

IRIS – APPEAL MANAGEMENT SYSTEM

CIR(APPEALS)

**Step by Step Guide
For e-Filing of Appeals**

Agenda

- Introduction to Appeal Management System
- Types of Applications filed by the taxpayer
 - Appeal (against a Reference Order)
 - Addition of further grounds
 - Withdrawal of Appeal Application
 - Request for early hearing
 - Adjournment Required on Hearing
 - Stay Application
 - Condonation Application
 - Rectification Application

Introduction

To resolve disagreements between Taxpayers and Tax Collectors, the procedure for filing and processing of Appeals as per the Income Tax Ordinance 2001 and Income Tax Rules 2002 is being automated in the Appeals Management module of Iris.








This step by step guide shall demonstrate the filing of an appeal (and other associated applications) by the Taxpayer using the Appeals Management module of Iris.

Filing of Appeal Application

Appeal Application – Task Selection

Selection of task “Request to file appeal against reference order” from main menu under “Appeals”

Registration ▾ ★ Declaration ▾ Asset Declaration ▾ Audit / Assessment ▾ Rectification ▾ Appeals ▾ Refund ▾ Withholding / Advance Tax ▾ MIS ▾ 214E ▾ Invoice Management ▾

  [My Profile\(s\)](#)  [Recent Task](#)  [Registration Certificate](#)  [Change Pin](#)  [Change Password](#)  [Logout](#)


Appeals

- Request to file appeal against reference Order
- Condonation Application

[Edit](#) [View](#) [Delete](#) [Reply](#)

[+ Filter](#)

Task	Registration No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
No records found.								

Pages (1 of 1)  record(s) found

Appeal application – Tax Period Selection

- The taxpayer shall select the relevant tax period from the available list

Edit Save Submit Cancel Print

Task	127 (Application to file Appeal against Reference Order)				+		Transaction Date				
Name							Registration Number				
Period	-	Tax Year		Valid Upto		Due Date		Document Date		Submission Date: *	

Search Period Date

Tax Period: * 2016

Start Date	End Date	Action
01-Jul-2015	30-Sep-2015	Select
01-Oct-2015	31-Dec-2015	Select
01-Jan-2016	31-Mar-2016	Select
01-Apr-2016	30-Jun-2016	Select
01-Jul-2015	31-Dec-2015	Select
01-Jan-2016	30-Jun-2016	Select
01-Jul-2015	30-Jun-2016	Select

Close

Appeal application – Contents

Taxpayer can type the contents of his appeal in “Contents” tab

Edit	Save	Submit	Cancel	Print							
Task	127 (Application to file Appeal against Reference Order)					+		Transaction Date			
Name							Registration Number				
Period		Tax Year	2016	Valid Upto		Due Date		Document Date		Submission Date: *	
Contents	Payment	Attachment	Assignment	Reference Order	Verification						
Ground for Appeals:											
Please enter your details here											
Additional Notes:											
Please enter your details here											

Appeal application – Payment

Taxpayer can attach CPR(s) of the relevant payment in “Payment” tab by clicking on Action button.

Edit Save Submit Cancel Print

Task: 127 (Application to file Appeal against Reference Order) + Transaction Date:
Name: Registration Number:
Period: Tax Year: 2016 Valid Upto: Due Date: Document Date: Submission Date: *

Contents Payment Attachment Assignment Reference Order Verification

CPR No.	Date	Amount Code	Description	Amount	Tax Year	
No records found.						

+

Account

No records found.

Search by: CPR No. or Amount Code or Paid Amount

Payments

CPR No.	Date	Amount Code	Description	Amount	Tax Year	Action
IT2019070103721003275	10-Jul-2016 00:00:00	920602		1000	2016	Select
IT2019070103721003276	10-Jul-2016 00:00:00	920602		2500	2016	Select
IT2019070103721003277	10-Jul-2016 00:00:00	920602		5000	2016	Select

Appeal application – Evidence(s) Attachment

Taxpayer can attach relevant evidence(s) in the “Attachment” Tab by clicking on Action button

