



GSTAT e-Filing Portal

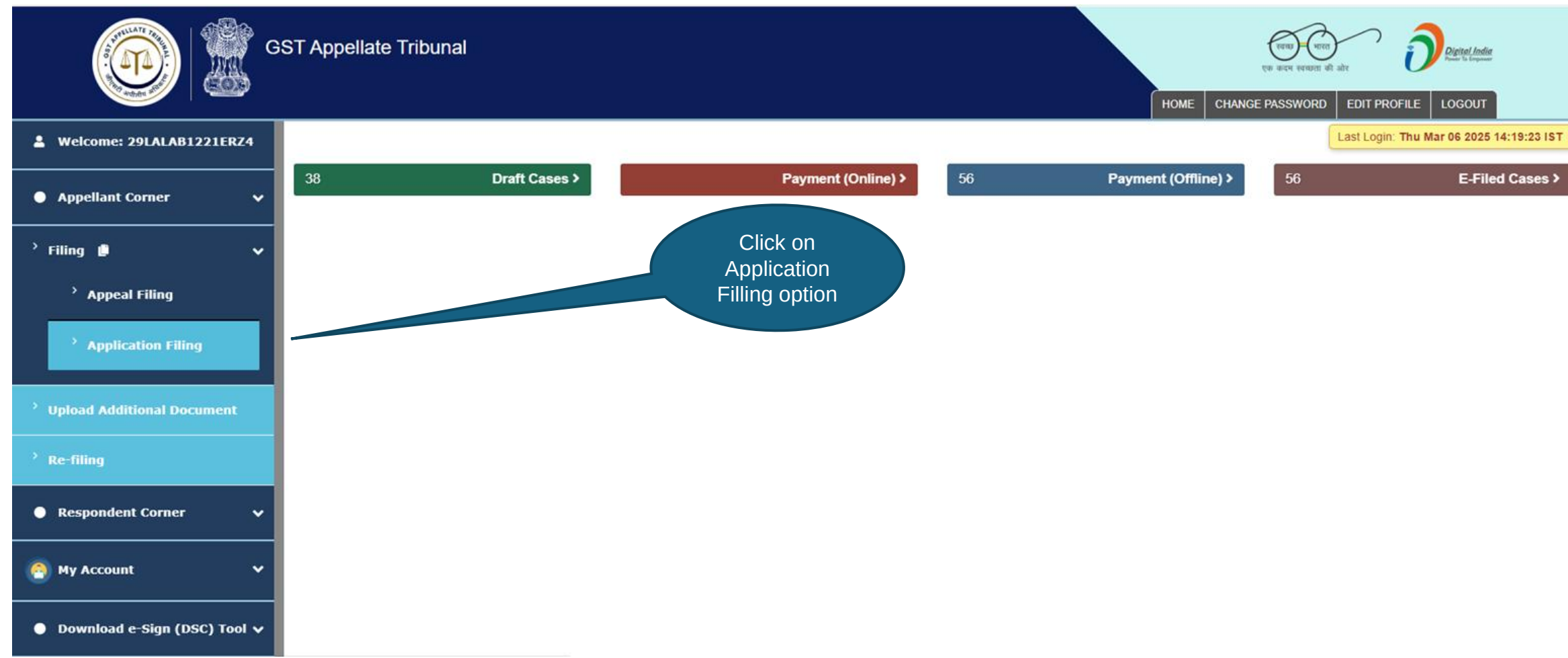
User Manual | Application Filing

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.



e-filing Workflow: Appeal List

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



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Appellate
Tribunal



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Appeal List

Search

Search by Filing No.

S. No.	Filing Number	Case No	GSTIN	Order Number	Case Type	Order Type	Case Status	Action
1	20250307001000000	APL 20250307001000000	2901AT123456789	ZD20250307001000000	Appeal	Demand Order	Pending	Click
2	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Pending	Click
3	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Pending	Click
4	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Pending	Click
5	20250307001000000	A	2901AT123456789	Z	Appeal	Registration Order	Pending	Click
6	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Pending	Click
7	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Pending	Click
8	20250307001000000	A	2901AT123456789	Z	Appeal	Demand Order	Disposed	Click
9	20250307001000000	A	2901AT123456789	4	Appeal	Demand Order	Pending	Click
10	20250307001000000	APL 20250307001000000	2901AT123456789	Z	Appeal	Demand Order	Pending	Click

<< < ... 1 2 3 4 5 ... > >>

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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.



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EDIT PROFILE

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Basic Details

Add Appellant

Add Respondent

Add Representative

Payment

Upload Document

Check List

Final Preview

BASIC DETAILS

Reference No : -

Application Type*

-- Select Application Type --

Brief issue of the case under dispute*

Grounds of application*

Prayer*

Statement of fact

Reference/ acknowledgment no.

Action By

--Select Action By--

Brief Narration

Save And Next

e-filing Workflow: Add Appellant

On add appellant tab appellant details will appear



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Add Appellant

Add Respondent

Add Representative

Upload Document

Check List

Final Preview

Back

Add Appellant

Next

Reference No : - 202

Name of Appellant

ANG

GSTIN/TemporaryID/UIN

GSTIN/TEMPORARYID/UIN

Pan Number

Official address

25Ro

E-mail Id

aaa@infosys.com

Mobile Number

99

Reset

Submit

+ APPELLANT'S LIST

e-filing Workflow: Add Respondent

After clicking on add respondent this window will appear.

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HOMECHANGE PASSWORDEDIT PROFILE

Basic DetailsAdd RespondentRespondent's ListFinal Preview

Attention

Do you want to add Respondent to the application?

