ODISHA ADMINISTRATIVE TRIBUNAL (PROCEDURE) RULES, 1986

REGISTERED No. D. (D.N.)." Cbe Gazette of *dig 3 39] No. 339] EXTRAORDINARY PART hl—Sedon 3—SÖ-ection (i) PUBLISHED BY AUTHORITY q«r, 4, 13, 1908 NEW DELHI, FRIDAY, JULY i, 19861ASHADHA 13, 1908 Separate is given to this Part in order that it may be med as sepamte co*.Mion üvrtr) 934(q) "f*vr 1985 (1985 13) 4 (2) 14 1986 ä g.-1101915186-g.å.] MINISTRY OF PERSONNEL, PUBLIC GRIE- VANCES & PENSIONS (Department of Personnel & Trading) New Delhi, the 4th July, 1986 NOTIFICATIONS G.S.R. 934(E).—In exercise of the powers con- ferred {by sub-section (2) - of section 4 of the Ad- ministrative Tribunals Act, 1985 (13 of the Central Government on reeeipt of a request in 504 GI/86—1 this behalf from the Government of Orissa, hereby establishes the Orissa Administyative Tribunal with effect from the 14th July, 1986, which shall the 'appointed day' within the meaning of clause (c) of section 3 of the Act. [No. A. 1101915i86-AT.] . . 93 (q) (1 85 Tr 13) (2) 1 9S5 1985 13) t; (7) 2 THE GAZETTE OF INDIA *Ter: EXTRAORDNARY [PART IT—SEC. 3(i)) Orr 3. 1) q•tq FT Ä•få üfqqz?r Qfva•rq Gi*i, OTT, (ii) OTT (ii) Cr I uraT agr- OTT , (iii) (iv) '%mvr2' 5 (2) (ii) ii) 9 (2) (2) 5få 3,500 OTT 10. «r qr (qÄT 1956 Orr I 3,000 F

12. Orr 13. Orr I 15. 1954 Err 17. fr G.S.R, 935 exercise of the powers con- ferred by clause (c) of sub-section (2) of secüon 35 ot the Administrative Tribunals Act, 1985 (13 of 1985), the Central GoVernment hereby makes the föflowing rules, Namely 1. Short title and commencement* 1) These rules may be called the Orissa Administrative Tri- bunal (Salaries and Allowances and Conditions of Service of Chairman and Memers) Rules, 1986. 3 (2) They shall come into force on the date of their publication in the omcia.l Gazette

2. Definitions.—ln these rules, unless the con- text otherwise requires (a) "Act" means the Administrative Tribunals Act, 1985 (13 of 1985); (b) 'Government' means the Government oj Orissa; (c) 'Tribunal' means the Orissa Adminis- trative Tribunal; (dF the words and expressions used in these rules and not defined, but defined in the Act shall have the meanings respectively assigned -to them in the Act

3. Pay.—(l) The Chairman shall receive a pay of rupees three thousand five hundred plus a special pay of rupees two hundred fifty per mensem. A Member shall receive a pay of rupees three thousand per mensem Provided that in the case of an appointment as Chairman, or a Member of a person who has re- tired as a judge ot a High Court or who has re- tired from service under the Central Government or a State Government and who is in receipt of or has received or has become entitled to receive any retirement benefits by way of pension andior atuity, employer's contribution to the Contribut- o Provident Fund or other forms of retirement be fits, the aforementioned pay shall be reduced by t gross amount of pension and pension equi- valent of gratuity or employer's contribution to the Contrib tory Provident Fund or any other form of retireme benefits, if any, drawn or to be drawn bj him

4. Dearnes allowance and city compensatory allowance e Chairman and Member shall re- ceive deamess owance and city compensatory al- lowance appropria to their pay at the rates admissi- ble to the Offcers the Central Government draw- ing a pay of rupees hree thousand or above

