


F.NO. 27(38)/Work-alloc/ CESTAT/Admn.08  
Customs Excise & Service Tax Appellate Tribunal  
West Block No.2, R.K. Puram, New Delhi – 66

Dated : 22.8.2019

**OFFICE ORDER**

Shri Vinod Yadav, Asstt. Registrar will undergo in house training on matters concerning administration, caretaking and computerisation of CESTAT Headquarters in addition to his present duties for a period of 3 months. He may also entertain correspondences relating to the above sections and is authorised to sanction leave of the concerned staff of CESTAT, whose leave sanctioning authority is Asstt. Registrar and also attest entries in the Service Books of the staff/ officers of CESTAT in administration Section and asset Registers, log books etc. in caretaking and computer sections.

  
(Bineesh Kumar K.S)  
Registrar

Copy to :

1. SPS to Hon'ble President, CESTAT, New Delhi
2. Members (Judicial/ Technical), CESTAT Delhi
3. Shri Vinod Yadav, Asstt. Registrar, CESTAT, Delhi
4. Incharge Admn./ C.T./ Computer Section, CESTAT, Delhi
5. Website/ Guard file/ office copy ✓

F. No. 27(38)/Work Allocation/CESTAT/Admn/08  
**Customs, Excise & Service Tax Appellate Tribunal**  
**West Block No. 2, R.K. Puram, New Delhi-110066**


Date: 21 August 2019

**OFFICE ORDER**

Following officers will be in charge of the sections as assigned below till regular Deputy Registrar/Asst. Registrar takes charge.

Sl. No.	Name and designation	Section
01	Ms. Swapna A. Nair, Head Clerk	Administration Section
02	Sh. Sanjai, UDC	Care taking Section
03	Sh. Manoj Sharma, UDC	Computer Section

The above officers may exercise due diligence and discretion in all matters concerning the section and will report to the Registrar. They shall attend to the calls made by Members of the Tribunal without delay. While discharging the functions they will also exercise overall supervisory control over the staff in the respective section and all files/notings shall be marked by the dealing assistants to them for the purpose of approval by higher authorities.

  
(Bineesh Kumar K.S.)  
Registrar

Copy to:-

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. Members (Judicial/Technical), CESTAT, all Benches
3. Dy./Asst. Registrar, CESTAT, New Delhi and all Regional Benches.
4. PA to Registrar, CESTAT, New Delhi.
5. Officials concerned
6. Website/Guard file/Office copy/Notice Board.