

No. 2 (171)/ AT/ 2022 - Pt I
Government of India
Ministry of Finance
Appellate Tribunal
4th Floor, Look Nayak Bhawan
Khan Market, New Delhi-110003

Dated 20.11.2024

Sub: e-filing facility for appeals before Appellate Tribunal under SAFEMA

In order to provide ease and convenience to the appellants and other parties w.r.t. appeals being filed before Appellate Tribunal under SAFEMA, e-filing facility for new appeals and applications etc for such appeals has been introduced.

E-filing portal for appeals before Appellate Tribunal can be accessed either through Appellate Tribunal's website <https://www.atfp.gov.in> or directly by log in <https://efiling.ecourt-dor.gov.in/#/>

Detailed operational manual is available on the filing portal which can be referred to if required.

As the portal is in nascent stage and will take sometime to stabilize, in order to ensure smooth disposal of the appeals following guidelines needs to be adhered:

- a. Since the system is in nascent stage and it will take certain time to be stabilised, appellants and respondent will be required to provide a set of entire appeal documents along with affidavit and other support documents in original and in registry within a week of filing the documents on online portal.
- b. Though online filing facility for filing the appeal will be available 24x7, appeals filed on working days after 1600 hours and on holidays or Saturdays/ Sundays will be treated as appeal filed on the next working day. Limitation will also be calculated accordingly.
- c. Wherever limitation/ time limits apply, it will be the responsibility of the party concerned to ensure that filing is carried out well before the cut - off date and time so as to avoid any technical or other issues leading to non-filing or delayed filing. Limitation will be strictly calculated as per para (b) above.

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d. Specific file size and other specification viz. format etc has been provided in the user manual available on portal however while preparing the documents, following specifications to be adhered:

Font: Times New Roman

Size: 13

Spacing between lines: minimum 1.5 lines, maximum: Double

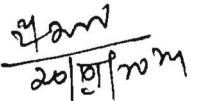
Paper size: A4

Colour of paper: White (Green etc not to be used)

Margin: 2-inch left side, 1 inch right, top and bottom

No pages, except the last page of appeal, application, reply etc should have unused space left more than ¼th of the paper size

This issues with the approval of Hon'ble Chairman.


(अनूप कुमार परमार)
पंजीकार

To:

1. Hon'ble Chairman, Appellate Tribunal
2. Hon'ble Member (GCM)/ Hon'ble Member (VA)/ Hon'ble Member (BK)/ Hon'ble Member (RM) Appellate Tribunal
3. Under Secretary, CA Cell, Department of Revenue, North Block, New Delhi - 11
4. Senior Private Secretary, Appellate Tribunal
5. Registry Section / Court Masters of Court II & III, Appellate Tribunal
6. Notice Board/ Website
7. Guard File