

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



**VOLUME- I
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PART - I

GENERAL RULES (CRIMINAL)

CHAPTER - I

Court and Office Hours and Court Seal

1.¹[(a) ²[The Court hours shall ordinarily be from 10.30 AM. to 5.00 P.M. with recess of half an hour between 1.30 and 2P.M. except in morning Courts when it would be, from 7.00 A.M. to 1.00 P.M. with a recess of half an hour between 10.00 A.M. to 10.30 A.M.] Court hours

(b) ³[The Courts shall ordinarily commence the sittings not later than 11 A.M. and rise at 4 P.M. when day sittings are held and in case of morning sittings not later than 7.30 A.M. and rise at 12.30 P.M.] Sitting and rising hour

Note 1 - The exact period during which morning sittings of the Courts will be held shall be fixed by the High Court, by the issue of general or special orders.

Note 2 - The recess facility will be available only to the Presiding Officers.

Note 3 - The hours of work and commencement of sittings of Criminal Courts shall be regulated from time to time by issue of general or special orders by the High Court, as and when necessary.]

2. ⁴[(a) The Sessions Judges will devote all working Saturdays and the Chief Judicial Magistrates will devote first and last working Saturdays of a month for administrative work at the Headquarters subject to adjustment of hearing of part-hard Sessions Cases.] Use of Saturdays by Sessions Judges and Chief Judicial Magistrates

(b)⁵ [The last Saturday of each month may be observed as 'Clearance Day' Clearance day by the Judicial Magistrates at the stations to be specified by the High Court by

¹ Substituted vide C.S. No. 05 dtd.19.07.1980

² Substituted vide C.S. No. 99 dtd.18.01.2014

³ Substituted vide C.S. No. 100 dtd.18.01.2014

⁴ Substituted vide C.S. No. 76 dtd.19.12.1996

⁵ Substituted vide C.S. No. 61 dtd.11.02.1992

General or Special Orders. Whenever such Saturday is a holiday, the working day preceding that holiday will be observed as 'Clearance Day'.]]

⁶ [Note-*****]

3. Without the consent of parties and in absence of urgent necessity, no criminal enquiry or trial shall be held on Sundays or gazetted holidays.

Court not to sit on holidays

4. The Presiding Officer of Courts are authorised to suspend the work for about half an hour or to stand in silence for a minute or two after a suitable reference has been made when a man of repute passes away and when request (either oral or in writing) for suspension of work is made to the Court by the Bar Association. Facility should be given to the litigants and members of the Bar who wish to attend the funeral ceremony.

Suspension of Court hour

5. Should any occasion arise when there is disturbance exposing the Court's property to danger, the Presiding Officers may close the Court when no other course is available. Such instances shall, however, be very rare and shall be immediately reported to the District Judge and the High Court explaining in detail the circumstances leading to the closure.

Closure of Court in case of danger of Court's property

6. Ordinarily all judicial matters shall be disposed of in open Court. The public should have access to or remain in the room or the building used by the Court except when the Presiding Officer thinks it fit in any particular case, to exclude either the public in general or any particular person. The grounds for doing so should, however be recorded in the Court's Diary and order sheet of the case.

Courts to be open

Note 1 - Cases of kidnapping, abduction, rape and proceedings under Section 493, 497 and 498, I.P.C., may be tried in camera.

Trial in camera

Note 2 - The Judicial Officers in cases of indisposition are allowed to perform their current and routine duties in the Chamber for a maximum period of ⁷ [one day] during any calendar year.

Routine duties

⁶ Deleted vide C.S. No.62 dtd.11.02.1992

⁷ Substituted vide C.S. No. 111 dtd.15.09.2017

7. The Stale Government of Orissa have declared the following as Court language in the different districts in the State of Orissa in supersession of all previous notifications and orders on the subject:-

- | | |
|--|----------------------------|
| 1. In the district of Ganjam
except Ghumsar and the
Balliguda Subdivisions
and the ⁸ [Civil Judge
(Junior Division)]'s
Court at Aska | English, Oriya and Telegu. |
| 2. In Gunpur, Rayagada,
Bissam-katak, Pottangi
and Malkangiri Taluks
in Koraput district | English, Oriya and Telegu |
| 3. In all the districts of the
State except Nos. 1 and
2 above | English and Oriya |

8. The regular seal of the Court shall be placed in custody of a responsible Officer of the Court and the documents required to be sealed with it should be under his superintendence. This seal is to be used for sealing judgment, writs, processes, copies and other documents made or issued judicially.

9. The date seal shall be affixed to all documents and papers presented to Court in such a way as to show clearly the date on which they are presented. It shall be affixed a second time in such a way as to deface the Court-fee levels, if any, appearing on them.

10. The orders making the officers responsible for the custody and the use of the seals should be recorded in writing.

11. The use of name seals whether by judicial or ministerial officers is Prohibited.

⁸ Substituted vide C.s. No.67 dtd.31.10.1995

12. The worn-out and useless Court-seals when replaced by new ones should be destroyed in the presence of the Presiding Officers concerned and note of such destruction should be made in the Order Book under the dated signature of the Presiding Officer.

Destruction of
seals

13. When a temporary Court ceases to exist, the seals used by it shall be kept in the safe custody of the Registrar of the Civil and Sessions Courts at the headquarters station or the Chief Ministerial Officer of the Court of the Sub-divisional Judicial Magistrate, or Judicial Magistrate, as the case may be, at the outlying stations.

Custody of seals of
abolished Courts

CHAPTER - II

Petitions, Complaints and Affidavits

14. All petitions and affidavits should be in the language of the Court and as far as practicable typewritten. Every page of the petition and every interlineation, alteration or erasure therein shall be authenticated by initial of the petitioner, declarant or the appellant as the case may be or of his Pleader by whom it is presented.

Petitions and affidavits how to be drawn up

9[Note1] - All petitions should be neatly typed on superior quality A4 size paper (29.7 cm x 21 cm) having not less than 75 GSM with printing Font-Times New Roman, Font Size-14, in one and half line spacing (for quotations and indents- font size 12 in single line spacing), with margin of 5 cm on left and right side and 3 cm on top and bottom of the paper being allowed.

Note-2- The person or his / her authorised agent, who files handwritten pleading, petition, affidavit or application before the Court, shall furnish a certificate showing the appropriate reasons thereof.

CERTIFICATE

I....., S/o do hereby certify that I am filing a handwritten pleading / petition/ affidavit/ application before the Court, due to

Signature/ Thumb impression]

15. Every petition shall state concisely and clearly, (i) the facts, matters and circumstances upon which the petitioner relies; and (ii) the matter of complaint, if any, and the relief sought or prayer made.

Contents of petitions

16. Applications in regard to distinct subject-matter with separate prayer shall be made in separate petitions.

Separate petition for distinct subject

⁹ Substituted vide C.S. No.112 dtd.03.03.2021

17. In contested cases, no petition or list of document shall be filed in Court unless copies thereof have been previously served on the opposite party or his Pleader. The opposite party or the Pleader served with such copies shall give receipt on the original petition or list.

Service of copy
of petitions

18. Private complaints should be received daily at fixed hours, ordinarily at the commencement of the day's sitting, but not later than 12 Noon.

Complaints to be
received in fixed
hours

19. (a) All complaints and charge sheets shall at subdivision headquarters be received by the Sub - divisional Judicial Magistrates and subject to control by the High Court by such other Judicial Magistrate specially designated in this behalf by the Chief Judicial Magistrate.

(b) At other places where there are more than one Judicial Magistrate, the Chief Judicial Magistrate would designate the Magistrate who shall receive the complaints and charge-sheets.

20. Every petition of complaint shall contain the following particulars -

Contents of
complaint
petitions

1. The name, age and other description of the complainant.
2. The name, age and other description of the accused.
3. The date, time and place of occurrence.
4. The list of witnesses with addresses.
5. Nature of offence with section of statute.
6. Whether any information was given at the Police-Station and if so, the action taken thereon.
7. Whether any previous complaint regarding the same occurrence was filed, and if so, the name of the Court and the date and manner of disposal of the same.
8. Facts of the case.
9. Documents, if any, relied upon by the complainant.

¹⁰[**Note** - While making an application for issue of an order under Sections 94, 97 and 98 of the Code of Criminal Procedure, 1973, the applicant (or the

¹⁰ Inserted vide C.S. No. 1, dtd.23.12.1977

party) should file an affidavit that he has not filed any such application on the same facts before any other Magistrate or in any other Court.]

21. The examination of the Complainant under Section 200 of the Criminal Procedure Code should be a thorough and intelligent enquiry into the subject - matter of a complaint to enable the Magistrate to find out whether the complainant is really aggrieved or whether it would amount to abuse of the process of the Court and harassment to the accused. The examination of the complainant at this stage should be made by the Magistrate himself.

Examination of complainant

Note - Statement of the complainant should ordinarily be recorded on the back of the petition of complaint.

22. Magistrate are cautioned against indiscriminate use of police agency for the purpose of ascertaining matters as to which a Magistrate is bound to form his own opinion upon evidence given in his presence. This caution should be specially borne in mind in respect of all cases regarding offences not cognizable by the Police.

Undesirability of using police agency for enquiry into cases

23. All complaints and Police reports should be Registered immediately after their receipt in order of their receipt.

Registration of complaints and Police reports

24. Affidavits to be sworn or affirmed before any Judge, Magistrate or Commissioner of Oaths appointed by the High Court or Court of Sessions or any Notary appointed under the Notaries Act, 1952 for use before any Court shall be drawn up in the first person and divided into paragraphs, numbered consecutively and each paragraph, as clearly as may be, shall be confined to a distinct portion of the subject and may be sworn or affirmed before any Judge, Magistrate or Commissioner of Oaths appointed by the High Court or Court of Sessions or any Notary appointed under the Notaries Act, 1952 (54 of 1952).

Affidavits before whom to be sworn

25. Every affidavit shall state the full name, age, description and place of abode of the deponent and shall be signed or marked by him.

Full description of deponent

26. Alterations and interlineations shall, before the affidavit is sworn or affirmed, be authenticated by initials of the officers before whom the affidavit is taken.

Authentication of corrections in affidavits

- | | |
|--|--|
| <p>27. The officer before whom the affidavit is taken shall state the date on which and the place where the same is taken, sign his name and mention his designation at the end.</p> | <p>Particulars to be noted by the Commissioner of Affidavits</p> |
| <p>28. When an affidavit is sworn or affirmed by any person who appears to the officer taking the affidavit to be illiterate, blind or unacquainted with the language in which the affidavit is written, the officer shall certify that the affidavit was read over, translated or explained in his presence to the deponent, that the deponent seemed to understand it and made his signature or mark in the presence of the officer; otherwise the affidavit shall not be used in evidence.</p> | <p>Certificate to be given by the Commissioner of Affidavits</p> |
| <p>29. Every affidavit shall bear an endorsement stating on whose behalf it is filed.</p> | <p>Affidavits to state on whose behalf it is filed</p> |
| <p>30. Every affidavit containing statements made on the information or belief of the deponent shall state the source or ground of the information or belief.</p> | <p>Source of knowledge to be stated in affidavit</p> |

CHAPTER - III

Diary and Cause List

[Vide Rules on the subject in the General Rules (Civil), Volume I]

CHAPTER - IV

Processes

31.(a) Every person on whom a process is to be served or executed shall be described therein in ink in such manner as will serve to identify him clearly, i.e., by the statement of his correct name and address and such further description as will serve to identify him. Process to contain full description

Note - In the case of service or execution of a process to be effected in large towns, the name of the street, ward number of the Municipality and the number of the house, if known, should be given.

(b) The process shall ordinarily be issued in anyone of the languages of the Court. But process sent for service at another place where the language is different from that of the Court issuing them, should be accompanied by translation in the language of such place or in English. Language of the process

¹¹[(c) Whenever notices /summons /warrants are to be issued by the Court, the following shall be mentioned on the bottom of form for information about free Legal Services.

You are hereby informed that free legal services from the State Legal Services Authorities, High Court Legal Services Committee, District Legal Services Authorities and Taluka Legal Services Committees, as per eligibility criteria, are available to you and in case you are eligible and desire to avail of the free legal services, you may contact any of the above Legal Services Authorities/ Committees.

ଏଥି ସହିତ ଆପଣଙ୍କୁ ଜଣାଇ ଦିଆଯାଉଛି କି ଯେ, ଆପଣଙ୍କୁ ମାଗଣାରେ ଆଇନଗତ ସେବା ଯୋଗାଇଦେବାପାଇଁ ରାଜ୍ୟ ଆଇନ ସେବା ପ୍ରାଧିକରଣ, ଉଚ୍ଚ ନ୍ୟାୟାଳୟ ଆଇନ ସେବା କମିଟି, ଜିଲ୍ଲା ଆଇନ ସେବା ପ୍ରାଧିକରଣ ଏବଂ ତାଲୁକା ଆଇନ ସେବା କମିଟି ପ୍ରତିଷ୍ଠା କରାଯାଇଛି । ଯଦି ଆପଣ ଆଇନ ଅନୁଯାୟୀ ମାଗଣାରେ ଆଇନଗତ ସେବା ପାଇବା ପାଇଁ ଯୋଗ୍ୟ ବିବେଚିତ ହେଉଥାନ୍ତି ଏବଂ ଏହି ସେବା ପାଇବା ପାଇଁ ଚାହୁଁଥାନ୍ତି, ତେବେ ଆପଣ ଆଇନ ସେବା ପ୍ରାଧିକରଣ/ ଆଇନ ସେବା କମିଟିର ପରାମର୍ଶ ନେଇପାରନ୍ତି ।]

¹¹ Inserted vide C.S. No.95, dtd.03.04.2010

¹²[(i) You are further informed that Alternative Dispute Resolution (A.D.R.)/¹³[Meditation] facilities are also available in case you desire to avail the said facilities.]

¹⁴[(d) You are hereby informed that the facility of examination of witness through virtual mode (Video Conferencing) is also available in the District Courts of the State. If you desire to avail such facility provided under the Orissa High Court Video Conferencing for Courts Rules, 2020, you may contact the Remote Point Coordinator of the Court concerned, whose name and number is provided in the website of the District Court, for the said purpose.]

32. Summons issued to witnesses shall ordinarily be signed by the Chief Ministerial Officer of the Court with the words ‘BY ORDER OF THE COURT’ prefixed to signature; but Magistrates and Judges shall themselves sign the summons issued to the accused persons. All summonses shall bear the seal of the Court.

Persons
authorised to
issue
summons

33. Every summons relating to a case shall state the place of hearing and the date and time when the presence of the person summoned is required.

Time and place of
hearing to be
stated in summons

34. Whenever it may be necessary to summon an officer or soldier in Military employ to attend a Criminal Court as a witness, the process-server who is to serve the summons, shall be instructed to take it under cover to the Officer-in-Command of the Regiment or detachment with which the witnesses may be serving and to apply for his assistance in serving it. With his assistance the process-server shall then proceed to serve the process and shall make his return direct to the Court. In such cases sufficient time should always be given to admit of arrangement being made for the relief of the witness summoned.

Summons to
Military Officers

35. All summons meant for the Fingerprint or Handwriting Expert should not be sent to any particular expert by name. They should be sent to the Director of the Finger-Print Bureau by designation.

Summons to
expert

¹² Inserted vide C.S. No.99 dtd.09.10.2012

¹³ Added vide C.S. No. 101, dtd.18.01.2014

¹⁴ Inserted vide C.S. No.140, dtd.22.05.2023

36. The Court may record a separate endorsement on every non-bailable warrant of arrest the date by which the Officer-in-Charge of the Police-station shall report to the issuing Court that the fact of execution or non-execution of the warrant.

Non-bailable
warrant - The date
of execution to be
stated

37. (1) Processes should, except in urgent cases, be made over to the ¹⁵[Deputy Administrator] or the Police Officer at least 10 days before the date fixed.

Time for delivery
of process in the
1[Process
Establishment
Section]

(2) A Register of processes made over to the Deputy Administrator for service shall be maintained in the Form No. (R) 9-A.

Register of
processes made
over for service to
Deputy
Administrator

(3) A Register of warrants and other processes issued to each Police Station shall be maintained in the ledger Form No. (R) 10, some pages being allotted to each specified Police-Station.

Register of
processes issued
to police

38. Processes made over to the Deputy Administrator or the Police Officer for service must be returned to the issuing Court as soon as possible, and at least one day before the date fixed.

Return of
processes

39. When the process which has been served or returned unserved is the process of a Court outside Orissa transmitted for the purpose of service only, then the report regarding service or non-service of the process shall be accompanied by an authorised English translation thereof.

English
translation of the
report when
necessary

¹⁶[**40.** Rules 35 to 39, 41 and 43 of Part I, Chapter - II of General Rules and Circular Orders (Civil), Volume I shall also apply to processes issued on the criminal side and one common set of Registers in Form Nos. (R) 11, (R) 12 and (R) 13 of the General Rules and Circular Orders (Civil), Volume II be maintained in respect of both Civil and Criminal processes issued from the Process Establishment Section.]

Different Register
of processes

¹⁵ Substituted vide C.S. No. 138, dtd.27.7.2022

¹⁶ Substituted vide C.S. No.15, dtd.08.09.1982

41. As regards production of post-office records under Section 92, Criminal Procedure Code, by Post-masters, see Rule 74, Chapter - I, Page 31 of the Post-Office Manual, Volume I, 1912.

Production of
post office
records

42. No summons or other process issued against a Member of the Parliament or of a State Legislature shall be sent for service to the Presiding Officer or the Secretariat of the Parliament or the State Legislature. No such summons or other process shall be served on any Member within the precincts of the House of which he is a Member.

Process against
Members of the
Parliament and
State
Legislature

43. A Letter of request instead of summons should be issued to the Secretary of the House of Parliament or of the State Legislature for examination of any officer of the Secretariat as a witness in the Court of law or for production of any document in the possession of the House of Parliament or State Legislature.

Letter of request

44. Original documents in the custody of the House of Parliament or of the State Legislatures should not be called for if certified copies thereof would serve the purpose. It is only in cases where parties insist upon strict proof that the Courts should call for the originals.

Production of
record from the
custody of
Parliament or State
Legislature

Note - In this connection attention of the Judges and Magistrates is also called to Section 78 (2) of the Indian Evidence Act which specifies the way in which the proceedings of the Legislature can be proved.

45. (i) When a Member of the House of the People is arrested on a criminal charge or for a criminal offence or is sentenced to imprisonment by a Court, the Judge or Magistrate, as the case may be, shall immediately intimate such fact to the Speaker indicating the reasons for the arrest, detention or conviction as the case may be, as also the place of detention or imprisonment of the member in the appropriate prescribed form.

Arrest of Members
of Parliament and
State Legislature

(ii) When a Member is arrested and after conviction released on bail pending an appeal or otherwise such fact also be intimated to the Speaker by the concerned authority in the appropriate prescribed form;

(iii) The provisions contained in the above sub-rules will apply mutatis mutandis to Members of the Council of State and of a State Legislature.

CHAPTER - V

Process Servers and Process Establishment Section

46. Rules relating to service of process and the duties of Deputy Administrator and his staff and the maintenance of various Registers contained in the G.R. & C.O. (Civil), Volume I shall be followed by the Criminal Court.

47. The Sessions Judge of every Sessions Divisions shall ascertain the average number of original processes issued during the last three years from his own Court and from each of the Courts subordinate to him and the peons to be employed in the Sessions Division shall be sufficient for the execution of that number. The process serving establishment of the Criminal and Civil Courts in the State of Orissa having been amalgamated, each peon of the process serving establishment shall for this purpose, be considered capable of executing during the year the number of original Criminal Processes noted against each district in the following table -

Determination of
the Strength of
Process Serving
establishment

District				Number of original Processes
Cuttack	900
Balasore	900
Puri	900
Sambalpur	600
Ganjam	900
Bolangir	900
Dhenkanal	900
Koraput	600
Kalahandi	600
Phulbani	600
Mayurbhanj	600

Keonjhar	600
Sundargarh	600

Note - The term ‘original process’ means the original document which is filed with the record of a case, including the names of all persons residing within the jurisdiction of the Court upon whom copies of it (whether it be a summons warrant, notice or other process) are to be served in the same case and at the same time.

CHAPTER - VI

Proceedings under Sections 145 and 147, Cr .P.C.

48. Final orders in proceedings under Sections 145 and 147 of the Criminal Procedure Code should be drawn up in Form Nos. 25 and 27 of the Second Schedule of the Code (High Court Forms Nos. (M) 47 and (M) 49, Volume (II) such modifications being made therein in accordance with the provisions of Section 476 of the Code as the circumstances of each case may require.

Final orders in
proceeding s
under Sections
145 and 147,
Cr.P.c.

CHAPTER - VII

Confessions and statements of Accused

49. (i) The recording of the confession of an accused person immediately on his production by the Police should be avoided. Ordinarily, he should be allowed a few hours for reflection, free from the influence of the Police, before his statement is recorded. The Police should not be allowed to be present when a confession is recorded.

Time for
reflection to
confessing
accused

(ii) Confession should be recorded in open Court and during the Court hours except when unusual circumstances require a different procedure as, for instance, when an open record would be detrimental to the public interest or when the recording of the confession in open Court is rendered impracticable by reason of the fact that the Court is closed for two Or more successive days on account of holidays.

