



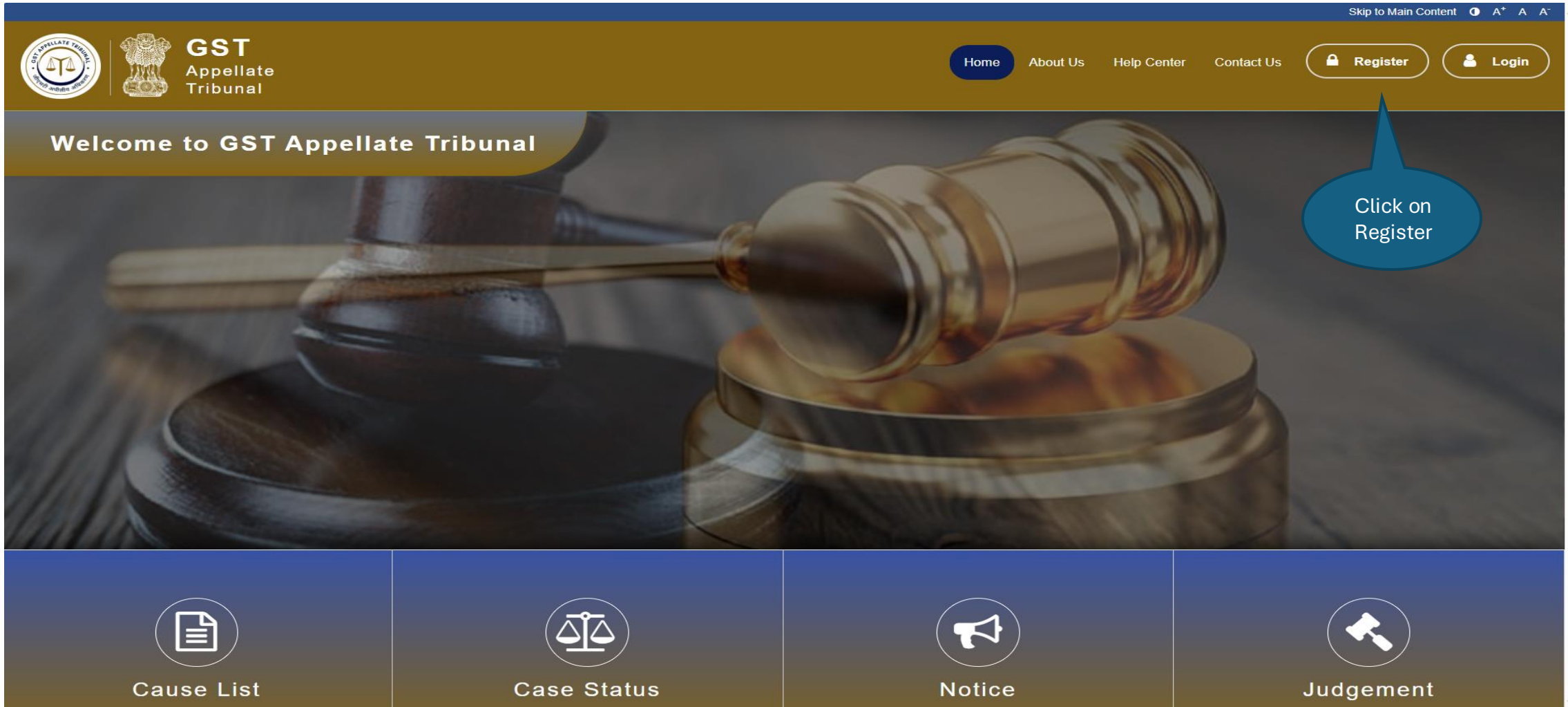
# GSTAT e-Filing Portal User Manual | Registration

Guide to Online Filing of Appeals and Applications

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

## e-filing Workflow: Registration

Click on Register button located at top right-hand side of page.



The screenshot displays the GST Appellate Tribunal website interface. At the top left, there are logos for the GST Appellate Tribunal and the Government of India, followed by the text "GST Appellate Tribunal". To the right, a navigation menu includes "Home", "About Us", "Help Center", "Contact Us", "Register", and "Login". The "Register" button is highlighted with a blue callout bubble that says "Click on Register". Below the navigation bar, a banner reads "Welcome to GST Appellate Tribunal" over a background image of a gavel. At the bottom, there are four main menu items: "Cause List", "Case Status", "Notice", and "Judgement", each with a corresponding icon.

## e-filing Workflow: Registration

Select appropriate user type from available options.

Skip to Main Content

Home About Us Help Center Contact Us Register Login

Welcome to GST Appellate Tribunal

Select the relevant User Type

**User Register** ×

Choose User Type

- Tax Payer
- Tax Official
- Authorized/ Advocate/ Legal Representative
- Any Other

User can create different account of different user type, but login id should be different for each.


Cause List Case Status Notice Judgement

# e-filing Workflow: Registration

Fill up the registration form.

  **GST Appellate Tribunal**  
Government of India, States and Union Territories

 e - filing User Registration ( as Tax Payer )

<b>GSTIN *</b>	<input type="text" value="GSTIN"/>	<input type="button" value="Fetch Data"/>		
<b>Name*</b>	<input type="text" value="Name"/>		<b>Address *</b>	<input type="text" value="Address"/>
<b>Jurisdiction*</b>	<input type="text" value="v"/>		<b>Pin-code*</b>	<input type="text" value="Pincode"/>
<b>Login Id*</b>	<input type="text" value="Login Id"/>		<b>Designation*</b>	<input type="text" value="Designation"/>
<b>Mobile Number*</b>	<input type="text" value="Mobile Number"/>			
<b>E-mail Id*</b>	<input type="text" value="E-mail Id"/>			
<input type="button" value="Back"/>		<input type="button" value="Reset"/>		

# e-filing Workflow: Registration: Taxpayer

User enters his/her GSTIN and relevant information is fetched & displayed for confirmation. Subsequent OTP verification.

The screenshot shows the 'e-filing User Registration (as Tax Payer)' form on the GST Appellate Tribunal website. The form includes fields for GSTIN, Name, Jurisdiction, Login Id, Mobile Number, and E-mail Id, along with buttons for 'Fetch Data', 'Send OTP', 'Back', 'Reset', and 'Submit'. Callouts provide the following information:

- Fetch Data:** Based on entered GSTIN number, user's basic information is auto fetched. These will be used for e-filing related process by GSTAT.
- Login Id:** Login Id will be same as GSTIN value.
- Send OTP:** Verification of contact details (mobile & email id) via OTP.
- Submit:** After submission, login credentials will be shared over registered Email id.

Field	Value	Action
GSTIN *	29S...H	Fetch Data
Name *	ANG...NGH AJ	
Jurisdiction *	Kar...	
Login Id *	29S...H	
Mobile Number *	XXXXXXXXX00	Send OTP
E-mail Id *	XXXXna_gopinath@infosy	Send OTP

# e-filing Workflow: Registration: Tax Official

Tax officer to select appropriate details and manually enter his/her contact details (Mobile & Email ID) for verification.

**GST Appellate Tribunal**  
Government of India, States and Union Territories

एक कदम स्वच्छता की ओर

**e - filing User Registration (GST Tax official)**

Any prior registration process is incomplete click here

State/Center *	STATE	Jurisdiction *	Delhi	Sub Jurisdiction *	
Select (Sub-Level)		Role *	Appellate Authority	User *	anam
Name *		Address	Address	Pin-code	Pincode
Designation *		Office *	Office		
Login Id *					
Mobile Number *		Send OTP			
E-mail Id *		Send OTP			

Back      Reset      Submit & Next

## e-filing Workflow: Registration: Authorized Representative

Authorized representative to provide appropriate details including contact details (Mobile & Email ID) for verification.

 e - filing User Registration (Authorized/ Advocate/ Legal Representative)

Any prior registration process is incomplete click here

Sub Type Representative *	Advocate/ Legal Repres <input type="text"/>	Whom are you representing*	Tax Payer <input type="text"/>	Name*	Ankit <input type="text"/>
Registration Number/Enrollment Number	Registration Number/Enrolli <input type="text"/>	AIBE Number	AIBE Number <input type="text"/>	Address *	Rajasthan <input type="text"/>
Pin-code*	290011 <input type="text"/>	Login Id*	all <input type="text"/>		
Mobile Number*	9 <input type="text"/>	<input type="button" value="Send OTP"/>	<input type="text"/>		
E-mail Id*	a <input type="text"/>	<input type="button" value="Send OTP"/>			

Authorized representative to provide his/her details including contact details for confirmation.


## e-filing Workflow: Registration

Document Upload page will appear like this.

### e - filing User Registration ( as Advocate)

#### Upload Section

Note 1: Upload File Size Not Greater Than 2 MB  
2: Registration certification /Enrollment No and Photo is mandatory to upload

Document Type*	<input type="text" value="Select Document"/>		
Upload File*	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Enter Captcha"/>	
<input type="button" value="Back"/>		<input type="button" value="Upload Document"/>	

#### + UPLOADED DOCUMENT'S LIST

S. No.	Document Type	Document Number	File Name	Action
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# e-filing Workflow: Registration

After uploading the document, the uploaded document will appear in the Uploaded Document List.



**e - filing User Registration ( as Advocate)**  
**Upload Section**

Document Uploaded Successfully [Select Document Type](#)

Note 1: Upload File Size Not Greater Than 2 MB  
2: Registration certification /Enrollment No and Photo is mandatory to upload

<b>Document Type*</b>	<div style="background-color: yellow; padding: 2px;">Select Document</div>	<b>Document Number*</b>	<input type="text" value="Document Number"/>
<b>Upload File*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Enter Captcha"/>	
<input type="button" value="Back"/>		<input type="button" value="Upload Document"/>	

**+ UPLOADED DOCUMENT'S LIST**

S. No.	Document Type	Document Number	File Name	Action
1	Registration certification	1	C11.pdf	 

## e-filing Workflow: Registration

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After final submit the registration is completed successfully.

### Welcome To GST Appellate Tribunal

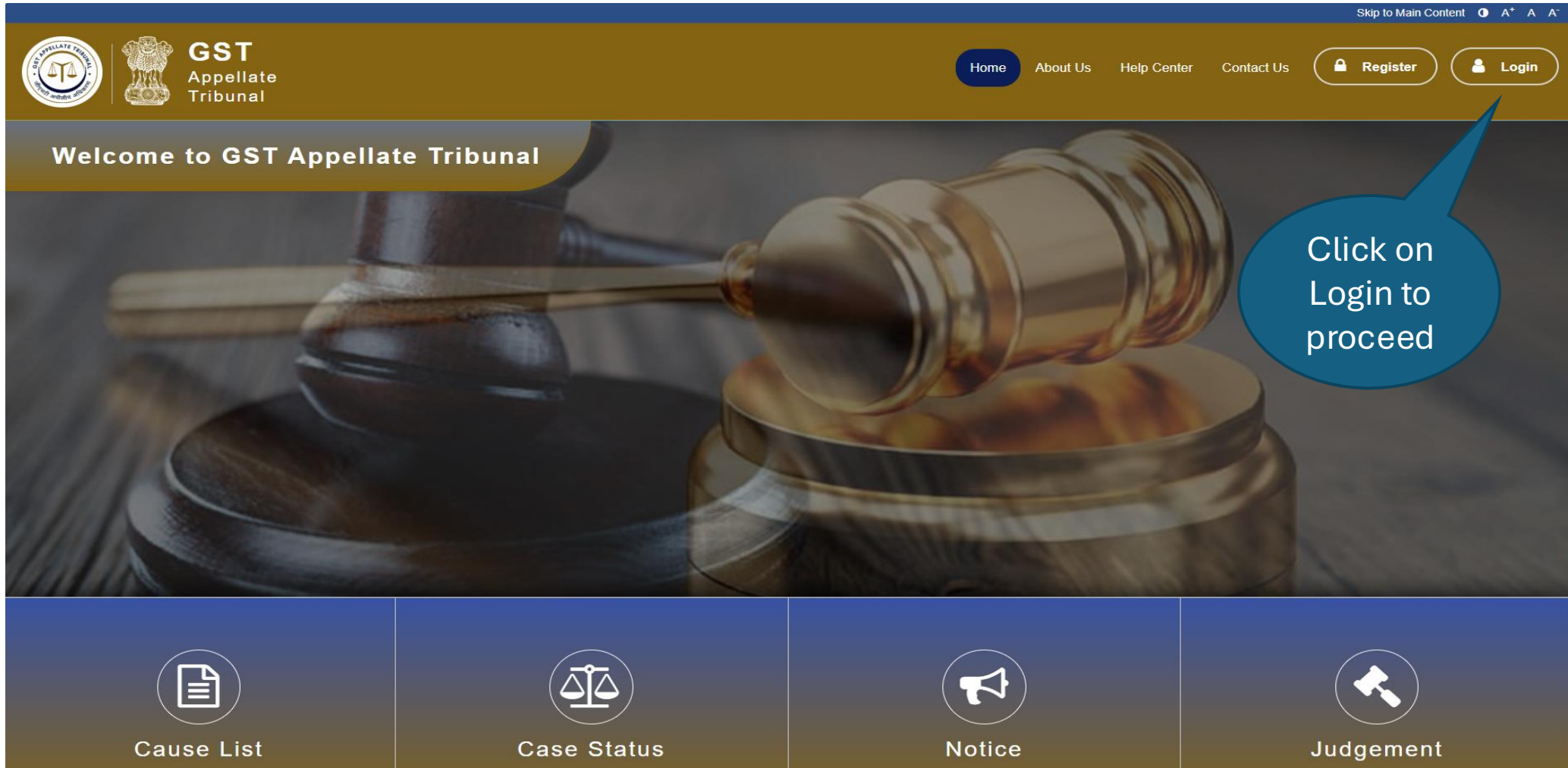
**You have been registered successfully as Advocate  
Your LoginId and Password has been mailed to your registered mail id.**

Login

Login id and  
password sent to  
registered mobile  
no. and email id

# e-filing Workflow: Forgot Password & Unlock Account

Click on Login button located at top-right of page.



# e-filing Workflow: Forgot Password

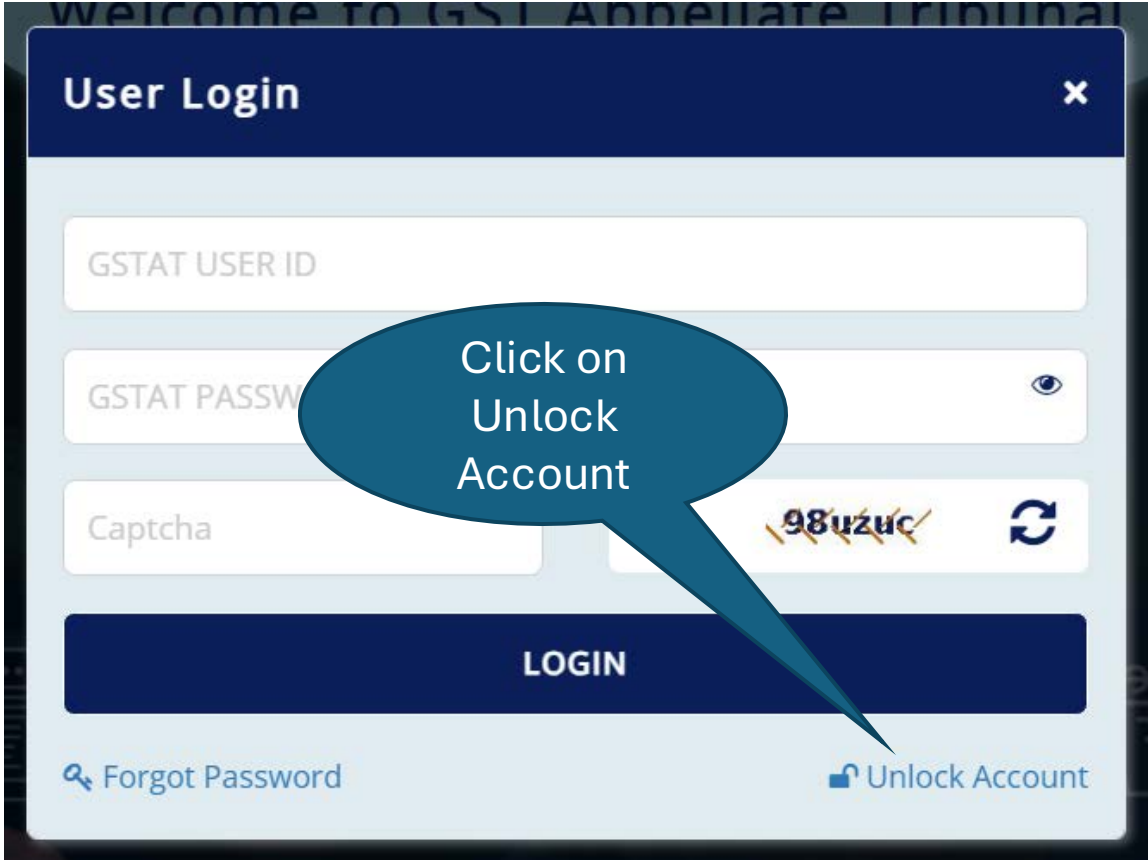
Steps to recover the forgotten password.

The screenshot shows the 'User Login' interface. It features three input fields: 'GSTAT USER ID', 'GSTAT PASSW' (with an eye icon for visibility), and 'Captcha' (with a speaker icon and the text '98uzuc'). Below these fields is a dark blue 'LOGIN' button. At the bottom left, there is a link for 'Forgot Password' with a magnifying glass icon, and at the bottom right, there is a link for 'Unlock Account' with a lock icon. A dark blue callout bubble with white text points to the 'Forgot Password' link, containing the text 'Click on Forgot Password'.

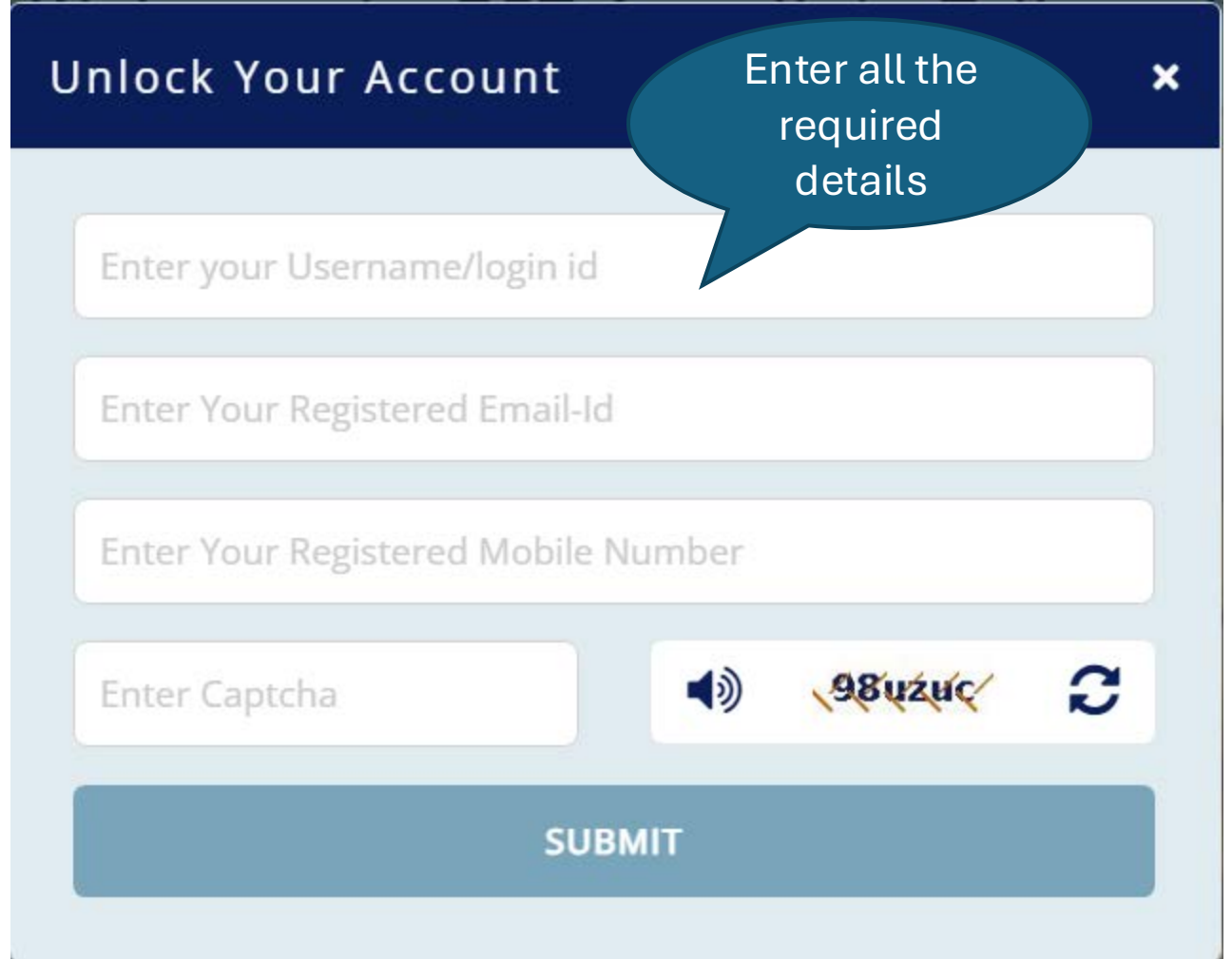
The screenshot shows the 'Forgot Password' interface. It features three input fields: 'Enter Your Username/Login ID', 'Enter Your Registered Email ID', and 'Enter Captcha' (with a speaker icon and the text '5jh7sk'). Below these fields is a dark blue 'SUBMIT' button. A dark blue callout bubble with white text points to the first input field, containing the text 'Enter all the required details'.

# e-filing Workflow: Unlock Account

Steps to recover the unlock the account.



The screenshot shows a 'User Login' form with the following fields: 'GSTAT USER ID', 'GSTAT PASSW' (with an eye icon for visibility), and 'Captcha' (with a '98uzuc' image and a refresh icon). Below the fields is a dark blue 'LOGIN' button. At the bottom left is a 'Forgot Password' link, and at the bottom right is an 'Unlock Account' link with a blue arrow icon. A dark blue speech bubble points to the 'Unlock Account' link with the text 'Click on Unlock Account'.



The screenshot shows an 'Unlock Your Account' form with the following fields: 'Enter your Username/login id', 'Enter Your Registered Email-Id', 'Enter Your Registered Mobile Number', and 'Enter Captcha' (with a speaker icon, a '98uzuc' image, and a refresh icon). Below the fields is a light blue 'SUBMIT' button. A dark blue speech bubble points to the top of the form with the text 'Enter all the required details'.

# e-filing Workflow: Login

Enter user login details (user id, password) and captcha. Then press the Login button.

