

# HIGH COURT OF JUDICATURE AT ALLAHABAD

## PROTOCOL SECTION

### OFFICE MEMORANDUM

No. 6696 / Registrar (P)

Dated: July 21, 2025

It is to inform that the Arbitration Centre situated in the Convention Centre Building, Drummond Road, Prayagraj is fully functional for holding Arbitration proceedings. The procedure for booking and the charges is as follows :

#### Procedure for booking rooms at the Arbitration Centre :

*"The Parties desirous of occupying a room in the Arbitration Centre for the purpose of conducting of arbitration proceedings would submit an Online/ offline request on prescribed proforma attached at Annexure-I.*

*Confirmation of booking shall be communicated to the booking/requesting party at the earliest with a maximum permitted latency of 7 days.*

*On confirmation of booking by the Co-ordinator, the parties will be required to deposit the complete fee in advance. The bookings shall be confirmed finally only after deposition of the fee. In case the parties fail to appear, the engagement would be considered complete and the deposited fee will stand forfeited.*

*In case of any eventuality, the arbitration proceedings cannot take place on the date fixed, then on request at least two days, prior to the date, the booking amount can be adjusted for the next date subject to availability of accommodation. If on the next date of booking arbitration proceedings are not held for any reason, then booking amount is liable to be forfeited subject to the condition that 75 per cent of the amount will be refunded at the discretion of the Board of Governors.*

*After approval of the Co-ordinator, the fee for booking the facilities of Arbitration Centre, Lucknow should be paid directly into the savings account maintained by the Arbitration Centre, Allahabad either through online mode or through an account payee cheque in favour of 'Co-ordinator, Arbitration Centre, Allahabad.*

Timings for arbitration proceedings : Arbitration proceedings be conducted in two sessions -

- I. Morning session - 10:00 AM to 01:00 PM
- II. Evening session - 02:00 PM to 05:00 PM or 03:00 PM to 06:00 PM

everyday except on gazetted holidays.

Fee structure for occupying the rooms at the Arbitration Centre would be as follows :

- i. Fee for a six-seater room - Rs. 1,000/- per session.

- ii. Fee for an eight-seater room – Rs. 1,500/- per session.  
iii. Fee for ten-seater room – Rs. 2,000/- per session  
iv. Fee for a sixteen-seater room – Rs. 2,500/- per session

*Parties would be required to vacate the room(s) on or before the expiry of the period for which booking of room(s) was sought. In case the rooms remain occupied beyond 15 minutes check-out time, the parties would be liable to pay additional fee for each additional full hour(s)."*

For any query, with regard to booking of room for arbitration, following officer/ officials of the registry may be contacted :

Protocol Section :

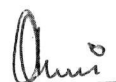
1. Shri. Alankar Tiwari, Review Officer (+91-9628870871)
2. Shri. Praveen Kumar Maurya, Assistant Review Officer (+91-9616183266)

Museum Section :

1. Shri. Dheeraj Kumar Srivastava, Section Officer (+91-8765968728)
2. Shri. Ankit Srivastav, Assistant Review Officer (+91-7234861041)

The proforma for booking room(s) at Arbitration Centre, Allahabad is enclosed herewith (Annexure-I).

Encl. : as stated above.

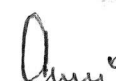
  
**(Ashish Kumar Srivastava)**  
**Registrar (Protocol)/**  
**Co-ordinator (Arbitration Centre)**

No. 6696 / Registrar (P)

Dated: July 21, 2025

– **Copy for information / necessary action -**

1. Hon'ble Retired Judges, High Court, Allahabad.
2. Hon'ble Retired Judges, High Court, Allahabad, Lucknow Bench, Lucknow.
3. The Joint Registrar/ Deputy Registrar/ Assistant Registrar (Computer), High Court, Allahabad *(with a request to upload/publish the above- mentioned information on the official website of Hon'ble High Court, Allahabad).*
4. The Joint Registrar/ Deputy Registrar/ Assistant Registrar (Nazarat Section), High Court, Allahabad.
5. The above-mentioned officers/ officials for strict compliance.
6. Notice Board for display.

  
**(Ashish Kumar Srivastava)**  
**Registrar (Protocol)/**  
**Co-ordinator (Arbitration Centre)**

**Annexure-I**

**Application for booking room(s) at the Arbitration Centre,  
Allahabad High Court, Allahabad**

1.	Name and details of the arbitrator(s).	
2.	Names and details of the parties along with details of the counsel(s) appearing for the parties, their e-mail IDs and phone numbers	
3.	Address with proof: A copy of identity-card (Aadhar/ Voter ID/ Passport/ Driving License/ Pan Card or any government Issued I-card)	
4.	The date of proposed proceedings for which booking has been sought	
5.	Number of persons likely to attend the arbitration proceedings	
6.	Requirement of room(s) as per the occupant capacity (6, 8, 10 and 16 persons)	