

Manual > Filing Reply or Taking Actions during General Penalty Proceedings u/s 125

How can I file reply or take other actions during General Penalty Proceedings u/s 125. initiated against me, by the Adjudication Authority (A/A)?

To file reply or take other actions during General Penalty Proceedings, u/s 125 initiated against you, by the Adjudication Authority (A/A), perform following steps:

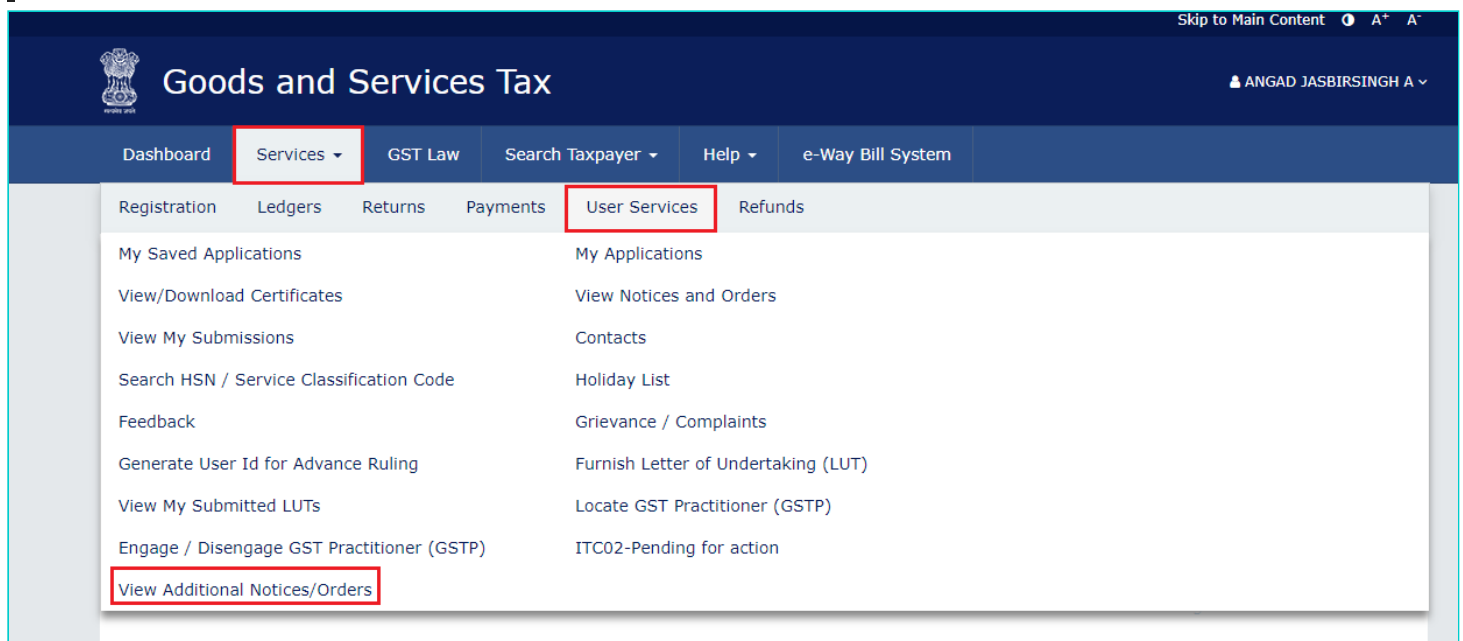
- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Adjudicating or Assessing Authority (A/A)
- B. Take action using NOTICES tab of Case Details screen: [View issued Notices](#)
- C. Take action using REPLIES tab of Case Details screen: [View/Add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

Click each hyperlink above to know more.

