

Manual > View notices/orders and File Reply to the Issued Notices

How can I view notices/ orders and file reply to the issued notices by the Refund Processing Officer?

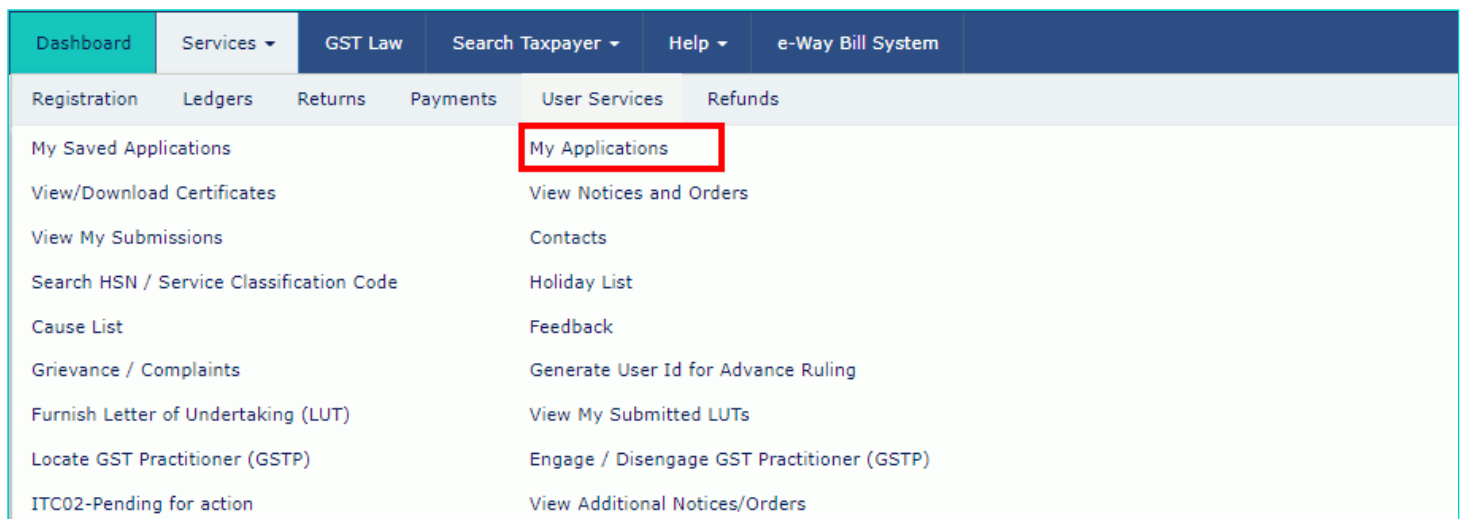
To view notices/ orders and file reply to the issued notices by the Refund Processing Officer, perform following steps:

- A. [Searching for your filed refund application in "My Applications" Screen](#)
- B. Take action using **NOTICE/ACKNOWLEDGEMENT** tab of Case Details screen: [View Issued Notice and File Reply](#)
- C. Take action using **ORDERS** tab of Case Details screen: [View the issued Order](#)
- D. Take action using **AUDIT HISTORY** tab of Case Details screen: [View the audit history](#)

A. Searching for your filed refund application in "My Applications" Screen

To search for the filed applications and open the related ARN on the GST Portal, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the portal with valid credentials. Dashboard page is displayed. Click **Dashboard > Services > User Services > My Applications**.



2. **My Applications** page is displayed. In case, you want to file a new refund application, select "**REFUNDS**" from the drop-down list and click **NEW APPLICATION** button.

Dashboard > Services > User Services > My Applications

My Applications

• indicates mandatory fields

Application Type •

From Date

To Date

SEARCH NEW APPLICATION

Application Type •

- Select
- Select
- Advance Ruling
- Intimation of Voluntary Payment - DRC-03
- Letter Of Undertaking
- Appeal to Appellate Authority
- REFUNDS
- Application for rectification of order
- Application for Restoration of Provisional Attachment
- Application for Deferred Payment/Payment in Instalments
- Provisional Assessment ASMT-01
- Compounding Application

Note: Click the links below to know more about how to file different types of refund applications.

