

Manual > Filing Application for Withdrawal of Summary Assessment Order and Tracking the Status of the Subsequent Proceedings u/s 64

How can I file an application for Withdrawal of Summary Assessment Order and track the status of the subsequent proceedings u/s 64?

To file an application for Withdrawal of Summary Assessment Order and track the Status of the subsequent proceedings u/s 64, perform following steps:

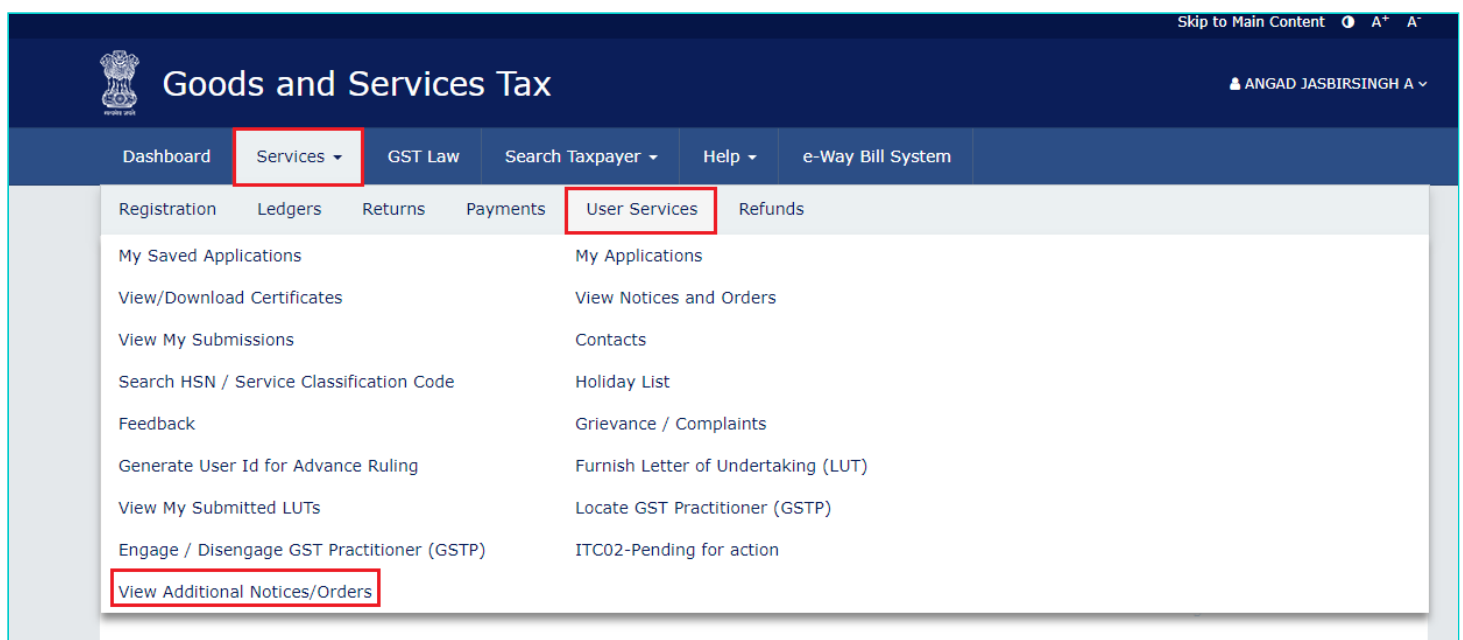
- Navigate to [View Additional Notices/Orders](#) page to view Order for creation of demand issued against your application by Adjudicating or Assessing Authority (A/A)
- [Download Order for Summary Assessment](#)
- [File a Withdrawal Application \(Form GST-ASMT-17\) on the GST Portal](#) and send to the Additional Commissioner (AC)/Joint Commissioner (JC)
- [View Acceptance/Rejection Order](#) issued against your application by AC/JC

Click each hyperlink above to know more.

