MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel & Training)

NOTIFICATION

New Delhi, the 21st December, 1994

G.S.R. 874 (E).—In exercise of the powers conferred by sub-section (4) of section 1 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government hereby appoints the 21st day of December, 1994 as the date on which the provisions of the Act, in so far as they relate to the West Bengal Administrative Tribunal shall come into force.

[No. A 11014 8/93-AT]

SMT. SARITA PRASAD, Jr. Secy.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
NOTIFICATION
New Delhi, the 21st December, 1994

G.S.R. 875(E).—In exercise of the powers conferred by sub-section (1) read with clause (c) of sub-section (2) of section 35 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 West Bengal Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman, Vice-Chairman and Members) Rules, 1994.

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

2. Definitions.—(1) 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 West Bengal;

(c) “Tribunal” means the West Bengal Administrative Tribunal.

(2) 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.—(a) The Chairman shall receive a pay of rupees eight thousand plus a special pay of rupees five hundred per mensem; a Vice-Chairman shall receive a pay of rupees eight thousand and a Member shall receive pay in the scale of Rs. 7300-200-7500-5000 per mensem;

(b) Provided that in the case of an appointment as Chairman, Vice-Chairman or a Member or a
4. Dearness Allowance.—The Chairman, a Vice-Chairman and a Member shall receive dearness allowance appropriate to their pay at the rates admissible to Group "A" officers of the Central Government drawing pay in the scale of Rs. 7300-200-7500-250-8000 and above.

5. City Compensatory Allowance.—The Chairman, a Vice-Chairman and a Member shall receive City Compensatory Allowance appropriate to their pay at the rates admissible to Group "A" officers of the Central Government drawing pay in the scale of Rs. 7300-200-7500-250-8000 or above.

6. Retirement from parent service on appointment as Member.—(1) The Chairman, a Vice-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 and, in the case of a sitting Judge of a High Court, who is appointed as Chairman or Vice-Chairman, his service in the Tribunal shall be treated as actual service within the meaning of paragraph 11 (b) (i) of Part 'D' of the Second Schedule to the Constitution.

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

(i) shall be entitled to receive pension and gratuity in accordance with the retirement rules applicable to him;

(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 his retirement.

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

(i) earned leave at the rate of 15 days for every completed calendar year of service;

(ii) half-pay leave on medical certificate or on private affairs at the rate of 20 days in respect of each completed year of service and 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 Chairman or the Vice-Chairman or the Member concerned, provided it is taken on medical grounds and is supported by a medical certificate from the competent medical authority;

(iv) extraordinary leave without pay and allowances up to a maximum period of 180 days in one term of office.

(2) If the Chairman, a Vice-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 the vacation of 30 days in each calendar year observed by the Tribunal.

(3) On the expiry of his term of office in the Tribunal, the Chairman, a Vice-Chairman or a Member shall be entitled to receive cash equivalent of leave salary in respect of the earned leave standing to his credit, provided that the quantum of leave encashed under this sub-rule and sub-rule (2) of rule 6 shall not in any case exceed 240 days.

(4) The Chairman or a Vice-Chairman and Member shall be entitled to receive the dearness allowance as admissible on the leave salary under sub-rule (3) 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.

8. Leave sanctioning authority.—The Chairman shall be the authority competent to sanction leave to a Vice-Chairman and to a Member and the Governor shall be the authority competent to sanction leave to the Chairman.
9. Pension.—(1) Every person appointed to the Tribunal as the Chairman, a Vice-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 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 Rs. 700 per annum for each completed year of service and irrespective of the number of years of service in the Tribunal the maximum amount of pension shall not exceed Rs. 3,500 per annum:

Provided that the aggregate amount of pension payable under this rule together with 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 a High Court.

10. Provident Fund.—The Chairman, a Vice-Chairman or a Member shall be entitled to subscribe to the Provident Fund at his option and, in the case of his so opting, shall be governed by the provisions of the General Provident Fund (Central Services) Rules, 1960:

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

11. Travelling allowance.—The Chairman, a Vice-Chairman or a 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 in the High Court Judges (Travelling Allowance) Rules, 1956.

12. Leave Travel Concession.—The Chairman, a Vice-Chairman or a Member shall be entitled to the leave travel concession at the same rates and at the same scales and on the same conditions as are applicable to Group "A" Officers of the Central Government drawing pay in the scale of Rs. 7300-200-7500-250-8000 or above.

