ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, 1977

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CHAPTER MISCELLANEOUS Performance of duties during Chairman's head-quarters Functions of Registrar Maintenance of Registers Function of members of ollice staff Court fees Register of Court fees Holiday list of the Tribunal Days of judicial work Seal of the Tribunal All summons etc. to be signed and sealed absence from 47 56 56 56 56 56 56 56 56 56 56 56 56 Agent and Advocate required to have proper authority to present appeal, etc. Tribunal to follow provisions of Civil Procedure Code in matters not provided for in these Regulations. No. A.A.T. 29/77/84, dated the 8th August, 1977.—The following regula- tions framed under sub-section (l) of Section 13 or the Assam Administrative Tribunal Act, 1977 are hereby published for general information. This canscels the Assam Administrative Tribunal Regulations, 1977 as published under Notification No. A.A.T. 29/77/81, dated 6th July, 1977 in the Assam Gazette dated 20th July, 1977. In exercise of powers contörred by sub-seetion (l) of Section 13 of the Assam Administrative Tribunal Act, 1977 (Assam Aet No. VIII of 1977) the Assam Administrative Tribunal with the previous sanction of the State Govern- ment hereby makes the following Regulations for regulating its procedure and disposal of its business

CHAPTER 1 GENERAL PROVISION 1. Title. —These Regulations may •be called the Assam Administrative Tribunal Regulations, 1977

2. Commencement.—These Regularions, shall come into forcel with immediate effect

3. Interpretation.—(l) In these Regulations, unless the context otherwise requires,— (i) "Act" means the Assam Administrative Tribunal Act, 1977. (ii) 'Appeal' means a appeal preferred under sub-section (l) of Section 4 of the Act, and includes applications for review, restoration or for setting aside an ex-parte order. (iii) 'Appellant' nleans a civil servant who is entitled under the Act to frie an appeal and in case of death of such civil servant his legal representatives and includes an applicant and in case of his death his legal representative. Witb effect froxu 10th August, 1977. ASSAM AND MEGHALAYA SERVICE CODE (iv)

'Bench' mnns a bneh of the Tribunal constituted under Section 8 of the Aet or as rmy b2 stituted under these Regulations. (a) 'Division Bench' means a court held by two Members of the Tribunal. (b) 'Full Bench' means a court held by three Members of thc Tribunal. (v) 'Chairman' means the Chairman of the Tribunal. (vi) 'Form' means a form appended to these Regulations. (vii) 'Government' means The Government of Assam. (viii) 'Member' means a member of the Tribunal. (ix) 'Party' means appellant!applieant and/or sspondent/opposite party and includes their legal representatives. (x) 'Registrar' means an oflicer who is appointed by the Government to discharge functions oc the Registrar of the Tribunal and includes any other person who is for the time being entrusted with the func- tions of the Registrar by the Chairman of the Tribunal. (xi) 'Respondent' includes opposite party and in case of death of the respondent or opposite party his legal representative. (xii) 'Section' means the section of the Act. (xiii) 'Tribunal' means the Assam Administrative Tribunal constituted under the Act. (2) The provisions of the Assam General Clauses Act, 1915 (Act 2 of 1915), shall apply, as far as may be, as to these regulations in the same manner as they apply to an Act passed by the State Legislature

CHAPTER 11 OFFICE OF THE TRIBUNAL AND SITTING OF MEMBERS 4. Head Office.—The head oflice of the Tribunal shall be at Gauhati provided that the Tribunal may at any time, by notification in the omcial Gazette transfer the head oflice to any other place in the State of Assam

