

**SOP for Demand creation, Set off & Temp ID creation (DRC-07)- Assessment and Adjudication**

**Introduction**

DRC-07 is the summary of all orders. Every order which ultimately ends up in demand creation, liability is created through DRC-07. By submitting DRC-07 to GSTN, liability against the tax payer will be created in part B {other than return related liability} of the Liability Ledger. The same can be viewed from the GST back end by verifying the "other than return liability" of the tax payer in the liability ledger. Demand can be created through the demand creation link provided in the GSTR3A notice module and 'belated filing of returns' module. In all other cases demand can be created in the sub module 'demand and Recovery' of the adjudication module. The officer has to be followed the manual process flow which requires demand creation subsequent to the final order.

In the case of assessment of URPs, officer has to create a temporary ID/suo motu registration prior to demand creation since, demand can only be created against a registered person in GST. By creating a Temp ID, a cash ledger and liability ledger will be created in the common portal for demand creation and subsequent set off of liability by depositing cash in the cash ledger.

## DRC-07 Form

A new DRC-07 can be created by clicking on the **Create New** button in the Demand and Recovery module.

<b>Main Details</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
GSTIN/Temp ID	GSTN/Temporary ID	<b>Mandatory</b> for creation of DRC-07. The GSTIN must be registered under Kerala SGST Act. For all others, click on "Generate Temp Id" to generate a temporary Id using the Suo motu registration form.
Legal Name	Legal Name of business	Non-editable. For GSTIN registered under the Kerala SGST act, the same shall be auto populated. For temporary registration, it will be a combination of first, middle and last name from Suo motu Registration.

Trade Name	Trade Name	Non-editable. For GSTIN registered under the Kerala SGST act and having a trade name in registration, the same shall be auto populated. For temporary registration and GSTIN registrations without trade name, it will be shown as "NIL"
<b>Order Details</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
Order Type	Type of order	<b>Mandatory.</b> The order type must be selected as Others (default)

Order Date	Date of issue of order	<b>Mandatory.</b> The date must be less than or equal to current date
Financial Year	Financial Year on which the order was issued	Auto filled and disabled
Order Number	Order number of assessment order	<b>Mandatory.</b> The order number is a 20-character ID, which will be auto generated.
Due Date	Due date for payment of tax, interest, cess and penalty	<b>Mandatory.</b> Due date must be with 90 days from the order date
Notice Reference Number	Reference number of notice	<b>Optional</b>
Notice Issue Date	Date of issue of notice	<b>Optional</b>
Preamble	Preamble	<b>Ignore</b>
Introduction	Introduction	<b>Ignore</b>
Submission made by notice	Submission made by notice	<b>Ignore</b>
Offences made/alleged to have been made	Offences made/alleged to have been made	<b>Ignore</b>

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Discussion and Finding	Conclusion	Ignore
Issue	Type Issues involved	Mandatory. Select "If Others Please Specify".
Others(Specify)	Description of issues	Optional. Description of issues may be provided.
<b>Address Details</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
Door number	Door number	Mandatory. House number may be provided.
Floor Number	Floor Number	Optional
Building Number	Building Number	Optional
Building Name	Building Name	Optional
Street	Street Name	Mandatory
Area	Area Name	Optional
City	City Name	Mandatory
Pin Code	Pin Code	Mandatory
State	State name	Mandatory
District	District Name	Mandatory
<b>Demand Details</b>		
<b>Note: -</b>		
1) Multiple demand details may be added for different acts, tax rates and POS		
2) For SGST/CGST act, the act and tax rate combination must be unique		
3) For IGST act, the act, tax rate and POS combination must be unique		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
Act	GST Act	Mandatory. Select SGST/CGST/IGST/CESS
Tax Rate	Tax rate according to the act selected	Mandatory. Select from the available tax rates for SGST/CGST/IGST. For CESS, the tax rate can be any number between 0 and 99.99
Turnover	Turnover under the selected act and tax rate.	Mandatory. Whole number (13 digits allowed)

