



ANDHRA PRADESH ELECTRICITY REGULATORY COMMISSION

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In the matter of conducting video hearings through Google Meet -- Manner of -- DO's and
DONT's published

Dt. 07.06.2020.

PUBLIC NOTICE

The Commission hereby publishes the manner of conducting the hearings:

1. Just like in a normal court hall, all the participants will have to attend the hearing session by 11:00 AM. At present, such attendance is by duly clicking on the links sent out to them through email. As and when there is a change in this method, it will be published in the form of a public notice on the website of the Commission.
2. As usual the Court Master will call out the cases one after the other, with the permission of the Chair.
3. If advocates / parties, who are called out, are not there, they will have to wait out till all the current matters and passed over matters are heard / disposed of. Afterwards, they can raise their hand and with the permission of the Chair and make their representation.

Certain DO's and DONT's the need to be followed by the participants during the hearings are:

DO's	DON'Ts
DO Keep your mic muted for the entire duration of the hearing; unless permitted to speak by the Chair	DON'T allow a cell phone or any other electronic device into the room from where you are participating in the virtual court; as that would cause interference
DO ensure that you are present in a dedicated room for the entire duration of the hearing	DON'T allow any others to be present in the room along with you; unless they are assisting you in the hearing. Even then, ensure that conversations between you are not captured by your mic.
DO ensure that interactions between you and your assistants present in the room along with you happen only when your mic is muted or happen in a silent manner	DON'T present yourself in a casual attire. REMEMBER that it is as formal as any physical courtroom.
DO make yourself familiar with the chat feature of the Google Meet window. That is what you can use to communicate with the Commission's Office during the course of the proceedings.	DON'T speak to / address the Commission's Officers / Staff during the course of the hearings.

DO make yourself familiar with the Presentation feature of the Google Meet window. It allows you to present your case effectively.	
BE aware that the Commission's Office might keep muting your mic from its end during the course of the hearings to ensure that noise from your end is reduced.	
DO unmute your mic whenever you are permitted to speak by the Chair.	
DO raise your hand, if you want to make a point and wait for the Chair's permission to speak. ONLY then, unmute your mic and speak up.	



Commission Secretary