



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

**NAME OF THE PUBLIC AUTHORITY**

**Central Administrative Tribunal (CAT)  
Lucknow Bench  
2, Rana Pratap Marg, Moti Mahal,  
Lucknow - 2260001  
Contact No. 0522-2628576 (Phone)  
Website Add:- [www.cgatnew.gov.in](http://www.cgatnew.gov.in)  
E-mail ID: [cat-lucknow@nic.in](mailto:cat-lucknow@nic.in)**

**(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. Lucknow 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 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 2<sup>nd</sup> 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.**

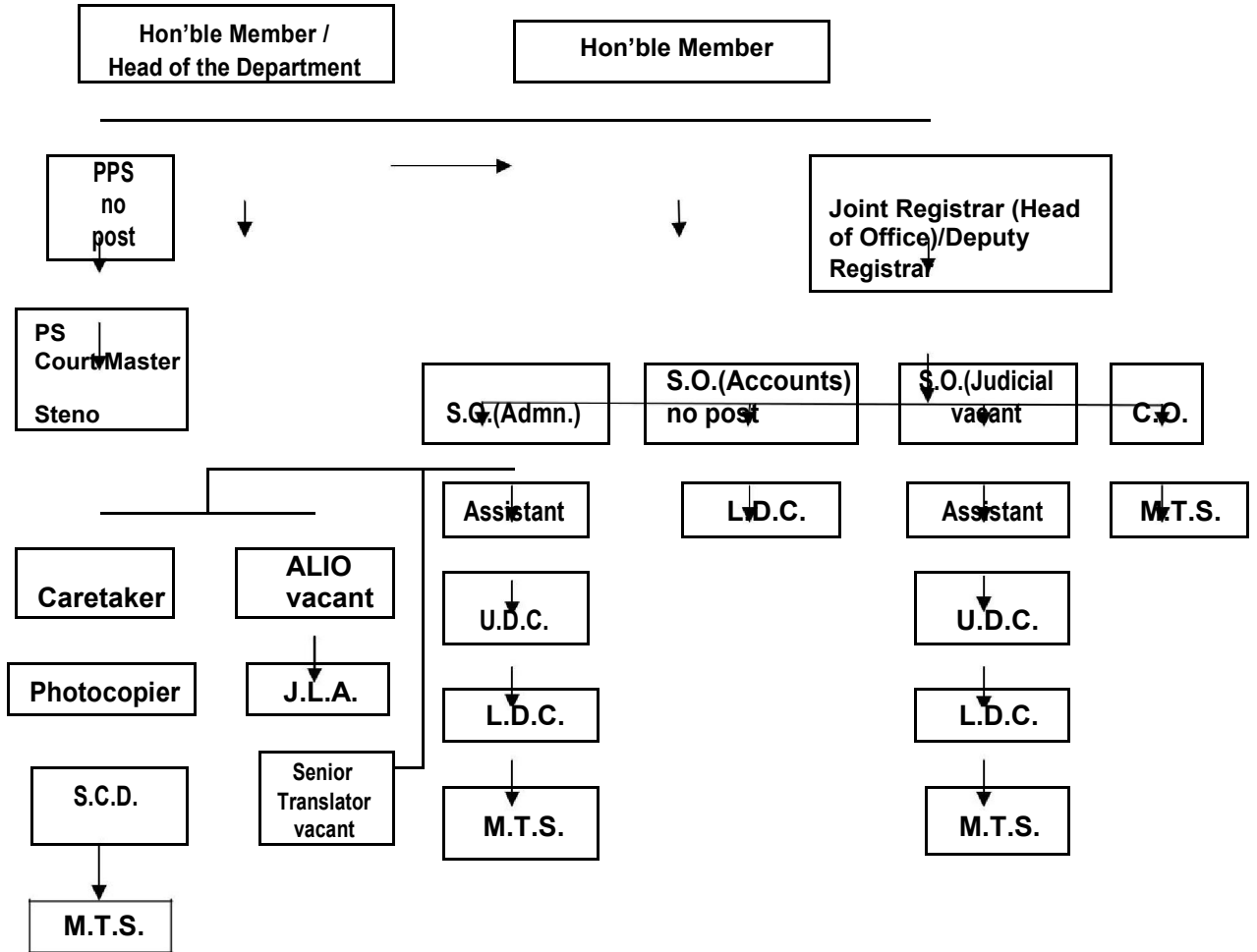
**Apart from above, the office has originated an ambitious Plan/Scheme for modernization and computerization of its activities through a new dynamic website, Case Information System, Video Conferencing etc. This project on completion will facilitate the litigants, lawyers, researcher and public in general 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, LUCKNOW BENCH, LUCKNOW (UP)



