

CHAPTER XXI

MISCELLANEOUS

152. Circuit Benches – The provisions of these Rules shall mutatis mutandis govern applications entertained by circuit Benches subject to such adaptations as may by order be made by the concerned Vice-Chairman on being satisfied that it is necessary to do so in the interest of justice.

153. Use of computers – (a) The Chairman may issue such orders or directions as may be necessary for complying with the provisions for the relevant Rules of Practice with the aid of the computer and for effective use of the computer facility as and when introduced.

(b) Compliance with such orders or directions issued by the Chairman from time to time shall be deemed to be due compliance of the provisions of the relevant Rules of Practice.

154. Classification of cases subjectwise/departmentwise – (a) The scrutiny branch of the Registry shall at the time of scrutiny make classification of the cases as follows :-

(i) Departmentwise

(ii) Subjectwise

(iii) Cases which can be heard by a Single Member Bench

(c) The departmentwise classification shall be made in accordance with Appendix VI, as may be modified by the Chairman from time to time.

(d) Subjectwise classification shall be made in accordance with Appendix VII, as may be modified by the Chairman from time to time.

(e) Single member Bench cases shall be classified in accordance with Appendix VII as may be modified by the Chairman from time to time.

(f) The classification as above shall be entered in the relevant columns in the report of scrutiny in Form No. 2/Form No.3, Order Sheet in Form No.4 and Facing Sheet of the final cover in Form No.5, referred to in rules 11 to 13 of these Rules.

155. Weekly and monthly statement – Furnishing of - (a) The Registrar of each Bench shall prepare a weekly progress report in Form No. 24 and circulate among all the Members of the Bench concerned.

(b) The Vice-Chairman of the Bench concerned shall forward a consolidated monthly progress report in Form No.24 to the Chairman before the 7th of the each month.

(c) The Registrar of the concerned Bench shall prepare a monthly statement in two parts as in Form No.25 regarding filing, disposal and pendency of cases and forward the same to the Registrar of the Principal Bench before the 7th of each month.

156. Inspection of Registry – (a) The Registrar or the Deputy Registrar designated by him shall conduct inspection of the sections twice a year viz., for the period from 1st January to 30th June and 1st July to 31st December, on such date as maybe found convenient.

(b) The report of inspection of the Judicial Branch, Library, Administrative Branch and Record Room shall be as in schedules I to IV to Appendix IX, as may be modified by the Chairman from time to time.

(c) The Section Officer concerned shall promptly comply with the directions of the Registrar and submit a report about due compliance to the Registrar within such time as the Registrar may grant.

(d) The Registrar shall submit a report to the Chairman/Vice-Chairman containing brief summary of his inspection of the Registry, directions given by him to the sections and the steps taken for due compliance with such directions.

157. Due compliance with the Act, rules of Procedure and the Rules of Practice – The Registrar or any officer authorized by him may, for the purpose of satisfying himself that the provisions of the Act, the Rules of Procedure and the Rules of practice are duly complied with, make such enquiry as he deems fit and call upon such party, as he deems necessary to appear before him and pass such orders as he deems proper.

158. Removal of doubt/difficulty – If in the matter of implementation of these rules any doubt or difficulty arises, the same shall be placed before the Chairman and his decision thereon shall be final.

FORM NO. 1

[See rule 4(a)]

FORM OF INDEX

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL
.....BENCH

O.A./R.A./C.P.(Civil/Criminal)/M.A./T/P 19.../20....

A.....}
} Applicant/Petitioner
B..... }

By Legal Practitioner Mr./Ms.

A.....}
} Respondents
B..... }

By Legal Practitioner/Government Pleader.

INDEX

Sl. Brief description of proceedings/documents Page No.
No. From To

Signature of the applicant
Legal Practitioner

FOR USE BY THE REGISTRY

Date of presentation/Filing
Date of Receipt by post
Registration (Diary) No.

Signature
For Registrar

FORM NO. 2

[See rule 11 (b)]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH

Diary No.

Report on the scrutiny of Application

Presented by :..... Date of presentation

Applicant (s) :.....

Respondent (s) :.....

Nature of grievance :.....

No. of applicants :..... No. of Respondents:.....

*If S.B.

CLASSIFICATION

Subject.....(No.....) Department:.....(No.....)

* 1. Is the application in the proper form?

(Three complete sets in paper book form 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 Vakalathnama/Memo of appearance/authorization

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 annexures duly attested been filed?

12. Has the Index of documents been filed and pagination done properly?

13. Has the applicant exhausted all available remedies?

14. Has the declaration as required by item 7 of Form I 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.

Section Officer

Deputy Registrar

Registrar

FORM NO. 2

[See rule 11]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

Diary No.....19...../20.....

C.P. (Civil/Criminal).....19...../20.....

Between

.....Petitioner(s)

By

.....
(Name of the Counsel, if any)

And

.....Petitioner(s)

By

.....
(Name of the Counsel, if any)

Subject : (No.....) Department : (No.....)

REPORT OF THE SCRUTINY OF CONTEMPT OF COURT PETITION
(CIVIL/CRIMINAL)

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?

Note :- Where respondent is an officer, his name, designation, and office address above are enough.

2. Whether the parties impleaded as petitioner(s) and respondent(s) are proper?

Note :- (a) In case of civil contempt for disobeying the order of the Tribunal, it is the party in whose favour the direction is issued that can be impleaded as petitioner and the party against whom the direction is issued can be impleaded as the respondent.

(b) In case of criminal contempt, the party who is alleged to have committed contempt, that can be impleaded as respondent.

3. Nature of the Contempt (Civil/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 grounds 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 annexures 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 respondents than one?

6. Whether the nature of the order sought from the Tribunal is as stated?

7. Whether the petition is supported by an affidavit sworn to by the petitioner verifying the facts relied upon?

Note :- No affidavit is required if the Motion is by Attorney General/Solicitor General/Additional Solicitor General.

8. Whether the petitioner or his Advocate have signed the petition indicating the place and date?

9. In case of Civil Contempt whether the petition is accompanied by a certified copy of the judgement/decreed order/writ/undertaking alleged to have been disobeyed by the alleged contemner?

10. (a) In case of criminal contempt, not covered by section 14* of the Contempt of Courts Act, whether the petitioner has produced the consent obtained from the Attorney General/Solicitor General/Additional Solicitor General?

(b) If not, whether the petition contains the reasons thereof?

*Contempt committed in the presence or 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? And

(c) If disposed of, nature/result of the disposal with date?

12. Whether the craft charges are enclosed in a separate sheet?

FOR ATTENTION

Orders on the administration side have to be obtained from the Chairman/Vice Chairman or Member designated in case of action for criminal contempt, as required by Rule 7 (ii) before placing for preliminary hearing.

FORM NO. 4

[See rule 12]

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL
.....BENCH

ORDER SHEET

Application No.....of 19...../20.....

Applicant(s) Respondent(s)

Advocate for Applicant(s) Advocate for Respondent(s)

Notes of the Registry Orders of the Tribunal

FORM NO. 5

[See rule 13]

FILE A/B/C

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH
(SB/DB)

TRANSFERRED/ORIGINAL APPLICATION NO.

REVIEW APPLICATION NO.

PETITION FOR TRANSFER NO..... } of 19...../20.....

C.P. (CIVIL/CRIMINAL) NO..... }

.....}

.....} APPLICANT(S)

BY ADVOCATE SHRI..... }

Versus

.....}

.....} RESPONDENT(S)

BY ADVOCATE SHRI..... }

MEMO OF HEARINGS SUBJECT:

DEPARTMENT :

_____ Nature of Grievance:

_____ Date of impugned Order:

_____ Presentation

_____ Date of -----

Re-presentation

_____ Date of Resignation:

_____ Date of Admission:

_____ Date and nature of final disposal :

R.A. if any filed & number thereof:

Nature of disposal of R.A. :

C.P. if any filed & number thereof:

Result of C.P. :

S.L.P./Appeal, if any filed & number thereof:

Result of S.L.P./Appeal filed :

Date of consignment of Record Room :

FORM NO. 6

[See rule 17]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

The papers filed in the following cases have been found on Scrutiny to be defective. Hence, it is hereby notified that the applicant(s) Respondent(s) or his/their Legal practitioner is/are required to rectify the defects in the Registry itself if they are formal in nature or to take back the papers for rectification of the defects and representation if they are not formal in nature, within the time shown against each case.

Sl. Diary No. Papers in By whom defects Whether the Time granted
No. Appln. No. which defects are to be rectified defects are rectification/
are notices formal in representation
nature or not

1 2 3 4 5 6

- 1.
- 2.
- 3.
- 4.

Dated this date of19...../20.....

REGISTRAR

FORM NO. 7

[See rule 25]

IN THE CENTRAL ADMINISTRATIVE TRIBUNALBENCH

at

No..... of 19...../20.....

Between

.....Applicant

By Advocate Shri

and

.....Respondents

By Advocate Shri

PROCESS MEMO

Please issue notice/process to the following parties and a sum of Rs.....is paid herewith by way of

IPO/DD No.....of

Rank of the Party in the Proceeding Name of the Party Address of service

1 2 3 _____

Place:..... Counsel for the Petitioner/Applicant

Date:..... Central Government Standing
Counsel/Government Pleader

FORM NO. 8

[See rule 29]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

at

.....Applicant

Represented by

Advocate Shri

versus

.....Respondents

Represented by

Advocate Shri

To

.....
.....
.....

