APPELLATE TRIBUNAL FOR ELECTRICITY

Core-4, 7thFloor, SCOPE Complex, Lodhi Road, New Delhi – 110 003. www.aptel.gov.in

DFF	NO. & DATE.	:					
PRC	VISIONS APPLICABLE.	:					
NAME OF COMMISSION, WHOSE ORDER IS : UNDER CHALLENGE.							
CAS	E NO. BEFORE STATE COMMISSION.	:					
DAT	E OF IMPUGNED JUDGMENT	:					
IS T	HE IMPUGNED ORDER A TARIFF ORDER?	:					
SPE PRE	HE IMPUGNED ORDER IS A COMMON ORDER, CIFY THE PETITION/S TO WHICH THE SENT APPEAL PERTAINS?	:					
	ISDICTION:	:					
	ELLATE/ORIGINAL/SPECIAL						
	ITATION:	:					
WITI	HIN PERIOD/NO. OF DAY'S DELAY IN FILING						
<u>APP</u>	EAL MEMO						
I. 1	hick Cover Paper			YES	NO	N.A.	O/use
(a)	Whether Thick Cover Page provided?						
(b) Whether copy of Short Title pasted on cover page?							
II. E	Blank papers (Legal Size)		_				
(a)	Whether blank papers (3 nos.) have been filed?						
III.	Opening Sheet		_				
(a)	Whether opening sheet is filed?						
(b)	Whether all the columns are duly filled in?						
(c)	Is the process fee paid?						
(d)	Is the court fee sufficient? If not, is IA for exem filed?	ption					
(e)	Is the DD drawn in the name of "Pay and According to Conficer, Ministry of Power, New Delhi"?	unts					
(f)	Whether relief claimed is specifically mentioned?)					
			_1			<u> </u>	<u> </u>
(a)	Separate Full Cause Title/Memo of Parties Whether separate cause title is filed mentionin	g the	7			1	
(-7)	address with pin code and designation of conce officers?	_					
(b)	Is Commission a party-Respondent?						
(c)	Whether PIN of all parties mentioned along address?	with					

V.	Index	YE	S	NO	ľ	N.A.	O/use.
(a)	Whether Index page filed?						
(b)	Does the Index mention all Annexures?						
(c)	Are the particulars of Index filled in?						
VI. S	Synopsis & List of Dates						
(a)	Whether Synopsis & List of Dates filed?						
(b)	Whether they are complete?						
VII.	Memo of Appeal						
(a)	Is it typed in Green paper?						
(b)	Is it in the prescribed format?						
(c)	Is the full cause title provided?						
(d)	Is it typed in double space?						
(e)	Is para 6 " Limitation " properly justified?						
(f)	Is para 8 "Facts in Issue" and "Question of Law" mentioned?						
(g)	Are the Annexures written in bold?						
(h)	Are paras 10 to 14 complete?						
(i)	Is para 15 " Demand Draft " complete with all particulars?						
(j)	Are paras 16 to 19 complete with all particulars?						
(k)	Does the prayer clause specifically set out the reliefs sought, date of judgment and/or Petition No., etc.						
(1)	Is date of filing mentioned at the end?						
(m)	Is the Appeal Memo signed by the Appellant?						
(n)	Is the Appeal Memo signed by the counsel?						
(o)	Is the declaration signed by Appellant?						
(p)	Is the date of declaration filled in?						
(q)	Is the verification complete?						
(r)	Is the verification signed by the Appellant?						
(s)	Is the date of verification filled in?						

VIII	. Affic	lavit in Support	YES	NO	N.A.	O/use
(a)	Is th	e Affidavit in Support filed?				
(b)	Is th	e Affidavit signed by the Appellant?				
(c)	Is th	e Verification signed by Appellant?				
(d)	Is the	ne designation of deponent mentioned and seal				
(e)	Is t	the deponent's signature identified by the				
(f)		e date of Affidavit filled in?				
(g)	Is th	e Affidavit in Support properly notarized?				
īV	Autho	orization Letter				
(a)		he Appellant is a Company/Body corporate,				
(ω)		ther the Authorization Letter is produced?				
(b)	Is ·	the Authorization pursuant to the Board ting/Resolution of the Appellant?				
(c)	If s	so, whether the Minutes of the Board ting/Resolution are produced?				
L		8/				
ХI	mniiơ	ned Order				
(a)		e impugned order filed?				
(b)	If yes	s, whether it is a certified copy?				
(c)	If no	t certified, whether exemption application filed?				
(d)	If ex	emption application is filed, is it complete?				
	(i)	Is the declaration clause duly signed by the				
	(ii)	Applicant? Is the verification clause duly signed by the Applicant?				
	(iii)	Is there any blank in the application?				
	(iv)	Is the designation of the deponent mentioned and seal affixed?				
	(v)	Is the date duly filled in?				
	(vi)	Is affidavit properly notarized by a notary?				
	(vii)	Whether additional court fee of Rs.1,000/- paid on the exemption application?				

