

**7TH RGNUL
NATIONAL MOOT COURT
COMPETITION, 2018**

30TH MARCH – 1ST APRIL, 2018

KNOWLEDGE EMPOWERS

RULES & REGULATIONS

I. INTRODUCTION

1. Short Title:

These Rules shall be called the '7th RGNUL National Moot Court Competition Rules, 2018'.

2. Definitions:

Unless otherwise stated following shall be construed herein under as–

- i. **“Administrator”** shall mean Rajiv Gandhi National University of Law, Punjab.
- ii. **“Appellant”** shall include Appellant, Plaintiff, Petitioner, Complainant, Prosecution, Informant, etc.
- iii. **“Competition”** means 7th RGNUL National Moot Court Competition, 2018.
- iv. **“Moot Proposition”** means the Proposition released by the Organizers on the date specified in Rule II (2) and shall include any subsequent clarification(s) as and when issued by the Organizers.
- v. **“Participating Team”** means the team which is eligible to participate in the competition after completion of registration procedure.
- vi. **“Participating Institution”** shall be presumed to be the parent institution of the participating teams.
- vii. **“Respondent”** shall include Defendant, etc.
- viii. **“Rules”** means the 7th RGNUL National Moot Court Competition, 2018.
- ix. **“Organizers”** means the Moot Court Committee, Rajiv Gandhi National University of Law, Punjab.

II. GENERAL RULES

1. Date and Venue of the Competition:

The 7th RGNUL National Moot Court Competition, 2018 will be held from 30th March, 2018 to 1st April, 2018 at the campus building of Rajiv Gandhi National University of Law, Punjab, Sidhuwal, Bhadson Road, Patiala-147001, Punjab.

2. Date of Release of Moot Proposition:

The Moot Proposition will release on 30th November, 2018.

3. Team Eligibility and Composition:

- i. Participation is strictly restricted to bona fide law students pursuing the three years or five years LL.B. degree course in any institution in India.
- ii. Only one team is permitted to participate from each participating institution.
- iii. A maximum of three members and minimum two members are allowed per participating team. In a team consisting of three members, two members shall be designated as 'Speakers' and the third member shall be designated as 'Researcher'.

Provided if a team consists of two members then such team shall designate both the members as speakers and no member in the team shall be allowed to be represented as a researcher and take the researcher's test.

4. Registration Procedure:

- i. **Registration:** All the participating institutions have to confirm participation by sending a duly filled Registration Form (Annexure-I) by email to mootcommittee@rgnul.ac.in on or before **30th January, 2018 by 05:00 PM**
- ii. **Hard Copy of the Registration Form:** The duly filled in hard copy of the Registration must reach the Organizers by February 10th, 2018, on the following address only through Indian Post Office's Speed Post –

To,
Dr. Shilpa Jain,

**Coordinator Moot Court Committee,
Rajiv Gandhi National University of Law, Punjab,
Sidhuwal Campus, Bhadson Road,
Patiala – 147001.**

The participating teams must send their Registration Form only through **Indian Post Office's Speed Post**. The teams shall solely be responsible for any delay caused due to delay in receipt of Registration Form.

- iii. **Allotment of Team Code:** Every team which has successfully completed the Registration requisites under the Rules shall be allotted a unique code after the closure of the Registration for the Competition. Once the Code is allotted, every team must use only the team code for any further communication with the Organizers during the course of the Competition.
- iv. **Change in Team Composition:** Any change in team composition must be intimated to the Organizer at the earliest. Any change must be accompanied with a freshly filled registration form and an authority letter duly signed by the head of the institution.
- v. The duly filled Travel Form (Annexure-II) is to be e-mailed by the teams to **mootcommittee@rgnul.ac.in** on or before 20th March, 2018.
- vi. **Registration Fees:** The participating Teams are required to pay INR 5,000/- as registration fees. The link for online payment will be emailed to the Registered Teams by 31st January, 2018. Details of payment shall be emailed to the Organizers. Non-payment of Registration Fees shall result in cancellation of Registration of the Participating Team.

