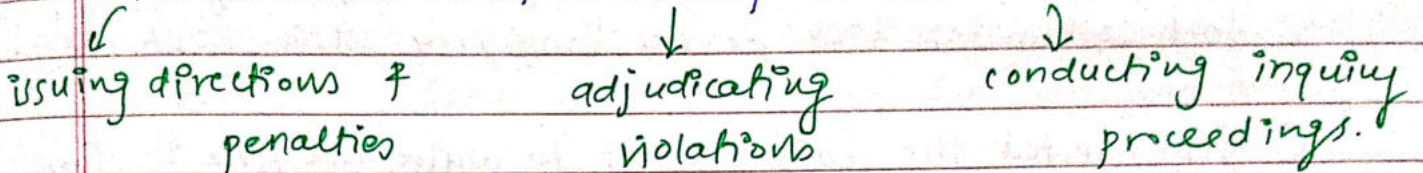


\* Introduction:

- Objectives of SEBI:
  - protecting investor interest in securities
  - regulating + promoting development in securities market.

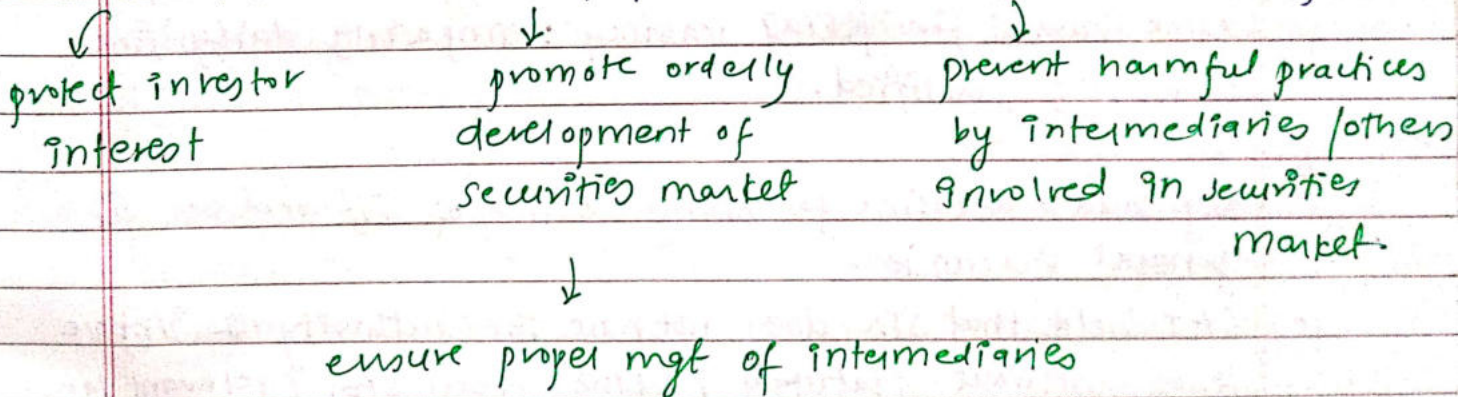
- SEBI has 3 main enforcement powers:



- SEBI also handles appeals through SAT and can initiate criminal proceedings. Additionally SEBI regulates Stock exchanges under SCRA.

\* power to issue directions & levy penalty under SEBI Act →

SEBI can issue directions & penalties if it finds necessary to:



- SEBI can direct any person / entity to act in the interest of investors. This includes the power to order individuals to disgorge any profits / losses made through illegal activities.

## \* case study :

Enka Ltd vs. SEBI : before SAT :

Facts : ① After death of director of Mr. BK Birla in July 2019 century Enka's BOD was reduced from 6 to 5 directors. The vacancy was filled in Feb 2020.

② BSE / NSE fined co. with fine of ₹5000 per day from Oct 2019 - Feb 2020 for not complying with LODR Reg.

③ SEBI rejected the co.'s request to waive the fine in June 2021.

Issue : Whether fines for not filling vacancy are valid given that SEBI LODR Reg doesn't specify a deadline for filling vacancy ?

SAT's order : (a) SAT ruled that since LODR Reg. did not specify time frame for filling vacancy : imposing daily fine was not justified.

(b) Reg. had a deadline for filling vacancy of ID and not for general vacancies.

(c) SAT held that STX does not have the authority to impose fines without statutory backing from SEBI / relevant laws.

(d) SAT quashed the fines, ruling that penalties were not legally valid!

