

How to tackle SCNs issued Under GST How to Handle Appeals Under GST Effectively

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GANDHIDHAM BRANCH OF WIRC OF ICAI



Adjudication and Appeals

SCN – Reply – OIO at Adjudication Level

First Appeal to Appellate Authority

Second Appeal to Appellate Tribunal
PRINCIPAL BENCH – POS Related Issues

Second Appeal to Appellate Tribunal
STATE BENCH – Other than POS Issues

Appeal to High Court Against Order of Tribunal of STATE BENCH

Appeal to Supreme Court Against
A) Order of HC
B) Order of PRINCIPAL BENCH of Tribunal



Assessment and Audit

	Section	
	59	Self-assessment
	60	Provisional assessment
MENT	61	Scrutiny of returns
ASSESSMENT	62	Assessment of non-filers of returns [within 5 years]
	63	Assessment of unregistered persons [within 5 years]
	64	Summary assessment in certain special cases [protective assessment]
AUDIT	65	Audit by tax authorities
	66	Special audit [by Chartered or Cost Accountant Nominated by Commissioner]



DEMAND AND RECOVERY Section 73 v/s 74

	Section 73	Section 74
To be Invoked	OTHER THAN for Fraud OR wilful mis-statement OR Suppression of Facts	FOR Fraud OR wilful-mis statement OR Suppression of Facts
Notice To be issued	Within 33 Months from the due date of Annual Return [3 months prior]	Within 54 Months from the due date of Annual Return [6 months prior]
Statement may be served	For continuing period, Statement	t can be served instead of Notice
Reply to SCN		
Passing or Order Max by	Within 3 Years from the due date of Annual Return	Within 5 Years from the due date of Annual Return



DEMAND AND RECOVERY - Time barred Limitation

After Extended via NN 56-2023 CT Dated 28-12-2023

		Section 73		Section 73 Section		on 74
FY	Extended Due Date or Original Date of GSTR9	Notice Can be ISSUED Max by [at least 3M before order]	Order can be ISSUED Max by [3 Years from Due date of G9]	Notice Can be ISSUED Max by [at least 6M before order]	Order can be ISSUED Max by [5 Years from Due date of G9]	
2017-18	5-Feb-20	30-Sep-23	31-Dec-23	5-Aug-24	5-Feb-25	
2018-19	31-Dec-20	31-Jan-24	30-Apr-24	30-Jun-25	31-Dec-25	
2019-20	31-Mar-21	31-May-24	31-Aug-24	30-Sep-25	31-Mar-26	
2020-21	28-Feb-22	30-Nov-24	28-Feb-25	28-Aug-26	28-Feb-27	
2021-22	31-Dec-22	30-Sep-25	31-Dec-25	30-Jun-27	31-Dec-27	
2022-23	31-Dec-23	30-Sep-26	31-Dec-26	30-Jun-28	31-Dec-28	

^{*}In case Tax has been collected but not paid, No time limit u/s 76

^{**} In case of erroneous refund, date of 3 / 5 years to be counted from date of Refund Order

^{***} When any Notice or Order Stayed by Court or Tribunal, such period will be excluded



DEMAND AND RECOVERY Penal Provisions

If Tax and Interest Paid	Form Issued	Section 73	Section 74
Voluntary Before SERVICE of SCN*	DRC-01A (Intimation)	NIL	15%
Within 30 days of ISSUING SCN**	DRC-01 (SCN)	NIL	25%
While Issuing Orde	r in DRC-07	10% of Tax OR 10000 Whichever is Higher	100%
If Paid Within 30 days of COM	MUNICATING of Order	10% of Tax OR 10000 Whichever is Higher	50%
If Paid After 30 days of COMN	MUNICATING of Order		100%



DEMAND AND RECOVERY Monetary Limit to Adjudicate the Notices U/s 73 / 74 [Circular 31-2018]

Officer of Central Tax	Monetary Limit CGST + SGST + IGST
Superintendent of Central Tax	Up to Rs 20 Lakhs
Deputy or Assistant Commissioner of Central Tax	20 Lakhs to 2 Crores
Additional or Joint Commissioner of Central Tax	Above 2 Crore Rupee

^{*}An officer of central tax may exercise the powers any other officer of central tax who is subordinate to him



DEMAND AND RECOVERY Forms and Process Flow

Form	Particulars of the Form	Ву
DRC-01A PartA	Intimation of tax ascertained as being payable under section 73(5)/74(5) [Pre-notice consultations] – Optional for Officer	Officer
DRC-01A PartB	Reply to the communication for payment before issue of Show Cause Notice	Tax Payer
DRC-01	Show Cause Notice for Tax, Interest and Penalty	Officer
DRC-02	Statement for "Periodical Demand" for Tax, Interest and Penalty	Officer
DRC-03	Intimation of payment made voluntarily or made against the show cause notice (SCN) or statement	Tax Payer
DRC-04	Acknowledgement of acceptance of payment made voluntarily	Officer
DRC-05	Intimation of conclusion of proceedings	Officer
DRC-06	Reply to the Show Cause Notice	Tax Payer
DRC-07	Summary of Order	Officer
DRC-08	Rectification of Order / Withdrawal of Order	Officer



Miscellaneous, BUT IMPORTANT (Safe-Guards)!