S.No.	Refund Type	FAQs Link	User Manual Link
1	Refund of Excess Balance in Electronic Cash Ledger	FAQs	User Manual
2	Refund of ITC on Export of Goods & Services without Payment of tax option.	FAQs	User Manual
3	On account of Supplies to SEZ unit/ SEZ developer (without payment of tax)	FAQs	User Manual
4	Refund on account of ITC accumulated due to Inverted Tax Structure	FAQs	User Manual
5	On account of Refund by Recipient of deemed export	FAQs	User Manual
6	Refund on account of Supplies to SEZ unit/ SEZ Developer (with payment of tax)	FAQs	User Manual
7	Exports of services with payment of tax	FAQs	User Manual
8	Tax paid on an intra-State supply which is subsequently held to be inter-State supply and vice versa	FAQs	User Manual
9	On account of Refund by Supplier of deemed export	FAQs	User Manual
10	Excess payment of tax	FAQs	User Manual
11	Any other (specify)	FAQs	User Manual
12	On account of Assessment/Provisional assessment/Appeal/Any Other Order	FAQs	User Manual

3. In the **Application Type** field, select "**REFUNDS**" from the drop-down list.

The screenshot shows the 'My Applications' page with the following elements:

- Navigation: Dashboard > Services > User Services > My Applications
- Section: My Applications
- Application Type: A dropdown menu is open, showing options: Select, Advance Ruling, Intimation of Voluntary Payment - DRC-03, Letter Of Undertaking, Appeal to Appellate Authority, **REFUNDS** (highlighted with a red box), Application for rectification of order, Application for Restoration of Provisional Attachment, Application for Deferred Payment/Payment in Instalments, Provisional Assessment ASMT-01, and Compounding Application.
- From Date: A date input field with the placeholder 'DD/MM/YYYY' and a calendar icon.
- To Date: A date input field with the placeholder 'DD/MM/YYYY' and a calendar icon.
- Buttons: SEARCH and NEW APPLICATION.
- Note: A red dot indicates mandatory fields.

4. To view the filed refund applications, select the submission period in the **From Date** field and **To Date** field. Click **SEARCH**.

The screenshot shows the 'My Applications' page with the following elements:

- Navigation: Dashboard > Services > User Services > My Applications
- Section: My Applications
- Application Type: A dropdown menu is set to 'REFUNDS' (highlighted with a red box).
- From Date: A date input field containing '16/09/2019' (highlighted with a red box).
- To Date: A date input field containing '16/09/2019' (highlighted with a red box).
- Buttons: SEARCH (highlighted with a red box) and NEW APPLICATION.
- Note: A red dot indicates mandatory fields.

5. Based on your Search criteria, applications are displayed. Click the **ARN/RFN** hyperlink you want to open. The status of the refund application is displayed in the Status column. The ARN/RFN number is hyper linked and clicking on it would take you to the case details page of that refund application.

Dashboard > Services > User Services > My Applications

My Applications

• indicates mandatory fields

Application Type [•] From Date To Date

SEARCH **NEW APPLICATION**

ARN/RFN	Form No.	Form Description	Date of Filing	Status
AA070919000056A	GST RFD-01	REFUNDS	16/09/2019	Provisional Order Issued

10 25 50 100

Note: In case of failed Bank Account validation, login to the GST Portal with your ARN. Navigate **Services > Refunds > Track Application Status > Enter ARN**. Click on **UPDATE BANK ACCOUNT** button in Bank Validation Status column. Click [here](#) to know more about how to update the Bank account.

6. **Case Details** page is displayed. From this page, you can click on the tabs provided at the left-hand side of the page to view and download their related details.

