

**CONSOLIDATED RULES**

**GENERAL RULES  
AND  
CIRCULAR ORDERS  
OF THE  
HIGH COURT OF JUDICATURE  
ORISSA  
(CRIMINAL)**



**VOLUME - II**

**1977**

**THIRD EDITION**

**(All Amendments till 31.01.2023 incorporated)**

## LIST OF FORMS IN APPENDIX A

### I – LIST OF ACCOUNT FORMS

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<sup>1</sup> Inserted vide C.S. No.56 dated 04.04.1996.

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<sup>1</sup> Inserted vide C.S. No.76 dated 03.03.2021.

<sup>2</sup> Inserted vide C.S. No.78 dated 19.05.2022.

<sup>3</sup> Inserted vide C.S. No.61 dated 18.06.1997.

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<sup>1</sup> Inserted vide C.S. No.58 dated 30.01.1997.

<sup>2</sup> Substituted vide C.S. No.74 dated 18.01.2014.

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<sup>1</sup> Inserted vide C.S. No.22 dated 26.06.1985.

<sup>2</sup> Inserted vide C.S. No.63 dated 18.06.1997.

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<sup>1</sup> Inserted vide C.S. No.11 dated 13.01. 1983.



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<sup>1</sup> Inserted vide C.S. No.37 dated 11.02.1992.

<sup>2</sup> Inserted vide C.S. No.60 dated 18.06.1997.

<sup>3</sup> Deleted vide C.S. No.39 dated 16.03.1992.

<sup>4</sup> Inserted vide C.S. No.71 dated 05.10.2001.

<sup>5</sup> Inserted vide C.S. No.69 dated 18.01.2000.

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<sup>1</sup> Deleted vide C.S. No.08 dated 09.06.1982.

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\* The words “Sheristadar” and “Nazir” wherever occurs are substituted by the words “Chief Administrative Officer” and “Deputy Administrator” respectively, vide C.S. No.80 dated 27.07.2022.

**APPENDIX A****I- ACCOUNT FORMS****FORM NO. (A) 1****CHALLAN****PART-1**

TO BE FILLED IN AT COURT BY THE PAYER

Name, father's name and address of person or persons on whose behalf the money is tendered	Name, father's name and address of person or persons to whose credit the amount is to be placed in is to be place in the Court's books.	Number of suit or date of Judicial decree or order (if any) under which the amount is tendered	Particular of receipts	Amount tendered	Remarks(if any)
1	2	3	4	5	6

Signature of Chief Ministerial Officer

Signature of person tendering the money

**PART II****TO BE FILLED IN BY THE COURT OR UNDER ITS ORDERS**

Serial number of challan	Date of challan	Account to be credited, whether civil suit deposits, fines or forfeitures stamp duty and penalties, or miscellaneous or other receipts	Remarks
1	2	3	4

Signature of the Accountant

TO THE

Cashier of the/Officer-in-charge of the Treasury

Receive and credit the above sum if tendered to you before 3 P.M today/ tomorrow

Dated.....

Signature of Judge-in-charge

**PART III****TO BE FILLED IN AT COURT BY CASHIER OR AT TREASURY BY TREASURY OFFICER**

Received notes (1)		
Received silver and copper .....		
RECEIVED TOTAL RUPEES .....		

Cashier of Court or the Treasury

Accountant of the Treasury

Signature of Treasury Officer

Treasury No.

Examined and entered in the books of the Treasury on the (2).....

NOTE - Four copies of this form are furnished free of cost

1. Enter here numbers of the notes

2. To be filled in only when presented at Treasury

**FORM NO (A) 2**  
**PAYMENT ORDER**

**PART I - Application for payment of Judicial deposits. (To be filled in by the applicant)**

Name, father's name and address of applicant	Date of the Court's decree or order	Names of the parties in the case, and number of the suit case	Date and amount of deposit	Amount to be paid	Remarks
1	2	3	4	5	6
				Rs. P.	

Date.....

Signature of Applicant

Examined and found correct

Signature of Chief Ministerial Officer

Signature of Presiding Officer

**PART II---- To be filled in by the Court or under its orders**

Serial No.	Date of payment order	Court's challan number	Challan date of the original deposit from which the payment is sought	Court's number of original deposit	Date of original deposit *	Actual amount in deposit	Name, father's name and address of the person at whose credit in deposit*	Details of re-payment if any out of the original deposit
1	2	3	4	5	6	7	8	9
						Rs. P.		

To the Officer-in-charge of the Treasury/ Cashier of the Court at

PLEASE pay as above to \_\_\_\_\_, or order Rs. #

Signature of Court's Accountant

Signature of Judge-in-charge

\*As per Court's register of deposits received [Form No. (A) 11]

# Words and figures



Note 1---This order is not payable more than ten days after date, without a renewal enforcement by the Court, and it absolutely lapses and cases to have effect on the 31<sup>st</sup> March next.

Note 2---Payee is hereby to take notice that tender and payment of this order the Treasury Officer will admit no further responsibility. It is the duty of the payee to see to the proper custody of his document until it is cashed.

Note 3---The signature below the words "Examined and found correct" in part I of this form must of course be held to indicate that the officer signing the certificate has satisfied himself that the applicant is the proper party to receive payment of the amount claimed," and that the particular stated are correct; While the Judge-in-charge will be responsible that the amount claimed is in deposit, that there is no bar to payment sand that the name of the claimant corresponds with that of the payee entered in his Register.

**PART III---To be filled in at Treasury (or at Court, If payable there)**

Received Contents, Rupees

Stamp of 20 P.  
if for more than  
Rs.20

Signature of disbursing cashier

Payee's Signature

Treasury No.

Pay Rupees

The ..... 20...

Exd, and Entd.

Accountant

Officer-in-charge of Treasury

For use in Accountant-General's Office

Admitted in full .....Auditor, Admitted Rs.

Objected Rs.....

Grounds of objection----

Auditor

**FORM NO. (A) 3**  
**REFUND OF LAPSED DEPOSIT**

**To**  
**THE ACCOUNTANT-GENERAL, ORISSA**

**Sir,**  
The following refunds, Lapsed Deposits, aggregating Rs.....(in words) have claimed by.....  
of whose identity and title to the money I have satisfied myself. I request your sanction to the refund:-

Class of deposit	Particulars of Original Deposits		Balance credited to Government		Date of Lapsed statement	Amount claimed		Remarks
	Year	No.						
			Rs.	P.		Rs.	P.	

The.....20.....

Judge, Magistrate or other officer

Accountant-General's office No.

, Dated

Sanctioned

Received payment

Accountant-General

Date

Receipt  
stamp

Claimant

Pay Rupees ( ) only

Examined

The.....20...

Accountant

Treasury Officer

---

Note- The signature of the claimant should be obtained on this form ad the form should be returned as voucher in support of the debit.

## FORM NO. (A) 4

## FORM OF ORDER FOR REFUNDS OF REVENUE

District of			Refunds of Revenue including fine					Voucher No. of List of Payment	
Head to which Chargeable			Refunds and Drawbacks					For.....20	
In whose name credited	On what account received	Amount realized	Date of payment into Treasury	Amount in which included and head to which credited	Treasury Officer's signature in token of verification of Treasury credit	Name of payee	Amount to be refunded	Reasons and (authority) for refund	Certificate of departmental note of refund
1	2	3	4	5	6	7	8	9	10
								Reasons Authority Sanctioned Controlling officer or _____s No. _____ Date _____	This order of refund has been registered and noted against the original receipt for entry in the departmental account under my initials and previous order for refund of the same sum has not been issued. Signature _____ Designation _____ Date _____

Received payment

passed for payment

Claimant's signature

Magistrate or other Officer

The \_\_\_\_\_ 20

Pay Rupees \_\_\_\_\_ ( ) only

Examined

Stamp, if required

Accountant

Officer-in-charge of Treasury

**FORM OF ORDER FOR REFUNDS OF REVENUE contd.**

Note 1- This order is not payable more than ten days after date without a renewal enforcement by the Court, and it absolutely lapses and cases to have effect on the 31<sup>st</sup> March next.

Note 2- No useful check can be exercised over refunds of revenue in the Account Officer, except in cases where full details of the collections of such revenue are received in that office, other than the Treasury accounts or other documents, e.g...Fine Statements. It is therefore essential that every refund should be noted against the original credit in the Court's account where all sums are entered in detail. This voucher for refunds provides for a certificate of such note having been made. The officer who received the amount should fill in columns 1 to 5 of the form and sign the certificate in column 10, while the Treasury Officer or the Sub-Treasury Officer should verify the credit by means of the particulars in columns 4 and 5 and after his signature in column 6 in token of his having done so. The sanction necessary for refunds of revenue is regulated by the order of the State Government. This sanction may either be given on the Voucher itself or quoted in it a certified copy being attached when such orders are not separately communicated to the Audit Office.

I- ACCOUNT FORMS

**FORM NO. (A) 5****ADVICE LIST TO TREASURY FOR CHEQUES ISSUED ABOVE RUPEES 100 IN AMOUNT**

TO

The Officer-in-charge of the Treasury..... at.....

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

Sir,

I am to advise having today issued upon you the under noted cheques for sums exceeding Rs.100, amounting in the aggregate to Rupees.\*

\*Amount to be entered in words.

Yours faithfully,

Judge-in-charge/Magistrate-in-charge

Serial number of payment order	To whom payable	Amount		Date of payment	Amount paid		Initials for treasury officer checking issue	Remarks
		3	4		6	7		
1	2	3	4	5	6	7	8	9
		Rs.	P.		Rs.	P.		

## FORM No. (A) 6

**DAILY ADVICE LIST OF RECEIPTS AND PAYMENTS AT THE TREASURY AT .....**  
**ON THE REQUISITION ON THE.....DAY OF.....20.....**

\*Date of last prior transaction

The.....of.....20.....

Court's number of challan	Court's date of challan	Detailed head of receipts								Total Receipts	Court No. of the Payment order	Court's date of payment order	Detailed head of payments								Total Payments
		Criminal Court deposits											Repayment of criminal Court deposits.		Refund		Refund of unclaimed property		Miscellaneous refunds		
1	2	3		4		5		6		7		10		11		12		13		14	
		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.			Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
Total receipts and payments at the Treasury Total as per Pass book, dated																					
Grand Total																					

\*The date of last prior transaction should invariably be filled in.

I- ACCOUNT FORMS

**FORM No. (A) 6-A**

Monthly statement of total peremptory receipts and disbursements for the month of-----

The account of money in the hand of the Deputy Administrator for the month of—

(A) Balance in hand	..	..	Rs:
(B) Total receipts during the month		..	Rs:
Total	..		Rs: <u>                    </u>

(i) Withdrawals from Treasury		Rs.
(ii) On other account	..	Rs.
Total	.....	Rs. <u>                    </u>

(C) Total payment during the month		..	Rs:
(i) Into the Treasury	..	Rs:	
(ii) On other account	..	Rs: <u>                    </u>	
Total	..	Rs: <u>                    </u>	

(D) Balance in hand -- .. Rs: Abstract for use in Treasury

\*Because the amount has already been incorporated in Treasury Because the amount will not appear in the Treasury account during the month.

	Receipts	Payments	
(A)+(B)	(ii) Rs.	(C) (ii)	Rs.
*Deduct (C)	(i) Rs.	*Deduct (A) (ii)	Rs.
Deduct (D)	Rs.		
Balance	Rs:	Balance	Rs:
Pasted on the receipt	Rs.	And on the payment	
Side Rs:	per contra		
A-G's office		Treasury Officer	
Auditor		Superintendent	

Forwarded to the Treasury Officer....., for incorporation in the Treasury Designation



I- ACCOUNT FORMS

**FORM No. (A) 7****Statement of Lapsed (1) Deposits of the Treasury for the year 20.....**

(1) Civil/Criminal Courts.

PARTICULARS OF DEPOSITS				FOR USE IN ACCOUNTANT-GENERAL'S OFFICE				REMARKS
Year	Number	Balance Lapsed		Number and date of refund order	Amount of refund sanctioned		Initials	
		Rs.	P.		Rs.	P.		

NOTE- A separate statement must be rendered for each of the three kinds of balances there in indicated to be transferred to credit of Government and only one kind of item should be entered in each page of this form, i.e., this page should contain six items.

**FORM (A) 8 – A****Bill for diet travelling allowance to witnesses attending the Court for the purpose of giving evidence during the month of.....20.....**

Voucher No..... of.....list for.....20.....

Class of witness	No. of witnesses	Diet Allowance			Travelling Allowance					Professional Allowance	Total of columns 5,7,9, 10 & 11	Remarks
		Daily rate*	Total No. of days For which the allowance is given	Amount	By road		By road		By Rail			
					Total No. of K.Ms.	Amount	No. of K.Ms.	Amount	Amount (for details see reverse)			
1	2	3	4	5	6	7	8	9	10	11	12	13
Class (a) - Laborers at the poorer class. Class (b) - Cultivators, artisans petty traders and others in a similar condition of life. Class(c) - Persons of better position.												
Grand Total .....												

TOTAL (in words)

\* Vide paragraph 237(7) B & O Treasure manual pay Rs... p.... Rupees(in words) examined and entered.

Accountant

Treasure officers

Certified that the allowance charged in his bill have actually been disturbed and are in accordance with the rates authorized by Govt. Vouchers for payment in excess of Rs. 25 to any one person are attached. I have as far as possible, obtained vouchers for other sums and am personally responsible that they have been so destroyed, defaced or mutilated that they cannot be used again.

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

Received contents.

NOTE of audit in Accountant General's Office

Admitted Rs.....Objected Rs.....on the following grounds--- District..... Signature.....

Auditors                      Examiner                      Superintendent                      Dated..... Designation.....

**Statement of details in support of Travelling Charge of witnesses drawn overleaf**

Class of witnesses	Single or return journey	From	To	Rate	No. of fares	Total charges	Remarks
1	2	3	4	5	6	7	8

**Form No. (A) 8 B**

A.G. No. 222

NO.....

Date.....20...

To whom payable.....

Case.....

Diet allowance under clause.....

Traveling allowance under clause.....

Total Rs.....

**Magistrate**

**Form No. (A) 8 B**

A.G. No. 222

NO.....

Date.....20...

Pay.....Rupees.....

for attending my Court as a Witness or Complainant in case .....

Versus.....

TO

THE DEPUTY ADMINISTRATOR, OF THE COURT

**Magistrate**

I- ACCOUNT FORMS

**FORM No. (A) 8-C**

***Plus and minus memorandum of deposits in the office of  
For the month of 20***

				Rs.	P.
Balance of last month	...	..	..	..	
Amount of A deposits received during the month	}	Repaid during the month	..		
		Not repaid during the month			
Amount of B deposits received during the month	}	Repaid during the month	..		
		Not repaid during the month			
Total				.....	
Amount of A deposits repaid during the month	{	Received in all previous year ..	..		
		Received last year			
		Received { Previous month			
		during { current			
	{	year. { Current month ..			
Amount of B deposits repaid during the month	{	Received during 20 -20	-20		
		Received during 20 -20	..		
Total					
...		Balance of deposits outstanding	...	..	
..					

**CERTIFICATE**

CERTIFICATED that on a comparison of Treasury Advice with posting there from in the \*guard file of chalans and in the Registers of Payment Orders of Deposits Receipts and of Repayments, the amounts entered above as received and paid are correct.

The.....20.....

**Judge-in-charge/Magistrate-in-charge**

Note- The repayments of B deposits received in the year of account and in the year next proceeding should be shown separately.

\*For use in Civil Courts only

I- ACCOUNT FORMS

**FORM No. (A) 8-D**  
**RECEIPT BOOK**

No.....

Book No.....of 20

From whom received.....

On what account.....

Amount

Rs. P.

In each.....

In stamps.....

Total ...

-----

-----

Rupees.....only

Receiving Officer

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

## I- ACCOUNT FORMS

**FORM No. (A) 9**

**Register of payment orders issued by the.....of.....in the month of.....20.....**

Date	Consecutive Number of Payment Orders	To whom paid	Nature of repayment and number of item in the Register against which it is to be taken	Amount cashed in Treasury				Initials of Judge-in-charge/ Magistrate-in-charge	Date of payment by Judge-in-charge/Magistrate-in-charge	Initials of Sessions Judge/Chief Judicial Magistrate/ District Magistrate	Remarks
				Court		Treasury					
1	2	3	4	5		6		7	8	9	10
				Rs.	P.	Rs.	P.				

NOTE - 1. After the receipt from the treasury advice of the last day of the month the monthly totals of this Register should be compared with the monthly totals of the Register of Repayments of Deposits and of any refunds of fines of miscellaneous receipt granted. The difference, if any with be on to orders but cashed and the amount of those which have lapsed should be written off.

2. The signature of the recipient with the date of receipt of the payment order should be taken in the Remarks columns.

## I- ACCOUNT FORMS

## FORM No. (A) 9 A

## REGISTER OF APPLICATIONS FOR PAYMENT ORDER

Serial number	Name of applicant	Nature, number and year of the case	Name of the court	Date of application	Date of sending to the Accountant for audit	Date of return by the accountant	Date when sent to the Record Room	Date of receipt in the Record Room	Date of return by the Record-Keeper	Date of receipt in the office	Date of audit by the chief ministerial officer	Date when sent to the Accountant	Date when sent to the Accountant General for sanction	Date when received back from the Accountant General	Date when payment order passed or in case of refund orders the date when sent to the Treasury for encashment.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- NOTE- 1. This Register will be kept by every Chief Administrative officer, Accountant and Record-keeper. The Record-keeper will be required only to fill up columns 1 to 4 and 9 and 10 and the Accountant columns 1 to 4, 6, 7 and 13 to 16.
2. Entries should be numbered serially according to the financial year.
3. Applications for payment orders filled by the Deputy Administrator should be entered in the Register maintained both by the Chief Administrative officer and the Accountant.

**FORM NO. (A) 10****TREASURY PASS BOOK****Remittance from the Court of the Sessions Judge/Chief Judicial Magistrate/  
District Magistrate to the Treasury**

Date of remittance to the Treasury	Court's serial number of Challan	Court's particulars of receipt	Head of account under which to be scheduled at Treasury	Amount	Signature of initials of Treasury Officers
1	2	3	4	5	6
				Rs. P.	



## I- ACCOUNT FORMS

**FORM Nos. (A) 11 (i) AND (A) 11 (ii)****Daily Register of Deposit received in Court or advised as having been received in the Treasury of .....**

Part I-A Deposits in the month of.....20.....

Part II-B Deposits

Date of receipt	Annual consecutive No. of each deposit	No. of challan and date	From whom received	Nature of deposit with name of payee	Amount of each deposit	Initials of Judge-in-charge/Magistrate-in-charge	Monthly total	Details of repayment														
								Date	Amount of each repayment	Initials of Judge-in-charge/Magistrate	Date	Amount of each repayment	Initials of Judge-in-charge/Magistrate-in-charge	Date	Amount of each repayment	Initials of Judge-in-charge/Magistrate-in-charge	Date	Amount of each repayment	Initials of Judge-in-charge/Magistrate-in-charge	Total repayment	Amount lapsed and credited to Government	Balance credited to clearance Register.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

NOTE - A separate Register in this form will be maintained for each of the two classes of deposits A and B. Each entry in this Register should be initialed by the Judge-in-charge/Magistrate-in-charge after comparison with the corresponding entries in the Challans and Register to payment Orders. This form should be used for two years only, after which the unpaid balance should be transferred to the Clearance Register as required by Rule 450, Part VIII, Page 145, Vol. I.

## I- ACCOUNT FORMS

**FORM Nos. (A) 12 (i) AND (A) 12 (ii)****DAILY REGISTER OF A /B DEPOSITS REPAID AT THE TREASURY OF OR REPAID AT THE COURT AND ADVISED TO THE TREASURY DURING THE MONTH OF .....20.....**

[To be maintained by the Judge-in-charge of Accounts and to be preserved for 12 years]

Details of deposits			Dates as to Present Repayments		Number of repayment voucher	To whom paid	Whether paid in cash or by transfer	Received in all Previous year	Received last year		Received during current year				Initials of-		Remarks
Date of	Number as per Register of receipts	Account or balance of deposit	Date of cashing payment order whether at Court or at Treasury	Date of granting payment order as per Court's Register					Previous month	Current month	Accountant	Judge-in-charge					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
		Rs. P.						Rs. P.	Rs. P.	Rs. P.	Rs. P.						

NOTE- 1. Separate Register must be maintained for each of these two classes of deposits

2. Columns 13 and 14 are not required to be filed up in the copy sent to the Accountant-General

3. Each entry in this Register should be compared with the corresponding entries in the Register of Payment Orders.





I- ACCOUNT FORMS

**FORM No. (A) 14****REGISTER OF MISCELLANEOUS RECEIPTS IN THE COURT OF THE.....DURING MONTH OF.....**

Consecutive number in the Register	Date of realization	Number of challan	Date of remittance to the Treasury	From whom received	Nature of receipt, i.e.,- (1) Sale or credit of unclaimed property credited to Government. (2) Forfeitures (3) Sale-proceeds of old furniture and store, etc. (4) Other Miscellaneous receipts.	Amount		Total		Remarks
1	2	3	4	5	6	7	8	9		
						Rs.	P.	Rs.	P.	

I- ACCOUNT FORMS

**FORM No. (A) 15**

**REGISTER OF COUNTER-FOILS OF RECEIPTS GRANTED BY  
CASHIER FOR PEREMPTORY CASH RECEIPTS**

No.....  
Dated.....  
Name of payer.....  
.....  
.....

On what account.....  
.....  
.....

Amount.....  
.....  
.....

Note - The counterfoils and the corresponding receipts  
should be serially numbered before this book is  
brought into use.

No..... Dated.....

Received From.....

The sum of

Rupees

(Signed)

**Cashier of the Court of the.....**

**at.....**



## I- ACCOUNT FORMS

**FORM No. (A) 17****REGISTER OF CRIMINAL FINES OF THE OFFICE.....FOR THE MONTH OF.....20.....**

Consecutive numbers	Number of case	Name of Magistrate imposing fine	Name and place of residence of offender	Offence and date of sentence	Amount of fine	Substantive Imprisonment	In default fine	Date of issue of warrant for realization of fine	The Police-station/Collector of the District or both to which issued	Signature of the Bench Clerk of the Magistrate imposing fine	Signature of Magistrate imposing fine	Date of return of warrant	Amount realized and date of realization	Balance	Amount paid into Treasury and date of payment	Signature of Clerk-in-charge of the fine Register	Amount remitted, written off or lapsed	Signature of Bench Clerk of Court to which the entry relates	Signature of Magistrate imposing fine	Signature of Judge-in-charge/Magistrate-in-charge of the fine register	Date on which the notice of realization of fine is sent to jail	Date on which the notice is received back from jail after amendment of warrant.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

<sup>1</sup> Substituted vide CS No. 67 dated 21.04.1998<sup>2</sup> Deleted and renumbered vide CS No. 54 dated 06.02.1996



I- ACCOUNT FORMS

**FORM No. (A) 17-A****Register of criminal fines of other districts for the month of .....20.....**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Serial number	Number of case	District of Court imposing fine	Name and office of Judge/ Magistrate imposing fine	Name and place of residence of offender	Amount of fine	Date of receipt of warrant for realization of the fine amount from other district.	Date of issue of warrant to police-station.	Police-station to which issued	Signature of the Clerk-in-charge of the Fine Register	Signature of the Judge-n-charge/Magistrate-in-charge of fines	Date of return of warrant	Amount realized and date of realization	Balance	Amount paid into Treasury and date of payment	Signature of the Treasury Muharrir	Date on which notice of realization of fine is sent to other district.	Date on which acknowledgement of receipt of notice is received.	Signature of the Clerk-in-charge of the fine Register	Signature of the Judge-in-charge/Magistrate-in-charge of fines	Remarks

## I- ACCOUNT FORMS

**FORM No. (A) 17-B**  
**ACCOUNTS OF SALEABLE FORMS**  
 (With sample entries)

Date	Application for copy	Application for information	Price			Number and date of challan by which paid into treasury	Initials of the Judge-in-charge	Remarks
1	2	3	4	5	6	7	8	9

Cashier

Note - The balance should be struck at the close of the month.

## I- ACCOUNT FORMS

**<sup>1</sup>FORM NO. (A) 17-C**  
**FINE REALISATION STATEMENT**

Serial No.	Name of the Court	Name and address of the convict	No. and Year of the Case/Nature of offence	Date of Conviction	The Sentence imposed in the Case	Date of commitment to Jail to serve out the substantive imprisonment and/ or imprisonment in default of payment of fine.	Date of termination of the Sentence	Date of realization of fine amount	Whether fine realized in full or part	Remarks
1	2	3	4	5	6	7	8	9	10	11

Magistrate

No.            Dated.....

Forwarded to the superintendent of ..... Jail at .....in duplicate for effecting necessary amendment in the original commitment warrant, release diary in accordance with the above memorandum and release him if otherwise not required to be detained.

Magistrate

Returned to the..... Magistrate/Judge.....after effecting necessary correction in the original commitment warrant and release diary on this day of .....20....., in accordance with the memorandum.

Superintendent of the Jail

<sup>1</sup> Inserted vide CS No. 56 dated 4<sup>th</sup> April 1996





**FORM No. (A) 20**  
**REGISTER OF CONTIGENT CHARGES**

N.B- A.G., B. & O. Form No. 241 of schedule XXV is to be indented for and used.)

**FORM No. (A) 21****SUBORDINATE COURT'S DAILY ADVICE LIST TO DISTRICT COURT**

Date of last prior transaction                      the      of      20.....

Subordinate Court's Daily advice List of sums received and paid under the Order of the Court of      on the      day of      20.., being the date of actual receipt of actual disbursement at the Court of at the Treasury.

N.B-[This statement is to be compiled from registers Nos.(A) 11,(A) 12, (A)14]

Receipts	Rs.	P.	Payments	Rs.	P.
Judicial deposits exceeding Rs. 5 each			Repayment of deposit exceeding in amount Rs.5 each received in all previous years as per detailed register attached [From No. (A) 12]		
Judicial deposits of Rs. 5 and under.			Repayment of deposits exceeding in amount Rs.5 each received in last year.		
Fines and for forfeitures      ...			Repayment of deposits exceeding in amount Rs.5 each received during the previous months of the current year.		
Stamps duty and penalties      ...			Repayment of deposits exceeding in amount Rs.5 each received during the current month.		
Miscellaneous and petty receipts			Repayment of B deposits received during the year of account.		
			Repayment of B deposits received during the year of account.		
Total      ..			Total      ..		

Certified that this statement has been examined with the Cash Book and Registers of chalan and payment orders and is correct.

Certified also that the registers of deposit not exceeding Rs.5 are written up to date and are in order.

To the Sessions Judge of

The date of last prior transaction should invariably be filled in.

NOTE - This daily advice list will be furnished only by the Judge-in-charge of accounts of the Courts at other than the Sadar Station who may either the Civil Judge (Senior Division) Judge and Civil Judge (Junior Division) but no such list will be send by any of the Court to the Sadar station-Vide Signature at foot.

## I- ACCOUNT FORMS

**FORM No. (A) 22****DISTRICT JUDGES DAILY REGISTER OF DEPOSITS ADVISED AS HAVING BEEN RECEIVED AND  
REPAID UNDER ORDER OF THE SUBORDINATE COURTS**

Date of actual receipt or repayment as advised	Deposits Exceeding in Amount Rs.5 Each											Deposits of Rs.5 and Under						Initials of District Judge			
	Total amount received		Repaid on account of all previous years		Repaid on account of past year		REPAID ON ACCOUNT OF CURRENT YEAR				Total amount repaid	Amount received		AMOUNT REPAID		Daily balance B					
							Previous months		Current month A					Previous years	Current year						
1	2		3		4		5		6		7		8		9		10		11		12
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	

NOTE - The column marked A should be proved monthly by comparing the difference between it and the column "Total amount received" with the statement of outstanding deposits. The column marked B should be tested by comparing the balance on the last day of each official year with the list of unpaid deposits.



## I- ACCOUNT FORMS

**FORM No. (A) 23**

**PEREMPTORY CASH BOOK OF THE .....COURT OF THE .....FOR THE .....DAY OF THE  
MONTH OF..... 20**

Dr.										Cr.													
Serial number of deposits	From whom received	Particulars	ON ACCOUNT OF-						ON ACCOUNT OF-							Total	Signature of payee						
			Witnesses expenses	Prisoner's diet	Commissioners' travelling allowance				Total	Date(and amount) of repayment	Initials of the Cashier	Initials of the Checking Officer	To whom paid	Particulars	Serial number of the deposit			Witnesses' expenses	Prisoners' diet	Commissioners' traveling allowance			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

NOTE- (1) When unexpended diet money is refunded by a peon the amount shall be entered in this Register against a new serial number. The serial number of the original deposit being written the letter thus 27/7

(2)Recipients of money should be required to affix their signatures in the last column against each item of money paid to them. The practice of bracketing two of more items and affixing one signature should not be permitted.

(3)When any payment is made by money orders, the money order receipt in original shall be pasted into the column provided for "Signature of Payee".

**FORM No. (R) 1**

Register of - (1) Complaints of offences

(2) Unimportant cases sent up by the Police in which a First Information report is not used.

(3) Miscellaneous cases.

Serial number for the year	Date of complaint or information or institution	Name of complainant /informant /applicant	Number and names of accused person or persons/ opposite party against whom the information is laid	Nature of case and section of law	Order passed with date		Remarks
					Preliminary	Final	
1	2	3	4	5	6	7	8

NOTE – 1. Separate volumes should be kept for Register of (1) Complaints of offences, (2) Unimportant cases sent up by the Police in which a First information report is not used, (3) Miscellaneous cases

2. The register of complaint of offences should be divided as follows:-

(i) 1.C.C. Register- Register of complaints filed by private individuals

(ii) 2.C.C. Register- Register of complaints on written report filed by Government officials.

