


# CESTAT e-Filing Software User Manual

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# User Registration


1. Click on 'New User' button for registration on e-Filing website - [cestat.tribunals.gov.in/](http://cestat.tribunals.gov.in/)




# Customs Excise & Service Tax Appellate Tribunal




Home



Customs Excise & Service Tax Appellate Tribunal

 **User Name**

 **Password**

123

Enter Captcha

Login

[New user? Signup](#) [Forgot password?](#)

Click here for new user registration

Copyright © 2023. All

## 2. New User Registration page:

For trial e filing Users Should use default OTP i.e. 1234

**e - filing User Registration ( Basic Details )**

**User Type**  
-----Select User Type-----

**First Name**  
First Name

**Last Name**  
Last Name

**Gender**  
-----Select Gende-----

**Address**  
Address

**Country Name**  
India

**State Name**  
-----Select State-----

**District Name**  
-----Select District Name-----

**Pincode**  
pincode

**Login Id**  
Login Id should be 5 to 32 char(s)

**Mobile Number**  
Mobile No.

**E-mail ID**  
abc.dva@gmail.com

**123** Enter Captcha

**Back** **Reset** **Submit**

For new user registration User has to fill all fields then click on 'Submit' button.

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### 3. Logon to CESTAT e-Filing website

Users registration will be verified by the department and then will approve or reject accordingly.



# Customs Excise & Service Tax Appellate Tribunal





[Home](#)



Enter the username and password

Customs Excise & Service Tax Appellate Tribunal

 **User Name**

 **Password**

123

[New user? Signup](#) [Forgot password?](#)

After entering user credentials and captcha, click on login button

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## 4. Login - Disclaimer

The screenshot shows the login page of the Customs Excise & Service Tax Appellate Tribunal. A modal window titled "Want to Continue with Customs Excise & Service Tax Appellate Tribunal" is displayed in the center. The modal contains a "Disclaimer" section with a text area and a "Click to Agree" checkbox. A blue callout bubble points to the checkbox with the text "Click here to accept/agree to disclaimer". The background shows the login form with fields for username, password, and captcha, and a "Login" button. The footer contains the copyright notice "Copyright © 2023. All Rights Reserved.".

**Want to Continue with Customs Excise & Service Tax Appellate Tribunal**

**Disclaimer**

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of appeal/documents before the CESTAT and agree with the same. I hereby declare that the information given in the appeal/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/enclosures/appendix made along with the petitions/application are true and correct and are valid as per the original documents. I further certify that I have personally or through my counsel/advocate completed the appeal/application and have e-filed the same. I understand that any misrepresentation, falsification or omission of information in the appeal /application or any document used for registration shall be a valid ground for rejection of the appeal/application apart from any other penalty for perjury.

☐ Click to Agree

Click here to accept/agree to disclaimer

Customs Excise & Service Tax Appellate Tribunal

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## 5. Dashboard :