Confession
to be
recorded in
open Court

(iii) A Magistrate recording a confession should satisfy himself in every reasonable way that the confession is made voluntarily. It is not necessary actually to invite complaints of police ill-treatment, though of these, if spontaneously made, cognizance should be promptly taken of the same. However, it should be made clear to the prisoner that the making or withholding of a statement is within his discretion and any indication of use of improper pressure should be at once investigated.

Precautions
to be
followed
before
recording
confession

(iv) The Magistrate should question a confessing prisoner with a view to ascertaining exact circumstances in which the confession was made and the connection of the Police with it; in other words the Court should record the confessions in as much detail as possible with a view to obtaining materials from which its genuineness can be judged and to testing whether it is freely made or is the outcome of suggestion. To the certificate required by Section 164 of the Criminal Procedure Code, the Magistrate should add a statement in his own hand, of the grounds on which he believes that the confession is genuine, of the precautions which he took to remove accused from the influence of the Police and of the time, if any given to him for reflection [vide Form No. (M) 2].

Certificate
about the
genuineness of
the confession

- (V) The Magistrate should formally warn the accused though not necessarily in set words, that anything said by him will be taken down and may therefore be used as evidence against him, even if he retracts the same. Warning to the confessing accused
- (vi) A remand to police custody should not be allowed unless good and satisfactory grounds are shown for it; a general statement that the accused may be able to give further information should not be accepted. Remand to police custody
- (vii) Whenever possible, where the object of the remand is the verification of the prisoner's statement he should be remanded to the charge of a Judicial Magistrate. Remand to Magistrate's custody
- (viii) The period of the remand should always be as short as possible. Period of remand
- (ix) A prisoner who has been produced for the purpose of making a confession and who has declined to do so, or has made a statement which, from the point of view of the prosecution, is unsatisfactory, should in no circumstances be remanded to police custody. Remand not allowed when confession is declined
- (x) If a prisoner produced for the purpose of making a confession declines to make any, the Magistrate before whom he is brought shall record in Form No. (M) 2 the refusal of the prisoner in his own words, and shall also record any statement which the prisoner may desire to make in lieu of a confession. Statement by prisoner declining to make confession

CHAPTER - VIII

¹⁷[SUPPLY OF COPIES OF DOCUMENTS TO THE ACCUSED IN ALL CRIMINAL CASES, COMMITMENT OF THE ACCUSED TO THE COURT OF SESSIONS, ORDER FRAMING CHARGE]

¹⁸[50. (1) Every Accused shall be supplied with copies of statements of witness recorded under Section 161 and 164 Cr. PC and a list of documents, list of material objects and exhibits seized during Investigation and relied upon by the investigating Officer (I.O) in accordance with Sections 207 and 208 Cr. P.C

Supply of copies of documents to the Accused in all Criminal Cases

Explanation-The list of statements, documents, material objects and exhibits shall specify statements, documents, material objects and exhibits that are not relied upon by the Investigating Officer.

(2) A Magistrate, while committing the accused to the Court of Sessions, under Section 209 of the Code of Criminal Procedure, shall supply to the accused copies of statements of witnesses recorded under Section 161 and 164 Cr. P.C and a list of documents, list of material objects and exhibits seized during investigation and relied upon by the Investigating Officer (I.O) in accordance with Sections 207 and 208 Cr. P.C

Procedure to be followed by the Magistrate committing an accused to the Sessions Court

Explanation :-The list of statements, documents, material objects and exhibits shall specify statements, documents, material objects and exhibits that are not relied upon by the Investigating Officer.

All the commitment records of the Magistrate should also be sent to the Session Court immediately for being tagged with the records of the sessions trial and the Sessions Judge after final disposal of the case, should consign those papers to the Record Room along with the Sessions case record for preservation and destruction with the sessions case record as per the rules prescribed. The Committing Magistrate shall also supply to the Public Prosecutor and the State Defence Lawyer, if any, a brief of the case records which shall consist of the following:-

- (a) The report of the Police Officer of the complaint
- (b) The First Information Report recorded under Section 154 of the Criminal Procedure Code or the complaint petition

¹⁷ Substituted vide C.S. No.115, dtd.22.10.2021

¹⁸ Substituted vide C.S. No.116 dtd.22.10.2021

(c) Statements recorded under Sub-section (3) of Section 161 of the Criminal Procedure Code of all persons cited as witnesses in the charge sheet or the statements recorded under Section 200 or 202 of the Criminal Procedure Code of all persons examined by the Magistrate.

(d) The confession and statements, if any, recorded under Section 164 Cr. PC.

(e) Seizure List

(f) Spot Map

(g) Inquest Report

(h) Post-mortem certificate or injury certificate

(i) Dead body Chalan

(j) Command certificate

(k) Letter forwarding articles to the Chemical Examiner

(l) Report of the Chemical Examiner and seizure list

(m) T. I Parade report

The receipt of the above shall be obtained in Form No. (M) 24(A) and the same shall be forwarded along with the record to the Court of Sessions.

(3) In Criminal Cases other than Sessions Cases, the order framing charge shall be accompanied by a formal charge in Form- 32, Schedule-II of Cr. P C which shall be prepared personally by the Presiding Officer after complete and total application of mind.]

Order Framing
Charge

51. When a Magistrate commits an accused to the Court of Sessions, he should enquire whether the accused has sufficient means to engage a pleader and he should question the accused whether he desires to make his own arrangements for his defence in the Sessions Court or whether arrangements should be made by the Sessions Court to engage a lawyer on his behalf. In either case the Magistrate should when committing the accused intimate the Court of Sessions accordingly.

Enquiry as to the
means of the
accused committed

52.¹⁹[The Committing Magistrate while committing the accused to the Court of Session under Section 209, Criminal Procedure Code, will fix a date on which the accused will appear in the Court of Session and will obtain a personal bond from the accused whom he releases on bail. On the accused appearing the Sessions Judge will decide whether the case will be retained in his Court or will be transferred to the Court of additional/Assistant Sessions Judge and fix the date for appearance of the accused before the said Court.]

¹⁹ Substituted vide C.S. No.72, dtd.04.04.1996

CHAPTER - IX

Sessions Business

53. Cases committed to the Court of Session shall be entered in the Register of sessions cases in Form No. (R) 23 serially in the order of receipt of commitment records in the Sessions Court. The series of numbers shall be separate for each calendar year. A separate index number shall be given to each accused.

Register of Sessions cases

Note - (1) Separate Registers for each Revenue district shall be maintained.

(2) Special cases under the Criminal Law Amendment Act, 1952 (XLVI of 1952) shall be entered in the Trial Registers in Form No. (R) 3, separate Registers being maintained for each Revenue district.

(3) For statistical purposes, sessions cases should be treated as brought to trial during the year when the accused is committed irrespective of the fact whether the records are received in the Court of Sessions during the year or during the next succeeding year.

54.²⁰[(i) In Sessions Cases, the Order framing charge shall be accompanied by a formal charge in Form- 32, Schedule-II of Cr. P.C. which shall be prepared personally by the Presiding Officer after complete and total application of mind.

Order Framing Charge
Abstract Of Charge In
Sessions Cases

(ii) Column 4 of (R) 23 is meant to contain an abstract of the charge, offences are to be stated as concisely as possible with the section of the Indian Penal Code or other law applicable. When a prisoner is charged with several offences, the heads of charge on which he has been convicted must be indicated by red underlining.]

55. In the column of remarks of Form (R) 23, Sessions Judges should state the grounds of postponement when any trial is postponed; the sentence passed on any prisoner in addition to any other sentence in a different case passed at the same Sessions or one which is to take effect on the expiration of another sentence which the prisoner may be undergoing; the reasons which have prompted a specially light or specially severe sentence in any particular case and generally any matter

Reasons of adjournment
and passing of light or
severe sentence to be
noted in the Register

²⁰Substituted vide C.C. No.117 dtd.22.10.2021

necessary to enable the High Court to exercise the power of revision vested in it by Chapter - XXX of the Code of Criminal procedure.

56. Whenever an enhanced sentence is passed upon an accused on conviction on a charge within the terms of Section 75 of the Indian Penal Code, the Sessions Judge should enter in the column of Remarks of (R) 23, the date of each previous conviction, the offence charged, and the sentence passed on each occasion.

Particulars of
previous conviction

57. Sessions cases should usually be given preference over civil and other criminal matters, but every Sessions Judge should arrange as he finds most convenient, for the disposal of urgent civil and criminal matters.

Priority to sessions
case

58. Sessions trials should ordinarily be held in the order in which commitments are made. Sessions Judge should, however, exercise his discretion in the matter of giving priority to certain cases, particularly cases involving capital sentence subsequently received judging the seriousness of the offence and the convenience of the accused. It should always be the endeavours of every Sessions Judge to see that the sessions trial is brought to a close with due expedition and without unnecessary adjournments.

Sessions case to be
heard in order of
receipt

59. If any Sessions Judge wants to fix any circuit at a place not notified to be a place of circuit, he should in advance intimate the reasons therefore to the High Court and obtain prior approval.

Fixing Circuits at a
place not notified

60. As far as possible at least two sessions cases should be posted for hearing in every Circuit. Part-heard sessions cases should be combined with other sessions cases. A Circuit solely for the purpose of consideration of charge or hearing on the question of sentence or for delivery of judgment should, as far as possible, be avoided. If, however, no other business is available, the Sessions Judge should devote the rest of the day in inspection work. Instances of fixation of Circuits for anyone of the above purposes should be intimated to the Court.

Arrangement of Sessions
business in Circuits

61. The Sessions Judge may also post some civil and criminal appeals²¹[and civil and criminal revisions] arising out of the place of circuit and presented by local lawyers for hearing along with sessions cases.

Posting of civil and criminal appeal

62. Save in exceptional circumstances working hours of the Court should not be wasted merely for journey to and from the place of Circuit and the place of the headquarters.

Court hours not to be spent on journey

63. When an Assistant Sessions Judge on a consideration of the records and documents and after hearing the parties finds that a case comes within the purview of Section 228 (1) (a), Criminal Procedure Code, he shall instead of framing charges resubmit the record to the Sessions Judge along with a report supported by reasons that the case is not triable by the Court of Sessions. The Sessions Judge would then make arrangements for transfer of the cases to the file of the concerned Chief Judicial Magistrate for disposal according to law.

When an Asst. Sessions Judge to submit records to the Sessions Judge

64. When a Sessions Judge has fixed cases at different places of Circuit one after another, and is unable to close the case at the first place to enable him to proceed to the next place, he shall make such arrangements sufficiently ahead at the second place as he deems fit to relieve the prisoner from unnecessary prolonged detention as also to minimise inconvenience to the witnesses.

Arrangement to be made when Sessions Judge is unable to proceed to a place of Circuit

²²[**65.** Rules relating to appointment of the State Defence Counsel Rules, 1974 as amended is reproduced below:

(1) These rules may be called the “**Appointment of State Defence Counsel Rules, 1974**”.

(2) They shall extend throughout the State.

(3) These rules shall come into force at once.

(4) ²³[(a) ‘State Defence Counsel’ means a counsel appointed by a Court of Sessions or by a Court of Magistrate for defence, at the expenses of the State, of

State Defence Counsel

²¹ Inserted vide C.S. No. 85, dtd.31.12.1998

²² Substituted vide C.S. No.32, dtd.21.01.1984

²³ Inserted vide C.S. No.71, dtd.04.04.1996

an accused who is not represented by a Pleader and who has not sufficient means to engage a Pleader in sessions trial or in any other criminal trial as the case may be.

(b) If an appellant in a Criminal Appeal pending before the Sessions Judge/Additional Sessions Judge/ Assistant Sessions Judge has no means to engage an advocate or if an advocate appearing for him does not attend the Court and does not argue when called on for hearing or submits a memo of "no instruction" the Sessions Judge, or the Additional Sessions Judge or the Assistant Sessions Judge, as the case may be, shall appoint an advocate amicus curiae to represent the appellant and dispose of the appeal after hearing him.

(C) The advocate amicus curiae so appointed shall be governed by the same terms and conditions which govern the State Defence Counsel appointed in a Sessions case under these rules.]

(5) The Sessions Judge shall prepare a Panel of legal practitioners with their consent for each place of sitting of the Court of Sessions and for each Magisterial Station in his Sessions Division, keeping in view the need of such station, for being appointed as State Defence Counsel every calendar year. Panel of Defence Counsel

(6) (i) A person shall be eligible to be included in the panel for appointment as State Defence Counsel in sessions cases only if : Qualification

- (a) He has been in practice as a lawyer for not less than 7 years ; or
- (b) He had been a member of Judicial Service of the State for not less than 7 years:

Provided that in computing the period of service as aforesaid, the period of practice as a lawyer shall be taken into account.

- (ii) A person shall be eligible for inclusion in the panel of State Defence Counsel in Magisterial Courts only if :-
 - (a) He has been in practice as a Lawyer for not less than 5 years; or
 - (b) He had been a member of Judicial Service of the State for not less than 5 years.

- (7) A Court of Session or a Criminal Court shall not, so long as a Panel Lawyer is available, appoint an outsider as State Defence Counsel.
- (i) Any person in the panel may tender his resignation in writing to the Sessions Judge. Resignation
- (ii) Any vacancy in the panel caused by resignation or otherwise may be filled up by Sessions Judge. Filling up vacancy
- (iii) If any person after having agreed to serve in a Panel neglects or refuses to accept an engagement without any reasonable cause his name will be struck off the panel. Penalty for negligence or refusal to accept any engagement
- (iv) If any counsel after accepting any engagement neglects or refuses to discharge his duties properly, his name may be struck off the panel. Removal from Panel
- (8) The appointment of State Defence Counsel shall be made, sufficiently ahead of the commencement of the trial. The concerned Magistrate shall make the appointment from out of the panel prepared by the Sessions Judge under Rule 5 for that station. Time for appointment
- (9) The State Defence Counsel shall be furnished with a brief of the case free of cost at least seven days before the commencement of the trial. If after appointment of State Defence Counsel, the accused appoints another counsel, the appointment of State Defence Counsel shall cease and the brief prepared for the State Defence Counsel shall be made available to the Counsel privately engaged by the accused. Supply of brief
- (10) No fees are to be required or paid for searching for or copying papers wanted by the State Defence Counsel for the purpose of defending the accused in the case. Grant of free copies
- (11) The daily fees of the State Defence Counsel in Sessions and Criminal Cases shall be the same as that of a Public Prosecutor or Assistant Public Prosecutor, as the case may be, as fixed by the State Government from time to time. Fees of defence counsel
- (12) The fees of the State Defence Counsel when employed outside their usual headquarters shall be double the usual daily fees at the headquarters. Fees when employed outside headquarters

(13) The daily fees at the headquarters shall ordinarily be allowed to the State Defence Counsel for the days of necessary halt at intervening holidays during the absence from headquarters. Fees during halt on holidays

(14) ²⁴[The State Defence Counsel shall not be entitled to any fee on dates when cases are adjourned without hearing but half fee may be admissible when he attends the Court to hear the judgment pronounced or for all un-expected adjournments of a case and for putting appearance in interlocutory matter including hearing of bail applications.] No fees if case is adjourned without hearing

(15) The State Defence Counsel shall be entitled to traveling allowance at the rate admissible to Public Prosecutors. Travelling allowance

(16) If a State Defence Counsel has to be engaged for several accused persons and their respective defences are such that it appears to be undesirable to entrust the defence of all the accused persons to a single Counsel, as many pleaders may be appointed for the defence, as the necessity of the case seems to require: Separate defence counsel for separate accused when necessary

Provided that a single Defence Counsel shall be appointed for more than one accused unless there is conflict of interest.

²⁴ Substituted vide C.S. No.63, dtd.18.09.1992

CHAPTER - X

General Provisions as to Enquiry or Trial

66. In Sessions cases and Police cases, the Public Prosecutor or the Assistant Public Prosecutor and in non-police cases the parties shall be required to make over to the Bench Clerk not later than 11 A.M. (Standard time) in case of day sitting and 7.30 A.M. (Standard time) in case of morning sittings, a list, verified dated and initiated by such officer or the witnesses who are in attendance for examination. The omissions of a name of the witnesses from the list shall be no bar to such witness being examined if presented for examination but no costs shall be allowed to any witness on account of his expense for the day's attendance if his name is neither entered in the list nor he is actually examined.

List of witnesses to be filed in the first hour

Note 1 - This rule in no way affects the obligation on the part of witnesses to attend punctually at the time for which they are summoned.

Note 2 - Not only the names of the witnesses entered in the lists mentioned in this rule but also of those whose names though not so entered are actually examined will find entry in the Register of attendance of witnesses which is to be filled up by the Bench Clerk.

67. The convenience of lawyers shall not ordinarily be regarded as a good ground for adjourning a case.

Convenience of lawyers no ground for adjournments

68. All Courts should take care that officers who are about to proceed on leave out of the State, are examined before their departure, in any pending criminal cases in which they are important witnesses.

Examination of witnesses proceeding outside India

69. Where the evidence of the Government expert in handwriting cannot be obtained without undue delay and inconvenience, other available evidence should be taken. The prolonged postponement of criminal trials for the purpose only of obtaining expert evidence of handwriting should be discouraged.

Prolonged postponement of cases for examining handwriting expert to be discouraged

70. The accused person should be informed by the Court at the beginning of every trial that he may sit, if he desires to do so, and chairs or benches should, whenever available, be provided for this purpose. The accused must, however, stand up, whenever he is addressed by the Court.

Accused may sit during trial

71. No witness should be provided with any seat in the dias. All witnesses should give their evidence from the witness box. A witness should normally stand when giving the evidence. But, however, a chair may be provided in the witness box, upon which any witness may sit receiving the prior permission of the Presiding Judge or Magistrate, as the case may be. This permission may be given on valid grounds such as (a) health, (b) age, and (c) the length of time to be occupied in giving the evidence and the like.

Witnesses to give evidence from the witness box

72.(1) The responsibility for accepting the surety as solvent for the required amount is primarily that of the Presiding Officer of the Court and in ordinary cases he should discharge it himself by making such summary enquiry as in the circumstances of the case he might think fit. This enquiry should in no event be left to be done by the Bench Clerk or any other official of the Court.

Verification of solvency of sureties

(2) Insistence upon the possession of immovable property by sureties in bonds of small amounts not exceeding Rs.1000/- would cause serious inconvenience to the accused in procuring a surety. The Judge or Magistrate may, therefore, in suitable cases, where the amount of the bond does not exceed Rs.1000/- assess the solvency of the surety even upon the basis of his movable property and assets. The intending surety should present his application for suretyship in Form No. (83-A). The Judge or Magistrate should consider the application in the light of proof produced and, if necessary, examine the surety personally and may also require further proof as he deems fit. The Judge or Magistrate after necessary enquiry may pass an order either accepting or rejecting the application.

²⁵[**72. A.** Whenever an accused is released on bail he need not ordinarily be required to appear before the Court until the charge sheet is filed and the process is issued by the Court. The Magistrate while releasing the accused on bail should require execution of a bond with or without surety, as the case may be, binding the accused not only to appear as and when required before him but also to appear when called upon in the Court of Sessions.]

CHAPTER - XI

Mobile Courts

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| <p>73. The Judicial Magistrates who have powers to take cognizance should comply with the requisitions for holding Mobile Courts but always subject to their previous engagement in the Court.</p> | <p>Holding of Mobile Courts</p> |
| <p>74. The Judicial Magistrates should dissociate themselves from investigation or detection of offences by the Police and Excise Officers.</p> | <p>Mobile Court Magistrate should dissociate from Police Officers</p> |
| <p>75. The Judicial Magistrate holding Mobile Courts should take with him the Trial Register of his Court and enter all cases of which he takes cognizance during mobile duty. After return to the Court, the Bench Clerk should fill up these cases in the appropriate Register in Form No. (R) 1 with the help of the Trial Register and also fill up Column 2 of the latter Register. To facilitate quick compilation of figures, these cases may be indicated by the letter 'M' below the serial number of the cases in Column 1 of the Trial Register for the purpose of distinguishing them from the regular cases.</p> | <p>Manner of noting the Mobile Court cases in the Register</p> |
| <p>76. Realisation of fines imposed in Mobile Courts should in no case be left to the Bench Clerk. The Magistrate holding Mobile Court should himself collect the fines and deposit the same with the Deputy Administrator on return to headquarters.</p> | <p>Realisation of fines in Mobile Courts</p> |
| <p>77. The Magistrate shall issue a receipt in Form No. (A) 8-D to the persons paying fines at the spot in the Mobile Court.</p> | <p>Issue of receipts</p> |

CHAPTER - XII

Commission for Examination of Witnesses

78. When the evidence of an officer connected with the Mint of the Currency Department at Calcutta is required as to the genuineness or spuriousness of a coin or currency note, the Court or Magistrate concerned should ordinarily send the coin or currency note, to the Master of the Mint or the Controller of paper currency as the case may be, under cover of the Court-seal or by a messenger for his examination and report. As to the summoning and examining officers of the Mint, attention of the Judicial Officers is drawn to Section 292 of the Criminal Procedure Code, 1973.