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

(2) When the Chairman, Vice-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 per cent of his pay.

(3) Where the Chairman, a Vice-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.

14. Facility of conveyance.—The Chairman, a Vice-Chairman and a Member shall be entitled to the facility of staff car in accordance with the Staff Car Rules of the Government.

15. Facilities for Medical Treatment.—The Chairman, a Vice-Chairman and a Member shall be entitled to Medical treatment and hospital facilities as are admissible to an officer of the corresponding status in the Government.

16. Conditions of service of sitting Judges of the High Court appointed as Chairman or Vice-Chairman.—Notwithstanding anything contained in these rules, where a sitting Judge of a High Court is appointed as the Chairman or a Vice-Chairman of the Tribunal, the service conditions as contained in the High Court Judges (Conditions of Service) Act, 1954 (28 of 1954) and the rules made thereunder shall apply to him up to 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 or Vice-Chairman, as the case may be.

17. Notwithstanding anything contained in rules 4 to 16 of these rules, the conditions of service and other perquisites available to the Chairman and a Vice-Chairman shall be the same as admissible to a serving Judge of a High Court as contained in the High Court Judges (Conditions of Service) Act, 1954 (28 of 1954) and High Court Judges (Travelling Allowance) Rules, 1956.

18. Residuary provision.—The conditions of service of the Chairman, a Vice-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.
19. Powers to relax rules.—The Central Government shall have the power to relax the provisions of any of these rules in respect of any class or category of persons to whom these rules apply.

[No. A-11014/7/93-AT]

SMT. SARITA PRASAD, Jr. Secy.

Press Note

14th December, 1994

The central government shall have the power to relax the provisions of any of these rules in respect of any class or category of persons to whom these rules apply.

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

Powers to relax rules—The Central Government shall have the power to relax the provisions of any of these rules in respect of any class or category of persons to whom these rules apply.
(4) यदि भाषाकर उपमिश्रभ (3) के प्रथम बयाजात शब्द के स्मृति द्वारा सुगम से प्रदर्शित रहे हो तो निर्देशन के अनुसार नीचे लिखित कार्य करें।

(5) उपमिश्र (4) के भाषाकर रितिप्रकाश के साधन के विक्रेता साधन प्रक्रिया को ऐसे आदेश के तिन भाग में कीजिए उस पर दिनिकाय अन्तर दीजिए।

6. भाषाकर कार्य का गतिविधि—भाषाकर रितिप्रकाश के प्रयोग का लिखित प्रश्न अध्याय भाषाकर कार्य का गतिविधि अन्तर दीजिए।

7. भाषाकर की अई के प्रयोग का लिखित प्रश्न अध्याय भाषाकर के प्रयोग का लिखित प्रश्न अध्याय भाषाकर के प्रयोग का लिखित प्रश्न अध्याय के लिए दीजिए।

8. भाषाकर की अई के प्रयोग का लिखित प्रश्न अध्याय भाषाकर के प्रयोग का लिखित प्रश्न अध्याय के लिए दीजिए।

9. भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग—

(i) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग—

(ii) ऐसे वे भाषाकर भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग—

(iii) भाषाकर की अई का प्रयोग करने के लिए मात्र दो मात्र भाषाकर कार्य का गतिविधि अन्तर दीजिए।

10. भाषाकर का उपन्यास—भाषाकर एक ही बाल हुएक भाषाकर का प्रयोग करने का विकल्प निकाय होगा। इसके एक बाल एक बाल भाषाकर का प्रयोग का ओर त्यागी वह तत्व जिसे भाषाकर एक उपन्यास के प्रभावित भाषाकर कर्म का गतिविधि अन्तर दीजिए।

11. भाषाकर का उपन्यास—भाषाकर का प्रयोग का ओर त्यागी वह तत्व जिसे भाषाकर एक उपन्यास के प्रभावित भाषाकर कर्म का गतिविधि अन्तर दीजिए।

(1) भाषाकर एक ही बाल का प्रयोग का ओर त्यागी वह तत्व जिसे भाषाकर एक उपन्यास के प्रभावित भाषाकर कर्म का गतिविधि अन्तर दीजिए।

