



ISO 9001:2008, ISO 14001:
2004 & ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக் கழகம்

व.उ.चिदम्बरनार पत्तन न्यास

V.O.CHIDAMBARANAR PORT TRUST

पोत परिवहन मंत्रालय , भारत सरकार

(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)
ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004, TAMIL NADU



SAGARMALA
PORT-LED PROSPERITY

No: GAD-OGALG-CRC-CIRCU-VI-18.

Date: .10.2019

Circular No. 001/19-20

Sub: Maintenance of case documents by Legal section_– Reg

As informed by the Chairman, all the departments were requested vide e-mail on 19.09.2019 to provide the copies of legal case files documents filed by and against the Port to the legal section.

The photocopies of certain legal case files received from various departments by the Legal section are found to be incomplete and inadequate to ascertain the legal cases. Further, Legal section is also receiving various queries regarding the details of the nature of documents, requires photocopies.

In order to avoid the above lacunae and to expedite the process, the court wise checklist has been prepared for legal cases pending before various legal forums and enclosed herewith to identify the documents easily and providing copies of the same to legal section duly filled in case wise.

The photocopies of the documents to be taken in legal size paper and the same may be provided in the form of spiral bind book or in a box file.

Encl: 4 nos. of Checklists


Secretary

To
All Heads of Department, VOC Port Trust- through mail.

Copy to

- (i) PA to Chairman, VOC Port Trust.
- (ii) PA to Dy. Chairman, VOC Port Trust.
- (iii) Sr.DD, EDP- with a request to upload this circular in the intra net.

Legal Case Documents Of..... Department, Vocpt

Sl.No	Part A - Cause Title / Basic Information		
1	Case No.		
2	Petitioner(S)		
3	Respondent(S)		
4	In The Court Of		
5	Details Of Connected Cases		
6	Sap / File No. (If Any)		
7	Name Of The Legal Adviser		
8	Name Of The Senior Counsel/Asg/Sg/Aag/Ag		
9	Whether Legal Adviser Is Engaged Other In Panel, If Yes, Please Provide With The Contact Details		
Part B - Check List For Documents For Original Side Cases			
Sl.No	Particulars	Availability	Reference No. & Date
10	Brief Facts/Case Summary	Yes / No	
11	Summons/Court Notice	Yes / No	
12	Legal/Private Notice	Yes / No	
13	Complaint/Affidavit/Petition Filed By The Petitioner	Yes / No	
14	Reply/Counter/Written Statement Filed By The Respondents	Yes / No	
15	Rejoinder Filed By The Petitioner	Yes / No	
16	Reply To Rejoinder Filed By The Respondent	Yes / No	
17	Interim Application Injunction/Stay/Early Hearing/Etc (If Any)	Yes / No	
18	Set Aside/Restoration/Implead Petition	Yes / No	
19	Caveat Petition (If Any)	Yes / No	
20	Proof Of Affidavit Filed By The Petitioner	Yes / No	
21	Proof Of Affidavit Filed By The Respondent	Yes / No	
22	Acceptance And Denial Of Documents Filed By The Petitioner	Yes / No	
23	Acceptance And Denial Of Documents Filed By The Respondent	Yes / No	
24	Chief Examination/Deposition Of Witness(Es)	Yes / No	
25	Cross Examination/Deposition Of Witness(Es)	Yes / No	
26	Marked Evidence / Documents	Yes / No	
27	Written Submissions/Notes Of Arguments	Yes / No	
28	Interim Order/Daily Order/Minutes	Yes / No	
29	Final Order/Judgment	Yes / No	
30	Other/Non-Classified Documents (If Any)	Yes / No	

Signature – I

Signature – II

Head of The Department

Note:

1. The above checklist has to be duly filled and placed over each case file
2. All the copies should be taken in legal size paper
3. The copies has to be arranged date-wise in a spiral binding book or in a box file

Legal Case Documents Of..... Department, Vocpt

Sl.No	Part A - Cause Title / Basic Information	
1	Case No.	
2	Petitioner(S)	
3	Respondent(S)	
4	In The Court Of	
5	Details Of Connected Cases	
6	Sap / File No. (If Any)	
7	Name Of The Legal Adviser	
8	Name Of The Senior Counsel/Asg/Sg/Aag/Ag	
9	Whether Legal Adviser Is Engaged Other In Panel, If Yes, Please Provide With The Contact Details	