(iii) 3.C.C. Register- Register of complaints filed by local bodies or authorities.

2. C.C. Register should be sub-divided into three parts namely 2(a) C.C. Register of complaints filed by Excise Department, 2 (b) C.C. Register of cases filed by Forest Department and 2(c) C.C. Register of cases filed by all other Government Officials, Similarly, 3 C.C. Register should be sub divided into three parts namely, 3 (a) C.C. Register of cases filed by the Municipality, 3 (b) C.C. Register of cases filed by Gram Panchayats and 3(c). C.C. Register of cases filed by local bodies except Municipality and Gram Panchayats. Separate serial numbers should be assigned in each volume to different types of cases from number one and the case number noted against the same.

3. Every order of transfer shall be entered in column 6.

4. The result of any appeal or application for revision should be entered in the column for Remarks.

5. The dates of adjournment till the date when the case is sent to the trial file of each case should be entered in column 6.

6. In the case of the Register of “Unimportant cases” the name of police-station may be noted in the remarks column or in column 1.

The following additional instructions should also be observed in the case of Register of Miscellaneous cases.

<sup>1</sup>[7. In this Register will be entered all cases falling under Sections 82, 83, 107, 108, 109, 110, 133, 143, 144, 145, 190 (1)(c), 345, 349, 350,125,127,128,446,457 and preliminary enquiries under Section 340 and proceedings for realization of amounts recoverable as fines under Sections 250, 357, 359, 421 and 424 of the Criminal Procedure Code and Section 22 of the Cattle Trespass Act <sup>2</sup>[and case under Section 11 (4) of the Prevention of Food Adulteration Act, 1953.] For cases under Sections 113 and 114 of the Indian Railway Act, a separate register shall be maintained.

8. This Register is intended to show all cases instituted and dealt with in the district or sub-division as the case may be. When subordinate Magistrates deal with such miscellaneous cases, their Bench Clerks should, at regular intervals furnish the Head Clerk of the Chief Judicial Magistrate or Sub-divisional Judicial Magistrate with information regarding them in order that they may be entered in the District or Sub-divisional Register.

(i) As stated in Note 8 above, this Register is intended to show all cases instituted and dealt with by the Magistrates. Applications, petitions etc. which have been simply filed and no action taken thereon, should not be entered in it.

(ii) The date of institution in miscellaneous cases is the date on which any proclamation is published, process issued, or order made, or on which the accused is produced in Court or called upon to show cause why an order should not be made against him.

(iii) An order for sale of attached property under Section 83 of the Code should be treated as equivalent to a conviction even though the attached property be subsequently restored under Section 85 (3).

(iv) The number of persons discharged or against whom order is made should in cases other than those under Sections 107, 108, 109, 110, 144, 145 of the Criminal Procedure Code be noted in the column for remarks.

9. Magistrate holding Mobile Courts should take the Trial Register with them and enter all cases taken cognizance of by them during Mobile duty. After return to the Court the Bench Clerk should fill up those cases in the concerned register in this form with the help of the Trial register.

10. Cases under Sections 112 and 122 Indian Railways Act not cognizable by the Police are to be entered in this register. Cases sent up by Police without First Information Report should be entered in the register of unimportant cases.

<sup>3</sup>11. Serial number of the pending cases at the end of the year should be noted in red ink at the front page.

<sup>1</sup> Substituted vide CS No.27 dated 26.09.1987

<sup>2</sup> Inserted vide CS No. 41 dated 27.06.1992

<sup>3</sup> Inserted vide CS No. 28 dated 25.09.1987

## II-REGISTERS

<sup>1</sup>FORM NO. (R)-1-A**INSTITUTION REGISTER TO BE MAINTAINED BY THE FAMILY COURT (CRIMINAL)**

Serial No.	No. & Year of the Case with Section of Law	Date of application/ admission/ Instruction of the case	Name, age, gender & address of the applicant	Name of the child (if any), Age & Gender place of birth of the child, residing with the applicant.	Name, address & occupation of the opposite party	Date of issuance of summons	Date of appearance of the opposite party	Dates of the orders passed by the Judge, Family Court	Preliminary order	Final Order	Action taken, if any, in case of default on payment of maintenance awarded by the Family Court	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

\* This registrar shall be verified by the Presiding Officer once in every week.

<sup>2</sup>FORM NO. (R)-1-B**REGISTER FOR COMPLAINTS OF OFFENCES UNDER NI ACT CASES**

Serial No. for the year	Date of complaint or information or institution	Name of complainant / informant / applicant	Number and names of accused person or persons/opposite party against whom the information is laid	Name of cases and section of law	Order passed with date		Interim/ Final compensation				Appeal / Revision with date of order	Amount deposited with LSA (Legal Services Authority) in case of compensation of offence	Remarks
					Interim	Final	Amount of interim/ final compensation with date	Date of issue of warrant for realization of interim/ final compensation	Date of recovery of interim/ final compensation	In case of acquittal date of return of the interim / final compensation			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

<sup>1</sup> Inserted vide CS No. 75 dated 03.03.2021

<sup>2</sup> Inserted vide CS No. 77 dated 19.05.2022.

II-REGISTERS

**FORM NO. (R) 2****MAGISTRATE'S GENERAL REGISTER OF CASE COGNIZABLE BY THE POLICE**

Serial No. for the year	Police station and police case number	Date of information and crime as reported to the police with section of penal code and other law	Date of receipt by the Magistrates	Name of parties	Return of police investigation 1. Nature and date of offence 2. crime established before police with section and, 3. Arrest made, etc.	Order passed with date		Remarks
						Preliminary	Final	
1	<sup>1</sup> 2	3	4	5	6	7	8	9

- Note** – 1. Every order of transfer shall be entered in remarks column.
2. The dates of adjournment of each case should also be entered in remarks column.
3. The result of any appeal or application for revision should be entered in the column for remarks.
4. Cases under Section 112 and 122 Indian Railways Act, cognizable by police should be entered in this Register.
- <sup>2</sup>5. Serial number of the pending cases at the end of the year should be noted in red ink at the front page.

<sup>1</sup> Substituted vide CS No. 12 dated 13.01.1983

<sup>2</sup> Substituted vide CS No. 29 dated 25.09.1987

**FORM No. (R) 3**  
**TRIAL REGISTER**

Register of cases instituted or received on transfer for enquiry or trial in the Court of  
Magistrate of.....

Serial number for the	Case number	Date of institution Appearance of the last accused	Date of receipt of the case	Name of complainant or informant	Number of accused	Nature of the case with the section of the Penal Code or other Act	Final order and date	Result of appeal or revision	Remarks
1	2	3	4	5	6	7	8	9	10

Note - 1. Each Court will have a serial number of its own.

2. The dates of adjournment of each case should be noted in the Remarks column.

3. Case number of different register should be distinguished by the letters C for "Complaint Register" case G, for "General Register" case U, for "Unimportant Register" case, and M for "Miscellaneous Register" case.

4. This Register shall be maintained by all Magistrates who try original cases.

5. Receipt of the case upon remand shall be noted in red ink in column-1.

6. A case in which the proceeding is stopped under Section 258 Cr.P.C. and subsequently revived after appearance of the accused should be restored to its original number but where accused is apprehended and brought to trial after destruction of the trial register, a new case should be registered in the register which is in use then.

7. Serial number of the pending cases at the end of the year should be noted in red ink in the front page.

8. Cases under Sections 113 and 114 Indian Railways Act should be entered in the Register only when they become contested.

9. In all instances where the accused is in custody, the letter 'C' in capital shall be written within bracket in red ink in column 6 immediately after the name of the accused concerned and it should be scored through as soon as he is enlarged on bail with the date of release noted under a line below the bracket. The entry shall be made each time and when the accused is subsequently taken to custody in the case date of such remand to custody noted below the entry.

10. Magistrates holding Mobile Courts should carry the registers with them and enter all cases taken cognizance of by them during Mobile duty. After return to the Court the Bench Clerk will fill up the column 2 of this register. These cases may be indicated by the letter 'M' below the serial number of cases of column 1 for the purpose of distinguishing them from regular cases.

11. Cases instituted under the Criminal Law Amendment Act should be entered in this Register, separate register in respect of such cases should be opened for each district.

II-REGISTERS

<sup>1</sup>FORM NO. (R) 3-A**REGISTER FOR PENDING SPLIT UP RECORDS**

Sl. No.	Case No. Trial No.	Name of absentee accused person with address	Name and address of the bailor for the absentee accused persons	Order No. and date of split up Record	Date of consignment of the original record to the record room	Action taken against the absentee accused persons	Date of appearance or apprehension of the absentee accused persons	Whether split-up records find entry in (R)-1 and (R)-3	Date of disposal of the split up records and date of consignment of the same to record room	Date of transfer of the split up records to dormant file if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

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<sup>1</sup> Inserted vide CS No. 62 dated 18.06.1997

II-REGISTERS

**FORM NO. (R) 4****REGISTER OF APPEALS/ REVISION CASES**

Serial number for the year	Date of filing	Number and names of appellants or applicants	Number and names of respondents or of opposite parties	Order or sentence appealed against or of which revision is sought	By whom the order or sentence was passed	Final order passed with date	Remarks
1	2	3	4	5	6	7	8

NOTE - 1. Separate volumes should be used for Appeals and Revision cases.

2. The date of sending a copy of the judgment to the lower Court shall be entered in the remarks column.

3. When appeals or the revisions are transferred to the other Courts, the date and the Court to which transferred should be noted in the remarks column.

4. When Criminal appeals or revisions are transferred to the file of Additional Sessions Judge or Assistant Sessions Judge or Chief Judicial Magistrate and disposed of by those Courts necessary information shall be sent to the Court of Sessions Judge for filing column 7 of the Register.



## II-REGISTERS

## FORM NO. (R) 5

## REGISTER OF WARRANTS OF SUBSTANTIVE TERMS OF IMPRISONMENT

Number and year of the case	Name of the person sentenced	Date of sentence	Term of imprisonment with section (s) of the offence	Date of commitment to the jail.	Date (s) of bail order	Date (s) of release of the convict on bail	No. and year of the case with name of the Court other than the convicting Court granting the bail.	No. of appeal or revision [with name of the Court] and result of the same with date.	Steps taken for recommitment of the accused with date.	Date of recommitment to the jail.	Date on which the imprisonment would ordinarily terminate.	Steps taken for return of warrant after termination of imprisonment.	Date on which the warrant is received by the court after execution.	Whether the fine amount has been written off or remitted	The pre-conviction period of detention of convict	Remarks
1	2	3	4	5	<sup>1</sup> [6	7]	8	<sup>2</sup> 9	10	11	12	13	14	<sup>3</sup> [15	16]	17

<sup>1</sup> Inserted vide CS No. 19 dated 25.08.1984

<sup>2</sup> Amended vide CS No. 55 dated 06.02.1996

<sup>3</sup> Inserted vide CS No. 30 dtd.23.05.1988

**Notes –**

- (1) Prisoners should be entered according to the date of sentence in chronological order. Warrants when returned shall be filed with record of the case to which they belong so as to form part of that record.
  - (2) In case of release of convict on bail on the Day of Judgment, column 11 shall be left blank and shall be filled up at the time of commitment to jail.
  - (3) When the accused is sentenced to imprisonment for life, the words "whole life" shall be entered in column 11.
  - (4) When the sentence of imprisonment is set aside, the original entry in column 11 shall be refunded up in red ink.
  - (5) When sentence of imprisonment is modified, a fresh entry in red ink be made below the original entry in column 11.
- <sup>1</sup>\*\*\*
- (6) Names and addresses of the surety/sureties and the period for which the interim bail order ensures shall be noted in the "Remarks column.
  - (7) This register shall be put up to the Presiding Officer or his successor-in- office once a week, for his verification.
  - (8) Cases in which sentence is imposed for the first time by the appellate Court, i.e. in case of appeal against acquittal, shall be entered in this Register. The date of sentence passed in the High Court or Supreme Court shall be deemed to be date when the original sentence was passed and accordingly the entries in other columns as necessary would be made.
  - (9) Case of persons imprisoned under Section 122 Criminal Procedure Code for failure to give security should be entered in this register.
  - (10) Cases of persons referred for confirmation of death sentence need not be entered in this register.

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<sup>1</sup> Deleted and renumbered vide CS No. 3 dated 09.02.1982

## FORM NO. (R) 5-A

## REGISTER OF WARRANTS OF IMPRISONMENT IN DEFAULT OF PAYMENT OF FINES

No. and year of the case	Name of the person sentenced	Date of sentence	Amount of fine imposed with default sentence and section(s) of the Offence.	No. of the Miscellaneous case, if any, started [either under Section 421 or] under section-424 Criminal Procedure code with adjourned date for payment of fine.	Date of payment of fine in full or part thereof. The amount of fine paid.	Date of stay order, if any, received from the appeal late or revisional court.	No and year of the case with the name of the court granting stay order.	Date of disposal of the appeal or revision in which the stay order was passed with the result of appeal or revision.	Steps taken for realization of the fine amount and commitment of the accused to jail in case of Confirmation or modification of the sentence or fine.	Date of commitment of the accused to jail in default of payment of fine.	Date on which the imprisonment would ordinarily terminate.	Steps taken for return of the warrant after termination of the imprisonment.	Date on which the warrant is received by the Court after execution	Whether the fine amount has been written off or remitted	Whether the accused was absent on the date of delivery of judgment.	Remarks
1	2	3	<sup>1</sup> 4	<sup>2</sup> 5	6	7	8	9	10	11	12	13	14	<sup>3</sup> [15]	16]	17

<sup>1</sup> Substituted vide CS No. 32 dated 23.05.1988

<sup>2</sup> Inserted vide CS No. 20 dated 01.09.1984

<sup>3</sup> Inserted vide CS No. 31 dated 23.05.1988

## II-REGISTERS

**FORM NO. (R) 5-A contd.**

- Notes** - (1) Prisoners should be entered according to the date of sentence in chronological order. Warrants when returned shall be filed with record of the case to which they belong so as to form part of that record.
- (2) In case of release of convict on bail on the Day of Judgment, column 12 shall be left blank and shall be filled up at the time of commitment to jail.
- (3) When the sentence of imprisonment is set aside, the original entry in column 12 shall be refunded up in red ink.
- (4) When sentence of imprisonment is modified, a fresh entry in red ink be made below the original entry in column 12.
- <sup>1</sup>(5) Names and addresses of the surety/sureties and the period for which the interim bail order ensure shall be noted in the "Remarks" column.
- (6) This register shall be put up to the Presiding Officer or his successor-in-office once a week, for his verification.
- (7) Cases in which sentence is imposed for the first time by the appellate Court, i.e. in cases of appeal against acquittal, shall be entered in this Register. The date of sentence passed in the High Court or the Supreme Court shall be deemed to be date when the original sentence was passed and accordingly the entries in other columns as necessary would be made.
- <sup>2</sup>(8) The cases in which order for compensation has been passed with default sentence under-section 357 Cr.P.C as also Section 5(i) of Probation of Offenders Act shall be entered in this register.

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<sup>1</sup> Deleted & renumbered vide CS No. 4 dated 09.02.1982

<sup>2</sup> Inserted vide CS No. 51 dated 11.05.1993

II-REGISTERS

**FORM NO. (R) 5-B**  
**SEPARATE RECEIPT REGISTER**

Serial No.	Number of the Case	Name of the Parties	Nature of the Final Order passed by the trial Court	Date on which orders of the appellate/ revisional Court is received	Nature of the Orders passed by the appellate/ revisional Court	Number of appeal or revision and name of the Appellate Court/ Revisional Court	Action taken for recommitment of the convict to jail	Date of recommitment of the Convict	Remarks
1	2	3	<sup>1</sup> 4	5	6	<sup>2</sup> 7	8	9	10

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<sup>1</sup> Inserted vide CS No. 73 dated 19.01.2010

<sup>2</sup> Inserted vide CS No. 18 dated 06.06.1984

**Form No. (R) 6****DIARY**

.....Magistrate took his seat at..... A.M

Petitions Nos. .... to ..... received.

The following work fixed for the day was dealt with in the manner indicated in each case:-

--	--

The Court rose at ..... P.M.

Statement regarding the No. of witnesses in attendance, examined, discharged, etc.

1. No. of witnesses in attendance
2. No. of witness examined and discharged
3. No. of witnesses examined in chief
4. No. of witnesses declined and discharged
5. No. of witnesses detained
6. No. of witnesses examined u/s. 202, 340, Cr.P.C

**Form No. (R) 7**

<sup>1</sup>REGISTER OF PETITIONS AND COURT-FEES IN THE COURT OF THE.....

[The Form No. (R) 9 of the G.R. & C.O. Civil Volume-II be used.]

2      \*\*\*\*                                      \*\*\*\*                                      \*\*\*\*

<sup>1</sup> Substituted vide CS No. 9 dated 09.06.1982

<sup>2</sup> Deleted Vide CS No. 26 dated 26.09.1987

## II-REGISTERS

## FORM NO. (R) 8

## REGISTER OF THE ATTENDANCE OF WITNESSES

Sl. No. of witnesses	Name of witness	Number of case in Registers Nos. (R) 1 or (R) 2	Date of attendance						Discharged				Examined	Tendered but Cross examination declined	Not examined	Initial of presiding officers	Remarks
			1 <sup>st</sup> day	2 <sup>nd</sup> day	3 <sup>rd</sup> day	4 <sup>th</sup> day	5 <sup>th</sup> day	6 <sup>th</sup> day	On the 1 <sup>st</sup> day	On the 2 <sup>nd</sup> day	On the 3 <sup>rd</sup> day	After the 3 <sup>rd</sup> day					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**Note-** (1) For instruction see Rule-85 Part I, General Rules and Circular Orders, Volume-I.

(2) Columns 1 to 4 should be filled in daily for every witness reported to be in attendance for the first time, and columns 5 to 9, as may be necessary, on account of the subsequent appearance of the same witness. If a witness has to re-appear after having been six times in attendance, a new series of entries in red ink must be made in columns 4 to 9 immediately under the previous entries. Columns 10 to 16 should be filled up after the witnesses' final discharge according to the entries made in columns 4 to 9 and the initials of the Presiding Officer are required in column 17 to vouch for the correctness of the entries in the Register.

## II-REGISTERS

**REGISTER OF THE ATTENDANCE OF WITNESSES contd.**

(3) Witnesses who, after having been discharged are re-summoned for cross-examination under the provisions of Sections 243 and 247 Criminal Procedure Code, should be regarded as witnesses who have reappeared and should in accordance with the instructions given in Note 2 above, be entered in columns 5 to 9.

(4) Case number of different Registers should be distinguished by the letters C for "Complainant Register" case, G for "General Register" case, U for "Unimportant Register" case and M for "Miscellaneous Register" case.

(5) Information regarding witness examined in chief only should be noted in the remarks column.

(6) When a case has been transferred from one Court to another and entries in respect of the witnesses who had appeared in the transferred Court columns 10 to 13 in respect of discharge of this register of the transferer Court should be left blank with a note underlined and dated in red ink to the effect that the case in which these witnesses had appeared has been so transferred.

(7) When a Magistrate receives a case on transfer for trial, the witnesses in attendance on the day of the transfer should be entered in this Register and opposite each such entry a note within brackets should be made showing the date or dates of the appearance of such witnesses before the transferer Court prior to transfer of the case.

<sup>1</sup>(8) The letter 'P' for examination of witnesses in physical mode and letter 'V' for examination of witness in virtual mode be noted in column No. 14.

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<sup>1</sup> Inserted vide CS No. 79 dated 19.05.2022



## II-REGISTERS

## FORM NO. (R) 9

## REGISTER OF PROCESSES RECEIVED FOR ISSUE

Serial No. of process	Nature of process. Whether to be served by post or by process server	Court from which the process is issued.	Number of case	Place and distance from Court		Number of duplicate processes accompanying the original.	Date of deposit of Talbana.	Date of receipt by Deputy Administrator	Name serving Officer and date of delivery to him	Date when returnable	Date of return to Deputy Administrator	Date of return of process/Postal A.D or the postal cover to the Court.	Signature of the clerk of the Court with date	Remarks
				Within 8 Kilometers by village unit system	Beyond 8 Kilometers by village unit system									
1	2	3	4	<sup>1</sup> [5	6]	7	8	9	10	11	12	13	<sup>2</sup> 14	15

<sup>1</sup> Inserted vide CS No. 10 dated 09.06.1982

<sup>2</sup> Substituted vide CS No. 2 dated 02.01.1981

## II-REGISTERS

**FORM No. (R) 9-A****REGISTER OF PROCESSES MADE OVER TO THE DEPUTY ADMINISTRATOR FOR SERVICE**

Serial No.	Number and year of the case to which the process relates	Name of the person to whom issued	Nature of processes	Date of issue	Date when returnable	Receiver's initials with dates	Date of return	Remarks
1	2	3	4	5	6	7	8	9

NOTE- If the process is sent by post, the fact may be noted in the remarks Column.

**FORM No. (R) 10****REGISTER OF PROCESSES ISSUED TO EACH POLICE-STATION**

Serial No.	Number and year of the case	Name of the person to whom issued	Nature of processes	Date when issue of processes was ordered	Date when sent to police station	Date when received back	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note - This register should also be maintained in ledger from..... one section being allotted to one specified police-station.

II-REGISTERS

<sup>1</sup>FORM NO. (R) 10-A**REGISTER OF VERIFICATION OF SERVICE RETURNS OF THE PROSECUTION WITNESS IN SESSIONS CASES**

Serial No.	Name of the Court	No. & Year of the Sessions case	Date fixed for Trial	Names of prosecution witnesses with addresses who are summoned as witnesses.	Date of Issue of Summons	Mode of service against each witness.	Date of return after service.	Whether service is sufficient/insufficient	Steps taken to procure the attendance of witnesses, If summons not received after due service.	Remarks
1	2	3	4	5	6	7	8	9	10	11

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<sup>1</sup> Inserted vide CS No. 57 dated 30.01.1997

## II-REGISTERS

**FORM No. (R) 11****REGISTER OF PLEADERS AND MUKHTARS IN THE COURT OF THE..... AT.....**

[Form No. (R) 24 of schedule XLII of Volume II, Civil,  
is to be indented for and used]

**FORM NO. (R) 12****COURT SUB-INSPECTOR'S DAILY BOOK OF PRISONERS TO BE  
PRODUCED BEFORE MAGISTRATE**

Name of prisoner	Date and time when received by the Court Sub-Inspector	Initial of Court sub-inspector receiving the prisoner	Date and time when produced before the Magistrate	Order of Magistrate	Signature of officer-in-charge of escort against the names of the prisoners sent from Court	Initial of jailor against the names of prisoners sent from Court
1	2	3	4	5	6	7

## II-REGISTERS

**FORM No. (R) 13****LIST OF RECORDS SENT TO DISTRICT RECORD ROOM FROM THE COURT OF.....**

Sl. No.	Serial number of case in the Primary register	Name of Magistrate and station	Number and year of the case on the trial register	Name of complainant	Name of accused	Final order passed with details of sentence and date of decision	Result of appeal or revision	Class of each file (A) & (B) of the case under rule-223 Part-III	Date when disposed of and shelved in the District Record Room	Number of shelf and rack in the District Record Room	Date of destruction of files and initials of officers superintending destruction	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Date of despatch.....

Signature of officer of despatching Court

Date of receipt.....

Signature of District Record-keeper

Note 1: Separate list should be prepared for cases falling under the proviso to Rule 223, Part III, Volume-1, (Criminal)

Note 2:- Case number of different primary registers should be distinguished by the letter C for Complaint Register case, G for General Register case, U for Unimportant Register case and M for Miscellaneous Register case.



II-REGISTERS

**FORM NO. (R) 14****LIST OF RECORDS OF SESSIONS CASES, CRIMINAL APPEALS AND REVISION CASES SENT TO THE SESSIONS JUDGE'S/DISTRICT RECORD-ROOM FROM THE COURT AT.....**

Serial No.	Register	Nature of the case with the section of the Penal Code or other Act applicable	Names of parties	Date of decision	File A or B	Date when disposed of and shelved in the Record Room	Number of shelf and rack in the Record Room	Dates of destruction of files and Initials of officers superintending destruction.	Remarks
1	2	3	4	5	6	7	8	9	10

Date of despatch-----

Signature of the Officer of Despatching Court

Date of receipt-----

Signature of the Session Judge's/District Record keeper

NOTE- Class of cases under rule 223, Part III, Volume 1, Criminal, should be noted in the column for remarks.

II-REGISTERS

**FORM No. (R) 15****REGISTER OF RECORDS REMOVED FROM THE RECORD ROOM/ ENTERED IN THE DESPATCH LIST  
BUT KEPT BACK BY THE DESPATCHING COURT**

Record-keepers' number and date (on the requisition) or date of receipt of despatch list.	Designation of the Court or office to which the record is sent or by which the record has been kept back after due date.	Court's date and number (on the requisition) (a).	Consecutive number in despatch list and date of decision of record kept back (b).	Nature number and year of case with date of disposal and the name of the Court to which the record relates.	Names of the parties	Date of removal of record (with initials of the clerk who removes it (a)	Date of return of record from Court	Date of restoration of record to its proper place with initials of the clerk who restored it.	Remarks
1	2	3	4	5	6	7	8	9	10

(a) This column need not be filled up when the record has been kept by a despatching Court.

(b) This column need not be filled up when record is removed from Record Room on requisition.

NOTE 1- When a portion only of the record is removed particulars of the papers should be entered in column 5.

NOTE 2-The number and date of each reminder issued should be entered in column 10.



## II-REGISTERS

<sup>1</sup>[FORM NO. (R) 15-A]**REGISTER OF REQUISITIONS FOR DOCUMENTS AND RECORDS**

Date when received in record room	Serial No.	To whom handed over for compliance	Date of compliance, or (In the case of a defective requisition) of return with initials of Record Keeper.
1	2	3	4

<sup>2</sup>[FORM NO. (R) 15-B]**REGISTER OF DEFECT REPORTS**

Sl. No.	Name of the Court	No. and year of suit or case with date of disposal	No. and date of issue of defect report	Nature of defects found	No. and date of reminders if any	No. and date of requisition received for the record for compliance of defect found	Date of sending requisitioned record to the Court concerned from the District Record Room	Date of receipt of the record and the original defect report after compliance	Date of restoration of records to its place	Remarks
1	2	3	4	5	6	7	8	9	10	11

<sup>1</sup> Inserted vide CS No. 21 dated 26.06.1985<sup>2</sup> Inserted vide CS No. 64 dated 18.06.1997



**FORM No. (R) 17****INSTRUCTIONS FOR WRITING UP STATISTICAL REGISTER 1.**

1. This Register is intended to facilitate the preparation of Annual Statement 2, and the following instructions should be observed in writing it up.

**General**

2. Apart from Certain miscellaneous proceedings under the Criminal Procedure Code, this register has reference to judicial work alone.

3. Offences under each head of crime, as specified in the "SCHEDULE OF OFFENCES" appended to Form No. (S) 6, infra, should be entered in a separate page or pages, as may be necessary. No cases under the Criminal Procedure Code except those indicated in it must be entered. The list given of offences under "Special and Local Laws" is not meant to be exhaustive. Separate pages should be provided and arranged in alphabetical order for each law against which it is alleged that offences have been committed. Separate pages should also be provided for attempts, where not separately specified in the schedule. Abetments should be included in the pages provided for the substantive offences abetted. In the pages provided for heads of crime, numbers 9 and 11, an entry should be made in the column for remarks of the persons dealt with summarily under the provisions of chapter XXI of Criminal Procedure Code; and in the pages provided for other heads of crime, an entry of the cases in which the complainant was required to pay compensation to the accused under Section 250 in addition to the punishment inflicted upon him, was required to give recognizance or security to keep the peace under Section 106. In the page provided for heads of Crime 79 and 80, "Security for good behavior," a note should be made in that column of the cases in which the orders of the Court of Sessions were taken under Section 122.

4. Entries relating to the cases of escaped prisoners should be struck out. On the recapture of the latter, their cases should be entered as new cases.

5. The final result of trial as regards each person will determine the head of crime under which entries regarding him are to be made, and the Magistrate who disposes of the case should in case of doubt, himself give the necessary direction, In the case of complaints dismissed under Section 203 of the Criminal Procedure Code or where the charge is found to be false or the facts alleged do not amount to an offence the head of crime should be that of the offence substantially imputed. Where an accused is tried under more than one head of charges he should be exhibited under the principal one only unless he happens to be accused of entirely distinct offences supported by separate evidence, in which case the trials should be shown separately, and the results independently.

6. Cases should be entered in the Register as final orders are passed in cases pending in the close of the previous year in columns 1,2 to 5, 6 and in columns 8, 9 or 10; cases instituted during the year in columns 1,2 to 5, 7 and in column 8, 9 or 11. The series in column I will be continuous and with the exception of columns 2 to 5 the entries in the other columns up to and inclusive of column 13 will

be in the form of a separate series for each column. At the close of the year, pending cases will be added in columns 1, 2 to 5, 7, 12 and also, if necessary, in 13 in which cases the persons concerned should be entered in column 17. The aggregate of the fine entries in columns 8 to 12 should agree with those of columns 6 and 7. The last entries in columns 6 to 13 and the totals of columns 14 to 17 will give the figure required for the corresponding columns of Annual Statement-2.