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

ARN AA070919000056A	GSTIN/UIN/Temporary ID 07AQDPP8277H7Z7	Date Of Application 16/09/2019	Status Provisional Order Issued
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APPLICATIONS

NOTICE/ACKNOWLEDGEMENT

REPLIES

ORDERS

AUDIT HISTORY

ARN	ARN Date	Reason of Refund	Action
AA070919000056A	16/09/2019	Refund of ITC on Export of Goods & Services without Payment of Tax	

7. To view your filed refund application details, on the **Case Details** page of that particular application, select the **APPLICATIONS** tab, if it is not selected by default. This tab provides you an option to view the filed refund application, along with its supporting documents in PDF mode. In the "ARN" column, click the "**ARN**" link to download the ARN receipt.

ARN
AA070919000056AGSTIN/UIN/Temporary ID
07AQDPP8277H7Z7Date Of Application
16/09/2019Status
Provisional Order Issued

APPLICATIONS

NOTICE/
ACKNOWLEDGEM
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AUDIT HISTORY

ARN	ARN Date	Reason of Refund	Action
AA070919000056A	16/09/2019	Refund of ITC on Export of Goods & Services without Payment of Tax	Download

7a. The ARN receipt is downloaded in PDF format.

Refund ARN Receipt

This is an application receipt for Refund application GST RFD-01 filed by you at the common portal:

Application Reference Number (ARN):	AA070919000056A
Date of Application:	16/09/2019
Time of Filing of Application:	03:26 PM
GSTIN/ UIN/ Temporary ID:	07AQDPP8277H7Z7
Trade Name :	Monish Dressing
Legal Name:	MONISH BHARAT PATEL
Reason of Refund:	Refund of ITC on Export of Goods & Services without Payment of Tax
Center Jurisdiction:	RANGE - 72
State Jurisdiction:	1 (Jurisdictional Office)
Financial Year:	2017-2018
Month(s):	JULY-SEPTEMBER

Amount of Refund Claimed (In INR)

Head	Integrated Tax	Central Tax	State/UT Tax	CESS	Total
Tax(ITC)	579000	52176	52176	0	683352

Note: It is a system generated application receipt and does not require any signature. The Acknowledgement (RFD- 02) shall be issued after verification of the completeness of the application by the Refund Processing Officer.

7b. In the "Action" column, click the "Download" link to download the filed refund application. The filed refund application is downloaded in PDF format.

FORM-GST-RFD-01(See rule 89(1))**Application for Refund****Taxpayer Details**

1. GSTIN/Temp ID	07AQ0PP827H7Z7
2. Legal Name	MONISH BHARAT PATEL
3. Trade name	Monish Dressing
4. Type of Taxpayer	Regular
5. Ground of refund claim	Refund of ITC on Export of Goods & Services without Payment of Tax
6. ARN	AA07091900056A
7. Financial Year	2017-2018
8. Month(s)	JULY-SEPTEMBER

Computation of Refund to be claimed (Statement 3A) (in INR)

	Turnover of zero rated supply of goods and services (1)	Adjusted total turnover (2)	Net input tax credit (3)	Maximum refund amount to be claimed (4) ((1*3)+2)
Integrated Tax	2467000	3917000	1085000	683353
Central Tax				
State/UT Tax				
CESS			0	0
Total	0	0	0	0

Amount eligible for Refund (in INR)

	Balance in Electronic Credit ledger at the end of tax period for which refund is claimed (balance remaining after return for this period is filed) (1)	Balance in Electronic Credit ledger at the time of filing of refund application (2)	Refund to be Claimed (3)

Integrated Tax	579000	579000	579000
Central Tax	122500	122500	52176
State/UT Tax	122500	122500	52176
CESS	0	0	0
Total	824000	824000	683352

Note: The balance in the Electronic Credit Ledger is only for 'Matched ITC'.

Details of Bank account selected in RFD-01 (Original)

S.No.	Particulars	Details
i	Bank Account Number	006500141982
ii	Name of the Bank	ICICI BANK LTD
iii	Branch	C-17, LOCAL SHOPPING CENTRE, PASCHIMI MARG, VASANT VIHAR, NEW DELHI.110057
iv	IFSC	ICIC0000065

Supporting Documents :

- Statements - Invoices& statements.pdf

Declaration

I hereby declare that the goods exported are not subject to any export duty. I also declare that I have not availed any drawback of central tax on goods or services or both and that I have not claimed refund of the integrated tax paid on supplies in respect of which refund is claimed.