5. Notwithstanding anything contained in Regulation 4, the Chairman may direct that any case be heard in any place that he may consider suitable, within the State of Assam.CHAIYI'ER ill PRESENTATION, REGISTRATION AND ADMISSION OF APPEALS 6. Presentatiou of appeals.—Procedure for filing memorandum of appeal : (l) A memorandum of appeal to the Tribunal may be presented by the appellant or his authorised rcffresentative or an Advocate in person to the Registrar during office hours at the headquarters of the Tribunal or may be sent by the appellant by Registered post to the Registrar at the headquarters of the Tribunal. R. ili ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, i 9i7 (2) A memorandum of appeal sent by post under sub-regulation (1), shall be dB2tned to have b33n presented to the Ragistrar on the date of its receipt in the otüze of the Tribunal at its headquarters, COMMENT Appeal and memorandum ofappeal.—The words "accompanied by" showed that something tangible had to ac.•ompany the memorandum of appeal. If the memorandum of appeal had to be accompanied by satisfactory proof, it had to be in the shape or something tangible, because no intangible thing can accompany a document like the memorandum of appeal. Making "an appeal" the equivalent of the memorandum of appeal is not sound. Even under Order XL of the Code of Civil Procedure the expression "appeal" and memo- randum of appnl" are used to denote two distinct things. The word "appeal" is defined as the judicial examination of the decision by a higher court of the decision of an inferior court. The appeal is the Judicial examination : the memorandum of appeal contains the grounds on which the judicial examination is invited.l 7. Date of presentation of appeal.—Registrar shall endorse on every memorandum of appeal the date on which it has been presented or is deemed to have been presented under Regulation 6 and shall sign the endorsement

8. Receipt slip.—The appellant may attach to and present with his memorandum or appeal a receipt slip (as in

Form No. 2) which shall be signed by a person nominated by the Registrar in acknowledgment of the receipt of the memorandum of appeal

9. Contents of appeal.—Contents of the memorandum of appeal. Every memorandum of appaal shall be in

Form No. 1 and shall :— (i) State the name and address of the appellant ; (ii) State the name and address (to the extent known) of the necessary respondents ; and (iii) set out concisely and under distinct heads the grounds of appeal without any argument or narrative. COMMENT Appeal.—The term "appeal" is defined in the Oxford Dictionary, VOL 1, p. 393, a; transferen2e of a ease from an incerior to a higher court or Tribwul in the hope of reversing or modifying the decision of the former. The term "appeal" contained in the Law Dictionary, by sweet where it was defined "as a proceeding taken to rectify an erroneous decision of a court by submitting the question to a higher court, or Court of Appeal".2 10. Signiug of memora•dum of appeal.—The appellant himself shall sign or put his thumb impression on the memorandum of appeal

11. Copies.—Copies of nemorandutn of appeal to be presented to the Tribunal : Along with the m:moratldutn of appeal the appellant shall submit the following number of copies of tu mnurandutn of appeal along with its annexures to the Registrar . l. Messers. Lakshmiratan Engineering Works Ltd. v. Assistant Commissioner (Judicial) •a, Sales-tax, Kanpur, AIR 1968 SC488 at 492 : 21 src 154 at 161 : (1968) 1 SCWR 433 at 434 ; (1968) 1 SCR 505 at 511 : (1968) 2 SCJ 1. 2.. Rasiklal Karamchand Shah v. The Nagri Mills co. Ltd., Ahmedabad, (1973) 26 FLR 52 at 62; Smt. Bimal Kapur v. Rajinder Kapur, 1973 J & K Rep 19. ASSAM AND MEGHALAYA SERVICE CODE (i) three copies for the Ti'ibunal, and (ii) as many copies as there are respondents in the case

