



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

NAME OF THE PUBLIC AUTHORITY

**Central Administrative Tribunal (CAT)
Bangalore Bench**

**1st and 2nd Floors, Sri Visvevaraya Kendriya Bhavan, Domlur
Next to CPWD Quarters and Domlur Flyover, Bengaluru-560071
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(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. Bangalore Bench is one of them.**

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 formatters 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:

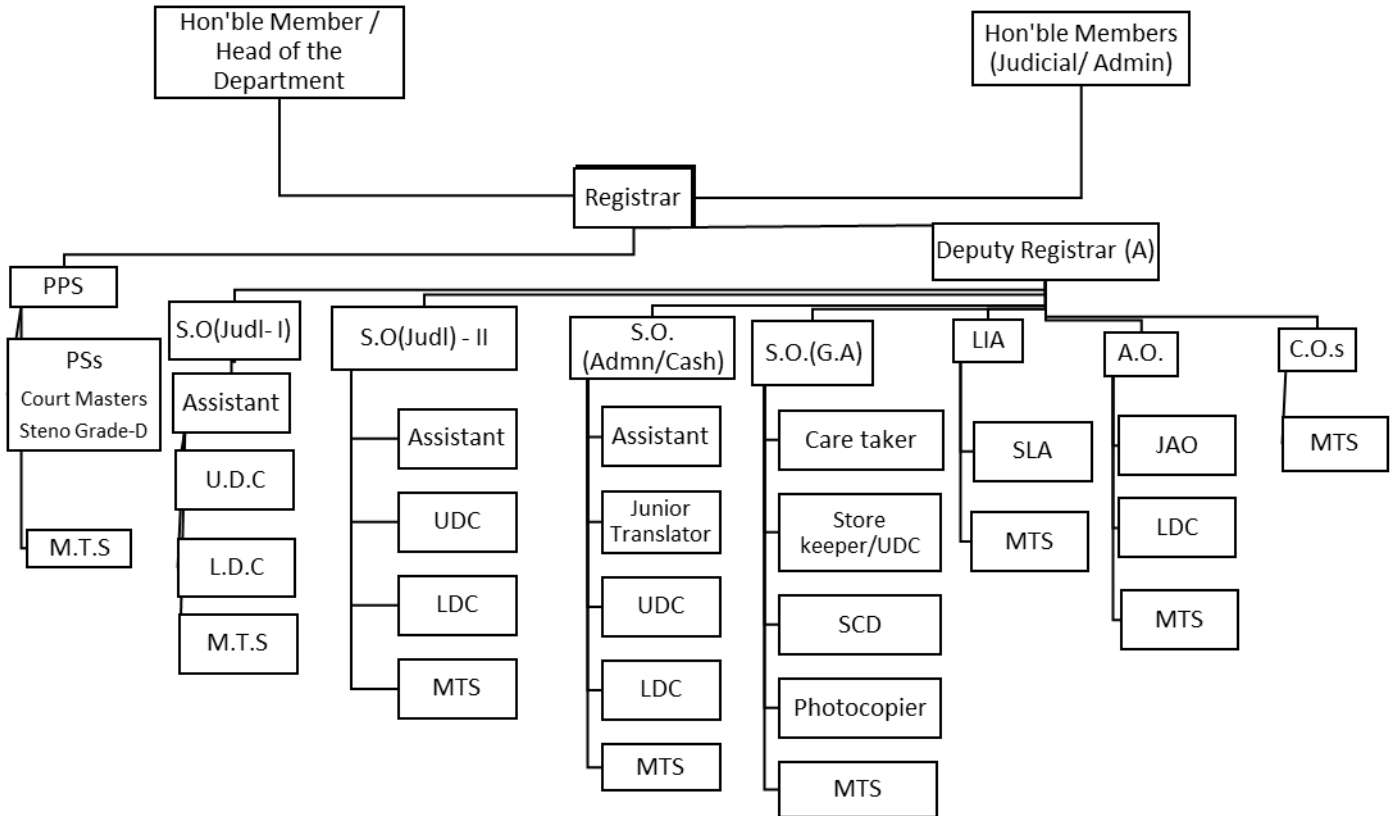
The Tribunal being a Judicial Organization has decided to bring down the pendency of cases in all the benches of the Tribunal and to deliver Natural Justice at the door step of the litigants. Steps have been taken to dispose of the oldest pending cases inter-alia that of senior citizens.

