

**THE REGULATIONS OF PRACTICE, 2010 FOR DEBTS
RECOVERY TRIBUNALS FOR THE STATES OF
MAHARASHTRA, GUJARAT, GOA and THE UNION
TERRITORIES OF DADRA AND NAGAR HAVELI,
DAMAN AND DIU**

Whereas the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 (51 of 1993) came into force on the 24th day of June, 1993;

Whereas the Debts Recovery Tribunal (Procedure) Rules, 1993 came into force on the 20th day of August, 1993;

Whereas the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (54 of 2002) came into force on the 21st day of June, 2002;

Whereas the Security interest (Enforcement) Rules, 2002, came into force on the 20th day of September, 2002;

Whereas the Debts Recovery Tribunals, Maharashtra and Goa Regulations of Practice, 2003 came into force on the 31st day of March, 2003 and the Debts Recovery Tribunal, Ahmedabad, Regulations of Practice, 2005 came into force on the 1st day of November, 2005;

Whereas it is expedient to consolidate and amend the Debts Recovery Tribunals, Maharashtra & Goa Regulations of Practice, 2003 and the Debts Recovery Tribunal, Ahmedabad, Regulations of Practice, 2005;

Now, therefore, in exercise of the powers conferred by sub-section (1) of Section 22 of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993, the Debts Recovery Tribunals at Ahmedabad, Aurangabad, Mumbai, Nagpur and Pune hereby make the following regulations, namely:-

CHAPTER – I

PRELIMINARY

1. Short title, extent and commencement:-

- (1) These regulations may be called the Regulations of Practice, 2010 for Debts Recovery Tribunals for the States of Maharashtra, Gujarat, Goa and Union Territories of Dadra and Nagar Haveli, Daman and Diu (hereinafter referred to as “the Regulations of Practice, 2010”).
- (2) They shall extend to the proceedings before the Tribunals having jurisdiction over the States of Maharashtra, Gujarat and Goa and the Union Territories of Dadra and Nagar Haveli, Daman and Diu and for matters connected therewith or incidental thereto.
- (3) They shall come into force on the 1st day of January, 2010.

2. Definitions:-

- (1) In these regulations, unless the context otherwise requires :
 - (a) ‘Act’ means the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 (hereinafter referred to as ‘the RDDBFI Act’) or the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (hereinafter referred to as ‘the SARFAESI Act’), as the case may be;
 - (b) ‘Address for Service’ means the address furnished by the party or his authorised agent or constituted attorney or advocate at which service of notice or other process may be effected;
 - (c) ‘Appeal’ means an appeal filed under section 30 of the RDDBFI Act or filed under sub-rule (5) of Rule 5 of the Debts Recovery Tribunal (Procedure) Rules,

1993 (hereinafter referred to as 'the DRT Rules'), as the case may be;

- (d) 'Original Application' (hereinafter referred to as 'O.A.')
- means an application filed under sub-section (1) of section 19 of the RDDBFI Act or the suit or proceeding transferred under section 31 of the said Act;
- (e) 'Securitisation Application' (hereinafter referred to as 'S.A.')
- means an application made under sub-section (1) of section 17 of the SARFAESI Act;
- (f) 'Miscellaneous Application' (hereinafter referred to as 'M.A.')
- includes:
- (i) Application under Section 31A of the RDDBFI Act; or
 - (ii) Application under sub-section (25) of section 19 of the RDDBFI Act; or
 - (iii) Application for setting aside ex parte judgment or order; or
 - (iv) Application for condonation of delay;
- (g) 'Review Application' (hereinafter referred to as 'R.A.')
- means an application made under clause (e) of sub-section (2) of section 22 of the RDDBFI Act read with Rule 5A of the DRT Rules;
- (h) 'Code' means the Code of Civil Procedure, 1908 (5 of 1908);
 - (i) 'Interlocutory Application' (hereinafter referred to as 'I.A.')
- includes an Application for Injunction, Appointment of Receiver, Attachment before Judgment, Arrest of Certificate Debtor, Cross-examination, Amendment, Intervention, stay, placing

the matter on Board or *Praecipe* or any other application excluding application for adjournment;

- (j) 'Order' means the formal expression of any decision given by the Presiding Officer, the Registrar, or the Recovery officer, as the case may be;
 - (k) 'Pleading' means O.A., Written Statement, Set-Off, Counter-claim, S.A. and its Reply or Say;
 - (l) 'Recovery Certificate' means a certificate issued under sub-section (22) of Section 19 or sub-section (2) of section 31A of the RDDBFI Act or sub-section (3) or sub-section (4) of section 17 read with section 19 of the SARFAESI Act;
 - (m) 'Recovery Proceeding' means proceeding for execution of the Recovery Certificate issued by the Presiding Officer;
 - (n) '*Roznama*' means an index of proceeding as provided in Regulation 14 of Chapter III;
- (2) Words and expressions not defined in these Regulations shall have the same meaning as assigned to them in the RDDBFI Act or the SARFAESI Act and the Rules framed thereunder.

CHAPTER –II

PLEADINGS

3. Form of pleading:-

- (1) Pleadings, Affidavits, Memo of Appeal, Interlocutory and all other applications shall be typed or printed in English or Hindi with double space between the lines, on ledger paper with left margin of 5 cms and right margin of 2.5 cms duly paginated, indexed and stitched together in the form of paper book.

- (2) The following documents shall be annexed to the O.A.:
- (a) Index of documents in *Form I* alongwith the attested photocopies of the documents relied upon by the party, loan-facility wise;
 - (b) A statement of account as per section 4 of the Banker's Books Evidence Act, 1891 stating the rate of interest or compound interest and the certificate that it has been charged at such rate and capitalized at such periodical rests as permitted by the Reserve Bank of India. It shall give details of penal interest, if any, and interest thereon, if any;
 - (c) Power of attorney or attested photocopy thereof;
 - (d) A statement showing the details of the crossed demand draft or crossed Indian Postal order towards application fees;
 - (e) Particulars of claim in respect of each loan facility;
- (3) The document other than in Hindi or English shall be accompanied by its true translation in Hindi or English;
- (4) The pages of pleading with Annexure shall be numbered serially and an Index shall be prepared thereof;
- (5) The O.A. or S.A. or M.A. or R.A. or Memorandum of Appeal shall have the following documents:
- (a) General Index referring to O.A. or S.A. or M.A. or R.A. or Appeal, as the case may be, Vakalatnama, Memo of Address, List of Documents, Power of Attorney, stitched in the form of Paper Book;
 - (b) List of documents in support of O.A. or S.A. or M.A. or R.A. or Appeal with documents or their photocopies stitched in paper book;

- (6) The figure of amount in pleading shall be written in numbers as well as in words;
- (7) Small or torn documents shall be pasted on papers equal to the size of the paper book.

4. Signature of the parties:-

- (1) The name of the person signing the pleading or attested document shall appear, preferably in capitals, below his signature. Signature or initials shall also be affixed at the bottom of each page.

Explanation:- The expression 'signature' or 'initial' includes an attested 'thumb mark'.

- (2) Every page of the pleading shall be signed by the party.

5. Attestation of Photocopies:-

The attestation as required in sub-rule (2) of Rule 9 of the DRT Rules shall be made at the end of the photocopy of the document as under:-

'This Annexure is a true copy of the original document.'

Signature with date

(Name and designation of the Authorised Officer)

6. Production of Resolution or Authorisation:-

- (1) A person purporting to represent a Company shall file an attested photocopy of the Board Resolution empowering him to do so;
- (2) A person purporting to represent a Trust shall file an attested photocopy of the Authorisation by the Trust empowering him to do so;

- (3) A person purporting to represent a Society or an Association shall file attested photocopy of the Authorisation empowering him to do so.

7. Verification of the pleading:-

The pleading shall be verified in the manner prescribed by Rule 15 of Order VI of the Code.

8. Appearance through Advocate or Agent:-

- (1) Whenever a party appears through an advocate, he shall file Vakalatnama in **Form 2** with an IPO or DD of the prescribed fees.
- (2) An advocate who does not file the Vakalatnama on the day of first appearance but undertakes to file the same shall submit a Memo of Undertaking in **Form 3**.
- (3) The party appearing in person shall file his Memo of Address for service in **Form 4**.
- (4) Any person appearing on behalf of the applicant or the defendant or the respondent shall submit an 'Authorisation' thereof.

CHAPTER – III

INSTITUTION AND SCRUTINY OF APPLICATION or APPEAL

9. Presentation of Application or Appeal:-

- (1) Every Application including *Praecipe* or Appeal shall be presented to the Registrar under Rule 4 of the DRT Rules, before 4.30 p.m. on any working day.
- (2) Every application or appeal whether accompanied by an application for condonation of delay or not shall be presented with requisite fees.

- (3) Application or Appeal shall be given Lodging Number with date on its receipt and shall be entered into the Lodging Register in *Form 5*.
- (4) The Applicant or the Appellant shall give in the Application or the Appeal the particulars about jurisdiction, cause of action and limitation, as the case may be,
- (5) The title of the Application or the Appeal shall be 'IN THE DEBTS RECOVERY TRIBUNAL,... ..'

10. Scrutiny and Examination of Application or Appeal:-

- (1) On receipt of the Application or the Appeal, the Scrutiny Branch of the Registry shall scrutinise the same as expeditiously as possible but not later than three working days. In case the scrutiny is not completed within such period, the same shall be immediately reported to the Registrar who shall take steps to complete the scrutiny expeditiously. The report of the scrutiny of the Application or the Appeal shall be in *Form 6*.
- (2) The Officer scrutinising the Application shall raise objection pointing out defect and order its removal.
- (3) The Applicant or the Appellant shall remove the objection or comply with the directions made by the Registry within seven days from the date of display on the Notice Board which may be extended by the Registrar upto thirty days or further period for the reasons to be recorded in writing.
- (4) On failure to remove the defect or comply with the direction as specified in sub-regulation (3), the Registrar may, for reasons to be recorded in writing, decline to register the Application or the Appeal.
- (5) On scrutiny of the Application or the Appeal, the officer authorised by the Registrar shall make an endorsement as

‘Scrutinised and found to be correct’ with his signature and date.

- (6) (a) The Officer scrutinizing the Application shall classify the Original Application in terms of the amount claimed in the following manner:

Amount claimed in rupees	Classification
100 crores and above	A+
50 crores and below 100 crores	A
10 crores and below 50 crores	B
5 crores and below 10 crores	C
1 crore and below 5 crores	D
Below 1 crore	E

- (b) The officer scrutinizing the application shall make an endorsement of the classification of the Original Application with necessary entry in the Register.

- (7) The Application or the Appeal shall be verified by the Registrar, as expeditiously as possible, within three days. If the Registrar finds the Application or the Appeal in order, he shall pass an order ‘Admitted and ordered to be registered’. The Registrar shall issue Summons or Notice on the directions of the Presiding Officer.

11. Procedure in respect of defaced, illegible, torn or damaged document:-

Where a document produced with the Application or the Appeal appears to be defaced, torn or damaged or its condition or appearance requires special attention, a Note of such condition or appearance shall be made on the list of

documents which shall be verified and initialed by the officer examining the Application or the Appeal. Such document shall be kept and filed in an appropriate plastic cover. A typed copy of such defaced, illegible, torn or damaged document shall be produced by the Applicant or the Appellant along with the originals.

12. Interlineations:-

Interlineations, erasures or corrections in O.A., S.A., M.A., R.A., Appeal shall be initialed by the party and counter-signed by the officer authorised in this behalf by the Tribunal.

13. Return or transfer of the Applications:-

Where the Application is returned or transferred, the copy of the Application and order thereof shall be maintained in a File. A Register in this regard shall be maintained in *Form 7*.

14. Roznama:-

- (1) The *Roznama* shall be an Index of Proceedings maintained in *Form 8* in the following manner:
 - (a) The *Roznama* shall be maintained in File-B by the Court Master or the officer authorised in this behalf by the Tribunal.
 - (b) The *Roznama* shall reflect date-wise progress of the case. The reasons for adjournment shall be stated therein. The *Roznama* shall be complete and concise history of the case in faithful manner. It shall contain number and brief description of the document, Exhibit number, the date of delivery of the order, date of signing the Recovery Certificate, the Commissioner's and / or Receiver's Report, if required, if any, or further proceedings, if any.

- (c) The presence of the legal practitioner or the party shall be recorded in the *Roznama*.
- (d) The category of the File A, B, C and D classified in Regulation 40 of these Regulations shall be recorded in red-ink in the margin of the *Roznama* against each document. A Note regarding return or loss or destruction of a document shall be recorded in the *Roznama* in red-ink.
- (e) The Court Master or the official authorised in this behalf shall verify and make an endorsement certifying the available documents and further mention that the documents are properly classified and kept in the appropriate File-A, B, C and D.

15. Registration and Numbering:-

- (1) The Application or the Appeal shall be entered in the respective Registers as follows:
 - (a) Register of Original Applications in *Form 9*
 - (b) Register of Appeals in *Form 10*
 - (c) Register of Securitization Applications in *Form 11*
 - (d) Register of Review Applications in *Form 12*
 - (c) Register of Miscellaneous Applications in *Form 13*
 - (d) Register of Interlocutory Applications in *Form 14*

CHAPTER – IV**PROCEEDINGS BEFORE THE REGISTRAR****16. Matters before the Registrar:-**

O.A., M.A., S.A., R.A., Appeal shall be placed before the Registrar after registration.

17. Cause list (Daily Board) of the Registrar:-

The matters to be dealt with by the Registrar shall be notified in Daily Cause List in *Form 15* and shall be displayed on the Notice Board of the Tribunal at least a day in advance. The O.A., M.A., S.A., R.A., Appeal in the cause list shall be taken up preferably in the serial order.

18. Matters before the Presiding Officer:-

On completion of the pleadings, the Registrar shall place the matters before the Presiding Officer.

CHAPTER – V**SERVICE OF SUMMONS or NOTICE**

19. (1) The Registrar or the Assistant Registrar or the Officer authorized in this behalf by the Presiding Officer shall sign the Summons or the Notice with the date thereon. The Registrar may, by an order in writing, dispense with the Annexure of the Summons / Notice and direct that the Paper Book shall be collected from the Registry on or before the date of appearance. Every Summons or Notice or Show Cause Notice or Appeal or Witness Summons shall be in the following Forms:

(a) Every Summons in O.A shall be in *Form 16*.

- (b) Every Summons in S.A. shall be in **Form 17**.
 - (c) Every Notice in M.A. or R.A shall be in **Form 18**.
 - (d) Every Show Cause Notice for Interim Relief shall be in **Form 19**.
 - (e) Every Notice in Appeal shall be in **Form 20**.
 - (f) Every Summons for witness for evidence or production of documents shall be in **Form 21 or 22** as the case may be.
- (2) Every Summons or Notice shall bear seal of the Tribunal.
- (3) Summons or Notice shall ordinarily be served by R.P.A.D. or Speed Post. It may also be served by e-mail, Fax or courier with the leave of the Registrar who shall ensure due service of the Paper Book on or before the date of first appearance. The Registrar may allow the Summons or Notice to be served by the party filing the Application or the Appeal. Service Affidavit along with proof of service shall be filed by the person effecting such service.
- Explanation:** Service includes service effected on any adult member of the family residing with the addressee.
- (4) Where the Summons or Notice is in respect of a claim against the Corporation or Partnership Firm, it may be served on the Secretary or the Director or other principal officer of the Corporation or the Partner of the Partnership Firm at its registered office or on the address of the of Partnership Firm. In case such address is not available service shall be at the place where such Corporation or Partnership Firm carries on business.
- (5) The Applicant or the Appellant may apply for simultaneous service as provided under sub-regulation (3).

- (6) Where the Summons or the Notice is returned with postal remarks such as 'refused', 'unclaimed', 'not claimed', 'intimated' or 'intimation given' it may be declared that the Summons or the Notice is served.
- (7) Where the Summons or the Notice properly addressed and properly issued by RPAD is not received back within thirty days from the date of the posting, it may be declared, on submission of the Affidavit by the applicant regarding correctness of such address and evidence of posting that the Summons or the Notice is duly served.
- (8) Where the Summons or the Notice is sent by e-mail or Fax at proper address, it may be declared, on an affidavit and proof of the delivery that it is duly served.
- (9) Where the Summons or the Notice is returned 'un-served' or 'undelivered', the party shall take necessary steps for its service within fifteen days from the date of such return failing which the matter shall be placed before the Presiding Officer for orders.
- (10) No Summons or Notice or any other process shall be served after the sunrise and before the sunset.
- (11) Personal service of the Summons or the Notice on the party may be dispensed with if his Advocate accepts the service and undertakes to file the Vakalatnama on his behalf. In such a case, it may be sufficient to serve one copy of Paper Book on the said Advocate on behalf of the parties he is representing.

20. SUBSTITUTED SERVICE:-

- (1) Where the party refuses to sign the Acknowledgement or where the Process Server, with due diligence cannot find the party or such party is absent at the time when service is made and there is no likelihood of his being found within the reasonable period and there is no agent empowered to

accept service of the Summons or the Notice on his behalf nor any other person on whom service can be made is available, the Process Server shall affix a copy of the Summons or the Notice on the outer door or some other conspicuous part of the house in which the party ordinarily resides or carries on business or personally works for gain, and shall return the original to the Tribunal, with a Report stating therein that he has affixed the copy, the circumstances under which he did so and the name and address of the person, if any, by whom the premises were identified and in whose presence the copy was affixed.

- (2) Where there is reason to believe that the party is keeping out of the way for the purpose of avoiding service or that for any other reason the Summons or the Notice cannot be served in ordinary manner, the Summons or the Notice may be served, if ordered, by affixing a copy thereof in some conspicuous place in the Tribunal and also upon the conspicuous part of the premises in which the party is known to have last resided or carried on business or personally worked for gain.
- (3) Where service by publication in newspaper is ordered, it shall be in a daily newspaper having sufficient circulation in the locality in which the party is last known to have ordinarily resided or carried on business or personally worked for gain, by giving not less than thirty days period as specified in *Form 23*.