- Opportunity of being heard is granted only when request is made in Writing / Or before passing any adverse order [Sec. 75(4)]
- Max 3 adjournment for OBH [Sec. 75(4)]
- Order Should be "Speaking Order" [Sec. 75(6)]
- No New Grounds after issuance of SCN. Order can't travel beyond the Notice [Grounds as well as Amount] [Sec. 75(7)]
- Adjudicating process is deemed to be completed if order not issued within time [Sec. 75(10)]
- If anything is self-assessed in return, direct recovery [Sec. 75(12)] [Instruction 01-2022 prescribes, one opportunity to be given]
- If Penalty imposed under 73/74, no other penalty (eg. under 122 / 125) [Sec. 75(13)]
- Max Interest @18% WEF 01-07-2017
- Modes of Delivery (Service of Notice) Section 169 vis-à-vis Instruction 04/2023



Miscellaneous, BUT IMPORTANT (Safe-Guards)!

- If Fraud / Wilful misstatement / Suppression Not found, adjudication proceedings will be automatically converted to Section 73. [Sec. 75(2)]
- REPLY to Time barred / Bad Notices in Technical grounds will prove it RIGHT. Question the Notice before Answering it [Sec. 160(2)]
 - Challenging Extended period u/s 168A
 - · Challenging the SCN if Mode of Delivery is wrong / Signature Not found
 - Challenging the SCN if Only DRC-01 issued without any Notice [Rule 142(1)]
- Burden of Proof for "Eligibility of ITC" is on "Tax Payer" [Sec. 155]
- Rectification of Errors apparent on the Face of Order can be done, within 3 months [Sec. 161]
- PH Cant be before submitting the reply H T Media Ltd. V Union Of India [2023] 153 taxmann.com 339 (Delhi)
- 30 Days minimum time between SCN and Order (Scheme suggest lower penalty if paid within 30 days)
- Notice to be dropped for already closed matter in past in ASMT-12 or DRC-05
- Provisional Attachment Notice during SCN? [Sec. 83]



When to Celebrate the "Drop Order" after SCN?

- Commissioner can direct any officer to file appeal against original Order, within 6 months of original order [Sec. 107(2)]
- Revisional Authority May pass and order within 3 years from the date of original Order [Sec. 108]
- Proper Officer Can rectify any error which is apparent on the face of the record within 6 months from the date of Order [Sec. 161]



Appeals Under GST: PART A: Law & Procedure



Appeals to Appellate Authority – First Appeal [Sec. 107]

- Appeal can be filled against <u>"Decision or Order"</u> Passed by <u>"Adjudicating Authority"</u>
- "Any Person" Who is aggrieved
- Order is must.
 - RFD-03 or MOV-03/04 is not an Order
- Adjudicating Authority Means Any authority to pass the order under the Act, BUT <u>Does Not Include:</u>
 - CBIC
 - Revisional Authority
 - AAR, AAAR, NAAAR
 - Appellate Authority
 - Appellate Tribunal
 - Authority of Anti Profiteering
- No Appeals can be filled against:
 - Transfer of proceedings to another officer
 - Seizure of books of accounts
 - Order of prosecution
 - Order of Payment in Instalments



Time limit to file First Appeal [Sec. 107(1),(2),(4)]

- First appeal has to be filled within 3 months [From the date of **COMMUNICATION**]
- 3 months should be counted Month on month (And Not as 90 Days)
- 3 months should be calculated from the DATE OF COMMUNICATION of Order
- 1 Month can be condone for delay, if Appellate Authority satisfied that appellant was prevented from sufficient cause from presenting the appeal [Pleading + Evidence]
- Departmental Appeal (against their own order by Adjudicating Authority) can be filled within 6 months of the Order
- 1 Month Condonation is also available to Departmental Appeal
- What if one missed 3+1 Months?



Service of Notice / Order [Sec. 169] vis-à-vis Instruction 04/2023

- Any Decision / Notice / Order / Summons etc. Can be served by any one of the following:
 - By Hand Delivery to Taxable Person / to his AR / to his manager / To his Advocate / employee
 - By Courier
 - By Registered Post / Speed Post / Courier with Acknowledge due
 - By Sending Email as provided on Registration
 - By Making it available on Portal
 - By Publishing it on Newspaper
 - By affixing Notice at his last known business place / residence
- Service of Notice can't be on WhatsApp
- Instruction 04-2023 Dated 23-11-2023 Strictly mandates Orders to be uploaded on GST Portal



"Pre-Deposit" [Sec. 107(6)]

- "Pre-Deposit" vis-à-vis "10% of Disputed Tax"
- 100% of the Admitted Tax, Interest and Penalty
- 10% of Disputed Tax & 0% of Interest & Penalty. [Max 25+25 Crore]
- Incase Penalty due to E-waybill breach [Sec. 129(3)], 25% of PENALTY to be paid as Pre-Deposit – [Bond in MOV-08 Preferable]
- So called "Pre-Deposit" Can be paid via ITC, if the underlying Disputed demand can otherwise be paid via ITC. Eg:
 - Underlying Demand is for RCM pre-deposit has to be paid in Cash
 - Underlying Demand is for erroneously refunded amount pre-deposit has to be paid in cash
- Incase of Manual filling of appeal, Pre-deposit can also be paid via DRC-03
- Incase of payment made involuntarily during Pre-adjudication process such DRC-03s can be used in pre-deposit
- Interest on refund of Pre-Deposit @ 6%



Appeal Mode: Online Vs Offline [Rule 108(3)]

- If Order Uploaded online, It has be filled Online. (No Physical Documents required, One may submit it voluntarily for their convenience)
- If Order passed manually, appeal can be filled manually
- Incase of Manual order, Self Certified Order to be submitted within 7 days
- Instruction No 04-2023 23.11.2023 Now mandates officer to upload every order on the Portal

Stay [Section 107(7)]

- Deemed Stay
- Inform Jurisdictional Authority, Anyway
- What if less than 10% of disputed Tax paid as Pre Deposit?
- What of APL-02 is not issued?