From here user  
can edit Profile or  
Change Password  
& Logout



# Customs Excise & Service Tax Appellate Tribunal



Home

Welcome, AKHLESH RANA

akhlesh  
india

Dashboard

Filing >

Master >

Logout

Home / Dashboard



AKHLESH RANA

MY PROFILE LOGOUT

Draft Cases

APPEALS	2
APPLICATIONS	6
COD APPLICATIONS	6
DOCUMENTS FILING	
TOTAL	14

Cases Filed

APPEALS	12
APPLICATIONS	7
COD APPLICATIONS	0
DOCUMENTS FILING	
TOTAL	19

Defective Cases

APPEALS	3
APPLICATIONS	0
COD APPLICATIONS	0
TOTAL	3

Under Scrutiny

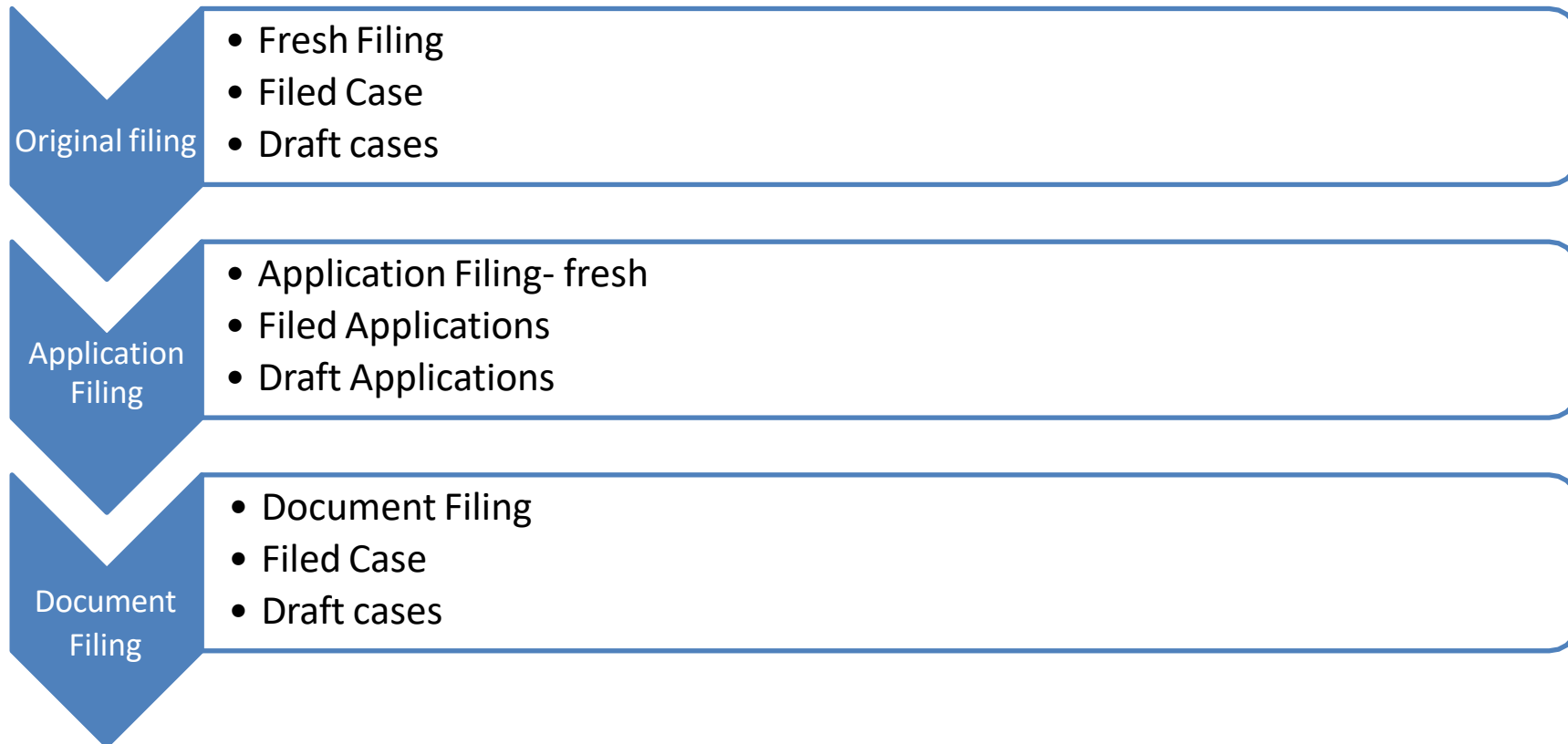
APPEALS	8
APPLICATIONS	7
COD APPLICATIONS	0
TOTAL	15

Registered Cases

APPEALS	1
APPLICATIONS	0
COD APPLICATIONS	0
TOTAL	1




# 6. FILING MODULE



I. **Original Filing:** This menu has three submenus (i.e. A. Fresh Filing (New Appeal), B. Filed Cases, C. Draft case)

A. Fresh Filing (New Appeal): In this user has to follow eight steps for filing of a case [step-1: Check List]

**Customs Excise & Service Tax Appellate Tribunal**

Welcome, AKHLESH RANA

Home

Home / Dashboard

akhlesh  
India

Dashboard

Filing

- Original Filing
- Application Filing
- Document Filing

Master

Logout

Check ListBasic DetailsAppellantsRespondentsCounsel/ RepresentativeDocument UploadFee DetailsFinal Preview

Checklist Details

Date & Time : Fri Feb 24, 2023 17:07:16 IST

S.No.	Checklist	Action
1.	Whether the appeal/application is filed in the prescribed proper form (EA-3, EA-5, CA-3, CA-5, ST-5, ST-7).	<input type="radio"/> Yes
2.	Whether the signature of the appellant/authorized representative has been done in proper place with seal in case of company in all the copies of appeal	<input type="radio"/> Yes
3.	Whether Original set is filed with the certified copy (original or attested by department) of impugned order being appealed against in 2nd, 3rd & 4th copy of the appeal copy of the order is duly attested by the appellant or his authorized representative.	<input type="radio"/> Yes
4.	The appeal should be filed alongwith a court fee payable. a) Rs. 1,000/- where duty penalty, Fine does not exceed 5 lakhs. b) Rs. 5,000/- where duty penalty, Fine does not exceed 50 lakhs. c) Rs. 10,000/- where duty penalty, Fine exceed 50 lakhs. d) Rs. 15,000/- in case of anti dumping cases.	<input type="radio"/> Yes
5.	Whether It is typed in double space.	<input type="radio"/> Yes
6.	Whether it is typed on one side of full space paper.	<input type="radio"/> Yes
7.	Whether it is properly indexed page numbered and all the pages are legible	<input type="radio"/> Yes
8.	Whether all copies are duly kept in separate folder.	<input type="radio"/> Yes
9.	Whether it is filed in quadruplicate (5 sets in cases of anti dumping cases)	<input type="radio"/> Yes
10.	Whether all the sets filed are properly tagged together.	<input type="radio"/> Yes

