



## **National Company Law Appellate Tribunal**

***Revised Standard Operating Procedure for Ld. Advocate/ Authorised Representative/Party-in-Person for hearing/Mentioning the matter through virtual mode.***

As directed, the following is the revised Standard Operating Procedure for hearing of cases through virtual mode (Cisco Webex Meeting Platform) using the e-filing portal (<https://efiling.nclat.gov.in>) from 04.01.2021.

NCLAT e-filing facility is now available for filing of Appeal/ Interlocutory Application/ Reply/ Rejoinder etc. Therefore, all concerned are requested to avail the same through NCLAT e-filing portal (<https://efiling.nclat.gov.in>) w.e.f. 04.01.2021. The URL for the same is available on NCLAT website ([www.nclat.nic.in](http://www.nclat.nic.in)).

It may be noted that it is mandatory that Ld. Advocates/ Authorised Representatives/ Parties-in-Person shall file the Appeal/Interlocutory Application/Reply/ Rejoinder etc. in hard copy also as per the procedure prescribed in NCLAT Rules, 2016 along with the e-filing receipt. The online filing & hard copies must match with proper pagination. The Court Fee shall be paid through *Bharat Kosh* (<https://bharatkosh.gov.in>) and the payment receipt should be attached.

### **MENTIONING**

1. The mentioning application shall be submitted only by e-mail at the email address [registrar-nclat@nic.in](mailto:registrar-nclat@nic.in).
2. After curing the defects, the cases would be listed in the cause list to be published on the NCLAT website ([www.nclat.nic.in](http://www.nclat.nic.in)).
3. The mentioning application must *inter-alia* clearly contain the case-details (e-filing no., diary No., date of filing, cause title, appeal details etc.) and contact details of the Learned Advocate/Authorised Representative/

Party-in-Person such as e-mail ID, mobile number with alternate number(s), full company/office address with pin code.

4. The mentioning application must contain a separate paragraph giving consent for taking up the matter through virtual mode.
5. In the mentioning application, the Learned Advocate/Authorised Representative/ Party-in-Person must specify as to how he/she would link to the Hon'ble Bench in video-conferencing mode, i.e. whether through desktop/laptop/mobile phone. **In this regard, parties may kindly use desktop/laptop/tablet computers that will provide stable and smooth connectivity for video-conference. It may be noted that the speed of link should be more than 2 Mbps. It has been observed that signal drop/incoming call on mobile phones can delink such devices from an ongoing video-conference disrupting such VC and such devices may be avoided as far as possible.**

#### **GENERAL INSTRUCTIONS**

6. The parties shall not be permitted to rely upon any document other than the documents duly filed along with the Appeal/Interlocutory application etc. in conformity with the NCLAT Rules, 2016.
7. Link to enable the Ld. Advocate/Representative/Party-in-Person to join the Video Conference shall be sent to the e-mail ID mentioned in their Appeal/Interlocutory application. Please note that a maximum of **three** appearance links will be provided per party (AOR, Junior Lawyer, Sr. Advocate / Arguing Counsel) and that it should not be shared with anyone.
8. The standard protocol about one person speaking at a time in VC shall be followed. All the parties shall be given chance, in turns, to present their case by the Hon'ble Bench. Any attempt to jump in during the presentation by another party may disrupt the proceedings. It may also invite 'muting' of the microphone of the disrupting party. In case a person wants to make a point she/he may raise her/his hand to invite the attention of the Hon'ble Bench. She/he can start speaking only after she/he has been allowed to do so. Cross talking or discussion could be done only after the mic has been put in '**mute**' mode.

9. The directions of the Hon'ble Bench should be strictly followed at all times in VC to enable smooth hearing.
10. The decorum regarding dress of presenters and in verbal presentations should be maintained.
11. Any recording and use in any manner of the proceedings of the hearing through VC is strictly prohibited. Infringement may invite stringent action against the erring party.

## **INSTRUCTIONS FOR JOINING VIDEO CONFERENCING**

The parties may note that, for the present, the matters shall be heard by the Hon'ble Bench through web-based video-conferencing system on the '**CISCO Webex Meeting**' platform.

It may be further noted that the smooth functioning of the video-conference is squarely dependent upon and subject to the connectivity [signal strength/bandwidth] available at the end of the remote user(s), and hence it is expected that any party joining a hearing through video-conference shall ensure that robust connectivity and bandwidth are available at their end. In this regard, parties may use broadband connection of minimum 2 Mbps/dedicated 4G data connection.

The parties may also ensure that no other device or application is connected to or using the bandwidth when the hearing by video-conferencing is progressing on their CISCO Webex-enabled computer (preferable) or mobile.

For ease-of-use, parties may kindly note the following *Standard Operating Procedure* in respect of hearing of cases through video conferencing mode:

1. The Invitation Link for appearance and viewing, as the case may be, will be sent by the Registry to the given mobile no(s)/e-mail IDs by email/WhatsApp around half-an-hour before the scheduled hearing. Parties may also note that each of the links sent to any device is required to be unique and hence, parties may not share or forward such link(s) to any other person or device nor shall they enable others to join the hearing through video conference.