Edit Save Submit Cancel Print

Task 127 (Application to file Appeal against Reference Order) + Transaction Date

Name Registration Number

Period Tax Year 2016 Valid Upto Due Date Document Date Submission Date: *

Contents Payment Attachment Assignment Reference Order Verification

Code	Description	Action:
624801	Evidence with application to file appeal against mentioned reference Order	+
62480102	Grounds for Appeal	+
999901	Other	+

Attach Document

Status Attached

Document Evidence with application to file appeal against mentioned r

File Appeal reason.docx +

OK Close

Appeal application – Reference Order

Taxpayer can also attach a reference order against which he is filing an appeal

Edit	Save	Submit	Cancel	Print					X		
Task	127 (Application to file Appeal against Reference Order)				+		Transaction Date				
Name							Registration Number				
Period		Tax Year	2016	Valid Upto		Due Date		Document Date		Submission Date: *	
Contents	Payment	Attachment	Assignment	Reference Order	Verification						
Reference Order											
Subject											

Appeal application – Reference Order

Taxpayer can select a relevant reference order from the list

Form interface for Appeal application – Reference Order.

Buttons: Edit, Save, Submit, Cancel, Print

Task: 127 (Application to file Appeal against Reference Order)

Name: _____

Period: _____ Tax Year: 2016 Valid Upto: _____ Due Date: _____ Document Date: _____ Submission Date: *

Contents | Payment | Attachment | Assignment | **Reference Order** | Verification

Reference Order Subject

Order References

Reference Order	Subject	Select
126299638	170 (Application for refund of tax paid in excess)	Select
126299946	122(4) (Order to amend Amended assessment)	Select
126299642	171 (Order to grant / refuse compenastion)	Select
126299643	170(3) (Order to grant / refuse refund of tax paid in excess voluntarily)	Select

- Incase of Refund, the relevant refund application shall also be visible in the reference tab for selection of appeal process.

Appeal application – Verification

Once all information is entered/attached for the appeal application, the taxpayer shall submit a verification form to declare that the information provided is true to the best of his knowledge and belief.

EditSaveSubmitCancelPrint

Task127 (Application to file Appeal against Reference Order)

Transaction Date

Name

Registration Number

Period

Tax Year2016Valid UptoDue DateDocument DateSubmission Date: *

ContentsPaymentAttachmentAssignmentReference OrderVerification

1. I S/o the proprietor/partner/managing director/member of M/s. the appellant, do hereby declare that whatever is stated above is true to the best of my knowledge and belief.

2. I am competent to file the appeal in my capacity as

Verify Pin

Appeal application – Submission

The taxpayer shall submit his/her appeal application by clicking on the submit button

⚙ Edit 💾 Save **🏠 Submit** ⌂ Cancel 🖨 Print

Task	127 (Application to file Appeal against Reference Order)				+		Transaction Date				
Name							Registration Number				
Period		Tax Year	2016	Valid Upto		Due Date		Document Date		Submission Date: *	

Contents Payment Attachment Assignment Reference Order **Verification**

1. I S/o the proprietor/partner/mar 127(4) (Application to file Appeal against Reference Order) the appellant, do hereby declare that whatever is stated above is true to the best of my knowledge and belief.

2. I am competent to file the appeal in my capacity as

Are you sure you want to Submit

⚠ Transaction will not be editable after submission. Do you want to submit?

Appeal application – Creation of task in taxpayer's outbox

Once submitted, the task shall be placed in the taxpayer's outbox

Registration ▾ Declaration ▾ Asset Declaration ▾ Audit / Assessment ▾ Rectification ▾ Appeals ▾ Refund ▾ Withholding / Advance Tax ▾ MIS ▾ 214E ▾ Invoice Management ▾

 [ST Registration](#) [My Profile\(s\)](#) [Recent Task](#) [Registration Certificate](#) [Change Pin](#) [Change Password](#) [Logout](#)

Mon Aug 31 11:06:46 PKT 2020

[Edit](#) [View](#) [Delete](#) [Reply](#) [Outbox](#) [Appeals\(1\)](#)

[Draft](#) [Inbox](#) [Outbox](#) [Appeals\(1\)](#) [Completed Tasks](#) [Filter](#)

Task	Registration No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
127(4) (Application to file Appeal against Reference Order)			2017					


Pages (1 of 1) [1](#) 1 record(s) found

Once the Appeal Application has been submitted by the taxpayer and it has been “admitted” by CIR Appeals, the corresponding order shall be available for the taxpayer in their inbox.

