



सत्यमेव जयते



महापत्तन प्रशुल्क प्राधिकरण
TARIFF AUTHORITY FOR MAJOR PORTS
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार
Ministry of Ports, Shipping and Waterways, Government of India



By Email

File No.D-13020/1/2022-TAMP/683[Vol.XI] / 8496

Date:19th March 2024

To,
Ms.Surbhi Umre,
Sr. BA & Consultant,
Silver Touch Technologies Limited,
DBS Business Centre,
Raheja Chambers, Nariman Point,
Mumbai – 400 021.

Subject: Content updation on the website of the proposed Adjudicatory Board-reg.

Madam,

This has reference to our email dated 11 March 2024 on subject cited above.

2. In this regard, following various checklist as applicable for the MPAB interface, are prepared as discussed during various meetings held with M/s. Silver Touch Technologies Limited (STTL):

- (i). Checklist for Respondent for filing Reply is attached as **Annex-I**,
- (ii). Checklist for Applicant / Respondent for filing Rejoinder is attached as **Annex-II**.
- (iii). Checklist for MPAB for registration of Case / Application / Reference / Review and Interlocutory Application is attached as **Annex-III**,
- (iv). Checklist for MPAB for scrutiny of Reply filed by the Respondent is attached as **Annex-IV**,
- (v). Checklist for MPAB for scrutiny of Rejoinder is attached as **Annex-V**,

3. This issues with the approval of Competent Authority.

Yours faithfully,

(Anuradha H. Sharma)
Director

Encl.: As stated above.

Annex-I**CHECKLIST FOR FILING REPLY BY THE RESPONDENT ON E-FILING PORTAL****For filing of reply**

Sl. No.	Particulars	Tick	Remarks
(i)	Whether reply has been filed in particular requisite Form No.2.	Yes/No	
(ii)	Whether an affidavit in support of the Reply as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary</u> and (c). <u>uploaded in e-filing portal</u> ?	Yes/No	
(iii)	Whether every interlineation, eraser or correction or deletion in any reply or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(iv)	Whether exhibits attached by Respondent are in R series (for Respondent No.1, it will be R1-1, R1-2, R1-3 and so on and for Respondent No.2, it will be R2-1, R2-2, R2-3 and so on) and are clear and legible?	Yes/No	
(v)	Whether the Vakalatnama as prescribed in Form No.5A has been properly executed by the Respondent and accepted and identified by the Advocate / legal practitioner where the applicant has engaged Advocate / legal practitioner and uploaded?	Yes/No/NA	
(vi)	Whether the Authorisation letter as prescribed in Form No.5B has been duly signed by the Respondent where the applicant has authorized a representative and uploaded?	Yes/No/NA	
(vii) (a).	Whether Reply has been filed in English.	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English	Yes/No/NA	
(viii)	The Respondent to ensure that Reply submitted on e-filing portal is downloaded, stitched together in paper book form and three authenticated copies thereof is duly signed by the Respondent or by his authorised representative or by an advocate / legal practitioner duly appointed in this behalf and submitted to Registrar or Secretary as the case may be within the time permitted by the Adjudicatory Board before the date of hearing.	Yes/No	
(ix)	The respondent to ensure that he shall serve a copy of the reply along with exhibits / documents on each of the applicant and file proof of such service to the officer of the Adjudicatory Board authorised to receive the same	Yes/No	

Annex-II**CHECKLIST FOR FILING REJOINDER BY THE APPLICANT ON E-FILING PORTAL****For filing of rejoinder**

Sl. No.	Particulars	Tick	Remarks
(i)	Whether rejoinder has been filed in requisite Form No.7.	Yes/No	
(ii)	Whether reference of details viz., Order date of the Adjudicatory Board allowing Applicant/(s) to file Rejoinder on reply filed by the relevant Respondent is mentioned in the rejoinder.	Yes/No/NA	
(iii)	Whether an affidavit in support of the Rejoinder as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary</u> and (c). <u>uploaded</u> in e-filing portal?	Yes/No	
(iv)	Whether every interlineation, eraser or correction or deletion in any rejoinder or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(v) (a).	Whether Rejoinder has been filed in English?	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English?	Yes/No/NA	
(vi)	The Applicant to ensure that he shall serve a copy of the rejoinder on each of the Respondent and file proof of service to the officer of the Adjudicatory Board authorised to receive the same. For this purpose, the applicant shall be governed by regulation 18 of these Regulations	Yes/No	

Annex-III**CHECK LIST FOR MPAB OFFICIAL FOR SCRUTINY OF CASE, APPLICATION, REFERENCE, REVIEW AND INTERLOCUTORY APPLICATION**

1. MPAB Official (Creator) will login to MPAB Login Screen by using user id and password.
2. MPAB Official will go to Case Menu. Two Option will be displayed "List of Cases Pending for Registration" and "List of Registered Pending Cases".
3. Select the "List of Cases Pending for Registration"
4. List of cases pending for registration will be displayed. Under Column "Action by MPAB" "Scrutiny" will be highlighted. Select the case for scrutiny.
5. Following steps should be followed for Scrutiny of the Case:

