

F. No. 01(05)/Circular/CESTAT/2025  
**Customs, Excise and Service Tax Appellate Tribunal**  
West Block No. 2, R. K. Puram, New Delhi-110066

Date: 17.03.2025

**OFFICE MEMORANDUM**

Bench registries are directed to verify the correctness of every particular of the pending appeal data in the computer system with the physical appeal files. Ensure that the duty/tax/penalty/fine entered in the system shall tally with the appeal files and a report in the following format shall be submitted within a week, not later than 23.03.2025.

Variations, if any, should be corrected out in the system simultaneously. Data shall be maintained dynamically with disposal of every appeal. All appeal files physically available shall be accounted and missing files, if any, shall be reconstructed involving parties with the administrative approval of the Senior Member concerned.

A monthly review report shall also be submitted by 10<sup>th</sup> of every successive month in the same format as given below. The system shall be developed in such a manner to pull out any detail in the required form for any given period as may be sought by the authorities.

**Bench:**

Subject	Duty/Tax	Penalty	Fine	Total
Customs				
Excise				
Service Tax				
Grand Total				

By Order,

  
(Mukesh Gupta)  
Deputy Registrar

Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. SPS to Senior Members, CESTAT, All Benches.
3. Dy. Registrar/Assistant Registrar, CESTAT, All Benches. (For strict compliance)
4. Chief Commissioner (AR), CESTAT, New Delhi (with request to update their data with inputs from CESTAT.)
5. Under Secretary (Ad-IC), Department of Revenue, Ministry of Finance, North Block, New Delhi-1 (For information of Joint Secretary, please).
6. Office Copy/Website.