

GENERAL RULES (CIVIL & CRIMINAL), 2018 (AS AMENDED UPTO 04/07/2022)

VOLUME - II

APPENDIX 'A'

GUIDELINES ISSUED BY GOVERNMENT OF INDIA FOR EXECUTION OF LEGAL PROCESS IN A FOREIGN OR COMMON WEALTH COUNTRY MUTUAL LEGAL ASSISTANCE REQUESTS

Central Authority in India for Mutual Legal Assistance Requests in Criminal Matters

As per the Allocation of Business Rules of the Government of India, the Ministry of Home Affairs is the nodal Ministry and the Central authority for seeking and providing mutual legal assistance in criminal law matters. The Ministry of Home Affairs (MHA) receives all such requests, examines them and takes appropriate action. (Internal Security-II (IS-II) Division handles this subject in the Ministry of Home Affairs.)

Similarly, cases pertaining to civil and commercial matters are required to be taken up with the Ministry of Law & Justice, which finalizes and notifies treaties and arrangements with other countries as per the relevant statutory provisions in the Code of Civil Procedure.

Therefore, all requests for seeking assistance from a foreign country including the service of all kinds of judicial processes or other documents are directly submitted to the Ministry of Home Affairs in criminal law matters and to the Ministry of Law & Justice in civil and commercial matters. The Ministry of External Affairs may be involved in this process when such requests are routed through diplomatic channels by these Ministries.

Serving Summons issued by an Indian Court on a Person Living Abroad

Section 105 of the Criminal Procedure Code (CrPC) speaks of reciprocal arrangements to be made by Central Government with the Foreign Governments with regard to the service of summons/warrants/judicial processes. Accordingly, the Ministry of Home Affairs (MHA) has entered into Mutual Legal Assistance Treaties/Agreements on Criminal Matters with 39

countries which provide for serving of documents.

List of countries with operational Mutual Legal Assistance Treaties in Criminal Matters:

S.No.	Country	Year
1.	Switzerland	1989
2.	Turkey	1993

S.No.	Country	Year
3.	United Kingdom	1995
4.	Canada	1998
5.	Kazakhstan	2000
6.	United Arab Emirates	2000
7.	Russia	2000
8.	Uzbekistan	2001
9.	Tajikistan	2003
10.	Ukraine	2003
11.	Mongolia	2004
12.	Thailand	2004
13.	Bahrain	2005
14.	France	2005
15.	South Korea	2005
16.	Singapore	2005
17.	South Africa	2005
18.	United States of America	2005
19.	Belarus	2006
20.	Mauritius	2006
21.	Kuwait	2007
22.	Spain	2007
23.	Bulgaria	2008
24.	Vietnam	2008
25.	Mexico	2009
26.	Egypt	2009
27.	Hong Kong	2009
28.	Bosnia & Herzegovina	2010
29.	Iran	2010
30.	Myanmar	2010
31.	Sri Lanka	2010
32.	Australia	2011
33.	Bangladesh	2011
34.	Indonesia	2011
35.	Malaysia	2012
36.	Azerbaijan	2013
37.	Kyrgyz Republic	2014
38.	Israel	2015
39.	Sultanate of Oman	2015

In other cases, the Ministry of Home Affairs makes a request on the basis of an assurance of reciprocity to the concerned foreign government through MEA or our Mission/Embassy in that country.

The difference between the two categories of countries is that the country having an MLAT with India has an obligation to consider serving the documents, whereas the non-MLAT countries do not have any obligation to consider such a request.

To Update (See website of the Ministry of Home Affairs: <http://mha.nic.in/Policy-Guidelines>)

Procedure to be followed for Serving (Bailable and Non-Bailable) Arrest Warrants Issued by Indian Courts on a Person Living Abroad

The summons/warrants/judicial processes received by MHA are forwarded to the concerned Indian Mission/ Embassy, which in turn takes up the matter with the designated Central Authority in that country. In case of MLAT countries, the manner of communication is as laid down in the MLAT and can be either directly between MHA and the Central Authority or through diplomatic channels. The Designated Authority, after considering the request directs its agency to serve the documents on the concerned person and the report of the service, if any, is also received through the same channel. This is broadly the system in most countries. However, in some countries, private companies/NGOs have also been entrusted with the service of judicial papers.

In India, all requests for service of summons/notices/judicial processes on persons residing abroad should be addressed to the Under Secretary (Legal), IS-II Division, Ministry of Home Affairs, 9th Floor, Lok Nayak Bhawan, New Delhi – 110003.

To Update (See website of the Ministry of Home Affairs: <http://mha.nic.in/Policy-Guidelines>)

Non-Bailable Warrants of Arrest

The Ministry of Home Affairs does not undertake service of non-bailable warrants of arrest. The service of non-bailable arrest warrants amounts to the extradition of the individual. Requests for extradition are based on legal principles and procedures contained in Extradition Treaties negotiated with the foreign country concerned. Such requests are to be forwarded in the prescribed format to the Ministry of External Affairs, CPV Division, Patiala House Annexe, Tilak Marg, New Delhi – 110001.

APPENDIX 'B'

PERSONS/ AUTHORITIES ENTITLED TO COPY(IES) AT THE COST OF STATE

- (1) A copy of judgment in all criminal cases (including cases of assaults and affrays) in which a Commissioned Officer or soldier is involved and the case ends in conviction.
- (2) On an application by a person in detention.
- (3) On an application by a person in receipt of Free Legal Aid.
- (4) A copy of Statement, document, judgment, order, etc., in a criminal case may be supplied free of cost, on an application on priority basis, to Legal Aid Committees of the Supreme Court, High Court and District Courts, as the case may be.
- (5) To the party to a case on an application having been received through the Legal Aid Committee of the Supreme Court, High Court and District Courts, as the case may be.
- (6) Copy of any proceeding in the court can be delivered upon receiving a written request to that effect from –
 - (a) the District Magistrate,
 - (b) any gazetted officer of Government of India who as such is interested in the proceeding;
 - (c) On any application by or on behalf of the-
 - (i) Head of the Department of the Government of India
 - (ii) Any High Court in India
 - (iii) Any authority in India exercising jurisdiction similar to that of a High Court
 - (iv) Any Court subordinate to the High Court for Rajasthan
 - (v) Any Principal Court in any other country
- (7) On an application made by Government Law Officer.—
 - (1) A copy of the original decree and of the appellate decree in a pauper suit or appeal.
 - (2) In Civil cases in which Government is a party, copies of judgments, orders and decrees, and of any other papers required for purposes of conducting the case.
 - (3) A copy of the whole or any part of a record, when required for the purpose of conducting any trial or investigation or appeal on the part of the Government in any Criminal Court, shall ordinarily, on application, be supplied free of charge to a Government Law Officer or to any person authorised in this behalf by the District Magistrate, provided that, should the presiding officer be of opinion that the demand made is in excess of what is necessary for the purpose stated in the application for such copy or copies, he may refuse to grant free of charge any or all of the copies applied for.
 - (4) A copy of an award or agreement made under the Rajasthan Land Acquisition Act, 1953.
- (8) Applications for copies of the documents detailed in this Schedule are not chargeable with fees under Schedule II of the Court Fees Act.

APPENDIX
'C'
Instructions for Inspection
(Order 7 Rule 1 & 2)

The main points to be ascertained from an inspection are these:-

- (1) What Improvements are required in the buildings, the premises and furniture?
- (2) Is the Presiding Officer business-like and intelligent in his methods and does he exercise efficient supervision?

The quality of his judicial work can best be judged by appellate courts, but his capacity as an organizer and supervisor are best judged from an inspection of his court and office. In order to decide these points, it is necessary for an inspecting officer to note the state of the files, the methods in which the dates are fixed, how the day's duties are divided amongst office work disposal original suits, appeals, executions, miscellaneous matters etc. and how the members of the Bar, the litigants and the witnesses are treated. It is most important to ascertain whether the arrangements made to meet the convenience of the public are satisfactory. The inspecting officer should then check the procedure to ascertain how pleadings are examined, how notices are issued, how documents are admitted into evidence and refunded when rejected, how issues are framed, whether suits are dismissed or restored to hearing capriciously or for good cause, whether adjournments are granted or refused for sufficient reason, how the interests of minors are protected, whether arrest and attachment before judgment and temporary injunctions are granted, refused or retained for good reasons and any other points which make for efficiency, such as the proper reception and filing of papers and preparation of records according to the High Court Rules. He must next examine the work under the heads of execution, the issue of commissions, the distribution of commissions, the supervision of commissioners, the supervisions of arbitrators and the work of receivers. He should then examine the work in the munsarim's department, the copying department, the record room department, the nazir's department, the amin's department and the process servers, department. Upon such an inspection he should be in a position to form a useful opinion as to the organizing capacity and business like qualities of the Presiding Officer and as to the extent of control and guidance exercised by him over his sub-ordinate staff.

Questions

The following questions are appended. They are intended to exhaustive but to serve as a guide. It is not necessary that at any inspection all these questions should be answered. The High Court will judge the efficiency of the inspection upon broad lines.

These questions however, should be of assistance to inspecting officers. They are intended for officers inspecting courts subordinate to them but many of the points raised in them can be utilized by officers who are inspecting their own offices. In the later case no remarks will obviously be made as to the qualities of the official himself:-

- I. What is the name or names of Presiding Officer or Officers since the last inspection?
- II. What improvements does the inspecting officer suggest in:-
 - (a) building
 - (b) premises and
 - (c) furniture?

What are the reasons for the improvements suggested ? Give a rough estimate of cost of such improvements. How far can they be met from funds at the disposal of the judgeship:

- III. On what dates did the Presiding Officer inspect his office during the 12 months preceding the date of his inspection?
- IV. Were the Presiding Officer's inspections practical and effective?
- V. What is the state of file?

NUMBER PENDING					
Not older than one year	Older than one year but not older than three years	Older than three years	Number pending on same date last year	Date of oldest case	of
Original suits					
Execution					
Applications					
Appeals					

To what causes do you attribute the increase or decrease of the pending file?

- VI. Is the case diary kept up properly under the rules? Are dates fixed for hearing by the Presiding Officer, in such a manner as to facilitate hearings on the dates fixed, whether original or adjourned dates? Has any case been postponed more than twice for want of time.

VII. Examine a number of records including the older cases. As many records should be examine as time permits. Useful results are not likely to be obtained unless at least 20 records are so examined, if it is possible, a full day can be usefully spent in examining such records-

- (a) If some witnesses are present and others are not, are those present heard and discharged?
- (b) Do Presiding Officers direct their attention to the following rules, and do they exercise a sound discretion in their application? (Separate answers should be given under each heading on those points which can be ascertained in the inspection or records):
 - (i) Order I, Rule 2
 - (ii) Order I, Rule 4
 - (iii) Order III, Rule 2-5
 - (iv) Order V, Rule 20
 - (v) Order VI, Rules 2-13 (See Gauri Shanker Vs. Monki Kunwar, 21 A. L. O.R., p. 571
 - (vi) Order VII, Rule 3
 - (vii) Order VII, Rule 7
 - (viii) Order VIII, Rules 14-26
 - (ix) Order VIII, Rules 2-5 and Rules 11-12
 - (x) Order IX, Rule 9
 - (xi) Order IX, Rule 13
 - (xii) Order X, Rules 1-4
 - (xiii) Order XI, Rule 14
 - (xiv) Order XIII, Rules 1-2
 - (xv) Order XIII, Rule 4
 - (xvi) Order XIII, Rule 6
 - (xvii) Order XVI, Rules 1-5
 - (xviii) Order XVII, Rules 1-3
 - (xix) Order XXIII, Rule 1
 - (xx) Order XXXII, Rules 3-4
 - (xxi) Order XXXII, Rules 7-8
 - (xxii) Order XXXIV, Rule 1
 - (xxiii) Order XXXVIII, Rules 1-12
 - (xxiv) Order XXXIX, Rules 1-10
 - (xxv) Order XLI, Rule 38
- (c) Are proper dates fixed for the return of summonses issued to other districts and States? Give instances.

VIII. Examine a sufficient number of records in order to be able to determine the points under the following questions:-

- (a) Does the Presiding Officer exercise proper control over the execution of decrees? Is he fully conversant with the work of his office in this respect?
- (b) Does the Presiding Officer issue and distribute commissions with discretion? What steps does he take to ensure that commissions are promptly and efficiently executed?

- (c) Does the Presiding Officer keep himself in touch with the work done by arbitrators and take proper steps to prevent delay in filing awards?
- (d) Is the work of receivers properly checked?

IX. Report fully on the following points:-

What is your opinion of the Presiding Officer's work? Do you consider him methodical and businesslike? Does he arrange his work so as to prevent avoidable delay? Has he proper control over his office? What are his relations with the members of the legal profession and the public?

- X. (a) When and where does the Munsarim (or Chief Ministerial Officer) receive applications?
- (b) When and where is inspection of records granted?
- (c) When does he pass orders on applications received?
- (d) Are the copies of the High Court Rules posted up-to-date? Are correction slips indexed?
- (e) Is the library in good order and the catalogue properly kept up? Are the Rules 379 to 392 of the Manual of Civil Court Rules, 1986 for libraries observed?
- (f) If the inspection fees and search fees are low, examine thoroughly whether surreptitious inspections are allowed or information given.
- (g) In case where information was reported as not forthcoming, was any real and prolonged search made?
- (h) What is your opinion of the work of the Munsarim (or Chief Ministerial Officer)?

COPYING DEPARTMENT

- XI. (a) Take some 20 consecutive days in the register of applications for copies and note whether the rule of strict priority is observed in granting (a) urgent, and (b) ordinary copies?
- (b) Are Rules 218-249 relating to copying properly observed?
- (c) How long is taken on an average to prepare:-
 - (i) ordinary copies?
 - (ii) urgent copies?
- (d) Is the copying staff under or over manned and is the work properly distributed?
- (e) What is your opinion of the work of the Head Copyist? Is the work done intelligently and in a business-like manner? Is supervision effectual?

RECORD ROOM

- XII. (1) How is the work distributed between the record keeper and his assistants?
- (2) Take the receipts of the monthly bundles for the six months and note:-
 - (a) If they were received on due dates from all courts
 - (b) Were the different classes or records accompanied by lists in proper form?
 - (c) By what date were the records of each months:-
 - (i) examined?
 - (ii) restored?

(iii) restored?

- (d) Was any report made to the Judge regarding the records? What was its nature and what orders were passed?
- (e) How many records still remain to be:-
- (i) examined?
 - (ii) restored?
- (3) (a) How many registers of requisitions are kept up? What form they are in?
- (b) Take 50 consecutive entries in the register of requisitions and note:-
- (i) In how many cases were the records sent after time?
 - (ii) What was the cause in each case?
 - (iii) What is the greatest delay in complying with any requisition, and why did it take place?
- (c) Take all the pending requisitions and note if in each case there is an order of the Judge.
- (d) How many records returned after requisition are there not yet restored? Why? (In each case)
- (e) Are quarterly reports made of the Judge of records not returned within three months from date of issue?
- (4) What weeding is being done now? Is it up-to-date? Give exact figures with reasons for any arrears
- (5) Is the accommodation for records in the record room sufficient?
- (6) What is your opinion of the work of the record keeper? Is the work done intelligently and in a business-like manner? Is supervision effectual?
- XIII. (a) Set out the examination made of the accounts registers and of the Nazir's registers.
- (b) What is your opinion of the work of the Nazir? Is the work done intelligently and in a business-like manner? Is supervision effectual?
- XIV. (a) Note below the results of your inspection of the work of the Amins.
- (b) Do the Amins do their work promptly and efficiently? Is there avoidable delay in carrying out their duties? Does the Presiding Officer exercise a proper check over the work of the Amins?
- XV. Are the arrangements for division of work amongst the process serving staff satisfactory? Are the diaries of process servers properly examined by the Presiding Officer? Is every man fully employed? Do you consider that there is reason to suspect deliberate failure to serve processes? If so, to what extent? Can you make any suggestion for improvement? How many process servers are there? What salary do they receive? How many of the process servers are literate?

NOTE- Guidelines given in Circular No.Gen./XV/34, 109/2233 dated 06.09.1989 shall also be followed.

APPENDIX
'D'
GENERAL RULES (CIVIL & CRIMINAL) 2017- FORMS

S.No	Existing Form No.	New Form No.	Description	Order No.		
			GENERAL			
1	10	101	Daily Cause List	O 01 R 14	O 35 R 01	
2	30	102	Application for inspection of a record	O 02 R 09		
3	31	103	Application for grant of copies of record.	O 06 R 02		
4	21	104	Notice to applicant to make up deficiency of copying fees	O 06 R 02		
5	22	105	Receipt Book of (Head Copyist for photostat copies)	O 06 R 05		
6	33	106	License for petition-writer's.	O 11 R 05		
7	33	107	Security Bond of Nazir, civil court, Amin, process server, Amin's peon etc. when the security is given, in cash, promissory notes or mortgaged and hypothecated landed property	O 14 R 01		
8	23	108	Tender (eGrass)	O 15 R 10		
9	24	109	List of unexpended balances of deposited money which are due and have become repayable	O 15 R 16		
10	25	110	Application for repayment of deposit in the Court of	O 15 R 16		
11	26	111	Treasury Officer's certificate of non-payment of lost repayment order	O 15 R 21		
12	27	112	Receipt of direct payment to parties made in court of	O 15 R 24		
13	28	113	Report of sale effected by the Collector	O 15 R 30		
			CIVIL			
14	6	114	Notice to Head of Office etc. when summons to a public officer is sent direct for making necessary relieving arrangements	O 19 R 11		
15	7	115	Letter forwarding summons for personal attendance of a public official etc. including notice for making relieving arrangements	O 19 R 12		
16	8	116	Notice to Head of Department etc. of warrant of arrest against Government Servant etc.	O 19 R 15		
17	3	117	List of documents required to be produced under Order VII, Rule 14 and Order XIII, Rule 1	O 20 R 17		

18	4	118	General Index	O 20 R 17	O 24 R 06	
19	5	119	Letter of request to parliament/Legislature Assembly/Council for production of a document in its custody	O 20 R 25		
20		120	Letter of Authority on behalf of person belonging to army, navy or air force who cannot obtain leave of absence for the purpose of prosecuting or defending the suit in person	O 21 R 02	O 21 R 04	
21		121	Letter forwarding summons for personal attendance of a public official etc. including notice for making relieving arrangements	O 21 R 06		
22	9	122	Title page or wrapper	O 24 R 03		
23	10	123	Order Sheet	O 24 R 07	O 32 R 03	
24	11	124	Part-wise Index	O 24 R 10		
25	12	125	List of records transmitted to the record room	O 25 R 05		
26	13	126	Invoice of Records and papers despatched	O 25 R 06		
27	14	127	Record-Keeper's report when a record is found to be defective	O 25 R 11		
28	15	128	List of Registers, Books and papers transmitted to Record Room	O 25 R 18		
29	16	129	Notice to take back documents	O 25 R 24		
30	17	130	Requisition for Record	O 26 R 02	O 22 R 10	O 25 R 04
31	18	131	Form for Transmission of Record	O 26 R 07		
32	29	132	Certificate for refund of court fee	O 29 R 24	O 29 R 26	
33	31	133	Amin's Receipt Book	O 24 R 06	O 30 R 20	
34	32	134	Payment Order by Amin	O 30 R 21		
			CRIMINAL			
35	1	135	Form of communication regarding arrest, detention, conviction or release, as the case may be, of an M.P. /M.L.A.	O 31 R 09		
36	2	136	Form of Letter of Request	O 31 R 13		
37	4	137	General Index	O 32 R 04		
38	5	138	Index of Exhibits	O 32 R 04		
39	6	139	Cover or title page in original cases	O 32 R 12		
40	7	140	Letter reporting committal of case to Sessions	O 33 R 01		
41	8	141	Calendar of a case committed to the Sessions	O 33 R 01		
42	32	142	Order for payment of witness expenses (diet-money)	O 33 R 04		

43	11	143	Memorandum of identification of suspects	O 35 R 10		
44	12	144	Identification of property held	O 35 R 10		
45	13	145	List of documents	O 35 R 14		
46	16	146	Inventory of property	O 36 R 02	O 36 R 05	
47	15	147	Malkhana Slip	O 36 R 07	O 37 R 02	
48	17	148	Procedure on passing sentence of death	O 37 R 01		
49	18	149	Form of classification of convicts	O 37 R 07		
50	19	150	Challan / e-Challan for deposit of fine, compensation etc	O 37 R 09	O 37 R 13	
51	20	151	Court-Receipt Book	O 37 R 14		
52	21	152	Cover in appeal or Revision cases.	O 38 R 01	O 39 R 01	
53	22	153	Requisition for Record.	O 38 R 04	O 39 R 04	O 41 R 01
54	23	154	Notice of appeal under section 385 (1) of the Code of Criminal Procedure, 1973.	O 38 R 05	O 38 R 06	O 39 R 05
55	24	155	Covering docket under which a notice to appellant in Jail is to be sent	O 38 R 06	O 39 R 05	
56	25	156	Certificate on the General Index before transmission of record	O 40 R 03		
57	26	157	Form for transmission of record	O 40 R 06	O 41 R 03	
58	27	158	List of record of cases sent to the record room on 20.....from the Court of...	O 40 R 07		
59	28	159	List of Police reports and miscellaneous proceeding not filed with the record of a regular case	O 40 R 07		
60	29	160	Invoice of records consigned to the record room	O 40 R 07		
			MISCELLANEOUS			
61	35	161	Notice prohibiting the practice of soliciting, giving or receiving gratification	O 48 R 12		

FORM NO.1
(Order 1 Rule 14, Order 35 Rule 1)

Daily Cause List

Date.....Month.....Year.....

Serial Number	Number and year of case	Kind or nature of case	Names of parties
1	2	3	4

Name of the lawyer for the first party	Name of the lawyer for the opposite party	Purpose	Remarks
5	6	7	8

FORM NO.2
(Order 2 Rule 9)

Application for Inspection of a Record

In the Court.....

Application for Inspection of Record

I beg to apply for permission to inspect the record of the case mentioned below.

I am *..... in the case.

The application is **

Particulars of the record of which inspection is sought;

- 1. Name of the Court.
- 2. Kind of case.
- 3. Number of year.
- 4. Names of parties.
- 5. Date of decision (or hearing, if pending).

Signature.....

Note.-

- * Here enter whether applicant is the complainant, accused etc. or the complainant's/accused's agent or counsel, as the case may be or if the applicant is not a party or his agent or counsel, the reasons for which he wants an inspection should be stated here.
- ** Here enter ` Ordinary' or ` Urgent'.

FORM NO.103

(Order 6 Rule 2)

Application for Grant of Copies of Record

In the Court of.....

Application for Grant of Copies of Record

In.....Case No.....of.....
Decided/Fixed for hearing on.....

Copies

Kindly grant me certified copy(ies) of the papers named in the following list from the record of the above mentioned case.

The application is *

** I amin the case.

List

- 1. Serial number
- 2. Description of paper of which copy required.
- 3. Number of copies required.
- 4. Object for which copy is required or ground upon which application should be granted.

.....
Signature of applicant.

Note:-

- * Here state whether the application is 'urgent' or 'ordinary'.
 - ** Here state the applicants status in the case, if he is not a party to the case, state so.
- In every application sent by post, the following particulars should be noted:-
- 1. Full address of the applicant.
 - 2. Whether the applicant wants the copy to be sent, to him by post, sufficient stamps should be sent, if the copy is to be sent by post.

FORM NO.104
(Order 6 Rule 2)

Notice to applicant to make up deficiency of copying fees

In the Court of

Notice is hereby given that the copying fees filed with the application in the following case is less than the copying fees leviable and thus, if in any case, the deficiency is not made up by the day of 20...., the copying application shall be rejected.

S. No.	Date of application	Serial Number of application	Name of applicant	No. and title of case from which copy required	Deficit copying fees required	Remarks
1	2	3	4	5	6	7

Dated :

Signature
Designation

FORM NO.105

(Order 6 Rule 5)

Receipt Book of (Head Copyist for Photostat Copies)

Form No.105 Receipt Book of (Head Copyist for Photostat Copies) (Order 6 Rule 5)	FORM No. 105 Receipt Book of (Head Copyist for Photostat Copies) (Order 6 Rule 5)
Received as advance from ShriS/o.....R/o a sum of Rupees (in words) in application Number for supply of Photostat copy. _____Head copyist Rs. with seal of the Court _____	Received as advance from ShriS/o.....R/o a sum of Rupees (inwords) in application Number for supply of Photostat copy. _____Head copyist Rs. with seal of the Court _____

FORM NO.106
(Order 11 Rule 5)
(Obverse)

Petition Writer's Licence

In the Court of

Judge of

The petition writer son of here by authorised to sit in the compound of the Civil Courts at and to write petitions.

The holder of this licence is required to abide by the following rules as condition of the licence remaining in force:-

1. He shall regularly pay a yearly fee of Rs. 5/- (in advance).
2. He shall regularly attend the court.
3. He shall not carry on the profession of a tout as defined in the Legal Practitioners Act, 1879 (XVIII of 1879), or accept the clerkship of a legal practitioner.
4. He shall not charge remuneration for writing petitions in excess of what is laid down in the scale of fees drawn up by the District Judge, a copy of which must be kept by him in public view.
5. He shall not make any demand from any person in the name of any person or persons connected with court or accept any sum on their behalf.
6. He shall sign each petition or paper drawn up by him and endorse thereon the amount of fee received by him.
7. He shall write petitions legibly and observe the instructions relating to the writing of petitions and shall comply with the order of a court as to the amending or redrafting of a petition or there paper drawn up by him.
8. He shall not keep any private copy of any petition, plaint of memorandum of appeal which he writes.
9. On breach of any of the above conditions, the licence shall be cancelled by the Court which granted it after giving sufficient opportunity to the petition writer to explain his conduct.

(Reverse)

Note of payment of Renewal fee

Date	Amount	Voucher No. and date	Signature of Judge
1	2	3	4

FORM NO. 107

(Order 14 Rule 1)

Security Bond of Nazir, civil court, Amin, process server, Amin's peon etc. when the security is given, in cash, promissory notes or mortgaged and hypothecated landed property

By this Bond I, A, B of am bond to the Governor of Rajasthan (hereinafter called "Governor" which term shall, where the context so admits, include his successors in office and assigns) in the sum of Rs. to be paid to the said Governor, for which payment to be made, I bind myself and my heirs, executors or administrators by these presents,

Signed and delivered by myself at this day of 20

Whereas the above bounded A, B on his appointment asrequired by the General Rules (Civil), 1981, to furnish adequate security for the due discharge of his duties in the said appointment.

And whereas the said A, B in consideration of his said appointment (has delivered to and deposited with * cash to the extent of Rs. or (has delivered to and deposited with and endorsed to Government securities to the extent of Rs.as set forth in the schedule hereto) or (has mortgaged and hyphothecated the landed property described in the schedule hereto) or (has placed on fixed deposit in the) Ltd. to the credit of the sum of Rs.) for the purpose of securing and indemnifying the Governor, against all loss or damage which he or they might suffer by reason of any act, default, omission or negligence on the part of the said A, B in the course of the discharge of his duties and obligations.

And whereas the said A, B has entered into the above written Bond in the penal sum of Rs. conditioned for the due performance by the said A, B of the duties of his said office and the other duties appertaining thereto or which may be lawfully required of him, and for the indemnity of the said Governor against loss from the acts or defaults of the said A, B.

Now the condition of the above written Bond is such that, if the said A, B, has, whilst he has held the office of always duly performed and fulfilled the said duties of the said office and the other duties aforesaid or if he said A, B shall indemnify the Governor from and all and every loss and damage which, during the time the said A, B. has held executed and enjoyed the said office, has happened then the above written Bond or obligation shall be void and of no effect, otherwise the same shall remain in full force and virtue.

And it is hereby agreed and declared by and between the said A, B and the Governor that, on the vacation by said A, B. of his said officer of the above named moneys (where cash is deposited) securities (where promissory notes are deposited) shall not be one returned to him but shall continue to be held in the manner aforesaid for the term of six months as security against any loss that may have been incurred by the Governor owing to the neglect or default of the said A, B and which may not have been discovered until after the vacation of his officer by the said A, B and if any breach of the conditions of the said Bond is discovered after the repayment (or return) of the said money (or securities or release of the said mortgage) such repayment (or return) (or release) shall not affect the right of the Governor to take proceedings upon the said bond against the said A, B.:

Provided also that the officer in whose name the said sum is placed on deposit in the manner aforesaid may at the request of the said A, B. withdraw the said sum and place the same in like manner as aforesaid in the imperial Bank of India or Ltd.:

Provided that if the said sum or any part thereof is lost by reason of the failure or defalcation of the bank in which such sum is at any time deposited, neither the Governor nor any officer serving under him shall be in any way liable for such loss and the said A B shall immediately furnish to the Governor either in cash or in such other form as may be permissible under the rules, regulations or orders then in force security equivalent in value to the amount lost in such manner as aforesaid.