5. Retirefént from t service on appoint- ment as Members 1) The Chairman or a Mem- ber who, on the date of h appointment to the Tri- bunal, was in service under e Central Government or a State Government, s seek retirement from such service before his appoin ent to the Tribunal. In the case of a sitting Judge a High Court who is appointed as Gaiman his service in the Tri- bunal shall be tFeated as actual •ee within the meaning of para ll(b) (i) of art 'D' of the Second Schedule to the Constitutio . (2) (h such fetirement as is vro •ded for in sub-rule (1), the Chairman, o? a M (i) shall be entitled to receive pen n and in accordance with the rules relating to the ietirement benefits a able to him. 4 THE GAZETTE OF INDIA EXTRAORDINARY [PART. 11—SEC. 3(i)] (ii) shall not be alowed to carry forward his earned leave but shall be entitled to receive cash equivalent to leave salary, if any, in accrodance h the rules applicable tc him piior to etirernent

6. A pers , on appointment to the Tribunal as Chairman or -Member shall be en- tided to leave as folloWs .(i) earned _ leave at the ate of fifteen days for every complete4 y of service or a part thereof; (ii) half pay leave on medical rtificate or on private affairs at the rate twenty days in respect of each complete ear of ser- vice. The legve salary for h pay leave shall be equivalent tp half of e leave salary admissible

during -the ea d leave; (iii) leave on half pay can be commut to fuil pay leave the discretion o the individual provided it is taken on me •cal grounds and . is supported by a medi certificate from the conipetent medic authority; (iv) extra-ordinary leave without Iny and allow- ances upto a maximum period of one hundred eighty days in one term of omce. (2) If the Chairman • or a Member is unable to enjoy. full vacation on account of his occupation with the Tribunal he shall be Aentitled to add the unenjoyed period of vacation to the leave account. Explanation.—For the purpose of this sub-rule, "vacation" means vacation of thirty days in each calendar year observed by the Tribunal. G 3) On the expiry of his torm of omce in the Tribunal, the Chairman or a Member shall be en- titled to receive cash equivalent of leave salary in respective of the earned leave standing to his credit provided that the quantum of leave encashed under this sub-rule and sub-nie (2) (ii) of rule 5 shall not exceed 180 days. (4) The and Members shall be en- titled to receive the dearness allowance on the leave salify under sub-rule (3) as admissible at the rates in force on the date of the relinquishment of the offoe in the Tribunal; Provided that he shall not be entitled for the city compensatory allowance or any other allow- ance on such leave salary

7. Leave sanctioning authority.—The Chairman shall be the authority competent to sanction leave to the Member. The Preddent shall be the authority competent to sanction leave to the Chairman

8. Pension.—(l) Every person appointed to the Tribunal as the Chairman or a Member shall be entitled to pension proVided that no such pension shall be payable : (i) if he has put in less than two years of service with the Tribunal or (ii) if he has been removed from an omce in the Tribunal under sub-section (2) of Section 9 •of the Act. (2) Pension under sub-rule (1) shall be cal- culated at the rate of rupes séven hundred per Tor each completed year of service •or a part thereof rand irrespective of the number of years of service in the Tribunal, the maximum amount of pensiqn shall not exceéd rupees thFee thousand five hundred per annum. Provided that the aggregate amount of pension payable under this rule -together with the amount of any pension including commuted portion of pen- Sion (if Many), drawn or entiiled to be drawn while holding omce in the Tribunal shall not exceed the maximuri afrount of pension prescn%d for a judge of the High Court

9. Provident Chairman or a Member shall be entitled to subscribe to the Provident Fund at this option and in case of his so opting shall be governed by the provisions of the All India SetMces (Provident Fund) Rules.ovided that if the Chairman or a Member was a e of a High Court or was a Member of an All Ind' Service or was holding a post under the Cent- ral a State Government immediately before his joining the Tribunal, he shall be governed by the rules w •ch were applicable to him immediately tore joi g the Tribunal

