

# Manual > Filing Reply and Rectification Request During First Appeal Proceeding

## How can I follow-up and take actions in First Appeal Proceedings conducted by the Appellate Authority?

Appellate Authority can initiate proceedings and hearing process for disposing your Appeal application or may summon you during the review of appeal application submitted by the Tax Department.

To follow-up and take actions in First Appeal Proceedings conducted by the Appellate Authority, perform following steps:

- A. Navigate to [View Additional Notices/Orders](#) page to view Notices and Orders issued against you by Appellate Authority
- B. Take action using **APPLICATIONS** tab of "Case Details" screen: [View/download Filed Appeal Application](#)
- C. Take action using **NOTICES** tab of "Case Details" screen: [View/download issued Notices and File Reply](#)
- D. Take action using **REPLIES** tab of "Case Details" screen:
  - D(1). [View/download your Replies or Counter-replies filed by the Tax Officials](#)
  - D(2). [File Counter-reply](#)
- E. Take action using **ORDERS** tab of "Case Details" screen:
  - E(1). [View/download issued Order](#)
  - E(2). [Submit Rectification Request](#)
- F. Take action using **RECTIFICATION** tab of "Case Details" screen: [View/download Submitted or Rejected or Accepted Rectification Requests](#)
- G. Take action using **ADDITIONAL DOCUMENT** tab of "Case Details" screen: [View/download documents related to the Case Proceedings](#)

**Click each hyperlink above to know more.**


### **A. View Additional Notices/Orders**

To view issued Notices and Orders, perform following steps:

1. Access the [www.gst.gov.in](http://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**

-

Skip to Main Content A+ A-



# Goods and Services Tax

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Dashboard Services ▾ GST Law Search Taxpayer ▾ Help ▾ e-Way Bill System

Registration Ledgers Returns Payments User Services Refunds

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)

View Additional Notices/Orders

My Applications

View Notices and Orders

Contacts

Holiday List

Grievance / Complaints

Furnish Letter of Undertaking (LUT)

Locate GST Practitioner (GSTP)

ITC02-Pending for action

4. **Additional Notices and Orders** page is displayed. Click the **View** hyperlink to go to the Case Details screen of the issued Notice/Order.

Dashboard > Additional Notices and Orders

| Type of Notice/Order | Description           | Ref ID          | Date of Issuance | Action   |
|----------------------|-----------------------|-----------------|------------------|--|
| APPEAL               | Hearing notice issued | ZA070419000415T | 19/04/2019       | <span style="border: 1px solid red; padding: 2px;">View</span> |
| APPEAL               | Appeal admitted       | ZA070419000414V | 19/04/2019       | View <span>Action</span>                                       |

5. **Case Details** page is displayed. The **APPLICATIONS** tab is selected by default. Click the other five tabs—NOTICES, REPLIES, ORDERS, RECTIFICATION and ADDITIONAL DOCUMENT— provided on the left hand side of the page to view more details about each tab.

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

|                               |  |  |  |
|-------------------------------|--|--|--|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Hearing Notice Issued</b> |
|-------------------------------|--|--|--|

APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

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

| Type of Documents             | View Documents   |
|-------------------------------|--|
| Appeal to Appellate Authority | <a href="#">GST APL-01</a><br><a href="#">Annexure</a><br><a href="#">Appeal Supporting Document</a> |

[Go back to the Main Menu](#)

## B. View/download Filed Appeal Application

To view and download the Appeal Application filed by you or the Tax Department, perform following steps:

1. On the **Case Details** page of that particular Case ID, select the **APPLICATIONS** tab, if it is not selected by default. This tab displays filed application, along with its supporting documents.

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

ARN  
**AD0704190900920**

GSTIN/UIN/Temporary ID  
**07APIPS0052D410**

Date Of Application/Case Creation  
**17/04/2019**

Status  
**Appeal Admitted**

APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Type of Documents

View Documents

Appeal to Appellate Authority

GST APL-01

Annexure

Appeal Supporting Document

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

[Go back to the Main Menu](#)

## C. View/download issued Notices and Reply

To view the Notices issued to you by the Appellate Authority and file your reply, perform following steps:

1. On the **Case Details** page of that particular Case ID, select the **NOTICES** tab. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued to you by the Appellate Authority.

