

**F.No. 10/37/2018-Estt./NCLAT**  
**NATIONAL COMPANY LAW APPELLATE TRIBUNAL**  
2nd & 3rd Floor, Mahanagar Doorsanchar Sadan (M.T.N.L. Building),  
9, C.G.O. Complex, Lodhi Road, New Delhi – 110003.

Dated: 05<sup>th</sup> February, 2024

**OFFICE ORDER**  
**(NO. 020 / 2024)**

The National Company Law Appellate Tribunal (NCLAT) has commenced hearings in hybrid mode and also issued detailed instructions for joining video conferencing which is already available on the website <https://nclat.nic.in> . Further, the links for joining video conferencing are also made available on the daily cause list along with the instructions for smooth VC hearings.

2. It is, however, noticed that in some cases the Learned Advocate/Authorized Representative/Party-in-Person are not entering the full particulars as specified in the said instructions for joining VC hearings. Further, it is also noticed that in some cases the video is not in OFF mode and MIC is not in MUTE mode even when the concerned item is not called for hearing or the hearing is over. This creates disturbance during the hearings.

3. Therefore, as directed by the Hon'ble Chairperson, it is ordered that

- (i) **Upon clicking the join button, the Learned Advocate/Authorized Representative/Party-in-Person shall enter the full particulars as specified in the instructions for joining VC hearings available on the NCLAT's website as well as given at the end of the daily cause list, i.e., Item No. \_\_\_\_\_ - Name - Appellant/Respondent/Party-in-Person. In case of mentioning, the Learned Advocate/ Authorized Representative/ Party-in-Person shall enter "Mentioning - Name".**
- (ii) **After joining, ensure that the video is always on OFF mode and Mic is always on MUTE mode. Video should be switched ON only by the Counsel for the parties/litigants to a case, when the concerned Item No. is called for hearing and Mic should be UNMUTED only by the party speaking. All other participants shall keep their respective Mic MUTED.**
- (iii) Kindly follow the instructions for joining video conferencing available on the website of the NCLAT.

By Order of the Hon'ble Chairperson

Sd/-  
(Peeush Pandey)  
Registrar

To

All concerned.