XI.	Anne	kures	YES	NO	N.A.	O/use
(a)	Whet	her all Annexures are enclosed?				-
(b)	Whet	her the Annexures are legible?				
(c)	Is the	e pagination done properly?				
(d)		ther separate fee of Rs.25/- paid for each xure?				
(e)		ch Annexure certified as "True Copy" or "True d Copy" by the advocate?				
XII.	Vakal	atnama				
(a)	Is Va	kalatnama filed in proper format?				
(b)	Is the	e date in Vakalatnama filled in?				
(c)	Is the	e Appellant signed it?				
(d)		ture as well as telephone number?				
(e)	Is it	properly attested by a Notary or an Advocate than the AoR or a Gazetted Officer?				
(f)		e court fee of Rs.25/- affixed?				
(g)	Is th	ne Advocate Welfare Fund stamp of Rs.10/-				
YIII	Engl	ish Translation				
(a)		Il the Annexures in English?				
(b)	If not	, whether exemption application filed?				
(c)	If exe	emption application is filed, is it complete?				
	(i)	Is the declaration clause duly signed by the Applicant?				
	(ii)	Is the verification clause duly signed by the Applicant?				
	(iii)	Is there any blank in the application?				
	(iv)	Is the designation of the deponent mentioned and seal affixed?				
	(v)	Is the date duly filled in?				
	(vi)	Is the affidavit properly notarized by a notary?				
	(vii)	Does it contain certificate of the translator/advocate to the effect that "it is the				
		true and correct translation of the document"?				
	(viii)	Whether additional court fee of Rs.1,000/-				
		paid on the exemption application?				

			YES	NO	N.A.	O/use
XIV	. Whe	ther three (3) sets of paper book produced?				
Con and	nmissi a cer	ther all the Annexures, which were before the ion, have been filed along with Memo of Appeal rtificate to that effect is issued by the advocate				
XVI		ther Soft Copies (CD) of the Memo of Appeal and uments filed?				
	I. Wh	ether any Caveat is filed against the impugned				
		so, whether the Caveat is still valid?				
	nmissi on wl	nether copies of the Petition before the ion/Extract of the prayer in case of Tariff Order, hich the impugned order was passed, have been				
XX.	Any o	other defect?				
XX	І. Арр	olication for Leave to File Appeal.				
(a)	Was	the appellant a party before the Commission?				
(b)	If no	ot, whether application for leave to file the appeal ed?				
	(i)	Is the declaration clause duly signed by the Applicant?				
	(ii)	Is the verification clause duly signed by the Applicant?				
	(iii)	Is there any blank in the application?				
	(iv)	Is the designation of the deponent mentioned and seal affixed?				
	(v)	Is the date duly filled in?				
	(vi)	Is affidavit properly notarized by a notary?				
	(vii)	Whether additional court fee of Rs.1,000/-paid on the application for leave to file the appeal?				

XXII. Application for Condonation of Delay

(a)	If the	ere is a delay in filing Memo of Appeal, whether					1
	any	separate application has been filed for					
	cond	lonation of delay clearly mentioning the number					
	of da	ays' delay?					
(b)	If ap	oplication for condonation of delay is filed, is it					1
` ′	com	plete?					
	(i)	Is the declaration clause duly signed by the					1
		Applicant?					
	(ii)	Is the verification clause duly signed by the					1
		Applicant?					
	(iii)	Is there any blank in the application?					1
	(iv)	Is the designation of the deponent mentioned					1
		and seal affixed?					
	(v)	Is the date duly filled in?					1
		, and the second					
	(vi)	Is affidavit properly notarized by a notary?					1
							ĺ
	(vii)	Whether additional court fee of Rs.1,000/-		1			1
		paid on the application for condonation of					
		delay?					

Checked by : Re-ch	ecked by	:
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Dated : Dated :

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