

Manual > Filing reply to Form GST DRC-22, against proceedings initiated for Recovery of Taxes

The Tax Official has issued Form GST DRC-22, to the concerned authorities for provisional attachment of my property, bank accounts, etc . How can I file reply to Form GST DRC-22 against proceedings initiated against me?

To file reply to Form GST DRC-22 against proceedings initiated against you by Tax Officer, for recovery of taxes by attaching your property, perform following steps:

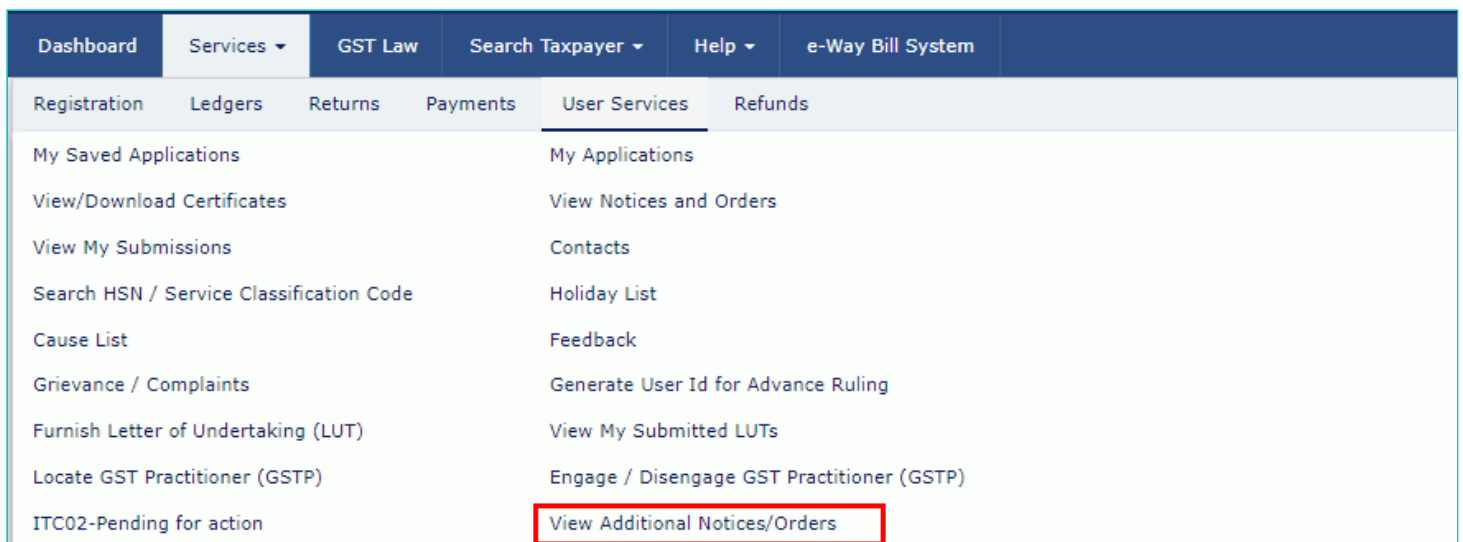
- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Tax Official
- B. Take action using RECOVERY DETAILS tab of Case Details screen: [View Recovery Details](#)
- C. Take action using NOTICES tab of Case Details screen: [View issued Notices](#)
-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

Click each hyperlink above to know more.

B. Take action using RECOVERY DETAILS tab of Case Details screen: View Recovery Details

To view the recovery details, perform following steps:

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



The screenshot shows the GST portal navigation menu. The 'Services' dropdown is expanded, and the 'User Services' sub-menu is selected. The 'View Additional Notices/Orders' option is highlighted with a red box.

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	
Cause 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	

2. Click **View**.

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
RECOVERY	Notice issued for Recovery Id ID2410180004530	ZA2410180001756	24/10/2018	View
RECOVERY	Notice issued for Recovery Id ID2410180004530	ZA2410180001665	24/10/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000003	ZA2410180000378	04/10/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000003	ZA2410180000003J	01/10/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000001	ZA241018000002L	01/10/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000001	ZA240918000138N	27/09/2018	View
Prosecution	Notice issued against Prosecution Proceedings vide Reference Number	ZA240918000114X	26/09/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000004	ZA240918000083U	26/09/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000004	ZA240918000082W	26/09/2018	View
RECOVERY	Notice issued for Recovery Id ID2409180000001	ZA240918000064U	24/09/2018	View

< 1 2 3 >

10 25 50 100

3. On the Case Details page of that particular taxpayer, select the RECOVERY DETAILS tab, if it is not selected by default. This tab displays all the details of demand issued and mode of recovery.

