MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

(Department of Personnel & Trading)

New Delhi, the 4th July, 1986

NOTIFICATIONS

G.S.R. 934(E).—In exercise of the powers conferred by sub-section (2) of section 4 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government on receipt of a request in this behalf from the Government of Orissa, hereby establishes the Orissa Administrative Tribunal with effect from the 14th July, 1986, which shall be the 'appointed day' within the meaning of clause (c) of section 3 of the Act.

[No. A.11019/5/86-AT.]

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[No. A.11019/5/86-AT.]
(7) इस नितिन्माैत्रता में जो तक तथा द्वितीय योग्यता का बाहर है, वहसे निति उठाने से परिणाम नहीं किया गया है और इसे दिनितिन्माैत्रता में परिणामीत्क बनाया गया है अतः इस नितिन्माैत्रता में इस्तेमाल किए गए हैं।

3. तेजस्—(1) तेजस् तेजस् हृदयार्थ यानी का रूप का तेजस् और

(2) तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

4. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

5. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

6. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

7. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

8. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

9. तेजस् हृदयार्थ यानी प्रशस्त का रूप का प्रशस्त करना।

10. यह भी है—*स्वायत्तता** में या वह स्वायत्तता के तरीके कार्य करना, ज्ञान के अधीन प्रस्ताव का उपयोग करने में अवधारण है जो उस प्रस्ताव का अहमकारक कार्यक्रम की विवस्था के लिए वह स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।

11. स्वाधीनता—*स्वायत्तता** के अधीन प्रस्ताव का कार्यक्रम करने के लिए स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।

12. स्वाधीनता—*स्वायत्तता** के अधीन प्रस्ताव का कार्यक्रम करने के लिए स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।

13. स्वाधीनता—*स्वायत्तता** के अधीन प्रस्ताव का कार्यक्रम करने के लिए स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।

14. स्वाधीनता—*स्वायत्तता** के अधीन प्रस्ताव का कार्यक्रम करने के लिए स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।

15. स्वाधीनता—*स्वायत्तता** के अधीन प्रस्ताव का कार्यक्रम करने के लिए स्वायत्तता की ज्ञान के सरकारें का हार्दिक होगा।
1. Short title and commencement.—(1) These rules may be called the Orissa Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman and Members) Rules, 1986.

(2) They shall come into force on the date of their publication in the official Gazette.

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

(a) “Act” means the Administrative Tribunals Act, 1985 (13 of 1985);

(b) ‘Government’ means the Government of Orissa;

(c) ‘Tribunal’ means the Orissa Administrative Tribunal;

(d) 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.—(1) 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 retired as a judge of a High Court or who has retired 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 and/or gratuity, employer’s contribution to the Contributory Provident Fund or other forms of retirement benefits, the aforesaid pay shall be reduced by the gross amount of pension and pension equivalent of gratuity or employer’s contribution to the Contributory Provident Fund or any other form of retirement benefits, if any, drawn or to be drawn by him.

4. Dearness allowance and city compensatory allowance.—The Chairman and Member shall receive dearness allowance and city compensatory allowance appropriate to their pay at the rates admissible to the Officers of the Central Government drawing a pay of rupees three thousand or above.

5. Retiremen,t from parent service on appointment as Members:—(1) The Chairman or a Member who, on the date of his appointment to the Tribunal, was in service under the Central Government or a State Government, shall seek retirement from such service before his appointment to the Tribunal. In the case of a sitting Judge of a High Court who is appointed as Chairman his service in the Tribunal shall be treated as actual service within the meaning of para 11(b) (1) of Part ‘D’ of the Second Schedule to the Constitution.

(2) On such retirement as is provided for in sub-rule (1), the Chairman, or a Member:

(i) shall be entitled to receive pension and gratuity in accordance with the rules relating to the retirement benefits applicable to him.
[PART II—Sec. 3(i)]

(i) if he has put in less than two years of service with the Tribunal or

(ii) if he has been removed from an office in the Tribunal under sub-section (2) of Section 9 of the Act.

(2) Pension under sub-rule (1) shall be calculated at the rate of rupees seven hundred per annum for each completed year of service or a part thereof and irrespective of the number of years of service in the Tribunal, the maximum amount of pension shall not exceed rupees three 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 pension (if any), drawn or entitled to be drawn while holding office in the Tribunal shall not exceed the maximum amount of pension prescribed for a judge of the High Court.

