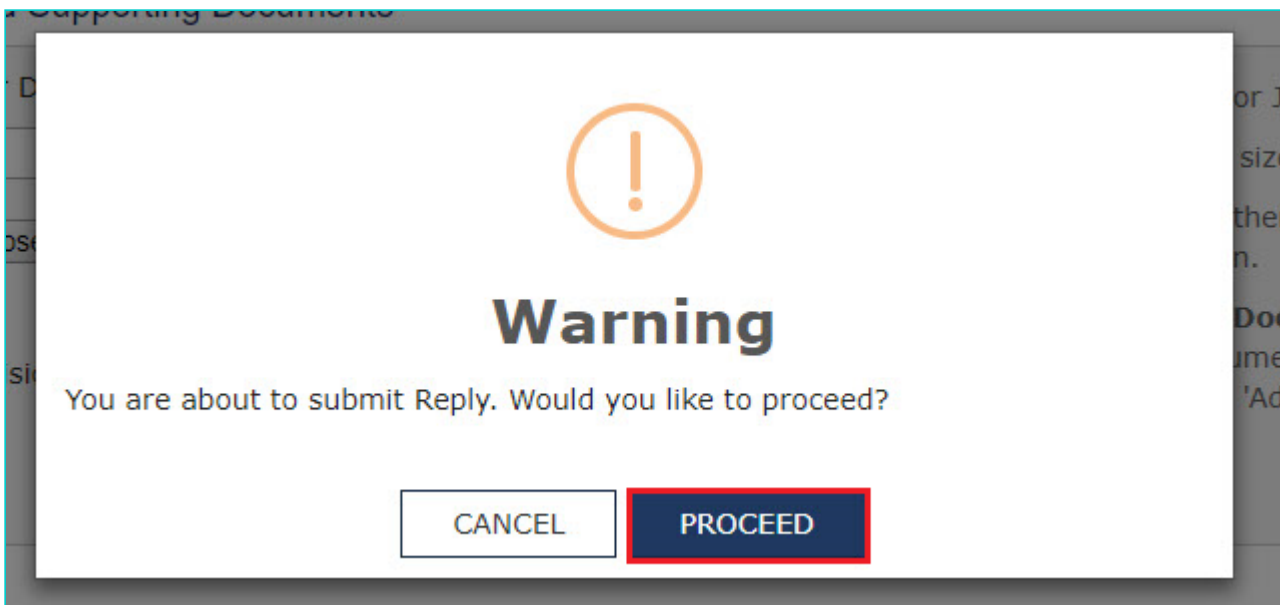
4b. If required, you can also upload supporting documents in the **Upload Supporting Documents** field. This is not a mandatory field. Enter document description and click the **Choose File** button. **ADD DOCUMENT** button gets displayed. Click it to upload the supporting document(s) from your machine related to this notice. You can delete the uploaded document by clicking the **DELETE** button and upload again.



4c. In the **Verification** field, select the declaration check-box, select your name, enter name of the place from where you are filing this reply.


4c. Click the **FILE REPLY** button.

4d. A warning message pop-up gets displayed. Click the **PROCEED** button.



5. A new screen is displayed with a Warning message. On this screen, click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

GSTIN	Legal Name	Trade Name
07APIPS0052D410	NURUL MOHAMADBHAI SAIYED	GST



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

6. Success message is displayed, with the generated Reply Reference Number and other details, which will be sent to your registered email ID and mobile as well. Click **DOWNLOAD** to download the acknowledgement or click **OK**.

Dashboard > Services > User Services > My Applications > Acknowledgment English

✔ Reply Submitted Successfully

Acknowledgment for Reply

Reply Ref No.	ZA070419000416R
Date of filing	19/04/2019
Time of filing	17:39
GSTIN/User ID of Applicant	07APIPS0052D410
Legal name of the Applicant	NURUL MOHAMADBHAI SAIYED
Trade name of the Applicant	GST
Filed By	NURUL SAIYED

It is a system generated acknowledgement and does not require any signature.

DOWNLOAD OK

7. On clicking the **OK** button, the updated **Replies** tab is displayed with the filed Reply and the Status gets changed to **"Reply Submitted"**.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Reply Submitted
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APPLICATIONS	Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
NOTICES	ZA070419000416R	ZA070419000415T	NURUL MOHAMADBHAI SAIYED	19/04/2019	Reply Document Additional Document	Reply

REPLIES

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RECTIFICATION

ADDITIONAL DOCUMENT

BACK

Note: Once you have filed reply, following actions also take place on the GST Portal:

- Your Dashboard gets updated with the record of the filed reply and the Status gets changed to "**Reply Submitted**".
- Dashboard of the Tax Officials is also updated with the record of the filed Reply.
- Intimation of the Filed Reply is sent to the taxpayer on his/her registered email ID and mobile.