5. Dress Code:

- i. Participants shall be appropriately attired for the rounds of the competition. Robes and collar bands are not permitted.
- ii. The Dress Code for the Inauguration, Researcher's Test, Oral Rounds and Valedictory & Prize Distribution shall strictly be:
 - a. **For Gentlemen** - Western Formals (White formal shirt with black formal pants and a black blazer); and
 - b. **For Ladies** - Western Formals (White formal shirt with black formal pants/black formal skirt and a black blazer) or Indian Formals.
- iii. On other occasions while on campus, participants may wear casuals or formals at their convenience.

III. CLARIFICATIONS

Clarifications to the Moot Proposition shall be sought by sending an e-mail to **mootcommittee@rgnul.ac.in** on or before 10th February 2018. Clarifications sent after this date shall not be entertained.

IV. WRITTEN SUBMISSIONS

1. **Strict Adherence to Rules Regarding Written Submissions:** All requirements have to be strictly followed. Non adherence to the same will attract penalties as provided under the Rules.
2. **Written Submissions to be prepared from Both Sides:** Each team must prepare Written Submissions for both sides to the dispute.
3. **Submission of Soft Copy of Written Submissions:**
 - i. The soft copies of the written submission from each side should reach the Organizers on **mootcommittee@rgnul.ac.in** in .pdf or .doc or .docx format latest by **15th March, 2018 before 5:00 PM.**
 - ii. Written Submissions from both sides shall be sent in a single e-mail.
 - iii. A penalty of 1 mark shall be levied in case the written submission is submitted in any other format or as a multiple file by the team.
 - iv. The team submitting the soft copy 2 days after the last date of the submission of the soft copy of the written submission will be disqualified from the competition.
4. **Submission of Hard Copy of Written Submissions:**
 - i. One copy of the written submission from each side should reach the Organizers on the below mentioned address by 23rd March, 2018 (Only through Indian Post's Speed Post) –
Dr. Shilpa Jain,
Coordinator, Moot Court Committee
Rajiv Gandhi National University of Law, Punjab, Sidhuwal Campus,
Bhadson Road, Patiala – 147001.
 - ii. The teams have to carry five copies of the written submission from each side and submit the same at the time of draw of lots.
5. **No Difference between Soft Copy and Hard Copy of Written Submission:** The hard copy of written submission must be exact replica of the soft copy submitted with the Organizers. Any difference in the same will result in disqualification from the Competition.

6. Penalty for Late Submission:

- i. A penalty of 1 mark per hour shall be deducted in case of delay in submission of soft copy of written submission.
- ii. A further penalty of 1 mark per day per side shall be levied in case of delay in submission of hard copy of written submission.

7. General Conditions for Written Submissions:

- i. The Written Submissions shall not contain any form of identification apart from the team code. If any such identification or mark, symbol, etc. which has the effect of identifying the team is found on the written submission, then it shall result in instant disqualification of the participating team.
- ii. Appellant's Written Submissions are required to have a blue cover and Respondent's Written Submissions are required to have a Red cover.
- iii. A penalty of 1 mark per side shall be levied in case the team uses wrong cover of written submission.

8. Guidelines for Formatting:

- i. Written Submissions Structure: The Written Submissions must contain following contents:
 - a. Cover Page – The cover page shall contain the case title, side of the written submission, year of competition, name of the forum and team Code on top right corner;
 - b. Table of Contents;
 - c. List of Abbreviations;
 - d. Index of Authorities: The Index of Authorities must list all the authorities cited in the Written submission. The Index must indicate the page number(s) and/or the paragraph number(s) of the Written submission in which the authority is cited;
 - e. Statement of Jurisdiction;
 - f. Statement of Facts: The Statement of Facts must contain a concise statement of the relevant facts of the dispute. As far as may be, the Statement of Facts should be limited to the stipulated facts and legitimate inferences which can be drawn from those facts. Statement of Facts shall not exceed 2 pages. Non-compliance will result in a penalty of 1 mark for each exceeded page;

- g. Issues Raised;
- h. Summary of Arguments: The Summary of Arguments should contain a summary of the substance of the arguments, and should not merely be a reproduction of the various headings and sub-headings of arguments. The Summary of Arguments shall not exceed 2 pages. Non-compliance will result in a penalty of 1 mark for each exceeded page;
- i. Pleadings/Arguments Advanced:
 - a. All legal arguments must be limited to the Pleadings/Arguments Advanced section of the written submission. Non-compliance will result in a penalty of 2 marks.
 - b. The Pleadings/Arguments Advanced and Prayer must not exceed 20 pages. Non-compliance will result in a penalty of 1 mark per exceeded page;
- j. Prayer.

