

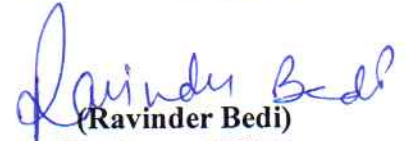


File No. 25/02/2023- NCLT  
National Company Law Tribunal

6<sup>th</sup> Floor, Block-3,  
CGO Complex, Lodhi Road,  
New Delhi- 110003  
Dated 6<sup>th</sup> July 2023

**CIRCULAR**

1. It has been observed that there is acute overcrowding at the entrance of NCLT Building in the morning and at certain time of the day for making passes to enter the Building. The Overcrowding is mainly due to reporting by visitors including litigants at short notice and the time spent in making of Security Passes by MHA officials at reception.
2. The entrance to the entire Block is regulated through Passes issued by MHA for which visitor/officers/litigants have to apply through the website [www.swagatam.gov.in](http://www.swagatam.gov.in).
3. The Overcrowding and choking of entries (gate, lift etc.) can be avoided if, the visitors report early. The security personnels can be advised to promptly attend/assist the entry of visitors to facilitate, smooth entry.
4. It is thus, advised that all stakeholders may reach at least half an hour in advance, to make their entry Passes, if not made through website.
5. This issues with the approval of Hon'ble President.

  
(Ravinder Bedi)  
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. Secretary, National Company Law Tribunal, New Delhi
4. PS to Director, (Sh. Amar Singh Meena) Ministry of Corporate Affairs, New Delhi.
5. 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.
6. NCLT web site/ Notice Board.
7. The Institute of Chartered Accountants of India, ITO, New Delhi.
8. The Institute of Company Secretaries of India, ICSI, House 22, Institutional Area, Lodhi Road, New Delhi – 110003.
9. The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi-110003
10. Corporate Law Adviser, 158, Basant Enclave, Palam Road, New Delhi-110057.
11. All Bar Councils.