Part B - Check List For Documents For Appellate Side Cases

Sl.No	Particulars	Availability	Reference No. & Date
10	Brief Facts/Case Summary	Yes / No	
11	Summons/Court Notice	Yes / No	
12	Legal/Private Notice	Yes / No	
13	Caveat Petition (If Any)	Yes / No	
14	Grounds/Memorandum Of Appeal	Yes / No	
15	Additional Grounds (If Any)	Yes / No	
16	Additional Typed Set/Documents (If Any) Filed Other Than In Original Case	Yes / No	
17	Set Aside/Restoration/Implead Petition	Yes / No	
18	Affidavit Filed By The Petitioner	Yes / No	
19	Counter Filed By The Respondent	Yes / No	
20	Interim Order	Yes / No	
21	Written Submission/Notes Of Arguments	Yes / No	
22	Final Order/Judgment	Yes / No	
23	Other/Non-Classified Documents (If Any)	Yes / No	

Signature - I

Signature - II

Head of the Department

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Legal Case Documents Of..... Department, Vocpt

Sl.No	Part A - Cause Title / Basic Information	
1	Case No.	
2	Petitioner(S)	
3	Respondent(S)	
4	In The Court Of	
5	Details Of Connected Cases	
6	Sap / File No. (If Any)	
7	Name Of The Legal Adviser	
8	Name Of The Senior Counsel/Asg/Sg/Aag/Ag	
9	Whether Legal Adviser Is Engaged Other In Panel, If Yes, Please Provide With The Contact Details	

Part B - Check List For Documents For Original Jurisdiction Cases

Sl.No	Particulars	Availability	Reference No. & Date
10	Brief Facts/Case Summary	Yes / No	
11	Court Notice/Notice Of Motion	Yes / No	
12	Legal/Private Notice	Yes / No	
13	Petition Filed By The Petitioner(S)	Yes / No	
14	Reply/Counter Affidavit Filed By The Respondent(S)	Yes / No	
15	Reply To The Counter Filed By The Petitioner	Yes / No	
16	Additional Counter Filed By The Respondent	Yes / No	
17	Interim Application Injunction/Stay/Early Hearing/Etc (If Any)	Yes / No	
18	Restoration/Implead Petition	Yes / No	
19	Review Application	Yes / No	
20	Written Submissions/Notes Of Arguments	Yes / No	
21	Interim Order	Yes / No	
22	Final Order/Judgment	Yes / No	
23	Other/Non-Classified Documents (If Any)	Yes / No	

Part B - Check List For Documents For Appellate Jurisdiction Cases

Sl.No	Particulars	Availability	Reference No. & Date
10	Brief Facts/Case Summary	Yes / No	
11	Court Notice/Notice Of Motion	Yes / No	
12	Legal/Private Notice	Yes / No	
13	Caveat Petition (If Any)	Yes / No	
14	Grounds/Memorandum Of Appeal	Yes / No	
15	Additional Grounds (If Any)	Yes / No	
16	Additional Typed Set/Documents (If Any) Filed Other Than In Original Case	Yes / No	
17	Affidavit Filed By The Appellant	Yes / No	
18	Counter Affidavit Filed By The Respondent	Yes / No	
19	Interim Application Injunction/Stay/Early Hearing/Etc (If Any)	Yes / No	
20	Restoration/Implead Petition	Yes / No	
21	Review Application	Yes / No	
22	Written Submission/Notes Of Arguments	Yes / No	

23	Interim Order	Yes / No	
24	Final Order/Judgment	Yes / No	
25	Other/Non-Classified Documents (If Any)	Yes / No	

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Signature – II

Head of the Department

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Legal Case Documents Of..... Department, Vocpt

Sl.No	Part A - Cause Title / Basic Information		
1	Case No.		
2	Petitioner(S)		
3	Respondent(S)		
4	In The Court Of		
5	Details Of Connected Cases		
6	Sap / File No. (If Any)		
7	Name Of The Legal Adviser		
8	Name Of The Senior Counsel/Asg/Sg/Aag/Ag		
9	Whether Legal Adviser Is Engaged Other In Panel, If Yes, Please Provide With The Contact Details		
Part B - Check List For Legal Cases Documents			
Sl.No	Particulars	Availability	Reference No. & Date
10	Brief Facts/Case Summary	Yes / No	
11	Court Notice/Notice Of Motion	Yes / No	
12	Legal/Private Notice	Yes / No	
13	Caveat Petition (If Any)	Yes / No	
14	Special Leave Petition Filed By The Petitioner	Yes / No	
15	Reply/Counter Filed By The Respondent	Yes / No	
16	Reply To The Counter Filed By The Petitioner	Yes / No	
17	Additional Counter Filed By The Respondent	Yes / No	
18	Interim Application Injunction/Stay/Early Hearing/Etc (If Any)	Yes / No	
19	Implead Petition	Yes / No	
20	Review Application	Yes / No	
21	Written Submissions/Notes Of Arguments	Yes / No	
22	Interim Order	Yes / No	
23	Daily Order/Proceedings		
24	Final Order/Judgment	Yes / No	
25	Other/Non-Classified Documents (If Any)	Yes / No	

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