2. To join the Virtual Court Room through Cisco Webex Meeting using Desktop/Laptop/Tablet PC, please read the instructions provided in Annexure 'A'.
3. Upon clicking the "Join" button, the party would be prompted to enter the display name wherein the party is required to write his/her name with designation by prefixing item no. (*of the cause list*) in the space given i.e.: **ITEM NO. 1 – Gajendra Singh - Appellant** OR **ITEM NO. 1 – Gaurav Rawat - Respondent** OR **ITEM NO. 1 – Chetan Rawat PARTY-IN-PERSON**, as the case may be, and thereafter the party is required to click on the "JOIN" button.
4. Upon having joined the Courtroom in virtual mode, the arguing counsel shall introduce himself/herself to the Hon'ble Bench and thereafter, shall wait for the instructions from the Hon'ble Bench. On being asked, the party may make submissions and on completion of the submissions, shall at once 'mute' the MIC of the respective device. If the Hon'ble Bench requires the party to make further submission(s), the party may then 'unmute' the MIC of the device and again, on completion of the submission, put the MIC on 'mute' mode.
5. It is important for the parties to remember to keep their MIC on 'mute' at all times, except when the Hon'ble Bench requires them to make submission(s). Thus, when one party is making submissions, it is imperative that all other participants shall keep their respective MIC **muted** failing which the possibility of MIC catching audio feed from the speakers and creating 'echo/noise disturbance' would become very high and may disturb the video conference.
6. It may be noted that simultaneous submissions by more than one party at any given time **should be avoided** and each party may indicate their requirement to speak/submit by seeking permission from the Hon'ble Bench, **by raising hand**. Once permitted by the Hon'ble Bench, the party shall first 'unmute' the MIC and thereafter make submissions, as per clauses 4 and 5 above.
7. During the course of hearing through video-conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and hence it is expected that they would not resort to any indecorous

conduct or dress or comment. Further, the parties are required to ensure that the proceedings by video conference are neither recorded/stored nor broadcasted, in any manner whatsoever, as **recording/copying/storing and/or broadcasting, by any means** of the hearings and proceedings before the Tribunal is **expressly prohibited**. A breach of this rule shall apart from entailing penal consequences, render such recording inadmissible in any court proceedings.

8. Parties are required to **stay online (but in MUTE mode) till the Hon'ble Bench concludes** the hearing of their matter, whereafter the parties may disconnect from video-conference.
9. After publication of cause list, a link for video conferencing will be provided to Learned Advocate/Authorised Representative/ Party-in-Person by the Registry through e-mail/SMS half an hour before the hearing of the matter.
10. The Competent Authority has been pleased to direct that the Ld. advocates could wear "plain white-shirt/white-salwar-kameez/ white saree, with a plain white neck band" during the hearings before the NCLAT through virtual mode.

***Note:** Link for video conferencing will be provided to Learned Advocate/Authorised Representative/ Party-in-Person to the e-mail ID as mentioned in their Appeal/Interlocutory application.*

**For any technical support parties may contact the following officials during the office hours on working days:**

VC Support -Mr. Sohrab Naqvi (9811226764), Mr. Gourav Mishra (8674951323), Mr. Ritu Raj Verma (9852642688) Mr. Mohan Sharma (9650969521), Mr. Anubhav Kumar (8920544917)

VC Technical Issues - Mr. Gajendra Singh (9560014361), Mr. Satyanarayan (9871547911).

e-mail ID: [itsupport@nclat.nic.in](mailto:itsupport@nclat.nic.in) (Technical Support)

# Join a Webex Meeting

## Annexure 'A'

You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.