Whereas an application filed by the above named applicant under section 19 of the Administrative Tribunal Act, 1985, as in the copy annexed hereunto has been registered and upon preliminary hearing the Tribunal has directed that you should be given an opportunity to show cause why the application should not be admitted.

Notice is hereby given to your to appear in this Bench of the Tribunal in person or through a Legal Practitioner/Presenting Officer in this matter at 10.30 a.m. of theday of19...../20.....

By order of the Tribunal
Registrar

FORM NO. 9

[See rule 29]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

at

Original Application No...../19...../20.....

.....Applicant(s)

(By Advocate Shri))

versus

.....Respondent(s)

(By Advocate/Central Government/

Standing Counsel/Government Pleader Sh.....)

To

.....
.....
.....

Whereas an application filed by the above named applicant(s) under section 19 of the Administrative Tribunal Act, 1985, as in the copy annexed hereunto has been registered and upon preliminary hearing the Tribunals admitted the application.

Notice is hereby given to you that if you wish to contest the application, you may file your reply along with the documents in support thereof and after serving copy of the same on the applicant or his Legal Practitioner within 30 days of receipt of the notice, before this Tribunal, either in person or through a

legal practitioner/Presenting Officer appointed by you in this behalf. In default, the said application may heard and decided in your absence on or after that date without any further notice.

Issued under my hand and the seal of the Tribunal this the.....day of
19...../20.....

(By order of the Tribunal)
Registrar

FORM NO. 10
[See rule 57(a)]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH
Pending/Disposed of

OA/RA/CP.....NO.....of19..../20.....

.....Applicant(s)
versus
.....Respondent(s)

APPLICATION FOR INSPECTION OF DOCUMENTS/RECORDS

I hereby apply for grant of permission to inspect the document/records in the above case.
The details are as follows :-

-
1. Name and address of the person seeking inspection:
-
2. Whether he is a party to the case/his legal Practitioner and if so, his rank therein:
-
3. Details of the papers/documents sought to be inspected
-
4. Reasons for seeking the Inspection:
-
5. The date and duration of the inspection sought:
-
6. Whether any fee is payable and if so, the mode of payment:
-

Place:.....
Date :..... Applicant

Office Use:

Granted inspection forhours on/rejected

Registrar
CAT.....

FORM NO. 11

[See rule 62]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH

OA/RA/CP/PT/MA.....of19..../20.....

.....Applicant(s)
versus
.....Respondent(s)

MEMO OF APPEARANCE

I,having been authorized.....(here furnish the particulars of authority)
by
the Central/State Government/Government Servant/..... authority/corporation/society notified
under section 14 of the
Administrative Tribunals Act, 1985, hereby appear for applicant No...../Respondent No..... and
undertake to plead
and act for them in all matters in the aforesaid case.

Place:.....

Date:..... Signature and Designation of the Counsel

Address of the Counsel for service

FORM NO. 12
[See rule 67]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH

OA/RA/CP/PT/.....of19..../20.....

.....Applicant(s)
versus
.....Respondent(s)

I,, Applicant No...../Respondent No..... in the above
application/petition do hereby appoint and retain Shri..... Advocate/s
to
appear, plead and act for me/us in the above application/petition and to conduct and prosecute all
proceedings
that may be taken in respect thereof including Contempt of Court Petitions and Review
Applications arising there
from and applications for return of documents, enter into compromise and to draw any moneys
payable to me/us
in the said proceeding.

Place:..... Signature of the
Date:.....

Executed in my presence. "Accepted"

*Signature with date Signature with date

(Name and Designation) (Name of the Advocate)

Name and address of the
Advocate for Service

* The following certification to be given when the party is unacquainted with the language of the

vakalath or is blind or illiterate.
The contents of the vakalath were truly and audibly read over/translated into
language known to the party executing the vakalath and he seems to have understood the same.

Signature with date

(Name and Designation)

FORM NO. 13
[See rule 75(a)]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH

Non-Transferable

Identity Card Reg. No.....
Shri.....Aged.....
S/o Shri(Address)
has been registered as a Clerk of Shri.....
Legal Practitioner.....
.....
(Address)
and that he is entitled in connection with his
employer's business to have access to the
Registry of the CAT.....Bench.

The Identity Card is valid from.....
Specimen signature of the Registered Clerk.
Specimen signature of the Advocate.
Seal of the Tribunal Deputy Registrar(J)
Date.....

FORM NO. 14
[See rule 81(a)]
CENTRAL ADMINISTRATIVE TRIBUNALBENCH

OA/RA/TA/PT/CP(Civil/CP (Criminal)/No.....of19..../20.....
.....Applicant(s)
versus
.....Respondent(s)

AFFIDAVIT

I,aged.....years, son/daughter/wife of (name and occupation of
the deponent)
.....residing at..... do hereby swear in the name of God/solemnly
affirms and state as follows:-

Para 1
Para 2
Para 3

.....
.....
.....

Contents of paragraphs Nos.....toare within my personal knowledge and contents of

paragraph Nos.....toare based on information received by me which I believe the same to be true (state the source of information wherever possible and the grounds for belief, if any)

.....
.....

Place:..... Signature of the Deponent

Date:..... Name in Block letters

No. of corrections on page Nos.

Identified by:

*

.....
Sworn/solemnly affirmed before me on this theday of19..../20.....

Signature

(Name and designation of the

Attesting Authority with seal)

* To add endorsement in Form No.15 when necessary.

FORM NO. 15

(See rule 84)

Certification when deponent is unacquainted with the language of the affidavit or is blind or illiterate.

Contents of the affidavit were truly and audibly read over/translated intolanguage known to the deponent and he seems to have understood the same.

(Signature)

Name and designation with date

FORM NO. 16

[See rule 87(c)]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

OA/RA/CP (Civil/Crl.)/PT/MA No..... of 19...../20.....

Between

.....Applicant/s

By Advocate Shri

And

.....Respondent/s

By Advocate Shri

To

Whereas the Tribunal suo motu or on consideration of the request made by

Shri.....

(Applicant/Respondent No.) having been satisfied that production of the following documents/records under

your control/custody is necessary for proper decision of the above case, you are hereby directed to cause production of the said documents/records before this Tribunal/forward duly authenticated copies thereof on or before theday of19...../20.....

(Enter description of documents requisitioned)

“By Order of Tribunal”

Date:..... Registrar.

FORM NO. 17

[See rule 96]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

TA/OA/RA/CP (Civil/Crl.)/PT/MA No..... of 19...../20.....

DEPOSITION OF PR/RW

- 1. Name:
- 2. Father's/Mother's/Husband's name:
- 3. Age
- 4. Occupation:
- 5. Place of Residence and address:
- 6. Name of the Officer administering the oath/affirmation:
- 7. Name of the Interpreter if any, duly sworn/solemnly affirmed:

Duly sworn/solemnly affirmed

Examination-in-chief : By Date.....

.....
.....

Cross-examination

.....
.....

Re-examination, if any:

.....

(Signature of the witness on each page)

Statement was read over/translated to the witness who admitted it to be correct.

Signature of the Member of the
Bench/Commissioner
With date

FORM NO. 18

(See rule 98)

CERTIFICATE OF DISCHARGE

Certified that.....appeared before this Tribunal as a witness/in/OA/RA/TA/PT/CP (Civil/Crl.)/MA No.....of 19...../20....., on behalf of the applicant/petitioner/respondent/as court witness on this theday of 19..../20..... and that he was relieved aton He was paid/not paid any T.A. and D.A./Batta of Rs.....

Date:..... Signature of Registrar

(Seal of the Tribunal)

FORM NO. 19
[See rule 110]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH
FORMAT OF ORDER
OATA/CP (Civil/Crl.)/MA/PT No..... of 19...../20.....

.....this theday of19/.....20.....
Shri/Smt.....(A)/(J)
Shri/Smt.....(A)/(J)

- 1.
- 2.
- 3.

.....Applicant(s)
(Here enter name and full address of applicant(s))

By Advocate Shri.....
Versus

- 1.
- 2.
- 3.

.....Applicant(s)
(Here enter name and full address of respondent(s))

By Advocate Shri.....

Central Government Standing Counsel/Government Pleader

ORDER

*.....

- Para 1.
- Para 2.
- Para 3.

.....
.....
.....

(Signature) (Signature)

.....
Name Name
Vice-Chairman/Member Chairman/Vice-Chairman/Member

* Here enter name of the Chairman/Vice-Chairman/Member dictating or writing the order.

Here put the initials of the Stenographer who types the order.

FORM NO. 20
[See rule 111(c)]

BILL OF COSTS
(To be annexed to the order)

OA/RA/TA/PT/CP/MA No..... of 19...../20.....

Costs awarded to Applicant No...../Respondent No..... and payable
by Applicant No...../Respondent No.....

(i) Legal Practitioner's fee :Rs.....
(ii) ExpensesRs.....

Total Rs.

Seal of Tribunal

(Signature)
Registrar/Deputy Registrar

Note :- No bill of costs need be prepared or annexed, if costs are not awarded.

FORM NO. 21
[See rule 114]
IN THE CENTRAL ADMINISTRATIVE TRIBUNALBENCH

OA/TA/RA/CP/MA/PT No.....of19...../20.....