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.

Organization Chart CENTRAL ADMINISTRATIVE TRIBUNAL Bangalore Bench, Bengaluru (Karnataka)



(ii) Powers and duties of Officers and employees (Section 4(1) (b) (ii)**OFFICERS & THEIR DUTIES**

Sl. No	NAME	DUTIES
1	REGISTRAR	Head of Office of Bangalore Bench of the Tribunal. Custodian of all records and can exercise such other function as assigned by the Hon'ble HoD.In-charge of Judicial Section, Administration Section,Cash & Accounts. Assisting the Hon'ble Members in all matters of Judicial and Administrative side.
2	DEPUTY REGISTRAR	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. Nodal Officer of RTI, Litigation Work, Overall in charge of computer and in charge of Library. Deployment of Stenographers in Courts and Chambers of Hon'ble Members. Also CPIO under RTI Act. In charge of judicial work of the Tribunal, in charge of listing, filing and record room besidescertifiedcopycounter, digitisation & in charge of Judicial, Scrutiny Section & Judicial Record Section.
3	PRINCIPAL PRIVATE SECRETARY	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.

SECTION OFFICERS/ COURT OFFICERS (5)

DUTIES
FILING:- 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 Bangalore Bench and making correspondence where necessary.

JUDICIAL:-Preparation of Cause List. Sending the files for listing before Court, 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.

ADMINISTRATION:- All the work related to Administration & Establishment viz. Maintaining of all service records, leave records, of all employees of the Bench. Settlement of various personnel claims of Officers and staff of the Bench. Purchase and issue of various items, repair & maintenance of Staff Cars, office building and providing caretaking assistance. Inward/outward dispatch, General superintendence over Library, Computer section and kiosk. All computerization work viz. implementation of Case Information System (CIS), purchase of IT equipments, Monitoring Maintenance of computer and its peripherals in Bench, Maintenance of kiosk machines, biometric attendance machine, stock registers and routine work of the section say receiving and sending e-mails, typing work.

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.

PRIVATE SECRETARIES (4)

DUTIES

All secretarial work, Stenographic Assistance in writing Judgements, arranging meetings/trips, Supervision of subordinate staff.

COURT MASTERS (4)

DUTIES

All secretarial work, Stenographic Assistance in writing judgements/orders both in courts and chambers. Other work assigned by the Hon'ble Members.

ACCOUNTS OFFICER (1)

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.

JUNIOR ACCOUNTS OFFICER (1)

DUTIES

Assisting the AO in preparation of RE and BE, allocation of funds, checking of salary bills and arranging all types of payments.

STAFF AND THEIR DUTIES**LIBRARY AND INFORMATION ASSISTANT (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 (3)**DUTIES**

Preparation of Court wise Cause list as per approved roster & submission of case files for constitution of bench in case 16 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. 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 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

JUNIOR TRANSLATOR (1)**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.

CARETAKER (1)

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.

UPPER DIVISION CLERK (6)

DUTIES

Judicial/Scrutiny : 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. 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.

Establishment: Maintaining of service record of Bangalore Bench, Noting Drafting, Grant of various advances and issuance of sanction orders. Dealing with court cases of officers and staff of Hyderabad Bench. 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.

Accounts Section: Noting/Drafting, Maintenance of records, scrutiny of cases, Sanctions, assisting the AO/JAO in preparation of budget. Preparation of salary bills of Hon'ble Chairman/Members, all officers and staff of Bangalore Bench, calculation of income tax, maintenance of CPF, preparation of contingency Bills for re-imbursement and all related work concerning bank. Assisting the audit party.
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STENOGRAPHERS GRADE 'D' (2)

DUTIES

Stenographic assistance to the Registrar and concerned Dy. Registrars, maintaining of all records of correspondence and files any other work assigned by the officers.
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LOWER DIVISION CLERK (10)

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.

STAFF CAR DRIVERS (3)

DUTIES

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

PHOTOCOPIER (1)**DUTIES**

Photocopying of orders and other documents.