### Related Articles

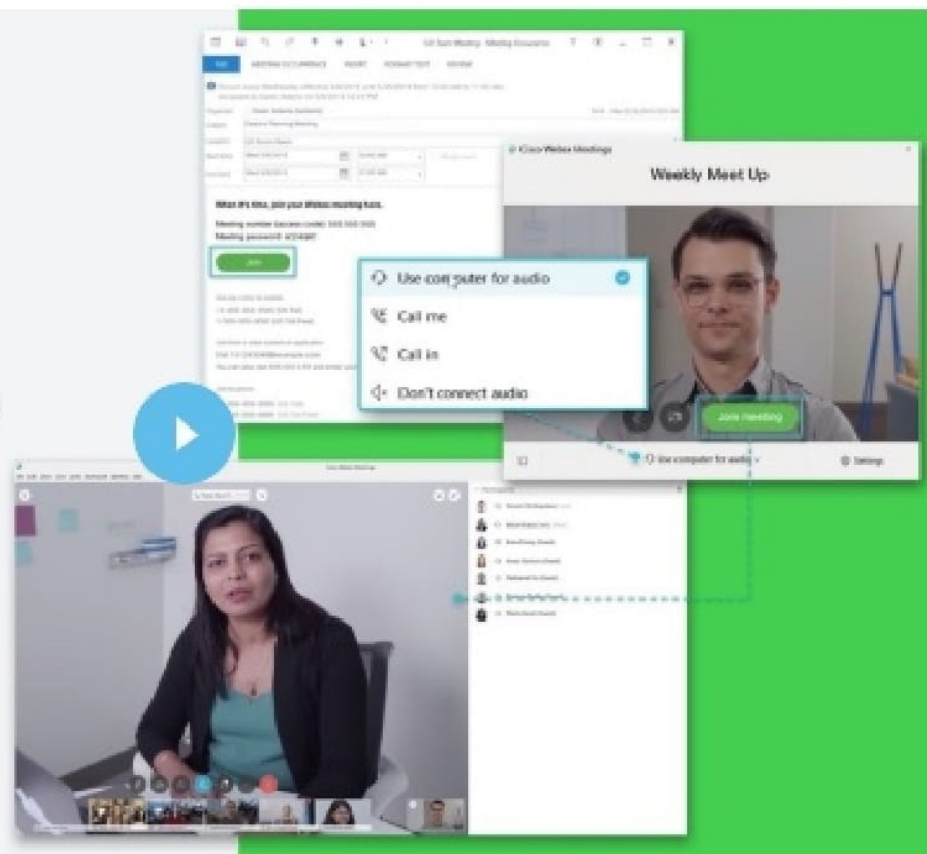
[Manually Install Cisco Webex Meetings for Mozilla Firefox](#)

[Manually Install the Cisco Webex Meetings Google Chrome Extension](#)

[Join a Webex Meeting from a Video System](#)



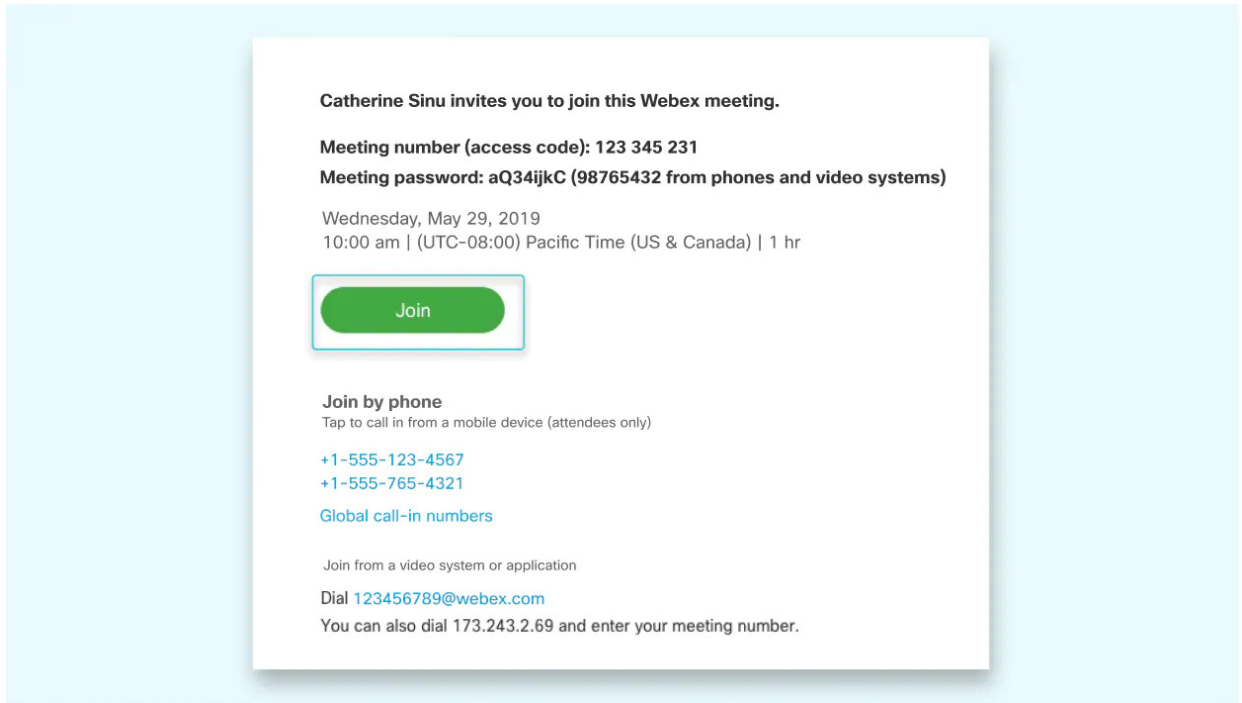
The Latest Way to Join a Webex Meeting



Use the Webex desktop app to join your meeting from your Windows or Mac computer.

You'll be able to connect using computer audio and video, switch layouts between grid and active speaker views, chat, and share content.

