# Manual > Filing reply to Form GST DRC-06 against proceedings initiated for tax collected, but not deposited with Government

How can I file reply in Form GST DRC-06 against proceedings initiated for tax collected but not deposited with Government?

To file reply in Form GST DRC-06 against proceedings initiated for tax collected but not deposited with Government, perform following steps:

- A. Navigate to View Additional Notices/Orders page to view Notices and Orders issued against you by Tax Official
- 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.

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

To view issued Notices, perform following steps:

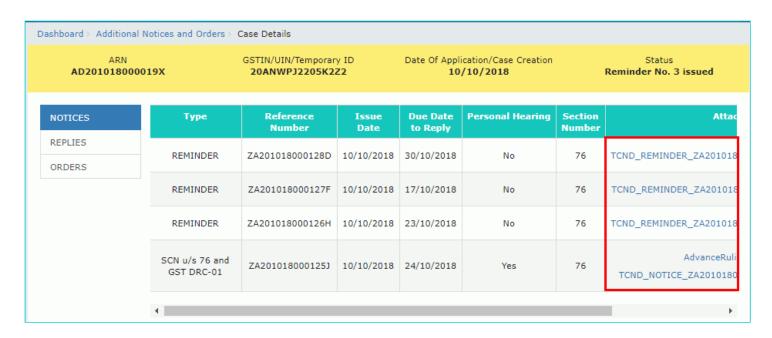
1. Navigate to Services > User Services > View Additional Notices/Orders option.



2. Click View.

Type of Notice/Order	Description	Ref ID	Date of Issuance	Actio
TAX COLLECTED NOT DEPOSITED	Issue of Assessment order and summary of order in Form GST DRC-07	ZA201018000130S	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of next date of hearing u/s 76	ZA201018000129B	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000128D	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000127F	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000126H	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Show Cause Notice and Summary thereof in Form GST DRC-01	ZA201018000125J	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of next date of hearing u/s 76	ZA201018000118E	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000117G	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000116I	10/10/2018	View
TAX COLLECTED NOT DEPOSITED	Intimation of issue of reminder in Form GST DRC-01	ZA201018000115K	10/10/2018	View

- 3. On the Case Details page of that particular taxpayer, select the NOTICES tab, if it is not selected by default. This tab displays all the notices issued by the Tax Official.
- 4. Click the **View** link in the Attachments column of the table to download notices issued into your machine and view them.



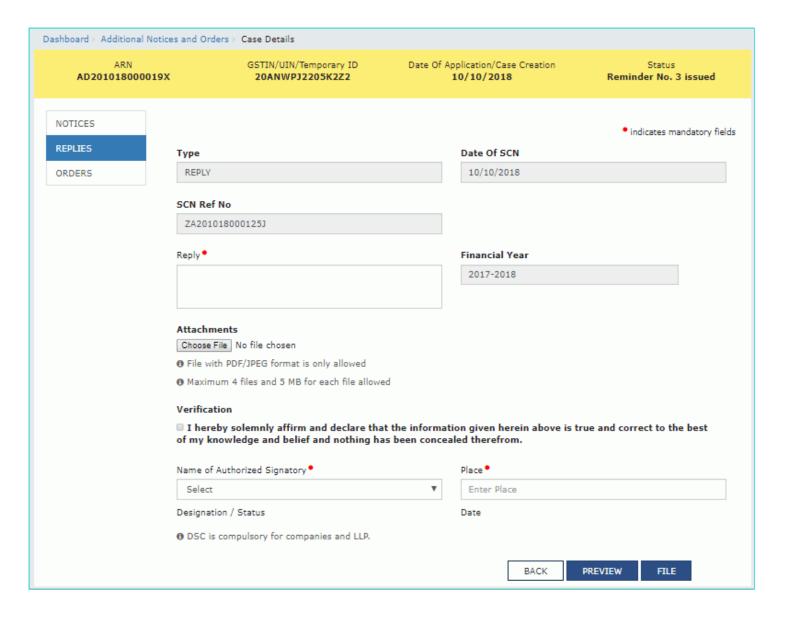
# C. Take action using REPLIES tab of Case Details screen: View/Add your reply to the issued Notice