(ii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग अध्याय के लिए दीजिए।

(ii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग अध्याय के लिए दीजिए।

(ii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग अध्याय के लिए दीजिए।

(2) उपन्यास (1) में भाषाकर एक ही बाल का प्रयोग का ओर त्यागी वह तत्व जिसे भाषाकर एक उपन्यास के प्रभावित भाषाकर कर्म का गतिविधि अन्तर दीजिए।

(ii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग अध्याय के लिए दीजिए।

(iii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग अध्याय के लिए दीजिए।

(3) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(4) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(5) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(6) उपन्यास (1) में भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(i) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(ii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।

(iii) भाषाकर का समय समय गति जानने की भाषाकर पुस्तिका का प्रयोग करने के विकल्प निकाय होगा।
(1) The area of the land situated in the town of X city and measuring Y acres, hereby designated as "Area A," is hereby rezoned for commercial use.

(2) The said rezoning is subject to the following conditions:

(a) The property owner shall obtain the necessary permits and licenses from the relevant authorities before commencing any development.

(b) The development shall comply with all existing building codes and regulations.

(c) The area shall be developed in phases as per the approved plan.

(d) The completion of the development shall be subject to the satisfaction of all environmental and safety requirements.

The above rezoning is effective from date Z.

The Gazette of India Extraordinary Part II—Sec. 301
(3) एक विविध ग्रन्थकारों के एक सम्मेलन पर दो संपादक रिकॉर्ड, हुसून -
लिस्टिंग कर लेते हैं तब तक कि रिकॉर्डर धारण या प्रति धारण
या विनियम पाठ करते हुए, नियमावलीक अवधारणा और उपकरण
होंगे, प्रणवी---

(1) दीपक गांधी और बाथ अन्य लोग जो कपड़े अच्छा धारण
(2) बाहर रखने के लिए उन्होंने उनके संगीतक के आधार पर नियमों
(3) विशेष ध्यान के माध्यम से इस नियम के प्रति धारण रखते हुए, निर्देशावली
(4) गांधी, ध्यान की राजनीतिक मूल्य को राजनीति में दर्ज करना
(5) गांधी, ध्यान केे बायो और प्रति धारण या प्रति धारण
(6) गांधी, ध्यान के दोड़े रखते हुए, नियमों के प्रति धारण
(7) गांधी, ध्यान के दोड़े रखते हुए, नियमों के प्रति धारण
प्रशासनिक शंकिकारण अधिनियम, 1985 की धारा 19 के प्रधीन भावन्दन

प्रधिकरण के कार्यालय में प्रपोन के लिए

पालन करने की नारील

या

लक द्वारा प्राप्ति की नारील

रजिस्ट्रेशन सा.

रजिस्ट्रार के हस्ताक्षर

पश्चिमी बंगाल प्रशासनिक शंकिकारण मे

क

ण भावन्दन

भ श्रावन्दा

के बीच

भावन्दन के तरीके:

1. भावन्दन की विष्णितियाँ:
   (i) भावन्दन का नाम
   (ii) पिता/पति का नाम
   (iii) व्यवसाय और इसका कार्यालय दिल्ली में निर्मित है
   (iv) कार्यालय का पता
   (v) सभी सूचनाएँ की नामीत के लिए पता

2. प्रवासी की विष्णितियाँ:
   (i) प्रवासी का नाम और/या व्यवसाय
   (ii) प्रवासी के कार्यालय का पता
   (iii) सभी सूचनाएँ की नामीत के लिए पता

3. उस भावन्दन की विष्णितियाँ जिसके निकट भावन्दन किया गया है:
   शासित प्रशिक्षित भावन्दन के लिए:
   (i) भावन्दन ता.
   (ii) लाभी
   (iii) पिता/पति का पता
   (iv) नियम, मंजिल में

4. शंकिकारण की विष्णितियाँ:
   भावन्दन में प्रपोन करता है कि उस भावन्दन की विष्ण तत्काल जिसके निकट
   भावन्दन प्रक्षाल भावन्दन है, शंकिकारण की शंकिकारण के मीतर

