

APPLICATION FOR INSPECTION OF ENQUIRY /
COMPENSATION APPLICATION FILE

1. UTP/RTP/MTP Enq. No./CA No. :
(as the case may be)
2. Name(s) and other details of parties/
Cause title of the case. :
3. Name of the Applicant :
4. Whether person intending to inspect is
a party to the proceedings or not :
5. Whether inspection is to be carried out
by an officer of Central Govt. (In case :
inspection is to be carried out by an
Advocate or Authorized Representative, it be
affirmed whether Vakalatnama/Authority letter
is on record)
6. Status (Whether Complainant/Advocate for :
Complainant or Respondent/Advocates
for Respondent/others.)
7. Complete Postal/Communication address with :
Telephone No., if any of the Applicant.
8. Purpose of Inspection and time likely to be taken :
in undertaking inspection.
9. Date of last hearing, if known. :
10. Date of next hearing, if known. :

Signature of Applicant with date.
Name in Block letters.:

FOR OFFICE USE ONLY

Please accept inspection charges of Rs. _____

Signature of concerned official & date

CASHIER (Please see item 'X' of the instruction)

Details of the fee deposited

- a) Amount _____
- b) Cash receipt No. _____
- c) Date of Cash Receipt _____
- d) Date of Inspection _____

Signature of concerned official & Date

INSTRUCTION TO FOLLOW: -

- i) The person carrying out inspection is not allowed to use "PEN" or any other marking device during inspection.
- ii) The inspection shall be carried out before an officer not below the rank of Section Officer.
- iii) Inspection charges will be required to be deposited in advance. In case the inspection period exceeds one hour the balance payment will also be made.
- iv) The inspection will be undertaken at a time and date intimated by Authorised Official.
- v) While inspection no addition, deletion, modification, mutilation be made in record otherwise it will tantamount to tampering with records of Tribunal.
- vi) No fee is payable when inspection is carried out by an official of Central Govt./Directorate General.
- vii) Inspection by a person not party to proceeding shall be allowed only with the approval of Hon'ble Tribunal.
- viii) The form of requisition shall be submitted to the SO(T) by the person seeking inspection.
- ix) Inspection of internal note sheet pages shall not be allowed.
- x) SO(T) shall, in consultation with AD(E), give date and time of inspection to the person seeking the same.
- xi) Cashier and his Section shall not accept inspection fee without the recommendation of the officer of the Technical Wing not below the rank of SO(T).

UNDERTAKING

I, _____ have inspected the Record as per my requisition.

DATE : _____ Signature

Time: (.....to) Name