



APPELLATE TRIBUNAL FOR ELECTRICITY
Core-4, 7th Floor, SCOPE Complex,
Lodhi Road, New Delhi – 110003

Dated: 27th November, 2024

Notification

Sub.: Introduction of E-Filing for Cases in APTEL

The Appellate Tribunal for Electricity (APTEL) is likely to launch the E-Filing System soon for the submission of appeals/cases. This digital platform aims to streamline the case filing process, enhance efficiency, and improve accessibility for all stakeholders.

The e-filing system will enable litigants, advocates, and authorized representatives to file their cases online, track case progress, and access relevant case documents securely.

Ld. Advocates/litigants are requested to go through the attached SOP before availing the said facility.

Sd/-
Registrar

To:

All Ld. Advocates

Copy to :

PPS to Hon'ble Mr. Justice Ramesh Ranganathan, Chairperson
PPS to Hon'ble Mr. Sandesh Kumar Sharma, Technical Member (Electricity)
PPS to Hon'ble Ms. Seema Gupta, Technical Member (Electricity)
PPS to Hon'ble Mr. Virender Bhat, Judicial Member
PS to Ld. Registrar
PS to Dy. Registrar (NS)
Steno to Dy. Registrar (MJS)
All Notice Boards

Standard Operating Procedure (SOP) for E-filing in the Appellate Tribunal for Electricity (APTEL), New Delhi

1. Applicability

- These directions apply to **Electronic Filing (e-Filing)**.

2. Scope

- Fresh Appeals/All Petitions, Interlocutory Applications (IA), and Pleading Documents in fresh/pending cases may be filed electronically.

3. General Instructions

3.1 Login Process:

- **One time registration:** Advocates are required to have their names, date of birth, Bar Council Enrolment Number, Address, Cell Phone Number and active e-mail ID entered in the e-Filing Portal or Case Information System (CIS). Advocate shall register himself/herself in e-filing portal in the manner prescribed in the user manual.
- A litigant in person shall directly register himself/herself in the e-filing portal in the manner prescribed in the user manual available in the e-filing portal.
- The e-filer shall maintain a valid and working electronic mail (e-mail) address and mobile number to facilitate the receiving of electronic mail notifications or short messaging service (SMS) from the electronic filing system.
- A user manual for accessing the e-Filing portal is available online.

3.2 Document Preparation:

- Prepare original text materials (Fresh Appeals/Original Petition (OP)/Review Petition (RP)/Contempt Petitions (CP)/ Execution Petition (EP)/Interlocutory Application (IA), affidavit, pleading documents, etc.) electronically as per **Appellate Tribunal for Electricity (procedure, from, fee and Record of Proceeding) Rules 2007**.
- Special characters are prohibited in the **Memo of Parties** and **Advocate Remarks**.

3.3 Filing Procedure:

- After logging in, fill in all case details Fresh Appeals/Original Petition (OP)/Review Petition (RP)/Contempt Petitions (CP)/ Execution Petition

(EP)/Interlocutory Application (IA), pleading documents, affidavit, etc, and save the details.

- After saving this form, DFR No. /IA No. / Temporary Misc. File Number will be generated and other forms like Respondent Details, Related Petition, details, Attachments, and Summary etc. will be displayed.
- The advocate/party has to upload relevant documents, and pay the court fees via **Bharat Kosh Portal** at <https://bharatkosh.gov.in/>, details of payment have to be entered in the manner prescribed in the user manual.

3.4 System Generated Number:

- Upon submitting a fresh appeal or petition, etc. a **DFR number/IA No. /Misc. File No. /Temporary Reference Number**) will be generated, and the Advocate/Party-in-Person will be informed via **Email/SMS**.

3.5 Scrutiny and Rectification:

- The APTEL registry will scrutinize the submissions. If defects are found, notification will be sent via **Email/SMS**, and the party may rectify the defects online.

3.6 Rectification:

- The party or lawyer shall ensure that Defects should be rectified, and fresh documents uploaded via portal.
- **For Appeal/Petition:** Where the objections/defects have not been cured/rectified/removed within 28 days from the date of receipt of letter of defects/objections by the appellant/applicant/petitioner, the same shall be listed in the Court under the caption “**for Directions**”.
- **For Interlocutory Application/Pleadings/Affidavit/Caveat etc.:** Where the objections/defects have not been cured/rectified/removed within 7 days from the date of receipt of defects/objections, the same shall be listed in the Court under the caption “**for Directions**”.

3.7 Registration:

- If no defects are found/defects are cured timely, the case/IAs/ pleading documents/affidavit will be registered, and the party will be informed via registered Email/SMS/Portal Dashboard.

3.8 Hard/Physical Copy Submission:

- A printout of the receipt from the e-Filing ‘Filed Section’ must be submitted at the **APTEL Registry Counter** along with hard copies of the appeal/petition, pleading documents, affidavit etc. as per **Appellate Tribunal for Electricity (procedure, form, fee and Record of Proceeding) Rules 2007**.
- Numbering of pages of the hard copy shall begin at the very first page i.e. the index.