FLOORS WISE LOCATION OF OFFICES & SECTIONS**GROUND FLOOR**

CONFERENCE HALL

1ST FLOOR

Jt. Registrars Chamber	Dy. Registrar's Chamber	General Admn & Cash Section	Despatch Section & Photocopy Operator	Accounts Section
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Judl-I Section	Judl.II Section	Cases information Kiosk	Listing, Filing & Certified Copy Counter	CAT BAR Assn. Room	Chamber of Sr.Govt. Adv.
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Server Room	Record Room Admn/Judl.	Store Room
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2ND FLOOR

Court Hall No.1	Court Hall No.2
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Chamber of Hon'ble Members	PPS & PS Room	Court Masters Room	Library
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III. Procedures followed in decision making process, including channels of supervision and accountability:-

Receipt of Dak/Complaint/Other Papers by the receipt clerk

Dak/complaint/other papers handed over to the concerned Dealing Assistant

Concerned Dealing Assistant puts up the case with rule position before SO, the concerned Branch in-charge.

After verification of facts and scrutiny by SO, file is placed before higher officers.

Deputy Registrar

Registrar

Hon'ble the HOD of the Bench

Final decision of the Authority is communicated to the person concerned.

Note:- Matters are decided at the level of Hon'ble the HOD of the Bench. Some of the matters are disposed off of the level of Head of Office viz. Registrar/Deputy 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:-

The files are dealt with by the dealing clerks like Assistants, UDCs, LDCs and put up through Section Officers, who in turn, send the files to DR (A) / DR (J) where decision to be taken is suggested and sent to Registrar / HoO / HoD for approval in this process, the Procedures and Rules cited at (a) below are adopted in respect of Judicial files while those at (b) are adopted for administration files.

(a) 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.

(b) 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://www.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-Registrar/Deputy Registrar [is the overall custodian of all documents and files.](#)

Admin & Estt. Section:

- 1. Files relating to service matters of all officers and staff of the Bench.**
- 2. Service Book of all officers and staff of the Bench.**
- 3. Personal files of all officers and staff.**
- 4. Purchase of Stationery items/miscellaneous cleaning items.**
- 5. Purchase and maintenance of AC's /Water Coolers/furniture/fixture etc.**
- 6. Printing of books/forms/letter head etc.**
- 7. Reimbursement of telephone bills/hospitality charges etc.**

Computer Section: Documents relating to implementation of Case Information System (CIS); purchase of IT equipments, leased-line connectivity for Bench, Monitoring Maintenance of computer and its peripherals in this 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:

All Judicial record files – as per records retention schedule.

(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)]:

Internal Complaints Committee (Sexual harassment of Women, at workplace.	1.Smt.A Thomeena, Dy. Registrar 2. Smt.K.A Meenakshi, SO(Admn) 3. Smt.N.G.Rajashri, SO(Accounts) 4. 5.	Chairperson Member Member Member Member(Third party)
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Other Committees are constituted by the Hon'ble HOD separately from time to time, whenever required.

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

Sl. No	Name	Designation	Telephone Number
1	Hon'ble Dr. K.B.Suresh	Judicial Member/ HOD & First Appellate Authority under RTI Act	080-25356874
2	Smt A Thomeena	Deputy Registrar/HOO & PIO under RTI Act	080-25350859
3	Sri Kailash Chandra Das	Caretaker	080-25356441

(x) Monthly remuneration received by Officer & employees including system of compensation (Section 4(1)(b) (x)):