9. Provident Fund.—The 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 Services (Provident Fund) Rules.

Provided that if the Chairman or a Member was a Judge of a High Court or was a Member of an All India Service or was holding a post under the Central or a State Government immediately before his joining the Tribunal, he shall be governed by the rules which were applicable to him immediately before joining the Tribunal.

10. Travelling Allowances : The Chairman or other Member while on tour or on transfer (including the journey undertaken to join the Tribunal or on the expiry of his term with the Tribunal to proceed to his home town) shall be entitled to the travelling allowance, daily allowance, transportation of personal effects and other similar matters at the same scales and at the same rates as are prescribed for a judge of the High Court in respect of each complete year of service in the Tribunal.

11. Leave Travel Concession: The Chairman or a Member shall be entitled to the leave travel concession at the same rates and the same scales and on the same conditions as are applicable to the Members of the All India Services drawing pay of Rupees three thousand or above.

12. Accommodation: (1) Every person appointed to the Tribunal as Chairman or a Member shall be entitled to the use of official residence from the appropriate type, subject to availability, on the payment of licence fee at the rates prescribed by Government from time to time.

(2) When the Chairman or a Member is not provided with or does not avail himself of the official residence referred to in sub-rule (1), he may be paid every month an allowance of an amount equal to fifteen percent of his pay.

(ii) shall not be allowed to carry forward his earned leave but shall be entitled to receive cash equivalent to leave salary, if any, in accordance with the rules applicable to him prior to retirement.

6. Leave.—(1) A person, on appointment to the Tribunal as Chairman or a Member shall be entitled to leave as follows:

(i) earned leave at the rate of fifteen days for every completed year of service or a part thereof;

(ii) half pay leave on medical certificate or on private affairs at the rate of twenty days in respect of each completed year of service. The leave salary for half pay leave shall be equivalent to half of the leave salary admissible during the earned leave;

(iii) leave on half pay can be commuted to full pay leave at the discretion of the individual provided it is taken on medical grounds and is supported by a medical certificate from the competent medical authority;

(iv) extra-ordinary leave without pay and allowances upto a maximum period of one hundred eighty days in one term of office.

(2) If the Chairman or a Member is unable to enjoy full vacation on account of his occupation with the Tribunal he shall be entitled 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.

(13) On the expiry of his term of office in the Tribunal, the Chairman or a Member shall be entitled to receive cash equivalent of leave salary in respect of the earned leave standing to his credit and in accordance with the rules applicable to him immediately before his retirement.

(4) The Chairman and Members shall be entitled to receive the dearness allowance on the leave salary under sub-rule (3) as admissible at the rates in force on the date of the relinquishment of the office in the Tribunal;

Provided that he shall not be entitled for the city compensatory allowance or any other allowance on such leave salary.

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

8. Pension.—(1) 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:

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Tribunal, the Chairman or a Member shall be entitled to leave as follows:

- Earned leave at the rate of fifteen days for every completed year of service or a part thereof.
- Half pay leave on medical certificate or on private affairs at the rate of twenty days in respect of each completed year of service. The leave salary for half pay leave shall be equivalent to half of the leave salary admissible during the earned leave.
- Leave on half pay can be commuted to full pay leave at the discretion of the individual provided it is taken on medical grounds and is supported by a medical certificate from the competent medical authority.
- Extra-ordinary leave without pay and allowances up to a maximum period of one hundred eighty days in one term of office.

Explanation: For the purpose of this sub-rule, "vacation" means vacation of thirty days in each calendar year observed by the Tribunal.

On the expiry of his term of office in the Tribunal, the Chairman or a Member shall be entitled to receive cash equivalent to leave salary, if any, in accordance with the rules applicable to him immediately before his retirement.

Every person appointed to the Tribunal as a Member shall be entitled to pension provided that no such pension shall be payable:

- If he has put in less than two years of service with the Tribunal or
- If he has been removed from an office in the Tribunal under sub-section (2) of Section 9 of the Act.

Pension under sub-rule (1) shall be calculated at the rate of rupees seven hundred per annum for each completed year of service or a part thereof and irrespective of the number of years of service in the Tribunal, the maximum amount of pension shall not exceed rupees three 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 pension (if any), drawn or entitled to be drawn while holding office in the Tribunal shall not exceed the maximum amount of pension prescribed for a judge of the High Court.

