

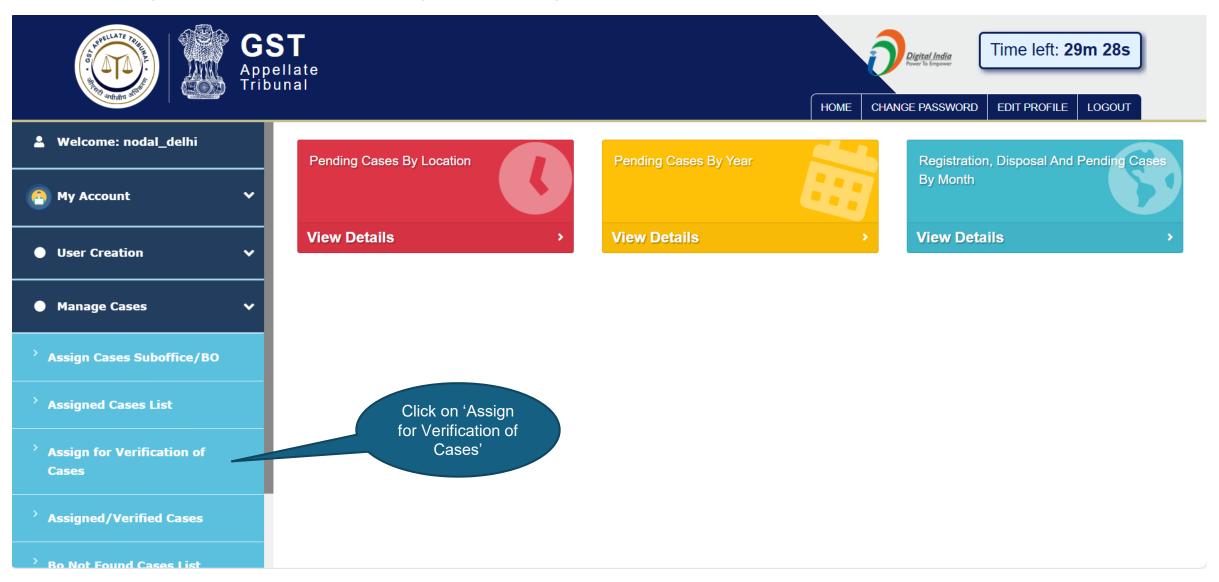
GSTAT e-Filing Portal

User Manual | BO- Nodal

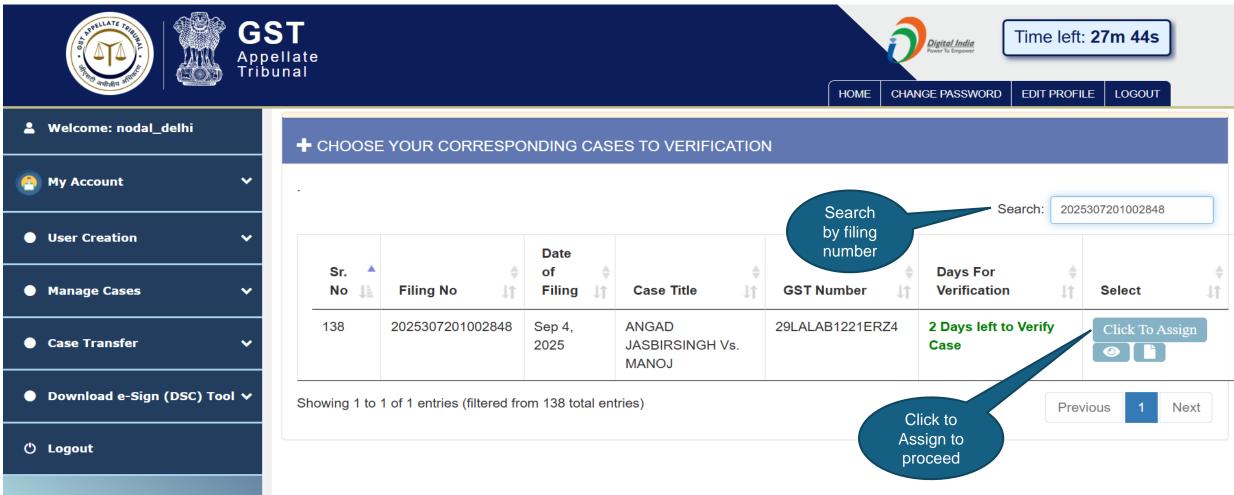
Guide to Online Filing of Appeals and Applications