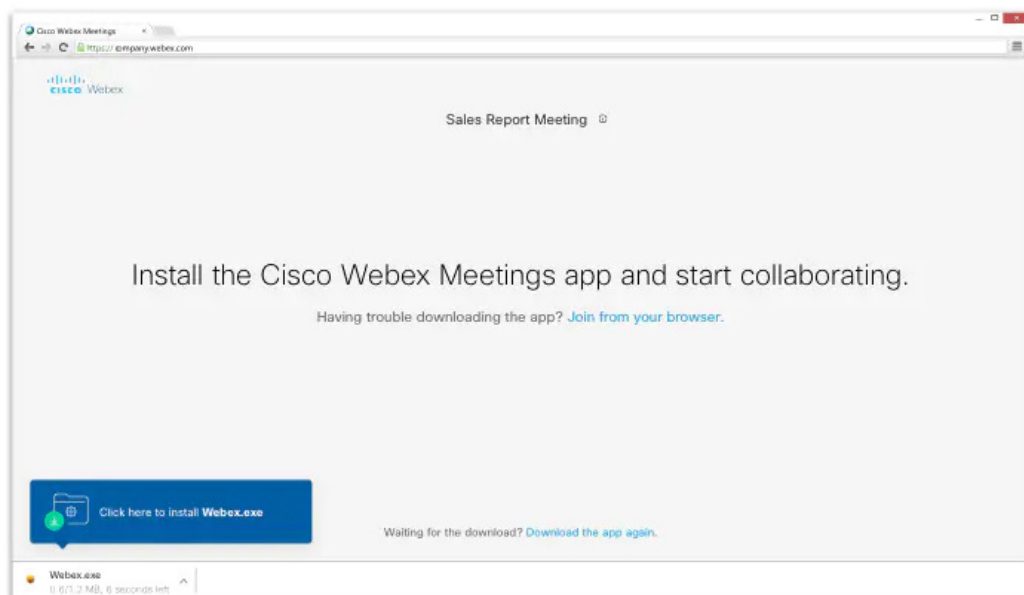
- 1 Open your email invite, and click **Join**.



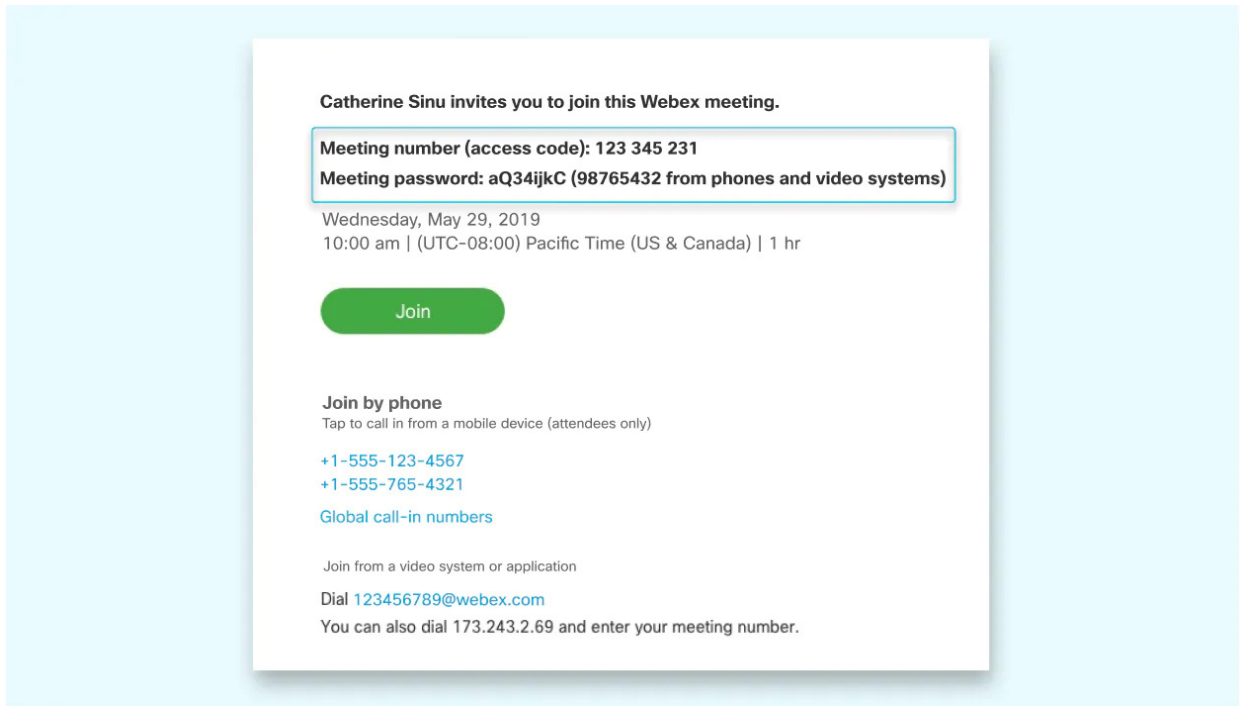
- 2 If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.



You can also download the Webex Meetings app manually.

