



सत्यमेव जयते


File No. 25/02/2025-NCLT

राष्ट्रीय कम्पनी विधि अधिकरण / NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3,  
सी. जी. ओ. कम्प्लेक्स, लोधी रोड़,  
6<sup>th</sup> Floor, Block-3,  
CGO Complex, Lodhi Road,  
नई दिल्ली / New Delhi- 110003  
दिनांक / Dated: 30<sup>th</sup> May 2025

## CIRCULAR

1. On the direction of the Hon'ble President, NCLT to ensure that the number of cases pending for scrutiny in the scrutiny section of the registry, number of cases pending before the AR, and number of cases pending for listing before Court are cleared and backlog reduced for the benefit of stakeholders i.e. Members of the Bar, Company Secretaries, Chartered Accountants, IPs, RPs and other stakeholders. Registry has taken various steps over the last six (6) months.
2. Hon'ble High Court of Bombay in the case of Bank of Baroda Vs. Union of India in WP(L) 34152 of 2023 vide order dated 03.05.2024 has also flagged this issue of certain parties trying to abuse the filing process.
3. In order to ensure efficiency and transparency of the working of the registry, various steps were taken at different point of time with the active inputs from the Hon'ble Members of NCLT and officers of the registry to streamline the case filing & listing process. The staff of other benches particularly NCLT, New Delhi Bench and Registry worked overtime along with other NCLT Benches to help NCLT, Mumbai to reduce the pendency. Their Cooperation is appreciated. This effort has shown results and the NCLT has uploaded its second status report of cases pending for scrutiny and cases pending for listing as on 27.05.2025.

  
30/05/25




4. Taking a queue from the directions of the Hon'ble High Court of Bombay, Registry has also set in motion the procedure provided under Rules 28 and 63 of NCLT Rules, 2016. An SoP which has been issued on file no. 25/02/2025-NCLT dated 04.04.2025.
5. Presently, the cases pending for scrutiny in the Registry, the cases pending for second-stage scrutiny before the AR login and the cases pending for listing are almost nil except the reduced number of cases at NCLT, Mumbai Bench and fresh cases as on 27.05.2025. Efforts are taken to reduce this to the minimum.
6. In order to ensure the same efficiency and the achievement that has happened due to the efforts taken in the last six months is maintained, we request the Members of the Bar, Company Secretaries, Chartered Accountants, IPs, RPs and other litigant parties to give their active cooperation to the Registry in this regard.
7. In furtherance to this objective, the Registry on the directions of the Hon'ble President, NCLT, requests all stakeholders to kindly observe that the following defects are avoided at the time of filing fresh cases. We are listing out some frequently noticed defects which can be used as a verification checklist: -

  
30/05/25



<b>Sr. No.</b>	<b>COMMON DEFECTS</b>
1.	Memo of Party should be same in PDF and Basic Detail of E-Filing Portal.
2.	List of Date & Events & Synopsis Compulsory in IBC & COMPANIES ACT Petitions & Transfer Applications Contempt Petitions, Intervention Petitions, Execution Petitions Etc.
3.	Memo of Party not Uploaded
4.	Section should be same in PDF and online portal
5.	Payment Not Made According to Section in Soft Copy (PDF)
6.	Book Marking with page numbering Not Updated Properly.
7.	OCR Not Updated
8.	Signature Mandatory in Petition, Applications, Reply & Rejoinder etc.
9.	True copy and Signature Compulsory in Annexures
10.	Most of the Pages of Petition are not properly scanned and therefore not readable.
11.	Main case should be link with Application or Additional documents.
12.	Files uploaded by the user again and again without removing the defects.
13.	Only Blank Page Uploaded.
14.	Supporting Affidavit not Uploaded.
15.	Page numbering not Updated in Index & Soft Copy.
16.	Proof of service Not Uploaded.
17.	In Petition & Applications and other documents Blank pages are Found in Soft Copy.
18.	Vakalatanama Mandatory in Petitions, Applications , Reply Etc.

  
 30/05/25



19.	Mobile number & Email ID are not Mentioned in basic details.
20.	DD not submitted for Application or Petitions.
21.	Signature on Index page and after Prayer is Mandatory.
22.	Any page other than English needs to be translated.
23.	Multiple files uploaded in same Slash “/” in additional document.
24.	Authorization or BR Not Uploaded
25.	Details of petitioners and respondents Not Mentioned in Soft Copy
26.	Master index and volume wise index (in case of more than one volume)
27.	Counsel detail not mentioned in PDF
28.	Case type should be same as in PDF and Basic Details of e- Filing Portal.
29.	This Petition does not fall under New Delhi, NCLT jurisdiction
30.	3 Rupees Court fees & 25 Rupees Welfare in Vakalatnama Mandatory and paste in blank side not in content & Date , Signature
31.	Master data in Petition (IBC and Companies Act)
32.	Condonation of delay to be filed separately
33.	MOA and AOA Not Uploaded in Petitions
34.	NESL report in Section 7 & 9
35.	Payment of all the sections taken in PDF and in online portal (Users take more than one section in pdf but do not selects in Basic Detail in E-File Portal to avoid extra payment)
36.	Upload the Affidavit 9(3) (b).
37.	Form 2, Form B Compulsory in Section 7 with IRP Certificate.


30/05/25



38.	Compliance Order Not Attached With File (Reply, Rejoinder, Written Submissions, Affidavit, Application & Others Compliances)
39.	In Transfer Applications Main Case Not Mentioned in Soft Copy
40.	Upload Certificate of Incorporation a new certificate of incorporation must be issued by the Registrar of Companies (ROC) after a company's name is changed

8. If these frequently noticed defects are verified & cleared before filing a fresh case, it will lead to faster and efficient scrutiny of cases and thereby delay can be avoided and issues with Registry can be eased.
9. Registry would also like to place on record appreciation to the contractual and outsourced staff who are the primary staff of the Registry for the present. NCLT has very few regular staff/officers overall. Despite all hurdles, with the cooperation of these contractual and outsourced staff, more particularly from NCLT, New Delhi, the Registry work has been streamlined. The Registry therefore expects cooperation from the various stakeholders to maintain this position.

Issued in public interest.

  
**(Utkarsh Yadav)** <sup>30/05/24</sup>  
**Registrar, NCLT**

**Copy to:-**

1. P.S. to Hon'ble President, National Company Law Tribunal, New Delhi
2. Hon'ble Members, National Company Law Tribunal.
3. JR/DR/AR of National Company Law Tribunal, Principal Bench, New Delhi/Kolkata/Mumbai/Chennai/Ahmedabad/Allahabad/Bengaluru/Chandigarh/Guwahati/Hyderabad/Jaipur/Cuttack/ Kochi/ Amaravati/ Indore.
4. NCLT web site/ Notice Board.
5. All Bar Councils.