10. Trave • g Allowances : ne Chairman or other Member whi on tour or on transfer (including the en to join the Tribunal or on the journey unde expiry of his te with the Tribunal to proceed to his home town) sha be entitled ro the• travelling allow- ance, daily allow ce, transportation of personal ef- r matters at the same scales and fects and other s' at the same rates as e prescribed in the High Court Judges (Travelling A wances) Rules, 1956

11. Leave Travel Con ssion: Ihe Chairman or a Member shall be entitled o the leave travel conces- Sion at the same rites an the same scales and on the sa.me conditions as are plicable to the Members of the All India Services dra •ng pay of Rupees three thousand or above

12. Accommodation: (1) Eve person appointed to the Tribunal as Chairman or Member shall be to the use of official resi nce from the propriate type, subject to availabilit on the payment of licence fee at the rates prescribe by Government from time to time.(2) When the Chairman a Member not provid- ed with or does not avail himself of the oficial res- be paid dence referred to in sub-rule (1), he eveu month an allowance of an amount qual to fifteen percent of his pay. 5 11—«« 3(i)] (3) Where the Gairman -or a Member occupies an offcial residence be und the permisible period he shall be liable to pay additional licence fee or penal , and Mable to eviction in ace rent, as the case may cordance with the rule of the Government

13. Faclity of convey nce : nie Chairman and a Member shall be entitl to the facility of staff car in accordance with the St car Rules of the Govern- ment

14. Facilities for Medica Treatment: Chair- man or a Member shall be titled to medical treat- ate admissible to an ment and hospital facilities offcer of the corresponding s tus in salary in thd Government

15. Conditions of service of •tting judges of the High Court appointed as Ch an notwithstanding anything contained in these rule where a' sitt.ing judge of High Court is appointe as the Chairman of the Tribunal, the service condi •ons as contained in the High Court Judges (Condition of Service) Act, 1954 and the rules •made thereunde shaH apply to him, upto the date of his superannua •on as a sitting *udge of the High Court. Thereafter h shall be gov- erned by these rules for the remaining eriod of his tenture as Chairman

16. Residuary provision: The conditio of service of the Chairman or a Member for which o expresg deter- provision is available in these rules shall mined by the.rules and orders for the time ing ap- Dlicable to Offcers of corresponding pay Ie els be- lon$ng to the Indian Administrative Service

17. Powers to relax rules: The Central Gove nt shall have power to relax the provisions of an of these rules in respect of any class or categories f persons.[NO. A, 11019/2 Kt.«r.ü. 936@) : 1985 (1985 13) 35 (2) 1986 '.'q%q•«" 1985 (19855T ! 1961 (1961 25) (7.) "qä«" 19 (g) (K) (z) (3) 'fifi OT, (1961 25) Q ; 1961 26 * "8T(T" , g•rxr 29 (1) arr 4 (2) efr«r 3. 4. (2) (3) (4) fi--ü qr Xår qgzrr -arq * q•rq OTT, zr«r 6 THE GAZET'I'B OF INDIA : EXTRAORDNARY [PART 11—SEC. 3(ib Rfq« t, 15 qg«rr I met. 19 21- (Q 9. art: 10. (2) (3) (2) (3) (4) (s) (ii) (iii) a•rqr f«qr (ii) (ii) trqr Fl 11—«« 3(i)] (ii) (iii) t 12. : (1) FT frg 13. qTT:•— 14. $r (1) ttg örr 7 17. 18, 19. 20. 21. 22. (1) (2) rrx qt Rif fig Rff att EXTRAORDINARY 8 THE GAZETTE OF INDIA [PART 11—SBC. 23. xtqt ft-ft*" rrq 25. Q. -—xfiq•Ri 10.00 5.00 0, 3.30 26. 1.00 2.00 4.00 fqfi« *Tf$5å (ii) (iii) (iv) (v) (Yi) (vii) (viii) (ix) (x) (xii) 29. 30. (i) dft vrfrq•t :— fig • ««r fiqzrq OTT fififæ t) q«ii f7E fqfiftrz q-a-.«r-d ztT ZTf O*rr 9 (ii) 2)/83-g.ä.] ÉT.ir.É 19 (ii) fidTlqfi (iii) (iv) (i i) q-a-r 504 (31/86—2. 5. 6. 7. 1 arq 21 qt7T (qai q•rq 11- q-f-a-•ai ä-F?T EF-; i EXTRAORDINARY 10 THE GAZETTE OF INDIA . [PART U—SEC. (2) They shall come into force on the date of their publication in the official Gazete

