

APPELLATE TRIBUNAL FOR ELECTRICITY
Core-4, 7th Floor, SCOPE Complex, Lodhi Road,
New Delhi – 110 003.
www.aptel.gov.in

DFR No. : _____

Date:- _____

CHECK-LIST FOR ACCEPTING APPEALS/PETITIONS

1. **Thick cover paper** together with blank paper (legal size).
2. **Memo of parties (before the commission)** should have the name of appellant and the name of respondents with **complete address with PIN code along with telephone/fax/e-mail address of both the appellant (s) and all respondent(s)**
3. **Index** should be on the cover page.
4. **Appeal/Petition be filed in the prescribed format of APTEL in Green Legal Paper** and shall be typed in double space.
5. **List** of dates and events leading to appeal together with ***synopsis***.
6. **Provision** of law to be mentioned in **Appeal, IAs, Review Petitions etc.**
7. **Pagination** should be proper and continuous. Where there is more than one volume, pagination shall be done continuously in all the volumes, each volume not to exceed three hundred pages.
8. **Limitation.** The Appeal be filed within 45 days of limitation period. If there is a delay, then necessary application supported by affidavit shall be filed.
9. **Fees:** The required fee should be attached i.e. Rs.1,00,000/- upto four respondents and if the respondents are more than four Rs. 10,000/- per respondent be added and each Interlocutory Application Rs.1000/-. One time processing fee (Rs. 2,000/-) to be paid with each appeal / petition / Interlocutory application /every proceeding instituted and payment should be **in the form of Demand draft in favour of the “Pay and Accounts Officer, Ministry of Power, New Delhi”** .
10. **Affidavit** should be filed to affirm the facts stated in the memo of appeal.
11. **Verification.** Verification should be checked and should ensure that there are no blanks.
12. The Vakalatnama should be checked with respect to:
 - (a) Whether it has been executed. (Here the array of parties to be given).

- (b) It should be accepted by the Advocate along with signature and stamp of Advocate. (Name, telephone number & mail address of the accepting advocate to be given in capital).
- (c) It should be attested by Notary/ Gazetted Officer/ Advocate other than the Advocate on record.
- (d) Prescribed Court-fee t(Rs. 25/-) & Advocate Welfare Fund stamp (Rs.10/-) to be affixed.

13. **Three paper books shall be filed initially at the time of filling the appeal and paper books to all respondents subsequent to the notice issued by Tribunal be given.**
14. Certified copy of the impugned order to be filed failing which exemption application be filed for non-availability of certified copy with appropriate fees.
15. **Copy of the Petition before the Commission/Extract of the prayer in the case of Tariff Order etc.** on which the impugned order was passed shall be filed.
16. **All Annexures** should be clear and legible in bold letters and in double space.
17. **All Annexures be filed with the appeal, those were filed before the commission** and a certificate to that effect be attached to the Appeal by the appellant/counsel at the time of filing.
18. All documents be translated in English, if anyone is that of other than English. A certificate at foot of the document issued by Advocate should state "True and correct translation of document".
19. **Caveat:** If any caveat has been filed then notice must be served on the party filing the caveat about the date of hearing, if it is within its validity period.
20. **Duly filled-in "Opening Sheet"** to be filed.
21. **A CD containing** the Memorandum of Appeal to be filed, with cause title particulars exhibited on the outer cover.
22. In case of appeal being filed by companies/corporate bodies the memo of appeals/petitions and Vakalatnama should be signed by the Principal Officer or Company Secretary of the Corporation/Corporate Body with Seal alongwith the resolution of the company authorizing such person to sign institute/file the appeal must be enclosed with the appeal.
23. **Any other defect.**

Dated: 30/12/2014

**The Registrar,
Appellate Tribunal for Electricity,
Core-4, 7th Floor,
Scope Complex, Lodhi Road,
NEW DELHI – 110003**

Sir,

Name of the Applicant _____

Case No. : _____

Cause Title :

Kindly furnish the certified copy of the order/Judgement in the above case as detailed below, for which purpose a Demand Draft for Rs_____Bearing DD No. _____ dtd. _____ drawn on _____ in favour of the “Pay and Accounts Officer, Ministry of Power New Delhi” is enclosed herewith.

Yours faithfully,

Counsel for Appellant/Respondent

Encl: As above

OPENING SHEET
(To be enclosed at the time of filing)

Appeal/ AFR No.	Date of filing	Appellants	Respondents	Counsel of Appellants	Full DD Details	Relief sought- briefly & accurately for permanent record purpose with provisions of law involved.