To view or add your reply in Form GST DRC-06, perform following steps:

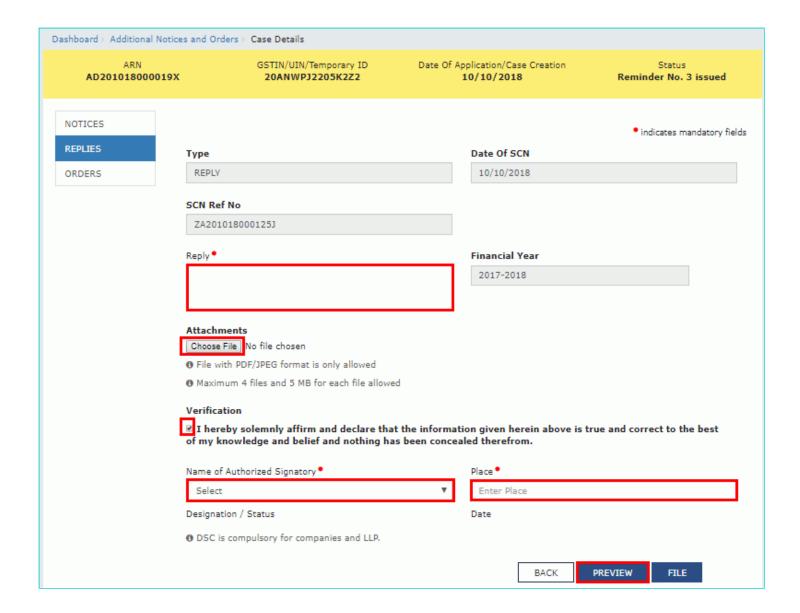
1. On the Case Details page of that particular taxpayer, select the REPLIES tab. This tab will display the replies you will file against the Notices issued by the Tax Official. To add a reply, click **ADD REPLY**.



2. The **REPLY** page is displayed.



- 3. Enter your response in the reply field.
- 4. Click Choose File to upload any supporting documents or reply, if needed.
- 5. Select the Verification check-box and select the name of the authorized signatory.
- 6. Enter the Place from where the reply is being filed.
- 7. Click **PREVIEW** to download and review your reply.



8. Reply to the show cause notice is downloaded in PDF format.

#### Form GST DRC-06

### [See rule 142(4)]

### Reply to the Show Cause Notice

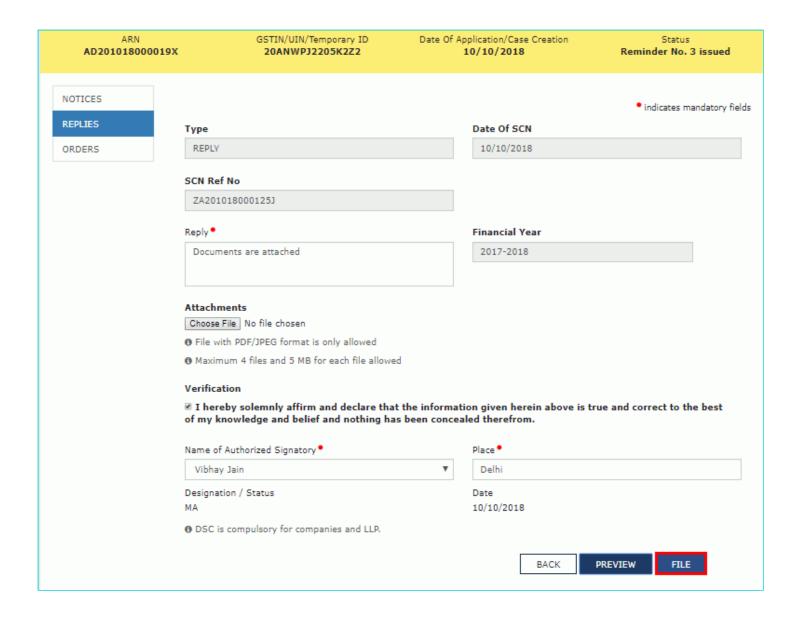
1. GSTIN	20ANWPJ2205K2Z2			
2. Name	SANJEEV KUMAR jAYSWAL			
Details of Show Cause Notice	Reference No. ZA201018000125J	Date of issue 10/10/2018		
3. Financial Year	2017-2018	018		
5. Reply				
Documents are attached				
6. Documents uploaded				
NA				
7. Option for personal hearing	Yes			