Appeal (u/s 107) Vs Rectification (u/s 161)

- Proper Officer who has passed the order can rectify any error which is apparent on the face of the record
- Such rectification of the order can be done on either
 - On his own motion
 - Or where such error is brought to its notice within 3 months by affected person
- Such rectification can be done within 6 months from the date of original order
- Incase of pure clerical Or arithmetical error, rectification can be done even after 6 months



OBH, Adjournments & Additional Grounds

- Opportunity of Being Heard Personal Heading
 - MUST be given by Appellate Authority
- Adjournment
 - Can be given if sufficient cause has been is shown
 - Reason of such cause to be recorded
 - No adjournment can be given more than 3 times
- Additional Grounds during PH
 - Can be added other than already mentioned in "Grounds of appeal" Only if omission of that ground was not wilful or unreasonable
- Order
 - Order of the Appellate Authority should be in writing, and shall state the points of determination, the decision there on and reasons for such decision
 - AA Cant refer back the case to Adjudicating Authority
 - Wherever possible, appeal should be disposed off in 1 year



Who Can be Authorised Representative? [Sec. 116]

- Relative of Tax payer
- Regular Employee
- Advocate
- Chartered Accountant
- Cost Accountant
- Company Secretary
- Retired Commercial Tax Officer of State or UT or Board who has worked for at least 2 years as Group-B Gazette Officer (Can appear only after 1 year of retirement)
- Authorised GSTP



Appeal to be filled before

• STATE [Rule 109A of GujGST Rules]

Order Passed by	Appeal to be filled before
Joint Commissioner	Additional Commissioner
Deputy Commissioner	Joint Commissioner (Appeals)
Assistant Commissioner / State Tax Officer	Deputy Commissioner (Appeals)

CENTER [Rule 109A of CGST Rules]

Order Passed by	Appeal to be filled before
Additional Commissioner / Joint Commissioner (Order Above 2 Crore)	Commissioner (Appeals)
Deputy / Assistant Commissioner /	Any officer not below the Rank of Joint
Superintendent (Orders Up to 2 Crore)	Commissioner (Appeals)

Appeal Jurisdictional office for Ewaybill Related Appeals



Appeals to Appellate Authority - Forms

Form	Particulars of the Form	Ву
APL01	Form to file appeal online [Along with Statement of facts and Grounds of appeal] [Appeal to Commissioner (A) or JC (A)]	Tax Payer
	Certified copy of order to be submitted within 7 days - Incase of Manual Order	Tax Payer
APL02	Final Ack of Appeal will be given [Indicating Appeal Number] Only after getting APL-02, appeal is said to be filled	Appellate Authority
APL03	Departmental Appeal	Officer appointed by Comm.
APL04	Summary of order clearly mentioning final amount of demand confirmed	Appellate Authority



Miscellaneous, BUT IMPORTANT - Appeal

- Demand paid against Protest via DRC-03, Amount Appropriated and Drop order passed in DRC-05 illegally, How to file appeal?
- Writ V/s Appellate Remedy [Decision at SCN Stage]
- Defective appeal
 - Without Pre Deposit
 - Without verification
 - Not in prescribed form



Appeals Under GST: PART B: Drafting & Pleading Approach



Appeal SET Checklist - illustrative

- Cover letter
- Acknowledgement of APL-01
- Form APL-01
- Annexure to APL-01
- Application for condonation of delay
- Copy of Order [Self Certified Copy Incase of Manual Order]
- Supporting Documents to "Annexure to APL-01"
- Copy of Challan of pre deposit
- Stay Application Separate for Jurisdictional office



Art of Drafting of Appeal

- Analysis of Issue with Client and Collection of further Details COMPLETE FACTS
- Drafting
 - 75% for research 25% for drafting
 - In the Flow
 - Margin, Page numbering, Para numbering, Index if needed, Line spacing, on LH of Noticee, 3 sets properly tagged/stapled, Font, Justify
 - Language
 - Reply to every para Alternate grounds cover every issue reference to law
 - Be specific, be firm but never hurt the ego
 - Don't use idioms and phrases
 - Annexures / Enclosures with Title and Index
- Accept / Deny Allegation OR Attack Question
- Cross Examination of third party / Cross examination of the Documents
- Detailed Reply / Detailed Drafting? Vs Apt and Concise!
- Don't Give Excess or unsolicited Information



Drafting of Appeal - BODY – Annexure to APL-01

- Fact of the Case
 - Only Fact, No emotions
 - Clear, Concise, chronological
- Grounds of Appeal
 - Reject the demand / Attack the Question
 - Correct the facts
 - Multiple Grounds / Alternate plea / submission separate from each other
 - · Misunderstanding of Facts, misapplication of Law, Technical Ground
 - Case Laws caution
 - Other standard grounds such as
 - Shifting of proceedings to 73 from 74
 - OBH Not given
 - Tax to be Calculated assuming Amount received is inclusive of Tax
 - Tax Neutrality Ground
 - Multiple penalty barred in law section 75(13)
 - Demand cant be imaginary, on Assumptions or Presumptions
- Prayer
 - Ask for each possible relief
 - Any other Relief as may be granted
- Condonation of delay [See Draft]