Provided also that the interest on the said sum when realised may be paid over to the said A, B under the orders of a competent authority.

In witness to the above written Bond and to all the terms and conditions hereinbefore contained, I have here unto set my hands this day of20..... .

Signed by A, B in the presence of and of

FORM NO.108

(Order 15 Rule 10)

TENDER (eGrass)

E-CHALLAN Government of Rajasthan Court	E-CHALLAN Government of Rajasthan Court	E-CHALLAN Government of Rajasthan Court	E-CHALLAN Government of Rajasthan Court	E-CHALLAN Government of Rajasthan Court
Valid Upto :- Bank Copy GRN :.....	Valid Upto :- Bank Copy GRN :.....	Valid Upto :- Bank Copy GRN :.....	Valid Upto :- Bank Copy GRN :.....	Valid Upto :- Bank Copy GRN :.....
Bar Code :- Office Name:- Location:- Year:- Head(...) Amount	Bar Code :- Office Name:- Location:- Year:- Head(...) Amount	Bar Code :- Office Name:- Location:- Year:- Head(...) Amount	Bar Code :- Office Name:- Location:- Year:- Head(...) Amount	Bar Code :- Office Name:- Location:- Year:- Head(...) Amount
Discount:- Total/ Net Amount:- (In words)	Discount:- Total/ Net Amount:- (In words)	Discount:- Total/ Net Amount:- (In words)	Discount:- Total/ Net Amount:- (In words)	Discount:- Total/ Net Amount:- (In words)
Payee Detail	Payee Detail	Payee Detail	Payee Detail	Payee Detail
TIN/Actt No/Vehicle No./Taxid/Lease No.: PAN No.: Remitter Name :- Address:- Remarks	TIN/Actt No/Vehicle No./Taxid/Lease No.: PAN No.: Remitter Name :- Address:- Remarks	TIN/Actt No/Vehicle No./Taxid/Lease No.: PAN No.: Remitter Name :- Address:- Remarks	TIN/Actt No/Vehicle No./Taxid/Lease No.: PAN No.: Remitter Name :- Address:- Remarks	TIN/Actt No/Vehicle No./Taxid/Lease No.: PAN No.: Remitter Name :- Address:- Remarks
For use in Receiving Bank	For use in Receiving Bank	For use in Receiving Bank	For use in Receiving Bank	For use in Receiving Bank
Cheque=DD No.: Bank CNR No.: Bank -	Cheque=DD No.: Bank CNR No.: Bank -	Cheque=DD No.: Bank CNR No.: Bank -	Cheque=DD No.: Bank CNR No.: Bank -	Cheque=DD No.: Bank CNR No.: Bank -

FORM NO.109
(Order 15 Rule 16)

**List of the Unexpended Balances of Deposit Money
Which are Due and have become Repayable**

REFERENCE TO DEPOSIT		Case	By whom deposited	Amount deposited	Amount disbursed	Balance due and repayable	Date of notice	Signature of Receiving Officer	Remarks
Date	Number and page of register								
1	2	3	4	5	6	7	8	9	10

FORM No.110
(Order 15 Rule 16)

Application for Repayment of Deposit in the Court of ..

(Instruction to applicant-Fill up correctly column no. 1 to 6, leaving the other columns blank)

Name of applicant	Name of parties and number of suit	Nature of repayment applied for	Deposit			Is applicant entitled to the amount claimed?	Is amount still in deposit and available for present payment to the applicant?	Serial number and date of repayment order	Remarks
			Amount	No.	Date				
1	2	3	4	5	6	7	8	9	10
			Rs. P.						

FORM No.111
(Order 15 Rule 21)

Treasury Officer's Certificate of Non-payment of Lost Repayment Order

Certified that Bill No. dated for Rs.(in words) (Rupees) reported by (the drawing officer) to have been drawn by him on his treasury in favour of has not been paid and will not be paid, if presented hereafter.

Dated

Treasury Officer

FORM No.112
(Order 15 Rule 24)

Receipt of Direct Payment to parties made in Court

<p>Receipt for immediate disbursement Number of suit Names of parties Receipt for Rs. Paid by On account of Received by Signature of recipient Stamp Signature of identifying witness In my presence (To be given to the prayer)</p> <p style="text-align: right; margin-top: 20px;">Presiding Officer</p>	<p>Copy of receipt for immediate disbursement Number of suit Names of parties Receipt for Rs. Paid by On account of Received by Sd/- Signature of recipient Sd/- Signature of identifying witness In my presence (To be given to the payer)</p> <p style="text-align: right; margin-top: 20px;">Presiding Officer</p>
---	---

FORM No. 113
(Order 15 Rule 30)

Report of Sale effected by the Collector

Report of sale effected by the Collector of..... on the day of 20 in pursuance of the order of the of dated the day of 20.....

1	Number of execution case
2	Name of parties
3	Name of judgment debtor whose property has been sold
4	Number of Lot
5	Description of property comprised in lot
6	Extent of interest sold as the property of judgment debtor
7	Encumbrances or other matters notified at the sale
8	Name of person declared to be the purchaser
9	Amount of purchase money
10	Amount of deposit under Order XXI, Rule 34
11	Amount deducted by way of poundage
12	Balance held in deposit
13	Date of which balance was credited in civil court deposit Account of Treasury
14	Remarks

Note- If the full amount of purchase money be paid on the day of sale, it will be entered in column 10.

Collectorate the day of 20 ...

Treasury Officer

Collector

FORM No.114
(Order 19 Rule 11)

Notice to Head of Office etc. when summons to a public officer is sent direct for making necessary relieving arrangements

In the court ofat
.....Versus.....
Case No. of

To,
.....
.....

Sir,
I have to inform you that a summons has been issued direct to Shri..... for his attendance in this court on the day of

This information is sent to you in order that arrangements may be made for the performance of the duties of the said Shri during his absence.

Yours faithfully,
Designation

FORM No.115
(Order 19 Rule 12)

Letter forwarding summons for personal attendance of a public official etc. including notice for making relieving arrangements

In the Court ofat
.....Versus
Case No. of

To,
.....
.....

Under the provision of Order V Rule 27 (or 28) of the Code of Civil Procedure, 1908, a summons in duplicate, is herewith forward for service on the defendant who is stated to be serving under you. You are requested to cause a copy of the said summons to be served upon the said defendant and to return the original to this Court signed by the said defendant, with a statement of service endorsed thereon by you.

As the defendant has been ordered under Order V, Rule 3 to appear in person on the day specified in the summons, this letter should be regarded by you also as notice to make arrangements for the performance of the duties of the said defendant during his absence.

Yours faithfully,

Signature
Designation

FORM No.116
(Order 19 Rule 15)

Notice to Head of Department etc. of warrant of arrest against Government Servant etc.

In the Court ofat

..... Versus

Case No. ofunder section

To,

.....

.....

Sir,

I have to inform you that a warrant for the arrest of Shri who is stated to be serving under you is being issued by this Court.

Yours faithfully,

Presiding Officer.

FORM No.117

(Order 20 Rule 17)

**List of documents required to be produced under Order VII,
Rule 14 and Order XIII, Rule 1**

In the Court of.....

Suit Number.....(CNR Number)

.....Vs.....

S. No.	Description of document and parties to the documents	Date of the document	Signature of the party or pleader with date	Whether admitted in evidence or rejected with date	Exhibit make if admitted in evidence	Acknowledgment of party, if rejected and returned	Remarks
1	2	3	4	5	6	7	8

FORM No.118

(Order 20 Rule 17, Order 24 Rule 6, Order 32 Rule 4)

General Index

Original Suit of20
 Case RecordVersus Part.....

Number of case	Name of		Nature of the Suit	Date of	
	Plaintiff	Defendant		Institution	Decision

List of papers

'A' Part									
Serial Number of Paper	Description of Paper	No.of sheets in paper	Date of presentation/ admission of paper to record	State of Document	C.F. Label		Remarks		
				Total	No.	Rs.	P.	Pages	

'B' Part									
Serial Number of Paper	Description of Paper	No.of sheets in paper	Date of presentation/ admission of paper to record	State of Document	C.F. Label		Remarks		
				Total	No.	Rs.	P.	Pages	

'C' Part									
Serial Number of Paper	Description of Paper	No.of sheets in paper	Date of presentation/ admission of paper to	State of Document	C.F. Label		Remarks		

			record						
				Total	No.	Rs.	P.	Pages	

'D' Part									
Serial Number of Paper	Description of Paper	No. of sheets in paper	Date of presentation/ admission of paper to record	State of Document	C.F. Label				Remarks
				Total	No.	Rs.	P.	Pages	

Certified that the papers in the file have, on examination, been found to be in accordance with the entries in the index that court fee stamps worth Rs.are affixed, that all orders have been carried out, and that the file is complete in every respect.

Dated.....

READER

FORM No.119
(Order 20 Rule 25)

Letter of request to Parliament/Legislative Assembly/Council for production of a document in its custody

To,
The Secretary,
Parliament/Legislative Assembly/Council,
.....

Sir,
In case.....V/s..... No..... pending before this Court, document..... in the custody of Parliament/Legislative Assembly/Council is required to be produced in evidence on.....I have satisfied myself that production of original document is necessary. You are therefore requested to make such arrangement that the said document be produced in this Court through some officer/official on.....,

OR
Shri.....designation..... of your secretariat is to give evidence before this Court in case No. title.....V/s..... on..... you are, therefore, requested to direct Shri to appear before this Court on for evidence. The accompanied summons may please be returned after due service on the Officer before the date of hearing.

Yours faithfully,
Presiding Officer
Seal of the Court

Form No.120

(Order 21 Rule 2, Order 21 Rule 4)

Letter of Authority on behalf of person belonging to army, navy or air force who cannot obtain leave of absence for the purpose of prosecuting or defending the suit in person

“Whereas I (name)..... Inhabitant of village.....
Paraggunnah..... in the district of..... son of..... of
the caste of.....

..... at present rank in Company. . .

..... Regiment. stationed at 56/97 APO having occasion to
institute/ defend and action for (nature and object of suit and name of adverse party), do hereby nominate and appoint (name, residence and
caste and relationship, if any) to be my attorney and I bind myself to abide by whatever he, the said attorney may do on my behalf, in the
prosecution/ defence of the said suit. The said attorney will either prosecute/ defend the suit in person or will appoint one or more advocate
to prosecute/ defend the same under the instructions of the said attorney as he may think proper. In the event of an appeal being preferred
from the judgment passed in the suit, the said attorney is hereby empowered to act for me on the appeal in a like manner as in the original
suit.

Signed in my presence.

Signature

O.C.”

FORM NO.121

(Order 21 Rule 6)

Letter forwarding summons for personal attendance of a public official etc. including notice for making relieving arrangements

In the Court ofat Versus

Case No..... of

To,

.....
.....

Under the provision of Order V Rule 27 (or 28) of the Code of Civil Procedure, 1908, a summons in duplicate, is herewith forwarded for service on the defendant who is stated to be serving under you. You are requested to cause a copy of the said summons to be served upon the said defendant and to return the original to this Court signed by the said defendant, with a statement of service endorsed thereon by you.

As the defendant has been ordered under Order V, Rule 3 to appear in person on the day specified in the summons, this letter should be regarded by you also as notice to make arrangements for the performance of the duties of the said defendant during his absence.

Yours faithfully,
Signature
Designation

FORM No.122

(Order 24 Rule 3)

Title page or Wrapper

(CNR NUMBER)

1. Name of Court.
2. Kind of case.
3. Title of case.
4. Number and year of case.
5. Date of institution.
6. Date of disposal.
7. Date of consignment to Record room.
8. Date of decision in appeal or revision.
9. Kind of file or part.
10. Class of record.
11. (a) Date on which part D is due to be destroyed.
(b) Date on which part D was destroyed.
12. (a) Date on which part C is due to be destroyed.
(b) Date on which part C was destroyed.
13. (a) Date on which part B is due to be destroyed.
(b) Date on which part B was destroyed.
14. (a) Date on which part A is due to be destroyed.
(b) Date on which part A was destroyed.

FORM NO.123

(Order 24 Rule 7, Order 32 R 3)

Order Sheet

CNR NUMBER

Court of.....at.....
Kind of case.....
Number of case.....Year.....
.....Versus

Date	Order with initials of Presiding Officer	Brief note of compliance of the order

Order Sheet (subsequent)

CNR NUMBER

Number of case.....Year.....
.....Versus

Date	Order with initials of Presiding Officer	Brief note of compliance of the order

FORM NO.124
(Order 24 Rule 10)

Part-wise Index

Original Suit/Case..... of 20

..... Versus.....

*Serial Number in part	Serial Number in General Index	Brief description of paper	Number of sheets	State of document	Date of presentation	Remarks
1	2	3	4	5	6	7

Note- * This serial number in part-wise index is to indicate the order in which papers are placed in the file. It is not to be endorsed on the paper. Only the serial number to the General Index is to be so endorsed.

FORM NO.125

(Order 25 Rule 5)

List of Records Transmitted to the Record Room

List of cases disposed of in the court of in the month of 20

Serial Number of disposal	Date of disposal	Number and year of suit or case	Date of institution	Name of Parties	Number of Papers on record					Details of additions to record made in the record room									Date of removal of				Remarks
										(i)			(ii)			(iii)							
					A Part	B Part	C Part	D Part	Total	Date	Particulars	Number of papers	Date	Particulars	Number of papers	Date	Particulars	Number of papers	D Part	C Part	B Part	A Part	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

FORM NO.126

(Order 25 Rule 6)

Invoice of Records and Papers Despatched in the month of 20

Invoice serial Number.. Date of Despatch	SNo	Date of Despatch	Number of					
			Original suits	Appeals from Courts of Revenue	Collections of papers to be joined to other records	Misc. judicial cases not relating to suits or other cases	Misc. non judicial cases not relating to suits or other cases	Remarks
Number of records- (1) (2) (3) (4) (5)	1	2	3	4	5	6	7	8

Ministerial office of the Court

Chief Ministerial Officer of the Court

I, Record Keeper, acknowledge that on the day of 20.. I received from the court of the of..... the record and papers mentioned in the above form and certify that the number of records or papers of each class above specified corresponds with the records or papers of each class shown in the lists accompanying

Dated the 20

Record Keeper

FORM NO.127

(Order 25 Rule 11)

Record Keeper's Report when a Record is Found to be Defective.

Name of Court
Number and year of the case
CNR Number
Kind of case
Title.....Versus.....

Date of Decision

- 1. Papers Nos. do not correspond with those entered in the General Index.
- 2. Paper No. is not in the file.
- 3. The document No. bears blots, erasures or interlineation other than those noted in column 8 of the General Index.
- 4. Paper No. does not bear the stamp entered in column 6 of General Index.
- 5. Stamp affixed on paper No. has not been duly cancelled.
- 6. On paper No. the number and aggregate value of the stamps on it have not been recorded.
- 7. Rules made by the Government for regulating the number of stamps to be used for denoting fees have not been complied with in respect of paper No. ...
- 8. There is some thing suspicious in the appearance of the stamps on paper No.
- 9. Order dated on paper No. has not been duly signed.
- 10. That the receipt for is not in the record.
- 11. There is no court seal on a paper No.
- 12. Paper No. is on the file but it has not been entered in the General Index.
- 13. Paper No. should have been stitched to instead of having been stitched to
- 14. Aggregate value of the court-fees entered in the certificate by the Munsarim or Reader is wrong.
- 15. The certificate does not bear the signature of the Munsarim or Reader.
- 16. In the order sheet is no order for having the decree prepared and signed.
- 17. In the order sheet order or orders dated have not been signed by the Presiding Officer or the Munsarim.
- 18. The documents which do not form part of the record under Rule of the General Rules (Civil), 1986, have not been kept properly in an envelope.
- 19. Paper No. is on the file without any orders thereon.
- 20. There is no endorsement on the document admitted in evidence or rejected or inadmissible in evidence as required under Order XIII, Rules 4 and 6.

Record Keeper

Ordered that the above report together with the record of the case be returned to the Court of for removing defects stated above and explanation be called from the Munsarim or Reader who had recorded the certificate under Dated day of.....20.....

Signature
Designation

FORM NO.128
(Order 25 Rule 18)

**List of Registers, Books and Papers transmitted to Record Room
by the Court of in the year 20.....**

S. No.	Description of registers, book or paper	Order by which prescribed	Period of retention in record room	Year to which books or papers relate	Number of books or papers	Date of receipt by record officer	Date of destruction
1	2	3	4	5	6	7	8

FORM NO.129
(Order 25 Rule 24)

Notice to take back documents

In the Court ofSuit/Case No..... of plaintiff..... defendant. The parties in this case are hereby required to take back the documents produced by them, being exhibits in the case, before the last day of March/June/September/December, 20.....

If they fail to take them back before that date, the documents will be destroyed as prescribed by the High Court.

Dated

Presiding Officer of the Court

(FORM NO.130-Civil)
 (O22 R10, O25 R4, O26 R2)
(FORM NO.153-CR.)
 (O38 R 4, O39 R4, O41 R1)

Requisition for Record

Court of the.....at.....
VS.....
 Case No.....of.....

To

.....

Dated the..... 20.....

Kindly transmit to this Court the record specified below. I have satisfied myself that the production of the original record is actually necessary. * The record should reach this Court before.....20.....the next date of hearing.

*Note.- Original records should not be called at the instance of a private party if certified copies are admissible in evidence to prove facts, for the proof of which the record is required.

Name of the Court	Kind of case	No. and Year	Title	Date of Disposal/ Hearing	Remarks

.....
 Designation.....

(FORM NO.131-CIVIL)

(Order 26 Rule 7)

(FORM NO.157-Cr.)

(O40 R6, O41 R3)

Form for transmission of record

From.....

To.....

Dated.....the.....

Your requisition letter No.....Dated.....in.....Case
No.....of.....in your
court.....vs.....was received hereon.....the
following record is herewith forwarded. Kindly acknowledge receipt of the record on the duplicate of this letter attached hereto. The original
record may please be returned without delay after it is done with.

Particulars of records sent						
S. No.	Name of the Court	No. and Year	Kind of case	Title	Date of disposal	Remarks
1	2	3	4	5	6	7

.....
Designation.....

Acknowledgment of Receipt of Records

The record detailed above was received in this Court on.....and has been entered in the Register of Records received under
number.....and date.....

Dated 20.....

.....
Designation.....

FORM NO.132

(Order 29 Rule 24, Order 29 Rule 26)

Certificate for Refund of Court Fee

PART I		PART II					PART III				
1	Number.....	Certificate for refund or payment of Court fees					Advice of refund or payment				
2	Date (being date of certificate signed by presiding officer).....										
3	Number of case and names of parties.....	Amount					Amount				
4	Amount of fees paid into court	Name of Court	Number	Date	To be refunded	Name of person whom refund payment should be made	Remarks	Name of Court	Number and date of certificates	Refunded	Date of refunded
5	Date of payment into court										
6	Date of application for refund or payment. Amount to be refunded.. Date of order directing refund										
7	Date on which certificate is made over to payee.....										
8	Name of payee										
9	Signature of payee										
10	Signature of person, if any, identifying payee										
11	Rule or Section of Act under which refund is to be made										
	Initials of Presiding Officer	1	2	3	4	5	6	7	8	9	10

Presiding Officer

Officer-in-charge of Treasury or Sub-Treasury

FORM NO.133
(Order 30 Rule 20)

Amin's Receipt Book

<p>No. _____ Date</p> <p>.....Case No.of.....</p> <p>in the court of</p> <p>Received from.....</p> <p>the Sum of Rs.(in words).....</p> <p>on account of.....</p> <p align="right">Amin</p>	<p>No. _____ Date</p> <p>.....Case No.....of.....</p> <p>in the court of</p> <p>Received from.....</p> <p>the Sum of Rs.(in words).....</p> <p>on account of</p> <p align="right">Amin</p>
---	---

FORM NO.134

(Order 30 Rule 21)

Payment Order by Amin

No. Date	No. Date
<p>Name of person to whom given.....</p> <p>Nature of payment to be received..... Amount Rs.P</p> <p>Date up to which the order is in force.....</p> <p>Case No. and title.....</p> <p>Next date of hearing</p> <p>Signature and date of the person to whom order is given</p>	<p>To the Receiving Officer of the Court of the at On or before the day of please receive from ShriSon of Shricaste resident of the sum of Rs. being proceeds of a sale held by me on the at..... under the order of Nodated the on case No. and title v/s The next date in the case is</p> <p style="text-align: right; margin-top: 20px;">Amin</p>

FORM NO.135
(Order 31 Rule 9)

Form of communication regarding arrest, detention, conviction or release, as the case may be, of an M.P./ M.L.A.

Place

Date

To

The Speaker/ Chairperson,
LokSabha/ RajyaSabha/ Rajasthan VidhanSabha,
New Delhi/Jaipur.

Dear Mr. Speaker/ Chairperson,

'A'

I have the honour to inform you that I have found it my duty, in the exercise of my powers under sectionof the(Act) to direct that Shri Member of the LokSabha/RajyaSabha/ Member of the Rajasthan VidhanSabha, be arrested/detained for (reasons for the arrest to detention, as the case may be).

Shri.....M.P./M.L.A., was accordingly arrested/taken into custody at.....(time) on (date) and is at present lodged in the Jail, (place).

'B'

I have the honour to inform you that Shri.....Member of the LokSabha/RajyaSabha/ Member of the Rajasthan VidhanSabha, was tried at the.....Court before me on a charge (or charges) of.....(reasons for the conviction).

On.....(date) after a trial lasting for.....days, I found him guilty of.....and sentenced him to imprisonment for.....(period).

[His application for leave to appeal to.....(Name of the Court) is pending under consideration.]

'C'

I have the honour to inform you that Shri.....Member of the LokSabha/RajyaSabha/ Rajasthan VidhanSabha, who was convicted on.....(date) and imprisoned for(period) for(reason for conviction) was released on bail pending appeal (or release on the sentence being set aside on appeal, as the case may be) on the.....(date).

Yours faithfully,
Judge/Magistrate

FORM No. 136
(Order 31 Rule 13)
Form of letter of request

From

.....
.....

To

The Speaker of the House of the People/
The Chairperson of the Council of State,
Parliament House, New Delhi.
The Speaker/Chairperson of _____
Legislative Assembly/Legislative Council

Sub. Production of documents in

(description of the case)

Production of an officer of Secretariat of the House for purposes of giving evidence in

(description of the case)

Sir,

Where mere production of documents is required.- In the above proceeding, the complainant/accused proposes to rely upon the documents specified in the annexure which are in the custody of the House of the People/Council of State/Legislative Assembly/Legislative Council. I have to request you to move the House, if you have no objection, to grant leave for the production of documents in my Court and, if such leave is granted, to arrange to send the documents/certified copies of the documents so as to reach me on or before..... by registered post (A.D.) or through an officer in the Secretariat of the House.

Where oral evidence of an officer in Secretariat of the House is required.- In the above proceeding, the complainant/accused proposes to examine.....an officer in the Secretariat of the House of the People Council of State/Legislative Assembly/Legislative Council (or any duly informed officer in the Secretariat of the House) as a witness in regard to matters specified in the Annexure. I have to request you to move the House, if you have no objection to grant leave for the examination of the said officer in my Court, and if such leave is granted, to direct the officer to appear in my Court at.....no.....

Yours faithfully,
Presiding Officer,

Encl. Annexure

***FORM NO.137**
(Order 32 Rule 4 and Order 32 Rule 12)
65Part-I

A

IN THE COURT OF PresentSessions Judge [Date of Judgment] [Case No...../20....] (Details of FOR/ Crime and Police Station)	
Complainant	STATE OF OR NAME OF THE COMPLAINANT
PRESENTED BY	NAME OF THE ADVOCATE
ACCUSED	1. NAME WITH ALL PARTICULARS (A1) 2. NAME WITH ALL PARTICULARS (A2)
REPRESENTED BY	NAME OF THE ADVOCATES
B	
Date of Offence	
Date of FIR	
Date of Chargesheet	
Date of framing of charges	
Date of commencement of evidence	
Date on which judgment is reserved	
Date of the Judgment	
Date of the Sentencing Order, if any	

⁶⁶Part-II

LIST OF PROSECUTION/DEFENCE/COURT WITNESSES

A. Prosecution

RANK	Name	Nature of Evidence (Eye Witness, Police Witness, Expert Witness, Medical Witness, Panch Witness, Other Witness)
PW-1		
PW-2		

B. Defence Witnesses, if any:

RANK	Name	Nature of Evidence (Eye Witness, Police Witness, Expert Witness, Medical Witness, Panch Witness, Other Witness)
DW-1		
DW-2		

C. Court Witnesses, if any:

		Nature of Evidence (Eye Witness, Police Witness, Expert Witness, Medical Witness, Panch Witness, Other Witness)
CW-1		
CW-2		

***⁶⁷Form No. 138**
(ORDER 138 Rule 4)

LIST OF PROSECUTION/ DEFENCE/ COURT EXHIBITS

A. Prosecution

Sr. No.	Exhibit Number	Description
1.	Exhibit P-1/PW-1	
2.	Exhibit P-2/PW-2	

B. Defence:

Sr. No.	Exhibit Number	Description
1.	Exhibit D-1/DW-1	
2.	Exhibit D-2/DW-2	

C. Court Exhibits:

Sr. No.	Exhibit Number	Description
1.	Exhibit C-1/CW-1	
2.	Exhibit C-2/CW-2	

D. Material Objects:

Sr. No.	Material Object Number	Description
1.	MO 1	
2.	MO 2	

*63.

FORM NO.140
(Order 32 Rule 4 and ORDER 32 Rule 12)
Index of Exhibits

In the Court of
Case Noof 20VS.....

S. No.	Description of Exhibits	Date of Filing	Exhibit number in the Court of the Magistrate and by whom first proved	Filed in the court of the sessions Judges and by whom first proved.	Remarks
1	2	3	4	5	6

FORM NO.139
(Order 32 Rule 12)
* ⁶⁷[DELETED] [“]
(CNR NUMBER)

1. Name of Court
2. Name of the Presiding Judge
3. Powers
4. Number and year of the Case.....
Its nature, i.e. whether regular or miscellaneous.....
5. Police Station
6. Name of complainant(s)
7. Name of accused
8. Date of Institution
9. Date of Decision
10. Offence with section
- (i) Mentioned in report of initial complaint.....
- (ii) According to Judgment
11. Class or Record

FORM NO.140
(Order 33 Rule 1)

Letter reporting committal of case to Sessions

No.....of 20

To
The Sessions Judge of/
Deputy Registrar, High Court of Judicature for
Rajasthan at Jodhpur/Jaipur Bench

- 1.I beg to report that I have this day committed.....to the Sessions/High Court, on charge under section.....
 2. I have satisfied myself that the copies of documents mentioned in section 207 and 208 of the Code of Criminal Procedure, 1973 have been furnished to the accused free of cost. The accused is/are on bail..... The accused is/are in judicial custody since.....
 3. The entire record of the case along with all the documents and articles, which are to be produced in evidence, are submitted.
 4. I have notified to the public prosecutor the commitment of the case of your Court's.
 5. There are.....witnesses for the prosecution and.....days are necessary for me to secure their attendance in the Sessions/High Court.
- I request you kindly to intimate to me and to the public prosecutor on what day they should be directed to attend the Court.

Yours faithfully
Judicial Magistrate

Date of crime.....
Date of apprehension.....

FORM NO.141

(Order 33 Rule 1)

Calendar of a case committed to the Sessions

Cases committed to the Sessions Court of.....by the.....Magistrate.....Class
of.....on the.....by the20.....

Prisoner's name, Parentage, caste, residence and age	Offence charged, with law applicable and date of commission	Date of apprehension	Whether in prison or on bail.
1	2	3	4

FORM NO.142
(Order 33 Rule 4)

Order for payment of Witness Expenses (Diet-money)

To
THE NAZIR,

Please pay Rs.....as expenses to complainants and witnesses in the case mentioned below:-

Date	Number of Case and names of parties	Amount of money required		Signature of the official receiving the money from the Nazir	Remarks
		Rs.	P.		

