

ANNEXURE-I

ORISSA ADMINISTRATIVE TRIBUNAL

APPLICANT(S)

RESPONDENT(S)

Particulars to be examined

Endorsement as to result of
examination

(1)

(2)

1. Is the application in the prescribed form?
 - a. Is the application in the prescribed form?
 - b. Is the application in paper-book form?
 - c. Have prescribed number of complete sets of the application been filed?
2. Is the application in time? If not, by how many days is beyond time?
3. Have sufficient cause for not making the application in time, state?
4. Have sufficient cause for not making the application in time, state?
5. is the application accompanied by court-fee of Rs.50? Number of court fees to be record?
6. Has the copy/copies of the order(s) against which the application is made, been filed?

- 7.a) Have the copies of the documents relaid upon by the applicant and mentioned in the application been filed?
- b) Have the documents referred to the (a) above duly attested and numbered accordingly.
- c) Are the document referred to in (a) above neatly typed in double space?
8. Has the index of document been filed and has the paging been done properly?
9. Have the chronological details of representation made and the outcome of such representation been indicated in the application?
10. Is the matter raised in the application pending before any Court of Law or any other Bench of the Tribunal?
11. Are the application/duplicate copy/spare copies signed?
12. Are extra copies of the application with annexures filed?
 - a. Identical with the original ..
 - b. Defective ..
 - c. Wanting in Annexures ..
 - d. Distinctive type ...
13. Have full size envelopes bearing full address of the respondents filed?