



## **AMNESTY SCHEME, 2024 – AMNESTY PORTAL USER GUIDE -**

### **ORDER OF REFUSAL**

According to Rule 6 of Amnesty Rules, 2024 - “Refusal of settlement of arrears - (1) If there is any defect or omission in the application, the designated authority shall intimate such defect or omission to the applicant in Form NSTY - VI. The applicant shall file an application afresh rectifying such defect or omission within seven days of receipt of the intimation in Form NSTY-VI:

Provided that the applicant shall not file a fresh application if the applicant has already filed a fresh application under sub-rule (1):

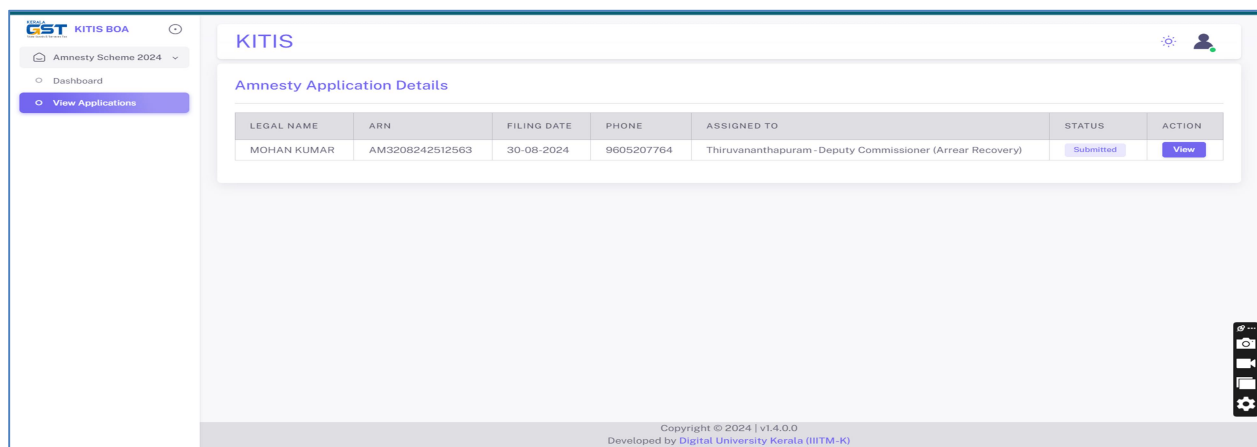
(2) If the applicant fails to file an application afresh as specified in sub rule (1), within seven days of receipt of the intimation in Form NSTY -VI, an order of refusal of settlement of arrears under section 15 shall be issued in Form NSTY-VII.”

The Commissioner has notified the website [kitis.keralataxes.gov.in](https://kitis.keralataxes.gov.in) as Amnesty Portal to carry out functions of the said Rules.

The Amnesty Portal facilitates the issue of Order of Refusal of settlement of arrears in Form NSTY-VII.

### **Steps in Issuing Order of Refusal 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.



- 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

- The designated authority shall verify the application filed by the applicant along with the documents attached to ascertain the legality of the application filed and the proof of payment of the amount determined as per subsection (1) of Section 10. If there is any defect or omission in the application, the designated authority shall intimate such defect or omission to the applicant in Form NSTY - VI. The **intimation in Form NSTY - VI** is to be prepared **manually** and served by either by registered post a copy of the same shall be communicated to the e-mail address of the applicant, if it is available.
- Then the applicant shall file an **application afresh** rectifying such defect or omission within seven days of receipt of the intimation in **Form NSTY-VI** through the Amnesty Portal. Then the officer can verify the application and issue demand notice if required.
- The applicant shall not file a fresh application if the applicant has already filed a fresh application under sub-rule (1).
- If the applicant fails to file an application afresh as specified in sub rule (1), within seven days of receipt of the intimation in Form NSTY -VI, an **order of refusal of settlement of arrears** under section 15 shall be issued in **Form NSTY-VII**.
- The **Order of Refusal** shall be prepared **manually** as a speaking order. The Amnesty Portal only facilitates the service of the Order of Refusal. In order to issue the order of refusal, the designated authority can click on the **Reject** button in **Form NSTY -I**.