Non-compliance with respect to sections (a) to (h) and (j) will result in a penalty of 1 mark for each missing section. Non-compliance with respect to section (i) will result in the Written submission not being considered for evaluation at all.

- ii. **Team Code:** The team code must be ascribed on the top right corner of the cover page. The code must be succeeded by the side for which the written submission is prepared. The teams must use “A” for Appellant, P for “Appellant” and R for “Respondent.” For example: in case the Team Code is TC-100 the team must write “TC-100A” in case of written submission for Appellant and “TC-100R” in case of written submission for Respondent.
- iii. **Margin:** The Written submission must maintain an equal margin of 1 inch on all sides. Non-compliance will result in a penalty of 1 mark per each side of Written Submissions.
- iv. **Font, size and line spacing:** The text font should be Times New Roman or Garamond, size 12 and must be in 1.5 line spacing. Non-compliance will result in a penalty of 0.5 mark per incorrect format of font, size and line spacing with a maximum of 2 marks per page of the Written Submissions.
- v. **Footnotes:** The footnotes must be in font Times New Roman or Garamond, size 10 and singly spaced. The Bluebook: A Uniform System of Citation (19th Edition) should be followed in the written submission throughout. Non-compliance will result in a

penalty of 1 mark per page. Substantive/Speaking footnotes are strictly prohibited. Non-compliance will result in a penalty of 1 mark per substantive citation.

- vi. **Header and Footer:** The font used for the header/footer, if any, shall be Times New Roman or Garamond, size 10, 1 spacing. Non-compliance will result in a penalty of 1 mark per page of the Written Submissions.
- vii. **Page Limit:** There is no maximum page limit on the Written Submissions and the pleadings/Arguments Advanced shall be of a maximum of 20 pages. No annexures, photographs, exhibits, etc. should be added to the written submission.
- viii. **Binding of Written Submission:** Since the University encourages eco-friendly practices hence, it is recommended that the teams bind their written submission with thread or staple the pages and tape the same or use any eco-friendly method of binding. Non-compliance will result in a penalty of 1 marks per side of the Written Submissions.
- ix. The written submissions shall be marked on the parameters which are laid down as under:

Sr.No.	MARKING CRITERIA	MARKS ALLOTTED
1	Evidence of Original Thought	20
2	Knowledge of Law and Facts	20
3	Proper and Articulate Analysis	20
4	Structure, Language and Grammar	15
5	Extent and Use of Research	15
6	Correct Format and Citation	10
	Total	100

V. ORAL PLEADING ROUNDS

1. General Procedure:

- i. Teams are requested to bring five (5) hard copies of the Written Submissions for each side to be submitted during the draw of lots on 30th March, 2018.
- ii. The language to be used during the Oral Pleading Rounds shall only be English.
- iii. The Competition shall consist of the following rounds:

- a. Preliminary Rounds; and
 - b. Advanced Rounds:
 - 1) Quarter-finals;
 - 2) Semi-finals;
 - 3) Finals.
- iv. During each of the abovementioned rounds, the order in which the teams shall present their arguments is as follows:
 - a. Appellant Speaker 1
 - b. Appellant Speaker 2
 - c. Respondent Speaker 1
 - d. Respondent Speaker 2
 - e. Rebuttal: Appellant - Any one of the two Speakers
 - f. Sur-rebuttal: Respondent - Any one of the two Speakers.

Sur-rebuttal may be permitted only at the discretion of the Judges.
- v. The Best Speaker Award shall be determined on the basis of the individual aggregate score of the speaker taken only from the Preliminary Rounds. Individual Aggregate Score shall be determined as the sum of the following:
 - a) Score of Speaker in Preliminary Round I;
 - b) Score of Speaker in Preliminary Round II; and
 - c) Half of Written Submission Score.
- vi. The Researcher shall not be permitted to address the Court during the Oral Rounds. The Researcher may however, be permitted to pass notes to the Speakers at the discretion of the Judges. Such notes shall be passed through the court clerks present in the court room.

- vii. Teams are not permitted to raise issues in the Oral Rounds that have not been submitted in the Written Submissions.
- viii. The use of mobile phones, laptops, or any other electronic gadgets is strictly prohibited during the Oral Rounds, subject to the discretion of the judges.
- ix. Participants may use their own bare acts, print outs and commentaries provided that anonymity is not violated during the Rounds.
- x. The decision of the Judges as to the marks allotted to each team shall be final and binding.

