

Manual > Appeal to Higher Authority - Upload details of appeals filed with or order issued by Appellate Tribunal/ High Court/ Supreme Court in GST Portal

How can I (in the role of Legal Officer) upload details of appeals filed with or order issued by Appellate Tribunal/ High Court/ Supreme Court in GST Portal?

To upload details of appeals filed with or order issued by Appellate Tribunal/ High Court/ Supreme in GST Portal, the Legal Officer need to perform following steps:

- A. [Upload Appeal Details](#)
- B. [Go to Appeal application page](#)
- C. [View Uploaded Appeal Application Documents](#)
- D. Add Order
 - [D \(1\) Add Remand Order](#)
 - [D \(2\) Add Remand Instructions](#)
 - [D \(3\) Add Stay Order](#)
 - [D \(4\) Add Appeal Order](#)

Click each hyperlink above to know more.

A. Upload Appeal Details

To upload details of appeal filed with higher authorities on the GST Portal, perform following steps:

1. Access the **GST Back Office Portal** for tax officials.
2. Login using your valid credentials. The **Home** page is displayed.
3. Navigate to **Appeal & Revision > Filing Appeal** option.

Note:

- The “**Bell**” icon denotes notifications related to specific work items pending with the user and “**!**” icon denotes alerts for critical updates to the user.
- The **Queries Raised** column displays the number of queries that have been raised by the tax official in case the application form is already under processing, or in case the applicant has filed responses to the previously raised queries.

Summary

Registration13

Refund40

Enforcement15

DCR07

E-Way Bill00

Appeal & Revision09

Review05

Prosecution & Compounding01

Advance Ruling01

Recovery02

Audit00

LUT00

Assessment & Ajudication00

Tax Officer Actions

Search appeals filed by tax payer

Search appeals filed by tax department

Revision Proceedings

Cause List

Appeal effects

Filing appeal

Search directions

View orders

Search a review proposal

My List / Pending Actions

Total Count

Pending list for appeals filed by tax payer

Appeal Submitted01

Appeal Admitted02

Hearing Notice Issued01

Reply Submitted00

Adjournment Granted00

Show Cause Notice Issued00

Rectification Request Received00

Pending list for appeals filed by tax department

Appeal Submitted00

Appeal Admitted03

Hearing Notice Issued00

Reply Submitted00

Adjournment Granted00

Show Cause Notice Issued00

Rectification Request Received00

Directed to File Appeal00

Revision Notice Issued00

Reminder Notice Issued00

Adjournment Granted00

Reply Submitted00

Rectification Request Received00

Rectification Order Passed01

Self-Revision00

4. Select the **Appeal to Higher Authority** link.

HomeRegistrationPaymentsMISServicesHelpGrievancesRefundStatutory FunctionsE-Way Bill SystemTaxpayer Profile/360*

SummaryFiling Appeal

English

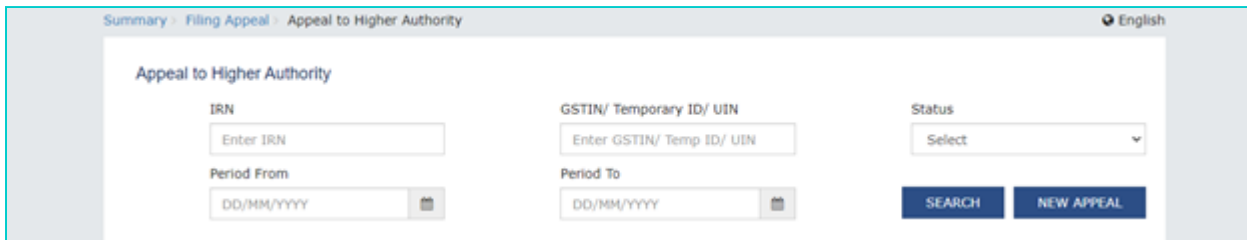
• Appeal to Appellate Authority

• Appeal to Higher Authority

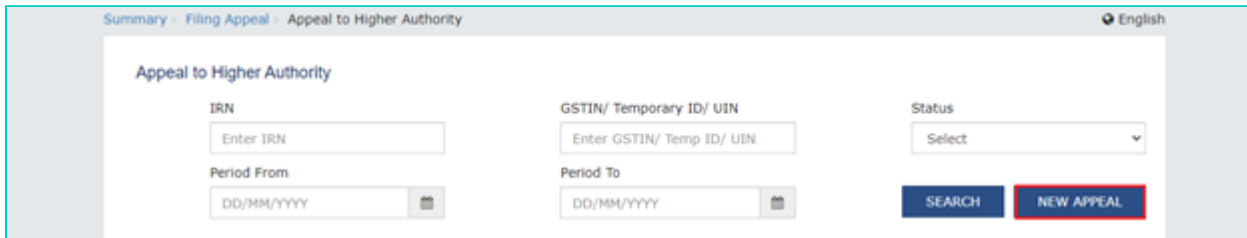
https://botutorial.internal.gst.gov.in/userguide/taxofficial2/index.html#t=File_an_Appeal_to_Higher_Authority.htm%23AP_1&rhsearch=remand ba...