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

		<b>OFFICERS &amp; THEIR DUTIES</b>
<b>1</b>	<b>(a) Joint Registrar</b>	<b>Head of Office of Lucknow Bench of The Tribunal and can exercise such other function as assigned by the Hon'ble HoD.</b>
	<b>(b) Deputy Registrar</b>	<b>In-charge of Judicial Section,  Assisting the Hon'ble Members in all matters of Judicial side.</b>
		<b>SECTION OFFICERS/ COURT OFFICERS</b>

**DUTIES**      **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 authorized officer.**

**Preparation of Cause List. Assigning of OA, CP, MA numbers; 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

<b>DUTIES</b>	<b>All secretarial work, Stenographic Assistance in writing judgments, arranging meetings/trips, supervision of subordinate staff.</b>
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### COURT MASTERS

<b>DUTIES</b>	<b>All secretarial work, Stenographic Assistance in writing judgments/orders both in courts and chambers. Other work assigned by the Hon'ble Members.</b>
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### SR. TRANSLATOR (Vacant)

<b>DUTIES</b>	<b>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.</b>
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### ACCOUNTS OFFICER (one post of JAO- vacant)

<b>DUTIES</b>	<b>Preparation of RE &amp; BE, Supervision of the expenditure, Concurrence of various proposal. Maintenance of all records relating to accounts. Preparation of various bills and arranging payments.</b>
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### ASSISTANT LIBRARY AND INFORMATION OFFICER (Vcant)

<b>DUTIES</b>	<b>Administration of Library, Reference &amp; Bibliographical service, Purchase of Law Books and Journals, Circulation of Journals and Periodicals, binding work, Budgeting, supervision of work related physical verification, assists to Hon'ble Members and Registry Officers, Supervision of supporting staff.</b>
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## ASSISTANTS

DUTIES	Preparation of Cause list.
<p>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. To assist the court, preparation of peshi, checking of orders. Submissions of various proposals relating to Accounts. 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 Judicial. Recording of OA/RA/TA and CP Nos. Placing pleadings, action for compliance of orders. Consigning of judicial records to record room, verification of case files. Submission of Hon'ble Supreme Court/High Court orders. Assisting the court in the time of need. 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>	

## CARETAKER

Duties	Maintenance of Building, Staff Car, Genset, 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 Members.

## UDCs

Duties
<p><b>Judicial:</b> Preparation of case files, scrutiny thereof and preparation of peshies, orders <u>(including final orders)/notices and issuance of the same. Listing of cases,</u></p>

**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 court, judicial section including certified copy, counter besides weeding out of records.**

**Accounts:**

**Preparation of salary bills of Hon'ble Members, all officers and staff, calculation of income tax, maintenance of GPF/NPS/CPF, preparation of contingency bills for re-imbusement and all related work concerning bank. Assisting the audit party. Noting/Drafting, Maintenance of records, scrutiny of cases, Sanctions, assist the Senior and superior officer in preparation of budget and allocation thereof.**

**Administration:**

**Maintaining of service related record of Officers and staff of the Bench, Noting Drafting, Grant of various advances and issuance of sanction orders. Dealing with court cases of officers and staff of the 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.**

