## 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. <u>Upload Appeal Details</u>
- B. Go to Appeal application page
- C. View Uploaded Appeal Application Documents
- D. Add Order
  - <u>D (1) Add Remand Order</u>
  - 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		
Registration 13	Refund 40     Enforcement 15     DCR 07     E-Way Bill 00	¢
Appeal & Revision 09	Review 05 Prosecution & Compunding 01 O1	
E Audit 💽	LUT 00 Assessment & Ajudication 00	
Tax Officer Actions	My List / Pending Actions	Total Count
Search appeals filed by tax payer	Pending list for appeals filed by tax payer	
Search appeals filed by tax department	Appeal Submitted	01
Revision Proceedings	Appeal Admitted	02
Cause List	Hearing Notice Issued	01
Appeal effects	Reply Submitted	00
Search directions	Adjournment Granted	00
View orders	Show Cause Notice Issued	00
Search a review proposal	Rectification Request Received	00
	Pending list for appeals filed by tax department	
	Appeal Submitted	00
	Appeal Admitted	03
	Hearing Notice Issued	00
	Reply Submitted	00
	Adjournment Granted	00
	Show Cause Notice Issued	00
	Rectification Request Received	00
	Directed to File Appeal	
	Revision Notice Issued	00
	Reminder Notice Issued	00
	Adjournment Granted	00
	Reply Submitted	00
	Rectification Request Received	00
	Rectification Order Passed	01
	Self-Revision	00

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



5. The Appeal to Higher Authority page is displayed.

Summary	Filing Appeal > Appeal to H	igher Authority				Englis
Арр	eal to Higher Authority					
	IRN		GSTIN/ Temporary ID/	UIN	Status	
	Enter IRN		Enter GSTIN/ Temp I	D/ UIN	Select	÷
	Period From		Period To			
	DD/MM/YYYYY	m	DD/MM/YYYY	=	SEARCH N	EW APPEAL

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

ummary > Filing Appeal > Appea	I to Higher Authority				Englis
Appeal to Higher Authority	/				
IRN		GSTIN/ Temporary ID/ UIN		Status	
Enter IRN		Enter GSTIN/ Temp ID/ UI	IN	Select	Ŷ
Period From		Period To			
DD/MM/YYYY	m	DD/MM/YYYY	-	SEARCH NE	W APPEAL

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

	• cryster
	<ul> <li>Indicates Mandatory Fields</li> </ul>
Order No*	
Enter Order No	SEARCH
	Order No

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.

Summary > Filing Appeal > Appeal to Higher Auth	ority > New Appeal	English
		<ul> <li>Indicates Mandatory Fields</li> </ul>
GSTIN/ Temporary ID/ UIN*	Order No	
Enter GSTIN/ Temp ID/ UIN	Enter Order No	SEARCH

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



**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.

Appeal details to be uploaded in GST	Portal		
Taxpayer Details		• Indicate	s Mandatory F
GSTIN/ Temporary ID/ UIN 33TNTNA1221E1CJ	Legal Name Reliance Industries Limited	Address 252, Gold Hill Supreme, Shar Roads, Electronic City Phase Nadu, 600123	ntipura Cross 2, , Tamil
Order Details			
Order-in-Appeal challenged against ZD330823000011B	Order Type APL-02 rejected order	Date of Order 01/08/2023	
Appeal Details			
Case / Appeal No*	Date of Appeal*	Appeal filed before*	
Enter Case / Appeal No	DD/MM/YYYY	Select	
Appellant*	Respondent*	Date of hearing issued•	
Enter Appellant	Enter Respondent	DD/MM/YYYY	e
Notice Document			
Notice Document • Choose File No file chosen		• File with PDF format is only a • Maximum file size for upload	allowed. is 5MB.
Jpload Supporting Documents			
Enter Document Description		• File with PDF or JPEG format allowed.	is only
Channe File No file shares		O Maximum file size for upload	is 5MB.
Convose File I no file chosen		O Maximum 4 other documents attached in the application.	s can be
		O Click on Add Document but Supporting Document. Uploade will be 'Discarded' if 'Add Document not clicked.	tton to add ti d document ment' button
		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.

