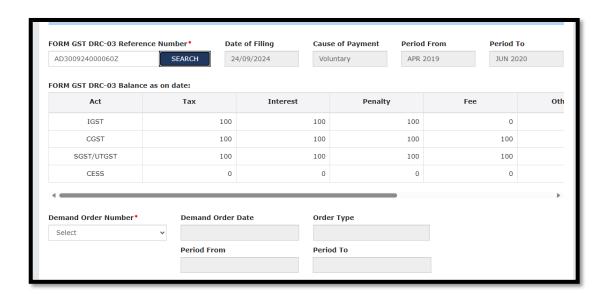


PROCESS OF FILING DRC-03A

- Login to the portal → Click on Services → User Services → My Applications → FORM GST DRC-03A
- b. Enter FORM GST DRC-03 number and click on the Search button. The following details related to DRC-03 will be visible:
 - Date of Filing
 - Cause of Payment
 - Period From & To
 - FORM GST DRC-03 balance as on date



- c. Select " **Demand Order No.**" from the drop-down box. It will display all the outstanding demands against which payment has not been done. Select the relevant **Demand Order no.** from the drop-down box. On selection, following details will be displayed:
 - Demand Order Date
 - Order Type
 - Period From & To
 - Demand Outstanding as on date





d. Taxpayer to click on the tab "Adjustment of Demand". A new page will be opened and following tables will be displayed on the page. The taxpayer has to enter or edit the details shown in the tables below.

Table A: Outstanding Demand

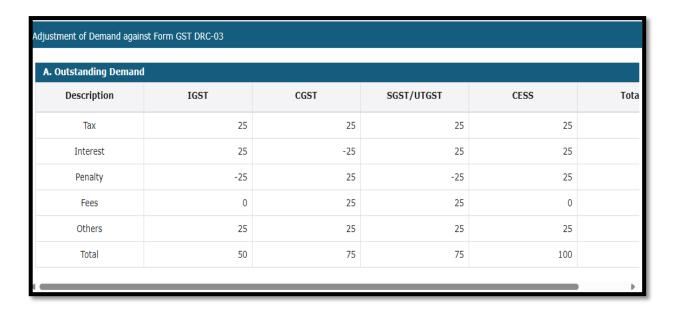




Table B1 (DRC 03 - Amount paid through Cash: Balance Available)

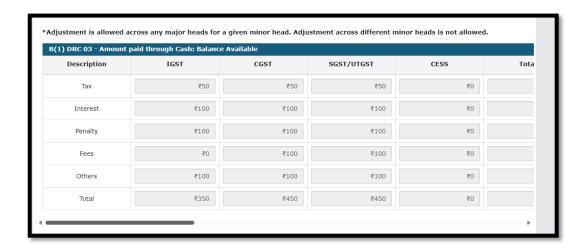


Table B2 (DRC 03 - Amount to be adjusted : Cash)



Table B3 (DRC-03: Balance post adjustment- Cash)

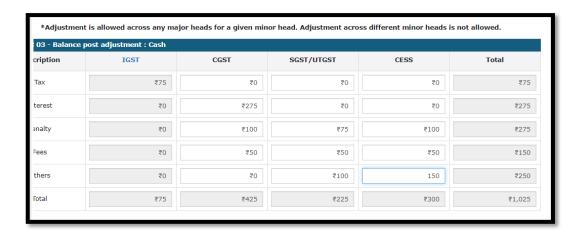




Table C(1) (DRC 03 - Amount paid through Credit : Balance Available) & Table C(2) DRC 03 - Amount to be Adjusted : Credit

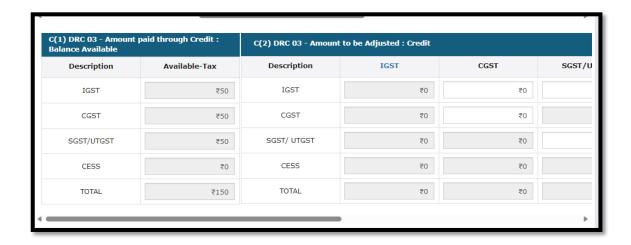


Table C(3) DRC-03 Balance post Adjustment: Credit

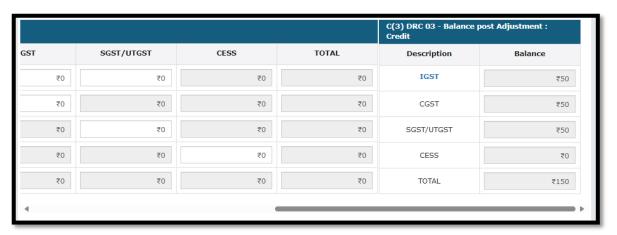
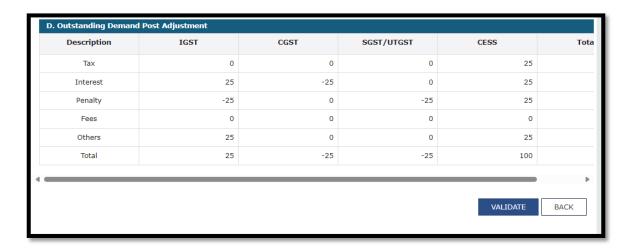
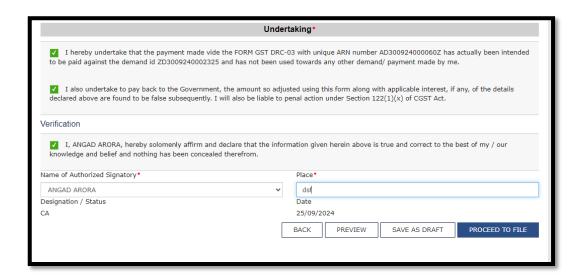


Table D. Outstanding Demand post Adjustment

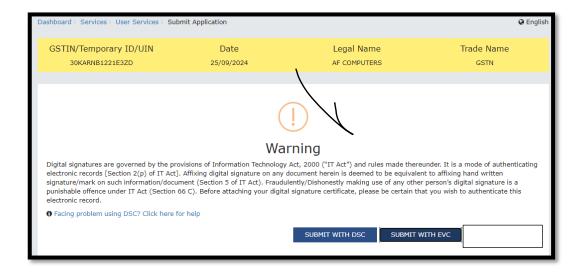




- e. The details mentioned in Table A, B, C & D are to be verified by the taxpayer. After verification, click on the **Validate button**.
- f. Taxpayer can also upload any supporting document (if required). Subsequent to that, the taxpayer has to sign the **Undertaking & Verification** as shown below.



g. The taxpayer can then *Preview* or *Save Draft* or *Proceed to file*. After clicking on *Proceed to File* button, the following page will be displayed and taxpayer can submit the form using DSC/EVC.





h. On successful submission, **Acknowledgment** will be issued.



- i. As per the details submitted in the DRC-03A form, corresponding entries will be posted into ledger. Also, a single DRC-03 can be used to adjust payments against multiple demand orders, and vice-versa.
- j. In case of any technical issue, the taxpayer can raised a ticket on **Grievance Redressal Portal**: https://selfservice.gstsystem.in