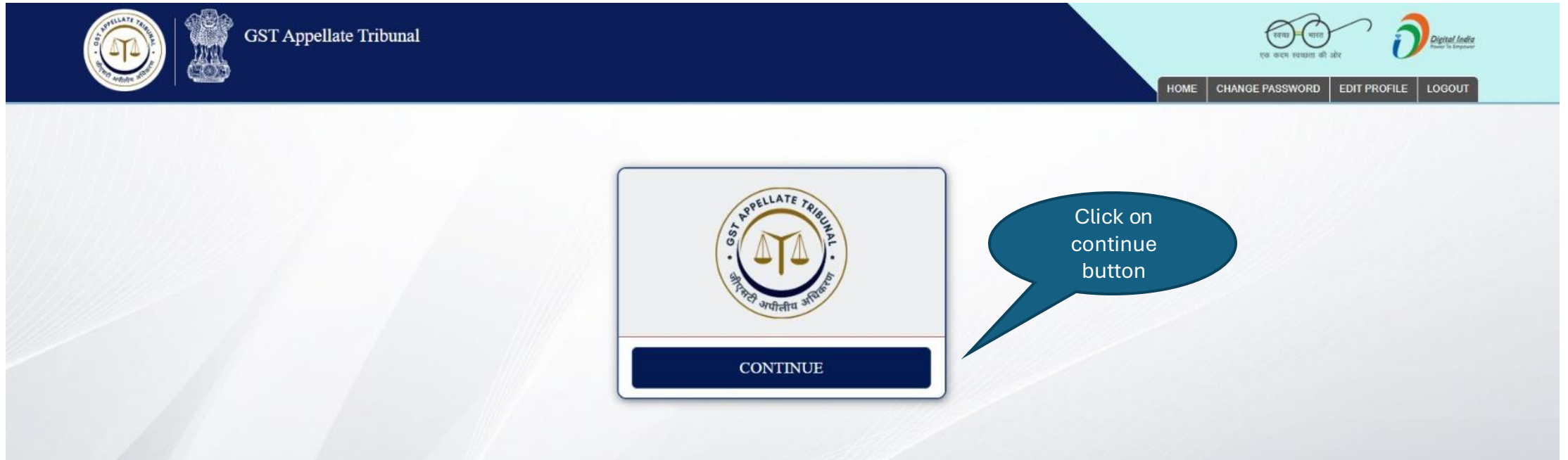
The screenshot shows the GST Appellate Tribunal login interface. At the top, there is a navigation bar with the GST Appellate Tribunal logo and links for Home, About Us, Help Center, Contact Us, Register, and Login. A 'User Login' modal is open, containing the following fields and elements:

- GSTAT USER ID**: Input field for the user's ID.
- GSTAT PASSWORD**: Input field for the user's password, with a visibility toggle.
- Captcha**: Input field for the captcha code, with a speaker icon and a refresh button.
- LOGIN**: A prominent blue button to submit the login details.
- Forgot Password**: A link to recover a forgotten password.
- Unlock Account**: A link to unlock a locked account.

Two callout bubbles provide instructions: one points to the 'Login' button in the header with the text 'Click on login', and another points to the login form with the text 'Enter user id, password and captcha'. The footer contains four icons: Cause List, Case Status, Notice, and Judgement.

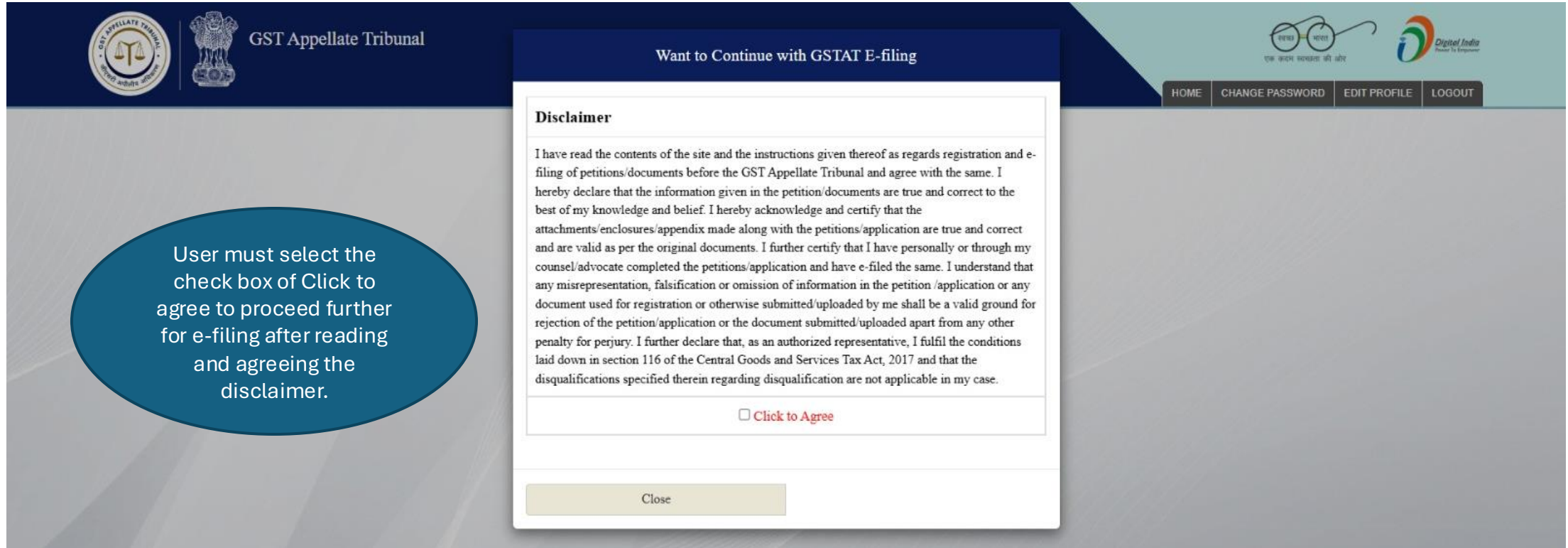
## e-filing Workflow: Login

After successful login, click on Continue button.



## e-filing Workflow: Disclaimer

To proceed further, user must select the “Click to Agree” checkbox after reading & agreeing the Disclaimer.



The screenshot displays the GST Appellate Tribunal e-filing interface. At the top left, the GST Appellate Tribunal logo and name are visible. The main header area contains the text "Want to Continue with GSTAT E-filing". On the right side, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A "Digital India" logo is also present. The central focus is a white modal box titled "Disclaimer" with the following text:

**Disclaimer**

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of petitions/documents before the GST Appellate Tribunal and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge and belief. I hereby acknowledge and certify that the attachments/enclosures/appendix made along with the petitions/application are true and correct and are valid as per the original documents. I further certify that I have personally or through my counsel/advocate completed the petitions/application and have e-filed the same. I understand that any misrepresentation, falsification or omission of information in the petition /application or any document used for registration or otherwise submitted/uploaded by me shall be a valid ground for rejection of the petition/application or the document submitted/uploaded apart from any other penalty for perjury. I further declare that, as an authorized representative, I fulfil the conditions laid down in section 116 of the Central Goods and Services Tax Act, 2017 and that the disqualifications specified therein regarding disqualification are not applicable in my case.

Click to Agree

Close

A blue oval callout on the left side of the modal box contains the text: "User must select the check box of Click to agree to proceed further for e-filing after reading and agreeing the disclaimer."

## e-filing Workflow: Disclaimer

Click on Continue button which will be visible after selecting the checkbox.

The screenshot displays the GST Appellate Tribunal e-filing interface. At the top left, there are logos for the GST Appellate Tribunal and the Government of India. The header text reads "GST Appellate Tribunal". On the right side, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A "Digital India" logo is also present with the tagline "Power To Empower".

The main content area shows a dialog box titled "Want to Continue with GSTAT E-filing". Inside the dialog, there is a section titled "Disclaimer" with the following text:

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of petitions/documents before the GST Appellate Tribunal and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge and belief. I hereby acknowledge and certify that the attachments/enclosures/appendix made along with the petitions/application are true and correct and are valid as per the original documents. I further certify that I have personally or through my counsel/advocate completed the petitions/application and have e-filed the same. I understand that any misrepresentation, falsification or omission of information in the petition /application or any document used for registration or otherwise submitted/uploaded by me shall be a valid ground for rejection of the petition/application or the document submitted/uploaded apart from any other penalty for perjury. I further declare that, as an authorized representative, I fulfil the conditions laid down in section 116 of the Central Goods and Services Tax Act, 2017 and that the disqualifications specified therein regarding disqualification are not applicable in my case.

Below the disclaimer text, there is a checkbox labeled "Click to Agree" which is checked. At the bottom of the dialog, there are two buttons: "Close" and "Continue".

A blue oval callout on the left side of the dialog box contains the text: "After clicking on the 'Click to Agree' checkbox, the 'Continue' button will appear."

# e-filing Workflow: Dashboard

User Dashboard will appear like this.

**Header:** GST Appellate Tribunal logo and text. Navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, LOGOUT.

**User Info:** Welcome: 29 [redacted] 24. Last Login: Mon Jun 02 2025 17:36:11 IST.

Metric	Count
Draft Cases	102
Payment (Online)	
Payment (Offline)	538
E-Filed Cases	543

**Left Sidebar:** Appellant Corner, Respondent Corner, My Account, Download e-Sign (DSC) Tool, Logout.



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal User Manual | Appeal Filing

Guide to Online Filing of Appeals and Applications

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# GSTAT e-Filing Appeal Login Page

Click on the Login button to access user login window.

The screenshot displays the GST Appellate Tribunal website. The header includes the logo, the text "GST Appellate Tribunal", and navigation links: Home, About Us, Help Center, Contact Us, Register, and Login. A "Welcome to GST Appellate Tribunal" banner is visible. A "User Login" modal window is open, containing the following elements:

- Input fields for User ID and Password.
- A Captcha field with the text "i7fb6d" and a refresh button.
- A "LOGIN" button.
- Alternative login options: "LOGIN WITH GST (TP)" and "LOGIN WITH GST (TO)".
- Links for "Forgot Password" and "Unlock Account".

Three callouts provide instructions:

1. Click on Login button
2. Enter User ID, Password and Captcha
3. Click Login to proceed

The footer contains four navigation icons: Cause List, Case Status, Notice, and Judgement.

# e-filing Workflow: Dashboard

Dashboard of GSTAT portal looks like below.

**GST Appellate Tribunal**

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

Welcome: 2! [redacted] TZ4

Last Login: Mon Jun 02 2025 17:36:11 IST

- Draft Cases: 102
- Payment (Online): 538
- Payment (Offline): 538
- E-Filed Cases: 543

Appellant Corner

Respondent Corner

My Account

Download e-Sign (DSC) Tool

Logout

# e-filing Workflow: Appeal Filing Navigation Menu

Sub menu will be shown with both the options – **Appeal Filing & Application Filing**.

The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the GST Appellate Tribunal logo and the text "GST Appellate Tribunal". On the right, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A user welcome message "Welcome: 29LALAB1221ERZ4" is shown. A "Last Login" notification indicates "Tue Jan 14 11:35:47 IST 2025".

The main navigation menu on the left includes:

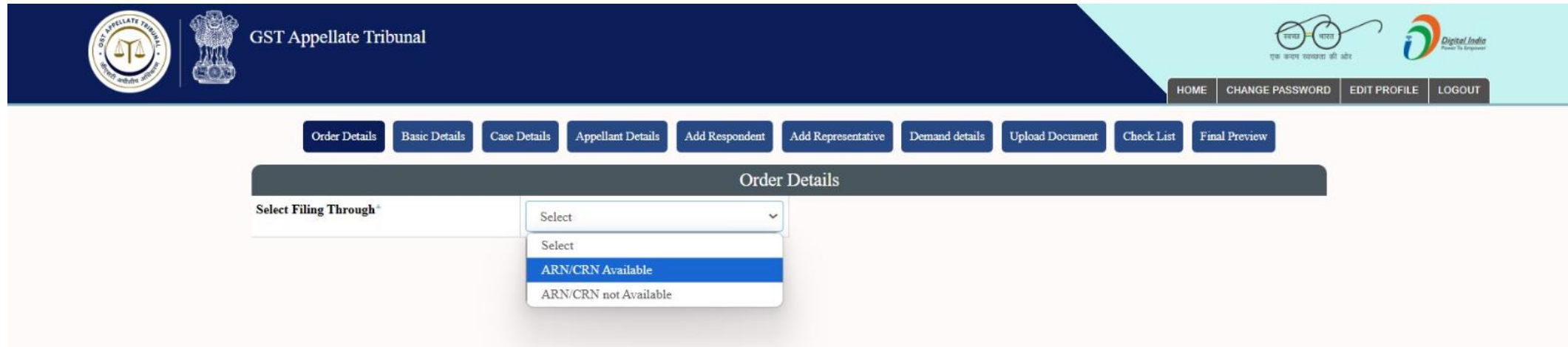
- Appellant Corner
  - Draft Cases >
  - Payment (Online) >
  - 42 Payment (Offline) >
  - 42 E-Filed Cases >
- Filing
  - Appeal Filing
  - Application Filing
- Upload Additional Document
- Re-filing
- Respondent Corner
- My Account
- Download e-Sign (DSC) Tool
- Logout

Click on Appellant Corner

Click on Filing and then click on Appeal Filing

## e-filing Workflow: Appeal Filing : Order Details

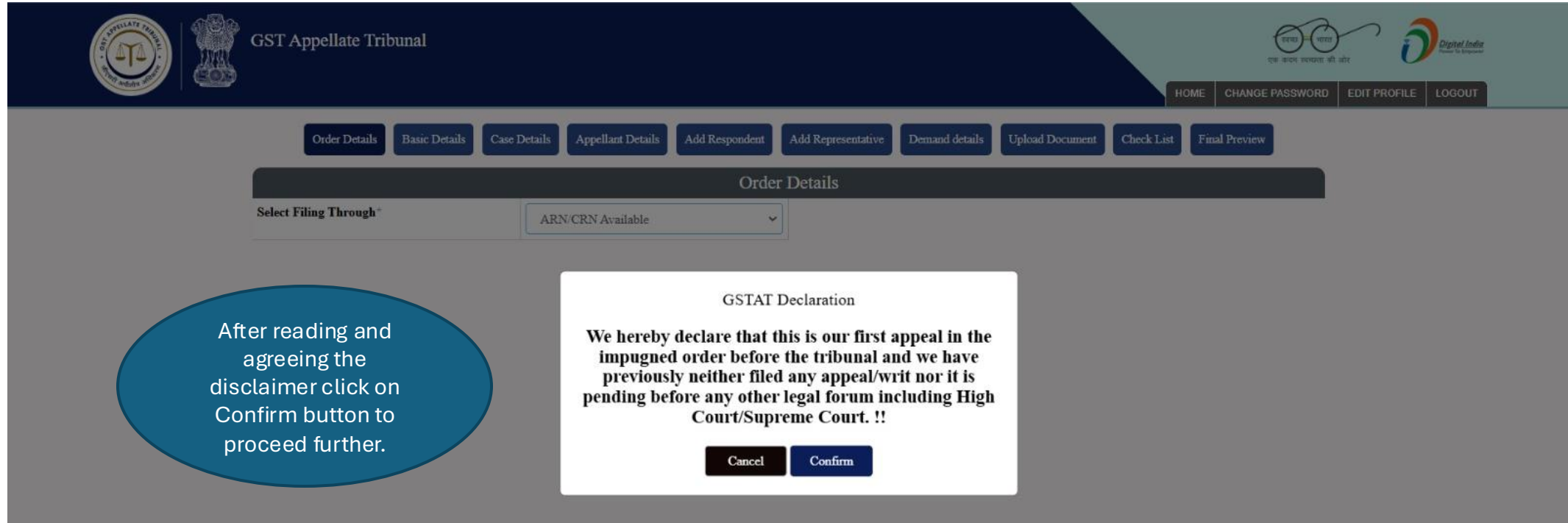
Select appropriate option for each case: **Whether ARN/CRN is available.**



The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the tribunal's logo and name, the Government of India emblem, and the 'Digital India' logo. A navigation bar contains links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below this is a menu of options: Order Details, Basic Details, Case Details, Appellant Details, Add Respondent, Add Representative, Demand details, Upload Document, Check List, and Final Preview. The 'Order Details' section is active, showing a 'Select Filing Through\*' dropdown menu with three options: 'Select', 'ARN/CRN Available', and 'ARN/CRN not Available'. The 'ARN/CRN Available' option is currently selected.

## e-filing Workflow: Appeal Filing : Disclaimer

Applicant must agree with GSTAT declaration before proceeding further.



The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the GST Appellate Tribunal logo and the text "GST Appellate Tribunal". On the right, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the header, a row of buttons includes Order Details, Basic Details, Case Details, Appellant Details, Add Respondent, Add Representative, Demand details, Upload Document, Check List, and Final Preview. The "Order Details" button is selected, and the "Order Details" section is active. A dropdown menu for "Select Filing Through\*" is set to "ARN/CRN Available". A modal dialog titled "GSTAT Declaration" is displayed in the center, containing the following text: "We hereby declare that this is our first appeal in the impugned order before the tribunal and we have previously neither filed any appeal/writ nor it is pending before any other legal forum including High Court/Supreme Court. !!". Below the text are "Cancel" and "Confirm" buttons. A blue oval callout on the left side of the modal contains the text: "After reading and agreeing the disclaimer click on Confirm button to proceed further."

# e-filing Workflow: Appeal Filing : Order Details

After entering ARN/CRN details, user needs to click on Submit button.

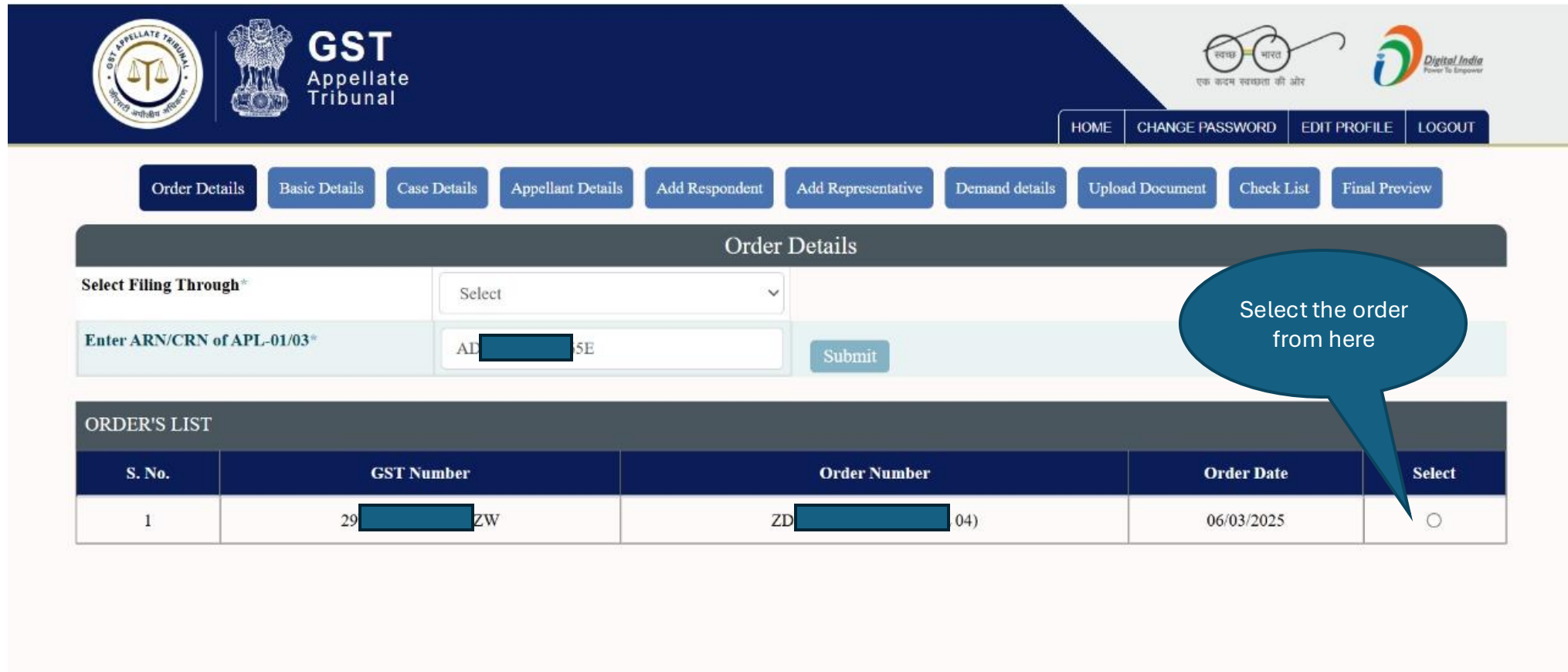
The screenshot displays the GST Appellate Tribunal e-filing portal. At the top, there is a dark blue header with the GST Appellate Tribunal logo and the text "GST Appellate Tribunal". To the right, there are logos for "Digital India" and "एक कदम स्वच्छता की ओर". Below the header, there is a navigation bar with buttons for "HOME", "CHANGE PASSWORD", "EDIT PROFILE", and "LOGOUT". The main content area features a series of tabs: "Order Details", "Basic Details", "Case Details", "Appellant Details", "Add Respondent", "Add Representative", and "Final Preview". The "Order Details" tab is active, showing a form with the following fields:

- Select Filing Through\***: A dropdown menu with "ARN/CRN Available" selected.
- Enter ARN/CRN of APL-01/03\***: A text input field containing "AD" followed by a redacted area.
- Submit**: A blue button to the right of the input field.

Two callout boxes provide instructions: one on the left says "Under order details tab, provide order details." and one on the right says "Enter ARN/CRN details, click on Submit button".

## e-filing Workflow: Appeal Filing : Order Details

On the Order Details tab, user will select the order from the Order List.



The screenshot displays the GST Appellate Tribunal e-filing interface. The header includes the GST Appellate Tribunal logo and the text "GST Appellate Tribunal". On the right, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the header, a series of tabs are visible: Order Details (selected), Basic Details, Case Details, Appellant Details, Add Respondent, Add Representative, Demand details, Upload Document, Check List, and Final Preview.

The "Order Details" section contains a form with the following fields:

- Select Filing Through\***: A dropdown menu with "Select" as the current option.
- Enter ARN/CRN of APL-01/03\***: A text input field containing "AD [REDACTED] SE".
- Submit**: A button to submit the form.

Below the form is the "ORDER'S LIST" section, which contains a table with the following data:

S. No.	GST Number	Order Number	Order Date	Select
1	29 [REDACTED] ZW	ZD [REDACTED] 04)	06/03/2025	<input type="radio"/>

A blue callout bubble points to the "Select" column of the table, containing the text "Select the order from here".

# e-filing Workflow: Appeal Filing : Order Details

After Selecting Order, user needs to confirm all captured details as per order.

Order Details   Basic Details   Case Details   Appellant Details   Add Respondent   Add Representative   Demand details   Upload Document   Check List   Final Preview

**Order Details**

Select Filing Through\*

Enter ARN/CRN of APL-01/03\*

**ORDER'S LIST**

S. No.	GST Number	Order Number	Order Date	Select
1	28 [REDACTED] ZW	ZD [REDACTED] 04)	06/03/2025	<input checked="" type="radio"/>

**Order Details**

Order Appeal Against	<input type="text" value="APL 04"/>	Appellate/Revisional Authority Order Number	<input type="text" value="ZD [REDACTED] SH"/>
APL01 Appellant Name	<input type="text" value="UP [REDACTED] RS"/>	Appellate/Revisional Authority Order Type	<input type="text" value="Enforcement Order"/>
Appellate/Revisional Authority Passed By (Designation)	<input type="text" value="At [REDACTED] (ret)"/>	Appellate/Revisional Authority Date of Order	<input type="text" value="06/03/2025"/>
Appellate/Revisional Authority Order Communication Date	<input type="text" value="06/03/2025"/>	Order Id of original adjudication order	<input type="text" value="ZD [REDACTED] TL"/>
Date of original adjudication order	<input type="text" value="06/03/2025"/>	Period of Dispute From	<input type="text" value="01/04/2018"/>
Period of Dispute To	<input type="text" value="31/03/2019"/>	Market value of seized goods (if any)	<input type="text"/>
View Impugned Order	<input type="button" value="PDF"/>	Is This Original Order under section 129 ?	<input type="text" value="Select"/>

# e-filing Workflow: Appeal Filing : Order Details

Select appropriate option for each case: **Whether ARN/CRN is NOT available.**

The screenshot displays the GST Appellate Tribunal e-filing portal. At the top, there is a dark blue header with the GST Appellate Tribunal logo on the left and the 'Digital India' logo on the right. Below the header is a navigation bar with buttons for 'HOME', 'CHANGE PASSWORD', 'EDIT PROFILE', and 'LOGOUT'. A secondary navigation bar contains buttons for 'Order Details', 'Basic Details', 'Case Details', 'Appellant Details', 'Add Respondent', 'Add Representative', 'Demand details', 'Upload Document', 'Check List', and 'Final Preview'. The main content area is titled 'Order Details' and features a form with a dropdown menu labeled 'Select Filing Through\*'. The dropdown menu is open, showing three options: 'ARN/CRN not Available' (selected), 'Select', and 'ARN/CRN Available'.