.....Applicant(s)
versus
.....Respondent(s)

INDEX SHEET

SERIAL NO.	DESCRIPTION OF DOCUMENTS	PAGE

Certified that the file is complete in all respects.
.....
Signature of S.O. Signature of Deal. Hand

Form No. 22
(See Rule 117)
Central Administrative TribunalBench

OA/RA/TA/PT/CP/Civ./Crl./ MA19...../20.....

Applicant(s)

Versus

Respondent(s)

APPLICATION FOR GRANT OF CERTIFIED COPY

1. Name & address of the applicant who :
is applying for certified copy

2. Whether the applicant is a party to the :
Cases, if not whether the applicant under
Rule 126 is filed

3. Whether the cases is pending or disposed of :

4. Description with date of the documents of :
Which date of the document of which
applied for

5. No. of copies required and nature of a :
Applicant (whether urgent or ordinary)

Details of the fee remitted also with the :
Applicant

Signature of the applicant
Counsel of the applicant

Dated the..... day of

FOR OFFICE USE

Granted/Rejected
Additional copying Fee payable/paid
& details thereof.

(Initials of the Officer-In-Charge)

Form No. 23
(See Rule 127)

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

NOTIFICATION OF CERTIFIED COPIES READY FOR DELIVERY

Sl. Copy Application Name of the Applicant Case No. Date on which copy.
No. No is ready for delivery

1 2 3 4 5

(Signature of Officer-in-charge with date)

Form No. 24

[See Rule 155(a) & (b)]

CENTRAL ADMINISTRATIVE TRIBUNALBENCH

PART I

.....BENCH

STATEMENT SHOWING DISPOSAL OF CASES DURING THE WEEK/MONTH.....

Member of the Bench

Sitting days

Full Part of

Day a day

No of

Cases

For

admission

Cases

admitted

No. of

Cases

Restored

(Excl.

MA's)

No. of

Cases

Disposed of at the admission

stage

No. of

Cases

Disposed

Of at the final hearing stage

Reserved Oral

Matters

Total

Disposal

(6+7)

No. of

cases

reserved

for Judge-ment

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Total

Date

PART II

.....Bench

CATEGORY-WISE STATEMENT OF INSTITUTION AND DISPOSAL FOR THE WEE/MONTH.....

Category of cases Fresh Institution No. of cases restored/remanded Disposal Arrears increased by (+) or decreased by (-) (1+2)

1 2 3 4

TAs

OAs

RAs

RAs (By circulation)

Total

PTs

MAAs

Total

PTs

MAAs

Total

Form No. 24

[See Rule 155(c)]

PART I

STATEMENT SHOWING THE POSITION REGARDING INSTITUTION, DISPOSAL AND PENDENCY OF CASES FOR THE MONTH OF IN RESPECT OFBENCH

No. of cases Pending at the beginning of the month Cases instituted/received during Total for disposal Cases Disposed Of during No. of cases Pending at the end of the month Cumulative Figures total of disposal from 1st January
A B C D E F

Received Freshly Total Received Freshly Total Out of Out of cases Total

by transfer instituted 1+2 by instituted 4+5 cases freshly 9+10

Transfer received instituted

by transfer

1 2 3 4 5 6 7 8 9 10 11 12

OA

TA

CA

CPS

RA

Total

MA

G.Total

PART II

YEAR-WISE BREAK-UP OF PENDING CASES

Name of the Bench

Category of cases 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988
1989 1990 1991

TA
DB

SB

OA
DB

SB

CP
DB

SB

CA
DB

SB

RA
DB

SB

MAs
DB

SB

Note:- The number of cases pending at the places where there is a Bench of the Tribunal (Other than Principal Seat) or where a Circuit sitting is held and the number of cases disposed of in each such Bench of circuit sitting may be furnished separately.

Note:- OA denotes Original Applications Instructions:

TA denotes Transferred Applications 1. Due date of receipt of the statement

CA denotes Civil Applications in PB is 7th of the following month.

CP denotes Contempt Petitions (Civil/Criminal) 2. Total must cross tally.

RA denotes Review Applications 3. Information be furnished in figures.

MA Miscellaneous Applications

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REGISTER NO. 1

[See rule 10(b)]

INWARD REGISTER

Dy. Nature of the Name of the Application fee Initial with Date of Initial of the Remarks

No. Application/ party/legal Additional date of the transmission Receiving

Pleadings, etc. Practitioner process fee receiving to Scrutiny Clerk in the

Received Presenting paid clerk Branch Scrutiny

Branch

1 2 3 4 5 6 7 8

FORM OF REGISTER NO. 2

[See rule 15(h)]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

FOR THE YEAR 19....20....

REGISTER OF ORIGINAL APPLICATIONS

TRANSFERRED APPLICATIONS

CONTEMPT PETITIONS

PETITIONS FOR TRANSFER

MISECELLANEOUS APPLICATIONS

Sl.

No.
Application

No.
Date of filing & registration
Name & address of the applicant
Name of the Advocate for the applicant
Name

and

address

of the respondent

Name

of the Advocate

for the respondents

Subject

matter
Date of admission

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

- 1.
- 2.
- 3.
- 4.
- 5.

Particulars

of interim

orders in the application
Date & result

of the final

order
Whether

Disposed of by

SB/D/FB

Information regarding appeal if any, filed in the Supreme Court and the result thereof.
Date of transmission of records to Record Room

Remarks

10
11
12
13
14
15

1.
2.
3.
4.
5.

REGISTER NO. 3

[See rule 16]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

IPO/DD REGISTER

Sl

No.
Diary No./

Application

No.
Name of the

Party

Remitting

IPD/CO
Purpose

Of IPO/DD

Particulars of IPO/DD
Initials with

Date of clerk

Receiving the IPO/DD
Initials with date of Official receiving IPO/DD in Cash Sec.
Remarks

No. &

Dt.
Amount
Name of PO/ Bank of issue

1
2

3
4
5
6
7
8
9
10

REGISTER NO. 4

[See rule 21(a)]

CENTRAL ADMINISTRATIVE TRIBUNAL

.....BENCH

COURT DIARY

Date..... COURT HALL NO.

Day of the week:

Sl. No.

No. of application
Work done
Date of which adjourned
Remarks

- (1)
- (2)
- (3)
- (4)
- (5)

Note : The following abbreviation shall be used in Column No. 3:

Adj : Adjourned . Adm : Admitted notice ordered PH : Part Heard PH/Adj : Part Heard/Adjourned

Dis. at Adm: Disposed of at admission stage JR : Judgment Reserved
Dis/Alld.:Dismissed/Allowed

Pt. A : Partly allowed.

FORM OF REGISTER NO. 5

[See rule 39]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

READY LIST OF OAs/RAs/TAs/CPs (CIVIL/CRL.)/PTs/MAs

SI

No

No. of the case

Whether

SB/DB

Date of

inclusion

In the ready list

Whether

Stands posted to any date

Date of

Removal from the ready list

Remarks

1

2

3

4

5

6

7

FORM OF REGISTER NO. 6

[See rule 46]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

STAGE REGISTER

Sl.

No.
Appln./

Petition

Number
Whether

SB/DB
Date of

Admission/

Issue of note

Date of

next

posting
Whether

Part-heard

or not?
Whether

connected

with any other pending

case
Date of

Final

hearing
Date of

disposal
Remarks

1
2
3

4
5
6
7
8
9
10

Instructions: 1. Application/Petition shall be entered as far as possible in the order of their Registration Number.

2. In respect of Transferred Applications the corresponding W.P. No.../Suit No..... should be written in brackets.

3. Applications disposed of should be rounded off in red ink.

4. Cases which are ready for hearing should be underlined in green ink.

FORM OF REGISTER NO. 7

[See rule 46]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

POSTING REGISTER

Date:.....

(Note :- Separate page should be taken for each date)

Sl.

No.
Application No./

Petition No.
Whether

Single Bench/

Division Bench
Whether Part-heard or not? (if part-heard composition of the Bench)?
Whether connected with any other pending case? If so give the number of the connected case(s)
Remarks

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

FORM OF REGISTER NO. 8

[See rule 60]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REGISTER OF INSPECTION

No. of

Application/

Petition in

which

inspection

is sought

Name of the Parties

in the Application/

petition

Name &

Address

of the

person

seeking

inspection

Date & time of commencement

of inspection with the initials

of the person

inspecting

Date & time of the completion of

Inspection with the initials of the person inspecting

Inspection

Fee, if any,

paid
Initials

of the official

who

Supervise

The inspection
Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

FORM OF REGISTER NO. 9

[See rule 72]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REGISTER OF REGISTERED CLERKS OF LEGAL PRACTITIONERS

Sl.

No
Name of the Clerk

with full address
Date & No. of

Regis-tration

Name &

Address

of Legal Practitioner

under whom

employed
Date of issue of

identity

Card
Particulars

of IPO/

DD

received
Signature

of the

Registered

Clerks
Signature

of the

Legal

Practitioner
Date

of Cancellation of Registration
Initials of the Registering/

Cancelling

Authority
Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

1.

2.

3.

4.

5.

REGISTER FORM NO. 10

[See rule 120]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REGISTER OF COPY APPLICATION

Sl.

No.

Date of

application

Amount

Received

And particulars

Of DD/IPO

Name of the application

Amount and

Date of payment of additional

fee

Date of

Preparation

of copy

Date of

delivery

of copy

Signature

of the

person receiving

Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

REGISTER FORM NO. 11

[See rule 120]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REQUISITION REGISTER

Sl.

