



SUO-MOTU DISCLOSURE UNDER SECTION 4(1) (b) OF RTI ACT -2005

NAME OF THE PUBLIC AUTHORITY

CENTRAL ADMINISTRATIVE TRIBUNAL

(PRINCIPAL BENCH)

61/35, COPERNICUS MARG,

NEW DELHI-110001.

(i) The particulars of the organization, functions & duties

With a view to ease the congestion of pending cases in various High Courts and other Courts in the country, Parliament had enacted the Administrative Tribunals Act, 1985 which came into force in July, 1985 and the Administrative Tribunals were established in November, 1985 at Delhi, Mumbai, Calcutta and Allahabad. Today, there are 17 Benches of the Tribunal located throughout the country which is tabled below:

Sl. No.	Name of Benches.
1	Principal Bench
2	Ahmadabad Bench
3	Allahabad Bench
4	Bangaluru Bench
5	Chandigarh Bench
6	Chennai Bench
7	Cuttack Bench
8	Ernakulam Bench
9	Guwahati Bench
10	Hyderabad Bench
11	Jabalpur Bench
12	Jaipur Bench
13	Jodhpur Bench
14	Kolkata Bench
15	Lucknow Bench
16	Mumbai Bench
17	Patna Bench

In addition, circuit sittings are held at Aizwal, Auangabad, Agartala, Bilaspur, Gangtok, Goa, Gwalior, Imphal, Itanagar, Indore, Jammu & Kashmir, Kohima, Nagpur, Nainital, Pondicherry, Port Blair, Ranchi, Shimla, Shillong.

The Central Administrative Tribunal has been established for adjudication of disputes with respect to recruitment and conditions of service of persons appointed to public services and posts in connection

with the affairs of the Union or other local authorities within the territory of India or under the control of Government of India and for matters connected therewith or incidental thereto. This was done in pursuance of the amendment of Constitution of India by Article 323A.

In the statement of objects and reasons on the introduction of the Administrative Tribunals Act, 1985, it was mentioned that the setting up of such Administrative Tribunals exclusively would also provide to the persons covered by the Administrative Tribunals speedy and relatively inexpensive and effective remedy.

In addition to adjudicating service matters of Central Government employees, the Government of India has notified in all, 214 organizations/units to bring them within the jurisdiction of the Central Administrative Tribunal. The provisions of the Administrative Tribunals Act, 1985 do not apply to members of paramilitary forces, armed forces of the Union, officers or employees of the Supreme Court, or to persons appointed to the Secretariat Staff of either House of Parliament or the Secretariat Staff of State/Union Territory Legislatures.

A Chairman who has been a sitting or retired Judge of a High Court heads the Central Administrative Tribunal. Besides the Chairman the authorized strength consists of Judicial as well as Administrative Members. As on date sanctioned strength of Hon'ble Members in the Tribunal is 65.

In terms of The Administrative Tribunals (Amendment) Act, 2006, published in the Gazette of India. Extraordinary, Part-II Section-I dated the 2nd January 2007, "the conditions of service of Chairman and Members shall be the same as applicable to Judges of the High Court".

The Government of India, Ministry of Finance, Department of Expenditure has amended the above Rules, in exercise of the powers conferred by Section 184 of the Finance Act 17 (7 of 17). These Rules may be called the Tribunal, Appellate Tribunal & other authorities Rules (Qualification, Experience and other conditions of service of Members) Rules 2017.

They shall come into force on the date of their publication in the official Gazette and shall apply to the Chairman/Vice chairman, Chairperson, Vice Chairperson, President, Vice President, Presiding

Officer, Accountant Member, Administrative Member, Judicial Member, Expert Member, Law Member, Revenue Member, Technical Member, Member of the Tribunal, Appellate Tribunal or as the case may be, Authority as specified in column (2) of the English Schedule of the Finance Act, 2017 (7 of 2017) effective from 01.06.2017.

After the constitution of the Tribunal in 1985, in the beginning under section 29 of the Administrative Tribunals Act, 1985 the Tribunal received on transfer from the High Courts and Subordinate Courts 13,350 cases, which were pending there.

The Tribunal follows the principles of Natural Justice in deciding cases and the procedure prescribed by Evidence Act or CPC does not apply. The Tribunal is also a specialized organization which deals with only service matters in respect of the Central Government employees and other employees of organizations notified under Section -14 of the Administrative Tribunal Act, 1985. The Central Administrative Tribunal is doing its best to expedite the disposal of cases. Where the pendency of cases is on the higher side in any Bench, Members are deputed from other Benches to that Bench for wiping out the pendency. The Central Administrative Tribunal is empowered to prescribe its own Rules of Practice for discharging its functions subject to the Administrative Tribunals Act, 1985 and Rules made there under. For this purpose, the Central Administrative Tribunal Rules of Practice, 1993 have been notified.

Similarly, for the purpose of laying down a common procedure for all Benches of the Tribunal, the Central Administrative Tribunal (Procedure) Rules, 1987 have been notified. Under Section 17 of the Administrative Tribunal Act, 1985, the Tribunal has been conferred the power to exercise the same jurisdiction and authority in respect of contempt of itself as a High Court.

The employees of the Central Administrative Tribunal are required to discharge their duties under the general superintendence of the Chairman. Salaries and allowances and conditions of service of the officers and other employees of the Tribunal are specified by the Central Government. Pursuant to these provisions the Central

Government has notified the Central Administrative Tribunal Staff (Conditions of Service) Rules, 1985.

Vision, mission and objectives of the Organization:

Vision:

The Tribunal being a Judicial Organization has decided to bring down the pendency of cases in all the benches of the Tribunal and to deliver Natural Justice at the door step of the litigants. Steps have been taken to dispose of the oldest pending cases inter-alia that of senior citizens.

Apart from above, the office has originated an ambitious Plan/Scheme for modernization and computerization of its activities through a new dynamic website, Case Information System, Video Conferencing etc. This project on completion will facilitate the litigants, lawyers, researcher and public in general to access the orders and judgment of the Tribunal on real time basis besides efficient maintenance and management of records. Steps have also been taken for e-granthalaya.

Mission & Objectives:

To ensure capacity building at all levels including and supporting a culture of transparency and accountability and to continue zero tolerance against indiscipline and corruption in public affairs, and to make the functioning of the Tribunal both on Administrative and judicial side more efficient and responsive and to put in best talent in the organization inter-alia to maintain speedy disposal with quality of judgments and orders.

Name of the Benches of Central Administrative Tribunal with their Circuit Benches.

Name of the Benches with their Principal Seat	Office address	*Place of Circuit Sittings
Principal Bench	Central Administrative Tribunal (Principal Bench),	_____

	61/35, Copernicus Marg, New Delhi-110001 NEW DELHI http://cgatnew.gov.in Tel. No. 011-23385909, 23385097	
Ahmedabad	Central Administrative Tribunal, Ahmedabad Bench, Opp. Sardar Patel Stadium, Navrangpura, Ahmedabad – 380 009 GUJARAT Tel. No. 079-26400841	_____
Allahabad	Central Administrative Tribunal, Allahabad Bench, 35, Mahatma Gandhi Marg, Civil Lines, Allahabad – 211 001 UTTAR PRADESH Tel. No. 0532-2400612	Nainital
Bangaluru	Central Administrative Tribunal, Bangalore Bench, 1 st and 2 nd floor, Sh. Visvesvaraya Kendriya Bhawan, Domlur, Next to CPWD Quarters and Domlur Flyover. Bangalore 560071.	_____
Chandigarh	Central Administrative Tribunal, Chandigarh Bench, Opp. Hotel Shivalik View, Sector – 17-C, CHANDIGARH Tel. No. 0172-2709227	Shimla (HP), Jammu and Srinagar (J&K)
Chennai	Central Administrative Tribunal, Madras Bench, City Civil Court Additional Building, 1 st & 2nd Floor, High Court Campus Chennai-600 104, TAMIL NADU Tel. No. 044-25359415	Pondicherry
Cuttack	Central Administrative Tribunal, Cuttack Bench, 4 th Floor, Rajaswa Bhawan, Cuttack-753 002, ORISSA Tel. No. 0671-2509344	_____
Ernakulam	Central Administrative Tribunal, Ernakulam Bench,	Lakshadweep