21. INSPECTION:-

The defendant / respondent seeking inspection of original documents in the custody of the applicant / appellant, shall make an application within ten days from the date of his appearance.

22. WRITTEN STATEMENT, SET-OFF AND COUNTER-CLAIM:-

- (1) The Written Statement shall be filed with the list of documents relied upon by the defendant in support of the defence, set-off or counter-claim with copies thereof.
- (2) The prescribed fees shall be paid on the counter-claim and/or set-off, as the case may be.
- (3) The Registrar shall record in the *Roznama* the factum of failure of filing Written Statement / Say by the party who appeared.

CHAPTER – VI

MISCELLANEOUS / INTERLOCUTORY / INTERIM APPLICATIONS

- 23.** (1) Every Miscellaneous or Interlocutory or Interim Applications shall be supported by an Affidavit.
- (2) The copy of Miscellaneous or Interlocutory or Interim Applications shall be served on the other party in the manner provided in Regulation 19 and 20 of Chapter V of these Regulations.

CHAPTER – VII

INSPECTION

24. INSPECTION OF RECORDS:-

- (1) Save as otherwise provided in sub-rule (1) of Rule 17 of the DRT Rules, the application for inspection may be made to the Registrar in *Form 24*.

- (2) Inspection of records shall not ordinarily be permitted to third party. The third party may be allowed inspection if it satisfies on an affidavit the bonafides and reasons thereof.
- (3) The party / third party shall be allowed inspection on payment of the fees as prescribed in sub-rule (1) of Rule 17 of the DRT Rules. The prescribed fee shall be paid for each day of inspection.
- (4) On an application for inspection of the record being allowed, the Section Officer or an Officer authorized in this behalf shall arrange to procure the record of the case and allow inspection of such record on the date and time fixed by the Registrar. Such inspection shall be given preferably between 2.00 p.m. and 4.30 p.m. in the presence of the Officer authorized in this behalf by the Registrar. The inspection shall not ordinarily be allowed on the date of hearing of the matter.
- (5) The person inspecting the records shall not in any manner cause dislocation, mutilation, tampering or damage the same in any manner during the course of inspection and shall not make any marking on record or document so inspected. Notes of the document or record, if any, may be taken only in pencil.
- (6) The Officer supervising the inspection may at any time forbid further inspection if the record or document are likely to be damaged during the course of inspection. In case the person taking inspection violates the prescribed procedure, such Officer shall immediately report the matter to the Registrar and seek his directions.
- (7) The inspection shall not be allowed to an Advocate other than the one engaged by the party.
- (8) On completion of inspection, the Officer shall keep application of inspection in a separate File. The factum of

inspection shall be recorded in the *Roznama* and in the Register in **Form 25**.

- (9) The inspection shall be taken on the date and time fixed by the Registrar failing which such application shall stand disposed of.

CHAPTER – VIII

RETURN OF DOCUMENT / RECORD

25. Procedure for return of document / record:-

- (1) No document in pending matter shall ordinarily be returned without the order of the Tribunal. An application for return of document / record shall be in **Form 26**.
- (2) An application for return of a document / record may be presented to the Registrar. The document / record may be returned to the person entitled to receive it after obtaining his Acknowledgement and signature on the *Roznama* and the list of documents.
- (3) No document / record shall be returned until the period allowed for preferring Appeal or Review has elapsed or until such Appeal or Review is disposed of, whichever is later. The person applying for the return of such document / record shall tender certified copy and undertake to produce the original, if so ordered by the Tribunal. No document shall be returned which is held to be void.
- (4) The party who filed the document may apply after four months but not later than six months of the order of the date of final disposal of the matter for return of such document failing which the document may be weeded out in accordance with these Regulations.

CHAPTER IX**AMENDMENT****26. INCORPORATION OF AMENDMENT or ADDITION OF PARTIES:-**

The amendment in the pleading, including addition of the party when allowed by the Tribunal, shall be carried out in italics or with red colour or by rider in italics or in red colour and the Exhibit Number of the Amendment Application and the date of the order allowing the amendment shall be written at the relevant place. Such amendment shall be carried out under the signature of the party or his Advocate, within fourteen days of the order, if no time has been fixed by the Tribunal. It shall be carried out in presence of the Registrar with his authentication. After the amendment is carried out, the party carrying out the amendment shall provide copy of the amended pleading to the Tribunal and serve the same on the other party, unless otherwise directed.

CHAPTER X**TRIAL AND HEARING****27. MATTERS BEFORE THE PRESIDING OFFICER:-**

- (1) The Presiding Officer may direct the party to lead evidence on an affidavit in support of his claim, along with the document, if any. The copy of the affidavit and document shall be served on the party participating in the Trial.
- (2) The party may, with the leave of the Presiding Officer, file Re-joinder and / or Sur Re-joinder in the form of an Affidavit.

CHAPTER – XI**EVIDENCE****28. OATH OR AFFIRMATION TO WITNESS:-**

The oath or translation thereof shall be administered to the witness in the following form:

“I son / daughter / wife of aged years, residing at do swear in the name of God / solemnly affirm that I shall state the truth, the whole truth and nothing but truth”.

29. OATH OR AFFIRMATION TO INTERPRETER:-

The oath shall be administered to the interpreter before his assistance is taken for examining the witness in the following form:

“I son / daughter / wife of aged years, residing at do swear in the name of God / solemnly affirm that I shall faithfully and truly interpret, translate and explain all questions and / or documents put to the witness and evidence given by him and further affirm that I have no concern whatsoever with the parties and subject matter of the claim”.

30. DEPOSITION:-

The Presiding Officer or the Commissioner, as the case may be, shall put his initial on each page and signature at the end of the deposition to be recorded in *Form 27*.

31. NUMBERING OF WITNESS:-

The witness called by the Applicant shall be numbered as AWs, by the Defendant / Opponent / Respondent as DWs / OWs / RWs and by the Tribunal as TWs.

32. RECORDING OF EVIDENCE:-

- (1) The Presiding Officer or the Commissioner, as the case may be, may use for the purpose of recording deposition, a computer or typewriter and the evidence may be printed or type-written to such dictation as the evidence proceeds.
- (2) Corrections, if any, pointed out by the witness, may be carried out if the Presiding Officer or the Commissioner, as the case may be, is satisfied in that regard. In the event of their non-satisfaction, a note to that effect of the proposed correction shall be recorded at the bottom of the deposition.

33. WITNESS BHATTA TO THE WITNESS:-

The party calling the witness shall deposit travelling expenses and Bhatta, as may be directed by the Tribunal, before issuing Summons / Notice to such witness. The amount so deposited shall be entered in the Bhatta Register to be maintained in *Form 28*.

34. MARKING OR EXHIBITING DOCUMENT:-

- (1) The document when admitted in evidence shall be numbered consecutively and marked as under:-
 - (a) When produced by the Applicant or the Appellant shall be marked as Exhibit A-1
 - (b) When produced by the Defendant / Opponent / Respondent shall be marked as Exh.D-1 / O-1 / R-1 ...

- (2) An endorsement of admission of document in evidence shall be in ***Form 29***.

35. ATTENDANCE CERTIFICATE:-

The witness may be given Attendance Certificate in ***Form 30***.

CHAPTER – XII

ORDER AND RECOVERY CERTIFICATE

36. ORDER:-

- (1) Every Order shall be pronounced in open court on the date so notified. Every sheet of the order shall bear the initial of the Presiding Officer or the Recovery Officer, as the case may be.
- (2) When the Presiding Officer discharges functions at two or more places, he may pronounce order at either of the place.
- (3) When the party or his advocate remains present on the date of pronouncement of the order, a copy of the same may be delivered to him under the Acknowledgement.
- (4) 'Every Order' contemplated in Rule 16 of the DRT Rules shall mean an order passed under sub-section (20) of section 19 or sub-section (2) of section 30 or section 31A of the RDDBFI Act or under sub-section (3) or (4) of section 17 of the SARFAESI Act finally disposing of such matter.
- (5) On pronouncement of the order finally disposing of the matter, the Court Master shall transmit the Record and Proceeding to the concerned official for preparation of the Recovery Certificate. He shall certify at the end of the

Roznama that all the Exhibits referred to therein are forthcoming in the File. The Record and Proceeding shall be transmitted to the Record Section for classification, preservation and custody of record after the Recovery Certificate is issued.

37. RECOVERY CERTIFICATE:-

- (1) Recovery Certificate shall be issued in **Form 31** under the signature of the Presiding Officer after the same has been verified by the Registrar or Officer authorized in this behalf, within thirty days from the date of pronouncement of such order.
- (2) The costs awarded by the Tribunal shall be in **Form 32**.
- (3) The concerned officer shall assign the Recovery Certificate Number to the Recovery Certificate issued by the Presiding Officer and the same shall be maintained in Recovery Proceeding Number in **Form 33**.
- (4) The concerned official shall send the copy of the Recovery Certificate to the Recovery Officer under an Acknowledgement. The Recovery Officer shall inform the concerned Official the Recovery Proceeding Number which shall be recorded in the Original Application Register and in the Recovery Certificate maintained in the Original Application.

38. COSTS:-

- (1) The Tribunal may award costs as follows :-
 - (a) Application fees paid under section 19 of the RDDBFI Act or section 17 of the SARFAESI Act.
 - (b) Advocate's fees computed as per the High Court Rules or actually paid, whichever is less. The Pursis to this effect shall be filed within seven days from the date of the order, by the concerned advocate.

- (c) Receiver and / or Commissioner and / or Valuer's fees.
- (d) Fees on Vakalatnama.
- (e) Process and postage incurred.
- (f) Traveling expenses and / or *Bhatta* paid to the witness and expenses.
- (g) Expenses incurred in Miscellaneous / Interlocutory / Interim Application.
- (h) Expenses incurred on typing, Xerox or printing, etc., not exceeding rupees ten thousand.

39. RECOVERY CERTIFICATE UNDER SECTION 31-A OF THE RDDBFI ACT:-

- (1) Application for the Recovery Certificate under section 31-A of the RDDBFI Act shall be in ***Form 34***.
- (2) The Tribunal shall issue Show Cause Notice of such application to the other party.
- (3) The Presiding Officer may pass an appropriate order after hearing the parties.

CHAPTER – XIII

RECORDS

40. MAINTENANCE OF RECORD:-

The record of every proceeding shall be arranged and kept in the following manner :-

- (1) File 'A' shall contain the documents to be arranged in the following manner :

- (a) Final Order;
 - (b) Recovery Certificate including Interim Recovery Certificate;
 - (c) Where immovable property has been sold in the R.P., the proclamation of sale, the Auction List, Memorandum of auction, Order confirming the sale and copy of the Sale Certificate;
 - (d) '*Kabja Pavti*' (Possession Receipt) and the order directing the delivery of possession ; and
 - (e) Index in ***Form 35***.
- (2) File 'B' shall contain the documents to be arranged in the following manner :
- (a) Application or Memo of Appeal;
 - (b) *Roznama* of the proceeding;
 - (c) Summons or Notice with Envelopes containing postal remarks where the matter is proceeded ex-parte;
 - (d) Written Statement ;
 - (e) Compromise Petition or Consent Terms culminating into the Recovery Certificate;
 - (f) Copy of the order in Appeal or Writ or Special Leave Petition.
 - (g) Index in ***Form 35***.
- (3) File 'C' shall contain the documents to be arranged in the following order :
- (a) Documents admitted in evidence;
 - (b) Interrogatories and their answers;

- (c) Oral evidence;
 - (d) Affidavit treated as evidence ;
 - (e) Registered addresses of the parties;
 - (f) Index in *Form 35*.
- (4) (a) File 'D' shall contain all other documents not included in Files 'A', 'B' and 'C'.
- (b) Index in *Form 35*.

41. INDEXING OF CASE FILE:-

- (1) The concerned official shall arrange the record of disposed matters after the pagination. The Index of such Files shall be in *Form 36*.
- (2) The concerned Official and the Record Keeper shall put their initials and certify that all the Exhibits are forthcoming in the File and transmit the same to the Record Room.

42. PRESERVATION AND DESTRUCTION OF RECORDS:-

- (1) File 'A' shall be preserved forever;
- (2) File 'B' shall be destroyed on the expiry of five years;
- (3) File 'C' shall be destroyed on the expiry of three years;
- (4) File 'D' shall be destroyed on the expiry of one year;
- (5) The period referred to sub-regulation (1) to (4) shall be computed from the date of the final order in which no appeal is preferred or no review or miscellaneous application is filed. Where an Appeal, Review, Miscellaneous Application, Writ Petition or Special Leave Petition is filed, the period shall be computed from the date of final order in the said proceeding.

- (6) The weeding of records shall be held once in a year by the Record Keeper under the supervision of the Registrar or any other officer authorized by him in this behalf.
- (7) The weeding of record shall be effected by tearing papers into four pieces and the same shall be disposed of under the orders of the Presiding Officer.
- (8) Registers and Files for the purpose of weeding of records shall be classified as under :-

Sl. No	Register or File	Classification of File
1	Register of Original Application	A
2	Register of Recovery Proceeding	A
3	Register of Securitization Application	A
4	Register of Review Application	A
5	Register of Interlocutory / Interim Application	A
6	Register of Miscellaneous Application	A
7	Register of Appeal	A
8	Register of Sale Certificate	B
9	File of O.A. returned for presentation to the proper Court / Tribunal	B
10	Inward / Outward Register	C
11	Register of Declined O.A./S.A /M.A./R.A./ Appeal	C
12	Lodging Register	C
13	Register of the Commissioner or the Receiver	C
14	Certified copy Register	D
15	Correspondence File of Ephemeral Importance	D
16	Cause List	D

- (9) The following records shall be weeded out on expiry of three years:-

- (a) Office copies of Monthly/Half yearly/Annual Returns;
 - (b) Tapal (Dak) Book ;
 - (c) Receipts of Registered letters and Money Orders;
 - (d) Process Server Book;
 - (e) Muster Rolls;
 - (f) Postage Stamp Register;
- (10) The following record shall be weeded out on expiry of one year:-
- (a) Office copies of unanswered Letters;
 - (b) Applications for certified copies;
 - (c) Copy of Attendance Certificates;
 - (d) Office copy of closed correspondence;
- (11) The Gazettes may be weeded out on the expiry of twelve years;
- (12) Any other File or document not included hereinabove may be weeded out with the leave of the Presiding Officer; and
- (13) Notwithstanding anything contained in these Regulations, the Presiding Officer may direct preservation of record for a period longer period than prescribed one.

43. TRANSMISSION OF RECORD :-

- (1) The Record of cases decided during the month shall be transmitted to the Record Room within two months alongwith the List of cases.

- (2) On receipt of the record, the Record Keeper shall verify the entries made in the list. In the event the entries are found correct, the Acknowledgement on the second copy of the list, to be returned to the Official, shall be signed by the Record Keeper.
- (3) The Record Keeper shall compare the record with the General Index and if the record is in the order a note to that effect shall be taken in the said Index. In the event any defect is noticed, the same shall be reported to the Registrar who shall direct the concerned officer to make necessary corrections.
- (4) The examination of the records by the Record Keeper shall be completed within fifteen days from the date of its receipt.
- (5) The record shall be kept in bundles according to their serial number in the list. A label showing the month and the year of the disposal shall be attached to each bundle in ***Form 37***.

CHAPTER XIV

RECEIVER AND VALUER

44. APPOINTMENT OF RECEIVER :-

- (1) The panel of Receivers may be prepared by the Tribunal(s) by inviting application in ***Form 38***. Such panel shall remain in force ordinarily for a period of two years or until further orders by the Tribunal(s).
- (2) The Receivers on the Panel of the Tribunal(s) shall either be a Company registered under the Companies Act, 1956 or Public Sector Undertaking or Joint Venture of Banks and Financial Institutions having expertise and experience in the management of the real estate, law and legal

procedures in Receivership and other related matters. The Receivers shall have services of Chartered Accountant, Engineer, Tax Consultant and Valuer from the Panel of Income-tax Department and shall have adequate infrastructure and manpower for the Receivership.

Notwithstanding anything contained hereinabove, it shall be open for the Tribunal to appoint the Applicant Bank as Receiver.

- (3) The order of appointment of the Receiver shall be in **Form 39**. The Receiver shall not function until receipt of the order of his appointment.
- (4) The entry of such appointment shall be taken in the 'Register of Receivers' in **Form 40**.
- (5) The Receiver shall submit the audited accounts within three months of every financial year. He shall further submit the audited accounts, if so ordered by the Tribunal.

45. INDEMNITY AND BANK GUARANTEE:-

- (1) The Receiver short listed for empanelment shall furnish an Indemnity and Bank Guarantee to the satisfaction of the Tribunal.
- (2) The Indemnity and Bank Guarantee shall be 'open and standing' covering the matters entrusted by the Tribunal and / or the Recovery Officer. Such Indemnity and Bank Guarantee shall be furnished for the loss that may occasioned on account of fault, neglect, breach of duty or breach of fiduciary relationship on his part in the management or administration of the properties under his charge. The said Indemnity shall be executed on a non-judicial stamp paper of appropriate value in **Form 41**.
- (3) The Bank Guarantee shall remain irrevocable and valid for three years with automatic renewal clause for further two

years covering the matters entrusted to the Receiver by the Tribunal or the Recovery Officer, as the case may be, for the sum as directed by the Tribunal.

The invocation of the Bank Guarantee and the Indemnity shall not be liable to be questioned.

- (4) In the event the Bank is appointed as the Receiver, it shall furnish an Indemnity in *Form 41*.
- (5) The Receiver shall stand dis-empanelled forthwith on invocation of the Bank Guarantee and / or the Indemnity.