Commission to the Master of the Mint of the Controller of Paper Currency

79. Summoning of officers of the Stamp Department, Calcutta to give evidence in Criminal Courts regarding the secret water mark causes considerable inconvenience to that Department. In cases, therefore, in which such evidence is required the Court should, unless there be special reasons to the contrary, consider the desirability of sending the papers to the Controller of Printing, Stationery and Stamps, Calcutta, under cover of the Court-seal, or by a messenger for his examination and report. As to the summoning and examining officers Of the Controller of Printing, Stationery and Stamps attention of the Judicial Officers is invited to Section 292 of the Criminal Procedure Code, 1973.

Commission to the Controller of Printing, Stationery and Stamps, Calcutta

Note - The procedure indicated in Rules 78 and 79 above shall be followed mutatis mutandis for the examination as witnesses of the Officers of the Indian Security Press, Currency Note Press and the Central Stamp Store, Nasik Road.

80. Commission for the examination of witnesses residing in the foreign countries to be issued under the Criminal Procedure Code, 1973 should be issued to the Courts or Judges or Magistrates as specified in Appendix VII as having authority in this behalf in that country.

Issue of commission to Foreign Court

81. In issuing such commission, Form No. (M) 88-A should be used except in the case of colony of Singapore in respect of which Form No. (M) 88-B should be used.

Form to be used

82. It should be noted that commission issued to witnesses residing in the colony of Singapore are to be forwarded through the High Court which has to forward it direct to the High Court in the colony of Singapore unlike the Commission issued to witnesses residing in other foreign countries specified in Appendix VII which have to be sent through the Channel of Ministry of External Affairs, Government of India, New Delhi, for onward transmission to the foreign Courts concerned.

Commission to be
forwarded through
High Court

CHAPTER - XIII

²⁶[PROCEDURE AND MODE OF EXPEDITIOUS TRIAL AND RECORDING EVIDENCE]

83 ²⁷[(1) In every enquiry or trial, the proceedings shall be held as expeditiously as possible, and, in particular, when the examination of witnesses has once begun, the same shall be continued from day to day until all the witnesses in attendance have been examined, unless the Court finds the adjournment of the same beyond the following day to be necessary for reasons to be recorded as required under Section 309(1) Cr. P.C. For this purpose, at the commencement, and Immediately after framing charge, the Court shall hold a schedule hearing, to ascertain and fix consecutive dates for recording of evidence, regard being had to whether the witnesses are material, or eyewitnesses, or formal witnesses or are experts. The Court then shall draw up a schedule indicating the consecutive dates, when witnesses would be examined; it is open to schedule recording of a set of witness' depositions on one date, and on the next date, other sets, and so on. The Court shall also, before commencement of trial, ascertain if the parties wish to carry out admission of any document under Section 294, and permit them to do so, after which such consecutive dates for trial shall be fixed.

Procedure and mode
of expeditious trial

(ii) After the commencement of the trial, if the court finds it necessary or advisable to postpone the commencement of adjourn, any inquiry or trial, it may, from time to time, for reasons to be recorded postpone or adjourn the same on such terms as it thinks fit, for such time as it considers reasonable. If witnesses are in attendance no adjournment or postponement shall be granted, without examining them, except for special reasons to be recorded, in writing (Section-309 (2) Cr.P.C).

(iii) Sessions cases may be given precedence over all other work and no other work should be taken up on sessions days until the sessions work for the day is completed. A Sessions case once posted should not be postponed unless that is unavoidable, and once the trial has begun, it should proceed continuously from day to day till it is completed. If for any reason, a case has to be adjourned or postponed, intimation should be given forthwith to both sides and immediate steps be taken to stop the witnesses and secure their presence on the adjourned date.]

²⁶ Substituted vide C.S. No.118 dtd.22.10.2021

²⁷ Substituted vide C.S. No.119 dtd.22.10.2021

²⁸[**Note-** In case of non-availability of deposition form, the Presiding Officers are at liberty to use superior quality A4 size paper on both sides (29.7 cmx 21 cm) having not less than 75 GSM, in shape of deposition form.]

84.²⁹[(i) Depositions should be written on both sides of the paper, a margin of one-fourth of the sheet being left blank. Only one deposition should be written on each sheet of paper.

Manner and
procedure of
recording
evidence

(ii) The depositions of witnesses shall be recorded, in typed format, if possible. The record of evidence shall be prepared on computers, if available, in the Court being used by the Presiding Officer himself/herself or by the person who records the depositions and memoranda of evidence to the dictation of the Presiding Officer in open Court and a certificate must be given that this has been done by the Presiding Officer or on his/her dictation. Each page of the record so made must be signed by the Presiding Officer.

Provided that in case the language of deposition is to be recorded in a language other than English or Odia, the Presiding Officer shall simultaneously translate the deposition either himself or through a competent translator/interpreter into English.

(iii) The deposition shall be recorded either in the language of the witness or in English language.

(iv) The depositions shall without exception be read over and explained to the witness in the language he/she understands by the Presiding Officer in the open Court. The presiding Officer shall personally sign the certificate at the bottom of the deposition of each witness to the effect that "Read over and explained to the witness in presence of the accused/pleader representing the accused and admitted to be correct". Hard copy of the testimony so recorded duly signed to be a true copy by the Presiding Officer/Court Officer nominated in this behalf shall be made available free of cost against receipt to the accused or an advocate representing the accused, to the witness and the prosecutor on the date of recording.

²⁸ Inserted vide C.S. NO. 113, dtd.03.03.2021

²⁹ Substituted vide C.S. No.120 dtd.22.10.2021

(v) A translator shall be made available in each Court and Presiding Officers shall be trained in the local languages, on the request of the Presiding Officer.

(vi) The Presiding Officer shall not record evidence in more than one case at the same time.]

³⁰[**Note-** In case of non-availability of deposition form, the Presiding Officers are at liberty to use superior quality A4 size paper on both sides (29.7cm x 21cm) having not less 75 GSM, in shape of deposition form.]

- ³¹[**84-A.** (i) Upon receipt of information relating to the commission of offence of rape, the Investigating Officer shall make immediate steps to take the victim to the nearest Judicial Magistrate preferably lady Judicial Magistrate for the purpose of recording her statement under Section 164 Cr.P.C. A copy of the statement under Section 164 Cr.P.C. should be handed over to the Investigating Officer immediately with a specific direction that the contents of such statement under Section 164 Cr.P.C. should not be disclosed to any person till charge sheet/report under Section 173 Cr.P.C. is filed.
- (ii) The Investigating Officer shall as far as possible take the victim to the nearest Judicial Magistrate preferably Lady Judicial Magistrate.
- (iii) The Investigating Officer shall record specifically the date and the time at which he/she learnt about the commission of the offence of rape and the date and time at which he/she took the victim to the Judicial Magistrate preferably Lady Judicial Magistrate.
- (iv) If there is any delay exceeding 24 hours in taking the victim to the Magistrate, the Investigating Officer should record the reasons for the same in the case diary and hand over a copy of the same to the Magistrate.
- (v) After the Medical Examination of the victim u/s-164-A Cr.P.C., a copy of such report should be immediately handed over to the Magistrate who records the statement of the victim under Section 164 Cr.P.C.

³⁰ amended vide C.S. No. 113, dtd.03.03.2021

³¹ Inserted vide C.S. No. 139, dtd.19.01.2023

- (vi) No person is entitled to a copy of statement recorded under Section 164 Cr.P.C. till the appropriate orders are passed by the court after the charge-sheet is filed.
- (vii) The right to receive a copy of statement recorded under Section 164 Cr.P.C. will arise only after cognizance is taken and at the stage contemplated by Sections 207 and 208 Cr.P.C and not before.”]

85. Every Sessions Judge and Magistrate shall, in the examination of witnesses and accused persons, record in his own handwriting in each deposition or statement, the name of the person Examined, the name of his or her father and if a married woman the name of her husband, profession and age of the witness or accused person and the village, thana and district in which the witness or accused person reside. The entry of age shall be the Presiding Officer's own estimate and in his own handwriting.

Description of witness and accused to be in the hand of the Presiding Officer

Note - In recording the profession a general word like 'service' should not be used. The precise nature of the service should be indicated.

86. (a) In depositions in which there may be any doubt as to the exact meaning of any expression used and in which the doubtful expression has an important bearing on the defence with which the accused is charged, the words actually used should be transliterated in order that the Court may be in a position to determine their exact signification.

Expression of doubtful expressions

(b) Should any instance occur in which a foreign language is used or in which the evidence may be given in a dialect with which a Judge may be unaccustomed, an interpreter may be employed.

Use of interpreter

(c) ³²[All Sessions Judges and District Magistrates are authorised to incur expenditure on account of interpretation of evidence given in Kui, Khond, Ho, Savara and other Adibasi languages not understood by the accused or Court or the Lawyers. The interpreter fees be enhanced in the scale of a skilled person as per the Govt. of Odisha in Labour Department Notification issued from time to time. Sessions Judges and District Magistrates are also empowered to pass similar

Expenditure of interpreter

³² Substituted vide C.S. No. 147 dtd. 12.02.2025

charges incurred by Magistrates subordinate to them. Sessions Judges and District Magistrates will report to the High Court expenditure incurred under, this rule, as it is incurred.]

87. Deposition of each witness should be separately paragraphed and consecutive numbers. should be assigned by them.

Deposition to be paragraphed

³³[**88.**(i) Prosecution witnesses shall be numbered as PW-1, PW-2, etc, in seriatim. Similarly, defence witnesses shall be numbered as DW-1. DW-2, etc, in seriatim. The Court witnesses shall be numbered as CW-1, CW-2, etc, in seriatim.

Recording of Evidence and Format of Witnesses

(ii) The record of depositions shall indicate the date of the chief examination, the cross examination and re-examination.

(iii) The Presiding Officers shall wherever necessary record the deposition in question and answer format.

(iv) Objections by either the prosecution or the defence counsel shall be taken note of and reflected in the evidence and decided immediately, in accordance with law, or, at the discretion of the learned Judge, at the end of the deposition of the witness in question.

(v) The name and number of the witness shall be clearly stated on any subsequent date, if the evidence is not concluded on the date on which it begins.]

89. When several accused persons bearing the same or similar names are included in one trial, care should be taken in recording the evidence given by such witness, to specify the name of the father of the accused whenever the name of anyone of them is mentioned.

Description regarding several accused of the same name at one trial

90. When any person whose evidence is essential to the prosecution of criminal charge against any accused person, or to the proper investigation of an alleged crime with which no person has been specifically charged, may be in imminent danger of dying before the case comes to trial, the deposition of such persons, if possible, be recorded in the presence of such accused person (if any), or of attending witnesses, and in the event of his death, submitted at the trial as evidence of this fact.

Evidence of person who is about to die

³³ Substituted vide C.S. No.121 dtd.22.10.2021

91.³⁴ [(i) Prosecution documents shall be marked as Exhibit P-1, P-2, etc in seriatim. Similarly, defence documents shall be marked as Exhibit D-1, D -2. Etc. in seriatim. The Court documents shall be marked as Exhibit c - 1, c-2 , etc. in seriatim.

Exhibiting and making of documents and material objects/articles in evidence

(ii) To easily locate the witness through whom the document was first introduced in evidence, the exhibit number shall further show the witness number of such witness after the Exhibit number. If an exhibit is marked without proper proof, the same shall be indicted by showing in brackets (subject to proof).

Explanation:- If Prosecution witness no-1 (PW1) introduces a document in evidence, that document shall be marked as P-1/ P W1. If proper proof is not offered for that document at the time when it is marked, it shall be marked as Exhibit P-1/PW1 (subject to proof). The second document introduced by PW1 will be Exhibit P-2/PW1.

(iii) When material objects/ articles connected with the offence charged are produced in a Criminal Court and, after being proved, are admitted in evidence, these shall be marked by the Court in seriatim as MO-1, MO-2 etc.]

92.³⁵ [When a number of documents of the same nature are admitted, as for example a series of receipts for rent, the whole series shall bear one number or capital letters, a small number, or small letter being added to distinguish each paper of the series, thus:

Exhibiting and marking of series of documents of the same nature

Exhibit P-1¹, P-1² etc.

P-1/a, p - 1/b etc..

Exhibit D-1¹, D-1² etc.

Exhibit C-1¹, C-1² etc]

93. A list of the documents admitted in evidence on behalf of the prosecution and another of document admitted in evidence for the defence shall be prepared by the Clerk of the Court, and signed by the Judge/Magistrate. The

List of documents admitted in evidence

³⁴ Substituted vide C.S. No.122 dtd.22.10.2021

³⁵ Substituted vide C.S. No. 123, dtd.22.10.2021

documents shall be entered in these lists in the order in which they are admitted and marked. [For form of list see Form No. (M) 20, Volume II] .

94. Whenever a document is admitted in evidence it should not ordinarily be returned until the case in all its stages is over. Return of documents may, however, be ordered whenever the Court is of opinion that a reference to the original documents is not necessary. But in all such cases the document can only be returned on substitution of a certified copy.

95. Documents admitted as evidence at the trial and not included in file A, shall not be shown in the table of contents of that file, but shall be placed in a separate or supplementary file to which is to be attached to the list referred to in Rule 93. This file will include not only documents produced for other purposes, but also documents used to refresh the memory of witnesses, e.g., reports of a medical witness, etc.

Separate file for documents received in evidence

96. Documents which have not been admitted in evidence should not be made part of the record unless the Court directs otherwise. They should immediately on the conclusion of the trial, be returned to the person producing them or his pleader after he has signed the receipt for the same in the appropriate column of the list [Form No. (M) 21]. A Pleader when required to do so is bound to take back any document produced by his client which has not been admitted in evidence and to sign the receipt referred to above.

Documents not admitted in evidence

³⁶[**97.**(i) After framing of charges, the accused shall be referred to only by their ranks in the array of accused in the charge and not by their names or other references except at the stage of identification by the witness.

Subsequent references to Accused, Witness, Exhibits and Material Objects

(ii) After recording the deposition of witnesses, marking of the exhibits and material objects, while recording deposition of other witnesses, the witnesses exhibits and material objects shall be referred by their numbers and not by names or other references.]

³⁶Substituted vide C.S. No.124 dtd.22.10.2021

(iii) Where witness cited in the complaint or police report are not examined, they shall be referred to by their names and the numbers allotted to them in the complaint or police report.

³⁷**9[7-A]** (i) During cross examination, the relevant portion of the statements recorded under Section 161 Cr. P.C used for contradicting the respective witness shall be extracted. If it is not possible to extract the relevant part as aforesaid, the Presiding Officer, in his discretion, shall indicate specifically the opening and closing words of such relevant portion, while recording the deposition, through distinct marking.

References to
Statements under
Section 161 and 164
Cr. PC

(ii) In such cases, where the relevant portion is not extracted, the portions only shall be distinctly marked as prosecution or defence exhibit as the case may be, so that other inadmissible portions of the evidence are not part of the record.

(iii) In cases, where the relevant portion is not extracted, the admissible portion shall be distinctly marked as prosecution or defence exhibit as the case may be.

(iv) The aforesaid rule applicable to recording of the statements under Section 161 Cr. P.C shall mutatis mutandis apply to statements recorded under Section 164 of the Cr. P.C, wherever such portions of prior statements of living persons are used for contradiction/ corroboration.

(iv) Omnibus marking of the entire statements under Section 161 and 164 Cr. P.C shall not be done.

97-B. The Presiding Officers shall ensure that only admissible portion of Section 8 or Section 27 of Indian Evidence Act, 1872 is marked and such portion alone is extracted on a separate sheet and marked and given an exhibit number.]

Marking of
Confessional
Statements

98. List of such articles admitted in evidence shall be prepared by the Clerk of the Court, and shall be signed by the Judge. The articles shall be entered in the list in the order in which they are admitted and marked. [For form of list, see Form No. (M) 20, volume II].

List of such
articles admitted
in evidence

99. Whenever an article, which has been admitted in evidence is returned, or destroyed, a note of the fact shall be made in the column for remarks.

Return of articles
to be marked in
the list

³⁷ Rule 97 A & B inserted vide C.S. No.124 dtd.22.10.2021

CHAPTER - XIV

Judgment and Sentence

³⁸[100. Every Judgment be legibly written and shall contain the following:- Judgment should be written in superior quality A4 size paper (29.7 cm x 21cm) having not less than 75GSM with Font-Times New Roman; Font Size-14, in one and half line spacing (for quotations and indents-font size 12 in single line spacing), with margin of 5 cm on left & right side and 3 cm on top and bottom of the paper.

Every judgment shall contain the following:

- (i) Start with a preface showing the names of parties as per the Form-A given below;

FORM-A

IN THE COURT OF..... Present.....Magistrate/Sessions Judge [Date of Judgment] [Case No...../20.....] (Details of FIR/Crime and Police Station)	
Complainant	STATE OF..... OR NAME OF THE COMPLAINANT
REPRESENTED BY	NAME OF THE ADVOCATE
ACCUSED	1.NAME WITH ALL PARTICULARS (A1) 2.NAME WITH ALL PARTICULARS (A1)
REPRESENTED BY	NAME OF THE ADVOCATE

- (ii) A tabular statement as per Form-B given below;

Form-B

Date of Offence	
Date of FIR	
Date of Charge sheet	
Date of Framing of Charges	
Date of commencement of evidence	
Date on which judgment is reserved	

³⁸ Substituted vide C.S. No.125 dtd.22.10.2021

Date of the Judgment	
Date of the Sentencing Order, if any	

Accused Details

Rank of the Accused	Name of the Accused	Date of Arrest	Date of Release on Bail with	Offences charged	Whether Acquitted or convicted	Sentence imposed	Period of Detention undergone during Trial for purpose of section 428, Cr.P.C]

101. A Stenographer may be employed to record judgment in criminal cases, provided that the Presiding Judge attaches a certificate to the effect that the judgment has been recorded at his dictation and attests each page thereof by his signature.

Procedure when the Judgement is transcribed by Stenographer or typed by typist

Note - (1) When a Presiding Judge uses a typewriting machine himself, a certificate must be given that this has been done and each of the record so made shall be attested by his signature.

³⁹[Note (2) *****] Deleted

[⁴⁰102 .(i) In compliance with Section 354 and 355 Cr. P.C, in all cases, the Judgments shall be written in the language of the Court.

Language and contents of the Judgment

(ii) In all the cases, the Judgments shall contain, the point or points for determination, the decision thereon, and the reasons for the decision.

(iii) In case of conviction, the judgment shall separately indicate the offence involved and the sentence awarded. In case there are multiple accused, each of them shall be dealt with separately. In case of acquittal and if the accused is in confinement, a direction shall be given to set the accused at liberty, unless such accused is in custody in any other case.

(iv) In the Judgment the accused, witnesses, exhibits and material objects shall be referred to by their nomenclature or number and not only by their names or otherwise. Wherever, there is a need to refer to the accused or witnesses by their name, the number shall be indicated within brackets.

³⁹ Deleted vide C.S. No.04 dtd.19.10.1979

⁴⁰ Substituted vide C.S. No.126 dtd.22.10.2021

(v) The judgment shall be written in paragraphs and each paragraph shall be numbered in seriatim. The Presiding Officers, may, in their discretion, organize the judgment into different sections.]

103. (a) Sessions Judges, in all cases in which they convict persons for culpable homicide not amounting to murder, shall invariably mentioned in their judgment the circumstances under which the culpable homicide was held not to amount to murder.

Remarks in
culpable homicide
cases

(b) Sessions Judges shall invariably record their opinion whether the act by which death was caused was done with the intention of causing death or of causing such bodily injury as was likely to cause death, or with the knowledge that it was likely to cause death, but without any intention to cause death, or to cause such bodily injury as was likely to cause death.

104. The Judicial Magistrates are required to declare at the end of their acquittal judgments whether the cases are found to be true, intentionally false, mistake of fact or mistake of law, as the case may be, for statistical purposes.

Noting the nature
of case at the end
of acquittal
judgments

105. (a) The hearing of argument on the question of sentence should be taken up soon after the pronouncement of the judgment of conviction. If, however, it is considered necessary to adjourn hearing on the question of sentence, adjournment may be granted for a short period and necessary measures may be taken for securing the attendance of the accused on the date of hearing on the question of sentence and the passing thereof.

Hearing on the
question of
sentence

(b) Judgment in any criminal case cannot be deemed to be complete unless the sentence is passed. The Presiding Officers should, therefore write and sign the judgment up to the stage of finding the accused guilty and convicting him for particular offence and after completion of the hearing of argument on the question of sentence, the Judge or the Magistrate, as the case may be, may pronounce the sentence imposed. The list of witnesses examined, documents and material objects exhibited should then be appended to the judgment thereby making it complete in all respects.

106. Whenever an enhanced sentence is passed on conviction on a charge within the terms of Section 75 of the Indian Penal Code, the Sessions Judge or

Procedure of
passing enhanced
sentence

Magistrate shall state in his judgment the date of such previous conviction and the sentence passed as well as particular offence charged.