No.

No. and

date of

Application

Particulars of

the file to be

requisitioned
Section to

which

requisition

is sent
Date of

requisition
Date of receipt

of file in the

copying section
Date of receiving

Back the file with initials
Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

[See rule 135]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

DESPATCH REGISTER OF FREE COPIES OF ORDERS

Sl.

No.

Case No.

Name & address of the

person to whom the free

copy is sent

No. of date of the postal

Receipt, if sent by regd. Post/A.D.

Amount of

postage

Signature

of the

Advocate/

Party taking

Delivery with date

Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7

REGISTER FORM NO. 13

[See rule 141]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

REGISTER OF SLPs/ APPEALS TO SUPREME COURT

Sl

No

No. of

SLPs/appeal

before the Supreme Court

Number of the

Case appealed

against

Name of the

Applicant/

respondent

Date of

Dispatch

of

records

To S.C
Date of

recd.

of

records

from S.C
SLP

Dismissed/

Allowed with

date

Interim

Direction

If any

With

date
Final

Order

In the

Appeal

With date
Direction

If any

For

Compliance

By the

Tribunal
Steps

Taken

For

compliance

Remarks

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

REGISTER FORM NO. 14

[See rule 148]

CENTRAL ADMINISTRATIVE TRIBUNAL.....BENCH

Sl.

No.
Case

No.
Date of

disposal

of the

case by

the Tribunal
Name

of the

applicants

& counsel

Name

of the

respondents

& counsel

No. of appeal

if any, before

the S.C. &

date of disposal
Date of

receipt

of records

in the

record room

Date upto which

to be retained

Date on

which

destroyed

No. &

date of

Notification

of destruction

Part

I
Part

II
Part

III
Part

I
Part

II
Part

III

1

2

3

4

5

6

7

8

9

10

11

12

13

14

APPENDIX I

[See rule 18(c)]

No. 1/32/87-JA

December 18, 1991

ORDER

In supersession of the Order of the Chairman No. 1/32/87-JA dated 1.3.1988 and in exercise of the powers conferred by sub-section (6) of section 5 of the Administrative Tribunals Act, 1985, I hereby authorize all the Members of the Central Administrative Tribunal to function as a Bench consisting of a Single Member and exercise the jurisdiction, powers and authority of the Tribunal in respect of classes of case specified in the Schedule w.e.f. 1-1-1992 subject to the following procedure:-

(1) that the case does not involve validity of any statutory provision or interpretation of any of the provisions of the Constitution.

(2) that it is open to either party to submit to the Single Member before the matter is taken up for admission for final hearing, that it may be placed before bench of two Members. If such a request is made at the outset, the Single Member shall direct that the case be placed before an appropriate Bench of two members. Once the case is taken up, no such request shall be entertained at any subsequent stage of the proceedings for admission or final hearing as the case may be.

Explanation:

(i) The party not making the request at the stage of admission shall not be precluded from making such a request when the case is taken up for final hearing.

(ii) The stage of admission would also cover cases which may be finally disposed of with the consent of parties at the admission stage.

(iii) Notwithstanding anything contained in the previous paragraphs if at any state of the proceedings it appears to the Single Member that the case is of such a nature that it ought to be heard by a Bench of two members, he may refer it to the Chairman to transfer it to a Bench of two members.

SCHEDULE

1. Cases relating to change of date of birth.
2. Cases relating to positing/transfer.
3. Cases relating to entry in character rolls/confidential record/service record, made otherwise than as a measure of penalty under Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. Cases relating to allotment or eviction from Government accommodation.
5. Cases relating to fixation of pay.
6. Cases relating to claims of medical reimbursement, leave, joining time, L.T.C. and over-time.
7. Cases relating to crossing of efficiency bar.
8. Cases relating to grant of pension, family pension, other retirement benefits, and cases relating to interest on retirement benefits.
9. Cases relating to grant or refusal to grant advance/loans.
10. Cases relating to stagnation increment.
11. Cases relating to grant of passes of Railway employees
12. Cases relating to grant, refusal or recovery of allowances.

13. Cases relating to compassionate appointment/appointment of dependents of Government servants dying in harness.

APPENDIX II

[See rule 18(d)]

CENTRAL ADMINISTRATIVE TRIBUNAL

Copernicus Marg, New Delhi-110001.

No. 13/19/91-JA

December 18, 1991

ORDER

In exercise of the powers conferred by section 5 and all other enabling provisions of the Administrative Tribunals Act, 1985 and in supersession of all orders on the subject, I hereby make the following order regulating constitution of Benches and distribution of work of the Principal Bench and other Benches of the Central Administrative Tribunal:-

1. In the case of the Principal Bench, the Chairman and in his absence, the senior-most Vice-Chairman available and in their absence, the senior-most member available, shall regulate constitution of Benches (including Vacation Bench) and distribution of work of that Bench.
2. In the case of other Benches, the Vice-Chairman and in his absence, the senior-most member available, shall regulate constitution of the Benches and distribution of the work.
3. Notwithstanding anything contained in the above paragraph, the power of constitution of Benches and distribution of work of the Principal Bench and other Benches, shall be subject to such general or special orders, as the Chairman and in his absence, senior-most Vice-Chairman of the Principal Bench who is available, may make.

Chairman

APPENDIX III

[See rule 19(b)]

CENTRAL ADMINISTRATIVE TRIBUNAL

Copernicus Marg, New Delhi-110001.

No. 1/32/87-JA

January 20, 1992

ORDER

In exercise of the powers conferred by sub-section (6) of section 5 of the Administrative Tribunals Act, 1985, I hereby make the following order:

In situations when a Division Bench is not available for dealing with urgent cases for admission and grant of interim orders, and the urgency is such that the matter cannot be deferred until a Division Bench becomes available, the Single Member Bench is authorized to take up such urgent cases for admission and grant of interim orders subject to the condition that if the Single Member is not inclined to admit the matter he shall refer the matter for being placed before the appropriate Division Bench as soon as the same becomes available.

Chairman

APPENDIX IV

[See rule 49]

CENTRAL ADMINISTRATIVE TRIBUNAL

Copernicus Marg, New Delhi-110001.

New Delhi, the 18th February, 1992

No. 13/19/91-JA

NOTIFICATION

In exercise of the powers conferred by section 5, 12 and 22 of the Administrative Tribunals Act, 1985 read with rule 17 of the Central Administrative Tribunal(Procedure) Rules, 1987 and in supersession of all previous orders in this regard, I, , Chairman, Central Administrative Tribunal hereby make the following order with the object of avoiding delay in dealing with the Review Petitions presented before different (additional) Benches of the Central Administrative Tribunal:

REVIEW OF ORDERS PASSED BY A BENCH OF TWO MEMBERS

I. 1. Review of order in which both the Members who passed the order are functioning in the same Bench.

In such a case, the Review Petition shall be placed before the members who passed the order for consideration by circulation. If one of them is of the view that it merits a hearing, then the petition shall be placed before that Bench for preliminary hearing. In such a case, it would not be necessary to seek orders of the Chairman.

2. Review of order passed by the bench of which one member belongs to the local Bench and the other is a member of another Bench.

In such a case, the Review Petition shall be sent for consideration by circulation to the members who passed the order. If one of them is of the view that it merits a hearing, then the petition shall be placed for preliminary hearing. For that purpose, the Vice-Chairman of the local Bench shall seek orders of the Chairman.

3. Review of order in which both the members have ceased to be members of the Tribunal.

In such a case, the Vice-Chairman shall place the Review Petition for preliminary hearing before a Bench consisting of any two members of that Bench. It would not be necessary to seek orders of the Chairman in such a case.

4. Review of order in which one of the members has ceased to be a member of the Tribunal.

If one of the members who passed the order is available in that bench, the Vice-Chairman shall constitute a bench with him/her and any other member of the bench and place the petition for preliminary hearing.

If not, the Vice-Chairman shall constitute a Bench consisting of any two members of that Bench.

5. Review of order when both the members who passed the order are members of other Benches.

In such a case, the Vice-Chairman shall arrange to send the Review petition to both the members to consider the petition by circulation. If one of them is of the view that the petition merits a hearing, then the petition shall be placed for preliminary hearing. For that purpose, the Vice-Chairman shall seek orders of the Chairman.

REVIEW OF ORDERS PASSED BY A SINGLE MEMBER BENCH

II. (a) If the single member who decided the case continues to be a member of that bench, the petition shall be placed before him/her for consideration by circulation. If the member is of the view that the petition merits a hearing, it shall be posted before him/her for preliminary hearing.

(b) If the member who decided the case has become a member of another Bench of the Tribunal, the Vice-Chairman shall send the petition to him/her for being considered by circulation. If the member is of the view that the petition merits a hearing, then the petition shall be placed for preliminary hearing. For that purpose the Vice-Chairman shall seek orders of the Chairman.

(c) If the single member who passed the order has ceased to be a member of the Tribunal, then the Vice-Chairman shall post the petition for preliminary hearing before any member of the Bench. In such a case, it would not be necessary to seek the orders of the Chairman.

III. If the Review Petition is not summarily dismissed, further hearing shall be by the very same Bench constituted as per the aforesaid provisions.

IV. Orders of the Chairman may be sought when a situation not covered by the above provisions arises or when in the interest of justice it is necessary to deviate from the same.

Note.- The above procedure shall mutatis mutandis be followed in the Principal Bench.

