

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

ARN AD2407180001120	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 31/07/2018	Status Pending For Order
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APPLICATIONS

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RECTIFICATION

ADDITIONAL DOCUMENT

PRN: IP2407180000063 Date Of Debit: 31/07/2018

Type of Document	Action
Advance Ruling Application	View

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C. Search and View Cause List of all Advance Ruling-related Applications

To search and view Cause List of all Advance Ruling-related Applications, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Navigate to **Services > User Services > Cause List**

Note: You can access Cause List without logging to the GST Portal with your credentials.

The screenshot shows the GST Portal's Services menu. The 'User Services' option is selected, and the 'Cause List' option is highlighted with a red box. Other options in the menu include Registration, Payments, Refunds, Contacts, Holiday List, Search Office Addresses, Grievance / Complaints, Generate User Id for Advance Ruling, Search HSN / SAC, Feedback, and Locate GST Practitioner (GSTP).

3. **Cause List** Screen is displayed.

The screenshot shows the 'Cause List' search form. It includes the following fields:

- Type of Authority (Mandatory field, dropdown menu)
- State (Mandatory field, dropdown menu)
- Jurisdiction (dropdown menu)
- Date (DD/MM/YYYY format, calendar icon)

 A red dot next to the field labels indicates mandatory fields. A 'SEARCH' button is located at the bottom right of the form.

4. From the Type of Authority drop-down list, select **Authority for Advance Ruling (u/s 96)** or **Appellate Authority for Advance Ruling (u/s 99)**.

Dashboard

Cause List

Type of Authority • State • indicates mandatory fields

Select Select

Authority for Advance Ruling (u/s 96)
Appellate Authority for Advance Ruling (u/s 99)
Appellate Authority (u/s 107)

Date DD/MM/YYYY

SEARCH

5. From the **State** drop-down list, select **State** in which Application was filed.
6. From the **Jurisdiction** drop-down list, select **Jurisdiction** in which Application was filed. This is not mandatory field.
7. Select **Date**.
8. Click **SEARCH** and Cause List of the day will be displayed. In case of no hearing scheduled for the day, following message will appear "No hearings are scheduled for date".

Dashboard

Cause List

Type of Authority • State • indicates mandatory fields

Authority for Advance Ruling (u/s 96) Jharkhand

Jurisdiction Date

Select 13/08/2018

SEARCH

No hearings are scheduled for date - 13/08/2018

Note: In case you don't select any date, System will search and display the Cause List of the current day.

D. View Application Details based on which the Case was created

To view Application Details based on which this Case was created, perform following steps:

1. On the **Case Details** page of that particular application, select the **APPLICATIONS** tab, if it is not selected by default. This tab provides you an option to view the filed application in PDF mode. The PRN (Payment Reference Number) along with Date of Debit and Status of Applicant is also displayed here

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

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Advance Ruling Application	View

2. Click the **View** link under Action to download and view the application in PDF mode.

[Go back to the Main Menu](#)

E. View Issued Notices and File Reply

To view issued Notices and File your Reply, perform following steps:

1. On the **Case Details** page of that particular application, select the **NOTICES** tab. This tab displays all the notices (Hearing/Adjournment) issued by AAR or AAAR.

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

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Notice No	Subject	Issued On	Issued By	Action
ZA2408180000490	Advance ruling order	11/08/2018	Gujarat Authority for Advance Ruling	Reply
ZA2408180000505	Advance Ruling Void	14/08/2018	Gujarat Authority for Advance Ruling	Reply

10	25	50	100
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Note:

Following types of Notices can be issued against the filed Applications related to Advance Ruling:

Notices Issued by Authority for Advance Ruling (AAR)	Notices Issued by Appellate Authority for Advance Ruling (AAAR)
<ul style="list-style-type: none"> • Notice of Personal Hearing for Admitting or Rejecting Filed Application seeking Advance Ruling • Notice of Adjournment 	<ul style="list-style-type: none"> • Notice of Personal Hearing for Admitting or Rejecting Appeals • Notice of Adjournment • Notice of Personal Hearing in respect of in respect of

<ul style="list-style-type: none"> • Notice of Personal Hearing in respect of rectification application • Notice of Personal Hearing in respect of Suo Moto rectification • Notice of Personal Hearing in respect of declaring advance ruling order void 	<ul style="list-style-type: none"> • reference application • Notice of Personal Hearing in respect of rectification application • Notice of Personal Hearing in respect of Suo Moto rectification • Notice of Personal Hearing in respect of declaring advance ruling order void
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2. Click **Reply** hyperlink in the **Action** column against the Notice for which reply is to be filed.