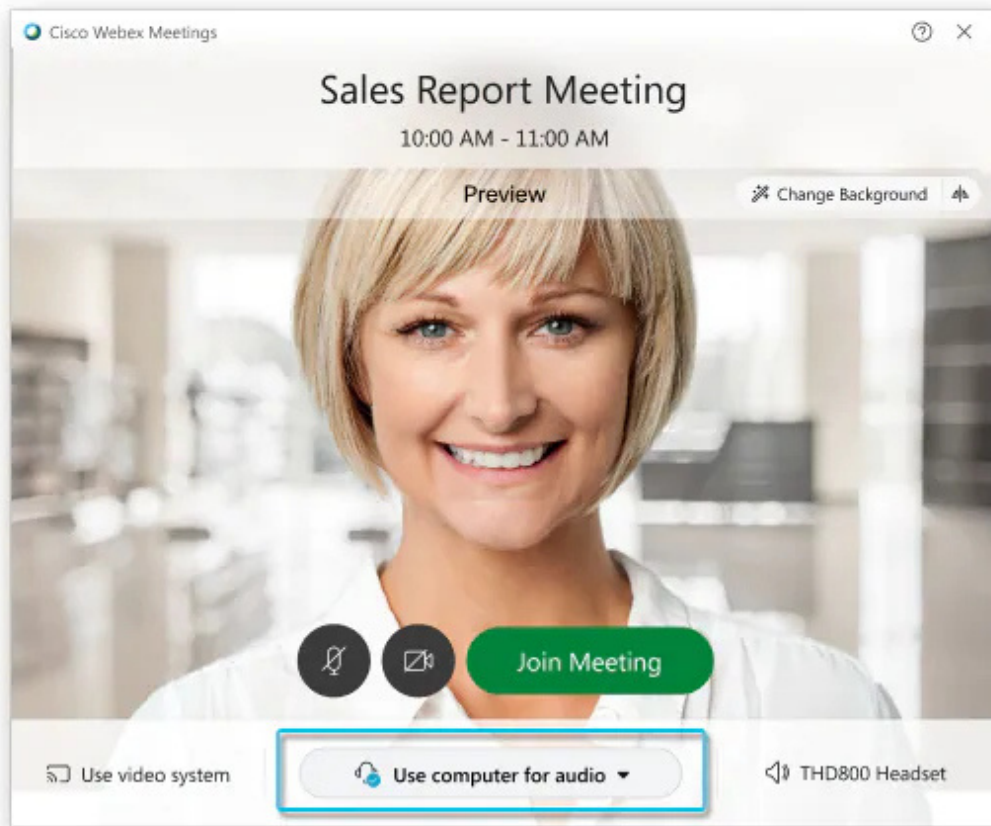


- ③ Enter your name and email address, and click **Next**.
- ④ If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click **Next**.







5 Next, you choose how you want to hear.



- **Use computer for audio** (default)—Use your computer with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

6 By default, your microphone and camera are turned off. The video and microphone buttons are both red.

To join with your video on, click **Start video** 

To join with your microphone on, click **Unmute** 

To connect to a compatible video device, click Use video system.

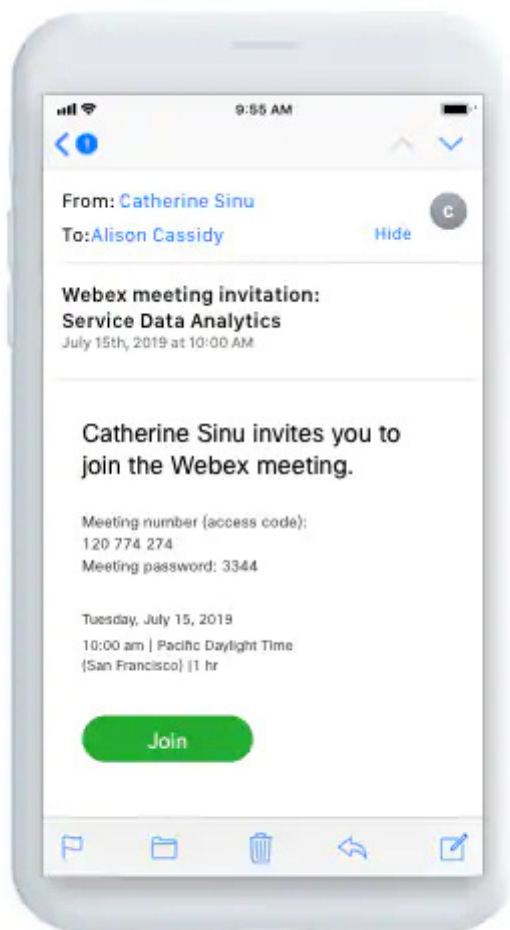
7 Click **Join Meeting**.

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If you're on the go, you can join your meeting from your Apple or Android phone, tablet or Apple watch using Webex mobile app.

You'll be able to use video, chat with other participants, and share content.