Save & Next

Reset/Clear

User must complete the checklist, only then he/she will be able to file. Click here to continue.

## A. Fresh Filing (New Appeal): [step-2: Basic Details (pt-I)]

Home

akhlesh

India

Dashboard

Filing

Master

Logout

Customs Excise & Service Tax Appellate Tribunal

Open/Info

Welcome, AKHLESH RAN

My Profile

Edit Profile

Change Password

Logout

Home / Dashboard

Check List Basic Details Appellants Respondents Counsel/ Representative Document Upload Fee Details Final Preview

1 IMPUGNED DETAILS 2 BASIC DETAILS 3 DESCRIPTION

Basic Details

Date & Time : Fri Feb 24, 2023 17:26:22 IST

\*Principal / Circuit Bench

DELHI

\*Case Type:

CUSTOMS - C

\*Act

Customs Act 1962

\*Under Section:

Section 129(A)

\*Under Sub-section :

1 & 2

Commission/Regulators order details

\*Issuing Authority

SELECT

\*Issuing Authority Designation:

SELECT

\*Impugned Order No

SELECT

Impugned Number

Communication date :

Communication Date

\*Date of Impugned Order:

Decision Date

Add

Last added impugned details

Sr.No.	Authority	Issuing Authority Designation	Impugned Type	Impugned Order No	Decision Date	Edit	Delete
1	DELHI - II (Appellate)	Commissioner of CUSTOMS	ORDER IN APPEAL	55425	24-02-2023	Edit	Delete

Save & Next

After entering the basic details then click on 'add' button and then click on save & next button to continue.

## A. Fresh Filing (New Appeal): [step-2: Basic Details (pt-II)]

Home

Dashboard

Filing

Master

Logout

Customs Excise & Service Tax Appellate Tribunal

Welcome, ANKUSH RA

Check List

Basic Details

Appellants

Respondents

Counsel/ Representative

Document Upload

Fee Details

Final Preview

1

2

3

IMPORTED DETAILS

BASIC DETAILS

DESCRIPTION

Basic Details

State/Union Territory and the Commissionerate in which the order/decision of assessment/penalty/fine was made

DELHI - I- Appeal

Is the order appealed against relates to more than one Commissionerate.?

YES

Address of the adjudicating authority in cases where the order appealed against is an order of the Commissioner (Appeals)

DELHI - I- Appeal

Designation of the adjudicating authority in cases where the order appealed against is an order of the Commissioner (Appeals)

Asst. Commissioner

The designation and address of the authority passing the order appealed against

Asst. Commissioner

Whether the decision or order appealed against involves any question having a relation to the rate of duty of excise or to the value of goods for purposes of assessment.

YES

\*Whether duty or penalty is deposited; if not, whether any application for dispensing with such deposit has been made

YES

\*Does the order appealed against also involve any Central Excise duty demand and relates fine or penalty,so far the appellant is concerned.?

YES

\*Does the order appealed against also involve any Service Tax demand and related penalty,so far the appellant is concerned.?

YES

Subject matter of Dispute in order of Priority

IMPORT

Priority 1

Priority 2

EXPORT

Priority 1

Priority 2

GENERAL

Priority 1

Priority 2

Previous

Save & Next

In this step user will fill the requisite details and then click on save & next button to continue

## A. Fresh Filing (New Appeal): [step-2: Basic Details (pt-III)]

**Customs Excise & Service Tax Appellate Tribunal**

Welcome, AKHILESH RANA

Home

India

Dashboard

Filing

Master

Logout

Check List

Basic Details

Appellants

Respondents

Counsel/ Representative

Document Upload

Fee Details

Final Preview

1

2

3

IMPUGNED DETAILS

BASIC DETAILS

DESCRIPTION

Description

\* Description and classification of goods

dfdfd

Classification

\* Period of Dispute :

23-02-2023

24-02-2023

(dd/mm/yyyy)

(dd/mm/yyyy)

\* Amount of Duty, if any, demanded for the period mentioned in item

ORDERED

PAID

\* Amount of pre-deposited Duty paid mode :