- Hard copies submitted shall be exact replica of e-filed copies, an affidavit to this effect shall be filed with the hard copies.
- **Submission of Hard Copies:** After e-filing, three sets of hard copies of the filed documents must be submitted to the Tribunal **within 7 days** of curing defects.
- **Non-Submission of Hard Copies:** If hard copies are not submitted within the specified timeframe, the matter will be listed in court for "Directions".

4. PDF Formatting Guidelines

4.1 Document Formatting:

- Paper Size: **A4**
- Margins: **Top & Bottom 1.5", Left 1.75", Right 1"**
- Font: **Times New Roman, Size 14, Line Spacing 1.5**
- Alignment: **Justified**

4.2 Scanning Specifications:

- The Documents which have to be uploaded with the Appeal, EP/RP/OP, payment details etc. must be scanned at **300 DPI in OCR searchable mode** and saved as PDF.

4.3 File Naming:

- The file name should not exceed **45 characters** and must avoid special characters.
- File names should be relevant, without special characters (e.g., #, %, *, /).
- The file name shall reflect the nature of document along with identification of party filling it.

4.4 File Size:

- Files should not exceed **50 MB**. If necessary, split the file using a PDF converter.

4.5 File Format:

- It is preferred that documents are converted to **searchable PDF or PDF/A. PDF/A.**

4.6 Document Quality:

- unclear documents or images shall not be submitted.

4.7 Security:

- E-Filed documents should not be **watermarked, encrypted,** or contain any harmful elements (viruses, malware, etc.).

4.8 Legibility:

- Documents must be legible, free of track changes or annotations.

4.9 Merging Documents:

- Merge and upload documents as a single PDF, if required.

4.10 Electronic Signature:

- Leave space at the bottom of the last page for **e-signature**.

4.11 OCR Searchable Format:

- Supporting documents should be in **OCR searchable PDF/A** format.

4.12 Annexure Exceptions:

- Avoid using OCR if it distorts the content of annexures issued by other authorities.

4.13 Bookmarking:

- Bookmark each document before uploading.

4.14 Uploading:

- Follow the e-Filing user manual for the step-by-step process of accessing the portal and completing the e-Filing process.

5. Electronic Signature

- **Definition:** Digital signing of documents (PDF/A or OCR-based) using a **Digital Signature Certificate (DSC)** from a Certifying Authority or via **e-Sign** based on Aadhaar Authentication.
- **Signing:** Documents must be signed by the involved parties or their Advocate. If only the Advocate signs, it is considered that they have verified and signed on behalf of the party.
- **Alternative for no Digital Signature:** If neither party nor Advocate has a digital signature, a physical signature on a printed document is required. This document should be scanned and e-filed.
- **Digital Signature Providers:** A list of recognized providers can be found at the provided URL <https://cca.gov.in/>

6. Retention of Originals

- **Preservation:** Originals of e-Filed documents must be kept for potential inspection as directed by the Bench.

- Any other document as may be directed by the Bench.
- Any other document that is required to be preserved as may be required under the **Electricity Act 2003, Petroleum Act 2006, Energy Conservation Act & Appellate Tribunal for Electricity (procedure, from, fee and Record of Proceeding) Rule 2007**.
- **Duration:** Important documents like signed Vakalatnama, affidavits, etc., must be retained for at least two years after the final case resolution, including any appeals.
- **Responsibility:** The party who electronically filed the documents is responsible for proving the genuineness of the originals if required.

7. Computation of Time

1. Indian Standard Time (IST) is the standard for determining the time of filing.
2. **Daily Cut-off:** E-filings are accepted up to 5:00 PM on any court working day. Submissions after this time are recorded as having been filed on the following working day.
3. **Holidays:** If a filing is submitted on a holiday or when the court is closed, it is recorded as being filed on the next working day.
4. **Limitation Rules:** Time limits for e-filing are subject to the same rules as physical filing, with the abovementioned exceptions for online submissions.
5. **24-Hour Availability:** The e-filing system is available 24/7, but may be subject to downtime due to technical issues or maintenance.

8. Residuary Provisions

- **Rejection of Improper Filings:** E-filings that don't comply with the prescribed rules or practices as per **Appellate Tribunal for Electricity (procedure, from, fee and Record of Proceeding) Rule 2007** will be rejected.
- **Objections:** Any objections/defects to e-filings will be replied through registered Email/SMS or Portal, and the case will proceed once defects/objections are resolved.
- **The advocates/parties are advised to file the IAs/pleading documents/vakalatnama/ affidavit, etc. at-least two days before the next date of hearing.**
- The opposite party (likely in a legal proceeding) is not obligated to accept pleadings and documents by email unless otherwise directed.
- If the opposite party does not accept email submissions, hard copies of the documents must be provided.
- The Registry will provide the documents **on a written request made by the parties/Appellants(s)/respondent(s).**

- The party submitting the documents (the Applicant) may be required to pay for **photocopying costs**, calculated based on the number of pages and defendants/respondents.
- Service of notice for e-filing are subject to the same rules as physical filing.