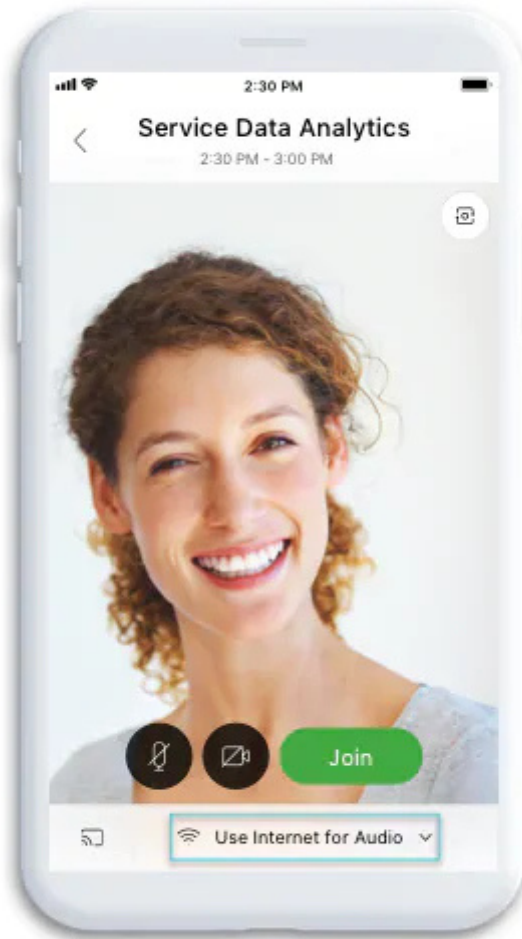
- 1 Tap **Join** in your email invitation when it's time to join the meeting.



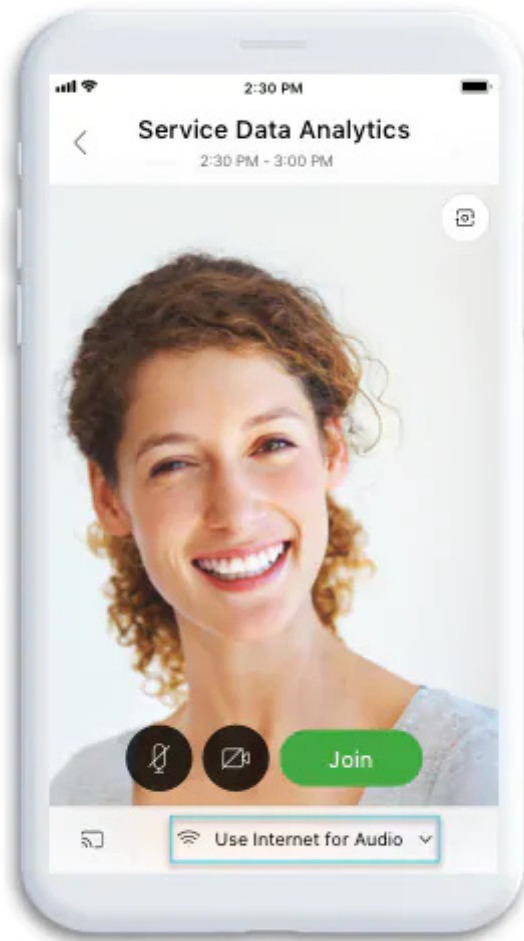
- 2 Tap **Download** to install the Cisco Webex Meetings app and join the video conference.  
To join the meeting by phone only, tap the number on your screen.
- 3 Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.
- 4 Tap **Join Meeting**, enter the meeting number—it's in the email invitation—and tap **Join**.

- 5 Enter the meeting password—it's in the email invitation—and tap **OK**.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.



- 6 Change your audio and video settings before joining your meeting.



- **Use Internet for audio** (default)—Use your phone with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

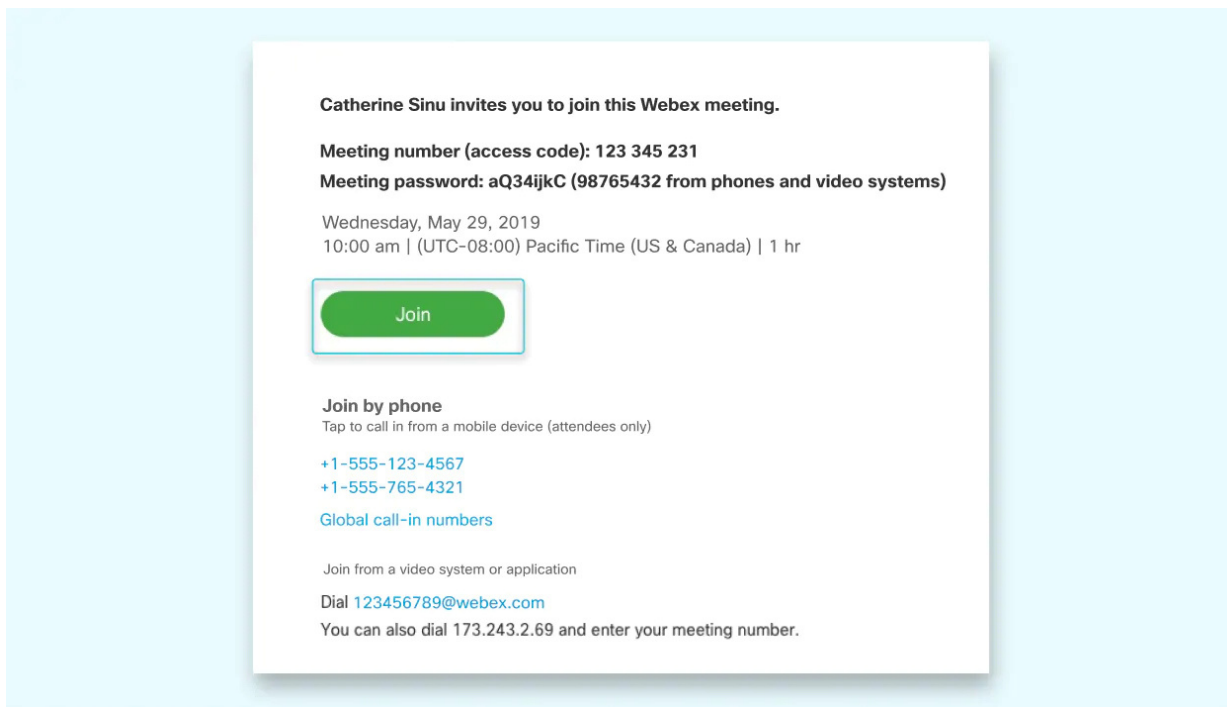
7 Click Connect to a device to join the meeting from a compatible video device.