SELECT

\* Amount of Penalty Imposed

ORDERED

PAID

\* Amount of pre-deposited Penalty paid mode :

SELECT

Amount of Refund, if any, demanded for the period mentioned in item

ORDERED

PAID

\* Amount of fine Imposed

ORDERED

PAID

\* Amount of Interest Imposed

ORDERED

PAID

\* Amount of Redemption Fine Imposed

ORDERED

PAID

\* Market value of Seized Goods

Previous

Save & Next

After filling of all fields, click on save & next button to save the details

## A. Fresh Filing (New Appeal): [step-3: Appellants]

Customs Excise & Service Tax Appellate Tribunal

Home / Dashboard

Welcome, AKHILESH RANA

REF-582023

Check List Basic Details Appellants Respondents Counsel/ Representative Document Upload Fee Details Final Preview

+ Add Appellants

Date & Time : Fri Feb 24, 2023 17:30:35 IST

Select Mode ☒ Organization ☐ Individual

\*No. of Applicant(s):  
1

Name\* District\*

\*Email ID: Phone Number:

Address:

\*Mobile

Add More Appellant

Success  
Appellant's added successfully.  
OK

In this step, please select No. of Applicant as 1 and enter other details then click on add applicant, then save & next button to save the details and continue.

+ Added Applicant(s) List

Sr. No.	Appellant Name	Mobile	Email	Edit	Delete
---------	----------------	--------	-------	------	--------

Save & Next Reset/Clear

## A. Fresh Filing (New Appeal): [step-4: Respondent]

Customs Excise & Service Tax Appellate Tribunal

Home

Dashboard

Filing

Master

Logout

Check List Basic Details Appellants Respondents Counsel/ Representative Document Upload Fee Details Final Preview

Date & Time : Fri Feb 24, 2023 17:56:39 IST

**Add Respondent**

Select Mode: Individual

Total No. of Respondents: 1

Name: State Name: District: CENTRAL

Email ID: Phone No: Pincode: Fax No:

Address: Mobile:

Location Code:

Add More Respondent

**Success**  
Respondent is added successfully.

OK

After filling in the details, click on add respondent details then click on save & next button to save the details and continue

**ADDED RESPONDENT(S) LIST**

Sr. No.	Respondent Name	Designation	Mobile	Email	Edit	Delete
---------	-----------------	-------------	--------	-------	------	--------

Save & Next Reset/Clear



## A. Fresh Filing (New Appeal): [step-: 5 Counsel/Representative Details]

**Customs Excise & Service Tax Appellate Tribunal**

Home

Welcome, AKHLESH RAN

Home / Dashboard

REF-592023

akhlesh  
India

Dashboard

Filing

Master

Logout

Check List

Basic Details

Appellants

Respondents

Counsel/ Representative

Document Upload

Fee Details

Final Preview

Counsel/ Representative Details

Select Mode

☒ Add Counsel ☐ In-person/ Representative

\*Name :

SINGH & SINGH ASSOCIATES

\*District

ddistrictname

Phone Number:

Counsel Phone

Address:

B-7/5132, VASANT KUMNJ, NEW DELHI-110070

Pincode:

Counsel Pin

Email ID:

test@gmail.com

State Name :

State name

Mobile Number:

0000000000

Fax No:

Fax No

\*Only Registered counsel Name can be added\*

Add

Save & Next

Reset/Clear

Sr. No.	Name	Registration No.	Mobile	Email	Edit	Delete
---------	------	------------------	--------	-------	------	--------

After filling in the details, click on add respondent details and then click on save &amp; next button to save the Counsel/ Representative details

Home

akhlesh

India

Dashboard

Filing

Master

Logout

Home / Dashboard

REF-592023

Check List

Basic Details

Appellants

Respondents

Counsel/ Representative

Document Upload

Fee Details

Final Preview

Document Upload

Date & Time : Fri Feb 24, 2023 18:00:41 IST

All Files should be pdf format only \*

Note :- Documents shall be uploaded after bookmarking only

Submitted By \*

Appellant/ Counsel for Appellant(s)

Document Type \*

Select Document Type

Documents Name \*

Select File \*

Choose File No file chosen

Undertaking \*

☐

An undertaking shall be given by the counsel to file the original paper book or IAs complete in all respects including the requisite documents, affidavit and duly signed Vakalatnama/ power of Attorney etc. in original within 3 days from the date of filing.