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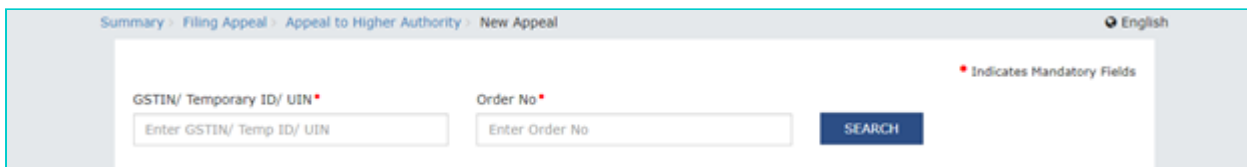
5. The **Appeal to Higher Authority** page is displayed.



6. To file a new appeal application, click the **NEW APPEAL** button.



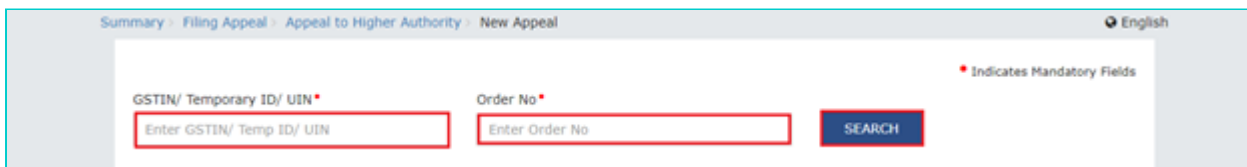
7. The **New Appeal** page is displayed.



8. In the **GSTIN/ Temporary ID/ UIN** field, enter the GSTIN or temporary ID or UIN of the taxpayer.

9. In the **Order No** field, enter the Order Number.

10. Click the **SEARCH** button.



11. The **Appeal details to be uploaded in GST Portal** page is displayed.

Dashboard	Registration ▾	Payments ▾	Services ▾	Help ▾	Grievances	Refund ▾	Statutory Functions ▾
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Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal

Appeal details to be uploaded in GST Portal

• Indicates Mandatory Fields

Taxpayer Details

GSTIN/ Temporary ID/ UIN 07AJIPA1572EO1X	Legal Name ANGAD JASBIRSINGH ARORA	Address MG, ECITY, Central Delhi, Delhi, 110019
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Order Details

Order-in-Appeal challenged against ZA071018000337Y	Order Type Demand Order	Date of Order 23/10/2018
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Appeal Details

Case / Appeal No. • Enter Case / Appeal No	Date of Appeal • DD/MM/YYYY	Appeal filed before • Select
Appellant • Enter Appellant	Respondent • Enter Respondent	Date of hearing issued • DD/MM/YYYY

Stay Details

Stay order issued?
☒ Yes ☐ No

Stay order no. •
Enter Stay order no

Stay order date •
DD/MM/YYYY

Stay Order •
 No file chosen

ⓘ File with PDF format is only allowed.
 ⓘ Maximum file size for upload is 5MB.

Notice Document

Notice Document •
 No file chosen

ⓘ File with PDF format is only allowed.
 ⓘ Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

No file chosen

ⓘ File with PDF or JPEG format is only allowed.
 ⓘ Maximum file size for upload is 5MB.
 ⓘ Maximum 4 other documents can be attached in the application.
 ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Note: For the **APL- 02 rejected** orders, there is no option to enter the **Stay Details** as the Stay Details are not applicable for APL- 02 rejected orders.

Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal

Appeal details to be uploaded in GST Portal

Indicates Mandatory Fields

Taxpayer Details

GSTIN/ Temporary ID/ UIN 33TNTNA1221E1CJ	Legal Name Reliance Industries Limited	Address 252, Gold Hill Supreme, Shantipura Cross Roads, Electronic City Phase 2, , Tamil Nadu, 600123
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Order Details

Order-in-Appeal challenged against ZD330823000011B	Order Type APL-02 rejected order	Date of Order 01/08/2023
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Appeal Details

Case / Appeal No* Enter Case / Appeal No	Date of Appeal* DD/MM/YYYY	Appeal filed before* Select
Appellant* Enter Appellant	Respondent* Enter Respondent	Date of hearing issued* DD/MM/YYYY

Notice Document

Notice Document*
Choose File No file chosen

File with PDF format is only allowed.
Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description
Choose File No file chosen

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 5MB.
Maximum 4 other documents can be attached in the application.
Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK PREVIEW SUBMIT

12. In the **Case/ Appeal No** field, enter the case or appeal number.

13. Select the **Date of Appeal** using the calendar.

14. Select **Appeal filed before** using the drop-down list.

Appeal filed before*

Select

Select

Appellate Tribunal

High Court

Supreme Court

15. In the **Appellant** field, enter the name of the Appellant.

16. In the **Respondent** field, enter the name of the Respondent.

17. Select the **Date of hearing issued** using the calendar.

Appeal Details

Case / Appeal No* <input type="text" value="Enter Case / Appeal No"/>	Date of Appeal* <input type="text" value="DD/MM/YYYY"/>	Appeal filed before* <input type="text" value="Select"/>
Appellant* <input type="text" value="Enter Appellant"/>	Respondent* <input type="text" value="Enter Respondent"/>	Date of hearing issued* <input type="text" value="DD/MM/YYYY"/>

18. Select Yes or No for **Stay Order issued**.

18.1. In case of Yes, enter the **Stay Order Number**.

18.2. Select the **Stay Order Date** using the calendar.

18.3. Click the **Choose File** button to upload the Stay Order document.

Note: You can upload only PDF format with maximum size of upload as 5 MB.

Stay Details

Stay order issued?
☒ Yes ☐ No

Stay order no*

Stay order date*

Stay Order*
 No file chosen

ⓘ File with PDF format is only allowed.
 ⓘ Maximum file size for upload is 5MB.

