

## **THE GAUHATI HIGH COURT AT GUWAHATI**

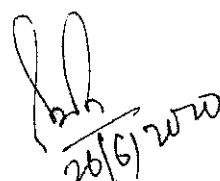
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

### **NOTIFICATION NO. 43**

Dated Guwahati, the 26<sup>th</sup> June, 2020

**This is to notify all concerned that henceforth, the following Standard Operating Procedure shall be applied in case of MAC Appeal Case disbursal of the Gauhati High Court:**


- 1.(a)** Application for withdrawal shall be submitted by the Id. Counsel for the Claimants, to the Office of the Registrar General.
- (b)** On receipt of such application, the case record shall be called for, from the concerned section.
- (c)** On receipt of the case record from the section, the Hon'ble Court's order regarding release along with associated particulars shall be forwarded via e-mail to the establishment in which the original MAC Case was filed. The email id **ghc.disbursal@gmail.com**, shall be used for this purpose.
- (d)** All concerned establishments in which MAC Case are filed are directed to intimate the Registry of the Gauhati High Court, regarding the email addresses that shall be used for disbursal procedure.
- (e)** The Claimants shall approach the establishment in which the original MAC Case was filed, along with all supporting documents (Identity Proof, Address Proof, Notarised Affidavits/ Undertaking/ Indemnity Bond/ Money Bond/ Bank Guarantee etc. (if required)).
- (f)** The Claimants' identity shall be verified by the Id. Member of the Tribunal and the case related data shall be submitted via the online web portal. The URL and login details shall be forwarded to the respective establishments via e-mail.

  
26/6/2020

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- (g) A scanned copy of the duly signed **Annexure -I**, generated from the portal along with the scanned copies of all the supporting documents/ Notarised Affidavits/ Undertaking/ Indemnity Bond etc. (if any), shall be forwarded by the Id. Member, via e-mail to the Registrar General's Secretariat at **ghc.disbursal@gmail.com**.
- (h) On receipt of all the scanned documents, a Note regarding disbursal, along with the case record, shall be put up before the Registrar General. On approval and satisfaction of the Registrar General, the concerned Bank in which the amount was originally deposited, shall be directed to transfer the amount, as per the Hon'ble Court's order, to the Claimants' account via NEFT/ RTGS.
- 2.(a) In case of order(s) containing Fixed Deposit, cheque shall be issued in favour of the Branch Manager of the Bank in which the Claimant wish to open his/ her Fixed Deposit Account. The Cheque along with forwarding letter(s) shall be forwarded to the establishment in which the original MAC Case was filed or the establishment where the Claimants initially appeared for their identification. The establishment, on receipt of the same, shall hand it over to the Claimants.
- (b) After opening the Fixed deposit accounts, the Claimants or their engaged Id. Counsel shall forward a copy of the Fixed Deposit receipt to the Office of the Registrar General via e-mail at **ghc.disbursal@gmail.com** or by post to **"The Registrar General, Gauhati High Court, Guwahati, Assam – 781001"**, indicating the MAC Appeal Case No., Claimants' Name and Registry's Letter No., regarding issuance of Fixed Deposit Accounts.
- (c) The hard copies of the documents, duly certified by the engaged Id. Counsel, representing the Claimants before the Tribunal and verified and counter-signed and duly stamped by the Id. Member of the Tribunal, shall be sent by the establishment via post to this Registry at a later date.

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20/6/2020

(d) On receipt of the hard copies of the documents, the Dealing Assistant shall forward the same to the concerned section for tagging the same in the connected Case record.

3. In case of any confusion the Registrar General may be contacted for clarification.

**This will come into force with immediate effect.**

By Order,

Sd/- Raktim Duarah  
**REGISTRAR GENERAL**

**Memo No.HC. III-40/2019/ 1550-1569 /G dated Guwahati, the 26<sup>th</sup> June, 2020.**

**Copy to:**

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Vigilance/ Judicial/ Administration/ Establishment), Gauhati High Court, Guwahati.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The District & Sessions Judge, \_\_\_\_\_, Assam.
5. The Member, MACT, \_\_\_\_\_, Assam.
6. The Joint Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
7. The President / Secretary General, Gauhati High Court Bar Association, Guwahati.
8. The President / General Secretary, Gauhati High Court Advocates' Association, Guwahati.
9. The Chairman, N.E. Bar Council, Gauhati High Court, Guwahati.
10. The President / Secretary, All Assam Lawyers' Association, Guwahati.
11. The President / Secretary, Lawyers' Association, Guwahati.
12. The Deputy Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
13. The Asstt. Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
14. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
15. The Administrative Officer (Judl.) ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
16. The P.S. to Hon'ble Mr. / Mrs. Justice \_\_\_\_\_ Gauhati High Court, Guwahati.
17. The Court Master, Court No. \_\_\_\_\_, Gauhati High Court, Guwahati.
18. The President / Secretary, Advocate's Clerks Association, Gauhati High Court, Guwahati.
19. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
20. The Notice Board, Gauhati High Court, Guwahati.

**REGISTRAR GENERAL**

*Raktim Duarah*  
26/6/2020

**ANNEXURE - 'I'****Dated: 19-06-2020**

MAC Appeal No: 100 of 2000

Name of the Parties: SBI General Insurance Co. Ltd.  
-v/s-  
Respondent

Name of the engaged Id. Counsel:

Enrolment No. of the engaged Id. Counsel: 100 of 2001

**Bank Account Details of the Claimant:**

Account No: 023355666

Bank: SBI

BRANCH: Ghy branch

IFSC CODE: 1545666

**Other Particulars Submitted by the Claimant:**

PAN Card No: PAN CARD

Voter ID Card No: ASDD33

Aadhar Card No: 0100 1220 4242

All the documents are certified by

**Signature of the Id. Counsel**

Verified and Counter Signed by

**Signature and Stamp of the Id. Member**