

F. No. 35(1)/Circular/CESTAT/ Admn./2026
Customs Excise and Service Tax Appellate Tribunal
West Block No. 2, R.K. Puram, New Delhi - 110066.

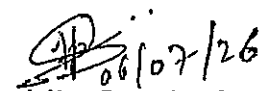
Dated : 02.07.2026

OFFICE ORDER

Hon'ble Officiating President, CESTAT is pleased to direct that henceforth all files put up for directions, approval or for any other purpose to the immediate supervisory officer shall strictly adhere to the Office Procedure Manual laid down by the Department of Personnel & Training (DoPT). Accordingly, all concerned Officers and staff must ensure the following compliance before moving any file:

- (i) **File Numbering:** Complete and correct file number must be clearly marked on each page of the notesheet;
- (ii) **Pagination:** All pages in the file must be duly and sequentially paginated on both sides;
- (iii) **File Movement Register:** A register must be maintained to track the movement of physical files between different officials or sections; and
- (iv) Follow all other requirements given in the Office Procedure Manual.

Non-compliance with these instructions will result in files being returned without review. Heads of all Benches/Sections are requested to bring this order to the notice of all staff working under their administrative control for strict compliance.


(Harshita Pandey)
Deputy Registrar (Admn.)

Copy to:

- 1. SPS to Hon'ble Officiating President, CESTAT, New Delhi
- 2. SPS to Hon'ble Members of CESTAT of all Benches
- 3. PA to Registrar, CESTAT, New Delhi
- ✓ 4. Deputy/Assistant Registrar/Technical Officer, CESTAT of all Benches
- 5. Office copy/Guard file/ CESTAT Website