2. Definitions.—ln these rules, unless the context otherwise requires 2 24 (Yi) (vii) 3, q•rq ft-g • • -(-fq- *$-or G.S.R. 936(E).—In exercise of the powers confer- sub-section (2) red by clauses (d), (e) and (f) of of secåon 35 and clause (c) of Section 36 of the Administrative Tribunals Act, 1985 (13 of 1985), thc Central Government hereby m-akes. the following rules, namely:— 1. Short title and commencement.—(l) These rules may be called the Orissa Administrative Tribunal (Procedure) Rules, 1986. (a) (b) (c) (d) (e) (f) (g) (h) (k) Q) "Act" means the Administrative Tribunals Act, 1985 (13 of 1985); "Advocate" means an advocate entered in a•ny roll under the provisions of the Advo- cates Act, 1961 (25 of 1961) ; "Agent" means a person duly authorised by a party to present an application or reply on its behalf before the Tribunal • "Applicant" means a' person making an ap- plication to the Tribunal under section 19; "Application" means an application made to the Tribunal under section 19 "Form" means the Form annexed to these rules ; "State Government" means the Government of Orissa; "Legal practitioner" shall have the same meaning as is assigned to it in the Advo- cates-Act, 1961 (25 of 1961) : "Registrar" means the Registrar of the Tri- bunal and includes any offcer to whom the powers and functions of the Registrar may be delegated under clause (2) of rule 27 ; "Section" means a section of the Act 'Transferred application" means the suit other pfbceeding which has been transfer- red to the Tribunal under sub-section (1) of Section 29 ; "Tribunal" means the Orissa Administrative established under sub-section (2) of section 4

3. Langua@e of the Tribunal : (1) The language of thé Tribunal shall be English • Provided that the parties to a proceeding before' the Tribunål ilay file documents drawn up in Oriya, if they so desire , Provided further that a Bench may in its discretion, permit the use of Oriya in the proceedings. However, the final order shall be in English

Form 1 annexed to these rules by the applicant in person of by an agent or by a duly authorised advocate, to the Registrar or any other offcer authorised by the Re- gistrar to reeeive avplications or sent by registered post with acknowledgement due addressed to the Registrar.(2) The application under sub-rule (1) shall pre- sented in three complete sets in a paper-book form along with one empty file size envelope bearing full address of the respondent. Where the number of rés- pondents is more than one, a's many extra copies of the application in paper book form as the number of respondent together with required number of empty 11—•« 3(i)] file size-envelopes bearing the full address of each res- pondent shall be fürnished by the applicant. (3) The appficant may attach to and present with* his application a receipt slips as in Form No. 1 which shall be signed by the Registrar or the officer receiv- ing the applications on behalf of the Restrar in ac- knowlédgement of the receipt of the application. (4) Notwithstanding anything contained in sub rules (1), (2) and (3), the Tribunal may permit:— (a) more than one person to join together and file a single application if it is satisfied, hav- ing regard to the cause of action and the nature of irelef prayed for, that they have the same interest in the service matter, or (b) an Association representing the persons desirous of joining in a single application provided, however, that the application shall disclose the names of all the persons on whose behalf it has been filed