107. The following is suggested a suitable form of finding of acquittal on the ground of insanity:-

Mode of recording
of order of acquittal
of Lunatics

"The Court finds that (.....) did kill (.....) by striking him on the head with a club but that, by reason of unsoundness of mind, he was incapable, of knowing that he was doing an act which was wrong or contrary to law, and that he is not therefore guilty of the offence specified in the charge, viz and the Court directs that the said (.....) be acquitted, and that, under the provisions of Section 471, Criminal Procedure Code, the said (....) be kept in safe custody in the.....".

108.⁴¹[An Appendix giving the list of prosecution witnesses, defence witnesses and Court witnesses examined and documents marked as Exhibits and admitted in evidence on behalf of Prosecution, Defence and Court and Material Objects marked shall be appended to the judgment of every case in chronological order as per Form-C given below;

List of witnesses,
documents and
material objects to
be appended to the
judgment

FORM-C

LIST OF PROSECUTION/DEFENCE/COURT WITNESS		
A. Prosecution witness		
Rank	Name	Nature of Evidence (EYE WITNESS, POLICE WITNESS, EXPERT WITNESS, MEDICAL WITNESS, PANCH WITNESS, OTHER WITNESS)
PW1		
PW2		
B. Defence Witness, if any		
Rank	Name	Nature of Evidence (EYE WITNESS, POLICE WITNESS, EXPERT WITNESS, MEDICAL WITNESS, PANCH WITNESS, OTHER WITNESS)
C. Court Witness, if any		
Rank	Name	Nature of Evidence (EYE WITNESS, POLICE WITNESS, EXPERT WITNESS, MEDICAL WITNESS, PANCH WITNESS, OTHER WITNESS)
CW1		
CW2		

⁴¹ Substituted vide C.S. No.127 dtd.22.10.2021

LIST OF PROSECUTION/DEFENCE/COURT WITNESS		
A. Prosecution Exhibits		
Sl. No	Exhibit Number	Description
1	Exhibit P-1/PW1	
2	Exhibit P-1/PW2	
B. Defence Exhibits, if any		
Sl.No	Exhibit Number	Description
1	Exhibit D-1/DW1	
2	Exhibit D-1/DW2	
C. Court Exhibits, if any		
Sl. No	Exhibit Number	Description
1	Exhibit C-1/CW1	
2	Exhibit C-1/CW2	
D. Material Objects		
Sl. No	Material Object Number	Description
1	MO1	
2	MO2	

109. Ordinarily judgment in all criminal cases, appeals and revisions should be delivered soon after the hearing. But where it is not possible to do so, either on account of the length of the case or for other sufficient reasons, the delivery of judgment should not be postponed sine die. A definite date should be fixed not more than ⁴²[three weeks] after the conclusion of arguments on which the judgment should be delivered. But in any case, the judgment must be delivered within 30 days from the date of conclusion of arguments. All cases in which the judgment is not delivered within three weeks from the date of the conclusion of argument, should be brought to the notice of the Registrar, High Court direct by means of a demi-official letter by the first day of every month next succeeding the date of delivery of the judgment furnishing copies thereof to the respective Sessions Judges stating therein the names of the parties and the numbers of the cases in which judgments are delivered after more than three weeks in their respective Courts. Particulars as to the number of adjournments made, if any, after the conclusion of hearing and the dates of such adjournments till the delivery of judgments shall also be stated.

Time for delivery of judgment

⁴² Substituted vide C.S. No. 23, dtd.13.01.1983

Note - The period of 30 days and ⁴³[three weeks] may be reckoned from and exclusive of the date on which arguments are heard and concluded.

110. Judicial Officers before proceedings on leave or transfer and before making over charge should deliver all pending judgments and intimate the fact of clearance to the Sessions Judge and in case of Sessions Judges to the High Court.

Delivery of all pending judgments by Judicial Officers either proceeding on leave or on transfer

111. (a) When a Sessions Judge or a Magistrate has any occasion in any judgment whether at any trial or on appeal or in revision expressly to condemn or to praise the action of the police or of any particular police officer, a copy of such judgment should be forwarded to the District Magistrate for his information and necessary action.

Communication of observations in judgments

(b) Observations, either of an adverse or commendatory nature made about an Executive Magistrate by any Sessions Judges or Judicial Magistrate should be forwarded to the State Government in Home Department by the Sessions Judge concerned, for their information and necessary action.

(c) Such observation made about any other public servant made by the Court of Sessions or Magistrate should be brought to the notice of his immediate superior officer.

112. (a) Sessions Judges and Magistrates should forward to the Defence Department (Army Branch) of the Government of India copies of judgments of all cases in which Commissioned Officers have been tried for criminal offences. In the case of other ranks, it is not necessary to supply copies of judgments, but the Defence Department should be supplied with copies of the conviction and sentence only.

Forwarding copies of judgments of Courts to different authorities

Whenever a Military pensioner is convicted and sentenced to imprisonment and also when such conviction and sentence are confirmed in appeal, a copy of the judgment should be sent by the Criminal Court or the Appellate Court, as the case may be, to the Controller of Defence Accounts (Pension), Allahabad and another copy to the pension paying officer concerned.

⁴³ Substituted vide C.S. No.24, dtd.13.01.1983

(b) In the case of a reservist of the Army who may be sentenced by a Criminal Court to imprisonment for any term exceeding three months, a report should be made to the Commandant of the Regimental Centre (Ministry of Home Affairs letter No. 110/50-Judl., dated the 12th October 1950). A list of Regimental Centres will be found in Appendix VI.

(c) Sessions Judges and Magistrates shall forward to the Registrar of the Council of Medical Registration, Orissa, free of charges, a copy of the judgment in all cases where a Registered medical practitioner is convicted of any non-bailable offence. In other cases when a judgment contains any unfavourable remarks on the professional conduct of a Registered medical practitioner, whether accused in the case or a witness, a copy of the judgment or relevant extracts therefrom, shall be sent if the Court pronouncing the judgment considers that the conduct of the Registered practitioner has been such that it is desirable to call the attention of the Medical Council to it.

(d) Sessions Judges and Magistrates shall forward to the Inspector General of Registration, a copy of judgment in which the official character and conduct of a Registering officer is impugned.

(e) Copies of judgments should be sent by all Sessions Judges and Magistrates to the Forensic Science Laboratory in all cases where a reference was made to the Laboratory for examination of exhibits which helped the investigations of cases. Copies of such judgments or orders or the manner of disposal of the case may be sent to the S.P. (C.I.D.) Crime Branch who will transmit the same to the Laboratory concerned.

(f) Copies of judgments in cases tried by a Court of Session or a Chief Judicial Magistrate should invariably be sent to the District Magistrate concerned within 3 days of the delivery thereof.

(g) In all criminal cases instituted on the complaint of a Court, a copy of the trial Court's judgment may be sent to the complaining Court as soon as practicable after judgment has been pronounced.

⁴⁴[(h) E-authenticated copies of the interim Orders, stay Orders, bail orders and record of proceedings of the Supreme Court of India, High Court of Orissa and Other courts communicated to the duty holders through the FASTER (Fast and Secured Transmissions of Electronic Records) System shall be recognized for compliance and due execution.]

113. Copies of judgments in sessions cases should be sent to the committing Court who after making necessary entries in the concerned Registers shall return the same.

Copy of Sessions judgment to committing Court

114. The appellate Courts shall send a copy of judgment in appeal to the Court against whose judgment the appeal was preferred.

Copy of appellate judgment to the trial Court

115. Every shorthand note book used by a Stenographer for taking down dictations of judgments and orders shall be page marked consecutively according to the sequence in which the pages of the note book are made use of and signed by him in each page. He shall put his signature with date at the end of the record of every dictation.

Shorthand note books to be page-marked and signed

⁴⁴ Inserted vide C.S. NO.137 dtd.15.06.2022

CHAPTER - XV

APPEALS

(CHAPTER - XXIX, CR.P. CODE)

116. Where several accused persons are convicted in a single trial, each of them can prefer an appeal against his conviction either separately or jointly with one or more of the other accused when one accused has been convicted at different trials, he should prefer a separate appeal in each case.

Separate or joint
appeals

117. Petitions of appeal against the sentence or orders of Sessions Judges, presented to officers in charge of Jails shall be forwarded by such officers direct to the Registrar of the High Court, intimation of the fact being at once given, in each instance, to the Judge whose sentence or order is appealed against by sending him a copy of the letter [in Form No. (M) 16, Volume II] addressed to the Registrar with forwarding Memo.

Manner of
forwarding Jail
appeals

Note - Sessions Judges need not send the records of such cases to the High Court until they are requested to do so upon the admission of the appeal.

118. In the case of appeals preferred to the Court of Session by persons convicted or directed to execute bonds under Sections 108 to 110, Cr.P.c. by Judicial Magistrate or directed to execute bonds under Section 107, Cr.P. C. by an Executive Magistrate at the Sadar Subdivision of a district, the letter intimating the date fixed for the hearing and calling for the record of the case [Vide Form No.(M) 11, Volume II] should be sent by the Sessions Judge to the Chief Judicial Magistrate in case of appeals against the sentence or order of a Judicial Magistrate or to the District Magistrate in case of appeals against the order of an Executive Magistrate for compliance. In the case also of persons convicted or directed to execute bonds as aforesaid by Magistrates at other subdivisions the letter should be sent to the Chief Judicial Magistrate or the District Magistrate as the case may be for compliance, and duplicate thereof sent' at the same time, to the Sub-divisional Judicial Magistrate or Sub-divisional Magistrate concerned.

Manner of
intimation of the
date of hearing
and calling for
record

Note - Notice of hearing of the appeal shall be given to the complaint (Private prosecutor, mentioning therein that the State has the right to appear to oppose the appeal and that except where the right is given by the law to

him, the person to whom the notice is issued, requires the permission of the Court to appear, and ordinarily will not receive such permission, if the State appears.

119. When the record of a case tried at the Sessions is submitted to the High Court, the Sessions Judge shall forward simultaneously all the police diaries connected with the case. He should also forward such of the material exhibits in his opinion will be of importance at the hearing in the High Court and if any such exhibit is bulky, he should ask for the instructions of the High Court. It is important to send any material exhibit directly connecting the accused with the crime. In murder and homicide cases all weapons of offence should invariably be forwarded. Such of the material exhibits as are not sent up with the record should not be returned or destroyed until the period for filing an appeal has expired, or if an appeal is filed, until the appeal has been decided.

Forwarding sessions records to the High Court

Note - When records are called for by the Appellate Court for purpose of reference in appeals, revisions and references, the trial Court or the Court which is in custody of records should call for all the records and documents even if they were returned to the parties, make the records complete and then send them to the Appellate Court.

120. When the records of a case tried at the Sessions is submitted to the High Court in connection with Section 366 or 378 of the Code of Criminal Procedure, the Sessions Judge shall also state whether the accused has funds or not to employ a pleader in the High Court for his defence and in the case of an appeal under Section 378 or of a revision under Section 397 of the Code of Criminal Procedure when notice has been given to the accused to show cause why the order passed should not be set aside, and sentence of death passed, the Chief Judicial Magistrate shall, in returning the notice, state thereon whether the accused has funds or not to employ a pleader in the High Court.

Report about the means of the accused to engage a pleader

121. When an Appellate Court or a Court of Revision directs the release of a prisoner on bail pending the hearing of an appeal or an application for revision, such Court shall send the warrant for his release on bail to the Chief Judicial Magistrate or if the order under appeal or revision was passed by a Court in an outlying subdivision, in the alternative to the Sub-divisional Judicial Magistrate of

Manner of sending bail orders by the Appellate or Revisional Courts

such subdivision or, if the said order was passed by a Court not at the sub-divisional headquarters, to the Judicial Magistrate concerned and send a copy of the order to the trial Court. The Magistrate concerned shall comply with the bail orders on the very day of its receipt and in case of non-compliance on that day shall note the reasons for the same in the order sheet. If such person is unable to furnish the bail required to him, the Court receiving the warrant for the release of the prisoner on bail shall forthwith return the same to the Appellate Court or the Court of Revision which issued it, with an endorsement thereon to the effect that the prisoner is unable to furnish the bail.

122. Whenever an Appellate Court orders the suspension of the execution of a sentence of imprisonment under Section 389 of the Code, it shall send a copy of the order to the Superintendent or Officer-in-charge of the Jail in which the appellant is confined.

Order of suspension
to be sent to Jail

123. The effect of an order by an Appellate Court suspending the execution of a sentence of imprisonment pending disposal of an appeal, is that the appellant, if detained in jail, is to be treated, in all respects, as an under-trial prisoner.

Effect of order of
suspension

124. In case of an order for stay of realisation of fine, it will have the effect of suspension of all proceedings relating to realisation of fine and warrant for realisation of fine issued shall, on receipt of order of stay, be forthwith recalled.

125. Articles as are sent up with the record such as Sticks, Stones, Knives, Bill hooks, Axes, Guns, rags or clothing, earth, etc. And all articles of trifling values are ordinarily retained in the High Court and destroyed there. Any application for the return of these articles (for return to parties or for reference in any other case) or of any articles that High Court has omitted to return, shall be made within one month from the date on which the records of the case are received back in the Lower Court.

Application for return
of articles retained in
the High Court

CHAPTER - XVI

REFERENCE AND REVISION

126. Every criminal revision application shall contain a certificate that no revision application in respect of the same matter has been previously filed.

Certificate in revision application

127. Every criminal revision application shall invariably be accompanied with a certified copy of the judgment or order sought to be revised.

Certified copy of judgment or order to be filed in revision cases

128. Sessions Judges are guided but not to go beyond the following instructions in communication with the Magistrates.

Compliance of requisitions of Sessions Judges

Chief Judicial Magistrates and District Magistrates are to comply with all requisitions for records, returns and information made by Sessions Judges with regard to any case appealable to them or referable by them to the High Court, decided by any Judicial Magistrate or Executive Magistrate respectively or made by Sessions Judge under the orders of the High Court in exercise of their duties of superintendence over subordinate Courts. The Chief Judicial Magistrates and District Magistrates are also to render any explanation which the Sessions Judge may require from them and to obtain and submit any explanation which Sessions Judges may require from the Judicial Magistrate and Executive Magistrates respectively in order to assist the Appellate Courts in respect of all the three classes of cases above referred to.

Note - The attention of Sessions Judges and Chief Judicial Magistrates is invited to the provisions of Section 405 of the Criminal Procedure Code that in the case of prisoners whose conviction and sentence by a Magistrate is affirmed by a Court of Session or Chief Judicial Magistrate but modified by the High Court of Sessions Judge on revision it is the duty of the Sessions Judge or the Chief Judicial Magistrate, as the case may be, to whom the decision or order of the High Court or Sessions Judge is certified, to issue order comfortable to the decision so certified.

129. When the record of a proceeding in the Court of any Judicial Magistrate or Executive Magistrate is called for by the Sessions Judge under Section 395, Criminal Procedure Code, it shall always be done through the Chief Judicial Magistrate or the District Magistrate respectively.

Manner of calling for the records

⁴⁵[130.*****] Deleted

⁴⁵ Deleted vide C.S. No.69 dtd.11.12.1995

CHAPTER - XVII
EXECUTION OF SENTENCES
(CHAPTER - XXXII, CR.P.C.)

131. ⁴⁶[Whenever a Magistrate convicts an accused and sentences him to fine either with or without any substantive sentence of imprisonment, there should be a separate order mentioning whether the fine has been paid or not and if the fines is not paid, there should be a further order in the order-sheet to start a miscellaneous case in which the original order of the Court imposing the fine and default sentence should be extracted. The Magistrate should then take action in the miscellaneous case record either to grant time under Section 424 of the Code of Criminal Procedure or to send the accused to jail custody. The miscellaneous case should bear a separate number in order to distinguish it from the original case record. The question of issue of warrant for realisation of fine may be taken up only after the accused has undergone the whole of default sentence. In this connection, reference is also invited to Sub-rule (b) of Rule 140 *infra*].

Procedure by
Magistrate after
passing sentence of
fine

132.(a) When an offender is sentenced to fine by a Magistrate, a small printed form, called the Fine Cheque, shall be at once filled in by the Bench Clerk with the particulars, and sent by him with the person fined, in charge of a constable, to the Deputy Administrator, i.e., the Clerk who is employed as the cashier.

Issue of Fine
Cheque

(b) The printed forms prescribed in the above rule will be bound together like a cheque book, each book containing 100 forms with the serial numbers printed on both foil and counterfoil. The foil or outer section will be torn off and sent with the person fined to the Deputy Administrator and the counterfoil retained in the Magistrate's office. The form should be used by the Magistrate in all cases, whether the fine is imposed by himself or by the Court of Sessions or High Court. The counterparts will enable the Register of Criminal Fines to be easily checked.

133. (a) The Deputy Administrator will call upon the prisoner to pay the amount of fine. If the fine be paid in full the person fined should be released unless he be also sentenced to substantive imprisonment. The Deputy Administrator will then report the fact to the Court on the foil received by him from the Bench Clerk.

The duty of
Deputy
Administrator
on receiving the
Fine cheque and
the convict

⁴⁶Substituted vide C.S. No.02, dtd.16.02.1979

If the sentence be one of fine only without any imprisonment in default of payment and the fine be paid in part, the prisoner will be released and the Deputy Administrator will report the fact on the foil to the Court which passed the sentence in order that a warrant may be issued for the realisation of the balance. If the sentence be one of fine only and the fine be not paid at all, the Deputy Administrator shall apply for a warrant for the realisation of the whole amount and other necessary orders. No person not under sentence of imprisonment alternative or otherwise shall be detained on account of inability to pay the fine. Where the sentence is one of fine, with or without a substantive term of imprisonment, but with an alternative sentence of imprisonment in default of payment of the fine, if the fine be not wholly satisfied at once, the Deputy Administrator shall report to the Court which imposed the sentence for its orders as to the term of imprisonment proportionate to the amount still unpaid which, under Section 69 of the Indian Penal Code, the convicted person has yet to undergo. In such cases the fact of the payment of the fine, in part, should be noted on the warrant of imprisonment by the Magistrate who issued it. Where, however, the fine has not at all been paid, the fact of non-payment should be noted in the warrant of imprisonment in every case.

(b) The Clerk-in-charge of Fine Register who will ordinarily be the Magistrate's peskar, will make the necessary entries in the Register of Criminal Fines. The foils with the Deputy Administrator's report thereon shall be shown to the Clerk-in-charge of the Fine Register without delay.

Duty of the Clerk-in-charge of the fine Register

134. A receipt should be granted to the person paying a fine by the Deputy Administrator in Form No. A-8 (D).

Receipt for payment of fine

135. Any payment made during the currency of the term of imprisonment must be at once reported by the Deputy Administrator to the Magistrate who, after satisfying himself that the necessary entries relating to the payment have been made in the Fine Register, shall immediately give notice of such payment to the Superintendent of the district jail in which the prisoner was first confined after conviction with a view to the amendment of the sentence of imprisonment or the release of the prisoner, as the case may be. The fine realisation statement shall be drawn up by the Court in the prescribed form and in the English language, and shall be sent in duplicate, with the Court-seal affixed thereto, to the jail, the original

Procedure on realisation of fine during the currency of the term of Imprisonment

being sent on the first opportunity and the duplicate on the following day. The responsibility of the Court shall not cease until it has received back the duplicate statement with an acknowledgment from the jail showing that the necessary corrections have been made in the release diary.

Note - If the fine is paid before the transfer of a prisoner from the subsidiary jail in which he was first confined to the district jail the fine realisation statement should be sent to the subsidiary jail.

136.(a) ⁴⁷[When a Court of Sessions issues a warrant for realisation of fine imposed by it the same shall be sent for realisation of the fine to the Chief Judicial Magistrates of the district who shall treat it in all respects as a fine imposed by him. After making necessary entries in the Register of Criminal Fines maintained by him, the Chief Judicial Magistrate shall take steps for realisation of the fine amount. He is also competent to write off the fine amount in terms of Rule 145, if the fine amount cannot be recovered.]

Procedure when
Session Court imposes
a sentence of fine

⁴⁸[Provided that the committing courts (Cognizance Taking Courts) of the outlying Stations are authorised to initiate fine misc case for realization of fine imposed by the Courts of the Additional Sessions Judges, Assistant Sessions Judges and Special Judges of the respective outlying Stations. The practice of initiation of fine misc cases by the Chief Judicial Magistrate shall continue only in respect of realization of fines imposed by the Sessions Judge, Additional Sessions Judges, Assistant Sessions Judges and Special Judges of the respective District headquarters station.]

Note - If the fine mentioned in this rule was imposed in any previous quarter, it shall for all purposes be treated as an outstanding fine brought forward in red ink from the previous quarter.]

(b) In cases in which the Sessions Court itself realises the fine it has imposed, it shall prepare the usual warrant for the realisation of the fine and forward it to the Chief Judicial Magistrate of the district with an endorsement

⁴⁷ Substituted vide C.S. No.30, dtd.03.01.1984

⁴⁸ Inserted vide C.S. No.141, dtd.22.05.2023

thereon to the effect that the fine has been realised and the fine shall thereupon be entered in the Register of Criminal Fines.