8 Tap Join.

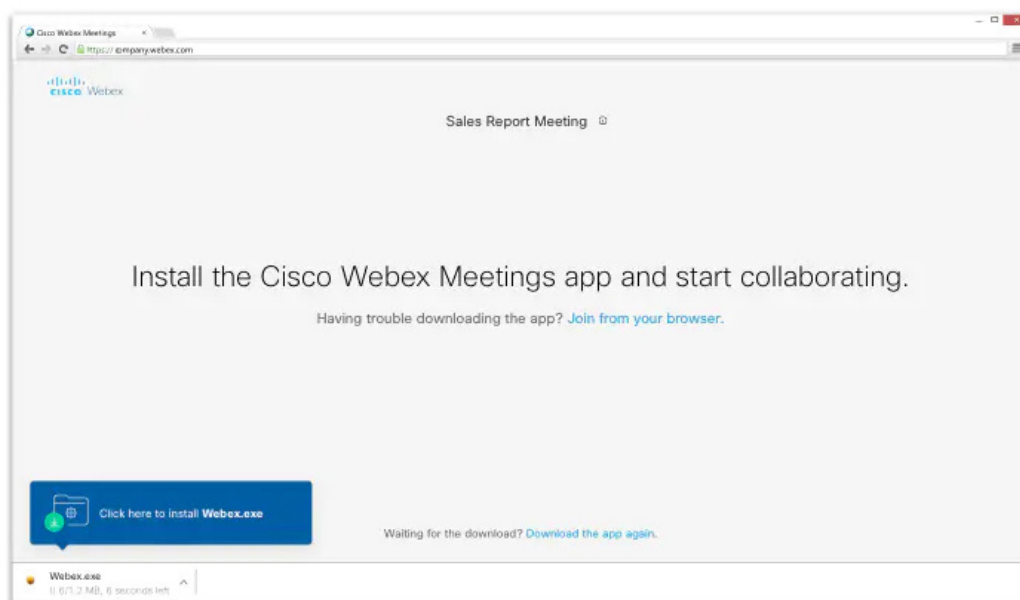


Use the web app to join a Webex meeting from your browser. This is the easiest way to join if you're using a Chromebook, a Linux computer, or you simply don't want to download anything.