Regarding the filing up of the several columns

7. Columns 2 to 5 - The number of the case as given in Primary Registers 1 to 4 should be entered in these columns.

8. Column 6 - Enter all offences (cases) pending at the close of the previous year.

9. Column 7 - All offences (cases) of which information was given complaint made or cognizance taken under Chapters XII, XV of the Criminal Procedure Code, for the first time during the year, are to be shown, if alleged to have occurred in the district, although some of the charges may not have been prosecuted or may have been found to be false, provided that the cases were/dealt with by a Magistrate in his Judicial capacity. .

10. Column 8 - Enter all complaints (cases) inclusive of cases reported during, and pending at, the close of the previous year, dismissed under Section 203 of the Criminal Procedure Code, during the year.

11. Column 9 - Enter all cases other than those shown in column 8, in which during the year a Magistrate declared that the charge was false or that the facts alleged did not amount to an offence or that the offence never occurred, inclusive of cases pending from the previous year and so dealt with during the year. Include cases in which the complaint was adjudged to be frivolous or vexatious, and the complainant was fined under Section 250 of the Criminal Procedure Code. Exclude charges rejected by the Police unless a Magistrate declared them to be false, acting in a Judicial capacity.

12. Column 10 - Enter cases found to be true during the year out of those entered in column 6. (This information, though required by the Court is not required by the Government).

13. Column 11 - Enter cases found to be true during the year out of those entered in column 7.

14. Column 12 - The entry in this column should be the balance of the cases entered in columns 6 and 7 after deducting those entered in columns 8, 9, 10 and 11.

15. Column 13 - Is intended to show only cases brought to trial during the year and should not include cases pending at the close of the previous year.

16. Column 13 to 17 - No person who has not appeared personally or by agent in Court is to be included in Annual Statement - (2), but all persons who have appeared, who in obedience to summons, warrant, or other process or Voluntarily, to answer a criminal charge should be shown as under trial. So also persons discharged from bail taken under Section 169 without appearing before a Magistrate

should not be entered. Accordingly, those cases only in which an accused person has appeared personally or by agent before a Court and the persons who so appeared, are to be entered in these columns. Persons remaining under trial at the close of the previous year and those received by transfer from other districts during the year should be included in columns 14 to 17.

17. Columns 14 and 15 - These columns are intended to show the result of trials in Magistrate's Court as regards persons whose case were disposed of by Magistrates and in Court of Sessions as regards persons whose cases were disposed of by those Courts. In cases referred to by subordinate Magistrates under Section 323 and 325, and by Courts of Session under Section 366 of the Criminal Procedure Code, the results to be shown are those of the Court which received and dealt with the reference. Should this Court not have decided in any case by the end of the year, the person concerned in the case should be entered in the column "Remaining under trial at the close of the year".

18. Column 16 -It is not intended that any person should be entered in this column as disposed of by transfer unless the transfer was from one district to another or from one kind of Court to another. As for example, from a Civil or Revenue Court under Section 346 of the Criminal Procedure Code.

19. Column 17 - Persons remaining under trial in Courts of Magistrates and in the Courts of Sessions in cases of commitment to those Courts, as also the persons whose cases were referred to a Superior Court, alluded to in the instructions regarding the filling up of columns 14 and 15, and undecided at the close of the year should be entered in this column.

20. Column 18 - In this column should be noted the names of the Courts or districts to which the cases of any of the persons entered in columns 16 were transferred. If the acquittal or discharge of the person shown in column 14 was due to the case having been compounded, withdrawn or dismissed for default of appearance under Sections 256, 257,249,320 of the Criminal Procedure Code, the fact should be noted in this (column 18) in order to facilitate the compilation of the figures which are required to be noted in Annual Statement 2 (vide "Instruction" and "Note" to Annual Statement 2)

NOTE - This Register should not be kept in the form of a bound book, but the pages of the different heads of crime should be filed together and additions and insertions made as required.



**REGISTER OF CASES DECIDED –Contd.**

Committed or referred		Total of columns 17 to 23	Brought to trial during the year		Number of cases	Persons sentenced to					Detail of punishment														Number of boys whose sentences were commuted to detention in reformatory school	Remarks			
											Fine							Imprisonment											
On regular trial	On summary trial	Dispose d of during the year	Number of witnesses examined	Forfeiture of property	Imprisonment		Fine		Rupees 10 and under	Rupees 50 and under	Rupees 100 and under	Rupees 500 and under	Rupees 1,000 and under	Above Rupees 1,000	Amount of fine, imposed	Amount realized	Amount paid by way of compensation	15 days and under		6 months and under		2 years and under		7 years and under					
					Rigorous	Simple	With Imprisonment	Without imprisonment										Rigorous	Simple	Rigorous	Simple	Rigorous	Simple	Rigorous	Simple				
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59

Instructions- A separate Register must be kept for each Court and the designation of the presiding officer and the powers exercised must be stated in the title with a view to the entry of the figures against the proper subheads in column 1 of Annual Statement 4. Only cases of the kinds provided for in the schedule attached to Annual Statement 2 should be included in this Register. The entries are to be made in it at once on the conclusion of each trial and the persons entered will either then or afterwards, as found convenient, be noted up in Statistical Register under each head of crime. The headings of the Register it will be observed, almost exactly correspond with the headings of Annual Statements 4 and 5.

This register and the preceding statistical register are to be kept up for the compliments of Annual Statement.

In Column 32, cases brought to trial during the year will be distinguished. At the close of the year the persons concerned in the cases in the pending file must be added in the appropriate columns 1 to 6 and 10 to 15 the number of cases in column 32 and the number of witnesses examined in column 35 to complete the figures for the Annual Statement.

A separate note should be made in column 59 of this Register to show how many of the persons entered in column 10 were brought to trial under arrest by the police and how many under arrest by other agency e.g. Forest or Excise officers, private persons, etc.

Column 48 - A separate page or separate pages of the Register of a current year should be reserved and utilized for fines imposed during previous years, but realized during such current year.

Section of the Penal Code or other Local or Special Laws applicable should be noted below the case number.

If in any case compensation was allowed under Section 250 of the Criminal Procedure Code or recognizance or security taken under Section 106 of the Criminal Procedure Code, the fact should be noted in the remarks Column. Cases dealt with under Section 258 Cr.P.C. may be shown in Column 17.

Cases U / S 446 Criminal Procedure Code, should be entered in this register.

<sup>1</sup>[In Column 6, the date on which copies of Police Papers have been supplied to the accused in Police Cases and the date on which all the accused appear in complaint cases should be noted.]

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<sup>1</sup> Inserted vide CS No. 34 dated 13.02.1992



**FORM No. (R) 19**

Register of requisition for record received  
(Form No. (R) 19-A (Civil) is to be indented for and used.)

**FORM No. (R) 20**

Register of requisition for records issued  
(Form No. (R) 19-B (Civil) is to be indented for and used)

**FORM No. (R) 21**

Register of receipts and Issues of printed form  
(Form No. 114 of schedule LIII to be indented for and used)

**FORM No. (R) 22**

CIVIL AND CRIMINAL

Register of clerks of pleader/ Mukhtar

(Form No. (R) 25 of Schedule XLII, of volume II, Civil is to be indented for and used)

## II-REGISTERS

## FORM NO. (R) 23

## REGISTER OF SESSIONS CASES

Serial No.	Name of the committing Magistrate and the number of the case on his file.	Name, age or supposed age and description of each accused person	Offences-nature of	Whether the accused is in jail or on bail	Date of offence	Date of a apprehension	Date of commitment	Date of receipt of commitment in the Sessions Court	Final order with date	Results of appeal or reference, if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

NOTE – 1. Separate register shall be maintained for each district.

2. The date of sending copies of Judgments to the District Magistrate should be noted in the Remarks column.
3. When sessions cases are transferred to the file of Additional Sessions Judges or Assistant Sessions Judges and disposed of by those Courts, necessary information shall be sent to the Court of Sessions Judge for filling columns 10 and 11 of the Register.
4. Cases transferred to the Chief Judicial Magistrate u/s 228 (1) Criminal Procedure Code, 1973 shall be noted in the Remarks column.

## II-REGISTERS

## FORM NO. (R) 24

## REGISTER OF BAIL ORDERS

Name of accused	Court by which sentenced and the Case number	Date of sentence	Original term of Sentence	Date of Bail Order	Date of release on bail	Name and address of surety	Date of order of the Court of appeal or revision terminating bail	Term of modified sentence	Date of the receipt of the order of the recommitment	Date of commitment or recommitment as the case may be	Remarks
1	<sup>1</sup> 2	3	4	5	6	7	8	9	10	11	12

NOTE - Both the dates of bail order by the trial Court under Section 389 (3) Cr.P.C. and by the appellate Court under Section 389 (1) Cr.P.C. should be shown in Column 5 and the date of release on bail by the trial Court in Column No. 6.

<sup>1</sup> Inserted vide CS No. 16 dated 05.01.1984

**FORM NO. (R) 25****REGISTER OF MISCELLANEOUS CRIMINAL CASES**

Serial No.	Date of application	Number of the Section	Name of parties	Result	Remarks
1	2	3	4	5	6

Note 1. Cases Under section 123(1) and (2) Criminal Procedure Code dealt with by the Chief Judicial Magistrate may be entered in the register.

2:- Petitions under section 116(7), 123(2), 167(6), 408, 439(2), 440 <sup>1</sup> [\*\*\*] criminal Procedure Code, shall be registered as Miscellaneous cases.

<sup>2</sup>3:- Petitions for bail filed under the second proviso to section 81 of the Code of Criminal Procedure, 1973 dealt with by the Chief Judicial Magistrates shall be entered in this register.

**FORM NO. (R) 26****DORMANT FILE REGISTER**

Serial No.	No. & year of the case	Names of the parties	Date of Order for keeping the case on dormant file	Reason for keeping the case on dormant file	Date when sent to the record room for being placed on the dormant file.	Date when taken out from the dormant file & dealt in the trial file.	Date of disposal of the case	Date when consigned to Record room.	Remarks
1	2	3	4	5	6	7	8	9	10

<sup>1</sup> Deleted vide CS No. 17 dated 08.05.1984

<sup>2</sup> Inserted vide CS No. 52 dated 03.04.1993

## II-REGISTERS

## FORM NO. (R) 27

## REGISTER OF PROPERTY

Serial No.	Number of Sessions or Criminal cases	No. & Year of the case of the Magistrate /Police station	Date and signature of the store house Clerk in token of receipt of the property	Description of the properties with particulars including exhibits Marks, if any (Weights in cases of valuables) and the name and address of the person from whom the properties have been seized	Initials of the Judge or the Magistrate in-charge as to receipt of property	Date of disposal of the case	Whether any appeal has been preferred and if so the result of the appeal with date	Particulars of the property sent to the appellate Court	Date when sent to the appellate Court	Date when received back from the appellate Court	Particulars of order for disposal in original case/appeal/revision.	Date of notice to the party to take return of the property	Signature and date of the party or agent taking return of the property	If sold by auction, the date of auction and the amount realized	Date of remittance of sale proceeds to the Treasury	Date when otherwise disposed of	Remarks of the Inspecting officers if any
<sup>1</sup> 1	2	3	<sup>2</sup> 4	<sup>3</sup> 5	6	7	8	9	10	11	12	13	14	15	16	17	18

Note- (1) This register shall be inspected at least once in three months by the presiding Judge or the Magistrate who will check the valuable and record the result of his inspection on the column for “Remarks”

(2) Along with quarterly return, each Criminal court shall send a certificate of having checked the valuables with the Register.

<sup>1</sup> Inserted vide CS No. 33 dated 05.05.1989

<sup>2</sup> Substituted vide CS No. 1 dated 27.10.1979

<sup>3</sup> Substituted vide CS No. 5 dated 09.02.1982

## II-REGISTERS

**FORM No. (R) 28****REGISTER OF APPLICATIONS FOR COPIES IN THE COURT OF THE.....**

Serial Number	Name of applicant	Date of application	Nature of document of which copy is applied for and number of year and case in which filed.	Date of notifying requisite number of folios and stamps	Date of putting in requisite folios stamps or deficit in respect thereof.	Date on which document to be copied was received on Copying Department.	Number of folios and amount of court fees filed	Number of folios and the amount of court fees used	Urgent fee	Searching fee	Information fee	Date on which copy is ready for delivery	Date on which document copied was returned to proper office.	Date on which delivery was taken or unused folios and stamps returned.	Name of Typist or Copyist	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**FORM No. (R) 29****REGISTER OF REQUISITION AND APPLICATIONS FOR FREE COPIES REQUIRED BY PUBLIC OFFICERS**

Serial. No.	Date of requisition or application, if any	Name of the applicant	Description of document or paper of which copy is required	Date when made over to the typist or copyist	Name of typist or copyist	Signature of typist or copyist	Date when the copy is made over to the Chief Administrative Officer or Head Clerk	Date when copy is made over or despatched to the concerned public officer	Remarks
1	2	3	4	5	6	7	8	9	10

NOTE - The Presiding Officers of Subordinate Courts should frequently scrutinize the entries in this register and see that there is no undue delay in the issue of copies to the Public officers. The inspecting officers should also during their periodical inspection effectively check this register and issue instructions where necessary.

## II-REGISTERS

**FORM NO. (R) 30****REGISTER OF REQUISITIONS FROM THE COPYING DEPARTMENT**

Date of receipt of the application in record room or copying Section	Serial No.	Serial No. of the application for copy	Description of record or document	Date of estimating the folis with initial of the estimating Clerk	The date of receipt of requisition for supply of documents with initial of the receiving Clerk.	Date of sending the document or record to the copying section with initial of the receiving clerk	Date of return of document with initial of the clerk receiving back the document	Date of restoration of the document to its place	Remarks
1	2	3	4	5	6	7	8	9	10

Note – If the application is rejected or otherwise disposed of, a note to that effect shall be entered in the remarks column against the particular entry.

**FORM No. (R) 31****REGISTER OF UNCLAIMED PROPERTY**

Report of Intestate Movable Property from Station, District

Dated.....

Annual number	Date and place of death	Name and residence of deceased, if known	Names of claimant or claimants	Particulars of each claim	List of property	Remarks
1	2	3	4	5	6	7

Memo No....., Dated.....

Forwarded to the District Judge of for information and orders.

Signature of Magistrate

Signature of Police Officer

<sup>1</sup> Inserted vide CS No. 72 dated 21.05.2002





## II-REGISTERS

**FORM NO. (R) 34****REGISTER OF DISTRIBUTION OF PREPARED COPIES TO COMPARERS**

Date	Name of comparer to whom made over	SI. No. and date of application	Details of documents, folios, stamps, forms, etc. made over	Signature of the receiving comparer	Date and time by which documents to be returned after comparing	Date and time by which returned	Details of documents, folios, stamps & forms returned	Initial of the Head Comparing Clerk, Comparer-in-charge with date	Remarks
1	2	3	4	5	6	7	8	9	10

**FORM No. (R) 35****REGISTER OF COPIES AND INFORMATION READY FOR DELIVERY**

(To be laid at some conspicuous place for inspection of the party)

Date of entry in the Register	Name of the applicant	Number of the application	Remarks
1	2	3	4

## II-REGISTERS

**FORM No. (R) 36****REGISTER SHOWING THE DAILY OUTTURN OF TYPISTS AND COPYISTS WORKING  
IN THE COURT OF.....**

Name of the typist or copyist

Date	No. and date of application	Date of receipt of the original document from the Head Comparing Clerk	Date fixed by the Head Comparing Clerk for making the copy ready for delivery	Date when copy handed over to the Head Comparing Clerk	No. of folios typed or copied	No. of maps, plans etc., copied and adhesive stamps affixed to the map or plan	Total outturn in terms of folios	Initials of typists and copyist with date in token of correctness of entries in columns 1 to 8	Initials of the Head Comparing Clerk with date in taken of check.	Signature of Judge-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**FORM NO. (R) 37****REGISTER OF ALL REGISTERS TO BE PRESERVED PERMANENTLY**

Department to which the register refers	Serial number of entry	Name of the register	Period to which each register refers	Number of the volume	Number of entries in each volume	Date on which sent to Record room	Date of receipt by Record Keeper and his signature	Rack and shelf where kept	Remarks
1	2	3	4	5	6	7	8	9	10

NOTE- Columns 8 to 10 are to be filled up by the Record Keeper in the Record Room.



## II-REGISTERS

**FORM NO. (R) 40****REGISTER OF CASES DEALT WITH UNDER THE PROBATION OF OFFENDERS ACT, 1958**

Serial No.	Case No.	Name, age & residence of the accused	Name of father or guardian	Section of law	Letter No. with date calling for report from the Probation Officer	Letter No. & date of the report of the Probation Officer	Final result and the nature of order passed	Order, if any, passed varying the conditions of probation or when the offender fails to observe condition of the bond	Result of appeal or revision	Remarks
1	2	3	4	5	6	7	8	9	<sup>1</sup> 10	11

Note- (1) The names of sureties, if any be entered in the remarks column.

(2) If the offender is sentenced for the original offence under section 9 of the ACT, necessary entry have to be made in the Register of warrants of Imprisonment (R) 5.

**FORM NO. (R) 41****REGISTER OF CASES IN WHICH THE PROCEEDINGS HAVE BEEN STAYED**

Serial Number	Number and year of the case of which the proceeding is stayed in the Trial register	Name of the Court staying the proceedings	Description of the proceedings in which stay order was passed	Date of stay order	Remarks
1	2	3	4	5	6

<sup>1</sup> Inserted vide CS No. 15 dated 16.05.1983

## II-REGISTERS

**FORM NO. (R) 42****REGISTER OF ENQUIRY INTO CASES TRIABLE BY THE COURTS OF SESSION**

Serial number for the year	Case number	Date of receipt of the case and the date of apprehension or appearance of the accused	Name of the accused	Nature of case with section of the penal Code	Date of Commitment	Date of notification to the Public Prosecutor regarding commitment of the cases to the Court of Sessions	Date on which the record and articles were transmitted to the Court of Sessions	Remarks
1	2	3	4	5	6	<sup>1</sup> 7	8	9

**FORM NO. (R) 43****REGISTER OF TOKEN OF ACKNOWLEDGEMENT OF RECEIPT OF JAIL WARRANT AND CONVICT**

Serial number	No. & year of the case	Name of the convict	Date of conviction	Date and hour of delivery of warrant to the convict to the Police Officer	Name of the Police Officer receiving the warrant and the convict	Signature of the Police Officer receiving the warrant and convict	Remarks
1	2	3	4	5	6	7	8

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<sup>1</sup> Substitute vide CS No. 50 dated 30.12.1992

## II-REGISTERS

<sup>1</sup> [FORM NO. (R) 44]**REGISTER OF TEST IDENTIFICATION PARADE**

Serial No.	Case No.	Date when request is made by the police for T.I. parade	Nature of T.I parade whether of person or properties.	Date when order is made for holding T.I parade.	Date of receipt of record by the Magistrate conducting the parade.	Date when T.I parade is conducted.	Reason for delay, if any, in holding the parade.	Remarks
1	2	3	4	5	6	7	8	9

<sup>2</sup> [FORM NO. (R) 45]**REGISTER OF PARTICULARS OF THE UNDER TRIAL PRISONERS IN THE COURT OF .....**

Name and address of the Under Trial Prisoners	No. of the case & Sections (s) of law in which the prisoner is facing trial	Date of admission into the Jail	Date of release either from the Court or from Jail	Remarks
1	2	3	4	5

<sup>1</sup> Inserted vide CS No. 36 dated 11.02.1992<sup>2</sup> Inserted vide CS No. 59 dated 18.06.1997

## III-PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 1

**MONTHLY STATEMENT OF CASES BROUGHT TO TRIAL DISPOSED OF AND PENDING IN THE COURT OF  
SHRI..... JUDICIAL MAGISTRATE.....CLASS IN THE DISTRICT OF.....  
AT THE CLOSE OF .....20.....**

Designation and powers	Number of cases							Total number of working days-No. of days devoted to									No, of witnesses examined		Remarks
	Pending from the last	Brought to trial	Total for disposal	Disposed of			Pending over one year from the date of institution.	Criminal	Civil	Administrative work	Clearance day	HRC	Mobile Court	Casual leave	Other purposes	Total	Contested	Uncontested	
				Contested	Uncontested	Pending													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Judicial Magistrate

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Certified that no judgment or order in any case was delivered or was pending delivery for more than one month from the date of conclusion of trial.

Judicial Magistrate

**FORM NO. (S) 1-A****STATEMENT SHOWING MONTHLY PROGRESS ON THE DISPOSAL OF YEAR-OLD CASES FOR THE MONTH OF  
..... IN THE DISTRICT OF .....**

Name of the Magistrate	No. of year old cases pending at the beginning of the month	Became year-old during the month	Total for disposal	Disposed of during the month	Pending at the end of the month	Pending year wise			Remarks
						20...	20...	20...	
1	2	3	4	5	6	7	8	9	10

Judicial Magistrate

Note- Explanation of cases pending over one year should be submitted along with the statement

<sup>1</sup>\*\* FORM NO. (S) 2 \*\*[Deleted]<sup>2</sup>FORM NO. (S) 2-A**SPECIAL STATEMENT SHOWING ADJOURNMENT IN SESSIONS CASES FOR THE QUARTER OF.....20.....**

Sl. No.	Case No and Year	Date of Commitment	Date of commencement of trial	Each date of adjournment of the case	Reasons for each adjournment of the case	To what stage proceeded	Next date fixed	The number of prosecution and defence witnesses present and the amount paid to them	Remarks
	G.R. Case								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

NOTE- (1) This statement may be furnished in respect of cases which are adjourned for the same purpose for which they were fixed; either at the instance of parties, for want of Court's time, or for non-appearance of the witnesses or the accused person.

(2) A blank form should be submitted when no case was adjourned in the quarter with a note to that effect.

<sup>1</sup> Deleted vide CS No. 38 dated 16.03.1992<sup>2</sup> Substituted vide CS No. 65 dated 18.06.1997



## III-PERIODICAL RETURNS AND STATEMENTS

<sup>1</sup>FORM NO (S) 2-AA

**STATEMENT SHOWING THE NUMBER OF CASES UNDER DIFFERENT SPECIAL ACTS  
DURING THE.....QUARTER OF THE YEAR.....  
IN THE DISTRICT OF.....**

Sl. No.	Name of the Court	No., Year and nature of case and Sec. of law	Pending at the beginning of the quarter	Instituted during the quarter	Total No. of cases pending for disposal	Disposed of during the quarter		Pending for more than six months	Pending for more than one year	Reasons for delay, if any	Remarks
						Contested	Uncontested				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

<sup>2</sup>FORM NO. (S) 2-B

**STATEMENT SHOWING THE INFORMATIONS TO BE ENTERED IN THE DORMANT FILE REGISTER (R) 26**

Sl. No.	No. & year of the case	Names of the parties	Date of order keeping the case on dormant file	Reasons for keeping records in the dormant file	Date when sent to record room for being placed in the dormant file	Remarks
1	2	3	4	5	6	7

<sup>1</sup> Inserted vide CS No. 70 dated 05.10.2001

<sup>2</sup> Inserted vide CS No. 68 dated 18.01.2000

## III-PERIODICAL RETURNS AND STATEMENTS

## FORM NO (S) 3

**QUARTERLY STATEMENT-A (TO BE SUBMITTED BY THE JUDICIAL MAGISTRATES TO CHIEF JUDICIAL  
MAGISTARTES AND BY CHIEF JUDICIAL MAGISTRATES TO THE SESSIONS JUDGE AND BY SESSIONS JUDGE TO  
THE HIGH COURT).**

**PART I**

**Statement of cases brought to trial, disposed of and pending in the courts of Judicial Magistrates in the district of .....in the  
.....quarter of 20.....**

Designation and powers of Magistrates	Number of cases						Pending over one year from institution and the year wise pendency	Total number of working days number of days devoted to								Number of witnesses examined	Remarks
	Pending at the close of the preceding quarter	Brought to trial	Total for disposal	Disposed of		Pending at the close of the quarter		Criminal	Civil	Administrative work	Clearance day	H.R.C.	Mobile Court	Casual leave	Other purposes		
				Contested	Uncontested												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	<sup>1</sup> 17	18

<sup>1</sup> Inserted vide CS No. 7 dated 09.06.1982

## III-PERIODICAL RETURNS AND STATEMENTS

**PART II****STATEMENT OF CASES UNDER THE MISCELLANEOUS PROVISIONS OF THE CRIMINAL PROCEDURE CODE DURING THE QUARTER OF 20.....**

(To be submitted by the Subordinate Judicial/Executive Magistrates to the Chief Judicial Magistrate/District Magistrate. The District Magistrate would submit the statement to the high Court. The Chief Judicial Magistrate would submit to the Sessions Judge and Sessions Judge to the High Court.)

Designation and powers of Magistrate	Number of Cases						Remarks
	Pending at the close of the Preceding quarter	Brought to trial	Total for disposal	Disposed of	Pending	Pending over three months	
1	2	3	4	5	6	7	8

Note-1 Explanation for cases pending over one year should be submitted along with this statement.

Note 2-Cases stopped under section 116(6) of the Criminal Procedure Code should be included in Col. 5.

Note 3-Cases received by the orders of the Sessions Judge u/s 116 (7) should be included in Column 3.

**PART III****STATEMENT SHOWING REMAND OF CASES TO THE TRIAL COURTS BY THE APPELLATE COURTS**

Serial No.	Name of the Court passing the Order of remand	Number and year of appeal	Names of parties	Date of remand	Purpose for remand	Date, if any, given by the appellate court for compliance of directions in the remand order	Remarks
1	2	3	4	5	6	7	8

Note - The Cases shall be entered Court wise.

## III-PERIODICAL RETURNS AND STATEMENTS

**FORM No (S) 3A****CONCISE STATEMENT OF OUTTURN OF WORK OF MAGISTRATE EMPLOYED IN CRIMINAL COURTS IN THE DISTRICT OF .....DURING THE .....QUARTER OF 20.....**

Name of Magistrates	Designation and powers of the Court	Number of days employed in Criminal work	Number of cases decided				Number of witnesses examined		Total number of judgments delivered	Remarks
			Under regular trial	Under summary trial	Miscellaneous Cases under Cr.P.C.	Appeal	In cases under regular trial	In cases under summary trial		
1	2	3	4	5	6	7	8	9	10	11

NOTE 1- In the remarks column should be shown the number of judgments pending for or delivered after 15 days with a brief explanation and the comments of the chief Judicial Magistrate thereon.

NOTE 2 - Judgments in contested cases should be shown in brackets i.e. if 30 judgment have been delivered out of which 20 are contested, the entry in column 10 should be 30 (20).

NOTE 3 - A witness should be counted as a full witness only after he is examined, Cross-examined and discharged.

**FORM No. (S) 3 B****STATEMENT SHOWING THE JUDICIAL AND OTHER WORK DONE BY THE CHIEF JUDICIAL MAGISTRATE,..... DURING THE .....QUARTER 20.....**

Name of the Chief Judicial Magistrate	Total number of work days during the quarter	Number of days devoted to judicial work	Number of days justifying employment according to the yardstick	Number of working days spent on Inspection and Journey	Number of working days spent on administrative and other work including casual leave	Remarks
1	2	3	4	5	6	7

Chief Judicial Magistrate

## III-PERIODICAL RETURNS AND STATEMENTS

**FORM NO. (S) 3 C****STATEMENT SHOWING THE CASE OF WHICH THE PROCEEDING HAVE BEEN STAYED DURING THE  
QUARTER.....20..... IN THE DISTRICT OF .....**

Number and Year of the case of which the proceedings is stayed in the trial register	Name of the Court staying the proceeding	Description of the proceedings in which stay order was passed	Date of stay order	Date when stay order was vacated	Remarks
1	2	3	4	5	6

**Chief Judicial Magistrate****<sup>1</sup>\*\*\*\* [FORM NO. (S) 3 D] \*\*\*\*****QUARTERLY STATEMENT OF PENDENCY AND DISPOSAL CASES DURING  
THE ..... QUARTER 20..... IN THE DISTRICT OF .....**


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<sup>1</sup> Form No. (S)-D has been dispensed with vide CS No. 6 dated 09.01.1982

**FORM No. (S) 3-E**

**Balance sheet of fines for the .....quarter of 20.....**

In the district of .....

	Rs.	P.
1. Opening grand balance of fines outstanding	.....	
2. Amount imposed during the quarter, i.e., total of entries in column 6 of the Register of Criminal fines excluding the entries brought forward in red ink from the previous quarter.		.....
<b>GRAND TOTAL REALIZABLE</b>	.....	
3. Amount remitted on appeal, etc., or written off by Sessions Judge's, Chief Judicial Magistrate's order.		
Total of column 18 of the Register of Criminal fines including the red ink entries mentioned in (2)		
4. Amount realized –		
(a) Of new fines; i.e., total of column 13 of the Register of Criminal fines excluding the red ink entries mentioned in (2)		
(b) Of old fines; i.e., Total of column 13 of red ink entries of the Register of criminal fines mentioned in (2)		.....
<b>GRAND TOTAL REALIZED AND REMITTED...</b>		-----
5. Balance –		
(a) Of new fines; i.e, total of entries in column 14 of the Register of Criminal fines excluding the red ink entries mentioned in (2).		
(b) Of old fines; i.e., total of column 14 of red ink entries of Registers of Criminal fines mentioned in (2)		.....
6. Closing grand balance of fines outstanding		.....
7. Amount credited as Criminal deposit		.....
8. Amount stayed in Appeal		.....
<sup>1</sup> 9. Amount of fine covered under requisition under sec. 421 (1) (b) of the Code of Criminal Procedure]		.....

Certified that the total of the above realized fines, plus Rs..... the balance in hand of the preceding quarter minus Rs .....credited as criminal deposits and Rs ....., balance in hand, has been brought to credit in the Treasury Accounts.