Undertaking

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the CGST/SGST Act have not been complied with in respect of the amount refunded.

[Go back to the Main Menu](#)

B. View Issued Notices and File Reply

To view notices issued by the Tax Official and to reply to those notices, perform following steps:

1. On the **Case Details** page of that particular application, select the **NOTICE/ACKNOWLEDGEMENT** tab, if it is not selected by default. This tab displays all the notices issued by the Tax Official to you. In the "Document" column, click the document link to download the notice issued by the Tax Official on your system.

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

ARN: AA070919000056A GSTIN/UIN/Temporary ID: 07AQDPP8277H7Z7 Date Of Application: 16/09/2019 Status: Provisional Order Issued

S.No.	Type of Notice	Date of Notice	Reference No.	Reason of Notice	Due date of Reply(if applicable)	Document
1	Acknowledgement(GST RFD-02)	16-09-2019	ZA070919043034G	NA	NA	Main document ZA070919043034G_RFD02.pdf

Left sidebar: APPLICATIONS, NOTICE/ACKNOWLEDGEMENT (selected), REPLIES, ORDERS, AUDIT HISTORY

2. To reply to notices issued by the Tax Official, on the **Case Details** page of that particular application, select the **NOTICE/ACKNOWLEDGEMENT** tab, if it is not selected by default. This tab displays all the notices issued by the Tax Official to you. In the "Document" column, click the document name(s) to download them into your system and view them.

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

ARN: AA070919000056A GSTIN/UIN/Temporary ID: 07AQDPP8277H7Z7 Date Of Application/Case Creation: 16/09/2019 Status: Show Cause Notice Issued

S.No.	Type of Notice	Date of Notice	Reference No.	Reason of Notice	Due date of Reply(if applicable)	Document
1	Acknowledgement(GST RFD-02)	16-09-2019	ZA070919043034G	NA	NA	Main document ZA070919043034G_RFD02.pdf
2	Notice for Rejection of Application for refund or recovery of erroneously granted refund(GST RFD-08)	17-09-2019	ZA070919045199W	NA	05/10/2019 Reply	Main document ZA070919045199W_RFD08.pdf Show Cause Notice Show Cause Notice.pdf

Left sidebar: APPLICATIONS, NOTICE/ACKNOWLEDGEMENT (selected), REPLIES, ORDERS, AUDIT HISTORY

3. To file reply to the issued notice, click the **REPLY** button. A hyperlinked "Reply" button would be visible in the column of "Due date of Reply".

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

ARN: AA070919000056A GSTIN/UIN/Temporary ID: 07AQDPP8277H7Z7 Date Of Application/Case Creation: 16/09/2019 Status: Show Cause Notice Issued

S.No.	Type of Notice	Date of Notice	Reference No.	Reason of Notice	Due date of Reply(if applicable)	Document
1	Acknowledgement(GST RFD-02)	16-09-2019	ZA070919043034G	NA	NA	Main document ZA070919043034G_RFD02.pdf
2	Notice for Rejection of Application for refund or recovery of erroneously granted refund(GST RFD-08)	17-09-2019	ZA070919045199W	NA	05/10/2019 Reply	Main document ZA070919045199W_RFD08.pdf Show Cause Notice Show Cause Notice.pdf

Left sidebar: APPLICATIONS, NOTICE/ACKNOWLEDGEMENT (selected), REPLIES, ORDERS, AUDIT HISTORY

4. The **REPLY** page is displayed. The **Reference No**, **Refund Application Details** fields are auto-populated.

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

ARN AA070919000056A	GSTIN/UIN/Temporary ID 07AQDPP8277H7Z7	Date Of Application/Case Creation 16/09/2019	Status Show Cause Notice Issued
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APPLICATIONS

