



GSTAT e-Filing Portal

User Manual | BO- Nodal

Guide to Online Filing of Appeals and Applications

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

e-Filing Workflow : Nodal Login

User will first login to Nodal and then click Manage Case → Assign For Verification of Cases



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Time left: **29m 28s**

HOME

CHANGE PASSWORD

EDIT PROFILE

LOGOUT

Welcome: nodal_delhi

My Account

User Creation

Manage Cases

> Assign Cases Suboffice/BO

> Assigned Cases List

> Assign for Verification of Cases

> Assigned/Verified Cases

> Bo Not Found Cases List

Pending Cases By Location

View Details

Pending Cases By Year

View Details

Registration, Disposal And Pending Cases By Month

View Details

Click on 'Assign for Verification of Cases'

e-Filing Workflow : Nodal Login

After searching the relevant case, the user shall click on “Click To Assign” to proceed further.



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Time left: 27m 44s

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Welcome: nodal_delhi

My Account

User Creation

Manage Cases

Case Transfer

Download e-Sign (DSC) Tool

Logout

+ CHOOSE YOUR CORRESPONDING CASES TO VERIFICATION

Search: 2025307201002848

Search by filing number

Sr. No	Filing No	Date of Filing	Case Title	GST Number	Days For Verification	Select
138	2025307201002848	Sep 4, 2025	ANGAD JASBIRSINGH Vs. MANOJ	29LALAB1221ERZ4	2 Days left to Verify Case	Click To Assign 

Showing 1 to 1 of 1 entries (filtered from 138 total entries)

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Click to Assign to proceed

e-Filing Workflow : Nodal Login

On the next tab, the user shall select either Sub Office or BO Office, enter the relevant details below and Click on Submit.



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Time left: 25m 11s

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ASSIGN CASE TO VERIFY

FILING NO:-2025307201002848

Assign Case to:☐ Sub Office ☒ BO Office

State/Center*	State	Jurisdiction*	Delhi
Sub Jurisdiction*	Zone 2	Role*	Appellate Authority
Select(Sub-level))	Ward 2	Gst Official (BO User)*	Haripriya Santhanam
Name*	Haripriya Santhanam	Mobile Number*	XXXXXXXX65
Email*	XXXXtsainikht2@gmail.com		
Submit			

e-Filing Workflow : Nodal Login (Sub-Office)

On the next tab, the user shall select either Sub Office or BO Office, enter the relevant details below and Click on Submit.



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ASSIGN CASE TO VERIFY		FILING NO:-2025107201002362	
Assign Case to: ☒ Sub Office ☐ BO Office			
State/Center*	State	Jurisdiction*	Delhi
Sub Jurisdiction Officer*	subnodaldelhi1	Sub Jurisdiction*	Zone 4
Submit			

e-Filing Workflow : Nodal Login

After clicking on Submit, a message will appear confirming that the case is successfully transferred to the BO Office.



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Time left: 24m 3s

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Case Successfully transferred

Case Successfully transferred Nodal to Tax Official (BO) For Verification

Home

e-Filing Workflow : BO Login

On the BO Office Page, the user shall click on My Account → My Cases → Verify Case's List



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Time left: 28m 56s

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My Account

My Cases

- My Appeals
- My Applications
- Filed Cross Objection List
- Verify Case's List
- Verified Case's

Case Documents

Transaction History

Draft Cases143

Payment (Online)

Payment (Offline)146

E-Filed Cases146

Last Login: Thu Sep 04 2025 16:00:20 IST

e-Filing Workflow : BO Login

On the ‘Verify Case’s List’ page, the user shall search the relevant case by its filing number and click on ‘Click to Verify’



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Time left: 20m 42s

HOME

CHANGE PASSWORD

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Welcome: Haripriya Santhanam

Appellant Corner

Respondent Corner

My Account

Download e-Sign (DSC) Tool

Logout

THESE ARE THE CORRESPONDING CASES YOU HAVE ALREADY VERIFIED AND TRANSFERRED

Search:

Sr. No	Filing No	Date of Filing	Case Title	GST Number	Select
4	2025307201002666	Jul 25, 2025	Haripriya Santhanam Vs. ANGAD JASBIRSINGH ARORA		Click To Verify
1	2025307201000577	May 23, 2025	ANGAD JASBIRSINGH ARORA Vs. Rajesh	29LALAB1221ERZ4	Click To Verify
2	2025307201000581	May 23, 2025	ANGAD JASBIRSINGH ARORA Vs. Bharti Sharma	29LALAB1221ERZ4	Click To Verify
3	2025307201000603	May 28, 2025	ANGAD JASBIRSINGH ARORA Vs. RAJAN MISHRA SINGH	29LALAB1221ERZ4	Click To Verify

e-Filing Workflow : BO Login

To verify the case, the use shall select 'Yes' on both 'APL-02(Rejected)/APL-04 Verified' and 'Are the APL details Correct' fields and then click on 'Confirm'.



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Time left: 25m 19s

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VERIFY CASE		Filing No:-2025307201002848	
APL-02(Rejected)/APL-04 Verified*	Yes	Are the APL details Correct*	Yes
		Remarks*	Please fill out this field.
Confirmed			

e-Filing Workflow : BO Login

After clicking on Submit, a message will appear confirming that the case is successfully verified by Tax Official (BO)



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A⁺

A

A⁻

Case Successfully transferred

Case Successfully verified by Tax Official (BO)

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e-Filing Workflow : Nodal Login

In the Nodal login, the user shall again click Manage Case → Assign For Verification of Cases

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 **Welcome: nodal_delhi**

 **My Account** ▾

 **User Creation** ▾

 **Manage Cases** ▾

> **Assign Cases Suboffice/BO**

> **Assigned Cases List**

> **Assign for Verification of Cases**

> **Assigned/Verified Cases**

Pending Cases By Location

View Details >

Pending Cases By Year

View Details >

Registration, Disposal And Pending Cases By Month

View Details >

https://uat-efiling.aastat.gov.in/efiling/AssignCaseToSuboff.drt?ida=

e-Filing Workflow : Nodal Login

The user shall search the case which was approved by the BO by its filing number and click on ‘Proceed’



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Time left: **26m 28s**

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Welcome: nodal_delhi

My Account

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Download e-Sign (DSC) Tool

Logout

+ CHOOSE YOUR CORRESPONDING CASES TO ASSIGN

Search: 2025307201002848

Sr. No	Filing No	Date of Filing	Case Title	GST Number	Days For Assignment	Select
120	2025307201002848	Sep 4, 2025	ANGAD JASBIRSINGH Vs. MANOJ	29LALAB1221ERZ4	2 Days left to Verify Case	Proceed 

Showing 1 to 1 of 1 entries (filtered from 120 total entries)

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e-Filing Workflow : Nodal Login

The user shall click on Submit to proceed.



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Time left: 24m 25s

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ASSIGN CASE

Filing No:-2025307201002848

Assign Case to:☐ Sub Office ☒ BO Office ☐ Wrong Jurisdiction

State/Center*	State	Jurisdiction*	Delhi
Sub Jurisdiction*	Zone 2	Role*	Appellate Authority
Dynamic	Ward 2	BO User*	Haripriya Santhanam
Name*	Haripriya Santhanam	Mobile Number*	XXXXXXXX65
Email*	XXXXTsainikht2@gmail.com		
Submit			

e-Filing Workflow : Nodal Login

After clicking on Submit, a message will appear confirming that the case is successfully assigned from the Nodal Office to the Back-Office.



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Time left: **23m 35s**

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Case Successfully transferred

Case successfully assigned from Nodal Office to Back-Office

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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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