



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

NAME OF THE PUBLIC AUTHORITY

CENTRAL ADMINISTRATIVE TRIBUNAL

(JAIPUR BENCH)

SAHAKAR MARG,

JAIPUR-302001.

Telephone: 0141-2742551

Mail-id: catjpr-rj@nic.in

(i) The particulars of the organization, functions & duties [Section 4(1)(b) (i)]:

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. The Jaipur Bench was established in April, 1992. Earlier, the circuit sittings of Jodhpur Bench were held at Jaipur.

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.

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.

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.

As on date sanctioned strength of Hon'ble Members in CAT, Jaipur Bench, Jaipur, is 02 (01 Judicial Member & 01 Administrative Member). The details of both the Hon'ble Members are as under:-

1. Hon'ble Shri Suresh Kumar Monga, Judicial Member/HoD

http://cgatnew.gov.in/writereaddata/jaipurnew/docs/sureshkumar_monga.pdf

2. Hon'ble Shri A. Mukhopadhaya, Administrative Member

<http://cgatnew.gov.in/writereaddata/jaipurnew/docs/mokhopadhaya.pdf>

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

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.

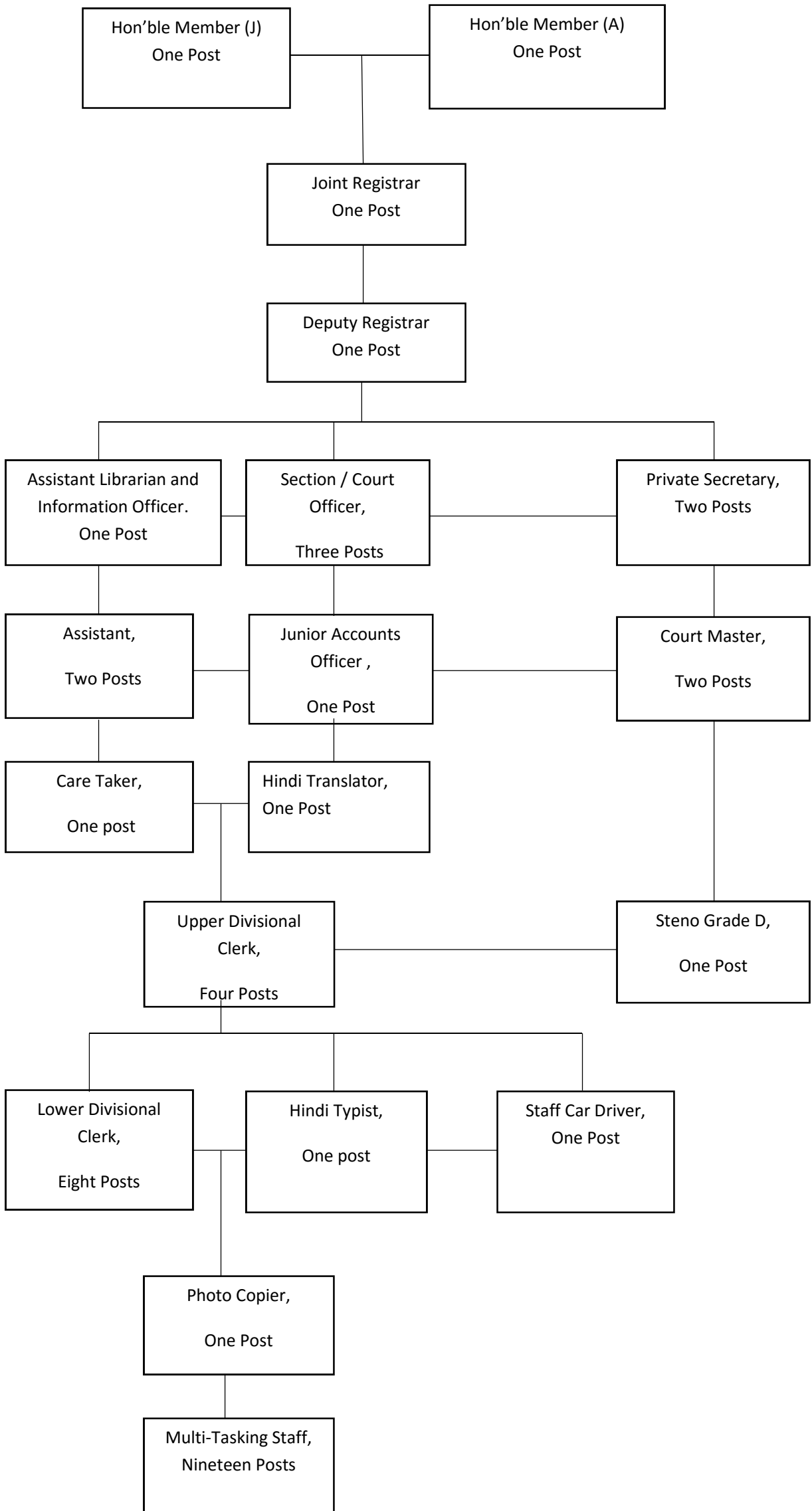
Sl. No.	Particulars.
1.	<p>Location: Central Administrative Tribunal, Jaipur Bench is located at Sahakar Marg, Jaipur 302001.</p>
(a)	<p>Sitting hours:</p> <p>The court sitting hours are as follows:- 10:30 A.M to 01:30 P.M 01:30 P.M to 02:30 P.M (lunch break) 02:30 P.M to 05:00 P.M</p> <p>Working days of the Tribunal: Monday to Friday Working hours: 09.30 A.M to 06.00 P.M</p> <p>Sitting hours during summer(Mid of April to June):</p> <p>The court sitting hours are as follows:- 08:00 A.M to 10:30 A.M 10:30 A.M to 11:00 A.M (lunch break) 11:00 A.M to 01:00 P.M</p> <p>Working days of the Tribunal: Monday to Friday Working hours: 07:30 A.M to 02.00 P.M</p>
(b)	<p>Filing Counter: (To receive fresh filing of cases pertaining to Service Matters)</p> <p>10:00 A.M to 01:00 P.M & 02:00 P.M. to 04:00 P.M</p> <p>During Summer(Mid of April to June):</p>