The 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 Services (Provident Fund) Rules.

Provided that if the Chairman or a Member was a Judge of a High Court or was a Member of an All India Service or was holding a post under the Central or a State Government immediately before his joining the Tribunal, he shall be governed by the rules which were applicable to him immediately before joining the Tribunal.

Every person appointed to the Tribunal as Chairman or a Member shall be entitled to travelling allowance, daily allowance, transportation of personal effects and other similar matters at the same scales and at the same rates as are prescribed in the High Court Judges (Travelling Allowances) Rules, 1956.

Every person appointed to the Tribunal as a Member shall be entitled to the leave travel concession at the same rates and the same scales and on the same conditions as are applicable to the Members of the All India Services drawing pay of Rs. three thousand or above.

Every person appointed to the Tribunal as Chairman or a Member shall be entitled to the use of official residence from the appropriate type, subject to availability, on the payment of licence fee at the rates prescribed by Government from time to time.

When the Chairman or a Member is not provided with or does not avail himself of the official residence referred to in sub-rule (1), he may be paid every month an allowance of an amount equal to fifteen percent of his pay.
(3) Where the Chairman or a Member occupies an official residence beyond the permissible period he shall be liable to pay additional licence fee or penal rent, as the case may be, and liable to eviction in accordance with the rules of the Government.

13. Facility of conveyance: The Chairman and a Member shall be entitled to the facility of staff car in accordance with the Staff Car Rules of the Government.

14. Facilities for Medical Treatment: The Chairman or a Member shall be entitled to medical treatment and hospital facilities as are admissible to an officer of the corresponding status in salary in the Government.

15. Conditions of service of sitting judges of the High Court appointed as Chairman notwithstanding anything contained in these rules, where a sitting judge of a High Court is appointed as the Chairman of the Tribunal, the service conditions as contained in the High Court Judges (Conditions of Service) Act, 1954 and the rules made thereunder shall apply to him, upto the date of his superannuation as a sitting judge of the High Court. Thereafter he shall be governed by these rules for the remaining period of his tenure as Chairman.

16. Residuary provision: The conditions of service of the Chairman or a Member for which no express provision is available in these rules shall be determined by the rules and orders for the time being applicable to Officers of corresponding pay levels belonging to the Indian Administrative Service.

17. Powers to relax rules: The Central Government shall have power to relax the provisions of any of these rules in respect of any class or category of persons.

[NO. A. 11019/42 (1)/85-AT]
12. In the first section, the author discusses the importance of understanding and implementing various strategies to achieve a certain goal. They mention the need for clear communication and collaboration among team members. The author emphasizes the role of leadership in motivating and guiding the team towards success.

13. The second section focuses on the importance of continuous learning and adaptation. The author highlights the need for individuals to stay updated with the latest developments in their field. They suggest that by doing so, one can stay relevant and effective in their work.

14. The third section deals with the challenges of working in a diverse team. The author discusses the importance of valuing and respecting differences, as well as the need for effective conflict resolution. They argue that by fostering an inclusive environment, teams can maximize their potential.

15. The fourth section is dedicated to the importance of setting clear goals and objectives. The author emphasizes the role of goal-setting in providing direction and motivation for team members. They suggest that setting realistic and achievable goals can lead to improved performance and satisfaction.

16. The final section discusses the role of technology in modern work environments. The author highlights the benefits of leveraging technology to enhance productivity and efficiency. They argue that by embracing technological innovations, teams can stay ahead of the curve and remain competitive.

17. The last section concludes by summarizing the key takeaways from the article. The author reiterates the importance of effective communication, continuous learning, valuing diversity, setting clear goals, and leveraging technology. They emphasize the need for a holistic approach to achieving success in any team setting.
(iii) यदि यह मान्यता है कि तद्वर्ती समय या किसी अन्य तारीख पांगलक में यदि प्रयोग हुए तो जो जोड़ के हुजूर होगे।

5. परिस्थितियाँ

प्रावेद यह मौर्य में कर्म करता है कि जिस विद्वान वि- परिपक्वविधियाँ, 1989 को भार 21 में विभिन्न परिस्थितियों के भीतर है।

6. मासों के साथ : 

यह मास के तारीख लिख केंद्र हैं:

(यह कुल व्यापार तय करने का एक संविधान करता है, प्रावेद भारे में प्रति-संपादन निर्धारित एक प्रचार विवाहक, तथा या प्रदर्शन पत्रिका होता है।

7. मासों के साथ आयुष्य

अवर दैर 6 में ब्रजन का प्रयोग में ग्रह या प्रावेद अनन्त-निर्धारित यथाज्ञ (यो) के लिए प्रयोग करता है:

(तीन गर्भों का यथाज्ञ (यो) की विस्तारीकृत अधीन व्यापक (यो) के माध्यम ओर प्राप्त किया गया यथिक उपलब्ध (प्रदर्शन कर्म) को लक्ट करें।

8-प्रतिनिधि व्यावसायिक, वह उपलब्ध लिख प्रार्थना की गई है।

व्यापार से प्रतिनिधि विवाहक महत्व करने तथा प्रावेद अनन्त-निर्धारित प्रादर्शन प्रार्थना की गई के लिए का प्रयोग करने जिसकी उपलब्ध की गई है।

9- निवेदन फिर के कारण के लिए:

प्रावेद यह मानता है कि उसके अनुसार लेखे निर्धारित उपलब्ध के बाहर उनके उपमान सारे उपन्यास का उपयोग करता है। (यहाँ फिर के व्यापारियों के स्थान पर उपलब्ध ऐसे व्यापारियों का परिवार (कम्युनिटी) है।

10- विनियम जो दिन के अनुसार समाज के राज प्रेय नहीं हैं प्रावेद यह श्रेय लिख प्रार्थना करता है कि वह निवेदन जो किसी निवेदन यह ब्रजन किया गया है, जिसकी निवेदन समाज या जिसकी यथार्थ परिपक्वविधियाँ या परिपक्वविधियाँ के लिए यथार्थता पांगलक के समय जानता है नहीं।

11- अनुप्रयोगिक के लिए:

एव मानते हैं अनुप्रयोगिक किसी भी प्रयोग लिखे गए वाले उपलब्धों के तारीख प्राप्त किया है।

12- प्राप्तकर्ता की दृष्टि:

व्यापार:

कं.: -------------- (प्रावेद का नाम) यूज़ पुरव, पति:

यह बाहर कर रहा है डेड कं. का प्रयोग द्वारा बनाए जा रहा है। प्रावेद को विवाहक भारे में प्राप्त विवाहक के प्रयोग से हो कर। यह स्पष्ट भारे के निर्धारित बनाए जा रहा है जो कि विनियम बोन प्रार्थना की जा रही विवाहक का निर्धारित है।

प्रावेद के हेतु कि लिखे गए:

प्रयोग:

नाम:

देश राज.

भुवनेश्वर.

प्रावेद: प्रायोगिक प्रार्थना, भुवनेश्वर, 2008.
G.S.R. 936(E).—In exercise of the powers conferred by clauses (d), (e) and (f) of sub-section (2) of section 35 and clause (c) of Section 36 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Orissa Administrative Tribunal (Procedure) Rules, 1986.

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

(a) “Act” means the Administrative Tribunals Act, 1985 (13 of 1985);
(b) “Advocate” means an advocate entered in any roll under the provisions of the Advocates Act, 1961 (25 of 1961);
(c) “Agent” means a person duly authorised by a party to present an application or reply on its behalf before the Tribunal;
(d) “Applicant” means a person making an application to the Tribunal under section 19;
(e) “Application” means an application made to the Tribunal under section 19;
(f) “Form” means the Form annexed to these rules;
(g) “State Government” means the Government of Orissa;
(h) “Legal practitioner” shall have the same meaning as is assigned to it in the Advocates Act, 1961 (25 of 1961);
(i) “Registrar” means the Registrar of the Tribunal and includes any officer to whom the powers and functions of the Registrar may be delegated under clause (2) of rule 27;
(j) “Section” means a section of the Act;
(k) “Transferred Application” means the suit or other proceeding which has been transferred to the Tribunal under sub-section (1) of section 29;
(l) “Tribunal” means the Orissa Administrative Tribunal established under sub-section (2) of section 4.

3. Language of the Tribunal:—

(1) The language of the Tribunal shall be English; provided that the parties to a proceeding before the Tribunal may 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.