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

ARN  
**AD0704190900920**

GSTIN/UIN/Temporary ID  
**07APIPS0052D410**

Date Of Application/Case Creation  
**17/04/2019**

Status  
**Hearing Notice Issued**

APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

| Notice No.    | Type of Notice   | Hearing             |       | Issued on  | Issued By                             | Previous Date of Hearing | Status of Previous Hearing | Documents                         | Action |
|---------------|------------------|---------------------|-------|------------|---------------------------------------|--------------------------|----------------------------|-----------------------------------|--------|
|               |                  | Date                | Place |            |                                       |                          |                            |                                   |        |
| 170419000415T | PERSONAL HEARING | 20/04/2019 10:00 PM | Delhi | 19/04/2019 | Pallavi Test Infy, Joint Commissioner | NA                       | NA                         | Notice of Personal Hear Documents | Reply  |

BACK

2. Click the document name(s) in the **Document** section of the table to download the documents into your machine and view them.
3. To file reply to the issued Notice, scroll to the right and click the **Reply** hyperlink.

4. 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:

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

ARN  
**AD0704190900920**

GSTIN/UIN/Temporary ID  
**07APIPS0052D410**

Date Of Application/Case Creation  
**17/04/2019**

Status  
**Hearing Notice Issued**

APPLICATIONS

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Submit Reply to the Notice for seeking clarification

Indicates Mandatory Fields

Notice No.  
ZA070119000268S

Date of Notice  
29/01/2019

Details of Reply •

Choose File

No file chosen

Only PDF file format is allowed.

Maximum file size for upload is 5 MB.

Upload Supporting Documents

Enter Document Description

Choose File

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 •

29/01/2019

BACK

FILE REPLY

4a. You can prepare the reply to the notice offline. 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.

Details of Reply •

PDF

01test.pdf


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

supporting document(s) from your machine related to this notice. You can delete the uploaded document by clicking the **DELETE** button and upload again.

Enter Document Description

Choose File No file chosen

Revision

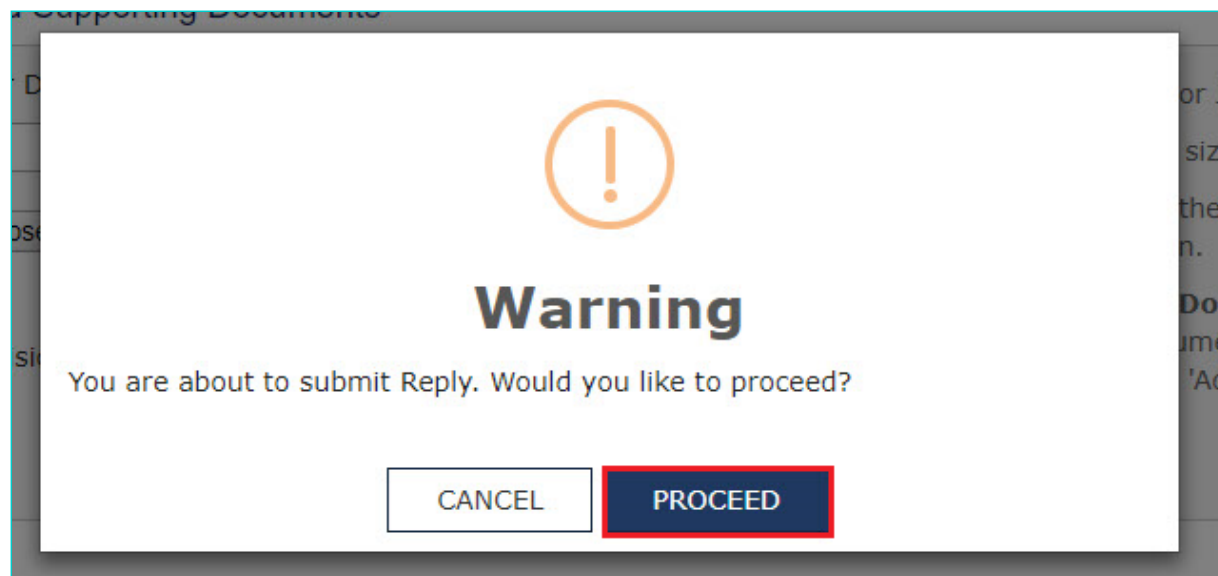
  
01test.pdf



4c. In the **Verification** field, select the declaration check-box, select your name, enter name of the place from where you are filing this reply.