Chairman

APPENDIX V

[See rule 145]

Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Notification No. S.O. 9462, dated September 13, 1990, published in the Gazette of India, Part II, Section 3 (ii), dated 29th December, 1990, PP-5639-5642[F.No.A-11019/33/88/AT]

In exercise of the powers conferred by the Central Government under sub-clause(ii) of clause (c) of sub-section (2) of section 3 of the Destruction of Records Act, 1917 (Act V of 1917), the Chairman, Central Administrative Tribunal, hereby makes with the previous approval of the Central Government, the following rules to regulate the destruction of records, books and papers of all Bench of the Central Administrative Tribunal, namely:-

I. GENERAL

1. Short title and commencement – (1) These rules may be called the Central Administrative Tribunal (Destruction of Records) Rules, 1990.

(2) They shall come into force from the date of publication in the Gazette of India.

2. Definitions - In these rules, unless the context otherwise requires, -

(a) "Permanent preservation" means preservation for a period of 30 years.

(b) "Supervising Officer" means an officer appointed by Chairman in the case of Principal Bench and by Vice-Chairman in the case of other Benches.

3. Preparation of index and separation of parts. – After receipt of a judicial record in the record section a fresh index in the form contained in Annexure I will be prepared. The papers will be numbered and entered in the index under the appropriate part of which it belongs. The part to which a particular paper belongs shall be determined with respect to Annexure II enclosed to these rules.

4. Records when treated as having reached completion – (a) The judicial record in a case shall be treated as having reached completion on the date of the final order of the Bench or in the event of an appeal to the Supreme Court on the date of the final order of the Supreme Court as the case may be.

(b) In the case of registers and other papers in the Judicial and Administrative branches the date of completion shall be the date on which the registers were closed and in the case of files and other papers, the date on which the final order was passed thereon.

5. Records when to be taken up for destruction – All records registers/files shall be retained in the record room from the date of completion till the expiry of the period prescribed under these rules and on expiry of such period they shall be destroyed without fail :

Provided that the Registrar of the Bench concerned or the Deputy Registrar authorized by him, may for reasons to be recorded in writing order that any particular paper or the record of any particular case be preserved beyond such period:

Provided further that documents filed by any officer of Government or produced by such officer shall not be destroyed if not previously re-claimed, but shall invariably be returned to the office from which they were produced.

6. Supervision of destruction – The destruction of judicial records, books and papers shall be carried out from time to time as may be necessary, and subject to the general superintendence of the Deputy Registrar (Judl.) and the supervised by such officer (hereinafter called the Supervising Officer), as may be appointed by the Chairman in the case of Principal Bench and the Vice-Chairman in the case of other Benches.

7. (i) Manner of destruction of records – The destruction of judicial records, books and papers shall be effected in any of the following manner:-

(a) tearing so as to render it unlikely that the documents so torn may be used again;

(b) tearing and burning it;

(c) destroying with the help of a Paper Shredding Machine.

(ii) Sale of paper destroyed and credit of sale price – The paper after the Supervising Officer has certified that the destruction has rendered such judicial records, books and papers of no value, unless the same is burnt shall be sold as waste under the orders of the Registrar and proceeds of the sale shall be credited to the receipt Head 070 other Administrative Service other receipts.

8. Notice before destruction of records – In January each year a notice specifying the documents filed by parties which will be destroyed during the ensuing year will be displayed on the Notice Board. A warning will be given that unless previously reclaimed by the party entitled before the due dates of destruction, the destruction will ensure. Return of documents to parties will be made under the orders of the Deputy Registrar.

II JUDICIAL RECORDS

9. Division of records – Every judicial record of Original Applications, Transferred Application, Review Applications and Contempt Applications for the purpose of these rules shall consist of three parts, namely, Part I, Part II and Part III.

10. Period for retention of parts, I, II and III of the Judicial Record – Part I of the Judicial Record shall be preserved permanently; Part II and Part III of a judicial Record shall be destroyed after the expiry of 5 years and 3 years respectively.

11. Note of destruction to be made in register, etc. – Letter “D” with date indicating that a paper or record has been destroyed on that date may be made in red ink in the index of the respective case bundle as well as in the relevant column of the records register in which such paper or record is entered.

III. OTHER JUDICIAL AND ADMINISTRATIVE REGISTER AND PAPERS

12. Judicial registers, Administrative and accounts registers, statistical registers and the papers and files maintained for administrative purposes are shown in Annexure Nos.III and IV respectively. These registers/papers will be destroyed after expiry of the periods mentioned in the said annexures.

13. Notwithstanding anything contained herein so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting

documents should not be destroyed even though the period preservation in the rules may have expired.

14. The period retention in the record room for any judicial record, judicial/administrative registers and papers not specified in the annexures hereunder, shall be decided by the registrar/deputy Registrar with the approval of the Chairman in the case of Principal Bench and respective Vice-Chairman in the case of other Benches.

ANNEXURE I

FORM OF INDEX

LIST OF PAPERS IN NO.....OF 19...../20.....

Sl. No. of Date of paper of Date of filing Description of Paper

Paper on

record

Part I Part II Part III

.....

ANNEXURE II

ORIGINAL APPLICATIONS-TRANSFERRED APPLICATIONS-REVIEW
APPLICATIONS/CONTEMPT APPLICATIONS

PART I

1. Index Paper

2. All judgments and orders including order on order sheet in the main cases and miscellaneous applications arising therefrom.

3. Judgment and orders received from Supreme Court.

PART II

1. All applications including miscellaneous applications/plaints/memorandum/appeals together with annexures and all other documents, whether original or copies filed with them.

2. Counters/written statement and reply affidavits.

3. All other papers not already specified.

ANNEXURE III

REGISTERS MAINTAINED IN JUDICIAL DEPARTMENT

Sl. No. Description Period of

retention

1 2 3

1. Stamp Register (General) Permanent

2. Destruction Register

3. Register showing orders received from the Supreme Court

4. Judges Daily disposal Register

5. Register showing the names of the Advocates Clerks 10 Years
6. Transferred Application Filing Register
7. Original Application Filing Register
8. Review Applications Filing Register
9. Contempt Application Filing Register
10. Miscellaneous Applications Filing Register
11. Disposal of Transferred Applications Received Register
12. Disposal of Original Applications Register
13. Disposal of Review Applications Register
14. Disposal of Contempt Applications Register
15. Register for Return of Documents

16. Un-stamp Register 5 Years
17. Register of Cause List
18. Register of Distribution of Decided Cases
19. Original Applications Numbering Registers (Tail Book)
20. Review Applications Numbering Register 3 Years
21. Contempt Applications Numbering Register
22. Miscellaneous Applications Numbering Register

23. Register for sending counters and Memo of Appearances/Vakalathnama 3 Years
24. Transferred Applications Notice Register
25. Original Applications Notice Register
26. Review Applications Notice Register
27. Contempt Applications Notice Register
28. Miscellaneous Applications Notice Register
29. Register noting adjournment to Dy.Registrar's Court
30. Transferred Applications Posting Register
31. Original Applications Posting Register

32. Review Applications Posting Register
33. Contempt Applications Posting Register
34. Register showing reserved for judgment
35. Adjournment Register
36. Daily work Allotment Register (for drafting, typing and comparing)
37. Certified Documents Issuing Register
38. Cases transferring to other sections (Tail Book)
39. Issuing Register
40. Register of inspection

ANNEXURE IV

REGISTERS MAINTAINED IN JUDICIAL DEPARTMENT

Sl. No. Description Period of retention

1 2 3

1. Correspondence on Accounts Permanent
2. Correspondence on GPF Accounts
3. Last Pay Certificates issued by CAT in respect of transferred employees and last Pay Certificates received in respect of employees transferred to CAT.
4. Copies of Office Orders, Sanction Orders, Leave Sanction Orders,etc.
5. Important Orders of Government of India
6. Important Orders of Government of A.P.

7. Income Tax Recovery Statements 10 Years
8. Copies of Increment Certificates 6 Years

9. Schedules of recoveries affected from salaries 5 Years
10. Professional Tax Recovery Schedules
11. Reconciliation of department expdr. figures and issue of monthly statement of expenditure HO/PAO
12. Receipt Scrolls received from RBI
13. Monthly statement of receipts and payments received from Bank
14. List of Payments and Monthly Account submitted to PAO, CAT, New Delhi
15. Payment Scrolls received from RBI
16. Paid Challans
17. Counterfoils of used cheque books
18. Bank reconciliation statement in respect of departmental receipts 4 Years
19. Office copies of LTC bills
20. Office copies of Pay bills
21. Office copies of Contingent bills
22. Office copies of Medical Reimbursement 3 Years
23. Office copies of Reimbursement of Tuition Fees
24. Office copies of Cycle & GPF Advance Bills
25. Office copies Bills sent to PAO for Pre-check
26. Correspondence on L.O.C. 2 Years
27. Office copies of Pay Slips

28. Office copies of TA bills 1 Year
29. Post Check remarks of PAO Till the objections are finally cleared.

B. List of Files maintained in establishment stores section

Sl. No. Description Period of retention

1 2 3

1. Appointment (Temporary, Ad hoc, Regular) Permanent
cadrewise, employee-wise, files

2. Recruitment rules, etc.
3. General Files/Stock Files
4. Purchase of new building for office premises
5. Telephone installation and upkeep
6. Correspondence regarding Postal Bag/Box
7. Correspondence on Telegraphic Address
8. Delegation of Financial powers
9. Reservation of posts for SC/ST candidates
10. Correspondence of SIU Study Report
11. CAT (Salaries & Allowances and Conditions of Services of Chairman, Vice-Chairman and Members) Amendment Rules, 1987
12. All files relating to drafting/amendment of Rules
13. Administrative Tribunals (Procedure) Rules, 1986

