



National Company Law Tribunal

6th Floor, Block No.3, , C.G.O. Complex, Lodhi Road, New Delhi-110003

File No. 25/02/2025-NCLT

16.06.2025

Administrative Circular

This is for the kind information of all stakeholders/Advocates/Clerks/litigants that NCLT Benches at New Delhi, Chandigarh, Allahabad, Cuttack, Guwahati, and Jaipur are engaged in the following core maintenance activities during the vacation period i.e. 16.06.2025-27.06.2025.

This includes: -

1. Review of Court Records/Case Files like sorting/segregating/weeding.
 2. Maintenance of Admin Records / review of records/sorting/segregating/weeding etc.
 3. Update pending case lists and monthly information to be given to Headquarters
 4. Maintenance of Computers, ACs and other equipment
 5. Updating of Complete stocks and deadstock registers.
 6. Deep Cleaning of all floors and premises of NCLT
 7. White wash wherever required.
 8. Fire and Electricity Audit.
 9. Review of all existing tenders
 10. Maintenance of and updating of record room data.
 11. Any other issue informed from time to time
2. All care is taken to ensure that routine filing/scrutiny and other public related activities are not disrupted. However, Litigants/Stakeholders may find some delay in attending to their needs. The difficulty if any may be adjusted in the interest of the institution.
3. The maintenance work is essential and can only be carried out during Court vacations. Considering that it is only being done in public interest, Litigants/Stakeholders are informed of the situation and requested to cooperate with the Staff.
4. This issues with the approval of Hon'ble President.

(Nand Kishore Rana)
Joint Registrar