	08:00 A.M to 10:30 A.M & 11:00 A.M to 01:00 P.M
(c)	Filing During Court Vacation: 10:30 A.M to 01:00 P.M (Urgent matters only) 08:00 A.M to 10:30 A.M (Urgent matters only) during summer
(d)	Registry Counter/Certified Copy Counter: (at ground floor) 10:00 A.M to 01: 00 P.M 02:00 P.M to 04: 00 P.M During summer: 08:00 A.M to 10:30 A.M 11:00 A.M to 01:00 P.M
(e)	Enquiry Timing: For any type of query regarding pending matters in the Jaipur Bench, the parties/Advocates may enquire from the Registry at the following times: 10:30 AM to 11:00 AM 03:30 PM to 04: 00 PM During summer: 08:00 A.M to 08:30 A.M 11:00 A.M to 11:30 A.M
2.	On the Web: The website of the Central Administrative Tribunal is at www.cgatnew.gov.in . Information about the Central Administrative Tribunal including Act, Rules, Forms, Jurisdiction, Benches, Present Members, Former Members, Officers, Standing Counsels, Notice/Circulars , Current Case Status, daily cause list , Daily orders , Case proceeding report, Final Order (Oral/ Pronounced), Important links of GOI Website, Supreme Court of India, High Courts and other Tribunals can be viewed on website.
3.	Certified /attested copies of the judicial record: For certified/attested copies of judicial records, daily orders, and final orders/Judgement, you can apply from 10:00 A.M. to 1 :00 P.M. and 2:00P.M. to 4 :00 P.M. and During summer 08:00 A.M to 10:30 A.M and 11:00 A.M to 01:00 P.M at Registry Counter/certified copy counter. Fee charged for certified/attested copies is Rs 1/- per page for 'ordinary copy' and Rs 2/- per page for 'urgent copy' irrespective of number of words/lines in each page. The time of delivery of certified/ attested copies: 'Ordinary copies' of the documents sought for shall be delivered as per rules within ten days from the date of application. 'Urgent copies' shall be delivered within three days at the Registry counter from 10:00 A.M. to 01 :00 P.M. and 02:00 P.M. to 04 :00 P.M. and during summer 08:00 A.M to 10:30 A.M and 11:00 A.M to 01:00 P.M