2. Splitting of Time between Speakers:

- i. Teams shall notify the Court clerks of the division of time between the 2 Speakers (including time reserved for Rebuttal & Sur-rebuttal) 10 minutes prior to the commencement of the Rounds.
- ii. If Speaker 1 exceeds his/her reserved time, the additional time taken shall be deducted from the time reserved by Speaker 2. Similarly, if Speaker 2 exceeds his/her reserved time, the additional time taken shall be deducted from the time reserved for Rebuttals/Sur-Rebuttals as the case may be. This rule may not be followed if the additional time is awarded at the discretion of the Judges to not be deducted from the time of the subsequent Speaker.
- iii. While granting additional time, if the additional number of minutes granted is not specified by the Judges, it shall be presumed that the additional time granted is 2 minutes.
- iv. The finality of the decision as to the time structure and the right to Rebut or Sur-rebut shall vest with Judges.

3. Compendium:

- i. All relevant case laws and statutory material to be passed on to the Judges during the Oral Rounds may be submitted in the form of a Compendium 10 minutes prior to the commencement of the Rounds to the Court clerks.
- ii. Participants are also permitted to pass on relevant material to the Judges, at their discretion, any time after the commencement of the Rounds and before its completion.

- iii. Participants shall ensure that anonymity is not violated while passing on any material to the Judges. If any mark, name, seal, symbol or logo of the institution/college/university is present, participants must ensure that the same is rendered unrecognizable.

4. Exchange of Written Submissions :

- i. The exchange of Written Submissions shall take place prior to the Oral Pleading Rounds.
- ii. Teams are prohibited from making any marks on the opponent's Written Submissions thus exchanged. Teams are also prohibited from making any copies of the opponent's Written Submission, electronically or otherwise.
- iii. The opponent's Written Submissions shall be returned to the Court clerks after the completion of each Round.

5. Preliminary Rounds:

- i. Every team shall argue twice in the Preliminary Rounds, once for the Appellant and once for the Respondent.
- ii. No two teams shall face each other more than once in the Preliminary Rounds.
- iii. Draw of Lots: The match up of teams in Preliminary Rounds shall be determined on the basis of draw of lots. Draw of lots shall take place on 30th March, 2018.
- iv. Seeding of Teams: The top 50% of the selected teams based upon the written submission scores shall be seeded in order of their rank in the written submission. All the seeded teams will not compete against each other in either of the Preliminary Rounds. However, such team may face each other in the Advanced Rounds, subject to their qualification.
- v. Each side shall get a maximum time of 30 minutes to present their arguments of which no Speaker shall be permitted to address the Court for more than 18 minutes. The time limit is inclusive of the time for Rebuttal or Sur-rebuttal respectively. The maximum time for Rebuttal is 2 minutes and the maximum time for Sur-rebuttal is 1 minute. Each speaker is required to speak for a minimum of 12 minutes exclusive of time taken for Rebuttals and Sur-rebuttals.
- vi. **Scoring in the Preliminary Rounds:**

- a. The qualification of teams to the Advanced Rounds shall be determined on the basis of win or loss of the team in each Preliminary Round.
- b. Win or loss of a team shall be determined on the basis of aggregate score. The team with higher aggregate score shall win the round.
- c. The aggregate score of a team shall be computed as the total of -
 - Oral Score of Speaker 1;
 - Oral Score of Speaker 2; and
 - Half the score of the Written Submissions.
- vii. The top eight teams shall qualify to the Advanced Rounds on the basis of the maximum number of wins per team in the Preliminary Rounds.
- viii. In the event of a tie, the following methods shall be used to determine the rank of the team:
 - a. The aggregate score of the team in their Oral Rounds alone shall be considered, the team with higher score will be allotted a higher rank;
 - b. If the tie subsists, the team with the higher speaker score will be allotted the higher rank;
 - c. If the tie still subsists, the team with the highest individual speaker score out of speakers of tied teams will be allotted the higher rank;
 - d. If the tie still subsists, the team with the higher written submission score will be allotted higher rank;
 - e. If the tie still subsists, then the rank shall be determined by toss of coin.
- ix. The Best Speaker Award will be awarded on the basis of the scores awarded to the Speakers in the Preliminary Rounds.