5. परिसीमा:
   भावन्दन वह और प्रपोन करता है कि भावन्दन प्रशासनिक शंकिकारण
   अधिनियम, 1985 की धारा 21 में विलाप परिसीमा के मीतर है।
6. मामले के तथ्यः
मामले के तथ्य नीचे दिए गए हैं:-
(यहाँ क्षणों का एक शिक्षित कदम कमालशर दे, प्रावधान पैरा में व्यापार्यों ने कारण एक एक कालक्रम, तथा या बाप्पा इन्फार्मेंट हों)

7. मामला बयां आरोपीः
आरोपी NO 6 में बलित तथ्यों के साहाय्य पर प्रावधान निम्नलिखित बयां आरोपीः
(आरोपीयों) के लिए प्रार्थना करता है:-
[रूपने माना गए आरोपी (आरोपीयों) की विश्वासिती करूँ, बयां आरोपी (आरोपीयों) के साहाय्य और निम्नलिखित उपबोध (यदि कोई हो) जिन पर निर्देश किया गया है, स्पष्ट करें]

8. आरोपित तक्यादेशः, यदि उनके लिए प्रार्थना की गई है:-
प्रार्थना के अतिक्षित विनिमय के लिए रुपने तक प्रार्थना पाहता है कि
निम्नलिखित आरोपित तक्यादेश जारी किया जाए:-
(यदि कारण देखकर उस अतिक्षित तक्यादेश को पहुंच का उन्नत करें जिसकी
प्रार्थना की गई है)

9. निर्देशित उपाधियों के ध्यानः:
प्रार्थना यह घोषणा करता है कि उनके सामने सवाल जिसमें प्रार्थियों
उसके उपलब्ध सभी उपाधियों का उपयोग कर लिया है।
(यदि किसी दूर समस्याओं के स्तरों और ऐसे अध्यादेशों का परिणाम
भावनापूर्वक है)

10. ऐसे विनिमय जो किसी ध्यान नागार्य प्रार्थियों के पास फाइल नहीं किए गए
या लिखत नहीं है:-
प्रार्थना यह अधिकार प्रार्थियों का प्राप्त यह प्रार्थना
किया गया है, किसी भी स्वरूप क्या किसी ध्यान प्राप्ति का
समय लिखत नहीं है या किसी मोहत्तय या स्वरूप प्राप्ति का
अनुबंधसाथ नहीं किया गया है।

11. अनुसूचीपत्र के ध्यानः:
दो प्रार्थनाओं में अनुसूचीपत्र, जिसमें उन दर्शनांजों के ध्यान अध्यादेश है जिस
पर निर्देश किया गया है संदर्भ है।

12. मांगलिकों की सुयीः:

स्थापित

<table>
<thead>
<tr>
<th>(प्रार्थियों का नाम)</th>
</tr>
</thead>
<tbody>
<tr>
<td>पूर्वप्रार्थियों/पूर्वार्थियों</td>
</tr>
<tr>
<td>जों</td>
</tr>
<tr>
<td>रूपने में दृष्ट कर रहा है।</td>
</tr>
<tr>
<td>का समझाती है/को</td>
</tr>
<tr>
<td>निर्देशित है, वह समालोचना करता है/कहती है कि पैरा 1 में 12 को अंतिम भर अभीत्त जान और विचार के अनुसार नहीं</td>
</tr>
<tr>
<td>और यह न कि मैंने किसी नातिन्द्रता की तुलना को नीति दिया है।</td>
</tr>
</tbody>
</table>

स्थानः

तारीखः

वन में,

रविवार, परिस्थितियों का शासनीक अधिकार, कलकाता।
प्रथम—2
[नियम 4(4) विधि]
प्रारंभित लिपि
पत्रिकावां में ब्राह्मणिक प्रामाणिक दर्जन, कलकत्ता में नीचे/अंतिम:

पारंपरिक प्रामाणिक 

कहानी जो विशेष विधियों द्वारा जेब तथा कोई नियमी है, फाइल देने के लिए सबके दिन का प्रारंभिक दर्जन की आज की है।

कुंद्र रजिस्ट्रीर
मुंडा

प्रथम—3
[नियम 24 विधि]
लिपिक के रजिस्ट्रीकरण के लिए जानकारी

1. इस विधि व्यवसायी का नाम जिससे और ने लिपिक का रजिस्ट्रीकरण किया जाता है।

2. रजिस्ट्रीकृत किया जाने वाले लिपिक की विशेषताएँ:
   (i) दूसरा नाम
   (ii) पत्र का नाम
   (iii) तारीख और जमानत
   (iv) लम्बाई
   (v) राशि/प्राङ
   (vi) वालीक प्रवेश
   (vii) पूर्व नियोजन, रत्न कोड, और चिन्हित विषय

