

AMNESTY SCHEME, 2024 – AMNESTY PORTAL USER GUIDE

DEMAND NOTICE AND REPLY TO DEMAND NOTICE

As per Rule 4 of the Amnesty Rules, 2024, if the amount paid by the applicant under sub-section (1) of section 9 falls short of the amount determined under sub-section (1) of section 10, the designated authority shall demand such a short paid amount in **Form NSTY-III**. The applicant shall file a reply along with proof of payment made, if any, within sixty days of receipt of the notice in **Form NSTY-III**.

The Commissioner has notified the website kitis.keralataxes.gov.in as Amnesty Portal to carry out functions of the said Rules.

The Amnesty Portal facilitates the issue of Demand Notice in Form NSTY -III by the designated authority to the applicant and also provides for the facility to file a reply along with proof of payment made, if any, on receipt of notice in Form NSTY - III by the applicant.

Steps in Issuing Demand Notice by the Designated Authority:

1. The officer can view the applications filed by the dealer by clicking on the 'View Application' link in the home page of KITIS Back Office Application. Then the following page will appear.

LEGAL NAME	ARN	FILING DATE	PHONE	ASSIGNED TO	STATUS	ACTION
MOHAN KUMAR	AM3208242512563	30-08-2024	9605207764	Thiruvananthapuram - Deputy Commissioner (Arrear Recovery)	Submitted	View

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2. The officer can view an application filed by the dealer by clicking on the **View** button. Then the application filed by the dealer in **Form NSTY - I** page will appear.

KITIS

Amnesty Scheme 2024

Dashboard

View Applications

Application Demand Notice Certificate

ARN : AM3208242512563

Status : Submitted

Download PDF

Amnesty Settlement Application Details

FORM NSTY-I
[see rule 3(1)]
APPLICATION

Application Reference Number (ARN) : AM3208242512563

To,
The Designated Authority (Thiruvananthapuram -Deputy Commissioner (Arrear Recovery))

Sir/ Madam,
I hereby make an application under Application filed under Section 9(1) of Finance Act, 2024

1.	Name of the applicant (Legal name of the dealer)	MOHAN KUMAR
2.	(a) Trade Name of the applicant	MOHAN KUMAR ASSOCIATES
	(b) Office/Trade address	TC 23/32, TAX TOWER KARAMANA
3.	(a) Name of the person filing the application for settlement under section 9 of the Finance Act 2024	MOHAN KUMAR

3. A facility to issue **Demand Notice** is provided in the tab next to the **Application** tab. Click on **Demand Notice** tab, and then the following page will appear.

KITIS

Amnesty Scheme 2024

Dashboard

View Applications

Application Demand Notice Certificate

ARN : AM3208242512563

Status : Submitted

Demand Notice Details

There is no Demand Notice issued for this Application

Create a Demand Notice

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4. Click on **Create a Demand Notice** button to create Demand Notice against the Amnesty Application. Then the following page will appear.

FORM NSTY-III

[see rule 3(1)]

APPLICATION

[To be filled up by the office]

To

DEMAND NOTICE

I. (a) Application Reference Number AM3208242512563

(b) Date of Application 30-08-2024

II. (a) Name of the Applicant MOHAN KUMAR

(b) Address of the Applicant TC 12/23, TEMPLE ROAD , KARAMANA

III. Details of the Demand Notice:

1. Name of the Act Kerala Value Added Tax Act, 2003 (30 of 2004)

2. Specified order No. 3201014567/2-15-16

3. Date of specified order 22-06-2016

4. Assessment circle 1st Circle , Thiruvananthapuram

5. Designation of specified order issued authority COMMERCIAL TAX OFFICER

6. Details of the short paid amount of arrears which is to be paid (in Rupees)

	DETAILS	TAX/ SURCHARGE	PENALTY	INTEREST	TOTAL
(i)	Amount of Arrears	0	0	0	0
(ii)	Amount determined under section 10 (1) of the Kerala Finance Act, 2024 for settling of arrears under Amnesty Scheme, 2024				0
(iii)	Amount paid up to the time of filing application				0
(iv)	Amount short paid *				0
(v)	Amount payable u/s 10(3) within 60 days				0
(vi)	Amount payable u/s 10(3) after 60 days till (date) Upto 120 days				0
(vii)	Amount payable u/s 10(3) after 120 days till (date)				0

Place : Thiruvananthapuram

Date : 30-08-2024

Issue Demand Notice

5. The officer can fill up the demand details and click on the **Issue Demand Notice** button to issue the same. Then the following screen will appear.