	Indira Nagar, Sastha Temple Road, Kaloor, Cochin – 682 017 KERALA Tel. No. 0484-2402393	
Guwahati	Central Administrative Tribunal, Guwahati Bench, Rajgarh Road, Bhangagarh, Guwahati – 781 005 ASSAM Tel. No. 0361-2529401	Agartala (Tripura) Imphal (Manipur) Shillong (Meghalaya) Aizowl (Mizoram) Kohima (Nagaland) Itanagar (Arunachal Pradesh)
Hyderabad	Central Administrative Tribunal, Hyderabad Bench, No. 5-10-193, 1st Floor, HACA Bhawan (Opp. Public Garden), Hyderabad – 500 004 ANDHRA PRADESH Tel. No. 040-23240980	_____
Jabalpur	Central Administrative Tribunal, Jabalpur Bench, 15, Civil Lines, CARAVS Building, Jabalpur - 482001 MADHYA PRADESH Tel. No. 0761-2622587	Indore Gwalior Bilaspur
Jaipur	Central Administrative Tribunal, Jaipur Bench, Sahakar Marg, Jaipur – 302 001 RAJASTHAN Tel. No. 0141-2742551	_____
Jodhpur	Central Administrative Tribunal, Jodhpur Bench, Near Rajashthan High Court, Post Box No. - 619 JODHPUR -342 006 Tel. No. 0291-2545824	_____
Kolkata	Central Administrative Tribunal, Calcutta Bench, 2 nd M.S.O. Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700 020 WEST BENGAL Tel. No. 033-22879061	Andaman & Nicobar, Gangtok
Lucknow	Central Administrative	_____

	Tribunal, Lucknow Bench, 2, Rana Pratap Marg, Motimahal, Lucknow – 226 001 UTTAR PRADESH Tel. No. 0522-2628576	
Mumbai	Central Administrative Tribunal, Bombay Bench, Gulestan Building, 3rd / 4th Floor, Dr. Ghanshyam Talwatkar Marg, Fort, Mumbai – 400 001 MAHARASHTRA Tel. No. 022-22072675	Aurangabad, Goa, Nagpur
Patna	Niyojan Bhawan, 'D' Block, 1st to 4th floor, Income Tax Circle, Bailey Road, Patna-800001, Bihar Ph No. – 0612-2525310 Fax No. – 0612-2531796	Ranchi

(ii) Powers and duties of officers and employees [Section 4 (1) (b) (ii)]

OFFICERS & THEIR DUTIES

1.	Principal Registrar (Vacant)	First Officer, Head of Administration, and Registry of the Principal Bench of the Tribunal, Custodian of all records and can exercise such other function as assigned by the Hon'ble Chairman. Under the additional powers he/she can call for information and records and to inspect or cause to be inspected the registry of the other benches under general or special orders issued by the Hon'ble Chairman from time to time.
2.	Registrar	In-charge of Judicial Administration, Establishment, GA, Cash & Accounts. Assisting the Hon'ble Chairman & Principal Registrar. In-house and outside Meetings with the Ministries/ Departments. In the absence of Principal Registrar, to look after his/her duties and responsibilities.
3.	Joint Registrar	In-charge of all Judicial Sections, Listing, Filing. Assisting the Hon'ble Chairman and Principal Registrar in all matters of Judicial and Administrative side. Dealing with all matters taken up by the outlying Benches. Also the First Appellate Authority under RTI Act.
4.	FA&CAO (Vacant) /Dy.CA (Consultant)	All financial matters including preparation of budget in respect of all the Benches of Central Administrative Tribunal. Allocation of funds under various heads. Supervision of whole of expenditure incurred by the CAT. Concurrence to the various proposals of the

		benches. Attending the meetings with Ministries. Presently Sh. Surat Singh , Deputy Registrar (Estt.) is looking after the work of Finance Wing.
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DY. REGISTRARS (5)

Sl. No	Name	Duties
1	Deputy Registrar (Computer)	Overall in charge of computer, digitisation & in charge of Judicial I & II Sections.
2	Deputy Registrar (Judicial)	In charge of judicial work of the Tribunal, in charge of listing, filing and record room besides certified copy counter.
3	Deputy Registrar (GA)	In charge of Judicial Administration and General Administration.
4	Deputy Registrar (Estt.& JA)	In charge of Establishment, Rules, Service records/matters and Litigation of all CAT Employees. Deployment of Stenographers in Courts and Chambers of Hon'ble Members. All work relating to Hon'ble Members and relating to outlying benches whenever required.
5	Deputy Registrar (Litigation)	Nodal Officer of RTI, Litigation Work, in charge of Library and Hindi division.

SR. PRINCIPAL PRIVATE SECRETARY AND PRIVATE SECRETARIES (1)

Duties
All Secretarial work, Stenographic Assistance in writing

judgments notes and reports besides to keep track of the progress of cases or matters till these are finally disposed off, to keep reference books rules and statutes other work assigned by the judges. Arranging meetings/trips and prioritizing the same inter-alia ever changing schedules. Supervision of subordinate staff.

PRINCIPAL PRIVATE SECRETARIES (3)

Duties
All Secretarial work, Stenographic Assistance in writing judgments and other work assigned by the judges. Arranging meetings/trips and prioritizing the same inter-alia ever changing schedules. Supervision of subordinate staff.

DY. CONTROLLER OF ACCOUNTS (1)

Duties
Allocation of Budget (RE & BE) to all the benches, supervision of the expenditure thereon, Concurrence of various proposal. Maintenance of all records relating to accounts.

ASSISTANT DIRECTOR (OL) (1)

Duties
Implementation of Official Language, policies, Translation from English to Hindi and vice versa and vetting of translation. Holding of quarterly meeting of Official Language Implementation Committee and Hindi Work Shops. Forwarding of quarterly, half yearly and annual Hindi report.

SECTION OFFICERS/ COURT OFFICERS (20)

Duties
<u>Filing</u> :- Filing of various applications, scrutiny thereon, taking action on defaced, torn or damaged documents as per the prescribed Rules of Practice assigning the dairy number inter-alia completing the Scrutiny Report. Classifying the applications and submitting the case files to the Registrar or authorised officer. Supervision of

filing section in the Principal Bench and making correspondence where necessary.

Listing:- Preparation of Cause Lists of all Courts as per the roaster and classification of cases duly approved by the Hon'ble Chairman.

Judicial:- Assigning of OA, CP, MA numbers; sending the files for listing before Courts, issuance of notices after the orders of Court, recording the service of notice/process, placing the pleadings in the concerned files and incorporation of amendment applications in the record of the case. Recording the files receipt from the Court. Issuance of dasti orders/fresh notices and final orders to the concerned.

Establishment:

Maintaining of all service records of all employees of the benches. Filling up the vacant posts of all officers and staff by various modes. Courts cases of all the officers and staff of the benches, amendment in recruitment Rules, etc. Supervision of staff attached.

Courts:

To Assist the Court in all respects and to maintain legibly court diary wherein the proceedings of the court for each sitting day is to be recorded with respect to applications/petitions of the daily cause list as to whether the case is adjourned, ordered part-heard and heard and disposed off or orders in the case is reserved as the case may be. To receive Statutes/Citations for reference from the parties. Calling the cases listed in cause list in the serial order. To ensure that no inconvenience for wastage of time is caused to the Bench in making available services of Court Master/Stenographer/MTS. To maintain perfect silence in and around the Court and to maintain dignity and decorum of the Court. After the Orders of the Court, to ensure that the records of the case along with proceedings/orders are transmitted immediately to the Judicial Branch for verification of records and further necessary action.

Judicial Administration:

Compilation of institution/ disposal and pendency of all benches. Matters relating to appointment of Hon'ble Chairman and Members, maintaining their Service Records and their court cases. Re-imburement of their claims. Constitution of Benches where required. Authorization of Members from one bench to another. Construction and hiring of office accommodation, all grievances against Hon'ble Members. Organising of All India Conference of Hon'ble Members.

General Administration:

Supervision of GA Section. Purchase and issue of various items, repair & maintenance of Staff Cars, office building and providing caretaking assistance. General superintendence over canteen, photocopy kiosk and bookseller.