उपरोक्त वैधता का बहुमत लिपिक का रजिस्ट्रीकरण करता है कि उसके संरचना उपर दो नई विशेषताओं सही है।

लिपिक के हस्ताक्षर

3. यदा विधि व्यवसायी का नाम उसके विशेषताओं के पहले से ही कोई रजिस्ट्रीकृत लिपिक है और यद्यपि रजिस्ट्रीकृत किया जाने वाला लिपिक पहले से ही रजिस्ट्रीकृत लिपिक के रूप में पहले से ही रजिस्ट्रीकृत है और विशेषता से एए है जो व्यवसायी का नाम।

4. यदा रजिस्ट्रीकृत किया जाने वाला लिपिक वाला विधि व्यवसायी के लिपिक के रूप में पहले से ही रजिस्ट्रीकृत है और विधि से एए है जो व्यवसायी का नाम।

शंकरी (लिपिक व्यवसायी) प्रमाणित करता है कि उपरोक्त दो नई विशेषताओं ने रेखा संरचना व्यवसायी और विशेषता के नाम नहीं है और यद्यपि मुद्दा दो नई चिन्हित नया को जानकारी नहीं है जिसके लिपिक के रूप में उक्त

(नाम) का रजिस्ट्रीकरण रहा हूँ जाना।

तारीख:

लिपिक व्यवसाय के हस्ताक्षर

वेब में,

रजिस्ट्रीज़
केंद्रीय व्यवसायी विधिक दर्जन

शंकरी,
NOTIFICATION

New Delhi, the 21st December, 1994

GSR 876(E).—In exercise of the powers conferred by sub-section (1) read with clauses (d), (e) and (f) of sub-section (2) of section 35 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 West Bengal Administrative Tribunal (Procedure) Rules, 1994.

(2) They shall come into force on the day 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) “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 form annexed to these rules;

(g) “Government” means the Government of West Bengal;

(h) “Legal Practitioner” shall have the same meaning as is assigned to it in the Advocates Act, 1961 (25 of 1961);

(i) “Legal representative” means a person who in law represents the estate of the deceased;

(j) “Registry” means the Registry of the Tribunal or of the Bench of the Tribunal as the case may be;

(k) “Registrar” means the Registrar of the Tribunal and includes any officer to whom the powers and functions of the Registrar may be delegated under sub-rule (2) of rule 27;

(l) “section” means a section of the Act;

(m) “Transferred application” means the suit or other proceedings which stand transferred to the Tribunal under sub-section (1) or sub-section (2) of Section 29;

(n) “Tribunal” means the West Bengal Administrative Tribunal established under sub-section (2) of Section 4;

(o) 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. Language of the Tribunal.—The language of the Tribunal shall be English.

Provided that the parties to a proceeding before the Tribunal may file documents drawn up in Bengali, if they so desire;

Provided further that a Bench may, in its discretion permit the use of Bengali in the proceedings but the final order shall be in English.

4. Procedure for filing applications.—(1) An application to the Tribunal shall be presented in Form I by the applicant in person or by an agent or by a duly authorised advocate to the Registrar or any other officer authorised in writing by the Registrar to receive applications or be 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.

(3) Where the number of respondents is more than one, as many extra copies of the application in paper-book form as the number of respondents together with the required number of empty file size envelopes bearing the full address of each respondent shall be furnished by the applicant;

Provided that where the number of respondents is more than five, the Registrar may permit the applicant to file the extra copies of the application at the time of issue of notice to the respondents.

(4) The applicant may attach to and present with his application a receipt slip in Form II which shall be signed by the Registrar or the Officer receiving the application on behalf of the Registrar in acknowledgement of the receipt of the application.

(5) Notwithstanding anything contained in sub-rules (1) to (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 relief prayed for, that they have a common interest in the matter; or

(b) An association representing persons desirous of joining in a single application to file such application, provided that the
application shall disclose the class, grade or categories of all the persons on whose behalf the application is filed.