19. Click the **Choose File** button to upload the notice document.

Note: You can upload only PDF format with maximum size of upload as 5 MB.

20. To upload any other supporting document, enter the document description and click the **Choose File** button.

Note:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Notice Document

Notice Document*
 No file chosen

ⓘ File with PDF format is only allowed.
 ⓘ Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

No file chosen

ⓘ File with PDF or JPEG format is only allowed.
 ⓘ Maximum file size for upload is 5MB.
 ⓘ Maximum 4 other documents can be attached in the application.
 ⓘ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

21. Click the **ADD DOCUMENT** button to add the uploaded supporting document.

Upload Supporting Documents

Enter Document Description

Supporting Document

ADD DOCUMENT

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 4 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

21.1. The PDF file is uploaded. You can click the **DELETE** button to delete the uploaded PDF file, in required.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Supporting Document

Doc.pdf

DELETE

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 4 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

22. To preview the details before uploading, click the **PREVIEW** button.

Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal English

Appeal details to be uploaded in GST Portal

Indicates Mandatory Fields

Taxpayer Details

GSTIN/ Temporary ID/ UIN 07AJIPA1572EO1X	Legal Name ANGAD JASBIRSINGH ARORA	Address MG, ECITY, Central Delhi, Delhi, 110019
--	--	---

Order Details

Order-in-Appeal challenged against ZA071018000337Y	Order Type Demand Order	Date of Order 23/10/2018
--	-----------------------------------	------------------------------------

Appeal Details

Case / Appeal No. APPEAL123	Date of Appeal 23/10/2018	Appeal filed before High Court
Appellant Angad	Respondent sindhuri	Date of hearing issued 27/10/2018


Stay Details


Stay order issued?

☐ Yes ☒ No

Notice Document

Notice Document

 Notice.pdf



File with PDF format is only allowed.
 Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

Supporting doc

ADD DOCUMENT

File with PDF or JPEG format is only allowed.
 Maximum file size for upload is 5MB.
 Maximum 4 other documents can be attached in the application.
 Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK PREVIEW SUBMIT

23. The PDF file will be downloaded. Open the pdf file and check if all the details are correctly updated.

Appeal details to be uploaded in GST Portal

GSTIN/ Temporary ID/ UIN	07AJPA1572E01X
Name & Address	ANGAD JASBIRSINGH ARORA, MG, ECITY, Central Delhi, Delhi, 110019
Order-in-Appeal challenged against	ZA071018000337Y
Date of Order	23/10/2018
Case / Appeal No	APPEAL123
Date of Appeal	23/10/2018
Appeal filed before	High Court
Appellant	Angad
Respondent	sindhuri
Stay order issued	No
Stay order no	NA
Stay order date	NA
Date of hearing issued	27/10/2018
Details uploaded by	Nurul MOHAMADBHAJ SAIYED

24. Click the **SUBMIT** button.

Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal
English

Appeal details to be uploaded in GST Portal

Indicates Mandatory Fields

Taxpayer Details

GSTIN/ Temporary ID/ UIN 07AJIPA1572EO1X	Legal Name ANGAD JASBIRSINGH ARORA	Address MG, ECITY, Central Delhi, Delhi, 110019
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Order Details

Order-in-Appeal challenged against ZA071018000337Y	Order Type Demand Order	Date of Order 23/10/2018
--	-----------------------------------	------------------------------------

Appeal Details

Case / Appeal No. APPEAL123	Date of Appeal 23/10/2018	Appeal filed before High Court
Appellant Angad	Respondent sindhuri	Date of hearing issued 27/10/2018


Stay Details

Stay order issued?

☐ Yes ☒ No

Notice Document

Notice Document

 Notice.pdf

File with PDF format is only allowed.
Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

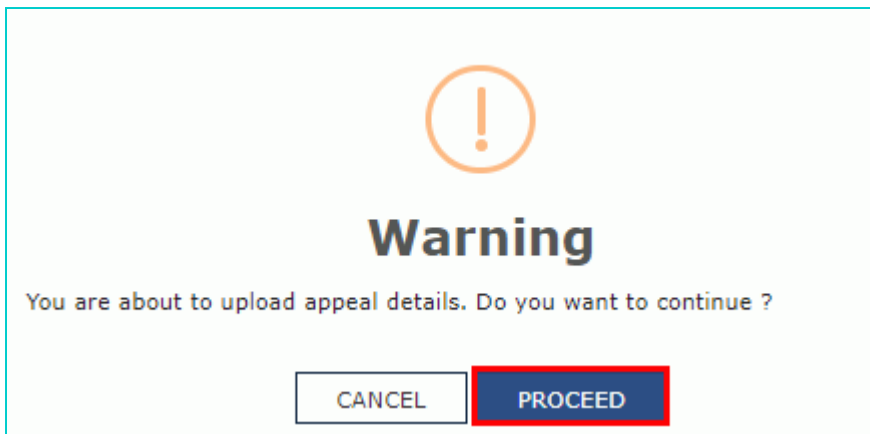
Supporting doc

ADD DOCUMENT

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 5MB.
Maximum 4 other documents can be attached in the application.
Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK PREVIEW **SUBMIT**