Computer Section:

All computerization work viz. Development and implementation of Case Information System (CIS) in all outlying Benches, up-dating official website and computer DDO software, purchase of IT equipments, proposal for routers, leased-line connectivity for all benches, Monitoring Maintenance of computer and its peripherals in Principal Bench, Maintenance of kiosk machines, biometric attendance machine, stock registers and routine work of the section say receiving and sending e-mails, typing work.

PRIVATE SECRETARIES (11)

Duties
All secretarial work, Stenographic Assistance in writing judgments, arranging meetings/trips, supervision of subordinate staff.

COURT MASTERS (13)

Duties
All secretarial work, Stenographic Assistance in writing judgments/orders both in courts and chambers. Other work assigned by the judges.

ACCOUNTS OFFICERS (2)

Duties
Preparation of RE & BE, Allocation of funds under various heads to all the benches, supervision of the expenditure thereon, Concurrence of various proposal. Maintenance of all records relating to accounts. Preparation of various bills and arranging payments.

JR. ACCOUNTS OFFICER {4-(2+2)}

Sl. No	There are four posts. Two posts in Principal Bench are vacant and Two posts are manned by PAO, CAT.	Duties
		Assisting the Dy.C.A/FA&CAO, AO and PAO in preparation of REand BE, allocation of funds, checking of salary bills and arranging all types of payments.

STAFF & THEIR DUTIES

ASSISTANT LIBRARY AND INFORMATION OFFICER

(1)

Duties
Administration of Library, Reference & Bibliographical service, Purchase of Law Books and Journals, Circulation of Journals and Periodicals, Work relating e-Granthalaya and work related to Library online software's, processing of documentation, binding work, publication Law Judgements, Budgeting, supervision of work related physical verification, assist to Hon'ble Chairman/Members and Registry Officers, Supervision of supporting staff.

ASSISTANTS (17)

Duties
Preparation of Court wise Cause list as per approved roster & submission of case files for constitution of bench in case

the Hon'ble Member ceases to be the Member of the Bench and in case part-heard matters are released. Preparation of pashies, issue of notices, summons Examining and Submission of various proposals, concerning their sections. Purchase of stationary items and issue thereof, Maintaining record. Examining and Submission of various proposals, concerning their sections. Examining and Submission of various proposals, concerning their sections. Examining and Submission of various proposals, concerning their sections. To assist the court, preparation of peshi, checking of orders. Submissions of various proposals relating to Accounts and Finance wing received from all benches. Issue of all certified copies to the counsels and litigants after photocopying the same and sending back the case files to the concerned section. Recording of Entries of all new cases including RA/CP/MA/TA Scrutiny of OA and other misc. Work assigned by SO Filing. Recording of OA/RA/TA and CP Nos. Placing pleadings, action for compliance of orders. Preparation of peshi. Consigning of judicial records to record room, verification of case files. Maintenance of Court registers. Submission of Hon'ble Supreme Court/High Court orders. Assisting the courts in the time of need. Preparation of Court wise Cause list as per approved roaster & submission of case files for constitution of bench in case the Hon'ble Member ceases to be the Member of the Bench and in case part-heard matters are released.

SR. TRANSLATOR/Jr. TRANSLATOR (2)

Duties
All Translation work Hindi to English and English to Hindi. Assisting the Assistant Director Hindi in Implementation of Official Language, policies and in Holding of quarterly meeting of Official Language Implementation Committee and Hindi Work Shops. Forwarding of quarterly, half yearly and annual Hindi report.

CARETAKERS (2)

Duties
Maintenance of Building, all Government vehicles,

deployment of MTS, SCD besides protocol duties. Purchase and condemnation of Government Vehicles reimbursement of electric, water, petrol & telephone charges. arranging security for Hon'ble visiting Members. Steps for providing Government accommodation to CAT employees.

SR. ACCOUNTANT (3)

Sl. No	Name	Duties
1.		Manned by PAO
2.		-do-
3.		-do-

JR. ACCOUNTANT (5)

Sl. No	Name	Duties
1		Manned by PAO.
2		-do-
3		-do-
4		-do-
5		-do-

UDCs (25)

Duties
<p><u>Judicial:</u> Preparation of case files, scrutiny thereof and preparation of peshies, orders (including final orders)/notices and issuance of the same. Listing of cases, Maintenance of Case registers, file movement, listing of cases. Assisting the Courts, issue of certified-copies.</p> <p><u>Finance Wing:</u> Noting/Drafting, Maintenance of records, scrutiny of cases, Sanctions, assisting the Senior and superior officer in preparation of budget and allocation thereof.</p>

Establishment:

Maintaining of service related record of all Benches, Noting Drafting, Grant of various advances and issuance of sanction orders. Dealing with court cases of officers and staff of all benches.

Record Room:

Keeping judicial records of the cases since inception of the bench. Movement of files for courts judicial section including certified copy counter besides weeding out of records.

JA Section:

Maintenance of all service record of Hon'ble Chairman and Members of CAT, their litigation. Dealing with complaints/grievances of all benches/litigation by Hon'ble Members and amendment in the AT Act. Constitution of full bench, larger bench and nomination of third Member where required. Authorisation of Members from one bench to another, arranging conferences, Training of Hon'ble Members. Purchase of land and construction of office building thereon.

GA Section:

Noting/drafting, purchase and issue of stationary, Maintenance of office building and equipments, staff cars and condemnation thereof. Supervision over all MTS and their posting.

Cash Section:

Preparation of salary bills of Hon'ble Chairman/Members, all officers and staff of Principal Bench, calculation of income tax, maintenance of CPF, preparation of contingency bills for re-imbusement and all related work concerning bank. Assisting the audit party.

STENOGRAPHERS GRADE 'D' (9)

Duties
Stenographic assistance to the Principal Registrar, FA&CAO/DCA and concerned Dy. Registrars, maintaining of all records of correspondence and files. Co-ordinating amongst all the 17 Benches of CAT besides any other work assigned by the officers.

LDCs/Hindi Typist (37)

Duties
registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of . All clerical work/ Assistance in concerned sections and courts.

DATA ENTRY OPERATORS (2)

Duties
Compilation of Institution/disposal and pendency of cases. Uploading of daily cause list/notices/circulars, development, and implementation of case information system in all benches of CAT. Maintenance of kiosk machine, bio metric attendance machines. Purchase of IT equipments and consumable items and maintaining their records.

STAFF CAR DRIVERS (10)

Duties
To drive the Government vehicle for Hon'ble Chairman/ Members and officers of CAT besides for touring Hon'ble Members from other benches. Maintaining log-book.

PHOTOCOPY OPERATORS (2)

Duties
Photocopying of orders and other documents.

DESPATCH RIDER

Duties
Serving of Dak/Dasti Notices and other work assigned by senior and superior.

GESTENER OPERATOR

Duties
Cyclostyling of Cause List/Notices/ orders and other administrative and judicial work assigned by the competent Authority.

FLOOR WISE LOCATION OF OFFICES & SECTIONS

GROUND FLOOR

CAT BAR Assn. Hall	CAT BAR Assn. Room	Chamber of Sr. Govt. Adv.	BAR Lib.	Book Seller's Kiosk
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Post Office	Railway Ticket Counter	ATM	Canteen
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1ST FLOOR

Computer Section.	General Admn. Section.	Cash & Accounts Section.	Listing, Filing & Certified Copy Counter		
Judl.-I Section.	Judl.-II Section	Doctor's Room	Govt. Counsel's Room	Despatch Section.	Photocopy Operator