Total.....Rupees (in words).....
Dated 20.....

If amount is not available, then deposit the amount in the following bank account of complainants or witness, or send it by money order at following address.

Presiding Officer of the Court.

FORM NO.143
(Order 35 Rule 10)

Memorandum of identification of suspects

Memorandum of identification proceedings of following accused conducted onat

Name, parentage & residence of the accused	Offence	Any distinctive remarks likely to affect identification	Steps (if any) taken by the Magistrate conducting the proceedings column 3	Date of admission into jail (or on bail)	Name, parentage and residence of the witness
1	2	3	4	5	6

Name or description of the person who came to identify (in his own words)	Name of the accused correctly identified	Wrong person pointed out (if any)	Observation of the witness or the accused	Magistrate's remarks about demeanor of witness
1	2	3	4	5

FORM NO.144
(Order 35 Rule 10)

Identification of property held at.....

In Crime No.....under section.....of Police Station.....District.....in the Court of.....Magistrate..... class, on.....20.....at.....a.m/p.m.

Serial number	I	II	III	IV	V	VI	VII	VIII	IX	X
Name of accused from whom recovered										
Name of article to be identified										
Number of articles										
Any condition of the article which is likely to affect identification of proceedings.										
Precautions taken regarding above.										
Names of witnesses with parentage						Result				

1. The property to be identified was brought by..... Court Moharrir/Police constable No.....of my Court/Police Station in.....sealed bundles (mention the receipt) from..... The articles to be mixed up were brought by..... in sealed bundles. The seals were intact and were opened before me. The witnesses were called one by one, every precaution was taken to ensure that no succeeding witness communicated in any manner with preceding one.
2. The articles mixed up were similar in appearance to those for identification except in details given in remarks columns.
3. was present on behalf of prosecution..... was/were present on behalf of.....accused.

Magistrate.....

Date.....

FORM NO.145
(Order 35 Rule 14)
List of Documents
(Section 294, Cr. P. C.)

In the Court of.....

Case No.....of.....

Document filed by.....(Prosecution/name and number of accused).

Sr. No.	Description of documents along with the names of their executors	Date of each document.	Whether admitted or denied by opposite party
1	2	3	4

Whether admitted in evidence or rejected	Exhibit mark if admitted in evidence	Acknowledgment of party	Remarks, if any
5	6	7	8

Legible signature of the party
Or Advocate filling it with date

The list and documents have been
Checked and verified. The documents
Are as per list.
Legible signature of Munsarim/
Reader with date.

FORM NO.146
(Order 36 Rule 2) (Order 36 Rule 5)

Inventory of Property

(CNR NUMBER)

Property taken in possession				
S. No. of articles	Date of recovery	By which police station with date of roznamcha	In what town or village	In what manner whether from possession of a person unoccupied house, etc.
1	2	3	4	5

Property taken in possession – contd.				
Complete description	Weight in case of valuable property	Value	By whom produced	Remarks
6	7	8	9	10

Signature of Officer-in-charge
Police Station

FORM NO.147
(Order 36 Rule 7, Order 37 Rule 2)

Malkhana Slip
(CNR NUMBER)

In the Court
Title of the case State vs
Case No.....
FIR No u/s
Police Station
Date of institution
Date of disposal.....
Decision of First appeal
Decision of second Appeal/ Revision
Malkhana Reg. No.
V.M. Reg. No.
Malkhana Articles are as per Register of Malkhana:-

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

Signature of Judge

II. Report of clerk as per order in the judgment:-
Signature of Clerk
Order of the Judge for disposal of articles.

Signature of the Judge

Order of the Malkhana Incharge

Signature of Malkhana Incharge

III. Malkhana articles requisitioned and returned to Malkhana incharge:-

Note. ___Malkhana articles requisitioned and returned to the Malkhana Incharge as per list in _____ this for.

Date of the	Received of	Date and receipt of requisition	Reader or Clerk	Malkhana Clerk
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

IV. After the decision and final order passed by the Judge concerned proceedings done by the Malkhana Clerk.
Proceedings:-

Signature of Malkhana Clerk

Proceedings checked and verified by the Malkhana Incharge.

Proceedings checked and verified, and the entries have been made and verified in Malkhana Register accordingly.

Signature of Malkhana Incharge

FORM NO.148

(Order 37 Rule 1)

No.....

PROCEDURE ON PASSING SENTENCE OF DEATH

From,

The Sessions Judge/ Addl. Sessions Judge,
.....

To

The Deputy Registrar (Judicial)
High Court of Judicature for Rajasthan,
Jodhpur/Jaipur Bench.

Date..... 20.....

Sir,

As required by law, I submit to the High Court my proceedings in the case(CNR NUMBER) being Trial No.....of.....of the.....district for confirmation of the sentence of death passed upon.

I have satisfied myself that the convicted person (or persons) has (or have) funds/has (or have) no funds to engage counsel in the High Court.

The records of the police investigation and of the enquiry by the Magistrate and all connected paper accompany the proceedings.

Yours faithfully,

Sessions Judge/Addl. Sessions judge

FORM NO.149
(Order 37 Rule 7)

Form of Classification of Convicts

Classification of convict.....son of.....convicted by (Name of the Court and the Presiding Officer).....Section or sections under which convicted.....sentence.....Date of sentence.....
Criminal Crime for which convicted 'organised' or not.....

1. Whether to be treated as:

- Habitual.....
- Causal.....
- "A" Class.....
- "B" Class.....
- "C" Class.....

(Strike out the entries not required)

2. If imprisoned for failure to furnish security under section 110, Code of Criminal Procedure, 1973 number of times previously convicted under Chapters XII, XVI, XVII and XVIII of the Indian Penal Code, or required to furnish security under section 110.....

Place.....
Dated.....
.....
Judge/Magistrate

FORM NO.150

(Order 37 Rule 9, Order 37 Rule 13)

Challan/e-challan for deposit of fine,compensation,etc.

By whom tendered	Name and designation of the person on whose behalf money is paid	Full particulars of remittance and of authority	Amount Rs. P.	Head of Account	Order to the Bank
Signature Total...					Date..... Signature with full designation of the officer ordering the money to be paid.

Total (in figures)

Total (in words)

Receive

Treasurer

Accountant

Date

Treasury Officer

Particulars	Amount Rs. P.
Coins	
Notes with details	
Cheques with details	
Total.....	

FORM NO.151

(Order 37 Rule 14)

Court receipt book

Book No.	Receipt No.	Book No.	Receipt No.	Book No.	Receipt
1. Date of Receipt		1. Date of Receipt		Received from	the
2. Officer who ordered payment		2. Officer who ordered payment		sum of Rupees.....P.....	
3. CNR Number		3. CNR Number		(Rs.....) on account of	
4. Case Number & Year		4. Case Number & Year		In CNR Number Case No. &	
5. Amount for which receipt is issued		5. Amount for which receipt is issued		Year, dated the.....day	
6. To whom issued		6. To whom issued		of 20	
7. On what Account		7. On what accountant			
8. How amount should be credited		8. How amount should be credited			
9. Treasury or Sub-Treasury into which amount was or is to be paid		9. Treasury or Sub-Treasury into which amount was or is to be paid			
10. Number and date of treasury or sub treasury acknowledgment		10. Number and date of treasury or sub treasury acknowledgment			
11. Remarks		11. Remarks			
Cashier	Presiding Officer	Cashier	Presiding Officer	Cashier	Presiding Officer

FORM NO.152

(Order 38 Rule 1, Order 39 Rule 1)

Cover in appeal or revision cases
(CNR Number.....)

Appeal/ Revision

1. Revision number of 20
2. Date of institution
3. Date of disposal
4. In the Court of
5. Name of appellant or applicant
6. Name of respondent
7. Class of record, vide Rule____xxx
8. Particulars of the case appealed against;
 - (I) Name of the Court and name of the Presiding Judge
 - (II) Number and year of the case
 - (III) Date of institution
 - (IV) Date of disposal
 - (V) Regular or miscellaneous
 - (VI) Police Station

FORM NO.130-CIVIL

(O26 R2)

FORM NO.153-CR.

(O38 R 4, O39 R4, O41 R1)

Requisition for Record

Court of the.....at.....
.....VS.....
Case No.....of.....

To

.....
.....

Dated the20.....

Kindly transmit to this Court the record specified below. I have satisfied myself that the production of the original record is actually necessary. * The record should reach this Court before.....20.....the next date of hearing.

*Note.- Original records should not be called at the instance of a private party if certified copies are admissible in evidence to prove facts, for the proof of which the record is required.

Name of the Court	Kind of case	No. and Year	Title	Date of Disposal/ Hearing	Remarks

.....
Designation.....

FORM NO.154

(Order 38 R 5, Order 38 R 6) (Order 39 R 5)

**Notice of appeal under section 385(1) of the
Code of Criminal Procedure, 1973**

In the Court of Sessions Judge/Additional Sessions Judge.

Sessions Division/district.....

Dated.....Day of 20

STATE

Versus

.....(Appellant)

Appeal against the decision dated.....of.....
in CNR Number, Case No. & Year Offence u/s.....

Pursuant to Section 385 of the Criminal Procedure Code, 1973 (Act No. 11 of 1974), notice to hereby given that the appeal of the appellant named above will be heard and disposed of by this Court at.....on the.....() day of 20....

Sessions Judge/Additional
Sessions Judge.

To*

Here enter name of the appellant or his pleader, or if appellant be in jail, the Superintendent of the jail, on the one side; for notice on the side of the State enter the name of the Public Prosecutor or Additional Public Prosecutor, as the case may be.

FORM NO.155
(Order 38 Rule 6) (Order 39 Rule 5)

**Covering docket under which a notice to appellant in
Jail is to be sent.**

Sessions Judge's Office/Additional Sessions Judge's Office

No.20.....

Dated the 20

FROM-

To-
The Superintendent
JAIL,

Enclosed notice in duplicate should be served on the marginally noted appellant, at present a prisoner in your jail, and returned to this Court duly served and endorsed before the date fixed for hearing.

Sessions Judge/
Additional Sessions Judge

FORM NO.156
(Order 40 Rule 3)

**Certificate on the General Index Before
Transmission of Record**

Certified that the papers in the file have, on examination, been found to be in accordance with the entries in the index, that court-fee stamps worth Rs.....are affixed, that all orders have been carried out, and that the file is complete in every respect.

Record Keeper.

Reader.

Dated 20.

Date of receipt of record	Date of return of records	Remarks

No.....

Dated20.

From.....
.....

To.....
.....

The record detailed on the reverse is returned herewith. Kindly acknowledge receipt.

.....
Designation.....

FORM NO.131- CIVIL

(Order 26 Rule 2)

FORM NO.157-CR.

(O40 R6, O41 R3)

Form for transmission of record

From.....

To.....

Dated.....the.....

Your requisition letter No.....Dated.....in.....Case No.....of.....in your court.....vs was received hereon.....the following record is herewith forwarded. Kindly acknowledge receipt of the record on the duplicate of this letter attached hereto. The original record may please be returned without delay after it is done with.

Particulars of records sent						
S. No.	Name of the Court	No. and Year	Kind of case	Title	Date of disposal	Remarks
1	2	3	4	5	6	7

.....
Designation.....

Acknowledgment of Receipt of Records

The record detailed above was received in this Court on.....and has been entered in the Register of Records received under number.....and date.....

Dated.....20.....

Designation.....

FORM NO.158
(Order 40 Rule 7)

List of record
of

Case sent to the
Record Room on 20...

From the
Court of

Serial Number in the list	Kind of case as per original application	Number with Register of Cases disposed of	Date of disposal	Name of complainant
1	2	3	4	5

Name of accused	Police Station	Section and law under which charged	Class of record	Number of case in the register of Institution	Date of Institution
6	7	8	9	10	11

Number of Pages in				Date of Destruction				Remarks
Part A	Part B	Part C	Part D	Part A	Part B	Part C	Part D	
12	13	14	15	16	17	18	19	20

.....
Reader's Signature

FORM NO.159
(Order 40 Rule 7)

List of Police Reports and Miscellaneous proceedings not filed with the record of a regular case.

Register Number	Name of Complainant	Name of accused	Number of papers	Date of destruction	Remarks
1	2	3	4	5	6

.....
Reader's Signature

FORM NO.160

(Order 40 Rule 7)

Invoice of Records Consigned to the Record Room Invoice

Serial Number
Date of Despatch
Number of Files

- (1) With list of Police Reports and Miscellaneous proceedings not filed with the record of a regular case (F. XXVII)
- (2) With list of Regular and Miscellaneous cases (F. XXVII)
 - Class I
 - Class II

Signature of Reader

Invoice of Records consigned to the Record Room

Serial Number

Dated 20.....

		Number of files	
Entered in the list of Police Reports and Miscellaneous Proceedings (F. XXVIII)		Entered in the list of Regular and Miscellaneous cases etc. (F.)	
		Class I	Class III

.....
Reader's Signature

1. Record-keeper do acknowledge receipt of the aforesaid files and do hereby certify that the number of files entered in each list corresponds with the number actually received.

.....

Signature of Record-Keeper

FORM NO.161

(Order 48 Rule 12)

Notice Prohibiting the Practice of Soliciting, Giving or Receiving Gratification

Any peon, process-server or other public servant employed in this Court, who solicits, or receives any gratification from, or on behalf of, any person, will be summarily dismissed, and may also be criminally prosecuted, and any person giving such gratification also renders himself liable to prosecution.

Station:

Officer's Signature

Date:

Court's Designation

APPENDIX

'E'

GENERAL RULES (CIVIL & CRIMINAL) 2017- REGISTERS

S.No	Existing No.	New No.	Description	Order No.		
			GENERAL			
1	1	200	Staff Attendance Register: (I) Ministerial staff; (II) Non-Ministerial staff; (III) Process-servers.	O 01 R 08		
2	2	201	Judge's Attendance Register	O 01 R 13		
3	9	202	Register of applications and inspection of records	O 02 R 09	O 02 R 16	
4	10	203	Register of applications for copies of records	O 06 R 03	O 06 R 05	O 06 R 14
5	15	204	Cash Book for Photostat Copies	O 06 R 05		
6	14	205	Inspection and compliance register	O 07 R 06		
7	78	206	Stock Book of Stationery & other Consumable Articles	O 08		
8	67	207	Register of Letters received	O 09 R 04		
9	68	208	Register of Letters issued	O 09 R 05		
10	17	209	General Register of Correspondence Files & closed files	O 09 R 12	O 09 R 13	
11	21	210	Register of General letters and circulars	O 09 R 15		
12	70	211	No format Prescribed (See Rule)	O 09 R 26		
13	71	212	No format Prescribed (See Rule)	O 09 R 26		
14	39	213	Memorandum book of dates for cases	O 10 R 01		
15	65	214	Register of Casual Leave	O 10 R 03		
16	81	215	Register of petitions to be maintained by Petition-Writers	O 11 R 11		
17	82	216	Register of Licensed Petition Writers	O 11 R 13		
18	72	217	General Register of Books & Periodicals	O 12 R 01		

19	74	218	Register of Classified catalogue of Books	O 12 R 01		
20	75	219	Register of Books & Periodicals Issued from Library	O 12 R 05		
21	79	220	Register of securities	O 14 R 06		
22	16	221	Register of Receipts of Deposits/ Repayment/ Lapsed amount	O 15 R 08		
23	19	222	Register of Applications for Repayment Orders	O 15 R 08		
24	22	223	Register of Revenue Receipts	O 15 R 08		
25	23	224	Register of Money Orders received	O 15 R 08		
26	24	225	Register of Payments made by Postal Money Order/Bank Draft	O 15 R 08		
27	25	226	Register of Tenders (Challan)/ eGrass for the Money Tendered in the Court	O 15 R 08	O 15 R 15	
28	27	227	Cash-Book (General)	O 15 R 08		
29	29	228	Register of Salary Bills/ T.A. Bills/ Invoices (Instead of these, use only Bill Transit Register)	O 15 R 08		
30	32	229	Establishment Order-Book (Centralised- to be kept only in court of District Judge)	O 15 R 34		
31	33	230	Register of Articles deposited with Nazir	O 15 R 36		
			CIVIL			
32	7	231	Register of Process-server's Diary	O 19 R 28		
33	3	232	List (Register) of Legal Practitioners authorised to execute Commissions	O 20 R 43		
34	4	233	Register of Commissions issued	O 20 R 43		
35	5	234	Register of Affidavits verified by Munsarim or Reader	O 20 R 51		
36	6	235	Register of Affidavits verified by Oath Commissioners	O 20 R 52		
37	46A	236	Register of closed registers	O 27 R 01		
38	46	237	Register of Injunctions and Stay Orders	O 27 R 01		
39	34	238	Register of Civil Suits	O 27 R 01		

40	36	239	Register of Execution Applications	O 27 R 01		
41	38	240	Register of Miscellaneous Judicial Cases not relating to other cases	O 27 R 01		
42	39	241	Register of Returned Documents	O 27 R 01		
43	41	242	Register of miscellaneous Cases (Judicial) relating to other cases	O 27 R 01		
44	42	243	Register of persons committed to jail	O 27 R 01		
45	43	244	Register of proceeding taken in execution of orders received from the High Court	O 27 R 01		
46	48	245	Register of Appeals from Decrees	O 27 R 02		
47	50	246	Register of Miscellaneous Appeals	O 27 R 02		
48	52	247	Register of Revision Cases under the Gram Panchayat Act	O 27 R 03		
49	53	248	Register of Revision Cases under Rajasthan Relief of Agricultural Indebtedness Act, 1957	O 27 R 03		
50	44	249	Register of records Requisitioned and Returned	O 26 R 08	O 27 R 01	O 41 R 04
51	55	250	Process Register	O 27 R 04		
52	56	251	Register of Peons (Process-servers)	O 27 R 04		
53	57	252	Despatch Register (Local)	O 27 R 04		
54	58	253	Despatch Register (Postal)	O 27 R 04		
55	59	254	Register of Orders issued to Amins	O 27 R 05	O 30 R 23	
56	60	255	Amin's Diary	O 27 R 06		
57	61	256	Amin's Proceeding Register	O 27 R 06	O 30 R 23	
58	62	257	Amin's Property/ Cash Register	O 27 R 06	O 30 R 23	
59	64	258	Register of Court-fees and Process-fees	O 27 R 07	O 43	
60	45	259	Register of witnesses/ persons summoned and examined	O 27 R 01	O 43	
			CRIMINAL			
61	1	260	Register of Miscellaneous Criminal cases	O 32 R 02		
62	3	261	Letter Delivery book	O 35 R 12		

63	4	262	Register of Malkhana Articles	O 36 R 01		
64	6	263	Register of fines, compensation, deposits, penalties and fees	O 37 R 08	O 37 R 17	
65	22	264	Register of complaints	O 43		
66	23	265	Register of regular criminal cases	O 43		
67	26	266	Register of police reports of offences	O 43		
68	30	267	Register of Criminal Appeals	O 43		
69	32	268	Register of Criminal Revisions	O 43		
70	34	269	Register of Sessions Cases	O 43		
71	40	270	Register of Affidavits	O 45 R 02		
			MISCELLANEOUS			
72	80	271	Register of recognised clerks of pleaders	O 47 R 02		
73	83	272	Stock-Register	O 48 R 15		

REGISTER NO.200
(Order 1 Rule 8)

Staff Attendance Register (i) Ministerial Staff; (ii) Non-ministerial Staff; (iii) Process Servers

S.No.	Name of Official	Initials and Time of Arival in Office on																															Remarks		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Note- The attendance of class IV servants and process servers shall be marked by person maintaining the Register

REGISTER NO.201

(Order 1 Rule 13)

Judge's Attendance Register

Date	Signature with time of arrival	If court sitting time not observed as per rules, then details thereof with reason in brief	Remarks
1	2	3	4

REGISTER NO.202

(Order 2 Rule 16)

Register of Applications and Inspection of Records

S. No.	Date of application	Value of stamp on application		Name of applicant	Whether the applicant is (a) a party or his agent, or (b) A stranger	Particulars of the record of which inspection is sought				
		Ordinary	Urgent			Of what court	Kind of case	Number and year of case	Title of case	Date of decision/hearing
1	2	3	4	5	6	7	8	9	10	11

Date and hour when application received by concerned clerk/ record keeper	Date and hour of receipt or record by inspection clerk	Acknowledgement by Inspection Clerk	Inspection made on	Date and hour of record by inspection clerk	Acknowledgment by record clerk/ concerned clerk	Remarks
12	13	14	15	16	17	18

REGISTER NO.203

(Order 6 Rule 3, Order 6 Rule 5, Order 6 Rule 14)

Register of applications for Copies of Records

S. No.	Date of application	Nature of Application		Name of applicant	Whether- (a) Party, or (b) Stranger	Kind of case	Number and year of case	Title of case	Date of hearing / decision	Date and hour of requisition of record from the concerned	Date and hour when application received by the Record-keeper or Clerk-in-charge of Record/ concerned court	Date and hour on which record was received the Head Copyist
		Ordinary	Urgent									
1	2	3	4	5	6	7	8	9	10	11	12	13

Number of pages	Amount of copying fee estimated	Amount of copying fee paid in stamps	Amount of copying fee paid in cash	No.of entry in cash book for Photostat copy (Reg.204)	Name of the photostat copier	Date fixed for issue of copy	Date on which copy was ready	Date of issue of notice to the applicant (if issued)	Date of delivery/ posting	Date and hour on which record was returned by Head Copyist	Remarks
14	15	16	17	18	19	20	21	22	23	24	25

REGISTER NO.204
(Order 6 Rule 5)

Cash-Book for Photostat Copies

RECEIPTS						PAYMENT					
Date	Serial No. of application entered in Register No. 203	Name of applicant	Particulars of the case	Amount Rs. P.	Receipt No. and Date	Date	Name of the Photostat copier	Amount paid to the Photostat copier	Amount refunded to applicant, if any, balance left	Initials of Presiding Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

REGISTER NO.205

(Order 7 Rule 6)

Inspection and compliance Register

<i>1. Inspection</i>			
Date of inspection	Name of inspecting officer	Date of receipt of inspection note	Defaults and defects to be removed
1	2	3	4

<i>2. Compliance</i>			
Pointwise compliance	Date of compliance	Name and signatures of official making compliance	Signatures and remarks of the Presiding Officer
1	2	3	4

REGISTER NO.206

(Order 8)

Stock Book of Stationery & other Consumable Articles

Date	Particulars	Number received	Invoice or Bill NO.	Number issued	Closing balance	Signature of receiptent	Remarks
1	2	3	4	5	6	7	8

REGISTER NO.207

(Order 9 Rule 4)

Register of Letters Received

S. No.	Date of receipt	From whom received	Number of letter	Date of letter	Subject	Reference	Acknowledgement of official to whom handed over	Remarks
1	2	3	4	5	6	7	8	9

REGISTER NO.208
(Order 9 Rule 5)

Register of Letters Issued

S. No.	Date	To whom addressed	Subject or contents Reference	Acknowledgement of Nazir or despatcher	Remarks
1	2	3	4	5	6

REGISTER NO.209
(Order 9 Rule 12, Order 9 Rule 13)

General Register of Correspondence Files & closed files

S. No.	Date of opening of file	Opening Letter				Date of closing of file
		Number	Date	From	To	
1	2	3	4	5	6	7

Closing Letter				Subject	Head and sub-head in Index of closed files	Number and date of entry in Index of closed files	Date of consignment to record	Date of weeding	Remarks
Number	Date	From	To						
8	9	10	11	12	13	14	15	16	17

REGISTER NO.210

(Order 9 Rule 15)

Register of General letter and Circulars

S. No.	Date of Receipt	Issuing authority	Number and date of the Circular/ P.I./ S.O.	Subject	File on which placed	S. No. and page of the file	Acknowledgment of the official to whom copy delivered	Remarks
1	2	3	4	5	6	7	8	9

REGISTER NO.211

(See Order 9 Rule 26)

Service Books of Officials

REGISTER NO.212

(See Order 9 Rule 26)

REGISTER NO.213

(Order 10 Rule 1)

Memorandum book of dates for cases

S. No.	Kind of case original appeal etc.	Number and year of case	Complaint / plaintiff, Appellant or Applicant	Accused/ defendant, Respondent or opposite party	Name of pleader for complainant/plaintiff , Appellant or Applicant	Name of pleader for accused/ defendant, Respondent or opposite party	Purpose for which case is set down for hearing	Date to which adjournment, if case not disposed of	Remarks
1	2	3	4	5	6	7	8	9	10

REGISTER NO.214
(Order 10 Rule 3)

Register of Casual Leave

S. No.	Name of the Official	Leave taken during the year															Remarks
		15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	

REGISTER NO.215
(Order 11 Rule 11)

Register of Petitions to be Maintained by Petition-Writers

Serial Number of Petition	Date on which petition written / typed	Name, Father's Name, Caste and Residence of the person at whose instance petition written	Name of Court where to be Presented	Description of Petition	Summary of subject matter of petition	Value of Court fees stamps pasted on petition	Fees charged for writing / typing petition	Remarks	Signature of Petitioner writer	Signature or thumb impression of the person at whose instance petition written
1	2	3	4	5	6	7	8	9	10	11

REGISTER NO.216
(Order 11 Rule 13)

Register of Licensed petition-Writers

S. No.	Date of licence/ Date of renewal	Name	Father's Name	Place of residence	Qualification	Place of business and Court to which attached	Amount of fee paid	Reference to Treasury voucher number and date	Remarks
1	2	3	4	5	6	7	8	9	10

REGISTER NO.217

(Order 12 Rule 1)

General Register of Books & Periodicals

S. No.	Date of Receipt	From whom received	Name of Book/ Periodical	Number of volume	Name of Author	Name of publisher	Date/ Month of publication	Cost	Reference to Contingent Bill No. and Date	Class and sub-head, if any, in catalogue	Sectional Number in Catalogue	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

REGISTER NO.218

(Order 12 Rule 1)

Register of Classified Catalogue of Books

Class	Sub-Head, if any	Serial number in class	Number in the General	Date of receipt	Name of book	Number of Volume	Name of author	Date of publication	Name of publisher	Remarks
1	2	3	4	5	6	7	8	9	10	11

REGISTER NO.219

(Order 12 Rule 5)

Register of Books & Periodicals Issued from Library

Serial Number of issue	Date of issue	Name of the book/ periodical	General serial number of book/ Periodicals	Class and Sub-Head, if any	Sectional serial number	To whom issued	Date of return
1	2	3	4	5	6	7	8

REGISTER NO.220

(Order 14 Rule 6)

Register of Securities

S. NO.	Office held by public accountant	Name of Public Accountant	Pay	Maximum amount ordinarily in his hands at any one time	Amount of security	Date of Security Bond	Character of Security	Opinion of District Judges	Remarks
1	2	3	4	5	6	7	8	9	10

REGISTER NO.221

(Order 15 Rule 8)

Register of Receipts of Deposits/ Repayment/ Lapsed amount in the Court of20.....

DETAILS OF DEPOSITS

S. No. of deposit	Date of deposit	From whom received	Name of Court Ordering deposit	Number and year of case	Kind of case	Title of case	Nature of Deposit	Amount of deposit Rs. P.	Initials of Munsarim/ Reader	Initial of Judge
1	2	3	4	5	6	7	8	9	10	11

Note- The entry should be sufficient to explain why the amount is deposited.

