

Manual > Viewing Notices and Orders, during Assessment Proceedings u/s 63, by an Unregistered Person

How can I view notices and orders during assessment proceedings u/s 63 initiated against me by the Adjudication Authority (A/A)?

To view notices and orders during assessment proceedings u/s 63 initiated against you by the Adjudication Authority (A/A), perform following steps:

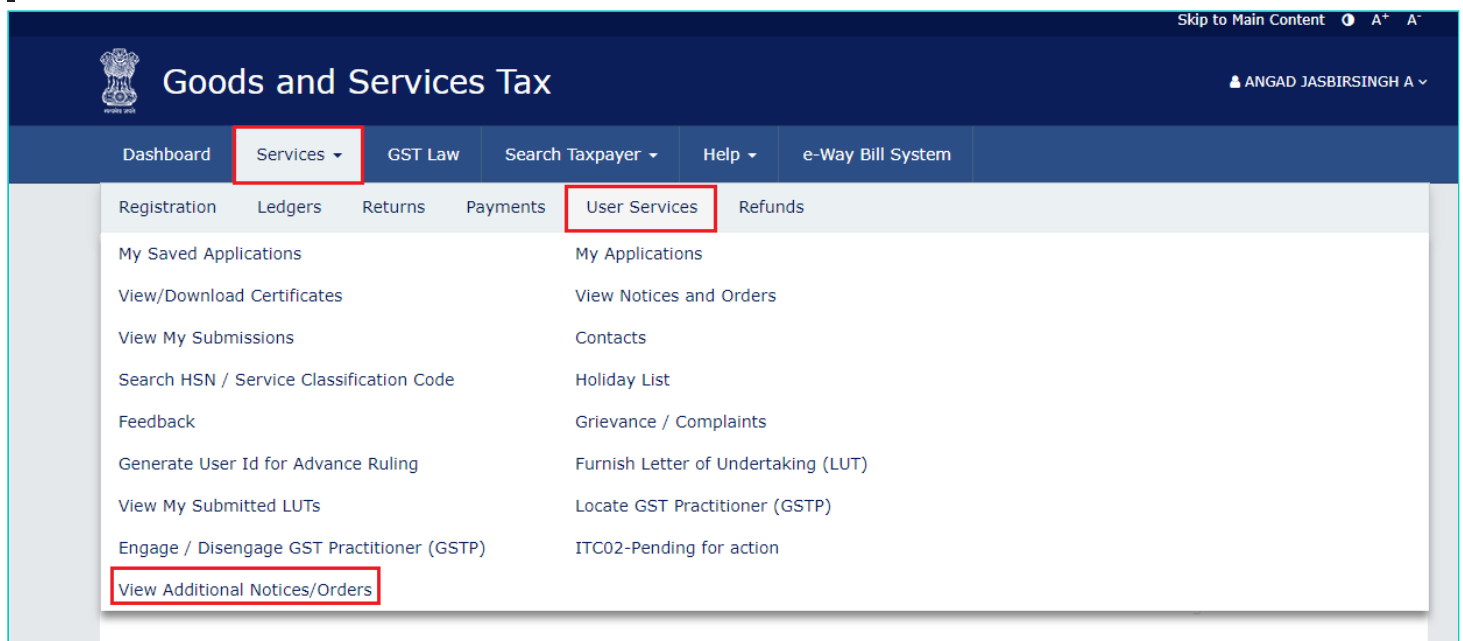
- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Adjudicating or Assessing Authority (A/A)
- B. Take action using NOTICES tab of Case Details screen: [View issued Notices](#)
- C. Take action using ORDERS tab of Case Details screen: [View issued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

Click each hyperlink above to know more.

A. View Additional Notices/Orders

To view issued Notices and Orders issued by A/A against you, 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 options like 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' menu is further expanded, listing various services 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)', '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.

- 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.

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
GENERAL PENALTY	Show cause notice for General penalty	ZA070619000119N	12/06/2019	View
GENERAL PENALTY	Show cause notice for General penalty	ZN070117100000G	30/05/2019	View
APPEAL	Show cause notice issued	ZA0705190003210	17/05/2019	View
GOODS CONVEYANCE ENF CASE	Notice Calling Information	ZA070519000084U	10/05/2019	View
GOODS CONVEYANCE ENF CASE	GST INS-05 Order of Release of Goods/Things of Perishable or Hazardous Nature	ZA070519000082Y	10/05/2019	View
GOODS CONVEYANCE ENF CASE	GST INS-04 Bond for Release of Goods Seized	ZA0705190000802	10/05/2019	View
GOODS CONVEYANCE ENF CASE	GST INS-03 Order of Prohibition	ZA070519000079L	10/05/2019	View
GOODS CONVEYANCE ENF CASE	GST INS-02 Order of Seizure	ZA070519000077P	10/05/2019	View
APPEAL	Appeal admitted	ZA070519000047S	06/05/2019	View
SCRUTINY OF RETURNS	Notice for intimating discrepancies in return in Form GST ASMT-10	ZA070419000562S	30/04/2019	View

Navigation: < 1 2 3 4 5 6 7 ... 54 >

Page Size: 10 25 50 100

5. **Case Details** page is displayed.

- The yellow bar on the top contains details related to the case—Case **Reference Number** (ARN), **Temporary ID** that has been issued to you, **Date** of Case Creation and **Status** of the Case
- The left-side of the page contains two clickable tabs—NOTICES 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 AD181118000039E		GSTIN/UIN/Temporary ID 18AJIPA1572EAZB		Date Of Application/Case Creation 09/11/2018		Status Reply furnished, pending for order by tax officer	
NOTICES	Type	Reference Number	Issue Date	Due Date to Reply	Personal Hearing	Section Number	Attach
REPLIES	NOTICE FOR FRAMING ORDER(REMANDED)	ZA1811180000717	09/11/2018	09/11/2018	No	123	caputu AE_NOTICE_ZA1811180000
ORDERS							

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B. Using NOTICES tab of Case Details screen: View issued Notices

To view issued Notices by A/A against you, 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 AD181118000037I	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 09/11/2018	Status Reply furnished, pending for order by tax officer
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NOTICES	Type	Reference Number	Issue Date	Due Date to Reply	Personal Hearing	Section Number	Attachments
REPLIES	REMINDER	ZA1811180000709	09/11/2018	09/11/2018	No	123	Cap AE_REMINDER_ZA1811180000709.pdf
ORDERS	ADJOURNMENT	ZA181118000069S	09/11/2018	09/11/2018	No	123	Cap AE_ADJOURNMENT_ZA181118000069S.pdf
	NOTICE FOR FRAMING ORDER(REMANDED)	ZA181118000067W	09/11/2018	09/11/2018	No	123	Cap AE_NOTICE_ZA181118000067W.pdf

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

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C. Using ORDERS tab of Case Details screen: View Order Issued Against Your Case

To download order issued against your case by A/A against you, 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.

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

ARN AD181118000039E	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 09/11/2018	Status Order issued against remanded cases
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ORDERS	Type	Order Number	Order Date	Attachments
NOTICES	ORDER AGAINST REMANDED CASES	ZA181118000120C	15/11/2018	01test.pdf AE_Remanded_ZA181118000120C_20181115085452.pdf
REPLIES				

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

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