46. REMUNERATION OF THE RECEIVER:-

- (1) The Tribunal or the Recovery Officer may fix such remuneration to the Receiver as is deemed fit and proper. The remuneration shall be fixed having regard to the factors affecting the safety and security of the property, degree of care and matters incidental thereto. The remuneration shall ordinarily be a gross sum payable periodically or in lump sum depending upon the facts and circumstances of each case. The aggregate remuneration shall ordinarily not exceed one percent of the following:
 - (a) the rent, royalty or licence fees recovered;
 - (b) outstanding dues recovered;
 - (c) sale price of movable and immovable property;
 - (d) estimated value of unsold movable and immovable property;
 - (e) money taken under control;
 - (f) estimated value of unsold Government Securities or Stock, Shares & Debentures or other Securities which are taken in custody; and

(g) income earned by Investment of funds in the custody of the Receiver.

(2) The Receiver shall be at liberty to apply for part payment of his remuneration during pendency of sale or until disposal of the property.

47. RE-IMBURSEMENT TO THE RECEIVER:-

The Tribunal or the Recovery Officer may from time to time grant re-imbusement of reasonable expenses incurred by the Receiver in the course of discharge of his duties and responsibilities.

48. DUTIES AND RESPONSIBILTIES OF THE RECEIVER:-

(1) The Receiver shall perform all the duties and carry out all the responsibilities attached to the receivership in general and shall also perform such duties and carry out such responsibilities as may be assigned to him by the Tribunal or the Recovery Officer, as the case may be.

(2) The Receiver shall, *inter alia*, perform the following duties:

(a) take possession of the properties including movables and immovables and shall sell the property, if so ordered, subject to acceptance of the final bid by the Tribunal or the Recovery Officer, as the case may be;

(b) maintain and manage the property and keep it in tenantable repairs, collect rent and outstanding dues and give receipts of discharge and meet the liabilities thereon;

(c) protect and preserve bonds, stocks, shares and debentures, securities, jewellery and other items;

(d) recover and realise the dues from the third party;

- (e) maintain accounts of receipts and expenses correctly and faithfully;
 - (f) get the accounts audited annually and submit Report to the Tribunal or the Recovery Officer, as the case may be, within one month of such audit;
 - (g) file the Statements and Returns before the concerned Authorities;
 - (h) hire the services of the architect, contractor, lawyer, Income-tax consultant, share broker, valuer, auctioneer in consultation with the concerned bank or the financial institution, as the case may be. The reasonable professional charges may be paid directly by the bank or the financial institution, as the case may be.
- (3) The Receiver shall institute and / or defend legal action under the order of the Tribunal or the Recovery Officer, as the case may be.
- (4) The Receiver shall pay periodic visit to the property for its verification and submit Quarterly Report to the Tribunal or the Recovery Officer, as the case may be.
- (5) The Receiver shall, in case of sale of any property, recover from the purchaser the prescribed poundage fees.
- (6) The Receiver shall not have any Letter-Head or visiting card or board, etc. giving the impression either that he himself is the Tribunal or the Recovery Officer or in the employment of the Government or the Tribunal.
- (7) The Receiver shall adhere to the instructions of the Tribunal or the Recovery Officer, as the case may be. The breach of any terms and conditions may disqualify him from empanelment besides other liabilities.

- (8) The Receiver shall immediately deposit the money received in the account opened ordinarily in the Applicant Bank for the specific purpose.

49. SECURITY OF THE PROPERTY IN POSSESSION OF THE RECEIVER:-

The Receiver shall appoint security, as is considered necessary to protect the property, in consultation with the concerned applicant bank or the financial institution.

50. ASSISTANCE TO THE RECEIVER:-

The bank or the financial institution shall render necessary assistance to the Receiver in identifying the property for attachment, security, taking possession or such other matters.

51. ADJUSTMENT OF AMOUNT:-

The amount recovered by the Receiver shall, unless otherwise directed by the Tribunal or the Recovery Officer, be adjusted towards the loan account of the borrower subject to the final order of the Tribunal or the Recovery Officer, as the case may be.

52. APPOINTMENT OF VALUERS:-

The Panel of Valuers may be prepared by the Tribunal(s) by inviting application in *Form 42*. Such panel shall ordinarily remain in force for two years or until further orders. The Valuers on the panel of the Income-tax Department shall be eligible for such empanelment.

53. TERMS AND CONDITIONS OF THE VALUER:-

The panel of valuers shall be prepared by the Tribunal on the terms and conditions as set out in *Form 43*.

CHAPTER – XV**APPEALS****54. PRESENTATION OF APPEAL:-**

- (1) An appeal memo shall be accompanied by the certified or free true copy of the impugned order.
- (2) The Appeal memo shall be on ledger paper and comply with the requirements as stated in sub-regulation (1) of regulation No.3 of these Regulations.
- (3)The appeal shall be in *Form 44*.

CHAPTER – XVI**CERTIFIED COPY AND FREE TREUE COPY****55. CERTIFIED COPY OF DOCUMENTS:-**

- (1) The party to proceeding may apply for the certified copy of document to the Registrar of the Tribunal. Such application shall be in *Form 45* with prescribed non-refundable fees in the form of Indian Postal Order or Demand Draft or Pay Order drawn in favour of the Registrar payable at the place of the Tribunal. The application shall be entered in the Register maintained in *Form 46*.
- (2) The application for certified copy shall indicate nature of the application - whether urgent or ordinary. ‘Ordinary Certified Copy’ shall be furnished ordinarily within ten working days from the date of its receipt. The delay, if any, beyond ten days shall be informed to the applicant. The ‘Urgent Certified Copy’ shall be furnished ordinarily within three working days from the date of its receipt. The delay, if any, beyond three days shall be intimated to the applicant.

- (3) Charges for urgent certified copy shall be rupees ten per page and for ordinary certified copy rupees five per page.
- (4) The applicant shall deposit minimum amount of rupees fifty per copy for obtaining urgent certified copy.
- (5) The applicant shall deposit minimum amount of rupees thirty per copy for obtaining ordinary certified copy.
- (6) Application for certified copy by persons other than the party to the proceeding shall be supported by an affidavit stating the purpose for which the copy is sought. The Registrar may allow or reject, for the reasons to be recorded in writing for rejection. Such rejection shall be displayed on the Notice Board of the Tribunal.
- (7) In case the Applicant fails to collect the certified copy within one month from the date the copy is ready, the application shall stand disposed of and displayed on the Notice Board of the Tribunal.
- (8) In case the, application for the certified copy is found defective or the fees is deficient, such defect or deficiency shall be displayed on the Notice Board of the Tribunal within three working days of the application. The applicant shall rectify the defect or comply with the deficiency within three working days failing which the application shall stand rejected and the amount shall stand forfeited.
- (9) Endorsement shall be made on every application as well as on the certified copy of the document in **Form 47**.
- (10) The Officer authorized to issue certified copy shall put his signature below the endorsement and affix the seal of the Tribunal on each page of such copy with initials on corrections, if any.
- (11) The monthly statement of the receipt and disposal of the application for certified copies shall be submitted to the

Registrar in **Form 48**. The Registrar shall, after scrutinizing the same, place it before the Presiding Officer for appropriate direction by 10th of every month.

56. DELIVERY OF THE CERTIFIED COPY:-

The concerned official shall record on the certified copy the information as provided in **Form 47**. He shall obtain signatures of the applicant or his advocate in the Register of Copying Application.

57. CERTIFIED COPY BY POST:-

The applicant seeking certified copy by post shall deposit at the time of filing application, additional sum of rupees one hundred by way of D.D. / P.O. / I.P.O. drawn in favour of the Registrar for defraying the postal and stationery charges. The concerned officer shall ensure dispatch of such copy immediately on its preparation.

58. FREE TRUE COPY:-

Free true copy of an order shall be supplied once. If the free true copy is not collected within eight working days of the order, it shall be sent to the party by Registered Post Acknowledgement Due / Under Postal Certificate.

59. CERTIFICATION OF FREE TRUE COPY:-

Every free true copy issued to the party or his advocate in accordance with the DRT Rules shall be certified as "FREE TRUE COPY".

CHAPTER – XVII**RECOVERY PROCEEDINGS**

- 60.** (1) The Recovery Proceeding Number shall be entered in Original Application Register.
- (2) The Recovery Officer shall, on the receipt of the copy of the Recovery Certificate duly numbered, enter it in the Recovery Proceeding Register in **Form 49**.
- (3) The Recovery Officer shall maintain the *Roznama* of the Recovery Proceeding in the manner specified in Regulation 14 of these Regulations.
- (4) The Recovery Officer shall, within fifteen days of the receipt of the copy of the Recovery Certificate, issue Demand Notice to the Certificate Debtor in **Form 50**.
- (5) The Recovery Officer shall Exhibit copy of the Recovery Certificate as Exh.1 and consecutively exhibit the applications, documents and the papers produced during the course of the Recovery Proceeding. The order passed below any Exhibit shall not be given separate Exhibit Number.
- (6) The Recovery Officer may call for the Record and Proceeding of the Original Application.
- (7) The Recovery Officer, on his satisfaction, shall record the factum of payment, adjustment or satisfaction, if any, during the pendency of the Recovery Proceeding in the *Roznama* and in the Register of Recovery Proceeding and also make necessary endorsement on the copy of the Recovery Certificate. He shall furnish the information to the Presiding Officer who shall cause it to be recorded in the original proceeding.

- (8) The payments received during the pendency of the Recovery Proceeding shall ordinarily be deposited or invested with the Applicant Bank. The receipts of such deposits and / or investments shall be kept in the custody of the Registrar. A Xerox copy of such deposit / investment shall be kept in the Recovery Proceeding and shall be given Exhibit Number.

Provided that the payment received in respect of the Financial Institution shall ordinarily be deposited in the Nodal Bank of the Tribunal:

Provided further that in case of deposit or investment with the Bank, other than the Applicant Bank or the Nodal Bank, as the case be, prior approval of the Presiding Officer shall be obtained.

- (9) The Certificate Holder shall produce certified latest extract of the Public and other record of immovable property sought to be attached.
- (10) The Recovery Officer may assign the work of effecting attachment of the property or of giving inspection of the property and such other works to the Recovery Inspector.
- (11) The Warrant for Attachment of moveable / immovable property shall be in *Form 51*.
- (12) The Recovery Inspector shall serve the “order of attachment of the immovables” in *Form 52*. He shall display it on the conspicuous part of attached immovable property a board displaying the factum of such attachment.
- (13) The attached property shall be dealt with, as far as possible, in the manner provided in Schedule II of the Income-tax Act, 1961 read with the Income-tax [Certificate Proceeding] Rules, 1962.

- (14) The Recovery Inspector shall prepare an Inventory of the movables under attachment and draw a Panchanama to that effect and provide a copy thereof to the person from whom the property is seized. Such movables shall ordinarily be handed over to the Certificate Holder until further order.
- (15) The Recovery Officer shall issue notice for settling the proclamation in **Form 53**.
- (16) The Recovery Officer shall -
 - (a) allow the attached livestock to remain in possession of the Certificate Debtor subject to his furnishing Indemnity Bond in **Form 54**; or
 - (b) allow the attached livestock to be sent to the Cattle Pond at the expense of the Certificate Holder.
- (17) The Certificate Debtor shall not be arrested unless Notice as prescribed in **Form 55** is issued and an opportunity of being heard is afforded to him.
- (18) The Certificate Holder shall deposit Subsistence Allowance and necessary expenses before issuance of the Warrant. The Warrant of Arrest shall be issued in **Form 56**.
- (19) The Recovery Officer shall not order arrest or detention in civil prison of a woman or a minor or a person of unsound mind.
- (20) The Recovery Officer may suspend the Warrant of Arrest on the ground of serious illness of the Certificate Debtor.

- (21) The Warrant of Detention shall be in **Form 57**. The Warrant of Release shall be in **Form 58**.
- (22) The total period of detention in civil prison shall not exceed six months.
- (23) The copy of Recovery Certificate received from / transferred to the other Tribunal shall be recorded in the Register of Transferred Certificate in **Form 59**. On failure of the Certificate Holder to take prompt and necessary steps, the Recovery Officer may recommend to the Tribunal for its re-transfer to the Tribunal from where the copy of Recovery Certificate has been received.
- (24) The Recovery Officer shall, at the end of every quarter Status Report in respect of the transferred copies of the Recovery Certificate and the amounts recovered thereunder.

61. SALE OF MOVABLE PROPERTY :

- (1) The Recovery Officer may direct sale of movable property attached and seized or such portion thereof as may be necessary to satisfy the Recovery Certificate.

Such property shall be sold by public auction in one or more lots as the Recovery Officer may deem fit and if the amount realized is satisfied by sale of a portion of the property, the sale shall be immediately stopped with respect to the remainder of the property.

- (2) Where the movable property is sold by public auction, the price of each lot with poundage fees shall be paid at the time of its sale or soon thereafter as the Recovery Officer may direct and in the event of default, the property shall be re-sold forthwith.
- (3) The poundage fees Register shall be maintained in **Form 60**.

- (4) On receipt of purchase money and poundage fees, the Recovery Officer shall grant Sale Certificate in **Form 61** and the sale shall thereby become absolute.

62. SALE OF IMMOVABLE PROPERTY :

- (1) The Recovery Officer shall issue proclamation of sale of immovable property in **Form 62**.
- (2) The Recovery Officer shall have the attached property valued by the Valuer on the panel of the Tribunal. Copy of such valuation shall be given to the parties.
- (3) The Recovery Officer shall, in view of the 'valuation' made not later than a year, the attending circumstances, and after hearing the parties, pass an order fixing the reserve price considering, inter alia, market value of the property / fair market value. If the Certificate Debtor produces Valuation Report from a Valuer disclosing the valuation on higher side, the Recovery Officer shall also mention such valuation in the proclamation.
- (4) The Recovery Officer may reduce, by passing a speaking order, the reserve price, if the sale of the property is not held owing to higher valuation. Such revision shall be on the basis of realizable value and attending circumstances:

Provided that no such revision shall be done without giving an opportunity to the Certificate Debtor to bring the purchaser for the reserve price fixed earlier.

- (5) The Recovery Officer may further reduce, by a speaking order, the revised reserve price if the sale of the property is not effected owing to higher valuation. Such revision shall be on the basis of distress value and attending circumstances:

Provided that no such revision shall be done without affording an opportunity to the Certificate Debtor to bring the purchaser for the reserve price fixed earlier.

(6) *Kabja Pavti* (Possession Receipt) shall be in ***Form 63***.

63. REGISTERS TO BE MAINTAINED BY THE RECOVERY WING :-

- (1) Register of Recovery Proceeding in ***Form 49***.
- (2) Register of attached and sold Moveable and Immovable Property in ***Form 64***.
- (3) Register of Warrant of Attachment maintained by the Recovery Inspector in ***Form 65***.
- (4) Register of Stay of Recovery Proceeding in ***Form 66***.
- (5) Register of Disposed Recovery Proceedings in ***Form 67***.
- (6) Register of Amounts recovered in Recovery Proceeding in ***Form 68***.

CHAPTER – XVIII

ESTABLISHMENT

64. GENERAL :-

- (1) The Registrar shall, with the previous approval of the Presiding Officer, assign duties to the officials on the establishment of the Tribunal.
- (2) The Registrar shall be in-charge of the administrative work. He shall make himself fully familiar with the

work in the office and ensure that all the registers, diaries and other books are properly maintained. He shall exercise effective supervision over the work of the staff. He shall ensure that all books, records, forms and stationery are properly kept. It is also his duty to ensure that the premises of the Tribunal are kept neat and tidy.

- (3) The Registrar shall ensure punctual attendance of all the official and prompt and regular transaction of all officials business.
- (4) The Presiding Officer shall exercise general superintendence over the officers and employees of the Tribunal.

65. DRESS :-

- (1) The Presiding officer shall wear Black Coat, White Shirt, Black Pant and Black Tie OR Black Coat, White Shirt, Blank Pant, White Band with Black Gown.
- (2) The female Presiding Officer shall wear White Saree, White Kurta or White Shirt and Whit Band or Black Coat, White Shirt, White Band with Black Gown.
- (3) The Registrar, the Assistant Registrar and the Recovery Officer shall wear Black Coat, White Shirt, Blank Pant and Black Tie.

CHAPTER – XIX

OATHS AND AFFIDAVITS

- 66.** (1) The Presiding Officer may authorise the Registrar or the Assistant Registrar or the Section Officer or any other official to administer oath for the purpose of affidavits to be filed before any Tribunal.

- (2) The Affidavits sworn in before the Authorized Officer of any Tribunal or any Court or Notary Public shall be accepted by the Tribunal.
- (3) Every Affidavit shall be drawn up in the first person. The occupation, nationality and the place of abode of every person making an affidavit shall be mentioned therein.
- (4) In every Affidavit made by two or more affiants, the names of the persons making the Affidavit shall be maintained in the *Jurat*, except that if the Affidavit of all the deponents is sworn at one time before the same officer, it shall be sufficient to state that it was by oath or all of the 'above named deponents'. *Jurat* shall be in **Form 69**.
- (5) The Officer authorized to administer oath shall satisfy himself as to the identity of the affiant who shall be either known to the Officer personally or identified before him by a person whom he personally knows. The Officer administering the oath shall certify the manner in which the identification is made.
- (6) The Officer administering the oath shall satisfy himself that the affiant knows the language in which the affidavit is to be made. If the language is not known or understood by the affiant, the Officer administering the oath or affirmation shall, where the party is represented by a lawyer require the said lawyer to certify in writing below the affidavit that the contents of the affidavit have been interpreted to the affiant in a language known to him and that the affiant has fully understood the same.
- (7) The name of the Tribunal with the number of the proceeding in which the affidavit is to be filed shall

be mentioned in the title of the affidavit with the description of the parties in brief.

