

रेलदावाअधिकरण
RAILWAY CLAIMS TRIBUNAL
दिल्ली / Delhi
(प्रधानपीठ / Principal Bench)

13/15, मालरोड, दिल्ली-110 054
13/15, Mall Road, Delhi-110 054

MINUTES OF THE MEETING HELD ON 03.06.2021

Since there is a likelihood of Virtual courts resuming after 15.06.2021 or as decided by the Competent Authority, a virtual meeting was held on 03.06.2021 at 12:00pm to discuss the modalities for the smooth functioning of the virtual courts along with responsibility and work assignment to the Court staff, Stenographers and court clerks.

The following officers and staff were present in the conference meeting:

1. Registrar - Smt. Aashima Mehrotra
2. Additional Registrar – Smt. Saraha Jayal Sawkmie
3. Assistant Registrar – Sh. K. P. S. Nirwal
4. PS-II – Sh. N. L. Gandhi
5. COS – Sh. Devander Singh
6. COS – Sh. R. C. Pal
7. Court Master – Smt. Sonal Behl
8. Court Master – Sh. Jitender Kumar
9. All the outsourced stenographers –
 - (i) Ms. Geetanjali Nagouri
 - (ii) Ms. Sunita Sati
 - (iii) Ms. Kavita
 - (iv) Ms. Shivani Joshi
 - (v) Ms. Deepakshi Jain
 - (vi) Ms. Swati Sharma
 - (vii) Mr. Akshay Raj

The outcome of the discussions are as follows:

1. After the commencement of Court at RCT, Delhi Bench through virtual mode, roster of the stenos attached with the members shall be prepared in such a way that two stenos shall remain available in each Bench to attend the Court proceedings through virtual mode.

2. Court Masters shall prepare the cause lists at least 5 days in advance before listing in the respective courts with the help of Hindi Stenographer and shall circulate it on the Whatsapp group of Advocates.
3. Court Masters have to ensure the availability of court Case Files as per the cause lists listed before both the courts.
4. The Concerned dealer in the Registry dealing with the registration of cases and compliance of court orders shall complete the Court Case Files in all respects and provide the same to the Court Master for further onward submission to the respective benches. All such files which are to be listed in a week i.e. from Monday to Friday before the benches and are in the possession of the Registry either due to fresh registration or for compliance of orders etc. shall be handed over by the dealer in the Registry to the Court Master on every Wednesday prior to their listing before the bench for virtual hearing. Dealer in the Registry has to ensure to handover the files to the Court Master on every Wednesday without fail, so that files may be dispatch to the respective Hon'ble Member on Friday. Non compliance of these instructions will attract action against the concerned staff as non submission of files to Court Masters will cause embarrassment to the Administration.
5. Court Master will ensure to send the Court Files to the respective Hon'ble Members for Virtual Court proceedings through one Group D staff by the official staff car of the members on every Friday and Wednesday (AN) or as per the requirement of the Hon'ble Members.
6. Registry has to provide two Group D staff during the period of virtual court. They will coordinate with the court section.
7. Court Master shall create the link for virtual hearing separately for both the benches and will intimate the same to the Advocates and stenographers through Whatsapp group. The Court Master shall also intimate the link to the respected Members through e-mail.
8. Court Master will conduct the virtual court hearings through the link, will create lobby, admit the advocates, functions like mute and un mute, spotlight, removal etc. Apart from organising the virtual court, the Court Master shall also call the cases as per the cause list and announce the next date of hearing as per the directions of the members.

9. Court Master shall also coordinate with all the advocates and members as per the requirement.
10. Court Masters shall maintain the peshy registers separately for both the benches and prepare a calendar for adjournment of the court cases as per the directives of the Hon'ble Members.
11. Stenographers shall take the dictation virtually from both the courts and shall send the draft order sheets and judgements to the respective members through e-mail.
12. Group D staff shall collect the final signed order sheets/ judgments from the members along with the Case Files and will hand over the same to the concerned stenographer attached to the respective Members. The stenographer will send an image of orders where a report is to be made by Registry to AR and ADR so that the Registry is informed in time. The stenographers will also take the print of the order sheet for the second folder of the Case File and will tag the same in a proper way in both the folders of the Case File. Thereafter they will hand over the cases as per the cause list of the cases already listed in the courts to the Court Masters.
13. Stenographers shall coordinate with the drivers of their respective Hon'ble Members with regard to proper dispatch/delivery of the court files from the RCT office to their residence and collection of signed order sheet along with Case Files from the residence of Hon'ble Members. Court Master should ensure to send the files through Group D staff and will intimate the Stenographer attached to the Hon'ble Members for carrying the files in the official vehicle of Members well in advance so as to the driver of the vehicle should not wait for long period in the premises of RCT.
14. The Court Masters shall handover the court case files to the concerned dealer in court section for proper handling of the running cases like sorting of the files as per the next date of hearing. Dealer at court section will also handover the Case Files where compliance of the orders is directed by the court to the Assistant Registrar/concerned dealer in the Registry on priority for timely compliance.
15. Those cases where final judgments have been pronounced will be entered on the disposal register by the court clerk and Case Files will be sent to the record room. Cases wherein, compliance of the order is required shall be handed over to the Assistant Registrar/ Dealer of the Registry.

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16. Where there is filing of WS, DRM reports or any other amendment applications etc. in the registry, the same may be tagged in the Court Case Files by the concerned dealer. Record of such filing shall also be kept in a separate register.
17. Uploading of the next date of hearing of the running cases shall be done by the Hindi stenographer.
18. Uploading of the judgments and disposed cases will be done by the stenographer attached to the respective members.



(Sarah Jayal Sawkmie)
Additional Registrar

Note: To be circulated to all concerned staff for compliance