Personal Hearing

- Compile short-notes / synopsis prioritise the Grounds of Appeal
- Know the adjudicating / Appellate Authority
- LoA [Format]
- Speak softly
- Start with facts
- Appearance Should be presentable, Dress Code
- Max 3 Adjournments with reasons to be recorded
- Check Judgement already cited in appeal, if its overruled or so
- Sign PH Memo and keep a copy
- Skillset
 - Knowledge of the Concerned law
 - Knowledge of Evidence Law and Administrative Law
 - Communication Skills
 - Through knowledge of the Case laws



Additional Evidences During Appeal [Rule 112]

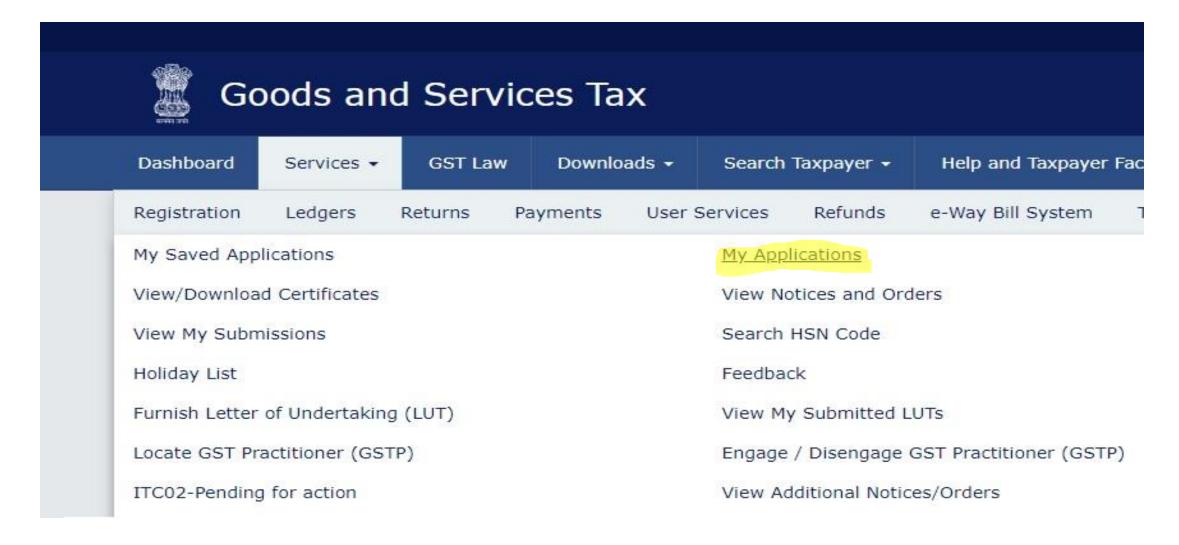
- No Additional Evidences are allowed Before Appellate Authority which were not produced originally before Adjudicating Authority EXCEPT when
 - When Adjudicating Authority refused to admit the Evidence
 - Where appellant was prevented by sufficient cause from producing evidence which were called upon
 - Where appellant was prevented by sufficient cause from producing evidence which is relevant to any grounds of appeal
 - Where order has been passed without giving OBH
- If additional Evidences are produced, reasons to be recorded
- However, Appellate Authority can direct to produce the evidence / document to enable it to dispose the appeal



