

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

**Date: 28.02.2019**

**OFFICE ORDER**

Hon'ble President has directed that the following work pattern shall be adopted by all SPS/Stenographers while attending the Courts:-

- (1) In a Division Bench all the SPS/Stenographers attached to both the Members shall attend the Court by equitable distribution of time in a day. On the first day of the week the staff of Senior Member should attend the Court first and on the next day, the staff of the Junior Member should attend first. The cycle will follow till the end of the week.
- (2) Likewise, in a Single Member Bench both the SPS/Stenographers should attend the Court in such a way that the time is equally divided on every day.



**(Bineesh Kumar K.S.)**  
**Registrar**

Copy to:-

1. SPS to Hon'ble President, CESTAT, New Delhi/Hon'ble Members, All Benches.
2. SPS/Stenographers, CESTAT, New Delhi and all Regional Benches.
3. PA to Registrar, CESTAT, New Delhi.
4. Website/Guard file/Office copy/Notice Board.