



National Company Law Tribunal

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

File No. 25/02/2024-NC LT

13.12.2024

Administrative Circular

1. This is for the kind information of all stakeholders/Advocates/Clerks/litigants that NCLT Benches are engaged in the following core maintenance activities during the vacation period i.e. 23.12.2024 to 31.12.2024.

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. Any other issue informed from time to time
2. The maintenance work is essential and can only be carried out during Court vacations. It is done in public interest, hence, Litigants/Stakeholders requested to cooperate with the Staff.
 3. Care is taken to ensure that routine filing/scrutiny and other related activities are not disrupted. If, however, Litigants/Stakeholders find some delay in attending to their issues, the same may be accommodate in the interest of the institution.
 4. This is issued with the approval of Hon'ble President.


(Utkarsh Yadav) 13/12/24
Registrar

Copy to:-

1. P.S. to Hon'ble President, National Company Law Tribunal, New Delhi.
2. Hon'ble Members, National Company Law Tribunal.
3. NCLT web site/ Notice Board.