S.No	Particulars	Amount
(ii)	Amount determined under section 10 (I) of the Kerala Finance Act, 2024 for settling of arrears under Amnesty Scheme, 2024	30000
(iii)	Amount paid up to the time of filing application	20000
(iv)	Amount short paid *	10000
(v)	Amount payable up to the time of filing application	0
(vi)	Amount payable up to the time of filing application	0
(vii)	Amount payable up to the time of filing application	0

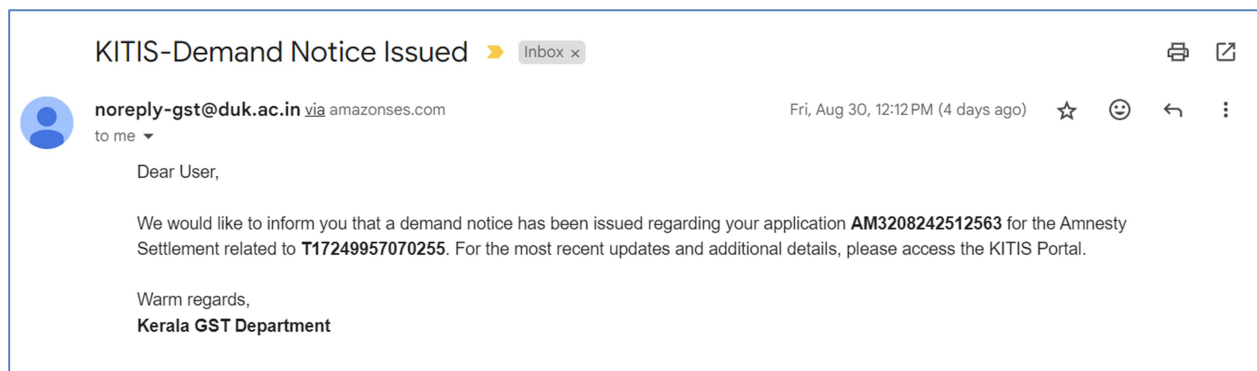
Place : Thiruvananthapuram
Date : 30-08-2024

Issue Demand Notice

6. On clicking the OK button, the officer will be redirected to the Home page. Then the status of the application will be updated as **Demand Notice Issued** as shown below:

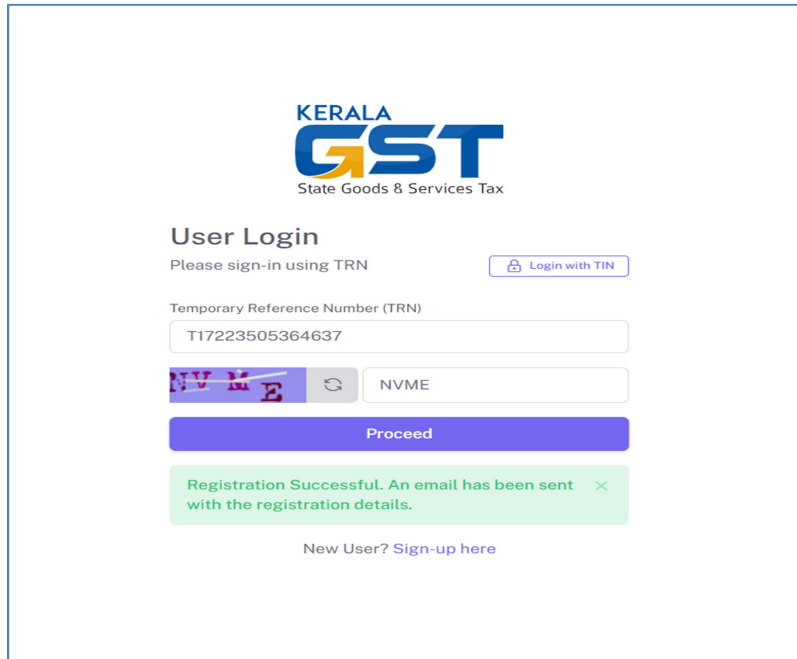
LEGAL NAME	ARN	FILING DATE	PHONE	ASSIGNED TO	STATUS	ACTION
MOHAN KUMAR	AM3208242512563	30-08-2024	9605207764	Thiruvananthapuram - Deputy Commissioner (Arrear Recovery)	Demand Notice Issued	View