11/23/23, 2:05 PM

Case / Appeal No •	Date of Appeal•		Appeal filed before•	
Enter Case / Appeal No	DD/MM/YYYY	<b>m</b>	Select	
Appellant •	Respondent •		Date of hearing issued •	

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?	
Stay order no•	Stay order date•
Enter Stay order no	DD/MM/YYYY 🛗
	Stay Order• Choose File 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• Choose File No file chosen	<ul><li>File with PDF format is only allowed.</li><li>Maximum file size for upload is 5MB.</li></ul>
Upload Supporting Documents	
Enter Document Description	• File with PDF or JPEG format is only allowed.
	Maximum file size for upload is 5MB.
Choose File No file chosen	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	File with PDF or JPEG format is only allowed.
	Maximum file size for upload is 5MB.
ADD DOCUMENT	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		• File with PDF or JPEG format is only allowed.
		Maximum file size for upload is 5MB.
Choose File No file chosen	PDF	Maximum 4 other documents can be attached in the application.
Supporting Document	Doc.pdf	Olick 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.

100	_		
	-	n	а.
			-

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 Legal Name Address MG, ECITY, Central Delhi, Delhi, 110019 07AJIPA1572E01X ANGAD JASBIRSINGH ARORA Order Details Order-in-Appeal challenged against Order Type Date of Order ZA071018000337Y Demand Order 23/10/2018 Appeal Details Case / Appeal No• Date of Appeal• Appeal filed before APPEAL123 23/10/2018 雦 v High Court Appellant• Respondent\* Date of hearing issued • 雦 Angad sindhuri 27/10/2018 Stay Details Stay order issued? 🔵 Yes 💿 No Notice Document Notice Document\* I File with PDF format is only allowed. PDF Maximum file size for upload is 5MB. . A Notice.pdf Upload Supporting Documents Enter Document Description 6 File with PDF or JPEG format is only allowed. Supporting doc O Maximum file size for upload is 5MB. Maximum 4 other documents can be ADD DOCUMENT 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. PREVIEW SUBMIT BACK

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

as riny remporary ib/ unv	07AJIPA1572E01X
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 MOHAMADBHALSAIYED

24. Click the SUBMIT button.

Appeal details to be uploaded in GST	۲ Portal	
axpayer Details		• Indicates Mandat
GSTIN/ Temporary ID/ UIN 07AJIPA1572E01X	Legal Name ANGAD JASBIRSINGH ARORA	Address MG, ECITY, Central Delhi, Delhi, 110
Drder Details		
Order-in-Appeal challenged against <b>ZA071018000337Y</b>	Order Type Demand Order	Date of Order 23/10/2018
Appeal Details		
Case / Appeal No•	Date of Appeal•	Appeal filed before •
APPEAL123	23/10/2018	High Court
Appellant •	Respondent •	Date of hearing issued •
	the second se	
Angad Stay Details Stay order issued? Yes  No	sindhuri	27/10/2018
Angad Stay Details Stay order issued? Yes  No Notice Document	sindhuri	27/10/2018
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document	sindhuri	27/10/2018 File with PDF format is only allowed.
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document	sindhuri	<ul> <li>27/10/2018</li> <li>File with PDF format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> </ul>
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document Upload Supporting Documents	sindhuri	<ul> <li>27/10/2018</li> <li>File with PDF format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> </ul>
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document Difference of the second sec	sindhuri	<ul> <li>27/10/2018</li> <li>File with PDF format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>File with PDF or JPEG format is only allowed.</li> </ul>
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document Upload Supporting Documents Enter Document Description Supporting doc	sindhuri	<ul> <li>27/10/2018</li> <li>File with PDF format is only allowed.</li> <li>File with PDF or JPEG format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> </ul>
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document Difference of the second sec	sindhuri	<ul> <li>27/10/2018</li> <li>File with PDF format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>File with PDF or JPEG format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>Maximum 4 other documents can be attached in the application.</li> </ul>
Angad Stay Details Stay order issued? Yes No Notice Document Notice Document Notice Document Notice.pdf Jpload Supporting Documents Enter Document Description Supporting doc ADD DOCUMENT	sindhuri	<ul> <li>Pile with PDF format is only allowed.</li> <li>File with PDF or JPEG format is only allowed.</li> <li>File with PDF or JPEG format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>Maximum file size for upload is 5MB.</li> <li>Maximum 4 other documents can be attached in the application.</li> <li>Click on Add Document button to ad Supporting Document. Uploaded docum will be 'Discarded' if 'Add Document' but not clicked.</li> </ul>

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.

