

## Appellate Tribunal for Electricity

Dated : 03.02.2016

### Circular

It is notified for all concerned :

1. Registry not to accept reply/affidavits without Vakalatnama.
2. Attached Guidelines/format be followed with regard to “**affidavit of service**” to be filed by advocates and after receiving the “**affidavit of service**” that should be checked properly and noting with regard to the same be made in the files of registry.
3. Report with regard to service of notice sent by registry/advocate has to be reflected in the cause list.
4. Advocates/Representatives have to mention their names in the “Memo of appearance” in capital letters and clearly mention the number of the respondent i.e, (R.1, R.2 etc.) for whom he/she is appearing, so that the same can be considered while typing order/judgment.
5. Soft copies of appeal/reply/rejoinder/written submissions be sent on official E-mail ID of APTEL i.e. [www.aptel.nic.in](http://www.aptel.nic.in). The same will be accepted by the registry only after receiving the confirmation of having sent the same on official E-mail ID from concerned advocates.
6. Despatch Registers be maintained in the registry.

**By Order of Tribunal**

**(Dr. Ashu Sanjeev Tinjan)  
Registrar (APTEL)**

## APPELLATE TRIBUNAL FOR ELECTRICITY

Dated : 03.02.2016

### NOTICE

#### **Subject : Draft for Guidelines for filing Affidavit of Service by Advocates**

Time and again it is frequently noticed that the Affidavit of Service is not filed by the parties in proper format. This creates confusion about the service position. All concerned are, therefore, requested to take note of the same and in future all Affidavits of Service should be filed in a proper format and the same should contain the following information:

1. The Affidavit of Service should clearly state the name of the person along with designation who despatched the notices and the date of dispatch.
2. The Affidavit of Service should also state the mode of service of notices and the date on which the service was effected. Preferably the following chart be adopted.

Respondent No.	Name of the Respondent	Date of Despatch of notice	Date of actual service/return of notice	ED No.

3. Along with the Affidavit of Service, the concerned parties should enclose the acknowledgment receipt issued by the addressee in case of hand delivery and, in case the mode of service is by courier or by post, acknowledgment receipt issued by the courier or the postal department as the case may be, and the tracking report thereof, proving the service effected on the addressee. Such enclosures proving the service on the addressee should preferably be in serial order.
4. The Affidavit of Service should also contain the verification clause.

**By Order of Tribunal**

**(Dr. Ashu Sanjeev Tinjan)  
Registrar (APTEL)**