## e-filing Workflow: Appeal Filing : Order Details

Applicant must agree with GSTAT declaration before proceeding further.

The screenshot displays the 'Order Details' page of the GST Appellate Tribunal's e-filing system. The page features a dark blue header with the tribunal's logo and name, and a navigation menu with options like 'HOME', 'CHANGE PASSWORD', 'EDIT PROFILE', and 'LOGOUT'. Below the header, a series of buttons allow users to navigate between different sections: 'Order Details', 'Basic Details', 'Case Details', 'Appellant Details', 'Add Respondent', 'Add Representative', 'Demand details', 'Upload Document', 'Check List', and 'Final Preview'. The 'Order Details' section is currently active, showing a 'Select Filing Through' dropdown menu with 'ARN/CRN not Available' selected. A modal dialog box is overlaid on the page, titled 'GSTAT Declaration'. The modal contains the following text: 'We hereby declare that this is our first appeal in the impugned order before the tribunal and we have previously neither filed any appeal/writ nor it is pending before any other legal forum including High Court/Supreme Court. !!'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Confirm'.

# e-filing Workflow: Appeal Filing : Order Details

On the **Order Details** tab, user fills all the details as per manual order.

The screenshot displays the 'Order Details' tab in the GST Appellate Tribunal e-filing system. The header features the GST Appellate Tribunal logo and the 'Digital India' logo. A navigation bar contains links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the navigation bar, a menu of tabs is visible, with 'Order Details' selected. The main form area is titled 'Order Details' and contains the following fields:

Select Filing Through*	ARN/CRN not Available		
Order Appeal Against*	Select Order Appeal Against	Appellate/Revisional Authority Order Number*	
APL01 Appellant Name*		Appellate/Revisional Authority Order Type*	Select Order Type
Authority Type*	Select Authority Type	Appellate/Revisional Authority Passed By*	
Appellate/Revisional Authority Designation*		Appellate/Revisional Authority Date of Order*	
Appellate/Revisional Authority Order Communication Date*		Order Id of original adjudication order*	
Date of original adjudication order*		Period of Dispute From*	
Period of Dispute To*		Market value of seized goods (if any)	
Upload Impugned Order*	Choose File No file chosen		

At the bottom of the form, there is a 'Confirm' button.

# e-filing Workflow: Appeal Filing : Order Details

If **ARN/CRN not available**, user fills the details as per manual order.

The screenshot displays the 'Basic Details' form within the GST Appellate Tribunal e-filing system. The interface includes a top navigation bar with the GST Appellate Tribunal logo and user options like HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the navigation bar is a series of tabs: Order Details, Basic Details, Case Details, Appellant Details, Add Respondent, Add Representative, Demand details, Upload Document, Check List, and Final Preview. The 'Basic Details' form contains the following fields:

Basic Details			
Reference No : -			
Select Act*	CGST & SGST	Section*	Section-112
<a href="#">Add More Act</a>			
Case Type *	Appeal	Whether the case has Place of Supply as one of the disputed questions *	Yes
Jurisdiction of Appellate/Revisional authority*	STATE	State/ Zone of Appellate authority *	Delhi
Has the original order of adjudication been passed by a common adjudicating authority*	No	Appellate/Revisional authority who has passed the impugned order*	Vivek Agarwal GST Appeals in r/o Zone-...

[Save and Next](#)

## e-filing Workflow: Appeal Filing : Order Details

Upon selecting 'Yes' in the dropdown titled 'Whether the case has Place of Supply as on of the disputed questions', a popup message will appear for the information.

The screenshot displays the 'Basic Details' section of the e-filing system. The form includes the following fields:

- Reference No :-
- Select Act\*: CGST & SGST (dropdown)
- Section\*: Section-112 (dropdown)
- Add More Act (button)
- Case Type\*: Appellate (dropdown)
- Jurisdiction of Appellate/Revisional authority\*: State (dropdown)
- Has the original order of adjudication been passed by a common adjudicating authority\*: No (dropdown)
- Place of Supply\*: Yes (dropdown)
- Delhi (dropdown)
- Classified: Vivek Agarwal GST Appeals in r/o Zone... (dropdown)

A warning popup message is displayed over the form, stating: "If any point in the dispute does not involve Place Of Supply and you still select "YES", then your Appeal will be marked defective on scrutiny and may have to be withdrawn." The popup includes an "OK" button.

# e-filing Workflow: Appeal Filing : Case Details

User needs to enter Case Details on relevant tab.

<b>Order Details</b>				<b>Basic Details</b>		<b>Case Details</b>		<b>Appellant Details</b>		<b>Add Respondent</b>		<b>Add Representative</b>		<b>Demand details</b>		<b>Upload Document</b>		<b>Check List</b>		<b>Final Preview</b>	
<a href="#">Back</a>		<b>Case Detail</b>																		<a href="#">Next</a>	
Reference No : - 20 [redacted] 35				Grounds of appeal in brief* ⓘ				Prayer* ⓘ													
				GST return filing				GST filing													
Brief issue of the case under dispute* ⓘ				Testing																	
<b>Category of Case</b>																					
Category of case under dispute*				Wrong applicability of a notification issu																	
Notification No *				65 [redacted] 54				Notification Date *				02/02/2025									
Amount involved( In actuals)				100000																	
<a href="#">Add More Category Of Case</a>																					
<b>Case Summary</b>																					
Issue related To				Short or non-payment of tax																	
As per order of adjudicating authority ⓘ				Testing				As determined by Appellate/Revisional authority ⓘ				Testing									
As per stand of appellant before Tribunal ⓘ				Testing				As declared/ claimed by present Appellant ⓘ				Testing									
<a href="#">Add More Issue</a>																					
<b>About Appellant</b>																					
Constitution/Identification Number				54 [redacted] 46				Constitution of Business				Testing									
Statute under which incorporated				Testing				Date of Commencement of business				05/02/2025									
Address				CG [redacted] lhi				Nature of Business				Testing									
Any other relevant fact				Testing																	
<b>Statement of Fact case history</b>																					
Reference/ acknowledgment no.				54 [redacted] 77				Action By				Original Adjudicating Authority									
Date				06/02/2025				Brief Narration				GST Filing									
<a href="#">Add More</a>																					
<a href="#">Save And Next</a>																					

# e-filing Workflow: Appeal Filing : Appellant Details

Appellant details are auto populated and shown to user.

Order Details Basic Details Case Details **Appellant Details** Add Respondent Add Representative Demand details Upload Document Check List Final Preview

[← Back](#) **Appellant Details** [Next →](#)

Reference No : - 202 [redacted] 35

<b>Name of Appellant</b>	AN [redacted] RA	<b>GSTIN/TemporaryID/UIN</b>	GSTIN/TEMPORARYID/UIN
<b>Pan Number</b>		<b>Official address</b>	252 [redacted] ura Cross Ro
<b>E-mail Id</b>	aa [redacted] ys.com	<b>Mobile Number</b>	*****1111

# e-filing Workflow: Appeal Filing : Adding Respondent

User needs to enter Respondent Details. More than one respondents can be added.

Order Details Basic Details Case Details Appellant Details **Add Respondent** Add Representative Demand details Upload Document Check List Final Preview

[Back](#) **Add Respondent** [Next](#)

Reference No : - 20 [redacted] 35

<b>Respondent Name*</b>	<input type="text" value="Respondent Name"/>	<b>Designation *</b>	<input type="text" value="Designation"/>
<b>Office*</b>	<input type="text" value="Office"/>	<b>Contact Number</b>	<input type="text" value="Contact Number"/>
<b>E-mail Id</b>	<input type="text" value="email"/>		

After filling all the details click on Save button. The respondent's name will start appearing in the list below.

+ RESPONDENT'S LIST

S. No.	Name of Respondent	Designation	Office	Mobile No	E-mail	Action
1	M [redacted] ar	OS	NIC	93xxxxxxxx40	m*****m@supportgov.in	<input type="button" value="Edit"/>
2	Ass [redacted] & J)		Delhi	11xxxxxxxx11	a*****2@nic.in	

# e-filing Workflow: Appeal Filing : Add Representative

User needs to enter Representative Details on relevant tab.

After filling all the details click on Save button. The representative name will start appearing on the list below.

- Order Details
- Basic Details
- Case Details
- Appellant Details
- Add Respondent
- Add Representative
- Demands
- Final Preview

Back Add Representative Next

Reference No : - 202 [redacted] 35 Representative added successfully

Select Appellant \* ANO [redacted] RA

Search Representative\* (Please type atleast three letters)

san

Save

+ ADVOCATE'S LIST

S. No.	Appellant/Respondent Name	Representative Name	Registration/Enrollment No.
1	ANO [redacted] RA	A [redacted]	D-155 [redacted]
2	ANO [redacted] RA	B [redacted]	D/230 [redacted]

- SANDE
- SANDE
- SANJEE
- SANJEE
- SANJAY
- SANYA
- SANJAY
- SANDE
- SANGE
- SANJIV
- SANSK
- SANJAY
- SANJAY AGNIBIR (N/A) 6666
- SANTOSH KUMAR (N/A) 642

# e-filing Workflow: Appeal Filing : Adding Representative

User needs to enter Representative Details on relevant tab and select as IN-Person.

The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the GST Appellate Tribunal logo, the text 'GST Appellate Tribunal', and the 'Digital India' logo with the slogan 'एक कदम स्वच्छता की ओर' (One step towards cleanliness) and 'Power To Empower'. Navigation links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT are present.

The main navigation bar contains the following tabs: Order Details, Basic Details, Case Details, Appellant Details, Add Respondent, Add Representative (selected), Demand details, Upload Document, Check List, and Final Preview.

The 'Add Representative' form includes a 'Back' button, a 'Next' button, and a 'Reference No' field with the value '20[redacted]24'. The 'Select Appellant' dropdown is set to 'AN[redacted]RA'. The 'Search Representative' field contains 'inpe' and a dropdown shows 'IN[redacted]23'. A 'Save' button is located below the search field. A '+ ADVOCATE'S LIST' button is at the bottom of the form.

# e-filing Workflow: Appeal Filing : Demand Details

User needs to enter Demand Details (Demand Confirmed - APL04) on relevant tab.

Order Details
Basic Details
Case Details
Appellant Details
Add Respondent
Add Representative
Demand details
Upload Document
Check List
Final Preview

Reference No : - 20 98

Pre-deposit
Court Fees

Demand Confirmed - APL04
Demand Admitted and Disputed
Payment of Amount Calculated

Particulars	Central Tax			State/UT Tax			Integrated Tax						
	Determined Amount: DRC -07	Disputed Amount: APL -01/03	Determined Amount: APL-04	Determined Amount: DRC -07	Disputed Amount: APL -01/03	Determined Amount: APL -04	Determined Amount: DRC -07	Disputed Amount: APL -01/03	Determined Amount: APL -04	Determined Amount: DRC -07	Disputed Amount: APL -01/03	Determined Amount: APL -04	Determined Amount: DRC -07
	1	2	3	4	5	6	7	8	9	10	11	12	13
a) Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Interest	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Penalty	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d) Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e) Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Confirm Details

In the demand confirmed APL04 form, the disputed amount will be auto-fetched if 'ARN/CRN number available' is selected; otherwise, it must be entered manually.

# e-filing Workflow: Appeal Filing : Demand Details

User needs to enter Demand Details (Demand Admitted & Disposed) on relevant tab, as applicable. Then user clicks on the **Integrated Tax -> Click Here** link to fill the details under **Integrated Tax**.

Order Details
Basic Details
Case Details
Appellant Details
Add Respondent
Add Representative
Demand details
Upload Document
Check List
Final Preview

Reference No : - 2 [REDACTED] \$

Pre-deposit
Court Fees

Demand Confirmed - APLO4
Demand Admitted and Disputed
Payment of Amount Calculated

11/07/2017 - 13/07/2017
Amount Exempted/ Self Calculation Correction
Total

Particulars	Central Tax				State/UT Tax				Integrated Tax <a href="#" style="color: #0056b3;">-&gt;Click Here</a>					Amount demanded if any
	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount Payable	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount Payable	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount Payable		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
a) Tax	<input type="text" value="10000"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	
b) Interest	<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	
c) Penalty	<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	
d) Fees	<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	
e) Others	<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	<input type="text"/>			<input type="text" value="0"/>	

Save and Next

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Ver : 2.6

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# e-filing Workflow: Appeal Filing : Demand Details

On the **Integrated Tax** dialog, user will enter the tax details along with **Place of Supply** and **Amount Type**. User can add multiple tax details by clicking **+ Add More** button.

The screenshot shows the GST Appellate Tribunal e-filing interface. A modal dialog titled "Integrated Tax" is open, allowing the user to input tax details. The dialog contains a table with columns: Place of Supply, Amount Type, Tax, Interest, Penalty, Fees, Others, and Total. Below the table is a "+ Add More" button. The dialog also has "Close" and "Submit" buttons.

The background shows a table with the following structure:

Particulars	Amount demanded/rejected, if any	Admitted	Under Dispute	Payable	Amount demanded/rejected, if any	Admitted	Under Dispute	Payable	Amount demanded/rejected, if any	Admitted	Under Dispute	Payable	Amount demanded/rejected, if any
1	2	3	4	5	6	7	8	9	10	11	12	13	14
a) Tax	10000	0	0	0	0	0	0	0	0	0	0	0	0
b) Interest	0				0				0				0
c) Penalty	0				0				0				0
d) Fees	0				0				0				0
e) Others	0				0				0				0

# e-filing Workflow: Appeal Filing : Demand Details

Option to allow user to claim/fill up amount exempted.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Demand details Upload Document Check List Final Preview

Reference No : - 202 [redacted] 98

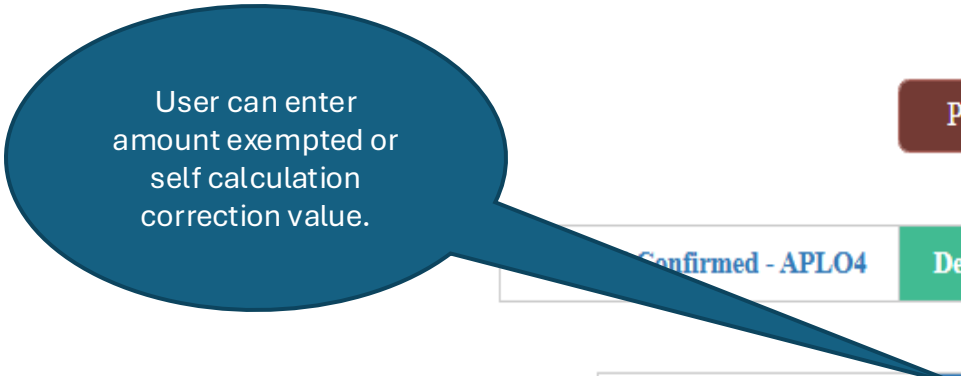
Pre-deposit Court Fees

Confirmed - APLO4 Demand Admitted and Disputed Payment of Amount Calculated

11/07/2017 - 13/07/2017 Amount Exempted/ Self Calculation Correction Total

Yes  No

Save



# e-filing Workflow: Appeal Filing : Demand Details

User entering percentage of exemption of pre-deposit amount.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Demand details Upload Document Check List Final Preview

Reference No : - 20[redacted]98

Pre-deposit	Court Fees	
Demand Confirmed - APLO4	Demand Admitted and Disputed	Payment of Amount Calculated
11/07/2017 - 13/07/2017	Amount Exempted/ Self Calculation Correction	Total

Yes  No

**% of Exemption of pre-deposit amount as determined via higher court or self-calculation correction (Cannot exceed 100%)**

50

Save

Exemption from the pre-deposit amount, to be submitted (upto 100%) before filing an appeal.

# e-filing Workflow: Appeal Filing : Demand Details

## Demand Admitted & Disposed (Continued).

- Order Details
- Basic Details
- Case Details
- Appellant Details
- Add Respondent
- Add Representative
- Demand details
- Upload Document
- Check List
- Final Preview

Reference No : - 20            98

Pre-deposit
Court Fees

Demand Confirmed - APLO4
Demand Admitted and Disposed
Payment of Amount Calculated

11/07/2017 - 13/07/2017
Amount Exempted/ Self Calculation Correction
Total

Particulars	Central Tax			State/UT Tax			Integrated Tax			Cess		
	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute
a) Tax	10000	0	0	0	0	0	0	0	0	0	0	0
b) Interest	0	0	0	0	0	0	0	0	0	0	0	0
c) Penalty	0	0	0	0	0	0	0	0	0	0	0	0
d) Fees	0	0	0	0	0	0	0	0	0	0	0	0
e) Others	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	10000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Refresh
Save and Next

# e-filing Workflow: Appeal Filing : Demand Details

Scenario1: When user has made full payment.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Demand details Upload Document Check List Final Preview

Reference No : - 202 [REDACTED] 98

Pre-deposit Court Fees

Demand Confirmed - APLO4 Demand Admitted and Disputed **Payment of Amount Calculated**

Payment Confirmation from GST portal

Your pre-deposit payment is confirmed.Please proceed for appeal fee payment.

SaveAndNext

## e-filing Workflow: Appeal Filing : Demand Details

Scenario2: When user has made partial payment. Pending payment is shown to the user.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Demand details Upload Document Check List Final Preview

Reference No : - 202 [REDACTED] 53

Pre-deposit Fees Court Fees

Demand Confirmed Demand Admitted and Disputed **Payment of Amount Calculated**

Payment Confirmation from GST portal

Payment required is not completed yet. Amount pending is Rs 110 Do you want to proceed without payment?

Refresh Save And Next

# e-filing Workflow: Appeal Filing : Demand Details: Payment

User filling up all the required details related to Bharatkosh payment.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Document Check List Final Preview

Reference No : - 20 [redacted] 02

Enter Bharatkosh reference no.

For offline mode payment, enter Bharatkosh transaction details

Pre-deposit Court Fees

Amount is : 1000 Rupees Your Remaining Amount to be paid : 1 Rupees

Select payment Mode

Online (Pay Fees through Net Banking/Credit Card/Debit Card)

Bharatkosh Offline [User Guide](#)

Total amount paid on Bharatkosh

Bharatkosh Reference No.*	Bharatkosh Reference No.	Amount Rs.*	Amount Rs.
Payment Date*	dd-mm-yyyy	Bank Name*	Bharatkosh
Branch Name*	Bharatkosh	State*	Select State

[Save & Continue](#)

Click on Save & Continue button to proceed

S. No.	GSTAT Txn Id.	Amount Rs.	Bharatkosh Txn Id	Payment Date	Payment Mode	Txn Status	Action
1	07 [redacted] 25	1	NA		Online	PENDING	
2	07 [redacted] 25	1	NA		Online	PENDING	
3	07 [redacted] 25	1	NA		Online	PENDING	
4	07 [redacted] 25	1	NA		Online	PENDING	

# e-filing Workflow: Appeal Filing : Demand Details: Payment

User will click on the **Proceed To Final Submit** button to proceed.

- Order Details
- Basic Details
- Case Details
- Appellant Details
- Add Respondent
- Add Representative
- Demand details
- Upload Document
- Check List
- Final Preview

Reference No : - 202[REDACTED]24

Pre-deposit

Court Fees

Your Payable Amount is :

1000 Rupees

Your Remaining Amount to be paid :

0 Rupees

Select payment Mode

Online (Pay Fees through Net Banking/Credit Card/Debit Card)

Bharatkosh Offline

User Guide

S. No.	GSTAT Txn Id.	Amount Rs.	Bharatkosh Txn Id	Payment Date	Payment Mode	Txn Status	Action
1	01[REDACTED]	1	12[REDACTED]71	2025-04-02	Offline	SUCCESS	Delete

Proceed To Final Submit

Click on Proceed to final submit button

# e-filing Workflow: Appeal Filing : Demand Details: Payment

Showing successful payment confirmation message to user.

Order Details

Basic Details

Case Details

Appellant Details

Add Respondent

Add Representative

Demand details

Upload Document

Check List

Final Preview

Reference No : - 202 [REDACTED] 98

Pre-deposit

Court Fees

Your Payment is done Successfully !!!!

Next →

# e-filing Workflow: Appeal Filing : Document Upload

Showing various options to upload documents.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative Payment Upload Document Check List Final Preview

Back Add Document Next

User needs to upload the pdf file of the documents like Appeal, Affidavits, Annexure etc.

Document in the sequence in which it appears in the document type dropdown.

Upload the document with proper pdf bookmarking.

In case of any short payment done by user or in case of non-agreement with system calculated payment, user is requested to upload their calculation sheet and supporting documents

Document type: Higher Court Orders/Self calculation sheet and Any Other Document respectively.

Submit with external DSC Utility  Submit with NIC DSC Utility  Submit with Aadhaar Based Utility

Document Filed By\* Document Filed By Document Type\* Document Type

Select file\* Choose File No file chosen Number of pages\* No Of Pages

Submit

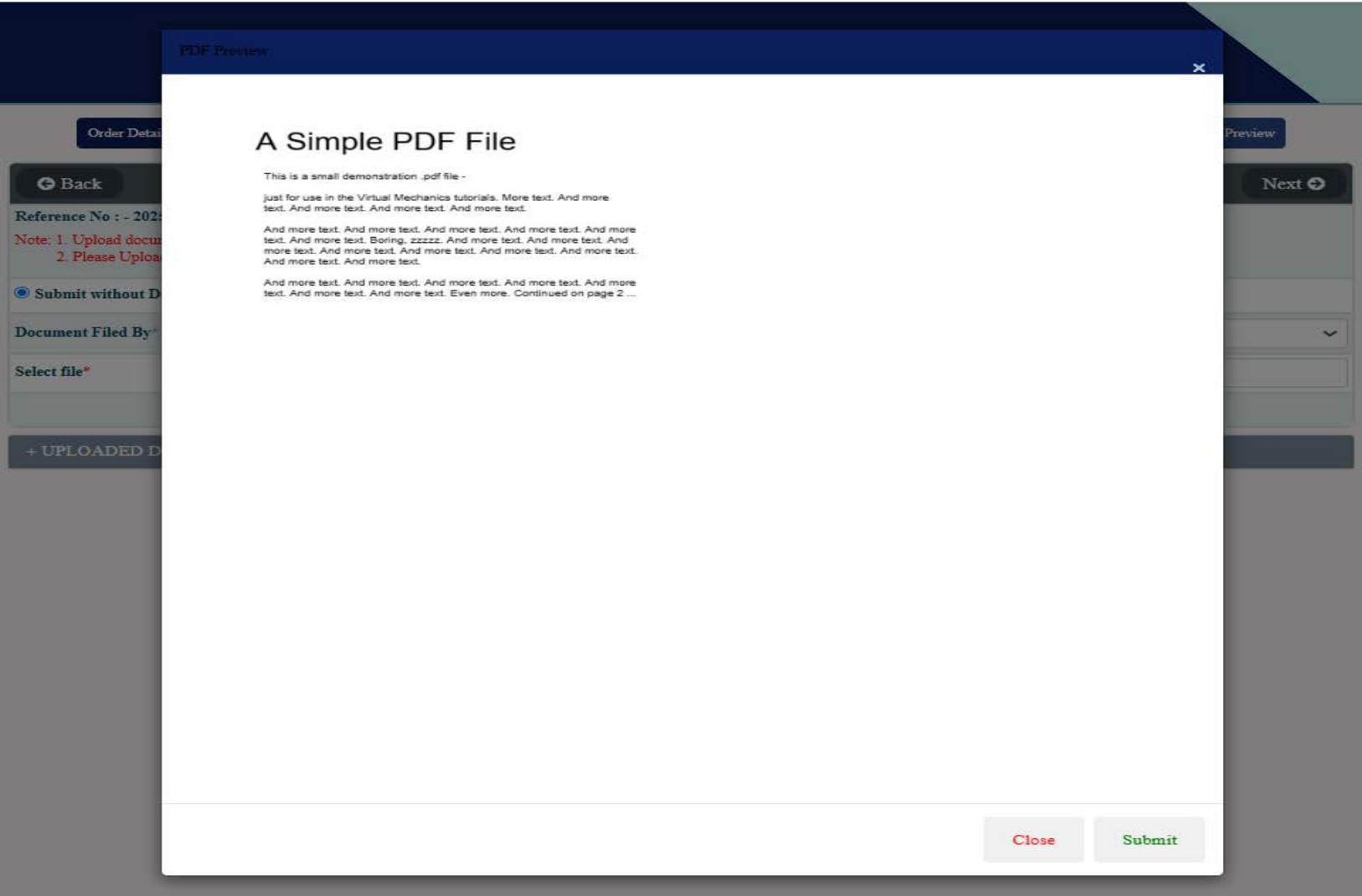
+ UPLOADED DOCUMENT'S LIST

Click Next after adding all documents to proceed to next screen

Select the documents Type.