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

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

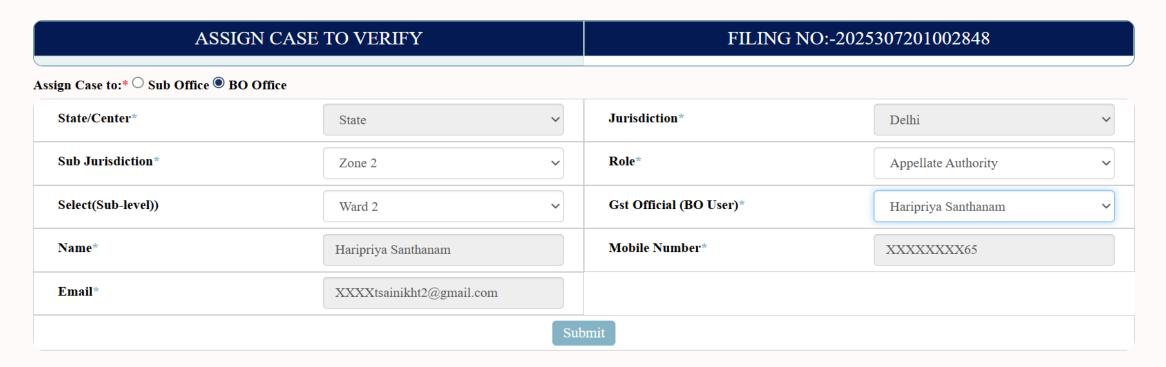


After searching the relevant case, the user shall click on "Click To Assign" to proceed further.