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

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APPLICATIONS	Notice No	Subject	Issued On	Issued By	Action
NOTICES	ZA2408180000490	Advance ruling order	11/08/2018	Gujarat Authority for Advance Ruling	Reply
REPLIES	ZA2408180000505	Advance Ruling Void	14/08/2018	Gujarat Authority for Advance Ruling	Reply
ORDERS					
RECTIFICATION					
ADDITIONAL DOCUMENT					

3. **Reply** application is displayed. Application Details and your details are auto-populated. The remaining details must be filled manually. To go to the previous page, you can click **BACK**.

ARN
AD2407180001120GSTIN/UIN/Temporary ID
24ABCPM8147P1Z6Date Of Application/Case Creation
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APPLICATIONS

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• indicates mandatory fields

Application Details

Notice No
ZA2408180000490Application Type
Reply

Details of Respondent

Legal Name of the Respondent
PRAVINBHAI KALIDAS MISTRYTrade Name of the Respondent
SUN LIGHT(Paldi)Status of the Respondent
Registered

Contact Details of Respondent

Email Id of the Respondent
dhanashree.harode@infosys.comMobile Number of the Respondent
9513107112

Details of Reply*

Upload the filled template

 No file chosen[Download Template](#)

Click here to view the steps for converting the filled application Word template to PDF file format.

Only PDF file format is allowed.

Maximum file size for upload is 5MB.

Upload Supporting Documents

Enter Document Description

 No file chosen

Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy during personal hearing.

Only PDF file format is allowed.

Maximum file size for upload is 5MB.

Verification*

I, son/daughter/wife of do hereby solemnly declare that to the best of my knowledge and belief what is stated above and in the annexure(s), including the documents are correct. I am making this application in my capacity as (designation) and that I am competent to make this application and verify it.