2ND FLOOR

Court Hall No. 1	Court Hall No. 2	Court Hall No. 3	Court Hall No. 4	Court Hall No. 5
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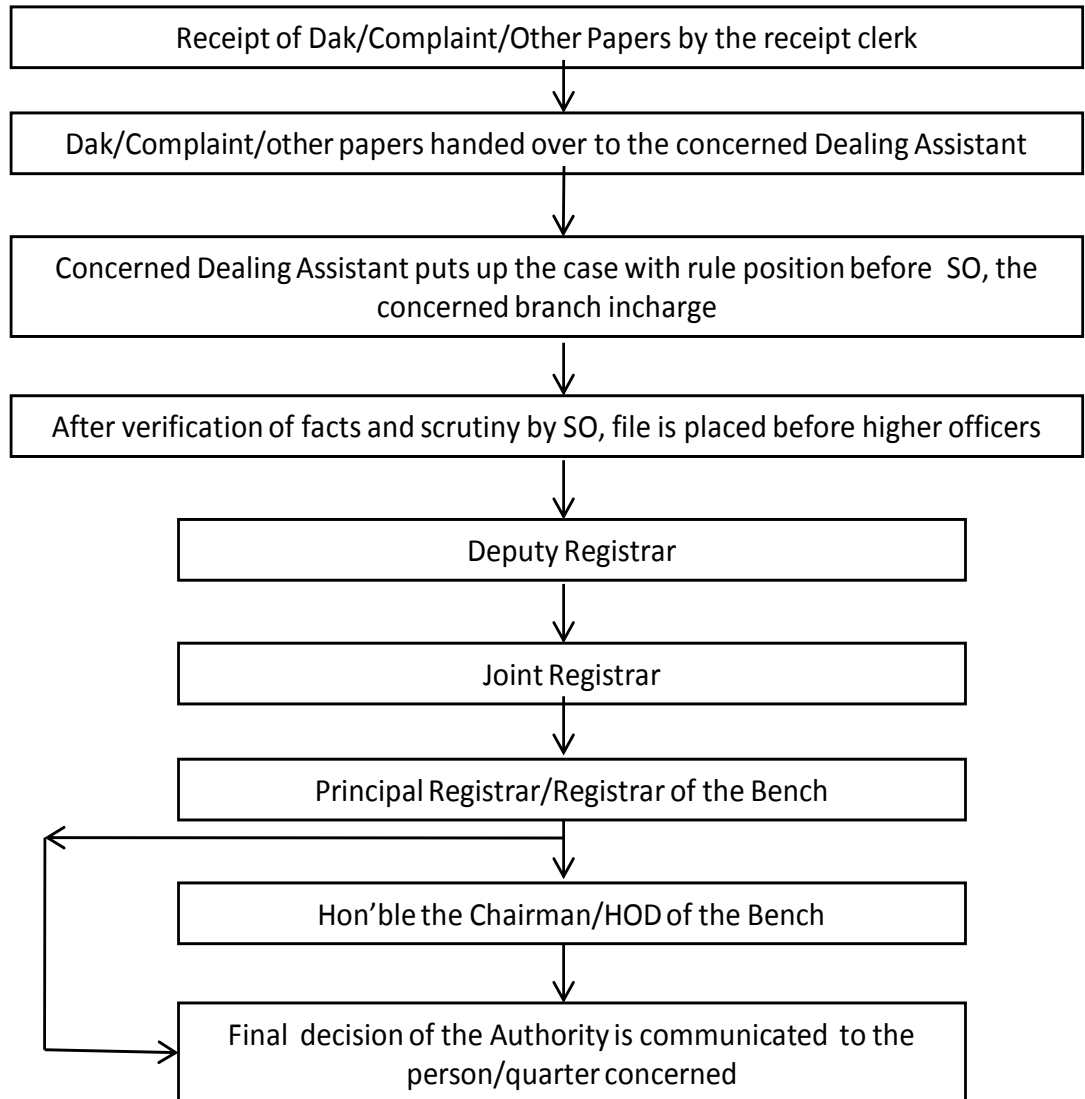
3RD FLOOR

Chamber of Hon'ble Chairman and Sectaries	Chambers of Hon'ble Members	Hall of Stenographic Assistance
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4TH FLOOR

Principal Registrar and Registrar	Estt. & Rules ,	Hindi Division	Library	Judl. Admn. & RTI	Court No.6	Pr. Registrar's Court	Dy. Registrar's Chamber
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III. Procedure followed in decision making process, including channels of supervision and accountability



Note: Matter are decided at the level of Hon'ble the Chairman/HOD of the Bench. Some of the matters are disposed of at the level of Principal Registrar/Registrar of the Bench.

DECISION MAKING PROCESS

(iii) The procedure followed in the decision making process, including channel of supervision and accountability is as under.

Original Applications/Miscellaneous Applications etc are filed and processed and adjudicated upon as per Administrative Tribunal Act, 1985 read with the Central Administrative Tribunal (Procedure) Rules 1987 & The Central Administrative Tribunal Rules of Practice, 1993.

Administrative and Financial matters are dealt with as per extant Govt. of India guidelines, Rules and regulations and Central Secretariat Manual of Office Procedure to the extent possible. Time limit in decision making process depends upon the nature of proposal. It is on the same day, within a week, or a fortnight and where the matters are referred to the Government, decision is taken only after the advice/instructions by it.

(IV)The norms set by it for the discharge of its functions:

The Tribunal follows all Government of India instructions Rules and Regulations in dealing with Administrative matters. With regard to judicial functions, the Tribunal follows the provisions of the Administrative Tribunal Act, 1985 and Rules framed there under.

(v) The Rules, Regulations, instructions, manuals records for discharging function [Section 4(1)(b) (v)]:

The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions. This office follows the Rules framed by Central Govt. in discharging its Administrative functions. With regard to Judicial functions, the Rules and procedure framed under the AT Act as follows:

Act & Rules

Click here to see Act -

<http://cgatnew.gov.in/writereaddata/Delhi/docs/Act.pdf>

Click here to see the Rules -

<http://cgatnew.gov.in/catweb/rules.htm>

1. The Administrative Tribunals Act 1985.

2. The Central Administrative Tribunal (Procedure) Rules 1987.
3. The Central Administrative Tribunal (Destruction of Records) Rules, 1990.
4. The Contempt of Courts (C.A.T.) Rules, 1992.
5. The Central Administrative Tribunal Rules of Practice, 1993.
6. Central Administrative Tribunal (Group 'A' posts) Recruitment (Amendment) Rules 2012.
7. The High Court Judges (Conditions of Service) Act 1954, as amended.
8. Manual of Office Procedure.
9. The AIS (Performance Appraisal Report) Rules, 2007.
10. Central Civil Services (Classification, Control and Appeal Rules 1965.
11. Central Civil Services (Temporary Service) Rules 1965.
12. Central Civil Service (Leave Travel Concession) Rules 1988.
13. Central Civil Services (Leave Rules).
14. Central Civil Services (Conduct) Rules, 1964.

(VI) Categories of documents that are held by it or under its control [Section 4(1)(b) (vi)]:

A statement of the categories of documents that are held by it or under its control Principal Registrar is the overall custodian of all documents and files.

Estt. Section

1. Files relating to service matters of all officers and staff of the Tribunal.
2. Service Book of all serving officers and staff of the Tribunal.
3. Personal files of all serving officers and staff.

General Administration Section

1. Purchase of Stationery items/miscellaneous cleaning items.
2. Purchase and maintenance of AC's /Water Coolers/furniture/fixture etc.
3. Printing of books/forms/letter head etc.
4. Reimbursement of telephone bills/canteen, coffee board, tea board bills.

Computer Section

All computerization work viz. Development and implementation of Case Information System (CIS) in all outlying Benches, up-dating official website and computer DDO software, purchase of IT equipments, proposal for routers, leased-line connectivity for all benches, Monitoring Maintenance of computer and its peripherals in Principal Bench, Maintenance of kiosk machines, biometric attendance machine, stock registers and routine work of the section say receiving and sending e-mails, typing work.

Judicial-I & II Sections

All pending judicial record files.

(vii) Particulars of any arrangement that exists for consultation with or representation by, the matter of the public in relation to the formulation of its policy or implementation thereof [Section 4(1)(b) (vii)]:

No such arrangement exists and required.

(viii) Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public[Section 4(1)(b) (viii)]:

COMMITTEES

Listing and Complaints committee	Hon'ble Sh. V. Ajay Kumar-M(J) Hon'ble Sh. K. N Shrivastava-M(A)
Internal Complaints Committee	Ms. A. Thomeena, (Chairman) Ms. Bimla Devi (Adv.) (Member) Ms. Sunita Nagi, AO, (Member)
Other Committees are constituted by the Hon'ble Chairman separately from time to time, whenever required.	

