

Manual > Following-up and Taking Action in Revision Order Proceedings

How can I follow-up and take actions in Revision Order Proceedings initiated against my case?

To follow-up and take actions in Revision Order Proceedings initiated against your case, perform following steps:

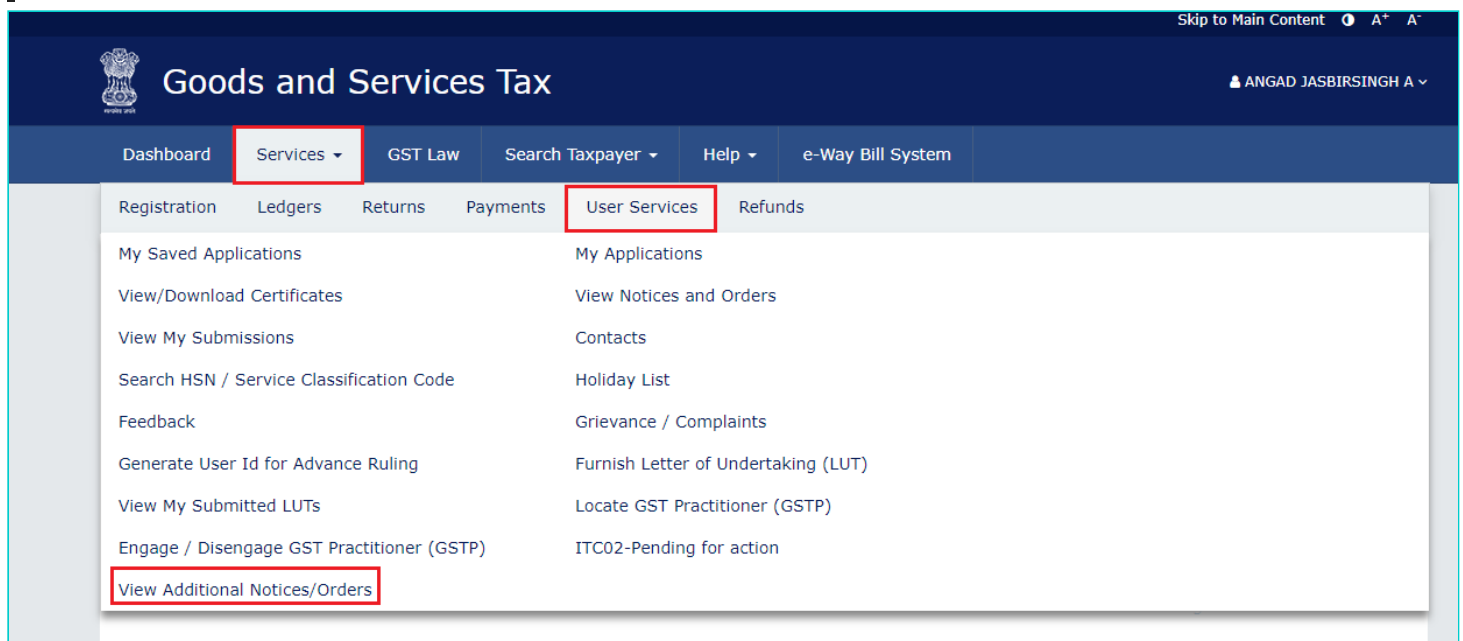
- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Revisional Authority and File/View Reply
- B. Navigate to [View/download issued Order](#) page to view Orders and Submit Rectification request against the Revision Order

Click each hyperlink above to know more.

A. View Additional Notices/Orders and to View/File Reply

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**



The screenshot shows the GST portal dashboard. The top navigation bar includes '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, listing various options such as '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)', and 'View Additional Notices/Orders'. 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.

Note: 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.

Dashboard > **Additional Notices and Orders**

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
Revision Order	Revision Order Passed	ZA071018000419U	24/10/2018	View
Revision Order	Revision Proceedings Dropped	ZA071018000418W	24/10/2018	View
Revision Order	Reply submitted	ZA0710180004160	24/10/2018	View
Revision Order	Adjournment granted	ZA0710180004152	24/10/2018	View
Revision Order	Reminder Notice Issued	ZA0710180004144	24/10/2018	View

5. **Case Details** page is displayed. The **NOTICES** tab is selected by default. This tab displays all the notices (Revision Notice/Reminder/Adjournment) issued to you.

