



सत्यमेव जयते

**VANAJA N. SARNA**

Special Secretary & Member

D.O.No. C-50/07/2016-Ad.II

भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय/राजस्व विभाग  
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE  
केन्द्रीय उत्पाद एवं सीमा शुल्क बोर्ड  
CENTRAL BOARD OF EXCISE & CUSTOMS  
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Dated the 9<sup>th</sup> February, 2017

*Dear Chief Commissioners / Directors General,*

Kindly refer to D.O. letter of even number dated 05.05.2016, 08.08.2016, 15.11.2016, 23.12.2016, 03.01.2017 and 19.01.2017 regarding uploading/updating of status of court cases relating to Administrative/Establishment matters on LIMBS Portal. As we are in the process of doing all the file work through e-office, it may not be feasible to entertain communication regarding court cases unless and until all the relevant documents like copy of OA/WP/Para-wise Comments/counter reply etc. are not uploaded on this portal.

2. It has been observed that the process of uploading/updating of status of the court cases on the portal is very slow. Besides, some CCOs/Directorates have even not registered themselves on the portal so far. A list of such CCOs/Directorates is enclosed.

3. You are, therefore, once again requested to instruct the nominated officers to upload and update data of court cases relating to Administrative/Establishment matters on LIMBS portal. They may also be directed to scan and upload copies of original applications/writ petition/courter replies etc. alongwith communications received from CGSC immediately.

With best wishes,

Yours sincerely,

*Msarna*

(Vanaja N. Sarna)

Encls. As above.

All the Chief Commissioners/Directors General, CBEC.

**List of CCOs/Directorates who have not registered themselves on the Portal**

1. Ranchi Central Excise (Patna)
2. Shillong Central Excise
3. Vizag Central Excise
4. DG, CEI, Delhi
5. DG (Systems & Data Management),
6. Delhi Service Tax
7. Mumbai Service Tax

Administrative/Personnel matters are to be handled through the process of CCOs all the work through CCOs. It may be for the purpose of communication regarding court cases and other matters. The relevant information should be sent to CA/WF/Papa and Comptroller, etc. It may be noted that the work should be handled through CCOs.

It has been observed that the process of handling judicial matters through the court system is very slow. Some of the CCOs have even not registered themselves on the portal so that the court cases can be handled.

You are therefore, requested to ensure that the CCOs are registered on the portal and the work is handled through CCOs. It may be noted that the work should be handled through CCOs. It may be noted that the work should be handled through CCOs.

All the Chief Commissioners/Directors General, CCO