From : noreply-cbic1@nic.in(noreply-cbic1@nic.in)
To : cexcochi@nic.in
Cc :
Subject : Procedure of sending SLP/CA proposal to the Board through e-Office as required by the Board's Instruction dated 14/03/2022 -reg.
Date : Jun 15 2022 14:30 PM

Sir/Madam,

Please download the attached file. For information and necessary action.

Regards,

Jacob Varughese
Inspector
EMD Manager
CGST-Kochi

I/792616/2022

कार्यालय आयुक्त, केंद्रीय माल और सेवा कर, पंचकूला
Office of the Commissioner, Central GST, Panchkula
जी एस टी भवन, सेक्टर -25, पंचकूला-134116
GST Bhawan, Sector- 25, Panchkula-134116
फोन: 0172-2526222, **फैक्स**: 0172-2526224, **ईमेल:** commr-cexpchkl@gov.in

F. No. GEXCOM/SYS/EO/112/2022 Dated: 12.06.2022

To

The Pr. Chief Commissioner/Chief Commissioner/Pr. DG/DG-All,
The Pr. Commissioner/Commissioner, DDM/DIC/DLA/DoL/CRCL/WCO Cell.

Subject: Procedure of sending SLP/CA proposal to the Board through e-Office as required by the Board's Instruction dated 14/03/2022 -regarding.

Madam/Sir,

The Board vide its Instruction F. No. 275/06/2022-CX 8A dated 14th March 2022 (copy attached for ready reference) had advised that all SLP/Civil Appeal proposals to the Board shall be forwarded through e-Office mode till the LIMBS application stabilizes. It has been further directed that the SLP proposals in receipt mode may be forwarded to "O R Meena-CBIC-ASO(ORM)-Legal Cell & CX8A Section -CX8A Section" and that Civil Appeal proposals may be forwarded to "MANAV CHOUDHARY-CBIC-ASO(MC)-JUDICIAL CELL- Judicial cell". Further, it is also stated that only the SLP/Civil Appeal proposals under receipt mode should be forwarded to the Board and *not the Commissionerate's file* in which SLP proposal is processed by the field formations.

2. Questions are being asked as to how a SLP/Civil Appeal proposal is to be forwarded **through e-Office** to the Board as per the Instruction. The Instruction dated 14th March 2022 requires that a SLP/Civil Appeal proposal is to be forwarded through e-Office in Receipt Mode. Firstly, it is clarified that the phrase "Receipt Mode" does not mean that a 'receipt' to be sent to the Board. It is only means that the proposal is to be dispatched through e-Office directly to the user account of the officers named instead of emailing it through e-Office or sending it by post, as was being done earlier. Accordingly, the procedure below may be followed for sending such a proposal: -

(i) Review of CESTAT/ HC order, necessitating Civil Appeal/ SLP to the Supreme Court, is to be done only in e-Office, as per instructions of the Board.

(ii) Once the Commissionerate/Directorate has taken a decision to file SLP/Civil Appeal, the concurrence of the Chief Commissioner/DG may be obtained, on the eFile itself, by forwarding the file in e-Office to their office.

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(iii) After the file is received back from with concurrence, a draft containing the proposal of SLP/Civil Appeal, along with the annexures, may be created and put up for approval/digital signature of the competent authority.

(iv) Thereafter, the signed draft may be dispatched using "Initiate Dispatch" option either by the dealing hand or by any other officer. It may be noted that option to dispatch will appear only after the DFA has been signed.

(v) To dispatch, click on 'Add/Edit Recipient'. In the next screen, select "Inter eOffice/Other Applications" radio button (as the users named in the Board's Instruction are in MOF Instance). Then click on 'MOF', and if the proposal being sent is of SLP, search and select 'OR Meena'. If the proposal being sent is of Civil Appeal, search and select 'Manav Choudhary'. Then click on "Add". Having thus added the recipient, click on 'Send/Dispatch without follow up'. The proposal gets dispatched. The process of sending the proposal to the Board is now completed.