YesNo

Back

Add Respondent

Next

Reference No : - 20

Select Role in Main Case*

Respondent Name*

Pan Number

E-mail Id*

Select Role

Respondent Name

Pan Number

email

Select Party Name

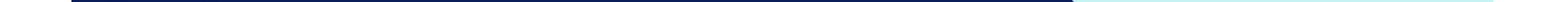
GSTIN/Temporary ID/UIN/ENR *

Mobile Number

Reset

Submit

+ RESPONDENT'S LIST



e-filing Workflow: Add Representative

After clicking on add representative.



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Basic Details

Add Appellant

Add Respondent

Add Representative

Payment

Upload Document

Check List

Final Preview

Back

Add Representative

Next

Reference No : - 202

Select Appellant *

Select Appellant

Search Representative*

Representative

Submit

+ ADVOCATE'S LIST

e-filing Workflow: Add Representative

The details of added representative will appear on this window.





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Basic DetailsAdd AppellantAdd RespondentAdd RepresentativePaymentUpload DocumentCheck ListFinal Preview

BackAdd RepresentativeNext

Reference No : - 20

Representative added successfully

Select Appellant *

Select Appellant

Search Representative*

Representative

Submit

+ ADVOCATE'S LIST

Search

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

e-filing Workflow: Payment

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

Basic DetailsAdd AppellantAdd RespondentAdd RepresentativePaymentUpload DocumentCheck ListFinal Preview

Reference No : - 202

Court Fees

Your Payable Amount is :5000 RupeesYour Remaining Amount to be paid :5000 Rupees

Select payment Mode

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

Bharatkosh Offline

Continue

S. No.	GSTAT Txn Id.	Amount Rs.	Bharatkosh Txn Id	Payment Date	Payment Mode	Txn Status	Action
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e-filing Workflow: Payment

By completing all payment details user clicks on proceed to final submit button.

Basic DetailsAdd AppellantAdd RespondentAdd RepresentativePaymentUpload DocumentCheck ListFinal Preview

Reference No : - 202

Court Fees

Your Payable Amount is :5000 RupeesYour 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	2000	15224353	2025-04-01	Offline	SUCCESS	Delete
2	07	1000	4567789	2025-04-01	Offline	SUCCESS	Delete
3	07	1000	1234	2025-04-01	Offline	SUCCESS	Delete
4	07	1000	123456789	2025-04-01	Offline	SUCCESS	Delete

Proceed To Final Submit

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e-filing Workflow: Payment

When payment is successful then payment successful confirmation message will appear.



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Basic Details

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Payment

Upload Document

Check List

Final Preview

Reference No : - 202

Court Fees

Your Payment is done Successfully !!!!

Next

e-filing Workflow: Upload Document

When clicking on upload document then add document window will open in this user can add documents and submit.

Basic Details

Add Appellant

Add Respondent

Add Representative

Payment

Upload Document

Check List

Final Preview

Add Document

10

ent in the sequence in which it appears in the document type dropdown.
the document with proper pdf bookmarking.

al DSC Utility

☐

Submit with NIC DSC Utility

☐

Submit with Aadhaar Based Utility

	Document Filed By	Document Type*	Document Type
	Choose File No file chosen	Number of pages*	No Of Pages

Submit Without DSC

DOCUMENT'S LIST

e-filing Workflow: Check List

After clicking on check list user selects “Yes” and Y in this window.



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Basic Details

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Payment

Upload Document

Check List

Final Preview

Reference No : - 202

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 clicking on check list this window will appear below a submit button is available so that user can submit the checklist.

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8	Have all documents referred to in the application as being annexed with been uploaded with correct indexing in a single PDF?	--Select ▾	
9	Has bookmarking/pagination been done according to the index?	--Select ▾	
10	Have all documents uploaded been color scanned from the respective originals?	--Select ▾	
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 ▾	
12	Are all documents/enclosures fully and properly scanned in A4 size Black & White at the specified DPI resolution, with no pages missing?	--Select ▾	
13	If Paper Books are included, are they properly paginated and indexed?	--Select ▾	
14	Are all affidavits properly attested and identified?	--Select ▾	
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 ▾	
16	Any other	--Select ▾	

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 user can submit the form.

Basic DetailsAdd AppellantAdd RespondentAdd RepresentativePaymentUpload DocumentCheck ListFinal Preview

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

PREVIEW AND CONFIRM FOR FINAL SUBMISSION

1. GSTIN/Temporary ID/UN: 2

2. Name of the appellant: AA

3. Address of the appellant: 25223

4. Respondent(s):

1) Assistant Commissioner (L & J)

5. Order appealed against: Demand Order Number: Z574P 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	rajendraprasad.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.

Place: Delhi

Name of the Applicant: ANGAD JASBIRSINGH ARORA

Date: 15-04-2025

Designation/Status:

~Signature~

PrintFinal Submit

e-filing Workflow: Application Submitted

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



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GSTAT Form 01

Acknowledgment for submission of Application

Name of applicant: (A [redacted]) -- **GSTIN/Temp ID/UIN/Reference Number:** () -- **Date:** (18-09-2025)

Your Application has been successfully filed against (2 [redacted])

GSTIN/Temporary ID/UIN/ENR

:

Date of filing

:

18-09-2025

Time of filing

:

02:48:42 PM

Filing Number

:

[redacted]

Name of the person filing the application

:

AN [redacted]

Application Fees

:

5000

Transaction ID

:

01 [redacted]

Place

:

Delhi

Date

:

18-09-2025

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



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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.

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