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





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

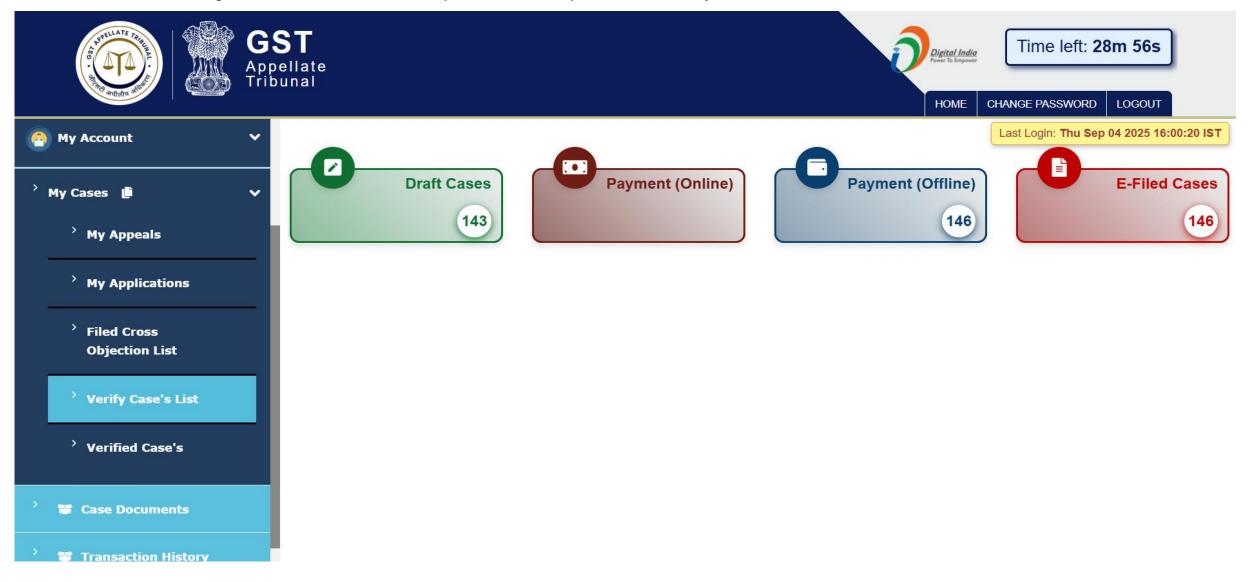


Case Successfully transferred

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

Home

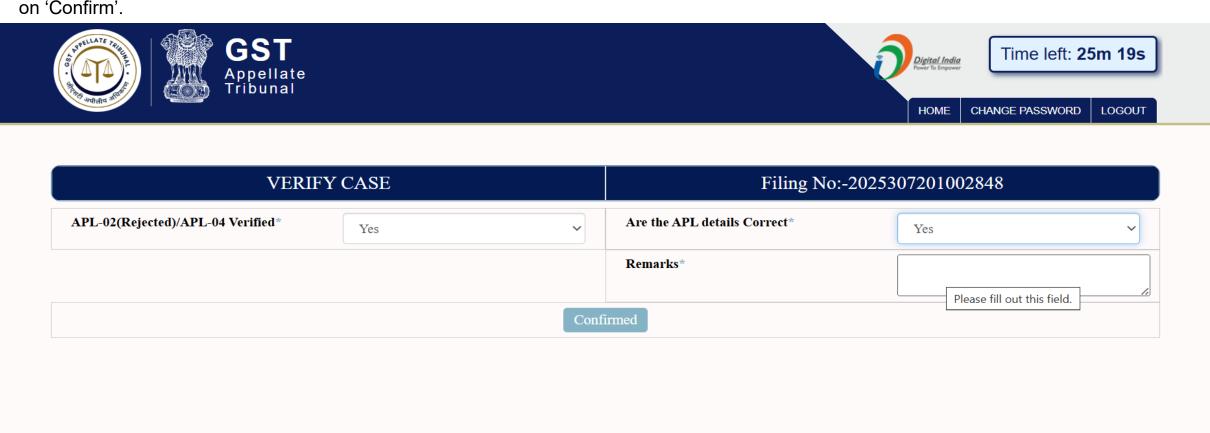
On the BO Office Page, the user shall click on My Account → My Cases → Verify Case's List



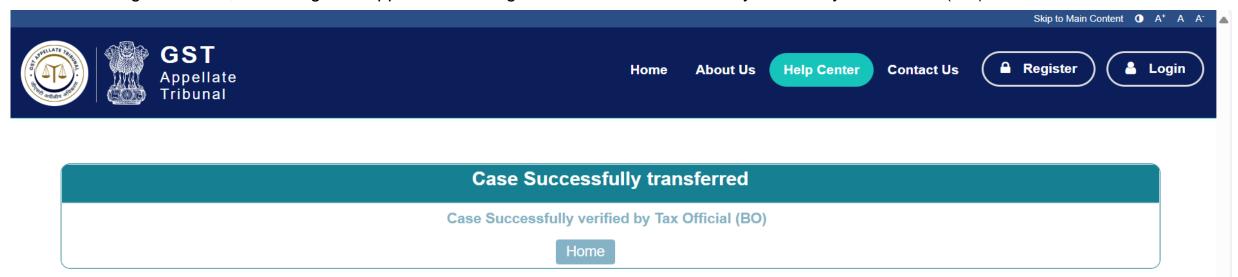
On the 'Verify Case's List' page, the user shall search the relevant case by its filing number and click on 'Click to Verify'



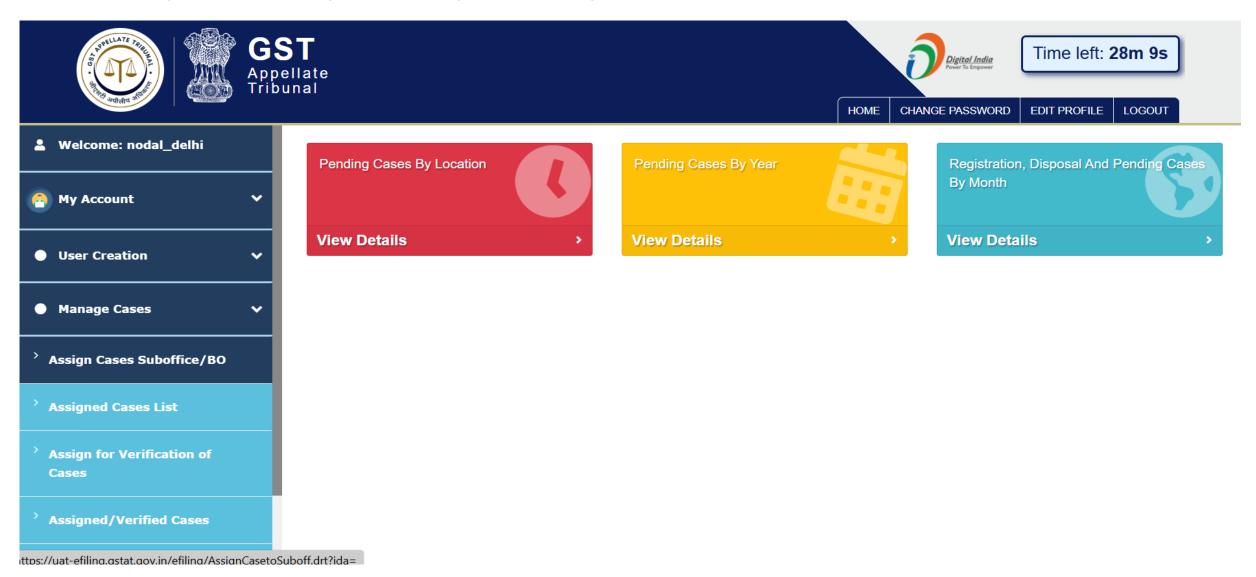
To verify the case, the use shall select 'Yes' on both 'APL-02(Rejected)/APL-04 Verified' and 'Are the APL details Correct' fields and then click on 'Confirm'.



