

**INCOME TAX APPELLATE TRIBUNAL: DELHI**

F. No. 25(06)/Judl.Admn/AT(AD)/2022

Dated: 29<sup>th</sup> July, 2022

**NOTICE**

The Income Tax Appellate Tribunal has been in the forefront in utilizing information and communication technology in judicial administration. As a next step in this direction, it has been decided that henceforth the under-mentioned communications shall be forwarded to the concerned parties through E-Mail, apart from communicating the same physically by post, as per the extant provisions of the Income Tax (Appellate Tribunal) Rules, 1963:-

Sl. No.	Particulars	Forwarded to
1	Acknowledgement of filing of appeal	Appellant
2	Memorandum of Defects (Rule 4A(2)(iv) of IT(AT) Rules, 1963)	
3	Hearing & Adjournment Notices (Rule 19(1) of IT(AT) Rules, 1963)	Appellant, Respondent and Departmental Representatives

2. As a pilot project, the electronic delivery of the above communications shall commence initially at Delhi, Ahmedabad, Lucknow & Kolkata Benches and thereafter it would be extended to the other Benches of the Tribunal.

3. In view of the above:-


- i) In respect of the Appeals and Cross Objections filed prior to amendment of Form Nos. 36 / 36A by Notification No. 72 dated 23.10.2018 and which are pending before the Tribunal as on date, the Appellant(s) / Cross Objector(s), as the case may be, are requested to provide their E-Mail Addresses and Mobile Number(s) in the enclosed proforma, duly signed by the Appellant / Cross Objector, as the case may be;
- ii) In respect of the Appeals and Cross Objections filed post amendment of Form Nos. 36 / 36A by Notification No. 72 dated 23.10.2018 and which are pending before the Tribunal as on date, if the Appellant(s) / Cross Objectors, as the case may be, desire to change their E-Mail addresses and / or Mobile Number(s), they may do so by filing a revised Form No. 36 or 36A, as the case may be, giving the new E-Mail Address and / or Mobile Number(s), duly verified in the same manner as required by rule 47 of the Income Tax Rules, 1962; and.
- iii) If a Respondent in an Appeal or a Cross Objection, filed before or after 23.10.2018, desires to provide / update his E-Mail Address and Mobile Number(s), he / she may do so by providing the requisite details in the enclosed proforma, duly signed by the Respondent.



4. All stakeholders are also requested to ensure that, while filing Appeals and Cross Objections before the Tribunal, valid and correct E-Mail Addresses and Mobile Number(s) of the Appellant / Cross Objector (as well as the respondent wherever available) are provided in the Memorandum of Appeal or Cross Objection, as the case may be.

5. As Notices of Hearing and Adjournment will also be sent to the Departmental Representatives through E-Mail, Commissioners of Income Tax (DR) / Departmental Representatives of all Benches are requested to provide a standing E-Mail address for receiving the communications electronically.

This is issued with the approval of the Hon'ble President, ITAT.

 29.7.2022

**DEPUTY REGISTRAR**

Copy to:

1. Official Website of ITAT
2. Departmental Representatives of all Benches
3. Bar Associations of all Benches
4. Notice Boards of all Benches

**BEFORE THE INCOME TAX APPELLATE TRIBUNAL**

**BENCHES**

**Request for Updation of E-Mail address and Mobile Number**

(In Appeals and Cross Objections filed before the Tribunal prior to amendment of Form 36 or 36A, as the case may be, by Notification No. 72 dated 23.10.2018)

Appeal Number		Filed On	
Appellant			
Respondent			
Assessment Year		PAN	
Bench		Fixed for Hearing on	
Appellant's E-Mail		Appellant's Mobile Number	
Respondent's E-Mail		Respondent's Mobile Number	

I, \_\_\_\_\_, the Appellant / Cross Objector / Respondent, do hereby declare that what is stated above is true to the best of my information and belief.

*(Signature of Appellant /  
Cross Objector / Respondent)*

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_