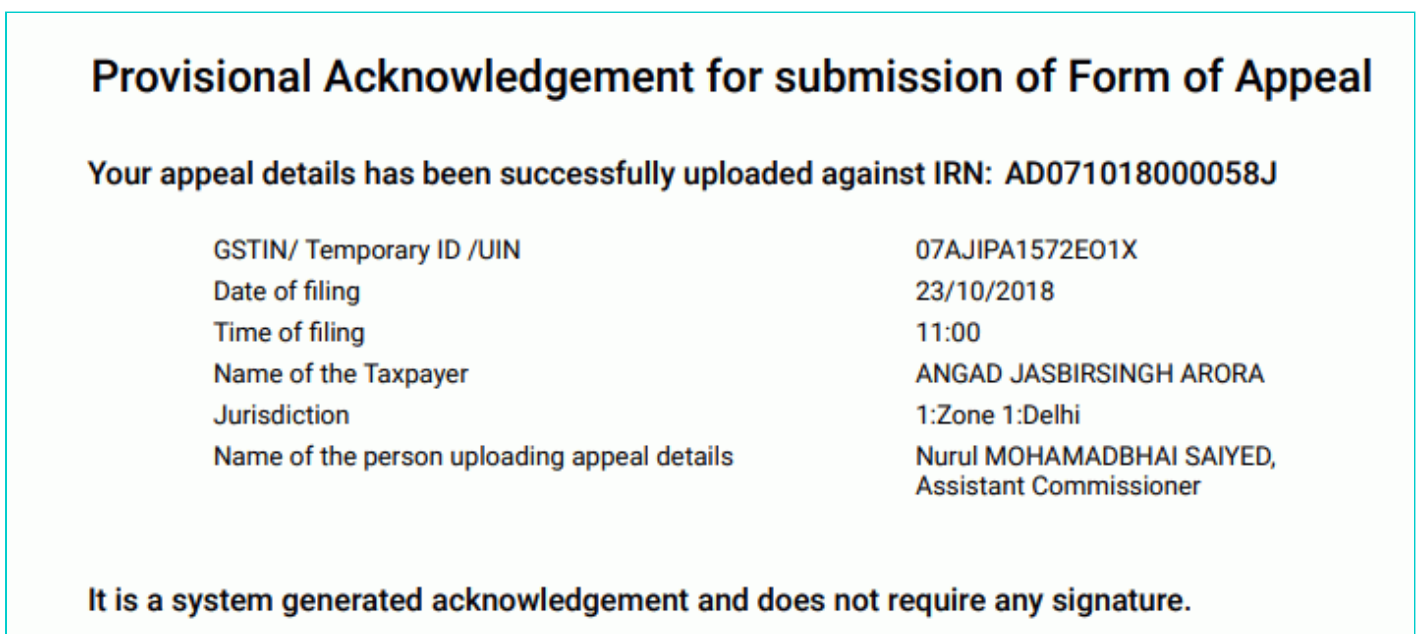
25. Click the **PROCEED** button.



26. A confirmation message is displayed that details are successfully uploaded. You can click the **DOWNLOAD** button to download the acknowledgement receipt.



27. The acknowledgement receipt is downloaded in the PDF format.



28. Click **OK**.

Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal > Provisional Acknowledgement English

✔ Your details has been successfully uploaded.

Provisional Acknowledgement on submission of Form of Appeal

Your appeal details has been successfully uploaded against IRN: AD071018000058J

GSTIN/ Temporary ID/ UIN	07AJIPA1572EO1X
Date of filing	23/10/2018
Time of filing	11:00
Name of the Taxpayer	ANGAD JASBIRSINGH ARORA
Jurisdiction	1:Zone 1:Delhi
Name of the person uploading appeal details	Nurul MOHAMADBHAI SAIYED, Assistant Commissioner

It is a system generated acknowledgement and does not require any signature.

[DOWNLOAD](#) [OK](#)

29. The status of the appeal application is updated to "Appeal Initiated".

Dashboard > Filing Appeal > Appeal to Higher Authority English

Appeal to Higher Authority

IRN:

GSTIN/ Temporary ID/ UIN:

Status:

Period From:

Period To:

[SEARCH](#) [NEW APPEAL](#)

IRN	Date of Application	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD071018000058J	23/10/2018	07AJIPA1572EO1X	Angad	sindhuri	Appeal Initiated

30. Select the **IRN** (Internal Reference Number) link.

Dashboard > Filing Appeal > Appeal to Higher Authority English

Appeal to Higher Authority

IRN:

GSTIN/ Temporary ID/ UIN:

Status:

Period From:

Period To:

[SEARCH](#) [NEW APPEAL](#)

IRN	Date of Application	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD071018000058J	23/10/2018	07AJIPA1572EO1X	Angad	sindhuri	Appeal Initiated

31. The updated **Case Detail** page is displayed, with the table containing the record of the details uploaded.

Dashboard > Appeal

English

ARN/Case Id AD071018000058J	GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS

ORDER DETAILS

Legal Name ANGAD JASBIRSINGH ARORA		Trade Name AutomationsTest	
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Type of Documents	View Documents
Appeal to Higher Authority	Appeal Details Annexure

[Go back to the Main Menu](#)

B. Go to Appeal application page by searching for the IRN/GSTIN/Status/Period

To go to appeal application page, perform following steps:

1. Access the **GST Back Office Portal** for tax officials.
2. Login using your valid credentials. The **Home** page is displayed.
3. Navigate to **Appeal & Revision > Filing Appeal** option.