6. Advanced Rounds

- i. Every team shall argue once in each of the Advanced Rounds.
- ii. The side to be argued shall be determined on a Draw of Lots after the declaration of results of Preliminary Rounds.

- iii. The qualification of teams to subsequent rounds shall be on a knock-out basis for each of the Advanced Rounds. In the event of a tie, the team with higher written submission marks will be given a higher rank.

1. Quarter-Finals:

- a. The maximum time for arguments per side shall be the same as in the Preliminary Rounds.
- b. The Winners of the Quarter-final shall advance to the Semi-finals.

2. Semi-Finals:

- a. Each side shall get a maximum time of 45 minutes to present their arguments of which no Speaker shall be permitted to address the Court for more than 25 minutes. The time limit is inclusive of the time for Rebuttal or Sur-rebuttal respectively. The maximum time for Rebuttal is 5 minutes and the maximum time for Sur-rebuttal is 2 minutes. Each speaker is required to speak for a minimum of 20 minutes exclusive of time taken for Rebuttals and Sur-rebuttals.
- b. The Winners of the Semi-finals shall advance to the Final Rounds.

3. Finals

- a. The maximum time for arguments per side shall be the same as in the Semi-finals.
- b. The Winner of the Final Round shall be declared the Winner of the Competition.

7. Scouting:

- i. Scouting is strictly prohibited.
- ii. Any person may submit a complaint regarding Scouting to the Organizers.
- iii. Teams found scouting shall be disqualified immediately.

8. Delays in Appearance/Presentation:

If a team scheduled to take part in a Round does not appear within 10 minutes of the scheduled time, the other team present shall be allowed to submit ex-parte.

VI. RESEARCHER'S TEST

1. The Researcher's Test shall be conducted on 30th March, 2017.
2. In a team consisting of three members, the member designated as Researcher shall take part in the test.
3. Participants are requested to write only the Team Code on the question paper.
4. The Researcher's Test shall be objective as well as subjective with the questions based on the applicable law, precedents and facts pertaining to the Moot Proposition.
5. The duration of the Researcher's Test shall be 90 minutes.
6. No additional material such as the bare text of Acts, Written Submissions, etc. apart from stationery may be brought by the participant to the test and no such material shall be provided by the Organizers.
7. Score of the Researcher's Test shall be computed as the total of-

Score in Researcher's Test, and

Half the score of the Written Submissions.
8. The Winner of the Test shall be determined by the highest score attained.

VII. AWARDS

The following awards shall be awarded in the Competition:

1. **Best Team:** the Team winning the final round of the Competition shall be given a trophy and a cash prize of INR 35,000/- (Indian Rupees Thirty Five Thousand Only).
2. **Runners Up:** the runners up team in the final round of the Competition shall be given a trophy and a cash prize of INR 30,000/- (Indian Rupees Thirty Thousand Only).
3. **Best Speaker:** The speaker having the highest score in the preliminary rounds shall be given a cash prize of INR 10,000/- (Indian Rupees Ten Thousand Only).

4. **Best Written submission:** The team having the highest average written submission score from both sides shall be given a cash prize of INR 15,000/- (Indian Rupees Fifteen Thousand Only)
5. **Best Researcher:** The participant having the highest score in the researcher's test shall be given a cash prize of INR 10,000/- (Indian Rupees Ten Thousand Only)
6. Certificates of merit shall be given to all the teams qualifying for quarter finals and beyond.
7. Certificate of participation shall be given to all the participating teams.
8. The awards, certificates of merit and certificates of participation shall be given during the valedictory ceremony to be conducted on April 1st, 2017. No certificate will be given to the team before or after the valedictory function.

VIII. ACCOMMODATION, TRANSPORT & FOOD

1. Accommodation and food shall be provided to the participating teams for the duration of the competition.
2. Facilities such as photocopying, library usage, internet connectivity, etc. may be provided subject to the convenience of the Organizers and will be informed to the teams closer to the commencement of the Competition. Irrespective, participants are requested to make their own arrangements for the same.
3. All facilities shall be provided only to the registered members of a team and no additional members, parents, observers, coaches or faculty advisors shall be accommodated.