- (8) Every affidavit containing statement of facts shall be divided into paragraphs and such paragraphs shall be numbered consecutively.
- (9) The affiant shall specify the paragraphs or portion of his affidavit, which pertain to his knowledge and the paragraphs or portions pertaining to his belief, stating the grounds of such belief.
- (10) The officer authorized to administer an oath or affirmation shall state at the foot of the affidavit the place where he has administered the oath or affirmation in the event of the same being administered elsewhere than in the place of the Tribunal.
- (11) No affidavit shall be filed in the Tribunal unless properly endorsed, giving the names of the deponents, the date on which it is sworn, and stating by whom or on whose behalf it is filed.
- (12) No affidavit having interlineation, alteration, substitution or erasure shall, without the leave of the Tribunal be read or made use of in any matter pending in the Tribunal, unless the interlineation, alteration, substitution or the erasure is authenticated by initials of the Officer before whom the affidavit is sworn.
- (13) Where an affidavit is sworn in by any person, who appears to the officer administering the oath or affirmation to be blind, the officer shall certify at the foot of the affidavit that the affidavit was read over and / or explained in his presence to the affiant, that the affiant understood it, and that the affiant subscribed his signature or mark in the presence of

the Officer. No such affidavit shall be used in evidence in the absence of this certificate, unless the Tribunal is otherwise satisfied that the affidavit was read over to or explained and appeared to be understood by the affiant.

- (14) Where any document referred to in the affidavit is in the language, which is not known to the affiant, the officer administering oath shall interpret or get the document interpreted through interpreter. The person interpreting the document shall certify below the document that its contents have been interpreted to the affiant in a language known to him.

CHAPTER - XX

LIBRARY

67. LIBRARY OF THE TRIBUNAL:-

- (1) The library shall be for the exclusive use of the Tribunal. The Officers and the staff of the Tribunal may have access to the books on requisition. It shall be open to the Members of the Bar to have their own library, if they so desire.
- (2) The books / journals and C.Ds in the Library shall be kept under the charge of the Private Secretary or Stenographer or any other official nominated by the Presiding Officer.

68. REGISTER FOR LIBRARY:-

- (1) Every book or journal purchased or received by the Tribunal shall be entered in the Register by the person In-charge of the Library. The Compact Disk or in any other electronic form shall be entered in the Register in *Form 70*. The

Register of books and journals of the Library shall be in **Form 71**.

- (2) The Registrar of the Tribunal shall initial all entries in the Register of Compact Disk / Books and Journals immediately after the entries are made.
- (3) The Library In-charge shall -
 - (a) stamp the seal of the Tribunal on the Title page, on 10th, 100th and thereafter at every 100th page of each book or journal;
 - (b) affix on the lower portion of the spine (back) of the book a label mentioning its serial number;
 - (c) affix on the inside of the cover of every book a label / stamp in **Form 72**;
 - (d) check the Register quarterly and submit a Report to the Registrar;
 - (e) report the loss of any book, journal or CD to the Registrar as soon as it is noticed.
- (4) Where loss of any book, journal or CD is reported, the Registrar shall fix the responsibility and take necessary action with the approval of the Presiding Officer.
- (5) The Registrar shall take annual inspection of the library books, journals and CDs. If loss of any book, journal or CD is noticed during such inspection, the same shall be reported to the Presiding Officer forthwith.
- (6) All letters and correspondences relating to the books or CDs shall be kept in the Library File.
- (7) The Law Journals and the Reports shall be regularly bound as soon as the volumes are complete and Index is received.

- (8) No book or Compact Disk shall be removed from the Library of the Tribunal except by the Presiding Officer or the Registrar who shall give a receipt to the Library In-charge.
- (9) The disposal of obsolete books or CDs shall be done every two years with the prior approval of the Presiding Officer.

CHAPTER - XXI

ACCOUNTS

69. OPENEING AND MAINTENANCE OF ACCOUNT:-

- (1) The Presiding Officer shall nominate the Drawing and Disbursing Officer (DDO) of the Tribunal.
- (2) The Government Account (Collection Account) and Administrative / Expenditure Account (DDO Account) shall be opened in the State Bank of India.
- (3) The following Accounts shall be opened and maintained in a nationalized bank as per direction of the Presiding Officer:
 - (a) Account for amounts deposited by the parties; (Suspense Account / Cost Account),
 - (b) Account for Amounts received by the Recovery Officer (R.O's Account)
- (4) The Accounts shall be meticulously maintained and the alterations of figures is prohibited. The rectification must be made by encircling the wrong figure, writing the correct one above it and initialing the correction in red-ink.

70. GOVERNMENT ACCOUNT:-

The amount of copying fees, costs, sale of the Tender Forms / books, Poundage fees and any other amount as directed by the Tribunal to be confiscated to the Government, shall be credited to this Account. The DDO shall ensure that such amounts are remitted by the next working day. This account shall be in the name of the Registrar, Debts Recovery Tribunal.

71. ACCOUNT FOR AMOUNTS DEPOSITED BY THE PARTIES:-

The amount received towards charges of the Handwriting Expert, amount deposited by the parties towards Witness Bhatta and any other amount as directed by the Tribunal be deposited in this Account. This Account shall be in the name of the Registrar of the Tribunal.

72. ACCOUNT FOR AMOUNT RECEIVED BY THE RECOVERY OFFICER:-

The amount received by the Recovery Officer in connection with the sale of property, amount deposited by the Certificate Debtor towards Recovery Certificate and earnest money of the bidders and any other amount as directed by the Recovery Officer shall be deposited in this Account. This Account shall be in the name of the Recovery Officer of the Debts Recovery Tribunal and shall be jointly operated by any two Officers from amongst the Registrar, the Recovery Officer, the Assistant Registrar or the Section Officer as may be nominated by the Presiding Officer.

73. ADMINISTRATIVE / EXPENDITURE ACCOUNT:-

The Demand Drafts received against salary of the staff of the Tribunal, contingent amount in the name of DDO / Presiding Officer, shall be deposited in this account

for encashment, utilization and disbursement. This account shall be in the name of Registrar, Debts Recovery Tribunal.

74. CASH BOOK:-

- (1) The Cash Book for receipt and expenditure of the amount towards salaries, advances, contingencies and miscellaneous amounts shall be maintained in **Form 73**.
- (2) The Cash Book shall be closed at the end of every working day. The DDO shall verify the total of the Cash Book and put his initial certifying its correctness. The closing entry shall specify particulars of the balance in **Form 74**.
- (3) The Registrar shall physically verify the closing balance of the cash and make an endorsement at the end of each month in **Form 75**. In case the verification of cash balance is not possible on the last working day of a month on account of disbursement of monthly salary and allowances, it shall be done on the first working day of the next month before making any transaction on that day.
- (4) The Registrar shall take surprise check of the cash once in a month and record the certificate to that effect.
- (5) All cash transactions shall be entered in the Cash Book and attested by the DDO.
- (6) The amount kept in hand by the Accountant towards salary shall be entered in the Cash Book.
- (7) The Registrar shall verify the cash balance in the Cash Book and record a signed and dated certificate to that effect at the end of each month. In case of any discrepancy, the instructions contained in Chapter IV of the General Financial Rules, 2005, shall be followed.

**75. POWERS OF DRAWING AND DISBURSING OFFICER /
HEAD OF THE OFFICE:-**

- (1) The Head of the Office / DDO is empowered to incur contingent expenditure as per Schedule V of the Delegations of Financial Powers Rules.
- (2) The Head of the Office / DDO is empowered to incur miscellaneous expenditure as per Schedule VI of the Delegations of Financial Powers Rules.
- (3) The Lower Division Clerk / Upper Division Clerk shall maintain register in **Form 76** disclosing the I.P.O. received during the course at every working day. The closing of the Register shall be at the end of every working day under the signature of Registrar or any other officer authorized by him in this behalf.

**76. MAINTENANCE OF REGISTERS FOR ACCOUNTS
AND ADMINISTRATION:-**

- (1) The Tribunal shall maintain the following:
 - (a) Acquaintance Roll in **Form 77**.
 - (b) Undisbursed Pay and Allowance Register in **Form 78**.
 - (c) Children Education Assistance Register in **Form 79**.
 - (d) Conveyance Register in **Form 80**.
 - (e) Contingency Register in **Form 81**.
 - (f) Cheque Issued Register in **Form 82**.
 - (g) Daily Wages Register in **Form 83**.
 - (h) Dead Stock Register in **Form 84**.

- (i) Grant Register in **Form 85**.
- (j) Increment Register in **Form 86**.
- (k) Inward Register in **Form 87**.
- (l) Leave Travel Concession or Travelling Allowance Register in **Form 88**.
- (m) Outward Register in **Form 89**.
- (n) Over Time Allowance Register in **Form 90**.
- (o) Pay bill Register in **Form 91**.
- (p) Postage Stamp Register in **Form 92**.
- (q) Reimbursement of Medical Claim Register in **Form 93**.
- (r) Log Book of Staff Car in **Form 94**.
- (s) Staff Car Maintenance Register in **Form 95**.
- (t) Stationery Stock and Issue Register in **Form 96**.
- (u) Telephone Bill Register in **Form 97**.
- (v) Valuables Register in **Form 98**.

(2) The concerned officials of the respective branch shall maintain said the Registers on regular basis.

CHAPTER - XXII**MISCELLANEOUS****77. WRITS:-**

- (1) The Tribunal shall take entry of the Writ, stay received from the Supreme Court, the High Court, and the Debts Recovery Appellate Tribunal in the Register in **Form 99**.
- (2) The Writ shall be complied immediately and the Registrar shall supervise the compliance.

78. COMPROMISE / WITHDRAWAL:-

The parties while submitting an application / Pursis for Compromise or Withdrawal shall specify the amount for which the matter has been settled.

79. STAY REGISTER:-

Any matter stayed by operation of law shall be recorded in the Register in **Form 100**.

80. GARNISHEE:-

A Notice to the *Garnishee* shall be in **Form 101**.

81. SENDING COPY OF RECOVERY CERTIFICATE TO OTHER TRIBUNAL:-

The copy of Recovery Certificate for execution to other Tribunal where the property is situated within the territorial jurisdiction of such Tribunal shall be sent in **Form 102**.

82. DISPOSAL REGISTER:-

The Court Master shall maintain Disposal Register in *Form 103*.

83. MISCELLANEOUS APPLICATION FOR RECOVERY CERTIFICATE ON THE BASIS OF DECREE OR ORDER / AWARD OF THE CIVIL COURT / COMPETENT AUTHORITY-

- (1) Where a decree or order or award has not been executed, application for issuance of Recovery Certificate shall be accompanied by Vakalatnama, Memo of Address and List of Documents containing, *inter alia*, certified copy of the decree or order or award, certified copy of the Plaint and other relevant documents. The Recovery Certificate may be issued after hearing the parties.
- (2) The Miscellaneous Application for issuance of the Recovery Certificate on the basis of the unexecuted Decree or Order passed by the Court of reciprocating territory shall be accompanied by Vakalatnama, Memo of Address, List of Documents containing, *inter alia*, certified copy of the decree or the order or the award, the Notification of reciprocating territory and other relevant documents. The Recovery Certificate may be issued after hearing the parties.

84. REPEAL AND SAVING:-

- (1) Debts Recovery Tribunals, Maharashtra and Goa Regulations of Practice, 2003 and the Debts Recovery Tribunal, Ahmedabad, Regulations of Practice, 2005 are hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action under said regulations shall be deemed to have been done or taken under the corresponding provision of these Regulations.

**FORMS AND REGISTERS FOR
DEBTS RECOVERY TRIBUNAL**

Form	Description	Page No.
	Index of Documents	
	Vakalatnama	
	Undertaking to be submitted by Advocate for filing Vakalatnama	
	Address Memo	
	Lodging Register	
	Scrutiny Report	
	Register of return or retransfer of proceedings to other Courts / High Court / Other Tribunal	
	<i>Roznama</i>	
	Register Original Application	
	Review Application Register	
	Miscellaneous Application Register	
	Register of Appeal	
	Register of Application under SARFAESI Act.	
	Cause List for P.O. / Registrar / R.O.	
	Form of Summons in O.A.	
	Form of Summons in S.A.	
	Form of Notice in O.A. / M.A. / R.A. / R.P. / S.A.	
	Form of Show Cause Notice	
	Form of Notice in Appeal	

	Witness Summons for Cross-examination	
	Witness Summons for Production of documents	
	Summons by Paper Publication	
	Application for inspection of documents	
	Register of inspection of documents / proceedings	
	Application for return of documents / records	
	Form of Deposition	
	Form of Register of receipt & payment of expenses (Witness Bhatta)	
	Endorsement on admission of document	
	Form of Attendance Certificate	
	Form of Recovery Certificate	
	Form of Memo of Cost / Bill of Cost	
	Application for issue of Recovery Certificate u/s. 31-A	
	Form of Index appeared on Record & Proceedings after disposal (Docket sheet)	
	Register of showing records sent to Record Room	
	Label on bundle of disposed matters	
	Form of order of appointment of Receiver	
	Form on Receiver Register	
	Form of Deed of Indemnity	
	Form of Appeal Memo	
	Form of application for certified copy	
	Form of Register of Application for Certified	

	Copies	
	Form of endorsement of application and certified copy	
	Form of Statement of certificate copies	
	Register of Recovery Proceedings	
	Form of Demand Notice	
	Form of attachment warrant of movable property	
	Form of attachment warrant of immovable property	
	Bond to be furnished by Certificate Debtor to continue the live stock in possession	
	Notice to show cause why warrant of arrest should not be issued	
	Warrant of arrest in execution	
	Register of Transferred and Receipt of Recovery Certificate for execution	
	Terms and Conditions of the sale of property	
	Form of sale certificate	
	Form of <i>Kabja Pavti</i> (Possession receipt)	
	Register of Movable attached and sold	
	Register of immovable attached and sold	
	Register of warranty of attachment to be maintained by Recovery Inspector	
	Register of stay of Recovery Proceedings	
	Register for disposed of Recovery Proceeding	

	Register of Recovery Officer's account	
	Register of sale certificate issued	
	Form of <i>Jurat</i> (Certificate)	
	Register of Compact Disks	
	Register of Library Books	
	Stamp/label to be affixed on Library book	
	Register of Cash book	
	Closing endorsement of cash book	
	Endorsement in respect of physical verification by Registrar	
	Register of I.P.O. received in the Tribunal	
	Acquaintance roll	
	Advance Register & Recoveries register	
	Children's education assistance to restore - tuition fees Register	
	Conveyance Register	
	Contingency Register	
	Cheque issued Register	
	Daily wages Register	
	Dead stock Register	
	Grant Register	
	Increment Register	
	Inward Register	
	Leave Travel concession or travelling allowance Register	

	Outward Register	
	Overtime Allowance Register	
	Pay bill Register	
	Postage stamp Register	
	Medical claim Register	
	Staff car history Register	
	Stationery stock and issue Register	
	Telephone rent & Local Call Register	
	Register of Writs	
	Stay register	
	Form of notice to garnishee	
	Register showing position of Disposal matters	

**BEFORE THE DEBTS RECOVERY TRIBUNAL / RECOVERY OFFICER,
DRT, _____**

O.A. / M.A. / APPEAL / R.A. / S.A. / R.P. NO. _____ OF 20 _____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Opponent(s) / Respondent(s) /
Certificate Debtor(s)

INDEX OF DOCUMENTS

Sl. No.	Exhibit No.	Name of the Document	Page No.
1	2	3	4

**BEFORE THE DEBTS RECOVERY TRIBUNAL / RECOVERY OFFICER,
DRT, _____**

O.A. / M.A. / APPEAL / R.A. / S.A. / R.P. NO. _____ OF 20 _____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Opponent(s) /
Respondent(s) / Certificate Debtor(s)

VAKALATNAMA

I/We, the Applicant(s) / Appellant(s) / Defendant(s) / Respondent(s) / Opponent(s) above named, do hereby appoint Advocate to act, appear, plead or compromise on my / our behalf in the above proceeding.

In witness whereof, I / we have set and subscribe my / our / hand(s) to this writing at

This day of 20 .

[Signature of the Applicant(s) / Appellant(s) /
Defendant(s) / Respondent(s) / Opponent(s) /
Certificate Holder(s) / Certificate Debtor(s)]

Signature of the Advocate with complete
address & Telephone Number

IPO/DD No.	
------------	--

N.B.- strike out whichever is inapplicable.

I am / We are not a Member / Members of the Welfare Fund. Therefore stamp / stamps of
Rs.10/- is / are not affixed, herewith.

Form 3
[Regulation 8 (2)]

**BEFORE THE DEBTS RECOVERY TRIBUNAL / RECOVERY OFFICER,
DRT, _____**

O.A./ M.A. / APPEAL / R.A. / R.P. / S.A. NO. _____ OF _____.

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Certificate Debtor(s)/ Opponent(s)

MEMO OF UNDERTAKING

I, Smt. / Kum. / Ms. / Shri. _____, Advocate instructed by M/s.
_____, on instructions, appear before the Tribunal / Recovery Officer on behalf
of Smt. / Kum. / Ms. / Shri. _____ to O.A. / M.A. / APPEAL / R.A. / S.A.
/ R.P. No. _____ and I hereby undertake to file the Vakalatnama on the next date.

Signature:

Name:

Place :

Date :

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A./M.A. / APPEAL / R.A. / S.A. NO. _____ OF. _____.

_____ .. Applicant(s) / Appellant(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /Opponent(s)

MEMO OF ADDRESS

To,

The Registrar,
Debts Recovery Tribunal

_____.

Sir / Madam,

Please enter my appearance in the above matter.

My address and e-mail address for service is as under :-

I undertake to communicate change of address, if any.

This _____ day of _____.

Signature of the
Applicant(s) / Appellant(s) /
Defendant(s) / Respondent(s)

DEBTS RECOVERY TRIBUNAL, _____

LODGING REGISTER

Date of Receipt	Lodging No.	Name of Party & Advocate	O.A. No.	M.A. No.
1.	2.	3.	4.	5.