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• indicates mandatory fields

GST RFD-09
Reply to Show Cause Notice

Reference No	Date
<input type="text" value="ZA070919045199W"/>	17-09-2019

Refund Application Details

Refund Application ARN	Date
<input type="text" value="AA070919000056A"/>	16-09-2019

Reply to the notice •

Place •

Upload Supporting Documents

Enter Document Description

No file chosen

- 📌 Only PDF file format is allowed.
- 📌 Maximum file size for upload is 5MB each.
- 📌 Maximum 10 supporting documents can be attached in the refund application.

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, [click here](#).

Verification •

I/We 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.

5. Enter your reply and Place.

6. If required, in the **Upload Supporting Documents** section, you can also upload supporting documents. Enter the **Document Description** of the document to be uploaded.

7. Click the **Choose File** button.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen


- Only PDF file format is allowed.
- Maximum file size for upload is 5MB each.
- Maximum 10 supporting documents can be attached in the refund application.

8. The **ADD DOCUMENT** button gets displayed. Click it to upload the document(s) from your system.

Note: You can delete the uploaded document by clicking the **DELETE** button and upload again.


Upload Supporting Documents

Enter Document Description


Invoice Copy.pdf

ADD DOCUMENT

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB each.
- Maximum 10 supporting documents can be attached in the refund application.



9. Click the **PREVIEW** button to preview the reply to be filed to the Tax Official and Preview of captured reply in the **Form GST RFD-09** is displayed in the PDF format.

ARN
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• indicates mandatory fields

GST RFD-09

Reply to Show Cause Notice

Reference No

ZA070919045199W

Date

17-09-2019

Refund Application Details

Refund Application ARN

AA070919000056A

Date

16-09-2019

Reply to the notice •

Supporting Documents have been attached.

Place •

Bangalore

Upload Supporting Documents

Enter Document Description

Invoice Copy



Invoice Copy.pdf

ADD DOCUMENT

• Only PDF file format is allowed.

• Maximum file size for upload is 5MB each.

• Maximum 10 supporting documents can be attached in the refund application.

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, [click here](#).

Verification •

 I/We 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.

BACK

PREVIEW

FILE WITH DSC

FILE WITH EVC

10. Select the **Verification** checkbox. Select the **Authorized Signatory** from the drop-down list. Click **FILE WITH DSC** or **FILE WITH EVC** button.

ARN
AA070919000056AGSTIN/UIN/Temporary ID
07AQDPP8277H7Z7Date Of Application/Case Creation
16/09/2019Status
Show Cause Notice Issued

APPLICATIONS

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ACKNOWLEDGEMENT

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• indicates mandatory fields

GST RFD-09

Reply to Show Cause Notice

Reference No

ZA070919045199W

Date

17-09-2019

Refund Application Details

Refund Application ARN

AA070919000056A

Date

16-09-2019

Reply to the notice •

Supporting Documents have been attached.

Place •

Bangalore

Upload Supporting Documents

Enter Document Description

Invoice Copy



Invoice Copy.pdf

ADD DOCUMENT

• Only PDF file format is allowed.

• Maximum file size for upload is 5MB each.

• Maximum 10 supporting documents can be attached in the refund application.

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, [click here](#).

Verification •



I/We 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.

Authorised Signatory •

NURUL SAIYED

BACK

PREVIEW

FILE WITH DSC

FILE WITH EVC

11. The updated **REPLIES** tab is displayed, with the record of the filed reply in a table. Click the documents in the **Document** section of the table to download them. Status of the application is changed to "Pending for Order-Reply Received".

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

ARN AA070919000056A	GSTIN/UIN/Temporary ID 07AQDPP8277H7Z7	Date Of Application/Case Creation 16/09/2019	Status Show Cause Notice Issued
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APPLICATIONS

NOTICE/
ACKNOWLEDGEMENT

REPLIES

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AUDIT HISTORY

S.No.	Date of Reply	SCN No.	Date of Notice	Document
1	17/09/2019	ZA070919045199W	17-09-2019	RFD-09

12. Once the Taxpayer files reply, following actions take place on the GST Portal:

- Dashboard of the Taxpayer is updated with the record of the filed reply. He/she can view it from the following navigation: **Services > User Services > My Applications > REPLIES**.
- Dashboard of the Tax Official is updated with the record of the filed reply.