7. A system generated email will also be forwarded to the registered email id of the applicant in the Amnesty Portal as shown below:

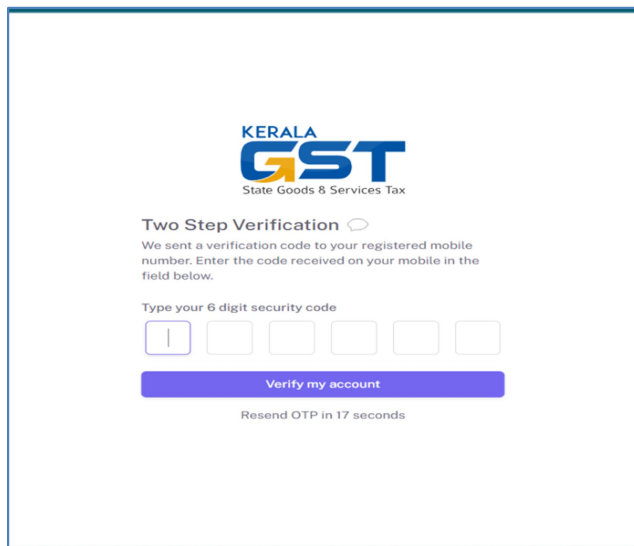


Steps in Viewing the Demand Notice by the Applicant:

1. Enter the **TRN and Captcha code** in the Sign-in page and click on Proceed button.



- 12 . Then an **OTP** will be forwarded to the registered mobile no. of the user and the following page will appear.



2. Enter OTP and click on **Verify my account**. Then the user will be able to log-in to the **Amnesty Home Page**.

3. Select **Amnesty Scheme 2024** in the Home page and click on **View Applications**. Then the list of applications filed by the user will be displayed as shown below:

ARN	LEGAL NAME	DATE OF FILING	DESIGNATION AUTHORITY	STATUS	ACTION
AM3208242512563	MOHAN KUMAR	30-08-2024	Thiruvananthapuram -Deputy Commissioner (Arrear Recovery)	Demand Notice Issued	View Reply to demand notice

4. The status of the application will be shown as **Demand Notice Issued** and a link will be available to **Reply to Demand Notice** also. The applicant can click on the **View** button to access the Amnesty Application folder.
5. By clicking on the **Demand Notice** tab, the following screen will appear showing the details of demand against the application filed.

ARN : AM3208242512563
Status : Demand Notice Issued
[Download Demand Notice](#)

DEMAND REQUESTED
Notice No : DMND3208247350489
Requested on : 30-08-2024

SEQ.NO.	DETAILS	TAX/ SURCHARGE	PENALTY	INTEREST	TOTAL
(i)	Amount of Arrears	100000	10000	120000	230000
(ii)	Amount determined under section 10 (1) of the Kerala Finance Act, 2024 for settling of arrears under Amnesty Scheme, 2024				30000
(iii)	Amount paid up to the time of filing application				20000
(iv)	Amount short paid				10000
(v)	Amount payable u/s 10(3) within 60 days				0
(vi)	Amount payable u/s 10(3) after 60 days till (date) Upto 120 days				0
(vii)	Amount payable u/s 10(3) after 120 days till (date)				0

RESPONSE IS PENDING

6. The applicant can also download the pdf version of the Demand Notice by clicking on the link **Download Demand Notice**. Then the pdf version of the demand notice will get downloaded as shown below:

FORM NSTY-III

[see rule 4]