Appeal Process – Order Visible in taxpayer's inbox

Once application is submitted and admitted by CIR Appeals, the corresponding order shall be visible in the taxpayer's inbox

Registration ▾ ★ Declaration ▾ Asset Declaration ▾ Audit / Assessment ▾ Rectification ▾ Appeals ▾ Refund ▾ Withholding / Advance Tax ▾ MIS ▾ 214E ▾ Invoice Management ▾

 [ST Registration](#) [My Profile\(s\)](#) [Recent Task](#) [Registration Certificate](#) [Change Pin](#) [Change Password](#) [Logout](#)

Mon Aug 31 11:06:46 PKT 2020

[Edit](#) [View](#) [Delete](#) [Reply](#) [Inbox](#) [Appeals\(1\)](#)

[Draft](#) [Inbox](#) [Appeals\(1\)](#) [Outbox](#) [Completed Tasks](#) [Filter](#)

Task	Registration No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
127(4) (Order to grant / refuse Appeal against reference Order)			2017					

Pages (1 of 1) [1](#) 1 record(s) found

Appeal Processing - Associated Processes

Taxpayer can initiate various requests by clicking on the “New” button in the “Assignment” tab under the Order received. The taxpayer may select any one of the following options as desired:

Assignments ✕			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	Select
2	62480101	Withdrawal of appeal application	Select
3	654811	Request for early Hearing	Select
4	654805	Adjournment required on Hearing	Select
5	654810	Request for Grant of Stay	Select

Request for Addition of Grounds

Appeal Process– Request for Additional Grounds

- The taxpayer may select “Request for additional Grounds” in case he wants to provide details for addition of grounds.

Assignments ✕			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	<u>Select</u>
2	62480101	Withdrawal of appeal application	<u>Select</u>
3	654811	Request for early Hearing	<u>Select</u>
4	654805	Adjournment required on Hearing	<u>Select</u>
5	654810	Request for Grant of Stay	<u>Select</u>

Appeal Process – Request for Addition of Grounds

- The taxpayer may select “Request for additional Grounds” in case he wants to add more details to his appeal application. He shall enter the details in the text box and attach any document(s) / evidence(s) and click on Save

Task: 127(4) (Order to grant / refuse Appeal against reference Order)

Name:

Period: Tax Year: 2016 Valid Upto: Due Date: Document Date: Transaction Date: Registration Number: Submission Date: *

Contents: Attachment: **Assignment** Reference Order: Attribute:

Print Refresh

Assignment: Request for addition of Grounds.

To: Shah Khan

Documents

Sr.	Code	Description	File Name	+
No records found.				

Save

Withdrawal of Appeal Application

Appeal Process – Withdrawal of appeal application

- The taxpayer may select “Withdrawal of appeal application” in case he wants to withdraw his appeal application against selected order.

Assignments ✕			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	<u>Select</u>
2	62480101	Withdrawal of appeal application	<u>Select</u>
3	654811	Request for early Hearing	<u>Select</u>
4	654805	Adjournment required on Hearing	<u>Select</u>
5	654810	Request for Grant of Stay	<u>Select</u>

Appeal Process – Withdrawal of appeal application

- A new screen shall appear where the taxpayer may enter the reasons to withdraw his appeal application. He may also attach any document(s) / evidence(s) and click on Save.

The screenshot shows a software interface for managing appeal applications. At the top, there are buttons for Edit, Save, Submit, Cancel, and Print. Below these are fields for Task (127(4) (Order to grant / refuse Appeal against reference Order)), Name, Transaction Date, Registration Number, Period, Tax Year (2017), Valid Upto, Due Date, Document Date, and Submission Date (*). A tabbed interface shows Contents, Attachment, Assignment (selected), Reference Order, and Attribute. The 'New' button under the Assignment tab is highlighted with a red box. Below the tabs is a table with columns: Assignment, From, To, Assignment Date, Due Date, and Compliance Date. The table contains four rows of data. A modal window is open in the center, titled 'Assignment: Withdrawal of appeal application'. It has a 'To' field with 'Shah Khan' and a text area containing 'please withdrawn my application'. Below the text area is a 'Documents' section with a table header: Sr., Code, Description, File Name, and a plus icon. The table body shows 'No records found.' At the bottom of the modal is a 'Save' button, which is highlighted with a red box.