4c. Click the **FILE REPLY** button.

4d. A warning message pop-up gets displayed. Click the **PROCEED** button.





5. A new screen is displayed with a Warning message. On this screen, click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

| GSTIN           | Legal Name               | Trade Name |
|-----------------|--------------------------|------------|
| 07APIPS0052D410 | NURUL MOHAMADBHAI SAIYED | GST        |



## 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

6. Success message is displayed, with the generated Reply Reference Number and other details, 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.               | ZA070419000416R          |
| Date of filing              | 19/04/2019               |
| Time of filing              | 17:39                    |
| 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.

DOWNLOAD

OK

7. On clicking the **OK** button, 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

|                               |  |  |                                  |
|-------------------------------|--|--|----------------------------------|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Reply Submitted</b> |
|-------------------------------|--|--|----------------------------------|

APPLICATIONS  
NOTICES  
**REPLIES**  
ORDERS  
RECTIFICATION  
ADDITIONAL DOCUMENT

| Reply Ref No.   | Notice No.      | Filed By                 | Date of Reply | Documents                             | Action |
|-----------------|-----------------|--------------------------|---------------|---------------------------------------|--------|
| ZA070419000416R | ZA070419000415T | NURUL MOHAMADBHAI SAIYED | 19/04/2019    | Reply Document<br>Additional Document | Reply  |

BACK

**Note:** Once you have filed reply, following actions also take place on the GST Portal:

- Your Dashboard gets updated with the record of the filed 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](#)

## D(1). View/download your Replies or Counter-replies

To view or download the filed replies, perform following steps:

1. On the **Case Details** page of that particular case, select the **REPLIES** tab. This tab displays all the replies filed against this case by you or the Tax Officials.

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

|                               |  |  |                                  |
|-------------------------------|--|--|----------------------------------|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Reply Submitted</b> |
|-------------------------------|--|--|----------------------------------|

APPLICATIONS  
NOTICES  
**REPLIES**  
ORDERS  
RECTIFICATION  
ADDITIONAL DOCUMENT

| Reply Ref No.   | Notice No.      | Filed By                 | Date of Reply | Documents                             | Action |
|-----------------|-----------------|--------------------------|---------------|---------------------------------------|--------|
| ZA070419000416R | ZA070419000415T | NURUL MOHAMADBHAI SAIYED | 19/04/2019    | Reply Document<br>Additional Document | Reply  |

BACK

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

[Go back to the Main Menu](#)

## D(2). File Counter-reply

To file counter-reply against the Reply filed by the Tax Official or against your own reply, perform following steps:

1. On the **Case Details** page of that particular case, select the **REPLIES** tab and click the "Reply" hyperlink.

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

ARN  
**AD0704190900920**

GSTIN/UIN/Temporary ID  
**07APIPS0052D410**

Date Of Application/Case Creation  
**17/04/2019**

Status  
**Reply Submitted**

APPLICATIONS  
NOTICES  
**REPLIES**  
ORDERS  
RECTIFICATION  
ADDITIONAL DOCUMENT

| Reply Ref No.   | Notice No.      | Filed By                 | Date of Reply | Documents                             | Action |
|-----------------|-----------------|--------------------------|---------------|---------------------------------------|--------|
| ZA070419000416R | ZA070419000415T | NURUL MOHAMADBHAI SAIYED | 19/04/2019    | Reply Document<br>Additional Document | Reply  |

BACK

2. Follow the same steps as mentioned in the above section "View/download issued Notices and File Reply". Click [here](#) to revisit the steps.