4.	<p>Despatch Section and Counter timing: (at second floor) 10.00 A.M to 01.00 P.M 02.00 P.M to 06.00 P.M During summer: 08:00 A.M to 10:30 A.M 11:00 A.M to 02:00 P.M</p> <p>deals with the Communications/ Correspondences in the form of letters, orders and circulars which are received from various branches i.e. Administration Branch, Establishment Branch, Judicial Branch, Computer Branch.</p> <p>Certifying of free copies: Parties/ their counsels can get certified copy of every interim or Final order/Judgement, free of cost, in accordance with the CAT (Procedure) Rules, 1987.</p> <p>Dasti Orders: In cases where notices are issued by hand delivery (dasti), such notices/ orders shall be prepared by the Judicial Sections and despatched from Despatch Section.</p>
5.	<p>Notice Boards:</p> <p>Notice board has been installed at the ground floor, where cause-list and other important notices and can be viewed.</p>
6.	<p>E-kiosks:</p> <p>For convenience of Litigants and Counsel, e-kiosks have been installed on Ground floor of the building of Central Administrative Tribunal. On these e-kiosks, by touching the screen, the information about case status and those available on the website of Central Administrative Tribunal can be accessed.</p>
8.	<p>Right to Information:</p> <p>The name of APIO, CPIOs, and First Appellate Authority under Right to Information Act , 2005 and RTI disclosure (in terms of Section 4 of the RTI Act, 2005) are available on the website of CAT i.e. www.cgatnew.gov.in.</p>
9.	<p>Inspection of Judicial Records:</p> <p>Judicial files can be inspected if you are party to a case, your advocate can inspect the record on your behalf. The Judicial files can be inspected on the payment of Rs 5/- for decided case and no fee shall be charged for pending case. A fee of Rs 5/- shall be charged for inspection of records of a pending or decided case by a person other than a party of the case. The Section Officer in-charge of Judicial Branch shall allow inspection on fixed date and time. Inspection can be made by you between 10:00 a.m. to 12:30 p.m. and 02.30 p.m. to 04.30p.m and during summer 08:00 a.m to 10:30 a.m and 11:00 a.m to 01:00 p.m Copying, if any of the documents/ records inspected may be done only in pencil.</p>
10.	<p>Judicial Section:</p> <p>Judicial section is located at the Second floor at Room No. 202 and deal with all the pending and decided judicial case files.</p>

11.	<p>Court Rooms: Court No. I and II are located at 1st floor and Registrar's Court is located at 2nd floor.</p>
12.	<p>Daily orders and judgments: In order to know order or judgment passed in your case, your visit to the website of the Central Administrative Tribunal would be sufficient. All the orders and judgments of the Central Administrative Tribunal are available on the website of C.A.T. Copies of orders and judgments downloaded from the website cannot be used for filing Writ Petition etc. You will have to apply for a certified copy separately if you desire to challenge any of the orders or judgments of the Tribunal.</p>
13.	<p>Complaint Mechanism: If you have any complaint against the staff of Central Administrative Tribunal you may approach Joint Registrar or Deputy Registrar. We assure that you will be heard patiently and due action will be taken on your complaint. In case you desire to make the complaint in writing or in confidence that too is possible.</p>
14.	<p>Complaints against the Advocates: We may inform you that as far as complaints against the advocates are concerned you may directly approach the Central Administrative Tribunal Bar Association, Bar Council of Jaipur or Bar Council of India at the following addresses respectively:</p> <p>Central Administrative Tribunal, Bar Association Sahakar Marg, Jaipur.302001.</p> <p>Rajasthan High Court Bar Association, Rajasthan High Court Campus, Bhagwan Das Road, Jaipur. Ph: 0141-2227357</p> <p>Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi-II 0002 Ph: 23231647 e-mail id: barcouncilofindia.nic.in</p>

CENTRAL ADMINISTRATIVE TRIBUNAL, JAIPUR BENCH



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

1.	Joint Registrar	First Officer, Head of Administration, and Registry of the Jaipur Bench, of the Tribunal, Custodian of all records and can exercise such other function as assigned by the Hon'ble HoD. Under the additional power he/she can call for information and records and to inspect or cause to be inspected the registry under general or special orders issued by the Hon'ble Chairman/HoD from time to time. In-charge of Judicial, Record, Establishment, GA, Cash & Accounts & Library. Assisting the Hon'ble HoD. Presently, the First Appellate Authority under RTI Act.
2.	Deputy Registrar (Vacant)	To Assist the Joint Registrar in all matters of Judicial and Administrative Side. In the absence of Joint Registrar, to look after his/her duties and Responsibilities.
3.	Section Officers/Court Officer (03)	<p>Judicial: - 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. Preparation of Cause Lists of all Courts as per the roaster and classification of cases duly approved by the Hon'ble Chairman.</p> <p>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. Development and implementation of Case Information System (CIS)</p>

