

CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL

WEST BLOCK NO. 2, R.K. PURAM, NEW DELHI-66

Date: 28 July 2020

OFFICE MEMORANDUM

1. Attention of all the concerned is drawn to the provisions of Office Order dated 25/03/2019. In addition, the SPS/Stenos should ensure that correct name and address of the parties as described in the memorandum of appeal are typed in the order. The date and number of the impugned order and the designation of the officer who passed the order should also be correctly typed in the Final Order/Miscellaneous Order/Daily Order.
2. It is also noticed that inaccurate and incomplete data of appeals are entered in the system at the time of registration of appeals. The registering clerk must ensure that the data as stated in the appeal memorandum and the impugned order are entered correctly.

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. SPSs and Stenos to Members, CESTAT, All benches.
3. Deputy Registrars/Assistant Registrars/HOO, CESTAT, All Benches.
4. Office copy/Website.