137. When an order of fine is confirmed on appeal, the fine amount will continue to be shown in the Register in which it was originally entered and be treated as one imposed by the Court which originally tried the case. If the fine is enhanced in appeal or a new fine is imposed in modification of a sentence of imprisonment, the additional fine or new fine will be entered in the Register of Criminal Fines of the Court originally trying the case as a fine imposed by the appellate Court and for purpose of its realisation, will be treated as a fine imposed by the original Court. When a fine is enhanced on appeal, the entry of the original fine in the Register of Criminal Fines will remain unchanged, a note only being made against it about the order of the appellate Court. The trying Judge or Magistrate or his successor-in-office would take necessary steps for realisation of the fine amount after disposal of the appeal.

Procedure to be followed when an order of fine is either confirmed or enhanced on appeal

138. At each Police Station a Register in Form No. (A) 19 shall be kept of all warrants received by the police for realisation of fines within its jurisdiction. Every such warrant shall specify the time within which it should be returned which ordinarily should not exceed six months. The police must return the warrant in due time whether the- amount of the fine imposed or any part of it be realised or not. They should not retain time-expired warrants in their possession nor after the warrant has been returned, pay any domiciliary visit to a defaulter with a view to the realisation of any portion of the fine outstanding, unless fresh orders to that effect are issued. Any enquiries they may make when they have no warrant to authorise their action should be made only under the order of a Magistrate with a view to ascertaining whether there are grounds for the issue of a fresh warrant. Such enquiries should not ordinarily be made, by an officer lower in rank than a Sub-Inspector of Police.

Realisation of fines by police

Note - In exercise of the power conferred by Sub-section (2) of Section 386 of the Code of Criminal Procedure, 1898 (Act V of 1898), the Governor-in-Council is pleased to make the following rules to regulate the manner in which warrants under Sub-section (1), Clause (a) of the said section are to be executed, and for the summary determination of any claims made by any

person other than the offender in respect of any property attached in execution of such warrant, namely :

1. A warrant issued under Sub-section (I), Clause (a) of Section 386 of the Code of Criminal Procedure, 1898, for the levy of a fine shall ordinarily be directed to a police officer (see Form No. XXXVII, Schedule V of the said Code.) The authority issuing it shall specify a time within which the attached property is to be sold or the return of the warrant.
2. The police officer or other person to whom a warrant is directed under Rule 1 shall attach any movable property belonging to the offender.
3. If no person claims the property attached, the police officer or such other person directed to execute the warrant, shall sell it within the time specified in the warrant without any previous reference to the Magistrate.
4. If any person makes any claim in respect of the property attached, then the ownership of such property shall be determined by the Magistrate who issued the warrant or his successor-in-office or the Magistrate-in-charge of the accounts, The services of a Junior Deputy Magistrate or Sub-Deputy Magistrate or Circle Officer may be utilized, if necessary, for the investigation of such claims.
5. Subject to the proviso to Section 386 (1) of the Code of Criminal Procedure, 1898, if at any time subsequent to the return of the warrant, and within the period of six years from the passing of the sentence, the fine, or any part thereof remains unpaid (see Section 70 of the Indian Penal Code) and the Court has reasonable ground for believing that any movable property belonging to the offender is within its jurisdiction, it may issue a fresh warrant for the attachment and sale of such property. Such warrant shall be made returnable within a time to be definitely fixed therein.

139. If it appears that a defaulter can, in all probability, pay the amount of fine outstanding against him, the police officer shall forthwith report the matter to the Magistrate having jurisdiction with a view to the issue of a warrant. In all other cases he will merely note 'no assets' in the remarks column, dating the entry.

Report about
the assets of the
defaulter

Note – ⁴⁹[Report of subordinate police officer that the offender has no assets should be checked by local enquiry by a superior police officer, not below the rank of Sub-Inspector of Police before the same is accepted by the Magistrate. The checking officer should furnish a certificate to the following effect.]

I verified on the spot in presence of Shri.....
and found that the convict has no movable/immovable properties.

140. (a) Section 70 of the Indian Penal Code gives power to levy a fine within six years from the passing of the sentence or during the term of imprisonment of the offender if this exceeds six years. But this is subject to the provisions contained in the proviso to Section 421 (i) of the Code of Criminal Procedure.

Levy of fine within
six years and
thereafter

(b)⁵⁰[***] Should the fine be paid or levied by process of law, whether in whole or in part while the offender is undergoing imprisonment in default, Sections 68 & 69 of the Indian Penal Code will apply. When, however, efforts made to realise the fine in full have proved unsuccessful and the offender has undergone the whole of the imprisonment awarded in default of payment of the fine, the Court must proceed according to the proviso to Section 421 (1) of the Code of Criminal Procedure. Before issuing a warrant in such a case, the Court must record in writing the special reasons which, in its opinion, make the issue of a warrant necessary, it would, for example, be open to the Court to take into consideration such a fact as the persistent refusal to pay fine by an offender who is well able to do so. On the other hand it would also be open to the Court to consider whether the circumstances of the case or the means of the offender justify any further action.

⁴⁹ Substituted vide C.S. No.68, dtd.11.01.1995

⁵⁰ The first sentence (when a sentence 424 Cr. P. C) deleted vide C.S. No.10, dtd.09.02.1982

(c) In cases where a substantive sentence of imprisonment is awarded in addition to a sentence of fine, a warrant for the levy of the amount by distress and sale of movables should, if the Court elects to adopt this particular method, be issued with as little delay as possible. Realisation or payment of the fine in whole or in part while the offender is in jail whether under the substantive sentence or the sentence in default will under Sections 58 and 59 of the Indian Penal Code cancel or proportionately reduce the sentence of imprisonment awarded in default. When, however, the offender has undergone the full term of imprisonment awarded in default and the fine still remains unrealised the Court must proceed, as indicated above, in accordance with the proviso to Section 421 (1) of the Code of Criminal Procedure.

141. Warrant of this description, subsequent to the first must be entered in the Thana Register in red ink but be treated as a fresh entry, a reference being made in the remarks column to the year and number of the original warrant.

Entry of warrants in
Thana Register

142. In the event of the death of a defaulter being reported one final and formal enquiry should be made as to whether he has left anywhere any property of any kind liable for his debt.

Enquiry as to the
assets of a defaulter
after his death

143. All fines realised should be remitted with the returned warrant at once to the Magistrate's Deputy Administrator. The Deputy Administrator shall send the returned warrant to the Clerk- in-charge of the fine Register noting on it the amount received and the date of receipt.

Return of warrant
after realisation of
fine

144. (a) The Magistrate should call for the Register of each Thana at least once a quarter and have it compared with the Fine Register of his Court. He should also note that the police enquiries have been regularly made and properly recorded. The comparison must never be made by the Deputy Administrator. It should, when possible, be done by a Magistrate.

Inspection of Thana
Register by the
Magistrate

(b) Entries in the Thana regarding realisation of fines imposed in other districts, or in a subdivision of the same district should be compared with the entries of the fine warrants in the Court's Register of processes and with the Magistrate's cash-book, once a quarter.

Writing off of
irrecoverable
fines

145. Subject to the control and supervision of the Sessions Judges, the Chief Judicial Magistrates in respect of fines imposed by Judicial Magistrates, the District Magistrate subject to the control and supervision of the Revenue Divisional Commissioners may at their discretion, give orders for the writing off of all fines which (a) in consequence of the death of the defaulter or (b) after due enquiry that there are no assets of the defaulter or (c) the whereabouts of the defaulters cannot be ascertained and the defaulters have undergone default sentence may be irrecoverable.

⁵¹[Provided that-(1) Where the apprehension of the defaulters cannot be secured on account of their change of places or abode after their appearance in Court either in person or through recognised agents, to commit them to jail custody to undergo the default sentences, the fines imposed upon them may be written off.

(2) Where the defaulters have been released on bail, the fines imposed upon them may be written off only after taking appropriate steps against the bailers for realisation of the bail amounts.

(3) Where a Magistrate decides not to issue a distress warrant after the convict has undergone the whole of default sentence, there being no special reason for it, he shall be competent to write off the fine amount. After passing the order to write off the fine amount, he should close the connected misc. case and direct that the connected entry in the fine Register may be struck off.]

⁵²[**145-A.** The provisions of the Rule 145 of G.R. & C.O. (CrI.) Vol.I shall be applicable to Bailor Misc. Cases enabling the Courts to dispose of the bailor Misc. Cases by writing off the penalty amount where bailors are not traced out or their attendance cannot be procured in spite of all possible attempts upon arrival of a satisfaction in that regard in reflecting the same in the order.]

146. In cases of fines imposed in one district but realised in another, the following procedure is to be observed:

Realisation of fines
imposed in other
districts

⁵¹ Added vide C.S. No.3 dtd.16.02.1979

⁵² Inserted vide C.S. No.142, dtd.22.05.2023

(a) The Court imposing the fine will issue a distress warrant direct to the Magistrate of the district or districts where the property of the prisoner is supposed to be. The Magistrate of the district, on receipt of this warrant, will deal with it as if the fine was imposed in his own district. This warrant shall contain the following particulars: Name of prisoner, sentence, date of sentence, name of the district jail in which the prisoner was first confined after conviction and name of the Court issuing the warrant.

Note - If the prisoner has not been transferred from the subsidiary jail in which he was first confined to the district jail, then the name of the subsidiary jail.

(b) The proceeds of all fines so realised will be paid into the local treasury, with the realisation of the Court that makes the recovery. The amount should be carefully distinguished from local fines, and will be separately acknowledged by the Treasury Officer. No entry of these fines will be recorded in the Fine Registers of the district where the fine was recovered, but the amount realised must be credited in the Magistrate's cash-book and in the Register of Criminal Fines of other districts and a footnote made in his fine statement of the total amount realised on account of their districts, the sums relating to each district being carefully distinguished for comparison and check in the Accountant- General's Office. The Magistrate-in-charge of Fines should examine and sign the Register of Criminal Fines of other districts daily and should see that realisations are promptly acknowledged.

(c) The Clerk-in-charge of the Fine Register is responsible for seeing that the realisation of all such fines is immediately communicated to the Chief Judicial Magistrate or Sub divisional Judicial Magistrate, as the case may be, of the concerned district or subdivision in which the fine was imposed by the despatch to him of both the treasury receipts and the warrant. The use of remittance transfer receipts is strictly prohibited. The Chief Judicial Magistrate or Sub divisional Judicial Magistrate, as the case may be, will at once send an acknowledgment of the receipt of the Treasury receipt and warrant to the Magistrate of the district where the fine was realised. He will also note the realisation in his Register of Criminal Fines and include the amount in the monthly statement of fines which he renders to

the Accountant-General with a note against the item showing into which treasury the amount has been paid and the date of payment.

The rule is applicable *mutatis mutandis* in respect of fines imposed by a Magistrate at headquarters and realised in a subdivision, or imposed in one subdivision and realised in another of the same district.

(d) The fact of recovery will then be reported to Superintendent of Jail referred to in Clause (a) by the Chief Judicial Magistrate of the district or Sub divisional Judicial Magistrate in which the fine is imposed, provided that if the fine is realised in the district in which the prisoner is confined, the Magistrate of the district should also immediately send intimation direct to the Superintendent of Jail in which the prisoner is confined.

(e) In all cases of communicating the realisation fines by the despatch of the treasury receipt to the district or subdivision where such fines were imposed, it will be the duty of the Clerk-in-charge of the fine Register to send reminders whenever acknowledgements of receipts of such communications are unduly delayed.

Note - When the distress warrant is issued to the Magistrate of a district in another Part 'A' State or 'C' State a clear note should be made on it as to the manner in which the amount is to be credited, i.e. whether to Government, or to a Municipality or to Cantonment fund or to any other Local Body, or whether it is to be held as a criminal deposit. If the amount is creditable to Government or to criminal deposits, the proceeds of the fine should be paid into the local treasury for credit to Government, as required by Clause (b) and an intimation should be sent to the Chief Judicial Magistrate or Sub divisional Judicial Magistrate as laid down in Clause (c). If the amount is creditable to a Municipality or to a Capital Cantonment Fund or to any other local body, the proceeds of the fine should be remitted by a remittance transfer receipt to the Chief Judicial Magistrate or Sub divisional Judicial Magistrate on whose account the fine has been collected. He will endorse a receipt to the Treasury Officer if the Municipality or Cantonment fund or other local body banks with the district treasury for credit to its account; otherwise the receipt should be endorsed to the Chairman or Secretary of the Municipality or local body concerned.

Execution of
substantive
sentence of
imprisonment

147. In all cases where the accused is a soldier or a person holding any rank in the army, the warrant for detention or imprisonment shall set forth accurately the rank of the prisoner, and the Regiment of Military Department to which he belongs.

Execution of
Substantive sentence
of imprisonment

148. Every Criminal Court when committing a prisoner to jail, shall attach to the warrant of commitment a note in criminal process Form No. (M) 61, Volume II.

149. (a) When a Magistrate passes an order to give security under Section 122, Criminal Procedure Code for a period exceeding one year and such security is not given on or before the date on which the period for which such security is to be given commences, he should commit the person against whom the order is made to prison, until the orders of the superior Court are received making the necessary modification in Form No. (M) 39 or (M) 40 of the Second Schedule, Criminal Procedure Code. When he receives the order of the superior Court, he should, if the order is one to detain the person in jail, issue a revised warrant in the terms of that order. The warrant will not, in such a case, be issued by the superior Court but by the Magistrate before whom the proceedings were instituted.

Committing persons
to jail who fail to
furnish security

(b) Where a superior Court, on a reference being made to it under Section 122(2), Criminal Procedure Code directs release of the person detained, the warrant for release shall, as in the case of an appeal, be issued by the superior Court in Form No.17 of the Second Schedule, Criminal Procedure Code [Form No.(M) 41, Volume II.]

150. When a person has been committed to jail under two separate warrants, the sentence in the one is to take effect from the expiry of the sentence in the other, the date of such second sentence shall, in the event of the first being remitted on appeal be presumed to take effect from the date on which he was committed to jail under the first or original sentence.

Sentences to take
effect one after the
other

151. All recommendations for remission or suspension of a sentence made, under Section 432 of the Code of Criminal Procedure by officer of any subordinate Court to State Government in regard to a convict whose case has been before the High Court on appeal, shall be made through the High Court.

Recommendation for
remission or
suspension to be made
through High Court

Recommendation to
Government in case
of infanticide

152. In all cases in which women are convicted for the murder of their infant children, the records shall be submitted promptly through the High Court to the Government with any recommendation under Section 432, Cr.P.C. by the Sessions Judge as to the propriety or otherwise of commuting or reducing the sentence with his reasons for the same.

153. In the case of convict, against whom an order is passed under Section 356 of the Criminal procedure Code, a copy of the order passed under that section should be attached by the convicting Court to the warrant referred to in Section 418 of the Code.

Copy of order passed under Section 356, Cr. P.C. to be attached to warrant

154 In every case in which a sentence is reversed, the appellate Court shall fill in the prescribed Form No. (M) 77 warrant of release on appeal, and shall send the same direct to the Officer- in- charge of the jail in which the appellant is confined.

Appellate Court to send release warrant to jail on reversing the sentence

155. In every case in which a sentence is modified on appeal the Appellate Court shall prepare a fresh warrant in Form No. (M) 78 in accordance with the terms of the order passed and shall send the same direct to the Officer-in-charge of the jail in which the appellant is confined. When the fresh warrant is returned with an endorsement of execution under Section 430, Criminal Procedure Code, the Appellate Court shall forward it to the Court, from the decision of which the appeal was preferred, to be attached to the original record.

Appellate Court to send modified warrant to jail

156. The Appellate Court shall, at the same time when the release warrant or fresh warrant is issued recall and cancel the original warrant of commitment and this warrant as well as the release warrant when returned with an endorsement of execution shall be attached to the record of the original Court.

Procedure to be followed when Appellate Court issues release warrant or modified warrant

157. In the event of the conviction and sentence being set aside and retrial ordered the Court directing the retrial shall communicate its order to the jail authorities with a view to the necessary action being taken under Rule 558 of the Orissa Jail Manual, 1942, Volume I (Part I).

Procedure to be followed when retrial is ordered

158. Judicial Officers are prohibited sending by telegraph orders to Officers-in-charge of jails for the release of prisoners in their custody.

Telegraphic release orders prohibited

Appellate Court to notify result of appeal of prisoners to officers-in-charge of jail

159. Irrespective of the procedure prescribed in Rules 154 to 157 above, the Appellate Court shall, for the information of the appellant, notify to the Officer-in-charge of jail in which such appellant is confined the result of his appeal. The notification shall be made in Form No. (M) 14, Volume II.

160. Judicial officers must understand that this notice is intended solely for the purpose of communicating the result of the appeal to the appellant, and in no way relieves them from the duty of issuing revised warrant whenever necessary.

Issue of revised warrants

Proviso 1. (a) Provided that, where an accused has been admitted to bail pending the hearing of his appeal, the original warrant of commitment shall after being returned by the jail authorities to the Court which issued it be forwarded to the Appellate Court.

Forwarding warrant of commitment to Appellate Court

(b) In every case in which a sentence is reversed on appeal the Appellate Court shall return the original warrant, with a copy of its order to the Court by which the accused was admitted to bail with direction to discharge him.

Return of warrant on sentence being reversed

(c) If the conviction and sentence are set aside and a retrial of the accused is ordered by the Appellate Court, that Court shall return the original warrant together with its order on the appeal, either to the Chief Judicial Magistrate or to the Court which tried the case, with directions to retry the prisoner for the offence charged.

Return of warrant on order of retrial

(d) In every case in which a sentence is modified on appeal, the Appellate Court shall prepare a fresh warrant [in the Form No.(M) 78, Volume II] and shall forward the same with the original warrant and with a copy of its order to the Court by which the accused was admitted to bail, with directions to take measures to secure his surrender and commitment to jail on the modified warrant.

Issue of modified warrant

(e) In every case in which a sentence is confirmed on appeal, the Appellate Court shall return the original warrant, with a copy of its order, to the Court by which-the 'accused was admitted to bail, with directions to take measures to secure his surrender and recommitment to Jail on the original warrant.

Return of warrant on confirmation of sentence

In each of the last above-mentioned cases, it shall be the duty of the Court to which the accused surrenders to his bail to endorse on the warrant the dates of his release on bail and of his subsequent surrender.

Duty of the Court on surrender of the convict

Despatch of the order of the Appellate Court

The copy of the order of the Appellate Court referred to in Clauses (b) to (e) of this proviso shall be in Form No. (M) 15, Volume II and shall be prepared and despatched immediately after the order has been passed without waiting for the judgment, a copy of which shall be sent to the Court concerned as soon as it is prepared. A direction by the Appellate Court to take measures to secure the surrender of an accused and his recommitment to jail on an original or on a modified warrant shall be carried out by the Court or Magistrate to whom it has been issued without any delay.

Note -The bail bond, if any must invariably accompany the copy of the order.

Proviso 2. Provided also that where an accused surrenders to his bail in the Appellate Court such Court in every case in which the sentence is reversed on appeal, shall discharge him; and in every case in which the sentence is modified or confirmed on appeal, such Court shall forward the accused in charge of a police officer, with the modified or the original warrant, to the Chief Judicial Magistrate, with directions to commit him to custody as in cases (d) and (e) of Proviso 1.

Procedure on
surrender of accused
in Appellate Court

Note - Whenever a Sessions Division consists of more than one the Chief Judicial Magistrate in this proviso shall be held to be the Chief Judicial Magistrate of the district in which the Sessions Court is sitting for the hearing of appeals.

161. The Court to which the judgment of the High Court may have been certified for the purpose of giving effect thereto will be guided by the above Rules (154 to 160). Except when the High Court otherwise directs, the lower Court shall issue the warrant of release or modification of sentence.

Duty of Court to
which High Court
certifies judgment

Note - When an appeal is preferred to the High Court against the conviction and sentence passed by the Sessions Judge and the prisoner is admitted to bail, the original warrant in case of reversal or modification of the sentence should be returned by the Magistrate to the Sessions Judge to be filed with the Sessions record.

162. Where the High Court simply modifies a sentence passed by a Sessions Judge without change of section, and where the High Court passes a new sentence

Sentences finally
passed to Court

by changing the conviction section or punishment section or otherwise, the sentence finally passed shall count, unless specially otherwise directed, from the first day of imprisonment under the original sentence.

163. Issue of dusti orders for the release of prisoners is strictly prohibited. Orders for release of prisoners should in no case be made over to private individuals for delivery to the jail authorities. It is, however, the duty of all Criminal Courts to see that order of release is taken to the jail authorities without delay.

Issue of dusti release order prohibited

164. It is the duty of the trial Court to issue reminders to the jail authorities from time to time to secure the return of the original warrant and that its duty of complying with Rule 156 is not discharged until the original has been obtained from those authorities and cancelled and attached to the record.

Duty of trial Court to secure return of warrant

165. The Appellate Courts while issuing modified warrants [Form No. (M) 78] should note the number of the case both of the trial Court and the Appellate Court and sections under which the original conviction was recorded.

Particulars of the case and offence to be noted in modified warrant

166. When two or more persons are convicted and sentenced to imprisonment at the same time a separate warrant of commitment shall be issued for each one of them.

Separate warrant for each convict

167. In calculating the sentence of imprisonment the date on which the sentence is passed and the date of release both ought to be included and considered as day of imprisonment.

Manner of calculation of term of imprisonment

168. Warrants of commitment which are returned to Courts after execution should be filed with the records of the respective cases and dealt with under rules, or destruction of records.

