

**F. No. 01(05)/Circular/CESTAT/2017**  
**Customs, Excise & Service Tax Appellate Tribunal**  
**West Block No. 2, R.K. Puram, New Delhi-110066**


**Dated 14.01.2019**

**ORDER**

In supersession of all orders, circulars or instructions contained in Judicial Manual, Hon'ble President has been pleased to direct that all orders (including adjournment orders) passed by the Benches shall be computer printed for each item in the cause list. The signed orders shall be uploaded by the SPS/Steno on the website on the same day. The orders shall be identified by the date of order and no separate number need to be given. After uploading, the signed order shall be given to the Court Master to be placed in respective appeal folders on the left side. No order shall be handwritten as such an order cannot be uploaded on the website.

For the SPS/Steno taking dictation, court updation in the CIS software is available in the system. Each item in the bulk proceeding (weekly cause list) and individual proceeding (Supplementary/instant cause list) of the sub menu may be filled up by order. The Court Master may mark the proceedings on the folder front for their reference and to upload in the court proceeding menu of the website.

This order shall come into force with immediate effect.

  
(Bineesh Kumar K.S)  
Registrar

Copy to:-

1. SPS to Hon'ble President, CESTAT, Delhi.
2. SPS to Hon'ble Members, All Benches.
3. All SPS/Steno, CESTAT, All Benches.
4. The Deputy Registrar/ Assistant Registrar, CESTAT, All Benches. (with direction to issue further instruction to the court masters and to monitor uploading of Daily orders and Court Proceedings on the website)
5. Bar Association, CESTAT, All Benches
6. Website/Guard file/library/Office copy