Sl. No.	Particulars	Defects	Remarks																	
1.	Whether Case, Application, Reference, Review or Interlocutory Application has been filed in particular requisite Form. <table><tr><th>Sr. No.</th><th>Particulars</th><th>Form Nos.</th></tr><tr><td>1. (a).</td><td>For filing of Case/Application</td><td rowspan="2">1A</td></tr><tr><td>(b).</td><td>For filing of reference by Major Port Authorities</td></tr><tr><td>2.</td><td>For filing of Reference by Central Government</td><td>1B</td></tr><tr><td>3.</td><td>For filing of Interlocutory Application</td><td>1C</td></tr><tr><td>4.</td><td>For filing of Review Application</td><td>1D</td></tr></table>	Sr. No.	Particulars	Form Nos.	1. (a).	For filing of Case/Application	1A	(b).	For filing of reference by Major Port Authorities	2.	For filing of Reference by Central Government	1B	3.	For filing of Interlocutory Application	1C	4.	For filing of Review Application	1D	Yes/No	
Sr. No.	Particulars	Form Nos.																		
1. (a).	For filing of Case/Application	1A																		
(b).	For filing of reference by Major Port Authorities																			
2.	For filing of Reference by Central Government	1B																		
3.	For filing of Interlocutory Application	1C																		
4.	For filing of Review Application	1D																		
2	Check Applicant/ Additional Applicant Name / Organization name/occupation, capacity in which application file, complete addressed contact details (Mobile No, email id etc.)	Yes/No																		
3	Check Respondent/ Additional Respondent Name / Organization name /occupation, capacity, complete addressed contact details (Mobile No, email id etc.)	Yes/No																		
4	Check whether the correct User Type indicated	Yes/No																		
5	Check whether correct Section of the MPA Act 2021 mentioned and matter comes within the Jurisdiction of the Adjudicatory Board	Yes/No																		
6	Check whether Category Description is correctly mentioned	Yes/No																		
7	Check whether subject title in brief is mentioned	Yes/No																		
8	Checked whether details of Nodal Officer, Address, telephone number, email id etc. mentioned.	Yes/No																		
9	Check whether detail Synopsis are given (Not Applicable to Central Govt.)	Yes/No																		
10	Check whether Declaration related to Limitation Act 1963 is mentioned.	Yes/No																		
11	Check whether Compile list of dates in a chronological order showing the timeline of events pertain to subject case given.	Yes/No																		
12	Check whether concise statement of facts in line with the chronology of events is mentioned	Yes/No																		
13	Check whether issues and grounds for filling of the case mentioned in a separate paragraph (as far as possible)	Yes/No																		
14	Check whether Relief sought is mentioned separately along with amount of relief claimed.	Yes/No																		
15	Check whether the contents in the prescribed Form Nos.1A/ 1C / 1D are clear, legible and typed in double space on one side of the standard legal paper within an inner margin of about 4 cm width on both top and bottom and with a right margin of 2.5 cm and left margin of 5 cm and duly signed and sealed with date.	Yes/No																		
16	Check whether an affidavit in support of the Case / Application / Review / Interlocutory Application/ Reply as per the form No.3A is (a). duly	Yes/No																		

	signed (b). executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary and attached with the case.					
17	Check whether every interlineation, eraser or correction or deletion in any case, application, reference, review or any document related thereto is initialled by the applicant or his authorized representative.	Yes/No				
18	Check whether exhibits attached by Applicant are in A series (A-1, A-2, A-3 and so on) and are clear and legible?	Yes/No				
19	Check whether amount of claim filled in the Application / Review/ Interlocutory Application e-filing module matches with the amount claimed by the Applicant in the Form Nos.1A, 1C or 1D as the case may be?	Yes/No				
20	Check the Mode of payment of prescribed fees: (a) online transfer from the website of the Adjudicatory Board (b) a crossed demand draft (c) digital payment mode in the designated bank account of the Adjudicatory Board	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				
21	Where mode of payment of prescribed fees is as per (20) (b) or (c) above, confirm that the proof of payment is attached with Application / Review / Interlocutory Application uploaded on the e-filing portal.	Yes/No				
22	Check whether the Vakalatnama as prescribed in Form No.5A has been properly executed by the Applicant and accepted and identified by the Advocate / legal practitioner where the applicant has engaged Advocate / legal practitioner and attached?	Yes/No				
23	Check whether the Authorisation letter as prescribed in Form No.5B has been duly signed by the Applicant where the applicant has authorized a representative and attached?	Yes/No				
24 (a)	Check Whether Case / Application / Review / Interlocutory Application/ Reply has been filed in English.	Yes/No				
(b)	If no, whether it is accompanied by a copy translated in English	Yes/No/NA				
25	Check whether the applicant has submitted a copy of Case / Application / Review / Interlocutory Application filed in e-filing portal is downloaded, stitched together in paper book form and three authenticated copies thereof is duly signed by the Applicant or by his authorised representative or by an advocate / legal practitioner duly appointed in this behalf and submitted to Registrar or Secretary as the case may be.	Yes/No				
26	Check in case of Review Application, whether the copy of the relevant order for which review has been sought, has been uploaded as an Exhibit to the review application?	Yes/No				
27 (a)	If the Review application is filed before thirty days from the date of receipt of copy of the order?	Yes/No				
(b)	If no, check whether application for condonation of delay is filed along with the review application giving justifiable reasons for delay in filling of the review application?	Yes/No/NA				