Review Application No.	Appeal No.	S.A. No.	Amount involved	Amount of fees	Remarks
6.	7.	8.	9.	10.	11

Form 6
[Regulation 10 (1)]

DEBTS RECOVERY TRIBUNAL, _____

SCRUTINY REPORT

Original Application	Miscellaneous Application	Review Application	Appeal	Securitisation Application
1	2	3	4	5

(Part-A)

1. Lodging No. _____
2. Date of Presentation _____
3. Presented By _____
4. Whether newly instituted or transferred _____
If transferred:-
(a) The name of the Transferring Court _____
(b) Number of the case in the Transferring Court _____
(c) Date of Receipt in the Tribunal _____

(Part-B)

1. a) Whether the O.A. / M.A. / R.A. / Appeal / S.A. is in the prescribed form Yes / No
- b) Whether addition / correction in the application has been initialed by the party Yes / No
- c) Total Number of Set(s) in Paper Book
2. a) Whether the addresses of the parties are given in the Cause Title or not Yes / No
- b) Whether the Municipal Ward Number is mentioned in the title or Para Number 3, if applicable. Yes / No

3. a) Whether the Application / Appeal is signed & verified Yes / No
- b) Whether the Application / Appeal & Annexure(s) is signed and authenticated Yes / No
- c) Whether date of filing is mentioned on Application, Vakalatnama, etc. Yes / No
- d) Whether Memo of address of the Applicant is furnished Yes / No
4. Language of Application (If not in Hindi or English, whether true translation in Hindi or English is enclosed) English / Hindi
5. a) Whether Vakalatnama / Authorisation letter has been filed Yes / No
- b) Whether Power of Attorney / authorisation for filing the Application / Appeal has been filed. Yes / No
6. Whether the Application / Appeal is within limitation. If not, Whether application for condonation of delay is filed Yes / No
7. a) Whether the Index and List of documents has been signed Yes / No
- b) Whether pagination has been properly done Yes / No
8. a) Whether all the copies of documents have been filed Yes / No
- b) Whether all the Annexures as per list of documents are made available on record Yes / No
- c) Whether certified copy of Judgment & Decree has been filed Yes / No
- d) Whether the certified / Free true copy of the order on which M.A. / Review / Appeal preferred is filed Yes / No
9. a) Whether copy of statement of accounts with requisite certificate annexed to O.A. Yes / No
- b) Amount of claim Rs. _____
10. a) Application fee paid by Demand Draft or IPO (Check the number, Name of Bank / Post Office, Date, Amount) DD/PO/MC/BC/IPO No. ____ Dt. ____ for _____ Rs. _____
- b) Whether prescribed fee is paid Yes / No
- c) Whether particulars of fees paid is mentioned Yes / No

11. Relief Sought Para _____
12. a) Whether any interim relief is claimed. If yes, whether fee paid Para _____
Yes / No
- b) Whether affidavit in support of interim relief is filed Yes / No
13. Whether adequate number of File sized envelopes, with complete addresses of all the defendants have been filed Yes / No
14. Whether all documents are on full scape Paper- Yes / No
- a) If not, whether pasted / affixed on full scape paper with signature of the party submitting the application Yes / No
- b) Whether legible copies of documents filed Yes / No
15. Whether any document is torn / mutilated. If yes, the description thereof Yes / No

(Signature of Checking Asstt./UDC/LDC)

(Signature of Registrar)

Dated :-

Comply the objection No. Sl. No. _____ on or before _____

(Signature of Registrar)

Form 7
[Regulation 13]

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF TRANSFER OR RETURN
OF THE APPLICATIONS

Sl. No.	Lodging Number / Original Application No.	Date of presentation of the Application	Name of the Applicant with description
1	2	3	4

Name of the Defendant with description	Reasons for transfer / return / declining registration	Date of order	Date of transfer / return of record & proceedings
5	6	7	8

Form 8
[Regulation 14]

**BEFORE THE DEBTS RECOVERY TRIBUNAL / RECOVERY OFFICER,
DRT, _____**

ROZNAMA

O.A. / M.A. / R.A. / APPEAL / S.A. / R.P. NO. _____ OF 20 _____

Date on which the matter is placed on board	Classification of document	Number of Exhibit	Summary of the Proceeding	Date to which the matter is adjourned
1	2	3	4	5

Form 9
[Regulation 15 (1) (a)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF ORIGINAL APPLICATIONS

Sl. No.	Date of presentation and Lodging Number	Number of O.A. & Date of Registration	Applicant's name with complete address	Defendant's name with complete address
1	2	3	4	5

Relief sought	Final Order in brief with Date	Date of issuance of Recovery Certificate	Restoration / Review Application, if any, Number and date of order
6	7	8	9

Appeal Number, if any, and order thereof with Date	Recovery Certificate / Proceeding Number	Order of the R.O. in R.P.	Remarks
10	11	12	13

Form 10
[Regulation 15 (1) (b)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF APPEALS

Sl. No.	Date of presentation & Lodging Number	Appeal Number and Date of Registration	O.A./R.P./Lodging Number in which Appeal preferred
1	2	3	4

Name of the Appellant with complete address	Name of the Respondent with complete address	Subject matter in brief	Order with date	Remarks
5	6	7	8	9

Form 11
[Regulation 15 (1) (c)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF SECURITISATION APPLICATIONS

Sl. No.	Date of presentation & Lodging Number	Application Number and Date of Registration	Name of the Applicant with complete address
1	2	3	4

Name of the Respondent with complete address	Relief sought	Order with date	Appeal Number, if any, and date of result	Remarks
5	6	7	8	9

Form 12
[Regulation 10 (1) (d)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF REVIEW APPLICATIONS

Sl. No.	Date of presentation & Lodging Number	Number of Review Application & Date of Registration	Name of Applicant with complete address	Name of the Respondent with complete address	Order under Review and Case Number	Order with date	Remarks
1	2	3	4	5	6	7	8

Form 13
[Regulation 15 (1) (e)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF MISCELLANEOUS APPLICATIONS

Sl. No.	Date of presentation & Lodging Number	Miscellaneous Application Number and Date of Registration	Proceeding Number M.A. is filed
1	2	3	4

Name of the Applicant with	Name of the Respondent with	Relief	Order with	Remarks
----------------------------	-----------------------------	--------	------------	---------

complete address	complete address	sought	date	
5	6	7	8	9

Form 14
[Regulation 15 (1) (f)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF INTERLUCUTOARY APPLICATIONS

Sl. No.	I.A. No. with date	Name of the Applicant with complete address	Name of the Respondent with complete address	Relief Sought	Order with date	Remarks
1	2	3	4	5	6	7

Form 15
[Regulation 17]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

CAUSE LIST BEFORE THE HON'BLE PRESIDING OFFICER / THE REGISTRAR / THE RECOVERY OFFICER, DEBTS RECOVERY TRIBUNAL, _____

Sl.No.	O.A. / M.A. / R.A. / APPEAL / S.A. / R.P. Number	Name of the Applicant / Appellant / C.H. and the Advocate	Name of the Defendant / Respondent / C.D. and Advocate	Stage	Next Date
1	2	3	4	5	6

Form 16
[Regulation 18 (1) (a)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

ORIGINAL APPLICATION NO. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ .. Defendant(s)

SUMMONS

WHEREAS the Applicant has instituted an application under section 19 of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 against you for the recovery of the sum mentioned therein together with future interest and other reliefs, you are hereby summoned to appear and file the written statement before this Tribunal at 10.30 a.m. or at such time immediately thereafter as per convenience of the Tribunal on _____, to answer the claim.

2. You are hereby required to appear in person or through an Advocate on the aforesaid date, time and place.

3. In case you intend to file any document, the same may be filed alongwith the List and the Written Statement.

4. You shall file your registered address and a Memo of appearance at the time of appearance before the Tribunal either in person or through an Advocate.

5. Take notice that in default of your appearance on the day mentioned hereinabove, the proceedings shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this ____ day of _____, 20__at_____.

Seal of
the
Tribunal

Signature of the Registrar

* Strike out whichever is inapplicable.

Form 17
[Regulation 19 (1) (b)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

SECURITRIZATION APPLICATION NO. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ .. Respondent(s)

SUMMONS

WHEREAS the Applicant has instituted an application sub-section (1) of Section 17 of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 against you challenging the measures sub-section (4) of Section 13 of the said Act, you are hereby summoned to appear and file reply before this Tribunal at 10.30 a.m., or at such time immediately thereafter as per convenience of the Tribunal on _____ to answer the application.

- 2. A copy of the application is enclosed herewith. *The copies of the Annexures are also enclosed / You are directed to collect the Annexures on or before appearance before the Tribunal.
- 3. You are hereby required to appear in person or through an Advocate on the aforesaid date, time and place.
- 4. In case you intend to file any document, the same may be filed alongwith the List and reply.
- 5. You shall file your registered address and a Memo of appearance at the time of appearance before the Tribunal either in person or through an Advocate.
- 6. Take notice that in default of your appearance on the day mentioned hereinabove, the proceedings shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this ____ day of _____, 20__at_____.

Seal of
the
Tribunal

Signature of the Registrar

* Strike out whichever is inapplicable.

Form 18
[Regulation 19 (1) (C)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

M.A. / R.A. NO. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ ..Respondent / Opponent(s)

NOTICE

WHEREAS the abovenamed Applicant has filed an Application under Recovery of Debts Due to Banks and Financial Institutions Act, 1993.

- 2. Take notice that the said Application (copy enclosed) shall be taken up for hearing by the Tribunal at 10.30 a.m. or at such time immediately thereafter as per convenience of the Tribunal on _____.

- 3. You are hereby required to appear in person or through an Advocate at the aforesaid date, time and place.
- 4. Take notice that in default of your appearance, the application shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this ____ day of _____, 20__at_____.

Seal of
the
Tribunal

Signature of the Registrar

Form 19
[Regulation 19 (1) (d)]

**BEFORE THE DEBTS RECOVERY TRIBUNAL / THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

O.A./ M.A. / APPEAL / R.A. / S.A. / R. P. NO. _____ OF 20 _____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Opponent(s) /
Certificate Debtor(s)

SHOW CAUSE NOTICE

WHEREAS in the above proceedings the Applicant / Appellant / Certificate Holder has prayed for interim reliefs (copy enclosed). This Notice is given to you to show cause as to why the relief(s) prayed for shall not be granted and / or confirmed.

- 2. Take notice that the said Application shall be taken up for hearing by the Tribunal at 10.30 a.m. or at such time immediately thereafter as per convenience of the Tribunal on _____.
- 3. You are hereby required to appear in person or through Advocate on the aforesaid date, time and place.
- 4. Take notice that in default of your appearance on the day mentioned hereinabove, the proceedings shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__at_____.

Seal of
the
Tribunal

Signature of the Registrar

Form 20
[Regulation 19 (1) (e)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

APPEAL NO. _____ OF _____

_____ .. Appellant(s)

VERSUS

_____ .. Respondent(s)

NOTICE

WHEREAS the abovenamed Appellant has preferred an appeal under Recovery of Debts Due to Banks and Financial Institutions Act, 1993 against the order passed by the Registrar / the Recovery Officer in Lodging No. ___of___ / R.P. No. ___of___.

2. Take notice that the said appeal (copy enclosed) shall be taken up for hearing by the Tribunal at 10.30 a.m. or at such time immediately thereafter as per the convenience of the Tribunal on _____.

3. You are hereby required to appear in person or through an Advocate on the aforesaid date, time and place.

4. Take notice that in default of your appearance on the day mentioned hereinabove, the proceedings shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__at_____.

Seal of
the
Tribunal

Signature of the Registrar

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A. / M.A. / S.A. NO. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ .. Defendant(s) / Opponent(s)

WITNESS SUMMONS FOR EVIDENCE

WHEREAS the Hon'ble Presiding Officer has passed an Order below Exh. ___ in O.A./M.A./S.A. No. ___ of ___ requiring your evidence / cross-examination, you are, therefore, directed to remain present in the Tribunal on _____ at 10.30 a.m.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Signature of the Registrar

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A. / M.A. / S.A. NO. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ .. Defendant(s) / Opponent(s) /
Respondent(s)

WITNESS SUMMONS FOR PRODUCTION OF DOCUMENTS

WHEREAS the Hon'ble Presiding Officer has passed an Order below Exh. ___ in O.A./M.A./S.A. No. ___ of ___ requiring production of the documents, you are, therefore,

directed to produce or cause to be produced in the Tribunal on _____ at 10.30 a.m. the following documents :

The nature and description of document to be produced:

- 1.
- 2.
- 3.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Signature of the Registrar

Form 23
[Regulation 20 (3)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A./M.A. / APPEAL / R.A. / S.A. NO. _____ OF 20_____

_____ .. Applicant(s) / Appellant(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Opponent(s)

SUMMONS

WHEREAS the above named applicant / appellant has filed the above referred application / appeal in this Tribunal.

2. WHEREAS the service of Summons / Notice could not be effected in the ordinary manner and whereas the application for substituted service has been allowed by this Tribunal.

3. You are directed to appear before this Tribunal in person or through an Advocate and file Written Statement / Say on _____ at 10.30 a.m. and show cause as to why reliefs prayed for should not be granted.

4. Take notice that in case of default, the Application / Appeal shall be heard and decided in your absence.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__.

Seal of
the
Tribunal

Signature of the Registrar

Form 24
[Regulation 24 (1)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A./ M.A. / APPEAL / R.A. / S.A. / R.P. NO. _____ OF 20 _____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Certificate Debtor(s)/ Opponent(s)

APPLICATION FOR INSPECTION OF DOCUMENTS / RECORD

I hereby apply for permission to inspect the documents / records, the details of which are as follows:-

1. Name and address of the person :
seeking Inspection
2. Whether he is party to the proceeding :
3. Details of the records / documents :
sought to be inspected
4. Reason for seeking the inspection :
5. Date and time of the inspection :
Sought
6. Details of DD / IPO :

Place :

Date :

Signature of the Applicant
or his advocate on record

Note: If the Applicant is not a party to the proceeding, the Application shall be supported by an affidavit, inter-alia, disclosing reasons for such inspection.

Form 25
[Regulation 24 (8)]

DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF INSPECTION OF DOCUMENTS / RECORDS

Sl. No.	Proceeding Number	Amount of Fees	Date and time of the inspection	Name of the person taking inspection	Name of the officer before whom inspection is taken	Signature of the person taking inspection
1	2	3	4	5	6	7

Form 26
[Regulation 25 (1)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A./M.A. / APPEAL / R.A. / S.A. / R.P. NO. _____ OF 20____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Opponent(s) /Certificate Debtor(s)

APPLICATION FOR RETURN OF DOCUMENTS / RECORDS

I apply for return of the following document / record filed in the above pending / disposed of proceeding on behalf of the Applicant / Appellant / Defendant / Respondent.

Sl. No.	Particulars of Document / record	Exhibit No.

--	--	--

I hereby undertake to produce the aforesaid document before the Tribunal as and when so directed.

Place :

Date : Signature of the Party / Advocate

Form 27
[Regulation 30]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A./ M.A. / R.A. / S.A. NO. _____ OF 20_____.

_____ .. Applicant(s) / Appellant(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Opponent(s)

AW / DW / OW / RW / TW

Exh. No. _____

DEPOSITION OF WITNESS

I hereby state on oath / solemnly affirm that

Name :

Father's / Husband's Name :

Age :

Occupation :

Address :

Examination in chief by _____

Cross-examination by _____

Re-examination, if any, by _____

Date : Read Over and Admitted to be Correct

Place :

Signature of the Presiding Officer / Commissioner

Form 28
[Regulation 33]

THE DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF RECEIPT AND PAYMENT OF EXPENSES TO WITNESS

(Witness Bhatta)

Sl. No.	Name of the witness	Proceeding Number and date of receipt	Amount received by Demand Draft / Pay Order.	Name of the person who paid the money and on whose behalf the payment is made
1	2	3	4	5

Date of payment	Amount paid	Signature of the recipient	Remarks
6	7	8	9

Form 29
[Regulation 34 (2)]

AN ENDORSEMENT ON ADMISSION OF DOCUMENT

O.A./S.A./M.A./R.A./Appeal No. _____

Exhibit No. _____

Tendered by _____

Admitted in evidence.

Presiding Officer

D.R.T. _____

Form 30
[Regulation 35]

DEBTS RECOVERY TRIBUNAL, _____
(Address)

CERTIFICATE OF ATTENDANCE

Certified that Mr. / Ms. _____ appeared before this Tribunal as a witness in O.A. / M.A. / S.A. _____ on behalf of the _____ on this _____ day of _____ to give evidence / to produce document and that he was

relieved at _____ on _____. He was paid / not paid T.A. and D.A. / Bhatta of Rs. _____.

Seal of
the
Tribunal

Signature of the Registrar

Form 31
[Regulation 37 (1)]

Exh. No. _____

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

RECOVERY CERTIFICATE
U/S 19 (22) / 31A OF THE RECOVERY OF DEBTS DUE TO BANK AND FINANCIAL
INSTITUTIONS ACT, 1993 / U/S 17 R/W SECTION 19 OF SECURITISATION AND
RECONSTRUCTION OF FINANCIAL ASSETS AND ENFORCEMENT OF SECURITY
INTEREST ACT, 2002

IN THE MATTER OF

Original Application / Miscellaneous Application / Securitisation Application
No. _____ OF 20 _____

_____ .. Applicant(s)

VERSUS

_____ .. Defendant(s)

This application coming on this day _____ for final disposal before the Hon'ble Presiding Officer, Debts Recovery Tribunal, _____. In the presence of Mr. / Ms. _____ Advocate for the Applicant Bank and Mr. / Ms. _____ Advocate for the Defendant, the following order is passed -

ORDER

It is certified that a sum of Rs. _____ (Rupees _____ only) with future interest @ _____ on the sum of Rs. _____ from the date of the Application i.e. from _____ till realisation of the said amount and also the costs of Rs. _____ (Rupees _____ only) is due to the Applicant hereinafter referred to as the Certificate Holder from the Defendant / Respondent hereinafter referred to as the Certificate Debtor No.1 _____ / No.2 _____ / Jointly and Severally

The Recovery Officer shall realise the amount as per this Certificate in the manner and mode prescribed under section 25 to 28 of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 from the above named Certificate Debtors.