(ix) Directory of Officers and employees Section 4(1) (b) (ix)

Sl. No.	Name	Designation	Telephone Number
01	Principal Registrar (Vacant)	011-23382507
02	Sh. Gurmit Singh	Registrar	011-23383788
03	Sh. Amit Sharma	FA&CAO	011-23368415
04	Kuldip Singh	DCA (contract basis)	011-23366968
05	Sh. S. R. Dheer	Deputy Registrar (GA)	011-23386773
06	Sh. Vijay Kumar	Deputy Registrar (Judl.)	011-23073949
07	Sh. S. Rangarajan	Deputy Registrar (Comp. J-I & J-II)	011-23073949
08	Sh. Surat Singh	Deputy Registrar (JA & Estt. Finance Wing)	011-23386773
09	Sh. Ravinder Kumar	Deputy Registrar (Lit.), Hindi, Library and Nodal Officer RTI	011-23073949
10	Mrs. Sunita Nagi	AO (Cash & Accounts)	011-23070863
11	Sh. N.K. Mishra	SO (Gen. Adm.)	011-23385909

PBX: 011-23385097 011-23388025

(X) Monthly remuneration received by officers & employees including system of compensation [section 4(1) (b) (x)]:

Sl. No	Name of the post	Category	Existing Pay Band	Existing pay as per 6 th CPC Pay Band (PB) + Grade Pay (GP)	Revised Pay as per 7 th CPS Pay Level (in Pay Matrix)
1	2	3	4	5	6
1	Principal Registrar	Group 'A'	PB-4	Rs.37400-67000+10000	Rs.144200-218200
2	Registrar (OB)	Group 'A'	PB-4	Rs.37400-67000+8700	Rs 118500-214100.
3	FA&CAO	Group 'A'	PB-4	Rs.37400-67000+8700	Rs 118500-214100.
4	Joint Registrar	Group 'A'	PB-3	Rs.15600-39100+7600	Rs 78800-209200.
5	Sr. Pr. Private Secretary	Group 'A'	PB-3	Rs.15600-39100+7600	Rs 78800-209200.
6	Deputy Registrar	Group 'A'	PB-3	Rs.15600-39100+6600	Rs 67700-208700.
7	Dy. Controller of Accounts	Group 'A'	PB-3	Rs.15600-39100+6600	Rs 67700-208700.
8	Principal Private Secretary	Group 'A'	PB-3	Rs.15600-39100+6600	Rs 67700-208700.
9	Library Information Officer	Group 'A'	PB-3	Rs.15600-39100+6600	Rs 67700-208700.
10	Assistant Director (OL)	Group 'A'	PB-3	Rs.15600-39100+5400	Rs.56100-177500 .
11	Section Officer/Court Officer	Group 'B'	PB-2 PB-3	Rs.9300-34800+4600 15600-39100+5400 (on completion of four years)	Rs.47600-151100 56100-177500 (on completion of four years)
12	Private	Group	PB-2	Rs.9300-	Rs. 47600-

	Secretary	'B'	PB-3	34800+4600 15600- 39100+5400 (on completion of four years)	151100. Rs. 56100- 177500 (on completion of four years)
13	Accounts Officer			PB-2, Rs. 9300- 34800+4600	Rs. 44900- 142400.
14	Court Master/Steno 'C'	Group 'B'	PB-2	Rs.9300- 34800+4600	Rs. 44900- 142400.
15	Assistant	Group 'B'	PB-2	Rs.9300- 34800+4600	Rs. 44900- 142400.
16	Senior Translator		PB-2	Rs.9300- 34800+4600	Rs. 44900- 142400
	Hindi Translator	Group 'B'	PB-2	Rs.9300- 34800+4600	
17	Asstt. Library Information Officer	Group 'B'	PB-2	Rs.9300- 34800+4600	Rs. 44900- 142400.
18	Junior Accounts Officer	Group 'B'	PB-2	Rs.9300- 34800+4200	Rs. 35400- 112400.
19	Junior Translator		PB-2	Rs.9300- 34800+4200	Rs. 35400- 112400.
20	Jr. Librarian/Lib Information Assistant	Group 'C'	PB-2	Rs.9300- 34800+4200	Rs. 35400- 112400.
21	Caretaker	Group 'C'	PB-2	Rs.9300- 34800+4200	Rs. 35400- 112400.
22	Staff Car Driver (Special Grade)		PB-2	Rs.9300- 34800+4200	Rs. 35400- 112400.
23	Sr. Accountant	Group 'C'	PB-1	Rs.5200- 20200+2800	Rs. 29200- 92300.
24	Staff Car Driver (Grade-I)		PB-I	Rs.5200- 20200+2800	Rs. 29200- 92300.

25	Jr. Accountant	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
26	UDC	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
27	Staff Car Driver (Grade II)		PB-I	Rs.5200-20200+2400	Rs. 25500-81100
28	Steno Grade 'D'	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
29	LDC/Hindi Typist	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
30	Data Entry Operator	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
31	Staff Car Driver (Ordinary Grade)	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
32	Gestetner Operator	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
33	Photocopier	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
34	Despatch Rider	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
35	Multi Tasking Staff		PB-I	Rs.5200-20200+1800	Rs. 18000-56900.
As regards overtime allowance an amount of Rs. 9,800/- is being paid to the Staff Car Drivers only.					

(xi)	Budget allocated to each agency including all plans proposed expenditures and reports on disbursement made	Sub-head	Allocation
		Salary	15810000
			0
		Wages	2380000
		OTA	140000
		Medical	7406000

	etc. [Section 4(1) (b) (xi)]	<table border="1"> <tr> <td>TE (Domestic)</td> <td>2550000</td> </tr> <tr> <td>Office Expenses</td> <td>22650000</td> </tr> <tr> <td>SAP (OE New 2017-18)</td> <td>500000</td> </tr> <tr> <td>RRT</td> <td>38244000</td> </tr> <tr> <td>Publication</td> <td>270000</td> </tr> <tr> <td>Other Adm. Expenses</td> <td>460000</td> </tr> <tr> <td>Minor Works</td> <td>3800000</td> </tr> <tr> <td>P.P &SS</td> <td>1800000</td> </tr> <tr> <td>Grant in Aid</td> <td>88500</td> </tr> <tr> <td>IT</td> <td>11562000</td> </tr> <tr> <td>Total</td> <td>249950500</td> </tr> </table>	TE (Domestic)	2550000	Office Expenses	22650000	SAP (OE New 2017-18)	500000	RRT	38244000	Publication	270000	Other Adm. Expenses	460000	Minor Works	3800000	P.P &SS	1800000	Grant in Aid	88500	IT	11562000	Total	249950500
TE (Domestic)	2550000																							
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P.P &SS	1800000																							
Grant in Aid	88500																							
IT	11562000																							
Total	249950500																							
(xii)	Manner of execution of subsidy programmers [Section 4(1) (b)(xii)].	*Not Applicable																						
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	*Not Applicable																						
(xiv)	Information available in electronic form [Section 4(1) (b) (xiv)]	http://cgatnew.gov.in/catweb/forms.php																						
(xv)	Particulars of facilities available to for obtaining information	Citizen Charter http://cgatnew.gov.in//write/readdata/Delhi/docs/citizenc																						

	[Section 4(1) (b) (xv)]	harter.docx
(xvi)	<p>Name designation of Appellant Authority</p> <p>Names, designation and other particulars of the PIOs [Section 4(1) (b) (xvi)]</p> <p>List of CPIOs from 2015 to 2017</p>	<p>Sh. Gurmit Singh, Registrar</p> <p>1.Sh. S.R. Dheer-CPIO (GA) (Continuing) 2.Sh. Vijay Kumar-CPIO(J) (Continuing) 3.Sh. S. Rangarajan-CPIO (Comp.) (Continuing) 4.Sh. Surat Singh-CPIO(Estt. , JA & Finance Wing) (Continuing)</p> <p><u>2015 :</u> 1. Sh. V.K Srivastava Dy. Registrar (Now retired) 2. Sh. L.R. Sharda Dy. Registrar 3. Sh. S.R. Dheer Dy. Registrar (Comp. Liby. & Hindi) 4. Sh. B.C. Srivastava, Dy. Controller of Accounts (now retired)</p> <p><u>2016:</u> 1.Sh. L.R. Sharda, Joint Registrar(Chairman Section, Cash and Accounts) 2.Sh. S.R. Dheer, Dy. Registrar (Comp. Hindi, Liby) 3.Sh. Vijay Kumar, Dy. Registrar (Listing, filing, Record) 4.Sh. S. Rangarajan Dy. Registrar (GA &JA) 5.Sh. Surat Singh, Dy.</p>

