

## Central Government Industrial Tribunal cum Labour Court Delhi

We all are aware of the prevailing situation of COVID-19 pandemic in the national capital territory of Delhi, however, it is considered that a standard operating procedure be formulated for functioning of the tribunal in respect of the appeals filed under EPF and MP act, 1952:-

### Standard Operating Procedure – SOP : Measures adopted for entry into the Tribunal premises regarding the Appeals filed under EPF & MP Act, 1952 with effect from 08-06-2020 onwards in the wake of the directions issued by Ministry of Home Affairs, Govt. of India vide Order No.40-3/2020-DM-I(A) dated 30-05-2020 :-

A. Every person entering the tribunal premises shall mandatorily wear face mask all the time; staff of the court shall wear hand gloves all the time and shall use sanitiser as indicated in the health advisories already issued and it is expected that the rules of social distancing are followed meticulously by all.

B. No one with symptoms of cough, fever, running nose etc., should be allowed entry in the court complex. Only those who are asymptomatic will be allowed entry screening of all persons entering the court premises shall be mandatory and only such of those persons found to be asymptomatic will be permitted entry into the court premises.

C. All the concerned A/R and Ld. advocates are requested to download and install Aarogya Setu app from Google play and always keep the location and Bluetooth turned on all the time.

D. Entry is allowed only for the learned counsel representing the appeal or the concerned authorised representative appearing on behalf of the appellent establishment; no other person is allowed to enter in the court premises as well as in the registry.



E. It is once again made clear that at no point of time more than one person related to any party whose appeal is pending before the tribunal or is intended to file the appeal is allowed to be present in the court premises as well as in the registry.

#### **FILING OF FRESH APPEAL:-**

A. All the appellants are required to file the appeal along with all its enclosures in soft form by way of forwarding an email to the email id po.dcl-cgit@gov.in. The email so forwarded should also be attached with a certificate by the Appellant in the following format:

*It is confirmed that the copy of this mail along with the appeal and its enclosures stands already supplied to the Respondent/s on its/ their mail id \_\_\_\_\_.*

B. Physical filing of the appeal/ applications/ written submissions/ additional documents is permitted between 11 AM to 12 noon in the Registry.

C. Parties presenting the appeal as well as other applications will be provided one presentation form, where the person filing will be required to mention the details as specified in the form along with Mobile number and email ID of the concerned A/R for the appellant/ Ld. Counsel.

D. In case of any urgency a brief note explaining the reasons should be accompanied with the appeal/ application along with the soft copy already being forwarded to the respondent as well as on the email ID of this tribunal already mentioned above. The same shall be placed before the Honourable Presiding Officer in the post lunch session and if the prayer is favourably considered, necessary intimation of date of hearing



prayer is favourably considered, necessary intimation of date of hearing shall be informed to the concerned.

E. The Ld. advocates/ parties in person/ clerks of the advocates tell mandatorily follow the social distancing in the court premises as well as in the registry at the time of filing.

#### **LISTING OF MATTERS:-**

A. the procedure for hearing in the matters which are ready for final arguments is already conveyed on the website [www.cgilabour.gov.in](http://www.cgilabour.gov.in) .

B. Matter was posted for completion of pleadings will be taken up on the dates assigned as per the cause list.

C. The parties are also required to file the counter replies on the email ID of this tribunal mentioned above.

D. In the event of request for adjournment by learn it advocates who are aged over 65 years, the case will be taken on the date convenient to them considering the availability of slots for hearing. The advocates are requested to provide at least three dates of convenience.

E. During the course of hearing only the authorised representative/ learned counsel of the appellant and the learned counsel for the respondent are allowed to enter in the Court Room as well as in the Registry.

#### **PRESENCE IN THE COURT ROOM:-**

A. It is once again made clear that only the authorised representative or Ld. counsels are allowed to remain in the court room and only those advocates will be present in the court room whose case is on the board for taking up.

B. No other para legal staff like clerks, interns would be allowed into the court/ registry to carry file, books, bags etc.

C. Wearing of face mask is compulsory during the course of hearing as well as in the registry.

D. All the concerned advocates are requested to leave court premises immediately on completion of their matters.



## PROCEDURE FOR OBTAINING CERTIFIED COPIES:-

- A. Application for supply of certified copy along with the necessary fee shall be submitted in the registry between 11 AM to 12:30 PM.
- B. The delivery of the certified copies of the orders will be strictly done following the rule of “first come-first get” basis.
- C. The applicants are requested are required to file the individual applications per case wise along with their phone numbers and email ID so that they may be intimated the time of delivery of the certified copy of the orders and records.
- D. The certified copies would be delivered at the designated counter in the registry between 11 AM to 12:30 PM.

ISSUED BY THE ORDERS OF HON'BLE PRESIDING OFFICER