DEMAND NOTICE

Application Reference Number	AM3208242512563	Date of Application	30-08-2024
Demand Notice Number	DMND3208247350489	Date of Demand Notice	30-08-2024

To,

MOHAN KUMAR, TC 23/32, TAX TOWER KARAMANA

Please take notice that you have filed an application under 9(1) Chapter III of the Finance Act 2024 Kerala Finance Act, 2024 along with proof of electronic payment for an amount of Rs. 20000 and the proof of payment if any, already made towards the specified order before the date of submission of Form NSTY – I for settling the arrears demanded vide specified order No. 3201014567/2-15-16 dated 22-06-2016 (Date of specified order mentioned in Application) under the Kerala Value Added Tax Act, 2003 (30 of 2004) and that after deducting the amount of payment already made by you towards the tax/ penalty/ interest for the respective demand and the amount paid along with application, you have to pay a further sum of Rs. 10000.

This short-paid amount at the rate applicable u/s 11 of the Kerala Finance Act, 2024 shall be paid within sixty days from the date of receipt of this notice or the recalculated amount as notified sub-section (3) of section 10 of the Kerala Finance Act, 2024, within the stipulated time, by the mode of payment as specified under sub-rule (1) of rule 3 and the proof of the same to be furnished to this office failing which the amount already paid shall be treated as a payment made towards the arrears in the specified order under the relevant Act and no certificate shall be issued for settlement of arrears.

1.	Name of the Act	Kerala Value Added Tax Act, 2003 (30 of 2004)			
2.	Specified order No.	3201014567/2-15-16			
3.	Date of specified order	22-06-2016			
4.	Assessment circle	1st Circle , Thiruvananthapuram			
5.	Designation of specified order issued authority	COMMERCIAL TAX OFFICER			
6.	Details of the short paid amount of arrears which is to be paid (in Rupees)				
Seq. No.	Details	Tax / Surcharge	Penalty	Interest	Total
(i)	Amount of Arrears	100000	10000	120000	230000
(ii)	Amount determined under section 10 (1) of the Kerala Finance Act, 2024 for settling of arrears under Amnesty Scheme, 2024				30000
(iii)	Amount paid up to the time of filing application				20000
(iv)	Amount short paid				10000
(v)	Amount payable u/s 10(3) within 60 days				0
(vi)	Amount payable u/s 10(3) after 60 days till (date) Upto 120 days)				0
(vii)	Amount payable u/s 10(3) after 120 days till (date)				0

Place :
Date : 30-08-2024

Shahul Hameed
Electronically Verified on 30-08-2024 at
12:12:52 using EVC 621383 received
on Mobile Number 96xxxx7764

This document was downloaded on: 30-08-2024 12:26:27 PM

7. After viewing the demand notice, the applicant can file a reply to the demand notice along with proof of payment made, if any. To file the reply, the applicant shall go to the Home Page and click on the **Reply to Demand Notice** button.

ARN	LEGAL NAME	DATE OF FILING	DESIGNATION AUTHORITY	STATUS	ACTION
AM3208242512563	MOHAN KUMAR	30-08-2024	Thiruvananthapuram -Deputy Commissioner (Arrear Recovery)	Demand Notice Issued	View Reply to demand notice

8. Then the following screen will be displayed. The applicant can pay the short payment amount as per Demand Notice in e-Treasury Portal and upload the proof of payment in the **Reply to Demand Notice** page. The applicant can upload a reply also.