13. To view the filed replies to the Tax Official, on the **Case Details** page of that particular application, select the **REPLIES** tab. This tab will display the replies that you have filed on the issued Notices. In the "Document" column, click the document name(s) to download them into your system and view them.

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

ARN AA070919000056A	GSTIN/UIN/Temporary ID 07AQDPP8277H7Z7	Date Of Application/Case Creation 16/09/2019	Status Show Cause Notice Issued
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APPLICATIONS

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S.No.	Date of Reply	SCN No.	Date of Notice	Document
1	17/09/2019	ZA070919045199W	17-09-2019	RFD-09

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C. View the issued Order

To view and download the order issued against your refund application, perform following steps:

1. On the **Case Details** page of that particular application, select the **ORDERS** tab. This tab displays all the orders issued by the Tax Official to you.
2. In the Payment Advice No., PMT-03 No. and Document column, click the document name(s) to download them into your system and view them.

ARN
AA070919000056AGSTIN/UIN/Temporary ID
07AQDPP8277H7Z7Date Of Application/Case Creation
16/09/2019Status
Show Cause Notice Issued

APPLICATIONS	Type of Order	Date of Order	Order No.	Payment Advice No.	PMT-03 No.	Document
APPLICATIONS NOTICE/ ACKNOWLEDGEMENT REPLIES ORDERS AUDIT HISTORY	Provisional Order(GST RFD-04)	16-09-2019	ZA070919043200N	ZA070919045114E Main document ↓ ZA070919045114E_RFD05.pdf Supporting documents ↓ Payment Advice(GST RFD-05).pdf	NA	Main document ↓ ZA070919043200N_RFD04.pdf Supporting documents ↓ Provisional Order(GST RFD-04).pdf

Note:

1. If amount is adjusted completely through refund sanction order (GST RFD-06) or withheld order (Form GST RFD 7B) has been issued by tax official, on your refund application, then no payment advice would be issued.
2. In other cases of sanctioned refund, the payment order No (GST RFD-05) and the downloadable annexure for the amount to be transferred to the taxpayer's bank account would be displayed, as and when it is issued.
3. In column of PMT-03, the order will be available only in case there is any inadmissible refund amount and the tax officer has issued GST PMT-03 order to re-credit the amount in Electronic Cash/Credit Ledger (if the amount was debited in the Electronic Cash/Credit Ledger at the time of filing refund application).

[Go back to the Main Menu](#)**D. View the audit history**

To view history details related to the refund application filed by the taxpayer, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **AUDIT HISTORY** tab. This tab displays all actions on the refund application filed by the taxpayer.

ARN
AA070919000056AGSTIN/UIN/Temporary ID
07AQDPP8277H7Z7Date Of Application/Case Creation
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Show Cause Notice Issued

APPLICATIONS	S.No.	Date	Action	Reference No.	Action By
APPLICATIONS NOTICE/ ACKNOWLEDGEMENT REPLIES ORDERS AUDIT HISTORY	1	16/09/2019	Refund Application filed	AA070919000056A	Taxpayer
	2	16/09/2019	Acknowledged (GST RFD-02)	ZA070919043034G	Tax Officer
	3	16/09/2019	Provisional Refund Order Issued (GST RFD-04)	ZA070919043200N	Tax Officer
	4	17/09/2019	Payment Advice Issued (GST RFD-05)	ZA070919045114E	Tax Officer
	5	17/09/2019	Show Cause Notice Issued (GST RFD-08)	ZA070919045199W	Tax Officer
	6	17/09/2019	Reply submitted by tax payer (GST RFD-09)	ZA0709190452390	Taxpayer

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