Mega Resources Ltd vs. SEBI :

Facts : Mega resources failed to disclose an acquisition of 25000 shares, increasing promoter's stake from 50.46% - 60.46% violating SEBI's Takeover Reg. The violation occurred in Feb 2001 but failure continued until 2002 amendment to SEBI Act, which increased the penalty for non-compliance.

Issue: Whether appellant could avoid penalties due to lack of awareness of penalty provisions should apply - those from 2001 (or) amended ones from 2002?

Decision: - SAT Rules that Ignorance of law is not valid excuse.  
- appellant was rightly penalized under amendment Act 2002 provisions as violation continued after the amendment. Appeal was dismissed & penalty was levied.

\* power to adjudicate under SEBI Act, 1992, SCRA & Depositories Act, 1996:

① Appointment of Adjudicating officer → SEBI can appoint an officer to investigate violations & impose penalties, ensuring the person concerned has a chance to present their case.

② power of adjudicating officer → The officer can summon witnesses & documents. If a violation is found, they can impose a penalty.

③ Call of record by SEBI → SEBI can review officer's decision & increase the penalty if needed, after giving the concerned person an opportunity.

④ Limitation period → The adjudication process must be completed within 3 months from officer's order (or) appeal decision.

Adjudicating officer can:

- Hold enquiries
- impose penalties
- summon witnesses
- enforce attendance.

\* procedure for holding inquiry under SEBI / SCRA / Depositories Act →

- ① Show cause notice: SEBI or the officer asks the person to explain why <sup>within 14 days</sup> an inquiry should not be held for the alleged violation.
- ② Notice details: Notice will mention the specific offence.
- ③ Date of Appearance: If the inquiry proceeds, a date is set for the person to appear, in person or through a representative.
- ④ Personal hearing: The person is informed of offence & laws violated.
- ⑤ opportunity to present evidence: The person can present docs & evidence and hearings may be adjourned.
- ⑥ Apppt<sup>n</sup> of presenting officer: SEBI may appoint someone to present the case.
- ⑦ Enforcing attendance: SEBI can summon witnesses & require documents.
- ⑧ failure to appear - If the person does not appear - enquiry can continue in their absence.

\* factors for determining quantum of penalty →

- amt. of unfair gain from violation
- loss to investors
- Repetitive nature of violation.

Synchronised trading → (manipulation over trading) →

SEBI

found manipulative trades.

SAT

overturned SEBI's decision saying trades didn't affect the market.

Supreme Court

Ruled that trades were manipulative, violated market rules & harmed price discovery.

\* SEBI vs. Bhavesh Pabari → SC affirmed that

the Adjudicating officer has discretion in setting penalties for non-compliance, considering all factors, not just those listed in various sections. Penalties may be waived if the violation is deemed minor.

\* Order of Board / Adjudicating officer :

① **Imposing penalty** : If Board / adjudicating officer finds a violation, they can impose a penalty under relevant sections of SEBI, SCRA, Depositories Act.

② **Quantum of penalty** : Factors include -

- ↙ unfair gain made from violation
- ↓ loss to investor
- ↘ Repetitive nature of violation.

③ **Order details** : The order must state the violated provision & provide reasons for the decision.

④ **Rectification of errors** : Board / officer can correct any obvious errors within 15 days of the order.

⑤ Every order must be dated & signed by such officer.

\* SEBI vs. Mahamaya Steel Ind. Ltd →

Fact : SEBI observed that some promoters of Mahamaya Steel Inds. Ltd did not comply with disclosure requirements as under SEBI (Insider trading Reg.)

- one promoter group member failed to disclose s/holding changes.
- The member claimed she was a part of promoter group, not a promoter, but had previously made a disclosure as a promoter.

Issues: Did the member violate regulations of PIT Reg.  
- Should a penalty be imposed for this violation.

Ruling: Member was a spouse of promoter was liable to disclose changes in holding as per PIT Regulations.

- Member had previously made disclosure as a promoter.
- violation was found to be repetitive although no unfair advantage / loss to investors was established.
- monetary penalty of ₹ 200,000 was levied.

### \* Service of notices & orders (SEBI) →

Service methods: Notices / orders can be delivered directly, by fax, email @ post.

If delivery fails: If not delivered personally, notice can be affixed to person's door @ published in 2 newspapers.

Report requirement: If service fails, a report with 2 witnesses must be made.