4. Procedure for filing applications:—

(1) An application to the Tribunal shall be presented in Form 1 annexed to these rules by the applicant in person or by an agent or by a duly authorised advocate, to the Registrar or any other officer authorised by the Registrar to receive applications or sent by registered post with acknowledgement due addressed to the Registrar.

(2) The application under sub-rule (1) shall be presented 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 respondents is more than one, as many extra copies of the application in paper book form as the number of respondent together with required number of empty
(2) It shall not be necessary to present a separate application to seek an interim order or direction if the application contains 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 section 19 of the Act, apply for 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. 2- (Rupees two only) which shall be payable in court fee stamps affixed on such application.

9. Paper book, etc. to accompany the application.—

(1) Every application shall be accompanied by a paper book containing:

(i) an attested true copy of the order against which the application has been filed;

(ii) copies of the documents relied upon by the applicant and referred to in the application;

(iii) an index of documents.

(2) The documents referred to in sub-rule (1) may be attested by an advocate or by a Gazetted Officer.

(3) Where an application is filed by an agent, documents authorising him to act as such agent shall also be appended to the application:

Provided that where an application is filed by an advocate, it shall be accompanied by a duly executed ‘vakalatnama’.

10. Plural remedies.—An application 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 respondents.—(1) A copy of the application in the paper book shall ordinarily be served on each of the respondents by the Registrar in one of the following modes:

(i) hand delivery (dasti) through the applicant or through a process server; or

(ii) through registered post with acknowledgement due.

(2) Notwithstanding anything contained in sub-rule (1), the Registrar may, taking into account the number of respondents and their places of residence or work and other circumstances, direct that notice of the application shall be served upon the respondents in any other manner, including any manner of substituted service, as it appear to the Registrar just and convenient.

(3) Every applicant shall pay a fee for the service or execution of processes, in respect of an applica-

ile size-envelopes bearing the full address of each respondent shall be furnished by the applicant.

(3) The applicant 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 receiving the applications on behalf of the Registrar in acknowledgement 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, having regard to the cause of action and the nature of interef 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 endorsement.

(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 applicant such time to 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 Registrar may, by order and for reasons to be recorded in writing, decline to register the application.

(5) An appeal against the order of the Registrar under sub-rule (4) shall be made within 15 days of the making of such order to the Tribunal whose decision 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. 50/- (Rupees fifty) only which shall be paid in court fee stamps affixed on the application.

Provided that where 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. 50/- (Rupees fifty) only.

8. Contents of application.—(1) 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.

(i) hand delivery (dasti) through the applicant or through a process server; or

(ii) through registered post with acknowledgement due.

(2) Notwithstanding anything contained in sub-rule (1), the Registrar may, taking into account the number of respondents and their places of residence or work and other circumstances, direct that notice of the application shall be served upon the respondents in any other manner, including any manner of substituted service, as it appear to the Registrar just and convenient.

(3) Every applicant shall pay a fee for the service or execution of processes, in respect of an applica-
The Registrar shall notify to the parties the date and
Registrar. The Tribunal may, on application by the
in sub-rule (1) on the applicant or his advocate,
complete sets containing the reply to the application
at any place other than Bhubaneswar, the Chairman
expiry of the period of one month.
respondent, allow filing of the reply after the
one month of the date of service of the notice of the application on kiln.
application shall be heard notwithstanding that some
application shall be heard unless:
application has not been served are ade-
the Tribunal is satisfied that the interests of
respondents on whom notice of the applica-
tion has been served.

12. Filing of reply and other documents by the
respondent.—(1) The respondent shall file three
complete sets containing the reply to the application
along with the documents relied upon 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.

(ii) The respondent shall also serve a copy of the
reply along with copies of documents as mentioned
in sub-rule (1) on the applicant or his advocate,
if any, and file proof of such service with the
Registrar. The Tribunal may, on application by the
respondent, allow filing of the reply after the
expiry of the period of one month.

13. Date and place of hearing to be notified.—
The Registrar shall notify 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
render it necessary to have sittings of the Tribunal
at any place other than Bhubaneswar, the Chairman
may direct to hold the sittings at any such appro-
priate place.

15. Decision on applications.—(1) 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.

(ii) Where an application has been dismissed for
default and the applicant appears afterwords and
satisfied the Tribunal that there was sufficient cause
for his non-appearance when the application was
called on for hearing, the Tribunal shall make an
order setting aside the order dismissing the applica-
and restore the same.