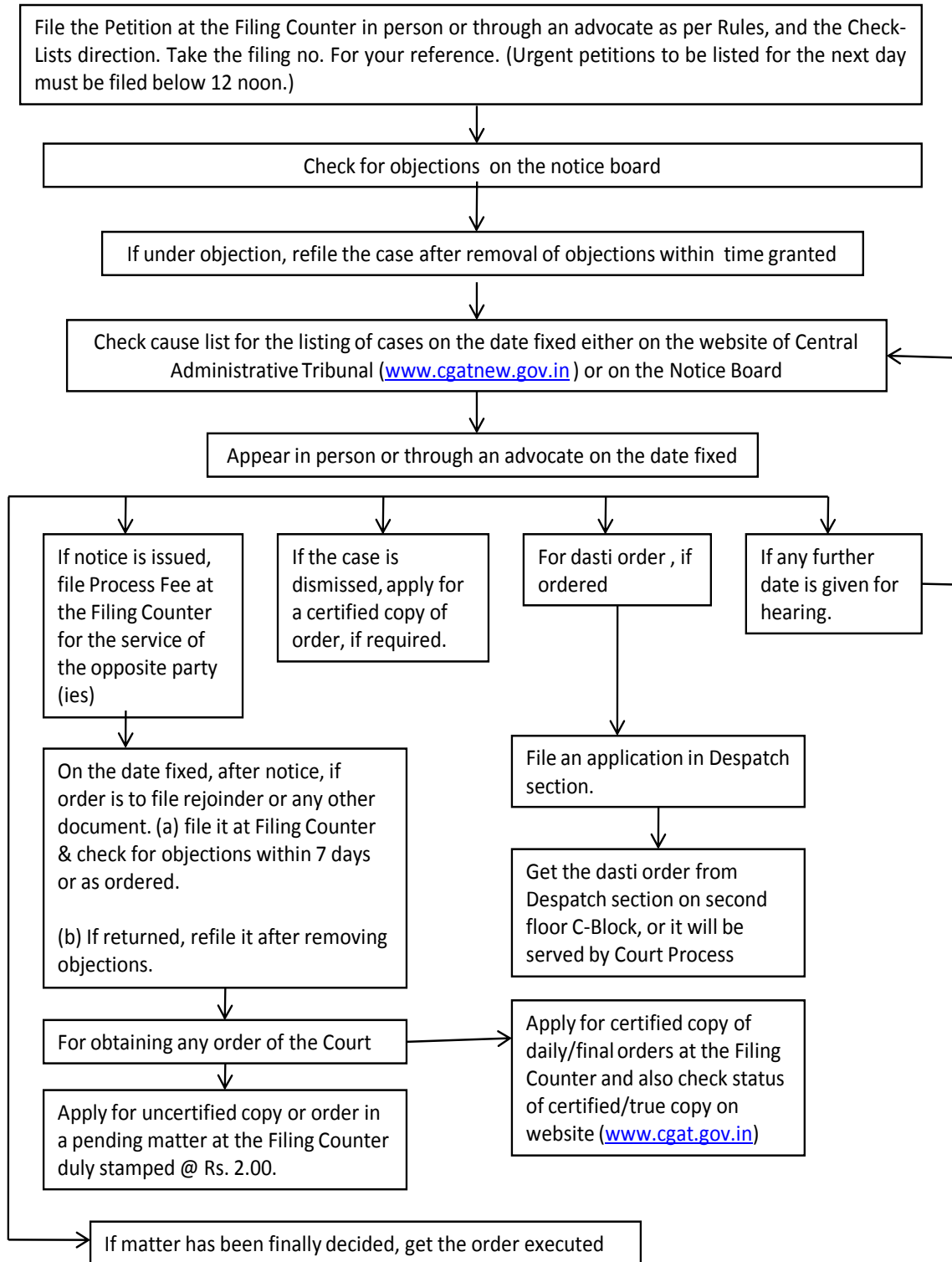
		Registrar (Estt. Addl. Rule, Litigation) 6.Sh. M.K. Jain, Dy. Registrar (Judicial and Accounts)
(xvii)	Such other information as may be prescribed [Section 4(1) (b) (xvii)] List of schemes /projects/programs under way.	Annual Report (not applicable) FAQs. Shown below (Not applicable).
(xviii)	Are important policies or decisions which affect public informed to them? [Section 4(1) (b) (c)]	(Not applicable).
(xix)	Are reasons for Administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (b) (d)]	"Yes"
(xx)	Dissemination of information widely and in such form and manner which is easily accessible to the Public [section 4 (3)]	"Yes"
(xxi)	Whether information manual Handbook available free of cost or not [section 4 (4)].	Not required. All the relevant information is available in the AT Act, 1985, however, FAQ is available.
(xxii)	Information related to procurement.	(e-procurement). https://eprocure.gov.in/cpp/p/

(xxiii)	Public Partnership. Private	(Not applicable)
(xxiv)	Transfer Policy and Transfer Orders.	There is no Transfer Policy, however, transfers are ordered by the Hon'ble Chairman in Administrative exigencies for smooth judicial/Administrative functions of the Benches. The respective orders on transfer will be uploaded w.e.f 2018. Framing of policy is under consideration.
(xxv)	RTI Applications.	Up to 20.07.2017, total 1275 RTI applications and 193 appeals were received (all disposed of).
(xxvi)	CAG & PAC paras.	Not applicable.
(xxvii)	Citizen's Charter. RFD (Result Framework Document)	http://cgatnew.gov.in//write/readdata/Delhi/docs/citizencharter.docx (Not Applicable).
(xxviii)	Discretionary & Non-discretionary Grants.	Details of discretionary grants /allocation An amount of Rs. 5.00 Lakh was allocated under the Head "Grant-in-Aid," out of which an amount of Rs.3.90 lakh has been allocated to the outlying benches.
(xxix)	Foreign/Domestic Tour of Ministries/officials.	(Not Applicable).

(xxx)	Form of accessibility of Information Manual/Handbook [section 4(4)]	Not required. All the relevant information is available in the AT Act, 1985, however, FAQ is available.
(xxxi)	Language in which information Manual/Handbook available.	(Not applicable)
(xxxii)	When was the information Manual/Handbook last updated?	(Not applicable).

CASE FLOW CHART

The case flow chart below gives the typical manner in which cases proceed in the Court



FAQs

Q.1	When the OA be filed before the Tribunal?
Ans.	Subject to the other provision of the Act an aggrieved person by any order to any matter within the jurisdiction of the Tribunal may file the OA. (Section -19, Chapter-4 in Act)
Q2	What is limitation of filing an OA ?
Ans.	When a final order to the aggrieved has been passed by the Competent Authority the OA may be file within one year from the date of passing the order. Secondly, after 6 months of submitting the representation for agitating the grievance to the Authority Competent. (Section -21, Chapter-4 in Act)
Q3	Whether a case pending in a Bench of the Tribunal can be transferred to any other bench ?
Ans.	Under Section 25, a case pending in a bench may be transferred by the Hon'ble Chairman on the application of any of the Party after due notice. (Section -25, Chapter-4 in Act)
Q4	Whether the proceedings before the Tribunal are Judicial/non judicial or quasi judicial?
Ans.	The proceedings before a Tribunal are judicial. (Section -30, Chapter-4 in Act)
Q5	What is the language of the Tribunal?
Ans.	The language of the Tribunal is English; however the Bench may permit the use of Hindi within its discretionary powers. (Rule 3, Procedure Rule in Rules)
Q6	Can plural remedies be prayed for in an O.A.?
Ans.	Plural remedies cannot be prayed for until and unless they are consequential to one another. (Rule 10, Procedure Rule in Rules)
Q7	Whether a case can be heard ex-parte and decided?
Ans.	A case may be heard ex-parte in case on the given date, the Applicant appears and Respondent does not, however, the Respondent may apply within 30 days from the date of the order of the Tribunal praying to set it aside. (Rule 16, Procedure Rule in Rules)
Q8	What is time for filing Review Application?
Ans.	A Review Application may be filed within 30 days from the date of receipt of copy of the order. (Rule 17, Procedure Rule in Rules)
Q9	Whether a third party can inspect the case file?

