



आयकर अपीलीय अधिकरण: दिल्ली पीठ, नई दिल्ली
Income Tax Appellate Tribunal, Delhi Benches, New Delhi
1st, 2nd & 3rd Floor, Tower-B, World Trade Center
Nauroji Nagar, New Delhi
Email: judicial.delhi@itat.nic.in

F.No.-70/AT/Jud.Adm/Judicial/Del/2025-26

Dated 16th December, 2025

Circular

Subject: Creation & use of dedicated email ID for Judicial functions-Reg.

Hitherto, the Revenue department as well as the Authorized Representatives of Assessee have been forwarding their adjournment applications, consolidation applications, early hearing applications and other documents pertaining to Judicial functions to delhi.bench@itat.nic.in and delhi.zone@itat.nic.in.

2. Now, a dedicated email ID judicial.delhi@itat.nic.in has been specially created to specifically cater the requirements of Judicial Section.

3. In view of the above, all concerned are hereby requested to **ensure that henceforth the documents as mentioned in Para 01 above and/or any other documents pertaining to Judicial functions are sent, if so warranted by the circumstances, to the newly created email ID judicial.delhi@itat.nic.in ONLY.**

4. It may kindly be noted that the documents pertaining to Judicial functions, sent on delhi.bench@itat.nic.in or delhi.zone@itat.nic.in as used to be sent earlier, shall NOT be entertained and responsibility for delay or non-processing of such documents shall solely rest with the sender thereof.

5. This is issued with the approval of the Hon'ble Vice-President (DZ).

Sd/-

(Manoj Kashyap)
Assistant Registrar

Copy to (for information):-

1. The Assistant Registrar, ITAT, Agra Benches/ Dehradun Circuit Bench.
2. Zonal Section, ITAT, Delhi Benches, New Delhi.
3. Shri Anil Roy, OS, Judicial Section, ITAT, Delhi Benches, New Delhi with directions to ensure that all the emails received upto 17:30 hrs on any working day are printed, marked & submitted to AR (Judicial) for acknowledgement of receipt in office and thereafter sent to the diary section for forwarding the same to Judicial Section after due diarizing thereof.
4. Department Representative Office, ITAT, Delhi Benches, New Delhi
5. ITAT, Bar Association, Delhi Benches, New Delhi.
6. IT, Cell, Delhi with a request to upload the instant circular on the website of the ITAT.
7. Notice Board, ITAT, Delhi Benches, New Delhi.


Assistant Registrar