Sl. No. Description Period of retention
1 2 3

14. Air Coolers, Air Conditioners and Water Coolers Till the date the equipment is written off
15. Xerox Machine
16. Electronic Typewriter
17. Pedestal Fans
18. Water filters
19. Motor Cycle Maintenance
20. Motor Cars Maintenance
21. Franking Machine
22. Gestetner Machine
23. Office accommodation, arrangements of payment of rent for 10 Years

office premises water and electricity charges and office building

24. Electric installations, correspondence with CPWD

25. Disciplinary and other administrative matters 5 Years

after close of the enquiry

26. Correspondence of Lifts 5 Years

27. Pay Fixation Files of all employees

28. Vacation, Holidays, Circuit Sittings etc.

29. Railway consignment receipts and issue

30. Telegram Credit Account File

31. Annual Conference of Vice-Chairman

32. Advance increments to State Staff

33. Budget files (at location of provision under various sub-heads) 3 Years

34. Entertainment arrangements for visitors

35. Purchase of Rubber Stamps

36. Purchase of Forms and Registers

37. Stock and Distribution of Registers and Printed Forms

38. Regulation of expenditure on furniture, forms, stationery and misc. items

39. Petrol Coupon Counterfoils

40. Specimen Signature of DDO

41. Reservation of Guest House etc.

42. Reimbursement of Local Conveyance Charges 2 Years

43. Sanction of CL, Condoning of late attendance etc. 1 Year

44. Personal Files Two years after final

retirement/death/resignation

45. Sanction of Cycle, Festival Advance, OTA, LTC, MCA 3 years after final recovery

GPF Advances, Part-Final Withdrawals etc.

46. High Officials Railway Reservation (H.O.R.) 1 year after the debits are

settled

47. Internal Test Audit Notes 3 years after the report of

is settled

48. Continuation of Staff on deputation 3 years after completion of

deputation

49. Allotment of General Pool Accommodation of Staff Quarters 3 Years

ANNEXURE VI

[See rule 154 (b)]

DEPARTMENT-WISE CLASSIFICATION OF CASES

(A) ALL INDIA SERVICES

1. Indian Administrative Service

2. Indian Police Service

3. Indian Forest Service

4. Indian Foreign Service

(B) OTHER SERVICES REGULATED BY CENTRAL GOVERNMENT

SERVICE RULES

5. M/o Agriculture
6. M/o Chemicals & Fertilisers
7. M/o Civil Aviation and Tourism
8. M/o Civil Supplies, Consumer Affairs & Public Distribution
9. M/o Coal
10. M/o Commerce
11. M/o Communications
12. M/o Defence
13. M/o Environment and Forests
14. M/o External Affairs
15. M/o Finance
16. M/o Food
17. M/o Food Processing Industries
18. M/o Health and Family Welfare
19. M/o Home Affairs
20. M/o Human Resource Development
21. M/o Industry
22. M/o Information and Broadcasting
23. M/o Labour
24. M/o Law and Justice and Company Affairs
25. M/o Mines
26. M/o Non-Conventional Energy
27. M/o Parliamentary Affairs
28. M/o Personnel, Public Grievances and Pensions
29. M/o Petroleum and Natural Gas
30. M/o Planning and Programme Implementation
31. M/o Power

32. M/o Railways
33. M/o Rural Development
34. M/o Science and Technology
35. M/o Steel
36. M/o Surface Transport
37. M/o Textiles
38. M/o Urban Development
39. M/o Water Resources
40. M/o Welfare
41. D/o Atomic Energy
42. D/o Electronics
43. D/o Ocean Development
44. D/o Space
45. Cabinet Secretariat
46. President's Secretariat
47. Prime Minister's Office
48. Planning Commission
49. Government of India Press
50. Staff Selection Commission

(C) OTHER SERVICES COVERED BY CENTRAL CIVIL SERVICES RULES,
C.& A.G., PUBLIC SECTOR, AUTONOMOUS BODIES

51. Comptroller and Auditor General of India
52. Controller General of Accounts
53. Chief Election Commissioner
54. Planning Commission
55. Union Public Service Commission
56. U.T. of Andaman & Nicobar Island
57. U.T. of Chandigarh
58. U.T. of Dadra & Nagar Haveli

59. U.T. of Daman & Diu
60. U.T. of Delhi
61. U.T. of Lakshadweep
62. U.T. of Pondicherry
63. Central Board of Trustees/Central Provident & Fund Commissioner
64. Employees' State Insurance Corporation
65. Central Board of Workers Education
66. National Labour Institute
63. National Council of Safety in Mines, Dhanbad
64. Council of Scientific and Industrial Research
65. Central Social Welfare Board
66. Indian Council of Agriculture Research

ANNEXURE VII

[See rule 154 (c)]

SUBJECT-WISE CLASSIFICATION OF CASES

DIVISION BENCH CASES

1. Absorption in Public Sector/Autonomous Bodies/Other Departments
2. Adhoc appointments/Regularisation
3. All India Services
4. Allotment/Vacation/Eviction of Quarters
5. Civil Services Examination
6. Creation and Abolition of Post

7. Daily Wages/Casual /Regularisation
8. Deputation/Regularisation
9. Disciplinary-Cases
 - (a) Major Punishment – Dismissal/Removal/Compulsory Retirement/Reduction in Rank
 - (b) Minor Punishment – Other Punishment
 - (c) Suspension
10. Extra Departmental Staff
11. Leave Rules – Break in Services/Dies non
12. Lien
13. Medical Facilities
14. Probation
15. Recruitment & Appointment
16. Reservation for SC/ST/Ex-servicemen/Physically Handicapped
17. Reversion
18. Retirement under FR 56(J)
19. Scale of Pay
20. Selection/Promotion
21. Seniority/Confirmation
22. Surplus Staff – Redeployment of
23. T.A.
24. Temporary Service, Rules/Termination of Service
25. Training
26. Uniform and washing Allowance
27. Voluntary, Resignation/Retirement
28. All Single, Bench Cases Classified, under the Head (A) to (M) in Appendix VIII

ANNEXURE VIII

[See rule 154]

SUBJECT-WISE CLASSIFICATION OF CASES

SINGLE BENCH CASES

- (a) Allotment of Eviction for Government Accommodation
- (b) Claims of Medical Reimbursement, Leave, Joining time, LTC and Over-Time
- (c) Compassionate Appointment/Appointment of Dependents Dying in Harness
- (d) Crossing of Efficiency Bar
- (e) Date of Birth
- (f) Entry in Character Rolls/Confidential Record/Service, record, made otherwise than a measure of penalty under Central Civil Services (Classification, Control and Appeal) Rules, 1965
- (g) Fixation of Pay
- (h) Grant of Passes to Railway Employees
- (i) Grant of Pension, Family Pension, other Retirement Benefits and Interest on Retirement Benefits
- (j) Grant or Refusal to Grant Advance/Loans
- (k) Grant, Refusal or Recovery of Allowances
- (l) Posting/Transfers
- (m) Stagnation Increment

ANNEXURE IX

[See rule 156]

CENTRAL ADMINISTRATIVE TRIBUNAL _____BENCH

INSPECTION

SCHEDULE 1

FORMAT FOR INSPECTION OF JUDICIAL SECTIONS

Name of Department

Date of present Inspection

Date of last Inspection

Date of Inspection

Date of Inspections during the current financial year

Name and designation of the Inspection Officer

Name of S.O. and date from when he is in-charge

Date of submission of compliance report to Dy. Registrar(J)

PART I

STAFF STRENGTH

(Factual data to be furnished by Section Officer)

S.O. Asstt. UDC LDC Daftry Peon

1 2 3 4 5 6 7

1. Staff Strength

Present staff strength with date they took charge of the post.

(a) Sanctioned

(b) Actual

2. The staff strength at the time of last inspection

(a) Sanctioned

(b) Actual

3. Number of members of staff having working knowledge in Hindi

4. Number of Staff working in Hindi

5. Distribution of work amongst various officers

6. Number of cases received during the year

7. Number of cases decided during the year

8. Whether fire extinguisher has been installed and is in proper working order. If not, action taken in respect thereof.

9. Whether the electrical fittings and wiring are

safe and satisfactory and in working order.

10. Whether space for keeping records is sufficient.

If not, suggestions, if any.

11. Whether the racks are sufficient, if not, requirement considering the available space.

12. How many exhaust fans have been installed, in the section, are these in working order, if not, has it been reported.

PART II

1. Whether all the files received in the previous quarter are properly maintained.

(Take ten files from different racks in all and tally the documents with index and examine the following points, namely) :-

- (i) Whether the papers are properly classified and tagged.
- (ii) Whether notices were sent in time.
- (iii) Whether Peshies were prepared in time
- (iv) Whether Ads for service attached in the files
- (v) Whether names of the Counsels tally with Vakalathnamas.
- (vi) Whether all the particulars, are given in the facing sheet of the file cover.

(vii) Whether the scrutiny sheet is properly submitted to the concerned officer at the time of registration.

(viii) Whether the order sheet is maintained properly.