**KITIS**

**DECLARATION**

1. I **MOHAN KUMAR** solemnly declare that the information given in this application, statements and annexures accompanying it are correct and complete to the best of my knowledge and belief and the amount of arrears and other particulars shown therein are truly stated and related to the assessment year and the relevant Act as indicated in the application.

2. I further declare that I am making this application in my capacity as **PROPRIETOR** and that I am competent to make this application.

**MOHAN KUMAR**  
Electronically Verified on 30-08-2024 at 11:09:53 using EVC 504277 received on Mobile Number 96xxxx7764

Place : THIRUVANANTHAPURAM  
Date : 30-08-2024

The following Enclosures required before submitting the form: (Upload all scanned copies in PDF format as attachment)

1	Copy of the specified order or any other document or any information relating to such specified order	<a href="#">View</a>
2	Copy of the Appellate/revision/ Tribunal/Court order (mentioned in SI.No.8)	
3	Copy of leave to withdrawal (mentioned in SI No.10)	
4	Proof of all payments (copy of challans)	<a href="#">View</a>
5	Others if any	

[Reject](#) [Approve](#)

8. Then the following screen will appear. The designated authority can **enter remarks** and **upload Order of Refusal**.

**KITIS**

**Application Rejection**

Remarks\*

Enter the reason of Rejection or Remarks

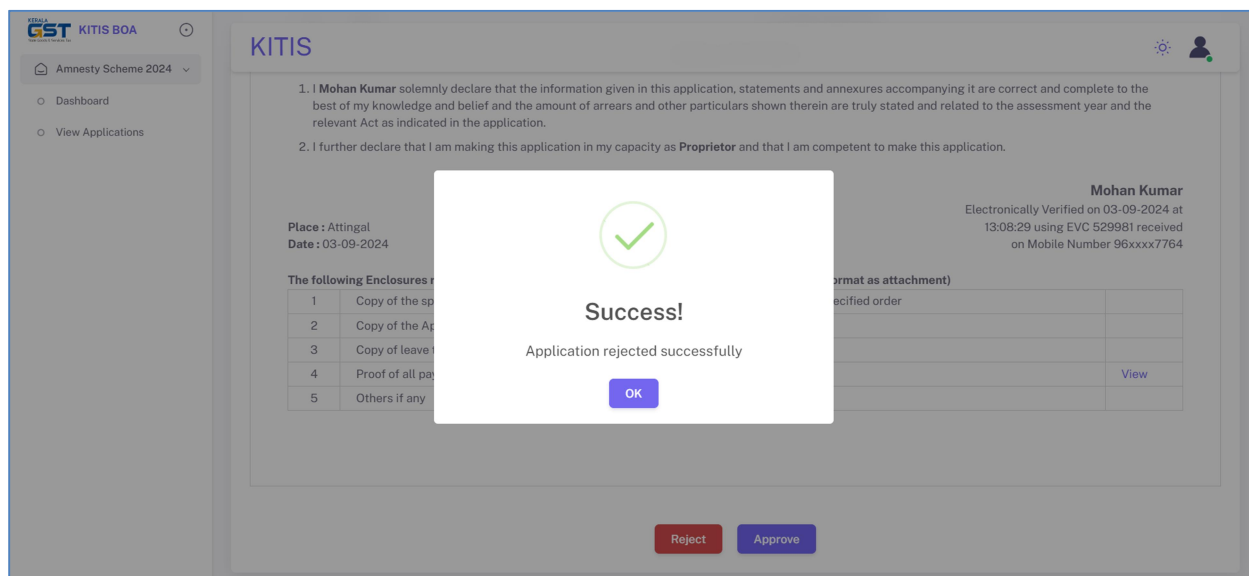
Upload Rejection Notice\*

[Choose File](#) No file chosen

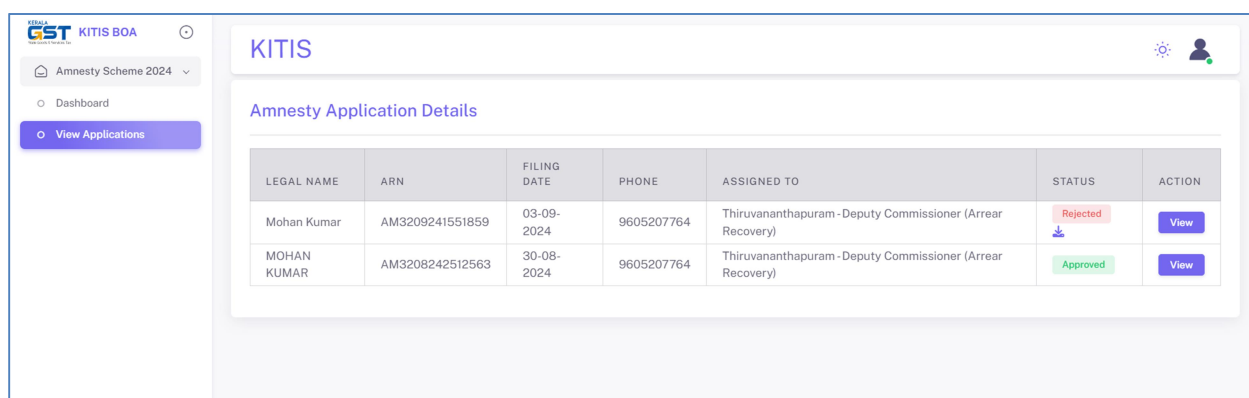
[Cancel](#) [Submit](#)

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Developed by Digital University Kerala (IITM-K)

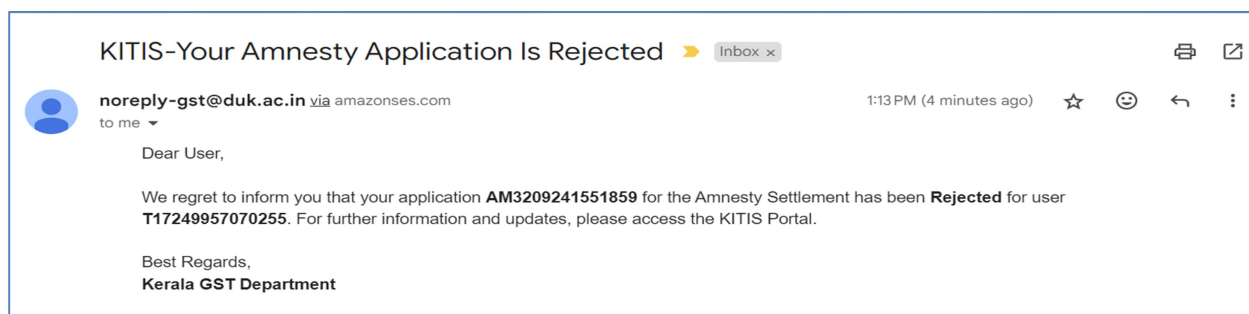
9. Then click on the **Submit** button. Then the following screen will appear.



10. Click on the **OK** button. Then the screen will be redirected to the **home page**. The status of the application will be updated as **Rejected**.