		<p><u>Establishment:</u></p> <p>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.</p> <p><u>Courts:</u></p> <p>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.</p> <p><u>General Administration:</u></p> <p>Supervision of GA Section. Purchase and issue of various items, repair & maintenance of Staff Cars, office building and providing caretaking assistance. General superintendence over photocopy and kiosk. purchase of IT equipments, proposal for routers, leased-line connectivity, Monitoring Maintenance of computer and its peripherals, Maintenance of kiosk machine, biometric attendance machine.</p>
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4.	Private Secretary (02)	All secretarial work, stenographic assistance in writing judgments etc., general assistance in arranging meetings/trips.
5.	ASSISTANT LIBRARY AND INFORMATION OFFICER	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 Members and Registry Officers, Supervision of supporting staff.
6.	ASSISTANTS (02)	<p>Judicial: -</p> <p>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 peshies, 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 High Court orders. Assisting the courts in the time of need. Preparation of Court wise Cause list as per approved roaster</p>

		<p>& 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.</p> <p><u>Establishment:-</u> Dealing with the files of Bench Formation, GPF Advances/Withdrawal/Conversion, RTI, Pension matters, TA, LTC of Hon'ble Members, appointment, transfer, posting, MACP, PF of Hon'ble Members, Deputation, Recruitment, Daily Wager, CGEGIS, Cash Handling Allowance, Special Pay Allowances, C.G.E. Welfare Committee, Contractual Appointment, VRS, SCL, Training, Internship, Holidays, Vacations, Calendar, Time Change, Internal Office Order, Probation/Confirmation, Monthly Statement of Court Cases, APARs, Disc. Enquiry, CPWD Correspondence etc. Also assist the staff for PFMS, PIMS, NPS, Bhavishya Portal.</p>
7.	COURT MASTER (02)	All secretarial work, Stenographic Assistance in writing judgments/orders both in courts and chambers. Other work assigned by the Hon'ble Judges.
8.	SR. TRANSLATOR (01)	All Translation work Hindi to English and English to Hindi. 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.
9.	JR. ACCOUNTS OFFICER (01)	Preparation of RE & BE, supervision of the expenditure thereon, Co-ordination with PAO and FA&CAO in financial matters, Concurrence of various proposal. Maintenance of all records relating to accounts. Preparation of various bills and arranging payments.
10.	CARETAKER (01)	Maintenance of office Building & other office equipments, all Government vehicles, deployment of MTS, SCD besides protocol duties. Purchase and condemnation of Government Vehicles, Payment/reimbursement of electric, water, petrol & telephone charges. Arranging security for Hon'ble Members.

11.	UDCs (04)	<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>Establishment:</u> Maintaining of service related record, Noting Drafting, Steps for providing Government Accommodation & CGHS Facilities to CAT Employees.</p> <p><u>Accounts/Cash Section:</u> Noting/Drafting, Maintenance of records, scrutiny of financial matters, Sanctions, assisting the Senior and superior officer in preparation of budget and allocation thereof. Preparation of salary bills of Hon'ble Members, all officers and staff of the Bench, calculation of income tax, maintenance of GPF, preparation of contingency bills for reimbursement and all related work concerning bank. Assisting the audit party.</p> <p><u>Record Room:</u> Keeping judicial records of the cases since inception of the bench. Movement of files for court and judicial section including grant of certified copies, besides weeding out of records.</p> <p><u>GA Section:</u> 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.</p>
12.	STENOGRAPHERS GRADE 'D' (01)	Stenographic assistance to the Joint Registrar and Deputy Registrar & any other work assigned by them, maintaining of all records of correspondence and files.

13.	LDCs/Hindi Typist (09)	Registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements. All clerical work/ Assistance in concerned sections and courts.
14.	STAFF CAR DRIVER (01)	To drive the Government vehicle for Hon'ble Members & maintaining of log-book.
15.	PHOTOCOPIER (01)	Photocopying of orders and other documents.
16.	MTS (19)	As per duties assigned

FLOOR WISE LOCATION OF OFFICE & SECTIONS**BASEMENT**

Electric Sub-Station	Staff Parking	SCD Room
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GROUND FLOOR

Reception/ Filing Counter	Senior CGSC Room	BAR Room	Library	CIS Kiosk	STORE ROOM
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FIRST FLOOR