Assignment	From	To	Assignment Date	Due Date	Compliance Date
Adjournment required on Hearing	Individual 48	Shah Khan	2020 11:46:40		31-Aug-2020 11:46:40
Request for Grant of Stay	Individual 48	Shah Khan	2020 11:42:42		31-Aug-2020 11:42:42
Request for early Hearing	Individual 48	Shah Khan	2020 11:42:07		31-Aug-2020 11:42:07
Request for addition of Grounds.	Individual 48	Shah Khan	2020 11:40:22		31-Aug-2020 11:40:22

Sr.	Code	Description	File Name
No records found.			

Request for Early Hearing

Appeal Process – Request for Early Hearing

- The taxpayer may select “Request for Early Hearing” option in case he wants to be heard on an early date.

Assignments ✕			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	Select
2	62480101	Withdrawal of appeal application	Select
3	654811	Request for early Hearing	Select
4	654805	Adjournment required on Hearing	Select
5	654810	Request for Grant of Stay	Select

Appeal Process – Request for Early Hearing

- The taxpayer shall provide a date and time of hearing, add necessary details, attach document(s) / evidence(s) and submit the assignment by clicking on Save button.

The screenshot displays a software interface for an appeal process. The main window is titled 'Request for early Hearing' and contains the following fields:

- Assignment:** Request for early Hearing
- To:** Shah Khan
- Date of Hearing*:** A calendar pop-up is shown, displaying August 2020. The date 31 is highlighted.

Below the form is a 'Documents' section with a table header (Sr., Code, Description, File Name) and a 'Save' button. The table currently shows 'No records found.'

The background shows a sidebar with 'Assignment' selected and a table of assignments:

Assignment	From	Sh	Assignment Date	Due Date	Compliance Date
Request for addition of Grounds.	Individual 48	Sh	2020-08-31 11:40:22	31-Aug-2020	31-Aug-2020 11:40:22

Adjournment Required for hearing

Appeal Process – Adjournment Required on Hearing

- The taxpayer may select “Adjournment Required on Hearing” option in case he feels adjournment is required on hearing

Assignments ✕			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	<u>Select</u>
2	62480101	Withdrawal of appeal application	<u>Select</u>
3	654811	Request for early Hearing	<u>Select</u>
4	654805	Adjournment required on Hearing	<u>Select</u>
5	654810	Request for Grant of Stay	<u>Select</u>

Appeal Process – Adjournment Required on Hearing

- The taxpayer shall provide date and time for adjournment, details of adjournment of hearing, attach document(s) / evidence(s) and submit the assignment by clicking on Save button.

The screenshot displays a web application interface for an appeal process. The main window is titled 'Assignment' and shows details for an assignment named 'Adjournment required on Hearing' assigned to 'Shah Khan'. A date picker is open, showing the month of August 2020. A 'Save' button is highlighted in the bottom left corner. The background shows a table with columns for 'Task', 'Due Date', and 'Compliance Date'.

Task	Due Date	Compliance Date
Issuance of Hearing Notice	12:23	28-Aug-2020 18:12:23
Issuance of Stay	11:41	28-Aug-2020 18:11:41
Request for Grant of Stay	05:24	28-Aug-2020 18:05:24
Request for early Hearing	04:04	28-Aug-2020 18:04:04
Request for addition of Grounds.	01:29	28-Aug-2020 18:01:29

Assignment Details:

Assignment: Adjournment required on Hearing

To: Shah Khan

Sr.	Attributes	Value	Action
1	Adjournment Required Till*		

1 record(s) found

Documents

Sr.	Code	Description	File Name
No records found.			

