

	OFFICE OF THE COMMISSIONER OF CENTRAL GST: RAJKOT : आयुक्तकाकार्यालय : केन्द्रीय वस्तु एवं सेवा कर : राजकोट "Central GST BHAVAN", RACE COURSE, RING ROAD, RAJKOT "केन्द्रीय जी.एस.टी.भवन", रेसकोर्स, रिंगरोड, राजकोट-360001
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दिनांक 13/05/2020

:: TRADE NOTICE NO.07/2020- GST::

Subject: - Guidelines for conduct of Personal Hearing in Virtual mode under Customs Act, 1962, Central Excise Act, 1944 and Chapter V of the Finance Act, 1994-M/reg: -

Kind attention of the Trade is invited to various procedures under the Customs Act, 1962, on account of recent outbreak of COVID 19 (Coronavirus) with a view to adopt measures to ensure social distancing, reduce physical presence, use modern information and communication technology systems and change conventional mode of work, in areas not covered by Customs ICES EDI system/ ICEGATE online gateway, by creating a virtual customs working environment, following guidelines are issued by the Central Board of Indirect Taxes and Customs (CBIC) (hereinafter referred as Board).

2. While ensuring compliance with various guidelines and instructions issued by the Govt and Public health authorities with a view to contain the spread of COVID -19, Board has decided that Personal Hearing, in respect of any proceeding under Customs Act 1962, given by various authorities, such as Commissioner (Appeals), Original Adjudicating Authorities and Compounding Authority, may be conducted through Video Conferencing Facility.

3. Broad guidelines to conduct such Virtual Hearing are illustrated herein so that ongoing Customs work of Appeals and Adjudications are completed expeditiously for quick delivery of justice through quasi-judicial proceedings and in compliance of overall directions given by Hon'ble Supreme Court under Article 142 of the Constitution of India (refer Suo moto Writ (Civil) No 5/2020). This would also facilitate Importers, Exporters, Passengers, Advocates, Tax Practitioners and Authorized Representatives to maintain social distancing while performing their work at ease, from a place of their choice.

4. The guidelines for the conduct of virtual mode of Personal Hearing through Video Conferencing Facility are as under:

- i. In any proceedings before Appellate or Adjudicating Authority under the Customs Act, 1962, the party, either as an Appellant or a Respondent, shall give his consent to avail the Personal Hearing before such Authority, through Video Conferencing Facility, at the time of filing his

appeal or immediately after the issue of this instruction, in the case of pending Appeals/Adjudication matter. He should also indicate his e-mail address for correspondence etc.

- ii.** The Date and Time of Personal Hearing along with a link for the Video Conference shall be informed in advance to the Appellant/ Respondent or their Consultant/ Counsel by the concerned Commissioner representing Revenue through the official email or electronic media of the Adjudicating/ Appellate Authority, giving the details of Officer-in-charge who would provide assistance to the party, or conducting the Virtual hearing. This link should not be shared with any other person without the approval of the Adjudicating/ Appellate Authority.
- iii.** The Advocate/ Consultant/ Authorized Representative, appearing on behalf of the party, in Virtual Hearing, should file his *Vakalatnama* or Authorization letter along with a copy of his photo ID card and contact details to the Adjudicating/ Appellate Authority through official e-mail address of the concerned Authority after scanning the same. All persons participating in the video conference should be appropriately dressed and maintain the decorum required for such an occasion.
- iv.** Virtual Hearing through Video Conference shall be held from the office of Adjudicating/ Appellate Authority or any Official Video Conference Facility set up in the office of the Adjudicating/ Appellate Authority.
- v.** The virtual hearing through Video Conference will be conducted through available applications like **VIDYO**, or other secured computer network. The Appellant/Respondent should download such application in their computer system/laptop/mobile phone beforehand for ready connectivity during Virtual Hearing, and join the Video Conference at the time allotted to them, as given in point (ii) above.
- vi.** In case where the Party/ their representative wishes to participate in the Virtual Hearing proceedings along with their Advocate, they should do so under proper Intimation to the Adjudicating/ Appellate Authority as mentioned at point (ii) above. They may participate in Virtual Hearing along with their Advocate/ Authorized Representative or join the proceedings from their own Office.
- vii.** The submissions made by the Appellant or their representative through the Video conference will be reduced in writing and a statement of the same will be prepared, which shall be known as "record of Personal Hearing". A soft copy of such record of Personal Hearing in PDF format

Will be sent to the Appellant through email ID provided by Advocate/ Appellant/ Respondent, within one day of such hearing.

- viii. If the, Appellant/their Representative wants to modify the contents of e-mailed record of Personal Hearing, they can do so and sign the modified record, scan and send back the signed record of Personal Hearing to the Adjudicating/Appellate Authority.
- ix. If, however, the Appellant/their Representative do not resend the above e-mailed record of Personal Hearing within 3 days of receipt of such e-mail as at point (viii) above, it will be presumed that they agree with the contents of e-mailed record of Personal Hearing and Adjudicating Authority/ Appellate Authority will proceed to decide the case accordingly. No modification in emailed record of Personal Hearing will be entertained after 3 days of its receipt by Appellant/their Representative. The date of receipt of the e-mail by the Appellate/Adjudicating Authority will not be counted for this purpose.
- x. The record of Personal Hearing submitted in this manner shall be deemed to be a document for the purpose of Customs Act, 1962 in terms of section 138C of the said Act, read with Section 4 of the Information Technology Act, 2000.
- xi. If the Party/Advocate prefers to submit any document including additional submissions during the Virtual Hearing, he may do so by self-attesting such document and a scanned copy of the same may be e-mailed to the Adjudicating/Appellate Authority immediately after Virtual Hearing and in no case after 3 days of Virtual Hearing. The date of the Hearing will be excluded for this purpose.
- xii. Any official representing the Departments side can also participate in the virtual hearing through Video Conferencing. The Commissionerate concerned shall inform the details in advance regarding such participation, on receipt of intimation as mentioned at point (ii) above.
5. The aforesaid guidelines will *bemutatis mutandis* would apply to Personal Hearings granted under **Central Excise Act, 1944 & Chapter V of Finance Act, 1994**.
6. सभी आधिकारिक उप/सहायक आयुक्त, केंद्रीय वस्तु एवं सेवा कर, राजकोट को इसे अपने अधीनस्थ कर्मचारियों को सूचनार्थ अग्रसरित किया जाता है।
6. All the Jurisdictional Deputy/ Assistant Commissioner, Central Goods & Service Tax, Rajkot are requested to bring this to the notice of their lower formations for information and the trade.

7. सभी व्यापार संघ/ वाणिज्य मण्डल ओर क्षेत्रीय सलाहकार समिति/ लोक शिकायत समिति के सदस्यों से अनुरोध किया जाता है कि इसे अपने सदस्यों के ध्यान में ला दे।

7. The Trade Association/Chamber of Commerce and the Members of the RAC/PGRC are requested to bring this to the notice of all their members/ manufacturers/ service providers.

संयुक्त आयुक्त (तकनीकी)
केन्द्रीय वस्तु एवं सेवा कर, राजकोट

फा.सं..IV/08-05/Tech/2019-20

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