Chambers of Hon'ble Members	Private Secretaries Rooms	Court Hall No. 1	Court Hall No. 2
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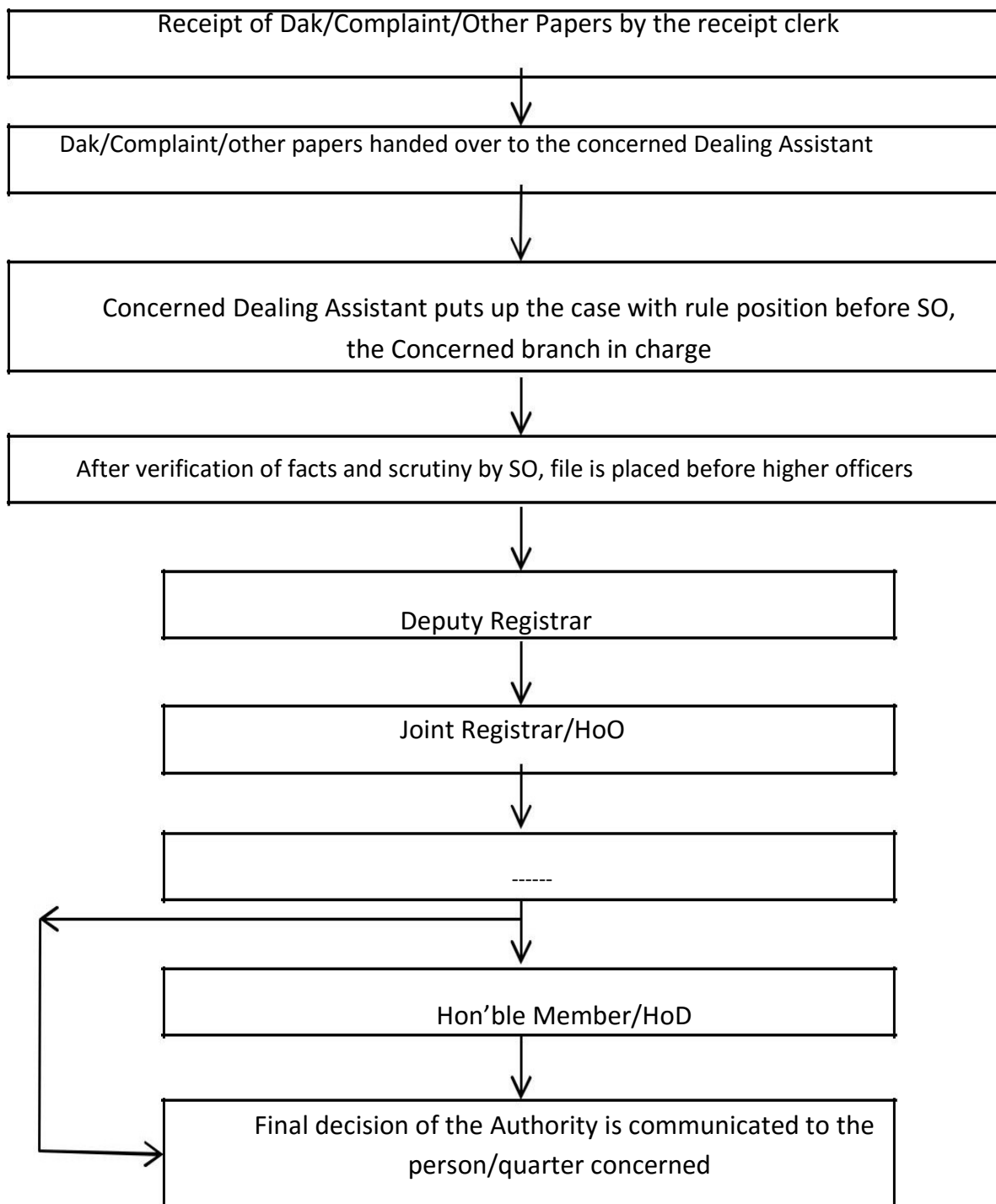
2nd FLOOR

Joint Registrar Chamber	Deputy Registrar Chamber	Registrar Court	Judicial Section	Establishment Section	Accounts Section	Computer Section
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3rd FLOOR

Guest Room	Record Room
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III. The Procedure followed in the decision making process, including channels of supervision and accountability [Section 4(1)(b) (iii)] :



Note: Matters are decided at the level of Hon'ble Member/HOD or Head of Office, as the case may be.

DECISION MAKING PROCESS

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 [Section 4(1)(b) (iv)]:

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 Tribunals Act, 1985, and Rules framed thereunder, as amended from time to time.

