

## CHECK-LIST FOR ACCEPTING PETITIONS BY RECEIVING OFFICER

As per APERC (Conduct of Business) Regulation,1999 as amended from time to time, Commission may initiate any proceeding *suo motu* or on a petition filed by any affected person. Information relating to filing of petitions by affected persons is contained in Chapter –II of the said Regulation. To ensure prompt attention, the Commission desires that petitions are filed with complete information. Therefore, the following Checklist has been stipulated which needs to be complied with while petitions are filed before the Commission. Any petition received with incomplete information, with reference to the Checklist will be summarily be rejected by the Receiving Officer. Item No.13 of the Checklist, regarding furnishing details of vakaltnama is applicable only, in case the petitioner wishes to be represented by an advocate. Where the petitioner is representing to the Commission directly, Item No.13 need not be filled in.

1. Petition / Application, Counter, Rejoinder shall be in white / green papers, of A4 / Legal size .
2. **Cause** title should have the name of petitioner and the name of respondents with complete address with PIN code along with telephone/fax/e-mail address (if any).
3. **All the parties** before the Commission should be shown in the cause-title of the Petition / Application, Counter, Rejoinder.
4. **Provision(s) of law** under which relief(s) claimed is to be mentioned immediately after cause title and **justification on maintainability** of the Petition / Application under the said provision(s) of law, has to be mentioned in the body of the Petition / Application, in a separate paragraph.
5. **Index** should be on the cover page.
6. **List** of dates and events leading to Petition / Application.
7. **Pagination** should be proper and continuous. Where there is more than one volume, pagination shall be done continuously in all the volumes, each volume containing three hundred pages to the extent possible.
8. **Format.** The Petition should be in the form as specified under APERC (Conduct of Business) Regulations, 1999 as amended from time to time. Petition / Application shall be type written with font size of 12 on both sides of the paper. Contents of the Petition / Application should be divided appropriately into separate paragraphs which shall be numbered serially.

- 9. E-Mail address** of all the parties [both the petitioner(s) and respondent(s)] shall be given in the Petition / Application for the purpose of communication.
- 10. Limitation.** Wherever applicable, the Petition / Application shall demonstrate conclusively that the said Petition / Application is within limitation and relevant provision of Act / Regulation to be mentioned specifically. If there is a delay, then necessary application for condonation of delay supported by affidavit setting out the reasons which prevented the party from filing the Petition / Application in time shall be filed.
- 11. Fees:** The required fee should be paid as per APERC (Fee) Regulation, 2005 [Regulation No. 1 of 2005] as amended in Regulation No.11 of 2013. Payment details: payment should be in the form of Demand draft in favour of the “Secretary, APERC, Hyderabad.”
- 12. Verification.** Petition / Application shall be verified by an affidavit and the same shall be in Form-2 of APERC (Conduct of Business) Regulations, 1999. The affidavit should be checked and should be ensured that there are no blanks.
- 13. Vakalatnama Details:**  
The Vakalatnama should be checked with respect to :
- (a) Whether it has been executed. (Here the array of parties to be given).
  - (b) It should be accepted by the Advocate along with signature and stamp of Advocate. (Name of the accepting advocate to be given in capital).
  - (c) It should be attested by Notary/ Gazetted Officer/ Advocate other than the Advocate(s) on record.
  - (d) Prescribed Court-fee to be affixed. (Rs. 5/-)
  - (e) Advocate Welfare Fund stamp to be affixed as per procedure.
  - (f) In case of Petition / Application being filed by companies/corporate bodies petitions/applications and Vakalatnama should be signed by the Principal Officer or Company Secretary of the Corporation/Corporate Body with Seal. In case someone else is filing on behalf of the company then the resolution of the company authorizing such person to sign must be enclosed with the Petition / Application.
  - (h) Complete name and full address with Contact no./e-mail of the filing advocates shall be given.
- 14. Six copies** plus as many as number of respondents to be filed, along with copies of all documents.
- 15. Copies** of all the documents to be relied by the petitioner / applicant shall be filed. Copies should be clear and legible. In case, the document(s) not legible, typed copy (duly certified) is to be filed. A list of documents to be filed.

**16. If any** document annexed with Petition / Application is not in English then translation in English should be attached and a certificate at foot of the document issued by Advocate should state “True and correct translation of document”.

**17. Caveat:** Whether any caveat has been filed in the matter. If so, notice must be served on the party filing the caveat about the date of hearing, if it is within its validity period.

**Important Note:** *Unless maintainability and limitation, wherever applicable, are mentioned, the Petition / Application will be returned by the Receiving Officer forthwith.*

// BY ORDER OF THE COMMISSION //

Sd/-  
SECRETARY