

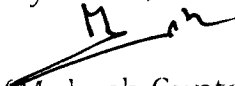
Dated 11.11.2024

OFFICE MEMORANDUM

Instances of orders not being uploaded/not placed on file, causing difficulties to the parties have been noticed by the Benches. Hence, it is directed that all orders shall be typed by the SPS/Steno immediately after the dictation is given by the Members. Daily orders shall be completed on the same day of posting of the case and uploaded within 24 hours after signature of the Members. The original orders shall be sent to the Court Master for placing on the respective file immediately after uploading them. If daily orders are not received within 2 days, the Court Master may remind the SPS/Steno concerned to expedite. A list of orders not received after the expiry of 3 days may be intimated to the Registrar with the name of the SPS/Steno. A dash board is also made available to each Member to view the details of orders pending for dictation. The Court master shall, after receipt of the orders, send the files with the original order to the registry. It is the responsibility of the officer-in-charge of the registry, at the time of receipt of files, to verify if the original order is placed on the file and the same has been uploaded on the website. A print copy of the order should be downloaded and placed on the second folder by the dealing assistant before sending the file to the date.

This issues as per the direction of the Hon'ble President.

By order,


(Mukesh Gupta)
Deputy Registrar

Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. SPS to Members, CESTAT, All Benches.
3. PA to Registrar, CESTAT, New Delhi.
4. Deputy/ Assistant Registrar, CESTAT, All benches.
5. SPS/Steno, CESTAT, All benches.
6. Website/ Office copy.