POS	Place of Supply	<b>Mandatory.</b> For SGST/CGST, the value shall be “Kerala”. For IGST, POS must be selected from the dropdown.
Tax	Tax component	Auto-calculated with formula (Tax Rate x Turnover) / 100 and round half up to the nearest whole number
Interest	Interest Component	<b>Optional.</b> Default is zero.
Penalty	Penalty Component	<b>Optional.</b> Default is zero.
Cess	Cess component	<b>Optional.</b> Default is zero
Others	Others Component	<b>Optional.</b> Default is zero.
Total	Total	Auto-calculated with formula Tax + Interest + Penalty +cess +Others
<b>Tax Period</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
From month	Tax period from month	<b>Mandatory.</b> Auto selected to the month of order date
From year	Tax period from year	<b>Mandatory.</b> Auto selected to the year of order date
To month	Tax period to month	<b>Mandatory.</b> Auto selected to the month of order date
To year	Tax period to year	<b>Mandatory.</b> Auto selected to the year of order date
<b>Description of Goods</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
HSN	HSN code of goods	<b>Optional.</b>
Description	Description of goods	<b>Optional.</b>
<b>Description of Services</b>		
SAC	SAC code of service	<b>Optional</b>
Description	Description of service	<b>Optional</b>
<b>Document Upload</b>		
Document Type	Type of document	<b>Mandatory.</b> “Demand and Recovery” must be selected.

Document Title	Description of the document uploaded	<b>Mandatory.</b> e.g. copy of assessment order.
Browse	To browse the file for uploading	The file must be in JPEG/PDF format with size less than 5 MB
Upload	Upload button	Click the upload the file to GSTN
Sign/No sign	For digital signing	For digital signing opt "sign"
<b>Sign and Submit</b>		
<ul style="list-style-type: none"> <li>• DRC-07 must be signed using DSC</li> <li>• DSC must be registered prior to signing and submitting DRC-07</li> <li>• A demand Id will be generated after successful submission of DRC-07 and the user will be redirected back to the list of DRC-07/demands generated</li> </ul>		

## Suo motu Registration Form

The Suo motu registration form is displayed when the officer clicks on [Generate Temporary Id](#) link during creation of DRC-07.

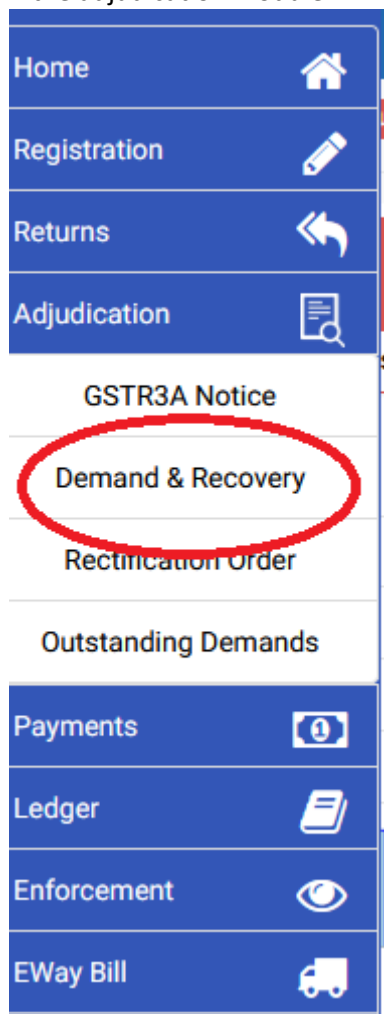
Basic Details		
Name	Description	Remarks
Case No.	Auto generated	Mandatory
Date	Date of suo-motu registration/ Temp-ID creation	Mandatory
Brief description of the case	Brief description of the case	Mandatory
Person Details		
Name	Description	Remarks
First Name	First Name	Mandatory
Middle Name	Middle Name	Optional
Last Name	Last Name	Optional
Father's First Name	Father's First Name	Mandatory
Father's Middle Name	Father's Middle Name	Optional
Father's Last Name	Father's Last Name	Optional
Gender	Gender	Mandatory
Date of Birth	Date of Birth	Mandatory
Address Details		
Name	Description	Remarks
Building /Flat No	Building /Flat No	Mandatory
Floor No	Floor No	Optional
Building Name	Building Name	Optional
Road/Street/Lane	Road/Street/Lane	Mandatory
Locality	Locality	Mandatory
State	State	Mandatory
District	District	Mandatory
Pin code	Pin code	Mandatory