A. View Additional Notices/Orders

To view issued Notices and Orders issued against you by Adjudicating or Assessing Authority (A/A), 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**



The screenshot shows the GST portal interface. At the top, there is a header with the GST logo and the text 'Goods and Services Tax'. Below the header, there is a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The 'Services' menu is expanded, showing 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' menu is further expanded, showing 'My Saved Applications', 'View/Download Certificates', 'View My Submissions', 'Search HSN / Service Classification Code', 'Feedback', 'Generate User Id for Advance Ruling', 'View My Submitted LUTs', 'Engage / Disengage GST Practitioner (GSTP)', 'My Applications', 'View Notices and Orders', 'Contacts', 'Holiday List', 'Grievance / Complaints', 'Furnish Letter of Undertaking (LUT)', 'Locate GST Practitioner (GSTP)', and 'ITC02-Pending for action'. The 'View Additional Notices/Orders' option is highlighted with a red box.

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

- All orders/notices are displayed in descending order. You can search for the orders/notices you want to view using the Navigation buttons provided below.
- 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
GENERAL PENALTY	Order for General penalty	ZA071218000068V	11/12/2018	View
GENERAL PENALTY	Show cause notice for General penalty	ZA071218000067X	11/12/2018	View

« 1 **2** 3 4 5 6 »

10 25 50 100

5. **Case Details** page is displayed. The **NOTICES** tab is selected by default. Click the tabs provided on the left hand side of the page to view more details about each tab.

- The yellow bar on the top contains details related to the case—Case **Reference Number** (ARN), your **GSTIN/UIN/Temporary ID**, **Date** of Case Creation and **Status** of the Case
- The left-side of the page contains three clickable tabs—NOTICES, REPLIES and ORDERS. The **NOTICES** tab is selected by default. You can click these tabs to view more details about each tab.
- Below the yellow bar, table containing details of the tab is displayed.

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

ARN AD071218000021W	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 11/12/2018	Status Order for creation of demand issued
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Type	Reference Number	Issue Date	Due Date to Reply	Personal Hearing	Section Number	Attachment
SHOW CAUSE NOTICE	ZA071218000067X	11/12/2018	28/12/2018	No	74	RECTIFICATION REQUEST (4).p GP_NOTICE_ZA07121800006

[Go back to the Main Menu](#)

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

To view issued Notices against you by Adjudicating or Assessing Authority (A/A), perform following steps:

1. 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 (Reminder/Adjournment/Show Cause Notice) issued by A/A to you.

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

ARN AD071218000021W	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 11/12/2018	Status Pending for reply by taxpayer
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Type	Reference Number	Issue Date	Due Date to Reply	Personal Hearing	Section Number	Attachments
SHOW CAUSE NOTICE	ZA071218000067X	11/12/2018	28/12/2018	No	74	RECTIFICATION REQUEST (4).P GP_NOTICE_ZA07121800006

2. Scroll to the right and click the document name(s) in the **Attachments** section of the table to download it 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 to the issued Notice

To view or add your reply to the issued Notice, perform following steps:

1. On the **Case Details** page of that particular Case ID, 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 **SHOW CAUSE NOTICE**.

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

ARN AD071218000021W	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 11/12/2018	Status Pending for reply by taxpayer
-------------------------------	--	--	--

Reply filed Against	Reply Date/Ph	Option for Personal Hearing	Attachments

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

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

ARN
AD071218000021WGSTIN/UIN/Temporary ID
07APIPS0052D410Date Of Application/Case Creation
11/12/2018Status
Pending for reply by taxpayer

NOTICES

REPLIES

ORDERS

• indicates mandatory fields

Type

Show Cause Notice

Date Of SCN

11/12/2018

SCN Ref No

ZA071218000067X

Personal Hearing Required ?



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 •

Select

Place •

Enter Place

Designation / Status

Date

 DSC is compulsory for companies and LLP.

BACK

PREVIEW

FILE

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

Note: This button is visible to only those taxable persons 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 and do any modification/ changes, if required.