$Dashboard \succ Filing   Appeal \succ   Appeal   to   Higher   Authority \succ   New   Appeal \succ   Provision   Provision   Appeal \rangle   Provision   Appeal \rangle   Provision   Appeal \rangle   Appeal$	nal Acknowledgement		🛛 English
• Your details has been successfully uploaded.			
Provisional Acknowledgement on submission	on 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	ок

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



28. Click OK.

Dashboard > Filing Appeal > Appeal to Higher Authority > New Appeal > Provision	nal Acknowledgement	🖗 Eng
• Your details has been successfully uploaded.		
Provisional Acknowledgement on submissi	on 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

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

shboard > Filing Appeal > Appeal to	Higher Authority				🥹 En
Appeal to Higher Authority					
IRN		GSTIN/ Temporary ID/ UIN		Status	
Enter IRN		Enter GSTIN/ Temp ID/ U	IN	Select	,
Period From		Period To			
DD/MM/YYYY	<b>**</b>	DD/MM/YYYY	<b>#</b>	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.

ashboard > Filing Appeal >	Appeal to Higher Authority				🛛 Englis
Appeal to Higher Au	thority				
IRN		GSTIN/ Temporary ID/ UIN		Status	
Enter IRN		Enter GSTIN/ Temp ID/ U	JIN	Select	•
Period From	1	Period To			
DD/MM/Y	YYY 🛍	DD/MM/YYYY	<b>(11)</b>	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.

File an Appeal to Higher Authority

Dashboard > Appeal			🥹 Engli
ARN/Case Id <b>AD07101800005</b>	GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
APPEAL 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

### 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		
Registration 23	Refund 40 Enforcement 15 DCR.	ø
Appeal & Revision 09	Review 05 Prosecution & Advance 01 Ruling 01 Recovery 01 01 01 01 01 01 01 01 01 01 01 01 01	
e Audt	LUT 00 Assessment & Ajudication 00	
Tax Officer Actions	My List / Pending Actions	Total Count
Search appeals filed by tax	Pending list for appeals filed by tax payer	
payer Search appeals filed by tax	Appeal Submitted	01
department	Appeal Admitted	02
Cause List	Hearing Notice Issued	01
Appeal effects	Reply Submitted	00
Filing appeal	Adjournment Granted	00
Search directions	Show Cause Notice Issued	00
Search a review proposal	Rectification Request Received	00
	Pending list for appeals filed by tax department	
	Appeal Submitted	00
	Appeal Admitted	03
	Hearing Notice Issued	00
	Reply Submitted	00
	Adjournment Granted	00
	Show Cause Notice Issued	00
	Rectification Request Received	00
	Directed to File Appeal	00
	Revision Notice Issued	00
	Reminder Notice Issued	00
	Adjournment Granted	00
	Reply Submitted	00
	Rectification Request Received	00
	Rectification Order Passed	01
	Self-Revision	00

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



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

Dashboard > F	iling Appeal > Appeal to Higher	Authority				🛛 English
Appeal to	o Higher Authority					
	IRN		GSTIN/ Temporary ID/ UIN		Status	
	Enter IRN		Enter GSTIN/ Temp ID/ UIN	I	Select	•
	Period From		Period To			
	DD/MM/YYYY	<b>#</b>	DD/MM/YYYY	<b>***</b>	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)*.

Select	
ourou	•
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 Autho	rity	🛛 English
Appeal to Higher Authority		
IRN	GSTIN/ Temporary ID/ UIN	Status
Enter IRN	Enter GSTIN/ Temp ID/ UIN	Select 🔻
Period From	Period To	
DD/MM/YYYY 🗎	DD/MM/YYYY 🌐	SEARCH NEW APPEAL

- 8. The search results are displayed.
- 9. Select the IRN link.