Initials of the Treasury Officer  
Initials of the Deputy administrator  
Initials of the Fine Muharrir of the Principal Court

District  
The ..... 20.....

Chief Judicial Magistrate

Note- (1) A list showing the cases in which realization of fines has been stayed in appeal or in revision indicating original No. of the case, amount of fine imposed, the connected number of the fine miscellaneous case, number and year of the Criminal appeal or revision should be enclosed to this statement.

<sup>2</sup>[Note- (2) A list of requisitions under Section 421 (1) (b) Cr.P.C. showing the case number, total amount of fine under Warrants or requisitions issued to the Collector, the despatch number and the date of sending requisitions to the Collector be separately appended.]

<sup>1</sup> Inserted vide CS No. 13 dated 13.01.1983

<sup>2</sup> Inserted vide CS No. 14 dated 13.01.1983

## III-PERIODICAL RETURNS AND STATEMENTS

<sup>1</sup>FORM No. (S) 3-F

**QUARTERLY STATEMENT OF PENDENCY AND DISPOSAL OF EMBEZZLEMENT CASES OF GOVERNMENT MONEY  
DURING THE QUARTER..... 20..... IN THE DISTRICT OF .....**

Name of Magistrate	No. of cases pending at the beginning of the quarter	No. of cases received during the quarter	No. of cases for disposal	No. of cases disposed of		No. of cases pending at the end of the quarter	No. of year-old cases pending year wise							No. of witnesses examined	Remarks
				Contested	Uncontested										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Chief Judicial Magistrate

Certified that I have checked the statements submitted by the Judicial Magistrates of the district of ..... of the .....quarter 20..... and found that the cases shown as disposed on contest were really contested in nature that separate judgment was delivered in each such case and that no order or judgment in any case was delivered or was pending for delivery of judgment for more than one month from the date of conclusion of trial.

Chief Judicial Magistrate

NOTE- The above information shall be furnished in red ink by Magisterial Courts.

<sup>1</sup> Substituted vide CS No.25 dtd.12.02.1987





## III-PERIODICAL RETURNS AND STATEMENTS

<sup>1</sup>FORM NO. (S) 4**SESSIONS STATEMENT (TO BE SUBMITTED BY SESSIONS JUDGES TO THE HIGH COURT AT THE END OF EACH QUARTER)****PART-I**

Calendar of accused persons tried or brought before the court of Sessions and cases pending and disposed of in the Sessions Division of..... for the quarter..... of 20.....

Sl. No	No. of the case	No. of the case pending at the close of the previous quarter	Cases received during the quarter				Name of the accused person		Result of the case disposed of during the quarter					Case pending at the close of the quarter	Remarks
			No. of the case	Name of each of the accused persons	Age or supposed age of the accused	Offences nature of	Acquittal	Convicted	Date of offence	Date of apprehension	Name of the Committing Magistrate	Date of commitment	Date of sentence		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

<sup>1</sup> Substituted vide CS No. 40 dated 16.03.1992

## III-PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 4****Part II****STATEMENT SHOWING THE RESULT OF APPEALS AND APPLICATIONS FOR REVISION IN CRIMINAL CASES IN THE COURTS OF SESSIONS JUDGES ADDITIONAL SESSIONS JUDGES, ASSISTANT SESSIONS JUDGES AND CHIEF JUDICIAL MAGISTRATES**

Name of the Court	Court to which the Appeal was preferred or application made	Number of cases				Remarks
		Pending at the end of the previous quarter	Received on transfer or remand during the quarter	Disposed of during the quarter	Pending at the close of the quarter	
1	2	3	4	5	6	7
Appeals (i) Court of Sessions Judge (ii) Addl. Sessions Judge (iii) Asst. Sessions Judge (iv) Chief Judicial Magistrates Applications for Criminal Revision (i) Court of Sessions Judge (iii) Addl. Sessions Judge						

Sessions Judge

Note - 1. Orders passed u/s 439 and 440 Cr.P.C. should not be shown in this statement.

2. Explanation for delay in disposal of cases pending over six months should be submitted along with the statement.

3. In the column of Remarks should also be entered the number of convicted persons required to keep the peace U/s 106(3) Criminal Procedure Code. Courts of Appeal or Revision and the number of youthful offenders sent to a Reformatory School by Appellate Courts u/s 8(2) of the Reformatory Schools Act 1897.

4. Aggregate and average duration of Criminal Appeal or revision should be noted in the Remarks column.

## III-PERIODICAL RETURNS AND STATEMENTS

**STATEMENT (S) 4****PART II A****STATEMENT SHOWING REMAND OF CASES TO THE TRAIL COURTS BY THE APPELLATE COURTS**

Name of Courts	Name of the Court passing the order of remand	Number and year of appeal	Names of parties	Date of remand	Purpose of remand	Date, if any given by the appellate Court for compliance of the directions in the remand order	Remarks
1	2	3	4	5	6	7	8

Note- The cases shall be entered Court wise.

**STATEMENT (S) 4****PART III**

**STATEMENT OF CASES DECIDED UNDER THE MISCELLANEOUS PROVISIONS OF THE CRIMINAL PROCEDURE CODE IN THE COURT OF SESSION DURING THE .....QUARTER OF 20.....**

Name of Courts	Number of cases						Remarks
	Pending at the close of the preceding quarter	Instituted during the quarter	Total for disposal	Disposal of during the quarter	Pending at the close of the quarter	Pending over three months	
1	2	3	4	5	6	7	8
Total							

NOTE-Explanation of delay in disposal of Cases pending over three months should be submitted along with this statement.

III-PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 4A**

**STATEMENT OF OUTTURN OF WORK DONE BY THE SESSIONS JUDGES AND ASSISTANT SESSIONS JUDGES IN THE SESSION DIVISION OF.....DURING THE QUARTER ENDING.....20.....**

Names of officer with designation	Number of days employed	Cases disposed of						Witnesses examined	Remarks
		Sessions cases	Criminal appeals	Jail appeals out of Column-4	Criminal Revision	Criminal Miscellaneous cases	Original criminal cases		
1	2	3	4	5	6	7	8	9	10

NOTE – Certificate should be furnished that no judgment in any case was delivered beyond 30 days of the close of the hearing or is pending for delivery for over a month from the date of conclusion of trial.

Sessions Judge

**FORM No. (S) 5**

**ANNUAL STATEMENT-1 (CRIMINAL) FOR THE OF.....FOR YEAR 20.....**

**PART - I**

**LIST OF JUDICIAL DIVISIONS**

Name of Sessions Division	Names of Chief Judicial Magistrate/District Magistrate	Name of Subdivision
1	2	3

1. Give separately the area and population of each subdivision.

## III-PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 5

## PART II

**RETURN SHOWING THE NUMBER OF OFFICERS OF EACH CLASS VESTED WITH JURISDICTION IN CRIMINAL CASES PRESENT IN THE DISTRICT AT THE CLOSE OF THE YEAR AND THE NUMBER OF WORKING DAYS OF ALL OFFICERS EMPLOYED IN THE DISTRICT DURING ANY PART OF THE YEAR**

Class of Courts	Exercising criminal powers only (1)	Criminal and Civil Powers (1)	Criminal and Revenue powers (1)	Total number of working days employed			Remarks (3)
				On Criminal work (2)	On Civil work (2)	On Revenue work (2)	
1	2	3	4	5	6	7	8
Courts of Sessions Judge :							
Addl. Sessions Judge :							
Asst. Sessions Judge :							
Total :							
Magistrates (Judicial) :							
1 <sup>st</sup> Class :							
2 <sup>nd</sup> Class :							
Total							
Special Judicial Magistrate u/s 13,Cr.P.C. :							
Executive Magistrate :							
Total							

NOTE - (1) Enter only officers employed in the district at the close of the year.

(2) Include the working days of every officer exercising Criminal powers, during any part of the year.

(3) Note in the column of Remarks, the number of officers of each class who, though vested with powers did not do any criminal work during the year.

(4) Include the Chief Judicial Magistrate/ District Magistrate.

## III-PERIODICAL RETURNS AND STATEMENTS

**STATEMENT (S) 5****PART III****STATEMENT SHOWING THE RECEIPTS AND CHARGES OF THE CRIMINAL COURTS AND THE PROPORTION OF THE SALARY OF JUDICIAL OFFICERS DEBITABLE TO CRIMINAL JUSTICE FOR THE YEAR 20.....**

Class of Courts (1)	Receipts 2						Charges 2								Remarks	
	In Court Fees Stamps		In Cash or Special Stamps		Total	Salaries of Judicial officers		Establishment			Contingencies	Refunds	Total of columns 9 to 14			
	Process Fees	Other Fees	Fines (3)	Copying and comparing Fees		Other Receipts credited to Govt.	Gross	Share debitible to Criminal Justice (4).	Process Server	Salaried Copying and Comparing Clerks	Others			Others contingencies		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Total :																

1. District Magistrates/ Chief Judicial Magistrates will give total figures separately for each station at which there is a Magistrate. Sessions Judges will give them separately for each district within the Sessions Divisions.

2. Omit fractions of a rupee.

3. Magistrates will not include realization on account of fines imposed on persons committed for trial to the Court of Sessions, which will be shown by the Sessions Judge in his statement. They will include all other Judicial fines realized by them, whether afterwards credited to local funds or not.

4. The proportion of an officer's time shown in part II to have been devoted to Criminal work will determine the proportion of his salary to be debited to Criminal Justice.

Note – 1. Column 2- This column is intended to exhibit all receipts under the rules framed by the High Court in accordance with clause 2, Section 20 of the Court Fees Act VII of 1870. The Court fees realized on warrants in non-cognizable cases by whom so ever executed should, therefore, be shown in it.

2. Column 4 should include all judicial fines realized whether imposed in the exercise of appellate or original jurisdiction, and also the realization on account of forfeited bail or recognizance (Chapter XXXIII of Criminal Procedure Code) in the cases entered against cross-heading 9 of Annual Statement 3. Amount paid away as compensations should not be included in this column, nor in any of the other columns of this statement.

3. Column 14- The term "Refunds" is applicable to such fines only as are remitted under proper authority and have to be paid back to the parties on whom they were levied.



## III-PERIODICAL RETURNS AND STATEMENTS

**Instructions for the preparation of annual statement 2 (criminal)**

*This Statement should be prepared from statistical Register 1 No. (R) 16*

Column 1- The printed scheduled of offences must be adhered to attempts, where not separately specified in the scheduled, should be entered immediately after the offences at which they are attempts. Abetment should be included with the substantive offences abetted.

Every criminal conspiracy falling under Chapter V- A of the Indian penal Code should be included with the offence to which the conspiracy in each case relates.

Column 7- Include persons pending trial at the close of the previous year and those received by transfer from other district during the year to which the return relates.

Column 12- In this column may be noted how many of the persons entered against Column 7 were dealt with under summary provisions of Chapter XXI of the Criminal Procedure Code; in how many cases entered against other columns, the complaint was required to pay compensation to the accused u/s 250, in addition to the punishment inflicted upon him, was required to give recognizance or security to keep the peace u/s 106.

The number of persons, out of those shown in column 8, the cases against whom were compounded, withdrawn or dismissed for default of appearance (sections 256,257,249 and 320 of the Code of Criminal Procedure) should also be noted in this column against the total of each class of offence.

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Note- The totals of columns 8 to 11 should tally with the total of column 7.

\*The name of the district to which transferred should also be noted in column of Remarks.



## SCHEDULE OF OFFENCES

Attempts were not separately specified in the Schedule should be entered immediately after the offences at which they are attempted. Abetment should be included with the substantive offences abetted.

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### Nomenclature of Offences, with Chapter and Section of the Penal Code or other Law applicable

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#### 1. OFFENCES UNDER THE PENAL CODE

Offences against the State...	Chapter VI	Sections 121 to 130
Offences against the Army & Navy...	Chapter VII	Sections 131 to 140
Offences against the Public tranquility	Chapter VIII	Sections 143 to 145, 149 to 151, 157, 158 - Unlawful Assembly Sections 147, 148, 152, 153 and 154 to 156 etc. Rioting, Sections 153 - A - Promoting enmity between classes. Section 160 - Affray
Offences by or relating to public servants	Chapter IX	Sections 161 to 169 by public servants Sections 161, 170 and 174-Relating to public servants
Contempt of the lawful authority of public servants.	Chapter X	Sections 172 to 190
False evidence and offences against public justice	Chapter XI	Sections 193 to 200 - False evidence, etc. Sections 201 to 229 - Offences against public justice.
Offences relating to coin and Government stamps	Chapter XII	Sections 231 to 254 - Offences relating to coin Sections 255 to 263 - Offences relating to stamps
Offences relating to weights and measures	Chapter XIII	Sections 264 to 267
Offences affecting the public health, safety, convenience, decency and morals	Chapter XIV	Sections 269 to 278 - Offences affecting public health. Sections 279 to 289 - Offence affecting safety. Sections 290 to 291 - Offences affecting convenience. Sections 292 to 294 - Offences affecting decency and morals. Sections 294 A - Keeping lottery office of publishing proposals for lottery.
Offences relating to religion	Chapter XV	Sections 295 to 298 Sections 302 and 303 - Murder Section 307 - Attempt to murder Section 304 - Culpable homicide. Section 304-A- Causing death by rash or negligent act. Section 308-Attempt at culpable homicide Section 305 and 306- Abetment of suicide Section 309- Attempted suicide Sections 311- Thug. etc. Sections 312 to 315- Causing miscarriage Section 316 - Injury to unborn children.

Offences affecting the human body	Chapter XVI	<p>Section 317- Exposure of infants</p> <p>Section 318 - Concealment of birth by secret disposal of dead body.</p> <p>Sections 325 to 331 and 333- Hurt with aggravating circumstances.</p> <p>Sections 323, 324, 332 and 334 to 338 - Other cases.</p> <p>Section 341-Wrongful restraint</p> <p>Sections 343 to 348- Wrongful confinement.</p> <p>Sections 352 to 358- Criminal force or assault</p> <p>Sections 364, 366, 367- Kidnaping of forcible abducting circumstances.</p> <p>Sections 363, 365, 368, 369-Other cases</p> <p>Sections 370 &amp; 371 - Slavery</p> <p>Sections 372 &amp; 373- Buying or selling a minor for the purposes of prostitution.</p> <p>Section 374 - Forced labor</p> <p>Section 376-Rape</p> <p>Section 377 - Unnatural Offences</p> <p>Section 382- Theft with aggravating circumstances.</p> <p>Sections 379 to 381 and 401- Other Cases</p> <p>Sections 386 to 389 - Extortion with aggravating circumstances</p> <p>Sections 384 and 385- Other cases.</p>
Offences Against Property	Chapter XVII	<p>Sections 392, 393 and 394 - with hurt - Other case - Attempts with murder</p> <p>Sections 396, 397- With attempt to cause death or grievous hurt.</p> <p>Section 398 - Attempted robbery or dacoity when armed with deadly weapons.</p> <p>Sections 395, 399, 400 &amp; 402- Other cases</p> <p>Sections 403 to 404 - Criminal misappropriation of property.</p> <p>Sections 406 to 409 - Criminal breach of trust.</p> <p>Sections 411 to 414 - Receiving or habitually dealing in stolen or plundered property.</p> <p>Sections 417 to 420 - Cheating</p> <p>Sections 421 to 424- Fraudulent deeds or disposition of property.</p> <p>Sections 429 to 433 &amp; 435 to 440 - Mischief with aggravating circumstances.</p> <p>Sections 426 to 428 &amp; 434 Mischief in other cases.</p> <p>Sections 459 &amp; 463 - Criminal trespass resulting in death or grievous hurt.</p> <p>Sections 449 to 452, 454, 455, 457 &amp; 458 - Criminal trespass for Commission of serious offences.</p> <p>Sections 447, 448, 453, 456, 461 &amp; 462 - Criminal trespass in other cases.</p>

Offences relating to documents and to trade or property mark	Chapter XVIII	<p>Sections 465 to 471 and 474 - Forgery or uttering or possessing forged documents or papers.</p> <p>Sections 472 to 476 - Counterfeiting or making or possessing a counterfeit seal, etc., for purposes of forgery.</p> <p>Section 477 - Fraudulently destroying or defacing a will of other document.</p> <p>Sections 482, 486, 487 and 488 - Using a false trade or property mark and knowingly selling property so marked.</p> <p>Sections 483 to 485 - Counterfeiting or making or possessing a die plate, or instrument for counterfeiting a trade or property mark.</p> <p>Section 489 - Removing, destroying etc., a trade or property mark with intent to cause injury.</p> <p>Sections 489-A to 489-D - Counterfeiting currency notes or bank notes or using as genuine or possessing forged or counterfeit currency notes or bank notes or making or possessing instruments or materials for forging or counterfeiting the same.</p>
Criminal breach of contract of service	Chapter XIX	<p>Sections 490 to 492</p> <p>Sections 493 to 498</p>
Offences relating to marriage	Chapter XX	***
Defamation	Chapter XXI	Sections 500 to 502
Criminal intimidation insult and annoyance	Chapter XXII	<p>Section 506- The threat being to cause death or other grievous hurt.</p> <p>Sections 504 to 510- Other cases.</p>

#### ALL OFFENCES UNDER SPECIAL AND LOCAL LAWS

## III-PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 7****ANNUAL STATEMENT 3- (CRIMINAL)****STATEMENT OF MISCELLANEOUS PROCEEDING UNDER THE CRIMINAL PROCEDURE CODE IN THE.....  
DURING 20.....**

Nature of Proceedings	Total number dealt with during the year		Disposed of during the year			Remarks
	Cases	Persons	Cases	Persons		
				Discharged	Convicted	
1	2	3	4	5	6	7
1. Proceeding against witnesses under Chapter VI-C and Section 349. 2. Proceeding under Chapter VIII. To prevent reach of the peace. 3. Proceedings under Chapter VIII. Security for good behavior 4. Proceedings against local nuisances, Chapter X-B 5. Possession, Chapter X-D 6. Maintenance, Chapter IX 7. Forfeiture of bail or recognizance under Chapter XXXIII. 8. Proceeding u/s 8 and 9 of the Probation of Offenders Act, 1958 (act 20 of 1958).						
Total :						

SUB-HEADS 2 & 3 –Cases u/s 107, 108, 109, 110, 119, 121, 124, 125 & 126, Criminal Procedure Code, will also appear under the appropriate head of the schedule in Statement 2 and Statement 4. Persons convicted under these heads, and required to give security or recognizance u/s 121, 124, 125 and 126, Criminal Procedure Code, will also appear in Statement 5.

SUB-HEADS 4, 5,& 7-Cases under these sub-heads will not appear in Statements 2,4 or 5.

SUB-HEADS 8- Number of enquiries ordered by the Courts under the Probation of Offenders Act,1958 shall be noted in the Remarks Column against this sub-head.

NOTE - Column 7 vide final paragraph of the Note, to Annual Statements 5.

## III-PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 8

## ANNUAL STATEMENT 4 (CRIMINAL)

## STATEMENT SHOWING THE GENERAL RESULTS OF CRIMINAL TRIALS IN THE COURTS OF VARIOUS CLASSES IN THE YEAR 20.....

Class of Tribunal	Number of persons under trials								Died, Escaped or transferred	Discharged or acquitted or released u/s 249 and 258, Criminal Procedure Code.
	Brought to trial during the year									
	Remaining at the end of the previous year.	Under arrest	Upon warrant	On summons	Voluntarily	Received on commitment or reference.	Received by transfer	Total		
1	2	3	4	5	6	7	8	9	10	11

## I. JUDICIAL MAGISTRATES

1. Chief Judicial Magistrates
2. Judicial Magistrate-First Class including Sub divisional Judicial Magistrate.
3. Judicial Magistrate-Second Class.
4. Special Judicial Magistrate under section 13, Criminal Procedure Code
5. Cases referred under sections 323, 325, Criminal Procedure Code

Class of Tribunal	Persons whose cases were disposed of											
	On regular trial					Convicted					Committed or referred 1	Total of columns 11 to 22
						On summary trial						
	Appealable sentence passed	Non-appealable sentence passed	Found guilty and placed on probation under Act, 20 of 1958.	Youthful offenders dealt with u/s 31, Act VIII, 1897.		Appealable sentence passed	Non-appealable sentence passed	Found guilty and placed on probation under Act, 20 of 1958.	Youthful offender dealt with u/s 31, Act VIII, 1897.			
Discharged after admonition.				Delivered to parent or guardian.	Discharged after admonition.				Delivered to parent or guardian.			
11	12	13	14	15	16	17	18	19	20	21	22	23

## II-EXECUTIVE MAGISTRATES

1. District Magistrates.
2. Sub-divisional Magistrates.
3. Executive Magistrates of other categories.

Total :

## III. COURTS OF SESSIONS

Assistant Judges

Judges and Additional Judges

Total :

## II. SUPERIOR COURTS OF ORIGINAL JURISDICTION

High Court

Cases u/s 407, Criminal Procedure Code

Case referred by Sessions Judges under section 366, Criminal Procedure Code

Total :

Grand Total :

Class of Tribunal	Persons under trial at the end of year	Number of cases										Remarks
		Brought to trial during the year	Disposed of during the year (3)		Remaining at the close of the year	Number of cases entered in Cols. 26 and 27 tried summarily	Aggregate number of days during which the cases entered in Cols. No. 26 and 27 lasted (4)		Average number of days during which each case lasted		Number of witnesses examined	
			Under the I.P.C.	Under the special and local laws.			Under the I.P.C.	Under the special and local laws.	Under the I.P.C.	Under the special and local laws.		
1	24	25	26	27	28	29	30	31	32	33	34	35

1. Persons whose cases were referred to a superior Court for higher punishment for orders u/s 325, Criminal Procedure Code, or for confirmation of sentence will be entered in column 22 and not in columns 12 to 21 against the Court making the reference. Against the Court receiving the reference they will be shown as convicted or acquitted, according to the orders passed by it, or as pending if orders have not been passed.
2. These cases will also be shown against the Magistrates who made the reference, entry being made as directed above.
3. Omit cases in which the accused died escaped or was transferred.
4. In calculating the duration before the Magistrates Courts the starting point to be taken is not the date of complaint or information, but from that of apprehension or attendance on summon or otherwise. As regards Courts of Sessions the number of days occupied should be given commencing from the date of commitment.

## III-PERIODICAL RETURNS AND STATEMENTS

<sup>1</sup>FORM NO. (S) – 9

## ANNUAL STATEMENT-5 (CRIMINAL)

Statement showing the punishment inflicted by the various Criminal Courts in the Exercise of Original Jurisdiction in the year 20.....

Class of Courts	Number of persons executed	Person sentenced to						Details of punishment			No of Juvenile convicted under Juvenile Justice (CPC) Act, 2015	No. of offenders released under probation of Offenders act	Mode of release and number of persons under probation of offenders Act	Remarks
		Death	For Life	Period of imprisonment		Fine amount		Total amount of fines realized during the year (2)	Total amount of fines realized during the year (3)	Amount paid by way of compensation				
				Rigorous	Simple	With imprisonment	Without imprisonment							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

1. Omit fraction of a rupee.
2. Include all judicial fines imposed during the year by the Criminal Courts in exercise of Original Jurisdiction.
3. Include all such fines realized during the year, though imposed in previous years.

---

<sup>1</sup> Substituted vide CS No. 66 dated 21.04.1998



**Instructions:-**

(1) In the case of offences triable jointly U/s. 219 of the Cr.P.C., 1973, the sentences should be exhibited separately if consecutive, and once only if concurrent. The number of case such as those in which fulfillment of contract is ordered under Act XIII of 1859 should be noted in a foot note.

(2) As regards persons whose cases have been referred for higher punishment for orders U/s. 325 of the Cr.P.C., 1973, or for confirmation of sentence, the punishment, if any, sanctioned by the High Court should be entered against such higher Court and not against the Court making the reference.

Note- (1) Column 10 should exhibit the realized portion of the above fines, including realization of fines imposed, but not recovered in the previous year.

(2) Column 11 represents compensation awarded to the complainant U/s 357 Cr.P.C. the award should also be shown under the head fines “imposed & realized” in column 9 & 10 for the form part of the fine.

(3) Compensation paid away out of realization U/s 250 Cr.P.C. should not be entered in statement, except in the column for remark for “Annual Statement No. 3”.

## III-PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 10

## ANNUAL STATEMENT-6 (CRIMINAL)

STATEMENT SHOWING THE RESULT OF APPEAL AND REVISIONS IN CRIMINAL CASES IN THE DISTRICT  
OF.....DURING THE YEAR 20.....

Number of persons							Number of cases								Remarks
Classes of courts	Total number of appellants, and applicants for revision including pending from previous year.	Died, escaped. Transferred	Appeals summarily dismissed or application rejected (1).	Sentence or order confirmed	Sentence enhanced	Sentence reduced or order otherwise altered	Reversed	Proceedings quashed	New trial or further enquiry ordered	Total whose cases were disposed of including entries in column 4 to 10	Remaining at the end of the year	Preferred during the year	Disposed of during the year	Remaining at the close of the year	Note in this column the number of convicted persons required to keep the peace under section 106 (3), Criminal Procedure Code, by Court of Appeal or Revision and the number of youthful offenders sent to a Reformatory School by Appellate Courts u/s 8(2) of the Reformatory Schools Act,1897.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

## APPEALS

To

Court of Session

From

Magistrates.....

Assistant Judges.....

<b>To</b>		<b>From</b>
Superior Courts	{by persons convicted} {by Government from} {Judgments of } {Acquittal, section 378}	All Courts
	Total.....	

**REVISION**

<b>By</b>		<b>From the order of</b>
Court of Sessions	..	Magistrates
High Court (cases Referred for orders Under section 395).		Any Criminal Court
	Total.....	
	Grand Total.....	

1. Persons whose appeals and application were dismissed under section 384 of the Criminal Procedure Code, should be in column 4, in which, Sessions Judges should also include applicants for revision whose cases they rejected.
2. Excluding cases in which appellant or applicant died, escaped or was transferred:-

NOTE-The words “Applicants for Revision” in the heading of column 2 should be held to include all persons (except complainants, on whose behalf an application for revision is made, or in whose interest the judge may take steps to obtain revision on his own motion. Where such application is made or such steps are taken on behalf of a complainant, the fact should be noted, with the number of complainants and accused persons concerned, in the column of remarks. In the latter case, the accused persons against whom the application is made, though not appearing in column 2, will fall into their proper places in column 3 to 12 according to the result of such application.

## III-PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) -11****TABLE I -(CRIMINAL)****ORIGINAL JURISDICTION****STATEMENT SHOWING THE DETENTION OF WITNESSES, THE NUMBER OF WITNESSES DISCHARGED WITHOUT EXAMINATION AND THE AMOUNT PAID EXPENSES DURING THE YEAR 20.....**

Courts	Number of witnesses examined and discharged				Number of witnesses discharged without examination	Amount paid as expenses.	Remarks
	On the 1 <sup>st</sup> day	On the 2 <sup>nd</sup> day	On the 3 <sup>rd</sup> day	After the 3 <sup>rd</sup> day			
1	2	3	4	5	6	7	8

\*Omit fractions of a Rupee.

1. Chief Judicial Magistrates, District Magistrates should give separately the total figures for each station where a Magistrate is posted, Sessions Judges should give separately the figures for each District within the Sessions Division.
2. Explain entries in Column 5 and name of officers before whom delay principally occurred by a separate sheet.

NOTE: - The figures in columns 2, 3, 4 and 5 should exhibit the total number of witnesses discharged either after examination or without examination.

**FORM No. (S) 12****ANNUAL STATEMENT****STATEMENT SHOWING THE PERSONS DEALT WITH UNDER THE PROBATION OF OFFENDERS ACT DURING 20.....**

	No. of persons	
	Below 21 years of age	21 years of age and above
1. Released on Admonition		
2. Released on Probation without Supervision	...	...
3. Released on Probation on furnishing surety or in charge of Probation Officer specifically appointed by the Court.	...	...
4. Released on Probation and required to reside at Probation Home, Hostel or other places.	...	...
5. Released on Probation and placed under the supervision of a Probation Officer.	...	...
6. Released on Probation with requirement to pay Compensation to the victim.	...	...
	<hr/>	
Total	...	...

IV. MISCELLANEOUS FORMS

**FORM No. (M) 1**

**FORM OF HEADING OF DEPOSITION**

[Form No. (J) 12 of Schedule XLII, Civil, Volume II, is to be intended for and used]

**FORM No. (M) 2**

**FORM FOR RECORDING CONFESSIONS AND STATEMENTS (SEE SECTION 164 OF THE CODE OF CRIMINAL PROCEDURE AND G.R. & C.O., VOLUME I, PAGES 11-12)**

Before.....Judicial Magistrate.....  
 at (a) .....in Subdivision.....Of District .....  
 (1) The accused ..... is brought by police (Sub) Inspector/  
 (Head) Constable before me at my ..... Court/Camp .....  
 (a).....on the (b)..... (c)..... A.M. /P.M. to have  
 his confession/Statement recorded. The letter/memo given to me, dated..... from  
 the (d) ..... is attached to the record.

I have ascertained that the offence was committed at (a) ..... on the  
 (b).....(c)..... A.M /P.M.

(2) The accused is placed in charge of (g) .....

I have satisfied myself that there is no police officer in the Court or in any  
 place whence the proceedings can be seen or heard except the above named (g)  
 ..... who have/has not been concerned in the investigation of the  
 crime or in the arrest or production of the accused.

(3) The accused is questioned regarding the time during which and the places  
 where he has been under the control of the police.

a) Here insert name of place.  
 b) Here insert date.  
 c) Here insert time.  
 d) Here insert officer's designation.  
 e) Insert time in accused's own language also date and place.  
 f. Give place time & date.  
 g. Peon or armed police constable as the case may be with name

**Question**

**Answers**

First placed under observation I was detained/  
 arrested at (e)..... A.M./P.M  
 ..... on ..... in  
 village/town/city ..... of  
 ..... I was taken to  
 (f)..... at .....on  
 ..... I was sent to you from  
 (e) ..... at ..... on.....