5. Presentation and scrutiny of applications.—
(1) The Registrar or the officer authorised by him under rule 4, shall endorse on every application the date on which it is presented 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 that the defect noticed is formal in nature, the Registrar may allow the applicant 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 and inform the applicant accordingly.

(5) An appeal against the order of the Registrar under sub-rule (4) may be made within 15 days of such order to the Tribunal whose decision thereon shall be final.

6. Place of filing application.—All applications shall be filed with the Registrar.

7. Application fee.—Every application filed with the Registrar shall be accompanied by a fee of Rs. 50 (Rupees fifty) 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.

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. Every application, including any miscellaneous application shall be typed in double space.

(2) It shall not be necessary to present a separate application to seek an interim order or direction if the application contains a prayer for an interim order or direction pending final disposal of the application.

(3) An applicant may, subsequent to the filing of an application under section 19, 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) 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) a 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; and

(iii) an index of the documents.

(2) The documents referred to in sub-rule (1) may be attested by an advocate or by a Gazetted Officer or by a Group 'A' Officer of the Government.

(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 that they are consequential to one another.

11. Service of notices and processes issued by the Tribunal.—(1) A copy of the application in the paper-book form shall ordinarily be served on each of the respondents by the Registrar in one of the following manners:

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

(ii) by registered post (with acknowledgement due);

(2) Where notice issued by the Tribunal is served by the party himself by ‘hand delivery’ (Dasti), he shall file with the Registry of the Tribunal the acknowledgement, together with an affidavit of service.

(3) 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 appears to the Tribunal just and convenient.

(4) Every applicant shall pay a fee for the service or execution of processes in respect of an application where the number of respondents exceeds five, as under:

(i) a sum of Rs. 5 (Rupees five) for each respondent in excess of five respondents; or
(ii) where the service is in such a manner as the Registrar may direct under sub-rule (3) such a sum, not exceeding the actual charges incurred in effecting the service, as may be determined by the Registrar.

(5) The fee for the service or execution of processes under sub-rule (4) shall be remitted by the applicant in the form of court-fee stamps.

(6) Notwithstanding anything contained in sub-rules (1) to (5), if the Tribunal is satisfied that it is not reasonably practicable to serve notice of application 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 such Government is a respondent;

(ii) notice of the application 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 adequately and sufficiently represented by the respondents on whom notice of the application has been served.

12. Filling of reply and other documents by the respondents.—(1) Each respondent intending to contest the application, shall file in triplicate the reply to the application and the documents relied upon in paper book form with the Registry within one month of the date of service of the notice of the application on him.

(2) The respondent shall serve a copy of the reply along with documents as mentioned in sub-rule (1) on the applicant or his advocate, if any, and file proof of such service in the Registry.

(3) The Tribunal may, on application by the respondent, allow the 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 Calcutta.

Provided that if, at any time, the Chairman of the Tribunal is satisfied that circumstances exist which render it necessary for him to hold the sittings of the Tribunal at any place other than Calcutta, he may hold the sittings at any such place.

15. Decision on applications.—(1) The Tribunal shall draw up a calendar for the hearing of transferred cases and shall, 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 from the date of its presentation.

(3) For purposes of sub-rules (1) and (2), the Tribunal shall have the power to refuse an adjournment of hearing and to limit the time for oral arguments.

16. Action on application for applicant's default:—

(1) Where on the date fixed for hearing of the application or on any other date to which such hearing may be adjourned, the applicant does not appear when the application is called for hearing, the Tribunal may, in its discretion, either dismiss the application for default or hear and decide it on merit.

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

17. Hearing on application ex parte.—(1) Where, on the date fixed for hearing of the application or on any other date to which such hearing may be adjourned, the applicant does not appear when the application is called for hearing, the Tribunal may, in its discretion adjourn the hearing 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 respondents satisfy the Tribunal that the notice was not duly served, or that he or they were prevented by any sufficient cause from appearing when the application was called for hearing, the Tribunal may make an order setting aside the ex-parte hearing 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 against one respondent only, it may be set aside against all or any of the other respondents:

Provided further that the 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 been duly served with the 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 may deem fit and at any stage of a proceeding, 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.

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 such terms and conditions in the Tribunal may lay down.

21. Communication of orders to the parties.—(1) Every order passed on an application shall be communicated to the applicant and to the respondent(s), either in person or by registered post, free of cost.