It is directed that the aforesaid amount shall be realized by sale of following mortgaged and / or hypothecated properties:

- 1.
- 2.
- 3.

Given under my hand and the seal of the Tribunal on this _____ day of _____, 20__.

Seal of
the
Tribunal

Presiding Officer,
Debts Recovery Tribunal, _____

Form 32
[Regulation 37 (2)]

Exh. No. _____

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

BILL OF COSTS

IN THE MATTER OF

O.A. / M.A. / S.A. / R.A. / APPEAL NO. _____ OF 20 _____

_____ .. Applicant(s)

Versus

_____ .. Defendant(s) / Respondent(s)

Sl. No.	Description of Costs	Amount in Rupees
1	Amount determined	
2	Interest @ ___ p.a. with ___ rests from _____ to _____	
3	Fees on Application	
4	Process Fees including Publication Charges	
5	Advocate's Fees	
6	Commissioner / Receiver / Valuation Fees	
7	Security / Witness Charges	
8	Miscellaneous Expenses	
9	Total Costs	

Place :

Date :

Presiding Officer
Debts Recovery Tribunal, _____**Form 33**
[Regulation 37 (3)]**THE DEBTS RECOVERY TRIBUNAL, _____****REGISTER OF RECOVERY CERTIFICATE / PROCEEDING NUMBER**

R.P. No.	O.A. / M.A. / S.A. / R.A. / Appeal No.	Name of the Applicant / Appellant	Name of the Defendant / Respondent	Amount of the R.C.
1	2	3	4	5

The R.O. to whom assigned	Date of assignment of the Recovery Certificate	Remarks
6	7	8

Form 34
[Regulation 39 (1)]**Application under Section 31-A of the R.D.D.B.F.I. Act, 1993****BEFORE THE DEBTS RECOVERY TRIBUNAL, _____****M.A. NO. _____ OF 20 _____**

_____ .. Applicant

VERSUS

_____ .. Respondent

I. Particulars of the Applicant

- i) Name of the Applicant :
- ii) Address of the Registered office :
- iii) Address for service of Notice :

II. Particulars of the Respondent

- i) Name of the Respondent :

ii) Office address of the Respondent :

iii) Address for service of Notice :

III. Jurisdiction of the Tribunal :

The Applicant declares that the subject matter of the Application falls within the jurisdiction of the Tribunal.

IV. Limitation :

The Applicant further declares that the Application is within limitation prescribed in section 24 of the Recovery of Debts Due to Banks & Financial Institutions Act, 1993.

V. Facts of the case :

VI. Relief sought :

VII. Declaration that the matter is not pending in any Court / Tribunal :-

VIII. List of Enclosures :

Signature
(Applicant)

VERIFICATION

I _____ (name in capital letters) son / daughter / wife of _____ residing at _____ being the _____ (designation) of _____ (name of the Bank / Financial Institution), do hereby verify that the contents of Para I to VIII are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Signature
(Applicant)

Place :

Date :

To,

The Registrar,
Debts Recovery Tribunal,
_____.

Form 35
[Regulation 40 (1) (e)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____ /
THE RECOVERY OFFICER, DRT _____

O.A. / M.A. / APPEAL / R.A. / S.A. / R.P. NO. _____ OF 20 _____

_____ .. Applicant(s) / Appellant(s) /
Certificate Holder(s)

VERSUS

_____ .. Defendant(s) / Respondent(s) /
Certificate Debtor(s)/ Opponent(s)

INDEX

FILE A / B / C / D

Sl. No.	Description of Documents	Exhibit No.	Page Nos.
1	2	3	4

Form 36
[Regulation 41 (1)]

THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF THE DISPOSED OFF MATTERS

Sl. No.	Date of Disposal	Date of receipt	Nature and Number with year
1	2	3	4

File A / B / C / D contained in record forwarded	Name of the parties	Date of proceeding sent to Record Room	Remarks
5	6	7	8

Form 37
[Regulation 43 (5)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

LABEL ON BUNDLE OF DISPOSED MATTERS

Bundle No. _____

Disposal for the month of _____

No. of matters kept in bundle _____

Form 38
[Regulation 44 (1)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

Application No. :

Date of Issue :

Application for Empanelment as DRT Receivers *

01.	Name of the Applicant Company	
02.	Attach Memorandum of Association and Articles under Association of the company.	YES/NO
03.	Registered address of the company	
04.	Address for communication with Telephone, FAX, Mobile No.	
05.	TAN Number	
06.	Authorised Capital	
07.	Paid up Capital	
08.	Name, qualification and address of Directors	
09.	Contract person (s) with address, phone, mobile Nos.	
10.	Availability of services of professionals and experts (indicate whether they are in the employment of the company, if not how their services are made available with evidence in support). i) Advocates / Law Experts ii) Chartered Accounts iii) Engineers iv) Valuers v) Tax Consultants vi) Security Service vii) Others	
11.	Other infrastructure / resources (state in brief about office premises, locations, and other facilities).	
12.	Experience. Indicate the Courts / Tribunals which appointed you as Receiver –attach detailed profile separately.	

I, Mr./Ms..... s/o _____ aged _____ years, solemnly state and affirm that I am duly authorized by M/s., the company herein applying for Receivership, vide resolution dated passed by the company on (authenticated copy enclosed) to make this application and to give undertaking that in the event of the company being selected for empanelment as receiver, we shall furnish a standing Bank Guarantee favouring the Debts Recovery Tribunal, _____ collectively in the sum of Rs. _____ (Rupees _____ only) and also execute bond indemnifying the Tribunal(s) from any loss that may be caused to or sustained by any property that may be entrusted to our charge and custody as Receivers and shall duly complete all the acts as may be called upon to be done.

Signature :

Name :

Address :

Common Seal of the Company

* attach separate profile, if necessary

Form 39
[Regulation 44 (3)]

**BEFORE THE DEBTS RECOVERY TRIBUNAL / RECOVERY OFFICER,
DRT, _____**

Original Application / Recovery Proceeding No. _____ OF _____

ORDER APPOINTING THE RECEIVER

Exh. No. _____

To,

_____,
_____.

Whereas the Applicant Bank / Financial Institution has filed O.A. No. _____ in this Tribunal / R.P. No. _____ is pending and the Bank has sought order for appointment of RECEIVER vide Exh. _____ and whereas this Tribunal / Recovery Officer has been pleased to allow the application.

You are hereby appointed as a RECEIVER in the aforesaid matter _____.

You are directed to strictly act as per the instructions issued by the Hon'ble Presiding Officer / Recovery Officer as referred to in the order (copy enclosed herewith) and directions given from time to time.

You shall strictly follow the provisions contained in the Regulations (Chapter XIV) of these Regulations.

You are further directed to submit your detailed report from time to time.

The applicant has deposited Rs. _____ in this Tribunal. The balance remuneration and expenses may be paid directly to you by the Applicant Bank / Financial Institution as directed by the Tribunal / R.O. If necessary, you may approach the Tribunal / Recovery Officer in this connection.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Signature of the
Registrar / Recovery Officer

Form 40
[Regulation 44 (4)]

DEBTS RECOVERY TRIBUNAL, _____ /
RECOVERY OFFICER, DRT, _____

REGISTER OF RECEIVERS

Sl. No.	Proceeding No.	Claim Amount	Name of the Applicant / certificate Holder
1	2	3	4

Name of the Defendant / Certificate Debtor	Date of order and name of the Officer	Name of the Receiver and his complete address	Remarks
5	6	7	8

Form 41
[Regulation 45 (2) and (4)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

DEED OF INDEMNITY

THIS DEED OF INDEMNITY made at ___ this ___ day of 20__

Between

Mr. / Ms. _____ being Director of the Company being so authorized having office / residing at _____ / _____ Manager of the applicant bank / financial institution being nominated to work on its behalf as the Receiver hereinafter referred to as Indemnifier being the party of the part ONE and the Tribunal / the Recovery Officer, the Indemnified, being the party of part TWO.

WHEREAS the Indemnifier being Director of the Company is empanelled as the Receiver by the Debts Recovery Tribunal, _____ / being officer (_____, Manager) of the applicant having been nominated by the Bank for performance of the duties of Receiver in respect of the properties in O.A. / R.P. No. _____.

AND WHEREAS, the matter relating to the Receivership involve multifarious activities such as taking and protecting possession, management and administration of the properties, process of sale, handing over possession and such other duties and in such performance of duties, loss may be caused on account of default or negligence, breach of duty, breach of fiduciary relationship on the part of the Receiver acting through its representative / nominee, and as such it would be necessary to indemnify the Tribunal / Recovery Officer to compensate the loss, damage, etc.

NOW, this Deed of Indemnity WITNESSETH that the Indemnifier shall indemnify and keep indemnified the Tribunal / Recovery Officer for any loss or damage caused to the property in the possession / charge of the Receiver, the Indemnifier due to default or negligence, breach of duty, breach of fiduciary relationship etc., on his part for such sum or quantum as may be determined by Tribunal / Recovery Officer, as the case may be.

IN WITNESS WHEREOF the Indemnifier has put his hand and seal on this ____ day ____ of, _____.

SIGNED AND DELIVERED BY

THE INDEMNIFIER _____. Before the Tribunal / R.O.
D.R.T. _____

In presence of :

1. _____.
2. _____.

Form 42

[Regulation 52]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

Application No. :

Date of Issue :

Application for Empanelment of Valuers *

(Immovable property / movable property / Stocks, Debenture & Shares / Jewellery #)

1	Name of the Applicant	:	
2	Status of the Applicant (whether individual, partnership, Association of Persons / Body of Individuals)	:	

3	Permanent Address (with address, phone, mobile Nos.)	:	
4	Address for communication including phone, mobile Nos. and the main contact person and his mobile number	:	
5	Qualification and expertise (where Applicant is Partnership firm, APO / BOI in respect of each partner, associate)	:	
6	P.A.N No. of the Applicant, all the partners, as the case may be.	:	
7	Experience (Attach detailed profile / C.V.)	:	
8	Registration Number of empanelment with the Income-tax Dept.(attach attested copy of letter of empanelment)	:	

I / We hereby undertake to abide by the Rules and Regulations and orders of the Tribunals and to maintain strict secrecy regarding valuation of property and matters connected therewith.

Signature :

Name :

Address :

* attach separate profile, if necessary.

strike out whichever is inapplicable

Form 43

[Regulation 53]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

TERMS AND CONDITIONS FOR EMPANELMENT OF VALUER

1. Any person seeking empanelment of the Valuer should be a Valuer on the Panel of Income-Tax Department.
2. The applicant shall possess technical qualifications having expertise in the area of valuation of movable and immovable properties and/or precious items such as jewellery etc.

3. Empanelled Valuer is required to maintain strict secrecy in respect of all assignments given to him. An undertaking to maintain secrecy shall be submitted by intending valuer alongwith the Application.
4. The Valuer shall, amongst other things, take into consideration and indicate the recent sale transaction of similar comparable properties in the adjacent areas amongst other things.
5. The fees payable for valuation of movable and immovable property, unless otherwise notified, ordinarily the fees in the following manner :
 1. Upto Rs. 1.00 lac : 0.5%
 2. Residue upto next Rs. 9.00 lacs : 0.25%
 3. Residue in excess of Rs. 10.00 lacs upto Rs.1.0 crore : 0.125%
 4. Residue in excess of Rs.1.0 crore : 0.075%
6. The valuer shall be reimbursed for conveyance and other out-of-pocket expenses as under:-
 - A. For valuation of property situated outside the Head Quarters of the office of the valuer, one 1st Class fare and one 2d Class fare, or the fare actually paid, whichever is less, plus reasonable local conveyance charges actually incurred.
 - B. Reasonable lodging and boarding charges actually incurred, on production of bills.

Form 44
[Regulation 54 (3)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

Appeal under Section 30 (1) of the
R.D.D.B.F.I. Act, 1993 (51 of 1993)

_____ .. Appellant

VERSUS

_____ .. Respondent(s)

1. Particulars of the Appellant(s)

- i) Name of the Appellant :
- ii) Address of the Registered office :
- iii) Address for service of Notice :

2. Particulars of the Respondent(s)

- i) Name of the Respondent :
- ii) Office address of the Respondent :
- iii) Address for service of Notice :

3. Jurisdiction of the Tribunal :

The Appellant declares that the subject matter of the application falls within the jurisdiction of the Tribunal.

4. Limitation :

The Appellant further declares that the application is within the limitation prescribed in sub-section (1) of section 30 of the Recovery of Debts Due to Banks & Financial Institutions Act, 1993 (51 of 1993).

5. Facts of the case :

6. Relief(s) sought :

7. Interim relief, if prayed for :

8. Declaration that matter is not pending with any other Court / Tribunal:-

9. Particulars of bank draft / pay order in respect of the application fees-

- (1) Name of the bank on which drawn
- (2) Demand Draft / Pay Order no.
- (3) Name of the issuing Bank.
- (4) Date of issue of Demand Draft / Pay Order.
- (5) Bank at which payable.

10. Details of Index ___ An index in duplicate containing the details of the documents relied upon is enclosed.

11. List of Enclosures :

VERIFICATION

I _____ (name in capital letters) son / daughter / wife of _____ being the _____ (designation) of _____, do hereby verify that the contents of Para 1 to 11 are true to my knowledge and belief and I have not suppressed any material fact.

Place :
Date :

Signature of the
Appellant

To,
The Registrar,
Debts Recovery Tribunal,
_____.

Form 45
[Regulation 55 (1)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A. / M.A. / R.A. / APPEAL / S.A. / R.P. NO. _____ OF _____

_____ .. Applicant / Appellant / Certificate Holder

VERSUS

_____ .. Defendant / Respondent / Certificate Debtor / Opponent

APPLICATION FOR CERTIFIED COPY (URGENT / ORDINARY)

1. Name and address of the Applicant :
2. Whether Applicant is party to the case ? :
If not, whether an affidavit is filed
disclosing the purpose for which the copy
is applied ?
3. Whether the case is pending / disposed of ? :
4. Description / Exhibit No., date of :
document for which copy is applied
5. Number of copies required :
6. Amount of fees deposited :
7. Details of Demand Draft / Pay Order :
/ Postal orders
8. Purpose of certified copy :

Place:

Date :

Signature of the Applicant

Note: If the Applicant is not a party to the proceeding, the Application shall be supported by an affidavit disclosing therein the purpose for which the copy is required.

Date given to the Applicant
for collection of Copy:

Signature of the Applicant

Date, Name and Signature of the
person receiving the copy:

Signature of the Applicant

Form 46
[Regulation 55 (1)]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF APPLICATION FOR CERTIFIED COPIES

Sl. No.	Date of application	Name of Applicant	No. and year of proceeding	The document of which copy is required	Particulars of DD/PO/IPO
1	2	3	4	5	6

Number of pages	Total fee	Amount deposited	Deficit Amount recovered, if any	Date of delivery of certified copies
7	8	9	10	11

Signature of the Applicant	Date of delivery of copy by RPAD / Speed Post / VPP, if any	Amount recovered by VPP and date of recovery
12	13	14

Form 47
[Regulation 55 (9) and 56]

ENDORSEMENT ON APPLICATION AND CERTIFIED COPY

- 1) Sl. No. of Application :
- 2) Proceeding No. :
- 3) Name of the Applicant :

- 4) Date of presentation of application :
- 5) Date given for collecting the copy :
- 6) Number of pages :
- 7) Copying fees :
- 8) Date on which copy is ready :
- 9) Date of delivery :

(Signature of S.O. / Officer authorised)

Form 48
[Regulation 55 (11)]

DEBTS RECOVERY TRIBUNAL, _____

STATEMENT OF CERTIFIED COPIES

Sl. No.	Name of the month	Opening Balance	Applications Received during the month	Disposal during the month	Closing Balance
1	2	3	4	5	6

Form 49
[Regulation 60 (2) & 63 (1)]

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF RECOVERY PROCEEDINGS

Sl. No.	R.P. No.	O.A. / M.A. No.	Date of Receipt	Name of the Certificate Holder	Name of the Certificate Debtor
1	2	3	4	5	6

Amount of Recovery Certificate and rate of interest	Details of mortgaged property	Details of hypothecated property and / or property injuncted	Date of Sale and description of sold property	Date of Confirmation of sale	Amount of sale
7	8	9	10	11	12

Poundage fee realised	Name of the Auction Purchaser	Date of issue of Sale Certificate	Amount Realised in the R.P.	Date of Closure	Mode of Closure	Remarks
13	14	15	16	17	18	19

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

RECOVERY PROCEEDING NO. _____ OF 20_____

Exh. No. _____

Next date _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

DEMAND NOTICE

To,

In terms of the Recovery Certificate in O.A. / M.A. / S.A. No. _____ issued by the Hon'ble Presiding Officer a sum of Rs. _____, (Rs. _____) with interest and costs is due from you.

You are hereby called upon to deposit the above sum within fifteen days of the receipt of this Notice failing which the recovery shall be made in accordance with law.

In addition to the aforesaid sum, you shall be liable to pay-

- (a) interest as per the order in the Recovery Certificate;
- (b) all costs, charges and expenses incurred in respect of the service of this Notice and other process that may be taken for recovering the sum due.