Reply to notice issued for imposition of penalty

1. GSTIN/ID	07APIPS0052D410	
2. Legal name	NURUL MOHAMADBHAI SAIYED	
3. Trade name, if any	GST	
4. Details of notice vide which additional information sought	Notice No.: ZA071218000067X	Notice date: 11/12/2018
5. Reply	Reply is attached herewith	
6. Documents filed	Reply.pdf	

7. Verification :

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


Signature of Authorized Signatory
Name: NURUL SAIYED
Designation / Status: manager
Date: 17/04/2019

2f. Click **FILE**.

3. A Warning page is displayed. Click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.



Dashboard > Submit Application English

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

4. A green message is displayed with the generated Reference number. Also, you will receive an acknowledgement intimation via your registered email and SMS, along with the generated RFN. To download the filed reply, click the **Click here** hyperlink. Then, click **OK**.

Dashboard > Replies

Your reply has been filed against Ref. no ZA071218000067X dated 11/12/2018. 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 > Services > User Services > My Applications > Case Details

ARN AD071218000021W	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 11/12/2018	Status Reply furnished, pending for order by tax officer
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NOTICES

REPLIES

ORDERS

ADD REPLY ▾

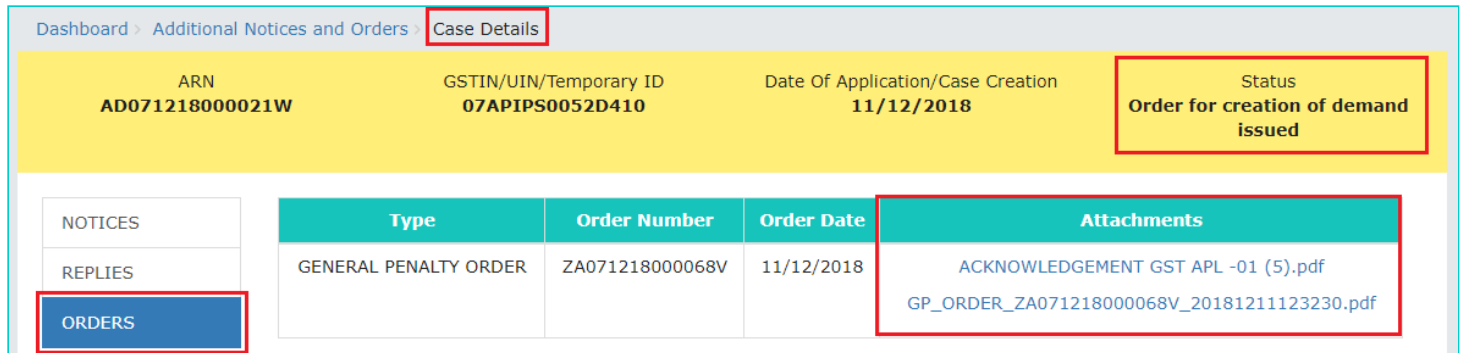
Type	Reply filed Against	Reply Date/Ph	Option for Personal Hearing	Attachments
Show Cause Notice	ZA071218000067X	11/12/2018	N	Reply.pdf GP_REPLY_ZA071218000067X_20190417112414.pdf

[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 by A/A, 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.



The screenshot displays the 'Case Details' page. At the top, there is a breadcrumb trail: 'Dashboard > Additional Notices and Orders > Case Details'. Below this, a yellow header bar contains the following information:

ARN AD071218000021W	GSTIN/UIN/Temporary ID 07APIPS0052D410	Date Of Application/Case Creation 11/12/2018	Status Order for creation of demand issued
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On the left side, there is a vertical menu with three options: 'NOTICES', 'REPLIES', and 'ORDERS'. The 'ORDERS' option is highlighted with a blue background and a red border.

The main content area features a table with the following columns: 'Type', 'Order Number', 'Order Date', and 'Attachments'. The table contains one row of data:

Type	Order Number	Order Date	Attachments
GENERAL PENALTY ORDER	ZA071218000068V	11/12/2018	ACKNOWLEDGEMENT GST APL -01 (5).pdf GP_ORDER_ZA071218000068V_20181211123230.pdf

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

[Go back to the Main Menu](#)