Reply to Demand Notice

Application Reference Number: AM3208242512563 Date of Application: 30-08-2024

Demand Notice Number: DMND3208247350489 Date of Issue of Notice: 30-08-2024

Payment GRN: Enter GRN Payment Date: dd-mm-yyyy

Act/Head of Account: Select an option Payment Amount: Enter Amount

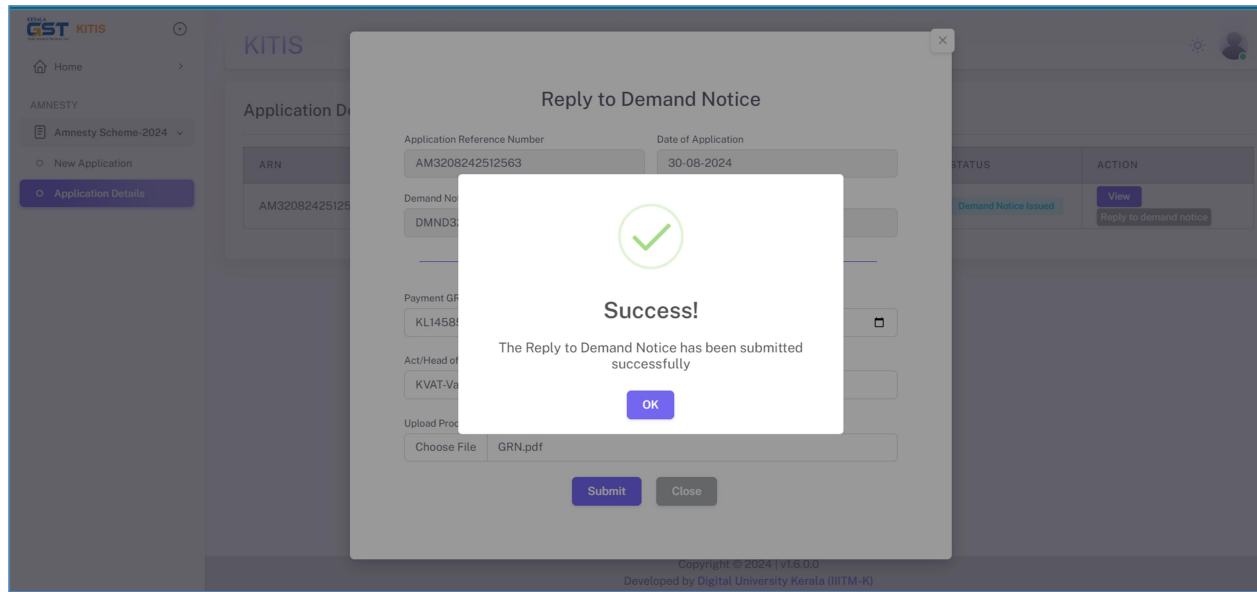
Upload Proof of all reply/payments (copy of challans in PDF format with max size of 10 MB)*

Choose File No file chosen

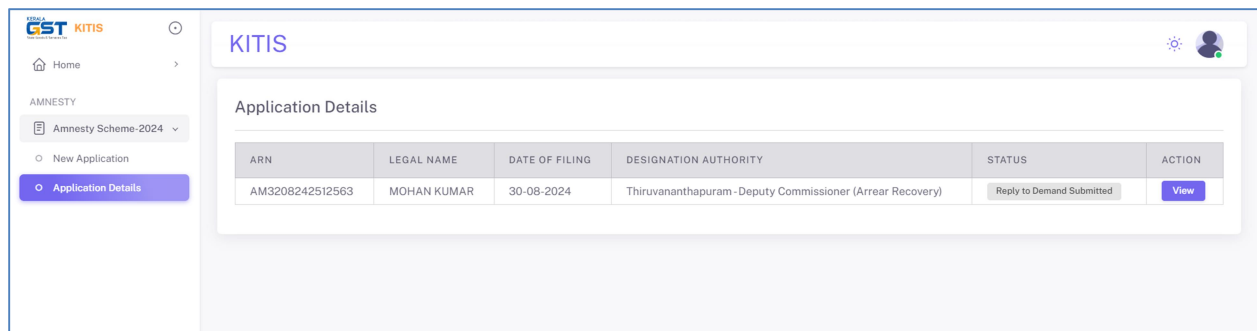
[Submit](#) [Close](#)

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10. After submitting the reply to demand notice, the following message will appear in the screen.