Save & Next

Reset/Clear

Uploaded Documents Details :

SR.No.	Party Type	Document Type	Documents Name	Matter	No of Pages	Last Update	View	Delete
--------	------------	---------------	----------------	--------	-------------	-------------	------	--------



After selecting document type upload the required documents, click on save & next button

The screenshot displays the 'Fee Details' section of the Customs Excise & Service Tax Appellate Tribunal portal. The top header features the tribunal's name and logo. The left sidebar contains navigation links for 'akhlesh', 'India', 'Dashboard', 'Filing', 'Master', and 'Logout'. The main content area includes a progress bar with steps: 'Check List', 'Basic Details', 'Appellants', 'Respondents', 'Counsel/ Representative', 'Document Upload', 'Fee Details' (active), and 'Final Preview'. Below the progress bar, a red-bordered box contains the 'Fee Details' form. The form has three input fields: 'Appeal Fee\*' (containing 0), 'Other Fee' (empty), and 'Total Fee' (containing 0). To the right of the form, a date and time stamp reads 'Date & Time : Fri Feb 24, 2023 18:03:31 IST'. At the bottom right of the form, there are two buttons: 'Save & Next' (green) and 'Reset/Clear' (red). A blue callout bubble points to the 'Save & Next' button with the text: 'The fee will be calculated by the system. No fee is required in the case of department filing an appeal/application click on save & next'.

The fee will be calculated by the system. No fee is required in the case of department filing an appeal/application

click on save & next

## A. Fresh Filing (New Appeal): [step-: 8 Final Preview]


**Customs Excise & Service Tax Appellate Tribunal**

HomeWelcome, AKHLESH RANA

### Respondent(s) Details

Sr. No.	Respondent Name	Designation	Mobile	Email	Address
1	ramesh(R-1)	CENTRAL EXCISE, CUSTOM, CENTRAL GOODS AND SERVICE TAX	9999999999	ramesh@yahoo.in	khichripur delhi CENTRAL DELHI 110091

### Uploaded Documents Details :

Party Type	Document Type	No of Pages	Last Update	View
appellants	Vakalatnama	1	24-02-2023 18:02:56	

### Fee Details

Appeal Fee	RS. 0
Total Other Fee	RS.
Total Payble Amount	

After pre-viewing all the details given, the applicant will make final submission

Final Submit

## A. Fresh Filing (New Appeal): [step-: 8 Final Preview]

The screenshot displays the CESTAT dashboard interface. At the top, the header includes the CESTAT logo, the text "Customs Excise & Service Tax Appellate Tribunal", and the "Digital India" logo. Below the header, a navigation bar shows "Home" and "Welcome, AKHLESH RANA". A sidebar on the left contains a user profile for "akhlesh" and a menu with options: "Dashboard", "Filing", "Master", and "Logout". The main content area shows a breadcrumb "Home / Dashboard" and a reference number "REF-592023". A red-bordered box contains the text "Diary Number :" followed by a large empty input field. Below this, a "Print" link is visible, and a blue message states "Case is successfully registered With Diary No :- 66/2023". A blue callout bubble with an arrow pointing to the message contains the text: "After final submission the success message will be displayed with diary No. allocated ....."

akhlesh  
India

Dashboard

Filing

Master

Logout

Home / Dashboard

REF-592023

Diary Number :

Print

Case is successfully registered With Diary No :- 66/2023

After final submission the success message will be displayed with diary No. allocated .....

# I. Original Filing: (B. Filed Cases)



## Customs Excise & Service Tax Appellate Tribunal



Home

Welcome, AKHLES

akhlesh  
India

Dashboard

Filing

Original Filing

Fresh Filing(New Appeal)

Filed Cases

Draft Cases

Application Filing

Document Filing

Master

Logout

Home / Dashboard


Filed Case List

Search:


Sr.No	Diary No	Case No.	Date of Filing	Case Type	Party	Status	Filing Receipt
1	58/2023		2023-02-18	CUSTOMS	sandi VS ALLAHABAD- Appeal	Defective	<a href="#">View Receipt</a>
2	57/2023		2023-02-17	CUSTOMS	sandeep VS SERVICE TAX - BANGALORE	Under Scrutiny	<a href="#">View Receipt</a>
3	30002/2023		2023-02-18	CUSTOMS	sasas VS ALLAHABAD	Under Scrutiny	<a href="#">View Receipt</a>
4	52/2023		2023-02-16	EXCISE	sandeep rana VS SHILLONG & Anr.	Defective	<a href="#">View Receipt</a>
5	59/2023		2023-02-19	CUSTOMS	sandeep rana VS ALLAHABAD	Under Scrutiny	<a href="#">View Receipt</a>
6	60/2023		2023-02-19	EXCISE	arun VS Delhi South	Defective	<a href="#">View Receipt</a>

filed appeals can be viewed here

# I. Original Filing: (C. Draft Cases)



## Customs Excise & Service Tax Appellate Tribunal



Home

Welcome, AKHLESH RANA

akhlesh  
india

Dashboard

Filing

Original Filing

Fresh Filing(New Appeal)