DETAILS OF REPAYMENTS									Details of Lapsed and credited to Government						
Number and date of repayment order	Amount Rs. P.	Item number of the cash book	Number of repayment Voucher or cheque number	To whom paid	By Transfer in Account Number of Recipient Rs. P	Date of repayment	Initial of Nazir/Actts Clerk/ Munsarim	Initials of Judge	Total amount of deposit as per Col. 9	Total Repayment Rs. P	Balance Amount lapsed and credited to Government Rs. P	Date of Lapse	Initial of Reader/ Munsarim / Accts Clerk	Initial of Judge with date	Remarks
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

REGISTER NO.222

(Order 15 Rule 8)

Register of Applications for Repayment Orders in the Court of

		Particular of the case					Serial Number and the date of the Register of Receipt of Deposits	Application sent to Nazarat/ Record Room/ Other court	Date of Dispatch	Date of return
Serial No.	Date of application	Number and year of case	Kind of case	Titles of case	Name of applicant	Amount				
1	2	3	4	5	6	7	8	9	10	11

In case of refund of lapsed deposit						
S. No. and date of lapsed deposits	Number and the date of reference to the A. G. (T. O.(O.J)	Date of receipt of A. G.'s/T. O.'s sanction	Date of issue of Repayment/ refund order to applicant	Acknowledgement of the applicant	Signature of Presiding Officer	Remarks
12	13	14	15	16	17	18

REGISTER NO.223

(Order 15 Rule 8)

Register of Revenue Receipts

S. No.	Date of realisation	S.No. of Tender Register	Treasury Voucher		Particulars of the case			Name of party paying	Act and section under which payment is made	Sale proceeds of unclaimed and escheated property	Court fees realised in cash (including process servers and Amin's fees, recoveries on account of pauper suits)
			Number	Date	Number and year of case	Kind of case	Title of case				
1	2	3	4	5	6	7	8	9	10	11	12

General fees	Stamp Duty Penalty			Miscellaneous fee and fines			Recoveries of over payment	Collection of payment for services rendered	Initials of Munsarim	Remarks
	Fines and forfeitures	Duty	Penalty	Record Room receipts	Other receipts	Miscellaneous				
13	14	15	16	17	18	19	20	21	22	23

REGISTER NO.224

(Order 15 Rule 8)

Register of Money Orders Received

				Particulars of the case						
Date	Number and date of money order	From whom received	On what account	Number and year	Kind	Title	Amount of Money Order	Number and date of entry	Name or Number of register in which receipt is entered	Remarks
1	2	3	4	5	6	7	8	9	10	11

REGISTER NO.225

(Order 15 Rule 8)

Register of Payments made by Postal Money Order/Bank Draft

S.No	In whom favour and on what account with reference to bill	Address to which sent	Amount payable	Commission if deducted	Net amount paid	Reference to entry in cash book	Postal receipt/Bank Draft No. & Date	Payees acknowledgement	Remarks
1	2	3	4	5	6	7	8	9	10

REGISTER NO.2260

(Order 45 Rule 2)

**Register of Tenders (Challan)/ eGrass for the Money Tendered in the Court of20.....
(Tender available on eGrass can be used in place of this)**

Date	Serial Number of tender (Challan/eGrass)	From whom received	Nature of receipt	Amount tendered	Date	In Court	In Treasury	Number and date of voucher (Challan/eGrass)	Serial No. & date of deposit register	Initials of receiving officer	Initials of Munsarim	Initials of Judge	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

REGISTER NO.227

(Order 15 Rule 8)

Cash Book (General)**(Cash book as per GF&AR should only be used)**

In the Court of Receipt									
Contengencies									
Date	No. of receipt where necessary	Particulars	Rs. P. Pay	Rs. P. Allowances	Rs. P. In recoupment of permanent advance	Rs. P. Advance payment	Rs. P. Miscellaneous	Rs. P. Total	Rs. P. Classification
1	2	3	4	5	6	7	8	9	10

Month...Payments										
Contengencies										
Date	Sub-voucher	Particulars	Rs. P. Pay	Rs. P. Allowance	Rs. P. Out of permanent advance	Rs. P. Out of money drawn in anticipation of payment	Rs. P. Miscellaneous	Rs. P. Total	classification	Remarks
11	12	13	14	15	16	17	18	19	20	21

REGISTER NO.228

(Order 15 Rule 8)

Register of Salary Bills/ T.A. Bills/ Invoices

(Instead of these, use only Bill Transit Register)

REGISTER NO.229

(Order 15 Rule 34)

Establishment Order Book (Centralised- to be kept only in court of District Judge)

S. No.	Name of Court/Establishment	Name of Post	Sanctioned scale of pay	Name of outgoing incumbent and his pay	Nature of vacancy	Period of vacancy	Orders passed by District Judge			Date when last incumbent relieved	Date when new incumbent took over	Remarks
							Name of person appointed/posted	Period of which appointed	Salary			
1	2	3	4	5	6	7	8	9	10	11	12	13

REGISTER NO.230

(Order 15 Rule 36)

Register of Articles Deposited with Nazir

S. No	Number & year of case	Title of case	By whom deposited	Nature of deposit	Description	Disclosed Weight	Date of deposit	Date of disposal	Number and date of order of Court	Nature of disposal	Signature of recipient, if any	Initials of Judge	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

REGISTER NO.231
(Order 19 Rule 28)

Register of Process-server's Diary

Date	Particulars of work and time spent thereon	Signature of Nazir (or of Patwari or any Respectable person)	Remarks
1	2	3	4

REGISTER NO.232

(Order 20 Rule 43)

List (Register) of Legal Practitioners Authorised to Execute Commissions

S. No.	Date of Entry	Name of Legal Practitioner	Reference to number and date of District Judge's order	Initial	Remarks
1	2	3	4	5	6

REGISTER NO.233

(Order 20 Rule 43)

Register of Commissions Issued

Serial Number	Date of issue	Particulars of case in which commission is issued	Name of the Commissioner	Commissioner' s fee paid	Date of submission of Commissioner's Report	Initials of Presiding Officer	Remarks
1	2	3	4	5	6	7	8

REGISTER NO.234

(Order 20 Rule 51)

Register of Affidavits Verified by the Munsarim or Reader

S. No.	Date and time of making the affidavit	Title and number of the case	Full particulars of the person making the affidavit	Particular of the person identifying him	Valuation of the stamp affixed on the affidavit	Initials of Presiding Officer	Remarks
1	2	3	4	5	6	7	8

REGISTER NO.235
(Order 20 Rule 52)

Register of Affidavits Verified by the Oath Commissioner

S.No.	Date of time of making the affidavit	Particulars of the case to which the affidavit relates	Full particulars of the person making the affidavit	Particulars of the person identifying him	Fee paid	Name of the Oath Commissioner before whom the affidavit is sworn	Signature of the Oath Commissioner	Remarks
1	2	3	4	5	6	7	8	9

REGISTER NO.236
(Order 27 Rule 1)

Register of closed Registers

List of Closed Registers in the Court.....
Name of Register.....

S. No.	Date of opening of Register	Date of closing of Register	Remarks
1	2	3	4

REGISTER NO. 237

(Order 27 Rule 1)

Register of Injunctions and Stay Orders

Serial Number	Date of application	Number and title of the case	Date of first order	FIRST ORDER			FINAL ORDER			Remarks
				Application rejected without notice	Ex-parte orders made	Notice issued but no ex-parte order made	Date of final order	Ex-parte order maintained after contest	Ex-parte order discharged after contest	
1	2	3	4	5	6	7	8	9	10	11

REGISTER NO. 238
(Order 27 Rule 1)
Register of Civil Suits

Date of Institution	How instituted, i.e (1) Originally instituted (2) Received by transfer (3) Remanded; O. XLI R. 23 (4) On Review, O. XLVII, R. 4 (5) Revived: O.IX, R.4 O.IX, R. 9 O.IX, R.13 or O. XXII, R. 9	Number of Suit	Name, description and place of abode of plaintiff	Name, description and place of abode of defendant	Nature of Suit	Value of claim	Date fixed for parties to appear	Date of disposal	How disposed off			Number of papers on the record
									Without Trial	After full trial		
									ADR/ Ex-parte/On Admission of Claim/ Compromise/ By Transfer	Judgment for Plaintiff(s)	Judgment for defendant(s)	
1	2	3	4	5	6	7	8	9	10	11	12	13

Appeal		Appeal from Appellate decree		Execution				Return of Execution				Remarks
No. and date of appeal	Date and purport of judgment in appeal	No. and date of appeal	Date and purport of Judgment in appeal	Number and date of application	Date of order	Against whom	For what and amount, if any	Amount paid into court	Mode of Satisfaction of Execution	If not satisfied, reason thereof	Appeal, if any, against order in execution and if so, the result	Here note particulars of order under: Order IX, R. 4 O. IX, R.9 O.IX, R.13 O.XII, R. 13 O.XII, R.9 and O.XLI, R. 23 and any order of view or other similar order with reference to any other register in which the suit may be entered.
14	15	16	17	18	19	20	21	22	23	24	25	26

1. All suits when instituted in a Court shall, in the Register of that Court, receive a serial number of the year of institution, and such serial number shall, in all subsequent entries relating to such suit, continue to be the serial number of the suits .

2. A plaint in a suit where a minor is impleaded as a defendant shall be entered at once in this register, if the plaint is found to be in order.

REGISTER NO.239
(Order 27 Rule 1)
Register of Execution Applications

Date of application	Number of application in this register	S. No. and year of institution of suits	Name of the parties to the application	Date of Decree or order	Name of Court which passed the decree	Date of last preceding application if any, for execution	Relief sought to be obtained by execution	Cost incurred after institution of application not in column 8
1	2	3	4	5	6	7	8	9

How disposed off													
Whether decree or order was transferred to another court under Section 39	Whether the application was wholly infructuous	Whether satisfaction was obtained in full	Whether satisfaction was obtained in part	Whether satisfaction was obtained through the Court	Whether satisfaction was obtained through ADR	Whether adjustment was made under Order XXI, Rule 2	Whether the judgment debtor was imprisoned	Name and designation of the judgment debtor whose salary was ordered to be withheld under Order 21, R. 48	Amount of debt for which salary is ordered to be withheld	Amount of salary ordered to be withheld	Amount realized under Order	Date of final disposal	Remarks
10	11	12	13	14	15	16	17	18	19	20	21	22	23

Application under Section 39 of the Act No. V of 1908, though not themselves application shall also be entered in this register but in red ink so that they may not be included in the totals of applications for execution. Copies of decrees and orders received under Order, XXI, Rule 6, shall be entered in red ink.

An entry shall be made in the register of every oral application made under Order XXI, Rule 11.

Precepts under Section 46 of Act No. V of 1908 shall be treated like applications under Sections 39 by the Court issuing them and like applications for execution by the Court receiving them for necessary action

REGISTER NO. 240

(Order 27 Rule 1)

Register of Miscellaneous Judicial Cases not relating to Other Cases

Date of institution	How instituted i.e.:- (1) Original instituted (2)Received by transfer (3) Remanded, Order XLI, Rule 23 (4) On review Order XLVII, Rule 41 (5) Revived Order IX, Rule 4 Order IX, Rule 9, Order IX, Rule 12, 13 or Order XXII, Rule 9	Number of case	Name, description and place of abode of plaintiff or appellant	Name, description and place of abode of defendant or opposite party	Nature of case	Date of disposal
1	2	3	4	5	6	7

HOW DISPOSED OFF									
Without trial	After full Trial		Appeal		Appeal from Appellate decree		Execution		
ADR/ Ex- parte/ On Admission of Claim/ Compromise/ by Transfer	Judgment for plaintiff	Judgment for defendant	Number and date of appeal	Date and purport of judgment in appeal	Number and date of appeal	Date and purport of judgment in appeal	Number and date of application	Date of order	Against whom
8	9	10	11	12	13	14	15	16	17

		Return of Execution			Remarks
Relief claimed	Amount of Costs	Fully satisfied	Partly Satisfied	Not satisfied (inexecutable)	Here note particulars of order under- Order IX, Rule 4 Order IX, Rule 9 Order IX, Rule 13 Order XLI, Rule 23 Order XXII, Rule 9, and any other of review or other similar order with reference to any other register in which the suit may be entered.
18	19	20	21	22	23

Note- This form shall be used for the following proceeding, when these do not relate to or arise of suits or otherwise.

- (1) Order rejecting or returning plaints or memoranda of appeal which have not been entered in the Register of suits or of Appeals.
- (2) Miscellaneous criminal proceedings under Order XVI, Rules 12 and 17 of Act No. V of 1908 and Sections 195, 340, 343 and 345 of Act No. II of 1973.
- (3) Commissioners under Order XXVI, Rule 4 of Act No. V of 1908 for the examination of witnesses, received from other Courts and executed by the Court.
- (4) Applications under Order XXX, Rule 1 and Order XLV, Rule 1 for permissions to sue or appeal as indigent, when rejected.
- (6) Applications under Act No. VIII of 1890 (Guardian & Wards Act).
- (7) Cases, not being/suits or proceeding in suits under the Land Acquisition Act.
- (8) All other judicial proceedings in Civil Courts not relating to or arising out of suits, appeals or the execution of a decree or order passed in a suit or appeal. This form shall be used for the above case and for no other cases, and shall be maintained, mutatis mutandis in the same manner as the Register of Civil suits.

REGISTER NO.241

(Order 27 Rule 1)

Register of Returned Documents

Serial Number	Name of Court in which document filed	Number and year of case	Kind of case	Name of parties	Description of documents with date	Names of parties to or named in the document	Date when document filed	Date of order for return	Date of actual return	Signature of officer ordering return	Name of party to whom document returned	Signature of the person receiving the document	Signature of witness before whom document returned and who identified the recipient	Signature of official making return	Whether certified copy of document was submitted for original under Order XIII, Rule 9	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

REGISTER NO.242

(Order 27 Rule 1)

Register of Miscellaneous Cases (Judicial) Relating to Other Cases

Serial Number	Date of institution	How instituted		Number of case	Other case (if any) to which application refers	Names of parties	Nature of case as given in the footnote below	Date of disposal	Dispose Off			Appeal		Remarks	
		Whether originally instituted or received on remand, review or revival	Whether received by transfer from another court						Without trial	After Full Trial		Date of institution	Date of disposal		Judgment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note - Descriptive list of miscellaneous cases, judicial,-

(1) Orders rejecting or returning plaints or memoranda of appeal.

(2) Applications under Section 22 and 24 of Act No. V of 1908 to transfer a suit pending in a subordinate court.

(3) Application to an appellate court to withdraw or transfer an appeal, Sec. 24

(4) Applications under Order IX, Rule, 4 Order IX, Rule 9, Order IX, Rule 13, Order XLI, Rule 19 and Order XLI, Rule 21 for the restoration to the file of a suit or appeal dismissed on default or decreed ex-parte.

(5) Case under Section 47 and Order XXI, Rule 16 of Act No. V of 1908

(6) Inquiries under Order XXI, Rule 2 on application of judgment debtor as to payment to decree holder.

(7) Claims to and objections to the attachment of attached property under Order XXI, Rule 58 and order XXXVIII, Rule 8.

(8) Applications under Order XXI, Rule 66 by lien holders to notify their encumbrances not ascertainable through the Registrars and Collectors offices.

(9) Proceedings under Order XXI, Rule 72.

- (10) Applications under Order XXI, Rule 90 to 93
- (11) Applications for delivery of possession under Order XXI, Rules 95 to 96.
- (12) Complaints under Order XXI, Rule 97, by decree holder of purchaser of resistance to possession being given.
- (13) Applications under Order XXI, Rule 100.
- (14) Commissions under Order XXVI, Rule 4 for the examination of witnesses received from other courts and executed by the court.
- (15) Applications under Order XXXIII, Rule 2 for permission to sue as indigent person.
- (16) Applications for readmission or rehearing of an appeal, Order XLI, Rules 19 and 21.
- (17) Application for leave to appeal an indigent person, Order XLIV, Rule 1
- (18) Applications under Order XLVII, Rule 1 of CPC for review of judgment.
- (19) Applications under Section 152 of Act NO. V of 1908.
- (20) Miscellaneous criminal proceedings under Sections 195, 340, 343 and 345 (1) of Act No. II of 1973 when not arising out of suits or other cases.
- (21) Uncontested applications for probates and letters of administration under Act No. XXXIX of 1925, and applications for the revocation of such probates or letters.
- (22) Applications under Sections 83 of Act No. IV of 1882 (Transfer of Property Act).
- (23) All other judicial proceedings relating to or arising out of suits or other cases.

REGISTER NO.243
(Order 27 Rule 1)

Register of Persons Committed to Jail

Serial Number	Number of cases in which commitment was directed and name of parties	Date of commitment	Name of person committed with description and place of abode	Grounds of commitment with section of Code of Civil Procedure or other law	If commitment was made under Section 55 of the Code of Civil Procedure amount of judgment debt sought to be recovered	Term of imprisonment	Date of release	Remarks
1	2	3	4	5	6	7	8	9

REGISTER NO.244
(Order 27 Rule 1)

Register of Proceedings Taken in Execution of Orders Received from the High Court

Particulars of cases									
Name of									
Date of receipt of order	Date of order	Date within which execution is directed	Nature of order	Number of case in High Court	Plaintiff or appellant	Defendant or respondent	Before High Court in first or second appeal from decree or from order or in revision	Date of return of order executed or explained of non-execution	Remarks
1	2	3	4	5	6	7	8	9	10

REGISTER NO.245

(Order 27 Rule 2)

Register of Appeals from Decrees

Date of presentation of memorandum	How instituted i.e. (1) Originally presented; (2)Received by transfer (3) Remanded O.XLI, R. 23 (4) Reviewed O. XLVII, R. 4 (5) Revived O. XLI, R 19 and R. 21	Number of appeal	Name of applicant with description and place of abode	Name of respondent with description and place of abode	Decree appealed from			Valuation
					Of what Court	Number of original suit	Nature of Suit	
1	2	3	4	5	6	7	8	9

HOW DISPOSED OF				
Whether objection under Order XLI, Rule 22 was preferred	Summarily rejected/ transferred/ ADR/ Dismissed for want of prosecution/ Dismissed in Default	Confirmed/ Modified/ Reversed/ Remanded	No. of papers on the record	Remarks
10	11	12	13	14

1. All Appeals when instituted in a Court shall, in the Register of that Court, receive a serial number of the year of institution, and such serial number shall, in all subsequent entries relating to such appeal continue to be the serial number of the appeals.

REGISTER NO.246
(Order 27 Rule 2)

Register of Miscellaneous Appeals

Date of presentation of memorandum	How instituted i.e. (1) Originally presented; (2)Received by transfer (3) Remanded O.XLI, R. 23 (4) Reviewed O. XLVII, R. 4 (5) Revived O. XLI, R 19 and R. 21	Number of appeal	Name of applicant with description and place of abode	Name of respondent with description and place of abode	Order appealed from			Valuation
					Of what Court	Number of original suit	Nature of Suit	
1	2	3	4	5	6	7	8	9

HOW DISPOSED OF				
Whether objection under Order XLI, Rule 22 was preferred	Summarily rejected/ transferred/ ADR/ Dismissed for want of prosecution/ Dismissed in Default	Confirmed/ Modified/ Reversed/ Remanded	No. of papers on the record	Remarks
10	11	12	13	14

1. All Appeals when instituted in a Court shall, in the Register of that Court, receive a serial number of the year of institution, and such serial number shall, in all subsequent entries relating to such appeal continue to be the serial number of the appeals.

REGISTER NO.247

(Order 27 Rule 3)

Register of Revision Cases under the Gram Panchayat Act

S. No.	Number & year of Revision	Date of presentation	Revision preferred by - Complainant / Accused/ Plaintiff/ Defendant	Particulars of original case				Date of order under revision	Abstract of Order under revision	Date of requisition for calling of record	Date of receipt of record	Date of disposal of case	Result of decision of case	Date of returning record of panchayat	Date of consigning the record to record room	Remarks
				Case No. Of Panchayat	Name of Panchayat	Name of parties	Kind of case									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

REGISTER NO.248

(Order 27 Rule 3)

Register of Revision Cases under the Rajasthan Relief of Agriculture Indebtedness Act, 1957

				Particulars of original case												
Date of presentation	S. No. of application	Applicant's name, parentage and residence	Opposite Party's name, parentage and residence	Debt Relief Court	Case No.	Name of the parties	Kind of case	Date of Order under revision	Abstract of the order under revision	Date of requisition for calling of record	Date of receipt of record	Date of disposal of the case	Result or decision of the case	Date of returning lower Court's record	Date of consigning the record to the record room	Remarks
				(i)	(ii)	(iii)	(iv)	(v)	(vi)							
1	2	3	4	5						6	7	8	9	10	11	12

REGISTER NO.249

(Order 26 Rule 8, Order 27 Rule 1, Order 41 Rule 4)

Register of records requisitioned and returned

S. No.	Particulars of case for which record requisitioned				Number and date of the requisition letter	To whom requisition sent
	Number and Year	Kind of case	Title of case	Date of hearing		
1	2	3	4	5	6	7

Particulars of the record requisitioned					Date of receipt of requisition	Date by which record is required
Of what Court	Title	Kind of case	Number and year of case	Date of decision/ hearing		
8	9	10	11	12	13	14

Name of court sending for record	Date of receipt of the record	From whom received	Date of the return of the record	To whom returned	Number and date of the despatch register	Remarks
15	16	17	18	19	20	21

REGISTER NO.250
(Order 27 Rule 4)
Process Register

S. No.	Date of issue	Court	Number of case and name of parties	Date of receipt for issue	Date fixed for returned to Nazir	Date fixed for hearing	Nature of process & number of copies for service	Within 10 Km. radius	Outside 10 Km. radius
1	2	3	4	5	6	7	8	9	10

Name of process server	Amount, if any, paid to Process Server for Expenses	Date of service	Place of service	Unspent process money, if any	Date of return of process to the Court of issue	Signature of official acknowledging receipt of return of process	Remarks
11	12	13	14	15	16	17	18

Entries shall be made in the Order in which the process are issued.

The Presiding Officer of the Court shall from time to time ascertain that the work is fairly distrusted among the peons.

REGISTER NO.251

(Order 27 Rule 4)

Register of Peons (Process servers)

S. No.	Date of return of process to Nazir	Number of Processes executed	Number of Processes not executed	Number of Processes served personally	Number of Processes not served personally	Number of Processes returned unserved	Any other work done by the Process Server	Remarks
1	2	3	4	5	6	7	8	9

Note- (1) A separate page shall be allotted in this register for ever process-server

(2) Entries shall be made upon the return of process-server after serving or returning without service.

(3) At the end of the month, the several columns shall be to totalled up.

REGISTER NO.252

(Order 27 Rule 4)

Despatch Register (Local)

Date	Number and date of paper	Branch or Section	Description of paper or papers	To whom addressed	Acknowledgement of person receiving paper or papers	Remarks
1	2	3	4	5	6	7

REGISTER NO.253
(Order 27 Rule 4)

Despatch Register (Postal)

Date	Number and date of paper	Branch or section	Description of paper or papers	To whom addressed	Weight of letter or parcel	Value of postage stamps affixed	Remarks
1	2	3	4	5	6	7	8

REGISTER NO.254
(Order 27 Rule 5, Order 30 Rule 23)
Register of Orders issued to Amins

S. No.	Number of case	Title of case	Nature of order	Name of Amin	Date of order	Date of delivery of order to Amin	Time allowed for compliance	Date of compliance		Date of entry in the register or receipts of deposits	Number of items in the register	Amount	Amount received by Amin for incidental expenses that is, other than those entered in the cash register		Disposal of amount received for incidental expenses		Remarks		
								Within time allowed	Beyond it				Date	Amount	Date	Amount			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Note- If the order be not complied with, within the time allowed, the nature of the order passed regarding the delay should be indicated in the remarks column.
Note in red ink the extension allowed below the date initially fixed for the return of process.

REGISTER NO.255
(Order 27 Rule 6)

Amin's Diary

Date	Short memo of business done to be recorded daily and appointment and removal of any temporary labour or servant to be noted	Remarks
1	2	3

REGISTER NO.256
(Order 27 Rule 6, Order 30 Rule 23)

Amin's Proceeding Register

S. No.	Court issuing Order	Number and Year of case	Titile of Case	Nature of Duty	Number of order	Date of order	Date of receipt of Order	Time allowed for compliance	Date of commencement of Duty	Date of report of completion	Moneys received by Amin for incidental expenses, and not entered in the Cash Register		Disposal of the Amount disbursed and returned				Remarks
											Date	Amount	Date	Amount	Date	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

REGISTER NO.257

(Order 27 Rule 6, Order 30 Rule 23)

Amin's Property and Cash Register

General Entries						
S. No.	Date of receipt	Court by which ordered attachment/ issued Process	Number and year of case	Name of parties	Number and Date of order for Execution	Abstract of order
1	2	3	4	5	6	7

Entries regard to Property				Entries regard to Cash				Remarks
Description of Property	Name of reputed owner	Particulars as to immediate custody	Date of disposal	Amount realised	Name of person from whom realised	Date of payment into Treasury or Court	Voucher Number and date	
8	9	10	11	12	13	14	15	16

REGISTER NO.258

(Order 27 Rule 7, Order 43 -Appendix 'E')

Register of Court fees and Process fees

Date	Number of case and names of parties	Description of paper	Name of payer	Court fee				
				On plaint or memorandum of appeal	On copies and translation	On probates, certificates and letters of administration	Other Court fees	Total
1	2	3	4	5	6	7	8	9

Process fee												
Summons of notices to defendants or respondents	Summons to witnesses	Warrant of arrest	Other processes	Emergent	Commissioner's fee	Order of attachment	In respect of services of attaching officer	In respect of order of sale	Sale fee	Poundage	Other fees	Total
10	11	12	13	14	15	16	17	18	19	20	21	22

Inspection fees	Search fees	Grand total	Advocate Welfare Fund	Signature of the person to whom the paper was delivered	Refund			Remarks
					Number and date of certificate	Nature of fees refunded	Amount	
23	24	25	26	27	28	29	30	31

1. All court-fees, and process-fees, impressed on or affixed to the papers filed in Court, shall be entered in their appropriate columns in this register, as soon as a paper is presented to the officer presiding in a Court or to his Munsarim with a view to having the same brought on the record, and a note "entered" shall be placed under each stamp, with the date and the initials of the official-in-charge of this register.
2. The entries in columns 5 to 25 shall be totalled daily, weekly, monthly, quarterly and annually.
3. Commission fees, paid for the services of Amins, shall be entered in column 21, and those paid to other persons in column 15.
4. Both the ad valorem and fixed fees on plaints, memoranda of appeals and applications for review of judgment shall be entered in column 5.
5. When sale, attachment, etc. are made by a person other than a Civil Court Amin, process-fees paid for the services of such person shall be entered in column 13 and a note of such service shall be made in the column of remarks.
6. Particulars of stamps on copies which court-fees have been paid before issue and or, translations, certificates, probates and letters of administration shall be entered in the register of the Court which issues the document. Stamps attached to copies after issue in order that the copies may be filed, shall be entered in the register of the Court in which the copies are filed.
7. The entries relating to applications for copies shall be shown as one party, the particulars being obtained at the end of each day from corresponding register. The only columns to be used for these entries will be columns 1, 8, 9 and 25.

REGISTER NO.259

(Order 27 Rule 1, Order 43 Appendix-E)

Register of witnesses/ persons summoned and examined

S. No.	Number of case	Number of Parties			Name of witness	Residence of witness	Date of arrival	Date of discharge		Discharge on the			
		Ordered to attend personally under Order V Rule 3 CPC and present	Examined under O X R 2 of CPC of those entered in col. no.3	Examined under O X R 2 of CPC other than those entered in col.no.3				After Examination	Without Examination	First day of attendance	Second day of attendance	Third day of attendance	After the third day of attendance
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Not examined and directed or bound over to attend an adjourned hearing	Rate of diet allowance according to rules in force	Details of allowances paid					Total of pay order	Signature of			Remarks
		Number of days allowed for journey	Number of days detained at court	Amount of diet allowances	Amount of travelling expenses	Total of column 16 & 17		Signature of Nazir	Payee	Officer before whom paid	
15	16	17	18	19	20	21	22	23	24	25	26

REGISTER NO.260
 (Order 32 Rule 2)
Register of Miscellaneous Crl. Cases

S. No.	Date of application	Name and description of applicant	Name and description of opposite party	Particulars of application
1	2	3	4	5

Act and Section of Act, under which preferred	Final order with date	Particulars of any order made on appeal or revision	Remarks
6	7	8	9

REGISTER NO.261

(Order 35 Rule 12)

Court of.....

