

F. No. 01(05)/Circular/CESTAT/2021
CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL
West Block -2, R. K. Puram,
New Delhi - 110066

Date: 24 March 2021

OFFICE ORDER

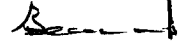
Instances have come to the fore that even reserved orders which are pronounced in open court, are uploaded after a lapse of considerable time and files are also not sent to the Registry immediately after the pronouncement of the order. Certified copies thereby cannot also be issued immediately after the pronouncement of the Order. The Hon'ble President, therefore, directs that:

1. The SPS/Steno of the Members shall upload all the data on the order tracking system developed for reserved order cases. This shall not, for the time being, exclude the requirement of completing the manual registers maintained for this purpose.
2. If the order is not pronounced within four months from the date of conclusion of hearing of the case, the SPS/Steno concerned shall remind the respective Members on weekly basis.
3. If the order is not pronounced within six months from the date of conclusion of hearing of the case, the SPS/Steno concerned shall remind the respective Members the need for relisting the matter after seeking permission from the Hon'ble President.
4. The SPS/Steno shall upload the order on the same day the order is pronounced and shall transmit the signed order with complete file to the Registry.
5. If no permission for relisting is submitted within two weeks from the date of expiry of the period of six months, the SPS/Steno shall report the matter to the Registrar who, in turn, shall bring it to the notice of the Hon'ble President for appropriate orders.
6. The Deputy Registrar/Assistant Registrar of the Bench concerned shall, if the signed order is not received within a period of three working days from the date of its pronouncement, send a note to the SPS/Steno concerned and if no response is received, the matter shall be reported to the Registrar who shall, in turn, bring it to the notice of the Hon'ble President for appropriate orders.
7. Whenever a Member retires or is transferred, it shall be the duty of the SPS/Steno concerned to make an inventory of the judicial files lying with the

Members/SPS/Steno attached and a report containing the status of each file shall be sent to the Registrar before the Member is retired.

The above instructions shall be followed strictly by all concerned.

By Order,



(Bineesh Kumar K. S.)

Registrar

Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. Members, CESTAT, All Benches
3. Revenue Secretary, MOF, North Block, New Delhi - 110001
4. SPSs and Stenos to Members, CESTAT, All Benches.
5. Deputy Registrars/Assistant Registrars, CESTAT, All Benches.
6. Guard file/Office copy/Website.