

CHAPTER III

PREPARATION AND PRESENTATION OF

PLEADING AND OTHER PAPERS

Preparation of pleadings and other papers –

- All pleadings, affidavits, memoranda and other papers filed in the Tribunal shall be fairly and legibly typewritten or printed in English or Hindi language on durable white foolscap folio paper of Metric A-4 size (30.5 cm long and 21.5 cm wide) on the one side only in double space with a left margin of 5 cm and right margin of 2.5 cm duly paginated, indexed and stitched together in the paper-book form. The index shall be in Form No. 1.
- English translation of documents/pleadings shall be duly authenticated by any legal practitioner.
- Date and signature - A party required to affix his signature shall also state his name in capitals near his signature and initial or sign at the bottom of each page.
- Explanation – The expression `signature' or `initial' includes thumb mark.
- Attestation – (a) The attestation contemplated in Rule 9(2) of the Procedure Rules shall be made at the end of the document in the form given below:

"The Annexure is the true copy of the original document."

(Signature)

Name and Designation of the

Attestor with date".

- Sub-rule
- above shall also govern production of Xerox copies of the documents, provided they are clear and legible.
- Production of authorization for and on behalf of an Association – Where an application/pleading or other proceeding purported to be filed is by an Association, the person or persons who sign(s)/verify(ies) the same shall produce along with such application, etc., for verification by the Registry, a true copy of the resolution of the Association empowering such person(s) to do so :

Provided the Registrar may at any time call upon the party to produce such further materials as he deems fit for satisfying himself about due authorization.

- Procedure on production of defaced, torn or damaged documents - When a document produced along with any pleading appears to be defaced, torn, or in any way damaged or otherwise its condition or appearance requires special notice, a mention regarding its condition and appearance shall be

made by the party producing the same in the Index of such a pleading and the same shall be verified and initialed by the officer authorized to receive the same.

- Receipt of papers – (a) All pleadings and papers shall be received in the Registry only during the office hours on the working days, provided they are presented or sent in the manner provided in rule 4(1) of the Procedure Rules.
 - All pleadings and papers received before 3 p.m. in which urgent interim orders are sought, shall ordinarily be processed immediately for being listed before the Bench on the next working day.
- Date stamping of papers and maintenance of Inward Register – (a) The receiving branch of the Registry shall immediately on receipt of an application/petition or other pleadings or papers, affix the date-stamp of the Tribunal in the following manner :-
 - Date-stamp shall be affixed on all pages on the main/first copy and on the first page of each other copy.
 - Receiving Clerk shall affix his initials on the stamp affixed on the first page of the main/first copy and on the first page of all other copies.

Receiving branch of the Registry shall on affixing the date-stamp, enter the details thereof in the Inward Register, Register No. 1 and assign a Diary Number. The same Diary Number shall be entered immediately below the date-stamp on the first page of the main/first copy and all other copies.