Summary

Registration13

Refund40

Enforcement15

DCR07

E-Way Bill00

Appeal & Revision09

Review05

Prosecution & Compounding01

Advance Ruling01

Recovery02

Audit00

LUT00

Assessment & Ajudication00

Tax Officer Actions

Search appeals filed by tax payer

Search appeals filed by tax department

Revision Proceedings

Cause List

Appeal effects

Filing appeal

Search directions

View orders

Search a review proposal

My List / Pending Actions

Total Count

Pending list for appeals filed by tax payer

Appeal Submitted01

Appeal Admitted02

Hearing Notice Issued01

Reply Submitted00

Adjournment Granted00

Show Cause Notice Issued00

Rectification Request Received00

Pending list for appeals filed by tax department

Appeal Submitted00

Appeal Admitted03

Hearing Notice Issued00

Reply Submitted00

Adjournment Granted00

Show Cause Notice Issued00

Rectification Request Received00

Directed to File Appeal00

Revision Notice Issued00

Reminder Notice Issued00

Adjournment Granted00

Reply Submitted00

Rectification Request Received00

Rectification Order Passed01

Self-Revision00

4. Select the **Appeal to Higher Authority** link.

Dashboard > Filing Appeal

English

• Appeal to Appellate Authority

• Appeal to Higher Authority

5. The **Appeal to Higher Authority** page is displayed.

https://botutorial.internal.gst.gov.in/userguide/taxofficial2/index.html#t=File_an_Appeal_to_Higher_Authority.htm%23AP_1&rhsearch=remand b... 14/32

Dashboard > Filing Appeal > Appeal to Higher Authority English

Appeal to Higher Authority

IRN

GSTIN/ Temporary ID/ UIN

Status

Period From

Period To

SEARCH

NEW APPEAL

6. To search for submitted application, choose any one of the four displayed fields as your search criteria and enter the required information: **IRN**, **GSTIN/ Temporary ID/ UIN**, or **Period From & Period To date**, **Status** (*select from the drop-down list as shown*).

Status

- Select
- Appeal Initiated
- Stay Order Issued
- Appeal Order Issued
- Remand Instructions Issued
- Remand Order Issued

7. Click the **SEARCH** button.

Dashboard > Filing Appeal > Appeal to Higher Authority English

Appeal to Higher Authority

IRN

GSTIN/ Temporary ID/ UIN

Status

Period From

Period To

SEARCH

NEW APPEAL

8. The search results are displayed.

9. Select the **IRN** link.

Dashboard > Filing Appeal > Appeal to Higher Authority English

Appeal to Higher Authority

IRN

GSTIN/ Temporary ID/ UIN

Status

Period From

Period To

SEARCH

NEW APPEAL

IRN	Date of Application	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD071018000058J	23/10/2018	07AJIPA1572EO1X	Angad	sindhuri	Appeal Initiated

10. The updated **Case Detail** page is displayed, with the table containing the record of the details uploaded.

Dashboard > Appeal English

ARN/Case Id AD071018000058J	GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name ANGAD JASBIRSINGH ARORA
Trade Name AutomationsTest

Type of Documents	View Documents
Appeal to Higher Authority	Appeal Details Annexure

[Go back to the Main Menu](#)

C. View Uploaded Appeal Application Documents

To view uploaded Appeal application documents, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **APPEAL DETAILS** tab if it is not selected by default. This tab displays the entire application, in PDF mode, with all its attachments.
2. Click the **Document** links under View Documents column to view the application and its attachments in PDF mode.

Dashboard > Appeal English

ARN/Case Id AD071018000058J	GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name ANGAD JASBIRSINGH ARORA
Trade Name AutomationsTest

Type of Documents	View Documents
Appeal to Higher Authority	Appeal Details Annexure

[Go back to the Main Menu](#)

D (1) Add Remand Order

To add remand order issued by higher authorities, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDER DETAILS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **REMAND ORDER**.

Dashboard > Appeal

ARN/Case Id
AD071018000062U

GSTIN/UIN/Temporary Id
07AJYPG0697CDZL

Date of Application/Case Creation
23/10/2018

Status
Remand Instructions Issued

APPEAL DETAILS

ORDER DETAILS

Legal Name megha gupta

Trade Name casual 3

ADD ORDER

REMAND ORDER

REMAND INSTRUCTIONS

STAY ORDER

APPEAL ORDER

Order Number	Order Category	Date of Order	Documents	Details
AZA2344	STAY ORDER	23/10/2018	Stay Order Details	NA
AZXDD223	REMAND INSTRUCTIONS	23/10/2018	Remand Instructions Details	Click here for details

Note:

- For **APL- 02 rejected** orders, only the **REMAND INSTRUCTIONS** and **APPEAL ORDER** options will be displayed in the **ADD ORDER** drop-down list.
- You will not be able to select **STAY ORDER** and **REMAND ORDER** for APL- 02 rejected orders.

Summary > Appeal

ARN/Case Id
AD330823000006R

GSTIN/UIN/Temporary Id
33TNTNA1221E1CJ

Date of Application/Case Creation
01/08/2023

Status
Appeal Initiated

APPEAL DETAILS

ORDER DETAILS

Legal Name Reliance Industries Limited

Trade Name GSTN

ADD ORDER

REMAND INSTRUCTIONS

APPEAL ORDER

Order Number	Order Category	Date of Order	Documents	Details
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3. The **Remand Order** page is displayed.

Dashboard > Appeal English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000062U	07AJYPG0697CDZL	23/10/2018	Remand Instructions Issued

APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta

Trade Name casual 3

Remand Order Number *

Remand Order Date *

Date of Communication of the Order *

Upload Order *

 No file chosen

Upload Supporting Documents

Enter Document Description

No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

- In the **Remand Order Number** field, enter the remand order number.
- Select the **Remand Order Date** using the calendar.
- Select the **Date of Communication of the Order** using the calendar.
- Click the **Choose File** button to upload remand order.
- To upload any other supporting document, enter the document description and click the **Choose File** button.

