

**RAILWAY CLAIMS TRIBUNAL  
PRINCIPAL BENCH  
13/15, Mall Road, Delhi-54**

No. RCT/DLI/Admn. Policy /2019

Dated: 13.06.2020

To,

**The Administrative Members,  
Railway Claims Tribunal,  
All Benches.**

**Sub: Functioning of RCT Benches and reporting of officers and staff during the lockdown period**

**Ref.: This office letters of even no. dated 03.05.2020, 13.05.2020, 17.05.2020, 01.06.2020 and 11.06.2020**

In continuation to this office letter under reference, the instructions dated 01.06.2020 regarding judicial and administrative functioning of the RCT Benches shall remain in force upto 30.06.2020.

**1. Administrative functioning of the Bench:**

Benches are advised that the instructions issued by the Ministry of Home Affairs (MHA) vide order No. 40- 3/2020-DM-I(A) dated 30.05.2020 (copy enclosed) and any further direction issued by DoPT/Railway Board may be complied with for the administrative functioning. All precautionary measures such as thermal screening and sanitization at the entry of gate and availability of sanitizer etc. for officers and staff while attending office must be ensured.

**2. Judicial functioning of the Bench:**

The Benches shall follow the directions of the respective High Courts of their States for the judicial functioning of the Bench. Further, in case the functioning of the physical court is suspended by the order of the High Court, if a request is made by any advocate for hearing of his/ her case, the same may be heard through Video Conferencing by Cisco Webex or an equivalent platform by following the procedure advised to the Benches by this office order dated 13.05.2020.

The instructions issued vide letter dated 11.06.2020 regarding preventive measure at work place may also be followed strictly.

This has the approval of Hon'ble Chairman.

  
**(Aashima Mehrotra)**  
Registrar

**Copy to:** All Additional Registrars of RCT Benches.