Ans.	A third party may inspect the case file under the general or special order with the permission of the Registrar concerned in writing. (Rule 23, Procedure Rule in Rules)
Q10	Can the Rejoinder to a case be filed in each OA ?
Ans.	The Rejoinder may be filed by the Applicant side with the leave of the Bench/Registrar. (Rule 32, Rule of Practice in Rules)
Q11	Can any Amendment be made in the OA or Pleadings?
Ans.	The Amendment may be filed in the OA or Pleadings after the prayer so made is allowed by the Tribunal. (Rule 34, Rule of Practice in Rules)
Q12	Is there any provision of early hearing of the case?
Ans.	For the purpose party/legal practitioner has to make an application before the Hon'ble Chairman, in case of Principal Bench and before the Hon'ble Member presiding over the bench in outlying benches stating the reasons, therefore, in Form No. III of the procedure Rule after serving a copy to the other party. (Rule 47, Rule of Practice in Rules)
Q13	What if there is difference of opinion between the members Hearing the case?
Ans.	In such a case the point/points on which they differ are to be recorded in writing and a reference is to be made to the Hon'ble Chairman who shall hear the point/points himself for refer the case to the third Member duly authorized to here. (Section -26, Chapter-4 in Act)
Q14	Can a stranger seek copies of documents of the case?
Ans.	'Yes' under the orders of Registrar on a duly verified Petition in Form No. III of Procedure Rules, setting forth the purpose for which the copy is required. (Rule 119, Rule of Practice in Rules, Chapter-18 in Form III)
Q15	What is the time limit to provide certified copy?
Ans.	The urgent certified copies are to be provided within 3 days and ordinary within 10 days. (Rule 126, Rule of Practice in Rules)

Q16	What is Contempt Petition? Can it be defended by engaging a Counsel?
Ans.	Contempt Petition is a Petition prepared and filed against the alleged Contemnor by name with the ground and material facts constituting the alleged contempt, including the date of alleged contempt, divided in paragraph numbered consecutively, along with supporting document or certified/Photostat attested copies of the original with a prayer containing the nature of the order sought from the Hon'ble Tribunal. (Contempt of Rules 1992 in Rules)
Q17	What are the working hours in the Tribunal(Office) and Sitting hours (Courts)?
Ans.	Except on Saturdays Sundays and Public Holidays shall, subject to any order made by the Hon'ble Chairman remain open from 9.30 AM to 6.00 PM. As regards the courts. (Rule 26, 27 in Procedure Rules)
Q18	What is fee for obtaining Certified Copies?
Ans.	The fee for ordinary certified copy is Re. 1 per page and for urgent copy is Rs.2 per page . (Rule 121, Rule of Practice in Rules)
Q19	Where to go for Writ/Appeal against the order of the Tribunal?
Ans.	In this regard, the respective Higher forum i.e., Hon'ble High Court is to go for Writ/Appeal.

USUAL OBJECTIONS BY THE SCRUTINY BRANCH AFTER FILING OF OA.

OBJ No.	Objections
1	Is the Application in the proper form? (Three Complete Papers Books in Form-I In Two compilations)
2	Whether Name, Description and Address of all the parties been furnished in the Cause Title?
3	(a) Has the Application been duly signed and verified? (b) Have the copies been duly signed? (c) Have sufficient number of copies of the application been filed?
4	Whether all the necessary parties are impleaded?
5	Whether English translation of documents in a language other than English or Hindi been filed?
6	Is the application in Time? (See Section 21)

7	Has the Vakalatanama/Memo of appearance/authorisation been filed?
8	Is the application maintainable? (U/S 2, 14, 18, OR U.R. 8 Etc.)
9	Is the application accompanied by IPO/DD for Rs. 50?
10	Has the impugned orders original/duly attested legible copy been filed?
11	Have legible copies of the annexure duly attested been filed?
12	Has the index of documents been filed and pagination done properly?
13	Has the application Exhausted all available remedies?
14	Has the Declaration as required by item 7 of form 1 been made?
15	Have required number of envelopes (file size) bearing full address of the Respondents been filed?
16	(a) Whether the reliefs sought for, arise out of single cause of action? (b) Whether any interim relief is prayed for?
17	In case an M.A. for condonation of delay is filed, is it supported by an affidavit of the applicant?
18	Whether this case can be heard by Single Bench?
19	Any other point?
20	Result of the scrutiny with initial of the scrutiny clerk.
21	(a) MA for joining together U/S 4(5) (A), 4(5) (B). (b) MA U/R 6 of C.A.T Procedure Rules 1987 (c) PT U/S 25 of AT Act, 1985 (d) MA for condonation of delay (e) List of event with dates/synopsis

USUAL OBJECTIONS IN RESPECT OF CONTEMPT PETITION.

OBJ. No.	Objections
1	Whether the name (including as far as possible, The Name of father/mother/husband), age, occupation and address of the petitioner (s) and the Respondent (s) are given?
2	Whether the parties impleaded as Petitioner (s) and Respondent are proper?
3	Nature of the Contempt (Civil or Criminal) and the

	provisions of the Act invoked?
4	(a) Date of alleged contempt (b) Date of filing of the Contempt Petition? (c) Whether the Petition is barred by limitation under section 20 of the Contempt of Courts Act, 1971?
5	(a) Whether the grounds and material facts constituting the alleged contempt are given? (b) Whether the ground and facts alleged in the petition are divided into paragraphs and numbered? (c) Whether the petition is accompanied by supporting Documents or certified/ Photostat (attested) copies of the original thereof? (d) If the petitioner relies upon any other document(s) in his possession, whether copy of such document(s) is/are filed along with the petition? (e) Whether the petition and its annexure have been filed in a paper-book from and duly indexed and paginated? (f) Whether three complete sets of the paper-books have been filed? (g) Whether equal number of extra copies of paper books have been filed in case there are more Respondent (s) than one?
6	Whether the nature of the order sought from the Tribunal is stated?
7	Whether the petition is supported by an affidavit sworn to by the petitioner verifying the facts relied upon?
8	Whether the petitioner or his Advocate have signed the petition indicating the place and Date?
9	In case of Civil Contempt whether the petition is accompanied by a certified copy of the judgment/decree order/writ/ undertaking alleged to have been disobeyed by the alleged contemnor?
10	(a) In case of Criminal Contempt, not covered by section 14* of the contempt of court Act, whether the petitioner has produced the consent obtained from the Attorney-Solicitor-General. (b) If not, whether the petition contains the reasons thereof? * Contempt committed in the presence of hearing of the Member(s).
11	Whether the petitioner had previously made A contempt petition on the same facts? If so, have the following been

	furnished: (a) Number of the petition? (b) Whether the petition is pending? (c) If disposed of, nature/result of the disposal with date?
12	Whether the draft charges are enclosed in a separate sheet?

USUAL OBJECTION IN RESPECT OF MISC APPLICATION AND REVIEW APPLICATIONS.

OBJ. No.	Objections
1	Application has not been filed on durable white foolscap folio paper of metric A-4 size with A Left margin of 5 Cm and right of 2.5. Cm.
2	Proper indexing & pagination has not been done.
3	Application has not been typed in double space and one side.
4	Application has not been signed by the petitioner (s)/counsel applicant has not signed each page of the application.
5	Proper attestation has not been done.
6	Proper Vakalatnama with court fee stamps/memo of appearance has not been signed filed by the petitioner (s)/counsel.
7	Additions/cutting has not been initialized.
8	Proper affidavit duly attested by an oath commissioner in support of MA/RA/PT has not been filed.
9	Proof of service has not been furnished.
10	Application is barred by time.
11	Proper sets/prescribed No. of seats of the application have not been filed.
12	Parties name do not tally with OA/TA.
13	Certified copy of order/judgment has not been filed.
14	Documents filed are not attested.
15	Paper book filed is not in accordance with the index papers.
16	The provision of A.T. Act under which the present application would be not maintainable.
17	Main case has already been disposed of on merits. The misc. application filed is not maintainable.
18	There is not separate/special prayers clause in the application.
19	Memo of parties has not been filed.
20	Proper verification has not been done as prescribed on form No. III.