Sl. No.	NAME OF THE POST	CATEGORY	EXISTING PAY BAND	EXISTING PAY AS PER 6TH CPC PAY BAND(PB)+ GRADE PAY(GP)	REVISED PAY AS PER 7TH CPC PAY LEVEL(IN PAY MATRIX)
1	Registrar	Group 'A'	PB-4	Rs.37,400,67,000+8700	Level-13 Rs. 1,23,100-2,15,900
2	Deputy Registrar	Group 'A'	PB-3	Rs.15,600-39100+6600	Level-11 Rs.67,700-2,08,700
3	PPS	Group 'A'	PB-3	Rs.15,600-39100+6600	Level-11 Rs.67,700-2,08,700
4	SO/CO	Group 'B' (Gazetted)	PB-2	Rs.9,300-34,800+4800	Level-8 Rs.47,000-1,51,100
			PB-3	Rs.15,600-39100+5400 (On completion of 4 years)	Level-10 Rs.56,000-1,77,500 (On completion of 4 years)
5	PS	Group 'B' (Gazetted)	PB-2	Rs.9,300-34,800+4800	Level-8 Rs.47,000-1,51,100
			PB-3	Rs.15,600-39100+5400 (On completion of 4 years)	Level-10 Rs.56,000-1,77,500 (On completion of 4 years)

6	AO	Group 'B'	PB-2	Rs.9,300-34,800+4600	Level-7 Rs.44,900-1,42,400
7	Assistant	Group 'B'	PB-2	Rs.9,300-34,800+4600	Level-6 Rs.44,900-1,42,400
8	CM/Steno "C"	Group 'B'	PB-2	Rs.9,300-34,800+4600	Level-6 Rs.44,900-1,42,400
9	Library &Information Asst.	Group 'C'	PB-2	Rs.9,300-34,800+4200	Level-6 Rs.35,400-1,12,400
10	Jr.Translator	Group 'C'	PB-2	Rs.9,300-34,800+4200	Level-6 Rs.35,400-1,12,400
11	JAO	Group 'C'	PB-2	Rs.9,300-34,800+4200	Level-6 Rs.35,400-1,12,400
12	CARETAKER	Group 'C'	PB-2	Rs.9,300-34,800+4200	Level-6 Rs.35,400-1,12,400
13	UDC	Group 'C'	PB-1	Rs.5,200-20,200+2400	Level-4 Rs.25,500-81,100
14	SCD (Grade-II)	Group 'C'	PB-1	Rs.5,200-20,200+2400	Level-4 Rs.25,500-81,100
15	Steno-Grade-D	Group 'C'	PB-1	Rs.5,200-20,200+2400	Level-4 Rs.25,500-81,100
16	SCD(Ordinary)	Group 'C'	PB-1	Rs.5,200-20,200+1900	Level-2 Rs.19,900-63,200
17	LDC	Group 'C'	PB-1	Rs.5,200-20,200+1900	Level-2 Rs.19,900-63,200
18	Photocopier	Group 'C'	PB-1	Rs.5,200-20,200+1900	Level-2 Rs.19,900-63,200
19	MTS	Group 'C'	PB-1	Rs.5,200-20,200+1800	Level-1 Rs.18,000-56,900

(XI) Budget allocated to each agency including all plans proposed expenditures and reports on disbursement made etc. (Section 491)(b)(xi)

SBG – 2018-19

(Rs. In thousands)

Sl.No.	SUB-HEAD(MINOR HEAD)	SBG-2018-19
1	Salary	41340

2	Wages	0
3	Overtime Allowances	10
4	Medical Treatment	250
5	Domestic Travel Expenses	950
6	Foreign Travel Expenses	0
7	Office Expenses	2850
8	SAP(OE New 2018-19)	150
9	Rent,Rates & Taxes	1414
10	Publication	0
11	Other Administrative Expenses	0
12	Minor Works	0
13	Payment for Prof.&Special Services	100
14	Grants-in-Aid	0
15	Information Tech-Other Charges	250
16	Major Works	0
	Total	47314

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 [Section 4(1) (b) (xv)]	Citizen Charter http://www.cgatnew.gov.in/catweb/bangalorenw/bangalorenw.php
XVI	1)Name of Designation of Appellant Authority	Hon'ble Dr. K.B.Suresh, Member(J)/HOD