Filed Cases

Draft Cases

Application Filing

Document Filing

Master

Logout

Home / Dashboard

Draft List

Search:

Sr.No	Reference No	Party	bench	Sub bench	Year	Action
1	R-392023	SHILLONG		DELHI	2023	<a href="#">Edit-Final</a>
2	R-402023	SURAT-I		DELHI	2023	<a href="#">Edit-Final</a>

Showing 1 to 2 of 2 entries



Previous1Next

saved/incomplete appeals  
can be viewed here



## II. Application Filing: This menu has three submenus (i.e. A. Application Filing, B. Filed Cases, C. Draft case )

A. Application Filing :- In this user has to follow eight steps for filing the Application. [step-1: Basic Details]

**Customs Excise & Service Tax Appellate Tribunal**

Home

Welcome, AKHLESH RANA

akhlesh  
india

Dashboard

Filing

- Original Filing
- Application Filing
  - Application Filing
  - Filed Cases
  - Draft Cases
- Document Filing
- Master
- Logout

Home / Dashboard

Basis Details

Party Details

Set Priority

Advocate

Upload Document

Final Preview

Payment

Receipt

Search Here

Search By

\*Principal / Circuit Bench

Diary No

DELHI

\*Diary No

52

\*Diary Year

2023

SEARCH

Case Detail

\*Please Select Application Type.

COD

S.No.	Diary No.	Case No.	Party Detail	Case Status
1	Diary No/52/2023		sandeep rana Vs SHILLONG	Pending

Save and Next

Reset/Clear

on clicking on Application filing the user will be directed to 'Search'. case no./diary no., etc can be used to search the details

select the type of application to be filed.

click on save & next to continue

S.No.	Diary No.	Case No.	Party Detail	Case Status
1	Diary No/52/2023		sandeep rana Vs SHILLONG	Pending

## A. Application Filing :- [step-2: Party Details]

The screenshot shows the 'Party Details' step of an application filing process. The interface includes a header with the tribunal's name and logo, a user profile section on the left, and a breadcrumb trail. A progress bar at the top indicates the current step. The main form area is titled 'Applicant' and contains a 'Select Party Type' section with radio buttons for 'Applicant' (selected) and 'Respondent'. Below this is a text input field containing 'sandeep rana (A-1)' with a checkmark icon. At the bottom right of the form are 'Save and Next' and 'Reset/Clear' buttons. A blue oval with three instructions is overlaid on the form, with arrows pointing to the 'Applicant' radio button, the checkmark icon, and the 'Save and Next' button.

Customs Excise & Service Tax Appellate Tribunal

Home / Dashboard

REFF-622023

Home / Dashboard

akshesh  
india

Dashboard

Filing

Master

Logout

Basis Details Party Details Set Priority Advocate Upload Document Final Preview Payment Receipt

Applicant

Select Party Type



☒ Applicant ☐ Respondent

sandeep rana (A-1) ☐

Save and Next Reset/Clear

a) select party type  
b) click check after selecting the party details  
c) save & next

## A. Application Filing :- [step-3: set priority]

**Customs Excise & Service Tax Appellate Tribunal**

Home

Welcome, AKHLESH RANA

akhlesh  
india

Dashboard

Filing

Master

Logout

Home / Dashboard

REF-622023

Basis DetailsParty DetailsSet PriorityAdvocateUpload DocumentFinal PreviewPaymentReceipt

Set Priority For Party

Applicant Name	#	Priority No
sandeep rana	<input checked="" type="checkbox"/>	<input type="text"/>
Respondent Name	#	Priority No
SHILLONG	<input type="checkbox"/>	<input type="text"/>

after setting priority click on save and next to continue

Save and NextReset/Clear

## A. Application Filing :- [step-4: Advocate]

Customs Excise & Service Tax Appellate Tribunal

Home

Welcome, AKHLESH RANA

REFF-622023

akhlesh  
India

Home / Dashboard

Basis Details

Party Details

Set Priority

Advocate

Upload Document

Final Preview

Payment

Receipt

Counsel/ Representative Details

Select Mode

☒ Add Counsel ☐ In-person/ Representative

\*Name :

\*District

ddistrictname

Phone Number:

Counsel Phone

Address:

Counsel Address

Email ID:

Counsel Email

State Name :

State name

Fax No:

Fax No

Add

Success

Successfully Added

OK

a) if counsel is authorized select and add details of same.

b) click on add.

c) after the details are added click on save & next to continue.