5. Presentation and scrutiny of applications.— (1) The Registrar, or the officer authorised by the Registrar shall endorse on every application the date on which it is presented or deemed to have been presented under that rule and shall sign the endorse- ment. (2) If, on scrutiny, the application is found to be in order, it shall be duly registered and given a serial number. (3) If the application, on scrutiny, is found to be defective and the defect noticed is formal in nature, the Registrar may allow the party to rectify the same in his presence, and if the said defect is not formal in nature, the Registrar may allow the appli- cant such time tp rectify the defect as he may deem fit. (4) If the applicant fails to rectify the defect within the time allowed under sub-rule (3), the reasons to be Registrar may, by order and for recorded in writing, decline to register the application. (5) An appeal against the order of the Registrar under sub-rule (4) sha.ll be made within 15 days of the making of such order to the Tribunal whose deci- Sion thereon shall be final

6. Place of filing application.—The application shall be filed by the applicant with the Registrar

7. Application fee.—Every application filed with the Registrar shall be accompanied by a fee of Rs. 501- (Rupees fifty) only which shall be paid in court fee stamps afixed on the application. Provided that yhere the Tribunal permits a single application to be filed, either by more than one person or by an Association, the fee payable shall be Rs. 501- (Rupees fifty) only

8. Contents of application.—(l) Every application filed under rule 4 shall set forth concisely under distinct heads, the grounds for such application. Such grounds shall be numbered consecutively and typed in double space. 11 (2) It shall not be necessary to present a separate application to seek an interim order or direction if the application coptains a prayer seeking an interim order or direction pending final disposal of the application. (3) An application may, subsequent to the filing of application under secr.xon 19 of the Act, apply an interim order or direction. Such an application shall, as far as possible, be in the same form as is prescribed for an application under section 19 and shall be accompanied by a fee of Rs. 2i- Rupees two only) which shall be payable in court fee stamps amxed on such application

9. Paper book, etc.to accompany the application..— (1) Every _ application shall be accompanied by a paper book contair.;ng : (i) an attested true copy of the order against which the application has been filed (ii) copies of the documcnts relied upon by the applicant and referred to in the aoplication' ; and (iii) an index of document*. (2) The documents referred to in sub-rule (I) may be attested by an advocate or by a Gazetted Offcer. (3) Where an Application is filed by an agent, documents authorising him to act as such agent shall also be appended to the applicatior : Provided that where an anlication is fi]ed by an advocate, it shall be accompanied by a duly executed 'v akalatnama'

10. Plural rerncdi'5.—An aoplication Shall be based upon a single cause of action and may seek one or more reliefs provided they are consequential to one another

11. Service of notice of application on the ræ- pondents.—(l) A copy of t.he application m the paper book shall ordinarily be served on each of the respondents by th•3 Registrar in one of the following modes : — (i) hand delivery (dasti) through t.he appli- cant or through a process server; or (ii) through registe.•cd post with acknowla.ige- ment due. (2) Notwithstanding anything contained in sub- rule (1), the Registrar may, taking into account the number of and thcir places of residence or work and other circumstances,

direct that notice the application shall be served upon lhe respon- dents. in any other manner. including anv manner of appear to the Registrar substituted service. as i: just and convenient. (3) Every applicant shah pay a fee for the service or execution of processes, in respect of an applica- 12 THE GAZEITE OF INDiA . EXTRAORDINARY [PART 11—SEC. tion where the aumber of respondents exceeds five, as under :— (i) a sum Of Rs. 5 (Rupees five) for each respondent in excess ot five respondents ; or (ii) where the service is such maw:er as the Registrar may direct under sub rulé (2), a sum not exceeding Lhe actual geb incurred in effecting the servive 1.10}' be determiavd by the Registrar. (4) The fee gor the service cr execution pro- cesses under sub-rule (3) shall be remitted by the applican! in the form of court fee stamps. (5) Notwithstanding anything contained in sub- rules (1), (2), (3) and (4), If the Tribunal is satis- fied that it is not reasonably practitable to serve notice of applicåtion upon all the respondents, it may for reasons to be recorded in writing, direct that the application shall be heard notwithstanding that some of the respondents have not been served with notice of the application, provided that no application shall be heard unless:— (i) notice of the application has been served on the "Government, if Governmcnt resporident ; (ii) notice of the applicaiion has been served on the authority which passed the order against which the application has been filed; and (iii) the Tribunal is satisfied that the interests of the respondents on whom notice of the application has not been served are ade- quately and sufficiently represented by the respondegts on whom cf the applic@- tion has been served. 1-2. Filing of reply and other docA1ents by the respondent.—(l) The respondent shall file three complete sets containing the reply to the application alongwith the documents relied upoL1 by him, in a paper book form, with the Registrar within one month of "the date of service of the notice of the application on him. (2) The respondent shall also serve a copy of the reply along Yith cop;es of documents as mentioned ili sub-rule (1)- on the applicant or his advocate. if any, aid file proof of such service wilh the Registrar. The Tribunal may, on application by the respondent, allow filing of the reply after the expiry of the Bericd ot one month

