

APPELLATE TRIBUNAL FOR ELECTRICITY

Core-4, 7thFloor, SCOPE Complex, Lodhi Road, New Delhi – 110 003.

www.aptel.gov.in

DFR NO. & DATE.	:	
PROVISIONS APPLICABLE.	:	
NAME OF COMMISSION, WHOSE ORDER IS UNDER CHALLENGE.	:	
CASE NO. BEFORE STATE COMMISSION.	:	
DATE OF IMPUGNED JUDGMENT	:	
IS THE IMPUGNED ORDER A TARIFF ORDER?	:	
IF THE IMPUGNED ORDER IS A COMMON ORDER, SPECIFY THE PETITION/S TO WHICH THE PRESENT APPEAL PERTAINS?	:	
JURISDICTION:	:	
APPELLATE/ORIGINAL/SPECIAL		
LIMITATION:	:	
WITHIN PERIOD/NO. OF DAY'S DELAY IN FILING		

APPEAL MEMO

I. Thick Cover Paper

	YES	NO	N.A.	O/use
(a) Whether Thick Cover Page provided?				
(b) Whether copy of Short Title pasted on cover page?				

II. Blank papers (Legal Size)

(a) Whether blank papers (3 nos.) have been filed?				
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III. Opening Sheet

(a) Whether opening sheet is filed?				
(b) Whether all the columns are duly filled in?				
(c) Is the process fee paid?				
(d) Is the court fee sufficient? If not, is IA for exemption filed?				
(e) Is the DD drawn in the name of " Pay and Accounts Officer, Ministry of Power, New Delhi "?				
(f) Whether relief claimed is specifically mentioned?				

IV. Separate Full Cause Title/Memo of Parties

(a) Whether separate cause title is filed mentioning the address with pin code and designation of concerned officers?				
(b) Is Commission a party-Respondent?				
(c) Whether PIN of all parties mentioned along with address?				

XI. Annexures		YES	NO	N.A.	O/use
(a)	Whether all Annexures are enclosed?				
(b)	Whether the Annexures are legible?				
(c)	Is the pagination done properly?				
(d)	Whether separate fee of Rs.25/- paid for each Annexure?				
(e)	Is each Annexure certified as "True Copy" or "True Typed Copy" by the advocate?				

XII. Vakalatnama					
(a)	Is Vakalatnama filed in proper format?				
(b)	Is the date in Vakalatnama filled in?				
(c)	Is the Appellant signed it?				
(d)	Is the Acceptor/AoR accepted it affixing its seal, signature as well as telephone number?				
(e)	Is it properly attested by a Notary or an Advocate other than the AoR or a Gazetted Officer?				
(f)	Is the court fee of Rs.25/- affixed?				
(g)	Is the Advocate Welfare Fund stamp of Rs.10/- affixed?				

XIII. English Translation					
(a)	Are all the Annexures in English?				
(b)	If not, whether exemption application filed?				
(c)	If exemption application is filed, is it complete?				
(i)	Is the declaration clause duly signed by the Applicant?				
(ii)	Is the verification clause duly signed by the Applicant?				
(iii)	Is there any blank in the application?				
(iv)	Is the designation of the deponent mentioned and seal affixed?				
(v)	Is the date duly filled in?				
(vi)	Is the affidavit properly notarized by a notary?				
(vii)	Does it contain certificate of the translator/advocate to the effect that " <i>it is the true and correct translation of the document</i> "?				
(viii)	Whether additional court fee of Rs.1,000/- paid on the exemption application?				

XXII. Application for Condonation of Delay

(a)	If there is a delay in filing Memo of Appeal, whether any separate application has been filed for condonation of delay clearly mentioning the number of days' delay?					
(b)	If application for condonation of delay is filed, is it complete?					
(i)	Is the declaration clause duly signed by the Applicant?					
(ii)	Is the verification clause duly signed by the Applicant?					
(iii)	Is there any blank in the application?					
(iv)	Is the designation of the deponent mentioned and seal affixed?					
(v)	Is the date duly filled in?					
(vi)	Is affidavit properly notarized by a notary?					
(vii)	Whether additional court fee of Rs.1,000/- paid on the application for condonation of delay?					

Checked by :

Re-checked by :

Dated :

Dated :

xxx