B. Download Order for Summary Assessment

To download order for summary assessment, perform following steps:

- Navigate to [View Additional Notices/Orders](#) page.



The screenshot shows the GST portal interface. The top navigation bar includes 'Skip to Main Content', 'A+', and 'A-'. The main header displays the Government of India logo and 'Goods and Services Tax', along with the user name 'ANGAD JASBIRSINGH A'. The navigation menu includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The 'Services' dropdown menu is open, showing options like 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' option is selected, and its sub-menu is displayed, containing items 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 at the bottom of the sub-menu is highlighted with a red box.

2. **Additional Notices and Orders** page is displayed. All orders/notices are displayed in descending order. Using the Navigation buttons provided below, search for the Summary Order you want to download.

Dashboard **Additional Notices and Orders**

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
DETERMINATION OF TAX	Show Cause Notice and Summary thereof in Form GST DRC-01	ZA180818000098E	13/08/2018	View
DETERMINATION OF TAX	Order for proceedings dropped	ZA180818000097G	13/08/2018	View
DETERMINATION OF TAX	Statement and Summary thereof in Form GST DRC-02	ZA180818000094M	13/08/2018	View
SUMMARY ASSESSMENT	Rejection of withdrawal	ZA180818000093O	13/08/2018	View
DETERMINATION OF TAX	Show Cause Notice and Summary thereof in Form GST DRC-01	ZA180818000092Q	13/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000085L	10/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000084N	10/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000083P	10/08/2018	View
RECTIFICATION OF ORDERS	Notice for seeking additional information	ZA180818000080V	10/08/2018	View
SUMMARY ASSESSMENT	Acceptance of withdrawal	ZA180818000079E	10/08/2018	View

« 1 2 3 4 5 6 7 ... 22 »

10 25 50 100

3. In the "Action" field of the Summary Order, click the **View** hyperlink.

Dashboard > Additional Notices and Orders

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
DETERMINATION OF TAX	Show Cause Notice and Summary thereof in Form GST DRC-01	ZA180818000098E	13/08/2018	View
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DETERMINATION OF TAX	Show Cause Notice and Summary thereof in Form GST DRC-01	ZA180818000092Q	13/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000085L	10/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000084N	10/08/2018	View
SUMMARY ASSESSMENT	Order for Summary Assessment	ZA180818000083P	10/08/2018	View
RECTIFICATION OF ORDERS	Notice for seeking additional information	ZA180818000080V	10/08/2018	View
SUMMARY ASSESSMENT	Acceptance of withdrawal	ZA180818000079E	10/08/2018	View

« 1 2 3 4 5 6 7 ... 22 »

10 25 50 100

4. **Case Details** page is displayed. The **ORDERS** tab is selected by default. This tab displays order for creation of demand issued against the ARN/Case ID.

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

ARN AD1808180000359	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 10/08/2018	Status Order for creation of demand issued
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ORDERS WITHDRAWAL ORDER WITHDRAWAL APPLICATIONS	Type	Order Number	Order Date	Attachments
	ASSESSMENT ORDER - ASMT-16	ZA180818000085L	10/08/2018	GP_NOTICE_SEC125 (1).pdf SA_ORDER_ZA180818000085L_20180810065329.pdf

5. Click the document name(s) in the **Attachments** section of the table to download the issued Order.

Note: Only two tabs—ORDERS and WITHDRAWAL ORDER—are available on the screen of a Temp ID holder as shown in the image below.

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

ARN AD180818000111H	GSTIN/UIN/Temporary ID 18180000002TMP	Date Of Application/Case Creation 31/08/2018	Status Order for creation of demand issued
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ORDERS WITHDRAWAL ORDER	Type	Order Number	Order Date	Attachments
	ASSESSMENT ORDER - ASMT-16	ZA180818000085L	10/08/2018	GP_NOTICE_SEC125 (1).pdf SA_ORDER_ZA180818000085L_20180810065329.pdf

[Go back to the Main Menu](#)

C. File a Withdrawal Application (Form GST-ASMT-17) on the GST Portal

To file an application for Withdrawal against an Order issued for Summary Assessment on the GST Portal, perform following steps:

Note: In case you have a temp id, you will not be able to file the form on the GST Portal. However, you may send your application offline to the AC/JC.