Authorised Signatory*

Select

Place*

Enter Place

Designation / Status

Date

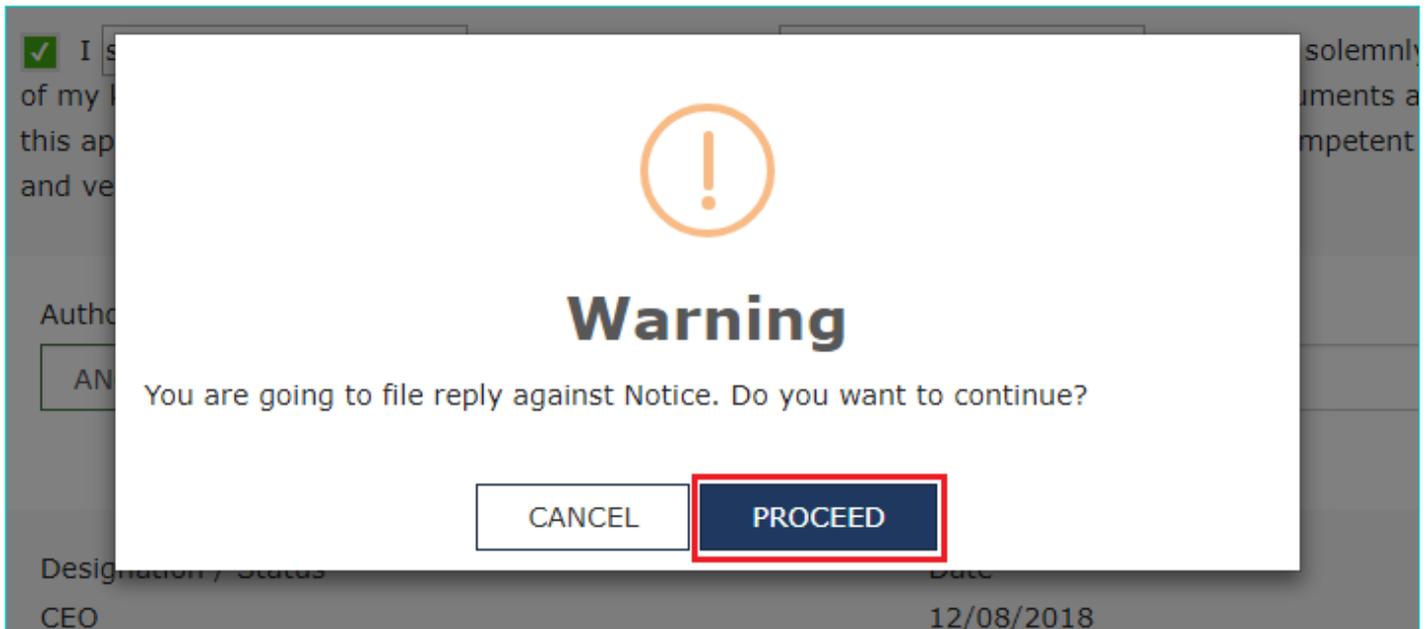
BACK

PREVIEW

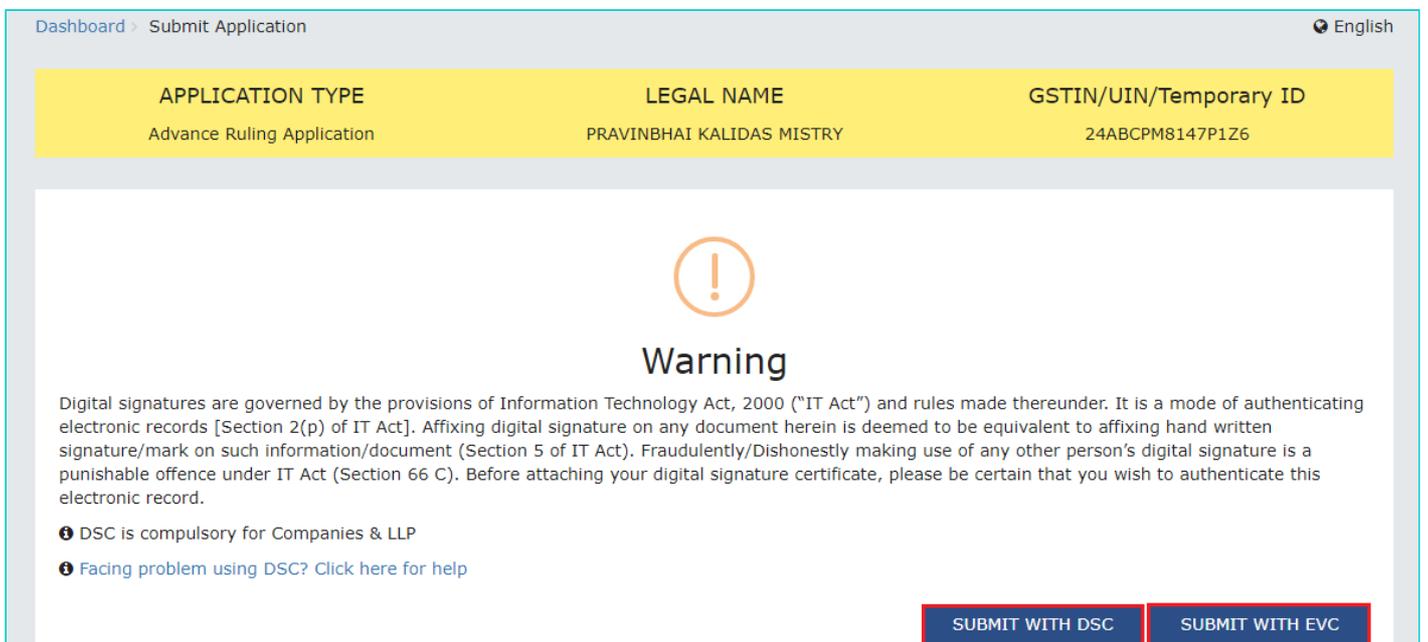
PROCEED TO FILE

4. Click **Download Template** to download and manually fill details of Reply and then upload the converted PDF using **Choose File** button under **Details of Reply** field.

