

West Bengal Administrative Tribunal

Bikash Bhavan, Salt Lake, Kolkata-91.

No. 1114 - WBAT/1E - 08 / 2003(Pt)

Dated : 10/08/2018

NOTICE

As directed by the Hon'ble Chairman, a notice is given upon the Ld. Counsels and in person litigants that henceforth while filing **all the applications** before this Tribunal, only a receipt of the same will be given from the Filing Section on that day and the respective **Case Registration Number** will be made available from the Filing Section on the next working day if the same is found in order, after scrutiny as per check-list enclosed herewith, for convenience of the Hon'ble Benches.

This will come into force with effect from **13/08/2018**.

By Order of this Tribunal.


Registrar

No. 1114 /1(06)-WBAT

Date : 10/08/2018.

Copy forwarded for information and taking necessary action to :

1. P.A. to **Justice Soumitra Pal, Hon'ble Chairman**, West Bengal Administrative Tribunal.
2. **Section Officer (Filing)**, West Bengal Administrative Tribunal.
3. **President/General Secretary**, West Bengal Administrative Tribunal Bar Association.
4. Notice Board (1 & 2).
- ✓ 5. **Shri Anirban Sardar**, Software Developer, WBAT.
He is requested to upload copy of this notice alongwith encloser in the website of WBAT.
6. Office copy.


Registrar

CHECK LIST FOR SCRUTINY OF APPLICATION AT THE TIME OF REGISTRATION.

01.	Is the application in proper form?	6
02.	Whether name, description and address of all the parties been furnished in the cause title?	7
03(a).	Has the application been duly signed and verified?	
03(b).	Have the copies been duly signed?	
04.	Whether the State of West Bengal impleaded ?	
05.	Has the Vakalatnama / Memo of appearance / authorization been filed?	
06.	Is the Original Application (O.A.) accompanied by Court Fees Stamp of Rs. 50/- ?	
07.	Has the legible copies of impugned order dully attested been filed ?	
08.	Has the legible copies of the annexure dully attested been filed ?	
09.	Has the index of the documents been filed and pagination done properly ?	
10.	In case an M.A. for condonation of delay is filed, is it supported by an affidavit of the application ?	
11.	Have corrections, if any, been initialled?	
12.	Whether the certified copy of the final order passed in O.A. annexed with the C.C.P. application?	