Note:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Upload Supporting Documents

Enter Document Description

No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

- Click the **ADD DOCUMENT** button to add the uploaded supporting document.

Upload Supporting Documents

Enter Document Description

ADD DOCUMENT

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.


10. The PDF file is uploaded.


10.1. You can click the **DELETE** button to delete the uploaded PDF file, in required.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Supporting Doc  Doc.pdf



File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

11. Click the **SUBMIT** button.

Dashboard > Appeal English

ARN/Case Id AD071018000062U	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Remand Instructions Issued
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APPEAL DETAILS

ORDER DETAILS

Legal Name megha gupta

Trade Name casual 3

Remand Order Number*

Order Number

Remand Order Date*

DD/MM/YYYY

Date of Communication of the Order*

DD/MM/YYYY

Upload Order*

Choose File No file chosen

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

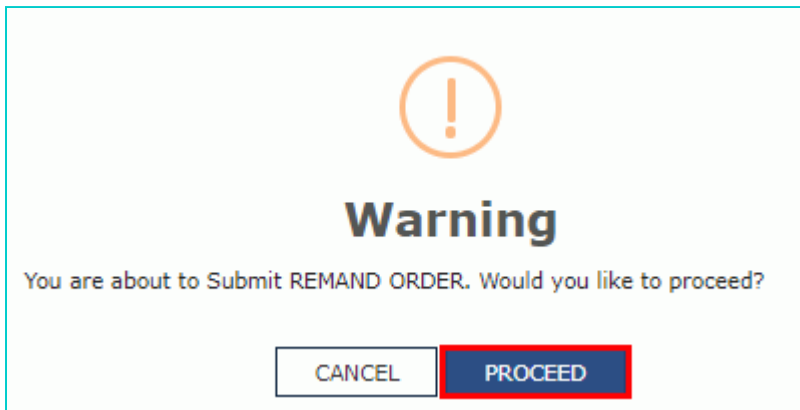
Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

SUBMIT

12. Click the **PROCEED** button.



13. The updated **Case Detail** page is displayed, with the table containing the record of the order just passed and the **Status** updated to "Remand Order Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

Dashboard > Appeal
English

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000062U	07AJYPG0697CDZL	23/10/2018	Remand Order Issued

APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

Order passed successfully !

ADD ORDER ▾

Reference Number	Order Number	Order Category	Date of Order	Documents	Details
ZA071018000376W	AZA2344	STAY ORDER	23/10/2018	Stay Order Details	NA
ZA071018000379Q	AZXDD223	REMAND INSTRUCTIONS	23/10/2018	Remand Instructions Details	Click here for details
ZA071018000384Z	ZZDF23444	REMAND ORDER	23/10/2018	Remand Order Details	Click here for details

[Go back to the Main Menu](#)

D (2) Add Remand Instructions

- On the **Case Detail** page of that particular taxpayer, select the **ORDER DETAILS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
- Click **ADD ORDER** to open the drop-down list and select **REMAND INSTRUCTIONS**.

Dashboard > Appeal English

ARN/Case Id AD071018000061W	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

ADD ORDER ▾

REMAND ORDER
REMAND INSTRUCTIONS
STAY ORDER
APPEAL ORDER

Order Number	Order Category	Date of Order	Documents	Details
--------------	----------------	---------------	-----------	---------

3. The **Remand Instructions** page is displayed.

Dashboard > Appeal English

ARN/Case Id AD071018000061W	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

Remand Instruction Number *

Remand Instruction Date *

Date of Communication of the Order *

Status of Order *

Remanded To *

Upload Order *
 No file chosen

Upload Supporting Documents
Enter Document Description

 No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

4. In the **Remand Instruction Number** field, enter the remand instruction number.

5. Select the **Remand Instruction Date** and **Date of Communication of the Order** using the calendar.

6. Select the **Remanded To** from the drop-down list.

Note 1: Remand back to First Appellate authority and adjudicating authority functionality is enabled in the system. The Remanded To option is applicable for the **Appellate authority** for **Assessment**, **Enforcement Demand** and **Refund**

order.

Remanded To •

Appellate Authority ▼

Select

Adjudicating Officer

Appellate Authority

Revisional Authority

Appellate Tribunal

Enforcement Officer

Note 2: If you select any other officer, then an error message will be displayed.

Error : This case can be remanded back to Appellate Authority only. Please select the proper Authority. X

7. Click the **Choose File** button to upload order.

8. To upload any other supporting document, enter the document description and click the **Choose File** button.

Note:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

9. Click the **ADD DOCUMENT** button to add the uploaded supporting document.

Upload Supporting Documents

Enter Document Description

Supporting Doc

ADD DOCUMENT

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.