# e-filing Workflow: Appeal Filing : Document Upload

Showing pdf content to user before uploading to ensure accuracy.



# e-filing Workflow: Appeal Filing : Document Upload: List of Uploaded Documents

[Order Details](#)[Basic Details](#)[Case Details](#)[Appellant Details](#)[Add Respondent](#)[Add Representative](#)[Payment](#)[Upload Document](#)[Check List](#)[Final Preview](#)[← Back](#)

## Add Document

[Next →](#)

Reference No : - 202[REDACTED]85

Note: 1. Upload document in the sequence in which it appears in the document type dropdown.

2. Please Upload the document with proper pdf bookmarking.

3. In case of any short payment done by user or in case of non-agreement with system calculated payment, user is requested to upload their calculation sheet and supporting documents under the document type: Higher Court Orders/Self calculation sheet and Any Other Document respectively.

Submit with external DSC Utility     Submit with NIC DSC Utility

Document Filed By\*

Document Filed By



Document Type\*

Document Type



Select file\*

Choose File

No file chosen

Number of pages\*

No Of Pages

[Submit](#)[+ UPLOADED DOCUMENT'S LIST](#)

Click to view list  
of documents  
uploaded

S.No.	Document Filed By.	No. of Pages.	Document Type	Document Name	Action
1	Appellant	2	Case Management Appeal - PDF Upload	GST APL-04.pdf	<a href="#">View</a>
2	Appellant	1	Case Management Appeal Order	IETCS_ORDRS_MOV06_ZD290125001774J.pdf	<a href="#">View</a>

# e-filing Workflow: Appeal Filing : Check List

Checklist options to minimize mistakes during appeal filing.

Order Details Basic Details Case Details Appellant Details Add Respondent Add Representative De **Check List** Final Preview

Reference No : - 202 [redacted] 49

Feb 07 20:12:44 IST 2025

The user needs to ensure that all the points mentioned in the checklist have been taken care of while uploading documents

S.NO.	CheckList	Action	Remarks ⓘ
1	Has the order appealed against (i.e., the order of the Appellate/Revisional authority) been uploaded with a self-certified copy?	Yes ▾	
2	Has the order passed by the proper officer (i.e., the order against which the appeal before the appellate authority was preferred under section 107/the order that has been revised under section 108) been uploaded with a self-certified copy?	Yes ▾	
3	Have the issues under dispute before the Tribunal been clearly stated in the present appeal?	Yes ▾	
4	Has a case summary of the dispute before the Tribunal been provided in the present appeal?	Yes ▾	
5	Has a statement of facts regarding the dispute before the Tribunal been included in the present appeal?	Yes ▾	
6	Have all uploaded documents been digitally signed by the person uploading them?	Yes ▾	
7	Have the fees as specified in rule 110(5) of the CGST Rules, 2017, been paid?	Yes ▾	

User can select Yes, No and N/A against the checklist statement and provide their remarks for the same

## e-filing Workflow: Appeal Filing : Check List

Allowing user to save all the information and move to next screen.

27	Whether the amount of demand as per the present appeal is in accordance with the order passed by the appellate authority under section 107	Yes <input type="checkbox"/>	<input type="text"/>
28	Whether the amount admitted before the appellate authority under section 107 as declared in the present appeal is in accordance with the appeal filed before the said authority	Yes <input type="checkbox"/>	<input type="text"/>
29	Any other	Yes <input type="checkbox"/>	<input type="text"/>

Save And Next

Click Save And Next after providing details to proceed to next screen

# e-filing Workflow: Appeal Filing : Preview

Before final submission, preview of all the entered details is shown to user for confirmation.

Complete APL-05 form is shown to user for confirmation.

- Order Details
- Basic Details
- Case Details
- Appellant Details
- Add Respondent
- Add Representative
- Demand details
- Upload Document
- Check List
- Final Preview

Reference No : - 20 [redacted] 24

Date & Time : - Wed Apr 02 17:08:53 IST 2025

(FORM GST APL-05)

See rule 110(1)

## Appeal to the Appellate Tribunal

- GSTIN/Temporary ID/UIN: 29 [redacted] Z4
- Name of the appellant: ANG [redacted] RA
- Address of the appellant: 252 [redacted] 23
- Respondent(s):
 

Name of Respondent	Address of Respondent
Manojd	NIC
Assistant Commissioner (L & J)	Delhi
- Order appealed against: **Demand Order** Number: Z [redacted] 2S Date: 25/10/2024
- Designation and Office of the Appellate Authority passing the order appealed against: **Assistant Director**
- Date of communication of the order appealed against: 25/10/2024
- Details of order challenged before Appellate/Revisional authority Number: Z [redacted] 9G Date: 25/10/2024  
(Specify the original order number and date passed by the proper officer which was challenged before the appellate authority e.g DRC/ REG/ INS/MOV/RFD etc)
  - Order type: **Demand Order**
  - Period of dispute From: 01/04/2021 To: 31/03/2022
- Details of the authority passing the order specified : (Specify designation and Office of the said authority)  
Designation: **Assistant Director** Office:
- Act (CGST/ SGST/ IGST/ Cess) (\*)  
1) CGST & SGST
- Details of Authorized Representative

Name of the authorized representative	Mobile number of AR	E-mail address of AR
INPERSON	[redacted]	[redacted]
INPERSON	[redacted]	[redacted]
testk\$7	[redacted]	[redacted]
Rajesh	[redacted]	[redacted].com

### 12. About Appellant

Constitution/Identification No	Constitution of Business	Statute under which incorporated	Date of Constitution	Address	Nature of Business	Any other relevant fact
Test	test	test	20/03/2025	test	test	

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- Details of the case under dispute
  - Brief issue of the case under dispute: test
  - Category of case under dispute:

Category of case under dispute	HSN List	Notification No	Notification Date	Section	Rule	Amount
Suspension of registration				CGST Section 13. Time of Supply of Services.	CGST Rule 11. Separate registration for multiple places of business within a State or a Union territory.	10000

c) Market value of goods, where goods have been seized: 0

### 14. Case Summary:

Issue related To	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per stand of appellant before Tribunal	As declared/ claimed by present Appellant
	test	test	test	test

### 15. Statement of facts :

Reference/acknowledgment No	Action By	Date	Brief Narration
test	Appellate Authority	20/03/2025	test

### 16. Grounds of appeal : test

### 17. Prayer : test

### 18. Details of demand created, disputed and admitted:

Particulars	Central Tax			State/UT Tax			Integrated Tax			Cess	
	Amount determined by Appellate/Revisional authority, if any	Amount Admitted	Amount Under Dispute	Amount determined by Appellate/Revisional authority, if any	Amount Admitted	Amount Under Dispute	Amount determined by Appellate/Revisional authority, if any	Amount Admitted	Amount Under Dispute	Amount determined by Appellate/Revisional authority, if any	Amount Admitted
a) Tax	70.0	0.0	70.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
b) Interest	70.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e) Other Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

### 19. Details of payment of admitted amount and pre-deposit:

#### a) Details of amount payable

Particulars	Central Tax		State/UT Tax		Integrated Tax		Cess		Total amount	
	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)
a) Tax	0.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.0
b) Interest	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--
e) Other Charges	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--

#### b) Details of payment of admitted amount and pre-deposit (pre-deposit 10% of the disputed admitted tax and cess):

# e-filing Workflow: Appeal Filing : Preview

Select document and then click on final submit.



a) Tax	0.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.0
b) Interest	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--
e) Other Charges	0.0	--	0.0	--	0.0	--	0.0	--	0.0	--

b) Details of payment of admitted amount and pre-deposit (pre-deposit 10% of the disputed admitted tax and cess):

Sr. No.	Description	Tax Payable	Paid through Cash/Credit Ledger	Debit Entry No.	Amount of Tax Paid			
					Integrated Tax	Central Tax	State/UT Tax	Cess
1.	Integrated Tax	0.0	Others	ZL [REDACTED] HG	0.0	6.0	0.0	0.0
2.	Central Tax	7.0						
3.	State/UT Tax	0.0						
4.	CESSTax	0.0						

c) Interest, penalty, late fee and any other amount payable and paid:

Description	Amount Payable			
	Integrated Tax	Central Tax	State/UT Tax	Cess
Interest	0.0	0.0	0.0	0.0
Penalty	0.0	0.0	0.0	0.0
Late Fee	0.0	0.0	0.0	0.0
Others (Specify)	0.0	0.0	0.0	0.0

Description	Debit Entry No.	Amount Paid			
		Integrated Tax	Central Tax	State/UT Tax	Cess
Interest	ZL [REDACTED] HG	0.0	0.0	0.0	0.0
Penalty	ZL [REDACTED] HG	0.0	0.0	0.0	0.0
Late Fee	ZL [REDACTED] HG	0.0	0.0	0.0	0.0
Others (Specify)	ZL [REDACTED] HG	0.0	0.0	0.0	0.0

Verification

I, ANGE [REDACTED] KORA, hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief and the same is derived from information, documents and records in my possession and further that nothing has been concealed therefrom. I further declare that no appeal against the impugned order has been preferred by me or my behalf before any Court or Authority or is pending before any Court or Authority. Verified today, the 2 day of April 2025

Place: Delhi  
 Name of the Applicant: AN [REDACTED] RA  
 Date: 02-04-2025  
 Designation: CA

~Signature~

Submit with external DSC Utility  Submit with NIC DSC Utility

Choose File | No file chosen

# e-filing Workflow: Appeal Filing : Submission : APL-02A Form

This is the Verification Page which will appear after Final submission.

Verification

I, AN [REDACTED] RA, hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief and the same is derived from information, documents and records in my possession and further that nothing has been concealed therefrom. I further declare that no appeal against the impugned order has been preferred by me or my behalf before any Court or Authority or is pending before any Court or Authority. Verified today, the 2 day of April 2025

~Signature~

Place: Delhi  
Name of the Applicant: AN [REDACTED] RA  
Date: 02-04-2025  
Designation: CA

+ DSC-SIGNED APL-05

S.No.	Document Filed By.	No. of Pages	Document Type	Document Name	Action
1	Appellant	4	DSC-Signed-APL05	APL05 (2).pdf	<a href="#">View</a>

[Print](#) [Click to Signed APL-05](#)  
[Final Submit](#)

# e-filing Workflow: Appeal Filing : Submission : APL-02A Form

After submission, displaying Provisional Acknowledgement form with print & download options.

**Form GST APL-02 Part A**  
Acknowledgment for submission of Appeal  
**Part A- Provisional Acknowledgement**

**Name of applicant:** (ANGAD JASBIRSINGH ARORA) -- **GSTIN/Temp ID/UIN/Reference Number:** (29LALAB1221ERZ4) -- **Date:** (26-03-2025)

Your appeal has been successfully filed against (AD291124000131W).

An Appeal/Application has been submitted on the GST Appellate Tribunal portal is provisionally acknowledged and its acceptance/admission is subject to scrutiny by the Registry/Bench. The Provisional Acknowledgement number is (2025251201000001)

GSTIN/Temporary ID/UIN/ENR	:	29 [REDACTED] Z4
Date of filing	:	26-03-2025
Time of filing	:	03:58:29 PM
Filing/Provisional Acknowledgment Number	:	20 [REDACTED] 01
Name of the person filing the appeal	:	AN [REDACTED] RA
Appeal Fees	:	1000
Transaction ID	:	01 [REDACTED] 25
Place	:	Delhi
Date	:	26-03-2025

Receipt is generated with 16-digit filing number, and this completes submission of Appeal i.e. e-filing.

Print & download options

ON Behalf of GST Appellate Tribunal

Note: E-filing will be complete only after successful payment and verification of payment by GSTAT





## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Application Filing

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# e-filing Workflow: Application Filling

When user logs in, Application Filling option is available in the sidebar menu as shown below.

The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the GST Appellate Tribunal logo and the text 'GST Appellate Tribunal'. On the right, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A 'Last Login' notification shows 'Thu Mar 06 2025 14:19:23 IST'. The main dashboard area shows four case status boxes: Draft Cases (38), Payment (Online) (56), Payment (Offline) (56), and E-Filed Cases (56). The left sidebar menu is expanded to show the 'Filing' section, with 'Application Filing' highlighted in blue. A callout bubble points to this option with the text 'Click on Application Filling option'.

# e-filing Workflow: Appeal List

After clicking on Application Filling the list of appeal filling window will appear.

Appeal List								
S. No.	Filing Number	Case No	GSTIN	Order Number	Case Type	Order Type	Case Status	Action
1	202		29I	ZD2	Appeal	Demand Order	Pending	<a href="#">Click</a>
2	202		29I	ZD2	Appeal	Demand Order	Pending	<a href="#">Click</a>
3	202	AP	29I	ZD2	Appeal	Enforcement Order	Pending	<a href="#">Click</a>
4	202	A	29I	ZD2	Appeal	Demand Order	Pending	<a href="#">Click</a>
5	202		29I	ZD2	Appeal	Demand Order	Disposed	<a href="#">Click</a>
6	202		29I	ZD2	Appeal	Demand Order	Disposed	<a href="#">Click</a>
7	202	A	29I	ZD2	Appeal	Enforcement Order	Disposed	<a href="#">Click</a>
8	202		29I	ZD2	Appeal	Other order	Pending	<a href="#">Click</a>
9	202		29I	ZD2	Appeal	Other order	Pending	<a href="#">Click</a>
10	202	AP	29I	ZD2	Appeal	Demand Order	Pending	<a href="#">Click</a>
11	202	AP	29I	098	Appeal	Demand Order	Pending	<a href="#">Click</a>
12	202	AP	29I	ZD2	Appeal	Enforcement Order	Pending	<a href="#">Click</a>
13	202	AP	29I	768	Appeal	Refund Order	Pending	<a href="#">Click</a>



Go to the click option

# e-filing Workflow: Application Filling :Basic Details

When a user selects any appeal under which user wants to fill application below page will appear for user to provide details.




The screenshot displays the 'BASIC DETAILS' form for filing an application. The form includes the following fields and options:

- Reference No :** -
- Application Type\***: A dropdown menu with the following options:
  - Select Application Type --
  - Rectification of Mistake
  - Condonation of Delay
  - Clarification Application
  - Interlocutory Application
  - Review Application
  - Mention/Urgent
  - Miscellaneous Application
  - Withdrawal Application
- Grounds of application\***: -
- Reference/ acknowledgment no.**: -
- Brief issue of the case under dispute\***: -
- Prayer\***: -
- Statement of fact**: -
- Brief Narration**: -
- Select Action By--**: -

Navigation buttons at the top include: HOME, CHANGE PASSWORD, EDIT PROFILE, LOGOUT, Basic Details, Add Appellant, Add Respondent, Add Representative, Payment, Upload Document, Check List, and Final Preview.

# e-filing Workflow: Add Appellant

On Add Appellant tab appellant details will appear.

**GST Appellate Tribunal**

एक कदम स्वच्छता की ओर

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

Basic Details **Add Appellant** Add Respondent Add Representative Upload Document Check List Final Preview



**← Back** **Add Appellant** **Next →**

Reference No : - 202 [REDACTED] 76			
Name of Appellant	AN [REDACTED] RA	GSTIN/TemporaryID/UIN	GSTIN/TEMPORARYID/UIN
Pan Number		Official address	25 [REDACTED] Ro
E-mail Id	aa [REDACTED] om	Mobile Number	99 [REDACTED] 99
<b>Reset</b>		<b>Submit</b>	


+ APPELLANT'S LIST

# e-filing Workflow: Add Appellant

After adding details of appellant user can view the required details.



**GST Appellate Tribunal**



एक कदम स्वच्छता की ओर

[HOME](#) [CHANGE PASSWORD](#) [EDIT PROFILE](#) [LOGOUT](#)

[Basic Details](#) [Add Appellant](#) [Add Respondent](#) [Add Representative](#) [Payment](#) [Upload Document](#) [Check List](#) [Final Preview](#)

[Back](#) **Add Appellant** [Next](#)

Reference No : - 20 [redacted] 76 **Appellant added successfully**

<b>Name of Appellant</b>	AN [redacted] RA	<b>GSTIN/TemporaryID/UIN</b>	GSTIN/TEMPORARYID/UIN
<b>Pan Number</b>		<b>Official address</b>	25 [redacted] Cross Ro
<b>E-mail Id</b>	aaa@infosys.com	<b>Mobile Number</b>	99 [redacted] 99

[Reset](#) [Submit](#)

**+ APPELLANT'S LIST**

S. No.	Name	Address	Mobile No	E-mail	PAN No	Action
1	AN [redacted] RA	252 [redacted] Pha	99 [redacted]	aaa [redacted] om		<a href="#">Delete</a> <a href="#">Edit</a>

## e-filing Workflow: Add Respondent

On Add Respondent tab, this window will appear.

The screenshot displays the 'Add Respondent' form within the GST Appellate Tribunal interface. A modal dialog box titled 'Attention' is overlaid on the form, asking 'Do you want to add Respondent to the application?' with 'Yes' and 'No' buttons. The background form includes a 'Reference No' field with the value '20[redacted]76', a 'Select Role in Main Case\*' dropdown, a 'Select Party Name' dropdown, and input fields for 'Respondent Name\*', 'GSTIN/Temporary ID/UIN/ENR \*', 'Pan Number', 'Mobile Number', and 'E-mail Id\*'. A 'Reset' button is located at the bottom left of the form, and a 'Submit' button is at the bottom right. The interface also features a 'Back' button, a 'Next' button, and a '+ RESPONDENT'S LIST' section at the bottom.





Reference No : - 20	[redacted]	76	
Select Role in Main Case*	Select Role	Select Party Name	Select Party Name
Respondent Name*	Respondent Name	GSTIN/Temporary ID/UIN/ENR *	GSTIN/Temporary ID/UIN/ENR
Pan Number	Pan Number	Mobile Number	Mobile Number
E-mail Id*	email		

Buttons: Back, Next, Reset, Submit

+ RESPONDENT'S LIST

# e-filing Workflow: Add Respondent

The details of respondent will appear on this window.

GST Appellate Tribunalएक कदम स्वच्छता की ओरPower To EmpowerHOMECHANGE PASSWORDEDIT PROFILELOGOUT

Basic DetailsAdd AppellantAdd RespondentAdd RepresentativePaymentUpload DocumentCheck ListFinal Preview

BackAdd RespondentNext

Reference No : - 20[REDACTED]076

Select Role in Main Case*	Select Role	Select Party Name	Select Party Name
Respondent Name*	Respondent Name	GSTIN/Temporary ID/UIN/ENR *	GSTIN/Temporary ID/UIN/ENR
Pan Number	Pan Number	Mobile Number	Mobile Number
E-mail Id*	email		

ResetSubmit

+ RESPONDENT'S LIST

S. No.	Name	Mobile No	E-mail	PAN No	Action
1	ANG [REDACTED]	99 [REDACTED]	aaa@[REDACTED].in	AI [REDACTED]	<span data-bbox="1745 1192 1821 1235">Delete</span> <span data-bbox="1911 1192 1974 1235">Edit</span>




# e-filing Workflow: Add Representative

On the Add Representative tab, below form will appear.

The screenshot displays the GST Appellate Tribunal e-filing interface. At the top left, there are logos for the GST Appellate Tribunal and the Government of India. The text 'GST Appellate Tribunal' is prominently displayed. On the right side of the header, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the header, a series of buttons represent the workflow steps: Basic Details, Add Appellant, Add Respondent, Add Representative (which is highlighted), Payment, Upload Document, Check List, and Final Preview. The main form area is titled 'Add Representative' and includes a 'Back' button on the left and a 'Next' button on the right. The form contains a 'Reference No' field with the value '- 20 [redacted] 76'. Below this, there are two input fields: 'Select Appellant \*' with a dropdown menu showing 'Select Appellant', and 'Search Representative\*' with a text input field containing 'Representative'. A 'Submit' button is located below these fields. At the bottom of the form, there is a link '+ ADVOCATE'S LIST'.

# e-filing Workflow: Add Representative

The details of added representative will appear on this window.

**GST Appellate Tribunal**

एक कदम स्वच्छता की ओर

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

Basic Details Add Appellant Add Respondent **Add Representative** Payment Upload Document Check List Final Preview

[← Back](#) **Add Representative** [Next →](#)

Reference No : - 20 [REDACTED] 76 **Representative added successfully**

Select Appellant\*  Search Representative\*

+ ADVOCATE'S LIST

S. No.	Appellant/Respondent Name	Advocate Name	Bar Council No	Action
1	ANG [REDACTED] RA	AN [REDACTED] PTA	NA	Delete

# e-filing Workflow: Payment

After clicking on Payment, the details will appear on this window.

Basic Details Add Appellant Add Respondent Add Representative **Payment** Upload Document Check List Final Preview

Reference No : - 20 [redacted] 41

**Court Fees**

Your Payable Amount is :	5000 Rupees	Your Remaining Amount to be paid :	5000 Rupees
Select payment Mode	<input type="radio"/> Online (Pay Fees through Net Banking/Credit Card/Debit Card) <input type="radio"/> Bharatkosh Offline		
<b>Continue</b>			

S. No.	GSTAT Txn Id.	Amount Rs.	Bharatkosh Txn Id	Payment Date	Payment Mode	Txn Status	Action
--------	---------------	------------	-------------------	--------------	--------------	------------	--------

# e-filing Workflow: Payment

By completing all payment details user clicks on **Proceed To Final Submit** button.

Basic Details Add Appellant Add Respondent Add Representative Payment Upload Document Check List Final Preview

Reference No : - 20 [redacted] 41

Court Fees

Your Payable Amount is :	5000 Rupees	Your Remaining Amount to be paid :	0 Rupees
--------------------------	-------------	------------------------------------	----------

Select payment Mode

Online (Pay Fees through Net Banking/Credit Card/Debit Card)

Bharatkosh Offline

S. No.	GSTAT Txn Id.	Amount Rs.	Bharatkosh Txn Id	Payment Date	Payment Mode	Txn Status	Action
1	07 [redacted]	2000	15224353	2025-04-01	Offline	SUCCESS	Delete
2	07 [redacted]	1000	4567789	2025-04-01	Offline	SUCCESS	Delete
3	07 [redacted]	1000	1234	2025-04-01	Offline	SUCCESS	Delete
4	07 [redacted]	1000	123456789	2025-04-01	Offline	SUCCESS	Delete

Proceed To Final Submit

## e-filing Workflow: Payment

When payment is successful, a confirmation message will appear.

The screenshot displays the GST Appellate Tribunal e-filing interface. At the top left, there are logos for the GST Appellate Tribunal and the Government of India. The text "GST Appellate Tribunal" is prominently displayed. On the right side of the header, there are navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. Below the header, a series of navigation buttons are visible: Basic Details, Add Appellant, Add Respondent, Add Representative, Payment, Upload Document, Check List, and Final Preview. The "Payment" button is highlighted in a darker blue. Below these buttons, the reference number "Reference No : - 20 [redacted] 76" is shown. The main content area features a large white box with a brown "Court Fees" button at the top center. Below this button, a confirmation message reads "Your Payment is done Successfully !!!!". In the bottom right corner of this box, there is a "Next" button with a right-pointing arrow.

# e-filing Workflow: Upload Document

On the Upload Document tab, Add Document window will open where the user can add documents and submit.