<b>Contact Details</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
Mobile Number	Mobile Number	<b>Mandatory</b> . The temporary Id and password for initial login shall be sent to this mobile number
Email Address	Email Address	<b>Mandatory</b> . The temporary Id and password for initial login shall be sent to this email Id
<b>Identification Details</b>		
<b>Name</b>	<b>Description</b>	<b>Remarks</b>
Do you have a PAN number?	Yes or No based on PAN availability	<b>Mandatory</b>
PAN	PAN	If Yes is selected above, then <b>Mandatory</b> otherwise <b>Optional</b>
Other ID Type	Aadhaar No/Voter Id/Passport No/Driving Licence No/Other	<b>Mandatory</b> if PAN is not available
Other Id Card No	Card number of Aadhaar No/Voter Id/Passport No/Driving Licence No/Other	<b>Mandatory</b> if PAN is not available
Other ID Card Name	Name as shown in Aadhaar No/Voter Id/Passport No/Driving Licence No/Other	<b>Mandatory</b> if PAN is not available
<b>Document Upload</b>		
<b>Mandatory</b>		
<b>Seized Document Upload</b>		
<b>Optional</b>		
<b>Sign and Submit</b>		
<ul style="list-style-type: none"> <li>Suo motu registration form must be signed using DSC</li> <li>DSC must be registered prior to signing and submitting Suo motu registration</li> </ul> <p>A temporary Id will be generated after successful submission of Suo motu registration form and the user will be redirected back to the list of DRC-07 form along with the temporary Id generated</p>		

## User Interface Flow

### Demand and Recovery menu

Click on Demand and Recovery menu in the adjudication module.



### DRC-07 List View

The demand and Recovery module will be shows the list of DRC-07 drafted or submitted. The draft DRC-07 records shall have the status **Draft**. The DRC-07 submitted to GSTN will have a demand Id created and the status can be Open, Partial Setoff, Full Set off.

- a. **Open:** Demand is created and no set off is attempted
- b. **Partial Setoff:** Demand was partially set off using available cash and credit.
- c. **Full Set off:** Demand was fully set off and no liability is pending against the demand



**Demand and Recovery**

[Create new](#)

Show  entries Search:

ID	Demand ID	GSTIN/Temp Id	Legal Name	Trade Name	Created Date	Status
506		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
505		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
504	<a href="#">ZA3206180000263</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
501	<a href="#">ZA3206180000271</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
500	<a href="#">ZA320618000028Z</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
496		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Draft

Showing 1 to 6 of 6 entries

Previous **1** Next

### Create new DRC-07

Click on the **Create New** button to create a new DRC-07

**Demand and Recovery**

[Create new](#)

Show  entries

ID	Demand ID	GSTIN/Temp Id
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Provide a GSTN for which DRC-07 must be created. Click on **Search** button. If the person does not have a GSTIN registration, a temporary Id may be generated by clicking the **Generate Temp Id** link (See [Suo motu registration](#)).

GSTIN / Temp Id:   [Generate Temp Id](#)

The Legal name and trade name will be displayed. Click on **Save and Continue**.

## FORM GST DRC07

Main Details

## Basic Details

GSTIN / Temp Id

32AABCK2217K1ZW

Legal Name

BRAHMOS AEROSPACE THIRUVANANTHAPURAM LIMITED

Trade Name

BRAHMOS AEROSPACE THIRUVANANTHAPURAM LTD

Approving Authority

STATE

Save &amp; Continue

The **Order Details** form will be opened as shown.

## FORM GST DRC07

Main Details

Order Details

Order Type \*

Others

Order Date \*

Financial Year \*

Order Number \*

Due Date \*

Notice reference number

Notice Issue Date

Preamble

Introduction

Submission made by notice

Offences made / alleged to have been made

Discussion and Finding

Conclusion

Issues

Involved

Issue \*

If Others Please Specify

Others(Specify)

SAVE &amp; CONTINUE

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Fill in the **Order Details** and click on **Save and Continue** button. In the 'issue' field you can select the issues from the drop down provided. If you select the option 'others', then you have to specify the issue briefly in the column provided for the same.

**FORM GST DRC07**

[Main Details](#) | [Order Details](#) | [Address Details](#) | [Demand Details](#) | [Tax Period](#) | [Goods/Services Details](#) | [Document Upload](#) | [Sign & Submit](#)

<b>Order Type *</b> <input type="text" value="Others"/>	<b>Order Date *</b> <input type="text" value="24-06-2018"/>
<b>Financial Year *</b> <input type="text" value="2018-2019"/>	<b>Order Number *</b> <input type="text" value="32THI1002MOV18190104"/>
<b>Due Date *</b> <input type="text" value="30-06-2018"/>	<b>Notice reference number</b> <input type="text" value="2018060002"/>
<b>Notice Issue Date</b> <input type="text" value="18-06-2018"/>	

<b>Preamble</b> <input type="text"/>	<b>Introduction</b> <input type="text"/>
<b>Submission made by notice</b> <input type="text"/>	<b>Offences made / alleged to have been made</b> <input type="text"/>
<b>Discussion and Finding</b> <input type="text"/>	<b>Conclusion</b> <input type="text"/>

**Issues Involved**

<b>Issue *</b> <input type="text" value="If Others Please Specify"/>	<b>Others(Specify)</b> <input type="text" value="Vehicle inspection"/>
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**SAVE & CONTINUE**

When you click the save & continue button, a confirmation box will appear to confirm whether you have manually issued the order. You continue the process of demand creation by clicking the 'confirm' button.