22. 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 it may consider necessary or expedient to give effect to its orders or to prevent abuse of its powers 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 Registering in Form III.

(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 a 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 such clerk by the Registry, 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 Saturday, Sundays and other public holidays, the office of the Tribunal shall, subject to any order made by the Chairman, remain open daily from 10.30 a.m. to 5.30 p.m. but no work, unless it is of an urgent nature, shall be admitted after 4.00 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 11.00 a.m. to 1.30 p.m. and 2.30 p.m. to 4.30 p.m. subject to any general or special order made by the Chairman in this behalf.

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 function or power required by these rules to be performed or 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 exercise and perform all or any of the powers and functions 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 every 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 applications 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) to fix, subject to the directions of the Tribunal, dates of hearing of 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 grant permission for inspection of records of the Tribunal;

(viii) to dispose of all matters relating to the service of notices or other processes, applications for the issue of fresh notices or for extending the time therefor;

(ix) to requisition records from the custody of any court or other authority;

(x) to receive applications for the substitution of legal representatives of the deceased parties during the pendency of the application;

(xi) to receive and dispose of applications for substitution, except where the substitution would involve setting aside an order of abatement; and

(xii) to receive and dispose of applications by parties for return of documents.

29. Seal and emblem.—The office seal and emblem of the Tribunal shall be such as the Government may specify.

30. Dress for the Members and Staff of the Tribunal.—The dress for the Members of the Tribunal (including Chairman and Vice-Chairman) and the Officers and other employees of the Tribunal shall be such as the Chairman may specify.

31. Dress for the Legal Practitioners and Presenting Officers.—A legal practitioner or, as the case may be, a presenting officer 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 white or any other light colour.

FORM - I

APPLICATION UNDER SECTION 19 OF THE ADMINISTRATIVE TRIBUNALS ACT, 1985

For use in Tribunal's office

DATE OF FILING .............................................................

OR

DATE OF RECEIPT BY POST .............................................

REGISTRATION NO. ..........................................................

SIGNATURE

REGISTRAR

IN THE WEST BENGAL ADMINISTRATIVE TRIBUNAL

A .......................................................... B APPLICANT

AND

C .......................................................... D RESPONDENT

2903 CI/54—3
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/or 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 paragraph 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 of the application, the applicant seeks issues 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 result of such representations).

10. Matters not filed or 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/o, W/o, D/o. ........................................, age. ........................................ working as. ........................................ resident of. ........................................ do hereby verify that the contents of paragraphs 1 to 12 are true to my personal knowledge and belief and that I have not suppressed any material fact.

Place:
Date:

Signature of the applicant.

To

The Registrar,
West Bengal Administrative Tribunal,
Calcutta.

FORM-II

[See rule 4(4)]

RECEIPT SLIP

Receipt of the application filed in the West Bengal Administrative Tribunal, Calcutta, by Shri/Smt. .............. working as. ........................................ in the Department of. ........................................ residing at. ........................................ is hereby acknowledged.

SEAL

For Registrar
West Bengal Administrative Tribunal
Calcutta.

FORM III

[See rule 24]

APPLICATION FOR THE REGISTRATION OF CLERK

1. Name of legal practitioner on whose behalf the clerk is to be registered.

2. Particulars of the clerk to be registered.
   (i) Full Name: ........................................
       (in capital) Attested passport size photograph to be pasted

   (ii) Father's Name:

   (iii) Age and Date of Birth:

   (iv) Place of birth:

   (v) Nationality

   (vi) Educational Qualifications:

   (vii) Particulars of previous employment, if any:

I. ........................................ (Clerk above named) do hereby affirm that the particulars relating to me given above are true.

Signature of Clerk

3. Whether the legal practitioner has a clerk already registered in his employ and whether the clerk sought to be registered is in lieu of or in addition to the clerk already registered.
4. Whether the clerk sought to be registered is already registered as a clerk of any other legal practitioner and if so, the name of such practitioner.

I .................. (legal practitioner) certify that the particulars given above are true to the best of my information and belief and that I am not aware of any fact which would render the registration of the said .......... (name) as a clerk liable to cancellation.

.................................................................
Signature of the legal practitioner

Date:

To

The Registrar,
Central Administrative Tribunal.
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