

## CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL


West Block -2, R.K. Puram  
NEW DELHI

Date: 23 May 2020

### CIRCULAR

1. In order to facilitate the e hearing of appeals through appropriate video conferencing platform, the Deputy Registrars/Assistant Registrars/HOO should make the following infrastructure available in each Member's chamber, apart from the lap tops with the Members.
  - a. **Desktop:** i 3 microprocessor, 12 GB RAM, **webcam** supporting HD video and inbuilt **mike and speakers**. External headphones with mike may be used in the absence of inbuilt mike and speakers. The desktop shall be connected to online UPS.
  - b. **Internet Connection:** The broadband connection/leased line in OFC shall have a minimum speed of **16 mbps**. *Wifi* router may also be provided simultaneously.
2. The instructions contained in the DOPT Office Memorandums F. No.11013/9/20114-Estt. (A-III) dated 18.5.2020 will be followed with respect to the attendance of officers and employees. If any of the staff does not attend the office as per the duty roster for any reason including home quarantine, he/she shall submit leave application. Copy of the roster of employees attending the office in all benches w.e.f 26.5.2020 may be sent by e-mail to the Registrar. The Computer programmers shall be present at the respective Benches on all days from 26.5.2020.
3. All officers and staff including outsourced staff attending the office shall strictly follow the safety guidelines issued under Office Memorandum dated 7 May 2020.

This issues with the approval of the Hon'ble President.

  
(Bineesh Kumar K. S.)  
Registrar

#### Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. Members, CESTAT, All Benches.
3. Deputy Registrars/Assistant Registrars/HOO/CT, CESTAT, All Benches.
4. Notice Board/Website.