

CENTRAL ADMINISTRATIVE TRIBUNAL (GRANT OF CERTIFIED COPIES) REGULATIONS, 1988

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1. . :-

These regulations may be called Central Administrative Tribunal (Grant of Certified Copies) Regulations) 1988.

(i) These regulations extend to all the Benches of the Central Administrative Tribunal.

(ii) They shall come into force w.e.f. 15th May, 1988.

2. Copy to be granted to person entitled :-

A copy of judicial record, pertaining to the Central Administrative Tribunal, may be granted in the manner prescribed by these regulations, to any person, legally entitled to receive it.

3. Party entitled to copy of orders :-

(i) A party to an 'application' is entitled to obtain, free of cost, a copy of an interim order granting, refusing or modifying interim relief and a copy of Final order of the Tribunal.

(ii) Party entitled to copy of record/document.--A party to an 'application' is entitled to obtain, at any stage of the proceedings, copy of the record/ document filed before the Tribunal, on payment of fee of one rupee per page, irrespective of the number of words or lines on that page.

4. Grant of copy of document to a stranger :-

A stranger to an application may be granted on payment of the fee as laid down in these rules a copy of (a) an application (b) reply (c) affidavit (d) document produced by the parties (e) adjournment applications or other application filed by parties (f) judgments or orders passed by the Tribunal, provided he shows to the satisfaction of the Registrar or the Deputy Registrar incharge that he has sufficient reason for obtaining such a copy.

5. Extra fee for urgent copy :-

On an application for 'urgent copy' i.e. copy to take precedence over other copying work, a uniform extra fee of rupee one per page shall be charged.

6. Mode of payment of copying fee :-

(i) All applications for the grant of certified copies whether by parties or by strangers shall be accompanied with a non-refundable fee of rupees five in the form of a postal order.

(ii) Where the fee chargeable for the grant of certified copies whether in the case of ordinary or urgent copy, is more than rupees five, the balance amount shall be deposited by the applicant in case with the cashier between 10.30 A.M. to 4.30 P.M. before the actual delivery of the copy.

7. Time of delivery of copy :-

(i) Urgent copy shall be delivered to the applicant as far as possible within three days and ordinary copy within ten days from the date of submission of an application.

(ii) An application shall be treated as effective only if initial deposit of rupees five is made.

(iii) If the applicant does not claim the copy on the date mentioned above or within six months thereafter, the copy so prepared may be destroyed and the copying fee deposited by the applicant, shall be forfeited to the Government.

8. Credit of copying fee :-

Copying fee shall be credited to the Government Account.

9. Contents of application :-

Every application for supply of a copy shall contain the following particulars, namely:-

- (a) Number of the application/case.
- (b) Names of the parties.
- (c) Whether the case is pending or disposed of.
- (d) The name of document of which copy is required.
- (e) In the case of a copy of an order, whether for private or general use.
- (f) The name and full postal address of the applicant.
- (g) Postal order No. and the amount.

10. Endorsement to be made on the copy before delivery :-

Every copy, before its delivery to the concerned applicant, shall be stamped indicating therein:

- (a) Serial number of the 'Application'.
- (b) Name of the applicant.
- (c) Date of presentation of application for copy.
- (d) Number of pages.
- (e) Copying fee charged/urgent or ordinary.
- (f) Date of preparation of copy.
- (g) Date of delivery of the copy to the applicant.

11. . :-

All copies supplied by the Registry of the Benches of the Tribunal shall be certified to be true copies by the Officer Incharge of the copying Branch or the Officer so authorised by the Registrar on that behalf and shall also bear the seal of the Tribunal. The Officer Incharge of the copying Branch or the Officer so authorised shall also initial every alteration on the copy.

12. . :-

A register of applications for certified copies shall be maintained in

the form as given at Annexure 1.