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

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: - 22.08.2025

In continuation of the order dated 13.08.2025, vide which guidelines were issued prescribing segregation of appeal memo and other documents for filing of the appeal paper book before Appellate Tribunal certain references were received to prescribe the sequence of documents. Accordingly, following sequence is prescribed for documents in various folder.

1. First Folder

a) Index
b) Fee payment proof, if applicable
c) Memo of Parties
d) Synopsis
e) Memo of appeal including facts, grounds, prayer, etc
f) Affidavit in support of memo of appeal
g) Impugned Order
h) Service Proof of Impugned Order
i) Vakalatnama
j) BR or any other authority
k) OC & other RUDs, copy of applications, replies, etc filed before Adjudicating Authority (AA)
l) Notice under Section 8(4) or other such notices.
m) Directions/ orders of higher courts or any other judicial/ quasi-judicial authority etc.

Above documents will form one folder with continuous page numbering. It may be submitted in more than one volume depending upon size/no. of pages.

2. Second Folder

a) Reply, Rejoinder, etc to the appeal will be filed in 2nd folder having pagination in continuation to 1st folder.

3. Third Folder

a) Applications, reply to applications, rejoinders to such applications, and other documents filed with application etc will be filed separately in 3rd folder which will have separate page numbering

This issues with the approval of the Competent Authority.

22/08/2025

(Anoop Kumar Parmar)
Registrar