Letter Delivery Book

Date	Number of letters etc.	Address	Signature of recipients
1	2	3	4

REGISTER NO.262
(Order 36 Rule 1)
Register of Malkhana Articles

S. No.	Date of receipt of property	Reference to number and title of case in which received	Name of police station	Owner, if known	By whom produced	How produced	Number and description of article	Weight and Estimated value	Property released or restored	To whom	Date
1	2	3	4	5	6	7	8	9	10	11	12

Signature of receiver	Attestation	Date and time of Transaction - Removed	Date and time of Transaction - Placed	Property sold	Date of Sale	Amount of sale proceeds	Treasury voucher number and date	Legible Signatures of the Assistant Nazir/Official	Legible Signatures of the Presiding Officer/Officer-in-charge	Remarks
13	14	15	16	17	18	19	20	21	22	23

REGISTER NO.263

(Order 37 Rule 8, Order 37 Rule 17)

Register of fines, compensation, penalties and fees

S. No.	Number & year of case	Title of case	Particulars of offence	Date of order	Persons fined or order to Pay
1	2	3	4	5	6

Amount & Whether- A. (i) Fine to be credited to Government account. (ii) Fine to be credited to local fund account. B. Deposit C. Penalties D. Fees. E. Compensation etc.	Amount awarded as compensation or reward	Date of warrant for levy	Realised	
			Date	Amount
7	8	9	10	11

Number of Court Receipt	Number and date of treasury receipt	Amount paid as refund Compensation, or reward		Written off as irrecoverable or remitted in appeal		Remarks
		Date	Amount	Date	Amount	
12	13	14	15	16	17	18

REGISTER NO.264

(Order 43)

Register of Complaints

S. No.	Date of receipt of complaint	Name and description of complainant	Kind of offence	Section and Act	Date	ORDER OF COURTS				Remarks
						Complaint dismissed under section 203, Cr. P. Code		Case brought to trial	Reference to number in the register of criminal case	
						After enquiry	Without enquiry			
1	2	3	4	5	6	7	8	9	10	11

REGISTER NO.265
(Order 43)
Register of Regular Criminal Cases

S. No.	Date of bringing the case to trial or of reference or transfer	Reference to entry (number and date) of the register of complainants or of Police reports, as the case may be, to case number in the first court in cases referred or transferred	Offence of which cognizance was taken, with Act, and section	Name, Parentage, Caste, Residence and Age of each person brought to trial
1	2	3	4	5

Entries of disposal							
Date of appearance of each accused	Date of decision	Died, escaped or transferred to another court/ withdrawal from prosecution	Act and section of offence regarding which a decision was given as to each accused, with abstract of order of sentence	Number of days case lasted	Class of record under Rule 148	Note of result in appeal or revision with date	Remarks
6	7	8	9	10	11	12	13

REGISTER NO.266

(Order 43)

Register of Police Reports of Offences

S. No.	Date of receipt of report in court under section 157, Cr.P.C.,1973	Date of first information report to police	Date of offence	Name of Police Station	Number and date of Parcha	Kind of offence	Section and Act	Date of receipt of final investigation report from police under section 173, Cr.P.C.,1973
1	2	3	4	5	6	7	8	9

Number of days during which the case remained under investigation	Order of the Court on Police Station					Miscellaneous		Remarks
	Date	Case struck off as false	Case filed as accused untraceable	Case brought to trial	Reference to number in the register of criminal cases	Date of receipt of report	Nature of report & abstract thereof	
10	11	12	13	14	15	16	17	18

REGISTER NO.267

(Order 43)

Register of Criminal Appeals

S. No.	Date of presentation of petition or its receipt in the officer	Name and description of the appellant	Name and description of the respondent	Particulars of original case				
				Name of Magistrate	Number and year of the case	Police station	Name, etc. of accused	Date of decision
1	2	3	4	5	6	7	8	9

Abstract of sentence or order appealed against	Date of requisition for record	Date of receipt of record	Date of disposal of appeal	Died, escaped or transferred to another court	Result of Appeals			
					Result with abstract of order or sentence	Number of days appeal lasted	Result, with date of order in revision, if any	Remarks
10	11	12	13	14	15	16	17	18

REGISTER NO.268
(Order 43)
Register of Criminal Revisions

Serial Number	Date of application, if any, and of the order calling for record	On whose application or behalf of the revision is	
		Complainant	Accused
1	2	3	4

Particulars of original case						Date of requisition for record	Date of receipt of record	Result of Cr. Revision			Remarks
Name of Magistrate	Serial Register number	Police Station	Name etc., of each accused	Date of order under revisio	Abstract of order under revision			Died, escaped or transferred to another court	Result of decision in revision with abstract of order	Number of days the case lasted	
5	6	7	8	9	10	11	12	13			14

REGISTER NO.269

(Order 43)

Register of Sessions Cases

Serial number	Date of commitment or receipt on transfer or institution under Sec.	Name of Committing Magistrate	District	Serial register number (in the committing Magistrate's court)	Police station	Name, parentage, residence of each person committed	Offence(s) for which charge, sheeted	Date of receipt of record from the Committing Magistrate
1	2	3	4	5	6	7	8	9

Date fixed for proceeding under Sec. 226	Whether discharged under S. 227	Whether case sent Under Sec. 228(1)(b)	Offences for which charge(s) framed under Section 228(1)(b)	Date fixed for trial	Date of decision of case	Died, escaped or transferred to another court	Act and section of offence regarding which a decision was given as to each accused, with abstract of order of sentence	No. of days the case was pending	Class of record	Remarks
10	11	12	13	14	15	16	17	18	19	20

REGISTER NO.270

(Order 45 Rule 2)

Register of Affidavits

S. No.	Name of the Court	Particulars of the case	Full description of the deponent	Signature of the Deponent	Full description of the Identifier	Signature of the identifier	Fee charged	Remarks
1	2	3	4	5	6	7	8	9

REGISTER NO.271

(Order 47 Rule 2)

Register of Recognised Clerks of Pleaders

S. No.	Date of application	Date of entry in register	Name and description of clerk	Name of pleader	Remarks
1	2	3	4	5	6

REGISTER NO.272

(Order 48 Rule 15)

Stock Register

Date of receipt	Name and description of article	Number of places	From whom received	Cost	Reference to number and date of Contingent Bill	Initials	Date of disposal	Number of pieces disposed of	Value realised	Reference to number and date of Treasury voucher	Initial
1	2	3	4	5	6	7	8	9	10	11	12

**APPENDIX
'F'
GENERAL RULES (CIVIL & CRIMINAL) 2017- RETURNS**

S. No.	Existing No.	New No.	Description	Order & Rule
GENERAL & CIVIL				
1	1	1	Weekly certificate of check of Nazir's cash Balances	Order 15 R 22
2	2	2	Monthly Attendance Register of subordinate Courts (at headquarters) and true copies of such registers of outlying courts or Copy of the District Judge's monthly attendance register	Order 01 R 13
3	4	3	Monthly Statement showing the grand totals of amounts of receipts under Head 065- administration of Justice Monthly statement	Order 15 R 37
4	9	4	Quarterly list of cases in which Part C is weeded out and in which there are cumbrous and bulky exhibits which have not been put up with the record of the trial	Order 25 R 24
5	5	5	Quarterly statement of work done and of pending; (a) in Subordinate Courts; (b) In a District Court; (c) In courts subordinate to a District Court Part I, Part II	Order 28 R 01
6	6	6	quarterly statement of pending regular suits and executions stayed by orders passed by High Court	Order 28 R 02
7	27	7	Annual statement showing the number of process serving peons employed and fees received for their services.	Order 28 R 07
8	28	8	Annual statement showing the income and expenditure of Civil Courts	Order 28 R 07
9	29	9	Annual report of Administration of Justice from District & Sessions Judge	Order 28 R 03 Order 44 R 05
10	30	10	Annual confidential remarks about Subordinate Judicial Officers	Order 28 R 04
11	31	11	Annual Return of all Landed Property Acquired or Parted with by the District Judge and by all the Subordinate Judicial Officers during the Preceding Calendar Year	Order 10 R 05

12	31-A	12	Annual Return of the landed property held by the Judicial Officers appointed during the proceeding calendar year.	Order 10 R 05	
13	36	13	Report of Inspection of Sub-ordinate Courts by District & Sessions Judges	Order 07 R 01	No format
14		14	Report of Inspection of Chief Judicial Magistrate	Order 07 R 02	No format
15	37	15	Report of Inspection by Presiding Officers of their own offices	Order 07 R 03	No format
16	38	16	Report of Inspection of District & Sessions Judge's authorization to Chief Judicial Magistrate or Officer-in-charge for inspection of different Sections	Order 07 R 04	No format
17	39	17	Report of Inspection by the Reader or Senior Munsarim	Order 07 R 05	No format
18	40	18	Report of casualty among judicial officers	Order 48 R 01	No format
19	42	19	Transmission of a copy of register of casual leave taken by a Judicial Officer subordinate to a District Judge when he is transferred to another district	Order 48 R 07	
20	43	20	Report of loss of key of safe	Order 48 R 09	No format
			CRIMINAL		
21	1	21	Quarterly statement of Malkhana Articles.	Order 36 R 19	
22	2	22	Monthly statement showing demand, collection and balance of fines levied and written off in the Court of.....for the month of 20...	Order 37 R 20	
23	3	23	Consolidated figures of collection of fines etc., shown courtwise of the judgeship.....for the month of20.....	Order 37 R 20	
24	4	24	Monthly statement of fines pertaining to Municipal Funds	Order 37 R 21	
25	5	25	Report of a periodical return being blank	Order 44 R 02	
26	6	26	Sessions statement	Order 44 R 03	

27	14	27	Annual statement showing the number of witnesses (including complainants) examined and discharged without examination, the period of their detention and the sum paid to them as diet and travelling expenses in the district.....	Order 44 R 04
28	17	28	Annual statement showing the number of Sessions Judges and Magistrates employed to dispose of criminal work in the judgeship	Order 44 R 05
29	21	29	Annual Criminal Report from District Magistrate	Order 44 R 07
			Other Administrative Returns not provided in the Rules	
		AR-1	STATEMENT IN WHICH PERIODICALLY EXAMINATION OF UNDER -TRIAL PRISONERS IS REQUIRED BY THE MEDICAL OFFICER AS PROVIDED IN SECTION 39 OF MENTAL HEALTH ACT FOR THE HALF YEAR ENDING	
		AR-2	STATEMENT IN WHICH UNDER TRIAL PRISONERS IS IN CUSTODY FOR MORE THAN THE MAXIMUM PERIOD OF IMPRISONMENT PRESCRIBED FOR THE OFFENCE (OTHER THAN LIFE IMPRISONMENT/ DEATH PENALTY) REQUIRED EXAMINATION BY THE MEDICAL OFFICER TO CONSIDER DISCHARGE AS PER SECTION 40 OF MENTAL HEALTH ACT FOR THE..... HALF YEAR ENDING.....	
		AR-3	STATEMENT SHOWING THE CASES UNDER THE PRE-CONCEPTION AND PRE-NATAL DIAGNOSTIC TECHNIQUES (PROHIBITION OF SEX SELECTION) ACT 1994 AT THE STAGE OF TRIAL WITHOUT FRAMING CHARGES BY CONCERNED TRIAL COURTS	
		AR-4	STATEMENT SHOWING PROGRESS OF CASES OF UNDER TRIAL PRISONERS ... Month ... Year	
		AR-5	MONTHLY STATEMENT OF PERSONS IN JUDICIAL CUSTODY Year	
		AR-6	STATEMENT IN WHICH UNDER TRIAL PRISONERS RELEASED IN ACCORDANCE WITH SUB SECTION (1) OF SECTION 330 OF CODE OF CRIMINAL PROCEDURE, IF THEY HAVE COMPLETED FIVE OR MORE YEARS AS INPATIENT FOR THE..... HALF YEAR ENDING	
		AR-7	STATEMENT OF PERIODICAL EXAMINATION OF UNDER TRIAL PRISONERS (CHARGED WITH GRAVE OFFENCES IN WHICH LIFE IMPRISONMENT OF DEATH PENALTY IS PUNISHMENT) ABOUT THEIR FITNESS FOR TRIAL	
		AR-8	Statement showing progress report of pending cases against sitting MP & MLA u/s 8(1) , 8(2), 8(3) of Representation of People Act, 1951 for the month ofyear.....	

		AR-9	Statement showing P/I/D/B of cases related to Woman Atrocities for the month of Year	
		AR-10	Statement showing P/I/D/B of cases related to PCPNDT Act for the month of Year	
		AR-11	Statement showing P/I/D/B of cases related to SC/ST (Servarvon Dwara Atyachar) for the month Year	
		AR-12	Consolidated Statement showing Pending, Institution, Disposal & Balance of Cases in Juvenile Justice Board for the month of Year	
		AR-13	Monthly Statement regarding disposal of Embezzlement Cases against the Govt. Servants for the month of ... Year	
		AR-14	Consolidated Statement showing P/I/D/B of cases for the month of	
		AR-15	Quarterly statement of Civil & Criminal Cases	
		AR-16	Monthly Statement regarding pending cases of PCPNDT Act for the month of ... Year ...	
		AR-17Quarterly Statement of Institution, Disposal & Pendency of Criminal & Civil Cases as on.....	
		AR-18	Consolidated Statement Showing Civil and Criminal Cases inas on.....	
		AR-19	STATEMENT SHOWING THE YEARWISE BREAKUP OF THE PENDING CASES	
		AR-20	Consolidated Statement Showing Civil and Criminal Cases inJudgeship as on.....	
		AR-21	Quarterly Statement of NDPS Act, 1985 of Judgeship	

RETURN NO.1

(Order 15 Rule 22)

Weekly Certificate of Check of Nazir's Cash Balances

"I certify that I have personally examined the registers and counted the cash balance in the hands of the Receiving Officer and have found the same to be correct"

RETURN NO.2

(Order 1 Rule 13)

**Monthly Attendance Register of Subordinate Courts (at Head quarters) and True Copies of such Registers of Outlying Courts
or**

Copy of the District Judge's Monthly Attendance Register

Date	Signature with time of arrival	If court sitting time not observed as per rules, then details thereof with reason in brief	Remarks

RETURN NO.3

(Order 15 Rule 37)

Monthly Statement Showing the Grand Totals of Amounts of Receipts under Head 065-Administration of Justice

Name of Court	Head of Revenue Receipts														
	Sale proceeds of unclaimed and escheated property	Court fees realized in Cash	General fees, fines and forfeitures	Miscellaneous fees and fines	Miscellaneous	Recoveries of over payments	Collection of payments for service rendered								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

RETURN NO.4

(Order 25 Rule 24)

Quarterly List of Cases in which Part C is Weeded Out and in which there are Cumbersome and Bulky Exhibits which have not been put up with the Record of the Trial

S. No.	Name of Court	Number and year of the case	Date of decision	Names of Parties	Names of Pleaders	Number and description of exhibits	Name and address of the person by whom produced	Remarks
1	2	3	4	5	6	7	8	9

RETURN NO.5 (PART-I)

(Order 28 Rule 1)

Quarterly Statement of Work Done in the Court of-

Statement of work of Shri for the quarter of 20...

Working days in the quarter calculated as under:-

Number of days in the quarter.....

Less;

Sunday, Second Saturdays and holidays

Leave days

Saturday reserved for execution

and Miscellaneous cases

For other reasons to be stated

Balance of working days for judicial work

(Except execution and Miscellaneous)

Work done according to the standard fixed	*Number of cases decided	Number of working days for which credit is due
Criminal:		
1. Murder Cases
2. Culpable homicide, riot and dacoity cases
3. Other Sessions cases
4. Section 75, IPC Cases
5. Represented Appeal etc.
6. Jail Appeals or Revisions
7. Cases in which accused are discharged, proceedings under section 228 Cr.P.C.
8. Long Sessions cases
9. Summary trials where there is a plea of guilty
10. Other summary trials
11. Summons cases where there is a plea of guilty
12. Other summons cases
13. Warrant cases where there is a plea of guilty
14. Other warrant cases
(a) not involving riot

(b) involving riot
15. Cases compromised after evidence
16. Warrant cases where the accused is/are discharged-
(a) filed on complaint
(b) filed on police report
17. Criminal miscellaneous cases
18. (a) Cases dismissed under Section 203 Cr.PC
(b) Final reports
19. Bail applications

CIVIL

1. Regular suits upto Rs.5,000/-
2. Regular suits from Rs. 5,001/- to Rs.10,000/-
3. Regular suits above is Rs. 10,000/- to Rs.20,000/-
4. Regular suits above Rs. 20,000/-
5. Suits decreed ex parte
6. Long Civil suits
7. Suits disposed of by compromise
8. Money suits in which the only contest is with regard to rate of interest or installments
9. Small Causes Courts Suits:
(a) after-trial
(b) otherwise
10. Original suits cognizable by District Judges not coming in the above categories
11. Land Acquisition Cases
12. Probate cases
13. Election Petitions
14. Regular appeals in Suits decided after-trial
15. All other appeals
16. Revisions
17. Civil Miscellaneous

RETURN NO.5 (PART-II)

(Order 28 Rule 1)

Quarterly Statement of Work Done in the Court of

Statement for the Quarter of

Name of the Presiding Officer

Kind of cases	Before the Court during the quarter				Disposed of during the quarter				Pending at the end of the quarter					Remarks
	Pending from the last month of the previous	Instituted during the quarter	Received by transfer or otherwise	Total	After full trial	Otherwise	By transfer	Total	Below six month	Over six months but below one year	Over one year but below one year	Over 3 years	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sessions Trials:- (a) Murder Cases (b) Culpable Homicide, Riot and Dacoity Cases (c) Other Session Cases Criminal Appeals Criminal Revisions Criminal Miscellaneous Magistrate's Cases: 1. Summary Trials 2. Summons Cases 3. Warrant Cases 4. Inquiry in commitment Cases Originals: (a) Civil Suits (b) Small Causes Civil Appeals: (a) Regular (b) Miscellaneous Execution Cases: (a) Civil (b) Small Causes Miscellaneous Cases: (a) Civil (b) Small Causes														

RETURN NO.6

(Order 28 Rule 2)

Quarterly List of Pending Regular Suits and Execution Stayed by Orders Passed by the High Court

S. No.	Nature of Case (Regular Suit/ Execution)	Number and year of case	Name of parties	Date of Institution	Number and date of High Court Stay Order	Number and year of High Court Appeal in which Stay Order Passed	Remarks
1	2	3	4	5	6	7	8
	x						

x- Regular suits shall be shown first, thereafter execution cases be mentioned.

RETURN NO.7
(Order 28 Rule 7)

Annual Statement Showing the Number of Process Serving Peons Employed and Fee Received for their Services

Officer in charge of Process office	Number of process servers employed	Number of process served		Fees paid for				Gross fees realised	Refunds	Net fees realised	Salaries of			Remarks	
		Aggregate	Average per peon	Summonses or notices		Arrests	Other Process				Emergent service	Nazir and staff including Chaprasies	Process servers		Total
				On defendant and respondents	On witness										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

RETURN NO.8
(Order 28 Rule 7)

Annual Statement Showing the Income and Expenditure of Courts

Name of Presiding Officer and Class of Court	INCOME							EXPENDITURE				Total	Gain to Government	Loss to Government	Remarks	
	Net value of Court fee Stamps (exclusive of those used to denote Process fees)	Duty and penalties on instruments not duly stamped	Fines	Fees for employment of Amins	Net Process fee		Receipts under other budget heads	Total	Salaries of officers and their establishment staff and salaries of the District and Sessions Judge and their subordinates who are employed on the Criminal as well as the Civil side, being entered	Process serving establishment	Amin establishment					Judicial record fund
					Other fees	Judicial record fund										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

RETURN NO.9	
(Order 28 Rule 3) (Order 44 Rule 5)	
Annual Report of Administrative of Justice by District & Sessions Judge District	
Annual report should be based on following points-	
(1) Important Variation in Number and Class of Cases (All category)	
(2) Important variation in disposal of cases inordinate delay in individual court	
(3) Unusual detention of witnesses should be explained	
(4) Status of realization of fine and other dues	
(5) Position of payment of witnesses expenses	
(6) Important civil execution cases	
(7) Any considerable rise or fall in the number of cases of any category	
(8) Status of record Weeding, accommodation of Courts, working of Oath Commissioners, Petition Writers, Inspection of Courts and Offices	
(9) Recommendation for new courts, if any, etc. (with justification & infrastructure facilities available for such new courts)	
(10) The above reference and reports should be numbered in separate paras, in brief as possible.	

RETURN NO.10

(Order 28 Rule 4)

Annual Confidential Remarks about Subordinate Judicial Officers

Name of officer
Designation
Year of Report

(The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character and abilities. It should cover the points noted below and should also express an opinion on any point specially required at any particular time e.g. faintness to pass an efficiency bar, and in the case to officers who are senior enough to be considered for such posts, fitness to hold the post of an Additional District and Sessions Judge or the post of a District and Sessions Judge, as the case may be).

1. Integrity of the Officer.
2. If (whether) he is fair and impartial in dealing with the public and the Bar?
3. If (whether) he is cool-minded and does not show temper in Court?
4. His private character, if such as to lower him in the estimation of the public and adversely affect the discharge of his official duties.
5. Capacity to handle files systematically?
6. Whether judgments on facts and law are, on the whole, sound, well reasoned and expressed in good language?
7. Whether the disposal of work is adequate?
8. Control over the office, and administrative capacity and tact.
9. Capacity to control the proceedings in Court with fitness and follow the procedure prescribed by law.
10. Relations with the Bar.
11. General remarks.

Integrity Certificate

Nothing has come to my knowledge which casts any reflection on the integrity of Shri
His general reputation for honesty is good and I certify his integrity.

District and Sessions Judge
.....

For use in the High Court

Work done :	Work days =	Institution Disposal
	Standard Below Standard	% No remarks
Judgments noticed by		
H.C. =		
S.C. =		
Remarks by the Hon'ble Administrative Judge		
Remarks by the Hon'ble chief Justice		

(FORMAT)

**CONFIDENTIAL REPORT OF THE JUDICIAL
OFFICER**

Report for the year / period _____

PERSONAL DATA

PART-I

(To be filled by the Officer himself)

- 1 Name of Officer
- 2 Present Post/ Designation
- 3 Date of Last Promotion
- 4 Present Station (since When)
- 5 Period of leave on account of
 - (a) Medical Ground
 - (b) Personal Reason
 - (c) Other Reasons
- 6 Total number of cases disposed of (After full trial)
 - (1) Main Cases
 - (2) Miscellaneous Cases
 - (3) Total number of witness examined –
 - (i) Civil
 - (ii) Criminal

Civil

Criminal

(iii) Appeals/ Revision

- 7 No.of working days Percentage of work done.
- 8 If the target has not been achieved, reason thereof.
- 9 Please specify the total number of pending cases in your Court Yearwise and categorywise and total number of cases disposed of during the year (yearwise and categorywise). Please indicate if any important and complicated case was decided by you during the year giving gist of law involved and decision thereon. Please also indicate the result of the higher Court in respect of any judgment, order passed by you.
- 10 State within how many days after concluding of arguments you normally deliver the judgments (State with reasons, instances where judgments are not delivered with promptitude and within prescribed time).
- 11 Whether you have inspected the Office once in a year as required under the Rules and if so state briefly the defects found and remedial measures taken. Please also indicate if there is any improvement after inspection?
- 12 Please indicate if your Court and Office were inspected by District and Sessions Judge/ Chief Judicial Magistrate and if so, briefly state the defects found and remedial measures taken.
- 13 Are you punctual in attending Court ?

- 14 Is there any audit objection pending, if so, since when and what measures you have taken to meet the said objection?
- 15 If you are Nazarat Officer Incharge Please indicate the percentage of personal service of process by the Process Server. IF it is low, what steps you have taken to increase such personal service. Do you periodically verify the cash in hand with the Nazir and, if so indicate the cash in hand with the Nazir on the date of writing this report.
- 16 Please state whether records are sent to the Records Room timely as required under rules indicating the last date on which records were sent.
- 17 If you are In-charge of Copying Department, please indicate whether periodically you check the relevant Register and last date of such verification. Please indicate whether copies are made ready serially according to the date of application for such copy.
- 18 If you are In-charge of Record Section please indicate whether records are destroyed timely as required by the Civil Rules and Orders giving the last date when such records were destroyed at the time of writing of this report.
- 19 Performance in implementation of Legal Aid Programme.

PART-II
(To be filled by the Reporting Authority)

Name of Officer

Designation

Year of Report

- 1 Integrity of the Officer
- 2 If he is fair and impartial in dealing with the public and Bar.
- 3 If he is cool-minded and does not show tempter in court.
- 4 His private character, if such as to lower him in the estimation of the public and adversely affected the discharge of his officials duties.
- 5 Capacity of handle files systematically.
- 6 Whether judgments on facts and law are, on the whole, sound, well reasoned and expressed in good language?
- 7 Whether the disposal of work is adequate ?
- 8 Control over the office and administrative capacity and tact.
- 9 Capacity to control the proceedings in court with firmness and follow the procedure prescribed by law

(To be tick marked one of the five heads and initialed)

10. General Remarks

(i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Below Average

INTEGRITY CERTIFICATE

Nothing has come to my knowledge which casts any reflection on the integrity of Shri.....
His general reputation for honesty is good and I certify his integrity.

District & Session Judge

FOR USE IN THE HIGH COURT

Work done	Work days - Standard	Institution Below Standard	Disposal % No Remarks
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Judgments noticed by -

H.C. -
S.C. -

REMARKS BY THE HON'BLE INSPECTING JUDGE:

(i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Below Average

REMARKS BY THE HON'BLE ADMINISTRATIVE JUDGE :

REMARKS BY THE HON'BLE CHIEF JUSTICE.

RETURN NO.11

(Order 10 Rule 5)

Annual Return of the Landed Property held by the Judicial Officers Appointed during the Preceding Calendar Year

For all officer/employees of the State Services. (This shall be clearly filled up and signed by each of the year Officer/employee of the concerning State service and shall be sent to the Reporting Officer for enclosing it with report).

1. Full Name
2. Name of father/husband
3. Name of the Service
4. Date of birth
5. Name of the relatives who are in State Services.

S. No.	Name	Relations	Post on which servicing	Department
1				
2				
3				
Etc.				

6. Name of the sons/daughters, or dependents. If any, those who are serving in such a private firm with whom the officer has connections with regard to State affairs or serving in such other firms who have connections with the State as well as the State affairs.

[According to Rule 5 of the Rajasthan Civil Services (Conduct) Rules, 1971].

Name	Relation	Name of the firm	Post on which serving

7. Detailed report of the immovable property of the Officer or of any member of as family :-

Name	Details of Property	Situated at	Estimated value	Date and mode of acquire or transfer

Signature of the Officer/employee

Name.....
Post.....
Date.....

RETURN NO.12
(Order 10 Rule 5)

Annual Return of all Landed Property Acquired or Parted with by the District Judge and by all the Subordinate Judicial Officers during the Preceding Calendar Year

Name	Appointment	Village or Town, Tehsil and District	Area in acres (in case of agricultural land) or square yards	Revenue assessed	Estimated value	Whether acquired or parted with	How acquired or parted with	From whom acquired or parted with	Remarks
1	2	3	4	5	6	7	8	9	10

RETURN NO.19
(Order 48 Rule 7)

**Transmission of a copy of Register of Casual Leave of a Judicial Officer Subordinate to a District Judge
when he is Transferred to another District**

S. No.	Name of the Officer	Leave taken during the year														Remarks	
		15	14	13	12	11	10	9	8	7	6	5	4	3	2		1

RETURN NO.21

(Order 36 Rule 19)

.....Quarterly Statement of Malkhana articles of the Court of.....

				Total No. of cases in which Malkhana articles have been		
Serial No.	No. of cases in which Malkhana articles were pending at the close of the last quarter	No. of cases in which Malkhana articles were deposited during the quarter	Total No. of cases(cols. 2 & 3)	Disposed of u/s. 452, Cr. P. C 1973	Disposed of or given in custody u/s 451/457 Cr. P. C, 1973	Total No. of cases (Cols. Nos. 5 & 6)
1	2	3	4	5	6	7

Break up of the cases in which Malkhana articles were pending at the close of the quarter. Cases pending in						
Appellate Court	Trial Court	Cases finally decided	Number of disposable articles	Brief reasons for not disposing the Malkhana articles of the cases mentioned in Col. 11	Remarks if any	Comments of the Sessions Judge
8	9	10	10	12	13	14

RETURN NO.22

(Order 37 Rule 20)

Monthly statement showing demand, collection and balance of fines levied and written off in the Court of..... For the month of..20

				Fine credited into Treasury during the month			
Balance recoverable at the Beginning of the month	Fine imposed during the month	Total	Date	Tender/Challan NO./ eGrass No.	Particulars (Case NO. & name of parties)	Amount of each fine etc. (Partywise)	Total amount of each Challan/ Tender/ eGrass
1	2	3	4	5	6	7	8

Fine written off	Fine remitted	Total	Balance recoverable at the close of the month	Remarks
9	10	11	12	13

RETURN NO.23

(Order 37 Rule 20)

Consolidated figures of collection of fines etc., shown courtwise of the judgeship.....for the month of20.....