V. The Rules, Regulations, instructions, manuals & records held by it or under its control or used by its employees for discharging its function [Section 4(1)(b) (v)]:

So far the Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions are concerned, 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.html>

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)]:

The following categories of documents that are held by it or under its control i.e. Head of Office, who is the overall custodian of all documents and files, are as under:-

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. Files regarding purchase of Stationery items/miscellaneous cleaning items.
2. Files regarding purchase and maintenance of AC's /Water Coolers/furniture & fixture etc.
3. Files regarding printing of books/forms/letter heads etc.
4. Files regarding payment/reimbursement of telephone, electricity and hospitality bills.
5. Files regarding purchase and maintenance of IT equipments, proposal for routers, leased-line connectivity, Maintenance of CIS kiosk, computer and its peripherals and biometric attendance machine.

Judicial Section

All decided/pending judicial record & files.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members 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 (Prevention of Sexual Harassment of Women at workplace)	1. Ms. Sunita Dua, - Chairperson Assistant Director (OL), Income Tax Dept., Jaipur
	2. Mr. M.K. Mahawar, SO - Member
	3. Mr. N.L. Kumawat, PS - Member
	4. Ms. Kavita Bhati, Advocate - Member
	5. Ms A.B. Jatti , Advocate - Member

Other Committees are constituted with the approval of Hon'ble HoD, as and when required.

X. Directory of Officers and employees [Section 4(1) (b) (ix)]:

FAX NO. : 0141-2742550

PBX NO. : 0141-2742551

Website : www.cgatnew.gov.in

Telegraphic Address : CENTADTRIB

Email Id : catjpr-rj@nic.in

Sl. No.	Name	Designation	Telephone Number
01	Hon' ble Sh. Suresh Kumar Monga	Judicial Member/HoD	0141-2740234
02	Hon'ble Sh. A. Mukhopadhaya	Administrative Member	0141-2740233
03	Sh. Vinod Kumar	Joint Registrar/HoO	0141-2742550
04	Vacant	Deputy Registrar	0141-2740237
05	Sh. C.M. Meena	Court officer	0141-2742551 Ext. (34)
06	Sh. M.K. Mahawar	Section officer	0141-2742551 Ext. (32)
07	Sh. M.B. Chauhan	Section officer	0141-2742551 Ext. (33)
08	Sh. N.L. Kumawat	Private Secretary to Member (J)	0141-2740234
09	Sh. Kedar Ram	Private Secretary to Member (A)	0141-2740233
10	Sh. Kastoor Chand	Jr. A O	0141-2742551 Ext. (36)
11	Sh. R S Yadav	Caretaker	0141-2742551

XI. Monthly remuneration received by each of its officers & employees, including the system of compensation as provided in its regulations [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 CPC Pay Level (in Pay Matrix)
1	2	3	4	5	6
1	Joint Registrar	Group 'A'	PB-3	Rs.15600-39100+7600	Rs 78800-209200.
2	Deputy Registrar	Group 'A'	PB-3	Rs.15600-39100+6600	Rs 67700-208700.
3	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)
4	Private Secretary	Group 'B'	PB-2 PB-3	Rs.9300-34800+4600 15600-39100+5400 (on completion of four years)	Rs. 47600-151100. Rs. 56100-177500 (on completion of four years)
5	Court Master/Steno 'C'	Group 'B'	PB-2	Rs.9300-34800+4600	Rs. 44900-142400.
6	Assistant	Group 'B'	PB-2	Rs.9300-34800+4600	Rs. 44900-142400.
7	Senior Translator		PB-2	Rs.9300-34800+4600	Rs. 44900-142400
8	Asstt. Library Information Officer	Group 'B'	PB-2	Rs.9300-34800+4600	Rs. 44900-142400.

9	Junior Accounts Officer	Group 'B'	PB-2	Rs.9300-34800+4200	Rs. 35400-112400.
10	Caretaker	Group 'C'	PB-2	Rs.9300-34800+4200	Rs. 35400-112400.
11	Staff Car Driver (Special Grade)		PB-2	Rs.9300-34800+4200	Rs. 35400-112400.
12	Staff Car Driver (Grade-I)		PB-I	Rs.5200-20200+2800	Rs. 29200-92300.
13	Jr. Accountant	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
14	UDC	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
15	Staff Car Driver (Grade II)		PB-I	Rs.5200-20200+2400	Rs. 25500-81100
16	Steno Grade 'D'	Group 'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
17	LDC/Hindi Typist	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
18	Data Entry Operator	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
19	Staff Car Driver (Ordinary Grade)	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
20	Gestetner Operator	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
21	Photocopier	Group 'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
22	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.

XII. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]:

Budget is allocated from time to time by the Financial Advisor and Chief Accounts Officer (FA&CAO), Central Administrative tribunal, Finance Wing, Principal Bench, New Delhi, as per the requirement.

XIII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1) (b) (xii)]:

Not applicable.