Save & Next

Reset/Clear

Sr. No.	Name	Registration No.	Address	Mobile	Email	Edit	Delete
1	Omprakash Shukla, Adv.		R/O S 81109-G, AMIRT VILA , BESIDE () 999999	9898975634		Edit	

# A. Application Filing :- [step-5: Upload Document]

Customs Excise & Service Tax Appellate Tribunal

Home

Welcome, AKHLESH RANA

REF-622023

akhlesh  
India

Dashboard

Filing

Master

Logout

Home / Dashboard

Basis DetailsParty DetailsSet PriorityAdvocateUpload DocumentFinal PreviewPaymentReceipt

Document Upload

All Files should be pdf format only \*

Document Filed By \*

Applicant

Document Type \*

Select Document Type

Select File \*

Choose File

No file chosen

Undertaking \*

☐

An undertaking shall be given by the counsel to file the original documents complete in all respects including the requisite documents, Vakalatnama/ power of Attorney etc. in original within 3 days of filing.

Save & Next

Reset/Clear

Uploaded Documents Details :

SR.No.	Party Type	Document Type	Documents Name	Matter	No of Pages	Last Update	View	Delete
--------	------------	---------------	----------------	--------	-------------	-------------	------	--------

After selecting and uploading documents, click on save &amp; next

# A. Application Filing :- [step-6: Final Preview]

Home

Dashboard

Filing

Master

Logout

Customs Excise & Service Tax Appellate Tribunal

Welcome, AKHILESH R

Basis Details

Party Details

Set Priority

Advocate

Upload Document

Final Preview

Payment

Receipt

Set Feb 25, 2023 12:31:29 IST

Basic Detail

Diary No

52/2023

Case Type

MISC

Filing Date

25/02/2023

Applicant Details

sandeep rana

Priority

Applicant Name	#	Priority No
sandeep rana	<input checked="" type="checkbox"/>	1
Respondent Name	#	Priority No
SHILLONG	<input type="checkbox"/>	

Advocate

Sr. No.

1

Name

J. K. Srivastava

Registration No.

Address

Delhi 0 999999

Mobile

XXXXXXXXXX

Email

Uploaded Documents Details :

Party Type	Document Type	No of Pages	Last Update	View

Court Fee Detail

Sr.	Fee Document Name	Fee
1	Application Fee	Rs. 500

after the preview of the details filled click on next.

Next

Reset/Clear

## A. Application Filing :- [step-7-8: Payment and Receipt]

Home

India

Dashboard

Filing

Master

Logout

Customs Excise & Service Tax Appellate Tribunal

Welcome, AKHLESH RA

Basis Details

Party Details

Set Priority

Advocate

Upload Document

Final Preview

Payment

Receipt

Payment Detail for MISC Application

Court Fee

500

Process Fee

0

500

Payment Detail

Total Amount

500

Remaining Amount

0

Collected Amount

0

Select Type

☐ Online Payment ☒ Offline

\* Fee

NTRP

\*Amount in Rs.

\*Date of Transaction

Add Amount

Transaction Details

Name	Challan/Ref. No	Date of Transaction	Amount in Rs	Delete
			Total Rs- 0	

Final Save


Reset/Clear

The fee will be calculated by the system. No fee is required in the case of department filing an appeal/application click on save &next


after making and submitting the payment details, click on final save.  
\*payment receipt with acknowledgement & application Diary no will be generated.



## B. Filed Cases :- Here user can see all filled applications



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RPEPCP Case List

Search:

Sr.No	Diary No	Date of Filing		Party	Status
1	43/2023	16/02/2023	COD	sandeep rana VS SERVICE TAX - DELHI	Pending
2	48/2023	16/02/2023	COD	sandeep rana VS SERVICE TAX - DELHI	Pending
3	53/2023	16/02/2023	ROA	sandeep rana VS SHILLONG & Anr.	Pending
4	54/2023	16/02/2023	ROA	sandeep rana VS SHILLONG & Anr.	Pending
5	55/2023	16/02/2023	ROA	sandeep rana VS SHILLONG & Anr.	Pending
6	56/2023	16/02/2023	COD	sandeep rana VS SERVICE TAX - DELHI	Pending
7	61/2023	19/02/2023	ROA	arun VS Delhi South	Pending

Showing 1 to 7 of 7 entries

Previous

1

Next

All completed applications can be viewed here

B. Filed Cases :- Here user can see all draft cases list and can be edit and Finalized.



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RPCPEP Draft Cases List

Sr.No	Reference No.	Diary No.	Date of Filing	Case Type	Status	Action
1	302023	42/2023	23-16-02			Edit-Final
2	312023	42/2023	23-16-02			Edit-Final
3	342023	42/2023	23-16-02			Edit-Final
4	532023	52/2023	23-19-02			Edit-Final
5	612023	52/2023	23-25-02			Edit-Final
6	622023	52/2023	23-25-02			Edit-Final
7	422023	52/2023	23-16-02			Edit-Final
8	432023	52/2023	23-16-02			Edit-Final
9	632023	52/2023	23-25-02			Edit-Final


