



NATIONAL COMPANY LAW APPELLATE TRIBUNAL

2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (MTNL Building),
9, CGO Complex, Lodhi road, New Delhi – 110003.

F. No.10/37/2018-NCLAT

Circular No. 071/2025

Date: 04.06.2025

Subject: Guidelines Regarding Emails and Grievance Submissions

It has been observed that parties are frequently sending emails/ letters to the National Company Law Appellate Tribunal (NCLAT) raising various grievances, forwarding judicial documents, and making procedural requests. In order to maintain judicial discipline and administrative efficiency, the following guidelines are hereby issued for strict compliance by all concerned:

1. No Administrative Action on Sub-Judice Matters

Grievances concerning matters that are currently pending before a court (sub-judice) will not be addressed administratively. Such issues must be raised before the Hon'ble Bench through the prescribed legal process.

2. Grievances Against Judicial Orders Not Maintainable

Judicial orders or judgments may be challenged only before the competent Court of Law, as per the procedure established by law. Filing grievances against such orders with the Registry is not a valid remedy and no action shall be taken on such emails/ letters.

3. Verdict- or Procedure-Related Complaints Not Entertained

Grievances pertaining to judicial procedures, court conduct, or verdicts will not be processed. Parties are advised to pursue legal remedies through the appropriate channels.

4. Filing of Documents via Email is Not Permitted

Appeals, Interlocutory Applications (IAs), Replies, Written Submissions, or any other case-related documents must be filed through the e-filing portal using the respective party's login credentials. It is not possible for the Registry officials to upload such documents if sent by email, as login credentials are known only to the party concerned.

5. Urgent Listing Requests Must Be Made Before the Bench

Any request for urgent listing in fresh, pending, or disposed matters must be made by mentioning the matter before the Hon'ble Bench either physically or through video conferencing. No such requests made via email will be entertained.

6. No Email-Based Interference in Judicial Proceedings

Emails offering suggestions regarding case handling, raising objections on judicial procedure, or attempting to influence case conduct are inappropriate. All such concerns must be addressed in court, and not via informal correspondence.

Any email received in contravention of the above directions will not be taken on record and no action will be taken thereon.

By order of the Hon'ble Chairperson,

Sd/-
(Registrar)