**STENOGRAPHERS GRADE 'D' (Vacant)**

Duties	All secretarial work,
<b>Stenographic Assistance in writing judgments/orders both in courts and chambers. Other work assigned by the Hon'ble Members.</b>	

**LDC/Hindi Typist**

Duties	Registration of Dak,
<b>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.</b>	

### STAFF CAR DRIVERS

<b>Duties</b>	<b>To drive the Government vehicle for Hon'ble Members. Maintaining log-book.</b>
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### PHOTOCOPIER

<b>Duties</b>
<b>Photocopying of orders and other documents.</b>

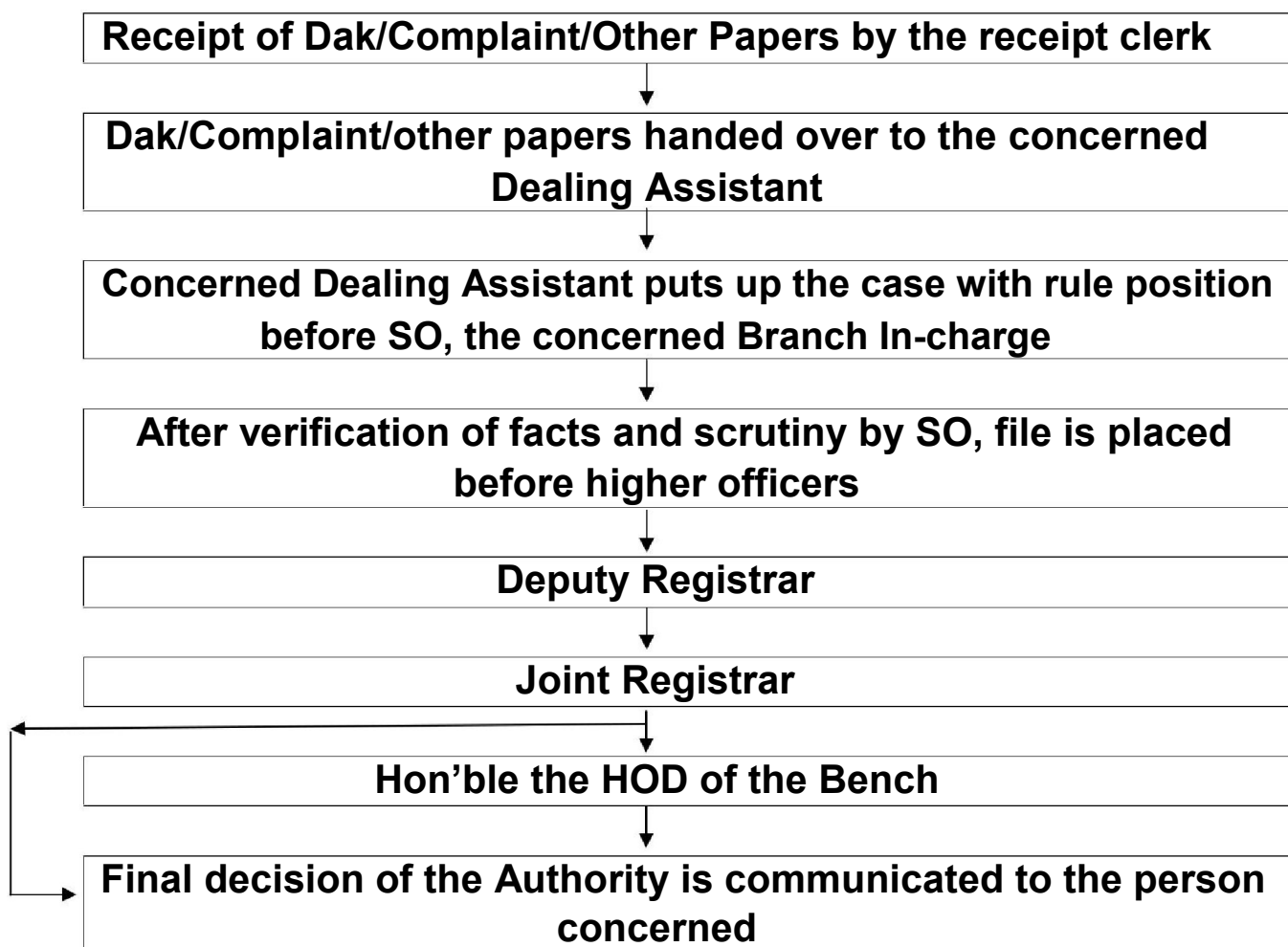
### FLOOR WISE LOCATION OF OFFICES & SECTIONS FIRST FLOOR

<b>Filing, Listing &amp; Certified Copy Counter</b>	<b>Dispatch Section.</b>	<b>Judicial Section and Record Room</b>	
<b>Chamber of Joint/ Deputy Registrar</b>	<b>Admin. Section</b>	<b>Photocopy Operator</b>	<b>Cash &amp; Accounts Section.</b>

### First FLOOR

<b>Library</b>	<b>Chamber of the Honble Member(A) &amp; HOD</b>	<b>Chamber of the PPS &amp; other Secretariat Staff</b>	<b>Chamber of the Honble Member(J)</b>
<b>Chamber of the Sr. Govt. Standing Counsel.</b>	<b>Computer Section</b>	<b>Court Room/Hall No.1</b>	<b>CAT BAR Assn. Room /Library</b>

**III. Procedure followed in decision making process, including channels of supervision and accountability:**



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