Returned warrants to be filed with the record

169.(a) Sessions Judge shall make arrangements for communicating every order of the High Court or Supreme Court imposing, confirming, reversing or commuting a sentence of death to the Superintendent of the Jail, where the prisoner is confined within 24 hours of the receipt of the order in the Court of Session.

Procedure in case of death sentence

(b) Immediately after the receipt of the order of the Supreme Court or the High Court confirming or passing the sentence of death, the Sessions Judge shall

issue a warrant in Form No. 42 of Second Schedule of the Code of Criminal Procedure, (Suitably amended with regard to cases in which a sentence of death is passed by the Supreme Court or High Court) accompanied by a copy of judgment for delivery to the convict, transmit the same to the Superintendent of the Jail in which the person so sentenced is confined :

Provided that, the Sessions Judge shall withdraw the warrant-

- (a) On receipt of an order of stay either from the High Court or the Supreme Court; or
- (b) On receipt of direction from the High Court to postpone the execution; or
- (c) When the Sessions Judge, for any sufficient reason, considers that the execution should be postponed to a future date:

Provided further that, on receipt of a copy of an order from the High Court or the Supreme Court of the stay having been vacated, or on receipt of further instructions from the High Court that the sentence may be executed, the Sessions Judge shall issue a fresh warrant fixing a date for the execution.

In any case in which the warrant has been withdrawn by the Sessions Judge, consequent on his having postponed the execution to some future date, the Sessions Judge shall issue a fresh warrant for the execution of the sentence being carried out on that date.

170. The date named by the Sessions Court in its warrant for the execution of a sentence of death shall not be less than twenty-one nor more than twenty-eight days from the date of issue of such warrant.

Time of execution of death sentence

171. No modified warrant should be issued when the sentence of death is commuted by the order of the President or Governor. The order itself will serve the purpose of a, warrant. A copy of such order need only be sent to the jail authority.

No modified warrant to issue on communication of death sentence

CHAPTER - XVIII

Custody and Disposal of Property

172. ⁵³[Any property produced in the Criminal Courts should be entered in the Property Register to be maintained in Form No. (R) 27, immediately after receipt thereof. The primary responsibility of preparing and signing the Register shall be of the Deputy Administrator⁵⁴ [or the Clerk-in-charge of the [Storehouse]⁵⁵ as the case may be] both in the District Courts and in the outlying stations. The Registrar, Civil and Sessions Courts at the district Headquarter Stations and at outlying stations the Sub divisional Judicial Magistrate and where there is no Sub-divisional Judicial Magistrate, the Judicial Magistrate shall be the Judge-in-charge of the Storehouse. The entries made in the Property Register should be countersigned by the Judge-in-charge of Storehouse to indicate that the property received in the Court is actually so entered.]

Register of Property

⁵⁶[**Note** - The Mal chalans under which properties are received from the prosecuting agencies shall be first entered in the Register of letters Received maintained in the Court and thereafter sent to the Deputy Administrator/Clerk-in-charge of Storehouse who shall make entries of the properties in the Register of property (R) 27 and note the C.M.R. No. assigned to such properties against the corresponding entry in the Register of letters received and preserve the Mal Chalans till disposal of the properties.]

173. When death or hurt has been caused by a blow from a stick or other weapon, or when any person is convicted of the offence' of being in illegal possession thereof, the height and dimensions of the weapon should be stated in the Register and the list of exhibits with such particularity as may enable the Appellate or Revisional Court to form an opinion as to the character of the weapon and the intention with which it was probably used and to enable such Court to judge the gravity of the offence and the appropriateness of the sentence.

Description of
incriminating articles

⁵³ Substituted vide C.S. No.25, dtd.16.05.1983

⁵⁴ Inserted vide C.S. No.36, dtd.06.06.1984

⁵⁵ Substituted vide C.S. No. 138, dtd.27.07.2022

⁵⁶ Inserted vide C.S. No.73, dtd.06.04.1996

174. In case of valuable properties such as valuable metals or ornaments prepared out of such metals, full description of such properties along with their weight shall be noted in Column 4 of the Register.

Description of valuable properties in the Register

175. ⁵⁷[The Judge-in-charge of the Storehouse] should verify personally at least every 3 months, the property with reference to the Property Register and make an endorsement with the date of the verification in the remarks column of the Register. He should also make a report to the Sessions Judge every three months of having verified the properties indicating in brief the result of his verification.

Verification of the Register

176. Currency notes and coins, if not claimed by any person within 30 days from the final disposal of the case, should be remitted to the person concerned by money-orders. If the amount remitted is returned undelivered by the Post Office because the payee could not be traced, it should be credited to Government.

Unclaimed notes and coins how to be dealt with

⁵⁸[**176** (a) As to the proper custody of the goods in the Storehouse, if identification of cash be not required, the sum if it be beyond Rs. 1,000/- should be deposited in the Bank].

177. In cases where appeal or revision lies to the High Court, ⁵⁹[all Criminal Courts including] the Court of Sessions should not dispose of the material objects for four months after the expiry of the period of limitation for appeal or revision; and if intimation regarding the filing of appeal or revision is received, till the disposal-of the appeal or revision.

Disposal of property to await the result of appeal

⁶⁰[**177** (A). A committee comprising three Senior most Officers of the Station along with the Judge-in-Charge, Storehouse shall make an inventory to segregate the unidentified items and take digital photographs and make videograph of the items and encrypt them with a hash value and take steps for disposal of the property depending on the nature of the items by following the Standard Operating Procedure.]

⁵⁷ Substituted vide C.S. No.26, dtd.16.05.1983

⁵⁸ Inserted vide C.S. 78, dtd.21.4.1998

⁵⁹ Inserted vide C. S. No. 75, dtd.04.10.1996

⁶⁰ Inserted vide C. S. No. 130, dtd.19.05.2022

⁶¹[Provided that in the outlying stations, the Committee comprising the Judge-in-charge, Storehouse, Head Clerk and Storehouse Clerk of the Station shall be constituted.]

178. A report should be made to the High Court and the Accountant-General as soon as a loss or defalcation occurs.

Report of loss or defalcation

179. A half-yearly report should be submitted to the High Court to the effect that the material objects in cases decided six months prior to the date of the report have been disposed of. The report should also state the number of cases in which the material objects remained to be disposed of with the necessary explanation therefor.

Half-yearly report of property

180. In cases where the property cannot be disposed of in the manner directed by the Court specific orders of the Court should be obtained from the Court for its disposal in any other manner.

Special orders regarding disposal of property

181. Notwithstanding anything contained in these rules the Court may dispose of immediately after the disposal of the case any seized property consisting of livestock or property subject to speedy and natural decay or the property in respect of which a bond has been executed under Sub-section (2) of Section 452 of the Code of Criminal Procedure.

Disposal of property subject to speedy and natural decay

182. In other cases, the person concerned, should after the final disposal of the case or two months after the expiry of the period of appeal or revision, be asked by service post-card to appear before ⁶²[the Judge-in-charge of the Storehouse] to receive the property. If he fails to do so within 15 days from the date of intimation, the property should be sold at his cost by public auction and the amount so realised credited to criminal deposit.

Notice to take back property

183. The property mentioned in the preceding rule and the property ordered to be forfeited to the State shall be sold as soon as possible four months after the expiry of the period of limitation of appeal or revision or two -months after disposal

Sale when to take place

⁶¹ Inserted vide C.S. No.143 dtd. 22.05.2023

⁶² Substituted vide C.S. No.27, dtd.16.05.1983

thereof, as the case may be. 63[The Judge-in-charge of the Storehouse] shall make proper enquiry and ascertain the fact that neither appeal nor revision is filed in the matter before the property is put to auction.

184. (i) The sale should be conducted by the Deputy Administrator of the Court.⁶⁴ [Judge-in-charge of Storehouse] shall cause a proclamation of the intended sale to be made in the notice board of such Court.

Sale by whom to be conducted and how to be made

(ii) Such proclamation shall state the date, time and place of sale and specify as fairly and accurately as possible the description of the property to be sold.

(iii) It shall also state that the bidders will have to pay the price immediately.

(iv) It shall be incumbent upon the Judge-in-charge of Storehouse of outlying Court to fix up-set price of the articles sold.

(v) The sale shall not take place until after the expiration or at least 15 days from the date on which the copy of the proclamation has been affixed on the Court's Notice Board.

(vi) Auction sale should be held during the Court hours and within the Court premises.

(vii) The Officer conducting the sale may in his discretion adjourn the sale to a specified date and hour recording his reasons for such adjournment.

(viii) No public servant and no officer or other person having any duty to perform in connection with the sale shall bid for, acquire or attempt to acquire an interest in the property sold.

(ix) Proceeding of the sale be recorded on the bid sheet.

(x) If convenient, the property may be sold by lots.

⁶³ Substituted vide C.S. No.28, dtd.16.05.1983

⁶⁴ Substituted vide C.S. No.29, dtd.16.05.1983

(xi) Valuable articles, however, should not, as far as possible, be sanctioned in lots.

(xii) Sale shall be confirmed in the name of the highest bidder unless the Judge-in-charge of the Storehouse thinks that the bid offered is grossly inadequate, in which case the property shall be put to sale again.

(xiii) The price of the articles shall be paid at the time of sale.

(xiv) The officer conducting the sale shall pass a receipt for the price paid and then hand over the property to the purchaser.

(xv) If the price not paid, the property shall be resold.

185. (a) Criminal Courts in making orders under Sections 452, 453 and 458 of the Criminal Procedure Code or the disposal of counterfeit coin should consider whether the coin should not be forwarded to the nearest Treasury or Sub-Treasury Officer with directions to him to deal with it in a manner similar to that prescribed by Rules by the Government of India, in the Department of Commerce and Industry.

Forwarding of counterfeit coins and implements to the Treasury

(b) The above instructions should be held to apply also to any implements such as dies, moulds, etc. used in coining. When in case, such coins or implements are forwarded to a Treasury Officer, a copy of the judgment delivered in the case with which they are connected, should at the same time be forwarded to that officer.

186. (1) In the case of forgery of currency notes, the disposal of implements, such as moulds, dies etc., produced in, and confiscated by a Court of law, is a matter for the decision of the Court which tries the case; and when they are ordered by the Court to be delivered to the police for destruction, the police shall themselves arrange for their destruction and not send them to the currency offices or mints for destruction; provided that, if the police consider any particular implements are of special interest and should be preserved, they shall make them over to the Criminal Investigation Department for this purpose.

Forged currency notes and implements confiscated how to be dealt with.

(2) All forged currency notes brought before the Court shall be handed over to the police for being forwarded to the Issue Department of the Reserve Bank of India, with a brief report of the case.

(3) All arms, ammunition of prohibited bore which are confiscated should be sent to the nearest arsenal for disposal.

187. In the case of excisable goods held in the custody of Criminal Courts, notice of the date of auction or other method of disposal shall be issued to the Excise authority concerned requiring such authority to arrange for the collection of the duty leviable, if any, on the goods for the issue of transport permits where necessary. The Excise authority may also be required to satisfy itself that the purchaser in auction or otherwise is licensed to deal in such goods.

Disposal of excisable
goods in Court custody

CHAPTER-XIX

MISCELLANEOUS

⁶⁵[**187-A. (1)** The application for bail in non-bailable cases must ordinarily be disposed off within a period of 3 to 7 days from the date of first hearing. If the application is not disposed off within such period, the Presiding Officer shall furnish reasons thereof in the order itself. Copy of the order and the reply to the bail application or status report (by the police or prosecution) if any, shall be furnished to the ⁶⁶[prison concerned and the bail order shall be furnished by the prison authorities] to the accused on the date of pronouncement of the order itself.

Hearing and disposal
of Bail Application

(2) The Presiding Officer may, in an appropriate case in its discretion insist on a statement to be filed by the prosecutor in charge of the case.]

⁶⁵ Inserted vide C.S No.128, dtd.22.10.2021

⁶⁶ Inserted vide C.S No.136, dtd.15.6.2022

PART – II

RECORDS

CHAPTER - I

Arrangements of Records of Criminal Proceedings

A - Records of Court of Sessions

188. Every record of a Court of Session shall consist of two files, to be styled and marked, respectively, File A and File B. Sessions Records

189. File A shall contain the following papers which shall be arranged in the following order:-

- (1) Title Page*
- (2) Table of Contents*
- (3) Order Sheet
- (4) Papers showing how the proceedings were initiated together with any sanction to the proceeding granted under Section 195, 196 or 197, Criminal Procedure Code that is to say: the complaint, first information to the police or order of the Magistrate under Section 190 (1) (c) on which the proceedings were taken, final reports of the police under Section 173 of the Criminal Procedure Code.
- (5) The charge under which the trial has been held, amended or otherwise with a record thereon that it has been read and explained to the accused, and the plea of the accused.
- (6) Any document or documents connected with the offence charged, or in respect of which the charge is made, e.g. the statements made by the accused which form the subject of a charge of giving false evidence.
- (7) List of articles connected with offence, which has been proved and exhibited, but which cannot be attached to the records, e.g. any

*To be written up in English and in the combined form prescribed

weapon used in the commission of any offence against the person, stolen property in an offence against property, counterfeit coin and materials for counterfeiting, etc.

- (8) The deposition of the witnesses for the prosecution examined at the trial in chronological order, except that when a witness had been cross-examined, or Re- examined in a later stage of the proceedings, such cross-examination or re- examination, shall be attached to his original deposition.

Note - When a witness has been cross-examined under Section 145 of the Evidence Act, for the purpose of contradicting him as to previous statements made by him in writing or reduced into writing (e.g. deposition taken during the enquiry before the Magistrate), such statements shall be filed in the record immediately after the deposition of the witnesses to which these relates. Every such statement, when proved, shall be marked by the Court in a series of its own which shall be noted in the order sheet, but need not be included in any list.

- (9) The depositions of witnesses who are absent at the trial, which are admitted under Section 33 of the Evidence Act, or Section 299 of the Criminal Procedure Code or otherwise, e.g. depositions of witnesses taken on commission; dying declarations .admitted in evidence.
- (10) Deposition of medical witnesses admitted under Section 291, Criminal Procedure Code.
- (11) Report of the Chemical Examiner or Assistant Chemical Examiner to Government admitted under Section 293, Criminal Procedure Code.
- (12) Documents admitted as evidence on behalf of prosecution.
- (13) Confession or statement, if any, of the accused recorded under Section 164, Criminal Procedure Code, and admitted in evidence.
- (14) The examination (if any) of the accused before the Sessions Court.

*To be written up in English and in the combined form prescribed

- (15) Any written defence that may be laid before the Court.
- (16) The depositions of the witnesses examined for the defence in chronological order.
- (17) Documents admitted as evidence for the defence.
- (18) Memorandum of arguments, if any.
- (19) If the trial involves a charge of previous convictions, the evidence for the prosecution to prove such convictions and the evidence for defence, if any.
- (20) Judgment, finding and sentence.
- (21) Police case diary.

The following papers shall be subsequently added to complete the record-

- (22) Copy of the judgment, or order of the Appellate, or Revisional Court.
- (23) Warrant returned after execution by the jail authorities.
- (24) If the sentence has been remitted in whole, or in part by the President or the Governor, a copy of the order of remission.

190. File B shall contain

- (1) Title Page
- (2) Table of contents, * and
- (3) All other papers not included in File A

B-Magistrate's Records

Warrant and Summons Cases

191. The record of every warrant or summons case tried by a Magistrate shall consist of two files, to be styled and marked, respectively, File A and File B. Magistrate's Records

192. The following papers shall be included in File A in the following order:-

- (1) Title Page
- (2) Table of Contents
- (3) Order Sheet
- (4) Papers showing how the proceedings were initiated together with any sanction to the proceedings granted under Section 195, 196 or 197 of the Criminal Procedure Code, that is to say, the petition of complaint, the first information, or other report to the police or order of the Magistrate under Section 190 (1) (c) Criminal Procedure Code, on which the proceedings were taken, and if there has been a police investigation, the final report of the police under Section 173 of the Criminal Procedure Code.
- (5) The charge with a record therein that it has been read over and explained to the accused and plea of the accused in warrant case instituted on a police report.
- (6) Statement, if any, of the accused under Section 252, Criminal Procedure Code, in summons cases (For summons cases only).
- (7) Deposition of witnesses for the prosecution examined at the trial in chronological order, except that, when a witness has been cross-examined, or re-examined in later stage of the proceedings, such cross-examination, or re-examination shall be attached to original deposition.

- (8) Deposition of witnesses who are absent at the trial, which had been admitted in evidence under Sections 32 and 33 if any, of the Evidence Act, or otherwise.
- (9) Report of the Chemical Examiner or Assistant Chemical Examiner to Government admitted under Section 293, Criminal Procedure Code in warrant cases (For warrant cases only.)
- (10) Documents admitted as evidence for the prosecution.
- (11) List of articles connected with the offence which have been proved and exhibited but which cannot be attached to the record, e.g., any weapons used in commission of an offence, stolen property, etc.
- (12) The charge with a record therein that it has been read over and explained to the accused and the plea of the accused in warrant cases instituted otherwise than on a police report.
- (13) Any document or documents, connected with the offence charged or in respect of which the charge is made, e.g., statement made by the accused, which form the subject of a charge of giving false evidence, etc. (For warrant cases only).
- (14) Any confession or statement made by the accused before a trial and recorded under Section 164, Criminal Procedure Code (For warrant cases only).
- (15) Examination of the accused under Section 254, Criminal Procedure Code, in summons cases or under Section 313, Criminal Procedure Code, in warrant cases and any written statement filed by the accused during the trial.
- (16) The deposition of the witnesses examined for the defence in chronological order.
- (17) Documents admitted as evidence for the defence.
- (18) Memorandum of arguments, if any, filed by the parties.

(19) Judgment, finding and sentence.

(20) Police case diary.

The following papers shall be subsequently added to complete the record:

(21) Copy of the judgments or order of the Appellate or Revisional Court or Courts.

(22) Warrant returned by the jail authorities after execution of sentence.

(23) Any petition, or other paper bearing on the offence charged and material to elucidate or justify the decision of warrant cases (For warrant cases only).

193. File B shall contain:

(1) Title Pages,

(2) Table of contents, and

(3) All other papers not included in File A.

Complaints dismissed under Section 203, Criminal Procedure Code.

194. (a) It shall not be necessary to prepare a title page, table of contents, or order sheet in the case of complaints dismissed under Section 203, Criminal Procedure Code, but such complaints (with the order passed thereon), shall be formed into weekly, monthly, or quarterly files as may be most convenient and each such file shall constitute one record, to which shall be attached a title page and a table of contents of each file or record thus formed as single entry shall be made in the list which accompanies all records sent to the District Record Room. These files shall be preserved for one year from the date of the latest order in each.

Record of
Complaint
dismissed

(b) No title page and table of contents need be attached in the case under the Municipal Bye-laws nor in those under Section 34 of the Police Act.

195. In cases tried summarily, the A file should contain only the form of summary trial kept under Section 263 or 264 of the Criminal Procedure Code, and whatever else the Court may record under the provisions of these Sections; and all

Records of summary
trials

other papers connected with the trial, should be placed in the B file. In the absence of express orders to the contrary, the A file alone should be forwarded to a Court of Appeal or Revision. In the case of such records, no title page, table of contents or order sheets need be prepared.

196. The rules relating to the records of summons cases shall apply to the records of inquiries under Section 107, Criminal Procedure Code and to such other proceedings as, under the Code, the procedure applicable to summons cases applies; and the rules relating to the records of warrant cases shall apply to the records of inquiries in other cases with such modification in details as the circumstances of such cases may require. Records of inquiry

197. The record of the Appellate or Revisional Court shall be arranged in the same way as that of the Court of Original Jurisdiction, except that there shall be no separate B file, the papers which would belong to the B file being attached to the A file. Appellate records

198. In every case, the papers shall, as far as possible, be attached to the file to which they belong as the trial proceeds, and shall be arranged in the order in which they are brought before the Court. The necessity of sorting papers in the record room must be avoided. Arrangement of papers

199. To each file of every record there shall be prefixed a combined title page and table of contents in Form No. (M) 19, Vol. II. This form should be written up in English. Combined title page and table of contents

200. The Table of Contents should be written up in the manner indicated in Form No. (M) 19, Vol. II. Table of contents

CHAPTER - II

The Order sheet

A-Order sheet for Sessions Courts

201. An order sheet in Form No. (M) 18, Volume II, shall be used in all Sessions trial, and shall form part of the record of such trial. Order sheet in Sessions trial

Note - ⁶⁷[Order shall not be written on petitions, reports and similar documents. The serial number and the date of the order passed on any petition shall be noted on such petition].

202. The order sheet shall contain a complete record of the proceedings from the commencement to the conclusion of the trial, and every order passed during the trial. It may be written by the Bench Clerk, but shall be signed, at the end of the proceedings on each day, as well as on the conclusion of the trial by the Sessions Judge after he has satisfied himself about the correctness of all the entries made therein. The order sheet shall invariably be written in English. Manner of maintaining order sheet

203. It shall contain:

Contents of order sheet

- (1) An abstract of the charge or charges.
- (2) A note of the fact that charge has been read out and explained to the accused and a note of his plea.
- (3) A note stating by whom the case is opened, and, if any preliminary objections are taken, the substance of such objections with the orders passed thereon.
- (4) The names of the witnesses for the prosecution, as they are examined.
- (5) Particulars of any documentary evidence, or articles, admitted in evidence for the prosecution with a note, if any, tendered in evidence and rejected as well as the order passed.