XIV. Particulars of recipients of concessions, permits or authorizations granted by it [Section 4(1) (b) (xiii)]:

Not applicable

XV. Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4(1) (b) (xiv)]:

<http://cgatnew.gov.in/catweb/forms.php>

XVI. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use [Section 4(1) (b) (xv)]:

<http://cgatnew.gov.in/writereaddata/jaipurnew/docs/citizencharter.docx>

XVII. The names, designations and other particulars of the Public Information Officers [Section 4(1) (b) (xvi)]:

- 1) Name & designation of First Appellant Authority : Shri Vinod Kumar,
Joint Registrar,
Tel: 0141-2742550

 - 2) Name & designation of Central Public information Officer : Shri M.B. Chouhan,
Section Officer,
Tel: 0141-2742551

 - 3) Name & designation of Asstt. Public information Officer : Shri Govind Kumar,
Assistant
Tel: 0141-2742551

 - 4) Name & designation of Nodal Officer : Shri C.M. Meena,
Court Officer
Tel: 0141-2742551
-
- Office Address of Public Information Officers : Central Administrative Tribunal,
Jaipur Bench,
Sahakar Marg, Jaipur- 302001.

XVIII. Such other information as may be prescribed [Section 4(1) (b) (xvii)]:

1	Are important policies or decisions which affect public informed to them? [Section 4(1) (b) (c)]	(Not applicable).
2	Are reasons for Administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (b) (d)]	"Yes"
3	Dissemination of information widely and in such form and manner which is easily accessible to the Public [section 4 (3)]	"Yes"
4	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.

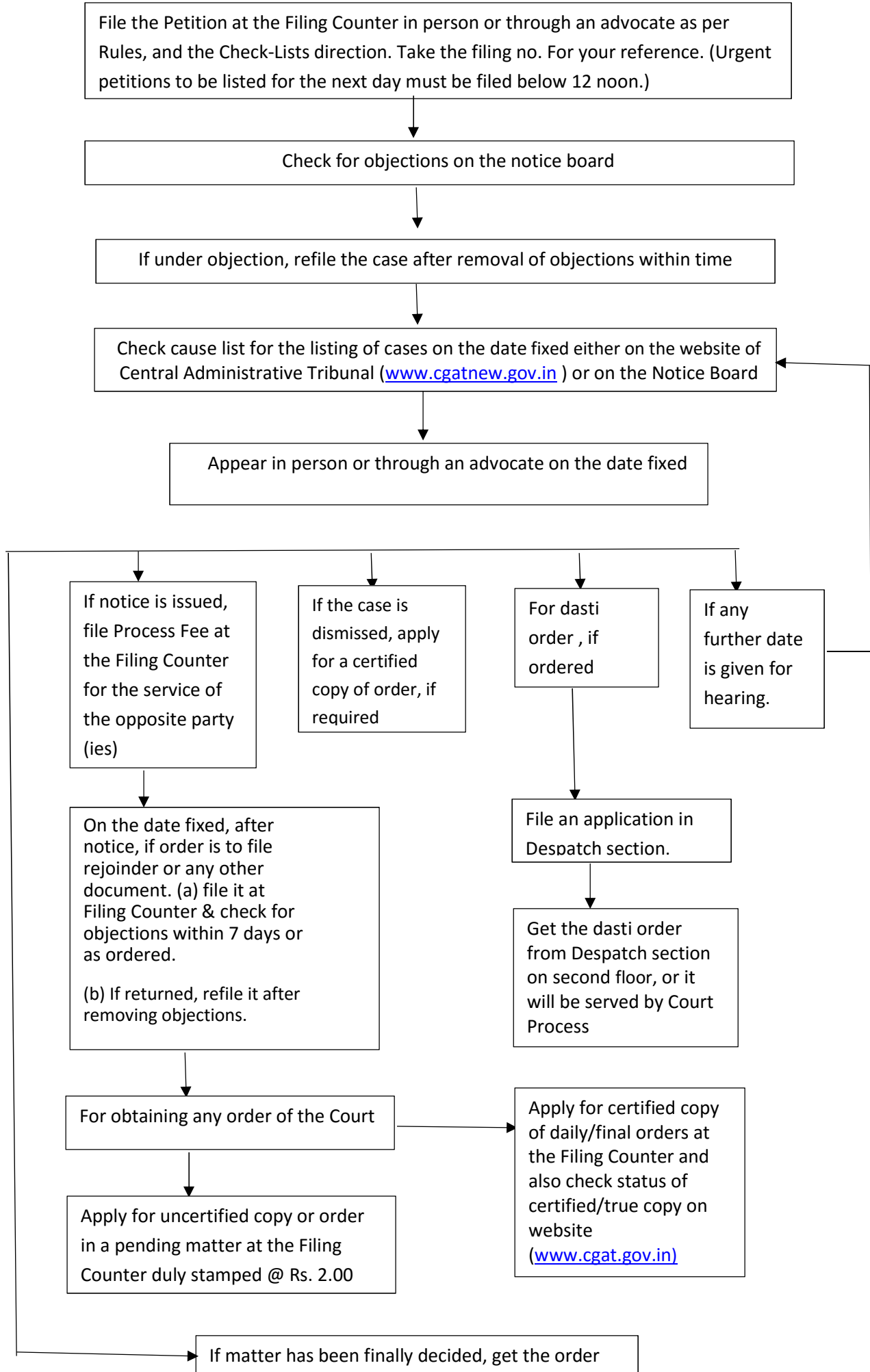
5	Information related to procurement.	(e-procurement). https://eprocure.gov.in/cpp/p/
6	Public Private Partnership.	(Not applicable)
7	Transfer Policy and Transfer Orders.	There is no Transfer Policy, however, transfers are ordered by the Hon'ble Chairman in Administrative exigencies for smooth judicial/Administrative functions of the Benches. The respective orders on transfer will be uploaded w.e.f 2018. Framing of policy is under consideration.
8	CAG & PAC paras.	Not applicable.
11	Citizen's Charter.	http://cgatnew.gov.in/writer/eaddata/jaipurnew/docs/citizencharter.docx