1. On the **Case Detail** page of that particular application, click the **WITHDRAWAL APPLICATIONS** tab. This tab displays the applications you have filed. Click **APPLY FOR WITHDRAWAL** and select **Application for withdrawal of summary assessment order** from the drop-down.

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

ARN AD1808180000359	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 10/08/2018	Status Order for creation of demand issued
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ORDERS

WITHDRAWL ORDER

WITHDRAWAL APPLICATIONS

APPLY FOR WITHDRAWAL ▾

Application for withdrawal of summary assessment order

	Reply filed Against	Reply Date	Attachments

Note: Currently, Status of the ARN/Case is "**Order for creation of demand issued**". It will change once you file the application.

2. **Application for withdrawal of summary assessment order** page is displayed. The fields **Type**, **Order Ref No**, **Date of Order** are auto-populated. To go to the previous page, click **BACK**.

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

ARN AD180818000034B	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 10/08/2018	Status Order for creation of demand issued
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ORDERS

WITHDRAWL ORDER

WITHDRAWAL APPLICATIONS

• indicates mandatory fields

Type *

Application for withdrawal of summary assessment order

Order Ref No *

ZA180818000084N

Date Of Order *

10/08/2018

Grounds for Withdrawal *

Attachments

Choose File No file chosen

- 🔗 File with PDF/JPEG format is only allowed
- 🔗 Maximum 4 files and 5 MB for each file allowed

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 *

Select ▾

Designation / Status

Place *

Enter Place

Date

🔗 DSC is compulsory for companies and LLP.

BACK
PREVIEW
FILE

2a. In the **Grounds for Withdrawal** field, enter reasons for filing this application.

2b. Click **Choose File** to upload the document(s) related to this case, if any. This is not a mandatory field.

2c. Enter **Verification** details. Select the declaration check-box, select name of the authorized signatory and enter the name of the place where you are filing this application.

2d. Click **PREVIEW** to download and review your application. Once you are satisfied, click **FILE**.

FORM GST ASMT-17
[See rule 100(4)]

Application for withdrawal of assessment order issued under section 64

1. GSTIN/ID	18AJPA1572EAZB	
2. Legal name	ANGAD JASBIRSINGH ARORA	
3. Trade name, if any	Angad Provision	
4. Details of the Order	Reference No. : ZA180818000084N	Date of issue of order : 10/08/2018
5. Tax Period, if any	APR 2018-APR 2018	
6. Grounds Of WithDrawal	Summary Assessment Covered	

7.Verification-

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


Signature of Authorized Signatory
Name : ANGAD ARORA
Designation / Status : Manager
Date : 16/08/2018

Draft

3. **Submit Application** page is displayed. Click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

Dashboard > **Submit Application** English

GSTIN	Legal Name	Trade Name
18AJIPA1572EAZB	ANGAD JASBIRSINGH ARORA	Angad Provision



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

4. **Notices and Orders** page is displayed with the generated ARN. To download the filed application, click the **Click here** hyperlink or click **OK**.

Dashboard > **Notices and Orders**

Your Application is successfully filed. Your **Application Reference Number (ARN) is:AD180818000034B** dated 16/08/2018. To download the Application [Click here](#)

OK

5. The updated **WITHDRAWAL APPLICATIONS** tab is displayed, with the record of the filed application and the **Status** updated to "**Pending for Processing by AC/JC**". You can also click the documents attached in the **Attachments** section of the table to download them.