13. Date and place of hearing to be notified.— The Registrar shall notifv to the parties the date and the place of hearing of •the application

14. Sittings of the Tribunal.—The Tribunal shall ordinarily hold its sittings at Bhubaneswar. Provided that, if at any time, the Chairman of the Tribunal is satisfied that circumstances exist which rendeg it necessary to have sittings of the 'Iribunal at any place other than Bhubaneywar, the Chairman may direct to hold thc sittings at any such appro- priate place

15. Decision on Tribunal shall draw up a calendar for the hearing of transferred cases and as far as possible hear and decide the cases according to the calendar.(2) Every application shall be heard and decided, as far as possible, within six months of lhe date of its presentation. (3) For purposes of sub-ruies (I) and (2), the Tribunal shall have the power to decline an adjouru- ment and to limit the time for oral arguments

16. Action on application for applicant's default.— (1) Where on .the date fixed foy he4ring of the application or on any other date to which such hearing may be adjourned, the applicant does not appear when the appfication is called on for hearing, the Tribunal may, in its discretion, either dismiss the application for default or hear and decide it on merit. (2) Where an app\icaf.ion has been dismissed for default and the applitan!. appears afterwords and satisfied the Tribunal that there was sumcient cause for his non-appearnace when the application was called on¯föf hearing, tbe Tribunal shall make an order setting aside the order dismissing the applica- tion and restore the same

17. Hearing on application ex-parte.—(l) Where on the "date fred hearing the application or on any other date to which such hearing may be adjourned, the applicapt appears and the respondent does not appear when the application is called on for hearing, the Tribunal may, in its discretion, adjourn or hear and decide the application ex-parte. (2) Where an application has been heard ex-parte against a respondent or respondents, such respondent or respondents may apply to the Tribunal for an order to set it aside and if such respondent or res- pondents satisfy the Tribunal that the notice was not duly served, or that he or they were prevented by any sumcient cause from appearing when the application was called on for hearing, the Tribunal may make an or&er setting aside the ex-parte hear- ing as against him or them upon such terms 'as it thinks fit, and shall appoint a day for proceeding with the application . Provided that where the ex-parte hearing of the" application is- of such nature that it cannot be set aside as against one respondent only, it may be set aside as against all or any of lhe oiher respondents Provided further that Tribunal shall

not set aside ex-parte hearing of an application merely on the ground that there has been an irregularity in the service of notice, if it is satisfied that the respondent had -notice of the date of hearing and had sumcient time tö appear and answer the applicant's claim

18. Adjournment of application.—The Tribunal may on such terms as it deems fit and at any stage of the proceedings adjourn the hearing of the appli- cation

19. Order to be signed and da-ted.—-Every order of thé Tribunal shall be in writing and shall be signed and dated by the Members constituting the Bench concerned

20. Publication of orders.—Such of the orders of the Tribunal as are deemed fit for publication in any authoritative report or the press may be released for such publication on such lerms and conditions as the Tribunal may lay down