10. The PDF file is uploaded.


10.1. You can click the **DELETE** button to delete the uploaded PDF file, in required.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Supporting Doc  Doc.pdf



File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.**

11. Click the **SUBMIT** button.

ARN/Case Id	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD071018000061W	07AJYPG0697CDZL	23/10/2018	Appeal Initiated

APPEAL DETAILS

ORDER DETAILS

Legal Name megha gupta

Trade Name casual 3

Remand Instruction Number *

Remand Instruction Date *

Date of Communication of the Order *

Status of Order *

Remanded To *

Upload Order *

Choose File No file chosen

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

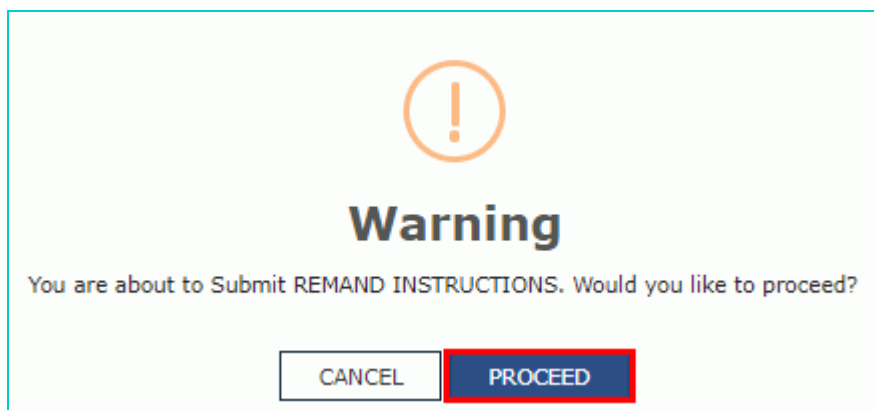
Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.**

BACK **SUBMIT**

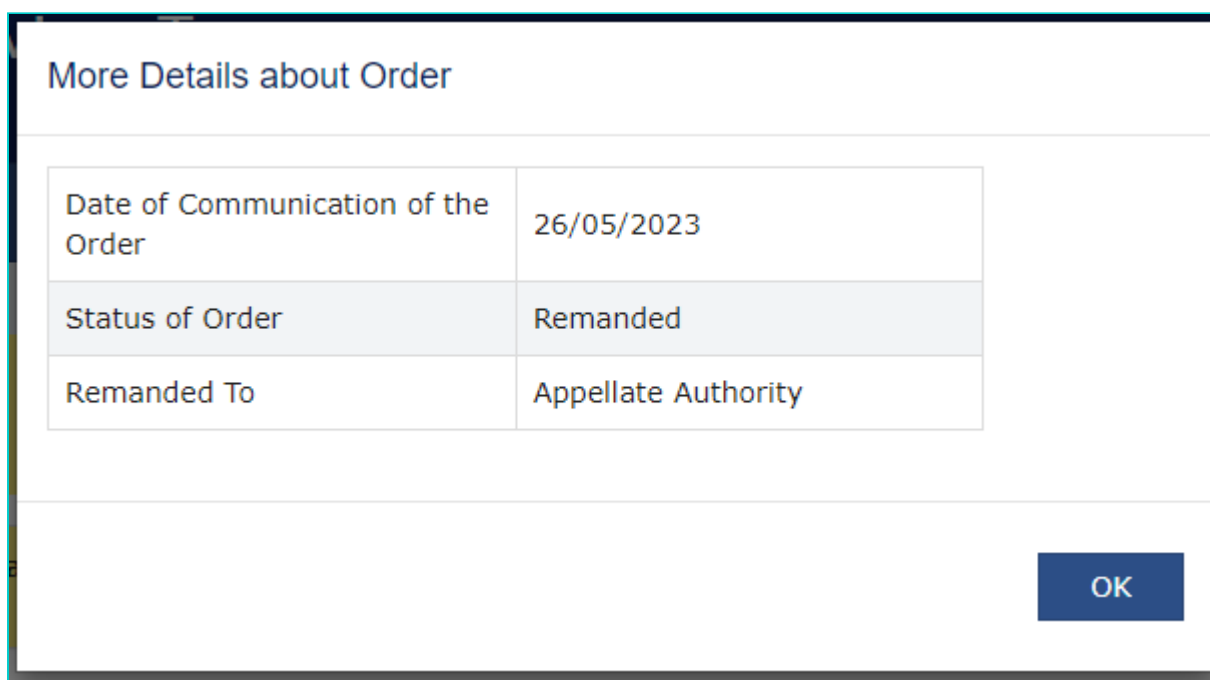
12. Click the **PROCEED** button.



13. The updated **Case Detail** page is displayed, with the table containing the record of the order just passed and the **Status** updated to "Remand Instructions Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

Note: Once this remand instruction is issued, the task list of Appellate authority and the list of remand back cases will get updated, in case of remand back to first Appellate authority.

14. Click the **Click here for details** hyperlink to view **More Details about Order**.



Note: Click the **OK** button to go back to the Previous page.

[Go back to the Main Menu](#)

D (3) Add Stay Order

To add stay order issued by higher authorities, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDER DETAILS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **STAY ORDER**.

Dashboard > Appeal English

ARN/Case Id AD071018000062U	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

ADD ORDER ▾
REMAND ORDER
REMAND INSTRUCTIONS
STAY ORDER
APPEAL ORDER

Order Number	Order Category	Date of Order	Documents	Details
--------------	----------------	---------------	-----------	---------

3. The **Stay Order** page is displayed.

Dashboard > Appeal English

ARN/Case Id AD071018000062U	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
---------------------------------------	--	--	-----------------------------------

APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

Stay Order Number *

Stay Order Date *

Upload Order *
 No file chosen

Upload Supporting Documents
Enter Document Description

 No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.**

4. In the **Stay Order Number** field, enter the stay order number.

5. Select the **Stay Order Date** using the calendar.

6. Click the **Choose File** button to upload Stay Order.

7. To upload any other supporting document, enter the document description and click the **Choose File** button.

Note:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

8. Click the **ADD DOCUMENT** button to add the uploaded supporting document.

Upload Supporting Documents

Enter Document Description

Supporting Doc

ADD DOCUMENT

- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

9. The PDF file is uploaded.

9.1. You can click the **DELETE** button to delete the uploaded PDF file, in required.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Supporting Doc



- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

10. Click the **SUBMIT** button.

Dashboard > Appeal English

ARN/Case Id AD071018000062U	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
---------------------------------------	--	--	-----------------------------------

APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

Stay Order Number*

Stay Order Date*

Upload Order*
 No file chosen

Upload Supporting Documents
Enter Document Description

 No file chosen

Only PDF file format is allowed

Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

11. Click the **PROCEED** button.

Warning

You are about to Submit STAY ORDER. Would you like to proceed?