Basic Details Add Appellant Add Respondent Add Representative Payment Upload Document Check List Final Preview

Back Add Document Next

Reference No : - 20 [redacted] 61 **Document Uploaded successfully**

Note: 1. Upload document in the sequence in which it appears in the document type dropdown.  
2. Please Upload the document with proper pdf bookmarking.

Submit without DSC  Submit with DSC

Document Filed By\* Document Filed By Document Type\* -- Document Type --

Select file\* Choose File No file chosen Number of pages\* No Of Pages

Submit Without DSC

+ UPLOADED DOCUMENT'S LIST

S.No.	Document Filed By.	No. of Pages.	Document Type	Document Name	Action
1	Appellant	1	Application	C11.pdf	View Delete

# e-filing Workflow: Check List

On the **Check List** tab, user selects “Yes” and enter “Y” in the Remarks field.

Reference No :- 20 [redacted] 076

Date & Time :- Thu Mar 06 14:38:23 IST 2025

S.NO.	CheckList	Action	Remarks
1	Has the Application been prepared in English?	--Select	
2	Where any orders/notices/statements being uploaded with the Application were passed in a language other than English, has an English translation been uploaded?	--Select	
3	If an English translation has been uploaded, has an affidavit confirming the accuracy of the translation been uploaded by the person filing the Application?	--Select	
4	Have the details of the appellate/revisional authority (designation and office) been correctly and fully filled in the present application?	--Select	
5	Have the issues under dispute before the Tribunal been clearly stated in the present application?	--Select	
6	Have all documents uploaded with the present Application been digitally signed by the person uploading them?	--Select	
7	Have the fees as specified in rule 110(5) of the CGST Rules, 2017, been paid?	--Select	
8	Have all documents referred to in the application as being annexed with been uploaded with correct indexing in a single PDF?	--Select	

# e-filing Workflow: Check List

After filling out the checklist, user can submit the details.

GST Appellate Tribunal		HOME CHANGE PASSWORD EDIT PROFILE LOGOUT	
8	Have all documents referred to in the application as being annexed with been uploaded with correct indexing in a single PDF?	--Select	<input type="text"/>
9	Has bookmarking/pagination been done according to the index?	--Select	<input type="text"/>
10	Have all documents uploaded been color scanned from the respective originals?	--Select	<input type="text"/>
11	Are all type-written documents required to be uploaded, typewritten on one side of A4 size paper with double spacing, justified horizontal alignment in the specified font and font size?	--Select	<input type="text"/>
12	Are all documents/enclosures fully and properly scanned in A4 size Black & White at the specified DPI resolution, with no pages missing?	--Select	<input type="text"/>
13	If Paper Books are included, are they properly paginated and indexed?	--Select	<input type="text"/>
14	Are all affidavits properly attested and identified?	--Select	<input type="text"/>
15	Have the details of the case in connection with/ in relation to which the present Application is being filed (including the case number) been correctly filled in the present application?	--Select	<input type="text"/>
16	Any other	--Select	<input type="text"/>

[Submit](#)

# e-filing Workflow: Final Preview

A final preview window will appear including all details specified before till now and by clicking on print user can save the details and by clicking on Final Submit button user can submit the form.

Basic Details Add Appellant Add Respondent Add Representative Payment Upload Document Check List Final Preview

Reference No : - 20 [REDACTED] 61 Date & Time : - Tue Apr 15 16:42:44 IST 2025

**PREVIEW AND CONFIRM FOR FINAL SUBMISSION**

1. GSTIN/Temporary ID/UIN: 29 [REDACTED] Z4
2. Name of the appellant: AN [REDACTED] RA
3. Address of the appellant: 252 [REDACTED] 23
4. Respondent(s):
  - 1) Assistant Commissioner &#40; L & J&#41;
5. Order appealed against: **Demand Order** Number: Z [REDACTED] 574P Date: 26/07/2017
6. Designation and Office of the Appellate Authority passing the order appealed against:
7. Date of communication of the order appealed against: 26/07/2017
8.
  - a) Details of order challenged before Appellate authority:  
Number: Date:  
*(Specify the original order number and date passed by the proper officer which was challenged before the appellate authority e.g DRC/ REG/ INS/MOV/RFD etc)*
  - b) Order type: **Demand Order**
  - c) Period of dispute From: 17/07/2017 To: 15/04/2025
9. Details of the authority passing the order specified : (Specify designation and Office of the said authority)  
Designation: Office:
10. Act (CGST/ SGST/ IGST/ Cess) (\*)
11. Details of Authorized Representative

Name of the authorized representative	Mobile number of AR	E-mail address of AR
Rajendra Prasad Gangula	98 [REDACTED] 87	rajendrprasad.gangula@gmail.com

Verification

I, **ANGAD JASBIRSINGH ARORA**, hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

~Signature~

Place: **Delhi**  
Name of the Applicant: **ANGAD JASBIRSINGH ARORA**  
Date: **15-04-2025**  
Designation/Status:

Downloaded from [www.vilgst.com](http://www.vilgst.com)

## e-filing Workflow: Application Submitted

The Acknowledgment for Submission of Application will appear like as shown below.

Acknowledgment for submission of Application



Name of applicant: (A [REDACTED] A) -- GSTIN/Temp ID/UIN/Reference Number: () -- Date: (15-04-2025)

Your Application has been successfully filed against (20 [REDACTED] 153)

---

GSTIN/Temporary ID/UIN/ENR	:	
Date of filing	:	15-04-2025
Time of filing	:	04:21:40 PM
Filing Number	:	2 [REDACTED] 3
Name of the person filing the application	:	AN [REDACTED] RA
Application Fees	:	5000
Transaction ID	:	0 [REDACTED] 5
Place	:	Delhi
Date	:	15-04-2025

**Note: E-filing will be complete only after successful payment and verification of payment by GST**



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Upload Additional Document

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# Upload Additional Document Workflow

After login, click on **Appellant Corner**, then click on **Upload Additional Document**. The user will be able to view the list of cases.

The screenshot displays the GST Appellate Tribunal portal. The header features the GST Appellate Tribunal logo and the text 'GST Appellate Tribunal'. On the right, there are logos for 'स्वच्छ भारत' (Swachh Bharat) and 'Digital India' (Power To Empower). Navigation links include HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. The left sidebar shows a user profile 'Welcome: 291 [redacted] 24' and a menu with 'Appellant Corner' selected. Under 'Appellant Corner', 'Upload Additional Document' is highlighted. The main content area has a search bar and a table of cases. A callout points to 'Upload Additional Document' in the sidebar, and another points to the 'Click To Upload' buttons in the table.

Search Case By:  Filing No Wise  Case No Wise

+ CHOOSE YOUR CORRESPONDING CASES

Search:

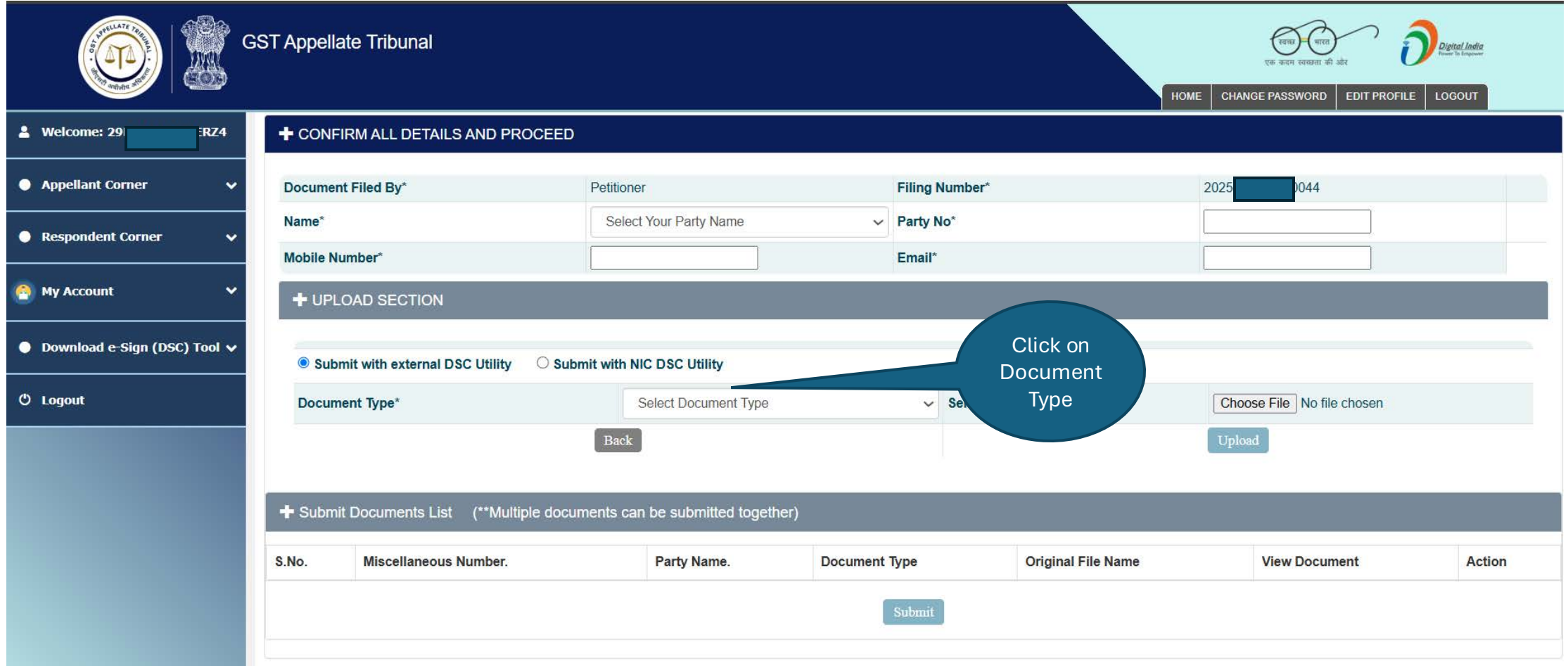
Sr. No	Filing Number	Date of Filing	Case Type	Case Title	Select
1	[redacted]	Mar 11, 2025	Appeal	ANG [redacted]	Click To Upload
2	20	Mar 11, 2025	Appeal	ANG	Click To Upload
3	20	Mar 10, 2025	Appeal	ANG	Click To Upload
4	20	Mar 10, 2025	Appeal	ANG	Click To Upload
5	20	Mar 7, 2025	Appeal	ANG	Click To Upload

Showing 1 to 5 of 23 entries

Previous 1 2 3 4 5 Next

# Upload Additional Document Workflow

Then click on Upload button and the required details are need to be filled. Then click on document type and select the appropriate document type.



The screenshot displays the GST Appellate Tribunal portal interface. The header includes the tribunal's logo and name, along with navigation links like HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A sidebar on the left contains user navigation options such as Appellant Corner, Respondent Corner, My Account, and Logout. The main content area is titled '+ CONFIRM ALL DETAILS AND PROCEED' and contains a form for document submission. The form fields include Document Filed By (Petitioner), Filing Number (2025-044), Name (Select Your Party Name), Party No, Mobile Number, and Email. Below this is the '+ UPLOAD SECTION' with radio buttons for 'Submit with external DSC Utility' (selected) and 'Submit with NIC DSC Utility'. The 'Document Type' dropdown is highlighted with a callout bubble that says 'Click on Document Type'. To the right of the dropdown is a 'Choose File' button with 'No file chosen' text and an 'Upload' button. At the bottom, there is a '+ Submit Documents List' section with a table header and a 'Submit' button.

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action

# Upload Additional Document Workflow

After selecting document type then this pop-up message will appear.

The screenshot displays the GST Appellate Tribunal portal interface. A central pop-up window titled "Attention ! (Mandatory Points)" lists five requirements for document uploads:

1. Only pdf file(s) can be uploaded.
2. File for uploading should be scanned in grey scale with 300 DPI.
3. No of pages in each uploaded file should not be greater than 300 pages.
4. Split scanned file(s) in different volumes for uploading, if single file size is greater than 50 MB.
5. Physical file submitted and online file submitted should be identical in volumes and number of pages.

The background interface includes a header with the GST Appellate Tribunal logo and the text "GST Appellate Tribunal". A navigation menu on the left contains "Welcome: 29 [redacted] RZ4", "Appellant Corner", "Respondent Corner", "My Account", "Download e-Sign (DSC) Tool", and "Logout". The main content area features a "CONFIRM ALL DETAILS AND" section with fields for "Document Filed By\*", "Name\*", and "Mobile Number\*", followed by an "UPLOAD SECTION" with radio buttons for "Submit with external DSC Utility" and "Submit with the DSC Utility". Below this is a "Document Type\*" dropdown menu set to "Affidavits", a "Select file\*" button, and a "Choose File" button. A "Back" button is located below the dropdown, and an "Upload" button is to the right of the "Select file\*" button. At the bottom, there is a "Submit Documents List" section with a table header and a "Submit" button.

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action

# Upload Additional Document Workflow

Click on **choose file** to upload the document.

**CONFIRM ALL DETAILS AND PROCEED**

Document Uploaded successfully

Document Filed By*	Petitioner	Filing Number*	202 [REDACTED]
Name*	ANG [REDACTED]	Party No*	1
Mobile Number*	1111111111	Email*	aaa@infosys.com

**UPLOAD SECTION**

Submit with external DSC Utility  Submit with NIC DSC Utility

Document Type*	Select Document Type	Select file*	Choose File No file chosen
----------------	----------------------	--------------	----------------------------

Back Upload

**Submit Documents List** (\*\*Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
1	202 [REDACTED]	ANG [REDACTED]	Affidavits	sample.pdf	View	Delete

Submit

Click on Choose File

# Upload Additional Document Workflow

After click on Upload button, user will be able to upload the file. Then click on submit button.

**CONFIRM ALL DETAILS AND PROCEED**

Document Uploaded successfully

Document Filed By*	Petitioner	Filing Number*	202 [REDACTED]
Name*	ANG [REDACTED]	Party No*	1
Mobile Number*	1111111111	Email*	aaa@infosys.com

**UPLOAD SECTION**

Submit with external DSC Utility  Submit with NIC DSC Utility

Document Type\*  Select file\*  No file chosen

**Submit Documents List** (\*\*Multiple documents can be submitted together)

S.No.	Miscellaneous Number.	Party Name.	Document Type	Original File Name	View Document	Action
1	202 [REDACTED]	ANG [REDACTED]	Affidavits	sample.pdf	<a href="#">View</a>	<a href="#">Delete</a>

Click on Upload

Click on Submit

# Upload Additional Document Workflow

After submitting user will get the acknowledgment of submitted document(s).

The screenshot displays the GST Appellate Tribunal web portal. The header includes the tribunal's logo and name, the Government of India emblem, and the Digital India logo with the slogan 'एक कदम स्वच्छता की ओर'. A navigation bar contains links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A left sidebar menu lists: Welcome: 29 [redacted] ERZ4, Appellant Corner, Respondent Corner, My Account, Download e-Sign (DSC) Tool, and Logout. The main content area shows a confirmation message: 'You have uploaded below Document Successfully'. Below this, it lists 'Filing No : 202 [redacted]' and 'Filing Date : 12-03-2025'. A table shows the uploaded document details:

S. No.	Filing Number	Miscellaneous No	Party Name	File Name
1	202 [redacted]	202 [redacted]	ANG [redacted]	sample.pdf

A 'Receipt Print' button is located below the table.



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Appeal Re-filing

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# e-filing Workflow: Refiling

Allowing user to view & cure the defects & then refile the appeal.

The screenshot displays the GST Appellate Tribunal e-filing portal. The top navigation bar includes the GST Appellate Tribunal logo, the text 'GST Appellate Tribunal', and the 'GST App' logo. On the right, there are logos for 'एक कदम स्वच्छता की ओर' and 'Digital India Power To Empower'. Below the navigation bar, a user is logged in as 'Welcome: 29 [redacted] RZ4'. The main menu on the left includes 'Appellant Corner', 'Filing', 'Upload Additional Document', 'Re-filing', 'Respondent Corner', 'My Account', 'Download e-Sign (DSC) Tool', and 'Logout'. The 'Re-filing' option is highlighted with a callout: 'Re-filing option in menu'. The main content area is titled 'CHOOSE YOUR CORRESPONDING CASES FOR REFILING' and features a search bar. Below the search bar is a table of cases:

Sr. No	Filing Number	Date of Filing	Case Type	Action	Select
1	[redacted]	26 Dec 2024	Restoration Application	<a href="#">View Defect</a>	<a href="#">click to edit</a>
2	[redacted]	10 Jan 2025	Condonation of Delay	<a href="#">View Defect</a>	<a href="#">click to edit</a>
3	[redacted]	26 Dec 2024	Appeal	<a href="#">View Defect</a>	<a href="#">click to edit</a>
4	[redacted]	18 Nov 2024	Appeal	<a href="#">View Defect</a>	<a href="#">click to edit</a>
5	[redacted]	25 Nov 2024	Appeal	<a href="#">View Defect</a>	<a href="#">click to edit</a>

Below the table, it says 'Showing 1 to 5 of 12 entries'. At the bottom right of the table, there are pagination controls: 'Previous', '1', '2', '3', 'Next'. A callout points to the 'View Defect' button: 'Click on View defect to check the defects.' Another callout points to the 'click to edit' button: 'Click to edit to make changes in the filing.'

# e-filing Workflow: Refilling

After clicking on View Defect, a generated pdf appears on the screen.

**GSTAT  
Delhi (PB)**

---

Sl. No. 20100/GSTAT/PB/2025 Dated 03/06/2025

**Notice**

**Filing No. 20 [REDACTED] 39**

AN [REDACTED] RA Appellant/Applicant

VS

A [REDACTED] nr. Respondent

To  
AN [REDACTED] RA

Subject- Appeal before Goods and services Tax Appellate Tribunal constituted under section 109 of the Central Goods and Services Tax Act, 2017 filed against the order no ZD290325000368H dated 06/03/2025 passed by Appellate/Revisional Authority under Section 107/108 of the Act-Regarding

You are hereby informed that upon scrutiny of the above noted appeal/application filed by you in terms of rule \_\_\_\_ of the Goods and Services Tax Appellate Tribunal (Procedure) Rules, 2024, the following defects have been noted: -

**Defect List**

1. Has the Appeal been prepared in English?	Appeal is prepared in English
2. Has the order appealed against (i.e., the order of the Appellate/Revisional authority) been uploaded with a self-certified copy?	order appealed against (i.e., the order of the Appellate/Revisional authority)'s not self-certified

3. Have the issues under dispute before the Tribunal been clearly stated in the present appeal?	issues under dispute is not clearly mentioned in this appeal
---	--

The aforesaid defects have also been communicated to you on the copy/link sent to you on your email/phone.

You are hereby directed to remove the said defects and re-submit the said appeal/application on the portal within 21 days of the date of this notice or before 02/07/2025, failing which the said appeal/application is liable to be rejected

Registrar/ Add Registrar/ Joint Registrar : registrar  
GSTAT,  
Delhi (PB)

# e-filing Workflow: Refilling

Defective PDFs will be identified and defects will be corrected in the respective tabs.

The screenshot displays the 'Edit Respondent' interface of the GST Appellate Tribunal. The header includes the GST Appellate Tribunal logo and the 'Digital India' logo. Navigation buttons include HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A secondary set of buttons includes Case Detail, Edit Appellant, Edit Respondent, Edit Representative, Edit Payment, Document Upload, and Preview.

The 'Edit Respondent' form contains the following fields:

- Reference No : -20 [redacted] 340
- Respondent Name\* (Respondent Name)
- Designation\* (Designation)
- Office\* (Office)
- Contact Number\* (Contact Number)
- E-mail Id\* (Email)

Buttons for 'Reset' and 'SaveOrUpdate' are located at the bottom of the form.

Below the form is a section titled '+ RESPONDENT'S LIST' containing a table with the following data:

S. No.	Name	Designation	Office	Mobile No	E-mail	Action
1	A [redacted] gh	CA	Delhi			Edit
2	Ass [redacted] J)		Delhi	96xxxxxxxx11	a*****6@gmail.com	

# Re-filing Workflow: Re-Filing

After clicking on edit option this Document Upload page will appear.

Document Upload Preview

**DOCUMENT UPLOAD** Click On Next Button in Preview tab for Final

Reference No : -2 [redacted]

Document Filed By*:	Appellant	Filing Number*:	202 [redacted]	Name*:	AN [redacted] AR [redacted]
Mobile Number*:	91 [redacted]	Email*:	kris [redacted] .com		

[+ Refile Document](#)

Submit with external DSC Utility  Submit with NIC DSC Utility

Sr. No.	Miscellaneous No.	Party Name	Document Type	Original File Name	Action	Replace Existing Document
1	202 [redacted]	AN [redacted] AR [redacted]		Test Data PDF.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>





**Additional Documents**

Submit without DSC  Submit with DSC

Document Type*	--Document Type--	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
----------------	-------------------	---

# Re-filing Workflow: Re-Filing

This is the full page which will appear.

GST Appellate TribunalHOME CHANGE PASSWORD EDIT PROFILE LOGOUT

3	202	ANG	Case-Management-Appeal-PDF-Upload	GST APL-04.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	202	ANG	Condonation of Delay	sample.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	202	ANG	Higher Court Orders Self calculation sheet	sample.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
6	202	ANG	Impugned Order	sample.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
7	202	ANG	Payment Receipt	sample.pdf	<a href="#">View</a>   <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Additional Documents

Submit without DSC  Submit with DSC

Document Type\*

--Document Type--

No file chosen

# Re-filing Workflow: Re-Filing

In Document Type a list of options will open.

The screenshot displays the GST Appellate Tribunal portal interface. At the top left, there are logos for the GST Appellate Tribunal and the Government of India. The header includes the text "GST Appellate Tribunal" and navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. On the right, there is a "Digital India" logo with the tagline "Power to Empower".

The main content area features a table with four rows, each containing a number (3, 4, 5, 6), a year (202), and the letters "AN". The table is partially obscured by a dark blue vertical bar. Below the table, there are radio buttons for "Submit without DSC" (selected) and "Submit with DSC".

A dropdown menu titled "--Document Type--" is open, listing the following options: Appeal, Affidavits, Annexure, Vakaltnama, Proof-of-Service, Application, CPC, Any-Other-Document, Report, condonation-of-delay, Impugned-Order, Payment-Receipt, Board-Resolution, Vakaltnama-Authorization-Letter-MOA, Caveat-Clearance, Interlocutory-Application, DSC-Signed-APL05, DSC-Signed-APL07, and Higher-Court-Orders-Self-calculation-sheet. The dropdown menu is positioned over the table and the "Submit" options.

Below the dropdown menu, there is a "Document Type\*" label and a dropdown menu with the text "--Document Type--". To the right of the dropdown menu, there are four "Choose File" buttons, each followed by "No file chosen" and an "Upload" button. Each "Choose File" button is preceded by a "Delete" link.

# Re-filing Workflow: Re-Filing

When selecting a document type and upload the file, a preview will appear like this on clicking on the View button.

The screenshot displays the GST Appellate Tribunal portal interface. A modal window titled "PDF Preview" is open, showing a sample PDF document. The modal contains the following text:

**Sample PDF**  
*This is a simple PDF file. Fun fun fun.*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus facilis odio sed mi. Curabitur tuscipit. Nullam vel nisi. Etiam semper ipsum ut lectus. Proin aliquam, erat eget pharetra commodo, eros mi condimentum quam, sed commodo justo quam ut velit. Integer a erat. Cras laoreet ligula cursus enim. Aenean scelerisque velit et tellus. Vestibulum dictum aliquet sem. Nulla facilis. Vestibulum accumsan ante vitae elit. Nulla erat dolor, blandit in, nislum quis, semper pulvinar, enim. Nullam varius congue risus. Vivamus sollicitudin, metus ut interdum elefendi, nisi tellus pellentesque elit, tristique accumsan eros quam et risus. Suspendisse libero odio, mattis sit amet, aliquet eget, hendrerit vel, nulla. Sed vitas augue. Aliquam erat volutpat. Aliquam feugiat vulputate nisi. Suspendisse quis nulla pretum ante pretum mollis. Proin velit ligula, sagittis at, egestas a, pulvinar quis, nisi.