All draft applications can be viewed here

### III. Document Filing: This menu has three submenus (i.e. A. Document Filing, B. Filed Cases, C. Draft case )

A. Document Filing :- six steps are to be followed to file additional Document . [step-1: Basic Details]



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Party Details

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Advocate Detail

Final Preview

Receipt

Search

\*Search By

Diary No

\*Principal / Circuit Bench

DELHI

\*Diary No

52

\*Diary Year:

2023

SEARCH

Case Details



S.No.	Diary No.	Case No.	Party Detail	Case Status
1	Diary No/52/2023		sandeep rana Vs SHILLONG & Anr.	Pending

click on 'save and next' button

Save and Next

Reset/Clear

## A. Document Filing : [step-2: Party Details]

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Basis Details

Party Details

Upload Documents

Advocate Detail

Final Preview

Receipt

Party Detail

Select Type

☒ Appellant ☐ Respondent

Sr.No	Party Name	Action
1	sandeep rana(A7	<input type="checkbox"/>

\*Docuemnt Type :

Select Document Type

Select Document Type

Reply

Rejoinder

Affidavit

Additional Affidavit

Vakalatnama

Any Others

Amended memo of appeal

Memo of adoption

Amended Memo of Parties

Legible copy

Written Submission

Affidavit of Service

Letter

Misc.Paper

Memo of Appearance

Adjournment Letter

Compilation of documents

Additional Documents

Inspection of Documents/Records

Save and Next

Reset/Clear

1. Select applicant or respondent .

2.After display of the party detail 'check' on detail

3. select document type

4. click on 'save and Next' button

## A. Document Filing : [step-3: Upload Documents]

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Party Details

Upload Documents

Advocate Detail

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Receipt

+ Document Upload

Documents shall be uploaded after bookmarking only.  
**All Files should be in pdf format only.**

Document Filed By *	<div>Appellant</div>	Document Type *	<div>Vakalatnama</div>
Select File *	<div>Choose File No file chosen</div>		
Undertaking *	<input type="checkbox"/> An undertaking shall be given by the counsel to file the original complete in all respects including the requisite documents, Vakalatnama/ power of Attorney etc. in original within 3 days.		

Save & Next

Reset/Clear

Uploaded Documents Details :

SR.No.	Party Type	Document Type	Documents Name	No of Pages	Last Update	View	Delete
--------	------------	---------------	----------------	-------------	-------------	------	--------

After uploading the selected document ,click on save & next button

## A. Document Filing : [step-4: Advocate Details]

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Basis Details Party Details Upload Documents Advocate Detail Final Preview Receipt

Counsel/ Representative Details

Select Mode ☒ Add Counsel ☐ In-person/ Representative

\*Name :

\*District

Phone Number:

Address:

Email ID:

State Name :

Fax No:

ddistrictname

Counsel Phone

Counsel Address

Counsel Email

State name

Fax No

Add

OK

a) if counsel is authorized select and add details of same.

b) click on add.

c) after the details are added click on save & next to continue.

Save & Next

Reset/Clear

Sr. No.	Name	Registration No.	Mobile	Email	Delete
1	NIRAV SHAH ADV	C-4/371, SARAI GOVERDHAN, VARANASI (UTTAR PRADESH) 221001	XXXXXXXXXX	test@gmail.com	Delete

# A. Document Filing : [step 5: Final Preview]

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Advocate Detail

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Case Details

S.No.	DFR No.	Case No.	Party Detail	Case Status
1	Diary No/52/2023		sandeep rana Vs SHILLONG & Anr.	Pending

Sr.No	Party Name	Action
1	sandeep rana(A1)	<input checked="" type="checkbox"/>

Advocate Details

Sr. No.	Name	Registration No.	Address	Mobile	Email
1	NIRAV SHAH ADV		C-4/371, SARAI GOVERDHAN, () 221001	XXXXXXXXXX	test@gmail.com

Uploaded Documents Details :

Party Type	Document Type	No of Pages	Last Update	View
appellants	Vakalatnama	1	25-02-2023 13:32:46	

After pre-viewing all the details given, the applicant will make final submission

Save and Next

Reset/Clear



## A. Document Filing : [step 6: Receipt]

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Basis Details Party Details Upload Documents Advocate Detail Final Preview Receipt

*Complete*

Document saved successfully with diary no : 11/2023

After final submission the document diary No. will be generated and displayed

.....