12. Enclosures.—What to accompany memorandum of appeal : Every memorandum of appeal shall be accompanied by (i) a certified copy of the order appealed against ; (ii) where the appellant, for reasons beyond his control, is not in a position to furnish a duly certified copy of the order under item (i) above the appeal shall accompanied by an affidavit stating the reasons therefore ; and (iii) copy or copies of the document/documents on which the appellant wishes to rely along with a list of the documents. AFFIDAVITS 13. Filing of affidavits.—•Where a fact as alleged in the appeal or reply thereof cannot be borne out by, or is contrary to the record, it shall be stated clearly and supported by an affidavit. SCRUTINY 14. Scrutiny.—(l) On presentation of memorandum of appeal and before initiating any action on it, the Registrar shall have thc scrutiny made on the following points and obtain the orders of the Tribunal under Regulation 15 (i) whether the memorandum is in the prescribed form ; (ii) whether it bears the signatures or thumb impression of the Appellant ; (iii) whether it is accompanied by a certified copy of the order against which the appeal has been filed or an affidavit under item (ii) of Regulation 12 alongwith the requisite number of copies ; (iv) whether affidavit duly sworn whenever necessary, has accompanied the appeal ; (v) whether it is within the jurisdiction of the Tribunal ; (vi) whether it contains the grounds of appeal ; (vii) whether the appeal is within the period of limitation ; and if not so, whether the appellant has filed any petition to condone the delay ; (viii) whether necessary parties have been impleaded ; and (ix) any other relevant point affecting the admissibility of appeal. (2) If it appears to the Registrar that the memorandum of appeal presented to him does not comply with any of the said provisions he shall return the same to the appellant with an endorsement specifically pointing out the defect(s) on account of which the memorandum of appeal could not be registered. If the defects are such as can be remedied, .the endorsement shall also state that the appeal may be refiled by appellant within a period of fifteen days from the date of endorsement after curing the defects pointed out therein. (3) Ifthe party concerned or his agent or Advocate refiles the appeal within the period stated in sub-regulation (2) after curing all the defects pointed out, the appeal shall be registered as ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, 1977 R. 19) 51 (4) If the party concerned or his agent or Advocate refiles the appeal after the period stated in sub-regulation (2), or fails to remedy or explain any of the defects pointed out while refiling the appeal the Registrar shall place it before the Tribunal for orders. ADMISSION 15. Admissibility of the appeal.—After the Registrar had scrutinised the appeal as aforesaid and registered it, or reserved it for order of the Tribunal under Regulation 14 (4), it shall be placed before the Bench nominated by the Chairman or in his absence by the authorised by the Chairman for the purpose and the Bench may :— (i) admit the appeal forthwith ; or (ii) hear the appellant on the question of admission and after hearing him either admit the appeal or dismiss the same. COMMENT Admission—Legal effect.—Whenever an admission is brought on the record of subsequent proceedings, it is admissible in evidence but she party making the admission can explain it away. It may explain the circumstances in which the wrong admission was made. This, however, does not mean that the admission becomes inadmissible in evidence and cannot be relied upon the other side.l 16. Stay of execution of order.—Pending final decision

on an appeal or application, the Tribunal may direct that the execution of any order against which the appeal or application is made be stayed on such conditions, if any, as it may lay down

CHAPTER IV SERVICE OF SUMMONS 17. Summons and production ot record.—Summoning of Respondent and production of record. On the admission of an appeal, the Bench shall order for :— (i) issue of summons in

Form No. 3 to the respondents considered necessary parties by the Bench. Explanation.—ln case any order passed by the Government has been challenged, the summons shall be issued to the Secretaty to the Government in the Department concerned. In case the order challenged has been passed by any officer of any department, the summons shall be issued to such an officer, and also to the Head of the Departffent concerned ; and (ii) production within the period laid down by the Bench of the record considered necessary by the Bench for the hearing and disposal of the appeal

18. What to accompany the summons to Respondents.—Along with the copy of the summons to the Respondent, a copy of the memorandum of appeal along with all its enclosures shall be sent to the Respondent

19. Service of summons—Every summons shall be served : (i) by tendering or delivering a copy of it to—Shavac Chand -v. state p., (1971) 2 SLR 624 at 630 (All). ASSAM AND MEGHALAYA SERVICE CODE (a) the person summoned ; or [k. 20 (b) his duly authorised representative or advocate ; or (c) in case the person summoned is absent, any adult male member of his family usually residing with him ; (ii) in case the person summoned cannot be found, and his no autho- rised representative or Advocate or adult male member of his family, or where the person summoned refuses to sign the acknow- ledgement, by affixing a copy thereof upon some conspicuous part of his usual or last known place of his residence, or by publication of the summons in the news papers, at the cost of the appellant : Provided that in any appeal the Tribunal may in its discretion order the summons to the respondent to be sent by in addition to or in alternative to the mode of service laid down above. An acknowledgement purporting to be signed by the respondent or an endorsement by postal servant that the respondent refused to take delivery would be deemed by the Tribunal to be prima facie proof of service