Dashboard⇒ Filing Appe	al > Appeal to Higher Authority				🛛 Englisi
Appeal to Higher	Authority				
IRN		GSTIN/ Temporary ID/ UIN	I.	Status	
Enter I	RN	Enter GSTIN/ Temp ID/ U	Enter GSTIN/ Temp ID/ UIN		
Period Fr	om	Period To			
DD/MN	I/YYYY 🛍	DD/MM/YYYY	<b>#</b>	SEARCH	NEW APPEAL
IRN	Date of Application $\Rightarrow$	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD0710180000583	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.

File an Appeal to Higher Authority

ashboard > Appeal			😣 Engli
ARN/Case Id <b>AD07101800005</b>	GSTIN/UIN/Temporary Id 8J 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
APPEAL 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.

Da	ashboard > Appeal				English
	ARN/Case Id AD071018000058J APPEAL DETAILS ORDER DETAILS		GSTIN/UIN/Temporary Id 07AJIPA1572E01X	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
			Name ANGAD JASBIRSINGH ARORA	ANGAD JASBIRSINGH ARORA Trade Name AutomationsTes	
		Type of	Documents	View Documents	
	Appeal to Hig		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						🥥 En	
ARN/Case Id AD071018000067	G: 2 <b>U</b>	STIN/UIN/Tempora 07AJYPG0697CD	ry Id Date of <b>ZL</b>	Date of Application/Case Creation 23/10/2018		Status Remand Instructions Issued	
APPEAL DETAILS	Legal Name me	egha gupta		Trade Name casual 3			
	ADD ORDER -	Order		Data of			
	REMAND	Number	Order Category	Order	Documents	Details	
	INSTRUCTIONS	AZA2344	STAY ORDER	23/10/2018	Stay Order Details	NA	
	STAY ORDER	AZXDD223	REMAND INSTRUCTIONS	23/10/2018	Remand Instructions Details	Click here for details	
	APPEAL ORDER						

### 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.

mmary > Appeal							@ En
ARN/Case Id AD330823000006R		GSTIN/UIN/Temporary Id 33TNTNA1221E1CJ		Date of Application/Case Creation 01/08/2023		Status Appeal Initiated	
APPEAL DETAILS	Legal Name Re	liance Ir	ndustries Limited	Trade N	ame GSTN		
ORDER DETAILS	ADD ORDER -	]					
	REMAND INSTRUCTIONS	ber	Order Number	Order Category	Date of Order	Documents	Details
	APPEAL ORDER						

3. The Remand Order page is displayed.

File an Appeal to Higher Authority

Dashboard > Appeal			😪 Englis
ARN/Case Id <b>AD071018000062U</b>	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Remand Instructions Issued
APPEAL DETAILS	Legal Name megha gupta	Trade Name casual 3	
ORDER DETAILS	nand Order Number•	Remand Order Date• DD/MM/YYYY	
Dat	te of Communication of the Order•		
Upl	oad Order• noose File No file chosen	<ul><li>Only PDF file format is a</li><li>Maximum file size for up</li></ul>	allowed pload is 5 MB.
Upl Ent	load Supporting Documents er Document Description	<ul> <li>File with PDF or JPEG fo</li> <li>Maximum file size for up</li> </ul>	rmat is only allowed. pload is 5MB.
Ch	noose File No file chosen	Maximum 2 other docur in the application.	nents can be attached
		O Click on Add Documen Supporting Document. Up be 'Discarded' if 'Add Docu clicked.	It button to add the loaded document will iment' button is not
			BACK SUBMIT

4. In the Remand Order Number field, enter the remand order number.

- 5. Select the Remand Order Date using the calendar.
- 6. Select the Date of Communication of the Order using the calendar.
- 7. Click the Choose File button to upload remand 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	I File with PDF or JPEG format is only allowed.
	Maximum file size for upload is 5MB.
Choose File No file chosen	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	File with PDF or JPEG format is only allowed.
Supporting Doc	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.