Place :

Date :

Seal of
the
Tribunal

Recovery Officer
Debts Recovery Tribunal____

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

**WARRANT OF ATTACHMENT OF
MOVABLE / IMMOVABLE PROPERTY**

RECOVERY PROCEEDING NO. _____ OF 20____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

To,
The Recovery Inspector,

Whereas the Certificate Debtor has been ordered by the Hon'ble Presiding Officer of the Tribunal in Recovery Certificate bearing No. _____ in O.A. / M.A. / S.A. No. _____ to pay to the Applicant Bank / Financial Institution the amount as mentioned below:

Sl. No.	Recovery Certificate	Details
1	Amount determined by the P.O.	
2	Interest awarded	
3	Costs	
	Grand Total	

And whereas the said amount has not been paid, this is to command you to attach the movable / immovable property of the said Certificate Debtor as set forth in the Schedule annexed hereto and which shall be identified by the Certificate Holder unless the said Certificate Debtor shall pay the above said sum and the costs of this attachment, to hold the same until further orders from the Recovery Officer.

You are further commanded to return this Warrant on or before the _____ with an endorsement certifying the day on which and manner in which it has been executed, or reasons as to why it has not been executed.

SCHEDULE

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer,
Debts Recovery Tribunal, _____.

Form 52

[Regulation 60 (12)]

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

ORDER OF ATTACHMENT OF IMMOVABLE PROPERTY

RECOVERY PROCEEDING NO. _____ OF _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

Whereas you _____ [Certificate Debtor] have failed to pay the sum of Rs. _____ and the interest thereon in respect of Recovery Certificate No. _____ in O.A. / M.A. / S.A. No. _____ drawn up by the Hon'ble Presiding Officer;

You are hereby prohibited and restrained, until further orders, from transferring, alienating, creating third party interest, parting with possession, charging or dealing with the under mentioned property in any manner and that all persons be and that they are prohibited from taking any benefit under such transfer, alienation, possession or charge.

Specification of property

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer
Debts Recovery Tribunal ____.

Form 53
[Regulation 60 (15)]

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

RECOVERY PROCEEDING NO. _____ OF 20 ____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

NOTICE FOR SETTLING THE SALE PROCLAMATION

To,

Whereas the Hon’ble Presiding Officer has issued Recovery Certificate in O.A. / M.A. / S.A. No. _____ to pay to the Applicant Bank / Financial Institution a sum of Rs. _____ with interest and cost.

Whereas you have not paid the amount and the undersigned has attached the under-mentioned property and ordered its sale.

You are hereby informed that the ____ day of _____ 20 __ has been fixed for drawing up the proclamation of sale and settling the terms thereof. You are hereby called upon to participate in the settlement of the terms of proclamation and to bring to the notice of the undersigned any encumbrances, charges, claims or liabilities attaching to the said properties or any portion thereof.

Specification of Property

1. _____
2. _____
3. _____

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer,
Debts Recovery Tribunal, _____.

Form 54

[Regulation 60 (16) (a)]

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

RECOVERY PROCEEDING NO. _____ OF 20 _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

CUSTODY OF ATTACHED LIVESTOCK

Whereas at the instance of the Certificate Holder in the above proceeding, the livestock worth Rs. _____ of the Certificate Debtor is attached and the same has been put in my custody.

I hereby bind myself, my heirs and executors to the said Recovery Officer to produce and place at the disposal of such Recovery Officer, when ordered, the livestock specified in the Schedule or the value of the same or such portion thereof as may be sufficient and in the event of default I further bind myself, my heirs and executors, to pay to the said Recovery Officer, the said sum of Rs. _____.

SCHEDULE

Witness my hand at on this _____ day of _____ 20 __ at _____.

Witness:

- 1) _____
- 2) _____

Place :

Date :

Certificate Debtor

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

RECOVERY PROCEEDING NO. _____ OF 20 _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

NOTICE TO SHOW CAUSE FOR WARRANT OF ARREST

To,

Whereas the Certificate Holder has made an application to this Tribunal for execution of Recovery Certificate by your arrest and imprisonment, you are hereby required to appear before me at 10.30 a.m. on _____ to show cause why you should not be committed to the civil prison in execution of the said Recovery Certificate.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__
at _____.

Seal of
the
Tribunal

Recovery Officer
Debts Recovery Tribunal _____.

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____**

RECOVERY PROCEEDING NO. _____ OF 20 _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

WARRANT OF ARREST

To,
The Recovery Inspector / Station House Officer of _____ Police Station,

Whereas the Recovery Certificate has been issued in O.A. / M.A. / S.A. No. _____ of _____, by the Hon'ble Presiding Officer directing the Certificate Debtor (name) _____ to pay a sum of Rs. _____ together with interest and costs and the said Certificate Debtor has defaulted in payment thereof.

This is to command you to arrest the said Certificate Debtor and bring him before the undersigned as soon as possible and in any event within 24 hours of his arrest (exclusive of time required for journey) unless the Certificate Debtor pays the said amount.

You are hereby further commanded to return the Warrant on or before the _____ day of _____ with an endorsement certifying the day on which and the manner in which it has been executed / or the reasons as to why it has not been executed.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer
Debts Recovery Tribunal _____.

Form 57
[Regulation 60 (21)]

BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____
RECOVERY PROCEEDING NO. _____ OF 20 _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

WARRANT OF DETENTION IN CIVIL PRISON

To,
The Officer-in-Charge of Civil prison of

WHEREAS the Certificate Debtor (name) _____ has been brought before the undersigned under a Warrant in execution of Recovery Proceeding No. ___ of ___ drawn by the Hon'ble Presiding Officer for a sum of Rs. ___ with interest and costs as per the Recovery Certificate.

AND WHEREAS the Certificate Debtor has not satisfied the undersigned that he is entitled to be discharged from custody and has not paid amount due.

AND WHEREAS the undersigned is satisfied that the said Mr. _____ should be committed to the civil prison and an order to that effect has been passed by the undersigned.

You are hereby commanded and required to take and receive the said Mr. _____ into the civil prison and to keep him imprisoned therein for a period of ___ or until the aforesaid sum together with interest as per the Recovery Certificate for the period commencing after the date of issue of this Warrant is paid or until you receive an order for his release from the undersigned.

The undersigned has fixed Rs. ___ per diem (calculated under Rule 90 (2) of the Second Schedule to IT Act) as the rate of subsistence allowance during his confinement under this Warrant.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at_____.

Seal of
the
Tribunal

Recovery Officer,
Debts Recovery Tribunal, _____.

Form 58
[Regulation 60 (21)]

**BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____
RECOVERY PROCEEDING NO. _____ OF 20 _____**

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

WARRANT OF RELEASE

To,
The Officer-in-Charge of Civil prison of

Under orders passed this day, you are hereby directed to forthwith set free Mr. _____ who is now in your custody as a result of Warrant of Detention issued by the undersigned on the ___ day of _____ 20__.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer,
Debts Recovery Tribunal, _____.

Form 59
[Regulation 60 (23)]

DEBTS RECOVERY TRIBUNAL, _____**REGISTER OF TRANSFERRED AND RECEIVED RECOVERY CERTIFICATES FOR RECOVERY**

Sl. No.	R.P. No.	Name of the Certificate Holder	Name of the Certificate Debtor	Date of Receipt
1	2	3	4	5

Tribunal from which R.C. is received	Date of transfer of R.C.	Tribunal to which the R.C. transferred	Amount of Recovery Certificate	Remarks
6	7	8	9	10

Form 60
[Regulation 61 (3)]

DEBTS RECOVERY TRIBUNAL, _____**REGISTER OF POUNDAGE FEE**

Sl. No.	O.A. No.	R.P. No.	Certificate Holder	Certificate Debtor	Sale Price
1	2	3	4	5	6

Date of Confirmation	Details of Poundage Fee			Remark
	Amount	Date of Deposit	Date of Deposit in Govt. Account.	
7	8	9	10	11

Form 61
[Regulation 61 (4)]

BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____
RECOVERY PROCEEDING NO. _____ OF 20____
(issued in O.A.No. ____ of ____)

CERTIFICATE OF SALE OF
MOVABLE AND / OR IMMOVABLE PROPERTY

This is to certify that Shri _ _ _ _ _ purchased for Rs. _ _ _ _ _ the undermentioned property at the sale by public auction on the ___ day of ___ 20___ in Recovery Proceeding No. ___ of ___ drawn by the Hon'ble Presiding Officer for recovery.

Description of property

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Recovery Officer
Debts Recovery Tribunal _____.

Form 62
[Regulation 62 (1)]

BEFORE THE RECOVERY OFFICER,
DEBTS RECOVERY TRIBUNAL, _____

RECOVERY PROCEEDING NO. _____ OF 20_____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

PROCLAMATION OF SALE

Whereas Hon'ble Presiding Officer of the Tribunal has issued the Recovery Certificate in O.A. / M.A. / S.A. No. ___ of 20 ___ for recovery of Rs. _____ with interest and costs from the Certificate Debtor and a sum of Rs. _____ is recoverable together with further interest, costs and charges.

And Whereas the undersigned has ordered the sale of the attached property of the Certificate Debtor as mentioned in the Schedule with the known encumbrance on "As it is where it is basis" towards satisfaction of the said Recovery Certificate.

Notice is hereby given that the said property shall be sold by the undersigned by Public Auction on ___ day of ___ 20 ___ in the premises of the Tribunal. The inspection of the property may be taken between ___ a.m. / p.m. and ___ p.m. on ___ day of ___ 20 ___ at the site.

The public at large is hereby invited to bid in the said auction. The offer alongwith demand draft / pay order / Banker's cheque of any Nationalized Bank / Scheduled Bank, of the amount as indicated in the Schedule, as earnest money and attested photocopy of TAN / PAN card shall be submitted with the offer in a sealed envelope. The offer for more than one property shall be in separate sealed envelopes in respect of each lot / property. Such envelope must bear endorsement of the Recovery Proceeding No., name of parties, last date of submission of bid and the property for which the bid is given. Such envelope shall be submitted / dropped in the tender box not later than by 10.30 a.m. on the date of auction. The demand draft / pay order / Banker's Cheque shall be drawn in favour of the "Recovery Officer, Debts Recovery Tribunal, _____". The demand draft / pay order / Banker's Cheque shall be forthwith refunded to the unsuccessful bidders.

The sale shall be subject to the laws for the time being in force, these Regulations and terms and conditions annexed herewith.

SCHEDULE

No. of Lots	Description of property with the name of owners	Tax assessed on the property	Encumbrances on the property
1	2	3	4

Valuation / Also State Valuation given, if any, by the Certificate Debtor	Claims, if any, which have been put forward and other known particulars of its nature and value	Reserve Price below which the property will not be sold	Remarks
5	6	7	8

TERMS & CONDITIONS OF SALE**GENERAL**

1. The property shall be sold on 'AS IS WHERE IS BASIS'.
2. The particulars of property given in the sale proclamation have been stated to the best of the information of the Recovery Officer but the Recovery Officer shall not be answerable for any error or omission.
3. The Recovery Officer knows no arrears of Municipal Tax or other Taxes or any other encumbrance except those specifically given in the Schedule. Any statutory claim made in respect of the property upto the date of sale may be paid from and out of the sale proceeds to the extent the sale proceeds are in excess of the amount certified in the Recovery Certificate.
4. Any person, unless disqualified, may submit bid which shall be accompanied by the earnest money not less than 10% of the reserve bid as may be decided by the Recovery Officer and attested photocopy of TAN / PAN card. The amount in the case of the successful bidder shall be adjusted towards the purchase amount. The same shall be returned at the close of the auction to the unsuccessful bidders.
5. All the payments shall be made by Demand Draft / Pay Order / Banker's Cheque drawn in favour of the Recovery Officer, Debts Recovery Tribunal, _____.
6. The bidder shall give his full name & complete address, stating clearly whether he is submitting bid for himself or on behalf of another and in the later case furnishing the authority in that regard and the full name and complete address of the party with PAN / TAN Number on whose behalf he is submitting the bid.
7. Two or more persons may join together in submitting the bid but they may declare in writing their specific shares at the time of auction. In the absence of such declaration, it shall be deemed that they have equal shares. One sale certificate shall be issued in their joint names.
8. Any one interested to purchase the property but who has not timely submitted tender / bid may, on showing bonafides to the satisfaction of the Recovery Officer and upon an undertaking to be bound by all the terms and conditions of sale, be permitted to offer bid with earnest money provided that his offer is at least 10% more than the highest offer. However, the Recovery Officer reserves right to refuse to accept any such offer for reasons to be recorded in writing.
9. The properties shall ordinarily be sold in the same order in which they appear in the proclamation of sale.
10. The bidders shall be allowed to increase the bids. The amount by which each bidding is to be increased shall be determined by the Recovery Officer.
11. There shall be no fresh proclamation of sale if the sale is postponed for a period less than thirty days or in case sale is postponed beyond thirty days at the instance of the Certificate Debtor.

12. The property shall not be sold below the reserve price. The Recovery Officer may, however, decline to accept the highest bid for reasons to be recorded in writing.
13. The purchaser shall be liable to pay poundage @2% of the purchase price up to Rs.1,000/- and 1% of the purchase price for the amount exceeding Rs.1,000/- by D.D. / P.O. / B.C. in the name of the Recovery Officer of the Tribunal.
14. No sale shall be confirmed by the Recovery Officer if the Certificate Debtor and Certificate Holder satisfy the Recovery Officer within thirty days of the sale that the Recovery Certificate has been fully satisfied provided that the Certificate Debtor pays compensation to the successful bidder as provided by Rule 60 (1) (b) of Second Schedule to the Income-tax Act.
15. In case of stay of sale or Recovery Proceeding by a Court or Tribunal of competent jurisdiction, the auction may either be postponed or cancelled without any further notice and the persons participating in the sale shall have no right to claim damages, compensation or cost for such postponement or cancellation.

**TERMS & CONDITIONDS OF SALE BY PUBLIC AUCTION OF IMMOVBALE
PROPERTY**

1. The purchaser shall deposit 25% of the purchase price less the amount of EMD by Demand Draft / Pay Order / Banker's Cheque, as soon as the auction is knocked down in his favour and in default of such payment, the property shall be resold. The balance of 75% of the bid amount together with poundage fee shall be paid on or before 15th day from the date of the sale. If the payments are not so made, the costs / expenses of the auction may be deducted and the balance amount shall be liable to be forfeited and credited to the Applicant Bank for adjustment against the certified dues.
2. If for any reason the sale is not confirmed or is set aside, or stayed, the purchase money paid may be refunded to the purchaser with accrued interest, if any.
3. After the confirmation of the sale, a Sale Certificate shall be issued. The Sale Certificate is liable for stamp duty, registration and incidental charges to be paid by the Auction purchaser.
4. As far as possible a plan of the property may be annexed to the Sale Certificate.
5. The purchaser shall be deemed to have purchased the property with full knowledge and subject to all the reservations, if any, in the Master Plan and / or Development Plan or Draft Development Plan or Town Planning Scheme affecting the property and consent, including permission of the Competent Authority and / or under the relevant Provisions of the laws touching the matter, if any, shall be obtained by him from the concerned authorities.

**TERMS & CONDITIONDS OF SALE BY PUBLIC AUCTION OF
MOVBALE PROPERTY**

1. The entire price shall be paid at the time of the sale or immediately thereafter as the Tribunal / Recovery Officer conducting the auction directs and in default of payment, the property shall forthwith be put up for auction again.
2. The property shall be handed over to the Purchaser and a Certificate of Sale shall be issued after the sale.
3. The buyer shall forthwith remove the property from the place of storage. The Recovery Officer may allow reasonable time to remove the property from the place of storage.
4. The property shall remain at the risk of the buyer from the time of acceptance of his bid and the Recovery Officer shall not be under any liability for the safe custody or preservation thereof from that date.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__
at _____.

Seal of
the
Tribunal

Recovery Officer
D.R.T. _____

Form 63
[Regulation 62 (6)]

BEFORE THE RECOVERY OFFICER
DEBTS RECOVERY TRIBUNAL, _____

RECOVERY PROCEEDING NO. _____ OF _____

_____ .. Certificate Debtor

VERSUS

_____ .. Certificate Debtor

To,

_____.

KABJA PAVTI / POSSESSIN RECEIPT

I hereby confirm that I am put in possession of the property mentioned herein below in execution of Recovery Certificate granted in Original Application No. _____.