21. Communication of orders to parties.—Every order passed on an application shall be cammunicated to the applicant and to the respondent eithzr in person or by registered post free of cost

22. No fee for inspection of records.—No fee shall be charged for inspecting the records of a pending application by a party thereto

23. Orders and directions in certain cases.—The Tribunal may make such orders or give such directions as may be necessary or expedient to give effect or in relation to its orders or to prevent abuse of its process or to secure the ends of justice

24. Registration of legal practitioner's 31erks:—(l) A clerk employed by a legal practitioner and permitted a's such to have access to the records and to obtain copies of the orders of the Tribunal in which the legal practi- tioner ordinarily practices shall be known as a "registered clerk". (2) A legal practitioner destrous of regis,ering his clerk shall make an application to the Registrar in

Form 2. (3) A legal practitioner shall have at a time not more than two registered clerks unless the Registrar by general or special order other- wise pemits. (4) A register of all the registered clerks shall, be maintained in the omce of the Registrar and after registration of the clerk, the Re- gistrar shall direct the issue of an identity card to him which shall be non transferable and shall be produced by the holder upon request by an offcer or any other employee of the Tribunal. (5) The identity card mentioned in sub-rule (4) shall be issued under the signatures of the Deputy Registrar of the Tribunal. (6) Whenever a legal practitioner ceases to em- ploy a registered clerk, he shall notify the fact at once to the Registrar by means of a letter enclosing therewith the identity card issued to his clerk and on receipt of such letter the name of the said registered clerk shall be struck off from the register

25. Working hours of the Tribunal.—Except on sundays a'nd other public holidays, the omces of the 13 Tribunal sham, subject to any order made by the Chairman, remain open daily from 10.00 a.m. to 5.00 p.m. but no work, unless it is of an urgent shall be admitted after 3.30 p.m; on any work- ing day

26. Sitting hours of the Tribunal.—The sitting hours of the Tribunal (including a vacation Bench) shall ordinarily be from 10.30 a.m. to 1.00 p.m. and 2.(1) p.m. to 4.00 p.m. subject to any order made by the Chairman

27. Powers and functions of the Registrar .(1) (2) (3) (4) (5) (6) The Registrar shall have the custody of the records of the Tribunal and shall exercise such other functions as may be a•ssigned to him under these rules or by the Chairrnan. The Registrar may, with the approval of the Chairman, delegate to the Deputy Regis- trax any functions required by these rules to be exercised by the Registrar. In the absence of the Registrar, the Deputy Registrar or any other omcer of the Tri- bunal a'uthorised in writing by the Chair- man in this behalf perform or exercise an or any of the functions and powers of the Registrar. The Registrar shall keep in his custody the seal of the Tribunal. The Registrar shall, subject to any general or special direction by the Chairman, afi.x the (ficial seal of the Tribunal on any order, notice or other process. The Registrar shall have the power to autho- rise in writing the amxing of the seal of the Tribunal on a certified copy of any order of the Tribunal

28. Additional powers and duties of Registrar.— In addition to the powers conferred elsewhere in these rules, the Registrar shall have the following powers and duties subject to any general or special order of the Chairman namely (i) (ii) (iii) (iv) (v) (vi) (vii) to receive all application and other docu- ments including transferred applications; to decide all questions arising out of the scrutiny of the applications before they are registered; to require any application presented to the Ti•ibunal to be amended in accordance with the Act and the rules; subject to the directions of the Tribunal to fix dates of hearing of the applications or other proceedings and issue notices thereof; to direct any formal amendment of records; to order grant of copies of- documents to parties to the proceeding; to dispose of all matters relating to the service of notices or other processes, appli- 14 GAZETTE OF INDIA . EXTRAORDINARY [PART 11—SEC. cations for the issue of fresh notices or for extending the time thergfor. (ix) to requisition records from the custody of any court or other authority; (x) to receive applications for the substitution of the deceased legal representatives of parties, during the pendency of the appli- cation; (xi) to receive arxl dispose of applications for substitution, except where the substitution would involve setting aside an order or abatement; and (xii) to receive and dispose of application by parties for return of documents