IV. MISCELLANEOUS FORMS

(4) The accused is then cautioned as follows:-

“You should remember that I am a Magistrate, that you are not bound to make a confession and that such a confession may be used in evidence against you.

Further cautions, if any:-

The accused is then questioned to ascertain whether he has understood the warning and whether the confession is voluntary or is caused by any inducement, threat or promise referred to in Section 24, Indian Evidence Act.

Questions

Answers

(5) Record of statement made:-

The statement of ..... aged about ..... years, made in the ..... language..... My name is..... My father's name is ..... and by occupation..... My home is a Mouza ..... Police-station..... District ..... I reside at.....

Questions

Answers

Signature or mark of accused

Signature of Magistrate

(6) Prescribed Memorandum:-

(h) Name of accused	I have explained to (h) ..... that he is not bound to make a confession and that, if he does so any confession he may make be used as evidence against him and I believe that this confession was voluntarily made. It was taken in my presence and hearing and was read over to the person making it and admitted by him to be correct, and it contains full and true account of the statement made by him.
---------------------	--

(Signature of Magistrate)

(7) Brief statement of Magistrate’s reasons for believing that the statement was voluntarily made.

(8) The statement having been recorded, the accused is forwarded to ..... at.....

(Signature of Magistrate)

**Note** - The questions noted below are specimen questions and the Magistrate should merely use them for the purpose of helping him to put the particular questions he considers desirable, having regard to the circumstances of the case and the character of the accused :-

- (i) Do you know that I am not an officer of the police but a Magistrate?
- (ii) Do you know that you are not bound to make a confession?
- (iii) Do you know that if you make a confession it may be used in evidence against you?
- (iv) Do you know that you should not say anything because others have told you to say so and that you are at liberty to say whatever you really desire to say?
- (v) What are the reasons which have weighed with you in deciding to make a confession?

IV. MISCELLANEOUS FORMS

**FORM No. (M) 3**

Form of recording Examination of Accused

**EXAMINATION OF ACCUSED PERSON**

Case No.        Of        20

(Section 281 of the Criminal Procedure Code)

The examination of ....., aged about years taken before me ..... Sessions Judge/Judicial Magistrate of the ..... Class, at ..... on the ..... day of ..... 20 ....., in the language interpreted by .....

My name is ..... My father's name is ..... I am aged ..... years. I am by occupation ..... My home is at mouza ..... Police-station ..... district ..... I reside at.....

(Signature or mark of the accused)

Signature of Sessions Judge/Magistrate

The above examination was taken in my presence and hearing, and contains a full and true account of the statement made by the accused. It was read over to the accused or interpreted to him in the language which he understands and was admitted by him to be correct.

Signature of Sessions Judge/Magistrate



**FORM No.(M) 3 A  
APPLICATION FOR COPIES**

Space for searching  
fee

Space for  
Expedition fee

Serial No .....

**IN THE COURT OF**

Application for Urgent/Ordinary Copy

\* ..... No..... of 20.....

\* Here state the class of case .....

Versus

.....

Description of document of which copy is wanted with date and the purpose for which copy is applied for.  Dated..... 20.....	Application is made by.....the undersigned, for copy of the marginally named document in the above case which was disposed of on/is still pending ..... The following stamps and stamped sheets are filed :-  <p align="right">Signature of applicant</p>
--	--

<p align="center"><b>ESTIMATE OF COSTS</b> (Excluding what has been filed)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td align="right">Rs.</td> <td align="right">P.</td> </tr> <tr> <td>..... Stamp sheet @</td> <td align="right">20</td> <td align="right">P.</td> </tr> <tr> <td>..... Court-fee stamps @</td> <td align="right">20</td> <td align="right">P.</td> </tr> <tr> <td>Extra stamp for urgency .....</td> <td></td> <td></td> </tr> <tr> <td>Searching fee in stamp .....</td> <td></td> <td></td> </tr> <tr> <td align="right">Total</td> <td></td> <td></td> </tr> </table> Date <p align="right">Clerk-in-charge Head Comparing Clerk</p>		Rs.	P.	..... Stamp sheet @	20	P.	..... Court-fee stamps @	20	P.	Extra stamp for urgency .....			Searching fee in stamp .....			Total			Estimated stamps, etc, notified on ..... supplied on .....  <p align="right">Applicant</p> Record received on ..... Copy will be ready on ..... Copy actually ready on ..... Copy delivered on .....
	Rs.	P.																	
..... Stamp sheet @	20	P.																	
..... Court-fee stamps @	20	P.																	
Extra stamp for urgency .....																			
Searching fee in stamp .....																			
Total																			

Serial No .....

Received an application for copy bearing the above number

To attend for estimate on .....

Estimated stamp and sheets valued at Rs. P.

Head Comparing Clerk/ Clerk-in-charge

Date ..... 20

Supplied on .....

Received copy on with unused stamps and sheets valued at Rs. P.

To attend for copy on .....

Applicant

NOTE - The application will not be considered complete until stamps and costs have been supplied in full which must be done within 3 days of the date of the estimate. All inquiries and complaints shall be accompanied by this counterfoil. It will be given up when the copy is delivered.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 3 B**  
**APPLICATION FOR INFORMATION**

No. & date	Name and residence	Nature of information	Date on which the information is to be ready	Signature of officer receiving the application	Remarks
1	2	3	4	5	6

Received from ..... Application No..... of date ..... for information which will be ready .....

Dated,

Clerk-in-charge

**FORM No. (M) 4**  
**LETTER TO CHIEF DISTRICT MEDICAL OFFICER TO HOLD POST-MORTEM EXAMINATION**

No .....

FROM

THE

MAGISTRATE OF

TO

THE CHIEF DISTRICT MEDICAL OFFICER OF

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

Sir,

I am to request that you will make post-mortem examination of the body of ..... herewith sent to you, and report the result to this office.

Yours faithfully,

Magistrate

**FORM No.(M) 5**

**LETTER TO CHIEF DISTRICT MEDICAL OFFICER TO EXAMINE  
PERSON SAID TO BE INSANE**

[Sections 328 (1) and 329 of the Criminal Procedure Code]

No. ....

FROM  
THE SESSIONS JUDGE / MAGISTRATE OF

TO  
THE CHIEF DISTRICT MEDICAL OFFICER/ MEDICAL OFFICER OF

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

SIR,

I am to say that ..... son/daughter/wife of .....  
of ..... village ..... P.S. ....  
District ..... is alleged to be of unsound mind. He/she is forwarded to you  
for examination.

I am to request you to examine the said ..... and forward your  
certificate in the prescribed form to this Court by ..... to which date the case  
has been posted.

Yours faithfully,

Sessions Judge/Magistrate

IV. MISCELLANEOUS FORMS

**FORM No.(M) 6**

**LETTER FROM COMMITTING MAGISTRATE TO THE SESSIONS JUDGE  
NOTIFYING COMMITMENT**

No. ....

FROM

THE ..... MAGISTRATE OF

TO

THE SESSIONS JUDGE

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

SIR

I am to report that I have this day committed, ..... to take his trial before the Court of Session the person named below. The record of the G.R. / Complaint Case No..... of 20..... along with case diary is forwarded herewith. The receipt of the same may kindly be acknowledged. Copies of papers required under Section 207/208 Criminal Procedure Code have been supplied to him. The receipt granted by the accused is enclosed herewith. The accused is on bail/in jail custody. He has/has not the means to engage a lawyer for his defence (1).... The reports of the Chemical examiner and the Serologist along with material object have been received.

1. Strike out the portion which is unnecessary

The material objects have been forwarded to the Chemical examiner of ..... under this office letter No ..... dated ..... which have not yet been received.

Magistrate

(Name of the persons committed)

- 1.
- 2.

**FORM No.(M) 7****COURT'S CERTIFICATE TO BE GIVEN TO GOVERNMENT OR LOCAL FUND  
SERVANTS WHO ATTEND COURT AS WITNESSES**

(Articles 1133 and 1134, Civil Service Regulations)

COURT OF THE .....

1. Name Certified that 1.....  
2.....
2. Designation
3. Here state whether official or private. Appeared before me as a witness on behalf of ..... in a Civil/  
Criminal case for ..... days from ..... to ..... in his capacity to  
depose to facts within his (3) ..... knowledge, and that he has  
been paid (4) ..... the under mentioned allowances.
4. If nothing is paid under either head it should be clearly stated. As travelling allowance Rs...  
As subsistence allowance Rs.

Presiding Officer of the Court

Dated .....

NOTE - (1) Government officers summoned to give evidence in their private capacity, i. e. of depose to facts not coming to their knowledge in the course to their official duties or with which they have not had to deal Officially are not entitled to travelling allowances from Government and subsistence allowances paid to them under the Rules of the Court [1134 (b) Civil Service Regulations] must be deducted from their salaries if they are allowed to draw pay for those days.

NOTE - (2) Official witnesses appearing at the instance of a private party will be paid by that party through the Court, and the facts certified as in the case of a payment by the Government.

IV. MISCELLANEOUS FORMS

**FORM No. (M) 8**

**LETTER TO THE CHEMICAL EXAMINER/ SEROLOGIST REQUESTING HIM TO  
SEND HIS REPORT TO THE COURT OF SESSION**

FROM

THE SESSIONS JUDGE OF

TO

THE CHEMICAL EXAMINER/SEROLOGIST TO  
GOVERNMENT

STATE  
VS

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

.....

SIR,

Accused committed  
under sections

I am to inform you that the Sessions Case No. noted on the margin  
has been fixed for the trial on .....

.....

I am to request that the following material object (s) sent to you by letter  
No..... dated..... of the Judicial Magistrate of..... may be  
returned along with your report before the date fixed.

I.P.C. by the

.....

of .....

Yours faithfully,

Sessions Judge

**FORM No. (M) 9**

**PETITION OF APPEAL**

Of

CONVICTED AND SENTENCED BY THE

of..... on the ..... day of ..... 20 .....

Under section(s)

Sheweth

**FORM No. (M) 10**

**LETTER CALLING FOR RECORDS UNDER SECTION 385 (2) OR: 397 OF THE  
CRIMINAL PROCEDURE CODE**

No.....

FROM

THE SESSIONS JUDGE/CHIEF JUDICIAL MAGISTRATE OF.....

TO

THE

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

SIR,

Complainant  
Versus  
Accused,  
Case decided  
by  
.....  
On .....  
20.....

I am to request that you will forward to this office, on or before the  
..... the original records of the case noted on the margin. The records  
are required under Section 385(2) 397 of the Criminal Procedure Code, 1973  
(Act II of 1974).

Yours faithfully

Sessions Judge/Chief Judicial Magistrate

MEMO No.

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

For use in  
Sessions  
Judge's office

Copy forwarded to the Chief Judicial Magistrate of .....  
for information

Sessions Judge

**FORM No. (M) 11**

**NOTICE OF HEARING APPEAL UNDER SECTION 385(1) AND CALLING FOR RECORDS UNDER SECTION 385(2) OF THE CRIMINAL PROCEDURE CODE**

From  
THE SESSIONS JUDGE OF  
To  
THE  
Dated, the..... 20 .....  
SIR,

Under section 385(1) of the Criminal Procedure Code, I am to inform you that the case marginally noted is set down for hearing on the ....., and also to request that you will give notice thereof to the appellant and the complainant (Private prosecutor, if any) intimating to me hereof that you have done so.

Convicted by the .....of...  
.....  
on the.....20.....

\* omit this paragraph when not necessary

\*2. I am also to request that you will forward the original records of the case so as to reach this office at least .....days before the date fixed for hearing the appeal. A brief may be prepared for the use of the Public Prosecutor before the record is sent.

Yours faithfully

---

Note 1 - When notice is issued to the complainant he should be informed that the State has the right to appear to oppose the appeal and except where the right is given by law to him, the person to whom notice is issued, requires the permission of the Court to appear and ordinarily will not receive such permission if the State appears.

Note 2 - Brief is to be supplied to the Public Prosecutor where State is the respondent.

MEMO No.....Dated, the ..... 20 .....

Copy forwarded to the Chief Judicial Magistrate/Sub divisional Judicial Magistrate/Sub divisional Magistrate of..... for information.

The original records of the case should be forwarded so as to reach this Court atleast ..... days before the date fixed for hearing. Before doing so, the Sub divisional Judicial Magistrate/ Sub divisional Magistrate is requested, if necessary to have a brief of the case prepared for the use of the Public Prosecutor.

Sessions Judge



**FORM No. (M) 11-A**

**NOTICE TO RESPONDENT (ACCUSED) IN APPEAL AGAINST ACQUITTAL**

(Section 385 of the Criminal Procedure Code)

No ..... of 20 .....

..... Complainant

*Versus*

..... Respondent

Convicted of an offence under Section ..... I.P.C. by the Magistrate of ..... on the ..... 20..... and acquitted on appeal by the Sessions Judge of ..... on the .....20 .....

In the matter of a petition of appeal filed by the State of Odisha, under Section 378 of the Code of Criminal Procedure, in connection with the case noted above.

Take notice that the aforesaid appeal has been set down for hearing before the Hon'ble High Court on .....20 .....at Cuttack. You are hereby required to appear either in person or through Advocate at the hearing of the appeal on the said date. Herein fail not.

A copy of the petition of appeal is enclosed.

In case you desire legal assistance of the Court for your defence, necessary report to the effect may be filed before me by .....20.....

Date this ..... day of .....

Magistrate

**FORM No. (M) 12**

**(Section 385 Cr.P.C.)**

**NOTICE TO PUBLIC PROSECUTOR INTIMATING HIM THE TIME AND PLACE OF HEARING OF APPEAL**

FROM

THE SESSIONS JUDGE of  
CHIEF JUDICIAL MAGISTRATE

To

THE PUBLIC PROSECUTOR

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

Criminal Appeal  
No.....of 20.....

Take notice that Criminal Appeal .....  
noted on the margin has been fixed for hearing on .....  
At ..... A.M. in this Court.

.....Appellant  
Versus  
.....Respodent

Sessions Judge/Chief Judicial Magistrate

**FORM No.(M) 13**

**HEADING OF JUDGMENT OF APPELLATE COURT**

In the Court of Mr ..... Sessions Judge/Chief Judicial Magistrate  
of.....

Criminal Appeal No..... of 20

Appeal from the order of ..... Assistant Sessions Judge/Magistrate  
of..... dated..... 20

Appellant

Respondent

Counsel for appellant:-

Counsel for respondent:-

**FORM No. (M) 14****LIST OF CRIMINAL APPEALS DECIDED BY SESSIONS JUDGE/CHIEF  
JUDICIAL MAGISTRATE**

To be forwarded to the Superintendent of Jail for communication of result of appeal to prisoners

Name and father's name of the prisoner	Offence and date of conviction and sentence	Magistrate against whose order the appeal is preferred	Order passed in appeal	Remarks
1	2	3	4	5

In appeals from orders of Sessions Judges and Chief Judicial Magistrates, they should communicate the result to the Appellant, through the jail officer, on this form.

Memo No..... dated.....

Forwarded to the Superintendent of the Jail..... for Communication to the appellants.

The ..... 20 .....

Sessions Judge/ Chief Judicial Magistrate.

**FORM No. (M) 15**

**FORM FOR INTIMATING ORDERS IN CRIMINAL APPEALS AND MOTIONS**

In the Court of .....Criminal.

Appeal/ Application No..... of 20..... against the order of..... dated.....

The ..... 20.....Present.

Appellant/Petitioner

Versus

Respondent/Opposite-Party

I direct that the ..... Judgment follows.  
The .....20 .....

(Sd.)

Memo No ..... Dt. ....

Copy with the warrant and bail-bond, if any, forwarded to the ..... of  
.....for information and with the direction to –

- |  |                |
|--|----------------|
| (1) discharge the accused from his bail,                                   | Strike out (1) |
| (2) retry the prisoner for the offence as may be necessary charged         | (2) or (3) as  |
| (3) take immediate measures to secure the surrender of the accused and his | may be         |
| commitment to jail on the Original/modified warrant.                       | necessary      |

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

Sessions Judge/Chief Judicial Magistrate

**FORM No. (M) 16**

**LETTER FROM THE SUPERINTENDENT OF JAIL FORWARDING PETITION OF  
APPEAL TO THE HIGH COURT**

No .....

FROM

THE SUPERINTENDENT OF JAIL AT

TO

THE DEPUTY REGISTRAR OF THE HIGH COURT, ORISSA

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

Sir,

I forward, for the purpose of being laid before Court, petition of appeal (with copy of the judgment annexed) dated the..... day of .....20.....from .....convicted by the..... at .....of an offence under Section (s) .....of. on the ..... day of .....20 .....

Yours faithfully,

Superintendent of the Jail

Memo No. .... Dt. ....

Copy forwarded to the Sessions Judge/Chief Judicial Magistrate of ..... for information.

Superintendent of the Jail

Dated .....

The ..... 20.....

**FARM No. (M) 17**  
**ORDER SHEET FOR MAGISTRATES' RECORDS**

DISTRICT

In the Court of..... at ..... Case No..... of 20.....

Versus

Serial number of order	Date of order	Order with initials of the Magistrate	Office note as to action taken on order (if any) and date
1	2	3	4

Note - This form should be written up in English, whenever possible.

**FORM No. (M) 18**  
**ORDER SHEET FOR SESSIONS RECORD**

In the Court of the Sessions Judge of ..... Trial No..... of 20 ..... of the Sessions Division of ..... Case No..... of 20 ..... of the Magistrate's Calendar for

The State - VRs.      No. 1

No. 2

No. 3

The charge(s) under section(s)..... Framed, read and explained to the accused who plead.

No.

No.

Enter below all proceedings and orders

**FORM No. (M) 19****COMBINED TITLE PAGE AND TABLE OF CONTENTS  
FILE .....**

IN THE COURT OF .....

Case No. .... of 20 .....

Complainant/Applicant

Accused/Opposite-Party

Section(s) of the Indian Penal Code or other law .....

Date of the decision of the original Court .....

Date of the decision of Appellate or Revisional Court .....

**Table of Contents**

Serial No. of paper	Sheets	Description of the paper	Value of Court-fee stamps	Period for which to be preserved	Remarks
1	2	3	4	5	6
			Rs. P.		
1	1-3	Order sheet ..			
2	4-5	Petition of complaint			
3	6-8	Confession of accused			
4	9	Charge ..			
5	10-12	Judgment ..			
6	13-14	Copy of judgment of Appellate or Revisional Court			

Total value of Court-fee stamps

Signed

Officer of Court

Compared and found correct

Record-Keeper

NOTE- (1) This form should be maintained in English.

<sup>1</sup>NOTE - (2) The fact of conviction or acquittal of the accused and pendency of split up records, if any, be noted in the remarks column (Column 6) in the red ink.

Column 1 will give the consecutive number of the different papers in the file. The sheets in the file shall be numbered consecutively and column 2 should be kept blank and filled in after the file is complete. Column 1, 3 and 4 will be filled in as the trial proceeds and in column 5 the record-keeper will enter the number of years for which each paper on the record is to be preserved according to the rules for the preservation and destruction of records.

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<sup>1</sup> Inserted vide CS No. 53 sated 11.05.1993

**FORM No. (M) 20****LIST OF ARTICLES/DOCUMENTS ADMITTED IN EVIDENCE IN CRIMINAL COURTS  
(LIST OF EXHIBITS)**

Court of ..... at .....

Case No ..... of 20 .....

Complainant/applicant

Versus

Opposite-Party/Accused

Sections (s) of the Indian Penal code or other law

Distinguishing mark or number	Description of Documents/ Articles	By whom filed	Date of admission	Whether admitted after or without objection	Date of return of the Articles/ documents with the Signature of the recipient	Remarks
1	2	3	4	5	6	7

The ..... 20.....

Signature of Sessions Judge/ Magistrate

Note:- This form should be maintained in English.



**FORM No. (M) 21**

LIST OF DOCUMENTS PRODUCED .....

Complainant/Applicant

Accused/Opposite Party

District .....

In the Court of ..... at.....

Case No..... of 20 .....

..... Complainant/Applicant

Versus

..... Accused/Opposite Party

Number	Description of documents	Date, if any, which the document bears	Signature of party or Pleader/ Mukhtar producing	If admitted into evidence the date of admission with exhibit mark	Date of return of document with Signature of recipient	Remarks
1	2	3	4	5	6	7

**FORM No. (M) 22**  
**NOTICE TO TAKE BACK DOCUMENTS**

In the Court of .....

Case No. .... of 20 .....

..... Complainant/Applicant

Versus

..... Accused/Opposite Party

The parties in the above cases are hereby required to take back into their custody, within six months from the date hereof the documents now in the custody of the Court, filed by them as evidence in the above case the judgment (or order) now having become final. The parties are distinctly warned that the documents are kept at their own risk, and that the Court from this date declines all responsibility for their safe custody, and that, if not taken back, they will be destroyed when the record is destroyed.

The ..... 20 .....

Presiding Officer

**FORM No. (M) 23**

**LETTER ACCOMPANYING A RECORD AND MEMO. OF ACKNOWLEDGEMENT**

No.....

FROM

To

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

SIR,

1. Here state method of despatch.

I am to return/ forward herewith by <sup>(1)</sup>..... the original record of the case noted on the margin <sup>(2)</sup> called for in/received with your ..... No..... dated the .....20 .....

2. Note also on the margin the number of files and pages in each case file.

Yours faithfully,

-----

Memo. of acknowledgement

Received the record forwarded with letter No..... dated ..... 20..... from the .....of.....

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

Signature and designation of Receiving Officer

**FORM NO. (M) 24**

**LETTER ADVISING THE DESPATCH OF RECORD**

No.....

From

To

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

Sir,

I am to advise the despatch this day by (1)..... to your address the original record of the case, noted on the margin, called for in/received with your letter No.....dated the.....20..... The Parcel bears the number and date of the letter enclosed therein, viz., No..... dated .....the..... 20 The return, duly signed, of the memorandum annexed to the forwarding letter above quoted, is requested.

(1) Here state the method of despatch.

Yours faithfully,

Signature of the Officer despatching the record

**FORM NO. (M) 24-A**

**RECEIPT OF COPIES OF DOCUMENTS ON COMMITMENT OF THE ACCUSED TO THE COURT OF SESSION**

-----

In the Court of ..... at .....

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

..... State/Complainant

Versus

.....Accused

Received ..... the brief/copies of the documents as per rule 50 of the G.R. & C.O. (Criminal) Volume I –

Signature of the accused

Pleader for the accused

Public Prosecutor

**FORM No. (M) 25**  
**SUMMONS TO AN ACCUSED PERSON**

No.1, Schedule II, Act II, 1974  
(Section 61 of the Criminal Procedure Code)

TO

Of

WHEREAS,

1. State the  
offence  
charged.

Your attendance is necessary to answer to a charge of (1).....

.....

2. In person  
or by pleader  
as the case  
may be.

You are hereby required to appear (2)..... before  
the ..... of .....  
on the ..... day of..... Herein fail not.

Dated this ..... Day of ..... 20 .....

(Seal of the Court)

Sessions Judge/ Magistrate

NOTE-1:- In cases where the accused is a public servant a forwarding letter to the Head of office in which such public servant is employed in form No-M-25-A is to be enclosed to the summons.

<sup>1</sup>NOTE-2:- If you are a member of Scheduled Castes/Scheduled Tribes Community, a woman, minor, physically handicapped and unable to file a case or to contest owing to financial stringency, you may seek Legal Aid in the matter from the Legal Aid and Advice Board or Local Legal Aid and Advice Committee in the prescribed form.

ଯଦି ଆପଣ ଅନୁସୂଚିତ ଜାତି/ଜନଜାତି/ସ୍ତ୍ରୀ ଲୋକ/ନାବାଳକ/ବିକଳାଙ୍ଗ ହୋଇଥାଆନ୍ତି ବା ଆର୍ଥିକ ଦୁରାବସ୍ଥା ହେତୁ ମୋକଦ୍ଦମା କରିବାକୁ ଜିନ୍ଦା ଲଢ଼ିବାକୁ ଅସମର୍ଥ ତେବେ ନିର୍ଦ୍ଧାରିତ ଫର୍ମରେ ଆଇନଗତ ସାହାଯ୍ୟ ଓ ଉପଦେଶ ବୋର୍ଡ଼/ସ୍ଥାନୀୟ ଆଇନଗତ ସାହାଯ୍ୟ ଓ ଉପଦେଶ କମିଟିକୁ ଦରଖାସ୍ତ କରନ୍ତୁ ।

<sup>1</sup> Inverted Cs No. 35 dated 11.02.1992

**FORM NO. (M) 25 A**

**ORDER FOR TRANSMISSION OF SUMMONS TO BE SERVED ON A PUBLIC  
SERVANT WHO IS AN ACCUSED OR WITNESS IN A CRIMINAL CASE (SECTION 66  
OF THE CRIMINAL PROCEDURE CODE)**

District .....

In the Court of .....at.....

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

To

Under the provisions of Section 66 of the Code of Criminal Procedure, 1973, a summon in duplicate is herewith forwarded for service on the accused/witness..... 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 accused/witness and to return the original to this Court signed by the said accused/witness with statement of service endorsed thereon by you.

Sessions Judge/Magistrate.

**FORM No. (M) 26**

**WARRANT OF ARREST**

No.2, Schedule II, Act II, 1974  
(Section 70 of the Criminal Procedure Code)

To

1. Name and designation of the person/ persons who is/ are to execute the warrant.

(1) .....

2. Name of accused.

Whereas (2)..... of ..... stands charged with the offence of (3) ..... You are hereby directed to arrest the said (2)..... and produce him before me. Here in fail not.

3. State the offence.

Dated the ..... day of ..... 20 .....

Sessions Judge/ Magistrate

(See Section 71)

This warrant may be endorsed as follows---

If the said (2)..... shall give bail himself in the sum of ..... with one surety ..... in the sum of rupees ..... (or two sureties in the sum of rupees.....) to attend before me on the .....day of..... and to continue so to attend until otherwise directed by me, he may be released.

Dated this..... day of .....20 .....

(Seal of the Court)

Sessions Judge/Magistrate

**FORM No. (M) 27**

**BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT**

No.3, Schedule II, Act II, 1974

(Section 81 of the Criminal Procedure Code)

I, (1) ..... of .....being brought before the (2) ..... under a warrant issued to ..... compel my appearance to answer to the charge of (3) ..... do hereby bind myself to attend in the Court of ..... on the ..... day of ..... next to answer to the said charge and to continue so to attend until otherwise directed by the Court; and in case of making default therein, I bind myself to forfeit to Government the sum of rupees .....

- 1. Name
- 2. District Magistrate or as the case may be.
- 3. State the offence.

Dated this .....day of.....20.....

Signature

-----

I do hereby declare myself surety for the above named..... of....., that he shall attend before ..... in the Court of ..... on the.....day of..... next to answer to the charge on which he has been arrested and shall continue so to attend until otherwise directed by the Court; and in case of his making default therein, I, hereby bind myself to ..... forfeit to Government of the sum of rupees .....

Dated this .....day of.....20.....

Signature



**FORM No. (M) 28**

**PROCLAMATION REQUIRING THE APPEARANCE OF A PERSON ACCUSED**

No.4, Schedule II, Act II, 1974

(Section 82 of the Criminal Procedure code)

WHEREAS complaint has been made before me that (1) ..... has committed or is suspected to have committed the offence of (2) ..... punishable under Section ..... of the Indian Penal Code and it has been returned to a warrant of arrest thereupon issued that the said (1)..... cannot be found, and whereas it has been shown to my satisfaction that the said (3).....(4).....

1. Name description and address.

2. Mention the offence concisely.

3. Name.

4. Has absconded or is concealing himself to avoid the service of the said warrant.

Proclamation is hereby made that the said (3) ..... of ..... is required to appear at (5) ..... before (6) .....to answer the said complaint on the..... day of.....

Dated this.....day of.....20.....

5. Place.

6. This Court of or before me.

(Seal of the Court)

Signature

**FORM No. (M) 29**

**PROCLAMATION REQUIRING THE ATTENDANCE OF A WITNES**

No. V, Schedule II, Act II, 1974)

(Sections 82, 87 and 90 of the Criminal Procedure Code)

WHEREAS complaint has been made before me that (1) .....  
 (2) ..... the offence of (3).....  
 and a warrant has been issued to compel the attendance of (4) .....  
 before this Court to be examined touching the matter of the said complaint; and  
 where as it has been returned to the said warrant that the said (5) .....  
 cannot be served and it has been shown to my satisfaction that he (6) .....  
 Proclamation is hereby made that said (7) ..... is required to  
 appear at (8)..... before the Court of .....  
 on the ..... day of next at ..... O'clock to be  
 examined touching the offence complained of.

1. Name, description and address.

2. Has committed or is suspected to have committed.

3. Mention the offence concisely.

4. Name description and address of the witness.

5. Name of witness.

6. Has absconded/ is concealing himself to avoid the service of the said warrant.

7. Name

8. Place

Dated this .....day of .....20.....

(Seal of the Court)

Signature

**FORM No. (M) 30**

**ORDER OF ATTACHMENT TO COMPEL THE ATTENDANCE OF A WITNESS**

No.6, Schedule II, Act II, 1974  
(Section 83 of the Criminal Procedure Code)

To

THE POLICE OFFICER-IN-CHARGE OF THE POLICE  
STATION AT .....