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

IRN	GSTIN/Temporary Id/UIN	Date Of Submission	Status
AD071018000045Q	07APIPS0052D410	15/10/2018	Revision Proceedings Dropped

NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued By	Previous Date of Hearing	Status of Previous Hearing	Document
			Date	Place					
REPLIES	ZA0710180002635	REVISION NOTICE	16/10/2018 12:18 AM		15/10/2018	V Deeksha Sindhuri, Commissioner	NA	NA	Revision Notice
ORDERS	ZA0710180004144	REMINDER	26/10/2018 05:03 PM	Delhi	24/10/2018	V Deeksha Sindhuri, Commissioner	NA	NA	Notice of Reminder Revision
RECTIFICATION	ZA0710180004152	ADJOURNMENT	26/10/2018 05:10 PM	Delhi	24/10/2018	V Deeksha Sindhuri,	24/10/2018	Hearing Adjourned	Notice of Adjournment
ADDITIONAL DOCUMENT									

Note: Click the tabs provided on the left hand side of the page to view more details about each tab.

6. To view issued Notices and file your reply, Click the document name(s) in the **Document** section of the table to download into your machine and view them.

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

IRN	GSTIN/Temporary Id/UIN	Date Of Submission	Status
AD071018000045Q	07APIPS0052D410	15/10/2018	Revision Proceedings Dropped

NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued By	Previous Date of Hearing	Status of Previous Hearing	Document
REPLIES			Date	Place					
ORDERS	ZA0710180002635	REVISION NOTICE	16/10/2018 12:18 AM		15/10/2018	V Deeksha Sindhuri, Commissioner	NA	NA	Revision Notice
RECTIFICATION	ZA0710180004144	REMINDER	26/10/2018 05:03 PM	Delhi	24/10/2018	V Deeksha Sindhuri, Commissioner	NA	NA	Notice of Reminder Revision
ADDITIONAL DOCUMENT	ZA0710180004152	ADJOURNMENT	26/10/2018 05:10 PM	Delhi	24/10/2018	V Deeksha Sindhuri,	24/10/2018	Hearing Adjourned	Notice of Adjournment

7. Scroll to the right and click the **Reply** hyperlink in the Notice table against which you want to file the Reply.

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

IRN AD071018000077J	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 25/10/2018	Status Revision Notice Issued
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NOTICES	Notice No.	Type of Notice	Hearing		Issued on	Issued By	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
			Date	Place						
REPLIES	071018000426Z	REVISION NOTICE	26/10/2018 02:00 PM	GSTN Hqrts	25/10/2018	V Deeksha Sindhuri, Commissioner	NA	NA	Revision Notice	Reply
ORDERS										
RECTIFICATION										
ADDITIONAL DOCUMENT										

8. 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:

IRN
AD071018000077JGSTIN/Temporary Id/UIN
07APIPS0052D410Date Of Submission
25/10/2018Status
Revision Notice Issued

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL
DOCUMENT

Submit Reply to the Notice for seeking clarification

• Indicates Mandatory Fields

Notice No. ZA071018000426Z	Date of Notice 25/10/2018
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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 •

Select

Place •

Enter Place

Designation / Status •

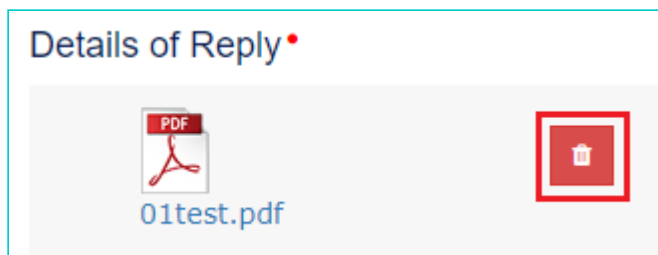
Date •

25/10/2018

BACK

FILE REPLY

8a. You can prepare the reply to the notice offline with the following information: Counter reply and Reliefs being claimed. 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.



8b. 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 this revision notice. You can delete the uploaded document by clicking the **DELETE** button and upload again.

Enter Document Description

ADD DOCUMENT

Enter Document Description

No file chosen

Revision

01test.pdf

DELETE

9. Click the **FILE REPLY** button. Click the **PROCEED** button and click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**. Success message is displayed, with the generated Reply 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

✔ Reply Submitted Successfully

Acknowledgment for Reply

Reply Ref No.	ZA071018000428V
Date of filing	25/10/2018
Time of filing	15:09
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.