Appeals Under GST: PART C: Walk-Through of Portal

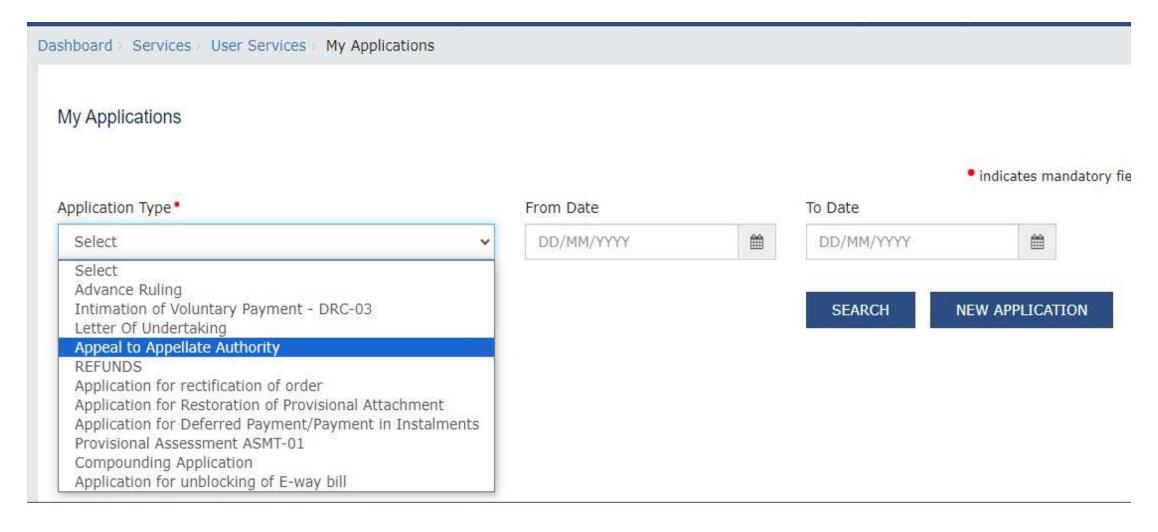


Walk-Through of Portal



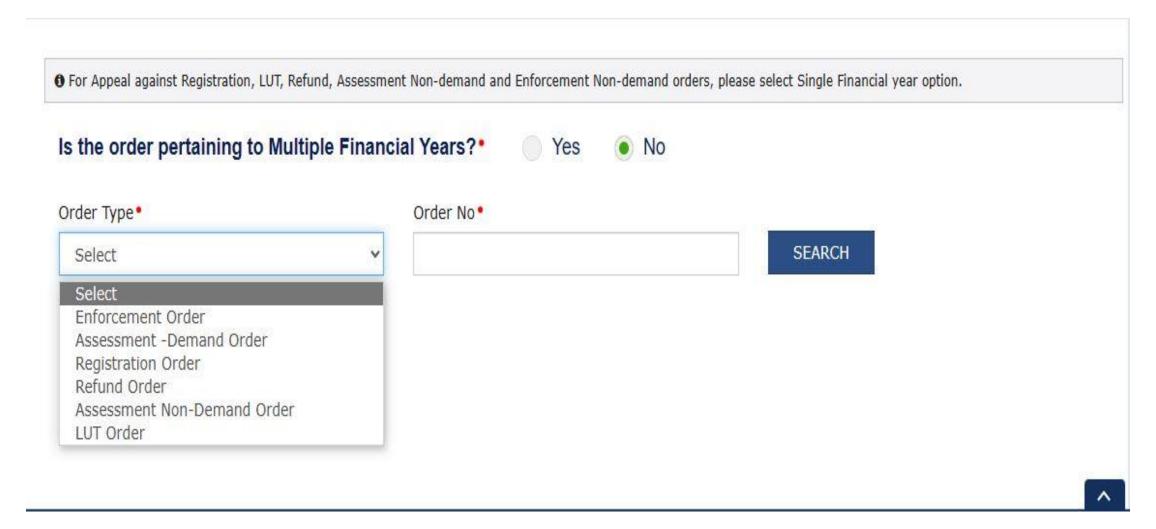


Walk-Through of Portal