Date	Tender/eGrass/ Challan No.	Particulars (Case No. & name of parties)	Amount of each fine etc. (Partywise)	Total amount of each Challan/eGrass Tender	Remarks
1	2	3	4	5	6

Sessions Judge/District Magistrate

RETURN NO.24

(Order 37Rule 21)

Monthly statement of fines pertaining to Municipal Fund

Serial No.	Number and year of case	Title of case	Date of decision	Date of realisation of fine	Amount of fine realised	Head to which credited	No. and Date of Treasury Voucher/ e-grass	Remarks
1	2	3	4	5	6	7	8	9

Signature.....

Designation.....

RETURN NO.25

(Order 44 Rule 2)

Report of a periodical return being blank

To
The.....
(Here enter name of return)

Prescribed date of submission
Actual date of submission
Received by
Submitted to High Court
Received by High Court
The return noted above is blank

Magistrate/ Sessions Judge

RETURN NO.26**(Order 44 Rule 3)****Sessions Statement**

Sessions Statement											
Mode of Institution											
Mode of Disposal											
S. No.	Number and year of case	Title of case	Instituted (otherwise than by transfer)	Received by transfer from another court in the same district	Received by transfer from a court in another district	Died and escaped	Transferred to another court in the same district	Transferred to a court in another district	Dispose off u/s 227 Cr.PC	Dispose Off U/s 228 Cr.P.C.	Dispose Off after full trial
1	2	3	4	5	6	7	8	9	10	11	12

Abstract of final order and particulars of sentence imposed	Stage at which the case stands	Reasons for delay, if any, in the progress of the trial	Remarks
13	14	15	16

Notes-

(1) Cases are to be entered in this statement in the order of their dates of institution.

(2) In column no.14, specify whether the case is pending at the stage before charge / PE/313 Cr.PC/DE/Final arguments/ other interlocutory orders.

(3) The statement shall bear the following certificate, viz., certified that the statement contains a full and correct list of the cases disposed of during the quarter as well as those pending at the close of the quarter.

RETURN NO.27

(Order 44 Rule 4)

Annual statement showing the number of witnesses (including complainants) examined and discharged without examination, the period of their detention and sum paid to them as diet and travelling expenses in the district of.....during the year 20.....

Class of tribunal and name of Presiding Officer	Number of witnesses discharged after examination	Number of witnesses discharged without examination	Total of columns 2 & 3	Percentage of column 2 to column 4
1	2	3	4	5

Number of witnesses discharged after or without examination				Expenses paid				
On first day	On second day	On third day	After third day	Number of witnesses not examined on attendance and directed to attend on adjourned hearing	Number of witnesses to whom payment were made	Amount paid	Percentage of column 12 to column 13	Remarks
6	7	8	9	10	11	12	13	14

Date.....

Signature.....

Designation.....

RETURN NO.28

(Order 44 Rule 5)

Annual statement showing the number of Judicial Officers posted in the Judgeship for the year 20.....

Number of Sessions and Additional Sessions Judges who did both civil and criminal work during the year		Number of Sessions and Additional Sessions Judges who did only criminal work during the year		Number of District and Additional District Judges who did only Civil work during the year		Number of Chief Judicial Magistrates and Additional Chief Judicial Magistrates who did both civil and criminal work during the year		Number of Chief Judicial Magistrates and Additional Chief Judicial Magistrates who did only criminal work during the year	
Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working
1	2	3	4	5	6	7	8	9	10

Number of Sr. Civil Judge and Addl. Sr. Civil Judge who did only Civil Work during the year		Number of Judicial Magistrates/ Civil Judges who did both civil (excluding revenue) and criminal work during the year		Number of Judicial Magistrates who did only criminal work during the year		Number of Civil Judge/ Addl. Civil Judge who did only Civil work during the year		Total		
Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working	Sanctioned post	Working	Vacant
11	12	13	14	15	16	17	18	19	20	21

RETURN NO.29

(Order 44 Rule 7)

**Annual Criminal Report from
District Magistrate District**

The Following are the points on which notes should be recorded :-

Officer-in-Charge of District during the year .

Returns of the incidence of complaints and applications pertaining to the security for keeping peace and good behavior maintenance of public order and tranquility and other preventive actions.

Results of such preventive proceedings.

Duration of such preventive actions and proceedings.

Proceedings under Criminal Procedure Code, 1973, under section 98, 107, 108, 109, 110, 133 and 145.

Witnesses : (a) Detention of.

(b) Examination of

(c) Payment of diet allowance to

General Points not dealt within proceeding Paragraphs, may be here noticed)

PROFORMA- I

STATEMENT IN WHICH PERIODICALLY EXAMINATION OF UNDER –TRIAL PRISONERS IS REQUIRED BY THE MEDICAL OFFICER AS PROVIDED IN SECTION 39 OF MENTAL HEALTH ACT FOR THE HALF YEAR ENDING

SR. NO.	CASE NO./TITLE	NAME OF THE UTP WHICH IS OF UNSOUND MIND/LUNATIC	THE DATE OF COMING INTO JUDICIAL CUSTODY	NAME OF JAIL	DATE OF ADMISSION IN NURSING HOME/HOSPITAL	DATE OF PERIODICAL EXAMINATION	DATE OF RECEIPT OF REPORT	REMARKS

PROFORMA –II

STATEMENT IN WHICH UNDER TRIAL PRISONERS IS IN CUSTODY FOR MORE THAN THE MAXIMUM PERIOD OF IMPRISONMENT PRESCRIBED FOR THE OFFENCE (OTHER THAN LIFE IMPRISONMENT/ DEATH PENALTY) REQUIRED EXAMINATION BY THE MEDICAL OFFICER TO CONSIDER DISCHARGE AS PER SECTION 40 OF MENTAL HEALTH ACT

FOR THE..... HALF YEAR ENDING.....

SR. NO.	CASE NO./ TITLE	NAME OF THE UTP WHICH IS UNSOUND MIND/ LUNATIC	OFFENCE FOR WHICH PUNISHED U/S WITH MAXIMUM PUNISHMENT PERMISSABLE FOR THE OFFENCE	THE DATE OF COMING INTO JUDICIAL CUSTODY	WHETHER PRISONER HAVE PASSED MORE TIME THAN HIS PUNISHMENT	DATE ADMISSION IN NURSING HOME/ HOSPITAL	DATE OF PERIODICAL EXAMINATION AS REQUIRED U/S 40	DATE OF RECEIPT OF REPORT	REMARKS
1									

PROFORMA –II – FOR REVISIONAL COURT

STATEMENT SHOWING THE CASES UNDER THE PRE-CONCEPTION AND PRE-NATAL DIAGNOSTIC TECHNIQUES (PROHIBITION OF SEX SELECTION) ACT 1994 AT THE STAGE OF TRIAL WITHOUT FRAMING CHARGES BY CONCERNED TRIAL COURTS

SR. NO.	NAME OF THE COURT	DATE OF ORIGINAL INSTITUTION OF REVISION	DATE OF INSTITUTION IN TRANSFERRED (PRESENT) COURT	RECORD CALLED FOR OR NOT	STAY GRANTED OR NOT ON PROCEEDINGS OF TRIAL COURT	REASON FOR PENDENCY OF REVISION	REMARKS
1							

STATEMENT SHOWING PROGRESS OF CASES OF UNDER TRIAL PRISONERS

Name of Judgeship:-,

Month Year

SR. NO.	NAME OF THE COURT	NO.OF CASES PENDING AT THE BEGINNING OF THE MONTH IN WHICH ACCUSED ARE IN JUDICIAL CUSTODY FOR MORE THAN 10 YEARS	NO.OF SUCH CASES DISPOSED OF DURING THE MONTH	NO.OF SUCH CASES PENDING AT THE END OF THE MONTH	REASONS FOR DELAY
1					

MONTHLY STATEMENT OF PERSONS IN JUDICIAL CUSTODY

NAME OF JUDGESHIP

NAME OF COURT

YEAR

SR. NO.	NAME OF THE COURT	FIR NO. WITH POLICE STATION	CRIMINAL CASES NUMBER	SECTION OF THE OFFENCE	DATE OF ARREST	DATE OF COGNIZANCE	STAGE OF THE CASE	WHETHER APPLIED FOR BAIL OR NOT?	IF APPLIED DATE OF REJECTION OF BAIL	WHETHER ENTITLED TO BAIL U/S 436A OF CR.P.C. IF YES, WHAT MEASURES HAVE BEEN TAKEN BY THE COURT
1										

PROFORMA –III

STATEMENT IN WHICH UNDER TRIAL PRISONERS RELEASED IN ACCORDANCE WITH SUB SECTION (1) OF SECTION 330 OF CODE OF CRIMINAL PROCEDURE, IF THEY HAVE COMPLETED FIVE OR MORE YEARS AS INPATIENT

FOR THE..... HALF YEAR ENDING

SR. NO.	CASE NO./TITLE	NAME OF UTP WHICH IS UNSOUND MIND/ LUNATIC	OFFENCE FOR WHICH PUNISHED U/S WITH MAXIMUM PUNISHMENT PERMISSIBLE FOR THE OFFENCE	THE DATE OF COMING INTO JUDICIAL CUSTODY	DATE OF ADMISSION IN NURSING HOME/HOSPITAL	DATE OF RELEASE U/S 330 (1) OF CPC	REMARKS
1							

PROFORMA –IV

STATEMENT OF PERIODICAL EXAMINATION OF UNDER TRIAL PRISONERS (CHARGED WITH GRAVE OFFENCES IN WHICH LIFE IMPRISONMENT OF DEATH PENALTY IS PUNISHMENT) ABOUT THEIR FITNESS FOR TRIAL

FOR THEHALF YEAR ENDING.....

SR. NO.	CASE NO./ TITLE	NAME OF UTP WHICH IS UNSOUND MIND/LUNATIC	OFFENCE FOR WHICH PUNISHED U/S	THE DATE OF COMING INTO JUDICIAL CUSTODY	DATE OF ADMISSION IN NURSING HOME/HOSPITAL	DATE OF EXAMINATION OF MEDICAL OFFICER	REPORT OF MEDICAL OFFICER	REMARKS
1								

.....JUDGESHIP

Statement showing progress report of pending cases against sitting MP & MLA u/s 8(1) , 8(2), 8(3) of Representation of People Act, 1951 for the month ofyear.....

Sr. No.	Name of Court	Case No.	Name of MLA/MP	Offence	Date of Institution	Latest Status	Special reason of adjournment, if granted

.....JUDGESHIP

Statement showing P/I/D/B of cases related to Woman Atrocities

for the month ofyear.....

S.No.	Name of Court	Pending	Institution	Disposal	Balance

.....JUDGESHIP

Statement showing P/I/D/B of cases related to PCPNDT Act

for the month ofyear.....

S.No.	Name of Court	Pending	Institution	Disposal	Balance

.....JUDGESHIP

Statement showing P/I/D/B of cases related to SC/ST (Servarnon Dwara Atyachar)

for the month ofyear.....

S.No.	Name of Court	Pending	Institution	Disposal	Balance

.....JUDGESHIP

Consolidated Statement showing Pending, Institution, Disposal & Balance of Cases in

Juvenile Justice Board for the Month of.....Year.....

Case Type	Pending	Institution	Disposal	Cases at the close of the month
Criminal Regular				
Criminal Miscellaneous				
Total				

Monthly Statement regarding disposal of Embezzlement Cases against the Govt. Servants for the Month ofyear.....						
S. No.	Name of Court	Pendency from last Month	Instituted in this Month	Disposal Case in this Month	Balance of the Cases at the end of this Month	Remark
1	2	3	4	5	6	7

Consolidated Statement showing P/I/D/B of cases for the month of						
Sr. No.	Name of Court	Type of Cases	P	I	D	B
1		Sessions Cases				
		Special Act Cases				
		Criminal Appeal				
		Criminal Revision				
		Criminal Misc. Cases				
		Civil Suits				
		Civil Regular Appeal				
		Civil Misc. Appeal				
		Civil Misc. Cases				
		Civil Execution				
		Appeal Rent Control				
		DRA Revision				
		Complaints				
		F.R.				
		Total				

Quarterly statement of Civil & Criminal Cases
Judgeship

.....Quarter 20.....
To.....

(A) Criminal Cases

S.N.	Kind of Cases	Pending from last Quarter	Institution during the Quarter	Disposal During the Quarter	Pending at the End of the Quarter
1	Session Cases				
2	Criminal Appeal				
3	Criminal Revision				
4	Criminal Original				
5	Criminal Misc. Cases				
6	Total				

(B) Civil Cases

S.No.	Kind of Cases	Pending From last Quarter	Institution during the Quarter	Disposal During the Quarter	Pending at The end of the Quarter
1	Civil Suits				
2	Civil Appeals				
3	Civil Revisions				
4	Civil Misc. Cases				
5	Civil Execution				
6	Small Causes Case				
7	Debt. Relief Cases				
8	Total				
Grand Total (A+B)					

**Monthly Statement regarding pending cases of PCPNDT Act for the
Month ofyear.....**

S. No.	Name of Court	Particular of case no. & date of Institution	Original Institution on Date	Present Stage of the Case	Date from which pending for framing charges	Date of Framing charges	Reasons of not framing charges in time and whether extension for time sought for from Hon'ble High Court in compliance of order	Details of Revision etc. By which proceedings are stayed, if any	Next hearing date	Approx. time to disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

.....Quarterly Statement of Institution, Disposal & Pendency of Criminal & Civil Cases as on.....

S.No .	Name of Courts	Criminal Cases				Civil Cases			
		Opening Bal. as on...	Institution fromto	Disposal fromto...	Pendency at the end of.....	Opening Bal. as on.....	Institution from..... To.....	Disposal from To.....	Pendency at the end of.....

Consolidated Statement Showing Civil and Criminal Cases inas on.....

Format –II

S. NO.	Name of the Courts	Civil Cases								Criminal Cases							
		Upto 1 year	More than 1 year and Less than 2 year	More than 2 year and Less than 5 year	More than 5 year and Less than 10 year	More than 10 year and Less than 15 year	More than 15 year and Less than 20 year	More than 20 year	Total Pendency	Upto 1 year	More than 1 year and Less than 2 year	More than 2 year and Less than 5 year	More than 5 year and Less than 10 year	More than 10 year and Less than 15 year	More than 15 year and Less than 20 year	More than 20 year	Total Pendency
1																	

Total Civil Cases

Total Criminal cases

Grand Total

STATEMENT SHOWING THE YEARWISE BREAKUP OF THE PENDING CASES																																				
IN THE CJM/JM Courts in Judgeship as on																																				
Kind of Cases	Yearwise cases pending at the end of the Quarter																																			
	2015	2016	2017	Total			
.....																																				
.....																																				
.....																																				
.....																																				
Total of Criminal Cases																																				
.....																																				
.....																																				
.....																																				
.....																																				
.....																																				
Total of Civil Cases																																				
.....																																				
Grand Total																																				

Note- Include the kind of cases concerned as per Return no. 5 in your court

Total Civil Cases
Total Criminal Cases.....
Grand Total

Consolidated Statement Showing Civil and Criminal Cases inJudgeship as on.....

FORMAT –IV

S. No.	Name of the Courts	Civil Cases					Criminal Cases				
		Upto 1 year	More than 1 year and Less than 2 year	More than 2 years and Less than 5 year	More than 5 year	Total Pendency	Upto 1 year	More than 1 year and Less than 2 year	More than 2 years and Less than 5 year	More than 5 year	Total Pendency

Total Civil Cases.....

Total Criminal Cases.....

Grand Total Cases.....

Quarterly Statement of NDPS Act, 1985 of Judgeship								
.....Quarter,.....								
S. No.	Number of Cases beginning at the Quarter	Institution during the Quarter	Total of Column 2 & 3	Case Disposed during the quarter				Pending Cases
				Convicted	Acquitted	By Transfer	Total	
1	2	3	4	5	6	7	8	9
1								

APPENDIX

'G'

(Order 21 Rule 13)

CRIMINAL COURTS AND COURT-MARTIAL

ADJUSTMENT OF JURISDICTION RULES, 1978⁺

S.O. 488 - In exercise of the powers conferred by sub-section(l) of section 475 of the Code of Criminal Procedure, 1973(2 of 1974), and in supersession of the Criminal Courts and Court-Martial (Adjustment of Jurisdiction) Rules, 1968, the Central Government hereby makes the following rules for the trial of the persons subject to military, naval, air force, or Coast Guard law, or any other law relating to the Armed Forces of the Union by a Court to which the said Code applies, or by a Court-Martial, namely:

1. These rules may be called the Criminal Courts and Court-Martial (Adjustment of Jurisdiction) Rules, 1978.
 2. In these rules, unless the context otherwise requires,
 - (a) "Commanding Officer",
 - (i) in relation to a person subject to military law, means the Officer Commanding the unit to which such person belongs or is attached;
 - (ii) in relation to a person subject to naval law, means the Commanding Officer, of the ship or naval establishment or unit to which such person belongs; or is attached;
 - (iii) in relation to a person subject to air force law, means the officer, for the time being in command of the unit to which such person belongs or is attached;
 - (iv) in relation to a person subject to the Coast Guard law, means the Commanding Officer of the Coast Guard ship or establishment or unit to which such person belongs or is attached; and
 - (b) "competent air force authority" means the Chief of the Air Staff, the air or other officer commanding any Command, Group, Wing or Station in which the accused person is serving or where such person is serving in a field area, the Officer Commanding the forces or the air forces in the field;
-

- (c) "competent military authority" means the Chief of Army Staff or Officer Commanding the army, army corps, division, area, sub-area or independent brigade in which the accused person is serving and, except in cases falling under section 69 of the Army Act, 1950 (46 of 1950) in which death has resulted, the Officer Commanding the brigade or sub-area or station in which the accused person is serving;
 - (d) "competent naval authority" means the Chief of the Naval Staff or the Flag Officer Commanding-in-Chief, Western Naval Command, Bombay or the Flag Officer Commanding- in-Chief, Eastern Naval Command, Vishakhapatnam or the Flag Officer Commanding, Southern Naval Area, Cochin or the Flag Officer Commanding, Western Fleet, or the Flag Officer Commanding Eastern Fleet or Senior Naval Officer where the accused person is serving;
 - (e) "competent Coast Guard authority" means the Director General or Inspector General or Deputy Inspector General within whose command the accused person is serving.
3. Where a person subject to military, naval, air force or Coast Guard Law, or any other law relating to the Armed Forces of the Union for the time being in force is brought before a Magistrate and charged with an offence for which he is also liable to be tried by a Court Martial, or Coast Guard Court as the case may be, such Magistrate shall not proceed to try such person or to commit the case to the Court of Session, unless-
- (a) He is moved thereto by a competent military, naval, air force or Coast Guard authority; or
 - (b) he is of opinion, for reasons to be recorded, that he should so proceed or commit without being moved thereto by such authority.
4. Before proceeding under clause (b) of rule 3, the Magistrate shall give a written notice to the Commanding Officer or the competent military, naval, air force or Coast Guard authority, as the case may be, of the accused and until the expiry of a period of fifteen days from the date of service of the notice he shall not-
- (a) convict or acquit the accused under section 252, sub-sections (1) and (2) of section 255, sub-section (1) of section 256 or section 257 of the Code of Criminal

Procedure, 1973 (2 of 1974), or hear him in this defence under section 254 of the said Code; or

- (b) frame in writing a charge against the accused under section 240 or sub-section (1) of section 246 of the said Code; or
- (c) make an order committing the accused for trial to the Court of Session under section 209 of the said Code; or
- (d) make over the case for inquiry or trial under section 192 of the said Code.

5. where a Magistrate has been moved by the competent military, naval, air force or Coast Guard authority, as the case may be, under clause (a) of rule 3, and such authority, subsequently gives notice to such Magistrate, in the opinion of such authority, the accused should be tried by a Court- Martial or Coast Guard Court, as the case may be, such Magistrate if he has not taken any action or made any order under rule 4, before receiving the notice shall stay the proceedings and if the accused is in his power or under his control, shall deliver him together with the statement referred to in subsection (1) of section 475 of the said Code to the officer specified in the said sub-section.

6. Where within the period of fifteen days mentioned in rule 4, or at any time thereafter but before the Magistrate takes any action or makes any order referred to in that rule, the commanding officer of the accused or the competent military, naval, air force, or Coast Guard authority, as the case may be, gives notice to the Magistrate than in the opinion of such officer or authority, the accused should be tried by a Court-Martial, or Coast Guard Court as the case may be, the Magistrate shall stay the proceedings, and if the accused is in his power or under his control, shall deliver him together with the statement referred to in sub-section (1) of section 475 of the said Code to the Officer specified in the said sub-section.

7.(1) When an accused has been delivered by the Magistrate under rule 5 or 6, the Commanding Officer of the accused or the competent military, naval air force or Coast Guard authority, as the case may be, shall, as soon as may be, inform the Magistrate whether the accused has been tried by a Court-

Martial or Coast Guard Court as the case may be or other effectual proceedings have been taken or ordered to be taken against him.

- (2) When the Magistrate has been informed under sub-rule (1) that the accused has not been tried or other effectual proceedings have not been taken or ordered to be taken against him, the Magistrate shall report the circumstances to the State Government which may, in consultation with the Central Government, take appropriate steps to ensure that the accused person is dealt with in accordance with law.
8. Notwithstanding anything in the foregoing rules, where it comes to the notice of a Magistrate that a person subject to military, naval, air force or Coast Guard law, or any other law relating to the Armed Forces of the Union for the time being in force has committed an offence, proceedings in respect of which ought to be instituted before him and that the presence of such person cannot be procured except through military, naval or air force authorities, the Magistrate may by a written notice require the Commanding Officer of such person either to deliver such person to a Magistrate to be named in the said notice for being proceeded against according to law, or to stay the proceedings against such person before the Court Martial or Coast Guard Court, as the case may be, if since instituted, and to make a reference to the Central Government for determination as to the Court before which proceedings should be instituted.
9. Where a person subject to military, naval, air force or Coast Guard law, or any other law relating to the Armed Forces of the Union for the time being in force has committed an offence which in the opinion of competent military, naval, air force or Coast Guard authority, as the case may be, ought to be tried by a Magistrate in accordance with the civil law in force or where the Central Government has, on a reference mentioned in rule 8, decided that proceedings against such person should be instituted before a Magistrate, the Commanding Officer of such person shall after giving a written notice to the Magistrate concerned, deliver such person under proper escort to that Magistrate.

* * *

APPENDIX
'H'
(Order 21 Rule 15)
INDIAN SOLDIERS (LITIGATION) ACT 1925
THE INDIAN SOLDIERS (LITIGATION) ACT, 1925
ACT NO. 4 OF 1925 1*

[24th February, 1925.]

An Act to consolidate and amend the law to provide for the special protection in respect of civil and revenue litigation of Indian soldiers serving under special conditions.

WHEREAS it is expedient to consolidate and amend the law to provide for the special protection in respect of civil and revenue litigation of Indian soldiers serving under special conditions; It is hereby enacted as follows:-

[a] For Report of Select Committee, see Gaz. of Ind., 1925, Pt.V.p.11.

This Act has been extended to the new Provinces and the merged States by the Merged States (Laws) Act, 1949 (59 of 1949), section 3 (1-1-1950) and to the States of Manipur, Tripura and Vindhya Pradesh by the Union Territories (Laws) Act, 1950 (30 of 1950), section 3 (16-4-1950), Manipur and Tripura are full-fledged States now (see Act 81 of 1971) but Vindhya Pradesh is a part of M.P. State- (See Act 37 of 1956, section 9).

It has been extended also to the States merged in the State of Madhya Pradesh by M.P. Act (12 of 1950, section 3 (3-4-1950).

It has been extended to the Union territory of Pondicherry by a notification issued under section 8 of the Pondicherry (Administration) Act, 1962 (49 of 1962)- See Gaz. of India, 1963, Pt.II, section 3(ii) p.3 (S.O. 4).

It has been extended to the Union territory of –

- (a) Dadra and Nagar Haveli by Regn. 6 of 1963 (1-7-1965);
and
- (b) Laccadive, Minicoy and Amindivi Islands by Regn. 8 of 1965 (1-10-1967). The Islands are now known, as Lakshadweep- See Act 34 of 1973, section 3 (1-11-73).
- (c) Goa, Daman and Diu.- See Gaz. of India, 22-8-1984, Pt.II, section 3(i), Ext.p.2 No.333 – G.S.R. 62 (E) of 1984.

In Rajasthan the Act has been extended to Jagir proceedings by Raj. Act 23 of 1963. Similarly it has been extended to proceedings under Orissa Act 1 of 1952; 5 of 1955; 16 of 1960 and 10 of 1963.

The provisions of the Act have been applied to the police force in Jammu and Kashmir State- See J and K. Gaz. 19-5-1965, Pt.III, Ext.

It has been applied to Central Reserve Police Force- See. G.S.R. 1605, published in Gaz. of India. 28-10-1967, Pt.II, section 3(i), p.1738; Provisions of the Act applied to all Riflemen governed by the Assam Rifles Act, 1941.

So far as merchant seamen are concerned similar provisions are to be found in Ss.178 to 189 of the Merchant Shipping Act, 1958.

Provisions of the Act shall apply to Rajasthan Armed Constabulary personnel when stationed outside Rajasthan.- See Raj. Gaz. 4-4-1963, Pt.IV (Ga), p.68

Provisions of the Act shall apply to Armed Police Personnel of the State when deputed for service outside the State- See Ker.Gaz. 16-4-1963, Pt.I, p.426

Provisions applied to Border Security Force- See. Gaz.of India 20-7-91, Pt.II, section 3(ii), p.2893.

1. Short title, extent and commencement.

1. This Act may be called the Indian Soldiers (Litigation) Act, 1925.
2. It extends to the whole of India.
3. It shall come into force on the first day of April, 1925.

2. Definitions.- In this Act, unless there is anything repugnant in the subject or context,-

- (a) "Court" means a Court other than a Criminal Court and includes any such tribunal or other authority as may be specified by the Central Government by notification in the Official Gazette being a tribunal or authority which is empowered by law to receive evidence on any matter pending before it and on the basis of such evidence to determine, after hearing the parties before it, the rights and obligations of the parties in relation to such matter];
- (b) "Indian soldier" means any person subject to 5[the Army Act, 1950 (46 of 1950), or the Air Force Act, 1950] (45 of 1950), 6[, or the Navy Act, 1957 (62 of 1957);
- (c) "prescribed" means prescribed by rules made under this Act; and
- (d) "proceeding" includes any suit, appeal or application.
- (e) any reference to a decree or order of a Court shall be deemed to include a reference to a judgment, determination or award of a court.

3. Circumstances in which an Indian soldier shall be deemed to be serving under special conditions.-

For the purposes of this Act, an Indian soldier shall be deemed to be or, as the case may be, to have been serving-

- (a) under special conditions (when he is or has been serving under war conditions, or overseas, or at any place beyond India, or at any such place within India as may be specified by the Central Government by notification in the Official Gazette);
- (b) under war conditions- when he is or has been, at any time during the continuance of any hostilities declared by the Central Government by notification in the Official Gazette to constitute a state of war for the purposes of this Act or at any time during a period of six months thereafter,-
 - (i) serving out of India,
 - (ii) under orders to proceed on field service,

- (iii) serving with any unit which is for the time being mobilised, or
- (iv) serving under conditions which, in the opinion of the prescribed authority, preclude him from obtaining leave of absence to enable him to attend a Court as a party to any proceeding, or when he is or has been at any other time serving under conditions service under which has been declared by the Central Government by notification in the Official Gazette to be service under war conditions; and
- (c) overseas- when he is or has been serving in any place outside India (other than Ceylon) the journey between which and India is ordinarily undertaken wholly or in part by sea.

Explanation.-For the purposes of this section and with effect from the 3rd day of September, 1939, a soldier who is or has been a prisoner of war shall be deemed to be or to have been serving under war conditions.

4. Particulars to be furnished in plaints, applications or appeals to Court.-

If any person presenting any plaint, application or appeal to any Court has reason to believe that any adverse party is an Indian soldier who is serving under special conditions, he shall state the fact in his plaint, application or appeal.

5. Power of Collector to intervene in case of unrepresented Indian soldier.

If any Collector has reason to believe that any Indian soldier, who ordinarily resides or has property in his district and who is a party to any proceeding pending before any Court, is unable to appear therein, the Collector may certify the facts in the prescribed manner to the Court.