**FORM GST DRC07**

[Main Details](#) | [Order Details](#)

<b>Purpose *</b> <input type="text" value="u/s 73"/>	<b>Order Type *</b> <input type="text" value="73"/>
<b>Order Date *</b> <input type="text" value="15-08-2019"/>	<b>Financial Year *</b> <input type="text" value="2019-2020"/>
<b>Order Number *</b> <input type="text" value="32THI6694A7319200100"/>	<b>Due Date *</b> <input type="text" value="30-09-2019"/>
<b>Notice reference number</b> <input type="text" value="ABCD"/>	<b>Notice Issue Date</b> <input type="text" value="15-07-2019"/>

**Preamble**

**Submission made by noticee**

**Please Confirm!**

Have you manually issued order ?

On confirmation the order details , the system will navigate to 'address details ' page where you have to enter the address details of the tax payer. Red coloured asterisks glyphs shows the mandatory fields . Fill in the **Address details** and click on **Save and Continue** button.

### FORM GST DRC07

Main Details
Order Details
Address Details
Demand Details
Tax Period
Goods/Services Details -
Document Upload
Sign & Submit

**Door Number \***

**Floor Number**

**Building Number**

**Building Name**

**Street \***

**Area**

**City \***

**Pin Code \***

**State \***

**District \***

After entering the address details , it will navigate to '**Demand Details**' where you have to enter the demand details. Click on '**Add New**' button to add a new demand row. Select Act, Tax Rate and enter the turnover, select POS (Only for IGST/Cess). The tax will be automatically calculated and displayed. Enter penalty amount and the total will be re-calculated. After entering the SGST demand details ,Click on **Add New** to add the CGST demand details. Like wise you can enter the demand details for multiple rate by using 'ADD NEW' button. If you proceed to click 'save & continue' with out adding the corresponding SGST or CGST demand details a pop up will appear 'do you wish to add' by selecting the 'ok' you add the details.

In the case IGST demand only, you have to select the 'place of Supply' from the drop down provided. In all other cases the POS will be Kerala by default

### FORM GST DRC07

Main Details
Order Details
Address Details
Demand Details
Tax Period
Goods/Services Details -
Document Upload
Sign & Submit

Sr.No	Act	Tax Rate	Turnover	POS	Tax/Cess	Interest	Penalty	Others	Total	Action
1	SGST	9	1000000	Kerala	90000	12222	90000	0	192222	Delete
<b>Grant Total</b>					<b>90000</b>	<b>12222</b>	<b>90000</b>	<b>0</b>	<b>192222</b>	

### FORM GST DRC07

CGST entry for tax rate 9% is missing. Do you wish to add it?

Sr.No	Act	Tax Rate	Turnover	POS	Tax/Cess	Interest	Penalty	Others	Total	Action
1	SGST	9	1000000	Kerala	90000	12222	90000	0	192222	Delete

### FORM GST DRC07

Main Details | Order Details | Address Details | Demand Details | Tax Period | Goods/Services Details | Document Upload | Sign & Submit

Sr.No	Act	Tax Rate	Turnover	POS	Tax/Cess	Interest	Penalty	Others	Total	Action
1	SGST	9	10000	Kerala	900	0	300	0	1200	Delete
2	CGST	9	10000	Kerala	900	0	300	0	1200	Delete
<b>Grant Total</b>			<b>20000</b>		<b>1800</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>2400</b>	

In the case of cess, you have to enter the rate of cess if applicable and in all other cases you to provide the rate as zero and enter the cess amount in the field provided.

### FORM GST DRC07

Main Details | Order Details | Address Details | Demand Details | Tax Period | Goods/Services Details | Document Upload | Sign & Submit

Sr.No	Act	Tax Rate	Turnover	POS	Tax/Cess	Interest	Penalty	Others	Total	Action
1	SGST	9	1000000	Kerala	90000	12222	90000	0	192222	Delete
1	CGST	9	1000000	Kerala	90000	12222	90000	0	192222	Delete
3	IGST	18	300000	Maharashtra	54000	2555	10000	0	66555	Delete
4	CESS	0	1000000	Kerala	10000	100	10000	0	20100	Delete
<b>Grant Total</b>					<b>244000</b>	<b>27099</b>	<b>200000</b>	<b>0</b>	<b>471099</b>	

Finally , the grand total will be displayed at the bottom. Then Click on **Save and Continue** button.