1. Name  
description  
and address.

WHEREAS a warrant has been duly issued to compel the attendance of (1)  
..... to testify concerning a complaint  
pending before this Court, and it has been returned to the said warrant that it

2. Has  
absconded or  
is concealing  
himself to  
avoid the  
service of the  
said warrant

cannot be served; and whereas it has been shown to my satisfaction that he (2) .....  
..... and thereupon a Proclamation has been or  
is being duly issued and published requiring the said (1) .....to appear  
and give evidence at the time and place mentioned therein.

This is to authorise and require you to attach by seizure the movable  
property belonging to the said (1)..... to the value of rupees which you may  
find within the district of..... and to hold the said property under  
attachment pending the further order of this Court, and to return this warrant with an  
endorsement certifying the manner of its execution.

Dated this .....day, of.....20.....

(Seal of the Court)

Signature

**FORM No. (M) 31**

**ORDER OF ATTACHMENT TO COMPEL THE APPEARANCE OF PERSON ACCUSED**

No.7, Schedule II, Act II, 1974  
(Section 83 of the Criminal Procedure Code)

To (1)

WHEREAS complaint has been made before me that (2) .....  
..... (3) ..... the offence of .....,  
punishable under Section ..... of the Indian Penal Code and it  
has been returned to a warrant of arrest thereupon issued that the said (4) .....  
..... cannot be found and whereas it has been shown to my satisfaction  
that the said (4) ..... (5)..... and thereupon  
a proclamation has been or is being duly issued and published requiring the said (4)  
..... to appear to answer the said charge within ..... days  
and whereas the said (4)..... is possessed of the following property  
other than land paying revenue to Government in the (6) ..... of  
..... in the district of..... and an order has been made for  
the attachment thereof.....

You are hereby required to attach the said property in the manner specified  
in clause (a) and Clause (c) or both (7) ..... Sub-section (2)  
of Section 83 and to hold the same under attachment pending the further order of  
this Court, and to return this warrant with a endorsement certifying the manner of its  
execution.

Dated, this..... day of .....20.....

(Seal of the Court)

Signature

- 1. Name and designation of the person/ persons who is/are to execute the warrant.
- 2. Name, description and address.
- 3. Has committed or is suspected to have committed
- 4. Name.
- 5. Has absconded or is concealing himself to avoid the service of the said warrant.
- 6. Village or town.
- 7. Strike out the one which is not applicable depending on the nature of the property to be attached.

**FORM No. (M) 32**

**ORDER AUTHORISING AN ATTACHMENT BY THE  
DISTRICT MAGISTRATE OR COLLECTOR**

No.8, Schedule II, Act II, 1974  
(Section 83 of the Criminal Procedure Code)

To

THE DISTRICT MAGISTRATE/COLLECTOR OF THE  
DISTRICT OF .....

WHEREAS complaint has been made before me that (1) .....  
(2).....the offence of .....,  
punishable under section ..... of the Indian Penal Code, and  
it has been turned to a warrant of arrest thereupon issued that the said (3) .....  
..... cannot be found; and whereas it has been shown to my satisfaction that the  
said (3) ..... (4) ..... and thereupon a proclamation  
has been or is being duly issued and punished requiring the said (3) .....  
to appear to answer the said charge within ..... days, and whereas the  
said (3) ..... is possessed of certain land paying revenue to  
Government in the (5) ..... of ..... in the  
district of.....

1. Name,  
description  
and address

2. Has  
committed or  
is suspected to  
have  
committed.

3. Name

4. Has  
absconded or  
is concealing  
himself to  
avoid the  
service of the  
said warrant

5. Village or  
town.

6. Strike out  
the one which  
is not desired.

You are hereby authorised and requested to cause the said land to be  
attached in the manner specified in Clause (a) and Clause (c) or both (6) of Sub-  
section (4) of Section 83 and to be held under attachment pending the further order  
of this Court, and to certify without delay what you may have done in pursuance of  
this order.

Dated, this..... day of..... 20.....

(Seal of the Court)

Signature

**FORM No.(M) 33**

**WARRANT IN THE FIRST INSTANCE TO BRING UP A WITNESS**

No.9, Schedule II, Act II, 1974  
(Section 81 of the Criminal Procedure Code)

TO

(1)

WHEREAS complaint has been made before me that (2) .....  
of ..... (3) ..... committed the offence  
of (4) ..... and it appears like that (5) .....  
can give evidence concerning the said complaint; and whereas I have good and  
sufficient reason to believe that he will not attend as a witness on the hearing of the  
said complaint unless compelled to do so.

This is to authorize and require you to arrest the said (6) .....  
and on the .....day of .....to bring him before this  
Court, to be examined touching the offence complained of.

Dated, this..... day of.....20.....

(Seal of the Court)

Signature

1. Name and designation of the police officer or other person/ persons who is or are to execute the warrant.

2. Name and description of the accused.

3. Has or is suspected to have.

4. Mention the offence concisely.

5. Name and descriptions of witness.

6. Name.

**FORM No.(M) 34**

**WARRANT TO SEARCH AFTER INFORMATION OF A PARTICULAR OFFENCE**

No.10, Schedule II, Act II, 1974  
(Section 93 of the Criminal Procedure Code)

1. Name and designation of the police officer or other person/ persons who is/are to execute the warrant.

TO

(1)

Whereas (2).....

before me of the (3) .....

of the offence of (4) .....

2. Information has been laid or complaint has been made.

and it has been made to appear to me for that the production of (5) .....

..... is essential to the .....

enquiry (6) .....

3. Commission or suspected Commission.

into the said (7) .....

This is to authorise and require you to search for the (8) .....

4. Mention the offence concisely

in the (9) ..... and, if found, to produce the same

forthwith before this Court, returning this warrant, with an endorsement

5. Specify the thing clearly.

certifying what you have done under it, immediately upon its execution.

6. Now being made or about to be made.

Dated this..... day of..... 20.....

7. Offence or suspected offences.

(Seal of the Court)

Signature

8. The thing to be specified.

9. Describe the house or place part thereof to which the search is to be confined.

**FORM No. (M) 35**

**WARRANT TO SEARCH SUSPECTED PLACE OF DEPOSIT**

No. 11, Schedule II, Act II, 1974  
(Section 94 of the Criminal Procedure Code)

To

(1)

WHEREAS information has been laid before me, and on due inquiry there-upon held, I have been led to believe that the (2) ..... is used as place for the (3) .....

This is to authorise and require you to enter the said (4)..... with such assistance as shall be required, and to use, if necessary reasonable force for that purpose, and to search (5) ..... and to seize and take possession of any (6) ..... and forthwith to bring before this Court such of the said things as may be taken possession of; returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution.

Dated this..... day of..... 20.....

(Seal of the Court)

Signature of the Magistrate

1. Name and designation of the Police Officer above the rank of a constable.
2. Describe the house or other place.
3. Deposit or sale of stolen property or, if for either of the other purposes expressed in the Section, state the purpose in the words of the Section.
4. House or other place.
5. Every part of the said house or other place, or if the search is to be confined to a part, specify the part clearly.
6. Property or documents or stamps, or seals or coins or absence objects as the case may be. (Add when the case requires it) and also if any instruments and materials which you may reasonable believe to be kept for the manufacture of forged documents or counterfeit stamps, or false seals, or counterfeit coin or counterfeit currency notes as the case may be.



**FORM No. (M) 36**  
**BOND TO KEEP THE PEACE**

No.12, Schedule II, Act II, 1974  
(Sections 106, 107 of the Criminal Procedure Code)

WHEREAS, I (1) ..... inhabitant of (2) .....  
have been called upon to enter into a bond to keep the peace for the term of  
..... or until the completion of the inquiry in the matter  
of..... now pending in the Court of.....

1. Name

2. Place

3. I or We

I hereby bind myself not to commit a breach of the peace or do any act that  
may probably occasion a breach of the peace, during the said term or, until the  
completion of the said inquiry; and in case of my making default therein, I hereby  
bind myself to forfeit to Government, the sum of rupees.....

4. Myself or  
Ourselves

5. Myself or  
ourselves,  
jointly and  
severally.

Dated this ..... day of.....20.....

(3) ..... do hereby declare (4) ..... surety for  
the above-named..... that he shall not commit a breach of the  
peace, or do any act that may probably occasion a breach of the peace during the  
said term or, until the completion of the said inquiry; and in case of his making  
default therein (3) ..... bind (5) .....  
to forfeit to..... Government.....  
the sum of rupees .....

Dated, this ..... day of.....20.....

Signature of the Surety/Sureties.

**FORM No. (M) 37**  
**BOND FOR GOOD BEHAVIOUR**

No.13, Schedule II, Act II, 1974  
(Sections 108, 109 and 110 of the Criminal Procedure Code)

WHEREAS, I (1) ..... inhabitant of (2) ..... have been called to enter into a bond to be of good behaviour to Government and to all citizens of India or the term of (3)..... or until the completion of that inquiry in the matter of..... now pending in the Court of.....

1. Name

2. Place

3. State the period,

I hereby bind myself to be a good behaviour to Government and to all citizens of India during the said term or until the completion of the said inquiry; and in case of my making default therein, I bind myself to forfeit to Government, the sum of rupees.....

Dated this.....day of.....20.....

Signature

4. I or we

5. Myself or ourselves

(4)..... do hereby declare (5) ..... surety for the above named..... that he shall be of good behaviour to Government and to all citizens of India during the said term or until the completion of the said inquiry; and in case of his making default therein (4)..... bind (6)..... to forfeit to Government the sum of rupees .....

6. Myself or ourselves, jointly and severally.

Dated this.....day of.....20.....

Signature of the Surety/ Sureties

**FORM No. (M) 38**

**SUMMONS ON INFORMATION OF A PROBABLE BREACH OF THE PEACE**

No.14, Schedule II, Act II, 1974  
(Section 113 of the Criminal Procedure Code)

1. State the substance of the information

TO

.....  
.....of.....

2. And that you are likely to commit a breach of the peace or by which act a breach of the peace will probably be occasioned

WHEREAS, it has been made to appear to me by credible information that  
(1) ..... (2) .....  
you are hereby required to attend (3)..... at the office of  
the Magistrate of on the .....day of.....20..... at .....O'clock in  
the forenoon, to show cause why you should not be required to enter into a bond  
for rupees (4) ..... that you will keep the peace for the  
.....term of.

3. In person or by duly authorised agent

4. When sureties are required, and also to give security by the bond of one or two as the case may be, surety by the bond of one or two as the case may be, surety or sureties in the sum of rupees..... each (if more than one)

Seal of the Court

Signature

**FORM No. (M) 39**

**WARRANT OF COMMITMENT ON FAILURE TO FIND SECURITY  
TO KEEP THE PEACE**

No. 15, Schedule II, Act II, 1974  
(Section 122 of the Criminal Procedure Code)

TO

The Officer-in-charge of the Jail at (1).....

1. Name of the  
Jail

WHEREAS (2)..... appeared before me

2. Name and  
address

(3)..... on the ..... day of ..... in obedience to

3. In person or  
by his autho-  
rised agent

summons challenging upon him to show-cause why he should not enter into

(4)..... that he, the said (5) ..... would keep the

peace for the period of ..... and whereas an order was then made

4. A bond for  
rupees with  
one surety or a  
bond with two  
sureties each  
in rupees

requiring the said (5) ..... to enter into and find such security

(6)..... and he has filed to comply with the said order.

This is to authorise and require you the said (7)..... to

5. Name

receive the said (5) ..... into your custody together with this

warrant and him safely to keep in the said Jail for the said period of (8).....

6. State the  
security  
ordered when  
it differs from  
that  
mentioned in  
the summons.

unless he shall in the meantime be lawfully ordered to be released,..... and

to return this warrant with an endorsement certifying the manner of its execution.

Dated this..... day of..... 20.....

7. Officer-in-  
charge

Seal of the Court

Signature of the Surety/Sureties.

8. Term of  
imprisonment

**FORM No. (M) 40**

**WARRANT OF COMMITMENT ON FAILURE TO FIND SECURITY FOR GOOD BEHAVIOUR**

No.16, Schedule II, Act II, 1974

(Section 122 of the Criminal Procedure Code)

1. Officer-in-charge.

To

The (1).....of the Jail at.....

2. It has been made to appear to me that (name& description) has been concealing his presence in the district and there is reason to believe that he is doing so with a view to committing a cognizable offence.  
Or

Whereas evidence of the general character of (name & description) has been adduced before me and recorded from which it appears that he is a habitual robber of house breaker etc. (as the case may be)

WHEREAS (2).....And whereas an order has been .....recorded stating the same and requiring the said (3)..... to furnish security for his good behaviour for the term of (4)..... by entering into a bond with (5)..... himself for rupees ..... and (6)..... for rupees ..... and the said (3)..... has failed to comply with the said order, and for such default has been adjudged imprisonment for (7)..... unless the said security be sooner furnished.

This is to authorise and require you the said (8)..... to receive the said (3)..... into your custody, together with this warrant and him safely to keep in the said Jail for the said period of (9)..... unless he shall in the meantime be lawfully..... ordered to be released: and to return this warrant with an endorsement certifying the manner of its execution.

3. Name

4.State the period

5.One surety or two, or more sureties as the case may be

6.The said surety to each) of the said sureties

7. State the term.

Dated, this..... day of .....20.....

(Seal of the Court)

Signature

8. Officer-in-charge of Jail

9. Term of imprisonment

**FORM No. (M) 41**

**WARRANT TO DISCHARGE A PERSON IMPRISONED ON FAILURE TO GIVE SECURITY**

No.17, Schedule II, Act II, 1974  
(Sections 122 and 123 of the Criminal Procedure Code)

To

The (1) ..... of the Jail at .....

1. Officer-in-charge or other officer in whose custody the person is.

WHEREAS (2)..... was committed to your custody under warrant of this Court.

Dated the..... day of..... and (3).....

2. Name and description of prisoner.

This is to authorise and require you forthwith to discharge the said (4)..... from ..... your custody, unless he is liable to be detained for some other cause.

3. Has since duly given security under section of the Code of Criminal Procedure

Dated, this..... day of..... 20.....

Or and there have appeared to me sufficient grounds for the opinion that he can be released without hazard to the community

(Seal of the Court)

Signature

4.Name

**FORM No. (M) 42**

**ORDER FOR THE REMOVAL OF NUISANCES**

No.20, Schedule II, Act II, 1974  
(Section 133 of the Criminal Procedure Code)

1. Name description and address.

To

(1)

WHEREAS it has been made to appear to me that you (2).....

2. Continue as in Form No.20, Schedule II, Act II of 1974.

.....

I do hereby direct and require you within (3) ..... at

(4).....

3. State the time allowed.

Dated, this day of.....20.....

4. Continue as in Form No.20, Schedule II, Act II of 1974.

Seal of the Court

Signature

**FORM No. (M) 43**

**MAGISTRATE'S NOTICE AND PEREMPTORY ORDER**

No.21, Schedule II, Act II, 1974  
(Section 141 of the Criminal Procedure Code)

1. Name, description & address.

To

(1)

I hereby give you notice that it has been found that the order issued on the

2. State substantially the requisition in the order.

..... day of ..... requiring you (2).....

is reasonable and proper. Such order has been made absolute, and I hereby direct and require you to obey the said order, within (3).....

3. State the time allowed

and in case of disobedience thereof you will be liable to the penalty provided therefor by the Indian Penal Code for disobedience thereto.

Dated, this..... day of.....20.....

(Seal of the Court)

Signature

**FORM No. (M) 44**

**INJUNCTION TO PROVIDE AGAINST IMMINENT DANGER PENDING INQUIRY**

No.22, Schedule II, Act II, 1974

(Section 142 of the Criminal Procedure Code)

TO

(1)

1. Name, description and address.

WHEREAS the inquiry into the Conditional Order issued by me on the .....day of .....20..... is pending and it has been made to appear to me that the nuisance mentioned in the said order is attended with such imminent danger of inquiry of a serious kind to the public as to render necessary immediately measures to prevent such danger or injury. I do hereby, under the provisions of Section 142 of the Code of Criminal Procedure, 1973 direct and enjoin you .....forthwith to (2)..... pending the result of the inquiry.

2. State plainly what is required to be done as a temporary safeguard

Dated, this.....day of..... 20.....

(Seal of the Court)

Signature

**FORM No. (M) 45**

**MAGISTRATE'S ORDER PROHIBITING THE REPETITION, ETC., OF A NUISANCE**

No.23, Schedule II, Act II, 1974

(Section 143 of the Criminal Procedure Code)

To

(1)

1. Name and description and address.

WHEREAS it has been made to appear to me that (2).....

I do hereby strictly order and enjoin you not to repeat or continue to the said nuisances (3).....

2. State the proper recital guided by Form No. 20 or Form No. 24 of Scheduled II, Act II of 1974 as the case may be.

Dated, this.....day of.....20.....

Seal of the Court

Signature

3. As the case may be.



**FORM No. (M) 46**

**MAGISTRATE'S ORDER TO PREVENT OBSTRUCTION, RIOT, ETC.**

No.24, Schedule II, Act II, 1974  
(Section 144 of the Criminal Procedure Code)

To

(1)

1. Name  
description  
and address.

WHEREAS it has been made to appear to me that you (2).....

2. Follow the  
recital given  
in Form  
No.24,  
Schedule II,  
Act II, 1974.

I do hereby (3)

3. Insert the  
order of  
prohibition.

Dated, this.....day of..... 20.....

(Seal of the Court)

Signature

**FORM No. (M) 47**

**MAGISTRATE'S ORDER DECLARING PARTY ENTITLED TO RETAIN POSSESSION OF LAND, ETC. IN DISPUTE**

No.25, Schedule II, Act II, 1974  
(Section 145 of the Criminal Procedure Code)

IT appears to me on the grounds duly recorded, that a dispute likely to induce a breach of the peace, existed between (1) .....

1. Describe the parties by names and residence or residence only if the dispute between bodies of villagers.

Concerning certain (2)..... suitable within the local limits of my jurisdiction, all the said parties were called upon to give in a written statement of their respective claims as to the fact of actual possession of the said (3).....,..... and being satisfied by due inquiry held thereupon, within reference to the merits of the claim of either of the said parties to the legal right of possession, that the claim of actual possession by the said (4).....is true.

2. State concisely the subject dispute.

I do decide and declare that (5)..... in possession of the said (3).....and entitled to retain such possession until ousted by due course of law do strictly forbid any disturbance of (6)..... possession in the meantime.

3. The subject of dispute.

4. Name, Names or description.

Dated, this.....day of.....20.....

5. He is or they are

6. His or their

Seal of the Court

Signature

**FORM No. (M) 48**

**WARRANT OF ATTACHMENT IN THE CASE OF A DISPUTE AS TO THE POSSESSION OF LAND, ETC.**

No.26, Schedule II, Act II, 1974  
(Section 146 of the Criminal Procedure Code)

1. Police officer-  
in-charge of  
police-station  
at.....

To  
The (1)

2. Describe the  
parties concerned  
by name and  
residence or  
residence only if  
the dispute be  
between bodies  
of villages.

WHEREAS it has been made to appear to me that a dispute likely to induce a breach of the peace, existed between (2)..... concerning certain (3)..... situate within the limits of my jurisdiction, and the said parties were thereupon duly called upon to state in writing their respective claims as to the fact of actual possession of the said (4) ..... and whereas upon due inquiry into the said claims (5).....

3. State concisely  
the subject of  
dispute.

This is to authorize and require you to attach the said (4)..... by taking and keeping possession thereof and to hold the same under attachment until the decree or order of a competent Court determining the rights of the parties or the claim to possession shall have been obtained; and to return this warrant with an endorsement certifying the manner of its execution.

4. The subject of  
dispute.

5. I have decided  
that neither of the  
said parties was  
in possession of  
the said subject  
of dispute nor I  
am unable to  
satisfy myself as  
to which of the  
said parties was  
in possession as  
aforesaid.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 49**

**MAGISTRATE'S ORDER PROHIBITING THE DOING OF ANYTHING ON  
LAND OR WATER**

No.27, Schedule II, Act II, 1974

(Section 147 of the Criminal Procedure Code)

A DISPUTE having arisen concerning the right of use of (1).....  
situate within the limits of my jurisdiction, the possession of which (2).....  
is claimed exclusively by (3)..... and it appearing to me on due  
inquiry into the same, that the said (2)..... has been open to  
the enjoyment of such use by (4).....  
and (5).....

I do order that the said (6)..... or anyone in their  
interest, shall not (7)..... possession of the said (8).....  
to the exclusion of the enjoyment of the right of use aforesaid, until (8).....  
shall obtain the decree or order of a competent court adjudging (9).....  
to be entitled to exclusive possession.

Dated, this..... day of.....20.....

(Seal of the Court)

Signature

1. State concisely the subject of dispute.
2. Land or water
3. Describe the person or persons
4. The public or if by an individual, or a class of persons describe him or them.
5. (If the use can be enjoyed throughout the year) that the said use has been enjoyed within three months of the institution of the said inquiry (or if the use is enjoyable only at particular seasons, say) "during the last of the seasons at which the same is capable of being enjoyed.
6. The claimant or claimants of possession.
7. Take or retain
8. He or they
9. Him or them

**FORM No. (M) 50**

**BOND AND BAIL-BOND ON A PRELIMINARY INQUIRY BEFORE  
A POLICE OFFICER**

No.28, Schedule II, Act II, 1974

(Section 169 of the Criminal Procedure Code)

I, (1)..... of.....  
 1. Name. being Charged with the offence of (2)..... and after  
 2. State offence inquiry (3)..... do hereby bind myself to  
 3. Required to appear at..... in the Court of .....  
 appear before the Magistrate of or on (4)..... to answer further to the said charge; and in  
 and after inquiry called upon to enter into my own recognizance to appear when required. sum of Rupees.  
 Dated, this..... day of.....20.....

4. The day of next or on such day as I may hereafter be required to attend. Signature  
 (5).....

5. I hereby declare myself (or we jointly and severally declare ourselves and each of us) surety (or sureties) for the above said (1)..... that he shall attend  
 at..... in the Court of..... on (6).....  
 further to answer to the charge pending against him; and in case of his making default therein (7)..... to forfeit to Government, the sum of Rupees .....

6. The day of next (or such day as he may hereafter be required to attend)  
 Dated, this.....day of..... 20.....

7. I hereby bind myself (or hereby bind ourselves) (Seal of the Court) Signature

**FORM No. (M) 51**

**BOND TO PROSECUTE OR GIVE EVIDENCE**

No.29, Schedule II, Act II, 1974

(Section 170 of the Criminal Procedure Code)

I, (1)..... of (2)..... do  
 hereby bind myself to attend at ....., in the Court of  
 ..... at.....O'clock on the ..... day of  
 next....., and then and there to (3).....  
 in the matter of a charge of ..... against one (4).....  
 and in case of..... making default herein, I bind myself to  
 forfeit to Government the sum of rupees.....

1. Name

2. Place

3. Prosecute, or  
to prosecute and  
give evidence  
or to give  
evidence

4. Name

Dated, this ..... day of ..... 20.....

Seal of the Court

Signature

**FORM No.(M) 52**

**SPECIAL SUMMONS TO A PERSON ACCUSED OF PETTY OFFENCE**

No.30, Schedule II, Act II, 1974

(Section 206 of the Criminal Procedure Code)

TO

(1)

1. Name and address of the accused.

2. State the offence charged.

3. Name and designation of the Magistrate.

WHEREAS your attendance is necessary to answer a charge of a petty offence (2)..... you are hereby required to appear in person (or by pleader) before (3).....of.....on the.....day of..... 20....., or if you desire to plead guilty to the charge without appearing before (3)..... to transmit before the aforesaid date the plea of guilty in writing and the sum of..... rupees as fine, or if you desire to appear by pleader and to plead guilty through such pleader, to authorise such pleader in writing to make such pleader of guilty on your behalf and to pay the fine through such pleader. Herein fail not.

Dated, this ..... day of..... 20.....

Seal of the Court

Signature

---

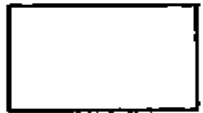
NOTE - The amount of fine specified in this summons shall not exceed one hundred rupees.

FORM No. (M) 52 – A

ସାମାନ୍ୟ ଅପରାଧ ହେତୁ ଅଭିଯୁକ୍ତ ଆସାମୀଙ୍କୁ ବିଶେଷ ତଲବ  
୩୦ ଜୁଲାଇ, ୨ୟ ଅନୁସୂଚୀ, ୨ୟ ଅଧିନିୟମ, ମସିହା ୧୯୭୪  
(ପୌଜବାରା ଆଇନ ବିଧି ୧୯୭୪ ଧାରା)

ଶ୍ରୀ.....<sup>୪</sup> ଯେହେତୁ ଏକ ସାମାନ୍ୟ  
ଅପରାଧରେ, ଯଥା.....<sup>୫</sup> ଅଭିଯୋଗର ଉତ୍ତର ଦେବା  
ନିମନ୍ତେ ଆପଣଙ୍କ ଉପସ୍ଥିତି ଆବଶ୍ୟକ, ତେଣୁ ଆପଣ ନିଜେ କିମ୍ବା ଆପଣଙ୍କ ନିଯୁକ୍ତ ଓକିଲଙ୍କ  
ଜରିଆରେ.....<sup>୬</sup> କ ସମ୍ମୁଖରେ ତା.....ରେ ଉପସ୍ଥିତ  
ହେବେ । ନହୁବା, ଯଦି ଆପଣ ଉକ୍ତ ଦଣ୍ଡାଧିକାରୀଙ୍କ ସମ୍ମୁଖରେ ଅନୁପସ୍ଥିତରହି ନିଜକୁ  
ଅପରାଧୀ ବୋଲି ସ୍ୱୀକାର କରିବାକୁ ଇଚ୍ଛା କରନ୍ତି ତାହାହେଲେ ଉକ୍ତ ତାରିଖ ପୂର୍ବରୁ  
ଆପଣଙ୍କ ଅପରାଧର ଏକ ଲିଖିତ ସ୍ୱୀକାରୋକ୍ତି ଏବଂ ତତ୍ ସହିତ ଅର୍ଥଦଣ୍ଡ ସ୍ୱରୂପ  
..... ଟଙ୍କା ପଠାଇଦେବେ । କିମ୍ବା ଯଦି ଆପଣ ଆପଣଙ୍କ ଓକିଲଙ୍କ  
ଜରିଆରେ ଅପରାଧ ସ୍ୱୀକାର କରିବାକୁ ଚାହାଁନ୍ତି ତେବେ ଆପଣଙ୍କ ତରଫରୁ ଆପଣଙ୍କ  
ଓକିଲଙ୍କୁ ଅପରାଧ ସ୍ୱୀକାର କରିବା ନିମନ୍ତେ ଲିଖିତ କ୍ଷମତା ଦେବେ ଏବଂ ଉକ୍ତ ଉକିଲଙ୍କ  
ଜରିଆରେ ଉକ୍ତ ଅର୍ଥ ଦଣ୍ଡ ଟଙ୍କା ଆଦାୟ ଦେବେ ।

ଏଥିରେ କୌଣସି ଅବହେଳା ବା ତ୍ରୁଟି କରିବେ ନାହିଁ ।  
ଆଜ ତା .....ରିଖ.....ମାସ ୨୦.....ମସିହା  
(ନ୍ୟାୟାଳୟ ମୋହର)



ଦସ୍ତଖତ

(ଦ୍ରଷ୍ଟବ୍ୟ : ଏହି ତଲବ ଦସ୍ଥିତ ଅର୍ଥଦଣ୍ଡର ପରିମାଣ ଏକକ୍ଷତ ଟଙ୍କାରୁ ଅଧିକ ହେବ  
ନାହିଁ ।)

- ୪. ଅଭିଯୁକ୍ତ ଆସାମୀଙ୍କ ନାମ ଓ ଠିକଣା ।
- ୫. ଅଭିଯୋଗର ଧାରା ।
- ୬. ଦଣ୍ଡାଧିକାରୀଙ୍କ ନାମ ଏବଂ ପଦବୀ ।



**FORM No. (M) 52-B**

**FORM OF ADMISSION OF OFFENCE BY THE ACCUSED**

In the Court of Sub-divisional Judicial Magistrate.....

Case No...../.....

State .. .. . Complainant

Versus

Accused

Section / (s)

1. Name of the accused. I, (1)..... received the summons to answer a charge of petty offences in aforesaid case. I do hereby plead guilty and remit a sum of rupees..... (in words)..... by postal money order and pray that the said amount may be accepted and the case may be disposed of.

Date.....

Signature of the accused

(This form need not be sent to the Court if the accused is not willing to plead guilty).

FORM No.(M) 52-C

ଦୋଷ ସ୍ୱୀକାର ପତ୍ର

ବିଚାର ବିଭାଗୀୟ ମହକୁମା ଦଣ୍ଡାଧିକାରୀଙ୍କ ସମୀପେଷୁ,

ମକଦ୍ଦମାର ନମ୍ବର.....

ସରକାର.....ମୁଦେଇ

ବନ୍ଦୀମ

.....ମୁଦାଲା

ଦଫା.....

