



No.1/20/2015-GA
केंद्रीय प्रशासनिक अधिकरण
Central Administrative Tribunal
Principal Bench



जनगणना से जन कल्याण

61/35, Copernicus Marg,
New Delhi - 110001
Tel. No. 23385058 (O)
23385909

Dated : 20.10.2020

CIRCULAR

In pursuance of Notification no.PB/8/2/2014-JA (Pt.) dated 14.10.2021 regarding resumption of physical hearing of the Courts in CAT, Principal Bench on every Tuesday and Thursday after Dusshera Vacations i.e. w.e.f. 21.10.2021 onwards and as a preventive measure to curb the spread of Corona virus (Covid-19), all the concerned Officers/Officials of the Tribunal are directed to strictly comply the instruction/advisory issued by the Govt. of India and this Tribunal from time to time in this regard. Further the Standard Operating Procedure (SOP) to be adopted during physical hearing of Courts w.e.f. 21.10.2021 is enclosed herewith.


(SULABH RASTOGI)
JOINT REGISTRAR

Copy to :-

1. Sr. PPS to Hon'ble the Chairman.
2. PPS/PS/Protocol Officer to Hon'ble the Chairman, CAT.
3. PPSs/PSs to Hon'ble Members of CAT, PB.
4. President, CAT Bar Association, CAT, PB.
5. All Deputy Registrars/AD(OL), CAT, P.B.
6. All SOs/COs, CAT, P.B., New Delhi
7. Accounts Officer, Finance Wing, CAT, PB
8. Accounts Officer, CAT, P.B., New Delhi
9. Notice Board.

With the request to circulate amongst the staff under their control and to ensure strict compliance of above instructions.

**STANDARD OPERATING PROCEDURE (SOP) DURING
PHYSICAL FUNCTIONING IN THE CAT (PB), NEW DELHI
W.E.F. 21.10.2021.**

1. The entry into the premises of CAT (PB), New Delhi for the purposes of attending physical hearings shall be restricted to:-
 - (i) Only one Advocate per party whose vakalatnama is on record or who has been duly authorized by such Advocate to appear and whose case is listed for hearing that day.
 - (ii) Registered Clerk only for the limited purpose of delivering heavy and bulky case files of such Advocates at the designated point.
 - (iii) Party-in-person where such party is pursuing the case himself/herself without any legal assistance.
2. No entry shall be permitted to:-
 - (i) Juniors, Interns or law students associated with the Advocate concerned
 - (ii) Relative of any party-in-person/litigant
 - (iii) Non-registered clerks
3. Persons displaying symptoms of flue, fever cough etc. shall not be permitted entry inside the CAT Premises.
4. Following mandatory norms are to be scrupulously followed by all concerned who are permitted to enter the CAT Premises/court room:-
 - (i) Wearing of mask all times.
 - (ii) Undergoing thermal scanning at the designated entry points.
 - (iii) Sanitizing the hands before /at the time of entry.
 - (iv) Strict adherence to the norm of social distancing.
 - (v) Adherence to all directions/guidelines/SOPs/ advisories issued by the Government of India and the Govt. of NCT of Delhi in respect of the Covid-19 pandemic.
5. As far as possible, use of lift be avoided for going upto Court Rooms at 2nd floor. In case of emergency, not more than four persons enter the lift at a time.
6. Once the matter is over, learned Advocate/party-in-person shall immediately leave the Court rooms.
7. The display boards shall be functional for their convenience and information.
8. All files/papers to be presented before court must be duly sanitized.

This issues with the approval of Hon'ble the Chairman.

By Orders


(**SULABH RASTOGI**)
JOINT REGISTRAR