

F.No. 2 (196)/ AT/ 2024
Government of India
Ministry of Finance
Appellate Tribunal
4th Floor, Look Nayak Bhawan
Khan Market, New Delhi-110003

Dated 17.12.2024

Office Memorandum

Sub: Virtual hearing 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 filed before the Appellate Tribunal under SAFEMA, virtual hearing facility has been introduced. The Standard Operating Procedure (SOP) for hearing of matters through Video Conferencing (VC) shall be as follows:

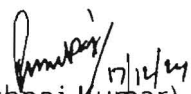
- (i) Request for availing facility of virtual hearing shall be submitted by the respective parties only through E-mail.
- (ii) Email will be sent at the email address (registry-atfp@gov.in).
- (iii) Requests for hearing will be made by the respective parties in advance however not earlier than 03 working days and not later than 04:00 PM of anti-penultimate working day to the scheduled date of hearing.

Illustration: Considering the scheduled hearing date as 12th December 2024, the request for availing virtual hearing facility would be entertained from 09th December 2024 till 10th December 2024 up to 04:00 PM.

- (iv) Any request made outside the allowed window will not be considered.
- (v) Subject of e-mail must be as follows
"REQUEST FOR VIRTUAL HEARING IN Appeal Number_____.
- (vi) Request of only those advocates/authorised representative of the parties to the appeal for VC will be accepted whose Vakalatnama/authorization is on record. Person making request for facility should mention his name, enrolment no. invariably in the e-mail.
- (vii) The Invitation Link will be sent to the E-mail id(s) by 06:00 PM on the previous day to the date of scheduled hearing.


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- (viii) Parties are expected not to share or forward such link(s) to any other person to enable others to join the hearing through video-conference, as it may deteriorate the quality of hearing due to limited capacity.
- (ix) During hearing through video-conferencing, it is expected that parties would not resort to any indecorous conduct or dress or comment.
- (x) Parties are required to ensure that the proceedings through video conference are neither recorded/stored nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before the Tribunal is expressly prohibited. Breach of this rule shall apart from entailing penal consequences render such recording inadmissible in any court proceedings.
- (xi) All decorum regarding dress of presenters and verbal presentations should be maintained.
- (xii) The directions of the Hon'ble Bench should be strictly followed at all times in VC to enable smooth hearing.
- (xiii) Detailed instructions for joining Virtual Conferencing is enclosed.
- (xiv) This is issue with the approval of the Competent Authority.


(Pushpaj Kumar)

Registrar