[Go back to the Main Menu](#)

D(1). View/download your Replies or Counter-replies

To view or download the filed replies, perform following steps:

1. On the **Case Details** page of that particular case, select the **REPLIES** tab. This tab displays all the replies filed against this case by you or the Tax Officials.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Reply Submitted
-------------------------------	--	--	----------------------------------

APPLICATIONS	Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
NOTICES	ZA070419000416R	ZA070419000415T	NURUL MOHAMADBHAI SAIYED	19/04/2019	Reply Document Additional Document	Reply

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

BACK

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

[Go back to the Main Menu](#)

D(2). File Counter-reply

To file counter-reply against the Reply filed by the Tax Official or against your own reply, perform following steps:

1. On the **Case Details** page of that particular case, select the **REPLIES** tab and click the "Reply" hyperlink.

The screenshot shows the 'Case Details' page on the GST Portal. The breadcrumb trail is 'Dashboard > Services > User Services > My Applications > Case Details'. The header section contains the following information:

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Reply Submitted
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On the left, there is a vertical menu with the following options: APPLICATIONS, NOTICES, **REPLIES** (highlighted), ORDERS, RECTIFICATION, and ADDITIONAL DOCUMENT. The main content area displays a table with the following data:

Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
ZA070419000416R	ZA070419000415T	NURUL MOHAMADBHAI SAIYED	19/04/2019	Reply Document Additional Document	Reply

A 'BACK' button is located at the bottom right of the table area.

2. Follow the same steps as mentioned in the above section "View/download issued Notices and File Reply". Click [here](#) to revisit the steps.

Note: Once you have filed counter-reply, following actions also take place on the GST Portal:

- Your Dashboard gets updated with the record of the filed Counter-reply and the Status gets changed to "**Reply Submitted**".
- Dashboard of the Tax Officials is also updated with the record of the filed Reply.
- Intimation of the Filed Reply is sent to the taxpayer on his/her registered email ID and mobile.

[Go back to the Main Menu](#)

E(1). View/download Issued Order

To download order issued against your case by the Appellate Authority, perform following steps:

1. On the **Case Details** page of that particular case, click the **ORDERS** tab. This tab provides you an option to view the issued orders (Admit Appeal Application or Reject Appeal Application, Appeal Order, Rectification Order), with all its attached documents, in PDF mode.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Appeal Order Passed
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APPLICATIONS

NOTICES

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ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED	Trade Name GST
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Order/Reference Number	Order Category	Date of Order	Passed By	Documents	Action
ZA070419000414V	ADMIT APPEAL APPLICATION	19/04/2019	Pallavi Test Infy	GST APL-02	NA
ZA0704190004202	APPEAL ORDER	19/04/2019	Pallavi Test Infy	GST APL-04 Order	Initiate Rectification

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

[Go back to the Main Menu](#)

E(2). Submit Rectification Request

To submit Rectification Request against the Appeal Order issued to you by the Appellate Authority, perform following steps:

1. Select the **ORDERS** tab and click the "Initiate Rectification" link.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Appeal Order Passed
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APPLICATIONS

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ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED	Trade Name GST
--	-----------------------

Order/Reference Number	Order Category	Date of Order	Passed By	Documents	Action
ZA070419000414V	ADMIT APPEAL APPLICATION	19/04/2019	Pallavi Test Infy	GST APL-02	NA
ZA0704190004202	APPEAL ORDER	19/04/2019	Pallavi Test Infy	GST APL-04 Order	Initiate Rectification

Note: In case you are filing Rectification after 6 months of the Date of the issued Revision Order, you will see the following popup. Click YES to continue.



Warning

Do you still want to file the Rectification application as the period exceeds 6 months from the date of the order?

NO

YES

2. "Initiate Rectification" page gets displayed. Click **BACK** to go to the previous page or follow the steps mentioned below.

Dashboard > Services > User Services > My Applications > Case Details

ARN AD0704190900920	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 17/04/2019	Status Appeal Order Passed
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APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED
Trade Name GST

Initiate Rectification request against Appeal Order

• Indicates Mandatory Fields

Order Number ZA070219000275V	Date of Order 18/02/2019
---------------------------------	-----------------------------

Reason for Rectification *

Reason for Rectification *

Select ▼

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

i Only PDF or JPEG file formats are allowed.

i Maximum file size for upload is 5 MB.

i Maximum 2 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy.