**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.

**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 record 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)]:

<b>Internal Complaints Committee (<u>sexual</u></b>	<b>1) Ms. V.B.Waghela, P.S./ Chairperson</b>
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<b>Harassment of Women at Workplace)</b>	<b>2) Shri. N.S.Rawat, S.O.(A). -Member</b> <b>3) Shri J.N.Singh,StenoC , -Member</b> <b>4) Shri Kunwar Bahadur,LDC- Member</b>
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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)**

<b>S.No.</b>	<b>Name</b>	<b>Design</b>	<b>Telephone No.</b>
<b>01</b>	<b>Shri D.K.Pande</b>	<b>Joint Registrar</b>	<b>0522-2628576</b>
<b>02</b>	<b>Shri K.M. Rabha,</b>	Deputy Registrar	<b>0522-2619420</b>
<b>03</b>	<b>Shri N.S. Rawat</b>	<b>Section Officer &amp; P.I.O. under RTI Act</b>	<b>0522-2628576</b>
<b>04</b>	<b>Shri V.K.Mishra,</b>	<b>Caretaker</b>	<b>0522-2628576</b>

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

<b>Sl. No</b>	<b>Name of the post</b>	<b>Category</b>	<b>Existing Pay Band</b>	<b>Existing pay as per 6<sup>th</sup> CPC Pay Band (PB) + Grade Pay (GP)</b>	<b>Revised Pay as per 7<sup>th</sup> CPS Pay Level (in Pay Matrix)</b>
<b>1</b>	<b>Joint Registrar</b>	<b>Group 'A'</b>	<b>PB-3</b>	<b>Rs.15600-39100+7600</b>	<b>Rs 78800-209200.</b>
<b>2</b>	<b>Deputy Registrar</b>	<b>Group 'A'</b>	<b>PB-3</b>	<b>Rs.15600-39100+6600</b>	<b>Rs 67700-208700.</b>
<b>4</b>	<b>Section Officer/Court</b>	<b>Group 'B'</b>	<b>PB-2 PB-3</b>	<b>Rs.9300-34800+4600</b>	<b>Rs.47600-151100</b>

