

CHAPTER V

SERVICE OF NOTICE

25. Issue of Notice – (a) Unless otherwise ordered by the Tribunal, when notice is ordered, the applicant shall, in cases governed by Rule 11 (6) of the Procedure Rules, pay the prescribed fee for service of notice accompanied by a memo in Form No.7 within seven days from the date of order. In default, no notice shall be issued to any of the respondents and the matter shall be placed immediately before the bench for appropriate orders.

(b) Where the notice is returned to the Tribunal with an endorsement of the postman regarding non-service owing to refusal of the same by the party concerned, the Registrar shall declare that the notice has been duly served on the respondent.

(c) Where the notice was properly addressed pre-paid and duly sent by registered post, acknowledgement due, the declaration referred to in sub-rule (b) shall be made when for any reason the acknowledgement is not received by the Tribunal within thirty days from the date of the issue of the notice.

26. Steps for issue of fresh notice – If any notice is returned unserved in the circumstances not specified in sub-rules (b) and (c) of Rule 25, that fact and the reason therefore shall be listed immediately on the notice board of the Registry. The applicant/petitioner or his Legal Practitioner shall within seven days from the date of such notification take steps for service of notice.

27. Consequence of failure to take steps for issue of fresh notice – If the applicant/petitioner fails to take necessary steps in time for service of notice on the respondent(s) and consequently, the service remains incomplete, the Registrar shall post the case before the Bench for further directions.

28. Service of notice, etc., on Legal Practitioners – A Legal Practitioner representing a party in any proceeding and any person authorized to accept notices on behalf of a party, shall receive notices, orders, directions, pleadings, etc., required to be served on such party in connection with such proceedings. Such service shall be deemed to be proper service on the party.

29. Form of Notice - Notice to show cause regarding admission shall be in Form No.8. Notice ordered after admission shall be in Form No. 9.

30. Entries regarding service of notice/process - The Judicial Branch of the Registry shall record in the column in the order sheet "Notes of the Registry", the details regarding completion of service of notice on the respondents, such as date of issue of notice, date of service, date of return of notice if unreserved, steps taken for issuing fresh notice and date of completion of service, etc.