

# 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).
- ✓ **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?	