In the Tax Period tab , the order month and year will be auto populated/ or enter the period details and then Click on **Save and Continue**.

### FORM GST DRC07

Demand Details   Tax Period   Goods/Services Details ▾   Document Upload   Sign & Submit

**From month \***      **From year \***

June      2018

**To month \***      **To year \***

June      2018

[SAVE & CONTINUE](#)

In **Goods Details** form, click on **Add New** to add a new goods entry. You can enter any number of goods details by using the 'add new' button. Click on the Search button to search and select an HSN code matching the description.

### FORM GST DRC07

Main Details   Order Details   Address Details   Demand Details   Tax Period   Goods/Services Details ▾   Document Upload   Sign & Submit

**Description of Goods**

[Add New](#)

Sr.No	HSN	Description	Action
1	Pick HSN <input type="text"/> <a href="#">SEARCH</a>	<input style="width: 95%;" type="text"/>	<a href="#">Delete</a>

[SAVE & CONTINUE](#)

Click on the Search button to search and select an HSN code matching the description.

HSN/SAC Picker			
Show	10	entries	Search: refrigerator
HSN /SAC Code	Description	Type	Action
8418	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8412.5	Goods	Select
84181010	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415 8418 10 - COMBINED REFRIGERATOR-FREEZERS, FITTED WITH SEPARATE EXTERNAL DOORS: COMMERCIAL TYPE	Goods	Select
84181090	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415 8418 10 - COMBINED REFRIGERATOR-FREEZERS, FITTED WITH SEPARATE EXTERNAL DOORS: OTHER	Goods	Select
84183010	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415 - FREEZERS OF THE CHEST TYPE, NOT EXCEEDING 800 L CAPACITY: COMMERCIAL TYPE ELECTRICAL	Goods	Select
84183090	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415 - FREEZERS OF THE CHEST TYPE, NOT EXCEEDING 800 L CAPACITY: OTHER	Goods	Select
84184010	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415- FREEZERS OF THE UPRIGHT TYPE, NOT EXCEEDING 900 L CAPACITY: ELECTRICAL	Goods	Select
84184090	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR CONDITIONING MACHINES OF HEADING 8415- FREEZERS OF THE UPRIGHT TYPE, NOT EXCEEDING 900 L CAPACITY: OTHER	Goods	Select

From the HSN picker click the 'select ' button to choose the most meaningful commodity.

FORM GST DRC07			
Main Details	Order Details	Address Details	Demand Details
Tax Period	Goods/Services Details	Document Upload	Sign & Submit
<b>Description of Goods</b>			
<a href="#">Add New</a>			
Sr.No	HSN	Description	Action
1	Pick HSN 8418 <input type="button" value="SEARCH"/>	REFRIGERATORS, FREEZERS AND OTHER REFRIGERATING OR FREEZING EQUIPMENT, ELECTRIC OR OTHER; HEAT PUMPS OTHER THAN AIR	Delete
<a href="#">SAVE &amp; CONTINUE</a>			

The description can be modified to a meaningful commodity name if required. Click on **Add New** button to add more goods. Then click on **Save and Continue** button.

Add **Services details** like Goods details and click on **Save and Continue**.

FORM GST DRC07			
Main Details	Order Details	Address Details	Demand Details
Tax Period	Goods/Services Details	Document Upload	Sign & Submit
<b>Description of Service</b>			
<a href="#">Add New</a>			
Sr.No	SAC	Description	Action
1	Pick SAC 00440165 <input type="button" value="SEARCH"/>	BROADCASTING SERVICE	Delete
<a href="#">SAVE &amp; CONTINUE</a>			

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In Document Upload form, the supporting order copy {Assessment order} may be uploaded in PDF format. Provide a document title, click on Browse button to select the file and the click on the Upload button to upload the file to GSTN. After successful upload, the thumbnail preview of the document is shown below. The document may be previewed by clicking on the thumbnail.

Multiple supporting documents may be uploaded. Click on **Save and Continue** button.

## FORM GST DRC07

Main Details	Order Details	Address Details	Demand Details	Tax Period	Goods/Services Details -	Document Upload	Sign & Submit
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Document Type:	Document Title:	No Sign
Demand and Recovery	Copy of the assessment order	
Browse...		Upload
Maximum Size : 5.00 MB		Allowed File Types : JPG,PDF



Demand and Recovery

[Save & Continue](#)

The Sign and Submit page shows the officer details as shown below. Click on Sign and Submit button to proceed with sign and submit.