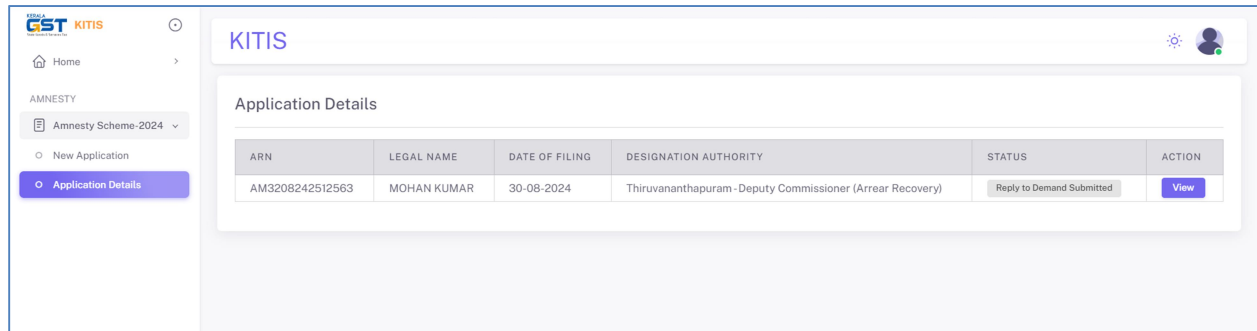


11. On clicking the **OK** button, the applicant will be redirected to **Home Page** and status of the application will be updated as **Reply to Demand Notice Submitted**.

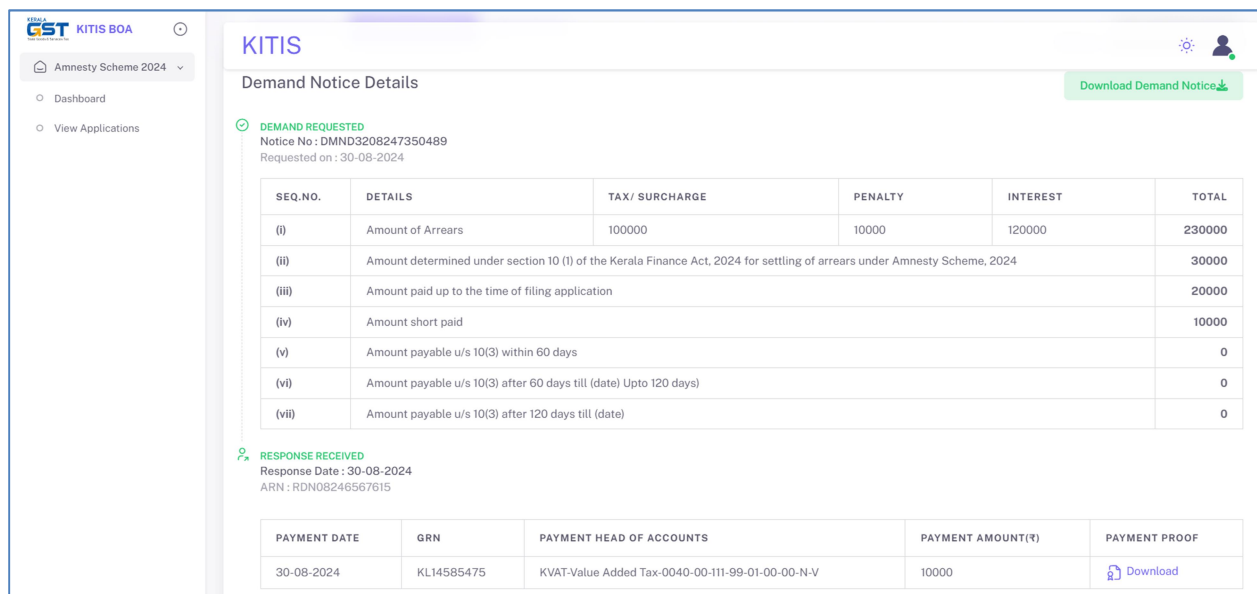


Steps in Viewing the Reply to Demand Notice by Designated Authority:

1. Once **Reply to Demand Notice** is submitted by the applicant, the status will be updated against the amnesty application.



2. In order to View the Reply to Demand Notice, the officer can click on the **Demand Notice** tab in the amnesty application folder. Then the following screen will appear with **Response Received** from the applicant. The officer can also verify the uploaded reply or proof of payment by clicking the **download** screen.



(Version 1.0 dated 31.08.2024 Prepared by IT Management Division, SGST Department)