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

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 Primary/ other Authorized Signatory * <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> Select ▼ </div>	Place * <div style="border: 1px solid #ccc; padding: 2px;"> Enter Place </div>
Designation / Status *	Date * 18/06/2019

BACK

INITIATE

2a. Select the reason for rectification from the drop-down list.

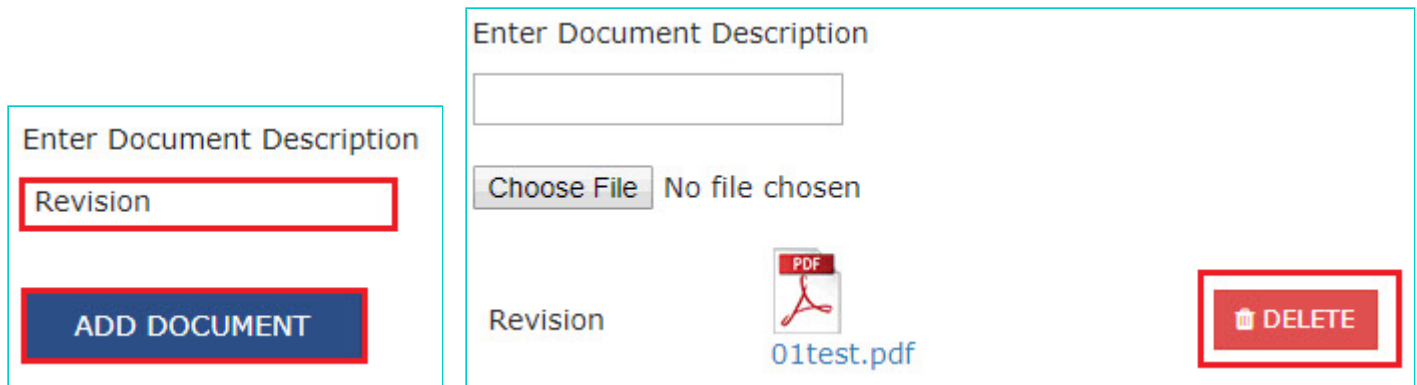
Reason for Rectification *

Reason for Rectification *

Select

1. Error/omission arising from accidental mistake due to slip of facts
 2. Incorrect liability due to arithmetic error/clerical mistake
 3. Other(please specify)

2b. If required, you can also upload supporting documents in the **Upload Supporting Documents** field. This is not a mandatory field. Enter document description and click the **Choose File** button. **ADD DOCUMENT** button gets displayed. Click it to upload the document(s) from your machine related to your Rectification request. You can delete the uploaded document by clicking the **DELETE** button.