FORM GST DRC07			
Tax Period	Goods/Services Details	Document Upload	Sign & Submit

Tax Officer Name: Smitha Sasi Designation: State Tax Officer Place: FIRST CIRCLE Thiruvananthapuram Signature Type: DSC
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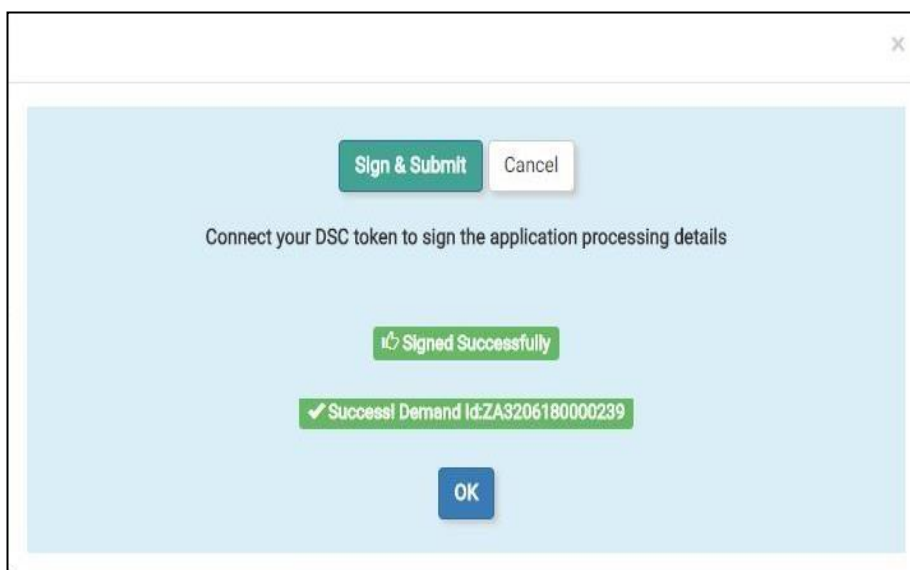
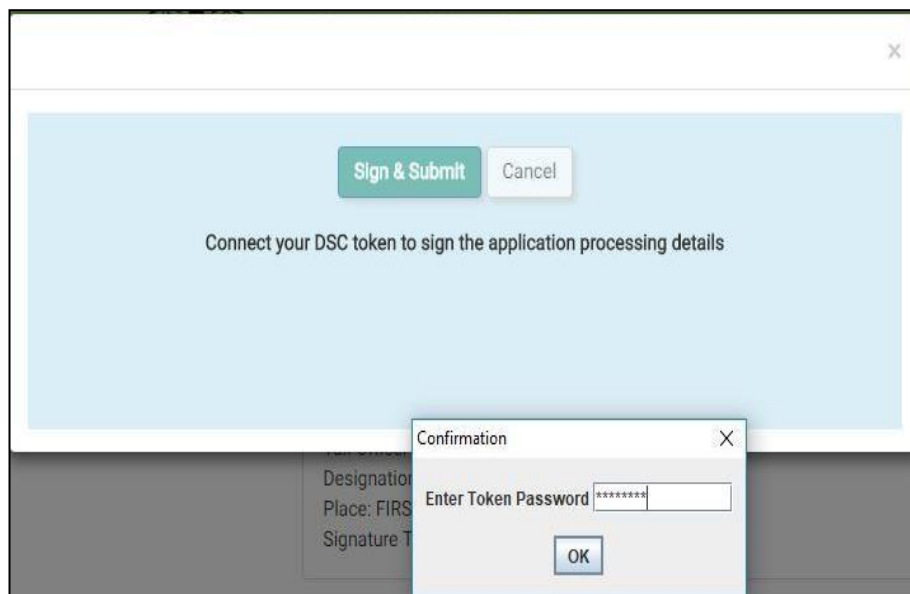
  

[SIGN & SUBMIT](#)



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Make sure DSC token is connected for digital signature and then click on Sign and Submit. A DSC pin dialog will be shown. Enter the PIN and click OK to sign and submit DRC07. A demand Id will be generated, and a tax liability shall be created in the tax liability ledger of the GSTIN/Temporary registration. Click **OK** to return to the DRC07 list.



## View and export submitted DRC07

A DRC-07 in draft state can be opened by clicking on the ID link for finalization and submission. Once submitted, a summary of DRC-07 along with PDF report may be generated by clicking on the ID.