20. Reply of respondent.—(l) In the summons issued to the respondent, the time allowed for reply shall be stated and written reply, if any, shall be filed within the prescribed time unless the time for doing so is extended by the Bench. (2) The respondent shall submit 3 copies of the written reply for the Tribunal and one copy for the apppellant

CHAPTER V HEARING. ADJOURNMENT AND DECISION, PRODUCTION OF DOCUMENTS 21. Discovery and production of documents.—On the request of the party the Bench may require the discovery or production of any document provided it is relevant to the hearing and disposal of the appeal. INSPECTION OF DOCUMENTS AND RECORDS 22. Inspection' of docements grd records.—On applicatcn of party, the Registrar may permit the inspection of records and the documents relevant to the case and in the possession of the Tribunal. DISMISSAL AND RESTORATION 23. Dismissal on non-appearance of appellant.—On the non-appearance of the appellant or his duly authorised representative or Advocate, the Bench may dismiss the appeal or pass any other order as it thinks fit

24. Restoration of appeal.—On sufficient grounds being shown, the Bench may restore an appeal dismissed under Regulation 23 if the application for restoration is made within 30 days oc the order passed : Provided that it shall not be necessary to hear the respondent in such a case if he had not appeared at all or if he too was absent on the day dismissal order was passed. EX-PARTE PROCEDINGS 25. Ex-parte proceeding against Respondent.—lf the respondent does not submit the reply within time mentioned in the summons or extended by the k. 311 ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, 1977 53 Bench or the respcrdent or his authorised representative or advocate does not appear on the day of hearing, the Bench may proceed ex parte against him

26. Setting aside of ex-parte order.—On sumcient grounds being shown the Bench may rescind its ex parte order passed under Regulation 25 : Provided that no such order shall be passed unless notice of the application has been served on the appellant. ADJOURNMENT 21. Adjournment.— Except for the reasons to be recorded in writing, the Bench shall hear an appeal from day to day. On sufficient cause being shown it may grant adjournment subiect to such costs or other condition as are considered appropriate by the Bench

28. Appearance before a Bench.—A party may appear before a Bench either personally or through his representative duly authorised in Form No. 4 or through an advocate. For appearance through advocates duly stainped Vakalatnama shall be needed

29. Arguments.—The parties may, either personally or through their authorised representative or advocates submit orally or in writing or in both, their arguments before the Bench. The appellant shall not,

except by leave of the Bench, urge or be heard in support of any ground not set froth in the memorandum of appeal

30. Fresh evidence.—(l) No-party to an appeal or an" application shall be entitled to adduce fresh evidence, whether oral or documentary, before the Tribunal. The Tribunal may, however at any stage accept documents tendered by a party or call for any documents, if it is of opinion that they are necessary for deciding the appeal or application, provided that the other party shall in that case be entitled to produce rebutting evidence. (2) A party desiring to prcduce such dccuments or affidavit shall file three copies of the same cn a date at least days anad cf lhe date of hering and shall at the same time serve an additic nal copy thereof cn each of the respondents or opposite parties. (3) The Tribunal may direct any authority against whose order an appeal or application is made, to make such further investigation or to take additional evidence directly cr thrcvgh any subordinate authority, as it may think necessary : Provided that in any appropriate case the Tribunal may, if it thinks fit, order for issue of commission for examination of a witness or document. (4) Where fresh evffence has been adduced under sub-regulation (1) or a further investigation is made or additional evidence is taken under sub-regula- tion (3), the parties shall be entitled to address the Tribunal or points arising out of the fresh or additional evidence or further investigation

31. The order of the Bench shall be in writing and shall state the points of determination, its findings thereon and the reasons for these findings in a concise manner.(2) Copies of decision.—A copy of the final order passed by the Tribunal on any appeal or application shall be sent by the Registrar as soon as practica- ble to the authority concerned. Parties may have copy on payment of the fee as laid down in Regulation 40, 54 ASSAM AND MEGHALAYA SERVICE CODE COMMENT [R. 32 Order—Administrative in nature.—When an order is administrative in nature the Government has power to consent its previous order and revise the same when they consider it necessary. There is no rule or statute laying down restriction on the fee use of this power of the State Government unless such power is regulated by a statute or rules framed under a statute.l ABATEMENT 32. Continuation of proceeding after the death of a party.—•An appeal shall abate, unless on the death of appellant the right survives and his legal representative applies for its continuance to the Tribunal within a period of It the event of the thirty days from the date of the death of the appellant. death of any respondent, his legal representative, if he so desires, may apply, if the right has survived, for being impleaded as a party within a period of thirty days from the date of the death of the respor&nt