	<b>Officer</b>			<b>15600-39100+5400</b> (on completion of four years)	<b>56100-177500</b> (on completion of four years)
<b>5</b>	<b>Private Secretary</b>	<b>Group 'B'</b>	<b>PB-2</b> <b>PB-3</b>	<b>Rs.9300-34800+4600</b> <b>15600-39100+5400</b> (on completion of four years)	<b>Rs.47600-151100</b> <b>56100-177500</b> (on completion of four years)
<b>7</b>	<b>Court Master/Steno 'C'</b>	<b>Group 'B'</b>	<b>PB-2</b>	<b>Rs.9300-34800+4600</b>	<b>Rs. 44900-142400.</b>
<b>8</b>	<b>Assistant</b>	<b>Group 'B'</b>	<b>PB-2</b>	<b>Rs.9300-34800+4600</b>	<b>Rs. 44900-142400.</b>
<b>9</b>	<b>Senior Translator</b>		<b>PB-2</b>	<b>Rs.9300-34800+4600</b>	<b>Rs. 44900-142400</b>
<b>10</b>	<b>Asstt. Library Information Officer</b>	<b>Group 'B'</b>	<b>PB-2</b>	<b>Rs.9300-34800+4600</b>	<b>Rs. 44900-142400.</b>
<b>11</b>	<b>Junior Accounts Officer</b>	<b>Group 'B'</b>	<b>PB-2</b>	<b>Rs.9300-34800+4200</b>	<b>Rs. 35400-112400.</b>
<b>12</b>	<b>Caretaker</b>	<b>Group 'B'</b>	<b>PB-2</b>	<b>Rs.9300-34800+4200</b>	<b>Rs. 35400-112400.</b>
<b>13</b>	<b>UDC</b>	<b>Group 'C'</b>	<b>PB-1</b>	<b>Rs.5200-20200+2400</b>	<b>Rs. 25500-81100</b>

14	Staff Car Driver (Grade II)	PB-I	Rs.5200 - 20200+2400	Rs. 25500-81100	Staff Car Driver (Grade II)
15	Steno Grade 'D'	Group'C'	PB-1	Rs.5200-20200+2400	Rs. 25500-81100
16	LDC/Hindi Typist	Group'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
17	Photocopier	Group'C'	PB-1	Rs.5200-20200+1900	Rs. 19900-63200
18	Multi Tasking Staff	Group'C'	PB-I	Rs.5200-20200+1800	Rs. 18000-56900.
(xi) Budget allocated to each agency including all plans proposed expenditures and reports on disbursement made etc. [Section 4(1) (b) (xi)]					

### SBG-2018-19

(Rs. in thousands)

S.No.	Sub-head	SBG 2018-19
01	Salary	31840
02	Wages	0
03	OTA	10
04	Medical	350
05	TE(Domestic)	250
06	Foreign Travel Expenses	0
07	OE	2000
08	SAP (OE New 2017-18)	150
09	RRT	1123

<b>10</b>	<b>Publication</b>	<b>50</b>
<b>11</b>	<b>Other Administrative Expenses</b>	<b>0</b>
<b>12</b>	<b>Minor Works</b>	<b>0</b>
<b>13</b>	<b>PP&amp;SS</b>	<b>25</b>
<b>14</b>	<b>Grant-in-aid</b>	<b>20</b>
<b>15</b>	<b>IT</b>	<b>250</b>
<b>16</b>	<b>Major Works</b>	<b>0</b>
	<b>Total</b>	<b>36068</b>

<b>(xii)</b>	<b>Manner of execution of subsidy programmers [Section 4(1) (b)(xii)].</b>	<b>*Not Applicable</b>
<b>(xiii)</b>	<b>Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]</b>	<b>*Not Applicable</b>
<b>(xiv)</b>	<b>Information available in electronic form [Section 4(1) (b) (xiv)]</b>	<b><a href="http://cgatnew.gov.in/catweb/forms.php">http://cgatnew.gov.in/catweb/forms.php</a></b>