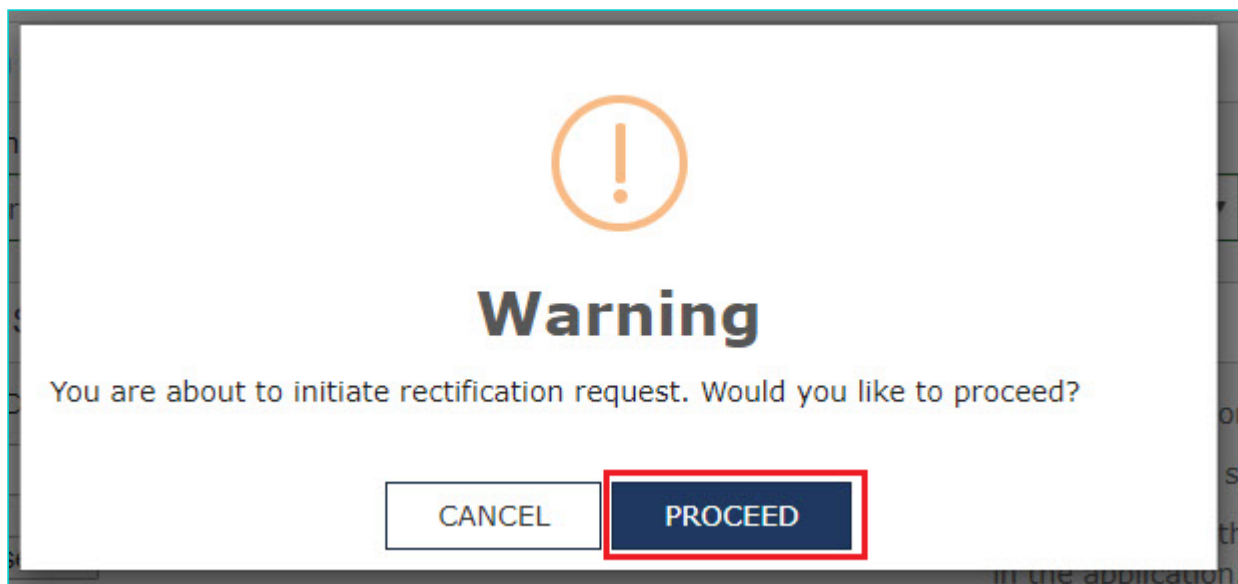


The image shows two side-by-side screenshots of a document upload interface. The left screenshot shows a text input field with the word "Revision" entered, and a blue "ADD DOCUMENT" button below it. The right screenshot shows the same interface after a file has been selected. The text input field still contains "Revision". Below it, a "Choose File" button is now disabled and shows "No file chosen". A file icon for "01test.pdf" is displayed, and a red "DELETE" button with a trash icon is visible on the right.

2c. In the **Verification** field, select the declaration check-box, select your name, enter name of the place from where you are filing this rectification request.


2d. The "INITIATE" buttons will be enabled now. Click the **INITIATE** button.

2e. A warning message pop-up gets displayed. Click the **PROCEED** button.





3. A new screen is displayed with a Warning message. On this screen, click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

GSTIN	Legal Name	Trade Name
07AIPIS0052D410	NURUL MOHAMADBHAI SAIYED	GST



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

SUBMIT WITH DSC
SUBMIT WITH EVC

4. Success message is displayed, with the generated Rectification Reference Number, which will be sent to your registered email ID and mobile as well. Click **DOWNLOAD** to download the acknowledgement or click **OK**.

Dashboard > Services > User Services > My Applications > Acknowledgment English

 Rectification Request Submitted Successfully

Acknowledgment for Rectification Request

Rectification Request Ref No.	ZA0704190004210
Date of filing	19/04/2019
Time of filing	18:01
GSTIN/User ID of Applicant	07AIPIS0052D410
Legal name of the Applicant	NURUL MOHAMADBHAI SAIYED
Trade name of the Applicant	GST
Filed By	NURUL SAIYED

It is a system generated acknowledgement and does not require any signature.

DOWNLOAD
OK

5. On clicking the **OK** button, the updated **RECTIFICATION** tab is displayed with the submitted request and the Status gets changed to "**Rectification Request Submitted**".

Dashboard > Services > User Services > My Applications > Case Details

ARN **AD0704190900920** GSTIN/UIN/Temporary ID **07APIPS0052D410** Date Of Application/Case Creation **17/04/2019** Status **Rectification Request Received**

Legal Name NURUL MOHAMADBHAI SAIYED Trade Name GST

Reference Number	Order Number	Rectification Item	Submitted by	Date of Submission	Reason	Documents
ZA0704190004210	ZA0704190004202	RECTIFICATION REQUEST	NURUL MOHAMADBHAI SAIYED	19/04/2019	Reason	Rectification Request

BACK

6. From "Documents" column of the table, uploaded supported documents can be downloaded by you. Click them to download them into your machine. Similarly, from "Reason" column of the table, the reason selected for submitting rectification request can be viewed by clicking the "Reason" hyperlink.