### 11. Click the SUBMIT button.

Dashboard > Appeal			🛛 English
ARN/Case Id <b>AD07101800006</b>	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Remand Instructions Issued
APPEAL DETAILS	Legal Name megha gupta	Trade Name casual 3	
	Remand Order Number• Order Number	Remand Order Date• DD/MM/YYYY	Ê
	Date of Communication of the Order DD/MM/YYYY		
	Upload Order Choose File No file chosen	<ul><li>Only PDF file format is all</li><li>Maximum file size for uplo</li></ul>	owed oad is 5 MB.
	Upload Supporting Documents Enter Document Description	<ul><li>File with PDF or JPEG form</li><li>Maximum file size for uplo</li></ul>	nat is only allowed. oad is 5MB.
	Choose File No file chosen	<ul> <li>Maximum 2 other docume in the application.</li> <li>Click on Add Document</li> </ul>	ents can be attached button to add the
		Supporting Document. Uplo be 'Discarded' if 'Add Docum clicked.	aded document will nent' button is not
			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.

Da	shboard > Appeal						Q Engl	
	ARN/Case Id AD071018000062U		IN/UIN/Tempora 7AJYPG0697CD	rry Id Date of DZL	Application/Case 23/10/2018	Creation Reman	Status d Order Issued	
	APPEAL DETAILS	Legal Name megha gupta Trade Name casual 3						
		Order passed succe	essfully !					
		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

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 INSTRUCTIONS.

11/23/23, 2:05 PM

File an Appeal to Higher Authority

Dashboard > Appeal							🛛 English
ARN/Case Id <b>AD07101800006</b>	ARN/Case Id 0 AD071018000061W		N/Temporary Id PG0697CDZL	Date of Application/Case Creation 23/10/2018		Status Appeal Initia	ated
APPEAL DETAILS	APPEAL DETAILS Legal Name of Control of Cont		pta	Trade N	ame casual 3		
	ADD ORDER - REMAND ORDER REMAND INSTRUCTIONS STAY ORDER APPEAL ORDER	ber	Order Number	Order Category	Date of Order	Documents	Details

3. The Remand Instructions page is displayed.

Dashboard > Appeal					🛛 Englis
ARN/Case Id <b>AD07101800006</b>	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL		Date of Application/Case Creation 23/10/2018	Status Appeal Initi	ated
APPEAL DETAILS	Legal Name megha gupta		Trade Name casual 3		
ONDER DETRIES	Remand Instruction Number • Order Number		Remand Instruction Date DD/MM/VYYY	m	
	Date of Communication of the Order •		Status of Order •		
	DD/MM/YYYY	m	Remanded		
	Remanded To •				
	Select Upload Order • Choose File No file chosen	¥	<ul> <li>Only PDF file format is allow</li> <li>Maximum file size for uploa</li> </ul>	ved d is 5 MB.	
	Enter Document Description		• File with PDF or JPEG forma	t is only allowed.	
			Maximum file size for uploa	d is 5MB.	
	Choose File No file chosen		Maximum 2 other documen in the application.	ts can be attached	
			Olick on Add Document by Supporting Document, Upload be 'Discarded' if 'Add Docume clicked.	utton to add the led document will nt' button is not	
				ВАСК	SUBMIT

- 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** 

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.



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



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

Upload Supporting Documents Enter Document Description	• File with DDE or 105C format is only allowed
Supporting Doc	Maximum file size for upload is 5MB.
ADD DOCUMENT	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.



### 11. Click the **SUBMIT** button.

ARN/Case I AD071018000	Id GSTIN/UIN/Temporary Id 0061W 07AJYPG0697CDZL	Date of Application/Case Creation Status 23/10/2018 Appeal Initiated
APPEAL DETAILS	Legal Name megha gupta	Trade Name casual 3
	Remand Instruction Number Order Number Date of Communication of the Order	Remand Instruction Date DD/MM/YYYY  Status of Order
	Remanded To • Select Upload Order • Choose File No file chosen	Only PDF file format is allowed
	Upload Supporting Documents Enter Document Description	<ul> <li>Maximum file size for upload is 5 MB.</li> <li>File with PDF or JPEG format is only allowed.</li> <li>Maximum file size for upload is 5MB.</li> </ul>
	Choose File No file chosen	<ul> <li>Maximum 2 other documents can be attached in the application.</li> <li>Click on Add Document button to add the</li> </ul>
		Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.
		BACK SUBMIT

12. Click the PROCEED button.

()
Warning
You are about to Submit REMAND INSTRUCTIONS. Would you like to proceed?
CANCEL PROCEED

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.