21	Separate affidavit duly attested in support of MA for condonation of delay has not been filed.
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LIST OF OFFICERS WITH THEIR DESIGNATION

Sl. No.	Name	Designation
01	Principal Registrar (Vacant)
02	Sh. Gurmit Singh	Registrar
03	Vacant	FA&CAO (Sh. Surat Singh, Dy. Registrar (Estt.) is looking after the work.)
04	Kuldip Singh	DCA (consultant)
05	Sh. S. R. Dheer	Deputy Registrar
06	Sh. Vijay Kumar	Deputy Registrar
07	Sh. S. Rangarajan	Deputy Registrar
09	Sh. Surat Singh	Deputy Registrar
10	Sh. Ravinder Singh	Deputy Registrar
11	Sh. Achutananda Nayak	Sr. PPS
12	Sh. R. K. Sareen	PPS
13	Sh. Sanjeev Kaushik	PPS
14	Sh. Anand Singh	PPS
15	Sh. A. K. Rai	Assistant Director (OL)
16	Ms. A. Thomeena	Section/Court Officers
17	Sh. Deep Chand	Section/Court Officers
18	Sh. Prashant Kulkarni	Section/Court Officers
19	Sh. Harish Arora	Section/Court Officers

20	Sh. P. K. Satija	Section/Court Officers
21	Ms. Kanchan Sharma	Section/Court Officers
22	Sh. Rajiv Sharma	Section/Court Officers
23	Sh. Ajay Kumar Azad	Section/Court Officers
24	Sh. Manish Ranjan	Section/Court Officers
25	Sh. Narender Kumar Mishra	Section/Court Officers
26	Ms. Surekha Soni	Section/Court Officers
27	Sh. Sanjiv Mallick	Section/Court Officers
28	Sh. Avni Chaudhary	Section/Court Officers
29-35	Post vacant	7
36	Sh. Mahesh Kumar	PS
37	Sh. Naresh Ahuja	PS
38	Sh. D.K. Mishra	PS
39	Ms. Vinita Virmani	PS
40	Sh. Santosh Kumar	PS
41	Ms. Sunita Dutt	PS
42	Ms. Chanchal Chawla	PS
43	Ms. Rita Biswas	PS
44	Sh. Jugal Kishore	PS
45	Sh. P.C. Joshi	PS
46	Sh. Lalit Gossain	PS
47	Sh. Sunil Kumar Sharma	PS
48	Sh. Ravi Kanojiya	PS
49	Mrs. Jyoti Jain	Court Master
50	Mrs. Rachna Kapoor	Court Master

51	Mrs. Maya B. Taragi	Court Master
52	Mrs. Sarita Bhati	Court Master
53	Mrs. Uma	Court Master
54	Mrs. Vandana Bakshi	Court Master
55	Mrs. Neha Sharma	Court Master
56	Sh. Ankit Saklani	Court Master
57	Ms. Anjali	Court Master
58	Sh. Ishwari Dutt	Accounts Officer
59	Mrs. Sunita Nagi	Accounts Officer
60		ALIO (Vacant)
61	Sh. Raj Narayan	Assistant
62	Sh. Kuldip Kumar	Assistant
63	Sh. Girish Chander	Assistant
64	Sh. Santanu Bhaumik	Assistant
65	Mrs. Akanksha Kathuria	Assistant
66	Sh. Tika Ram	Assistant
67	Sh. Priyank Gotra	Assistant
68	Sh. Sunil Dutt Sharma	Assistant
69	Mrs. Neelam Rana	Assistant
70	Mrs. Veena Bhadri	Assistant
71	Mrs. Renu Kapoor	Assistant
72	Sh. Pawan Kumar	Assistant
73	Sh. Vijay Kumar Sharma	Assistant
74	Mrs. Sunita Dhingra	Assistant
75	Sh. Atul Vats	Assistant

76	Ms. Artee Chaug	Assistant
77	Sh. Surender Pratap	Junior Translator
78	Ms. Aditi Sharma	Junior Translator
78	Sh. Govindraju R.G	Caretaker
79	Sh. Nageshwar Singh	Caretaker
80	Sh. Sandeep Rawat	Caretaker
81	Mrs. Dayawanti Ekka	UDC
82	Sh. Sri Ram	UDC
83	Mrs. Bimla Devi	UDC
84	Mrs. Annapurna Devi	UDC
85	Mrs. Urmil Seth	UDC
86	Sh. Sanjeev Kumar	UDC
87	Sh. Ved Prakash	UDC
88	Sh. Bain Singh	UDC
89	Sh. Jag Ram	UDC
90	Sh. Hari Singh	UDC
91	Sh. Dinesh Kumar Sharma	UDC
92	Sh. Sushil Kumar	UDC
93	Sh. Kapil Kumar Setia	UDC
94	Sh. Shish Pal	UDC
95	Sh. Puran Chand	UDC
96	Sh. Shyam Lal	UDC
97	Sh. Kawar Singh	UDC
98	Sh. Samod Kumar	UDC
99		UDC (Vacant)

100	Sh. Mahesh Kumar	UDC
101	Mrs. Renu Joshi	UDC
102	Sh. Nageshwar Singh	UDC
103	Sh. Anand Singh	UDC
104	Mrs. Dayawati	Stenographer Grade 'D'
105	Ms. B. Shri Akshaya	Stenographer Grade 'D'
106	Ms. Pinky Yadav	Stenographer Grade 'D'
107	Mrs. Neetu	Stenographer Grade 'D'
108	Mrs. Shilpi Gupta	Stenographer Grade 'D'
109	Mrs. Neha	Stenographer Grade 'D'
110	Mrs. Arti	Stenographer Grade 'D'
111	Sh. Dhan Singh	LDC
112	Sh. Raje Singh	LDC
113	Sh. Gurudayal	LDC
114		LDC (vacant)
115	Sh. Ram Prashad Shah	LDC
116	Sh. Lateeph Khan	LDC
117		LDC (vacant)
118	Sh. Suresh Kumar	LDC
119	Sh. Nakul Bisht	LDC
120	Sh. Adesh Kumar	LDC
121	Sh. Virender Singh	LDC
122	Sh. Sulakshan Kumar	LDC
123	Sh. Anil Kumar	LDC
124	Sh. Dan Singh	LDC

125	Sh. Sandeep Rawat	LDC
126	Mrs. Manjeet Kaur	LDC
127	Sh. Deepak Dhankard	LDC
128	Sh. Arvind Kumar	LDC
129	Sh. Satendra Singh	LDC
130	Sh. Mohit	LDC
131	Sh. Vikram Kumar	LDC
132	Sh. Krishan Kumar	LDC
133	Sh. Mantu Kumar Chakrarty	LDC
134	Sh. Anil Kumar	LDC
135	Sh. Rohit Juneja	LDC
136	Sh. Aryan Alias Hari Narayan	LDC
137	Sh. Deepak Yadav	LDC
138	Sh. Pankaj Yadav	LDC
139	Sh. Pradeep Rawat	LDC
140	Shri Mayank Rathee	LDC
141	Shri Suraj Khokhar	LDC
142	Shri Aman Kumar	LDC
143	Shri Andew Saxena	LDC
144	Shri Sumit Kumar	LDC
145	Ms. Priyank Kumari	LDC
146	Ms Sonu Soni	LDC
147	Sh. Mahesh Kumar	LDC
148	Mrs. Kavita Sharma	DEO
149	Sh. Prashant Kumar	DEO

150	Sh. Kamlesh Kumar	Staff Car Driver
151	Sh. Rajinder Singh	Staff Car Driver
152	Sh. Rajender Kumar	Staff Car Driver
153	Sh. Hira Lal	Staff Car Driver (Contract basis)
154	Sh. Sahib Singh	Staff Car Driver
155	Sh. Dinesh Kumar	Staff Car Driver
156	Sh. Vikram Singh Negi	Staff Car Driver
157	Sh. Ajay Kumar	Staff Car Driver
158	Sh. Mahendra Kumar Meena	Staff Car Driver
159	Sh. Ved Prakash	Photocopy Operator
160	Sh. Ashwani	Photocopy Operator
161-227	-	MTS (duties as per requirement)
228	Rahisudin Khan Post Vacant	Despatch Rider 1
229	Sunil Kumar	Gestener Operator
230	Sh. Fateh Singh	Gestener Operator