	2) Names, designation and other particulars of the PIOs (Section 4(1)(b)(gv) <u>List of CPIOs from 2015 to 2019</u>	Smt Thomeena, DR/CPIO /HOO <u>2015</u> 1) Sri K.Nagaraj, DR/CPIO (Retd.) <u>2016</u> 1) Sri K.Nagaraj, DR/CPIO (Retd.) 2) Smt Ratna Sudhir, DR/CPIO <u>2017</u> 1) Smt Ratna Sudhir, DR/CPIO <u>2018</u> 1) Smt Ratna Sudhir, DR/CPIO 2) Smt Ratna Sudhir, JR/CPIO <u>2019</u> 1) Smt Ratna Sudhir, JR/CPIO (Retd) 2) Smt. Thomeena, DR/CPIO
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 an magger which is easily accessible to the Public (Section 4 (3))	"Yes"
XXI	Whether information manual Hanbook 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 procurment	(e-procurement) http://eprocure.gov.in/cppp/ .
XXIII	Public Private Partnership.	(Not applicable)
XXIV	Transfer Policy and Transfer Orders.	There is no Transfer Policy, however, transfer are ordered by the Hon'ble Chairman in Administrative exigencies for smooth Judicial/Administrative functions of the Benches.
XXV	RTI Applications.	Upto 6/2019, total170 RTI applications and 14 Appeals were received (all disposed of).
XXVI	CAG & PAC paras.	Not applicable
XXVII	Citizen's Charter RFD (Result Framework Document)	http://www.cgatnew.gov.in/catweb/bangalorenw/bangalorenw.php (Not Applicable)

XXVIII	Discretionary & Non-discretionary Grants	An amount of Rs._____ has been allocated under the Head "Grant-in-Aid" for CAT BAR Association Bengaluru.
XXIX	Foreign/Domestic Tour of Ministries/ Officials	(Not applicable)
XXX	Form of accessibility of information Manual/Handbook (Section4(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.

[Please refer website: cgatnew.gov.in](http://cgatnew.gov.in) button suo-moto in page No. ____)

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)

Q. 2. 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)

Q. 3. 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).

Q. 4. 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)

Q. 5. 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).

Q. 6. 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).

Q. 7. 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.

Q. 8. 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).

Q. 9. 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)

Q. 10. 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)

Q. 11. 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)

Q. 12. 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)

Q. 13. 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)

Q. 14. 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)

Q. 15. 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)

Q. 16. 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)

Q. 17. 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)

Q. 18. 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)

Q. 19. 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.

OBJECT-ION NO	OBJECTIONS
1	Is the 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) 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 Vakalatnama/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 does 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	Any other point?
19	Result of the scrutiny with initial of the scrutiny clerk.
20	(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 OBEJCTIONS BY THE SCRUTINY BRANCH AFTER FILING OF CONTEMPT PETITION

OBJECT-ION 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	<p>a) Whether the grounds and material facts constituting the alleged contempt are given?</p> <p>(b) Whether the ground and facts alleged in the petition are divided into paragraphs and numbered?</p> <p>(c) Whether the petition is accompanied by supporting Documents or certified/ Photostat (attested) copies of the original thereof?</p> <p>(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?</p> <p>(e) Whether the petition and its annexure have been filed in a paper-book from and duly indexed and paginated?</p> <p>(f) Whether three complete sets of the paper-books have been filed?</p> <p>(g) Whether equal number of extra copies of paper books have been filed in case there are more Respondent (s) than one?</p>
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/decreed order/writ/ undertaking alleged to have been disobeyed by the alleged contemnor?
10	<p>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.</p> <p>(b) If not, whether the petition contains the reasons thereof? * Contempt committed in the presence of hearing of the Member(s).</p>
11	<p>Whether the petitioner had previously made A contempt petition on the same facts? If so, have the following been furnished:</p> <p>(a) Number of the petition?</p> <p>(b) Whether the petition is pending?</p> <p>(c) If disposed of, nature/result of the disposal with date?</p>
12	Whether the draft charges are enclosed in a separate sheet?

USUAL OBJECTIONS BY THE SCRUTINY BRANCH AFTER FILING OF MISC.APPLICATION AND REVIEW APPLICATIONS.

OBJECT-ION 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 sets 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 no separate/special prayer 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.