List of Order Types – Single Year



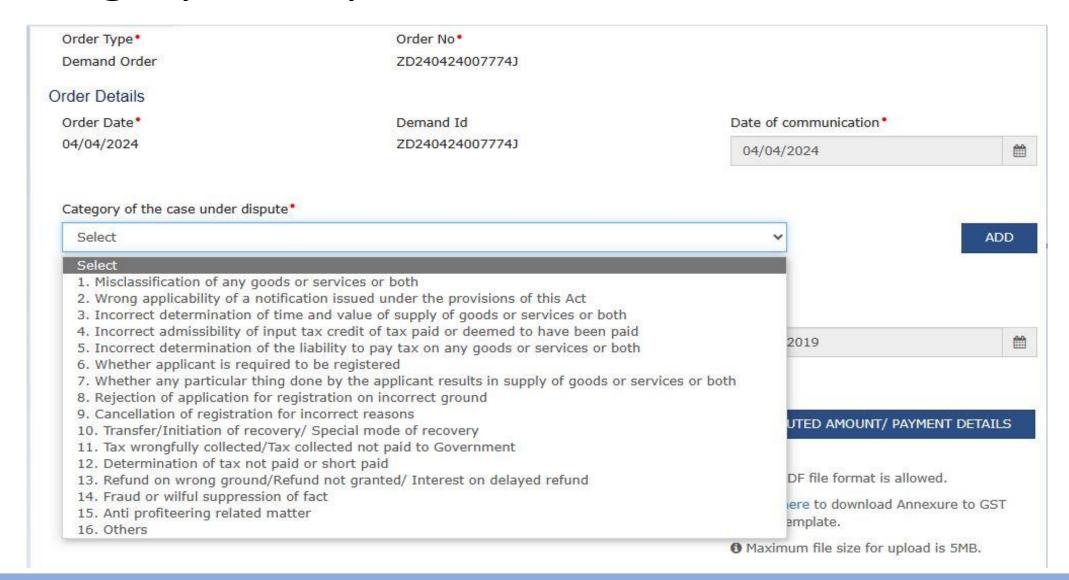


List of Order Types – Multiple Year



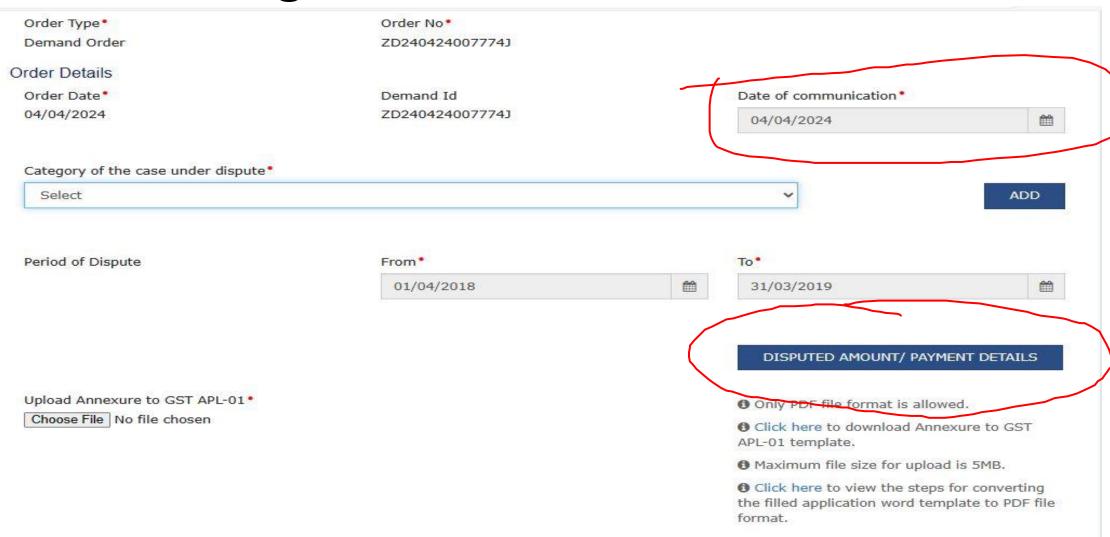


Category of Dispute:

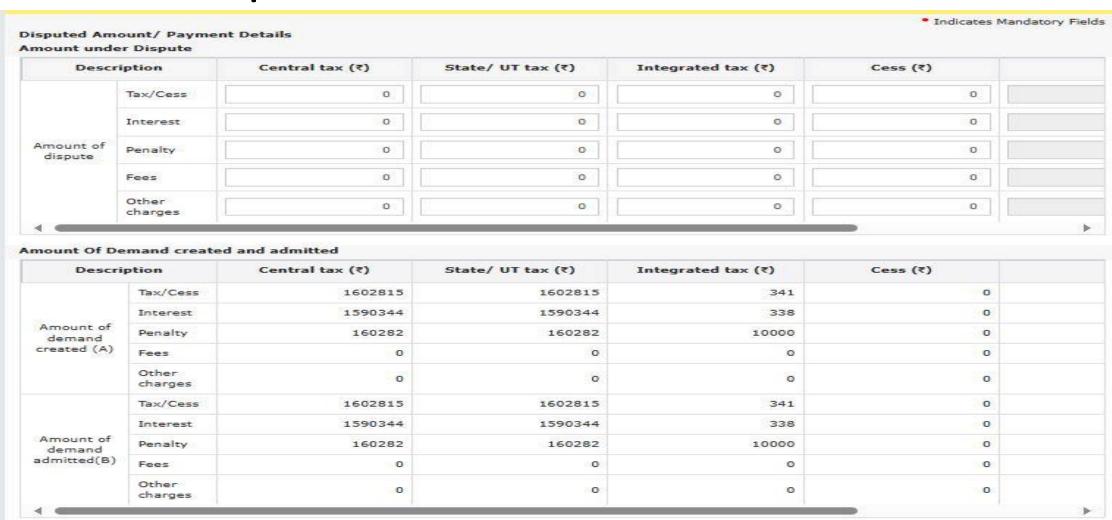




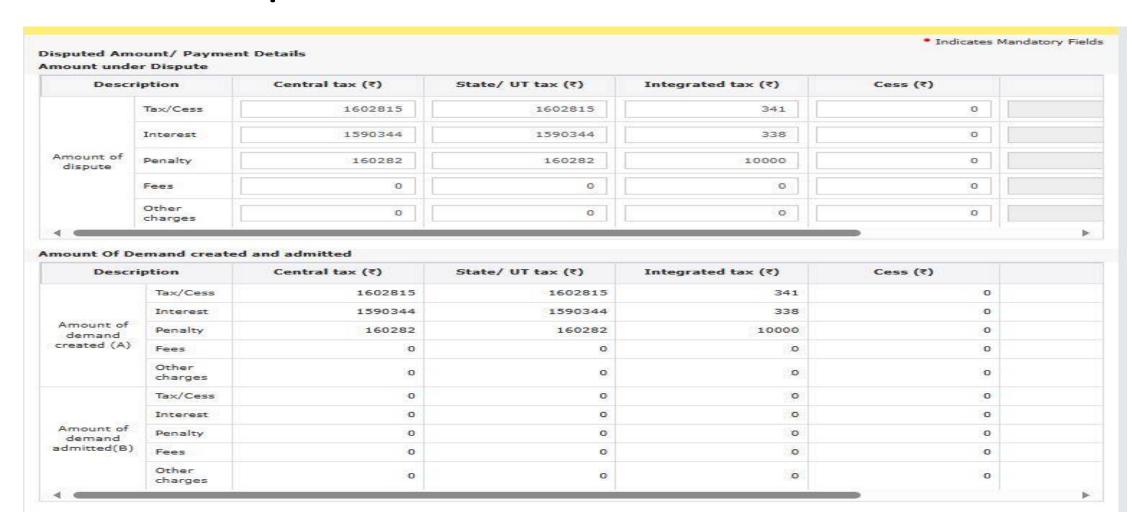
Walk-Through of Portal









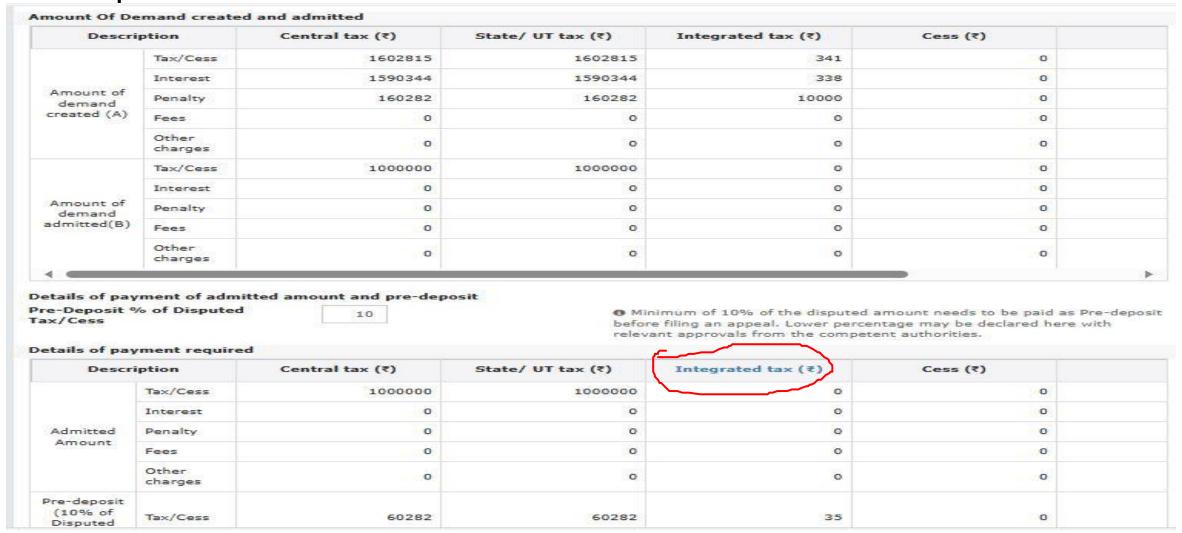




Desci	ription	Central tax (₹)	State/ UT tax (₹)	Integrated tax (₹)	Cess (₹)	
mount of dispute	Tax/Cess	602815	602815	341	0	
	Interest	1590344	1590344	338	0	
	Penalty	160282	160282	10000	0	
	Fees	0	0	0	0	
	Other charges	0	0	0	0	
6				21.4		
ount Of D	emand created	d and admitted				
A	emand created	d and admitted Central ta× (₹)	State/ UT tax (₹)	Integrated tax (₹)	Cess (₹)	
Marie 100 100 100 100 100 100 100 100 100 10			State/ UT tax (₹) 1602815	Integrated tax (₹)	Cess (₹)	
Marie 100 100 100 100 100 100 100 100 100 10	ription	Central tax (₹)				
Desci	Tax/Cess	Central tax (₹) 1602815	1602815	341	0	
Desci	Tax/Cess Interest Penalty	Central tax (₹) 1602815 1590344	1602815 1590344	341 338	0	
Description of demand	Tax/Cess Interest Penalty	Central tax (₹) 1602815 1590344 160282	1602815 1590344 160282	341 338 10000	0 0	
Description of demand	Tax/Cess Interest Penalty Fees Other	Central tax (₹) 1602815 1590344 160282	1602815 1590344 160282	341 338 10000	0 0 0	
Description of demand	Tax/Cess Interest Penalty Fees Other charges	Central tax (₹) 1602815 1590344 160282 0	1602815 1590344 160282 0	341 338 10000 0	0 0 0	
Description of demand created (A)	Tax/Cess Interest Penalty Fees Other charges Tax/Cess	Central tax (₹) 1602815 1590344 160282 0 0 1000000	1602815 1590344 160282 0 0	341 338 10000 0 0	0 0 0 0	
Description Amount of demand created (A)	Tax/Cess Interest Penalty Fees Other charges Tax/Cess Interest Penalty	Central tax (₹) 1602815 1590344 160282 0 0 1000000	1602815 1590344 160282 0 0	341 338 10000 0 0	0 0 0 0 0 0 0 0	