12	Discretionary & Non-discretionary Grants.	<p>Details of discretionary grants /allocation</p> <p>An amount of Rs. 20,000/- has been allocated under Sub-head "Grant-in-Aid" for the CAT Jaipur Bar Association for purchase of Law Books & Journals etc.</p>
13	Foreign/Domestic Tour of Ministries/officials.	(Not Applicable).
14	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.
15	Language in which information Manual/Handbook available.	(Not applicable)

16	When was the information Manual/Handbook last updated?	(Not applicable).
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CASE FLOW CHART

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



FAQ

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/Member 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 praying to set it aside. (Rule 16, Procedure Rule in Rules)
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/Member, 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/Member who shall hear the point/points himself or 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/Member remain open from 9.30 AM to 6.00 PM. In summer season i.e. from mid April to June, the timing of the office is from 07.00 AM to 02.00 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

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 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	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 has 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	(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.

LIST OF OFFICERS WITH THEIR DESIGNATION

**Central Administrative Tribunal
Jaipur Bench, Jaipur**

S.No.	Name	Designation
1	Hon'ble Shri Suresh Kumar Monga	Judicial Member/HoD
2	Hon'ble Shri A. Mukhopadhaya	Administrative Member
3	Shri Vinod Kumar	Joint Registrar/HoO
4		Deputy Registrar (Vacant)
5	Sh. C.M. Meena	SO/CO
6	Sh. M.K. Mahawar	SO/CO
7	Sh. M.B. Chouhan	SO/CO
8	Sh. N.L. Kumawat	Private Secretary
9	Sh. Kedar Ram	Private Secretary
10		ALIO (Vacant)
11	Sh. Govind Kumar	Assistant
12	Sh. Sumeet Malik	Assistant
13	Sh. Bhanu Kumar Bhardwaj	Senior Translator
14	Sh. Vijay Kumar Verma	Court Master
15		Court Master (Vacant)
16	Sh. Kastoor Chand	Junior Accounts Officer
17	Sh. R.S. Yadav	Caretaker
18	Sh. A.K. Vijay	UDC
19	Sh. R.S. Rathore	UDC
20	Sh. Shashi Kant Sharma	UDC
21	Sh. K.C. Meena	UDC
22	Sh. Mangal Singh	UDC- posted against the vacant post of Stenographer Grade 'D' from Chandigarh Bench
23	Sh. Mahesh Chand	LDC
24	Sh. Surendra Singh	LDC
25	Sh. Girver Singh	LDC
26	Sh. J.N. Meena	LDC
27	Sh. Rameshwar Prasad	LDC
28	Sh. Rajendra Pd. Meena	LDC
29		LDC (Vacant)
30		LDC (Vacant)
31	Sh. Jagdish Prasad	Hindi Typist
32	Sh. Chuttan Lal	Staff Car Driver
33	Sh. Kana Ram	Photocopy Operator
34-52		MTS (duties as per requirement)