



**NATIONAL COMPANY LAW TRIBUNAL  
KOLKATA BENCH  
5, ESPLANADE ROW (WEST)  
KOLKATA 700 001**

Tel : (033) 2248 6330,  
Email : registrar-kol@nclt.gov.in

No: NCLT/KB/77/2021-2022/1041

Date: 26/04/2021


**ORDER**

In view of the sudden spurt in the spread of the severe and deadly COVID-19 pandemic, affecting the lives of people, and as revealed from the Order vide Memo No.: 486-CS/2021, dated: 24<sup>th</sup> April, 2021, of the Chief Secretary & the Chairman, State Executive Committee of the West Bengal State Disaster Management Authority, Government of West Bengal, that “the COVID-19 pandemic crisis is grave”, and in view of the fact that the Officials of this Tribunal have to attend to their duties from various places availing the public transport, thereby enhancing the chances of not only getting themselves infected at any time but may also spread such infections amongst other Officials and the Members as well, and that both the L.R.A.s of this Tribunal are already COVID-19 positive and the Joint Registrar is also unwell, and after discussing the entire such state of affairs with the Hon’ble Acting President, and in due consideration, as an utmost priority, of the well being of all Officials of this Tribunal as also its Members, it is hereby ordered that the Members of this Tribunal along with all Officials of this Tribunal shall work from home only with effect from the **morning of the Tuesday, the 27<sup>th</sup> April, 2021**, till the afternoon of the Thursday, the 13<sup>th</sup> May, 2021, when the position will be reviewed for taking appropriate actions as may be deemed fit & proper.

However, be it mentioned here that this Tribunal shall continue to function in virtual mode through Video Conference for taking up only urgent matters, as already Ordered by the National Company Law Tribunal, New Delhi, in File No.: 10/03/2021, dated: the 19<sup>th</sup> April, 2021.

Filing of matters by the Professionals / Litigants, and their scrutiny by the Registry, shall continue as usual through E-Filing Portal.

All Officials of this Tribunal shall ensure that they may be contacted through their respective mobile phone and or e-mail and shall continue to work from home until further Orders. However if situation so demands, any or all Officials shall have to attend the Tribunal on any day, as may be ordered by the undersigned.

  
Harish Chander Suri  
Member & Head of the Department





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No: NCLT/KB/77/2021-2022/1042

Date: 26.04.2021

**GUIDELINES FOR PROFESSIONALS / LITIGANTS  
During Virtual Mode of Functioning of this Tribunal**

In continuation to the Order issued by the undersigned, vide No.: NCLT/KB/77/2021-2022/1041 dated 26.04.2021, directing all Officials to work from home, the following guidelines are issued for the Professional / Litigants :

- 1) All filings should be done invariably through the E-Filing Portal.
- 2) Hard copies may be filed as and when regular hearing starts at the Tribunal.
- 3) Fee in respect of applications shall be made through online mode only.
- 4) Matters shall not be listed unless the Tribunal receives receipt showing payment of fees.
- 5) This Tribunal shall continue to function in virtual mode through Video Conference for taking up only urgent matters, as already Ordered by the National Company Law Tribunal, New Delhi, in File No.: 10/03/2021, dated: the 19<sup>th</sup> April, 2021.
- 6) For any problem relating to E-Filing, Sri Abhimanyu Kumar, DEO may be contacted in his mobile phone: 90651 44445.
- 7) For any problem relating to scrutiny & or removal of defects, the Assistant Registrar may be contacted in his mobile phone: 98310 76367.
- 8) For any other problem relating to the Tribunal the Joint Registrar may be contacted in his mobile phone: 9007749999.
- 9) In case of urgency, the filing has to be defect free and thereafter the Urgency for hearing may be justified by the Professional / Litigant by sending e-mail at [registrar-kol@nclt.gov.in](mailto:registrar-kol@nclt.gov.in)
- 10) While justifying the need for urgency, a summary of facts not exceeding 15 lines in 1.5 line space may be submitted along with the reasons for urgency within a maximum of 15 bulleting format. A separate Statement should be enclosed, stating Names, Mobile phone number & E-mail ID of two persons from Applicant's side & two persons from each of Respondent / CoC / Opposite side(s) for joining the Video Conference hearing. Mobile number & E-mail ID of the person filing the matter is mandatory on the body of every e-mail.

  
Harish Chander Suri  
Member & Head of the Department