


INCOME TAX APPELLATE TRIBUNAL, CUTTACK BENCH, CUTTACK.

**All the stakeholders along with the departmental representatives
are required to follow the following guidelines
for/during the Virtual Hearing**

- 1) Written submissions or any documents only upto three (03) pages is permitted to be taken print out by the bench clerk. If any documents including written submissions etc. are filed with more than three pages, the same is directed to be filed and put in the drop box provided in the Registry before 72 hours of the date of appeal fixed for hearing.
- 2) Please follow the proper decorum regarding dress code as per I.T.A.T. Rules.
- 3) It is observed that some Advocates/CAs/Authorized Representatives/litigants and their staff, etc are filing the adjournment application through our office email on the day of hearing even after 10AM, therefore, it is requested that if anyone is seeking adjournment please inform the departmental representatives well in advance and file the same before the Tribunal one day before upto 5 PM so as to enable the bench clerk to get it printed out and place the same before Hon'ble Members.
- 4) Please mute your mic and wait for your case is called for to avoid unnecessary noise.
- 5) Please don't use two login at a time by two devices placing it one place, which creates huge disturbances.
- 6) As in this pandemic situation, we are continuing through Virtual Hearing, all the stakeholders are requested to cooperate with us.

This issues with the approval of the Hon'ble Senior Member.

Dt: 11/09/2020


Assistant Registrar
Income Tax Appellate Tribunal,
Cuttack Bench, Cuttack