<b>(xv)</b>	<b>Particulars of facilities Citizen Charter available to for obtaining information [Section 4(1) (b) (xv)]</b>	<b><a href="http://cgatnew.gov.in/writereaddata/Delhi/docs/citizenc/harter.docx">http://cgatnew.gov.in/writereaddata/Delhi/docs/citizenc/harter.docx</a></b>
<b>(xvi)</b>	<b>1) Name designation of Appellant Authority 2) Names, designation and other particulars of the PIOs [Section 4(1) (b) (xvi)]</b>	<b>1) Hon'ble Shri Devendra Chaudhry, Member (A) &amp; First Appellate Authority; continuing. 2) Shri D.K.Pande, Joint Registrar &amp; Central Public information Officer</b>

(xvii)	<p>List of CPIOs from 2015 to 2017</p> <p>Such other information as Annual Report (not applicable) may be prescribed [Section 4(1) (b) (xvii)]</p> <p>List of schemes /projects/programs under way.</p>	<p>1) Shri D.K. Pande, Joint Registrar, FAQs. Shown below</p> <p>(Not applicable).</p>
(xviii)	<p>Are important policies or decisions which affect public informed to them? [Section 4(1) (b) (c)]</p>	<p>(Not applicable).</p>
(xix)	<p>Are reasons for Administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (b) (d)]</p>	<p>“Yes”</p>
(xx)	<p>Dissemination of information widely and in such form and manner which is easily accessible to the Public [section 4 (3)]</p>	<p>“Yes”</p>
(xxi)	<p>Whether information manual Handbook available free of cost or not [section 4 (4)].</p>	<p>Not required. All the relevant information is available in the AT Act, 1985, however, FAQ is available.</p>
(xxii)	<p>Information related to procurement.<a href="https://eprocure.gov.in/cppp/">https://eprocure.gov.in/cppp/</a></p>	<p>(e-procurement).</p>
(xxiii)	<p>Public Private Partnership.</p>	<p>(Not applicable)</p>

(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.
(xxv)	RTI Applications.	Up to 29.10.2018, total 117 RTI applications and 6 appeals were received (all disposed of).
(xxvi)	CAG & PAC paras.	Not applicable.
(xxvii)	Citizen's Charter.	<a href="http://cgatnew.gov.in/writereaddata/Delhi/docs/citizencharter.docx">http://cgatnew.gov.in/writereaddata/Delhi/docs/citizencharter.docx</a>
	RFD (Result Framework Document)	(Not Applicable).
(xxviii)	Discretionary & Non-discretionary Grants.	An amount of Rs.20,000/-has been allocated under the Head "Grant-in-Aid," for CAT BAR Association Lucknow.
(xxix)	Foreign/Domestic Tour of Ministries/officials.	
(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

(Please refer website: [cgatnew.gov.in](http://cgatnew.gov.in)) button suo-motu in page No.35.

### FAQs

<b>Q.1</b>	<b>When the OA be filed before the Tribunal?</b>	<b>Ans.</b>
	<b>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)</b>	
<b>Q2</b>	<b>What is limitation of filing an OA?</b>	<b>Ans.</b>
	<b>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)</b>	
<b>Q3</b>	<b>Whether a case pending in a Bench of the Tribunal can be transferred to any other bench?</b>	
<b>Ans.</b>	<b>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)</b>	
<b>Q4</b>	<b>Whether the proceedings before the Tribunal are Judicial/non judicial or quasi judicial?</b>	
<b>Ans.</b>	<b>The proceedings before a Tribunal are judicial. (Section - 30, Chapter-4 in Act)</b>	
<b>Q5</b>	<b>What is the language of the Tribunal?</b>	<b>Ans.</b>
	<b>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)</b>	
<b>Q6</b>	<b>Can plural remedies be prayed for in an O.A.?</b>	<b>Ans. Plural</b>
	<b>remedies cannot be prayed for until and unless they are consequential to one another. (Rule 10, Procedure Rule in Rules)</b>	
<b>Q7</b>	<b>Whether a case can be heard ex-parte and decided?</b>	
<b>Ans.</b>	<b>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</b>	

