F.No. 5(31)/AT/2024/ 653

GOVERNMENT OF INDIA

APPELLATE TRIBUNAL (SAFEMA)

DEPARTMENT OF REVENUE, MINISTRY OF FINANCE

4TH FLOOR, LOKNAYAK BHAVAN, KHAN MARKET, NEW DELHI

Telephone No.: - 011-20819915/16

Dated: - 13.08.2025

With effect from 18.08.2025, the appeals will be accepted only if they meet the following requirements otherwise it would be in defect:-

1. Proper pagination: All volumes filed by the appellant, including replies and rejoinders, must be properly paginated.
2. Index: Appeals, replies, and rejoinders must be submitted with an index.
3. Synopsis: A brief synopsis must be attached at the top of the appeal.
4. Appeal with document One folder
5. Reply: Rejoinder to the appeal - Second folder (Continuation paging with first folder)
6. Misc. application: Third folder, ... (Separate paging)

This issues with the approval of the Competent Authority.

13/08/2025

(Anoop Kumar Parmar)
Registrar

To

1. Hon'ble Chairman, Appellate Tribunal
2. Hon'ble Member (GCM/VA/BK/RM), Appellate Tribunal
3. Senior PS/PS, Appellate Tribunal
4. Registry section/Court Master I/II/III, Appellate Tribunal
5. Notice Board/Website
6. The General Secretary, ATFP Bar Association for information and circulation amongst Advocates/Counsels.
7. Guard File.