12. The updated **Case Detail** page is displayed, with the table containing the record of the order just passed and the **Status** updated to "Stay Order Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

Dashboard > Appeal English

ARN/Case Id AD071018000062U	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Stay Order Issued
---------------------------------------	--	--	------------------------------------

APPEAL DETAILS
ORDER DETAILS

Legal Name megha gupta
Trade Name casual 3

✔ Order passed successfully !

ADD ORDER ▾

Reference Number	Order Number	Order Category	Date of Order	Documents	Details
ZA071018000376W	AZA2344	STAY ORDER	23/10/2018	Stay Order Details	NA

[Go back to the Main Menu](#)

D (4) Add Appeal Order

To add appeal order issued by higher authorities, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDER DETAILS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **APPEAL ORDER**.

Dashboard > Appeal English

ARN/Case Id AD071018000058J	GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
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APPEAL DETAILS
ORDER DETAILS

Legal Name ANGAD JASBIRSINGH ARORA
Trade Name AutomationsTest

ADD ORDER ▾

REMAND ORDER
REMAND INSTRUCTIONS
STAY ORDER
APPEAL ORDER

Reference Number	Order Number	Order Category	Date of Order	Documents	Details
------------------	--------------	----------------	---------------	-----------	---------

3. The **Appeal Order** page is displayed.

Home	MIS	Services ▾	Help ▾	Grievances	Statutory Functions ▾	e-Way Bill System	Taxpayer Profile/360*
------	-----	------------	--------	------------	-----------------------	-------------------	-----------------------

[Summary](#) > [Appeal](#)
English

ARN/Case Id AD070722000104S	GSTIN/UTN/Temporary Id 07WESTB1221E1Z7	Date of Application/Case Creation 14/07/2022	Status Appeal Initiated
---------------------------------------	--	--	-----------------------------------

[APPEAL DETAILS](#)
[ORDER DETAILS](#)

Legal Name AF COMPUTERS

Trade Name GSTN

Appeal Order Number *

Appeal Order Date *

Date of Communication of the Order *

Declaration by Legal Officer *

☐ High Court has accepted the order under appeal
☐ High Court has rejected the order under appeal
☐ High Court has modified the order under appeal

Status of Order *

Upload Order *

[Choose File](#) No file chosen

Upload Supporting Documents

Enter Document Description

[Choose File](#) No file chosen

Only PDF file format is allowed
 Maximum file size for upload is 5 MB.

File with PDF or JPEG format is only allowed.
 Maximum file size for upload is 5MB.
 Maximum 2 other documents can be attached in the application.
 Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

[BACK](#)
[SUBMIT](#)

Note:

The Legal Officer can select from the three different declarations. The High Court can accept, reject or modify the order under appeal. By selecting the declaration, the status will be auto-populated. If the High Court accepts the order, the status will be **Rejected**. In case the order is rejected, the status will be **Confirmed**. If the Order has been modified, the status will be **Modified**.

- In the **Appeal Order Number** field, enter the appeal order number.
- Select the **Appeal Order Date** using the calendar.
- Select the **Date of Communication of the Order** using the calendar.
- Click the **Choose File** button to upload appeal order.
- To upload any other supporting document, enter the document description and click the **Choose File** button.

Note:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

9. Click the **ADD DOCUMENT** button to add the uploaded supporting document.

Upload Supporting Documents

Enter Document Description

Supporting Doc

ADD DOCUMENT

- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

10. The PDF file is uploaded.

10.1. You can click the **DELETE** button to delete the uploaded PDF file, in required.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Supporting Doc



- ❗ File with PDF or JPEG format is only allowed.
- ❗ Maximum file size for upload is 5MB.
- ❗ Maximum 2 other documents can be attached in the application.
- ❗ Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

11. Click the **SUBMIT** button.

11/23/23, 2:05 PM

File an Appeal to Higher Authority

13. The updated **Case Detail** page is displayed, with the table containing the record of the order just passed and the **Status** updated to "Appeal Order Issued". Also, system would send the intimation to the taxpayer via email and SMS, and make this order available on the taxpayer's dashboard.

HomeMISServices ▾Help ▾GrievancesStatutory Functions ▾e-Way Bill SystemTaxpayer Profile/360*

Summary > AppealEnglish

ARN/Case Id
AD070722000104S

GSTIN/UIN/Temporary Id
07WESTB1221E1Z7

Date of Application/Case Creation
14/07/2022

Status
Appeal Order Issued

APPEAL DETAILS

ORDER DETAILS

Legal Name AF COMPUTERS

Trade Name GSTN

✔Order passed successfully !

Reference Number	Order Number	Order Category	Date of Order	Documents	Details
ZD0707220001423	APPEAL123	APPEAL ORDER	14/07/2022	Doc.pdf	Click here for details

[Go back to the Main Menu](#)