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 the other respondents
also:

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 sufficient
time to 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 application.

19. Order to be signed and dated.—Every order of the 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 terms and conditions as the Tribunal may lay down.

21. Communication of orders to parties.—Every order passed on an application shall be communicated to the applicant and to the respondent either 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 clerks:—

(1) A clerk employed by a legal practitioner and permitted as such to have access to the records and to obtain copies of the orders of the Tribunal in which the legal practitioner ordinarily practices shall be known as a "registered clerk".

(2) A legal practitioner desirous of registering 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 otherwise permits.

(4) A register of all the registered clerks shall be maintained in the office of the Registrar and after registration of the clerk, the Registrar 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 officer 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 employ 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 and other public holidays, the offices of the Tribunal shall, 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 nature, shall be admitted after 3.30 p.m. on any working 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 2.00 p.m. to 4.00 p.m. subject to any order made by the Chairman.

27. Powers and functions of the Registrar:—

(1) The Registrar shall have the custody of the records of the Tribunal and shall exercise such other functions as may be assigned to him under these rules or by the Chairman.

(2) The Registrar may, with the approval of the Chairman, delegate to the Deputy Registrar any functions required by these rules to be exercised by the Registrar.

(3) In the absence of the Registrar, the Deputy Registrar or any other officer of the Tribunal authorised in writing by the Chairman in this behalf may perform or exercise all or any of the functions and powers of the Registrar.

(4) The Registrar shall keep in his custody the official seal of the Tribunal.

(5) The Registrar shall, subject to any general or special direction by the Chairman, affix the official seal of the Tribunal on any order, notice or other process.

(6) The Registrar shall have the power to authorise in writing the affixing 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) to receive all application and other documents including transferred applications;

(ii) to decide all questions arising out of the scrutiny of the applications before they are registered;

(iii) to require any application presented to the Tribunal to be amended in accordance with the Act and the rules;

(iv) subject to the directions of the Tribunal to fix dates of hearing of the applications or other proceedings and issue notices thereof;

(v) to direct any formal amendment of records;

(vi) to order grant of copies of documents to parties to the proceedings;

(vii) to dispose of all matters relating to the service of notices or other processes, appli-
APPLICATION UNDER SECTION 19 OF THE ADMINISTRATIVE TRIBUNALS ACT, 1960

For use in Tribunals's Office

DATE OF FILING

OR

DATE OF RECEIPT

BY POST

REGISTRATION NO.

SIGNATURE
REGISTRAR

IN THE ORISSA ADMINISTRATIVE TRIBUNAL

BETWEEN

A  

AND

B APPLICANT

C  

AND

D RESPONDENT

DETAILS OF APPLICATION:

1. Particulars of the applicant:
   (i) Name of the applicant
   (ii) Name of Father/Husband
   (iii) Designation and office in which employed
   (iv) Office Address
   (v) Address for service of all notices

2. Particulars of the respondent:
   (i) Name and designation of the respondent
   (ii) Office address of the respondent
   (iii) Address for service of all notices

3. Particulars of the Order against which application is made:
   The application is against the following order:
   (i) Order No.
   (ii) Date
   (iii) Passed by
   (iv) Subject in brief

4. Jurisdiction of the Tribunal:
   The applicant 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 application 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 chronological order, each paragraph containing as nearly as possible a separate issue, fact or otherwise).
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) relied upon].

8. Interim order, if prayed for:

Pending final decision on the application, the applicant seeks issue of the following interim order:—

(Give here the nature of the interim order prayed for with reasons).

9. Details of the remedies exhausted:—

The applicant declares that he has availed of all the remedies available to him under the relevant service rules, etc.

(Give here chronologically the details of representations 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 of law or any other authority or has not been rejected by any court of law or other authority.

11. Details of Index:—

An index in duplicate containing the details of the documents to be relied upon is enclosed.

12. List of enclosures:—

Verification:

I, [name of the applicant’s S/o, D/o, W/o, age, occupation] working as [occupation] resident of [place] do hereby verify that the contents from 1 to 13 are true to 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 Shri/Smt. [name of applicant] working as [occupation] in the Department of [department] residing at [place] is hereby acknowledged.

SEAL

for Registrar

Orissa Administrative Tribunal
Shimla