

INCOME TAX APPELLATE TRIBUNAL CHENNAI BENCHES CHENNAI
SUGGESTIONS TO BE FOLLOWED BY ASSESSEE / COUNSEL /
DEPARTMENTAL REPRESENTATIVES FROM 09.11.2020

1. **Adjournment request or application** if any, to be sent by Email latest on the previous day of hearing before **04:00pm** to place the same before the Bench without any inconvenience.
2. **Voluminous Paper book or Case Law or submissions of more than 10 pages for the case if any, to be filed three days before hearing (HARD COPY EITHER PHYSICALLY FILED OR SENT BY POST / COURIER)** so that the same shall be quarantined for 2 days (48 hours).
3. Paper book or Case Law or submission, a **maximum of 10 pages for the case may be sent by Email latest on the previous day of hearing before 04:00 pm** so that the same may be placed before the Bench without any inconvenience.

Sd/-

DT: 09.11.2020

HON'BLE VICE-PRESIDENT (CZ)

By Order

K. Venkatesh
D.D.O 9/11/2020