

F. No. 01(05)/Circular/CESTAT/2021
Customs, Excise and Service Tax Appellate Tribunal
West Block No. 2, R. K. Puram, New Delhi-110066

Date: 17.03.2022

OFFICE ORDER

The Hon'ble Bench in Diary Application No. 30228 of 2021 in Diary No. 30506 of 2021 - Hyderabad, in the matter of FA & CAO (Traffic Accounts), South Central Railway vs. Commissioner of Central Tax, Secunderabad-GST expressed its difficulty to ascertain from the file the mode of sending hearing notice and when it was sent to the parties in the absence of a note specifying the details. The above lapse on the part of the registry has been noticed by the Bench in few other cases also.

The Deputy Registrar/Assistant Registrar should, therefore, ensure that in each and every file that is listed before the Bench, a proper office note regarding sending of notices with a clear statement as to whether the letter sent has been served upon the appellant or not is placed with supporting documents.

The above instructions shall uniformly be followed by all bench registries of the Tribunal.

By Order,



(Bineesh Kumar K. S.)
Registrar

Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi
2. Members, CESTAT, all Benches.
3. Dy. Registrar/Assistant Registrar, CESTAT, all Benches.
4. Guard File/Office Copy/Website.