**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](#)

## E(1). View/download Issued Order

To download order issued against your case by the Appellate Authority, perform following steps:

1. On the **Case Details** page of that particular case, click the **ORDERS** tab. This tab provides you an option to view the issued orders (Admit Appeal Application or Reject Appeal Application, Appeal Order, Rectification Order), with all its attached documents, in PDF mode.

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

|                               |  |  |                                      |
|-------------------------------|--|--|--------------------------------------|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Appeal Order Passed</b> |
|-------------------------------|--|--|--------------------------------------|

APPLICATIONS  
NOTICES  
REPLIES  
**ORDERS**  
RECTIFICATION  
ADDITIONAL DOCUMENT

|  |                       |
|--|-----------------------|
| <b>Legal Name</b> NURUL MOHAMADBHAI SAIYED | <b>Trade Name</b> GST |
|--|-----------------------|

| Order/Reference Number | Order Category           | Date of Order | Passed By         | Documents                        | Action                                 |
|------------------------|--------------------------|---------------|-------------------|----------------------------------|--|
| ZA070419000414V        | ADMIT APPEAL APPLICATION | 19/04/2019    | Pallavi Test Infy | <a href="#">GST APL-02</a>       | NA                                     |
| ZA0704190004202        | APPEAL ORDER             | 19/04/2019    | Pallavi Test Infy | <a href="#">GST APL-04 Order</a> | <a href="#">Initiate Rectification</a> |

BACK

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

[Go back to the Main Menu](#)

## E(2). Submit Rectification Request

To submit Rectification Request against the Appeal Order issued to you by the Appellate Authority, perform following steps:

1. Select the **ORDERS** tab and click the "Initiate Rectification" link.

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

|                               |  |  |                                      |
|-------------------------------|--|--|--------------------------------------|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Appeal Order Passed</b> |
|-------------------------------|--|--|--------------------------------------|

APPLICATIONS  
NOTICES  
REPLIES  
**ORDERS**  
RECTIFICATION  
ADDITIONAL DOCUMENT

|  |                       |
|--|-----------------------|
| <b>Legal Name</b> NURUL MOHAMADBHAI SAIYED | <b>Trade Name</b> GST |
|--|-----------------------|

| Order/Reference Number | Order Category           | Date of Order | Passed By         | Documents                        | Action                                 |
|------------------------|--------------------------|---------------|-------------------|----------------------------------|--|
| ZA070419000414V        | ADMIT APPEAL APPLICATION | 19/04/2019    | Pallavi Test Infy | <a href="#">GST APL-02</a>       | NA                                     |
| ZA0704190004202        | APPEAL ORDER             | 19/04/2019    | Pallavi Test Infy | <a href="#">GST APL-04 Order</a> | <a href="#">Initiate Rectification</a> |

BACK

**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.



## Warning

Do you still want to file the Rectification application as the period exceeds 6 months from the date of the order?

NO

YES

2. "Initiate Rectification" page gets displayed. Click **BACK** to go to the previous page or follow the steps mentioned below.

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

|                               |  |  |                                      |
|-------------------------------|--|--|--------------------------------------|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Appeal Order Passed</b> |
|-------------------------------|--|--|--------------------------------------|

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<br>ZA070219000275V | Date of Order<br>18/02/2019 |
|---------------------------------|-----------------------------|

**Reason for Rectification** •

Reason for Rectification •  
Select ▼

**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 •<br>Select ▼ | Place •<br>Enter Place |
| Designation / Status •                                    | Date •<br>18/06/2019   |

2a. 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)

2b. 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.

Enter Document Description


Revision

ADD DOCUMENT

Enter Document Description

Choose File No file chosen

Revision


  
01test.pdf

DELETE

2c. In the **Verification** field, select the declaration check-box, select your name, enter name of the place from where you are filing this rectification request.

2d. The "INITIATE" buttons will be enabled now. Click the **INITIATE** button.

2e. A warning message pop-up gets displayed. Click the **PROCEED** button.



## Warning


You are about to initiate rectification request. Would you like to proceed?

CANCEL

PROCEED



3. A new screen is displayed with a Warning message. On this screen, click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

| GSTIN           | Legal Name               | Trade Name |
|-----------------|--------------------------|------------|
| 07APIPS0052D410 | NURUL MOHAMADBHAI SAIYED | GST        |



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 DSC is compulsory for Companies & LLP  
 Facing problem using DSC? [Click here for help](#)

SUBMIT WITH DSC

SUBMIT WITH EVC

4. 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**.