ନ୍ୟାୟାଳୟଙ୍କ ଉପରଲିଖିତ ମକଦ୍ଦମାରେ ପ୍ରେରିତ ତଲବ ମୁଦାଲାଙ୍କ ହସ୍ତଗତ ହୋଇଛନ୍ତି । ମୁଦାଲା ଏହି ପତ୍ର ଦ୍ୱାରା ଉକ୍ତ ମକଦ୍ଦମାର ବର୍ଷିତ ସମସ୍ତ ଅଭିଯୋଗ ମାନି ନେଇ ଅପରାଧ ସ୍ୱୀକାର କରୁଅଛି, ତତସଙ୍ଗେ ନ୍ୟାୟାଳୟଙ୍କ ଆଦେଶ ଅନୁସାରେ ଅର୍ଥଦଣ୍ଡ..... ଟଙ୍କା ଜାକ ଜରିଆରେ ପ୍ରେରଣ କରି ପ୍ରାର୍ଥନା କରେ କି ମୁଦାଲାଙ୍କ ସ୍ୱୀକାର ଜନିତ ପ୍ରେରିତ ଅର୍ଥଦଣ୍ଡ ଟଙ୍କା ଗୃହୀତ ହୋଇ ମକଦ୍ଦମାର ତୁଚ୍ଚାନ୍ତ ନିଷ୍ପତ୍ତି ହେଉ ।

ମୁଦାଲାଙ୍କ ଦସ୍ତଖତ କିମ୍ବା ବାମହସ୍ତ ବୃଦ୍ଧାଙ୍ଗୁଳି ଟିପ୍ପଟିହୁ ଯେଉଁ ବ୍ୟକ୍ତିଙ୍କ ସମ୍ମୁଖରେ ଟିପ୍ପଟିହୁ ବା ଦସ୍ତଖତ ନିଆଗଲା ସେହି ବ୍ୟକ୍ତିଙ୍କ ନାମ, ଠିକଣା ଓ ଦସ୍ତଖତ ।

(ବ୍ରହ୍ମବ୍ୟ : ମୁଦାଲା ଯଦି କୌଣସି ଅଭିଯୋଗ ସ୍ୱୀକାର ନ କରନ୍ତି, ତାହାହେଲେ ଏହି ପତ୍ର ନ୍ୟାୟାଳୟକୁ ପଠାଇବା ପାଇଁ ବାଧ୍ୟ ରୁହନ୍ତି ।)

**FORM No.(M) 53**

**NOTICE OF COMMITMENT BY MAGISTRATE TO PUBLIC PROSECUTOR**

No.31, Schedule II, Act II, 1974

(Section 209 of the Criminal Procedure Code)

The Magistrate of.....

hereby gives notice that he has committed one..... for trial at the next sessions; and the Magistrate hereby instructs the Public Prosecutor to conduct the Prosecution of the said case.

1. State the offence as in the charge.

The charge against the accused is that, (1).....

Dated, this..... day of..... 20.....

Seal of the Court

Signature

**FORM No. (M) 54**

**WARRANT OF COMMITMENT FOR INTERMEDIATE CUSTODY IN CASE  
COMMITTED TO THE SESSIONS**

(Section 209 of the Criminal Procedure Code)

TO

The Officer-in-charge of jail at .....

1. Name  
with age

WHEREAS (1)..... of.....  
..... is a charged with (2) .....and has  
been committed to take his trial before the Court of Sessions at .....

2. State  
the  
offence.

You are hereby required to receive the said .....  
into your custody and produce him before the said Court when so required.

Dated, this ..... day of..... 20.....

Seal of the Court

Signature

<sup>1</sup> Inserted vide CS No. 42 dated 30.12.1992

**FORM No. (M) 55**  
**CHARGE WITH ONE HEAD**

No.32, (I) Schedule II, Act II, 1974

(Sections 211, 212, 213 of the Criminal Procedure Code)

1. Name and office of Sessions Judge/ Magistrate I, (1).....  
.....  
hereby charge you (2).....

2. Name of accused person as follows-  
That you, on or about (3).....

3. State the date and time at (4)..... (5).....

4. Place and thereby committed an offence punishable under section .....of  
the Indian Penal Code, and within (6)..... And I hereby

5. State the offence direct that you be tried by this/ said Court on the said charge.

6. My cognizance or the cognizance of the Chief Judicial Magistrate in the district of, as the case may be.  
Dated, this..... day of..... 20.....

*Sessions Judge/ Magistrate*

**FORM No. (M) 56**  
**CHARGES WITH TWO HEADS**

No.32, (II) Schedule II, Act II, 1974

(Section 211, 212, 213 of the Criminal Procedure Code)

I, (1)..... hereby charge  
you (2)..... as  
follows –

1. Name and  
office of  
Magistrate, etc.

First - That you, on or about (3)..... at  
(4).....(5).....  
and thereby committed an offence punishable under section.....  
of the Indian Penal Code, and within (6).....

2.Name of  
accused person

3. Date and  
time

4. Place

5. State the  
offence

Secondly - That you, on or about (3).....  
at (4)..... (5).....  
and thereby committed an offence punishable under Section(s).....  
of the Indian Penal Code, and within (6).....

6. My  
cognizance or  
the cognizance  
of the Chief  
Judicial  
Magistrate as  
the case may  
be.

And I hereby direct that you be tried by (7).....  
this/ said court on the said charge.

7. In cases tried  
by Magistrate  
omit "this said  
Court"

Dated, this .....day of.....20.....

Sessions Judge/Magistrate

**FORM No. (M) 57**  
**CHARGES WITH THREE HEADS**

No.32, (II) Schedule II, Act II, 1974

(Sections 211, 212, 213 of the Criminal Procedure Code)

1. Name and office of Magistrate, etc. I, (1).....  
hereby charge you (2).....  
as follows –

2. Name of accused person First - That you, on or about (3).....

3. Date and time. at (4).....(5).....  
and thereby committed an offence punishable under section.....

4. Place of the Indian Penal Code, and within (6).....

5.State the offence Secondly - That you, on or about (3).....  
at (4).....(5).....

6. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be. and thereby committed an offence punishable under section.....  
of the Indian Penal Code, and within (6).....

Thirdly - That you, on or about (3).....  
at (4).....(5).....

7. In case tried by Magistrate omit "the said Court" and thereby committed an offence punishable under section.....  
of the Indian Penal Code, and within (6).....

And I hereby direct you be tried by (7).....  
this/said Court on the said charges.

Dated, this .....day of.....20.....

Sessions Judge/Magistrate

**FORM No.(M) 58**  
**CHARGES WITH FOUR HEADS**

No.32, (II) Schedule II, Act II, 1974  
(Section 211, 212, 213 of the Criminal Procedure Code)

<p>I, (1).....</p> <p>hereby charge you (2)..... as follows –</p>	<p>1. Name and office of Magistrate, etc.</p>
<p>First - That you, on or about (3).....</p> <p>at (4).....(5).....</p> <p>and thereby committed an offence punishable under section.....</p> <p>of the Indian Penal Code, and within (6).....</p>	<p>2. Name of accused person</p> <p>3. Date and time.</p>
<p>Secondly - That you, on or about (3).....</p> <p>at (4).....(5).....</p> <p>and thereby committed an offence punishable under section.....</p> <p>of the Indian Penal Code, and within (6).....</p>	<p>4. Place</p> <p>5. State the offence</p>
<p>Thirdly - That you, on or about (3).....</p> <p>at (4).....(5).....</p> <p>and thereby committed an offence punishable under section.....</p> <p>of the Indian Penal Code, and within (6).....</p>	<p>6. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be.</p>
<p>Fourthly - That you, on or about (3).....</p> <p>at (4).....(5).....</p> <p>and thereby committed an offence punishable under section.....</p> <p>of the Indian Penal Code, and within (6).....</p>	<p>7. In case tried by Magistrate omit “the said Court”</p>
<p>And I hereby direct you be tried by (7).....</p> <p>this/said Court on the said charges.</p>	

Dated, this .....day of.....20.....

Sessions Judge/Magistrate



**FORM No. (M) 59**

**CHARGE AFTER A PREVIOUS CONVICTION**

No. 32, (III) Schedule II, Act II, 1974

(Sections 211,212, 213 of the Criminal Procedure Code)

I, (1).....

1. Name and office of Magistrate etc.

hereby charge you (2).....  
as follows :-

2. Name of accused

That you, on or about the ..... day of

3. Court of Sessions or Magistrate as the case may be

..... at..... committed.....

..... and thereby committed an offence punishable under section  
..... of the Indian Penal Code, and within the

4. Name of accused

Cognizance of the (3).....

and you the said (4).....

5. State Court by which conviction was up held

stand further charged that you before the committing of the said offence, that is to say on the ..... day of..... had been convicted by the (5)..... at .....

6. Describe the offence in the words used in the Section under which the offence was committed.

of an offence punishable under Chapter XVII of the Indian Penal Code, with imprisonment for a term of three years that is to say (6).....

Which conviction is still in full force and effect, and that you are thereby liable to enhanced punishment under Section 75 of the Indian Penal Code. And I hereby direct that you be tried by the/said Court on the said charges.

Dated, this ..... day of..... 20.....

*Signature of Sessions Judge /Magistrate*

**FORM No. (M) 60**

**WARRANT OF COMMITMENT ON A SENTENCE OF IMPRISONMENT  
OR FINE IF PASSED BY A MAGISTRATE**

No. 34, Schedule II, Act II, 1974

(Sections 248, and 255 of the Criminal Procedure Code)

To

The (1) .....of the Jail at .....

1. Officer in charge.

WHEREAS on the .....day of ..... 20 ..... (2).....

2. Name of prisoner <sup>1</sup>with age.

.....  
the (3) ..... prisoner in case No..... of  
the calendar for 20..... was convicted before me (4) ..... of the  
offence of (5)..... under section (6) ..... of  
the (7) ..... and was sentenced to (8) .....

3. 1st 2nd 3rd as the case may be.

4. Name and official designation.

This is to authorize and require you, the said (9) ..... to  
receive the said (10) ..... into your custody in the said jail,  
together with this warrant and hereby carry the aforesaid sentence into execution  
according to law.

5. Mention the offence or offences concisely.

6. Or section

7. IPC or ..... Act.

Dated, this.....day of.....20.....

8. State the punishment fully and distinctly.

(Seal of the Court)

Signature

9. Officer-in-charge jail.

10. Prisoner's name

Note - This form applies to all criminal Courts mutatis mutandis.

<sup>1</sup> Inserted vide CS No. 43 dated 30.12.1992

**FORM No. (M) 61****FORM TO BE ATTACHED TO ALL WARRANTS OF COMMITMENT**

Address	Character	Previous occupation	Circumstances under which convicted	Whether sentence appealable or not	Other charges pending against prisoner, with law and section.	Special classification under the rules of the Jail code.	Former Convictions			Sentence
							Date	By whom convicted	Offence (Law and Section)	
1	2	3	4	5	6	7	8	9	10	11

Note- In column 1 not only the village, but the Police Station and district within which the convict resides should be given.

**FORM No. (M) 62**

**WARRANT OF IMPRISONMENT ON FAILURE TO PAY COMPENSATION**

No. 35, Schedule II, Act II, 1974

(Section 250 of the Criminal procedure Code)

TO

The Officer-in-charge of the Jail at .....

1. Name and description.

WHEREAS (1).....

2. Name <sup>1</sup>[with age] and description of the accused person.

has brought against (2) .....

the complaint that (3).....

and the same has been dismissed on the ground that there was no reasonable ground for making the accusation against the said (4).....

3. Mention it concisely

..... and the order of dismissal awards payment by the said

4. Name of complainant

(4) ..... of the sum of rupees .....

..... compensation; and whereas the said sum has not been paid and an order has been made for his simple imprisonment in jail for the period of ..... days, unless the aforesaid sum be sooner paid;

This is to authorize and require you .....

5.Name

to receive the said (5)..... into

your custody together with this warrant, and him safely to keep in the said jail for the said period of (6).....subject to the

6. Term of imprisonment.

provisions of section 69 of the Indian Penal Code, unless the said sum be sooner paid, and on the receipt thereof, forthwith to set him at liberty returning this warrant, with an endorsement certifying the manner of its execution.

Dated, this..... day of ..... 20.....

(Seal of the Court)

Signature

<sup>1</sup> Inserted vide CS No. 44 dated 30.12.1992

**FORM No. (M) 63**  
**SUMMONS TO WITNESS**

No. 33, Schedule II, Act II, 1974

(Sections 6 and 244 of the Criminal Procedure Code)

TO

..... of .....

1. Name of the accused.

WHEREAS complaint has been made before me that (1).....

2. Has or is suspected to have.

of ..... (2)..... committed the offence of (3)..... and it appears to me that you are likely to give material evidence or to produce any document or other thing for the prosecution.

3. State the offence concisely with time and place

You are hereby summoned to appear before this Court on the .....

4. Or six as the case may be.

day of.....next at 10 (4)..... O’Clock in the forenoon to produce such document of thing or to testify what you know concerning the matter of the said complaint, and not to depart hence without leave of the Court and you are hereby warned that if you shall without just excuse neglect or refuse to appear on the said date, a warrant will be issued to compel your attendance.

Dated, this..... day of..... 20.....

Seal of the Court

*Sessions Judge/Magistrate*

Note - In cases where a witness is a public servant a forwarding letter to the head of the office in which such public servant is employed in Form No. M-25-A is to be enclosed to summons.

**FORM No. (M) 64**

**ORDER REQUIRING PRODUCTION IN COURT OF PERSON IN PRISON FOR ANSWERING TO CHARGE OF OFFENCE**

No. 36, Schedule II, Act II, 1974

(Section 267 of the Criminal Procedure Code)

TO

The Officer-in-charge of the Jail at.....

1. Name of prisoner.

Whereas the attendance of (1)..... at present confined/detained in the above mentioned prison, is required in this Court to answer to a charge of (2)..... or for the purpose of a proceeding (3)..... you are hereby required to produce the said (1) ..... under the safe and sure conduct before this Court on the .....day of.....20..... by .....A.M. thereto answer to the said charge or for the purpose of the said proceeding, and after this Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to said prison.

2. State shortly the offence charged.

3. State shortly the particulars of the proceeding.

And you are further required to inform the said (1)..... of the contents of this order and deliver to him the attached copy thereof.

Dated, this ..... day of..... 20.....

Signature

(Seal of the Court)

Countersigned  
(Signature)

**FORM No. (M) 65**

**ORDER REQUIRING PRODUCTION IN COURT OF PERSON IN PRISON  
FOR GIVING EVIDENCE**

No. 37, Schedule II, Act II, 1974  
(Sections 267 of the Criminal Procedure Code)

TO

The Officer-in-charge of the Jail at.....

1. Name of the  
accused.

Whereas complaint has been made before this Court that (1).....

2. State the  
offence concisely  
with time and  
place.

.....of ..... has committed the offence of (2).....  
and it appears that (3)..... at present confined/  
detailed in the above-mentioned prison, is likely to give material evidence for the  
prosecution defence ;

3. Name of the  
prisoner.

You are hereby required to produce the said (3).....  
under safe and sure conduct before this Court at .....on the..... day of  
.....20..... by.....A.M. thereto give evidence in the matter now  
pending before this Court and after this Court has dispensed with his further  
attendance, cause him to be conveyed under safe and sure conduct back to the  
said prison.

And you are further required to inform the said (3).....  
of the contents of this order and deliver to him the attached copy thereof.

Dated, this ..... day of..... 20.....

Signature

(Seal of the Court)

Countersigned  
(Signature)

**FORM No. (M) 66**

**FORM OF LETTER OF REQUEST IN THE CASE OF EXAMINATION OF A WITNESS  
WHO IS AN OFFICER OF THE HOUSE OF THE PEOPLE/COUNCIL OF STATES**

FROM

.....

TO

THE SECRETARY, THE HOUSE OF THE PEOPLE/THE COUNCIL OF STATES,  
PARLIAMENT HOUSE, NEW DELHI.

Subject – (1)

Sir,

(1)  
Description of  
the case.

In the above proceedings, the plaintiff/defendant // Complainant/accused proposes to..... examine an Officer in the Secretariat of the House of the People/Council of States (or any duly informed Officer in the Secretariat of the Assembly) as a witness in regard to matters specified in the Annexure. I am to request you to move the Hon’ble Speaker/Chairman of the House, if necessary, 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 Court on..... at..... O’clock.

Annexure

Yours faithfully



**FORM No. (M) 67**

**FORM OF LETTER OF REQUEST TO BE ISSUED FOR THE PRODUCTION OF DOCUMENTS IN THE COURT OF LAW FROM THE RECORDS OF THE HOUSE OF THE PEOPLE/ COUNCIL OF STATES**

-----

FROM

.....

TO

THE SECRETARY,  
THE HOUSE OF THE PEOPLE/THE COUNCIL OF STATES,  
PARLIAMENT HOUSE, NEW DELHI.

Subject – (1)

(1)  
Description  
of the case.

Sir,  
In the above proceedings, the Plaintiff/defendant // 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 States. I am to request you to move the Honourable Speaker/ Chairman of the House, if necessary, to grant leave for the production of the 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 of the Secretariat of the House.

Annexure

Yours faithfully

**FORM No. (M) 68**

**FORM OF LETTER OF REQUEST IN THE CASE OF EXAMINATION OF WITNESS,  
WHO IS AN OFFICER OF THE LEGISLATIVE ASSEMBLY/LEGISLATIVE  
COUNCIL OF STATE**

TO

THE SECRETARY,  
LEGISLATIVE ASSEMBLY /LEGISLATIVE COUNCIL OF THE STATE

SUBJECT - (1)

Sir,

(1)  
Description of  
the case

In the above proceedings the Complainant/ accused proposes to examine  
.....an Officer in the Secretariat of the Legislative  
Assembly /Council of States (or any duly informed Officer in the Secretariat of the  
Assembly /Council) as a witness in regard to matter specified in the Annexure. I am  
to request you to move the Hon'ble Speaker/Chairman, of the House, if necessary,  
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 Court on..... at..... A.M.

Annexure

Yours faithfully

**FORM No. (M) 69**

**FORM OF LETTERS OF REQUEST TO BE ISSUED FOR THE PRODUCTION OF DOCUMENTS IN COURTS OF LAW FROM THE RECORDS OF THE LEGISLATIVE ASSEMBLIES/COUNCIL OF THE STATES**

TO

THE SECRETARY,  
LEGISLATIVE ASSEMBLY/ LEGISLATIVE COUNCIL OF THE STATE

Subject- (1)

SIR,

(1)  
Description of  
the case

In the above proceeding, the Complainant/ accused proposes to rely upon the documents, specified in the annexure, which are in the custody of the Legislative Assembly /Legislative Council. I am to request you to move the Hon'ble Speaker /Chairman, of the House, if necessary, to grant leave for the production of the 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 of the Secretariat of the House.

Annexure

Yours faithfully

**FORM No. (M) 70**  
**WARRANT FOR INTERMEDIATE CUSTODY**  
**(Section 309 of the Criminal Procedure Code)**

TO

The Officer-in-charge of the Jail at.....

WHEREAS <sup>1</sup>(Name of the accused with age) .....  
son of..... of village ..... Police  
Station ..... in the district of..... is  
charged with (1) ..... and has been remanded  
to custody until (2) .....

- 1. Here State Offence and law.
- 2. Here give date.
- 3. Here State the hour.

You are hereby required to receive the said.....  
in to your custody and to produce him before me on the said day at (3) .....

Dated, this.....day of .....20.....

Session Judge/Magistrate

<sup>1</sup> Inserted vide C.S No.45 dated 30.12.1992

**FORM No. (M) 71**

**WARRANT OF COMMITMENT UNDER SENTENCE OF DEATH**

No.40, Schedule II, Act II, 1974

(Section 366 of the Criminal Procedure Code)

To

The (1) ..... of the Jail at.....

1. Officer-in-Charge

WHEREAS at the Sessions held before me on the..... day of .....20..... (2)..... the (3) ..... prisoner

2. Name of Prisoner  
<sup>1</sup>with age.

in case No..... of the calendar at the said Sessions, was duly convicted of the offence of culpable homicide amounting to murder under section..... of the Indian Penal Code, and sentenced to

3. 1<sup>st</sup>, 2<sup>d</sup>, 3<sup>rd</sup>, as the case may be

death subject to the confirmation of the said sentence by the High Court of Judicature Orissa.

4. Prisoner's name.

This is to authorize and require you, to receive the said (4) ..... in to your custody in the said law together with this warrant and him there safely to keep until you shall receive the further warrant or order of this Court, carrying into effect the order of the said High Court.

Dated, this.....day of .....20.....

Seal of the Court

Sessions Judge

<sup>1</sup> Inserted vide C.S No.46 dated 30.12.1992

**FORM No. (M) 72**

**WARRANT OF EXECUTION OF A SENTENCE OF DEATH**

No. 42, Schedule II, Act, II 1974

(Section 414 of Criminal Procedure Code)

TO

The (1)..... of the Jail at..... 1. Officer-in-Charge

WHEREAS (2)..... 2. Name of Prisoner.  
the (3)..... prisoner in case No.....of the calendar  
for 20.....at the Sessions held before me on the .....day of .....20.....,  
has been by a warrant of this Court, dated the .....day of .....20.....,  
committed to your custody under sentence of death, and whereas the order of the 3. 1st, 2d, 3rd, as the case may be  
High Court of Judicature, Orissa/Supreme Court confirming the said sentence has  
been received by this Court.

This is to authorise and require you to carry the said sentence into execution 4. Time and place of execution.  
by causing the said (2)..... to be hanged by the  
neck until he be dead, at (4)..... and to return this warrant to the Court  
with an endorsement certifying that the sentence has been executed.

Dated, this ..... day of..... 20 .....

(Seal of the Court)

Sessions Judge

**FORM No. (M) 73**

**WARRANT AFTER A COMMUTATION OF A SENTENCE**

No. 41, Schedule II, Act II 1974

(See 386 of Criminal Procedure Code)

1. Officer-in-charge TO

The (1).....of the Jail at.....

2. Name of Prisoner

WHEREAS at a Session held on the .....day of the.....20.....,

3. 1st, 2nd, 3rd, as the case may be

(2)..... the (3)..... prisoner in case No..... of the calendar 20..... at the said Sessions, was convicted of

4. Imprisonment for life

the offence of punishable under Section..... of the Indian Penal Code, and sentenced to....., and was thereupon committed

5. Officer-in-charge of the Jail

to your custody, and whereas by the order of the..... Court of ..... (a duplicate of which is hereunto annexed) the

6. Prisoner's name

punishment adjudged by the said sentence has been commuted to the punishment of (4).....

7. Continue as directed in Form No. 41 of the Schedule II, Act II, 1974.

This is to authorise and require you, the said (5)..... safely to keep the said (6)..... in your custody in the said Jail (7).....

Dated, this..... day of..... 20 .....

(Seal of the Court)

Sessions Judge

**FORM No. (M) 74**

**WARRANT TO LEVY A FINE BY ATTACHMENT AND SALE**

No. 43, Schedule II, Act II, 1974

(Section 421 of Criminal Procedure Code)

To

(1)

1. Name and designation of the Police Officer or other person who is/are to execute the warrant.

Whereas (2)..... was on the..... day..... 20..... convicted before me of the offence of (3)..... and sentenced to pay a fine of rupees..... and whereas the said (4)....., although required to pay the said fine, has not paid the same or any part thereof.

2. Name and description of the offender.

This is to authorise and require you to attach any movable property belonging to the said (5)..... which may be found within the said sum shall not be paid (or forthwith), to sell the movable property attached, or so much thereof as shall be sufficient to satisfy the said fine, returning this warrant, with an endorsement certifying what you have done under it, immediately upon its execution.

3. Mention the offence concisely

4. Name  
5. Name

This warrant shall remain in force for period of six months and it must be returned by..... whether the amount of fine imposed or any part of it, be realised or not.

6. State the number of days or hours allowed.

Dated, this..... day of..... 20.....

(Seal of the Court)

Sessions Judge



**FORM No. (M) 75**  
**WARRANT OF RECOVERY OF FINE**

No. 44, Schedule II, Act II, 1974  
(Section 421 (b) of Criminal Procedure Code)

TO

The Collector of the District of.....

1. Name,  
address and  
description of  
the offender.

WHEREAS (1)..... son of .....  
..... of village..... was on the.....  
day of..... 20..... convicted before me of the offence of (2).....  
..... and sentenced to ..... and to pay a

2. Mention the  
offence  
concisely.

fine of rupees..... and whereas the said (3).....  
although required to pay the said fine, has not paid the same or any part thereof.

3. Name

You are hereby authorised and requested to realise the amount of the said  
fine, as arrears of land revenue from the movable or immovable property or both,  
of the said defaulter and to certify without delay what you may have done in  
pursuance of this order.

Dated, this..... day of..... 20.....

(Seal of the Court)

Magistrate

**FORM No. (M) 76**  
**BOND FOR APPEARANCE OF OFFENDER RELEASED PENDING**  
**REALISATION OF FINE**

(Section 424 of the Code of Criminal Procedure)

WHEREAS, I (1)....., an inhabitant of .....  
(2)..... has been sentenced to pay a fine of rupees .....  
..... and in default of payment thereof to undergo imprisonment for..... and whereas this Court has been pleased to order my release on condition of my executing a bond for my appearance on the following date/dates namely:-

- 1. Name
- 2. Place.

I hereby bind myself to appear before the Court of .....  
at.....O' Clock on the following date/dates namely more and in case of making default herein, I bind myself to forfeit to Government the sum of rupees .....

- 3. Name and description of the surety or sureties.

Dated, this..... day of..... 20.....

- 4. Myself or ourselves surety or sureties.

Signature

(Where a bond with surety/sureties is to be executed)

- 5. I or we bind myself or ourselves jointly and severally

I/We (3)..... do hereby declare (4).....  
the above named (1)..... that he will appear before the Court of..... on the following date/dates namely.....  
and in case of his making default therein (5)..... forfeit to Government the sum of rupees.....

Dated, this..... day of..... 20.....

Signature

**FORM No. 77**

**WARRANT OF RELEASE ON APPEAL**

(Section 386 of the Criminal Procedure Code)

In the Court of the..... at.....

TO

The Officer-in-charge of the jail..... at.....

1. Name of the accused

WHEREAS (1)..... son

2. Name and official designation.

of..... of village..... of..... police-station in the..... district who was convicted by

3. Mention the offence quoting also Act and section.

(2)..... of the offence of (3)..... and was sentenced on the..... day of..... to..... has been acquitted on appeal by

..... Court. You are hereby directed to discharge the said (1)..... out of your custody unless he is liable to be detained for some other matter and for your so discharging him this shall be your sufficient warrant.

Dated, this ..... day of..... 20.....

(Seal of the Court)

Sessions Judge/Magistrate

**FORM No. 78**

**WARRANT FOR USE BY APPELLATE COURT WHEN A SENTENCE IS MODIFIED ON APPEAL**

(Section 386 of the Criminal Procedure Code)

In the Court of the ..... at.....

TO

The Officer-in-charge of the jail..... at.....

WHEREAS (1)..... son of.....	1. Name
of village..... Police Station..... in the district	
of..... was convicted by Magistrate of....., of the	2. State the sentence imposed by the trial Court
offence of....., and was sentenced on the ..... day of	
.....20..... to (2)..... which conviction and sentence	
have been modified on appeal by this Court, and in lieu thereof the said (1).....	
..... has been convicted of the offence of..... and sentenced on	3. State the modified sentence
the..... day of..... 20..... to (3).....	

This is to authorise and require you the said officer-in-charge to receive the said (1)..... into your custody in the said jail, together with this warrant and carry the aforesaid sentence into execution according to law; and this is further to authorise and require you to return to this Court the original warrant of commitment in lieu whereof this warrant is issued.

Dated, this..... day of..... 20.....

(Seal of the Court)

Sessions Judge/Magistrate

**FORM NO. (M) 79**

**ORDER BY THE SESSIONS JUDGE FOR THE RELEASE OF A PRISONER ON BAIL**

(Section 389 and 397 of the Criminal Procedure Code)

In the Court of the..... at.....

Appeal/Revision No..... of ..... 20.....

To

The..... of.....

1. Name of the prisoner

WHEREAS (1)..... (2).....

2. Accused or convicted

of an offence u/s (5)..... by the Magistrate of ..... on the.....day of.....20....., has been (3).....

3. State sentence or period of remand to jail

..... and on (4)..... to this Court an order has been passed u/s (5)..... Criminal Procedure Code for his release on bail until his (4)..... shall have been

4. Appeal or application

disposed of.

You are hereby required to release the said (1).....

5. State the Section

on good and sufficient bail (6)..... and to return to this Court the original warrant of commitment. If the prisoner is unable to furnish bail.....,

6. If the amount of bail is fixed by the appeal at Court, enter it here.

you should forthwith return this order with an endorsement to that effect.

Dated, this..... day of.....20.....

(Seal of the Court)

Sessions Judge/Magistrate

**FORM No. (M) 80**

**WARRANT OF COMMITMENT IN CERTAIN CASES OF CONTEMPT  
WHEN A FINE IS IMPOSED**

No. 38, Schedule II, Act II of 1974

(Section 345 of the Criminal Procedure Code)

To

The (1).....of the jail at.....

1. Officer-in-charge

WHEREAS at a Court held before me on this day (2)..... in the (3)..... of the Court committed wilful contempt; and whereas for such contempt, the said (4)..... has been adjudged by the Court to pay a fine of rupees..... or, in default, to suffer simple imprisonment for the period of (5).....

2. Name and description of the offender

3. Presence of or view

4. Name of offender

This is to authorise and require you, the (6).....of. the said jail, to receive the said (7)..... into your custody together with this warrant, and him safely to keep in the said jail for the said period (8)..... unless the said fine be sooner paid, and on the receipt thereof forthwith to set him at liberty, returning this warrant with an endorsement certifying the manner of its execution.

5. State the number of months or days.

6. Officer-in-charge

7. Name of offender

8. Term of imprisonment

Dated, this..... day of..... 20.....

(Seal of the Court)

Sessions Judge/Magistrate

**FORM No. (M) 81**

**MAGISTRATES OR JUDGE’S WARRANT OF COMMITMENT OF WITNESS REUSING TO ANSWER OR TO RODUCE DOCUMENT**

No.39, Schedule II, Act. II of 1974

(Section 349 of the Criminal Procedure Code)

TO (1)

1. Name and designation of officer of Court.

WHEREAS (2) .....

being (3)..... as a witness, and this day required to give evidence

2. Name <sup>1</sup>with age and description.

on an inquiry into an alleged offence, refused to answer (4) .....