Save

Request for Grant of Stay

Appeal Process – Request for Grant of Stay

- The taxpayer may select “Request for Grant of Stay” option to request grant of stay

Assignments ×			
Sr.	Code	Description	Action
1	654801	Request for addition of Grounds.	Select
2	62480101	Withdrawal of appeal application	Select
3	654811	Request for early Hearing	Select
4	654805	Adjournment required on Hearing	Select
5	654810	Request for Grant of Stay	Select

Appeal Process – Request for Grant of Stay

- The taxpayer shall provide a date & time for stay, add details, attach document(s) / evidence(s) and submit the assignment by clicking on Save button.

Task

Name

Period

Contents

Attachments

New

Print

Assignment

Request for early Hearing

Request for addition of C

Transaction Date

Registration Number

Submission Date: *

20

Refresh

ment Date

Due Date

Compliance Date

18:04:04

28-Aug-2020 18:04:04

18:01:29

28-Aug-2020 18:01:29

Assignment: Request for Grant of Stay

To: Shah Khan

Sr.	Attributes	Value	Action
1	Stay Granted Till*		

1 record(s) found

Documents

Sr.	Code	Description	File Name	+
No records found.				

Save

Appeal Process – Created Assignments

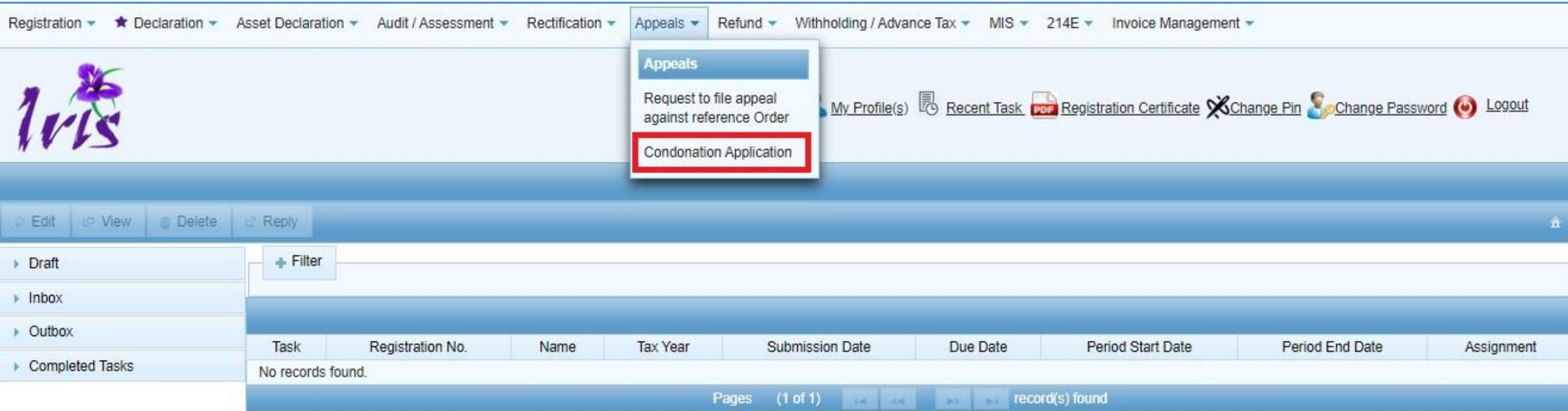
- The created assignments shall be reflected in tabular format as shown below.

Edit	Save	Submit	Cancel	Print							
Task	127(4) (Order to grant / refuse Appeal against reference Order)				+		Transaction Date				
Name							Registration				
							Number				
Period		Tax Year	2017	Valid Upto		Due Date		Document Date		Submission Date: *	
Contents	Attachment	Assignment	Reference Order	Attribute							
New	Print								Refresh		
Assignment	From	To	Assignment Date	Due Date	Compliance Date						
Withdrawal of appeal application		Shah Khan (Commissioner Commissioner Appeals Appeals Zone III)									
Adjournment required on Hearing		Shah Khan (Commissioner Commissioner Appeals Appeals Zone III)									
Request for Grant of Stay		Shah Khan (Commissioner Commissioner Appeals Appeals Zone III)			-						
Request for early Hearing		Shah Khan (Commissioner Commissioner Appeals Appeals Zone III)									
Request for addition of Grounds.		Shah Khan (Commissioner Commissioner Appeals Appeals Zone III)									
Pages (1 of 1)			1	2	3						