29. Seal and emblem.—The offcial se@l and emblem of the Tribunal shall be such as the Govern- ment may specify

30. Dress for the Members and Staff of the Tribu- nal.—The dress for the Members of •the Tribunal (including Chairman) and members of the staff of the Tribunal shall be such as the Chairman may specify

31. Dress for the parties.- -A legal practitioner or, as the case may be, a presenting offcer shall appear before the Tribunal in his professional dress if any, and if there is no such dress . (i) if a male, in a closed collared coat or in an open collared coat with white shirt, trousers and a tie; (ii) if a female, in. a' saree or in any other dress in where or any other light colour. [No. P. G. LELE, Director.

FORM 1 (See rule 4) APPLICATION UNDER SECTION 19 OF THE ACT,1960 A.DYLNISTRATIVE TRIBUNALS For use in Tribunals's Offce DATE OF OR DATE OF RECEIPT BY POST REGISTRATION NO. SIGNATURE REGISTRAR IN THE ORISSA ADMINISTRATIVE FRIBUNAL BETWEEN B APPLICANT r.' RESPONDENT DETAILS OF APPLICATION : 1. Particulars of the applicant :— (i) Name of the applicant (ii) Name of FatherlHusba'nd (iii) Designation and office in which employed (iv) Offce Address (v) Address for service of all notice 2. Particulars of the respondent : (i) Name andior designation of the respondent (ii) Offce address of the respondent (iii) Address for service of all notices 3. Particulars of the Order against which appli- cation is made The application is against the following order : (i) Order No. (ii) DE (iii) PaSsed by (iv) Subject in brief 4. Jurisdiction of the Tribunal . The appliqant declares that the subject matter of the order against which he. wants redressal is within the jurisdiction of the Tribunal

5. Limitation . The applicant further declares that the applica- tion is within the limitation prescribed in section 21 of the Administrative Tribunals Act, 1985

6. Facts of the case :—The facts of the case are given below : (Give here a concise statement of facts in a choronological order, each paragraph con- taining as nearly as possible a separate issue, fact or otherwise). 15 7. Relief(s) sought In view of the facts mentioned in para 6 above, the applicant prays for the following relief(s) [Specify below the relief(s) sought explaining the • ground for the relief(s) and the legal provisions (if any) erlied upon]

8. Interim order, if prayed for . Pending final decision on the application, the applicant seeks issue of the following in- terTm order (Givt here the nature of the interim order prayed for with reasons)

9. Details of the exhausted : The applicant declares that he has availed of all the remedies available to him under the rele- vant service rules, etc.(Give here choronologically the details of re- presentations made and the outcome of such representations). •10. Matter not pending with any other court, etc.— The applicant further declares that the matter regarding which this application has been made is not pending before any court law or any other authority or has not been re- jected by my court of law or other authority

11. Iktails of Index . An index in duplicate containing the details of the documents to be relied upon is enclos- ed

12. List of :. Verification of the applicant's $0, D\o, working as resident of —do hereby verify that the contents from 1 to 13 are true 10 my personal knowledge and belief And that I have not suppressed any material facts. Place . Date . Signature of applicant To The Registrar, Orissa Administrative Tribunal Bhubaneswar. RECEIPT SLIP Receipt of the application filed in the Orissa Administrative Tribunal, Bhubaneswar by ShriiSmt. Department of residing at acknowledged. SEAL working as—-- is hereby for Registrar Orissa Administrative Tribunal Shimla PRINTED BY THE MANAGER, GOVT. OF INDIA PRESS, RmG ROAD, NEW DELHI-110064 AND PUBLISHED BY THE CONTROLLER OF PUbLCkTIONS, DELHI-110054, 1986