..... put to him touching the said alleged offence and duly recorded

having been called upon to produce (5)..... has refused

3. Summoned or brought before this Court

to produce such document without alleging any just excuse for such refusal and for

his refusal has been ordered to be detained in custody for (6).....

.....

4. A certain question or certain questions

This is to authorize and require you to take the said (7) .....

into custody, and him safely keep in your custody for the period of .....

days, unless in the meantime he shall consent to be examined and to answer the

5. Nature of the document.

questions asked for him, or to produce the document called for from him and on the

last of the said days, or forthwith on such consent being known, to bring him before

this Court to be dealt with according to law returning this warrant with an

6. Term of detention adjudged

endorsement certifying the manner of its execution.

7. Name

Dated, this.....day of.....20.....

(Seal of the Court)

Signature

<sup>1</sup> Inserted vide C.S No.47 dated 30.12.1992

**FORM No. (M) 82**

**WARRANT OF IMPRISONMENT ON FAILURE TO PAY MAINTANCE**

No. 18, Schedule II, Act II of 1974

(Section 125(3) of the Criminal Procedure Code)

To

The (1)..... of the Jail at.....

1. Officer-in-charge.

WHEREAS (2)..... has been proved before me to be possessed of sufficient means to maintain his (3)..... who is by reason of (4)..... unable to maintain (5)..... and to have (6)..... to do so, and an order has been duly made requiring the said (7)..... to allow the said (8)..... maintenance the monthly sum of rupees.....; and whereas it has been further proved that the said (7)..... in wilful disregard of the said order has failed to pay rupees.....being the amount of the allowance, for the month (9).....of.....

2. Name <sup>1</sup>with age description and address.

3. Wife, child, father or mother (name).

4. State the reason.

5. Herself or himself.

6. Neglected or refused.

7. Name.

And there upon an order was made adjudging him to undergo (10)..... imprisonment in that said jail for the period of.....

8. Wife, child, father or mother.

9. Or months.

10. Simple or rigorous.

This is to authorize and require you the said (11).....to receive the said (2) ..... into your custody in the said jail, together with this warrant, and there carry the said order into execution according to law; returning this warrant with an endorsement certifying the manner of its execution.

11. Officer-in-charge

Dated, this..... day of..... 20.....

(Seal Of the Court)

Magistrate

<sup>1</sup> Inserted vide CS No. 48 dated 30.12.1992



**FORM No. 82-A**

**WARRANT TO ENFORCE THE PAYMENT OF MAINTENANCE  
BY ATTACHMENT AND SALE**

No. 19, Schedule II, Act II of 1974

(Section 125 of the Criminal Procedure Code)

To

(1)

1. Name and designation of Police Officer or other person to execute the warrant.

WHEREAS an order has been duly made requiring (2)..... to allow to his said (3)..... maintenance the monthly sum rupees ..... and whereas the said (2)..... in wilful disregard of the said order has failed to pay rupees..... being the amount of the allowance for the month (4)..... of.....

2. Name

3. Wife, child, father or mother

This is to authorise and require you to attach any movable property belonging to the said (2)..... which may be found within the district of..... and if within (5)..... next after

4. Or months

5. State the Number of days or hours allowed

such attachment the said sum shall not be paid (or forthwith), to sell the movable property attached, or so much thereof as shall be sufficient to satisfy the said sum, returning this warrant with an endorsement certifying what you have done under it immediately upon its execution.

Dated, this..... day of..... 20.....

(Seal of the Court)

Magistrate

**FORM No. 83**

**BOND AND BAIL BOND ON A PRELIMINARY INQUIRY OR TRIAL  
BEFORE A MAGISTRATE**

(Sections 436 and 441 of the Criminal Procedure Code)

I (1)..... of (2).....  
being brought before the Magistrate of (3)..... charged with the  
offence of ..... and required to give security for my attendance in  
his Court of in any other Court where the case may be pending and at the Court  
of Session, if required, do bind myself to attend at the Court of the said  
Magistrate or of such other Magistrate before whom the case may be pending at  
10.30 A.M/ 6.30 A.M (4).... such subsequent hour as may be directed on every  
day of the preliminary inquiry or trial in to the said charge, and, should the case  
be sent for trial by the Court of Sessions to be, and appear before the said Court  
when called upon to answer the charge against me and, in case of my making  
default herein, I bind myself to forfeit to Government the sum of rupees.

1. Name

2. Place

3. As the case  
may be

4. Strike out as  
may be  
necessary.

5. I hereby  
declare myself or  
we jointly and  
severally declare  
ourselves and  
each of us.

Dated.....this.....day of.....20.....

(5)

Signature

6. Name

Surety.....for the said (6).....  
that he shall attend at the Court of.....or of such other Magistrate  
before whom the case may be pending at 10.A.M./6.30.A.M. (7) or such  
subsequent hour as may be directed, on every day of the preliminary inquiry or  
trial into the offence charged against him and should the case be sent for trial by  
the Court of Session, that he shall be, and appear before the said Court to answer  
the charge against him, and in case for his making default therein.  
(8)..... to forfeit to Government the sum of rupees.

7. Strike out as  
may be  
necessary.

8. I bind myself  
or we bid  
ourselves jointly  
and severally

Dated, this.....day of.....20.....

NOTE - The bond shall be accompanied with an application containing the particulars prescribed  
Form No. (M) 83-A.

**FORM No. (M) 83-A****FORM OF APPLICATION BY THE SURETY**

In the Court of the Judge/Magistrate

Case No.....of .....20.....

State (or as the case may be)

Complainant

Versus

Accused

I (Name of surety) solemnly affirm and state as follows:-

(1) I beg to offer myself as a Surety for Accused No..... (full name of the accused) who is charged under section (s).....and who has been ordered to be released on bail in the sum of Rs. (in word).....with the .....Surety/Sureties in the like amount, by the .....Court on the .....day of.....20.....

(2)(A) Name &amp; address of the Surety:-

(B) Occupation or business:-

(C) Name &amp; address of the employer if the Surety is in services:-

(D) Full Particulars of house property owned, if any, its Location, value &amp; the Surety share or interest therein; and whether it is in any way encumbered:-

(E) Banking accounts, if any:-

Amounts now lying in each banking account:-

(F) Length of time for which the Surety has known the Accused personally:-

(G) Whether the Surety is related to the accused; if so how?

(H) Whether the Surety has stood has surety for any other person in the preceding six months. If so, state the names of the parties; the amount for which the Surety has stood surety for them; (the Court & the No. of the cases against those accused; & whether the case or cases against those persons are pending or have been concluded).

(I) Whether the surety has, at any time, had his surety bond forfeited. If so, give particulars:-

(J) Whether the surety has, at any Time, made an application for surety ship which was rejected; if so, give the particulars thereof:-

(K) Whether the surety is, (or has been) involved in any civil litigation:-

(L) Whether the surety himself has been concerned in any case as an accused person; if so give particulars of the case:-

(M) Any other particulars in regard to the status of the surety, or his income and assets which the surety may desire to give:

(3) I produce following in support of my statements, and give particulars of the same as below: -

Title deeds of properties, Municipal bills of the Properties.

Bank pass book

Income-tax payment receipts

Other proof

(4) I pray I may be accepted as a surety for the above mentioned accursed in the sum of

Rs. (in words)

Solemnly affirmed at

This .....day of .....20.....

(Signature of surety)

(Identified by..... Advocate)

Before me

Judge/ Magistrate.

Court.....

**FORM No. (M) 83-B**

**BOND AND BAIL BOND AFTER CONVICTION**

[Section 389(3) of the Code of Criminal Procedure]

I. (1)..... resident of (2).....

1.Name ..... Police-station..... having been convicted by the  
 2. Village or Magistrate/ Session Judge (3).....under section.....  
 street & of.....and sentenced to undergo imprisonment for.....  
 Town. and an order having been passed by the trial court under the provisions of section  
 3. Designation 389(3) of the Code of Criminal Procedure, 1973, for my release on bail pending filing  
 of the Court of appeal and obtaining bail orders from the appellate Court, do hereby bind myself  
 convicting. that I shall present an appeal and obtain bail order from the appellate Court, by  
 4. Date (4).....and further bind myself to attend the court of the above  
 Magistrate/Sessions Judge on (4).....to furnish fresh bail as ordered  
 by the appellate Court, or failing obtaining of bail order from the appellate Court to  
 surrender to the said Magistrate/Sessions Judge to undergo the sentence, and in case  
 of my making default therein, I bind myself to forfeit to Government the sum of  
 Rs.....only.

Dated, this.....day of.....20.....

5. Strike out  
as may be  
necessary.

(Seal of the Court)

Signature

(5) I hereby declare myself surety/We hereby jointly and severally declare ourselves and each of us sureties of the above said (1).....that he shall attend the said Court on.....for the purpose of furnishing bail as ordered by the appellate Court or to surrender to the Magistrate/Session Judge to undergo the sentences, and in case of his making default therein I bind myself/We bind ourselves to forfeit to Government the sum of Rs.....only.

Dated, this.....day of.....20.....

Signature

NOTE - The bond shall be accompanied with an application containing the particulars prescribed in form No. 83-A.

**FORM No. (M) 84**

**BOND AND BAIL BOND UPON APPEAL**

(Sections 389 and 441 of the Code of Criminal Procedure)

I, (1).....resident of (2).....  
 police station .....having preferred an appeal to the (3).....  
 against a conviction by the Magistrate/Sessions Judge (4) of..... under  
 section.....of the ..... and an order having been passed by the  
 Appellate Court under the provision of Section 389 of the /Code of Criminal  
 Procedure, 1973 for my release on bail, pending decision of the appeal, do hereby  
 bind myself that I shall attend if so required by the said Court, in the said or any other  
 Court and that I shall, if under the said decision any sentence remains to be  
 undergone by me surrender to the trying Magistrate/Sessions Judge on being called  
 upon to do so by the Chief Judicial Magistrate/Sub-divisional Judicial Magistrate/  
 Judicial Magistrate (7) on such date as he may direct to undergo the said sentence and  
 in case of my making default therein I bind myself to forfeit to Government the sum  
 Rs. (5).....only.

- 1. Name
- 2. Village of street and town.
- 3. Designation of appellate Court.
- 4. Alter as required.
- 5. Words and figures
- 6. Strike out as may be necessary.
- 7. Delete if not required.

Dated, this.....day of.....20.....

Signature

I hereby declare myself surety/We hereby jointly and severally declare  
 ourselves (6) for the above said (1).....directed by the Appellate Court  
 to be released on bail pending decision of the appeal preferred by him, that he shall  
 attend, if so required by the said court, in the said or any other Court and that he  
 shall, if under the said decision any sentence remains to be undergone by him,  
 surrender to the trying Magistrate/Sessions Judge on being called upon to do so by  
 the Chief Judicial Magistrate/Sub-divisional Judicial Magistrate/Judicial Magistrate  
 (7) on each date as he may direct to undergo the said sentence and in case of his  
 making default therein I bind myself/We bind ourselves to forfeit to Government the  
 sum of Rs. (5).....

Dated, this.....day of.....20.....

Signature

NOTE - The bond shall be accompanied with an application containing the particulars prescribed in Form No. (M) 83-A.

**FORM No. (M) 85**

**BOND & BAIL BOND ON APPEAL AGAINST ACQUITTAL**

(Sections-390 & 441 of the Code of Criminal Procedure)

1. Name of the accused. I, <sup>(1)</sup>..... resident of <sup>(2)</sup>..... Police Station.....being brought before the Court of <sup>(3)</sup>.....on a warrant of arrest issued by the High Court under section 390 of the Code of Criminal procedure on an appeal against my acquittal by the Magistrate/Sessions Judge <sup>(4)</sup>..... of <sup>(5)</sup>.....and an order having been passed under the provisions of the said section by the Court for my release on bail, do hereby bind myself that I shall attend in the High Court at Cuttack on <sup>(6)</sup>..... at.....A.M and continue so to attend until the disposal of the aforesaid appeal, and in case of my making default therein I bind myself to forfeit to Government the sum of rupees<sup>(7)</sup>.....

2. Village street and town.

3. Designation of the Court.

4. Alter as required. I do further bind myself to surrender to the Chief Judicial Magistrate <sup>(5)</sup>.....within three days after the date of decision or, if no date has been fixed for the decision, on such date as the Chief judicial Magistrate may direct, if by the decision of the aforesaid appeal any further enquiry, retrial, or any Sentence is ordered to be undergone by me and in case of my making default therein I bind myself to forfeit to Government the aforesaid sum of rupees <sup>(7)</sup>.....

5. Place

6. Date

*Signature*

7. Words and figures. I hereby declare myself surety /<sup>(8)</sup>We hereby jointly and severally declare ourselves and each of us sureties for the above-named <sup>(1)</sup>..... who has been ordered to be released on bail after having been arrested on an appeal against his acquittal that he shall attend in the High Court at Cuttack on <sup>(6)</sup>..... at.....A.M and continue so to attend until the disposal of the appeal in the said court and in case of his making default therein I bind myself/ We bind ourselves <sup>(4)</sup>.....to forfeit to Government the sum of rupees <sup>(7)</sup>.....

8. Strike out as may be necessary.

I hereby declare myself surety/(8) We hereby jointly and severally declare ourselves and each of us sureties that the aforesaid <sup>(1)</sup> .....shall surrender to the Chief Judicial Magistrate <sup>(5)</sup>..... within three days after the date of decision or, if no date has been fixed for the decision, on such date as the Chief Judicial Magistrate may direct, if by the decision of the aforesaid appeal any further enquiry, retrial, or any sentence is ordered to be undergone by the said <sup>(1)</sup>....., and in case of his making default therein I bind myself /We bind ourselves <sup>(8)</sup> to forfeit to Government the sum of rupees <sup>(7)</sup>.....

Dated, this.....day of.....20.....

*Signature*

NOTE - The bond shall be accompanied with an application containing the particulars prescribed in Form No. (M) 83-A.

**FORM No. (M) 86**

**NOTICE TO BAILOR TO PRODUCE A PERSON RELEASED ON BAIL  
BY ORDER OF THE APPELLATE COURT**

To

(1).....resident of (2).....

Police Station.....

1. Name of the Bailor.

2. Village or street and Town.

WHEREAS you by a bail bond dated,..... declared your surety in the sum of Rs (3)..... for (4)..... resident of (2)..... Police-station directed by the (5)..... to be released on bail pending decision of his appeal and whereas under the decision of the said Court a period of sentence remains to be undergone by the said bailee, you are hereby required to procure the surrender of the said bailee before me on or before the .....day of .....20.....failing which proceedings will be taken against you under section 446 of the Code of Criminal Procedure.

3. Words and figures.

4. Name of the bailee.

5. Designation of the Court.

Dated, this.....day of.....20.....

Seal of the Court

*Signature*



**FORM No. (M) 87**

**WARRANT TO DISCHARGE A PERSON IMPROSONED ON FAILURE TO GIVE SECURITY**

No. 46, Schedule II, Act II of 1974  
(Section-442 of the Criminal Procedure Code)

TO

1. Officer In-charge or other officer in whose custody the person is.

The (1).....of the Jail at.....

WHEREAS (2).....was committed to your custody under warrant of this Court, dated the .....day of.....and has since with his surety (or sureties).....duly executed a bond under section 441 of the Criminal Procedure Code.

2. Name and description of prisoner.

This is to authorize and require you forthwith to discharge the said (3)..... from your custody, unless he is liable to be detained for some other matter.

3. Name

Dated, this.....day of.....20.....

Seal of the Court

*Signature*

**FORM No. (M) 88**

**COMMISSION TO EXAMINE A WITNESS**

(Section 284 or 287 of the Criminal Procedure Code)

In the Court of .....

State.....Complainant/Petitioner.....

*Versus*

Accused/Opposite Party.....

To

(1)

Whereas (2).....is

Now under trial before the..... Sessions Judge/Magistrate of..... and it is necessary for the purposes of such trial to examine the person named in the margin as witness on behalf of .....

1. Name and designation of magistrate or Officer to whom the Commission is issued.

You are hereby appointed Commissioner with authority under the provisions of section (3)..... of the Criminal Procedure Code, 1973 (Act II of 1974) to examine and cross examine the said witness upon the interrogatories hereunto annexed or viva voce or both; and you are hereby required, at certain days and places to be appointed by you for that purpose, to examine and cross examine the said witness; and you are such oath or affirmation as is by law required to be taken by witness in to writing, and to send the same under your signature to this Court without delay, together with such documents as may be spoken to by the said witness, marked as exhibits, and the said interrogatories and this writ.

2. Name of the accused.

3. 284 or 287

Dated, this.....day of.....20.....

Seal of the Court

*Sessions Judge/Magistrate*

**FORM No. (M) 88-A**

In the Court of.....

**COMMISSION TO EXAMINE WITNESS OUTSIDE INDIA**

(Section 290 of the Code of Criminal Procedure, 1973)

To.....

Through the Ministry of External Affairs, Government of India, New Delhi.

WHEREAS it appears to me that the evidence of .....is necessary for the ends of Justice in Case No..... vrs..... in the Court of..... and that such witness is residing within the local limits of your jurisdiction and his attendance cannot be procured without unreasonable delay, expense or inconvenience.

I.....have the honor to request and do hereby request that of the reasons aforesaid and for the assistance of the said Court you will be pleased to summon the said witness to attend at such time and place as you shall appoint and that you will cause such witness to be examined upon the interrogatories which accompany this commission (for viva voce).

Any party to the proceeding may appear before you by his counsel or agent or if not in custody, in person and may examine, cross-examine or re-examine (as the case may be) the said witness.

And I further have the honor to request that you will be pleased to cause the answers of the said witness to be reduced into writing and all books, letters, papers and documents produced upon such examination to be duly marked for identification and that you will be further pleased to authenticate such examination by your official seal (if any) and by your signature and to return the same together with this commission to the undersigned through the Ministry of External Affairs, Government of India, New Delhi.

Dated, this.....day of.....20.....

Seal of the Court

*Sessions Judge/Magistrate*

**FORM No. (M) 88-B**

IN THE COURT OF.....

**(COMMISSION TO EXAMINE WITNESS OUTSIDE INDIA [SECTION 285 (3) OF THE  
CODE OF CRIMINAL PROCEDURE, 1973]**

To.....

WHEREAS it appears to me that the evidence of.....is necessary for the ends of Justice in case No..... Vrs..... in the Court of ..... and that such witness is residing within the local limits of your jurisdiction and his attendance cannot be procured without an amount of unreasonable delay, expense or inconvenience.

I, ..... have the honor to request and do hereby request that for the reasons aforesaid and for the assistance of the said Court you will be pleased to summon the said witness to attend at such time and place as you shall appoint and that you will cause such witness to be examined upon the interrogatories which accompany this commission (for viva voce).

Any party to the proceeding may appear before you by his Counsel or agent or, if not in custody, in person and may examine, cross examine and re-examine (as the case may be) the said witness.

And I further have the honor to request that you will be pleased to cause the answers of the said witness to be reduced in to writing and all books, letters, papers and documents produced upon such examination to be duly marked for identification and that you will be further pleased to authenticate such examination by your official seal (if any) and by your signature and to return the same together with this commission to the undersigned

Dated, this.....day of.....20.....

Seal of the Court

*Judge*

**FORM No. (M) 89**

**WARRANT OF ATTACHMENT TO ENFORCR A BOND**

(Section 446 of the Criminal Procedure Code)

To

The Police Officer, In charge of the Police-station, at.....

1. Name description and address of person.

WHEREAS(1)..... has failed to appear on (2)..... pursuant to his recognizance, and has by such default forfeited to Government the sum of rupees (3).....and whereas the said (4).....has, on

2. Mention the occasion.

due notice to him, failed to pay the said sum or show any sufficient cause why payment should not be enforced against him.

3. The penalty in the bond.

This is to authorize and require you to attach any movable property of the said (4)..... that you may find within the district of..... by seizure and detention, and , if the said amount be not paid within.....

4. Name of person.

to sell the property so attached or so much of it as may be sufficient to realize the amount aforesaid, and to make return to what you have done under this warrant immediately upon its execution.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 90**

**NOTICES TO SURETY ON BREACH OF A BOND**

(Section 446 of the Criminal Procedure Code)

TO

of

WHEREAS on the .....day of .....20....., you became surety  
 for (1)..... of (2).....that he should appear before  
 this Court on the .....day of .....and bound yourself in default  
 thereof to forfeit the sum of rupees.....to Government and whereas  
 the said (1).....has failed to appear before this court and  
 by reason of such default you have forfeited the aforesaid sum of rupees.....

1. Name

2. Place

You are hereby required to pay the said penalty or show cause, within .....  
 ..... days from this date, why payment of the said sum should be enforced  
 against you.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 91**

**NOTICE TO SURETY OF FORFEITURE OF BOND FOR GOOD BEHAVIOUR**

(Section—446 of the Criminal Procedure Code)

TO

WHEREAS on the .....day of .....20..... you became surety by a bond for (1)..... of (2).....that he would be of good behavior for the period of.....and bound yourself in default thereof to forfeit the sum of rupees.....to Government, and whereas the said (1).....has been convicted of the offence of (3)..... committed since you became such surety, whereby your security bond became forfeited.

1. Name

2. Place

3. Mention the offence concisely.

You are hereby required to pay the said penalty of rupees..... or to show cause within ..... days why it should not be enforced you.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 92**

**WARRANT OF ATTACHMENT AGAINST A SURETY**

(Section-446 of the Criminal Procedure Code)

To

WHEREAS (1).....  
has bound himself as surety for the appearance of (2).....  
and the said (3).....has made default  
and thereby forfeited to Government, the sum of rupees (4).....

1. Name,  
description  
and address.

This is to authorize and require you to attach any movable, property of the  
said (3)..... which you may find within the district of.....  
..... by seizure and detention; and, if the said amount be not paid  
within..... to sell the property so attached, or so much of it as may  
be sufficient to realize the amount aforesaid, and make return of what you have  
done under this warrant immediately upon its execution.

2. Name of  
person, and  
mention the  
condition of  
the bond.

3. Name

4. The penalty  
in the bond.

Dated, this.....day of.....20.....

Seal of the Court

Signature



**FORM No. (M) 93**

**NOTICE TO THE PRONCIPAL FOR FORFEITURE OF A BOND TO KEEP THE PEACE**

(Section 446 of the Criminal Procedure Code)

TO

(1)

1. Name  
description  
and address.

WHEREAS on the .....day of .....20.....  
you entered in to a bond not to commit (2).....and proof of the  
forfeiture of the same has been given before me and duly recorded.

2. As in the  
bond

You are hereby called upon to pay penalty of rupees.....  
or to show causes before me within .....days why payment of  
the same should not be enforced against you.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 94**

**WARRANT TO ATTACH THE PROPERTY OF THE PRINCIPAL ON BREACH OF A BOND TO KEEP THE PEACE**

(Section—446 of the Criminal Procedure Code)

TO

(1).....at the Police station of.....

1. Name and designation of Police officer.

WHEREAS (2).....did, on the .....day of .....20..... entered into a bond for the sum of rupees.....binding himself not to commit a breach of the peace (3).....and proof of the forfeiture of the said bond has been given before me and duly..... recorded and whereas notice has been given to the said (4)..... calling upon him to pay the sum or to show cause why the said sum should not be paid and he has failed to show cause or to pay the said sum.

2. Name and description.

3. As in the bond

4. Name.

This is to authorize and require you to attach by seizure movable property belonging to the (4).....of the value of rupees..... which you may find within the district of..... and if the said sum be not paid within....., to sell the property so attached or so much of it as may be sufficient to realize the same and to make return to what you have done under this warrant immediately upon its execution.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 95**

**WARRANT OF ATTACHMENT AND SALE ON FORFEITURE OF BOND FOR GOOD BEHAVIOUR**

(Section-446 of the Criminal Procedure Code)

TO

The Police Officer In-charge of the Police station at.....

1. Name, description and address.

WHEREAS (1)..... did on the .....day of.....20..... give security by bond in the sum rupees..... for the good behavior of (2).....

2. Name, etc., of the principal.

and proof has been given before me and duly recorded of the commission by the said (3)..... of the offence of....., whereby the said bond has been forfeited; and whereas notice has been given to the said (3)..... calling upon him to pay the sum or to show cause why the said sum should not be paid, and he has failed to show cause or to pay the said sum.

3. Name

This is to authorize and require you to attach by seizure movable property belonging to the said (3)..... to the value of rupees..... which you may find within the district of..... and, if the said sum be not paid within..... to sell the property so attached or so much of it as may be sufficient to realize the same, and to make return of what you have done under this warrant immediately upon its execution.

Dated, this.....day of.....20.....

Seal of the Court

Signature

**FORM No. (M) 96**

**WARRANT FOR DETENTION IN A REFORMATORY ORDER OF DETENTION IN A REFORMATORY SCHOOL**

(Section 8 & 9 of the Reformatory Schools Act, 1897)

In the Court of ..... at.....

WHEREAS <sup>1</sup>[Name of the accused with age].....  
son of ....., resident of village..... pragna  
..... district..... has on the .....day of .....  
20..... been convicted by ..... at ..... of the  
offence..... and has been sentenced to (1).....  
..... for .....which sentence he is now undergoing in the  
Jail at.....

1. Imprisonment.

And whereas the said (2).....is under the age  
of fifteen years and is a proper person to be an inmate of a Reformatory School.

2. Name.

It is therefore, ordered that, instead of undergoing his sentence, he be detained  
for a period of .....years in the Reformatory School at.....

Dated, this.....day of ..... 20.....

Seal of the Court

Signature

Note 1 - The Sessions Judge should be informed when a juvenile, whom he has dealt with u/s8 of the Act VIII of 1897, is not admitted to the Reformatory. He may substitute for the “order of detention” a regular warrant committing him to Jail.

Note 2 - Every Judicial Officer should before sentencing a juvenile to be detained in a Reformatory, ascertain whether the school can receive him.

<sup>1</sup> Inserted vide CS No. 49 dated 30.12.1992

**FORM No. (M) 97**

**NOTICE TO BE ISSUED IN CASE UNDER SECTION 113 OF THE INDIAN RAILWAYS ACT, 1890.**

In the Court.....

Magistrate.....Class.....

District.....

Railway Company

Complainant

To

(1)

1. Name of village.....Thana.....District.....

WHEREAS it appears from the Railway Charge sheet that on the.....  
..... you were found at..... by a railway servant duly  
appointed for the purposed by the railway administration to be liable under the  
provision of section-113 of the Indian Railways Act,1890, to pay a sum of  
Rs..... in respect of fare and excess charge, or which details are given on  
the margin, and that you failed or refused to pay the said sum on demand, you are  
hereby directly either to remit the said sum of Rs.....to this Court  
.....to.....reach the court before the or to appear before the Court  
on..... at..... A.M and show cause why a warrant should not  
issue for the realization of the said sum under section 113 of the Indian Railways  
Act, 1890.

Fare or  
Express fare  
Rs.....  
Excess charge  
Rs.....  
Total Rs.....

Magistrate,

Copy forwarded to.....for favor  
of service and early return.

Magistrate,

**FORM No. (M) 98**

**FORM OF CARD FOR PLEADERS 'AND MUKHTARS' REGISTERED CLERKS**

(Form No. (M) 21 of Schedule-XLI, Civil, Volume – II, is to be indented for and used)

**FORM No. (M) 99**

## Daily Cause List

.....Day of.....20.....

Before:-

No & year of the case fixed for the day	Name of the parties	Date to which adjourned	No. & year of the case fixed for the day	Names of the parties	Date to which adjourned
1	2	3	4	5	6

Note: - 1. In columns 2 & 5 of this list, the first name of each side, e.g., A Vs. B shall only noted.

2. In columns 3 & 6 the dates of adjournment are to be noted at the close of the day.

**FORM No. (M) 100**

**SUMMONS TO PRODUCE DOCUMENTS/THINGS**

(Section 88 of the Criminal Procedure Code)

In the Court of.....Magistrate of the.....Class.

Case No.....of 20.....

.....Complainant

*Versus*

.....Accused

TO

(1).....of.....at..... 1. Name of the witness

WHEREAS complaint has been made before this Court that (2).....  
..... of..... has/is suspected to have committed the offence of 2. Name of the accused.  
and it appears necessary for the purpose of that the under mentioned documents/things  
now in your possession or power should be produced before this Court, you are  
hereby summoned to attend and produce, or cause to be produced the said  
documents/things before this Court at..... on the ..... day of  
.....20..... At.....O'clock.....in the forenoon, without fail.

Dated, this..... day of.....20.....

Particulars of documents/things

Seal of the Court

Magistrate



**FORM No. (M) 101**

**FORM OF ORDER FOR THE DETENTION IN CUSTODY OF AN ACCUSED PERSON**

(Section 167, Criminal Procedure Code)

To

WHEREAS it appear that a charge against.....

of an offence under section ..... Of the Indian Penal Code/Act No..... of  
is under investigation by the Police under the provisions of Chapter-XII of the Code of Criminal  
Procedure, 1973 that such investigation cannot be completed within the period of 24 hours fixed by  
Section 57 of the Code; and that there are grounds for believing that accusation/information against  
the said persons is well founded and the accused having been duly forwarded to this Court, this is to  
authorize you to detain the said.....  
in custody\* .....for.....days, .....and to cause him  
to be produced before .....this Court sitting  
at ..... on the .....day of.....20.....  
at..... O'clock.....

Dated, this.....day.....20.....

Seal of the Court

Magistrate

\*Note: - The custody may be such as the Magistrate thinks fit.