Filing of Condonation Application

Condonation Application – Task Selection

- To create a condonation application, the taxpayer shall select “Condonation Application” task from the Appeals tab on main screen



The screenshot displays the ITRs portal interface. At the top, a navigation bar includes links for Registration, Declaration, Asset Declaration, Audit / Assessment, Rectification, Appeals, Refund, Withholding / Advance Tax, MIS, 214E, and Invoice Management. The 'Appeals' menu is open, showing options: 'Request to file appeal against reference Order' and 'Condonation Application', which is highlighted with a red border. Below the navigation bar, the 'My Profile(s)' section contains links for Recent Task, Registration Certificate, Change Pin, Change Password, and Logout. The main content area features a sidebar with 'Draft', 'Inbox', 'Outbox', and 'Completed Tasks'. The central table has columns for Task, Registration No., Name, Tax Year, Submission Date, Due Date, Period Start Date, Period End Date, and Assignment. The table currently shows 'No records found.' and the footer indicates 'Pages (1 of 1) record(s) found'.

Registration ▾ ★ Declaration ▾ Asset Declaration ▾ Audit / Assessment ▾ Rectification ▾ Appeals ▾ Refund ▾ Withholding / Advance Tax ▾ MIS ▾ 214E ▾ Invoice Management ▾

Appeals

- Request to file appeal against reference Order
- Condonation Application**

My Profile(s) Recent Task Registration Certificate Change Pin Change Password Logout

Edit View Delete Reply

+ Filter

Task	Registration No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
No records found.								

Pages (1 of 1) record(s) found

Condonation application – Tax Period selection

- The taxpayer shall select the relevant tax period from the available list

Edit		Save		Submit		Cancel		Print			
Task	127(6) (Application to file Condonation request against reference Order)							+		Transaction Date	
Name										Registration Number	
Period	-	Tax Year		Valid Upto		Due Date		Document Date		Submission Date: *	

Search Period Date

Tax Period: *

2016

Start Date	End Date	Action
01-Jul-2015	30-Sep-2015	Select
01-Oct-2015	31-Dec-2015	Select
01-Jan-2016	31-Mar-2016	Select
01-Apr-2016	30-Jun-2016	Select
01-Jul-2015	31-Dec-2015	Select
01-Jan-2016	30-Jun-2016	Select
01-Jul-2015	30-Jun-2016	Select

Close

Condonation application – Details Entry

- The taxpayer shall enter the details in the Contents tab.

<div>Edit Save Submit Cancel Print</div>									
Task	127(6) (Application to file Condonation request against reference Order)					+		Transaction Date	
Name								Registration	
								Number	
Period		Tax Year	2017	Valid Upto		Due Date	:	Document Date	
								Submission Date: *	
<div>Contents Attachment Reference Order</div>									
Type Correspondence Body text here									

Condonation application – Add Attachments

- The taxpayer shall add any document(s) / evidence(s) against this application in the “Attachment” tab

Edit Save Submit Cancel Print

Task	127(6) (Application to file Condonation request against reference Order)				+		Transaction Date				
Name							Registration Number				
Period		Tax Year	2016	Valid Upto		Due Date		Document Date		Submission Date: *	

Contents Attachment Reference Order

Code	Description	Action:
62500101	Evidence with Condonation Application	

0 record(s) found

Add Attachment +

Condonation application – Reference Order

- The taxpayer shall select the reference order against which the condonation application is to be filed and submit the condonation application.

<a>Edit <a>Save <a>Submit <a>Cancel <a>Print									
Task	127(6) (Application to file Condonation request against reference Order)					+		Transaction Date	
Name								Registration Number	
Period		Tax Year	2017	Valid Upto		Due Date	:	Document Date	
Submission Date: *									
Contents Attachment Reference Order									
Reference Order									
Subject									

Filing of Rectification Application

Rectification Application – Task Selection

- To create a rectification application, the taxpayer shall select “Rectification against issued appeal order” task from the Rectification tab on main screen