Dashboard > Services > User Services > My Applications > Case Details																					
ARN ID2410180004530	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 03/10/2018	Status Recoverable																		
RECOVERY DETAILS NOTICES REPLIES CERTIFICATES / ORDERS	Demand Details <table border="1"> <thead> <tr> <th>Demand ID</th> <th>Total Amount as per Demand (₹)</th> <th>Amount Recovered as on Date (₹)</th> <th>Recoverable Amount as on Date (₹)</th> </tr> </thead> <tbody> <tr> <td>ZA240918000152X</td> <td>56,000</td> <td>0</td> <td>56,000</td> </tr> </tbody> </table>			Demand ID	Total Amount as per Demand (₹)	Amount Recovered as on Date (₹)	Recoverable Amount as on Date (₹)	ZA240918000152X	56,000	0	56,000										
Demand ID	Total Amount as per Demand (₹)	Amount Recovered as on Date (₹)	Recoverable Amount as on Date (₹)																		
ZA240918000152X	56,000	0	56,000																		
MOR Details <table border="1"> <thead> <tr> <th>Reference Number</th> <th>Mode of Recovery</th> <th>Amount Recovered via MORs (₹)</th> <th>Date of Transaction</th> <th>Status</th> <th>Payment Reference Number</th> </tr> </thead> <tbody> <tr> <td>ZA2410180001756</td> <td>Attachment/Seizure of Immovable/Movable Properties by Tax Authorities</td> <td>0</td> <td>24/10/2018</td> <td>In Progress</td> <td></td> </tr> <tr> <td>ZA2410180001665</td> <td>Sale of Taxable Goods in control of Recovery Officer</td> <td>0</td> <td>24/10/2018</td> <td>In Progress</td> <td></td> </tr> </tbody> </table>				Reference Number	Mode of Recovery	Amount Recovered via MORs (₹)	Date of Transaction	Status	Payment Reference Number	ZA2410180001756	Attachment/Seizure of Immovable/Movable Properties by Tax Authorities	0	24/10/2018	In Progress		ZA2410180001665	Sale of Taxable Goods in control of Recovery Officer	0	24/10/2018	In Progress	
Reference Number	Mode of Recovery	Amount Recovered via MORs (₹)	Date of Transaction	Status	Payment Reference Number																
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ZA2410180001665	Sale of Taxable Goods in control of Recovery Officer	0	24/10/2018	In Progress																	

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

To view issued notices by the Tax Official, perform following steps:

1. 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.

2. Click the **View** link in the Action column of the table to download notices issued into your machine and view them.

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

ARN ID2410180004530	GSTIN/UIN/Temporary ID 24ABCPM8147P126	Date Of Application/Case Creation 03/10/2018	Status Recoverable
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RECOVERY DETAILS	Notice Reference Number	Mode of Recovery	Notice Type	Issued on	Action
NOTICES	ZA2410180001756	Attachment/Seizure of Immovable/Movable Properties by Tax Authorities	FORM GST DRC – 22 (Provisional Attachment of Property under Section 83)	24/10/2018	View
REPLIES	ZA2410180001665	Sale of Taxable Goods in control of Recovery Officer	FORM GST DRC – 10 (Notice for Auction of Goods under Section 79 (1) (b) of the Act)	24/10/2018	View
CERTIFICATES / ORDERS					

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D. 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 to Form GST DRC-22, 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**.

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

ARN ID2410180004530	GSTIN/UIN/Temporary ID 24ABCPM8147P126	Date Of Application/Case Creation 03/10/2018	Status Recoverable
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RECOVERY DETAILS	ADD REPLY
NOTICES	
REPLIES	
CERTIFICATES / ORDERS	

Mode of Recovery	Notice Type	Notice Reference Number	Date of Reply	Supporting Documents
No Records Found				

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

ARN
ID2410180004530GSTIN/UIN/Temporary ID
24ABCPM8147P1Z6Date Of Application/Case Creation
03/10/2018Status
RecoverableRECOVERY
DETAILS

NOTICES

REPLIES

CERTIFICATES /
ORDERS**Mode of Recovery***

Attachment/Seizure of Immovable/Movable Properties by Ta: ▼

Notice Type*

FORM GST DRC – 16 (Notice for Attachment and Sale of Immr ▼

Notice Reference Number*

Select ▼

Upload Reply*

Enter Document Description

 No file chosen

① Only PDF file format is allowed

① Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

 No file chosen

① Only PDF file format is allowed

① Maximum file size for upload is 5 MB per document.

① Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy.

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/ Applicant*

Select ▼

Place*

Enter Place

Designation / Status

Date

24/10/2018

BACK

SUBMIT

3. Select the **Mode of Recovery**, **Notice Type** and **Notice Reference Number** from the drop-down list.
4. Click **Choose File** to upload your reply and upload any supporting document(s) related to your reply, if any.
5. Select the Verification check-box and select the name of the authorized signatory.
6. Enter the Place where the form is filed.
7. Click **SUBMIT**.

ARN
ID2410180004530

GSTIN/UIN/Temporary ID
24ABCPM8147P126

Date Of Application/Case Creation
03/10/2018

Status
Recoverable

RECOVERY
DETAILS

NOTICES

REPLIES

CERTIFICATES /
ORDERS

• indicates mandatory fields

Mode of Recovery*

Attachment/Seizure of Immovable/Movable Properties by Ta: ▼

Notice Type*

FORM GST DRC – 16 (Notice for Attachment and Sale of Imr ▼

Notice Reference Number*

ZA2410180001756 ▼

Upload Reply*

Enter Document Description

Choose File No file chosen

① Only PDF file format is allowed

② Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

① Only PDF file format is allowed

② Maximum file size for upload is 5 MB per document.

③ Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy.

Verification*

I, ANGAD ARORA, 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/ Applicant*

ANGAD ARORA ▼

Place*

Enter Place

Designation / Status

CEO

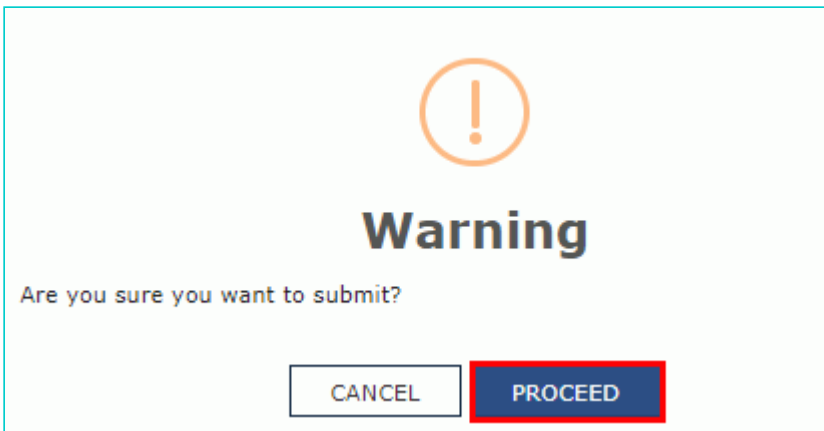
Date

24/10/2018

BACK

SUBMIT


8. Click **PROCEED**.



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

Dashboard > Submit Application English

TRADE NAME	LEGAL NAME	GSTIN/UIN/Temporary ID
SUN LIGHT(Paldi)	PRAVINBHAI KALIDAS MISTRY	24ABCPM8147P1Z6


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**

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

Dashboard > Services > User Services > Provisional Acknowledgement

✔ Reply submitted successfully with Reference Id ZA2410180001772

OK

11. The updated **REPLIES** tab is displayed, with the record of the filed reply in a table. You can also click the documents in the Action section of the table to download them.

ARN ID2410180004530	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 03/10/2018	Status Recoverable
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- RECOVERY DETAILS
- NOTICES
- REPLIES**
- CERTIFICATES / ORDERS

ADD REPLY

Reply Reference Number	Mode of Recovery	Notice Type	Notice Reference Number	Date of Reply	Action
ZA2410180001772	Attachment/Seizure of Immovable/Movable Properties by Tax Authorities	FORM GST DRC – 16 (Notice for Attachment and Sale of Immovable/Movable Goods/Shares under Section 79)	ZA2410180001756	24/10/2018	Reply

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.

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E. Take action using CERTIFICATES/ 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 taxpayer, click the **CERTIFICATES / ORDERS** tab. This tab provides you an option to view the issued order or certificate, 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.

ARN ID2410180004530	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 03/10/2018	Status Recoverable
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- RECOVERY DETAILS
- NOTICES
- REPLIES
- CERTIFICATES / ORDERS**

Certificate/Order Reference Number	Mode of Recovery	Certificate/Order Type	Issued on	Action
ZA2410180001780	Attachment/Seizure of Immovable/Movable Properties by Tax Authorities	FORM GST DRC – 12 (Sale Certificate))	24/10/2018	View

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