### \* Recovery of amounts →

If a person fails to pay penalty, refund or disgorgement orders, the recovery officer can take action to recover the amount through various means such as:

↓  
attachment / sale  
of immovable  
property.

↓  
attachment  
of Bank A/c

↓  
Arrest  
&  
Impri-  
sonment

↓  
Apptn of  
receiver for  
managing  
assets.

- any property / funds transferred to relatives (spouse / children etc) after the amount was due can still be used to recover debt.
- Recovery of amount by SEBI takes place precedence over other claims.
- The officer authorised to enforce recovery powers can seek local adm<sup>n</sup> help and is empowered to act under specific sections.

\* **Continuance of proceedings** → If a person subject to SEBI penalties / recovery action dies, their legal representative is responsible for fulfilling those obligations, but only if the penalty was imposed before death. Key points:

✓ legal representatives are liable for penalties, disgorgement, refund or recoveries due from the deceased.

↓  
proceedings can continue against legal representative from where they stood at time of death.

↓  
legal representative cannot transfer / dispose assets if it prevents payment of these liabilities.

↓  
Liab. is limited to extent of deceased estate.

"legal representative" includes anyone managing / inheriting the deceased's estate.

**Reson Infoways**: An auditor, Mrs. Sadhana Nabera, was initially found guilty of insider trading. However SAT ruled she couldn't have had access to merger details & overturned the penalty.

**Kedar Nath Agrawal vs. SEBI:**

A stock broker was charged for not having proper measures to prevent insider trading. SAT emphasized that stock brokers must follow SEBI's regulations.

**Rakesh Agrawal vs. SEBI:** MD of ABS Id. sold shares before a merger was announced. SAT ruled that he wasn't guilty of insider trading as sale was in co.'s best interest and didn't aim for personal profit.

**Hindustan Lever Ltd vs. SEBI:** HLL bought shares of BBLIL before a merger announcement. SEBI suspected insider trading & SAT confirmed that merger related info. is always considered insider info.



merger info. = always price sensitive.

\* **composition of certain offences →**

- certain offences under SEBI, SCRA, Depositories Act can be settled by paying a fine @ taking corrective action instead of facing prosecution. This is called "composition" & applies to offences punishable by fine or by imprisonment. This clarifies this power in **Prakash Gupta vs. SEBI.**

**Prakash Gupta vs. SEBI:** Prakash Gupta, director of Ideal Hotels & Inns. Ltd was accused of insider trading & price mani-

Fact: pulation during co.'s IPO in 1996. After paying a penalty, Gupta tried to settle the matter by applying for compounding. However, trial court rejected his appl<sup>n</sup>, stating SEBI's consent was needed. Gupta appealed the decision.

Issue: Is SEBI's consent required before an offence can be compounded?

Key points: ① SEBI's consent is not required for compounding. However, SEBI's opinion should be considered as it reflects the impact of offence on the market.

- Even if restitution (settlement) has been made, serious offences affecting public interest (like insider trading) should not be compounded.
- The court emphasized that compounding should only occur if the offence does not harm public interest & market integrity.

Decision: SC held that: in Gupta's case, the offence were too serious (public harm) to be compounded. It also clarified that SEBI's opinion is important when deciding on compounding and set out guidelines for future cases.

\* Settlement proceedings / consent orders under SEBI law →  
Consent orders - These are agreements b/w SEBI and a violator to settle case without long litigation. They can be used after SEBI finds a violation, but serious cases require investigation first.