6. Notice to be given in case of unrepresented Indian soldier.

- (1) If a Collector has certified under section 5, or if the Court has reason to believe, that an Indian soldier, who is a party to any proceeding pending before it, is unable to appear therein, and if the soldier is not represented by any person duly authorised to appear, plead or act on his behalf, the Court shall suspend the proceeding, and shall give notice thereof in the prescribed manner to the prescribed authority:

Provided that the Court may refrain from suspending the proceeding and issuing the notice if-

- (a) the proceeding is a suit, appeal or application instituted or made by the soldier, alone or conjointly with others with the object of enforcing a right of pre-emption, or
 - (b) the interests of the soldier in the proceeding are, in the opinion of the Court, either identical with those of any other party to the proceeding and adequately represented by such other party or merely of a formal nature.
- (2) If it appears to the Court before which any proceeding is pending that an Indian soldier though not a party to the proceeding is materially concerned in the outcome of the

proceeding and that his interests are likely to be prejudiced by his inability to attend, the Court may suspend the proceeding and shall give notice thereof in the prescribed manner to the prescribed authority.

7. Postponement of proceedings.

If, on receipt of a notice under section 6, the prescribed authority certifies in the prescribed manner to the Court in which the proceeding is pending that the soldier in respect of whom the notice was given is serving under special conditions, and that a postponement of the proceeding in respect of the soldier is necessary, in the interests of justice, the Court shall thereupon postpone the proceeding in respect of the soldier for the prescribed period, or, if no period has been prescribed, for such period as it thinks fit.

8. Court may proceed when no certificate received.

If, after issue of a notice under section 6, the prescribed authority either certifies that the soldier is not serving under special conditions or that such postponement is not necessary, or fails to certify, in the case of a soldier resident in the district in which the Court is situate within two months or, in any other case, within three months from the date of the issue of the notice that such postponement is necessary, the Court may, if it thinks fit, continue the proceeding.

9. Postponement of proceedings against Indian soldier on leave.

When any document purporting to be signed by the Commanding Officer of an Indian soldier who is a party to any proceeding is produced by or on behalf of the soldier before the Court in which the proceeding is pending and is to the effect that the soldier-

- (a) is on leave of absence for a period not exceeding two months, and is on the expiration of his leave to proceed on service under special conditions, or
- (b) is on sick leave for a period not exceeding three months, and is on the expiration of his leave to rejoin his unit with a view to proceeding on service under special conditions, the proceeding in respect of such soldier may, in any case such as is referred to in the proviso to sub-section (1) of section 6 and shall, in any other case, be postponed in the manner provided in section 7.

10. Power to set aside decrees and orders, passed against an Indian soldier serving under war or special conditions.-

- (1) In any proceeding before a Court in which a decree or order has been passed against any Indian soldier whilst he was serving under any special conditions, the soldier or, if he is dead, his legal representative may apply to the Court which passed the decree or order for an order to set aside the same, and, if the Court, after giving an opportunity to the opposite party of being heard, is satisfied that the interests of justice require that the decree or order should be set aside as against the soldier, the Court shall, subject to such conditions, if any, as it thinks fit to impose, make an order accordingly.

- (2) The period of limitation for an application under sub-section (1) shall be ninety days from the date of the decree or order, or, where the summons or notice was not duly served on the soldier in the proceeding in which the decree or order was passed, from the date on which the applicant had knowledge of the decree or order; and the provisions of section 5 of the Indian Limitation Act, 1908 (9 of 1908), shall apply to such applications.
- (3) When the decree or order in respect of which an application under sub-section (1) is made is of such a nature that it cannot be set aside as against the soldier only, it may be set aside as against all or any of the parties against whom it has been made.
- (4) Where a Court sets aside a decree or order under this section, it shall appoint a day for proceeding with the suit, appeal or application, as the case may be.

11. Modification of law of limitation where Indian soldier of his legal representative is a party.-

In computing the period of limitation prescribed by sub-section (2) of section 10 of this Act, the Indian Limitation Act, 1908 (9 of 1908), or any other law for the time being in force, for any suit, appeal or application to a Court, any party to which is or has been an Indian soldier, or is the legal representative of an Indian soldier, the period during which the soldier has been serving under any special conditions, and, if the soldier has died while so serving, the period from the date of his death to the date on which official intimation thereof was sent to his next-of-kin by the authorities in India, shall be excluded:

Provided that this section shall not apply in the case of any suit, appeal or application instituted or made with the object of enforcing a right of pre-emption except where the said right accrues in such circumstances, and is in respect of agricultural land village immovable property situated in any such area as the Central Government may, by notification in the Official Gazette, specify in this behalf.

12. Power of Court to refer questions to prescribed authorities.

If any Court is in doubt whether, for the purposes of section 10 or section 11, an Indian soldier is or was at any particular time serving under special conditions, or has died while so serving, or as to the date of such death or as to the date on which official intimation of such death was sent to his next-of-kin by the authorities in India, the Court may refer the point for the decision of the prescribed authority, and the certificate of that authority shall be conclusive evidence on the point.

13. Rule-making power.

1. The Central Government may, by notification in the Official Gazette make rules to provide for all or any of the following matters, namely :-
 - (a) the manner and form in which any notice or certificate under this Act shall be given;
 - (b) the period for which proceedings or any class of proceedings shall be postponed under section 7;
 - (c) the persons who shall be the prescribed authorities for the purposes of this Act;

- (d) any other matter which is to be or may be prescribed; and
 - (e) generally, any matters incidental to the purposes of this Act.
2. Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

14. Power to apply the provisions of the Act to other persons in the service of the Government.-

- 1. As respects the State Public Services, the State Government, and in other cases, the Central Government may, by notification in the Official Gazette, direct that all or any of the provisions of this Act shall apply to any other class of persons in the service of Government specified in such notification in the same manner as they apply to Indian soldiers.
- 2. Where, under this section, the State Government has directed that all or any of the provisions of this Act shall apply to any class of persons in the service of Government, the powers vested in the Central Government by section 3 and section 13 shall be exercised in respect of that class of persons by the State Government.

THE INDIAN SOLDIERS LITIGATION ACT, 1925

Rules under the Act—The rules framed by the Central Government under Section 13 of the Indian Soldiers (Litigation) Act, 1925 are given in the following notification:

In exercise of the powers conferred by Section 13 of The Indian Soldiers (Litigation) Act, 1925 (IV of 1925), this Central Government after consulting the High Courts, concerned, is pleased to make the following rules, namely:—

1. (1) These rules may be called the Indian Soldiers (Litigation) Rules, 1938.
(2) They extend to the whole of India.
2. **Definitions**—(1) In these rules, “the Act” means the Indian Soldiers (Litigation) Act, 1925 (IV of 1925).
(2) All words used herein and defined in the Act shall be deemed to have the meanings respectively attributed to them by the Act.
3. **Prescribed Authority**—The prescribed authority for the purposes of sub-clause (iv) of clause (b) of Section 3 and Sections 6, 7 and 8 of the Act shall be the Officer Commanding the Unit or the Depot of the unit to which the soldier belongs.
4. **Form of Collector’s certificate**—The certificate given by a Collector under Section 5 of the Act shall be in Form A of the Schedule.
5. **Notice by Court**—The notice given by the Court under Section 6 of the Act shall be in Form B of the Schedule and shall be sent to the prescribed authority care of the General Officer Commanding-in-Chief of the Command in which the Courts is situated, and the certificate of the prescribed authority, under Section 7 of the Act, shall be in Form C of the Schedule.
6. **Certificate as to that postponement not required**—If at any time it appears to the prescribed authority that the circumstances in which he certified to the Court under section 7 of the Act that a postponement of the proceedings was necessary in the interest of justice, no longer exist, he shall forthwith certify to the Court to that effect in Form D of the Schedule.
7. **Postponement by Court**—On receipt of a certificate from the prescribed authority under Section 7 of the Act that a postponement of the proceedings is necessary in the interest of Justice the Court shall postpone the proceedings until the receipt of a certificate in Form D from the prescribed authority or until the soldier is represented in the proceedings by some person duly authorised to appear, plead or act in his behalf.
8. **Prescribed Authority**—The prescribed authority for the purposes of Section 12 of the Act shall be the General Officer Commanding-in-Chief of the Command in which the Court is situated.

SCHEDULE
'I'
(Order 33 Rule 4)

NOTIFICATION

No.....

In exercise of the powers conferred by section 312 of the Code of Criminal procedure, 1973 (2 of 1974) is pleased to make the following rules to regulate the payment of expenses paid to complainant and witnesses appearing, for the purpose of any enquiry, trial or other proceedings before a criminal court in the state of Rajasthan, namely:-

Chapter 1
Preliminary

- 1. Short title and commencement: -**
 - (i) These rules may be called the "Rajasthan Criminal Courts (Payment of Expenses to Complainant and Witnesses) Rules, 2017".
 - (ii) They shall come into force from the date of their publication in the Official Gazette.

- 2. Definitions: -** In these rules unless the context otherwise requires:-
 - (a) Criminal Court includes tribunal also.
 - (b) 'Code' means the Code of Criminal Procedure, 1973.
 - (c) 'Government Servant' means and includes officers/officials in the service of Government of Rajasthan/Central Government, or any state Government or any public authority or corporation or autonomous institutions.
 - (d) 'Government' means Government of Rajasthan.
 - (e) 'Reasonable expenses' means payment towards compensation of loss of income of the Witness besides his actual travelling expenses and diet money.
 - (f) Any word or expression used in these rules and not defined herein shall have the same meaning as assigned to it, in the code of Criminal procedure, 1973.

Chapter 2
Payment of Expenses

- 3. Cases in which Government is to pay the expenses: -**

The Government would be liable to pay expenses of Complainants and Witnesses only in the following categories of cases:-

 - (a) in all cases in which a witness has been compelled by the Presiding Officer of a Criminal Court on his own motion to attend the court under section 311 of the Code;
 - (b) In all cases where cognizance has been taken by the police; and
 - (c) Cases in which the prosecution is instituted or carried on by or under the orders or with the sanction of the Government, or of any Judge, Magistrate, or any other public officer.

Explanation: The complainant shall be paid the expenses only when he is summoned as a witness.

4. **Case in which Government is not to pay expenses:** - No payment shall be made to the witnesses by the Government in all cases other than covered by rule 3, unless the prosecution appears to be in furtherance of the interest of public justice.

**Chapter 3
Rate of Payment of Expenses**

5. **Category of Witnesses:** - The following category of witnesses is given below:-

Category of Witnesses: -	
(A)	Public witnesses of any class
(B)	Government servants
(C)	Expert witnesses such as Forensics Experts, Doctors, Engineers, Architects, Lawyers etc., who are not in the service of Government.

(a) For category (A) - fare equal to the fare chargeable by a road transport/state transport bus for a A/C deluxe coach, in addition to the subsequent taxi charges from the nearest bus stand to the concerned court complex as per prevalent rates notified by the government.

(b) for category (B) – actual travelling expenses as per their entitlement under the rules governing their nature of service, such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) – fare equal to the fare chargeable by a road transport/state transport bus for a A/C deluxe coach, in addition to the subsequent taxi charges from the nearest bus stand to the concerned court complex as per prevalent rates notified by the government.

(iii) Travel by air : -

(a) for category (A) - no air fare is payable;

(b) for category (B) – actual travelling expenses as per their entitlement under the rules governing their nature of service. Such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) – No air fare is payable.

(iv) Travel by Train :-

(a) Category (A) :- Actual Fare of Sleeper class

(b) Category (B): as per their entitlement under the rules governing their nature of service, such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) Category (C) – Actual fare of 3 AC class.

(B) Local Witnesses:-

(iv) Travel within city:-

(a) for category (A) – Actual auto rickshaw charges as per prevalent rates notified by the Government;

(b) for category (B) – Actual travelling expenses as per their entitlement under rules governing their nature of service. Such person is required to produce a certificate of

his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) – Actual travelling expenses as per the rates prescribed by the Government for motor car/taxies.

Note 1: If a person has not actually travelled by A/C train or by A/C bus, then the actual expenses incurred shall be reimbursed on production of original ticket or a copy thereof.

Note 2: If a witness has travelled by any other mode of transport incurring less expenditure than that of an auto rickshaw/taxi then only the lesser amount shall stand payable to him.

6. Overnight staying rates: -

(a) for category (A) . Rs. 750/- per day excepting the first day of appearance of witness in the Court.

(b) for category (B) – (i) Rs. 1,500/- per day for the Gazetted Officers or officers working in the equivalent pay scale excepting the first day of appearance of witness in the Court.

(ii) Rs.750/- per day for other government servants, excepting the first day of appearance of witness in the Court.

(c) for category (C) – Rs. 1,500/- per day excepting the first day of appearance of witness in the Court.

Note: For categories (A), (B) and (C) – This amount should be in addition to the other amount which would have become admissible to them had their evidence was to conclude in a single day and they were not required to overstay.

7. Expenses for diet : - A witness shall be paid expenses for diet at the following rates irrespective of category's/ he falls in:-

(a) In metropolitan Cities : Rs. 250

(b) In Division Headquarters : Rs. 200

(c) other places : Rs. 150

8. Expenses for retired police officers or other government servants: - Those witnesses, who appear in the Court after their retirement in connection with the work undertaken by them while they were in government service, may be paid expenses in the same manner as if they were still in government service.

9. Expenses for minor/disabled's attendant: - When a minor of a tender age or a disabled person is required to attend the Court as a witness and such a witness cannot safely travel, the attendant who accompanies the minor or the disabled person, may be paid fare as if he was also a witness in the case.

Chapter 4 Miscellaneous

10. Duty of the Court while making payment of expenses:- It shall be the duty of the Court that no complainant or witness is put to trouble or inconvenience as to the payment of expenses which she/he is entitled to under these rules. The Court shall ensure that payment vouchers are handed over to the witness in the Court itself soon after their testimony is recorded, without any undue delay.

11. **Liberal exercise of discretion:** - In doubtful cases or in cases where it is not clear as to how much distance, the witness has travelled, the presiding Officer may use his or her experience or knowledge for making assessment that how much expenses are to be paid to the witness and exercise such discretion liberally.
12. **Payment in advance may be made in appropriate cases, where a witness is asked to overstay:** - Subject to these rules, in appropriate cases, where testimony of witness is in progress and witness is required to overstay, for the continuation of his or her testimony, the Court may make advance payment to such a witness for the next day of his stay.

APPENDIX

‘J’

YEARLY PLANNER

JANUARY					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
FEBRUARY					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 28 th / 29 th					
MARCH					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
APRIL					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 30 th					
MAY					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
JUNE					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 30 th					
JULY					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
AUGUST					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
SEPTEMBER					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 30 th					
OCTOBER					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					
NOVEMBER					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 30 th					
DECEMBER					
Date	Work to be done (Compliance of Return and other works)	Due date for Performance	Where to be sent	Date of Compliance	Remarks (Record here reasons for delayed compliance)
1 st to 31 st					

**APPENDIX
"K"
(Order 35 Rule 5)**

S.No.	Proof of Address (Any two)
1	Passport
2	Driving License
3	Water Bill
4	Telephone (landline or post paid mobile bill)
5	Electricity Bill
6	Income Tax Assessment Order
7	Election Commission Photo ID Card
8	Proof of Gas Connection
9	Certificate from Employer of reputed companies on letter head
10	Spouse's passport copy (first and last page including family details) (provided the applicant's present address matches the address mentioned in the spouses passport)
11	Parent's passport copy, in case of minor (first and last page)
12	Aadhaar Card
13	Registered Rent Agreement
14	Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)
15	Bhamashah Card/ BPL Card
16	Photo ID with address proof authenticated by Station House Officer of the area (provided certificate also bears the photograph of verifying SHO)

APPENDIX
'L'
(Order 34 Rule 5)
Guidelines for recording of evidence of vulnerable witnesses in Criminal Matters

(These guidelines are based on the UN Model Law on Justice in Matters involving Child Victims and Witnesses of Crime published by the UN Office on Drugs and Crime, Vienna, UN, New York 2009 and Protection of Children from Sexual Offences Act 2012 as amended time to time and Rules made there-under)

Each witness is unique and is to be handled accordingly. Some of the most challenging cases handled by Judges during the course of their careers are those involving vulnerable witnesses as, what happened to or was witnessed by them, impact significantly on their quality of deposition and potentially outcome of a trial.

Vulnerable witnesses, find the criminal justice system intimidating, particularly the courtroom experience. Under these circumstances, a vulnerable witness may be a poor witness, providing weak testimony and contributing less information than should have been elicited. Further, the lengthy process of navigating the formal and adversarial criminal justice system can affect the vulnerable witnesses psychological development and disable this sensitivity in significant and long-lasting ways.

To respond effectively to the needs of vulnerable witnesses the criminal justice system needs to respond proactively with sensitivity in an enabling and age appropriate manner, so that the trial process is less traumatic for them. Judges have to strike a balance between protecting the accused's right to a fair trial, and ensuring that witnesses who give evidence in the case are enabled to do so , to the best of their ability. Therefore, to elicit and secure complete, accurate and reliable evidence from vulnerable witnesses; minimize harm or secondary victimization of vulnerable witnesses in anticipation and as a result of participation in the criminal justice system; ensure that the accused's right to a fair trial is maintained. These guidelines shall be followed in case of examination of vulnerable witnesses during criminal trial who are victims or witnesses to crime, unless otherwise provided.

Construction of the guidelines

These guidelines shall be liberally construed to uphold the interests of vulnerable witnesses and to promote their maximum accommodation without prejudice to the right of the accused to a fair trial.

1. Terms explained

- (a) **Vulnerable Witness** – is a child who has not completed 18 years of age.
- (b) **Support Person** – Means and includes guardian ad litem, legal aid lawyer, facilitators, interpreters, translators and any other person appointed by court or any other person appointed by the court to provide support, accompany and assist the vulnerable witness to testify or attend judicial proceedings.
- (c) **Best Interests of the Child** – Means circumstances and conditions most congenial to security, protection of the child and most encouraging to his physical, psychological and

emotional development and shall also include available alternatives for safeguarding the growth and development of the child.

- (d) **Development Level** – Development level refers to the specific growth phase in which most individual are expected to behave and function in relation to the advancement of their physical, socio economical, cognitive and moral abilities.
- (e) **In-Camera Proceedings** – Means criminal matters or part thereof wherein the public and press are not allowed to participate, for good reason as adjudged by the court.
- (f) **Concealment of Identity of witness** – Means and includes any condition prohibiting publication of the name, address and other particulars which may lead to the identification of the witness
- (g) **Comfort Items** – Comfort items means any article which shall have a calming effect on a vulnerable witness at the time of deposition and may include stuffed toy, blanket or book.
- (h) **Competence of a vulnerable Witness** – Every vulnerable witness shall be competent to testify unless the court considers that they are prevented from understanding the questions put to them, or from giving rational answers to those questions due to tender years, disease, either of body or mind, or any other cause of the same kind.
Explanation: A mentally ill person may also be held competent unless he is prevented by his lunacy to understand questions
- (i) **Court House Tour** – A pre-trial tour of court room to familiarize a vulnerable witnesses with the environment and the basic process of adjudication and roles of each court official
- (j) **Descriptive Aids** – A human figure model, anatomically correct dolls or a picture or anatomical diagrams or any other aids deemed appropriate to help a vulnerable witness to explain an act or a fact.
- (k) **Live Link** –‘Live link’ means and includes a live television link, audio-video electronic means or other arrangement whereby a witness, while absent from the courtroom is nevertheless present in the court room by remote communication using technology to give evidence and be cross-examined.
- (l) **Special Measures** – Means and include the use of any mode, method and instrument etc, considered necessary for providing assistance in recording deposition of vulnerable witnesses.
- (m) **Testimonial Aids** – Means and includes screens; live links, image and/or voice altering devices; or any other technical devices.
- (n) **Secondary Victimization** – Means victimization that occurs not as a direct result of a criminal act but through the response of institutions and individuals to the victim.
- (o) **Revictimization** – Means a situation in which a person suffers more than one criminal incident over a period of time.
- (p) **Waiting Room** – A safe place for vulnerable witnesses where they can wait. It shall have toys, books, TV, etc. which can help them lower their anxiety

4. **Special Measures Direction** -

The court shall direct as to which, special measure will be used to assist a particular eligible witness in providing the best evidence. Directions may be discharged or varied during the proceedings, but normally continue in effect until the proceedings are concluded, thus enabling the witness to know what assistance to expect.

5. Applicability of guidelines to all vulnerable witnesses.

For the avoidance of doubt, it is made clear that these guidelines are to apply to any vulnerable witness including a child party, regardless of which party is seeking to examine the witness.

6. No adverse inference to be drawn from special measures.

The fact that a witness has had the benefit of a special measure to assist them in deposition, shall not be regarded in any way whatsoever as being adverse to the position of the other side and this should be made clear by the judge at the time of passing order in terms of these guidelines to the parties when the vulnerable witness is examined and when the final judgment is pronounced.

7. Identification of Stress causing factors of adversarial Criminal Justice System Factors -

Which cause stress on child witness, rendering them further vulnerable witnesses, and impeding complete disclosure by them shall, amongst others, include:

- (i) Multiple depositions and not using developmentally appropriate language.
- (ii) Delays and continuances.
- (iii) Testifying more than once.
- (iv) Prolonged/protracted court proceedings.
- (v) Lack of communication between professionals including police, doctors, lawyers, prosecutors, investigators, psychologists, etc.
- (vi) Fear of public exposure.
- (vii) Lack of understanding of complex legal procedures.
- (viii) Face-to-face contact with the accused.
- (ix) Practices insensitive to developmental needs.
- (x) Inappropriate cross-examination.
- (xi) Lack of adequate support and victims services.
- (xii) Sequestration of witnesses who may be supportive to the child.
- (xiii) Placement that exposes the child to intimidation, pressure, or continued abuse.
- (xiv) Inadequate preparation for fearless and robust testifying.
- (xv) Worry about not being believed especially when there is no evidence other than the testimony of the vulnerable witness.
- (xvi) Formality of court proceedings and surroundings including formal dress of members of the judiciary and legal personnel.

8. Competency of vulnerable witness:-

- (i) Every vulnerable witness shall be presumed to be qualified as a witness unless prevented by the following-
 - (a) age
 - (b) physical or mental disability leading to recording a finding of doubt regarding the ability of such witness to perceive, remember, communicate, distinguish, truth from falsehood or appreciate the duty to tell the truth, and/or to express the same.

Explanation: The court shall conduct a competency examination before recording the testimony of such witness, or on an application of either prosecution or defence or suo motu

9. Persons allowed at competence assessment.—

Only the following are allowed to attend the competence assessment:

- (i) the judge and such court personnel deemed necessary and specified by order of the judge concerned;
- (ii) the counsel for the parties;
- (iii) the guardian ad litem;
- (iv) one or more support persons for the child; and
- (v) the accused, unless the court determines that competence requires to be and can be fully evaluated in his absence.
- (vi) any other person, who in the opinion of the court can assist in the competence assessment.

10. Conduct of competence assessment.—

The assessment of a child as to his competence as a witness shall be conducted only by the judge.

11. Developmentally appropriate questions.—

The questions asked to assess the competency of the child shall be appropriate to the age and developmental level of the child; shall not be related to the issues at trial; and shall focus on the ability of the child to remember, communicate, distinguish between truth and falsehood, and appreciate the duty to testify truthfully.

12. Continuing duty to assess competence –

The court has the duty of continuously assessing the competence of the vulnerable witnesses throughout their testimony and to pass appropriate orders, as and when deemed necessary.

13. Pre-trial visit of Witnesses to the Court –

Vulnerable witness shall be allowed a pre trial court visit along with the support person to enable such witnesses to familiarise themselves with the layout of the court, and may include visit to and explanation of the following:

- (i) the location of the accused in the dock;
- (ii) court officials (what their roles are and where they sit);
- (iii) who else might be in the court, for example those in the public gallery;
- (iv) the location of the witness box;
- (v) a run-through of basic court procedure;
- (vi) the facilities available in the court;
- (vii) discussion of any particular fears or concerns with the intermediaries, prosecutors and the judge to dispel the fear, trauma and anxiety in connection with the prospective deposition at court.
- (viii) demonstration of any special measures applied for and/or granted, for example practicing on the live link and explaining who will be able to see them in the courtroom, and showing the use of screens (where it is practical and convenient to do so)

14. Meeting the judge –

The Judge may meet a vulnerable witness suo-moto on reasons to be recorded or on an application of either party in the presence of the prosecution and defence lawyer or in their absence before they give evidence, for explaining the court process

in order to help them in understanding the procedure and giving their best evidence.

15. Appointment of *Guardian ad litem*.—

The court may appoint any person as guardian ad litem as per law to a witness who is a victim of, or a witness to a crime having regard to his best interests after considering the background of the guardian ad litem and his familiarity with the judicial process, social service programs, and child development, giving preference to the parents of the child, if qualified. The *guardian ad litem* may be a member of bar/practicing advocate, except a person who is a witness in any proceeding involving the child.

16. Duties of *guardian ad litem*:

It shall be the duty of the guardian ad litem so appointed by court to :

- (i) attend all depositions, hearings, and trial proceedings in which a vulnerable witness participates.
- (ii) make recommendations to the court concerning the welfare of the vulnerable witness keeping in view the needs of the child and observing the impact of the proceedings on the child.
- (iii) explain in a language understandable to the vulnerable witness, all legal proceedings, including police investigations, in which the child is involved;
- (iv) assist the vulnerable witness and his family in coping with the emotional effects of crime and subsequent criminal or non-criminal proceedings in which the child is involved;
- (v) remain with the vulnerable witness while the vulnerable witness waits to testify;

17. Legal assistance

A vulnerable witness may be provided with legal assistance by the court, if the court considers the assignment of a lawyer to be in the best interests of the child, throughout the justice process in the following instances:

- (a) at the request of the support person, if one has been designated;
- (b) pursuant to an order of the court on its own motion.

18. Court to allow presence of support persons

- (a) A court shall allow suo moto or on request, verbal or written, to child testifying at a judicial proceeding to have the presence of one person of his own choice to provide him support who shall within the view and if the need arise may accompany the child to the witness stand, provided that such support person shall not completely obscure the child from the view of the opposing party or the judge.
- (b) The court may allow the support person to hold the hand of the vulnerable witness or take other appropriate steps to provide emotional support to the vulnerable witness in the course of the proceedings.
- (c) The court shall instruct the support persons not to prompt, sway, or influence the vulnerable witness during his testimony. The support person shall also be directed that he/she shall in no circumstances discuss the evidence to be given by the vulnerable witness.
- (d) Where no other suitable person is available only in very rare cases should another witness in the case be appointed as a support person. The court shall ordinarily appoint a

neutral person, other than a parent, as a support person. It is only in exceptional circumstances keeping the condition of the vulnerable witness in mind, that the court should appoint a parent as a support person.

19. The testimony of support person to be recorded prior:

A testimony of such support person if he also happens to be a witness shall be recorded, ahead of the testimony of the child.

20. Court to appoint facilitator.

(i) To assist the vulnerable witnesses in effectively communicating at various stages of trial and or to coordinate with the other stake holders such as police, medical officer, prosecutors, psychologists, defence counsels and courts, the court shall allow use of facilitators.

(ii) The court may, suo moto or upon an application presented by either party or a support person of vulnerable witnesses appoint a facilitator if it determines that such witness is finding it difficult to understand or respond to questions asked.

Explanation: (i) The facilitator may be an interpreter, a translator, child psychologist, psychiatrist, social worker, guidance counselor, teacher, parent, or relative of such witness who shall be under oath to pose questions according to meaning intended by the counsel.

(ii) If the court appoints a facilitator, the respective counsels for the parties shall pose questions to the vulnerable witness only through the facilitator, either in the words used by counsel or, if the vulnerable witness is not likely to understand the same, in words or by such mode as is comprehensible to the vulnerable witness and which convey the meaning intended by counsel.

21. Right to be informed

A vulnerable witness, his or her parents or guardian, his or her lawyer, the support person, if designated, or other appropriate person designated to provide assistance shall, from their first contact with the court process and throughout that process, be promptly informed by the Court about the stage of the process and, to the extent feasible and appropriate, about the following:

- (a) procedures of the criminal justice process including the role of vulnerable witnesses, the importance, timing and manner of testimony, and the ways in which proceedings will be conducted during the trial;
- (b) existing support mechanisms for a vulnerable witness when participating in proceedings, including making available appropriate person designated to provide assistance;
- (c) specific time and places of hearings and other relevant events;
- (d) availability of protective measures;
- (e) relevant rights of child victims and witnesses pursuant to applicable laws, the Convention on the Rights of the Child and other international legal instruments, including the Guidelines and the Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, adopted by the General Assembly in its resolution 40/34 of 29 November 1985;

- (f) the progress and disposition of the specific case, including the apprehension, arrest and custodial status of the accused and any pending changes to that status, the prosecutorial decision and relevant post-trial developments and the outcome of the case.