More Details about Order		
Date of Communication of the Order	26/05/2023	
Status of Order	Remanded	
Remanded To	Appellate Authority	
		ОК

**Note**: Click the **OK** button to go back to the Previous page. <u>Go back to the Main Menu</u>

### 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**.

11/23/23, 2:05 PM

File an Appeal to Higher Authority

Dashboard > Appeal							🛛 English
ARN/Case Id AD071018000062	G 2U	STIN/UII 07AJYP	W/Temporary Id 9 <b>G0697CDZL</b>	Date of Application/C 23/10/20	ase Creation 18	Status Appeal Initia	ated
	Legal Name m	egha gup	ota	Trade N	ame casual 3		
	ADD ORDER +						
	REMAND ORDER		Order Number	Order Category	Date of Order	Documents	Details
	INSTRUCTIONS						
	APPEAL ORDER	4					

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

Dashboard > Appeal			🛛 English
ARN/Case Id <b>AD0710180000</b>	GSTIN/UIN/Temporary Id 62U 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
APPEAL DETAILS	Legal Name megha gupta	Trade Name casual 3	
	Stay Order Number• Order Number	Stay Order Date • DD/MM/YYYY	
	Upload Order• Choose File No file chosen	<ul><li>Only PDF file format is allow</li><li>Maximum file size for upload</li></ul>	ed 1 is 5 MB.
	Upload Supporting Documents Enter Document Description	<ul> <li>File with PDF or JPEG format</li> <li>Maximum file size for upload</li> <li>Maximum 2 other document in the application</li> </ul>	t is only allowed. I is 5MB. s can be attached
		<ul> <li>Click on Add Document but Supporting Document. Uploade be 'Discarded' if 'Add Documen clicked.</li> </ul>	tton to add the ed document will it' button is not
			BACK SUBMIT

- 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.

nter Document Description	File with PDF or JPEG format is only allowed.
	Maximum file size for upload is 5MB.
Choose File No file chosen	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	I File with PDF or JPEG format is only allowed.
Supporting Doc	Maximum file size for upload is 5MB.
ADD DOCUMENT	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.



10. Click the SUBMIT button.

11/23/23, 2:05 PM

File an Appeal to Higher Authority

Dashboard > Appeal			English
ARN/Case Io AD0710180000	GSTIN/UIN/Temporary Id 07AJYPG0697CDZL	Date of Application/Case Creation 23/10/2018	Status Appeal Initiated
APPEAL DETAILS	Legal Name megha gupta	Trade Name casual 3	
	Stay Order Number• Order Number	Stay Order Date • DD/MM/YYYY	
	Upload Order Choose File No file chosen	<ul><li>Only PDF file format is allow</li><li>Maximum file size for upload</li></ul>	ved d is 5 MB.
	Upload Supporting Documents Enter Document Description	<ul><li>File with PDF or JPEG forma</li><li>Maximum file size for upload</li></ul>	t is only allowed. d is 5MB.
	Choose File No file chosen	Maximum 2 other document in the application.     Glick on Add Document by	ts can be attached
		Supporting Document, Upload be 'Discarded' if 'Add Documen clicked.	ed document will nt' button is not
			BACK SUBMIT

### 11. Click the **PROCEED** button.

()
Warning
You are about to Submit STAY ORDER. Would you like to proceed?
CANCEL 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.

11/23/23, 2:05 PM

File an Appeal to Higher Authority

Dashboard > Appeal						🛛 Engl
ARN/Case Id <b>AD07101800006</b>	ase Id GSTIN/UIN/Temporary Id 000062U 07AJYPG0697CDZL		Date of Applicatio	on/Case Creation <b>/2018</b>	Status Stay Order Issued	
APPEAL DETAILS	<b>Legal Name</b> megha g	upta	Trad	e Name casual 3		
	Order passed successfully !					
	ADD ORDER +					
	Reference Number	Order Number	Order Category	Date of Order	Documents	Details
	74071010000276W	4743244	CTAY ODDED	22/10/2019	Charles Dataile	

### 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/C 23/10/20	Case Creation 18	Status Appeal Initiated	
APPEAL DETAILS	Legal Name A	NGAD JA	SBIRSINGH ARORA	Trade N	ame AutomationsTest		
ORDER DETAILS	ADD ORDER -						
	REMAND ORDER	ber	Order Number	Order Category	Date of Order	Documents	Details
	REMAND INSTRUCTIONS						
	STAY ORDER						
	APPEAL ORDER						