(vi) The proposal will now appear in the 'Received Letters' module of the officer in the Board to whom it has been dispatched. They will diarize it and send it to the officer concerned or attach it to their eFile for further processing.

(vii) No other action is required for sending a SLP/Civil Appeal proposal as per the Instruction dated 14th March 2022 of the Board. Neither any email is to be added nor the proposal is to be sent by email/post.

5. The procedure may kindly be shared with all the Commissionerates/Directorates under your charge. In case anyone faces difficulty, they may raise the issue through the EMD Manager/Gr. A Nodal Officer in the eOffice WhatsApp groups or send a mail to the DGPM, CBIC, New Delhi at mail id: - **e-office.cbic@gov.in** for necessary assistance and guidance.

Thanking you,

Yours faithfully,

Signed by Sunil Singh Katiyar
Date: 12-06-2022 18:55:30
Reason: Approved

(Sunil Singh Katiyar)
Commissioner, CGST Panchkula
Head, Technical Committee for Implementation of eOffice
For DGPM, CBIC, New Delhi

F.No.275/06/2022-CX.8A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect taxes & Customs
(Legal Cell)
*****

Wing 5 'C' HUDCO Vishala Building
Bhikaji Cama Place, R.K. Puram
New Delhi, the 14th March 2022

Instruction

To,

1. All Principal Chief Commissioners/Chief Commissioners of Customs & GST
2. All Principal Director Generals/ Director Generals of Customs & GST
3. <webmaster.cbec@icegate.gov.in>

Attention is invited to the Video Conference held on 21.12.2021 under the chairmanship of Member (Legal), CBIC. The Minutes of the said meeting was issued on 03.01.2022 (copy enclosed) and circulated to all field formations. It was directed that all SLP/Civil Appeal proposals to the Board shall be forwarded through LIMBS/e-office mode w.e.f 01.01.2022. A copy of 'Self Help File' containing technical procedure to be followed in LIMBS was also enclosed with the said Minutes of Meeting.

2. However, it has been ascertained that bulk of SLP/Civil Appeal proposals are being received in the Board through physical mode only.

3. Accordingly, field formations under your jurisdiction may be suitably sensitized to forward SLP/Civil Appeal proposals through LIMBS as well as through e-office mode, till the LIMBS application is stabilized and the same is used efficiently by the field formations. In this regard, SLP proposals in receipt mode may be forwarded to "**O R Meena-CBIC-ASO(ORM)-LEGAL CELL & CX8A SECTION-CX-8A Section**" in e-office and proposals for Civil Appeal in receipt mode may be forwarded to "**MANAV CHOUDHARY-CBIC-ASO(MC)-JUDICIAL CELL-Judical cell**" in e-office. Further, it may kindly be ensured that only the SLP/Civil Appeal proposal under receipt mode is forwarded to the Board and not the Commissionerate's file in which SLP proposal is processed by the field formations.

Encls.: As above.

Yours faithfully

(Anish Gupta)
OSD (Legal)
Tele: 011-26162152

I/638322/2022

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

F.No. GEXCOM/SYS/EO/1/2020-SYS **Dated: Jun 2022**

Subject: Procedure of sending SLP/CA proposal to the Board through e-Office as required by the Board's Instruction dated 14/03/2022 -reg.

Please find enclosed letter F.No. GEXCOM/SYS/EO/112/2022 dated 12.06.2022 received from Shri Sunil Singh Katiyar, Commissioner, CGST Panchkula, Head, Technical Committee for implementation of eOffice, DGPM, New Delhi.

The letter lays down the procedure for sending SLP/CA proposal to the Board through e-Office as required by the Board's Instruction dated 14.03.2022 for information and necessary action.

Encls: as above

(V Shanthi)
Deputy Commissioner (Systems)

To

All Officers and Staff of Kochi Commissionerate