10. 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

IRN AD071018000077J	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 25/10/2018	Status Reply Submitted
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NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
ZA071018000428V	ZA071018000426Z	NURUL MOHAMADBHAI SAIYED	25/10/2018	Reply Document	Reply

10a. To view or download the filed replies, click the document name(s) in the **Documents** section of the table to download into your machine and view them

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

IRN AD071018000045Q	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 15/10/2018	Status Revision Proceedings Dropped
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NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
ZA0710180004160	ZA0710180002635	V Deeksha Sindhuri	24/10/2018	Reply Document Revision	NA

11. To file counter-reply against the Reply filed by the Tax Official, on the **Case Details** page of that particular IRN, select the **REPLIES** tab and click the "Reply" hyperlink. Fill in the required details as explained earlier.

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

IRN AD071018000045Q	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 15/10/2018	Status Reply Submitted
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NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Reply Ref No.	Notice No.	Filed By	Date of Reply	Documents	Action
ZA0710180004160	ZA0710180002635	V Deeksha Sindhuri	24/10/2018	Reply Document Revision	Reply

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](#)

B. View/download Issued Order and Submit Rectification Request against the Revision Order

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

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

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

IRN AD071018000045Q	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 15/10/2018	Status Revision Proceedings Dropped
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NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED **Trade Name** GST

Order/Reference Number	Order Category	Date of Order	Passed By	Documents	Reasons
ZA071018000418W	DROP PROCEEDING	24/10/2018	V Deeksha Sindhuri	Drop Proceeding	Click here for details

2. Click the document name(s) in the **Documents** section of the table to download into your machine and view them. Click the **Click here for details** hyperlink in the displayed Order. Following popup is displayed. Click **OK** to close the popup.

Payments Services Help Grievances Statutory Functions

Reason for Dropping the Proceedings

1	No wrong applicability of a notification issued under the provisions of this Act
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OK

3. To submit Rectification Request against the Revision Order issued to you by the Revisional Authority, select the **ORDERS** tab and click the "Initiate Rectification" link.

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

IRN AD071018000017P	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 06/10/2018	Status Revision Order Passed
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NOTICES

REPLIES

ORDERS

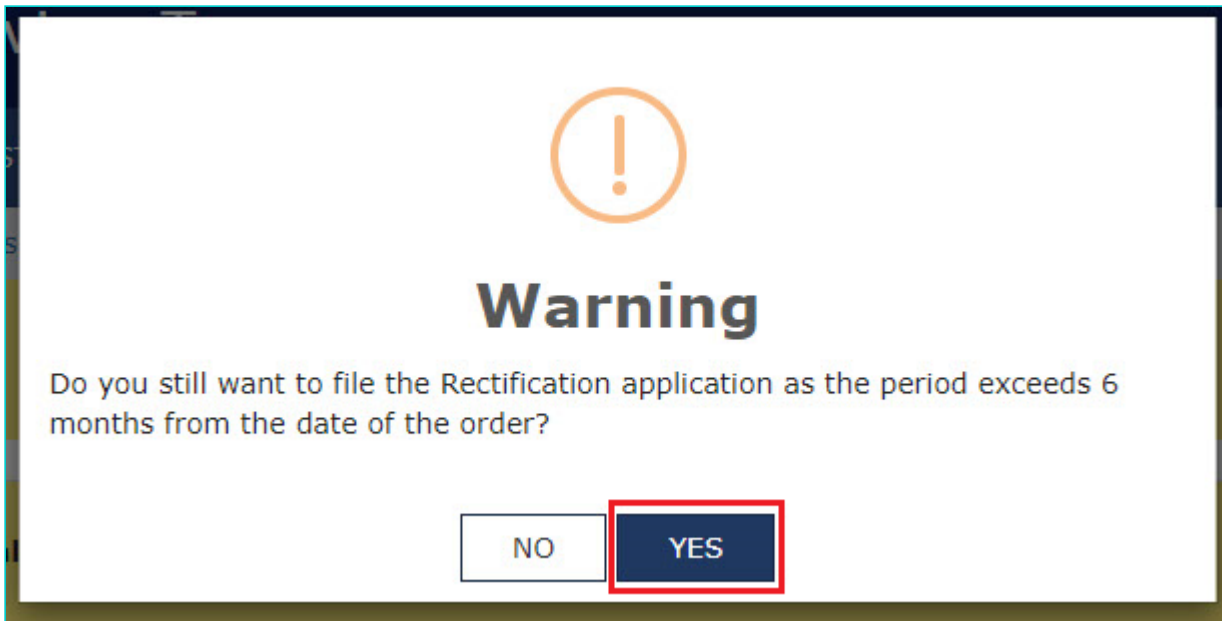
RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED **Trade Name** GST

Order/Reference Number	Order Category	Date of Order	Passed By	Documents	Reasons	Action
ZA071018000171A	REVISION ORDER	06/10/2018	V Deeksha Sindhuri	REVISION ORDER.pdf AA360818000115H_RO03092018	NA	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.