#### 7. Verification-

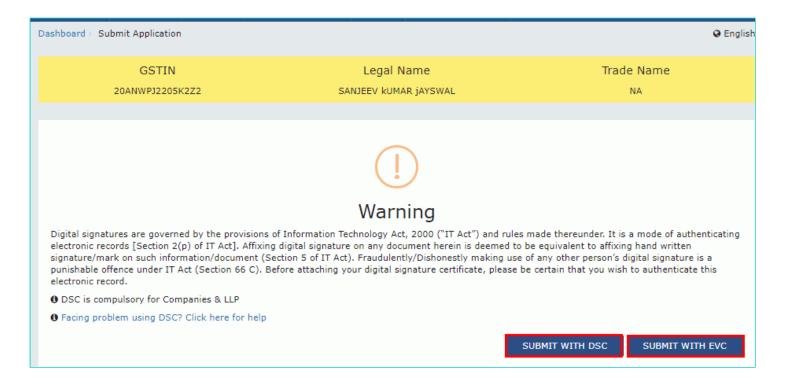
I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Signature of Authorized Signatory Name : VibhayJain Designation / Status: MA Date: 10/10/2018

9. Click **FILE** to send reply.



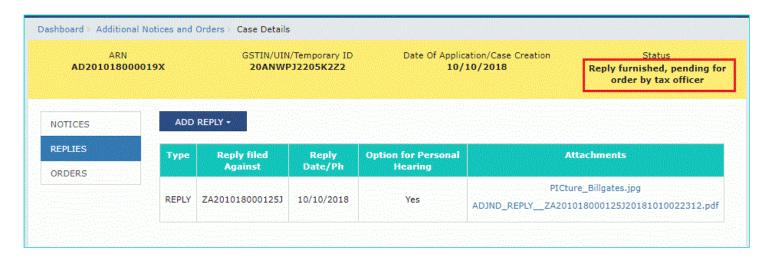
10. Submit Application page is displayed. Click ISSUE WITH DSC or ISSUE WITH EVC.



11. A success message is displayed with the generated Reference number. Click **OK**.



12. The updated REPLIES tab is displayed, with the record of the filed reply in a table and 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.



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

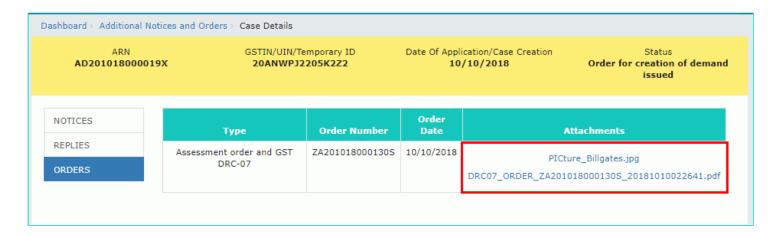
- You will receive an acknowledgement intimation via your registered email and SMS, along with the generated RFN.
- Your reply will be available on Tax Official's dashboard.

#### 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, click the **ORDERS** tab. This tab provides you an option to view the issued orders, with all its attached documents, in PDF mode.
- 2. Click the View link in the Action column of the table to download and view them.



Go back to the Main Menu