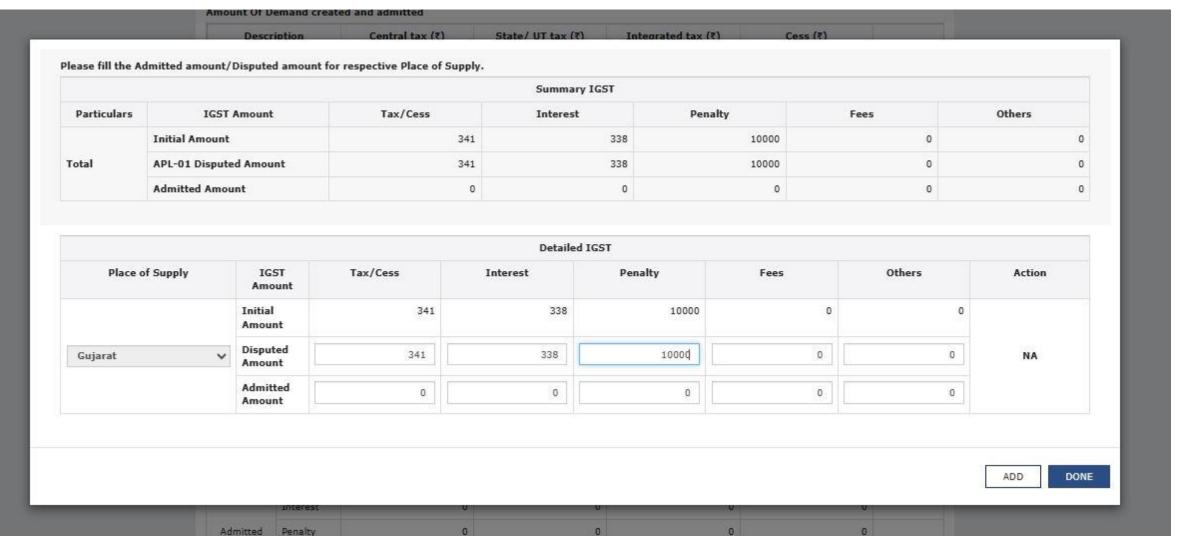


Pre Deposit: 100 % of Admissible+ 10% of Disputed Amount

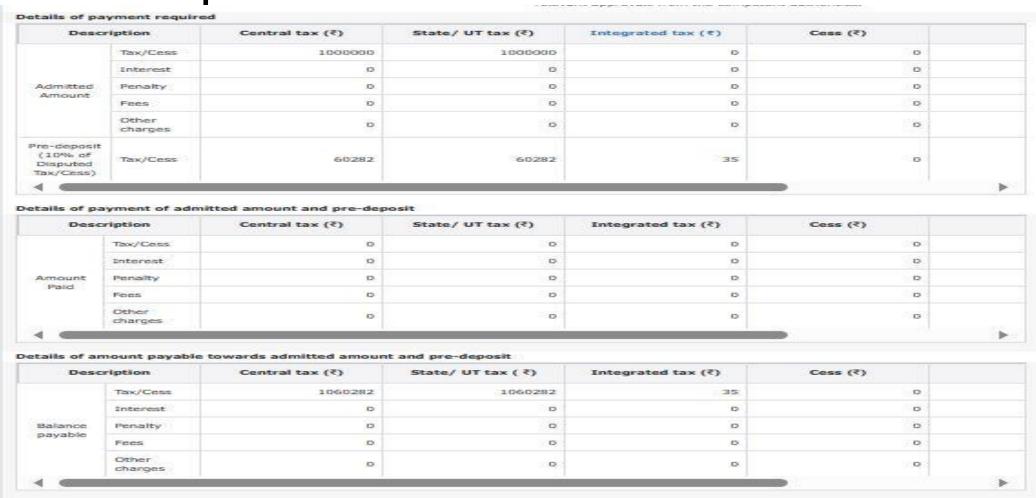




IGST Liability to be shown with PoS:









Payment of Admitted and 10% Disputed Liabilities

				Liability	(₹)				
Description	Integrated Tax		Central Tax		State/UT Tax		Cess		
Tax		£35	*10,60,282		₹10,60,282			*0	
Interest	i ea		ėn l		ea			60	
Penalty	*0		*0		*0		.40		
Fees		40	*0		ea l		*0		
Others		eo		*D 4		ea.	*0		
	4.5					74.55		7.1	
Description	Cash Ledger Balance (₹) Integrated Tax Central Tax State/UT Tax C				Cess	Description	Integra		
гах	eo	eo		Ī	20	eo	Tax		
Interest	eo	40			eo l	₹0	Interest	Ĭ.	
Penalty	±0	40			40		Penalty	Till the second	
Fees	₹0	ep			*0		Fees	n'	
Others	₹0		-00		50	*0	Others) i	
								>	
			Credit Ledger I	Balance (₹)					
Description	Available	Provisional		Blocked		Mismatch	Description	Integra	
Integrated Tax	₹0	e0			60	*0	Integrated Tax	Žį.	
Central Tax	*0	60			40	₹0	Central Tax	n e	
State/UT Tax	eo l	*0			en	*0	State/UT Tax	Ú.	
Cess	₹5,13,365		ep.		*D	eo	Cess		



Payment of Admitted and 10% Disputed Liabilities

					55.15.20					
Description	Integrated Tax		Liability (₹) Central Tax State/UT Tax Cess							
Tax					10,60,282	₹10,60,282		*0		
Interest			*0	*0		***		- eo		
Penalty		*0		e0 en			eo		₹0	
Fees	1/2									
			40	60			eq		- ED	
Others			70	eo eo			*0		- 50	
						Paid through	Cash (₹)			
Cess		Description	Integrated Tax		Central Tax		State/UT Tax		Cess	
40 40 40		Tax	*0			*D	*0		60	
		Interest	***		60		***		*0	
		Penalty	*D			€0		*D	₹0	
		Fees	ep ep		60		*0		*0	
		Others	*0			*D = -		*0	*D	
te :				-		Paid through	TTC (₹)			
Mismatch en		Description	Integrated Tax		Central	Tax	State/UT Tax		Cess	
		Integrated Tax		⊙ ₹ 0○		*0	9	*0		
		Central Tax		₹D.		₹0	1			
	40	State/UT		*0			5	40		
	*0	Cess							*0	



Walk-Through of Portal

Order Type*	Order No.*			
Demand Order	ZD2404240077743			
Order Details				
Order Date*	Demand Ed		Date of communication*	
94/04/2024	ZD2404240077743			623
			04/04/2824	
Category of the case under dispute*				
Select			~	ADD
Period of Dispute	From *		To*	
	01/04/2018	CC	31/03/2019	223
			95	
			DISPUTED AMOUNT/ PAY	YMENT DETAILS
Upload Annexure to GST APL-01*			Only PDF file format is all	owed:
Choose File No file chosen			Click here to download An	
			APL-01 template.	
			Maximum file size for uplo	ad is SMB.
			 Click here to view the step the filled application word to format. 	
Upload Supporting Documents				
Enter Document Description			Only PDF & JPEG file form	at is allowed.
			Maximum file size for uple	and is SMB.
Choose File No file chosen			 Maximum 4 supporting do attached in the application. documents can be handed o 	The remaining
			Click on Add Document by Supporting Document. Uplos be 'Discarded' if 'Add Docum clicked.	aded document will
Verification				
		ein above is true and o	orrect to the best of my / our kno	owledge and belief
1, , hereby solomenly affirm and deck and nothing has been concealed therefron				
		Place*		



Instruction for Annexure of APL-01

- Only PDF file format is allowed.
- Annexure to GST APL-01 template is available
- Maximum file size for upload is 5MB.
- Convert the Word file into PDF to upload



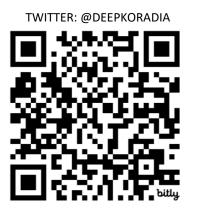
Instruction for Supporting Documents

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy
- Click on Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.



Knowledge Is Power, APPLIED KNOWLEDGE IS POWER!!

Thank You!





94290 42996

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