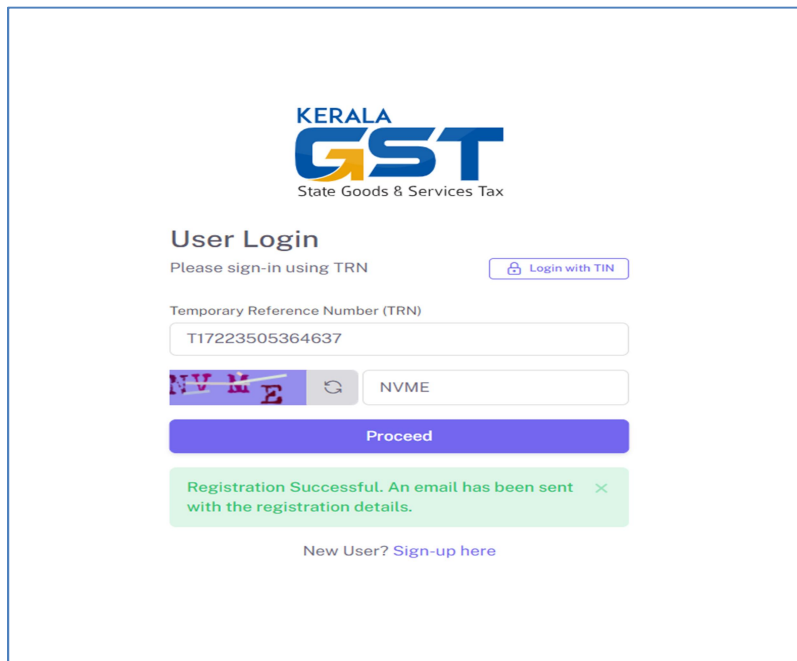
11. A system generated email will also be forwarded to the registered email id in the Amnesty Portal as shown below:



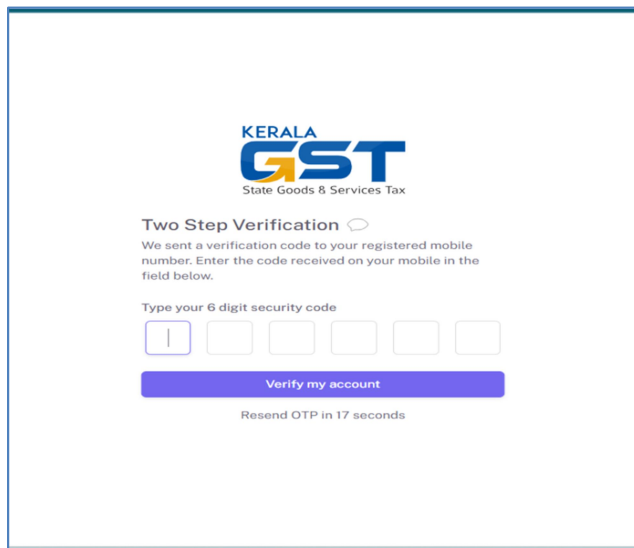
12. If a fresh application is filed by the applicant in response to an intimation issued, then the officer can reject the original application filed with remarks "application filed afresh vide ARN .....dated .....".

**Steps in Viewing the Order of Refusal 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**.

- 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:

LEGAL NAME	ARN	FILING DATE	PHONE	ASSIGNED TO	STATUS	ACTION
Mohan Kumar	AM3209241551859	03-09-2024	9605207764	Thiruvananthapuram - Deputy Commissioner (Arrear Recovery)	Rejected	<a href="#">View</a>
MOHAN KUMAR	AM3208242512563	30-08-2024	9605207764	Thiruvananthapuram - Deputy Commissioner (Arrear Recovery)	Approved	<a href="#">View</a>

- The status of the application will be shown as **Rejected**. The applicant can click on the **download link** to download the order of refusal as PDF.
- The applicant can click on the **View** button to access the Amnesty Application folder. Then the following screen will appear showing the details of order of refusal against the application filed.

ARN : AM3209241551859  
Status : Rejected

[Download PDF](#)

**Amnesty Settlement Application Details**

The status of this application is Rejected.  
Rejection Remarks: Copy of specified order or other proof of demand not attached

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

Application Reference Number (ARN) : AM3209241551859

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 Associates

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