4. "Initiate Rectification" page gets displayed. Click **BACK** to go to the previous page or follow the steps mentioned below. Click the **INITIATE** button and then click the **PROCEED** button. Then click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**

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

IRN AD071018000017P	GSTIN/Temporary Id/UIN 07APIPS0052D410	Date Of Submission 06/10/2018	Status Revision 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
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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.

<p>Name of Primary/ other Authorized Signatory *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select ▼ </div>	<p>Place *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Enter Place </div>
<p>Designation / Status *</p>	<p>Date *</p> <p>18/06/2019</p>

BACK

INITIATE

4a. Select the reason for rectification from the drop-down list.

Reason for Rectification *

Reason for Rectification *

Select ▼

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)

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 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 an input field with the text 'Revision' and a blue 'ADD DOCUMENT' button below it. The right screenshot shows the same input field, but now with a 'Choose File' button, the text 'No file chosen', and a file preview for '01test.pdf' with a PDF icon. A red 'DELETE' button is also visible in the right screenshot.

5. 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**.

The image shows a screenshot of a web application interface. At the top, there is a breadcrumb trail: 'Dashboard > Services > User Services > My Applications > Acknowledgment'. A green banner at the top left contains a checkmark and the text 'Rectification Request Submitted Successfully'. Below this, the title 'Acknowledgment for Rectification Request' is displayed. A table lists the following details:

Rectification Request Ref No.	ZA070619001391Q
Date of filing	18/06/2019
Time of filing	23:42
GSTIN/User ID of Applicant	07APIPS0052D410
Legal name of the Applicant	NURUL MOHAMADBHAI SAIYED
Trade name of the Applicant	GST
Filed By	NURUL SAIYED

Below the table, it states: 'It is a system generated acknowledgement and does not require any signature.' At the bottom right, there are two buttons: 'DOWNLOAD' and 'OK'.

6. 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

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

NOTICES
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RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED **Trade Name** GST

Reference Number	Order Number	Rectification Item	Submitted by	Date of Submission	Reason	Documents
ZA070619001391Q	ZA071018000171A	RECTIFICATION REQUEST	NURUL MOHAMADBHAI SAIYED	18/06/2019	Reason	Rectification Annexure

7. 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

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

NOTICES
REPLIES
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RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED **Trade Name** GST

Reference Number	Order Number	Rectification Item	Submitted by	Date of Submission	Reason	Documents
ZA070619001391Q	ZA071018000171A	RECTIFICATION REQUEST	NURUL MOHAMADBHAI SAIYED	18/06/2019	Reason	Rectification Annexure

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

Reason

Error/omission arising from accidental mistake due to slip of facts

OK

Note:

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

- **Accept Rectification Request:** In this case you can view the acceptance in the "RECTIFICATIONS" 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 "RECTIFICATIONS" tab.

8. To view or download the Rectification Requests submitted by you or the Tax Officials, select the **RECTIFICATION** tab. This tab displays the submitted or Rejected or Accepted Rectification Requests 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	ZA071018000171A	RECTIFICATION REQUEST	18/06/2019	NURUL MOHAMADBHAI SAIYED	Reason	Rectification Annexure	NA
ZA070619001395I	ZA071018000171A	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

9. 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.

10. To view documents related to the Revision Proceedings, perform following steps, on the **Case Details** page of that particular IRN, select the **ADDITIONAL DOCUMENT** tab. This tab displays documents submitted physically by the parties during the hearing. Click the document name(s) in the **Download Document** section of the table to download into your machine and view them.


IRN
AD071018000045Q

GSTIN/Temporary Id/UIN
07APIPS0052D410

Date Of Submission
15/10/2018

Status
Revision Proceedings Dropped

NOTICES
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RECTIFICATION
ADDITIONAL DOCUMENT

Date of Hearing	Document Description	Document Submitted By	Updated by (name & designation)	Download Document
24/10/2018	Personal Hearing01	Taxpayer	V Deeksha Sindhuri, Commissioner	 01test.pdf

[Go back to the Main Menu](#)