	of the Tribunal.	<b>Q8 What is time for filing Review Application?</b>	<b>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)</b>
<b>Q9</b>	<b>Whether a third party can inspect the case file?</b>		<b>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)</b>
<b>Q10</b>	<b>Can the Rejoinder to a case be filed in each OA?</b>		<b>Ans. The Rejoinder may be filed by the Applicant side with the leave of the Bench/Registrar. (Rule 32, Rule of Practice in Rules)</b>
	<b>Q11 Can any Amendment be made in the OA or Pleadings?</b>		
	<b>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)</b>		
<b>Q12</b>	<b>Is there any provision of early hearing of the case?</b>		
<b>Ans.</b>	<b>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)</b>		
<b>Q13</b>	<b>What if there is difference of opinion between the members Hearing the case?</b>		
<b>Ans.</b>	<b>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)</b>		
<b>Q14</b>	<b>Can a stranger seek copies of documents of the case?</b>		
<b>Ans.</b>	<b>'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,</b>		



	<b>Chapter-18 in Form III)</b>	<b>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)</b>
<b>Q16</b>	<b>What is Contempt Petition? Can it be defended by engaging a Counsel?</b>	
<b>Ans.</b>	<b>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)</b>	
<b>Q17</b>	<b>What are the working hours in the Tribunal(Office) and Sitting hours (Courts)?</b>	
<b>Ans.</b>	<b>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)</b>	
<b>Q18</b>	<b>What is fee for obtaining Certified Copies?</b>	<b>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)</b>
<b>Q19</b>	<b>Where to go for Writ/Appeal against the order of the Tribunal?</b>	<b>Ans. In this regard, the respective Higher forum i.e., Hon'ble High Court is to go for Writ/Appeal.</b>

**USUAL OBJECTIONS BY THE SCRUTINY BRANCH AFTER FILING OF OA.**

<b>OBJ No.</b>	<b>Objections</b>
1	<b>Is the Application in the proper form? (Three Complete Papers Books in Form-I In Two compilations)</b>
2	<b>Whether Name, Description and Address of all the parties been furnished in the Cause Title?</b>

<b>3</b>	<b>(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?</b>
<b>4</b>	<b>Whether all the necessary parties are impleaded?</b>
<b>5</b>	<b>Whether English translation of documents in a language other than English or Hindi been filed?</b>
<b>6</b>	<b>Is the application in Time? ( See Section 21)</b>
<b>7</b>	<b>Has the Vakalatanama/Memo of appearance/authorisation been filed?</b>
<b>8</b>	<b>Is the application maintainable? (U/S 2, 14, 18, OR U.R. 8 Etc.)</b>
<b>9</b>	<b>Is the application accompanied by IPO/DD for Rs. 50?</b>
<b>10</b>	<b>Has the impugned orders original/duly attested legible copy been filed?</b>
<b>11</b>	<b>Have legible copies of the annexure duly attested been filed?</b>
<b>12</b>	<b>Has the index of documents been filed and pagination does properly?</b>
<b>13</b>	<b>Has the application Exhausted all available remedies?</b>
<b>14</b>	<b>Has the Declaration as required by item 7 of form 1 been made?</b>
<b>15</b>	<b>Have required number of envelopes (file size) bearing full address of the Respondents been filed?</b>
<b>16</b>	<b>(a) Whether the reliefs sought for, arise out of single cause of action? (b) Whether any interim relief is prayed for?</b>
<b>17</b>	<b>In case an M.A. for condonation of delay is filed, is it supported by an affidavit of the applicant?</b>
<b>19</b>	<b>Any other point?</b>
<b>20</b>	<b>Result of the scrutiny with initial of the scrutiny clerk.</b>
<b>21</b>	<b>(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</b>