33. No abatement by reason of death after hearing.—Notwithstanding anything contained in Regulation 32 there shall be no abatemept by reasons of the death of any party, between the conclusion of the hearing and the passing of the order of the Tribunal and the order may, in such case, be passed notwithstanding the death, and shall have the same force and effect as if it had been made before the death took place

34. Determination of legal representative.—-lfa question arises in appeal or application, whether a person, is or is not the legal representative ofa deceased party, such question may be determined by the Tribunal in a summary way after taking evidence, if necessary

35. When abatement or dismissal under Regulation 32 may be set aside.— Where an appeal or application has abated or has been dismissed under Regulation 32 the appeallant or applicant cr a perscn claiming to be the legal representative of a deceased appellant cr avrlicant as the case may be, may apply within sixty days from the date of abatement or dismissal of the apeal or application to have the abatement or dismissal set aside, and if it is proved to the satisfaction of the Tribunal' that he was prevented by suffcient cause from applying within time, the abatement or dismissal shall be set aside by the Tribunal and the appeal or application proceeded with : Provided that an application under this Regulation may be admitted even after the aforesaid period of sixty days from the date of abatement of dismissal, where the applicant satisfies the Tribunal that he had sufficient, cause for not making the application within such period

CHAPTER VI RECORDS, INSPECTION. SEARCH AND COPIES 36. Records.—The records of the Tribunal shall be kept in the custody of the Registrar

37. Application for Inspection.—Any person who has a right to inspect a record under the provisions of the Indian Evidence Act, 1872, or under any other law for the time being in force,.or to obtain copies of any records of the Tribunat of extracts therefrom, and if he so desires, he shall make an applica- tion in writing to the Registrar stating therein the purpose for which the said request is made. Such application

shall be accompanied by the copying fee or inspection fee, as the case may be, as provided in these Regulations. l. Bindu Nath Choudhry State of Assam, AIR 1959 Assam I IO at 119. ASSAM ADNCINISTRATIVV, fRibUNAL REGULATIONS, 1917 38. Grant of application for inspection. —If the Registrar is satisfied that the application is in and is aceotnpanied by the necessary fee, he shall grant the applica tion

39. Procedure after grant of application for When any application under Regulation 37 is received, the Registrar shall endorse on it the date on which it is re2ived by him and pass an order thereon., If the application is granted, he shall also endoree on it (a) the date on which inspection bf the records was allowed or copies thereof were given ; (b) the amount of the fees received from the applicant ; and (c) the name of persons in whose presence the inspection was allowed. (2) No inspec+ion of any records or the Tribunal shall be allowed except in the presence on an official of the Tribunal appointed in that behalf by the Registrar

40. Application for copies or information.—Rules laid down in Section V, Assam Record Hand Book, 1925 (Reprinted 1958) as amended, from time to time shall b) (tatis ttwl.lis for granting or copies or information, unless otherwise pyovided for in any Act or Rules framed thereunder

41. Appointment and remuneration of section writers.—The Tribunal may appoint section writers for copying documents. The Section writers' accounts will be made out monthly and the amount due to each paid out of In matter of paymnt, the procedure outlined in Section V of contingencies. thc Assam Record Hand Book, 1925 (Reprinted 1958), shall be followed

42. Register of Application.—A Register of application for copies shall be maintained in the form given in Appendix XIX of the Assam Record Hand Book, 1925 (Reprinted 1958)

43. Documents to be returned to parties.—•The certified or original copies of documents filed with the appeal or application or ealled Cor by the Tribunal shall be retu:n.'d to tiu o: concerned, as soon as may be pratieable alter the final dispsal of the appeal or application