22. Language, interpreter and other special assistance measures

- (i) the court shall ensure that proceedings relevant to the testimony of a child victim or witness are conducted in language that is simple and comprehensible to a child.
- (ii) if a child needs the assistance of interpretation into a language or mode that the child understands, an interpreter shall be provided free of charge.
- (iii) if, in view of the child's age, level of maturity or special individual needs, which may include but are not limited to disabilities, if any, ethnicity, poverty or risk of revictimization, the child requires special assistance measures in order to testify or participate in the justice process, such measures shall be provided free of charge.

23. Waiting area for vulnerable witness

The courts shall ensure that a waiting area for vulnerable witnesses with the support person, lawyer of the witness facilitation, if any, is separate from waiting areas used by other persons. The waiting area for vulnerable witnesses should be furnished so as to make a vulnerable witness comfortable.

24. Duty to provide comfortable environment

It shall be the duty of the court to ensure comfortable environment for the vulnerable witness by issuing directions and also by supervising, the location, movement and deportment of all persons in the courtroom including the parties, their counsel, child witnesses, support persons, guardian ad litem, facilitator, and court personnel. The child may be allowed to testify from a place other than the witness chair. The witness chair or other place from which the child testifies may be turned to facilitate his testimony but the opposing party and his counsel must have a frontal or profile view of the child even by a video link, during the testimony of the child. The witness chair or other place from which the child testifies may also be rearranged to allow the child to see the opposing party and his counsel, if he chooses to look at them, without turning his body or leaving the witness stand. While deciding to make available such environment, the judge may be dispensed with from wearing his judicial robes

25. Testimony during appropriate hours

The court may order that the testimony of the vulnerable witness should be taken during a time of day when the vulnerable witness is well-rested.

26. Recess during testimony

The vulnerable witness may be allowed reasonable periods of relief while undergoing depositions as often as necessary depending on his developmental need.

27. Measures to protect the privacy and well-being of child victims and witnesses.

- (1) At the request of a child victim or witness, his or her parents or guardian, his or her lawyer, the support person, other appropriate person designated to provide assistance, or the court on its own motion, taking into account the best interests of the child, may order one or more of the following measures to protect the privacy and physical and mental well-being of the vulnerable witness child and to prevent undue distress and secondary victimization:
 - (a) expunging from the public record any names, addresses, workplaces, professions or any other information that could be used to identify the child;
 - (b) forbidding the defence lawyer and persons present in court room from revealing the identity of the child or disclosing any material or information that would tend to identify the child;
 - (c) ordering the non-disclosure of any records that identify the child, until such time as the court may find appropriate;
 - (d) assigning a pseudonym or a number to a child, in which case the full name and date of birth of the child shall be revealed to the accused within a reasonable period for the preparation of his or her defence;
 - (e) efforts to conceal the features or physical description of the child giving testimony or to prevent distress or harm to the child, including testifying:
 - (i) behind screen;
 - (ii) using image- or voice-altering devices;
 - (iii) through examination in another place, transmitted simultaneously to the courtroom by means of video link;
 - (iv) through a qualified and suitable intermediary, such as, but not limited to, an interpreter for children with hearing, sight, speech or other disabilities;
 - (f) holding closed sessions;
 - (g) if the child refuses to give testimony in the presence of the accused or if circumstances show that the child may be inhibited from speaking the truth in that person's presence, the court shall give orders to temporarily remove the accused from the courtroom to an adjacent room with a video link or a one way mirror visibility into the court room. In such cases, the defence lawyer shall remain in the courtroom and question the child, and the accused's right of confrontation shall thus be guaranteed;
 - (h) taking any other measure that the court may deem necessary, including, where applicable, anonymity, taking into account the best interests of the child and the rights of the accused.
- (2) Any information including name, parentage, age, address, etc. revealed by the child victim or witness which enables identification of the person of the child, shall be kept in a sealed cover on the record and shall not be made available for inspection to any party or person. Certified copies thereof shall also not be issued. The reference to the child victim or witness shall be only by the pseudonym assigned in the case.

28. Directions for Criminal Court Judges

- (i) Vulnerable witnesses shall receive high priority and shall be handled as expeditiously as possible, minimizing unnecessary delays and continuances (Whenever necessary and possible, the court schedule will be altered to ensure that the testimony of the child victim or witness is recorded on sequential days, without delays.)
- (ii) judges and court administrators should ensure that the developmental needs of vulnerable witnesses are recognized and accommodated in the arrangement of the courtroom.
- (iii) separate and safe waiting areas and passage thereto should be provided for vulnerable witnesses.
- (iv) judges should ensure that the developmental stages and needs of vulnerable witnesses are identified recognized and addressed throughout the court process by requiring usage of appropriate language, by timing hearings and testimony to meet the attention span and physical needs of such vulnerable witnesses by allowing the use of testimonial aids as well as interpreters, translators, when necessary.
- (v) judges should be flexible in allowing the vulnerable witnesses to have a support person present while testifying and should guard against unnecessary sequestration of support persons.
- (vi) hearings involving a vulnerable witness may be scheduled on days/time when the witness is not inconvenienced or is not disruptive to routine/ regular schedule of child.

29. Allowing proceedings to be conducted in camera

- (i) When a vulnerable witness testifies, the court may order the exclusion from the courtroom of all persons, who do not have a direct interest in the case including members of the press. Such an order may be made to protect the right to privacy of the vulnerable witness or if the court determines on the record that requiring the vulnerable witness to testify in open court would cause psychological harm to him, hinder the ascertainment of truth, or result in his inability to effectively communicate due to embarrassment, fear, or timidity.
- (ii) In making its order, the court shall consider the developmental level of the vulnerable witness, the nature of the crime, the nature of his testimony regarding the crime, his relationship to the accused and to persons attending the trial, his desires, and the interests of his parents or legal guardian.
- (iii) The court may, motu proprio, exclude the public from the courtroom if the evidence to be produced during trial is of such character as to be distressing, personal, offensive to decency or public morals.

30. Live-link television testimony in criminal cases where the vulnerable witness is involved -

- (a) The prosecutor, counsel or the guardian ad litem may apply for an order that the testimony of the child be taken in a room outside the courtroom and be televised to the courtroom by live-link television
- (b) In order to take a decision of usage of a live-link the judge may question the child in chambers, or in some comfortable place other than the courtroom, in the presence of the support person, guardian ad litem, prosecutor, and counsel for the parties. The questions of the

judge shall not be related to the issues at trial but to the feelings of the child about testifying in the courtroom.

- (c) The court on its own motion, if deemed appropriate, may pass orders in terms of (a) or any other suitable directions for recording the evidence of a vulnerable witness.

31. Provision of screens, one-way mirrors, and other devices to vulnerable witness from accused.

The court may suo moto or on an application made even by the prosecutor or the guardian ad litem may order that the chair of the vulnerable witness or that a screen or other device be placed in the courtroom in such a manner that the child cannot see the accused while testifying. The court shall issue an order stating the reasons and describing the approved courtroom arrangement.

32. Factors to be considered while considering the application under Guidelines 31 & 32.

The court may order that the testimony of the vulnerable witness be taken by live link television if there is a substantial likelihood that the vulnerable witness would not provide a full and candid account of the evidence if required to testify in the presence of the accused, his counsel or the prosecutor as the case may be.

The order granting or denying the use of live-link television shall state the reasons therefore and shall consider the following:

- (i) the age and level of development of the vulnerable witness;
- (ii) his physical and mental health, including any mental or physical disability;
- (iii) any physical, emotional, or psychological harm related to the case on hand or trauma experienced by the child;
- (iv) the nature of the alleged offence and circumstances of its commission;
- (v) any threats against the vulnerable witness;
- (vi) his relationship with the accused or adverse party;
- (vii) his reaction to any prior encounters with the accused in court or elsewhere;
- (viii) his reaction prior to trial when the topic of testifying was discussed with him by parents or professionals;
- (ix) specific symptoms of stress exhibited by the vulnerable witness in the days prior to testifying;
- (x) testimony of expert or lay witnesses;
- (xi) the custodial situation of the child and the attitude of the members of his family regarding the events about which he will testify; and
- (xii) other relevant factors, such as court atmosphere and formalities of court procedure.

33. Mode of questioning

To facilitate the ascertainment of the truth the court shall exercise control over the questioning of vulnerable witness.

- (i) ensure that questions are stated in a form appropriate to the developmental level of the vulnerable witness;
- (ii) protect vulnerable witness from harassment or undue embarrassment; and
- (iii) avoid waste of time by declining questions which the court considers unacceptable due to their being improper, unfair, misleading, needless, repetitive or expressed in language that is too complicated for the witness to understand.

- (iv) the court may allow the child witness to testify in a narrative form.
- (v) questions shall be put to the witness only through the court.

34. Rules of deposition to be explained to the Witnesses

The court shall explain to a vulnerable witness to listen carefully to the questions and to tell the whole truth, by speaking loudly and not to respond by shaking head in yes or no and also to specifically state that the witness does not remember where he has forgotten something and to clearly ask when the question is not understood.

A gesture by a child to explain what had happened shall be appropriately translated and recorded in the child's deposition.

35. Objections to questions

Objections to questions should be couched in a manner so as not to mislead, confuse, frighten a vulnerable witness.

36. Allow questions in simple language

The court to allow the questions to be put in simple language avoiding slang, esoteric jargon, proverbs, metaphors and acronyms. The court must not allow the question carrying words capable of two-three meanings, questions having use of both past and present in one sentence, or multiple questions which is likely to confuse a witness. Where the witness seems confused instead of repetition of the same question, the court should direct for its re-phrasing.

Explanation: (i) The reaction of vulnerable witness shall be treated as sufficient clue that question was not clear so it shall be rephrased and put to the witness in a different way

(ii) Given the witness developmental level, excessively long questions shall be required to be rephrased and thereafter put to witness.

(iii) Questions framed as compound or complex sentence structure; or two part questions or those containing double negatives shall be rephrased and thereafter put to witness.

37. Testimonial aids.

The court shall permit a child to use testimonial aids as defined in the definition clause.

38. Protection of privacy and safety

(a) Confidentiality of records.— Any record regarding a vulnerable witness shall be confidential and kept under seal. Except upon written request and order of the court, the record shall only be made available to the following:

(i) Members of the court staff for administrative use;

(ii) The Public Prosecutor for inspection;

(iii) Defence counsel for inspection;

(iv) The guardian ad litem for inspection;

(v) Other persons as determined by the court.

(b) Protective order.— The depositions of the vulnerable witness recorded by video link shall be video recorded except under reasoned order requiring the special measures by the judge. However where any videotape or audiotape

of a vulnerable witness is made, it shall be under a protective order that provides as follows:

- (i) A transcript of the testimony of the vulnerable witness shall be prepared and maintained on record of the case. Copies of such transcript shall be furnished to the parties of the case.
- (ii) Tapes may be viewed only by parties, their counsel, their expert witness, and the guardian ad litem.
- (iii) No person shall be granted access to the tape, or any part thereof unless he signs a written affirmation that he has received and read a copy of the protective order; that he submits to the jurisdiction of the court with respect to the protective order; and that in case of violation thereof, he will be subject to the contempt power of the court.
- (iv) Each of the tapes, if made available to the parties or their counsel, shall bear the following cautionary notice:

'This object or document and the contents thereof are subject to a protective order issued by the court in (case title), (case number). They shall not be examined, inspected, read, viewed, or copied by any person, or disclosed to any person, except as provided in the protective order. No additional copies of the tape or any of its portion shall be made, given, sold, or shown to any person without prior court order. Any person violating such protective order is subject to the contempt power of the court and other penalties prescribed by law.'

- (v) No tape shall be given, loaned, sold, or shown to any person except as ordered by the court.
- (vi) This protective order shall remain in full force and effect until further order of the court.
- (c) Personal details during evidence likely to cause threat to physical safety of vulnerable witness to be excluded — A vulnerable witness has a right at any court proceeding not to testify regarding personal identifying information, including his name, address, telephone number, school, and other information that could endanger his physical safety or his family. The court may, however, require the vulnerable witness to testify regarding personal identifying information in the interest of justice.
- (d) Destruction of videotapes and audiotapes.— Any videotape or audiotape of a child produced under the provisions of these guidelines or otherwise made part of the court record shall be destroyed as per rules formed by the Rajasthan High Court.

39. Protective measures

At any stage in the justice process where the safety of a child victim or witness is deemed to be at risk, the court shall arrange to have protective measures put in place for the child. Those measures may include the following:

- (a) avoiding direct or indirect contact between a child victim or witness and the accused at any point in the justice process;
- (b) restraint orders;

- (c) a pre-trial detention order for the accused or with restraint or —no contact bail conditions which may be continued during trial;
- (d) protection for a child victim or witness by the police or other relevant agencies and safeguarding the whereabouts of the child from disclosure;
- (e) any other protective measures that may be deemed appropriate.

40. Applicability of these provisions in other matters.-

These provisions shall also apply wherever applicable and practical in the inquiry into and trial of rape or an offence under section 376, section 376A, section 376B, section 376C, section 376D or section 376E of the Indian Penal Code.

THE PRINTED FORMAT OF THE HUMAN BODY SHALL CONTAIN BOTH A
FRONTAL AND REAR VIEW OF THE HUMMAN BODY

(a) Name of deceased _____
 (b) S/O, D/O, W/O _____
 (c) Address: _____
 Age _____ Male/Female _____

Mark on charts

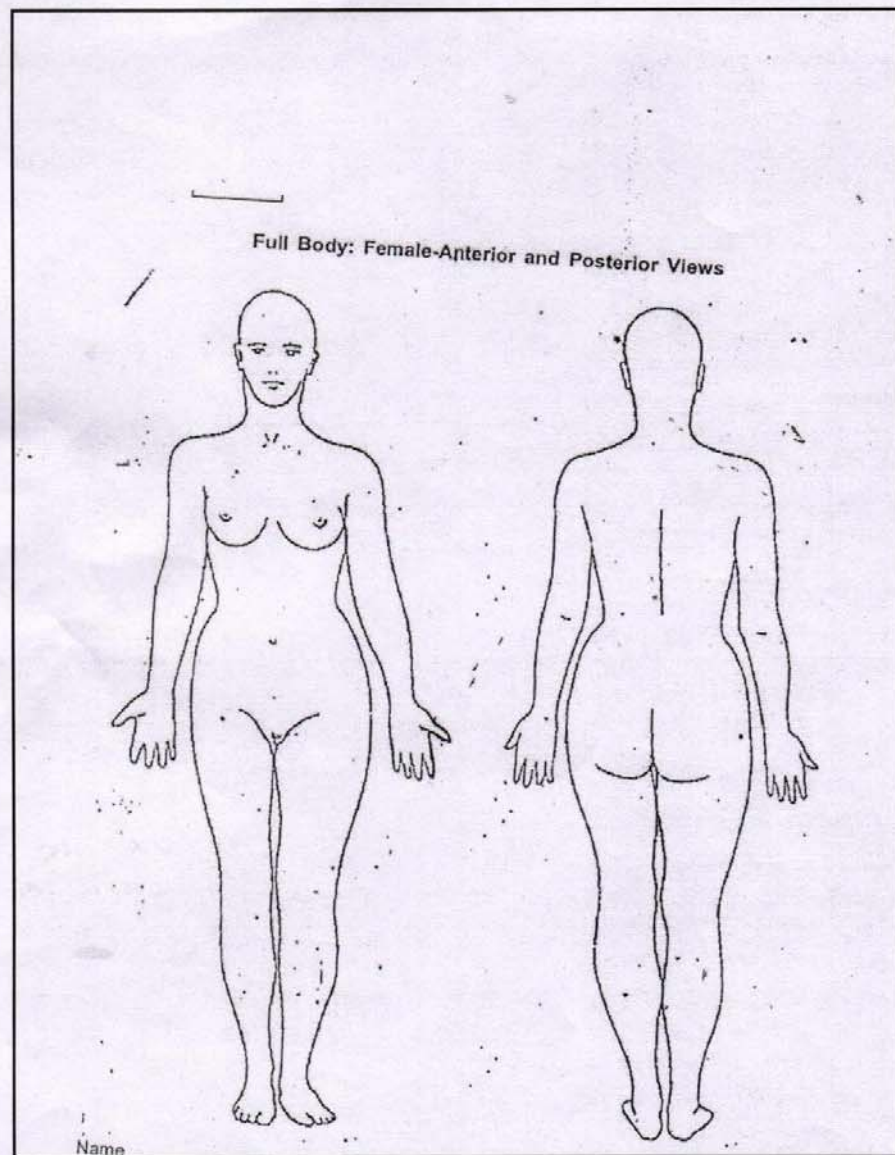
- Damaged
- Burnt
- Decomposed
- Skeletonized
- Missing
- Loose Please draw
- Scars/Piercing Please draw
- Skin marks Please draw
- Tattoo marks Please draw
- Malformations Please draw
- Amputations

RIGHT

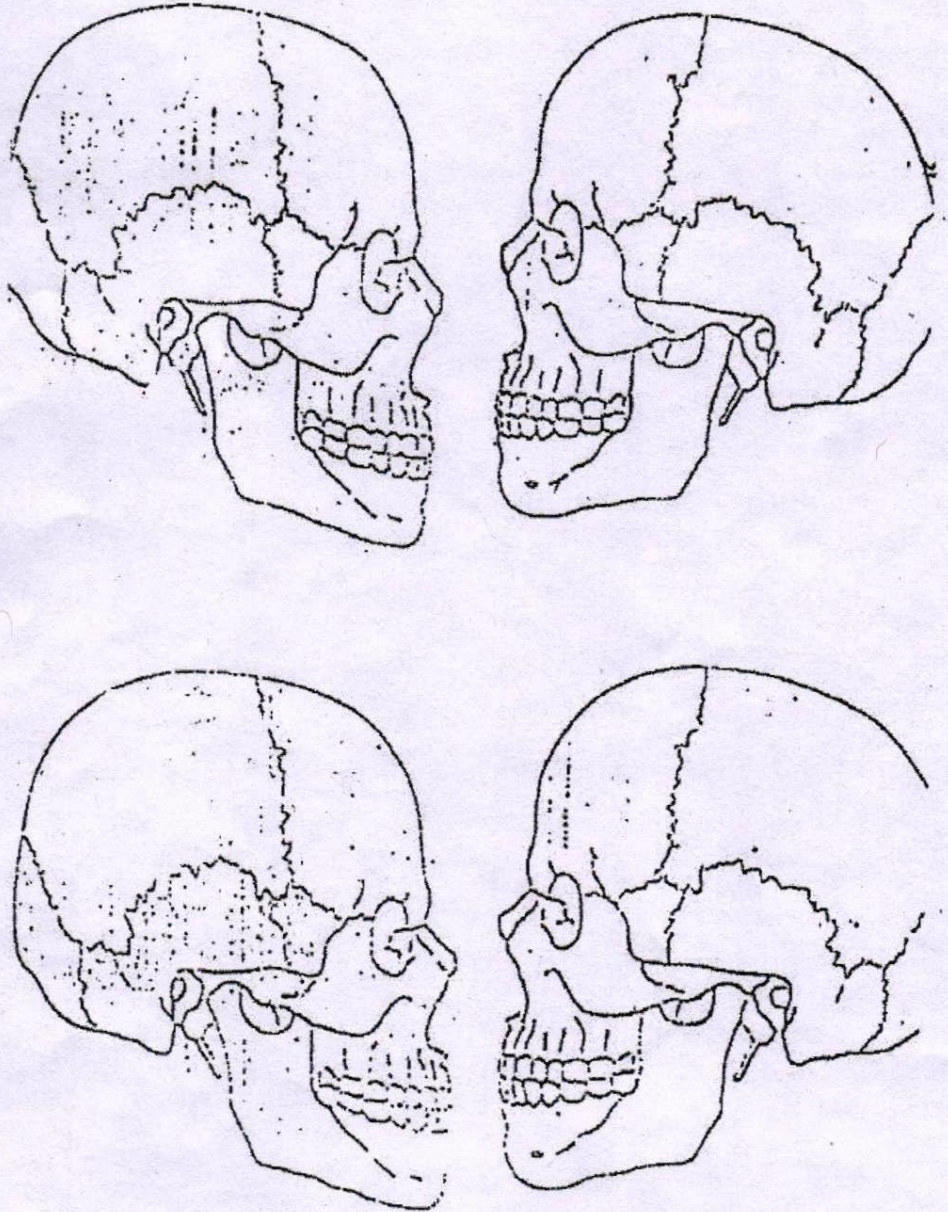
LEFT

Med Forms 11

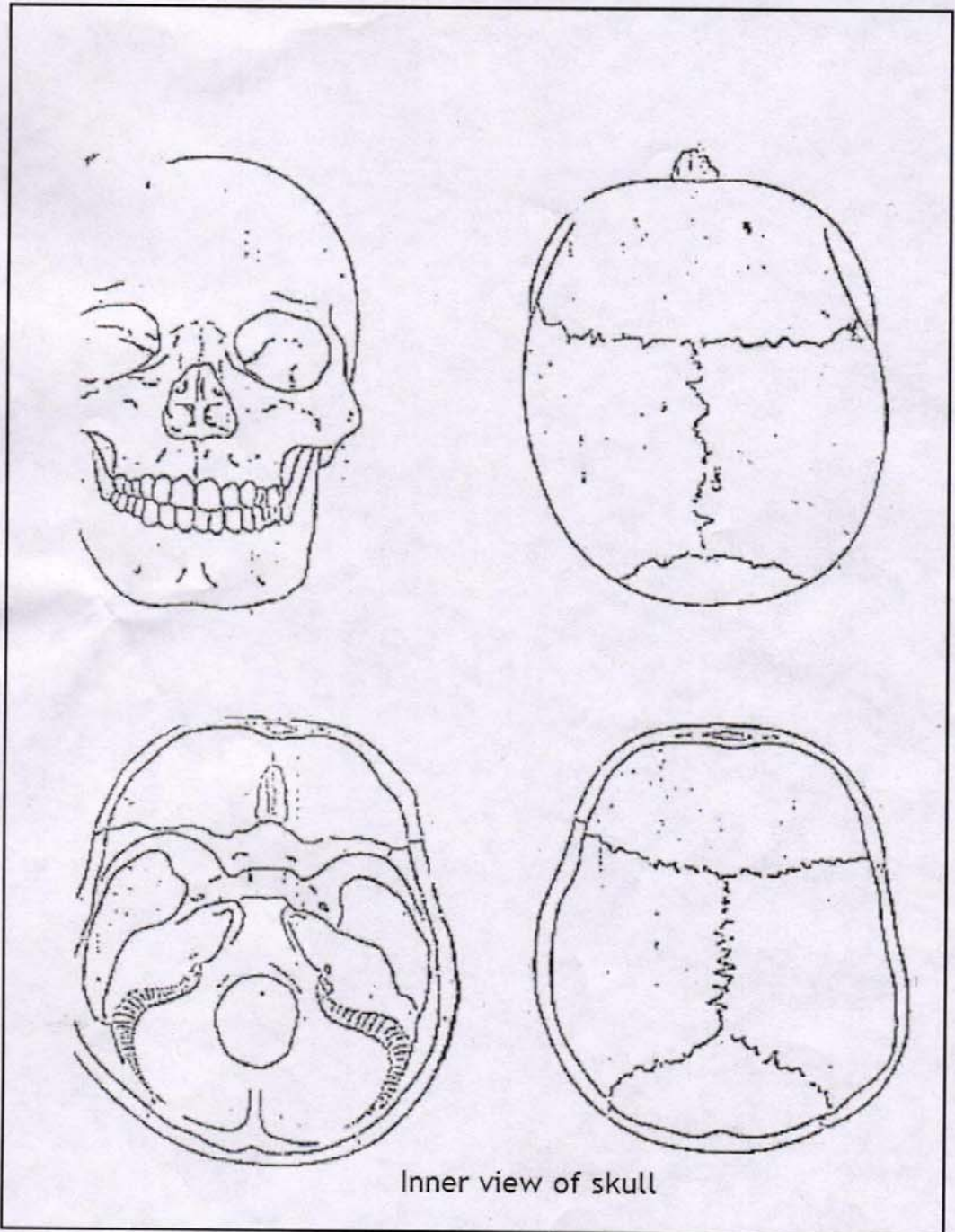
8



Head-Surface and Skeletal Anatomy : Lateral view

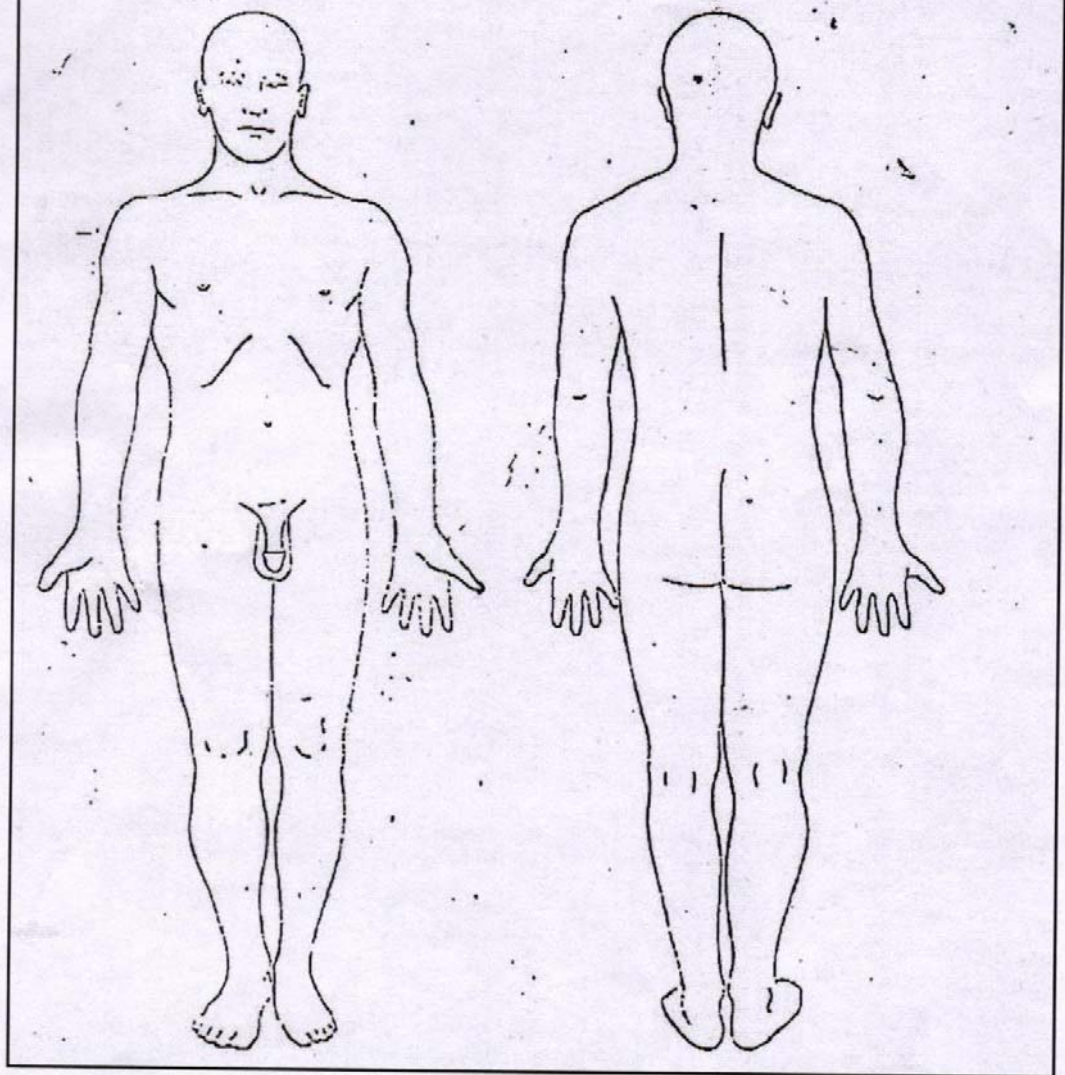


चिकित्सक के हस्ताक्षर



Inner view of skull

Full Body: Male-Anterior and Posterior Views (Ventral and Dorsal)



SCHEDULE 'M'

(Order 48 Rule 16)
Seal of Civil Courts

Name of Court	Shape	Dimensions
Every Court	Round	2-1/2 Diameter