Signature of the Purchaser

In presence of :

- 1) _____
2) _____

Place :

Date :

Form 64
[Regulation 63 (2)]

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF ATTACHED AND SOLD OF
MOVBALES AND IMMOVABLES

Sl. No.	R.P. No. and year	O.A. / M.A. No. and year	Name & Address of Certificate Holder	Name & Address of Certificate Debtor	Amount of Certificate	Date of Issue of warrant of Attachment
1	2	3	4	5	6	7

Date of Attachment	Description of Property and its nature	Valuation of Property [also Fair and Distress]	Reserve Price	Date of Sale / Resale
8	9	10	11	12

Amount of sale Proceeds	Date of confirmation of sale	Poundage	Name and address of Purchaser	Date of issue of Sale Certificate	Remarks
13	14	15	16	17	18

Form 65
[Regulation 63 (3)]

DEBTS RECOVERY TRIBUNAL, _____

WARRANT OF ATTACHMENT REGISTER

(TO BE MAINTAINED BY RECOVERY INSPECTOR)

Sl. No.	R.P. No.	Description of property to be attached	Date of receipt of Attachment Warrant
1	2	3	4

Date of Return of attachment warrant	Signature of Recovery Officer	Remarks
5	6	7

Form 66
[Regulation 63 (4)]

DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF STAY OF RECOVERY PROCEEDINGS

Sl. No.	R.P. No.	Name and address of the Certificate Holder	Name and address of the Certificate Debtor	Court / Tribunal staying the R.P.	Date of stay and date of receipt of the order	Brief particular of order of stay	Remarks
1	2	3	4	5	6	7	8

Form 67
[Regulation 63 (5)]

DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF DISPOSED RECOVERY PROCEEDINGS
(RECOVERY PROCEEDING-WISE)

Sl. No.	R.P. No.	Name of the Certificate Holder	Name of the Certificate Debtor	Date of Disposal	Nature of Disposal	Remarks
1	2	3	4	5	6	7

Form 68
[Regulation 63 (6)]

DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF RECOVERY OFFICER'S ACCOUNT
[R.P.-WISE]

Payment				Particulars of Fixed Deposit, if any [Name of Bank & branch, FDR No. & amount]
Cheque / Demand Draft No.	Date of issue	To whom paid	Amount	
1	2	3	4	5

Receipt				Particulars of encashment of Fixed Deposit [FDR No., Amount, DD / Pay Order No. & date]	Remarks
Bankers Cheque / Pay Order / Demand Draft No.	Date of Deposit	From whom received	Amount		
6	7	8	9	10	11

FORM OF JURAT

Solemnly affirmed before me,
by Mr./ Ms. _____,
who is identified before me by
Mr./ Ms. _____,
whom I personally know.
Dated:

Registrar / Asst. Registrar /
Section Officer / Assistant,
Debts Recovery Tribunal

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF COMPACT DISKS

Sl. No.	Accession No.	Particulars of the CD	Name of the Author / Editor	Price of the CD	Signature of the library in-charge	Signature of the Registrar	Remark
1	2	3	4	5	6	7	8

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF LIBRARY

Sl. No.	Accession No.	Particulars of the Book / Journal / Report	Name of the Author / Editor	Price of the book	Signature of the library in-charge	Signature of the Registrar	Remark
1	2	3	4	5	6	7	8

Form 72
[Regulation 68 (3) (c)]

FORM OF LABEL TO BE AFFIXED ON THE LIBRARY BOOK

Debts Recovery Tribunal, _____ Library	
Accession No.	
Voucher No.	
Date of Purchase	
Price Rs.	
Received on	

Form 73
[Regulation 74 (1)]

DEBTS RECOVERY TRIBUNAL, _____

CASH BOOK

Date	No. of the Receipt issued or Bill Drawn	From whom received	Cheque / D.D.No.	Receipt to be created to Govt. A/c.
1	2	3	4	5

Salaries and Advances	In Recoupment of permanent Advance	Advance Payment	Misc.	Total
6	7	8	9	10

Classification	Date	Sub-Voucher No.	To whom paid or sent to P.A.O.	Receipt to be credited to the Govt. A/c.
11	12	13	14	15

Salaries & Advances	Out of Permanent Advance	Out of money drawn in anticipation of Payment	Misc.	Total	Classification
16	17	18	19	20	21

Form 74
[Regulation 74 (2)]

CLOSING ENDORSEMENT OF CASH BOOK

1. Cash	...	Rs.	Ps.	
Cheques / DD / PO	...			
3. Other bank drafts	...			
4. Imprest with (a) Cash	...			
(b) Bank	...			
5. Miscellaneous	...			
Total cash balance (Item 1 to 5)				

Form 75
[Regulation 74 (3)]

**ENDORSEMENT OF PHYSICAL VERIFICATION
OF CASH BY THE REGISTRAR**

“Certified that balance has been counted / verified physically and found to be Rs. _____ which is correct and tallies with the cash balance in cash book.”

Date:

Signature of the Registrar

Form 76
[Regulation 75 (3)]

DEBTS RECOVERY TRIBUNAL, _____

REGISTER OF INDIAN POSTAL ORDERS

Sl. No.	Date of Receipt	Case No. IR/CR/OA	Details of IPO	Amount (Rs.)
1	2	3	4	5

Initials of D.D.O. or Authorised Officer	Particulars of disposal of I.P.Os	Date of Bank Scroll in which Credit traced or Acknowledgement No. and date of PAO/Party	Initials of D.D.O. or Authorised Officer/s	Remarks
6	7	8	9	10

Form 77
[Regulation 76 (1) (a)]

DEBTS RECOVERY TRIBUNAL, _____
ACQUITANCE ROLL

Item No.	Name	Designation	Net Amount Payable	Date & Signature (With Stamp where necessary, unpaid items to be noted as such and attested)
1	2	3	4	5

Co-op. Credit Society	House Building Society	Pay Roll Savings Scheme	Court Attachment	L.I.C.
6	7	8	9	10

Misc.	11(A)	11(B)	Net Amount	Remarks
11			12	13

Form 78
[Regulation 76 (1) (b)]

DEBTS RECOVERY TRIBUNAL, _____
UNDISBURSED PAY AND ALLOWANCES

Sl. No.	Bill No. & Date	Net amount of the Bill	Date of encashment	Total Amount remaining Undisbursed
1	2	3	4	5

Particulars of the amounts shown in Col. No.5		Dated initials of the Registrar	Date of Disbursement	Dated initials of the Registrar	Remarks
Name	Amount				
6	7	8	9	10	11

Form 79
[Regulation 76 (1) (c)]

DEBTS RECOVERY TRIBUNAL, _____
CHILDREN'S EDUCATION ASSISTANCE

Sl.	Name and Designation of Govt.	Name of	Date of	The School in which
-----	-------------------------------	---------	---------	---------------------

No.	Servant	Child	Birth	studying
1	2	3	4	5

Class in which studying	Monthly Tuition fee payable	Tuition Fee actually paid	Amount of Reimbursement	Remarks
6	7	8	9	10

Form 80
[Regulation 76 (1) (d)]

DEBTS RECOVERY TRIBUNAL, _____
CONVEYANCE REGISTER

Sl. No.	Date	From – to	Purpose of Journey	Mode of Transport used
1	2	3	4	5

Amount Incurred	Signature of Official	Signature of Head of the Dept. / D.D.O.
6	7	8

Form 81
[Regulation 76 (1) (e)]

DEBTS RECOVERY TRIBUNAL, _____
CONTINGENCY REGISTER

Sl. No.	Date	To whom paid	Vr. No.	Staff Car	Stationery
1	2	3	4	5	6

Telephone & Fax	Library	Misc./Xerox	-	-
7	8	9	10	11

Sub-Division & Detail Heads	-	Description	Amount	Total of each contingent abstract
12	13	14	15	16

Total of each months Bill	Date & detail Bill	Date of Admission	Remark
17	18	19	20

Form 82
[Regulation 76 (1) (f)]

DEBTS RECOVERY TRIBUNAL, _____

CHEQUE ISSUED REGISTER

Sl. No.	Date	Reference to Sl. No. of Bill Register	Particulars of the Bill	Cheque No.
1	2	3	4	5

Amount	To whom issued	Initials of the D.D.O.	Remarks	Date of encashment
6	7	8	9	10

Initials of D.D.O.	Progressive total of assignment	Balance in assignment A/c.	Remarks
11	12	13	14

Form 83
[Regulation 76 (1) (g)]

DEBTS RECOVERY TRIBUNAL, _____

DAILY WAGES REGISTER

Sl. No.	Date	Name of the person	Basic Pay & D.A.	Remarks
1	2	3	4	5

Form 84
[Regulation 76 (1) (h)]

DEBTS RECOVERY TRIBUNAL, _____

DEAD STOCK REGISTER

Sl. No.	Year of Account	Balance B.F.	Date of Purchase	Bill in which charge	No. of Articles	Price
1	2	3	4	5	6	7

For whose use	Total Col.(2+5)	No. of Articles	Why and how disposed off	Sale Price if any
8	9	10	11	12

When credited to Govt.	Balance Carried Over Col (8-9)	Initial of Registrar	Remarks
13	14	15	16

Form 85
[Regulation 76 (1) (i)]

DEBTS RECOVERY TRIBUNAL, _____

GRANT REGISTER

Sl. No.	Bill No. & Date	Particulars of the Bill	Gross Total	Total Amount including Bill	Balance
1	2	3	4	5	6

Form 86
[Regulation 76 (1) (j)]

DEBTS RECOVERY TRIBUNAL, _____

INCREMENT REGISTER

Sl. No.	Name	Designation	Section or Dept.	Present Pay	
				Substantive	Officiating
1	2	3	4	5	6

Rates of Increment		Date of lat increment or of appointment to the post	Whether crossing any efficiency bar or not	Record of suspension punishment as noted in the character roll put up
Annual	Biennial			
7	8	9	10	11

Non qualifying leave since last increment	Date of present increment	Pay after present increment	Order of sanctioning authority
12	13	14	15

Form 87
[Regulation 76 (1) (k)]

DEBTS RECOVERY TRIBUNAL, _____

INWARD REGISTER

Inward Reference		From Whom Received	Date & Reference of the letter
Sl. No.	Inward Date		
1	2	3	4

Subject	Classification	Remarks
5	6	7

Form 88
[Regulation 76 (1) (1)]

DEBTS RECOVERY TRIBUNAL, _____

L.T.C. & TRAVELLING ALLOWANCE CLAIM REGISTER

Sl. No.	Bill NO. & Date of Advance / Final Bill	Name and Designation of the Govt. Servant	Block Years	Place of Visit	For whom claimed
1	2	3	4	5	6

Amt. Of Advance / Final Claim	Bill No. & Date of adjustment	Date of Receipt of claim	Gross Amt. Of the Bill	Net Amount	Remarks
7	8	9	10	11	12

Form 89
[Regulation 76 (1) (m)]

DEBTS RECOVERY TRIBUNAL, _____

OUTWARD REGISTER

Outward Reference			To whom sent	Reference
Sl. No.	Date	Outward Date		
1	2	3	4	5

Subject	Postage Expenses	Classification	Remarks
6	7	8	9

Form 90
[Regulation 76 (1) (n)]

DEBTS RECOVERY TRIBUNAL, _____

OVERTIME ALLOWANCE REGISTER

Sl. No.	Name	Designation of Govt. Servant required to perform overtime work	Emolument	Hours of Overtime work authorised by the competent Authority
1	2	3	4	5

Hours of Overtime work performed by the Govt. Servant	Nature of work performed during overtime work	Why the work could not be performed during the prescribed hours of work	Amount of overtime allowance paid	Initial of Competent Authority
6	7	8	9	10

Form 91
[Regulation 76 (1) (o)]

DEBTS RECOVERY TRIBUNAL, _____

PAY BILL REGISTER

Sl. No.	Period	Particulars	Pay	-	Leave Salary	C.C. Allowance
1	2	3	4	5	6	7

H.R.A.	Children Education Allowance	Tuition Fee	Overtime Allowance	D.A.	A.D.A.
8	9	10	11	12	13

Provisional Pension	T.A.	-	Gross Amount Payable	Income Tax	Surcharge
14	15	16	17	18	19

C.G.H.S. Contribution	License Fee	C.G.E.I.S.	G.P.F. Contribution	G.P.F. Advance	H.B. Advance
20	21	22	23	24	25

Motor Conveyance Advance	Other Conveyance (Cycle Advance)	Festival Advance	Flood Advance	Other Advance	Interest Recovered on Loans and Advances
26	27	28	29	30	31

P.I.P. / L.I.P.	-	-	Total Deduction	Net Payable	Checking Clerks Initial	Bill No. & Date	Remarks
32	33	34	35	36	37	38	39

Form 92
[Regulation 76 (1) (p)]

DEBTS RECOVERY TRIBUNAL, _____

POSTAGE STAMP REGISTER

Sl No	Date	Opening Balance with denomination					Value of postage stamps received and its denomination					Total postage stamps consumed with its denomination					Closing balance and its denomination				
		Rs 10	Rs 5	Rs 3	Rs 2	Rs 1	Rs 10	Rs 5	Rs 3	Rs 2	Rs 1	Rs 10	Rs 5	Rs 3	Rs 2	Rs 1	Rs 10	Rs 5	Rs 3	Rs 2	Rs 1
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Form 93
[Regulation 76 (1) (q)]

DEBTS RECOVERY TRIBUNAL, _____

MEDICAL CLAIM REGISTER

Sl. No.	Name of the patient	Relationship with the Govt. Servant	Name of the Decease	Name of the Doctor
1	2	3	4	5

Consultation Fee	Injection Fee	Total	Period of Claim	Name of the Chemist
6	7	8	9	10

Cost of Medicine Purchased	Amount Passed for payment	Progressive Total	Pathological Charges	Remarks
11	12	13	14	15

DEBTS RECOVERY TRIBUNAL, _____

LOG BOOK OF STAFF CAR

Staff Car No. _____

Log Book

Petrol Account

Date			Miles/ Kilometer Reading	Miles/ Kilometer covered	Period of detention included in Col. 2 & 3 (for non-duty journeys only)	Name & Designation of Officer using the staff car	Places visited	Purpose of journey	Signature of officer using the car with his remarks (if any)	No. of hours after normal duty hours or on Sunday & closed holidays	Initial of officer I/c of vehicle with him remarks (if any)
1	2	3	4	5	6	7	8	9	10	11	12

Date	Kilometer reading	Petrol drawn (in liters)	Initials of Officer i/c of Car

DEBTS RECOVERY TRIBUNAL, _____

STAFF CAR MAINTENANCE REGISTER

Sl. No.	Date of Repairs	Name of the Dealers from whom the car has been got repaired	Nature of repairs carried out	Bill No. & date
1	2	3	4	5

Expenditure incurred	Progressive Expenditure	Remarks if any	Signature of Controlling Officer
6	7	8	9

DEBTS RECOVERY TRIBUNAL, _____

STATIONERY STOCK AND ISSUE REGISTER

Sl. No.	Year of Account	Balance B.F.	Date of Purchase	Bill in which it is charged	No. of Articles	Price
	1	2	3	4	5	6

For whose use	Total Col. (2+5)	No. of Articles	Name of the Official	Date	Sign of Official
7	8	9	10	11	12

Issuing date	Sing of Stock Keeper	Balance Carried over Col.(8-9)	Initial of Registrar	Remarks
13	14	15	16	17

Form 97
[Regulation 76 (1) (u)]

DEBTS RECOVERY TRIBUNAL, _____
TELEPHONE RENT & LOCAL CALL BILL REGISTER

Sl. No.	Date of Bill	Period / Nature of Charge	Amount					
			Rent			Local Calls	Other Charges	Total
			Main	Extension	Accessories			
1	2	3	4	5	6	7	8	

Initials of Checking Officer	Remarks
9	10

Form 98
[Regulation 76 (1) (v)]

DEBTS RECOVERY TRIBUNAL, _____
VALUABLES REGISTER

Sl.No.	Date of Receipt	Nature of receipt & matter No. (O.A. / M.A. / S.A. / R.A. / R.P. /Appeal)	D.D. / Pay Order / Bankers Cheque No., Date & Name of Bank	Amount
1	2	3	4	5

Initials of D.D.O. / Authorised Person	Details of Disposal / Remittance to Bank / Govt. A/c.	Date of Bank Scroll / Acknowledgement No. & date of PAO / Party	Initials of D.D.O. / Authorised Person	Remarks
6	7	8	9	10

Form 99
[Regulation 77 (1)]

DEBTS RECOVERY TRIBUNAL, _____
REGISTER OF WRITS FROM SUPERIOR COURTS / TRIBUNAL

Sl. No.	Date of receipt	Writ No. and date	Proceeding No. of Superior Court / Tribunal and the name of parties	Tribunal's proceeding No.
1	2	3	4	5

Nature of writ i.e. Writ calling R & P or stay writ	Mode of compliance and date of return	Details of certification of writ with outward No.	Details of entries of the order of writ in the concerned matter and registers	Remarks
6	7	8	9	10

Form 100
[Regulation 79]

DEBTS RECOVERY TRIBUNAL, _____

STAY REGISTER

Sl. No.	Proceeding No. (O.A. / M.A./ R.A./ S.A. / Appeal)	Name and address of the Applicant	Name and address of the Defendant	Amount of claim	Court / Tribunal granting Stay	Particulars of Stay order	Remarks
1	2	3	4	5	6	7	8

Form 101
[Regulation 80]

BEFORE THE DEBTS RECOVERY TRIBUNAL, _____

O.A. NO. _____ OF 20_____

_____ .. Applicant / Certificate Holder

VERSUS

_____ .. Defendant / Certificate Debtor / Opponent

NOTICE TO GARNISHEE

To,

WHEREAS the Applicant / Certificate Holder _____ has filed an application for Recovery of Rs. _____/-. This tribunal has issued a Recovery Certificate against Certificate Debtor _____ for a sum of Rs. _____.

AND WHEREAS it has been informed that you owe a sum of Rs. _____ to the said Certificate Debtor _____.

You are hereby directed not to part with the said amount and further to show cause why the same should not be deposited in the Tribunal.

Given under my hand and seal of the Tribunal on this _____ day of _____, 20__ at _____.

Seal of
the
Tribunal

Signature of the Registrar

Form 102
[Regulation 81]

DEBTS RECOVERY TRIBUNAL, _____

R.P. NO. _____ OF _____

_____ .. Certificate Holder

VERSUS

_____ .. Certificate Debtor

COPIES OF RECOVERY CERTIFICATE U/s. 19(23)

The

Presiding Officer,

Debts Recovery Tribunal, _____

This is to inform you that the Recovery Certificate for an amount of Rs. _____ with the interest @ _____ is issued against the above Certificate Debtor/s by the undersigned in O.A. / M.A. No. _____ of _____.

This is to specify that out of the aforesaid amount Rs. _____ is to be recovered from the Certificate Debtor/s.

The property / part of the property involved in this Recovery Proceeding is situated within your jurisdiction. Therefore, a copy of the Recovery Certificate is hereby forwarded to you for execution with reference to the property situated within territorial jurisdiction of your Tribunal.

You are requested to intimate the details of amounts recovered towards this Recovery Certificate at the end of each quarter.

Seal of
the
Tribunal

Presiding Officer
Debts Recovery Tribunal _____.

Form 103
[Regulation 82]

DEBTS RECOVERY TRIBUNAL, _____

DISPOSAL REGISTER

Sl. No.	Proceeding No. with names of parties (O.A. / S.A./ M.A. / R.A. / Appeal)	Date of filing	Date of disposal	Duration of disposal
1	2	3	4	5

Nature of disposal (Contested / Exparte / Withdrawal / Compromise / Otherwise)	Amount of Claim	Amount allowed	Amount recovered, if any, during pendency	Remarks
6	7	8	9	10