(ix) Whether the amendments, if any, are incorporated.

(x) Whether the classification of the case subject-wise and department-wise is correctly done.)

2. Whether all the file are properly kept year-wise in seriatim and labels indicating the year affixed.

3. Whether the court diary is maintained properly.

4. If any file found lying on the floor or not kept at proper place, the reasons for it. The date of receipt in the section should be indicated with the name of the dealing hand.

5. Whether the warning list is prepared and published as per the Rules.

6. Whether the daily cause list is prepared and published as per the Rules.

7. (a) Whether the interim orders/final orders/are communicated in time.

(b) Whether copies of common orders are kept in connected files.

8. Whether the certified copies are issued as per the Rules.

9. (a) Is there any delay in taking steps in complying with

direction of the Supreme Court?

(b) Whether Records are transmitted to Supreme Court in time.

(c) Is there any failure in circulating the orders of the Supreme Court?

10. (a) Whether indexing of disposed case files is done properly.

(b) Whether the files are sent to the Record Room for consignment on the days fixed for each Judicial Section. If not, reason therefor.

(c) Whether the retention/destruction of records are done as per Rules.

11. Whether the following registers are maintained properly and periodical inspection done by the S.O.

(a) Inward Register.

(b) Register of OA/RA/CP(C)/MP

(c) Register of IPO/DD

(d) Ready list Register

(e) Stage Register

(f) Posting Register

(g) Inspection Register

(h) Register of Registered Clerks.

- (i) Register of Copy application
- (j) Requisition of Register
- (k) Despatch Register of free copies of order
- (l) SLP Register
- (m) Destruction Register

SCHEDULE II

Format for Inspection of Library

PART I

General

1. Name of S.O. (Library), date from which posted as such.
2. Name and designation of other staff members.
3. Accommodation, furniture, lighting, arrangement, fire fighting arrangement.
4. Date of last inspection, or of previous inspection made in the current financial year.

PART II

1. Whether the books are entered in the catalogue.
2. Whether the books are properly kept in the almirahs/racks in an orderly manner.
3. Examine some books to see whether pages of the books are properly sealed.
4. Whether the books are sealed, marked and numbered (Check some books and tally the number with the catalogue).
5. Has there been any loss of book from the Library in the current financial year. If so, has the loss been reported and what action taken.

6. Check the register for temporary issue of books whether all the books so issued have been received back. If not, the details thereof.
7. Check the register for books issued permanently to court rooms, Chambers and Residential Office, etc.
8. Have the books issued permanently been checked and verified with the register. If so, when? If not, why?
9. Are correction slips received in the Library regularly? If not, why? If no correction slip has been received, what steps have been taken to procure them.
10. Have all corrections, amendments etc. been promptly incorporated in all the copies of Acts, Rules, Regulations, etc. ? If not, why?
11. Whether copies of necessary correction slips have been sent to all PS/CO and others.
12. Whether a guard file containing all the copies of Government Gazette/Notification issued for amendment/correction, adoption, modification of Acts, Rules, Regulations etc. is maintained with index.
13. Whether all necessary books and enactments etc. required for permanent issuance has been issued. If not, why? Check the requisition slips.
14. Whether the law journals have been circulated to all members and received back.
15. Are there unbound books in the Library which require binding. If so, details thereof.
16. Are the binding of all the old books in perfect order or any of them require repairing/binding. If so, details thereof.
17. Are there any book/magazine or any other paper in the Library which require weeding, if so details thereof.

PART III

1. What is the budget for previous and current financial year.
2. Whether whole of previous budget has been properly utilized or any amount was surrendered.
3. Whether the bills for books/journals purchased/subscribed for the current financial year have been paid or subscribed. If not, details thereof with reasons.

SCHEDULE III

Format for Inspection of Administration Sections

DIVISION A – CENTRAL ISSUE SECTION

1. Name of the Deptt. Central Administrative Tribunal,Bench

2. Date present inspection

3. Date of last inspection

S.O. Asstt. UDC LDC Daftry Peon

1 2 3 4 5 6

1. Staff Strength

Present

(a) Sanctioned :

(b) Actual :

2. At the time of last inspection

(a) Sanctioned :

(b) Actual :

3. Deployment of Staff on

(a) Receipt and diarizing of dak for onward transmission

(b) Sorting and distribution of dak for onward transmission

(c) Despatch of DAK of different items:

1. Dasti

2. Judgments

3. Order

4. Notice
5. A/D Cards
6. Telegrams
7. Speed Post Letters
8. Administrative Dak & Misc.Dak
9. Regd. Post
10. Special Messenger
11. Counter delivery
12. Diplomatic bag

B-Grade of Work

4. What is the average rate of dak received for onward transmission per day from various sections :

- (i) Hon'ble Chairman's Office
- (ii) Hon'ble Vice Chairman's Office
- (iii) Hon'ble Member's Office
- (iv) Registrar's Office
- (v) FA&CAO's Office
- (vi) Judicial Sections
 - a. Notice
 - b. Dasti Dak
 - c. Order
- (vii) Administrative sections
- (viii) Cash Section
- (ix) Pay & Account Office
- (x) Any other

- a. Telegram
- b. Speed Post

5. Average rate of receipt and dispatch of dak per day
by various modes of dispatch viz. BF Receipt Despatch Balance

- (i) By Speed Post
- (ii) By Regd Post
- (iii) By Ordinary Post
- (iv) By Special Messenger
- (v) By Counter delivery
- (vi) By Telegraphic Mode
- (vii) By any other misc., mode

6. If any balance is left over in total receipt &
despatch, what are the reasons therefore and
how many days are normally taken in Despatch
Section to dispatch a Communication.

Signature of Section Officer

Part II- Inspection Officer's Report

Reservation on procedural requirements Maintained Corrected Available
upto date Hands

1 2 3 4

1. List of residential address and telephone
number of Officers and Staff of CAT, PB
and other Benches.

2. List of residential address and telephone number of Officers of other Organisation e.g., Deptt. of P&T Trg., Supreme Court, High Courts etc.

3. List of telegraphic address of various Benches of CAT and High Courts and other outstations Deptts. with whom correspondence is exchanged frequently.

4. Delhi Official Directory

5. Official Directory of CAT

6. Schedule of Postal Rates

7. Schedule of Speed Post rates

8. Dak Registers in Prescribed Proforma

a. Whether maintained properly

b. Whether delay in distribution

c. Whether neat and tidy

d. Whether scrutinised by S.O. daily

9. Examine a sample of 50 more than one month old entries and indicate the number (if any) of

- a. incomplete entries
- b. Delay in dispatching
 - (i) by 2 days
 - (ii) by 3 days
 - (iii) by 5 days
 - (iv) beyond one week

10. Despatch

Examine a sample of 50 communications

Ready for dispatch and indicate number

(if any) where

- (i) Covers needlessly used.
- (ii) Covers used were not of appropriate size.
- (iii) Economy slips, although required, not used
- (iv) Address written is incomplete or illegible
- (v) Window envelope used but address is not visible from the window.
- (vi) Unduly large number of stamps or some other denomination used.
- (vii) Covers meant for dispatch under service postage stamps not franked with facsimile impression of the signature of Officer-in-charge.
- (viii) Covers marked for dispatch by Regd. AD with AD Card not bearing reference No. of the Communication.
- (ix) Reference No. of telegram ready for dispatch not indicated in the receipt portion of telegram.

11. Whether Despatch Register and Register of daily abstract of

service postage stamps use are maintained in the prescribed forms?

Are separate Despatch Register maintained for ?

(i) Speed Post

(ii) Regd A.D. Post

(iii) Ordinary Post

(iv) Despatch through Special Messenger

(v) Despatch by hand across the counter

(vi) Whether these Registers are maintained neat

Tidy. Whether value of stamps totaled.

(a) daily

(b) Correctly

12. Whether postal registration books used for registered post ?

13. Stamp Account Register:

Whether stamp register is maintained in the prescribed form?

Totals from the despatch registers and postal registration book

Posted.

a. daily

b. Correctly

c. Scrutinised by S.O. daily

d. Inspected each month by Deputy Registrar

e. Whether stocks available tallied with the balance shown

in the register?

14. Spl. Messenger(s) Books

- (a) What are the number of books is use?
- (b) Whether number serially?
- (c) What are the basis of allocation?
- (d) Whether allocation is rational?
- (e) Whether the time of receipt and dispatch of urgent communication is indicated?

15. Efficiency in dispatching communication at random.

(examine a sample of 50 items of dak despatched during the period under inspection and indicate).

- (a) time taken to despatch a regd. Letter.
- (b) time taken to despatch a speed post letter.
- (c) time to taken to despatch an ordinary letter.
- (d) time taken to despatch a telegram.
- (e) time taken to dispatch a letter through SPI. Messenger.

16. General Remarks

- a. Adequacy of Staff Strength
- b. Adequacy of working condition including lighting, ventilation etc.

17. Summing up

Brief recapitulation of defects or short comings noticed.

18. Suggestions for improvements

a. by the inspecting officer

b. Recd. For S.O/Staff and comments

of Inspecting Officer thereon.

19. A general assessment of performance of the section

including comparative appraisal with particular

reference to the picture revealed during the last

inspection.