The screenshot displays the Iris tax portal interface. At the top, a navigation bar includes tabs for Registration, Declaration, Asset Declaration, Audit / Assessment, Rectification, Appeals, Refund, Withholding / Advance Tax, MIS, 214E, and Invoice Management. The Rectification tab is currently selected. Below the navigation bar, the Iris logo is visible on the left, and a user profile section on the right shows links for My Profile(s), Recent Task, Registration Certificate, Change Pin, Change Password, and Logout. A left-hand sidebar contains a list of task categories: Draft, Inbox, Appeals(1), Outbox, and Completed Tasks. The main content area features a dropdown menu for the Rectification tab, which lists several application types: 221(1) (Application for rectification of mistake apparent from record in assessment order), 221(1) (Application for rectification of mistake apparent from record in penalty order), 221(1) (Application for rectification of mistake apparent from record in default surcharge order), Rectification against issued appeal Order (highlighted with a red box), and 221(1) (Application for rectification of mistake apparent from record in recovery order). Below the dropdown, a table with columns for Application No., Name, Tax Year, Submission Date, Due Date, Period Start Date, Period End Date, and Assignment is partially visible. The table shows 1 record(s) found.

Registration ▾ Declaration ▾ Asset Declaration ▾ Audit / Assessment ▾ Rectification ▾ Appeals ▾ Refund ▾ Withholding / Advance Tax ▾ MIS ▾ 214E ▾ Invoice Management ▾

Applications

- 221(1) (Application for rectification of mistake apparent from record in assessment order)
- 221(1) (Application for rectification of mistake apparent from record in penalty order)
- 221(1) (Application for rectification of mistake apparent from record in default surcharge order)
- Rectification against issued appeal Order**
- 221(1) (Application for rectification of mistake apparent from record in recovery order)

Registration My Profile(s) Recent Task Registration Certificate Change Pin Change Password Logout

ⓘ Inbox Appeals(1)

Application No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
1 record(s) found							

Rectification application – Tax Period selection

- The taxpayer shall select the relevant tax period from the available list

Edit	Save	Submit	Cancel	Print							
Task	221 (Application to file rectification against issued appeal Order)				+		Transaction Date				
Name							Registration Number				
Period	-	Tax Year		Valid Upto		Due Date		Document Date		Submission Date: *	

Search Period Date







Tax Period: * 2016

Start Date	End Date	Action
01-Jul-2015	30-Sep-2015	Select
01-Oct-2015	31-Dec-2015	Select
01-Jan-2016	31-Mar-2016	Select
01-Apr-2016	30-Jun-2016	Select
01-Jul-2015	31-Dec-2015	Select
01-Jan-2016	30-Jun-2016	Select
01-Jul-2015	30-Jun-2016	Select

Close

Rectification application – Details Entry

- The taxpayer shall enter the details in the Contents tab.

 Edit										 Save										 Submit										 Cancel										 Print																																																																							
Task		221 (Application to file rectification against issued appeal Order)																														+												Transaction Date																																																																			
Name																																										Registration Number																																																																					
Period												Tax Year										2016										Valid Upto																				Due Date																				Document Date																				Submission Date: *																			
Contents																																								Attachment																				Reference Order																																																			
Type Correspondence Body text here																																																																																																															

Rectification application – Add Attachments

- The taxpayer shall add any document(s)/evidence(s) against this application in the “Attachment” tab

EditSaveSubmitCancelPrint

Task221 (Application to file rectification against issued appeal Order) +Transaction Date

NameRegistration Number

PeriodTax Year2016Valid UptoDue DateDocument DateSubmission Date: *

ContentsAttachmentReference Order

Code	Description	Action:
624801	Evidence with application to file appeal against mentioned reference Order	<div>+</div>

0 record(s) found

Attach Document

StatusAttached

DocumentEvidence with application to file appeal against mentioned r

File

+

OK

Close

Rectification application – Reference Order

- The taxpayer shall select the reference order against which the rectification application is to be filed and submit the rectification application.

Edit Save Submit Cancel Print										✕	
Task	221 (Application to file rectification against issued appeal Order)						+		Transaction Date	:	
Name									Registration Number	:	
Period		Tax Year	2016	Valid Upto		Due Date		Document Date		Submission Date: *	
Contents Attachment Reference Order											
Reference Order											
Subject											

THANK YOU