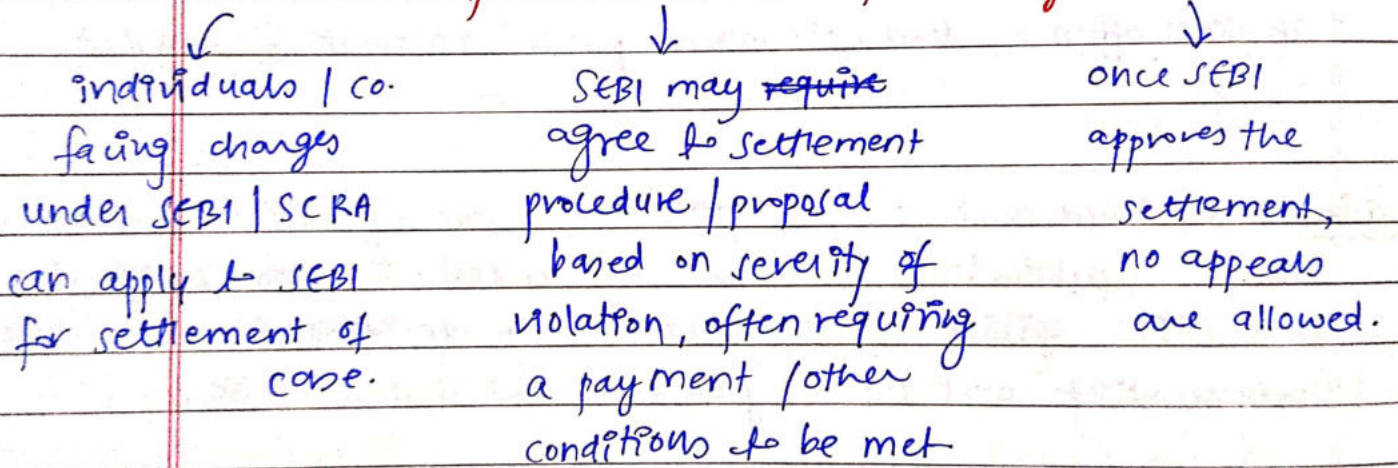
Compounding of offence - This is used after criminal charges are filed. If charges are not yet filed, a consent order process can settle the matter.

Advantages - Consent orders save time & cost by avoiding long lengthy legal processes. They allow quick penalties / sanctions without admitting guilt

Enforcement actions - SEBI can take admn actions (penalties / orders) or criminal actions (prosecution)

Shriram Mutual fund: Court ruled that penalties can be imposed without proving violator's intent, unless law specifically requires it.

\* settlement of admn & civil proceedings →



↓

settlement payments are credited to consolidated fund of India.

↓

In 2020, SLH of Kapashi Commercial Ltd settled with SEBI by paying RS. 34 lakhs for delayed disclosures of s/holding changes.

\* Appl<sup>n</sup> for settlement →

↓

person can apply to SEBI for settlement of proceedings by submitting a form + fees & necessary undertakings.

↓

appl<sup>n</sup> must include full & honest disclosure of defaults & previous admissions of other cases.

↓  
one appl<sup>n</sup> must cover all related issues & incomplete appl<sup>n</sup> can be resubmitted within 15 days.

↓  
For firm & co. appl<sup>n</sup> must be signed by a responsible person.

↓  
Disclosures must be made before applying for settlement for disclosure related defaults.

### \* limitation →

- appl<sup>n</sup> for settlement must be made within 60 days of receiving show cause notice. This rule does not apply to proceedings before tribunal / court.

### \* scope of settlement proceedings →

An appl<sup>n</sup> for settlement will NOT be considered if:

- previous appl<sup>n</sup> for same offence was rejected.
- investigation / inquiry is incomplete (except in case of confidentiality)
- money owed under a securities law order yet to be recovered.

Board may refuse settlement if alleged default:

- affects the market (or) causes large scale investor loss.
- impacts market integrity.

Board considers factors like:

- whether applicant has refunded money
- complied with laws.
- provided exit opportunity to investors

It may also reject appl<sup>n</sup> from wilful defaulters / fugitives or those who haven't paid due fees / penalties.

\* Rejection of appl<sup>n</sup> →

- Applicant { refuses / delays } communication.
- applicant delays / refuses in submission of required docs.
- applicant misses hearings
- applicant violates undertakings
- applicant fails to pay settlement amt. on time.
- applicant fails to fulfill settlement conditions.

Rejection will be communicated BUT the applicant remains bound by certain waivers regarding legal proceedings.

\* withdrawal of appl<sup>n</sup> →

- appl<sup>n</sup> can be withdrawn before decision by Panel of whole time members.
- If withdrawn, <sup>re</sup>appl<sup>n</sup> for same default is not allowed unless recommended by High powered Advisory committee with 50% higher settlement amt.

\* Effect of pending appl<sup>n</sup> on specified proceedings →

filing a settlement appl<sup>n</sup>,  
delays final decisions  
in ongoing proceedings.

New proceedings against applicant  
are paused until appl<sup>n</sup> is resolved  
except - in urgent cases.