**USUAL OBJECTIONS IN RESPECT OF CONTEMPT PETITION.**

<b>OBJ. No.</b>	<b>Objections</b>
1	<b>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?</b>
2	<b>Whether the parties impleaded as Petitioner (s) and Respondent are proper?</b>
3	<b>Nature of the Contempt (Civil or Criminal) and the provisions of the Act invoked?</b>
4	<b>(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?</b>
5	<b>(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?</b>
6	<b>Whether the nature of the order sought from the Tribunal is stated?</b>
7	<b>Whether the petition is supported by an affidavit sworn to by the petitioner verifying the facts relied upon?</b>

8	<b>Whether the petitioner or his Advocate have signed the petition indicating the place and Date?</b>
9	<b>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?</b>
10	<b>(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).</b>
11	<b>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?</b>
12	<b>Whether the draft charges are enclosed in a separate sheet?</b>

**USUAL OBJECTION IN RESPECT OF MISC APPLICATION AND  
REVIEW APPLICATIONS.**

<b>OBJ. No.</b>	<b>Objections</b>
1	<b>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.</b>
2	<b>Proper indexing &amp; pagination has not been done.</b>
3	<b>Application has not been typed in double space and one side.</b>
4	<b>Application has not been signed by the petitioner (s)/counsel applicant has not signed each page of the application.</b>
5	<b>Proper attestation has not been done.</b>
6	<b>Proper Vakalatnama with court fee stamps/memo of appearance has not been signed filed by the petitioner (s)/counsel.</b>
7	<b>Additions/cutting has not been initialized.</b>

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, Lucknow Bench, Lucknow

SL	Name	Designation
1	Shri D.K. Pande	Joint Registrar
2	Shri K.M. Rabha	Deputy Registrar
3	Shri Girish Srivastava	P.S.
4	Ms. V.B. Waghela	P.S.
5	Shri S.P.M. Rizvi	Court Officer
6	Shri N.S. Rawat	Section Officer
7	Shri R.K.Maurya	Court Master
8	Shri J.L. Boro	Assistant
9	Shri J.N. Singh	Court Master
10	Shri Ram Naresh	Assistant
11	Shri V.K.Mishra	Caretaker
12	Shri S.S. Upadhyay	U.D.C.
13	Shri S.C. Sahai	U.D.C.
14	Shri Sant Lal	U.D.C.
15	Shri Ajay Mishra	U.D.C.
16	Shri Prem Prakash	L.D.C.
17	Shri Vinod Kumar	L.D.C.
18	Shri Kunwar Bahadur	L.D.C.
19	Shri Bijli	L.D.C.
20	Shri Moinuddin	L.D.C.
21	Shri Pradeep Kumar	L.D.C.
22	Shri N.L. Gupta	L.D.C.
23	Shri Rajnish Kumar	L.D.C.
24	Shri Kameshwar Mishra	S.C.D.
25	Shri Laxmi Narain	Photocopier
26	Shri Surendra Bahadur	M.T.S.
27	Shri Sripal	M.T.S.
28	Shri Mahadeo	M.T.S.
29	Shri R.N.Kushwaha	J.L.A.
30	Shri Man Mohan	M.T.S.
31	Shri S.K. Pandey	M.T.S.
32	Shri R.C. Pokhariyal	M.T.S.
33	Shri Parsu Ram	M.T.S.
34	Shri Ram Dularey	M.T.S.
35	Shri Girija Shankar	M.T.S.
36	Shri Ganesh Chandra	M.T.S.
37	Shri Gyan Singh	M.T.S.
38	Shri V.K. Lal	M.T.S.
39	Shri Ramesh Chandra	M.T.S.
40	Shri Ram Adhar Yadava	M.T.S.
41	Shri Ram Parkash	M.T.S.
42	Shri R B Kushwaha	M.T.S.
43	Shri Ajay Kumar Singh	Adhoc M.T.S