Pelentesque sit amet lectus. Praesent pulvinar, nunc quis, aculis sagittis, justo quam laoreet tortor, sed vestibulum dui metus venenatis est. Nunc cursus ligula. Nulla facilis. Phasellus ullamcorper consectetur ante. Duis trincidunt, urna id condimentum luctus, non ante vulputate sapien, id sagittis massa orci ut enim. Pelentesque vestibulum convallis sem. Nulla consequat quam ut nisi. Nullam est. Curabitur trincidunt dapibus lorem. Proin velit turpis, scelerisque sit amet, iaculis nec, rhoncus ac, ipsum Phasellus lorem arcu, feugiat eu, gravida eu, consequat molestie, ipsum. Nullam vel est ut ipsum volutpat feugiat. Aenean pellentesque.

In mauris. Pelentesque dui nisi, iaculis eu, rhoncus in, venenatis ac, ante. Ut odio justo, scelerisque vel, facilis non, commodo a, pede. Cras nec massa sit amet tortor volutpat varius. Donec lacinia, neque a luctus aliquet, pede massa imperdiet ante, at varius lorem pede sed sapien. Fusce erat nibh, aliquet in, elefendi eget, commodo eget, erat. Fusce consectetur. Cras risus tortor, porttitor nec, tristique sed, convallis semper, eros. Fusce vulputate ipsum a mauris. Phasellus mollis. Curabitur sed urna. Aliquam nec sapien non nibh pulvinar convallis. Vivamus facilis augue quis quam. Proin cursus aliquet metus. Suspendisse lacinia. Nulla at tellus ac turpis elefendi scelerisque. Maecenas a pede vitae enim commodo interdum. Donec odio. Sed sollicitudin dui vitae justo.

Morbi elit nunc, facilis a, mollis a, molestie at, lectus. Suspendisse eget mauris eu tellus molestie cursus. Duis ut magna at justo dignissim condimentum. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vivamus varius. Ut sit amet diam suscipit mauris ornare aliquam. Sed varius. Duis arcu. Etiam tristique massa eget dui. Phasellus congue. Aenean est erat, trincidunt eget, venenatis quis, commodo at, quam.

The background shows a table with columns "Sr. No." and "Miscellaneous". The table contains 6 rows with "Sr. No." values 1 through 6 and "Miscellaneous" values 2025307 through 2025307. The "Document Type" dropdown is set to "Higher-Court-Orders-Self-calculation-sheet" and the "Choose File" button is labeled "sample.pdf".

# Re-filing Workflow: Re-Filing

After completing the previous tab, a preview will appear like this.

Document Upload Preview

PREVIEW AND CONFIRM FOR FINAL SUBMISSION (FORM GST APL-05)

1. GSTIN/Temporary ID UIN: [REDACTED]
2. Name of the appellant: AN [REDACTED]
3. Address of the appellant: 252 [REDACTED]
4. Respondent(s):
 

Name of Respondent	Address of Respondent
Raju	DELHI
Assistant Commissioner (L & J)	Delhi
5. Order appealed against: **Demand Order** Number: [REDACTED] Date: 26/03/2025
6. Designation and Office of the Appellate Authority passing the order appealed against:
7. Date of communication of the order appealed against:
8.
  - a) Details of order challenged before Appellate authority Number: Date:  
(Specify the original order number and date passed by the proper officer which was challenged before the appellate authority e.g DRC/ REG/ INS/MOV/RFD etc)
  - b) Order type:
  - c) Period of dispute From: 26/03/2025 To: 26/03/2025
9. Details of the authority passing the order specified : (Specify designation and Office of the said authority)  
Designation: Office:
10. Act (CGST/ SGST/ IGST/ Cess) (\*)  
1) CGST & SGST
11. Details of Authorized Representative
  - a) Name of the authorized representative: Ra [REDACTED]
  - b) Mobile number of AR: [REDACTED]
  - c) E-mail address of AR: ra [REDACTED].com
12. Details of the case under dispute
  - a) Category of case under dispute:
 

Category of case under dispute	HSN List	Notification No	Notification Date	Section And Rule	Amount
Wrong applicability of a notification issued under the provisions of this Act		2134	26/03/2025	0	23
13. Case Summary:
 

Issue related To	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per stand of appellant before Tribunal	As declared/ claimed by present Appellant
Short or non-payment of tax				

# Re-filing Workflow: Re-Filing

This is the full preview page which will appear.

13. Case Summary:

Issue related To	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per stand of appellant before Tribunal	As declared/ claimed by present Appellant
Short or non-payment of tax				

14. Statement of facts :

Reference/acknowledgment No	Action By	Date	Brief Narration

15. Grounds of appeal : sdfgjkhdgfsghj

16. Prayer : trtyuytdrgfsghjk

17. Details of demand created, disputed and admitted:

Particulars	Central Tax			State/UT Tax			Integrated Tax			Cess		
	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute
a) Tax	5.0	0.0	5.0	8.0	0.0	8.0	4.0	0.0	4.0	0.0	0.0	0.0
b) Interest	3.0	0.0	0.0	5.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0
c) Penalty	5.0	0.0	0.0	3.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e) Other Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

18. Details of payment of admitted amount and pre-deposit:

a) Details of amount payable

Particulars	Central Tax		State/UT Tax		Integrated Tax		Cess		Total amount	
	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)
a) Tax	0.0	0.5	0.0	0.8	0.0	0.4	0.0	0.0	0.0	1.7
b) Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e) Other Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Sr. No.	Description	Tax Payable	Paid through Cash/Credit Ledger	Debit Entry No.	Amount of Tax Paid			
					Integrated Tax	Central Tax	State/UT Tax	Cess
1.	Integrated Tax	0.4						
2.	Central Tax	0.5						
3.	State/UT Tax	0.8						
4.	CESS Tax	0.0						

c) Interest, penalty, late fee and any other amount payable and paid:

Description	Amount Payable			
	Integrated Tax	Central Tax	State/UT Tax	Cess
Interest	0.0	0.0	0.0	0.0
Penalty	0.0	0.0	0.0	0.0
Late Fee	0.0	0.0	0.0	0.0
Others (Specify)	0.0	0.0	0.0	0.0

Description	Debit Entry No	Amount Paid			
		Integrated Tax	Central Tax	State/UT Tax	Cess

Verification

I, AN [REDACTED] RA, hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

~Signature~

Place: Delhi  
 Name of the Applicant: AN [REDACTED] RA  
 Date: 02-04-2025  
 Designation Status:

Submit with external DSC Utility  Submit with NIC DSC Utility

No file chosen

## Re-filing Workflow: Re-Filing

Successfully Uploaded Document.

**You have uploaded below Document Successfully**

Filing No : 202 [REDACTED]  
Filing Date : 02-04-2025

S. No.	Filing Number	Miscellaneous No	Party Name	File Name
1	202 [REDACTED]	202 [REDACTED]	ANG [REDACTED]	Test Data PDF.pdf

[Receipt Print](#)



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Application Re-Filing

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# e-filing Workflow: Application Re-Filing

When User logs in, Appellant Corner is available on the sidebar menu, click on Re-filing option.



Click on Re-Filing

# e-filing Workflow: Application Re-Filing

In Application Re-filing click on View Defect.

The screenshot displays the GST Appellate Tribunal e-filing interface. The header includes the GST Appellate Tribunal logo and name, along with navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A user is logged in, as indicated by the 'Welcome: 29 [redacted] 4' message. The main content area is titled '+ CHOOSE YOUR CORRESPONDING CASES FOR REFILING' and features a search bar. Below the search bar is a table with the following columns: Sr. No, Filing Number, Date of Filing, Case Type, Action, and Select. The table contains four rows of data, each with a 'View Defect' button in the Action column and a 'click to edit' button in the Select column. A callout bubble points to the 'View Defect' button for the first row (Sr. No 6).

Sr. No	Filing Number	Date of Filing	Case Type	Action	Select
6	[redacted] 10/1	Mar 18, 2025	Appeal	View Defect	click to edit
7	[redacted] 44	Feb 15, 2025	Appeal	View Defect	Case Rejected
8	[redacted] 92	Apr 4, 2025	Appeal	View Defect	click to edit
9	[redacted] 78	Apr 21, 2025	Condonation of Delay	View Defect	click to edit

Showing 6 to 9 of 9 entries

Previous 1 2 Next

# e-filing Workflow: Application Re-Filing

After clicking on View defect page, the generated defect- pdf will be appear here.

**GSTAT  
Delhi (PB)**

---

Sl. No. 2 [REDACTED] Dated 21/04/2025

**Notice**

**Filing No. 20 [REDACTED] 30**

ANG [REDACTED] RORA ... Appellant/Applicant

VS

Re [REDACTED] nr. ....Respondent

To,  
AN [REDACTED] RORA

Subject- Appeal before Goods and services Tax Appellate Tribunal constituted under section 109 of the Central Goods and Services Tax Act, 2017 filed against the order no ZD29022500371W dated 10/02/2025 passed by Appellate/Revisional Authority under Section 107/108 of the Act-Regarding

You are hereby informed that upon scrutiny of the above noted appeal/application filed by you in terms of rule \_\_\_\_ of the Goods and Services Tax Appellate Tribunal (Procedure) Rules, 2024, the following defects have been noted: -

**Defect List**

1.	not required
2.	not required
3.	not required

The aforesaid defects have also been communicated to you on the copy/link sent to

you on your email/phone.

You are hereby directed to remove the said defects and re-submit the said appeal/application on the portal within 21 days of the date of this notice/on or before 21/05/2025, failing which the said appeal/application is liable to be rejected

Registrar/ Add Registrar/ Joint Registrar : registrar  
GSTAT,  
Delhi (PB)

Downloaded from www.vilgst.com

# e-filing Workflow: Application Re-Filing

In Application Re-filing, click on **click to edit** button.

Click on "click to edit"

The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the GST Appellate Tribunal logo, the Government of India emblem, and the text 'GST Appellate Tribunal'. Navigation links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT are visible. A sidebar on the left contains a welcome message and menu items: Appellant Corner, Respondent Corner, My Account, Download e-Sign (DSC) Tool, and Logout. The main content area is titled '+ CHOOSE YOUR CORRESPONDING CASES FOR REFILING' and features a search bar. Below the search bar is a table with the following columns: Sr. No, Filing Number, Date of Filing, Case Type, Action, and Select. The table contains four rows of data, with the 'click to edit' button highlighted in the 'Select' column of the first row. A blue callout bubble points to this button.

Sr. No	Filing Number	Date of Filing	Case Type	Action	Select
6	20[REDACTED]0/1	Mar 18, 2025	Appeal	View Defect	click to edit
7	20[REDACTED]4	Feb 15, 2025	Appeal	View Defect	Case Rejected
8	20[REDACTED]92	Apr 4, 2025	Appeal	View Defect	click to edit
9	20[REDACTED]78	Apr 21, 2025	Condonation of Delay	View Defect	click to edit

Showing 6 to 9 of 9 entries

Previous 1 2 Next

# e-filing Workflow: Application Re-Filing

When uploading document select a document then click on upload button.

Document Upload
Preview

DOCUMENT UPLOAD
Click On Next Button in Preview tab for Final

Reference No : -20 [redacted] 2

Document Filed By*:	Appellant	Filing Number*:	20 [redacted] 1	Name*:	AN [redacted] AR [redacted]
Mobile Number*:	91 [redacted]	Email*:	kr [redacted] m		

+ Refile Document

Submit with external DSC Utility   
  Submit with NIC DSC Utility

Sr. No.	Miscellaneous No.	Party Name	Document Type	Original File Name	Action	Replace Existing Document
1	20 [redacted] 1	A [redacted] H	Impugned Order	C11.pdf	View   Delete	<input type="text" value="Choose File"/> C11.pdf <input type="button" value="Upload"/>
2	20 [redacted] 1	A [redacted] H	Payment Receipt	C11.pdf	View   Delete	<input type="text" value="Choose File"/> C11.pdf <input type="button" value="Upload"/>

Additional Documents

Submit without DSC   
  Submit with DSC

Document Type\*

C11.pdf

# e-filing Workflow: Application Re-Filing

After clicking on preview button the full preview page will appear like this.

Document Upload Preview

PREVIEW AND CONFIRM FOR FINAL SUBMISSION (FORM GST APL-05)

1. GSTIN/Temporary ID UIN: 29[REDACTED]
2. Name of the appellant: AN[REDACTED]
3. Address of the appellant: 25[REDACTED]
4. Respondent(s):
 

Name of Respondent	Address of Respondent
SASA	
Assistant Commissioner ( L & J )	Delhi
5. Order appealed against: **Demand Order** Number: 22222222222222 Date: 14/04/2025
6. Designation and Office of the Appellate Authority passing the order appealed against:
7. Date of communication of the order appealed against:
8.
  - a) Details of order challenged before Appellate authority Number: Date: (Specify the original order number and date passed by the proper officer which was challenged before the appellate authority e.g DRC/ REG/ INS/MOVRFD etc)
  - b) Order type:
  - c) Period of dispute From: 18/04/2025 To: 19/04/2025
9. Details of the authority passing the order specified: (Specify designation and Office of the said authority)  
Designation: Office:
10. Act (CGST/ SGST/ IGST/ Cess) (\*)  
1) CGST & SGST
11. Details of Authorized Representative
  - a) Name of the authorized representative: Rajesh
  - b) Mobile number of AR: 9[REDACTED]
  - c) E-mail address of AR: r[REDACTED]@[REDACTED].com
12. Details of the case under dispute
  - a) Category of case under dispute
 

Category of case under dispute	HSN List	Notification No	Notification Date	Section And Rule	Amount
Wrong applicability of a notification issued under the provisions of this Act		1	16/04/2025	0	
13. Case Summary:
 

Issue related To	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per stand of appellant before Tribunal	As declared/ claimed by present Appellant
Classification dispute	33	333	33	33
14. Statement of facts:
 

Reference/acknowledgment No	Action By	Date	Brief Narration
15. Grounds of appeal: I WANT TO

16. Prayer: AAAB

17. Details of demand created, disputed and admitted:

Particulars	Central Tax			State/UT Tax			Integrated Tax			Cess		
	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute	Amount demanded/rejected, if any	Amount Admitted	Amount Under Dispute
a) Tax	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
b) Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e) Other Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

18. Details of payment of admitted amount and pre-deposit:

a) Details of amount payable

Particulars	Central Tax		State/UT Tax		Integrated Tax		Cess		Total amount	
	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)	(a) Admitted Amount	(b) Pre-deposit (10% of disputed tax)
a) Tax	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
b) Interest	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
c) Penalty	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
d) Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e) Other Charges	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

b) Details of payment of admitted amount and pre-deposit (pre-deposit 10% of the disputed admitted tax and cess):

Sr. No.	Description	Tax Payable	Paid through Cash/Credit Ledger	Debit Entry No.	Amount of Tax Paid			
					Integrated Tax	Central Tax	State/UT Tax	Cess
1.	Integrated Tax	0.0						
2.	Central Tax	0.0						
3.	State/UT Tax	0.0						
4.	CESS Tax	0.0						

c) Interest, penalty, late fee and any other amount payable and paid:

Description	Amount Payable			
	Integrated Tax	Central Tax	State/UT Tax	Cess
Interest	0.0	0.0	0.0	0.0
Penalty	0.0	0.0	0.0	0.0
Late Fee	0.0	0.0	0.0	0.0
Others (Specify)	0.0	0.0	0.0	0.0

Description	Debit Entry No.	Amount Paid			
		Integrated Tax	Central Tax	State/UT Tax	Cess

## e-filing Workflow: Application Re-Filing

After uploading document, click on Final Submit button.

Verification

I, A [REDACTED] A, hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

~Signature~

Place: **Delhi**  
Name of the Applicant: A [REDACTED] A  
Date: **21-04-2025**  
Designation/Status:

**Submit with external DSC Utility**     **Submit with NIC DSC Utility**

No file chosen

# e-filing Workflow: Application Re-Filing

After submitting, The final receipt will appear as shown below.

The screenshot displays the GST Appellate Tribunal e-filing portal. The header includes the tribunal's logo and name, and navigation links for Home, Change Password, Edit Profile, and Logout. A user is logged in, as indicated by the 'Welcome' message. The main content area shows a confirmation message: 'You have uploaded below Document Successfully'. Below this, the filing details are shown: Filing No: 2[redacted]31 and Filing Date: 21-04-2025. A table lists the uploaded documents, with columns for S. No., Filing Number, Miscellaneous No., Party Name, and File Name. The Party Name column is redacted. A 'Receipt Print' button is located at the bottom of the table.

S. No.	Filing Number	Miscellaneous No	Party Name	File Name
1	2[redacted]31		A[redacted]	RA C11.pdf
2	2[redacted]31		A[redacted]	RA C11.pdf
3	2[redacted]31		A[redacted]	RA C11.pdf
4	2[redacted]31		A[redacted]	RA C11.pdf
5	2[redacted]31		A[redacted]	RA C11.pdf
6	2[redacted]31		A[redacted]	RA C11.pdf



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

User Manual | Upload Additional Document Re-Filing

Guide to Online Filing of Appeals and Applications

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# Upload Additional Document Workflow: Upload Additional Document Re-Filing

After login: on the left-hand panel click on **Appellant Corner > Upload Additional Document**. Then user will be able to view the list of cases. In the list of cases, user will click on **Click To Edit** button.

The screenshot displays the GST Appellate Tribunal user interface. The top header includes the GST Appellate Tribunal logo and the 'Digital India' logo. The left sidebar contains navigation options: 'Appellant Corner', 'Respondent Corner', 'Filing', 'Upload Additional Document', 'Re-filing', 'Re-File Reply/Cross Objections', 'My Account', 'Download e-Sign (DSC) Tool', and 'Logout'. The 'Upload Additional Document' option is highlighted. The main content area shows a table titled '+ CHOOSE YOUR CORRESPONDING CASES FOR REFILING'. The table has columns for Sr. No, Filing Number, Date of Filing, Case Type, Action, and Select. The 'Select' column contains buttons for 'click to edit' or 'Refiling Not Allowed'. A callout points to the 'click to edit' button in the first row. Another callout points to the 'Upload Additional Document' option in the sidebar.

Sr. No	Filing Number	Date of Filing	Case Type	Action	Select
1	20[REDACTED]72	May 6, 2025	Miscellaneous Application	View Defect	click to edit
2	20[REDACTED]01	May 1, 2025	Appeal	View Defect	Refiling Not Allowed
3	20[REDACTED]14/3	Mar 18, 2025	Appeal	View Defect	Refiling Not Allowed
4	20[REDACTED]33/1	Mar 21, 2025	Appeal	View Defect	Refiling Not Allowed
5	20[REDACTED]20/1	Jun 2, 2025	Appeal	View Defect	click to edit

# Upload Additional Document Workflow: Upload Additional Document

User selects the **Document Type** from the dropdown and click on the **Choose File** button to upload the document. User will click on the **Preview** button to proceed further.



Document Upload Preview

**DOCUMENT UPLOAD** Click On Next Button in Preview tab for Final

Reference No : -20 [redacted] 79

Document Filed By*:	Appellant	Filing Number*:	20 [redacted] 72	Name*:	AN [redacted] GH
Mobile Number*:	90 [redacted] 11	Email*:	ab [redacted] om		

+ Refile Document

Submit with external DSC Utility  Submit with NIC DSC Utility

Sr. No.	Miscellaneous No.	Party Name	Document Type	Original File Name	Action	Replace Existing Document
1	20 [redacted] 72	A [redacted] H A [redacted]	Application	file-sample_150kB.pdf	View   Delete	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**Additional Documents**



Submit with external DSC Utility  Submit with NIC DSC Utility



Document Type\*   No file chosen

Click to Upload Additional Documents

# Upload Additional Document Workflow: Upload Additional Document

This screen will appear to preview and confirm for final submission. User will click on the **Next** button to submit the details.

**GST**  
Appellate  
Tribunal

  
HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

[Document Upload](#) [Preview](#)

Reference No : - 20[REDACTED]9 Date & Time : - Tue Jun 03 15:58:22 IST 2025

**PREVIEW AND CONFIRM FOR FINAL SUBMISSION**

- GSTIN/Temporary ID/UIN:
- Name of the appellant:
- Address of the appellant:
- Respondent(s):

Name of Respondent	Address of Respondent
NA	
- Details of application and against which appeal we are filing: **Miscellaneous Application**
- Act (CGST/ SGST/ IGST/ Cess) (\*)  
**1) CGST & SGST**
- Details of Authorized Representative

Name of the authorized representative	Mobile number of AR	E-mail address of AR
R[REDACTED]	9[REDACTED]7	r[REDACTED]@[REDACTED].com

Verification

I, **ANGAD JASBIRSINGH ARORA**, hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

~Signature~

Place: **Delhi**  
Name of the Applicant:  
Date: **03-06-2025**  
Designation/Status:

[Print](#) [Next](#)

Click on Next button

# Upload Additional Document Workflow: Upload Additional Document

After submitting the details, user can view and print the receipt.

The screenshot displays the GST Appellate Tribunal user interface. The top navigation bar includes the GST Appellate Tribunal logo, the text 'GST Appellate Tribunal', and the 'Digital India' logo with the slogan 'एक कदम स्वच्छता की ओर'. The main content area features a dark blue sidebar on the left with navigation options: 'Welcome: 29 [redacted] Z4', 'Appellant Corner', 'Respondent Corner', 'My Account', 'Download e-Sign (DSC) Tool', and 'Logout'. The central area shows a confirmation message: 'You have uploaded below Document Successfully'. Below this message, the following details are displayed: 'Filing No : 20 [redacted] 72' and 'Filing Date : 03-06-2025'. A table lists the uploaded document:

S. No.	Filing Number	Miscellaneous No	Party Name	File Name
1	20 [redacted] 72		AN [redacted] RA	file-sample_150kB.pdf

A green 'Receipt Print' button is located below the table. The top right of the page contains navigation links: 'HOME', 'CHANGE PASSWORD', 'EDIT PROFILE', and 'LOGOUT'.



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Cross Objection Filing

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# Cross Objection filing Workflow: Cross Objection Filing

After login, click on **Filing** option and then click on **File Reply/Cross Objections**. After clicking on proceed button user will be able to view the basic details.

The screenshot displays the GST Appellate Tribunal portal interface. The header includes the GST Appellate Tribunal logo and the text 'GST Appellate Tribunal'. The user is logged in as '29LALAB1221ERZ4'. The left sidebar contains navigation options: 'Appellant Corner', 'Respondent Corner', 'Filing' (with sub-options 'File Reply/Cross Objections' and 'Application Filing'), 'Upload Additional Document', 'Re-filing', and 'Re-File Reply/Cross Objections'. The main content area is titled '+ CHOOSE YOUR CORRESPONDING CASES TO ASSIGN' and features a search bar and a table of cases. A callout bubble points to the 'Proceed' button for the case with Case No. 6/APL/2025.

Sr. No	GSTIN	Filing No	Date of Filing	Case Title	Case No	Select
6	29	20	Nov 12, 2024	Za	NA	Not Allowed
7	29	20	Mar 5, 2025	Ha	6/APL/2025	Proceed
8	29	20	Mar 4, 2025	Ha	4/APL/2025	Proceed
9	29	20	Mar 4, 2025	Ha	3/APL/2025	Proceed
10	29	20	Nov 19, 2024	Za	NA	Not Allowed

Showing 6 to 10 of 14 entries

Previous 1 2 3 Next

# Cross Objection filing Workflow: Basic Details

The basic details window will appear as shown below.