Dashboard > Services > User Services > My Applications > Acknowledgment
English

 Rectification Request Submitted Successfully

### Acknowledgment for Rectification Request

|                               |                          |
|-------------------------------|--------------------------|
| Rectification Request Ref No. | ZA0704190004210          |
| Date of filing                | 19/04/2019               |
| Time of filing                | 18:01                    |
| 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.

DOWNLOAD

OK

5. 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

|                               |  |  |   |
|-------------------------------|--|--|---|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Rectification Request Received</b> |
|-------------------------------|--|--|---|

APPLICATIONS  
NOTICES  
REPLIES  
ORDERS  
**RECTIFICATION**  
ADDITIONAL DOCUMENT

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

| Reference Number | Order Number    | Rectification Item    | Submitted by             | Date of Submission | Reason                 | Documents                             |
|------------------|-----------------|-----------------------|--------------------------|--------------------|------------------------|---------------------------------------|
| ZA0704190004210  | ZA0704190004202 | RECTIFICATION REQUEST | NURUL MOHAMADBHAI SAIYED | 19/04/2019         | <a href="#">Reason</a> | <a href="#">Rectification Request</a> |

BACK

6. 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

|                               |  |  |   |
|-------------------------------|--|--|---|
| ARN<br><b>AD0704190900920</b> | GSTIN/UIN/Temporary ID<br><b>07APIPS0052D410</b> | Date Of Application/Case Creation<br><b>17/04/2019</b> | Status<br><b>Rectification Request Received</b> |
|-------------------------------|--|--|---|

APPLICATIONS  
NOTICES  
REPLIES  
ORDERS  
**RECTIFICATION**  
ADDITIONAL DOCUMENT

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

| Reference Number | Order Number    | Rectification Item    | Submitted by             | Date of Submission | Reason                 | Documents                             |
|------------------|-----------------|-----------------------|--------------------------|--------------------|------------------------|---------------------------------------|
| ZA0704190004210  | ZA0704190004202 | RECTIFICATION REQUEST | NURUL MOHAMADBHAI SAIYED | 19/04/2019         | <a href="#">Reason</a> | <a href="#">Rectification Request</a> |

BACK

7. 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, Appellate Authority will examine and take one of the following actions:

- **Accept Rectification Request:** In this case you can view the acceptance of the rectification request in the "RECTIFICATION" 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 "RECTIFICATION" tab.

[Go back to the Main Menu](#)

## F. View/download Submitted or Rejected or Accepted Rectification Requests

To view or download the Rectification Requests submitted by you or the Tax Officials, perform following steps:

1. Select the **RECTIFICATION** tab. This tab displays the submitted or Rejected or Accepted Rectification Request submitted by you or the Tax Officials.

IRN  
AD071018000017P

GSTIN/Temporary Id/UIN  
07APIPS0052D410

Date Of Submission  
06/10/2018

Status  
Rectification Request Rejected

NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name 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     |

2. 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.

3. 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

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## G. View/download Documents Related to the Case Proceedings

To view documents submitted physically by the parties during the hearing and uploaded on Portal by Tax official, perform following steps:

1. On the **Case Details** page of that particular case, select the **ADDITIONAL DOCUMENT** tab.

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

ARN  
AD0704190900920

GSTIN/UIN/Temporary ID  
07APIPS0052D410

Date Of Application/Case Creation  
17/04/2019

Status  
Appeal Order Passed

APPLICATIONS


NOTICES

REPLIES

ORDERS

RECTIFICATION

ADDITIONAL DOCUMENT

| Date of Hearing | Document Description        | Document Submitted By | Updated by (name & designation)       | Download Document  |
|-----------------|-----------------------------|-----------------------|---------------------------------------|--|
| 19/04/2019      | Appeal Supporting Documents | Angad Arora           | Pallavi Test Infy, Joint Commissioner |  <a href="#">Additional Document - Appeal.pdf</a> |

BACK

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

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