⁶⁷ Inserted vide C.S. No.33, dtd.08.05.1984

- (6) If the accused has been examined, a note of the fact and whether on being asked, he has stated that he means to call evidence.
- (7) A note of the fact that the prosecutor sums up his case (as the case may be) before, or after any defence made.
- (8) If accused or his pleader addresses the Court a note of such fact.
- (9) The names of any witnesses examined for the defence, and particulars of any documentary evidence or articles admitted for the defence.

Note - If any are rejected, the order should be noted.

- (10) If the prosecution replies, the fact should be noted.
- (11) The fact that there was a hearing on the question of sentence.

B-Order sheet for Magistrate's Courts

204. A form of order sheet in Form No. (M) 17, Volume II is to be used by the Magistrate and it shall form part of the record of each trial. The order sheet should be written in English.

Magistrate's order sheet

Note - ⁶⁸[Order shall not be written on petitions, reports and other similar documents. The serial number and the date of the order passed on any petition shall be noted on such petition].

205. The order sheet shall include every interlocutory order from the date of complaint or the date on which the accused is sent in custody to the Magistrate by the police and shall also contain the substance of the final order.

Contents of order sheet

206. Each order entered in the order sheet shall be signed by the Magistrate.

Signing of order sheet

207. The commitment of the convict to jail, his release on bail granted by the trial appellate or revisional Court and his re- commitment to jail after disposal of the appeal or revision should invariably be noted in the order sheet of the original record of all the Criminal Courts.

Nothing in the order sheet about commitment or re-commitment of the convict to jail

Note - When the original record is in the Appellate or Revisional Court the order may be recorded in a separate sheet and the same be sent to the Appellate or Revisional Court for being tagged to the original record.

⁶⁸ Inserted vide C.S. No.34, dtd.18.09.1984

CHAPTER - III

INSPECTION OF RECORDS

- 208.** No record not deposited in the Record Room shall be inspected without the permission of the Sessions Judge or the Magistrate to whose file it appertains. Inspection of pending records
- 209.** The Sessions Judge or the Magistrate may either in his presence or in the presence of the Registrar, Civil & Sessions Court or the Chief Ministerial Officer allow inspection of any such record to public officers, pleaders and mukhtars in the case, subject to the general conditions laid down for inspection of records in the Record Room (vide Chapter - VI, Rule.230 post). Procedure of inspection of pending records
- 210.** The Presiding Judge or Magistrate may, in his discretion without making a written order in that behalf, permit a party or his pleader to inspect in the Court room the record of a pending case fixed for the day. Inspection of records on the date fixed
- 211.** When the Sessions Judge desires to examine the record of a case in a Court subordinate to his Court, he may order the Court forthwith to forward the same to him. Inspection of records of subordinate Courts by the Sessions Judge
- 212.** Nothing in these rules above shall apply to any inspection by or on behalf of the High Court. Inspection by the High Court

CHAPTER -IV

TRANSMISSION OF RECORDS TO THE DISTRICT RECORD ROOM

213. 'Record Room' is a room set apart for the storage of the records of decided cases and 'Record Keeper' is the ministerial officer in immediate charge of such records. Record Room

Note - The rules contained in the General Rules and Circular Order (Civil) Volumes I and II in so far as they relate to the maintenance of Registers, arrangement of records, receipt of records, custody and removal and transmission of records and of the documents for which no provisions has been made in these rules shall be followed in respect of criminal records.

214. The records of all the decided proceedings before the Court of Sessions and Judicial Magistrate will be kept in the District Record' Room and records of all decided proceedings before the Executive Magistrate will be kept in the District Magistrate's Record Room. Consignment of records of decided cases

215. Records transferred to the dormant file shall be consigned to the Record room with a separate list in Form No. (R) 13-A. They shall be kept in separate bundles without being mixed up with records of disposed of cases so as to trace them out easily. Consignment of dormant file records

216. The records of all decided cases shall be forwarded to the District Record Room of the Sessions Judge by-' officers at the headquarters in the course of second month and by officers at out stations in the course of the fourth month succeeding the month in which they were decided or disposal of, on the dates fixed by the District Judge for the despatch of civil records. Period of consignment

217. The records of all decided cases shall be forwarded to the District Magistrate's Record Room by the Executive Magistrates at the headquarters in course of the second month and by the Executive Magistrate at out stations in the course of the fourth month succeeding that in which they were decided. Period of consignment

218. The District Magistrate shall fix the dates on which the records of each Court shall be despatched to his Record Room endeavoring so to fix the date that too many records shall not reach the Record Room at one and the same time. Time of periodical consignment

219. Completely used up shorthand note books shall be consigned to the Record Room along with the consignment of records. Consignment of used up shorthand note books

CHAPTER - V

PRESERVATION AND DESTRUCTION OF RECORDS AND RETURNS OF EXHIBITS

220. A list in Form No. (R) 13, Volume II shall accompany all the records sent by Magistrates to the Record Room and a list in Form No. (R) 14, Volume II shall accompany all records in Sessions Cases, Criminal Appeals and Revisions sent to the Record Room.

List of records
consigned

One list only shall be prepared for the records of all the four classes into which the cases have been classified under Rule 223. The records of cases mentioned in proviso in Rule 223 shall be entered in a separate list.

221. These lists must be uniform in size and shape and shall be bound up from time to time, so as to constitute catalogues of the records sent to the Record room. They shall be preserved for the same period as the record to which they relate.

Size and shape of
the lists

222. The lists required by Rule 220 shall contain an entry of every case disposed of during the period to which they relate and be prepared in duplicate by means of Zanetic (Pen) carbon paper. One copy of each list shall be forwarded with the records. The duplicate copy shall be sent to the Registrar or the Judge-in-charge of the Record Room under a separate cover and shall be returned to the issuing Court duly signed by the Record Keeper who shall acknowledge that the records have been received. These duplicate copies, shall on return, be preserved by the issuing Court for 69[Three years] from the dates of despatch of the original copies to the Record Room.

Manner of
preparation of the
lists

Note 1 - In every list entries shall be serially numbered. Care should be taken to correct the classification of records as shown in the lists when this becomes necessary owing to the convictions being modified or set aside by higher Court.

Note 2 - A note shall be made against each entry in the list of records mentioned in the proviso to Rule 223 if and when destruction is carried on.

⁶⁹ Substituted vide C.S. No.17, dtd.09.06.1982

223. The period from which the records shall be preserved, such period being calculated from the date of the final judgment or order in each case, shall be as follows -

Calculation of
period of
preservation of
records

Note 1-⁷⁰[The records of Sessions cases in which sentence of imprisonment for life has been passed shall be preserved till the lapsed jail warrants are received back in the concerned Courts].

⁷¹[**Note-2** The Records of Narcotic Drugs and Psychotropic Substances Act cases, in which the convict is sentenced to undergo imprisonment for 20 years or more, shall be preserved till the lapsed jail warrants are received in the concerned Courts]

⁷²[**Class I - To be preserved for 5 years**]

- (a) Files A and B of Sessions and 'Magistrates cases in which the accused has been acquitted or convicted of offences punishable under Sections 392 to 402, Indian Penal Code, inclusive.
- (b) Files A and B of proceedings under Sections 109 and 110, Criminal Procedure Code.
- (c) File A of Sessions cases other than those mentioned in (a) above, resulting in the conviction of the accused.
- (d) File A of non-bailable Magistrates' cases other than those mentioned in (a) above resulting the conviction of the accused.
- (e) File A of appeals and applications for revisions against judgment or orders passed by Magistrates in cases (a), (b) and (d).
- ⁷³[(f) The case records of Motor Accidents Cases shall be preserved permanently.]

⁷⁰ Added vide C.S. No.43, dtd.23.01.1986

⁷¹ Inserted vide C.S. No.70,dtd.06.02.1996

⁷² Substituted vide C.S. No. 148 dtd. 12.02.2025

⁷³ Inserted vide C.S. No.87, dtd.27.01.1999

Class II - To be preserved for five years

- (a) File A of possession cases under Chapter - XI, Criminal Procedure Code.
- (b) File A of Security cases under Chapter - VIII, Criminal Procedure Code, other than those mentioned in I (b) above.
- (c) File A of appeals and applications for revision in respect of the cases mentioned in (a) and (b) above.
- (d) File A of appeals preferred under Section 6 (c) of the Essential Commodities Act, 1955.

Class III - To be preserved for two years

- (a) Files A and B of other miscellaneous cases.
- (b) Files A and B of Magistrates' bailable cases.
- (c) File A including B papers of appeals and applications for revision in respect of cases mentioned in (a) and (b) above.
- (d) File B of cases mentioned in Classes I and II, excepting cases in (a) and (b).

Class IV - To be preserved for one year

- (a) Files A and B of cases in which Magistrates has declined to issue process.
- (b) Files A and B of cases in which a Magistrate has passed an order of discharge under Sections 118 or 245 or 249 ⁷⁴[or 258], Criminal Procedure Code.
- (c) Files A and B of cases in which the accused has been acquitted, excepting the cases referred to in Class I (a) above.

⁷⁴ Inserted vide C.S. No.77,dtd.18.06.1986

- (d) Cases in which the accused has been executed under a capital sentence, except in cases in which such sentence has been passed under Section 396, Indian Penal Code, vide Class I (a) above.

Proviso 1 - Provided that the following records shall be treated as permanent:-

- (i) The record of any case in which any of the accused or parties proceeded against has not been apprehended.
- (ii) File A or form of summary trial under Section 263, Criminal Procedure Code, as the case may be, in cases in which the accused has been convicted of an offence, a repetition of which renders the offender liable to enhanced punishment.
- (iii) Records of any case in which an order for maintenance has been made under Section 125, Criminal Procedure Code.

Note 1- The records mentioned, in Clauses (i), (ii) and (iii) of this proviso may however be destroyed when all the persons on whose account they have been preserved are known to be dead.

And the case of the records mentioned in Clauses (i) and (ii) of this proviso (except when offence is one punishable with death or imprisonment for life) death shall be presumed when the records have been preserved for 30 years, and the records may then be destroyed.

Proviso 2 - Provided that the record of no case in which the sentence has not expired shall be destroyed.

Proviso 3 - Provided that record of any case in which an order of attachment has been made under Section 146, Criminal Procedure Code: shall not be liable to destruction so long as such order remains in force.

Note 2- A quinquennial revision should be made in respect of the records mentioned in Proviso 1 of Rule 223 with a view to the destruction of those that have become liable to destruction under the instructions contained in note to it.

⁷⁵**[Note-(3)]** Every disposed of Case Record of application u/s 438 and 439 Cr.P.C. shall be destroyed after expiry of one year and three years respectively from the date of final order. All other Case Records ⁷⁶[except Class III and Class IV records under Rule 223] shall be destroyed after expiry of five years from the date of final order. No Record shall be destroyed unless it is digitised and verified and in the event if any part of the file is so fragile that it can't be digitised, such file shall be preserved permanently in a Fragile Records Section.]

224. Preservation of records beyond the preservation period Sessions Judges and Magistrates may, at their discretion, preserve any particular paper on the record of any particular case, beyond the above period.

Return of Exhibits.....

225. When an entry in a public Register, or in a private account book or other bulky record, not being itself an entry in respect of which an offence has been committed, or is alleged to have been committed is produced in evidence, and made an exhibit in the case, and the retention of such Register, account book or record would cause inconvenience to the public, or the person producing the same, such Register, book or record shall not be retained by the Court but shall be returned to the person by whom it has been produced. Before returning the Register, book or record the Court shall mark, for the purpose of identification, such entry or entries as have been exhibited in evidence, and shall cause a certified copy of the entry or entries to be filed with the record of the case. The person to whom the Register, book or record is returned, shall be bound to produce the same before the Court when required to do so, and may be required to enter into a bond to that effect.

Return of exhibits

226. (a) On the judgment, or order, in any case becoming final notice shall be given to the person by whom any document admitted and used in evidence, was brought into Court, or to his pleader, requiring him to take it into his keeping, within six months from the date of .the notice, failing which the document will be destroyed, when the records to which it relates is destroyed. The notice must

Notice to return exhibits

⁷⁵ Inserted vide C.S. No.131 dtd.19.05.2022

⁷⁶ Inserted vide C.S. No. 148 dtd. 12.02.2025

distinctly warn the owner that the document will be kept at his own risk, and that the Court declines all responsibility for its safe custody.

Note - For form of notice, see Form No. (M) 22, Volume II.

(b) A copy of the notice shall be put in the Court in which the case was tried.

227. When returning documents, care must be taken that any document which the Court has impounded is not delivered out of the custody of the Court.

Not to return
impounded document

228. The destruction of records in accordance with these rules shall take place at the end of each quarter by ⁷⁷[cutting with the help of a shredder or by any other manner in the presence of the Record-Keeper, Sessions Judges and District Magistrates will note in their Annual Reports whether these rules have been duly observed.

Destruction of
records

Note - The above rules must be read in connection with provisions of Section 5 of the Destruction of Records (Act V of 1917).

⁷⁷ Substituted vide C.S. No.132 dtd.19.05.2022

CHAPTER - VI

Custody and Examination of and Requisitions for Transmission of Records from one Court to another

229. The records of decided cases shall be retained in the Record-rooms of the Courts to which they appertain or of the superior Court of the district, and shall not be allowed to pass, out of the custody of the officers of such Courts, except when called for by superior judicial authority, or required for the purposes of Order XIII, Rule 10 of the Code of Civil Procedure by a Civil Court. His improper and inconvenient that records of the Courts of Justice should be sent to other public officers or functionaries. If a reference to their contents is required the proper procedure is ordinarily to obtain copies of the requisite papers.

Custody of disposed
of records

230. (a) The Record Rooms of the Criminal Courts are not open to the public generally, but public officers of the district, including Head Clerks, may, with the permission of the Sessions Judge or District Magistrate, as the case may be, be allowed to enter the Record Room, and in the presence of the Record-Keeper or one of his Assistants deputed for the purpose and under his control, to examine the record of any specified case, provided that such entry is made in pursuance of a public purpose.

Access to the
Record-Rooms

Pleaders and Mukhtars, duly authorised by any person in that behalf, may, under similar conditions, and at a place to be provided for the purpose in the Record-Keeper's office, examine any specified record; but in doing so, shall make only brief notes.

231. The examination of records by Pleaders shall be allowed only on office days and during such office hours as the Sessions Judge or District Magistrate may prescribe.

Time for
Inspection of
records

232. When in the course of proceedings in a Criminal Court, it becomes necessary to refer to the contents of public documents deposited in other Courts, the ordinary procedure is to require copies of them to be filed. It frequently happens, however, that in the course of a criminal trial the production of an original record becomes necessary. In such case, the Court where the record deposited shall comply with the requisition of the Court requiring it even though the reason given for the production of the original record may be considered insufficient.

Calling for
the records

Note - This course should also be followed when no reason is given in the requisition. If the record required is that of an appeal pending before the Sessions Judge or the Chief Judicial Magistrate, he should intimate the fact to the officer making the requisition, and request him to return the record without delay.

233. When the State Government appoints a Commission of Inquiry into misconducting on part of a police officer in consequence of strictures expressed by a Court, the original record of the decided cases in question should be forwarded to the Commission on requisition.

Complying with
requisitions of the
Commission

How records should be transmitted from one Court to another

234. The following instructions should be observed in transmitting records from one Court to another :

Transmission of
records

- (a) If the two Courts are situated in the same station, the record should be despatched by hand properly packed with a Peon Book in which a serial number and date should be entered, and the signature of recipient should be taken. The serial number and date appearing in the Peon Books should be reproduced in the remarks column of the Register of records removed. If requisitioning Court is situated in a different station, records should be sent by parcel post, the Postage being paid by means of service stamps.
- (b) Records relating to different cases may, if not inconvenient, be packed in the same parcel, provided such records are separately tied up.
- (c) In the parcel containing a record should be enclosed a forwarding letter and the cover of the parcel should bear the distinguishing number and date of that letter.
- (d) A letter of advice should be forwarded simultaneously with the despatch of the parcel by post but separately and by ordinary letter post and in it the number and date of the forwarding letter referred to in the preceding clause should be quoted.

- (e) An acknowledgement should invariably be required from the Court to which a parcel containing a record has been sent, and in the event of none being received within a reasonable time, inquiry should be made to ascertain the cause.

Note 1 - For forms of covering letter and of letter advising despatch of records, see Forms Nos. (M) 23 and (M) 24, Volume II.

Note 2 - For cost of transmission of records to Civil Courts at the instance of a party, see Rule 309, Part IV, post.

235. Whenever it is discovered that a record or portion of a record or a document on the file of a record or Register, etc. Is destroyed or missing, the loss or theft shall be immediately reported to the Sessions Judge in whose division of office the loss or theft has occurred, and he, in turn, shall report the fact to the High Court and state the steps taken to try and recover the papers missing. The Presiding Officer of the Court concerned should take personal charge immediately of their remanents and proceed with the work of reconstruction of records.

Report of lost or missing records

PART III

CHAPTER -I

Information and Copies

PRELIMINARY

236. At headquarters, the Registrar, Civil and Sessions Courts and at the outlying stations, such officers as may be appointed by the District and Sessions Judge to be the Judge-in-charge of the copying section will be responsible for the strict compliance of the rules relating to the same. Judge-in-charge

237. All applications for information or copies shall be made in the prescribed Form Nos. (M) 3A and (M) 3B during the first two hours of the Court's sitting to the Register or the Judge-in-charge of the copying section as the case may be: Time for presenting applications

Provided that an application either for copy or information may be presented at any time during Court hours of expedition fee has been paid.

Note - An application for copies of running depositions may be filed at any time during Court hours.

238. An application by a prisoner may be made through the Superintendent of the Jail or through a friend on the prisoner's behalf; in the latter case the application shall be sent to the Superintendent of the Jail, to be attested by the prisoner, and if it be so attested, shall thereafter be treated as the prisoner's own application. The Superintendent of the Jail shall note on the application whether the prisoner wishes the copy to be Sent to the jail or to be delivered to the friend, if any, who applied for it. Procedure for prisoners to apply for copies

239. Only one application should be made for copies of papers or for information required in respect of a single cause or matter from a single record or Register and it should be limited to a single question. In other words where copies are required of several separate papers on a single cause or matter from the same record, only one application need be made. Where several causes on a single matter or cause have been tried together, separate applications are not required in respect of each cause. A single application for a copy of all or any part of the record is sufficient. Number of application

240. Records called for in connection with the original case or appeal, revision or review will be treated as part of the record of such case.

Note - Questions regarding particulars of any document or record necessary to be inserted in an application for copy for its proper identification (e.g., date of document, date of disposal, number of the case, names of parties, etc.) will be treated as a single question.

241. Where copies or information relating to papers or Registers connected with different matters or causes are wanted as many applications as the matters or causes to which they relate are necessary.

242. When an application for information or for a copy is filed and search in once made, no amendment in the application shall be allowed unless a further search or extra searching fee is paid.

243. The form of application for information and copy [Form Nos. (M) 3A Sale of Forms and (M) 3B] will be obtained from the Deputy Administrator or any other employee in charge of saleable form at. ⁷⁸[R. 85 per 100 copies or R. 1 per sheet].

244. From Nos. (M) 3A and (M) 3B shall be indented from the Government Press. The saleable forms shall be kept in the personal custody of the employee in charge of such forms and shall be properly accounted for in the Register in Form No. (A) 17 B.

245. An application will not be considered complete or preparation of copy will not commence until the requisite searching fee is paid in full. If full payment is not made within three days of notifying the same, the applications may be rejected unless the Registrar or the Judge- in-charge of the copying section thinks fit to grant extra time. Application to be rejected for want of searching fee

246. No fee will be payable for searching or for copying or for typing papers required by public officers for public purposes. In these cases copies are to be made on plain paper. Copies required by public officers

⁷⁸ Substituted vide C. S. No. 84, dtd. 18.11.1998.

Note 1 - Local bodies and Managers under the Court of Wards are not to be treated as public officers for the purpose of this rule.

Note 2 - Remissions and reductions of Court-fees for grant of copies ordered by the Government under Section 35 of the Court-fees Act, 1870 are detailed in Rule 330 Post.

247. Applications shall be consecutively numbered and Registered as they are received in the Register in Form No. (R)'28 and the date of receipt shall be noted or stamped thereon; the receipt portion after being initiated shall be forthwith made over to the applicant.

Procedure on
presentation of
application

Note 1 - Application for free copies shall be entered in the Register (R) 29.

Note 2 - Urgent applications will be entered in the Register in red ink. An application for information will be entered under a sub-number to the last preceding application for copy.

248. The application after being Registered shall be sent to the Clerk-in-charge of the record who shall take necessary further action.

Reference to Clerk-in-
charge of records

249. Each ministerial officer through whose hands the application passes shall put his initial, the date and hour of receipt and passing on the application by him on the back of the application. These entires should be made one below the other and must be legibly written, the dates and hours being shown against the entries beyond a vertical line on the left to be drawn about three inches from the left hand side on the reserve of the application. Each Clerk receiving an application shall at once comply with the requisition on its back or pass it on to another who can do so.