The screenshot displays the GST Appellate Tribunal web interface. At the top, there is a dark blue header with the GST Appellate Tribunal logo and name on the left, and navigation links (HOME, CHANGE PASSWORD, EDIT PROFILE, LOGOUT) on the right. Below the header, a row of blue buttons includes 'Basic Details', 'Appellant Details', 'Authorized representative details', 'File Reply Details', 'Upload Document', and 'Final Preview'. The 'Basic Details' form is the active window, featuring a 'Back' button on the left and a 'Next' button on the right. The form contains several fields with dropdown menus:

<b>Filing No :-</b>			
<b>Select Act*</b>	CGST & SGST	<b>Section*</b>	Section-112
<b>Case Type *</b>	Appeal	<b>Whether the case has Place of Supply as one of the disputed questions *</b>	Yes
<b>Has the original order of adjudication been passed by a common adjudicating authority*</b>	Yes	<b>Details of the Appellate authority who has passed the impugned order*</b>	Appellate Authority2

# Cross Objection Filing Workflow: Appellant Details

On **Appellant Details**, the details appear as shown below.

GST Appellate Tribunal

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

Basic Details **Appellant Details** Authorized representative details File Reply Details Upload Document Final Preview

Back Appellant Details Next

Filing No : -20 [redacted]

+ APPELLANT'S LIST

S. No.	Name	Address	Mobile No	E-mail	PAN No
1	Ha [redacted]	[redacted]	1111111111	s [redacted] .com	[redacted]

# Cross Objection Filing Workflow: Authorized Representative Details

On **Authorized Representative Details** tab, the details appear as shown below.

The screenshot displays the GST Appellate Tribunal web portal interface. At the top, there is a dark blue header with the GST Appellate Tribunal logo on the left and the text "GST Appellate Tribunal" in the center. On the right side of the header, there are logos for "एवम भारत" (Evaam Bharat) and "Digital India" (Power To Empower). Below the header, there is a navigation bar with buttons for "HOME", "CHANGE PASSWORD", "EDIT PROFILE", and "LOGOUT".

The main content area features a series of tabs: "Basic Details", "Appellant Details", "Authorized representative details" (which is the active tab), "File Reply Details", "Upload Document", and "Final Preview".

Below the tabs, there is a "Representative" section with a "Back" button on the left and a "Next" button on the right. The "Filing No" field is partially filled with "202".

The "Select Authorized Rep\*" field is set to "Authorized Rep" and the "Select Auth Representative\*" field is set to "Amit". A "Submit" button is located below these fields.

Below the "Submit" button, there is a section titled "+ CROSS OBJECTION ADVOCATE'S LIST". This section contains a search bar with the text "Search" and a magnifying glass icon. Below the search bar is a table with the following data:

S. No.	Appellant/Respondent Name	Advocate Name	Enrollment/Registration No
1	Amit	Amit	de 6

# Cross Objection Filing Workflow: File Reply Details

On **File Reply Details** tab, the details appear as shown below. Click on **Save and Next** to save and proceed further.

The screenshot shows the 'File Reply' form in the GST Appellate Tribunal system. The header includes the GST Appellate Tribunal logo and navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, LOGOUT. The form has tabs for Basic Details, Appellant Details, Authorized representative details, File Reply Details (selected), Upload Document, and Final Preview. A 'Back' button is also present.

**Reliefs claimed in memorandum of cross-objections \***

testing	Grounds of Cross objection*	testing
---------	-----------------------------	---------

**Demand Table**

Category	As per order of adjudicating authority	As determined by Appellate/ Revisional authority	As per the person filing this cross objection

**Summary of Issues involved and summary of reply thereto Annexure A**

S.No	Category of case under dispute or Issues involved	Tab(Section Rate)	Amount involved (where Quantified)	Summary of Reply
1	Incorrect determination of the liability to pay tax on any goods or services or both	7	1000	100

**Summary of reply thereto Annexure B**

S.No	Issue related to	As declared/claimed by present Appellant	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per ground of appeal / As per stand of appellant before Tribunal	Reply to ground/issue raised in Appeal before CSTAT
1	Levy of Penalty	TGesting	gaurav	ram	gst filing	100

**Save And Next**

Click on Save and Next

## Cross Objection filing Workflow: File Reply Details

On **Document Upload** tab, a pop-up message will appear as shown below. Click on **Close** to move further.

The screenshot displays the GST Appellate Tribunal portal. A central pop-up window titled "Attention ! (Mandatory Points)" lists six requirements for document uploads. The background interface includes a navigation menu with "HOME", "CHANGE PASSWORD", "EDIT PROFILE", and "LOGOUT". The main content area shows a "Basic Details" tab, a "Back" button, a "Filing No" field, and a table of "APPELLANT UPLOADED DOCUMENTS".

**Attention ! (Mandatory Points)**

1. Only pdf file(s) can be uploaded.
2. File for uploading should be scanned in grey scale with 300 DPI.
3. No of pages in each uploaded file should not be greater than 100 pages.
4. Split scanned file(s) in different volumes for uploading, if single file size is greater than 20 MB.
5. Physical file submitted and online file submitted should be identical in volumes and number of pages.
6. Reliefs claimed in memorandum of cross -objections, Grounds of Cross objection can be uploaded as a document

**Close**

S.No.	Document Filed By.	No. of Pages.	Document Type	File Name	Action
1	Appellant	2	Upload	...	View
2	Appellant	1	Case Management Appeal Order	ARN_RECEIPT_GST RFD-01_29LALAB1221ERZ4_EXBCL (5).pdf	View
3	Appellant	1	Appeal	sample.pdf	View
4	Appellant	1	Impugned Order	sample.pdf	View
5	Appellant	1	Payment Receipt	sample.pdf	View

**Note:**

1. Upload document in the sequence in which it appears in the document type dropdown.
2. Please Upload the document with proper pdf bookmarking.
3. Document Type Para-wise reply is Mandatory to Upload.

Submit with external DSC Utility    Submit with NIC DSC Utility

# Cross Objection Filing Workflow: Upload Document

On **Upload Document** tab, the details will appear like this as shown below.

**GST Appellate Tribunal**

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

Basic Details Appellant Details Authorized representative details File Reply Details **Upload Document** Final Preview

Back Add Document Next

Filing No : -202 Document Uploaded successfully

+ APPELLANT UPLOADED DOCUMENT'S LIST

S.No.	Document Filed By.	No. of Pages.	Document Type	Document Name	Action
1	Appellant	2	Case Management Appeal - PDF Upload	GST APL-04.pdf	View
2	Appellant	1	Case Management Appeal Order	ARN_RECEIPT_GST RFD-01_29LALAB1221ERZ4_EXBCL (5).pdf	View
3	Appellant	1	Appeal	sample.pdf	View
4	Appellant	1	Impugned Order	sample.pdf	View
5	Appellant	1	Payment Receipt	sample.pdf	View

Note: 1. Upload document in the sequence in which it appears in the document type dropdown.  
2. Please Upload the document with proper pdf bookmarking.  
3. Document Type Para-wise reply is Mandatory to Upload.

Submit with external DSC Utility  Submit with NIC DSC Utility

Document Filed By\*  Document Type\*

Select file\*  No file chosen Number of pages\*  No Of Pages

+ CROSS UPLOADED DOCUMENT'S LIST

S.No.	Document Filed By.	No. of Pages.	Document Type	Document Name	Action
1	Respondent	1	Reply	sample.pdf	View Delete
2	Respondent	1	Para-wise reply	sample.pdf	View Delete
3	Respondent	1	Affidavits	sample.pdf	View Delete
4	Respondent	1	Para-wise reply	sample.pdf	View Delete



# Cross Objection Filing Workflow: Final Preview Receipt

A receipt will be generated after clicking on **Submit** button.

**You have Successfully Filed Reply/Cross Objection**

Filing No : 20[redacted] Cross Objection Reference No : 20[redacted]/1  
Party Name : H[redacted] Filed Date: 2025-04-15

You have uploaded below Document

S. No.	Filing Number	Miscellaneous No	No of Pages	File Name
1	20[redacted]033	20[redacted]8/1	1	sample.pdf
2	20[redacted]033	20[redacted]8/1	1	Notice 4.pdf
3	20[redacted]033	20[redacted]8/1	1	sample.pdf
4	20[redacted]033	20[redacted]8/1	1	sample.pdf
5	20[redacted]033	20[redacted]8/1	1	Notice 4.pdf
6	20[redacted]033	20[redacted]8/1	1	SAM2.pdf
7	20[redacted]033	20[redacted]8/1	1	sample.pdf
8	20[redacted]033	20[redacted]8/1	1	C11.pdf
9	20[redacted]033	20[redacted]8/1	1	C11.pdf

[Receipt Print](#)



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal

## User Manual | Cross Objection Refiling

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing

After login, go to **Respondent Corner** option and click on **Re-File Reply/Cross Objection** option, the dashboard page will appear as shown below.

The screenshot displays the GST Appellate Tribunal dashboard. The header includes the tribunal's logo, the text 'GST Appellate Tribunal', and navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A 'Last Login' notification shows 'Mon Mar 24 2025 15:14:55 IST'. The main dashboard area features four colored boxes: 'Draft Cases >' (7), 'Payment (Online) >' (red), 'Payment (Offline) >' (33), and 'E-Filed Cases >' (33). The left sidebar contains a menu with the following items: 'Appellant Corner', 'Respondent Corner', 'Filing', 'Upload Additional Document', 'Re-filing', 'Re-File Reply/Cross Objections' (highlighted in blue), 'My Account', 'Download e-Sign (DSC) Tool', and 'Logout'. A blue callout bubble with a white border points to the 'Re-File Reply/Cross Objections' menu item, containing the text 'Click on Re-File Reply/Cross Objection'.

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing

On the **Re-file Reply/Cross Objections** page, the details will be as shown below. User will click on Proceed button to continue.

**GST Appellate Tribunal**

HOME CHANGE PASSWORD EDIT PROFILE LOGOUT

**+ CHOOSE YOUR CORRESPONDING CASES TO ASSIGN**

Search:

Sr. No	GSTIN	Filing No	Date of Filing	Refiled Allowed Date	Case No	Action	Select
1	29 [REDACTED]	20 [REDACTED]	Mar 18, 2025	Apr 22, 2025	7/APL/2025	<a href="#">View Defect</a>	<a href="#">Proceed</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

Click on proceed

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing

The pop-message will appear like this as shown below.

The screenshot displays the GST Appellate Tribunal portal. At the top left, there are logos for the GST Appellate Tribunal and the Government of India. The top right features navigation links: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A 'Digital India' logo is also present. The main content area shows a 'Filing No : -202' field and a 'Submit with external DSC Utility' option. Below this is a table titled '+UPLOADED DOCUMENT'S LIST' with columns for S.No., Document Filed By., and Document Name. The table contains four rows of data. To the right of the table is a 'Replace Existing Document' section with 'Choose File' buttons and 'Upload' buttons. A central pop-up message titled 'Attention ! (Mandatory Points)' is overlaid on the interface, listing six points regarding file uploads.

**Attention ! (Mandatory Points)**

1. Only pdf file(s) can be uploaded.
2. File for uploading should be scanned in grey scale with 300 DPI.
3. No of pages in each uploaded file should not be greater than 100 pages.
4. Split scanned file(s) in different volumes for uploading, if single file size is greater than 20 MB.
5. Physical file submitted and online file submitted should be identical in volumes and number of pages.
6. Reliefs claimed in memorandum of cross -objections, Grounds of Cross objection can be uploaded as a document

S.No.	Document Filed By.	Document Name	View	Delete
1	Respondent	sample.pdf	View	Delete
2	Respondent	Notice 4.pdf	View	Delete
3	Respondent	sample.pdf	View	Delete
4	Respondent	Para-wise reply	View	Delete

# Cross Objection Re-filing Workflow: Upload Document

The **Add Document** page will display. Here all required details will be shown.

The screenshot displays the 'Add Document' interface on the GST Appellate Tribunal portal. At the top, there are navigation links for 'Upload Document' and 'Final Preview'. The main section is titled 'Add Document' and includes a 'Filing No.' field. Below this, there are radio buttons for 'Submit with external DSC Utility' (selected) and 'Submit with NIC DSC Utility'. A section titled '+UPLOADED DOCUMENT'S LIST' contains a table with the following data:

S.No.	Document Filed By	No. of Pages	Document Type	Document Name	Action	Replace Existing Document
1	Respondent	1	Reply	sample.pdf	<a href="#">View</a> <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Respondent	1	Reply	Notice 4.pdf	<a href="#">View</a> <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3	Respondent	1	Reply	sample.pdf	<a href="#">View</a> <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	Respondent	1	Para-wise reply	sample.pdf	<a href="#">View</a> <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	Respondent	1	Reply	Notice 4.pdf	<a href="#">View</a> <a href="#">Delete</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Below the table, there are input fields for 'Document Filed By', 'Document Type', 'Select file', and 'Number of pages', along with a 'Submit' button.

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing

The Add Document is uploaded successfully then this window page will appear.

The screenshot shows the GST Appellate Tribunal interface. At the top left, there is the GST Appellate Tribunal logo and the text 'GST Appellate Tribunal'. On the right, there are navigation buttons: HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. The main content area has a dark header with the text 'Add Document'. Below this, a light blue box contains the text 'Filing No : -202[redacted]' and 'Document Uploaded successfully'. At the bottom, there are two radio button options: 'Submit with external DSC Utility' (which is selected) and 'Submit with NIC DSC Utility'.

# Cross Objection Re-filing Workflow: Final Preview

The Final preview window is shown below.

Upload Document Final Preview

**Re-File Reply/Cross Objection (Final Preview)**

Filing No :- 202507201000933

**FORM GST APL-06**  
 [See rule 110(2)]  
 Cross-objections before the Appellate Tribunal under sub-section (5) of section 112

Sr.No.	Particulars																														
1.	<b>Appeal No:</b> A [REDACTED] <span style="float: right;"><b>Date of filing:</b> 2025-03-21</span>																														
2.	<b>Present Cross-objection being filed by:</b> <ul style="list-style-type: none"> <li>• GSTIN/Temporary ID/UIN/CRN/ARN: 20 [REDACTED]</li> <li>• Name: A [REDACTED]</li> <li>• e-mail id: [REDACTED]</li> <li>• Contact number: 91 [REDACTED]</li> <li>• Address for communication: 28 [REDACTED] 23</li> </ul>																														
3.	<b>Order no-(Order of the Appellate/Revisional authority):</b> ZD291124000707M <span style="float: right;"><b>Date:</b> 15/11/2024</span>																														
4.	<b>Designation and Address of the officer passing the order appealed against:</b> <ul style="list-style-type: none"> <li>• Designation: [REDACTED]</li> <li>• Order pass by: A [REDACTED]</li> </ul>																														
5.	<b>Date of communication of the order appealed against:</b> <ul style="list-style-type: none"> <li>• 2025-03-21</li> </ul>																														
6.	<b>Name of the representative, where available:</b>																														
7.	<b>Details of the case under dispute</b>																														
(i)	<b>Period of dispute: From : To :</b>																														
(ii)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Amount under dispute</th> <th>Central Tax</th> <th>State/ UT Tax</th> <th>Integrated Tax</th> <th>Cess</th> </tr> </thead> <tbody> <tr> <td>fees</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>interest</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>penalty</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>tax</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>others</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>	Amount under dispute	Central Tax	State/ UT Tax	Integrated Tax	Cess	fees	0.0	0.0	0.0	0.0	interest	0.0	0.0	0.0	0.0	penalty	0.0	0.0	0.0	0.0	tax	0.0	0.0	0.0	0.0	others	0.0	0.0	0.0	0.0
Amount under dispute	Central Tax	State/ UT Tax	Integrated Tax	Cess																											
fees	0.0	0.0	0.0	0.0																											
interest	0.0	0.0	0.0	0.0																											
penalty	0.0	0.0	0.0	0.0																											
tax	0.0	0.0	0.0	0.0																											
others	0.0	0.0	0.0	0.0																											
(iii)	<b>Market value of seized goods, where one of the issues involved is seizure/confiscation of goods - : 100</b>																														
8.	<b>Summary of Issues involved and summary of reply thereto</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S.No</th> <th>Category of case under dispute or Issues involved</th> <th>Tab/Section Rule</th> <th>Amount involved (where Quantified)</th> <th>Summary of Reply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Order dropping show-cause in relation to registration</td> <td>4</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	S.No	Category of case under dispute or Issues involved	Tab/Section Rule	Amount involved (where Quantified)	Summary of Reply	1	Order dropping show-cause in relation to registration	4	100	100																				
S.No	Category of case under dispute or Issues involved	Tab/Section Rule	Amount involved (where Quantified)	Summary of Reply																											
1	Order dropping show-cause in relation to registration	4	100	100																											
9.	<b>Date of receipt of notice of appeal or application filed with the Appellate Tribunal by the appellant taxpayer or the Commissioner of State/Central tax/UT tax, as the case may be - OR Date of receipt of notice of appeal or application filed with the Appellate Tribunal by the person filing the present cross-objection -</b>																														
10.	<b>Demand Table</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Category</th> <th>As per order of adjudicating authority</th> <th>As determined by Appellate/ Revisional authority</th> <th>As per the person filing this cross objection</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Category	As per order of adjudicating authority	As determined by Appellate/ Revisional authority	As per the person filing this cross objection																										
Category	As per order of adjudicating authority	As determined by Appellate/ Revisional authority	As per the person filing this cross objection																												

**11. Reliefs claimed in memorandum of cross -objections.. Testing**

**12. Summary of reply thereto**

S.No	Issue related to	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per stand of appellant before Tribunal	As declared/claimed by present Appellant	Reply to ground/issue raised in Appeal before GSTAT
1	Any other	TEST	TEST	TEST	TEST	Testing

**13. Grounds of Cross-objection: Testing**

**14. Para-wise reply**

S. No.	Document Filed By	No. of Pages	Document Type	Document Name	View Document
1	Respondent	1	Reply	sample.pdf	<a href="#">View</a>
2	Respondent	1	Reply	Notice 4.pdf	<a href="#">View</a>
3	Respondent	1	Reply	sample.pdf	<a href="#">View</a>
4	Respondent	1	Para-wise reply	sample.pdf	<a href="#">View</a>
5	Respondent	1	Reply	Notice 4.pdf	<a href="#">View</a>
6	Respondent	1	Report	SAM2.pdf	<a href="#">View</a>
7	Respondent	1	Proof-of-Service	sample.pdf	<a href="#">View</a>
8	Respondent	1	Any-Other-Document	C11.pdf	<a href="#">View</a>
9	Respondent	1	Proof-of-Service	C11.pdf	<a href="#">View</a>
10	Respondent	1	Para-wise reply	C11.pdf	<a href="#">View</a>

**15. Verification**  
 I, ANG [REDACTED] HARORA hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and the same is derived from information, documents and records in my possession and further that nothing has been concealed there from.  
 Verified today, the 15 day of April 2025.  
  

<b>Place:</b> Date: 15/04/2025	<b>Signature:</b> Name of the person filing this objection : CA [REDACTED] HARORA Designation/Status of the above person: ANG [REDACTED] HARORA
-----------------------------------	---

Submit with external DSC Utility  Submit with NIC DSC Utility

No file chosen

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing

Click on submit button.

15. **Verification**

I, A. [REDACTED] ARORA hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and the same is derived from information, documents and records in my possession and further that nothing has been concealed there from.  
Verified today, the 15 day of April 2025.

**Place:**  
Date: 15/04/2025

**Signature:**  
Name of the person filing this cross-objection : CA  
Designation/Status of the above person: ANG. [REDACTED] ARORA

+ DSC-SIGNED APL-06

S.No.	Document Filed By.	No. of Pages	Document Type	Document Name	Action
1	Respondent	1	DSC Signed APL06	sample.pdf	<a href="#">View</a>
2	Respondent	1	DSC Signed APL06	Notice 4.pdf	<a href="#">View</a>

Submit

Print

# Cross Objection Re-filing Workflow: Re-file Reply/Cross Objection Re-Filing Receipt

Re-filed Reply/ Cross Objection receipt is generated.

**You have Successfully Re-Filed Reply/Cross Objection**

Filing No : 202 [redacted] 033 Cross Objection Reference No : 202 [redacted] /1  
Party Name : Har [redacted] namFiled Date: 2025-04-15

You have uploaded below Document

S. No.	Filing Number	Miscellaneous No	No of Pages	File Name
1	[redacted]	2025307201000033/1	1	sample.pdf
2	[redacted]	2025307201000033/1	1	Notice 4.pdf
3	[redacted]	2025307201000033/1	1	sample.pdf
4	[redacted]	2025307201000033/1	1	sample.pdf
5	[redacted]	2025307201000033/1	1	Notice 4.pdf
6	[redacted]	2025307201000033/1	1	SAM2.pdf
7	[redacted]	2025307201000033/1	1	sample.pdf
8	[redacted]	2025307201000033/1	1	C11.pdf
9	[redacted]	2025307201000033/1	1	C11.pdf
10	[redacted]	2025307201000033/1	1	C11.pdf

[Receipt Print](#)



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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# GSTAT e-Filing Portal User Manual | My Account

**Guide to Online Filing of Appeals and Applications**

**Issuing Authority:** Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

# My Account: My Appeals

After login, the dashboard page will appear as shown below. User will click on **My Account > My Cases > My Appeals** option.


The screenshot displays the dashboard of the GST Appellate Tribunal. At the top, there are logos for the GST Appellate Tribunal and Digital India. The navigation bar includes links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. A welcome message is shown, along with the last login time: Tue Jun 03 2025 16:36:15 IST. The main dashboard features four key statistics: Draft Cases (104), Payment (Online) (546), Payment (Offline) (546), and E-Filed Cases (551). On the left, a sidebar menu is visible with the following options: Appellant Corner, Respondent Corner, My Account, My Cases (expanded), My Appeals, My Applications, Filed Cross Objection List, Case Documents, Transaction History, Download e-Sign (DSC) Tool, and Logout. A callout bubble points to the 'My Appeals' option in the sidebar menu.

Click on My Appeals




# My Account: My Appeals

The preview page will be as shown below.



**GST**  
Appellate  
Tribunal



1800 121 2345  
GST

PREVIEW (FORM GST APB-40)

1. GSTIN (Temporary ID) CN: 24 [REDACTED]
2. Name of the appellant: AN [REDACTED] RA [REDACTED]
3. Address of the appellant: 301 [REDACTED] 113
4. Represented by:
  - i) Single
  - ii) Jointment Commissioner (L & R)
5. Order appealed against: Enforcement Order Number: 24 [REDACTED] Date: 08/06/2015
6. Designation and Office of the Appellate Authority passing the order appealed against
7. Date of communication of the order appealed against: 08/06/2015
8.
  - a) Details of order challenged before Appellate authority: Number: Case [REDACTED]  
(Specify the original number and date passed by the proper officer which was challenged before the appellate authority e.g. DRC: EEG: IS/MO/RFD etc.)
  - b) Order type
  - c) Period of dispute From: 08/06/2015 To: 08/06/2015
9. Details of the authority passing the order specified. (Specify designation and Office of the said authority)  
Designation: Office
10. Act: (CGST, SGST, IGST, Cess) (\*)  
i) CGST & SGST
11. Details of Authorized Representative
 

Name of the authorized representative	Mobile number of AR	E-mail address of AR
AR [REDACTED]	[REDACTED]	[REDACTED]@[REDACTED].com
12. Details of the case under dispute
  - a) Brief case of the case under dispute: Grounds of appeal are the legal arguments and reasons why a party believes a lower court's decision should be overturned. These grounds are typically based on errors in law, fact, or procedure that affected the outcome of the case.
  - b) Category of case under dispute

Category of case under dispute	BEN Last	Notification No.	Notification Date	Decision	Rate	Amount
Insurance determination of value of supply of goods or services or both				CGST Section 11A, Power not to assess Goods and Services Tax not issued or abridged as a result of general practice.	CGST Rule 6, Validity of composition levy	100000

  - c) Minkler value of goods, where goods have been seized: 10000000
13. Case Summary:
 

Case related To	As per order of adjudicating authority	As determined by Appellate Authority	As per order of appellate before Tribunal	As declared claimed by assessee
14. Statement of facts:
 

Reference to the dispute No.	Action By	Date	Brief Narration
15. Grounds of appeal: Grounds of appeal are the legal arguments and reasons why a party believes a lower court's decision should be overturned. These grounds are typically based on errors in law, fact, or procedure that affected the outcome of the case.
16. Prayer: Grounds of appeal are the legal arguments and reasons why a party believes a lower court's decision should be overturned. These grounds are typically based on errors in law, fact, or procedure that affected the outcome of the case. Grounds of appeal are the legal arguments and reasons why a party believes a lower court's decision should be overturned. These grounds are typically based on errors in law, fact, or procedure that affected the outcome of the case.