LIST OF OFFICERS WITH THEIR DESIGNATION

CENTRAL ADMINISTRATIVE TRIBUNAL BANGALORE BENCH BENGALURU

SL. NO	<u>DESIGNATION</u>	<u>NAME</u>
1	REGISTRAR	VACANT
2	DEPUTY REGISTRAR	Smt A Thomeena
3	PRINCIPAL PRIVATE SECRETARY	Sri Ramesan.C.V.
4	SECTION OFFICER	Sri T.Srinivasa
5	SECTION OFFICER	Smt K.A.Meenakshi
6	SECTION OFFICER	Smt N.G.Rajashri
7	SECTION OFFICER	VACANT
8	SECTION OFFICER	VACANT
9	PRIVATE SECRETARY	Smt P.Sandya
10	PRIVATE SECRETARY	VACANT
11	PRIVATE SECRETARY	VACANT

12	PRIVATE SECRETARY	VACANT
13	ACCOUNTS OFFICER	VACANT
14	ASSISTANT	VACANT
15	ASSISTANT	VACANT
16	ASSISTANT	VACANT
17	COURT MASTER	Smt B.Kumutha
18	COURT MASTER	Smt.Maria Radha
19	COURT MASTER	Smt.Kavyashree.K
20	COURT MASTER	VACANT
21	JUNIOR ACCOUNTS OFFICER	Sri KP Venkata Swami Nathan
22	JUNIOR TRANSLATOR	Smt Lakshmi.I.V.
23	LIBRARY & INFORMATION ASST.	VACANT
24	CARETAKER	VACANT
25	UPPER DIVISION CLERK	Smt, Anupama Prasanth
26	UPPER DIVISION CLERK	Sri B.N. Munianjinappa
27	UPPER DIVISION CLERK	Sri Ramakrishnaiah
28	UPPER DIVISION CLERK	Sri Amanulla Sharieff
29	UPPER DIVISION CLERK	Sri K.Jagadeesha
30	UPPER DIVISION CLERK	VACANT
31	STENOGRAPHER- GRADE 'D'	Smt Rekha Shree.G.M (Short term basis)
32	STENOGRAPHER- GRADE 'D'	VACANT
33	LOWER DIVISION CLERK	Sri K. Suresh Babu
34	LOWER DIVISION CLERK	Sri Basappa Walikar
35	LOWER DIVISION CLERK	Sri. Kanthanna.
36	LOWER DIVISION CLERK	Sri S.N. Basavaraju
37	LOWER DIVISION CLERK	Sri Kailash Chander Das
38	LOWER DIVISION CLERK	Sri. S. Bharath Bhushan
39	LOWER DIVISION CLERK	Sri Piyush Anand
40	LOWER DIVISION CLERK	VACANT
41	LOWER DIVISION CLERK	VACANT
42	LOWER DIVISION CLERK	VACANT
43	STAFF CAR DRIVER, Gr-I	Sri.V.Ramesh Babu.
44	STAFF CAR DRIVER	Shri M.Kaliappan
45	STAFF CAR DRIVER	VACANT

46	STAFF CAR DRIVER	VACANT
47	PHOTOCOPIER	Sri M.Balaram Dass
48	SENIOR LIBRARY ATTENDANT	VACANT
49	MTS (DAFTRY)	Smt Y.D.Geetha
50	MTS (DAFTRY)	VACANT
51	MTS (DAFTRY)	VACANT
52	MTS (JAMADAR)	Sri K.Devaraja
53	MTS (JAMADAR)	VACANT
54	MTS (JAMADAR)	Sri R.Achudanandan
55	MTS (JAMADAR)	Sri V.K.Sanjeeva Reddy
56	MTS	Sri K.L.Vijaya
57	MTS	Sri M.T.Manjunatha
58	MTS	Sri H.S.Chandra Mouly
59	MTS	Sri D.K.Dinesh Kumar
60	MTS	Sri M.D.Lakshminarayana
61	MTS	Sri.R.S. Sunil
62	MTS (Adhoc)	Sri M.Rakesh Rao
63	MTS (Adhoc)	Sri Satisha Kumar.T
64	MTS (Adhoc)	Sri Pravin Mahadev Upari
65	MTS	VACANT
66	MTS (SAFAIWALI)	Smt.Saraswathi Bai.T.
67	MTS (SAFAIWALA)	Sri Ghyansyam balmiki
68	MTS (CHOWKIDAR)	Sri V.Hanumantharayappa
69	MTS (CHOWKIDAR)	Sri L.G.Sathyaseelan