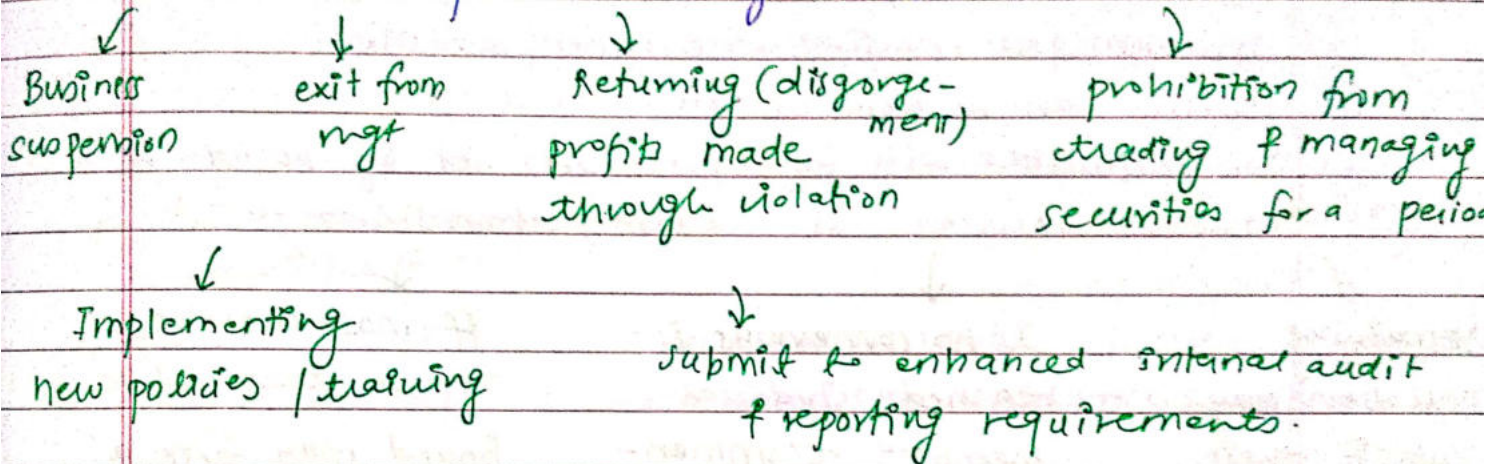
↓  
If not all parties apply  
for settlement,  
proceedings continue  
for those who haven't.

↓  
Any findings against the  
applicant depends on  
settlement outcome.

## \* Settlement Terms →

- Settlement terms can include monetary amt. / non-monetary actions like suspending business, exiting mgt or policy changes.

- non-monetary actions may include:



- settlement amounts (excl. legal costs) go to consolidated fund of India.

- Appn fees & legal costs go to SEBI's general fund.

- Disgorged profits are credited to IEPF.

## \* factors to be considered to arrive at settlement terms →

- applicant's behaviour during investigation
- applicant's role in group violation
- seriousness & impact of violation.
- other legal actions against applicant
- harm to investors / gain made from violation.
- measures to prevent future violations
- applicant's compliance plan
- economic benefits from non-compliance
- conditions to prevent future issues
- whether investor's claims are settled.
- other relevant factors.

## \* High powered Advisory committee →

- ① Board forms a High powered advisory committee to recommend settlement terms
- ② Committee includes a former judge + 3 securities expert
- ③ members serve for 3 years, extendable for 2 years.
- ④ Quorum for meeting : 3 members min.
- ⑤ meeting can be held online.
- ⑥ The committee will follow procedures set by Board. If a member recuses (disqualifies) themselves :

↓  
remaining members may submit their recommendation.

↓  
If no consensus is reached, Judicial members' recommendation will be final.

↓  
If most members recuse themselves, Board may form a new committee.

## \* Internal committee →

- Board will form an internal committee
- committee will include a senior officer & others as decided by Board.

## \* proceedings before internal committee →

- Internal committee decides if settlement is possible & sets the terms.
- committee can :

↓  
request info. from applicant

↓  
ask person to appear in person / online.

↓  
set conditions for settlement

↓  
allow applicant to submit revised terms within 15 days.

- proposed terms are sent to High powered Advisory committee.

## \* proceedings before High powered Advisory committee →

- committee reviews the applicant's details, proposed settlement terms and relevant factors.
- It may ask for revised terms & return the appl<sup>n</sup> to Internal committee
- The committee's recommendation are sent to panel of whole time members.

## \* Action on recommendation of High powered advisory committee →

- panel of whole time members reviews & may accept/reject the high powered advisory committee's recommendation.
- If rejected, panel must provide reasons & inform the applicant.
- If the recommendation is accepted :

applicant will  
receive a notice  
demand within  
7 working days.

Applicant must :

- ① pay settlement amt. within 30 days via designated payment gateway.
- ② fulfill other settlement terms within given time.