ID	Demand ID	GSTIN/Temp Id	Legal Name	Trade Name	Created Date	Status
506		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
505		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
504	ZA3206180000263	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
501	ZA3206180000271	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
500	ZA320618000028Z	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
496		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Draft

Showing 1 to 6 of 6 entries

## DRC-07 Submitted View

To export DRC-07 to PDF format click on **Export to PDF** button.

[Export as PDF](#)

**Government of Kerala**  
**State Goods and Services Tax Department**  
**DRC-07**

Demand Id: ZA3206180000263      Demand Status: Open      Demand Date: 2018-06-23  
00:00:

GSTIN /Temp Id: 32AKVPA4411G2ZI      Legal Name: KURIAKOSE VARGHESE ARUN

Trade Name: Nil

Officer Details									
Officer Name : Jayasree					Designation : State Tax Officer				
Place : FIRST CIRCLE Thiruvananthapuram									

Demand Details									
Sl.No	Act	Rate	Turnover	POS	Tax / Cess	Interest	Penalty	Others	Total
1	SGST	9	10000	Kerala	900	0	300	0	1200
2	CGST	9	10000	Kerala	900	0	300	0	1200
<b>Total</b>			20000		1800	0	600	0	2400

Order Details			
Order Type	: Others	Order Date	: 2018-06-13 00:00:00.0
Financial Year	: 2018-2019	Order No.	: 32THI1002MOV18190103

## View Demand Summary

To view the demand summary, click on the Demand ID in the list of demands.

**Demand and Recovery**

[Create new](#)

Show  entries Search:

ID	Demand ID	GSTIN/Temp Id	Legal Name	Trade Name	Created Date	Status
506		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
505		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	24-06-018	Draft
504	<a href="#">ZA3206180000263</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
501	<a href="#">ZA3206180000271</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
500	<a href="#">ZA320618000028Z</a>	32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Open
496		32AKVPA4411G2ZI	KURIAKOSE VARGHESE ARUN	Nil	23-06-018	Draft

Showing 1 to 6 of 6 entries Previous **1** Next

The Demand Summary page shows the original demand along with the current outstanding demand. If the demand outstanding is greater than zero, the officer can proceed to set off the outstanding demand by clicking on **Proceed to Setoff** button.

Original Demand				
Description	IGST (₹)	CGST (₹)	SGST (₹)	Cess (₹)
Tax	0	900	900	0
Interest	0	0	0	0
Penalty	0	300	300	0
Fee	0	0	0	0
Others	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1200</b>	<b>1200</b>	<b>0</b>

Outstanding Demand				
Description	IGST (₹)	CGST (₹)	SGST (₹)	Cess (₹)
Tax	0	900	900	0
Interest	0	0	0	0
Penalty	0	300	300	0
Fee	0	0	0	0
Others	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1200</b>	<b>1200</b>	<b>0</b>

[Proceed to Setoff](#)

## Suo motu Registration

Suo motu registration can be used to generate a temporary Id to raise demand against unregistered persons. To create temporary Id, click on **Generate Temporary Id** link

The screenshot shows a search interface with a text input field containing 'GSTIN', a magnifying glass icon, a blue 'Search' button, and a blue link labeled 'Generate Temporary Id' which is circled in red.

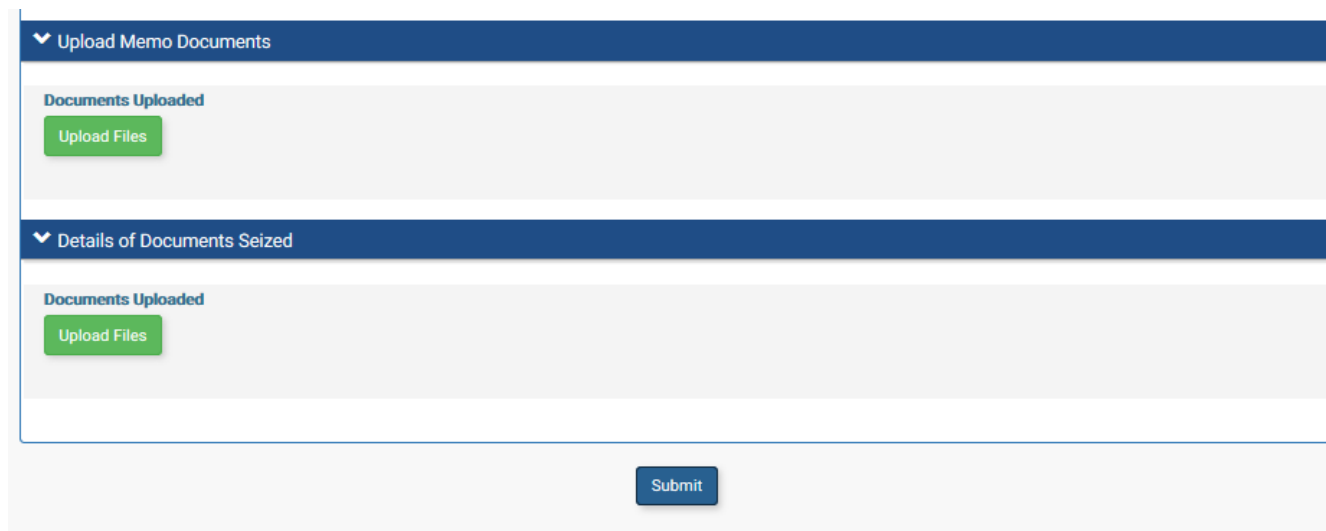
The Suo moto registration form will be displayed. Fill the **Basic Details, Person Details, Address Details, Contact Details and Identity Details.**

