

- On successful raise of query, the amendment application moves to the status of “Response Awaited” in the dashboard.
 - If the taxpayer submits any response to the query raised by the officer on the GSTN portal, the task moves to “Response Received” category and displays the response submitted by the taxpayer.
 - Officer may also record the PH on the system.
 - If the response is satisfactory, the RO may approve the amendment without the actual conduct of PH.
 - If no response is received within the prescribed time limit, the application moves to “Response not received” and the officer can only reject the amendment.
 - If response is received but not satisfactory, officer can reject the amendment.
- If the taxpayer has amended the Principal Place of Business, warranting change in jurisdiction, then the amendment application can be reassigned to the new proper jurisdiction. To facilitate the same, a button namely “Reassign” is provided.
 - On click of Reassign button, “select formation” is displayed with drop down to select formation to where it has to be reassigned. The application can be reassigned with the comments of the range officer and click the button reassign.
 - Deemed Approval: if at any stage after receipt of the amendment application or after receipt of response to query, the officer fails to act within the specified time limits, the amendment will be deemed approved by the system and the details will be amended in the REG-06 at GSTN portal. The task will be moved out of the dashboard on Deemed approval.
 - Delegate to Inspector: The amendment application can also be delegated to the Range Inspector for verification with RO’s comments. In the RO’s dashboard, the application’s status is changed to “Pending for Approval/Delegated to Inspector”.
 - JRO can act on the application by approving/raising query, even if the application is pending with Inspector for verification.
 - The Inspector can view the amendment and submit a verification report. If required, Inspector can raise a draft query.
 - After submission by Inspector, JRO can view the draft query. JRO can modify the draft query or override it altogether and approve the application instead.
 - raised by the Inspector. RO can approve without raising query or add/modify/delete the query raised by Inspector. The decision taken by the RO, i.e. to approve without query or raise query is what is being communicated to the taxpayer through GSTN portal.