IX. MISCELLANEOUS

1. General Etiquette:

- i. Participants are expected to behave in a dignified manner and not to cause any inconvenience to the Organizers, the Judges of the Competition or any of the other participants.
- ii. The Organizers reserves the right to take appropriate action for any unethical, unprofessional or immoral conduct.

2. Interpretation of Rules & Regulations:

- i. All interpretations, as well as any waivers, consents or other decisions in the administration of the Competition are at the complete discretion of the Organizers.
- ii. Any decision made by the Organizers shall be final and binding on all participating teams.

X. CORRESPONDENCE/ CONTACT DATA

1. Registration Formalities:

The address for correspondence for all Registration Formalities and Written Submissions is:

Dr. Shilpa Jain

Faculty Co-ordinator, RMCC

**Rajiv Gandhi National University of Law Bhadson Road, Sidhuwal, Patiala, Punjab-
147006**

2. Moot Proposition/ Rules and Regulation

Any and all clarifications and queries regarding the Moot Proposition and Rules & Regulations shall be sought only via e-mail to **mootcommittee@rgnul.ac.in**.

Any other queries (other than the Moot Problem) may be directed at the following persons:

Dr. Shilpa Jain	Faculty Co-ordinator	+91 95305 85190
Ms. Yamini Yadav	Student Convener	+91 83830 31537 +91 98762 61170
Mr. Prashant Daga	Student Convener	+91 98768 30773

7TH RGNUL NATIONAL MOOT COURT COMPETITION RULES, 2018

(30th March 2018 – 01st April 2018)

LIST OF IMPORTANT DATES

EVENT	DATE
Notification of the Competition and Release of the Moot Proposition	30 th November, 2017
Last Date of Registration	30 th January, 2018
Opening of link of online Payment	31 st January, 2018
Closing of link of online Payment	5 th February, 2018
Last Date of Submission of Hard Copy of Registration Form	10 th February, 2018
Last Date for Seeking Clarifications	10 th February, 2018
Release of Clarifications	20 th February, 2018
Last Date of Submission of Soft Copy of Written Submissions	15 th March, 2018
Last Date for mailing Travel Forms	20 th March, 2018
Last Date of Submission of Hard Copy of Written Submissions	23 rd March, 2018
Draw of Lots and Exchange of Written Submissions	30 March 2018
Researcher's Test	30 March 2018
Preliminary Rounds	31 March 2018
Quarter Finals and Semi Finals Rounds	31 March 2018

Final Rounds	01 April 2018
Valedictory and Prize Distribution	01 April 2018



7TH RGNUL NATIONAL MOOT COURT COMPETITION RULES, 2018

(30th March 2018 – 01st April 2018)

Annexure I

REGISTRATION FORM

NAME OF THE INSTITUTION: _____

PRIMARY CONTACT No.: _____ EMAIL ID: _____

SPEAKER 1: _____

GENDER: _____ CONTACT No: _____

EMAIL ID: _____

Photograph of the
Participant

SIGNATURE

SPEAKER 2: _____

GENDER: _____ CONTACT No: _____

EMAIL ID: _____

Photograph of the
Participant

SIGNATURE

RESEARCHER: _____

Photograph of the
Participant

GENDER: _____ CONTACT NO: _____

EMAIL ID: _____

SIGNATURE

PAYMENT DETAILS

DU REFERENCE NUMBER: _____

NAME & SEAL OF THE HEAD OF THE INSTITUTION

PATIALA

KNOWLEDGE EMPOWERS

NOTE: All Communications shall be done by the Organizers on the primary Contact and Email Id.

7TH RGNUL NATIONAL MOOT COURT COMPETITION RULES, 2018

(30th March 2018 – 01st April 2018)

Annexure II

TRAVEL AND ACCOMMODATION FORM

NAME OF THE INSTITUTION: _____

PRIMARY CONTACT NO: _____ EMAIL ID: _____

DATE OF ARRIVAL: _____ TIME OF ARRIVAL: _____

MODE OF TRANSPORT: _____

DATE OF DEPARTURE: _____ TIME OF DEPARTURE: _____

MODE OF TRANSPORT: _____

ACCOMMODATION (TICK AS APPLICABLE): YES NO

NOTE:

1. Separate Accommodation will be provided for Boys and Girls
2. Travel Form must be sent latest by 20th March 2018 (Scanned copy of the form)
3. No Pick and Drop facility will be provided if travel form is not submitted