- If panel rejects the settlement terms, appl<sup>n</sup> is returned for re-examination & the process will start again with Internal committee & High powered Advisory committee.

- \* **Consent order** → A settlement b/w regulator & a person accused of violating securities laws, which may/may not include admitting a violation.
- \* **Compounding of offence** → A process where accused pays a fine instead of going through a criminal trial.
- \* **Adm<sup>n</sup> / criminal enforcement actions** → Actions like issuing fines, suspending regn (or) taking legal actions in courts / CAT.
- \* **prosecution** → criminal charges filed by SEBI that could lead to imp. fine.
- \* **objective of consent order** → Resolve issues quickly & fairly without lengthy legal proceedings.
- \* **objective of compounding** → Avoid lengthy criminal trials by paying a fine, saving  $\left\{ \begin{array}{l} \text{time} \\ \text{cost} \end{array} \right\}$ .
- \* **who can seek settlement** → anyone notified about / involved in legal proceeding can propose a settlement.
- \* **Summary settlement procedure** →
  - Board can issue summary settlement notice for <sup>certain</sup> defaults (like delayed filings, non-compliance). This notice asks the recipient to:
    - ↓ submit a settlement appl<sup>n</sup>
    - ↓ pay the settlement amount.
    - ↓ follow any non-monetary terms (like compliance actions)



To get confidentiality, applicant must:

- stop participating in violation
- provide complete / truthful info.
- co-operate fully with investigation
- Not destroy / hide docs.

**Failure to comply:** if applicant doesn't follow the Rules, Board can still use their info. in proceedings.

- Board can add extra conditions if needed
- applicant must submit detailed appl<sup>n</sup> + info.
- If Board agrees, they will grant confidentiality & notify the applicant.
- Board can reject the appl<sup>n</sup> if info. is <sup>(false)</sup> incomplete.
- Rejection will be communicated.

\* Procedure:

\* Confidentiality & Assurance →

- Board may protect the applicant from regulatory action if it believes the info. provided relates to a possible securities law violation.
- applicant's identity & submitted info. are confidential, unless:

↓  
Disclosure is required by law.

↓  
applicant agrees to it.

↓  
applicant publicly discloses it.

## \* Settlement order →

**Settlement before adjudicating officer / Board :** The officer will issue a settlement order based on agreed terms, detailing the violation, laws, facts & terms.

**Settlement before Tribunal & court :** Settlement terms are applied to tribunal / court cases. Tribunal / court will approve / reject them.

**Service / publication of settlement order :** Settlement order is served to applicant & published on Board's Report / website. Applicant's identity is kept confidential.

**Settlement schemes :** Board can create special settlement schemes for specific violations. Settlements under these schemes are valid.

**Effect on 3<sup>rd</sup> party rights :** Settlement orders ~~do~~ don't affect other legal cases / 3<sup>rd</sup> parties. They cannot be used as evidence against others.

**Revocation of settlement order :** If applicant doesn't comply, settlement order is revoked. & proceedings are restored. No money is refunded if revoked.

**Confidentiality of info :** All info. during settlement is confidential, unless required by law. Rejected / withdrawn appl<sup>n</sup> can't be used as evidence.

**Irregularity in procedure :** Settlement orders are not invalidated due to procedural errors. The Board can revoke orders if the applicant fails to pay correct amount.

Procedure for composition : Same Rules apply to compounding appl'n.

### \* SEBI Insider trading settlement case →

SEBI settled a case in insider trading involving Rakesh Jhunjunwala and his family regarding Aptech computers.

Issue: In Sept 2016, Aptech's stock surged after Jhunjunwala's brother & sister bought large amt. of shares. Shortly after, Aptech announced its entry into pre-school education market, which was UPSI.

Allegations: SEBI accused Jhunjunwala & others of trading on this UPSI b/w march - Sept 2016 before the official announcement.

Settlement: Investors settled the case through SEBI's consent route paying a total of :

Rakesh Jhunjunwala : 18.5 CR ( 6 CR disgorgement)

His wife : 2 CR

Aptech Board members : ₹ 6.2 CR & 1.7 CR.