Dashboard > Services > User Services > My Applications > Case Details

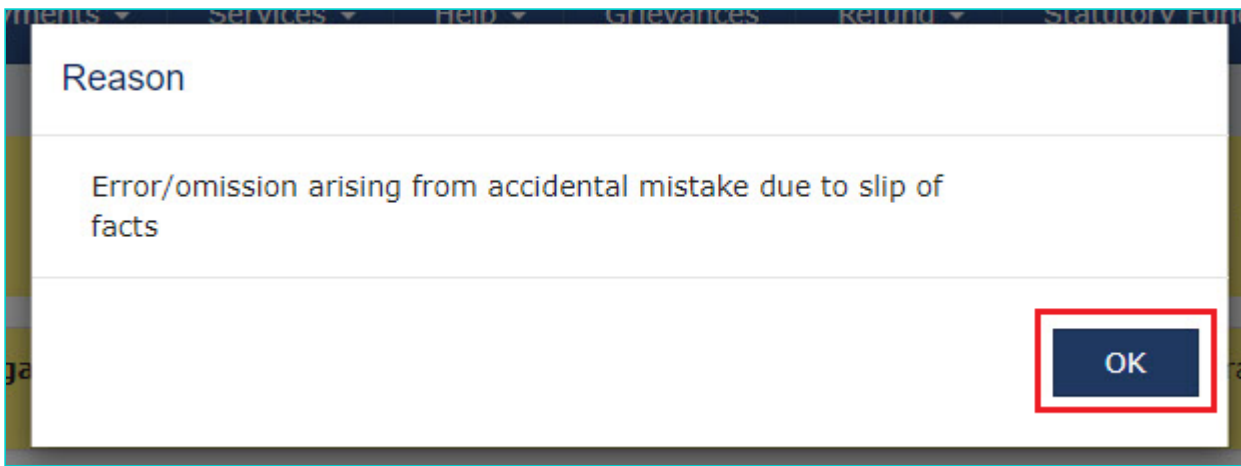
ARN **AD0704190900920** GSTIN/UIN/Temporary ID **07APIPS0052D410** Date Of Application/Case Creation **17/04/2019** Status **Rectification Request Received**

Legal Name NURUL MOHAMADBHAI SAIYED Trade Name GST

Reference Number	Order Number	Rectification Item	Submitted by	Date of Submission	Reason	Documents
ZA0704190004210	ZA0704190004202	RECTIFICATION REQUEST	NURUL MOHAMADBHAI SAIYED	19/04/2019	Reason	Rectification Request

BACK

7. On clicking the "Reason" hyperlink, a popup gets displayed. Click **OK** to close it.



Note:

Once you submit the Rectification Request, Appellate Authority will examine and take one of the following actions:

- **Accept Rectification Request:** In this case you can view the acceptance of the rectification request in the "RECTIFICATION" tab. However, the Rectification Order passed against your request will be available in the "ORDERS" tab.
- **Reject Rectification Request:** In this case you can view the rejection details in the "RECTIFICATION" tab.

[Go back to the Main Menu](#)

F. View/download Submitted or Rejected or Accepted Rectification Requests

To view or download the Rectification Requests submitted by you or the Tax Officials, perform following steps:

1. Select the **RECTIFICATION** tab. This tab displays the submitted or Rejected or Accepted Rectification Request submitted by you or the Tax Officials.

IRN	GSTIN/Temporary Id/UIN	Date Of Submission	Status
AD071018000017P	07APIPS0052D410	06/10/2018	Rectification Request Rejected

Legal Name	Trade Name
NURUL MOHAMADBHAI SAIYED	GST

Reference Number	Order Number	Order Category	Date of Submission	Submitted by	Reason	Documents	Action
ZA070619001391Q	ZA0710180000171A	RECTIFICATION REQUEST	18/06/2019	NURUL MOHAMADBHAI SAIYED	Reason	Rectification Annexure	NA
ZA070619001395I	ZA0710180000171A	RECTIFICATION ACCEPTANCE	18/06/2019	V Deeksha Sindhuri	NA	NA	NA
ZA070619001397E	ZA070619001395I	RECTIFICATION REQUEST	18/06/2019	NURUL MOHAMADBHAI SAIYED	Reason	NA	NA
ZA070619001398C	ZA070619001395I	RECTIFICATION REJECTION	18/06/2019	V Deeksha Sindhuri	Reason	NA	NA

2. From "Documents" column of the table, you can download the uploaded supported documents, if available. Click them to download them into your machine. Similarly, from "Reason" column of the table, the reason selected for submitting or rejecting rectification request can be viewed by clicking the "Reason" hyperlink.

3. On clicking the "Reason" hyperlink, a popup gets displayed. Click **OK** to close it.

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G. View/download Documents Related to the Case Proceedings

To view documents submitted physically by the parties during the hearing and uploaded on Portal by Tax official, perform following steps:

1. On the **Case Details** page of that particular case, select the **ADDITIONAL DOCUMENT** tab.

ARN
AD0704190900920GSTIN/UIN/Temporary ID
07APIPS0052D410Date Of Application/Case Creation
17/04/2019Status
Appeal Order Passed

APPLICATIONS	Date of Hearing	Document Description	Document Submitted By	Updated by (name & designation)	Download Document
NOTICES	19/04/2019	Appeal Supporting Documents	Angad Arora	Pallavi Test Infy, Joint Commissioner	 Additional Document - Appeal.pdf
REPLIES					
ORDERS					
RECTIFICATION					
ADDITIONAL DOCUMENT					

[BACK](#)

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

[Go back to the Main Menu](#)