- If required, you can also upload supporting documents. This is not a mandatory field. To upload, first fill **Enter Document Description** field and then click **Choose File** to upload them.
- Enter **Verification** details and click **PREVIEW** to download and review your Reply. Once you are satisfied, click **PROCEED TO FILE**.
- A Warning message popup is displayed. Click **PROCEED**.



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



- Acknowledgement** page is displayed. Click **OK**.

Your reply has been filed against Notice No. ZA2408180000490 dated 11/08/2018. Your Reply Reference No. is ZA240818000064W dated 12/08/2018.

OK

Note: You will also receive an email acknowledging receipt of this Counter reply, along with generated Reply Reference Number.

10. GST System automatically directs you to the REPLIES tab where the reply you just filed will be displayed in a table. Also, system generated email is automatically sent to the JO/CO intimating them about successful submission of the reply and the generated Reply Reference Number.

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Reply No.	Notice No.	Filed By	Date of Reply	Supporting Documents
ZA240818000064W	ZA2408180000490	self	12/08/2018	NA

10	25	50	100
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Note: Once the reply is submitted, the Reply link in the NOTICES tab will get disabled. You can submit only one reply per each Notice.

ARN
AD2407180001120

GSTIN/UIN/Temporary ID
24ABCPM8147P1Z6

Date Of Application/Case Creation
31/07/2018

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Notice No	Subject	Issued On	Issued By	Action
ZA2408180000490	Advance ruling order	11/08/2018	Gujarat Authority for Advance Ruling	NA
ZA2408180000505	Advance Ruling Void	14/08/2018	Gujarat Authority for Advance Ruling	Reply

10	25	50	100
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F. View Replies/Counter-replies Filed by Self or Concerned Officer (CO)/Jurisdiction Officer (JO)

To view Replies/Counter-replies Filed by Self or Concerned Officer (CO)/Jurisdiction Officer (JO), perform following steps:

1. On the **Case Details** page of that particular application, select the **REPLIES** tab. This tab displays the replies filed by either yourself or the counter replies by the CO and/or JO, against the Notice issued by Authority.

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

ARN AD240718000083H	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 19/07/2018	Status Rectification Submitted
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APPLICATIONS NOTICES REPLIES ORDERS RECTIFICATION ADDITIONAL DOCUMENT	<table border="1"> <thead> <tr> <th>Reply No.</th> <th>Notice No.</th> <th>Filed By</th> <th>Date of Reply</th> <th>Supporting Documents</th> </tr> </thead> <tbody> <tr> <td>ZA240718000255T</td> <td>ZA240718000252Z</td> <td>Jurisdictional Officer/ Concerned Officer</td> <td>19/07/2018</td> <td> 5120kb (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf </td> </tr> <tr> <td>ZA240718000268M</td> <td>ZA2407180002511</td> <td>self</td> <td>19/07/2018</td> <td> exact_5mb (2) (1) (2).pdf exact_5mb (2) (1) (1).pdf Reply To Notice for Advance Ruling (4).pdf Counter Reply To Notice for Advance Ruling (8).pdf </td> </tr> </tbody> </table>	Reply No.	Notice No.	Filed By	Date of Reply	Supporting Documents	ZA240718000255T	ZA240718000252Z	Jurisdictional Officer/ Concerned Officer	19/07/2018	5120kb (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf Acknowledgement (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1).pdf	ZA240718000268M	ZA2407180002511	self	19/07/2018	exact_5mb (2) (1) (2).pdf exact_5mb (2) (1) (1).pdf Reply To Notice for Advance Ruling (4).pdf Counter Reply To Notice for Advance Ruling (8).pdf
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10 25 50 100

Note: Maximum 3 replies can be submitted against any Notice. 1 reply by Taxpayer, 1 Reply by Jurisdictional Officer and 1 reply by Concerned Officer.

2. Click the **Reply No.** hyperlinks to download the filed Replies. Click **Notice No.** hyperlinks to download the respective notice. You can also click document names in the **Supporting Documents** column to download and view the documents filed along with each reply.