### \* Securities Appellate Tribunal (SAT) →

Purpose: Hear appeals against orders of SEBI, PERDA & IRDAI

Jurisdiction: Covers appeals under SEBI, PERDA & IRDAI

Established: under Section 15 K of SEBI Act, 1992

### \* Composition of SAT →

- SAT consists of :  $\left\{ \begin{array}{l} \text{Presiding officer} \\ \text{Judicial members} \\ \text{Technical members} \end{array} \right.$

- Benches of SAT are formed by Presiding officer & atleast 1 Judicial + 1 Technical member.
- SAT generally sits in Mumbai but may sit elsewhere as notified by the government.

### \* Qualification of SAT →

Presiding officer : must be 1c Judge (a) Chief Justice of HC (a) HC Judge for atleast 7 years.

Judicial member : must have been HC Judge for atleast 5 years.

Technical member : must have 15+ year experience in sectors like securities, pension, financial markets or insurance (a) have held a senior govt position.

Appointment procedure : [ Presiding officer / Judicial members ] → Apptd by Cg in consultation with CJI.

[Tech. members] → appointment based on recommendation from search-com - selection committee chaired by SAT presiding officer.

Restriction on apptn → senior officials from SEBI, IRDAI and PFRDA or equivalent posts cannot be appointed during their tenure (a) within 2 years after cessation.

## \* Tenure →

**Term:** 5 years with a possibility of reappointment for another 5 years.

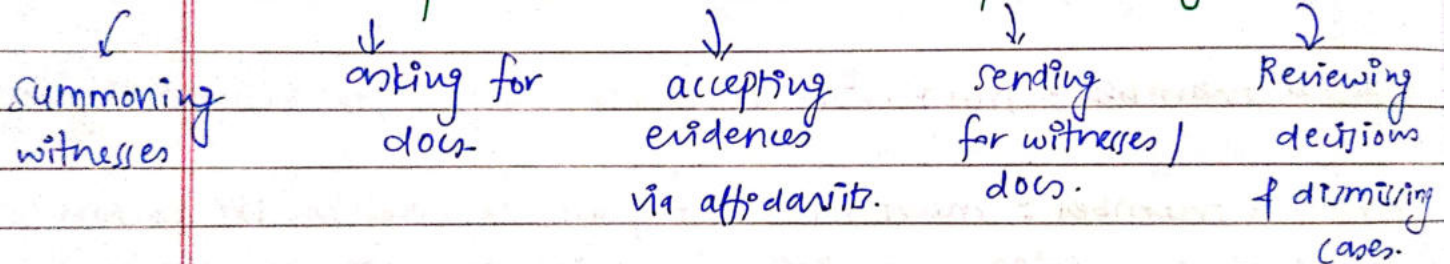
**Age limit:** members cannot hold office after turning 70 years.

## \* procedure &amp; powers of SAT →

→ SAT isn't bound by strict court rules <sup>but it</sup> must follow principles of natural justice.

→ It can decide its own procedures & where to hold hearings.

SAT has powers like a civil court, including:



→ SAT'S proceedings are treated as judicial, similar to <sup>civil</sup> court under Indian laws.

→ The presiding officer can assign cases to different benches & move cases b/w them.

→ If Benches disagree, presiding officer resolves the issue / refers it to another member for a final decision.

## \* Appeal to SAT →

- Anyone unhappy with orders from ITO, an adjudicating officer, IRDA, PFRDA, STI can appeal to SAT.

- Appeal must be made within 45 days, but SAT can allow a late appeal if sufficient cause exists.

- SAT can  $\left. \begin{array}{l} \text{confirm} \\ \text{modify} \\ \text{set aside} \end{array} \right\}$  order of SEBI etc.

- SAT will send its decision to all parties involved, incl. SEBI or relevant authority.

- SAT aims to resolve appeals within 6 months.

\* Right of legal representation  $\rightarrow$

Appellant can appear in person (1) or hire a chartered accountant (2), company secret secretary (3), cost accountant (4), lawyer (5) or compliance officer to represent them.

\* final appointments  $\rightarrow$

- CG's app<sup>n</sup> to SAT are final & cannot be questioned.  
- SAT's proceedings cannot be invalidated due to any technical issues in its constitution.

\* CG has created rules to guide how SAT operates.

\* Form & procedure of appeal  $\rightarrow$

- appeal must be presented in specific form to appellate tribunal's registry (1) sent by Registered post to Registrar  
- If sent by post, appeal is considered filed when it is received by the Registry.

\* Tribunal's sitting location  $\rightarrow$

✓  
Tribunal can sit at its office  
(1) any place in its jurisdiction.

↓  
If presiding officer is absent, another member can take over.