CHAPTER VII CONSTITUTION OF BENCHES 44. Constitution of Benches. The Chairinan or in his absence, the manager to be nominated by him, may, by special or general order, direct the constitution of Bench or Benches comprising of' two or more members. (2) All appeals shffnormally be heard by a Division Bench : Provided that if the Chairman be of the opinion that an appeal involves a substantial question of law, he may refer the appnl for hearing by a Full Bench

45. Sitting of Bench Bench shall hold its sittings at its head.quarter or at such other place or places as may considered convenient by the Chairman, or in his absence, Che to be nominated by the Chair- man, under Regulation 44

46. Procedure when difference arises between one Division Bench and another.—Whenever one Division Bench differs from any other Division Bench on a point of law or usage h4Ving the force of law, the case shall be remed for decision by a Full Bench. 56 ASSAM AND MEGHALAYA SERVICE CODE 47. The effect of decision of a Full Bench.—Every decision of a Full Bench shall be treated as binding on Division B•nch on a point of law or usage having the force of law, determined by a Full Bench

48. Power of the Chairman to transfer any case from one Division Bench to another.—The Chairman may withdraw any case pending before any Division Bench to himself and transfer it to any other Division Bench

CHAPTER VIII MISCELLANEOUS 49. The Chairman or such member as nominated by him shall remain in charge of the day to day admin istration of the office of the Tribunal

50. Performance of duties during Chairma&absence from headquarters.—The Chairman may nominate any member to perform any of the duties to be performed by him under -these Regulations during his absence from the headquarter

51. Functions of Registrar.—The Registrar shall perform such functions as are assigned to him by these Regulations or by the Chairman

Form 5 ; (ii) Applications for review in Form 6 ; (iii) Applications for restoration in Form 7 ; (iv) Applications to set aside ex parte order in Form 8

53. Function of members of office staff.—The members of the office stafl of the Tribunal shall perform such functions as are assigned to them by the Chairman or with the permission of the Chairman by the Registrar

54. Court fees.—All appeals, Vakalatnamas and applications shall bear court fee stamps of the amount as provided for by or under the law

55. Register of Court Fees.—The Tribunal shall appoint one of the members of its oilice statf the purpoe of cancelling Court Fee Stamps as required under Section 30 ot' Ili-lian Court Fees Act. The oilicer so appointed shall exainine the Court Fee Stamp when received and satisfy himself that it is unused. He shall Chen punch the Court Fee Stamp and put down a serial number in the stamp in red ink. He shall also sign the Court Fee Stamp and put down the date. Thereafter heo shall enter the Court Fee serially in a register to be maintained for that purpose. The Court Fee shall be totalled daily and a progressive total since the beginning of the year shall also be struck. The Registrar shall check the entries in tile Register and initial the total daily

56. Holiday list of the Tribunal—The Tribunal shall observe the list of holidays prescribed by the State Government

57. Days of judicial work.—The Tribunal shall transact judicial work on such days as may be fixed by the Chairman by general or special order

58. Seal of the Tribunal.—The Tribunal shall have an office seal 01 its own. which shall be kept in the custody of the Registrar. ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, 1977 Forms] 59. All summons, etc. to be signed and sealed.—Every summons, notice, or other process shall be signed by the Registrar with the date of signing and shall be sealed with the official seal of the Tribunal

60. Agent and Advocate required to have proper authority to present appeal, etc.—No agent or advocate shall present a nemorandum of appeal or application or appear or act for any party in appeal or application made to the Tribunal unless he has been appointed for the purpose by such party by a document in writing signed by such party or by some person duly authorised by a power of attorney to make such appointment

61. Tribunal to follow provisions of Civil Procedure Code in matters not provided for in these Regulatious.—•The Tribunal shall, in any matter not provided for in these Regulations, follow the procedure as far as it is applicable laid down in the Code of Civil Procedure, 1908.

