

List of files and matter dealt, C.T. Section

S.NO.	FILE NO.	Matter related to
1.	25012/1/CESTAT/08/	Publication of "Sampark"
2.	D-19016/5/CESTAT/CT	Correspondence for printing
3.	32011/2/2007/C.T.	Republic Day passes
4.	113/01/2007	Independence Day Passes
5.	32021/01/01/C.T.	Payment of Air Ticket bill.
6.	26011/15/03/CCESTAT/CT	Maintenance of Staff Car No. DL-9CG-4934
7.	D-32015/1/02-03/CESTAT/CT	Issue of MHA Photo Passes.
8.	23011/09/C.T.	Issue of uniform to Group 'C' and 'D' staff
9.	25012/22/FM/CESTAT/11/CT	Correspondence for franking machine
10.	151/21/RTI/CESTAT/11/CT	RTI Correspondence
11.	D-19-016/9/CESTAT/PC/CT/2011	Correspondence for photo copy machine.
12.	14011/10/CESTAT/2010/CT	Maintenance of building through (CPWD)
13.	13012/5/2010/CT	Purchase of items, articles at the r/o Hon'ble President
14.	15020/14/Stationery/12-13/CT	Correspondence regarding stationery items.
15.	D-11015/11/2012/Wasing/CT	Washing of towels/curtains/sofa cove
16.	13012/07/12-13/CESTAT/CT	Purchase of Misc. items
17.	D-19016/05/CESTAT/2012/C.T.	Service maintenance of photocopy machine
18.	D-11015/09/13/CESTAT/CT	Correspondence regarding house furnishing of President CESTAT, residence.
19.	3501/10/Swachh Bharat/CESTAT/C.T.	Swachh Bharat Abhiyan in CESTAT, Delhi.
20.	13012/07/14-15/CESTAT/CT	Purchase of office furniture/electric items.
21.	14011/03/Outsourses –Steno/14- 15/CESTAT/CT	Arrangement of steno through outsource
22.	32015/13/2015-16/C.T.	Issue of Deptt Photo Passes.
23	15020/12/CESTAT/2015-16/C.T.	Correspondence regarding stationery items.
24.	P-26011/11/2015-16/C.T.	Payment of petrol bill of

		CESTAT, staff car.
25.	F.No. 01/Postal/09/2015-16/C.R./C.T.	Payment of speed post dak bill
26.	12012/08/IC/15-16/CESTAT/CT	Maintenance of Intercom
27.	D-32021/4/2015/CESTAT/CT	Arrangement of Air Tickets to CESTAT officers.
28.	20/(3)AMC/AC/15-16/CESTAT/CT	Maintenance of A/c (Split & Window)
29.	156/2/Safaiwala/CESTAT/15-16/CT	House Keeping cleaning works
30.	27/1/Hiring Car/2015-16/CT	Outsource hiring of Taxi car vehicles.
31.	F.NO. 19016/13/2016-17/CESTAT/CT	Purchase of photocopy and green order sheet paper
32.	D-26011/12/16-17/CESTAT/CT	Payment of petrol bill in R/o Hon'ble President.
33.	13012/11/16-17/CESTAT/CT	Purchase of office furniture and electric items.
34.	14011/04/Oursource/Steno/14-15/CESTAT/CT	Engagement of steno through outsourcing
35.	D-11015/2/CESTAT/CT/16	Electric and water bill of Hon'ble President
36.	D-11015/10/CESTAT/CT/16	General correspondence of Hon'ble President.

Customs, Excise & Service Tax
Appellate Tribunal
West Block No. 2, R.K. Puram
New Delhi-110066

C.T. Section

Details of correspondence received from the Ministry during October 2015 to January 2016.

Sl No.	Correspondence No. and date	File No.	Action taken/Remarks
1.	F. No. 50050/32/2015-Ad-IA Dated 21 st . October 2015	F. No. 32011 /2/2007 / C.T.	Letter dated 04.11.2015 issue to Ministry regarding invitation card for republic day 2016
2.	F. No. 50050/32/2015-Ad-IA Dated 16 th . December 2015	F.No. 32011/2/2007/CT	Letter dated 31 st . December 2015 issued to Ministry regarding Republic Day Reception by the President Of India.
3.	F. No. 50050/24/2015-Ad.IC (CESTAT) Dated 6 th . Nov. 2015	F.No. 13012 /A/ ACCN / CT/ 10	Issued letter dated 17.12.2015 to Ministry vide our F. No.13012/A/ACCN/CT/10 regarding space requirement for office.
4.	F. No.O-20012/75/2015Ad.IC (AAR) dated 3 rd . Dec.2015	D-3501/10/Swachh Bharat/CESTAT/CT	Issued office Order dated 20 th . Feb.2015 regarding Swachh Bharat Abhiyan.