

**No. 25/2/2016-NCLT**  
**National Company Law Tribunal**

6<sup>th</sup> Floor, Block -3,  
CGO Complex, Lodhi Road  
New Delhi-110003

Dated 22<sup>nd</sup> August, 2016

**ORDER**

Consequent to the notification no. S.O.1934 (E), 1935 (E) dated 1.6.2016 with regard to provisions of Companies Act, 2013 and notification of NCLT Rules, 2016 dated 21.7.2016, issued by the Central Government, Ministry of Corporate Affairs.

2. Formats for following Registers (Annexure 1 to 8) have been approved by the Competent Authority for maintaining in all Benches of the National Company Law Tribunal.

- (i) Register of Petitions
- (ii) Register of Unnumbered Petitions or Appeals
- (iii) Register of Caveat
- (iv) Register of Interlocutory Applications
- (v) Cash register
- (vi) Register of Appeals to NCLT
- (vii) Register of Inspection
- (viii) Register of Copy Application

3. Abovementioned Registers have to be maintained by the Registry of all Benches of the NCLT with immediate effect.

  
(Shri Ram Bairwa)  
Registrar

To,

1. Officers of National Law Tribunal, Principal Bench, New Delhi/ Kolkata/ Mumbai/ Chennai/ Ahmedabad/ Allahabad/ Bengaluru/ Chandigarh/ Gauhati/ Hyderabad.

Copy to:

2. P.A. to Hon'ble President, National Company Law Tribunal, New Delhi.
3. All Hon'ble Members, National Company Law Tribunal.
4. PS to Joint Secretary (Sh. Amardeep Singh Bhatia) Ministry of Corporate Affairs, New Delhi
5. Secretary, National Company Law Tribunal, New Delhi.
6. Registrar, National Company Law Appellate Tribunal
7. NCLT, website/Notice Board

## Register of Petitions

5. No. / Diary No.	CP No. & Date of filing	Case Title	Section of the Companies Act, 2013	Name & address of the applicant	Name of Advocate for the applicant	Name and address of the respondent	Name of Advocate for the respondents	Date of admission	Interim order if any	Date of Final order	Disposed of by Bench	Appeal if any, filed in the NCLAT	Consign to Record Room on	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15



## Register of Unnumbered Petitions or Appeals

S. No. / Diary No.	Date of filing	Case Title	Name & address of petitioner/appellant	Name of Advocate for the applicant	Name and address of the respondent	Name of Advocate for the respondents	Disposed of by ..... Bench	Consign to Record Room on	Remarks
1	2	3	4	5	6	7	8	9	10



## Register of Caveats

S. No. / Diary No.	Caveat No. & Date	CP /TP/TA No.	Name & address of the Caveator	Name of Advocate for the Caveator	Name and address of the Petitioner	Name of Advocate for the Petitioner	Disposal	Disposed of by ..... Bench	Remarks
1	2	3	4	5	6	7	8	9	10



## Register of Interlocutory Applications

S. No. / Diary No.	IA No.	CP/TP/TA No.	Section of the Companies Act, 2013	Name & address of the applicant	Name of Advocate for the applicant	Name and address of the respondent	Name of Advocate for the respondent	Date of Listing	Interim order if any	Date of Disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

*[Signature]*

## Cash Register

S. No./Diary No.	CP/TP/TA No.	IA No.	Name of the Party Remitting IPO/DD	Purpose	Particulars of IPO/DD			Initials with Date of clerk Receiving the IPO/DD	Initials with date of Official receiving IPO/DD in cash Sec.	Remarks
					No. & Dt.	Amount	Name of PO/Bank of issue			
1	2	3	4	5	6	7	8	9	10	11





## Register of Inspection

S. No. / Diary No.	CP/TP/TA No. in which inspection is sought	Date of Application for inspection	Name of the Parties in the Application/ petition	Name & Address of the person seeking inspection	Date & time of commencement of inspection with the initials of the person inspecting	Date & time of the completion of inspection with the initials of the person inspecting	Inspection Fee, if any paid	Initials of the official who Supervise The Inspection	Remarks
1	2	3	4	5	6	7	8	9	10

*Shy*

## Register of Appeals to NCLAT

S. No.	Appeal no. before the NCLAT	CP/TP/TA No.	Date of order appealed against	Name of the Applicant/respondent	Date of Dispatch of records to NCLAT	Date recd. of records from NCLAT	Appeal Dismissed /Allowed with date	Interim Direction if any with date	Final order in the appeal with date	Direction if any for compliance by the NCLT	steps taken for compliance	remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

*[Signature]*



## Register of Copy Application

Annexure 'A'  
(Order No. 25/2/2016-NCLT dt. 22.8.2016)

S. No.	CP/TP/TA No. & Title	Date of application for CTC	Amount received and particulars of DD/IPO	Amount and Date of payment of additional fee	Date of preparation of copy	Date of delivery of copy	Signature of the person receiving	Remarks
1	2	3	4	5	6	7	8	9