\* language →

proceedings are in English / Hindi

Docs in other languages must include an English / Hindi translation.

classmate

Date

Page 146

\* Appeal format →

- appeals must be typed / printed on good quality paper, double spaced & numbered.
- Submit 5 copies of appeal with envelopes addressed to respondents.

\* Scrutiny of appeal →

↓  
Registrar checks if appeal is in order, dated & registers it

↓  
If there are defects: appellant is given time to correct them.

↓  
If defects are not fixed: appeal may be rejected.

↓  
Appellant can appeal within 15 days to presiding officer, whose decision is final.

\* fees →

appeal fees depend on amt. of penalty:

- less than ₹ 10,000 - 500 ₹
- ₹ 10,000 - 1 lakh - ₹ 1200
- > 1 lakh - ₹ 1200 + ₹ 500 extra for each extra ₹ 1 lakh (max ₹ 150,000)

other appeals: ₹ 5000

\* contents of appeal →

↓  
memorandum of appeal should clearly state grounds of appeals, numbered consecutively

↓  
if interim orders are needed, include in same memorandum of appeal.

Date \_\_\_\_\_  
Page 147

\* Documents to accompany memorandum of appeal →

submit 5 copies of appeal and the order (one certified copy)

If represented by auth. representative: include authorization of consent from representative.

\* Plural remedies →

A memorandum of appeal can only seek relief against <sup>one</sup> order unless the reliefs are { direct }  
{ consequential }.

\* Notice of appeal to Respondent →

The Registrar must serve a copy of appeal to the respondent via hand delivery @ postal services (Regd @ Speed post) as soon as appeal is registered.

\* Filing of reply by Respondent →

- The Respondent must file a reply + supporting docs within 1 month of receiving notice of appeal.
- Replies + docs must be verified as per required form
- The Respondent must serve copies of reply + docs to appellant immediately.
- Appellate Tribunal may allow late filing if respondent applies for it.

\* Date of hearing → Appellate tribunal will notify the parties of hearing date as directed by presiding officer.

### \* Hearing of Appeal →

Appellant will present their case followed by Board's representative (if applicable). The appellant can reply after that. oral arguments may be added to written ones.

if appellant doesn't appear: appeal may be decided on its merits. If appellant shows <sup>sufficient cause</sup> later, tribunal may restore the appeal.

### \* Dress → code

Presiding officer & members → wear black / white pants, black coat and a white shirt. Females wear a black coat over a white saree.

Auth. representative → must wear professional attire (eg. suit / coat with pants) Females can wear a sober - coloured saree / coat.

others: All persons must dress appropriately!

### \* Signing & dating of orders →

orders must be dated & signed by presiding officer & 2 members.

Interim orders can be passed by presiding officer if necessary, with reasons recorded.

\* publication of order → orders must be published in reports / press as decided by Presiding officer.

\* communication of order → certified copies of orders must be to Board, Adjudicating officer & parties involved.

## \* orders &amp; directions →

The tribunal can issue any ~~unnecessary~~ necessary orders / directions to enforce its decisions @ ensure justice.

## \* fees for inspection &amp; copies →

Inspection: ₹ 20 per hour (minimum ₹ 100)

Copy fee: ₹ 5 per page (no typing), ₹ 10 per page (with typing)

## \* working hours →

- office hours: 10 AM - 6 PM (closed after 4:30 PM for non-urgent work)
- sitting hours:



10:30 AM to 1 PM [and]  
2 PM to 5 PM.

## \* Holiday →

If a deadline falls on a holiday: the task can be done the next working day!

## \* Functions of the Registrar →

↓	↓	↓	↓
works under the supervision of presiding officer / auth. member.	Responsible for safe keeping of Tribunal's records.	keep the Appellate Tribunal's official seal & authorize its Rules	Authorizes use of seal of certifying documents.



manages Tribunal records & processes under presiding officer's direction.

## \* Addn Duties of Registrar →

- receives all appeals, replies & docs filed.
- Ensures appeals are complete & may ask for corrections before regn.
- can order amendments to records if needed
- Sets hearing dates & issue notices (under presiding officer's ~~best~~ direction)
- Issues copies of docs to parties involved.
- Grant permission to inspect Tribunal's records
- manages service of notices to the parties
- can request records from courts / authorities if needed.

\* official seal & emblem are specified by CG.

## \* Appeal to SC →

A person can appeal to SC within 60 days of Tribunal's decision on a legal question <sup>and</sup>. The court can extend the period by another 60 days if a valid reason is given!