3. The Appeal Order page is displayed.

Hom	e MIS Services - Help	- Grievances Statuto	ry Functions 👻 e-Way B	ill System	Taxpayer Profile,	/360*	
S	ummary > Appeal						🛛 Englis
	ARN/Case Id <b>AD0707220001</b>	GS 045 0	TIN/UIN/Temporary Id <b>7WESTB1221E1Z7</b>	D	ate of Application/ 14/07/2	Case Creation	Status Appeal Initiated
	APPEAL DETAILS	Legal Name AF COMPUTERS			Trade		
	ORDER DETAILS	Appeal Order Number Order Number Date of Communication DD/MM/YYYY Declaration by Lega High Court has a High Court has n High Court has n Status of Order • Upload Order • Choose File No file ch Upload Supporting I Enter Document Descr	on of the Order  I Officer  ccepted the order under ejected the order under nodified the order under nosen  Documents iption  Documents	appeal appeal appeal	Appeal Or DD/MM/ Only PD Maximu File with Maximu Maximu	PF file format is allo m file size for uploa PDF or JPEG form m file size for uploa m 2 other documer	wed ad is 5 MB. at is only allowed. ad is 5MB. hts can be attached
			loseit		in the app Click on Supporting be 'Discard clicked.	lication. Add Document b g Document. Uploa ded' if 'Add Docume	utton to add the ded document will ent' button is not
							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**.

- 4. In the Appeal Order Number field, enter the appeal order number.
- 5. Select the Appeal Order Date using the calendar.
- 6. Select the Date of Communication of the Order using the calendar.
- 7. Click the Choose File button to upload appeal 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.

nter Document Description	File with PDF or JPEG format is only allowed.
	Maximum file size for upload is 5MB.
Choose File No file chosen	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	I File with PDF or JPEG format is only allowed.
Supporting Doc	Maximum file size for upload is 5MB.
ADD DOCUMENT	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.



11. Click the **SUBMIT** button.

Home MIS Services - Help		System Taxpayer Profile/360*	
Summary > Appeal			🛛 English
ARN/Case Id AD07072200010	GSTIN/UIN/Temporary Id 04S 07WESTB1221E1Z7	Date of Application/Case Creation 14/07/2022	Status Appeal Initiated
APPEAL DETAILS	Legal Name AF COMPUTERS	Trade Name GSTN	
ORDER DETAILS	Appeal Order Number •   APPEAL123   Date of Communication of the Order •   14/07/2022   Declaration by Legal Officer •   High Court has accepted the order under ap   High Court has rejected the order under ap   High Court has modified the order under ap   Diffed   Upload Order •   Doc.pdf   Upload Supporting Documents   Enter Document Description   Choose File No file chosen	Appeal Order Date*          14/07/2022         ppeal         ppeal         opeal         der appeal is Modified         Image: Only PDF file format is alloged         Image: Only PDF file f	wed ad is 5 MB. at is only allowed. ad is 5MB. nts can be attached putton to add the
		be 'Discarded' if 'Add Docume clicked.	ent' button is not BACK SUBMIT

### 12. Click the **PROCEED** button.

(!)								
Warning								
You are about to Submit APPEAL ORDER. Would you like to proceed?								
CANCEL	PROCEED							

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.

Hom	e MIS	Services 🗸	Help 👻	Grievances	Statutory Funct	ions 🗕 e-Wa	ay Bill System	Taxpayer I	Profile/360*				
Summary > Appeal										🛛 English			
	ARN/Case Id AD0707220001045				GSTIN/UIN/Temporary Id 07WESTB1221E1Z7			Date of Application/Case Creation 14/07/2022			Status Appeal Order Issued		
	APPEAL DETAILS Legal N				ame AF COMPUT	PUTERS Trade Name GSTN			STN				
				<b>⊘</b> Order pas	sed successfully	I.							
	Reference Number Or					rder Numbe	er Order (	Category	Date of Ord	ler Documer	nts De	etails	
				ZD070722	20001423	APPEAL123	APPEAL	ORDER	14/07/2022	2 Doc.pd	f Click her	e for details	

### Go back to the Main Menu