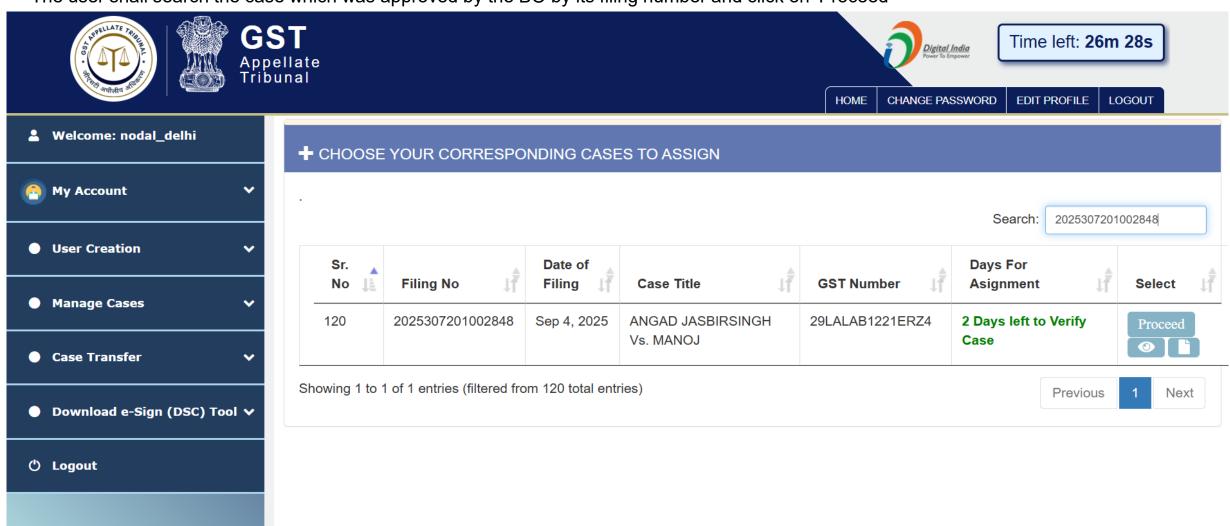
After clicking on Submit, a message will appear confirming that the case is successfully verified by Tax Official (BO)



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

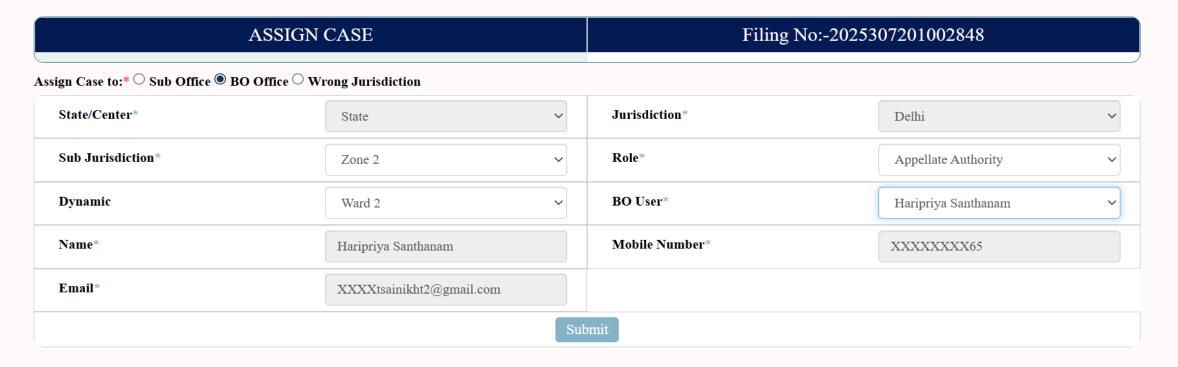


The user shall search the case which was approved by the BO by its filing number and click on 'Proceed'



The user shall click on Submit to proceed.





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





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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