17. Table of amount paid, deposited and interest
 

Particulars	Amount Paid		Amount Deposited		Interest Paid		Total	
	Actual	Assessed	Actual	Assessed	Actual	Assessed	Actual	Assessed
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18. Table of amount of interest assessed on the appeal
  - a) Interest on principal

Particulars	Amount Paid		Amount Deposited		Interest Paid		Total	
	Actual	Assessed	Actual	Assessed	Actual	Assessed	Actual	Assessed
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19. Table of amount of additional interest and fine imposed (If any, the details should be entered)
 

No.	Description	The Appellate	Date Imposed/Date of Appeal	Penalty %		Interest %	
				Assessed	Actual	Assessed	Actual
1	Penalty	0.00					
2	Interest	0.00					
3	Other	0.00					
4	Other	0.00					
20. Details of goods, to be taken into account (If any)
 

Description	Amount Payable			
	Assessed	Actual	Assessed	Actual
Interest	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00

1. FORM GST APB-40 (JULY 2015) Form created using the GST Appellate Tribunal software. The details provided in this form are for information only and do not constitute any part of the GST Appellate Tribunal's decision. The details provided in this form are for information only and do not constitute any part of the GST Appellate Tribunal's decision.

The DRO: Appellate Tribunal (FORM GST APB-40 (JULY 2015))  
 Form created using the GST Appellate Tribunal software.



# My Account: My Applications

To view the list of applications, user will click on **My Account > My Cases > My Applications** option.



The screenshot displays the GST Appellate Tribunal user interface. At the top, there are logos for the GST Appellate Tribunal and Digital India. The navigation menu on the left includes: Welcome: 29 [redacted] 14, Appellant Corner, Respondent Corner, My Account, My Cases (expanded), My Appeals, My Applications (highlighted with a callout bubble), Filed Cross Objection List, Case Documents, Transaction History, Download e-Sign (DSC) Tool, and Logout. The main content area shows four summary cards: Draft Cases (104), Payment (Online), Payment (Offline) (546), and E-Filed Cases (551). A callout bubble points to the 'My Applications' option in the left menu with the text 'Click on My Applications'. The top right corner shows 'Last Login: Tue Jun 03 2025 16:44:01 IST' and navigation links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT.

# My Account: My Applications

On the **My Application** page, the details will be as shown below. User will click on the filing no. to preview.

**GST**  
Appellate  
Tribunal

HOME
CHANGE PASSWORD
EDIT PROFILE
LOGOUT



Sr.No	Reference No	Main Case Filing No	Appellant Name	Respondent Name	Date Of Filing	Case Type	Payment Status	Filing Status	Action
1	20	45	20	88	2025-06-03	Rectification of Mistake	PENDING	Draft	
2	20	44	20	30	2025-06-03	Review Application	COMPLETED	Filing Completed	2025307206000640
3	20	36	20	29	2025-06-03	Condonation of Delay	COMPLETED	Filing Completed	2025307203000632
4	20	12	20	09	2025-05-30	Rectification of Mistake	COMPLETED	Filing Completed	2025307202000612
5	20	09	20	88	2025-05-30	Rectification of Mistake	COMPLETED	Filing Completed	2025307202000610
6	20	08	20	88	2025-05-30	Rectification of Mistake	PENDING	Draft	
7	20	05	20	88	2025-05-29	Rectification of Mistake	PENDING	Draft	
8	20	04	20	88	2025-05-29	Rectification of Mistake	PENDING	Draft	
9	20	02	20	95	2025-05-29	Clarification Application	PENDING	Draft	
10	20	94	20	88	2025-05-28	Rectification of Mistake	PENDING	Draft	



« < ... 1 2 3 4 5 ... > »

1 of 10

Click on the Filing No.

The preview page will be as shown below.

**GST**  
Appellate  
Tribunal



[HOME](#) [CHANGE PASSWORD](#) [EDIT PROFILE](#) [LOGOUT](#)

### CASE PREVIEW APPLICATION

1. GSTIN/Temporary ID/UIN: 29 [REDACTED] Z4
2. Name of the appellant: AN [REDACTED] RA
3. Address of the appellant: 252 [REDACTED] 23
4. Respondent(s):  
1) NA
5. Order appealed against: **Demand Order** Number: ZD [REDACTED] 13 Date: 03/06/2025
6. Designation and Office of the Appellate Authority passing the order appealed against:
7. Date of communication of the order appealed against: 03/06/2025
8.  
a) Details of order challenged before Appellate authority:  
Number: Date:  
*(Specify the original order number and date passed by the proper officer which was challenged before the appellate authority e.g DRC/ REG/ INS/MOV/RFD etc)*  
b) Order type: **Demand Order**  
c) Period of dispute From: 03/06/2025 To: 03/06/2025
9. Details of the authority passing the order specified : (Specify designation and Office of the said authority)  
Designation: Office:
10. Act (CGST/ SGST/ IGSST/ Cess) (\*)
11. Details of Authorized Representative

Name of the authorized representative	Mobile number of AR	E-mail address of AR
Kr [REDACTED] Hav	91 [REDACTED] 22	Kr [REDACTED] pm

Verification

I, **ANGAD JASBIRSINGH ARORA**, hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

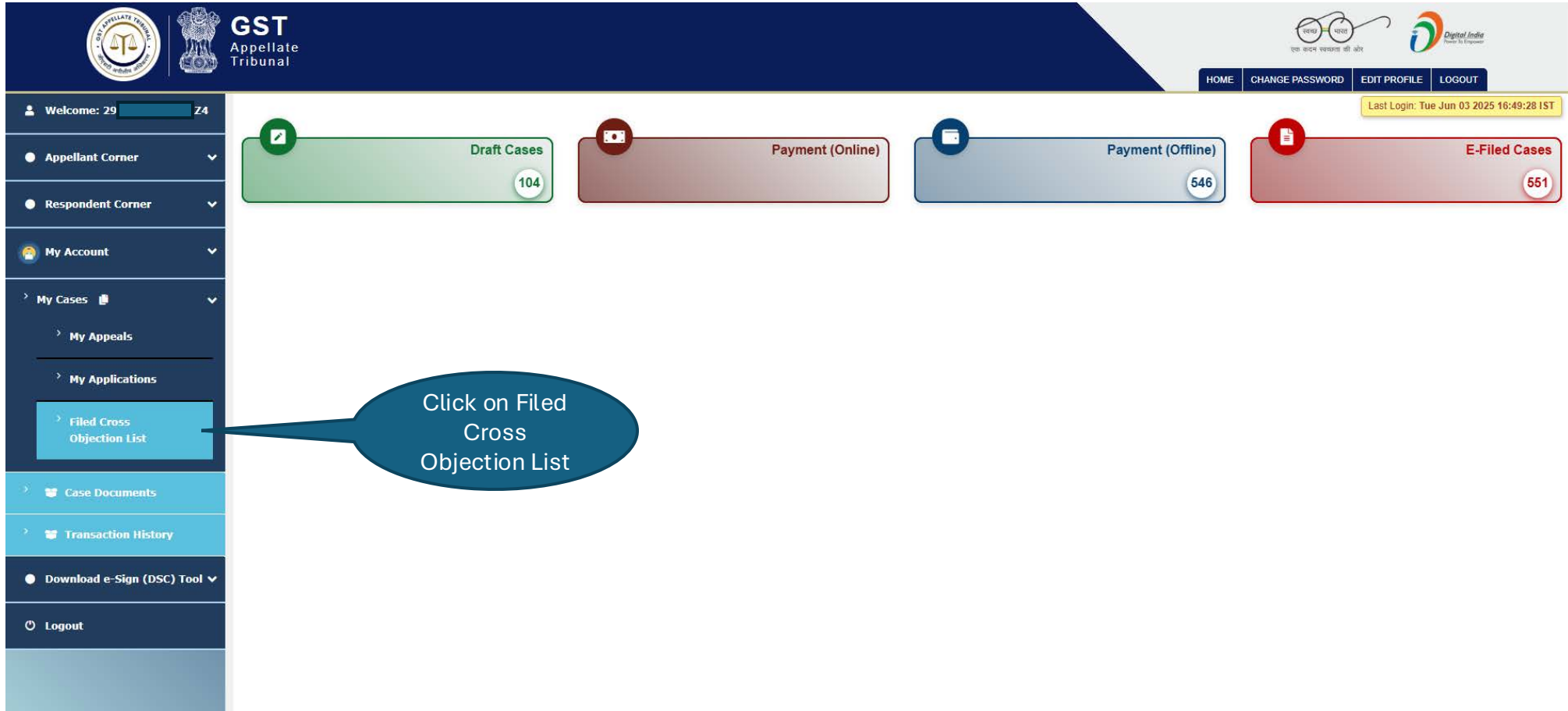
~Signature~

Place: **Delhi**  
Name of the Applicant: AN [REDACTED] RA  
Date: 03-06-2025  
Designation/Status:

[Print](#)

# My Account: Filed Cross Objection List

To view the list of filed cross objection cases, user will click on **My Account > My Cases > Filed Cross Objection List** option.



# My Account: Filed Cross Objection List

On the **Filed Cross Objection List** page, the details will be as shown below. User will click on the preview icon (eye) to view the case details.

Welcome: 29 [redacted] Z4

Appellant Corner

Respondent Corner

My Account

Download e-Sign (DSC) Tool

Logout

+ THESE ARE THE CASES YOU HAVE FILED AGAINST THE CROSS OBJECTION

Search:

Sr. No	GSTIN	Filing No	Date of Filing	Case Title	Is Refiled	Refiled Date	Select
1	[redacted] Z4	[redacted] 18	May 2, 2025	[redacted]	NO		
2	[redacted] Z4	[redacted] 15	May 2, 2025	[redacted]	NO		
3	[redacted] Z4	[redacted] 67	Apr 17, 2025	[redacted]	NO		
4	[redacted] Z4	[redacted] 78	May 23, 2025	[redacted]	NO		
5	[redacted] Z4	[redacted] 16	May 19, 2025	[redacted]	NO		

Showing 1 to 5 of 53 entries

Previous 1 2 3 4 5 ... 11 Next

Click on the eye icon

# My Account: Filed Cross Objection List

The preview page will be as shown below.

File Reply/Cross Objection Preview

FORM GST APL-06  
Cross-objections before the Appellate Tribunal under sub-section (5) of section 112

Sr.No	Particulars	Date of filing																														
1	Appel.No. 42C.140.PD.2025	2025-05-02																														
2	Present Cross-objection being filed by: <ul style="list-style-type: none"> <li>GSTIN/Taxpayer ID/UD/CA/SA/STN: [REDACTED]</li> <li>Name: [REDACTED]</li> <li>Serial No: [REDACTED]</li> <li>Contact number: [REDACTED]</li> <li>Address for communication: [REDACTED]</li> </ul>																															
3	Order no./Order of the Appellate/Revised authority: [REDACTED]	Date: 02/05/2025																														
4	Designation and Address of the officer passing the order appealed against: <ul style="list-style-type: none"> <li>Designation: [REDACTED]</li> <li>Order pass by: [REDACTED]</li> </ul>																															
5	Date of communication of the order appealed against: <ul style="list-style-type: none"> <li>2025-05-02</li> </ul>																															
6	Name of the representative, where available: <ul style="list-style-type: none"> <li>Serial No. of said representative: [REDACTED]</li> <li>Contact number of said representative: [REDACTED]</li> </ul>																															
7	Detail of the case under dispute																															
8	Period of dispute From: 02/05/2025 To: 02/05/2025																															
9	<table border="1"> <thead> <tr> <th>Account under dispute</th> <th>Central Tax</th> <th>State UT Tax</th> <th>Integrated Tax</th> <th>Ces</th> </tr> </thead> <tbody> <tr> <td>fee</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>interest</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>penalty</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>tax</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>others</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>	Account under dispute	Central Tax	State UT Tax	Integrated Tax	Ces	fee	0.0	0.0	0.0	0.0	interest	0.0	0.0	0.0	0.0	penalty	0.0	0.0	0.0	0.0	tax	0.0	0.0	0.0	0.0	others	0.0	0.0	0.0	0.0	
Account under dispute	Central Tax	State UT Tax	Integrated Tax	Ces																												
fee	0.0	0.0	0.0	0.0																												
interest	0.0	0.0	0.0	0.0																												
penalty	0.0	0.0	0.0	0.0																												
tax	0.0	0.0	0.0	0.0																												
others	0.0	0.0	0.0	0.0																												
10	Market value of goods, where goods have been seized: [REDACTED]																															
11	Period/Time of the case under dispute: 0-03-03																															
12	Summary of Issues raised and summary of reply thereto																															
	<table border="1"> <thead> <tr> <th>S.No</th> <th>Category of case under dispute or Issue raised</th> <th>Sub/Section Table</th> <th>Amount involved (where Quantified)</th> <th>Summary of Reply</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Disputation of representative</td> <td>12</td> <td>1000</td> <td>not</td> </tr> </tbody> </table>	S.No	Category of case under dispute or Issue raised	Sub/Section Table	Amount involved (where Quantified)	Summary of Reply	1	Disputation of representative	12	1000	not																					
S.No	Category of case under dispute or Issue raised	Sub/Section Table	Amount involved (where Quantified)	Summary of Reply																												
1	Disputation of representative	12	1000	not																												
13	Date of receipt of notice of appeal or application filed with the Appellate Tribunal by the appellant/ taxpayer or the Commissioner of State Central tax/UT tax, or the case may be - OR, Date of receipt of notice of appeal or application filed with the Appellate Tribunal by the person filing the present cross-objection.																															

Category	As per order of adjudicating authority	As determined by Appellate/ Revisional authority	As per the person filing this cross objection
fees	Central Tax	0.0	0.0
	State/UT Tax	0.0	0.0
	Integrated Tax	0.0	0.0
	Ces	0.0	0.0
	Total	0.0	0.0
interest	Central Tax	0.0	0.0
	State/UT Tax	0.0	0.0
	Integrated Tax	0.0	0.0
	Ces	0.0	0.0
	Total	0.0	0.0
penalty	Central Tax	0.0	0.0
	State/UT Tax	0.0	0.0
	Integrated Tax	0.0	0.0
	Ces	0.0	0.0
	Total	0.0	0.0
tax	Central Tax	0.0	0.0
	State/UT Tax	0.0	0.0
	Integrated Tax	0.0	0.0
	Ces	0.0	0.0
	Total	0.0	0.0
others	Central Tax	0.0	0.0
	State/UT Tax	0.0	0.0
	Integrated Tax	0.0	0.0
	Ces	0.0	0.0
	Total	0.0	0.0

S.No	Issue related to	As declared/claimed by present Appellant	As per order of adjudicating authority	As determined by Appellate/Revisional authority	As per ground of appeal / As per stand of appellant before Tribunal	Reply to ground/issue raised in Appeal before GSTAT
1	Respondent		4	Para-wise reply	APL10.pdf	View

14. Grounds of Cross-objection: not

**Verification**

I, AN [REDACTED] RA the respondent, do hereby declare that what is stated above is true to the best of my information and belief.  
 Verified today, the 03 day of June 2025.

Place:  
Date: 03/06/2025

Signature:

# My Account: Case Documents

To view the list of case documents, user will click on **My Account > Case Documents** option. To proceed to the Document List, user will select the case and click on the **Proceed To Document List** button.

2. Select the Case

Select	Filing No	Case Title	Case Type	Payment Status
<input type="checkbox"/>	20185	AN [REDACTED] RA	Interlocutory Application	COMPLETED
<input type="checkbox"/>	20188	AN [REDACTED] AJ	Appeal	COMPLETED
<input type="checkbox"/>	20156	AN [REDACTED] jid	Appeal	COMPLETED
<input type="checkbox"/>	20124	AN [REDACTED] AL	Appeal	COMPLETED
<input checked="" type="checkbox"/>	20139	AN [REDACTED] har	Review Application	COMPLETED

1. Click on Case Document

3. Click on Proceed To Document List

# My Account: Case Documents

On the **Uploaded Document List** page, the details will be as shown below.

Welcome: 291 [redacted] Z4

Enter your Filing Number: 20 [redacted] 39

**Uploaded Document List**

Filing No : 20 [redacted] 39 Cause Title : AN [redacted] ar

Party Name	Party Type	Serial No	Misc No	Filed date	Doc Type	File Name	View
AN [redacted] RA	Petitioner	1	20 [redacted] 39	25-04-2025	Payment Receipt	SAM3.pdf	
AN [redacted] RA	Petitioner	1	20 [redacted] 39	25-04-2025	Any Other Document	SAM4.pdf	
AN [redacted] RA	Petitioner	1	20 [redacted] 39	25-04-2025	Application	SAM2.pdf	

Showing 1 to 3 of 3 entries

Previous **1** Next

# My Account: Transaction History

To view the list of transactions, user will click on **My Account > Transaction History** option. To view the receipt of the transaction, user will click on the **View Receipt** button.

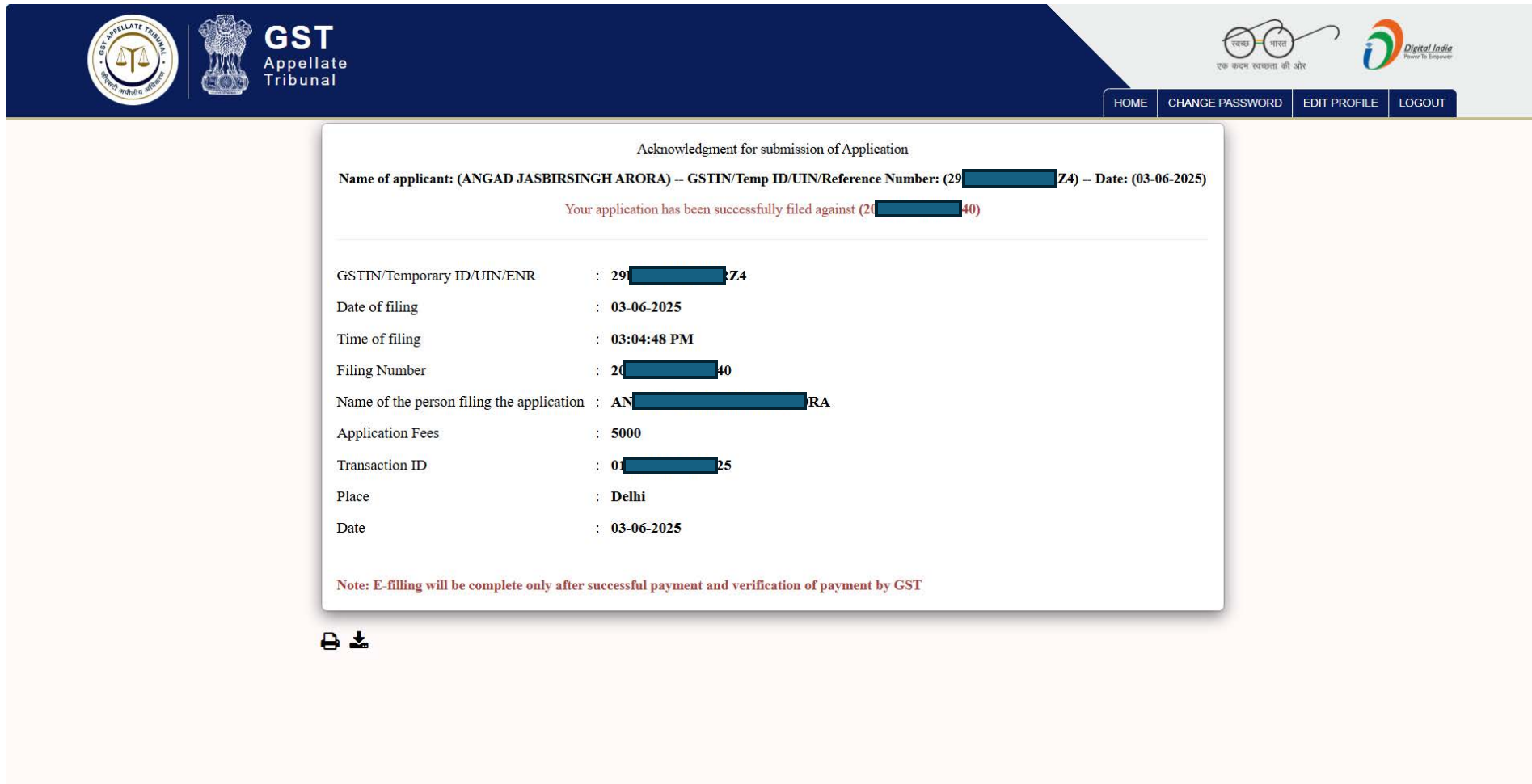
The screenshot displays the GST Appellate Tribunal interface. The header includes the GST Appellate Tribunal logo and the Digital India logo. The left sidebar contains navigation options: Welcome: 29 [redacted] Z4, Appellant Corner, Respondent Corner, My Account, My Cases, Case Documents, Transaction History, Download e-Sign (DSC) Tool, and Logout. The main content area is titled 'Transaction History' and features a search bar and a table of transactions. The table has the following columns: Sr No, Filing No, GSTAT Txn Id, Amount, Txn Status, and Payment Mode. The first five rows of the table are as follows:

Sr No	Filing No	GSTAT Txn Id	Amount	Txn Status	Payment Mode	View Receipt
1	20[redacted]40	01[redacted]25	5000 Rs	SUCCESS	Offline	<a href="#">View Receipt</a>
2	20[redacted]37	01[redacted]25	1 Rs	SUCCESS	Offline	<a href="#">View Receipt</a>
3	20[redacted]24	01[redacted]25	1 Rs	SUCCESS	Offline	<a href="#">View Receipt</a>
4	20[redacted]36	01[redacted]25	1 Rs	SUCCESS	Offline	<a href="#">View Receipt</a>
5	20[redacted]34	01[redacted]25	1 Rs	SUCCESS	Offline	<a href="#">View Receipt</a>

Below the table, it says 'Showing 5 of 580 entries' and includes pagination controls: Previous, 1, 2, 3, 4, 5, 116, Next. Two callout bubbles provide instructions: '1. Click on Transaction History' pointing to the sidebar menu item, and '2. Click on View Receipt' pointing to a button in the table.

# My Account: Transaction History

The receipt page will be as shown below.



The screenshot displays the GST Appellate Tribunal website interface. At the top, there are logos for the GST Appellate Tribunal and Digital India. A navigation bar includes links for HOME, CHANGE PASSWORD, EDIT PROFILE, and LOGOUT. The main content area features a white box with the following information:

Acknowledgment for submission of Application  
Name of applicant: (ANGAD JASBIRSINGH ARORA) -- GSTIN/Temp ID/UIN/Reference Number: (29 [REDACTED] Z4) -- Date: (03-06-2025)  
Your application has been successfully filed against (20 [REDACTED] 40)

GSTIN/Temporary ID/UIN/ENR	: 29 [REDACTED] Z4
Date of filing	: 03-06-2025
Time of filing	: 03:04:48 PM
Filing Number	: 20 [REDACTED] 40
Name of the person filing the application	: AN [REDACTED] RA
Application Fees	: 5000
Transaction ID	: 01 [REDACTED] 25
Place	: Delhi
Date	: 03-06-2025

Note: E-filing will be complete only after successful payment and verification of payment by GST

Below the note, there are icons for printing and downloading the receipt.



## Support & Resources Portal Access

- For assistance or queries, please utilize the 'Help', 'FAQ', or 'Contact Us' sections available on the GSTAT e-Filing portal.
- Utilize the "Forgot User ID / Password" and "Unlock Account" features on the login page, if needed.

Goods and Services Tax Appellate Tribunal (GSTAT), Government of India

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