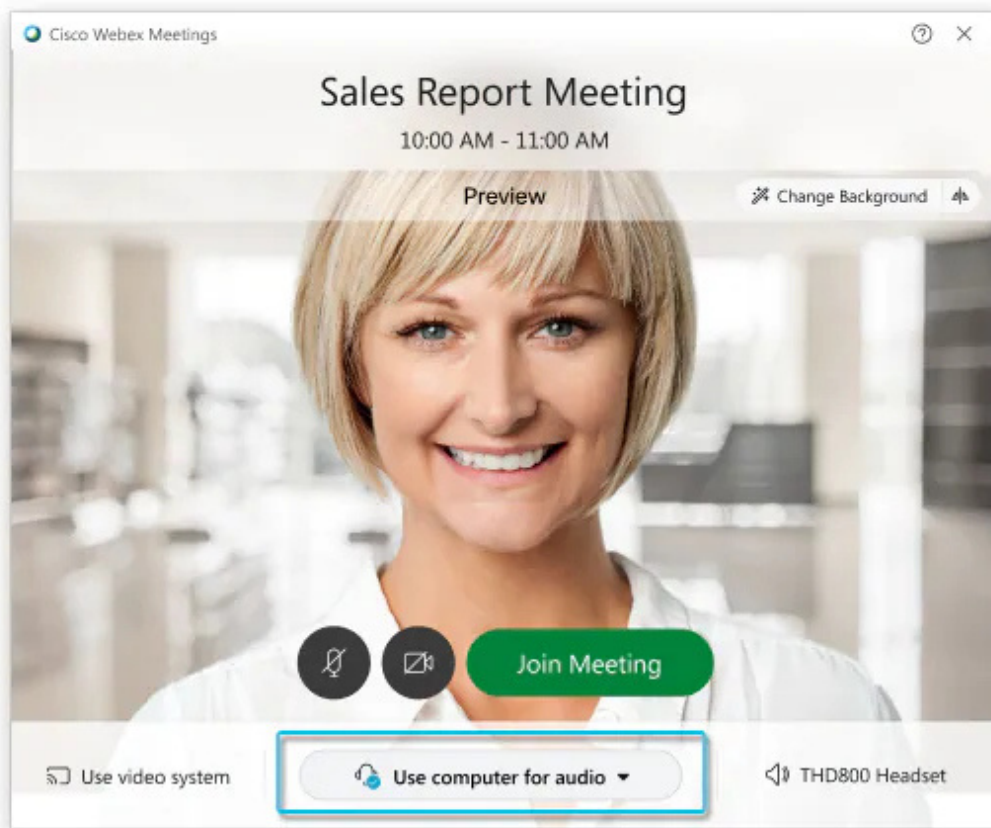
- 1 Open your email invite, and click **Join**.



- 2 Webex starts preparing to connect you to your meeting. Select **Join from your browser**.





3 Next, you choose how you want to hear.



- **Use computer for audio** (default)—Use your computer with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
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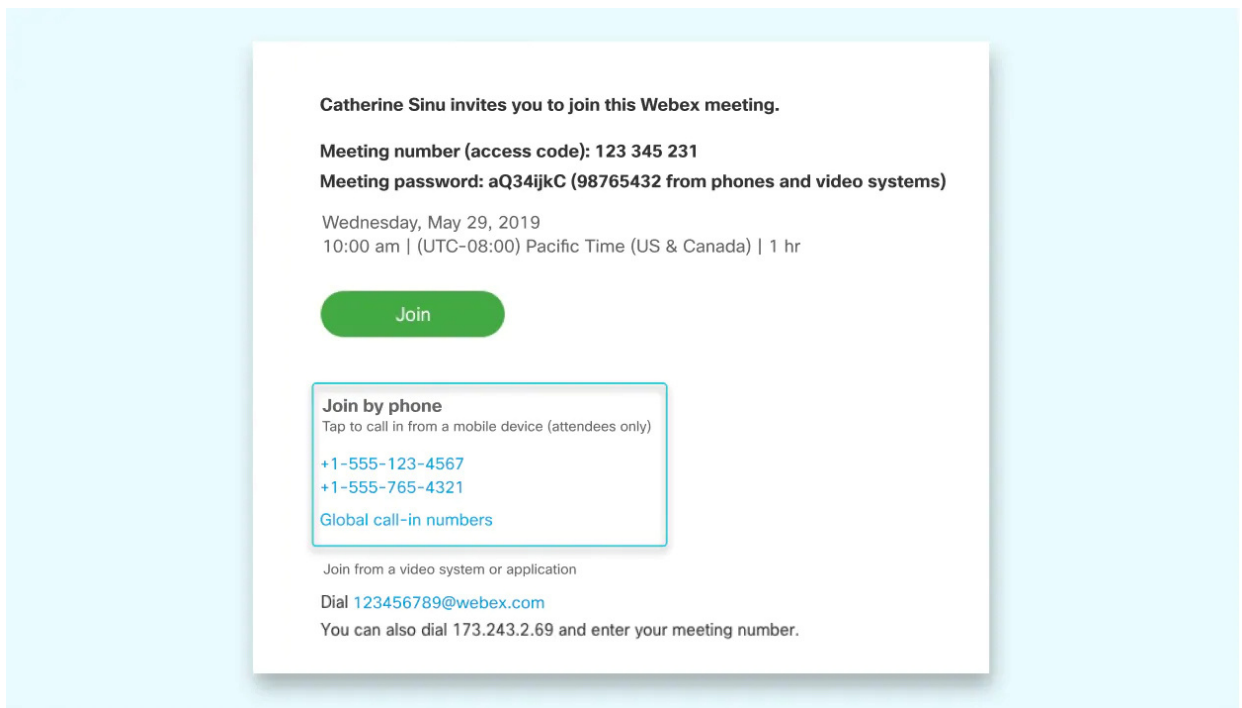
To connect to a compatible video device, click Use video system.

5 Click **Join Meeting**.

If you're experiencing bandwidth issues, this is the way to go.

When you dial into a meeting, you can hear everyone in the meeting, but won't be able to see anyone or what they share during the meeting.

- 1 Open your meeting invitation and call one of the numbers under Join by phone. Depending on the host's meeting plan, your email invite provides a list of call-in numbers,



- 2 Enter your meeting number and password - it's in your invite.

