

National Company Law Tribunal, New Delhi
Citizen's Charter

Our Vision

The National Company Law Tribunal (NCLT), New Delhi has been established for adjudication of disputes with respect to corporate civil disputes arising under the Companies Act 2013 and Insolvency and Bankruptcy Code, 2016. NCLT is obliged to objectively determine facts, decide cases in accordance with the principles of natural justice and draw conclusions from them in the form of orders. Such orders can remedy a situation, correct a wrong or impose legal penalties/costs and may affect the legal rights, duties or privileges of the specific parties. "The National Company Law Tribunal is a specialist body comprising of Judicial and Technical Members who by virtue of their specialised knowledge are adequately equipped to dispense speedy, less expensive and effective Justice, in the area of commercial/corporate law."

Sl. No.	Particulars.
1.	<p>Location: As on date, NCLT is having 11 benches at 10 locations. The benches and their territorial jurisdiction are as given: -</p> <ul style="list-style-type: none">❖ National Company Law Tribunal, Principal Bench. (1) State of Rajasthan. (2) Union territory of Delhi. ❖ National Company Law Tribunal, New Delhi Bench, New Delhi ❖ National Company Law Tribunal, Ahmedabad Bench. Ahmedabad (1) State of Gujarat. (2) State of Madhya Pradesh. (3) Union territory of Dadra and Nagar Haveli. (4) Union territory of Daman and Diu. ❖ National Company Law Tribunal, Allahabad Bench. Allahabad (1) State of Uttar Pradesh. (2) State of Uttarakhand.

- ❖ National Company Law Tribunal, Bengaluru Bench.
Bengaluru
(1) State of Karnataka.

- ❖ National Company Law Tribunal, Chandigarh Bench.
Chandigarh
(1) State of Himachal Pradesh.
(2) State of Jammu and Kashmir.
(3) State of Punjab.
(4) Union territory of Chandigarh.
(5) State of Haryana.

- ❖ National Company Law Tribunal, Chennai Bench.
Chennai
(1) State of Kerala.
(2) State of Tamil Nadu.
(3) Union territory of Lakshadweep.
(4) Union territory of Puducherry.

- ❖ National Company Law Tribunal, Guwahati Bench.
Guwahati
(1) State of Arunachal Pradesh.
(2) State of Assam.
(3) State of Manipur.
(4) State of Mizoram.
(5) State of Meghalaya.
(6) State of Nagaland.
(7) State of Sikkim.
(8) State of Tripura.

- ❖ National Company Law Tribunal, Hyderabad Bench.
Hyderabad
(1) State of Andhra Pradesh.
(2) State of Telangana.

- ❖ National Company Law Tribunal, Kolkata Bench.
Kolkata Bench
(1) State of Bihar.
(2) State of Jharkhand.

	<p>(3) State of Odisha. (4) State of West Bengal. (5) Union territory of Andaman and Nicobar Islands.</p> <p>❖ National Company Law Tribunal, Mumbai Bench Mumbai Bench (1) State of Chhattisgarh. (2) State of Goa. (3) State of Maharashtra.</p>
2.	<p>Sitting hours: The court sitting hours are as follows: - 10:30 A.M to 01:30 P.M 01:30 P.M to 02:30 P.M (lunch break) 02:30 P.M to 05:00 P.M</p> <p>Working days of the Tribunal: Monday to Friday Working hours: 09.30 A.M to 06.00 P.M</p>
3.	<p>Filing Counter: 10:30 A.M to 01:00 P.M & 02:30 P.M. to 05:00 P.M</p>
4.	<p>Filing During Court Vacation: 10:30 A.M to 01:00 P.M (Urgent matters only)</p>
5.	<p>Registry Counter/Certified Copy Counter: 10:00 A.M to 01: 00 P.M 02:30 P.M to 04: 30 P.M</p>
6.	<p>On the Web: The website of the National Company Law Tribunal is at www.nclt.gov.in. Information about the NCLT including Act, Rules, Forms, Jurisdiction, Benches, Present Members, Former Members, Officers, Standing Counsels, Notice/ Circulars, Current Case Status, daily cause list, Daily orders, Case proceeding report, Final Order (Oral/ Pronounced), Important links of GOI Website can be viewed on website.</p>

7.	<p>Certified /attested copies of the judicial record: As per Rule 50 of NCLT Rules, 2016, the Registry shall send a certified copy of the final order passed to the parties concerned free of cost.</p> <p>Dasti Orders: In cases where notices are issued by hand delivery (dasti), such notices/ orders shall be prepared by the Judicial Sections and despatched from Despatch Section.</p>
8.	<p>Despatch Section and Counter timing: 10.00 A.M to 01.00 P.M 02.00 P.M to 05.00 P.M</p> <p>deals with the Communications/ Correspondences in the form of letters, orders and circulars which are received from various branches i.e. Administration Branch, Establishment Branch, Judicial Branch, Computer Branch.</p>
9.	<p>Right to Information: The name of APIO, CPIOs, and First Appellate Authority under Right to Information Act, 2005 and RTI disclosure (in terms of Section 4 of the RTI Act, 2005) are available on the website of NCLT i.e. www.nclt.gov.in.</p>
10.	<p>Inspection of Judicial Records:</p> <p>As per Rule 114, parties to any case or their authorized representative may be allowed to inspect the record of the case by making an application in writing to the Registrar/Designated Registrar of the Bench. Inspection can be made by the authorized person between 10:30 a.m. to 12:30 p.m. and 02.30 p.m. to 04.30 p.m. Copying, if any of the documents/ records inspected may be done only in pencil. The fee specified for inspection of files is Rs. 200/- as on date.</p>
11.	<p>Daily orders and judgments:</p> <p>All the orders and judgments of the National company Law Tribunal are available on the website of NCLT i.e. www.nclt.gov.in.</p>

12.	<p>Complaint Mechanism:</p> <p>If the citizen has any complaint against the officer/staff of NCLT, he may approach Secretary, NCLT. The Tribunal assure that all complaints will be heard patiently, and due action will be taken on the complaint. In case, it is desired to make the complaint in writing or in confidence that too is permissible.</p>
13.	<p>Complaints against the practitioners:</p> <p>As far as complaints against the practitioners are concerned, citizen may directly approach the concerned practitioner's association or the bodies mandated to take action. For instance, in case of advocate, the respective bar association; in case of Chartered Accountants, citizen may approach Institute of Chartered Accountants of India, in case of Company Secretaries, Institute of Company Secretaries of India can be approached. Further, in case of Cost Accountants, Institute of Cost Accountants of India is the nodal agency.</p>
14.	<p>Help us to serve better</p> <p>Citizens can help us to serve them better by doing the following:</p> <ul style="list-style-type: none"> • Read information sent to them carefully and follow the instructions given; • Arrive on time for hearings; • NCLT premises is strictly a no-smoking area; • Keep the mobile phone switched off or on silent mode to maintain silence in the Court; • Treat court staff, other court users and court buildings with respect. • Keep the court buildings clean. Spitting is strictly prohibited.

Note:

1. The citizen's charter will be periodically reviewed as per inputs/suggestions received from the citizens after its implementation.
2. Anything mentioned in this Charter shall not have the effect of overriding any provision of law in force.