6. After above process the Creator will forward the case to Verifier for Verification.
7. Verifier on clicking scrutiny button to display entire application details with remarks of Creator will be viewed and Verifier will Verify each of the remarks of Creator and if required will edit the remarks of Creator and will forward the case to Approver
8. Approver on clicking scrutiny button to display entire application details as per verifiers remark in editable option can see and approved the case. On approval of case the SMS / EMAIL will be generated to all concerned through system.
9. If defects found the defects will be intimated to Applicant and after removal of defects same role will be played by Creator, Verified and Approver till the stage of final approval & registration of the Case / Application / Reference.

**CHECKLIST FOR MPAB FOR REPLY FILED BY THE RESPONDENT ON E-FILING
PORTAL**

For filing of reply

Sl. No.	Particulars	Tick	Remarks
(i)	Whether reply has been filed in particular requisite Form No.2.	Yes/No	
(ii)	Whether an affidavit in support of the Reply as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary</u> and (c). <u>uploaded</u> in e-filing portal?	Yes/No	
(iii)	Whether any document accompanying an affidavit is referred to therein as Annexure number and the attester made the endorsement thereon that this is the document marked putting the Annexure number in the affidavit? and whether the attester signed therein and shall mention the name and his designation?	Yes/No/NA	
(iv)	In case, where an affidavit is sworn or affirmed by any person who appears to be illiterate, visually challenged or unacquainted with the language in which the affidavit is written, whether the attester shall certify in the prescribed Form No. 4?	Yes/No/NA	
(v)	Whether every interlineation, eraser or correction or deletion in any reply or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(vi)	Whether exhibits attached by Respondent are in R series (for Respondent No.1, it will be R1-1, R1-2, R1-3 and so on and for Respondent No.2, it will be R2-1, R2-2, R2-3 and so on) and are clear and legible?	Yes/No	
(vii)	Whether the Vakalatnama as prescribed in Form No.5A has been properly executed by the Respondent and accepted and identified by the Advocate / legal practitioner where the applicant has engaged Advocate / legal practitioner and uploaded?	Yes/No/NA	
(viii)	Whether the Authorisation letter as prescribed in Form No.5B has been duly signed by the Respondent where the applicant has authorized a representative and uploaded?	Yes/No/NA	
(ix) (a).	Whether Reply has been filed in English.	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English	Yes/No/NA	
(x)	The Respondent to ensure that Reply submitted on e-filing portal is downloaded, stitched together in paper book form and three authenticated copies thereof is duly signed by the Respondent or by his authorised representative or by an advocate / legal practitioner duly appointed in this behalf and submitted to Registrar or Secretary as the case may be within the time permitted by the Adjudicatory Board before the date of hearing.	Yes/No	
(xi)	The respondent to ensure that he shall serve a copy of the reply along with exhibits / documents on each of the applicant and file proof of such service to the officer of the Adjudicatory Board authorised to receive the same	Yes/No	
(xii)	Whether all documents are signed and seal wherever required?	Yes/No/NA	
(xiii)	If MPAB allowed to file reply after due date with cost, confirm whether same is paid or not alongwith proof of payment?	Yes/No/NA	

Annex-V

**CHECKLIST FOR MPAB FOR SCRUTINY OF REJOINDER FILED BY THE
APPLICANT ON E-FILING PORTAL**

For filing of rejoinder

Sl. No.	Particulars	Tick	Remarks
(i)	Whether rejoinder has been filed in requisite Form No.7.	Yes/No	
(ii)	Whether reference of details viz., Order date of the Adjudicatory Board allowing Applicant/(s) to file Rejoinder on reply filed by the relevant Respondent is mentioned in the rejoinder.	Yes/No/NA	
(iii)	Whether an affidavit in support of the Rejoinder as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary</u> and (c). <u>uploaded</u> in e-filing portal?	Yes/No	
(iv)	Whether any document accompanying an affidavit is referred to therein as Annexure number and the attester made the endorsement thereon that this is the document marked putting the Annexure number in the affidavit? and whether the attester signed therein and shall mention the name and his designation?	Yes/No/NA	
(v)	In case, where an affidavit is sworn or affirmed by any person who appears to be illiterate, visually challenged or unacquainted with the language in which the affidavit is written, whether the attester shall certify in the prescribed Form No.4?	Yes/No/NA	
(vi)	Whether every interlineation, eraser or correction or deletion in any rejoinder or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(vii) (a).	Whether Rejoinder has been filed in English?	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English?	Yes/No/NA	
(viii)	The Applicant to ensure that he shall serve a copy of the rejoinder on each of the Respondent and file proof of service to the officer of the Adjudicatory Board authorised to receive the same. For this purpose, the applicant shall be governed by regulation 18 of these Regulations	Yes/No	