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

ARN AD180818000034B	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 10/08/2018	Status Pending for Processing by AC/JC
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ORDERS

WITHDRAWAL ORDER

WITHDRAWAL APPLICATIONS

APPLY FOR WITHDRAWAL
▼

Type	Reply filed Against	Reply Date	Attachments
Application for withdrawal of summary assessment order	ZA180818000084N	16/08/2018	SA_WTDAPL_ZA180818000084N_20180816040433.pdf

6. Additionally, the following actions take place on the GST Portal after the issue of the Order.

- Acknowledgement of the filed application is sent to the concerned taxpayer via email id and SMS.

- Dashboard of A/A and AC/JC is updated with the record of the filed application. A/A and AC/JC can view it from **Dashboard > Summary Assessment > Case Detail > WITHDRAWAL APPLICATIONS**.

[Go back to the Main Menu](#)

D. View [Acceptance/Rejection Order](#)

To view orders related to acceptance or rejection of Withdrawal application you have filed, perform following steps:

1. Navigate to [View Additional Notices/Orders](#) page to view Order issued against your application and open the "Case Details" page.
2. On the **Case Details** page of that particular application, click the **WITHDRAWAL ORDER** tab. This tab displays the Withdrawal orders related to acceptance or rejection of Withdrawal application you have filed.

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

ARN AD180818000030J	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of Application/Case Creation 10/08/2018	Status Order withdrawn, Recommended for action u/s 73/74
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ORDERS	<table border="1"> <thead> <tr> <th>Type</th> <th>Withdrawl Order Number</th> <th>Withdrawl Order Date</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>ASSESSMENT ACCEPTANCE ORDER - ASMT-18(A)</td> <td>ZA180818000079E</td> <td>10/08/2018</td> <td>Drop_proceeding_preview (1) (1).pdf WD_ORDER_ZA180818000079E_20180810032134.pdf</td> </tr> </tbody> </table>	Type	Withdrawl Order Number	Withdrawl Order Date	Attachments	ASSESSMENT ACCEPTANCE ORDER - ASMT-18(A)	ZA180818000079E	10/08/2018	Drop_proceeding_preview (1) (1).pdf WD_ORDER_ZA180818000079E_20180810032134.pdf
Type		Withdrawl Order Number	Withdrawl Order Date	Attachments					
ASSESSMENT ACCEPTANCE ORDER - ASMT-18(A)		ZA180818000079E	10/08/2018	Drop_proceeding_preview (1) (1).pdf WD_ORDER_ZA180818000079E_20180810032134.pdf					
WITHDRAWL ORDER									
WITHDRAWAL APPLICATIONS									

Note 1:

(a) In case of issue of **ASSESSMENT ACCEPTANCE ORDER - ASMT-18(A)**:

- Intimation of the issue of order is sent to the concerned Taxpayer/Temp ID holder via email id and SMS.
- Dashboard of the Taxpayer/Temp ID holder is updated with the record of the issued Order and they can view it from the following navigation: **Services > User Services > View Additional Notices/Orders > View > Case Details > WITHDRAWL ORDER**
- The original order framed u/s 64(1) is withdrawn and demand gets updated in Electronic Liability Register (a credit entry is passed into the Liability Register reversing the demand and DCR is updated accordingly).

(b) In case of issue of **ASSESSMENT REJECTION ORDER - ASMT-18(R)**:

- Intimation of the issue of order is sent to the concerned taxpayer via email id and SMS.
- Dashboard of the Taxpayer is updated with the record of the issued Order and they can view it from the following navigation: **Services > User Services > View Additional Notices/Orders > View > Case Details > WITHDRAWL ORDER**
- The matter stand adjudicated and the issued "Order for Creation of Demand" is confirmed. There will be no change in the demand created originally.

Note 2: In the case of rejection of an offline application filed by a Temp ID holder, no action will take place on the GST Portal. Intimation of rejection will be sent to the taxpayer offline by AC/JC.

2. Click the document name(s) in the **Attachments** section of the table to download the issued Order.

[Go back to the Main Menu](#)