FORM No. 1 (See Regulation 9) In the court of the Assam Administrative Tribunal, Gauhati . of. Appeal No.... 1. 2. 3. 4. 5. 6. 7. 8. 9. (i) Name and father's name of the appellant. (ii) Designation. (iii) Residential address. Name and address of the respondent/s. Number and date of the order appealed against and name and designation of the oflieer who passed the order. Whether any appeal under the Service Rules was/has been filed before any competent authority ? If so, with what result ? If the appellant proposes to be represented by a representative/or advocate/their names and postal address. Facts of the case. Grounds of appeal. Documents field with the appeal. Prayer. Place Date. . Receipt Slip. FORM No. 2 (See Regulation 8) Appellant's Signature Date...' .. Receipt of the Memorandum of Appeal filed in the Court of Assam Administrative Tribunal, Gauhati, by Shri/Smti .. , ...against the order is hereby acknowledged. passed by For Registrar, Assam Administrative Tribunal, Gauhati ASSAM AND MEGHALAYA SERVICE CODE FORM No. 3 [See Regulation .17 In the court of the Assam Administrative Tribunal, Gauhati [E orms Appeal No.. To .... .of 19..., Summons Io Respondent . .(Name, designation and address). L ..... has filed an appeal Whereas (Name of appellant), ...passed by.... .... ..(copy of against the order dated... ... memorandum of appeal along widi the enclosurer attached) ; you are hereby summoned ro appear in this Tribunal, in by representative or Advocate duly instructed and authorised and able to answer all material ques- . .day of. ..... tion relating to the appeal on the.... .. You may file your reply and produce ail the documents upon which you intend to rely in support of your case within 21 days from the service of the summons. In default of failing of reply and your appearance on the, day before men- tioned, the appeal shall be heard and determined in your absence. Given under my hand and til'* seal of the Tribunal this.. .day of the month of.. of FORM No. 4 (See Regulation 28) Letter of Authorisation In the court of the Assam Administrative Tribunal, Gauhati Registrar. Appeal No.. Appellant.. Respondent/s.. I have appointed Shri appeal. I hereby authorise the said Shri .. of.. .. as my representave in the above .to appear on my behalf and represent me in the proceedings before the Tribunal. He shall have all power to file appeal, reply, application, inspect record, obtain copies and to do all other acts necessary in connection with the proceedings. Appellant/Respondent. Signature of the Representative Forms) ASSAM ADMINISTRATIVE TRIBUNAL REGULATIONS, 1977 FORM No. 5 (See Regulation 52) The Assam Administrative Tribunal Register of Appeals 59 (l) Serial No. (2) Name and address of appellant (3) Name and address of respondent(s) (4) No. and date of order under appeal and the authority passing the same (5) Date of filing the appeal (6) Date of preliminary hearing (7) Result of preliminary hearing and date of admission!dismissal (8) Date of finuearing (9) Result of final hearing (10) date on which the file sent to Record Section. (11) No. allotted to the file by the Record Section. (12) No. of Review application, if any (13) No. of restoration application, if any (14) No. of application, if any, to set aside ex-parte order (15) No. and result of writ petition, if any (16) No. and result of appeal to Supreme Court, if any FORM No. 6 (See Regulation 52) The Assam Administrative Tribunal Register of Review Application (l) Serial No. (2) Name and address of applicant (3) Name and address of opposite party (4) Tribunal No. and of order under review (5) Daue of filing the review application (6) Date of preliminary hearing (7) Result of preliminary hearing or date of admission (8) Date of final hearing (9) Result of final hearing (10) Date on which the file sent to Record Section 60 (11) No. ASSAM AND MEGHALAYA SERVICE CODE allotted to the file by the Record Section FORM No. 7 (See Regulation 25) The Assam Administrative Tribunal Register of Restoration Applications (l) Serial No. (2) Name and address of the applicant (3) Name and address of the opposite party (4) No. and date of the order of the Tribunal sougnt to be restored (5) Date of filing of the restoration applica- tion (6) Date of hearing of the restoration application (7) Result of the hearing (8) Remarks FORM No. S (See Regulation 52) The Assam Administrative Tribunal Register of applications to set aside ex parte orders (1) Serial No. (2) Name and address of the opposite party (3) Name and address of the applicant (4) No. and date of ex-parte order of the Tribunal sought to be set aside (5) Date of filing of the application for setting aside the ex-parte order (6) Date of hearing of the application (7) Result of the hearing (8) Remarks