The screenshot shows the top portion of a web form titled 'Application for Allotment of Temporary Registration/ Suo Moto Registration'. It includes a 'BACK' button and two main sections: 'Basic Details' and 'Details of Person to whom temporary registration granted'. The 'Basic Details' section contains fields for 'No. of Detention Memo/ Seizure Memo/Statement of Unregistered Person, etc.', 'Date of Detention Memo/ Seizure Memo/Statement of Unregistered Person etc.\*', and 'Reason for Detention Memo/ Seizure Memo/Statement of Unregistered Person, etc.\*'. The 'Details of Person to whom temporary registration granted' section contains fields for 'First Name\*', 'Middle Name[Optional]', 'Last Name[Optional]', 'Gender\*' (with radio buttons for Male and Female), 'Father's First Name\*', 'Father's Middle Name[Optional]', 'Father's Last Name[Optional]', and 'Date of Birth\*'. A 'Date of Birth' field is also present.

The screenshot shows the 'Address of the Person' and 'Contact Details' sections of the form. The 'Address of the Person' section includes fields for 'Building/Flat No\*', 'Floor No[Optional]', 'Building Name[Optional]', 'State\*' (with a dropdown menu showing Kerala), 'District\*' (with a dropdown menu showing Thiruvananthapuram), 'Road/Street/Lane\*', 'Locality\*', and 'Pincode\*'. The 'Contact Details' section includes a 'Do you have a PAN?\*' field with radio buttons for Yes and No, 'Mobile Number\*' (with a 'Mobile No' field), 'E-Mail Address\*' (with an 'Email Id' field), 'Other ID (Voter ID No./ Passport No./Driving License No./ Aadhaar No./ Other)' (with a dropdown menu showing Driving License), 'Other Id Card No' (with an 'Other Id Card No' field), and 'Other Id Card Name[Optional]' (with an 'Other Id Card Name' field).

## 258291/2019/GSTINTO CCT

Upload a memo document and click on the Submit button to sign and submit the suo motu registration request to GSTN.

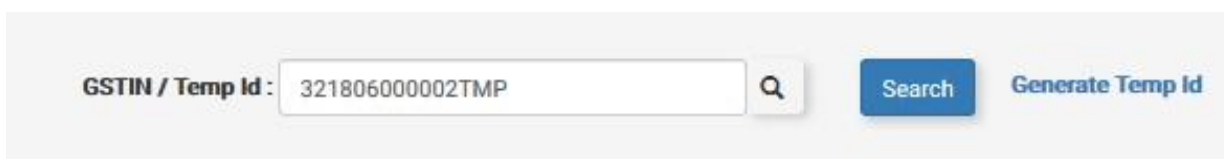


The screenshot displays a web interface with two main sections for document management:

- Upload Memo Documents:** A blue header bar with a dropdown arrow. Below it, a light gray area contains the text "Documents Uploaded" and a green "Upload Files" button.
- Details of Documents Seized:** Another blue header bar with a dropdown arrow. Below it, a light gray area contains the text "Documents Uploaded" and a green "Upload Files" button.

At the bottom center of the interface is a blue "Submit" button.

After successful generation of temporary Id, the temporary Id is shown in the text box to continue DRC07 generation as shown below



The screenshot shows a text input field with the label "GSTIN / Temp Id :". The field contains the alphanumeric string "321806000002TMP". To the right of the input field is a magnifying glass icon. Further right is a blue "Search" button, and to its right is the text "Generate Temp Id".