Signature of Inspecting Officer

DIVISION B – ADMINISTRATION SECTION

Central Administrative Tribunal.....Bench

1. Name of Deptt.

2. Date present inspection

3. Date of last inspection

4. Name & Designation of the Inspecting Officer

PART I

(Factual data to be furnished by Section Officer)

S.O. Asstt. Caretaker UDC LDC Daftry Peon

1 2 3 4 5 6 7 8

A. Staff Strength

1. Present

(a) Sanctioned

(b) Actual

2. At the time of last inspection

(a) Sanctioned

(b) Actual

3. What is the No. of members of staff

having working knowledge in Hindi ?

4. What is the No. of Staff working in Hindi ?

B. Typewriters

1. No. of Typewriters.

2. No. of Devnagari Typewriters

C. State of work During the preceding During 12 months

12 months preceding last

inspection

1. No. of receipts received

2. No. of files opened

3. (i) No. of files due for recording

(ii) No. of files recorded

(iii) No. of files pending for recording

4. (i) No. of files due for review

(ii) No. of files reviewed

(iii) No. of files pending for review

(iv) No. of files marked for further

retention after review and its

percentage to above (ii).

5. What is the No. of cases pending

(i) pending over one month

(ii) pending over three months

(iii) pending over six months

(iv) pending for more than one year

6. What is the No. of complaints with regard to maintenance both electrical and civil installation including maintenance of building.

(i) Recd.

(ii) Transmitted to CPWD

(iii) Pending

(iv) Complaints attended to and defects

Rectified by CPWD

(v) Complaints pending (indicate period of pendency and attended to itemwise)

7. What is the No. of complaints received and attended to itemwise in respect of maintenance of office equipment etc.

Sl. Item details No. of No. of No. of Duration of
No. complaints complaints complaints pendency
Recd. attended to pending reasons for
1. 2 3 4 5 6

- a. Air Conditioner
- b. Room Coolers
- c. Water Coolers
- d. Fans
- e. Typewriter (Manual)
- f. Typewriter (electronic)
- g. Word Processor
- h. Computer P.C.
- i. Photocopying Machine
- k. Heater
- l. Heat convector
- m. Franking machine
- n. Weighing machine
- o. Telephones
- p. Intercoms
- q. Almirah
- r Furniture

s General cleanliness

t Any other not specified items

u Relating to supply of stationery/stores

8. Constraints if any to carry out the day
to day work and suggestion, if any,
to improve the working efficiency.

Signature

Name and Designation

PART II – INSPECTING OFFICER’S REPORT

1. Are the following maintained ? Neat and Tidy upto date Supervised by SO
periodically

(i) Dead Stock Register

(ii) Consumable Stock Register

(iii) Distribution Register

(iv) File & File Movement Register

(v) List of standard sub-heads

(vi) Diary Register

(vii) Astt. Diary

(viii) List of subject allotted to different dealing hands.

(ix) Guard Files

- (x) Reference Folders
- (xi) Decision Diary/Precedent Book
- (xii) Reference Books
- (xiii) Register for watching progress of recording of files
- (xiv) Register for watching progress of weeding of files.
- (xv) Reminder diary
- (xvi) CPWD Complaint Register

2. Submission/processing of cases

(a) Inspecting Officer to take 10 current cases ready for submission to Deputy Registrar/Registrar or senior officer and comment upon the following :-

(i) Whether files are neat and tidy and are in presentable condition ?

(ii) Whether properly referred, docketed, flagged, tagged wherever necessary in addition to other routine requirements in putting up papers like punching of papers, use of urgency grading etc.

(iii) Whether files are resubmitted promptly in reply to queries raised by senior officers.

(iv) Whether drafts put up on file are precise and concise and name designation and telephone number of the signatory indicated.

(v) Whether files relating to processing of bills are

submitted promptly and due care has been taken to ensure the compliance of relevant rules before releasing the payments.

3. Checks on delays

- a. Whether weekly arrear statement is prepared
- b. Whether monthly arrear statement is prepared.
- c. Whether Check List for incoming and outgoing return is maintained and returns are sent well in time.
- d. Whether all incoming papers are diarised and if so, there has been any delay in diarizing the papers.
- e. Whether there has been any delay in typing out the fair letters.

4. Opening and numbering of files

(i) List of standard heads and subheads :

- a. Maintained ?
- b. Reviewed annually ?

(ii) Files opened under appropriate heads?

(iii) Titles appropriate?

5. Check list of incoming and outgoing periodical returns.

- a. No. of periodical returns and what is the

Periodicity:-

- i. Weekly
- ii. Fortnightly
- iii. Monthly
- iv. Quarterly
- v. Half-yearly
- vi. Yearly

b. What is the number of returns recd./sent up to date?

i. What is the No. of returns not received/sent on date?

ii Whether adequate steps have been taken to obviate the recurrence of delays, if so, please describe and if not what are the reason therefor?

c. Check list to attend letters received from Supreme Court High Courts, M.Ps etc and D.O. letters addressed to Hon'ble Chairman/Hon'ble Vice-Chairman.

i. Is S.O. keeping special watch?

ii. If so, how and if not, why?

iii. Is the method adopted adequate, if not, what are the suggestions?

iv What is the number of such letters not acknowledged or interim reply given

a. Within a week

b. Within a month

6. Check of Staff Cars

1. Do adequate arrangements exist to maintain and servicing of staff car/ If not what are the deficiencies?

2. Do adequate arrangement exist for garaging vehicles Properly? If not, what are the deficiencies?

3. Do adequate arrangement exist for refueling of vehicles? If not, what are the deficiencies?

4. Do the log books of vehicles are maintained in prescribed proforma and entries are checked periodically by the Controlling Officer. I If not, what are the deficiencies?

5. Whether the monthly return on consumption of petrol is sent on time.

7. Use of Hindi for Official purposes

(i) Examine a sample of 5 cases of Hindi speaking States e.g., UP, MP, HP, Bihar, Rajasthan, Haryana And Union Territory of Delhi and report as to whether in each case communication was sent in Hindi.

(ii) Take sample of 5 communications in Hindi received from member of public or employees to which replies have been sent and indicate whether letter s received in Hindi are replied in Hindi or not.

(iii) Of the 10 sample cases referred to above, indicate in how many cases noting/drafting were done originally in Hindi.

(iv) Take example of 5 contracts/agreements executed and indicate the number of those not simultaneously executed in Hindi.

(v) Take sample of 5 each of (i) forms (ii) Rubber stamps (iii) subjects on file cover and indicate whether these have been prepared bilingually and if not, what action has been taken to do the needful.

Summing up

1. Brief recapitulation of defects or short comings noticed and any other comments which inspecting officers may have to make.

2. A general assessment of the performance of the section including a comparative appraisal with reference to the picture revealed during the previous inspections. (The defects mentioned in the last three or four inspections reports with particular reference to the recurring and continuing irregularities which have not been rectified should be specially stated.)

3. Suggestion for improvement

(a) made by inspecting officer

(b) received from the staff of the section together with

comments of the inspecting officer, thereon.

Signature of Inspecting Officer

Designation .

Dated :.....

SCHEDULE IV

FORMAT FOR INSPECTION OF RECORD ROOM

1. Date present inspection
2. Date of last inspection
3. Dates of Inspection during the current financial year
4. Name & Designation of the Inspecting Officer
5. Name of the S.O. or I/C (RR) and date from when he is incharge.
6. Date of submission of compliance report to Dy. Registrar (J).

PART I

STAFF STRENGTH

(Factual data to be furnished by Section Officer)

S.O. Asstt. UDC LDC Daftry Peon

1 2 3 4 5 6 7

1. Staff Strength

Present staff strength with date they took charge
of the post.

(a) Sanctioned

(b) Actual

2. The staff strength at the time of last inspection

(a) Sanctioned

(b) Actual

3. Number of members of staff having working knowledge of Hindi

4. Number of Staff working in Hindi

5. Distribution of work amongst various officers

6. Whether fire extinguisher has been installed and is in proper working order. If not, action taken in respect thereof.

7. Whether the electrical fittings and wiring are safe and satisfactory and in working order.

8. Whether space for keeping records is sufficient. If not, suggestions, if any.

9. Whether the racks are sufficient, if not, requirement considering the available space.

PART II

1. Whether all the files received in the previous quarter are properly tagged and stitched.

(Take ten files from different racks in all and tally the documents with index and examine in respect of other matters.)

2. How many defective files (Badar files) were found during the quarter.

3. Whether all the file are properly kept year-wise in seriatim and labels indicating the year affixed.

4. If any file found lying on the floor or not kept at proper place, the reasons for it. The date of receipt in record room should be indicated with the name of the official.

5. Whether the files are received in the record room for consignment on the date/dates fixed for each judicial section. If not, reason therefor.

6. Whether the records are received with lists and all such lists are properly stitched.

PART III

1. Name and number of years for which complete weeding of files done.

2. Total number of files with their Institution number, checked and ready

for weeding.

3. Total number of files and year of latest file weeded after checking.

4. Ten oldest files pending for weeding and reasons of delay.

5. Steps taken for the destruction of weeded-out files.

6. Whether registers for weeded out/destroyed files maintained upto date.

7. Whether parts of the files to be maintained after weeding out are kept in order and proper place or not.

PART IV

1. Whether files requisitioned for inspection are received back within three days.

If not, reasons thereof.

2. Whether files requisitioned for issuing copy are received back within three days.

If not, reasons thereof.

3. Registers for requisition properly maintained or not with date of requisitioned and date of sending the files and date of receiving back.