Manner of dealing
referred applications
by ministerial
officers

Note - There should be no unnecessary delay in complying with the requisitions of the copying section.

250. Applications in respect of which the information for copy asked for cannot for any reason be given shall be rejected. Such applications are to be destroyed at the end of every quarter.

When application
may be rejected

If the application is merely defective in that search is necessary in order to trace the record, a searching fee, except when it is an application for free copy, shall be demanded and affixed to the application for copy and the information shall be supplied on the application form without any separate application in accordance with the rules.

This concession is to be liberally interpreted in favour of the application for copy.

Note - When an application for copy is rejected on the ground that the original has been destroyed, the fact should be noted on the back of the application and the endorsement should be signed by the Judge-in-charge.

II. INFORMATION

251. Any person may apply for information from the records and Registers of any Court.

Who can apply for information

252. Information requiring anything but short answers shall not be given. If any extract from the record is desired the proper course is to apply for a copy.

Information applied for should be short answers

253. After an application for information has been Registered it shall be sent to the ministerial officer in immediate charge of the record and it shall be the duty of the latter to note the necessary information and to return the application to the Head Comparing Clerk with the least possible delay. On the applicant's appearance and on his producing the receipt referred to in Rule 247 above, the application shall be made over to him.

How application for information is to be dealt with

Information will be given in writing in the remarks column of the application ordinarily on the next open day after its presentation. Urgent applications for information will, if possible, be complied with on, the same day.

III. COPIES

254. A party to criminal proceeding may at any stage, before or after the disposal of the case, obtain copies of the records of the case or proceeding including exhibits ⁷⁹[except printed or lithographed maps and plans] which have been put in and finally accepted by the Court as evidence : Supply of copies

⁸⁰[**254-A.** The District Judge while finding any of the copying sections of his Judgeship failing to cope up with the work load and facing difficulty in making copy within the prescribed period, he may engage a private Entrepreneur to install a photo copier machine within the Court premises as a licensee in order to facilitate the parties in securing early supply of certified copies of documents on his agreeing to abide by the following terms and conditions:

- (a) That he shall work under the control and supervision of the Court;
- (b) That he will charge at the rate of 50 paise per sheet of photo copy taken out by his machine;
- (c) That he will bear the cost of the photo-copy papers used for drawal of copy;
- (d) That he will always keep his photo copier machine in order during working hours on all working days of the Court;
- (e) ⁸¹[That the Private Entrepreneurs who have installed photo copiers as licensees in the premises of various Courts may take up private work otherwise than entrusted with them by the Courts whenever there is no work of the Courts entrusted to them. The time in this regard will be fixed by the District Judges.]
- (f) That he will prepare photo copy of documents entrusted with him on the very day of entrustment under the direct supervision of an assistant of the Copying Department detailed for the purpose and no sooner the copies are made out, hand over the original documents as also all of the copies taken out of the same to the said Assistant;

⁷⁹ Inserted vide C.S. No. 74, dtd.30.08.1996

⁸⁰ Added vide C.S. No.44, dtd.12.12.1986

⁸¹ Substituted vide C.S. No. 86, dtd.23.01.1999

That he shall not lift copy of the seal or signature of any of the Hon'ble Judge of the Court or Presiding Officers of the Subordinate Courts while taking out the copies of the documents;

- (g) That he will not destroy tamper with or mutilate in any manner any of the original documents entrusted with him for being copied out and shall make himself personally responsible for safe custody of the entrusted documents;
- (h) That he will remove his machine from the Court premises immediately as and when directed to do so; and
- (i) That he will furnish personal security and also cash security of R.,1000(which is liable to forfeiture on violation of the terms and conditions) for abiding by the aforesaid terms.

2. Grant of certified copy of Xerox process shall not be allowed of judgments and orders which are in the manuscript form or upon which the Judge/Presiding Officer concerned has indicated for not issuing certified copy by appending a mark such as 'n-x', upon the document concerned, unless permission of the Judge/Presiding Officer concerned is taken in that behalf.

3. An applicant requiring to have copy of any document drawn by means of photo copier machine shall so indicate by putting the words "Xerox copy" on the top of the copy application form.

4. Where the facility of taking out copy by means of a photo copier machine is available and drawal of copy by means of such a machine is permissible, the applicant intending to avail of the benefit may, in lieu of supplying the required impressed stamp papers, supply, for being affixed to the copy, adhesive stamps of the value thereof in addition to depositing with the Assistant concerned of the Copying Department, the value of the photo copy papers required to be used for drawal of the copy at the rate of ⁸²[Rs.1/-] per sheet.

5. The Assistant concerned on receiving applications for supply photo copy shall, after evaluation, collect from the applicant photo-copy- paper charges at the rate of ⁸³[Rs.1/-] per sheet of paper in the manner indicated in Sub-rule (4) and indicate the amount collected by him for the purpose, separately on the counter foil

⁸² Substituted vide C.S. No. 149 dtd. 12.02.2025

⁸³ Substituted vide C.S. No. 149 dtd. 12.02.2025

of the application where he is required to state the date and hour when the copy is to be made ready for delivery while acknowledging receipt.

⁸⁴[5.(a)(i) The installation of photo copier machine, in the Court premises shall be made after consultation with the High Court.

(ii) Register, Civil Court/ other officer appointed by the concerned District Judge will remain in-charge of the Xerox machine.

85[(iii) All the documents for which certified copies are required be given by the Xerox process subject to order of the competent authority. Rules granting for certified copies will be applicable as per the existing provisions in the G.R. & C.O. (Criminal), Volume-I. The persons desirous to get the certified copies by Xerox process are to give Re. 1/- only per sheet in shape of adhesive stamp along with the fees fixed for urgent certified copies in shape of Court fees stamps.]

(iv) No such fees are required where there is provision for supply of free copies. The amount collected from the parties be deposited in the local treasury to facilitate for withdrawal by the District Judge for purchase of papers and other connected articles and payment of maintenance charge to the company concerned.

(v) The party desirous of taking certified copies of civil matters by Xerox process may apply to the District Judge after considering the urgency of the matter and pendency of the application for urgent criminal matters may allow to grant of certified copies by Xerox process.

(vi) No private work will be allowed to be done by the departmental Photo copier machines.

(vii) After installation of departmental Photo copier machines in their respective judgeship may consider to take action against the private entrepreneurs under Rule 254-A of the G.R. & C.O. (Criminal) Volume-I for removal of the machine from the Court premises.]

6. The Assistant of the Copying Department in charge of receiving application for supply of copies shall enter each applications made for preparation

⁸⁴ Inserted vide C.S. No.90, dtd.12.07.1999

⁸⁵ Substituted vide C.S. No.102 dtd.18.01.2014

[illegible]

7. After the photo copies of the documents are received in the Copying Department immediate steps shall be taken for certifying the copies after erasing the signature and seal of Hon'ble Judges of the High Court of Orissa, or of the Presiding Officers of the Subordinate Courts if available upon the photo copies.

8. The Assistant as also the Head Comparing Clerk of the Copying Department shall draw daily total of the collections and disbursements indicated in the Register maintained under Sub-rule (6) and sign against the same in token of correctness of the entries. The Judge-in-charge, Copying Department shall inspect the Register maintained under Sub- rule (6) once in a week.]

255. A stranger to criminal proceeding may, after final disposal of the proceeding, obtain copies of judgment or orders at any time.

Supply of copies of judgment, etc., to a stranger

256. A stranger to a proceeding has no right to obtain copies of private documents except with the consent of the person by whom they were produced or his successor-in-interest. He may obtain copies of other documents in which he has an interest including depositions for bona fide use in the Courts.

Restriction to the supply of copies of private documents to a stranger

86[Note - Copies of police papers and other relevant documents relating to any accident should be supplied to the claimants instituting cases under Section 110A of the Motor Vehicles Act.]

⁸⁷[**256-A.** Certified copies of the documents collected by the investigating agency which have linked with the Motor Vehicles Accident cases shall be granted to the Insurance Company after following usual procedure for obtaining such copies, in case of pending proceedings, as, if a case is disposed of, even a third party can apply for certified copy of document :

Provided that if the case is disposed of in Lok Adalat a copy of such order be given to Insurance Company in free of cost.]

257. Copies of public documents which applicants may have a right to inspect are not to be withheld from them even though they may be used as evidence against Government; but discussions or opinions of public officers written

Copies of private documents when to be withheld

⁸⁶ Inserted vide C.S. No.53 dtd.10.03.1988

⁸⁷ Inserted vide C.S. No.81 dtd.08.06.1998

previously to a decision, as they can be no legal evidence and no one has a right to inspect them, are not to be given.

258. A copy of a copy should not be granted unless good grounds are shown for not applying to the office where the original is kept.

259. Copies of papers from a record called for from another Court or office not being subordinate to the Court or office to which the copying section is attached shall not be given, unless an application for copy is made through the Court or office which sent the record or paper and such Court or office forwards the application for compliance.

Restriction to the supply of copy from a record called from another Court or office

260. Every application for copies of papers in a pending case shall be laid before the Court with whom the case is pending for such orders as in the discretion of the Court may be made.

Supply of copy of any paper in a pending case

261. Copies of printed or lithographed maps and plans will not be supplied by the copying Section. Applications should be made to the office where the original maps are deposited or to the office where they are available for sale.

Copies of printed maps not to be supplied by the copying Section

262. Every application for copy shall state whether or not the person applying is a party to the case from the record of which copy is wanted. If the applicant is not a party or his pleader, the application shall state the Object for which a copy is required.

Specification as to the purpose for which copy wanted

263. Where there shall arise any doubt as to the propriety of giving copy, the Clerk-in-charge of the record shall take orders of the Judge-in-charge of the Court concerned in this regard before the document is made over to the Copyist or Typist for preparation of copies.

Doubt as to propriety of giving copy

264. ⁸⁸[Each application for copy is required by Article (a) of Schedule II of the Court-fees Act, 1870 as amended by the Orissa Court-fees (Surcharge Amendment) Act, 1947, Orissa Court-fees (Surcharge Amendment) Act, 1951, Orissa Court-fees (Surcharge Amendment) Act, 1958 (Acts 16 and 17 of 1958) and the Court-fees (Orissa Amendment) Act, 1974 to bear Court-fees Stamps worth

Application fee for copy

⁸⁸ Substituted vide C.S. No.8 dtd.09.02.1982

fifty- five paise to the affixed to the application In the form of adhesive Court-fee Stamps.]

265. After an application for copy has been Registered, ⁸⁹[the Head typist or the Head Comparing Clerk where there is no post of Head Typist] shall forward the application to the proper officer who shall at once enter it in a Register to be kept in Form No.(R) 30, bring out the document to be copied and keep it in readiness for the estimating of the folios and Court-fee stamps required for the copy. Head typist or the Head Comparing Clerk where there is no post of Head Typist shall depute a Comparing Clerk to make the estimate by reference to the original document. Head typist or the Head Comparing Clerk where there is no post of Head Typist shall enter the amount of Court-fee stamps and the number of folios required in the space provided for the purposes in the application, sign and date the entries, make the necessary entry in Column 5 of Register No. (R) 30 and return the completed application to Head typist or the Head Comparing Clerk where there is no post of Head Typist. The number of folios required should be carefully calculated so that it may not be necessary to obtain additional folios from the applicant, a contingency which ordinarily under a proper system ought never to arise.

Duty of the Head typist or the Head Comparing Clerk where there is no post of Head Typist

Note 1 - The expression “Head Comparing Clerk” in the rules in this CHAPTER includes a Comparing Clerk to whom the functions of the Head Comparing Clerk have been delegated by the Sessions Judge for the purpose of these rules.

Note 2 - In outlying stations where there is only one Comparing Clerk the estimating of the folios and Court-fee stamps may, if the Judge-in-charge so directs, be made by the officer to whom the application is forwarded.

266. ⁹⁰[The Head Typist or the Head Comparing Clerk where there is no post of Head typist] shall notify the number of folios and Court-fee stamps required for the copy in the case of each application on the same day, or, at the latest, on the day following, unless they have already been filed by means of an entry in the prescribed Register [Form No. (R) 32]. This Register shall be kept at a convenient

Notifying folios and stamps

⁸⁹ Substituted vide C.S. No.103 dtd.18.01.2014

⁹⁰ Substituted vide C.S. No.104 dtd.18.01.2014

place prescribed by the Sessions Judge for public inspection during such hours as the Judge-in-charge may direct. When the folios or stamps are deficient, the deficit shall be notified in the same manner. Rejected applications shall also be shown in this Register.

267. - The requisite folios and stamps shall be filed before ⁹¹[the Head Typist or the Head Comparing Clerk where there is no post of Head Typist] within three days of the giving of the notice prescribed in Rule 271. If this is not done the application may be rejected. If the application has been rejected, a note to that effect shall be made against the entry of the application in the Register No (R) 32. the Head Typist or the Head Comparing Clerk where there is no post of Head Typist while going round the offices to make estimates shall take with him the rejected applications and shown them to the Judge- in-charge who shall sign the applications on the reverse and after restoring the documents to the proper places make the appropriate entries in Column 7, 8 and 9 of Register No.(R) 30.

Time for filing
folios and
stamps

268. The applicants should file along with the folios a list showing the number and date of the application, the name of the applicant and the number of folios filed. Court-fee stamps for either copying fees or for value of forms or tracing cloth should be noted. Before they are made over to the copyist, the lists and papers should be stitched to the respective original applications, should be compared with the reports of the Copyists on the back of the applications and should be initialled by the Judge-in-charge as a token of the fact that the correct number of folios, plain paper and Court-fees of required value, as reported by the Copyists, have been filed.

Procedure for supply
of Court-fees folios by
the applicants

269. If the folios supplied by the applicant fall short of the actual requirement, additional folios should be called for. The additional folios should be filed during the prescribed hours with a list in the same manner as ordinary folios are filed, and before they are distributed to the Copyists concerned. The list stitched with the original application, should be compared with the report of the Copyist and initialled by the Judge-in-charge. The ministerial officer attending the Court Officer Room of the Judge-in-charge will

Additional folios

⁹¹ Substituted vide C.S. No.105 dtd.18.01.2014

enter them in the prescribed Register. A receipt for them should be given on the counterfoil as prescribed by the rules.

270. After the requirements of Rules ⁹²[266, 267 and 268] are complied with and the applications satisfy all conditions for copying, the 93[Head Typist or the Head Comparing Clerk where there is no Post of Head Typist] will distribute the completed applications for copying among the Copyists and Typists indicating the date by which copy should be made ready. The Head Typist or the Head Comparing Clerks where there is no post of Head Typist will maintain a Register in Form No. (R) 33 in which the Head Typist or the Head Comparing Clerks where there is no post of Head Typist should enter the distribution of applications aforesaid. Each type folios shall contain 180 words in English or partly in English and partly in vernacular or 240 words in vernacular, four figures counting as one word.

Distribution of
completed
applications among
Copyists or Typists

271. When an application is made for the copy of any document in a language or character which the Copyists/Typists are not acquainted, the Judge-in-charge shall arrange, if possible, for a copy to be made thereof and compared with the original by such persons acquainted with the aforesaid language or character as are forthcoming and may in his opinion be relied upon for the purpose.

Copying of
documents written in
language or character
not known to
Copyists/Typists

272. When a copy required in respect of an application is completed, it will be made over by the Copyist/Typist concerned together with all unused folios and the original documents to the ⁹⁴[Head Typist or the Head Comparing Clerk where there is no post of Head Typist]. The prepared copy shall, at the end bear the initial of the Copyist/Typist and the date of copying/typing. The Head Typist or the Head Comparing Clerk where there is no post of Head Typist will distribute the prepared copies among the comparers for comparing by the time and date fixed by the former. The prepared copies together with the documents, unused folios, etc. should be returned by the comparers concerned, after comparing to the Head Typist or the Head Comparing Clerk where there is no post of Head Typist. Every page of the compared copy will be initialled by the comparers in token of comparison. All

Comparing

⁹² Substituted vide C.S. NO.79 dtd.28.05.1998

⁹³ Substituted vide C.S. NO.106 dtd.18.01.2014

⁹⁴ Substituted vide C.S. No.107 dtd.18.01.2014

cuttings and corrections made during comparison will be initialled by the comparers. On the completion of comparison the comparers will put with signature and the date at the foot of the last page of the copy. On no account any alterations or erasure are to be made in any copy. A mistake must be scored through, initialled and the correct entry made above it. All movements of prepared copies to and from the comparers should be noted in a Register in Form No. (R) 34 to be maintained by the Head Typist or the Head Comparing Clerk where there is no post of Head Typist.

273. Care should be taken to ensure that application for copies for which expedition fees have not been paid do not materially suffer on account of grant of urgent copies.

Preparation of ordinary copies should not suffer on account of urgent copies

274. All copies ready for delivery shall be entered day by day between 2 and 3 P.M. or in the case of morning sitting between 9 and 10 - A.M. in a Register in Form No. (R) 35 which shall be placed outside for public inspection. The copies shall be made over in open Court in the presence of the Judge-in-charge, the appropriate entries in the Register being at the same time struck out and initialled by the officer in whose presence the copy is delivered.

Delivery of copies

Note - Loose forms of the above Register may also be used for the purpose and posted up on the Notice-board.

275. When the copy is delivered to the applicant, his receipt therefor with the date will be taken on the counter-foil which should at the same time be given up. Unused folios and stamps returned with the copy should be noted by the applicant in the receipt taken as above from him. The counterfoil will be kept attached to the application. If the counterfoil is missing or lost, the Judge-in-charge after satisfying himself about the identity of the applicant, may take his receipt on the application and deliver the copy.

Return of receipt by applicant

276. Should the applicant, in any case, fail to appear to claim either the copy or the unused folios both must of necessity be retained temporarily but on the last day of each month all unclaimed copies ready for delivery before the close of the preceding month together with all unused folios attached thereto and copies, if any, which remained in complete on account of the failure of the applicant to furnish the

Undelivered copies and unused folios how to be dealt with

extra folios required within the prescribed period shall be destroyed in the presence of the Judge-in-charge of the Copying Department.

277. In any case in which copy cannot be granted the folios and stamps supplied by the applicant for the copy should be returned to him when he is so informed. This should be done also where the application is withdrawn and the folios and stamps have not been used. Such stamps would not include searching fee and expedition fee affixed to the application.

Return of unused folios and stamps

278. At the end of the working day all undistributed work and all incomplete copies with the originals, shall be locked up in an almirah/ chest, the key of which will be kept by the Head Typist or the Head Comparing Clerk where there is no post of Head Typist. Separate compartment in the almirah/ chest or separate boxes to be kept in the almirah or chest as the case may be, shall be allotted to each Copyist/Typist/Comparer in which to place the papers.

Safe custody of undistributed, incomplete copies

279. The Head Typist or the Head Comparing Clerk where there is no post of Head Typist shall be responsible to ensure that the copy prepared is a correct copy and has been prepared strictly according to the rules prescribed for the purpose. If he finds that a copy has not been written or typed legibly and with proper ink or has not been compared properly or has not been prepared strictly according to the requirements in the prescribed rules, he shall bring it to the notice of the Judge-in-charge who may require the Copyists / Typists/ Comparers to prepare fresh copies at their cost. In case it is noticed that a folio contains more words than the prescribed limit, (under Rule 275) additional copying charges in shape of Court-fee stamps should be realised from the applicant before making over the copy to him.

Responsibility of the Head Typist or the Head Comparing Clerk where there is no post of Head Typist and comparer - in-charge relating to copying

280. ⁹⁵[(1) Applications for information and copies which have been disposed of shall be recorded in the copying section and filed in a separate bundle for each month. At the close of each quarter they will be examined by the Chief Ministerial Officer, who will bring to notice any irregularity or unpunctuality that may be apparent in the section. The Judge-in-charge after satisfying himself as to

Disposed of copy applications

⁹⁵ Renumbered vide C.S. No. 37 dtd.16.06.1984

the working of the office by an inspection of the forms recorded will then direct their destruction.]

⁹⁶[(2) All endeavours should be made to deliver copies of briefs prepared for use of public officers and free copies of documents, judgments and orders prepared for supply to public officers. If not claimed by and delivered to the persons concerned for whose use or at whose instance those are prepared, they should be destroyed after a period of six months from the date on which they are made ready, in presence of the Judge-in-charge of the Copying Departments.]

281. An application for copy of a document from the records of the outlying Courts deposited in the District Record Room may be made by the applicant to such outlying Court with a transmission fee of 97[Re.10.00] in the shape of Court-fee stamp affixed thereon. The outlying Court may thereafter send the application to the District Record Room for necessary compliance and return.

Transmission charge-in application for copy for records of outlying Court deposited in record room

282. The Sessions Judge should make special arrangements for the proper custody of the documents removed from themselves for compliance with applications for copies until the document is sent to the Copying Department to be copied or until intimation is received of the rejection of the application.

Proper custody of documents

283. Copies of English documents shall as far as possible be typewritten.

Copy of English documents

284. All copies must be examined before issue by a responsible officer.

Examination of copies

285. A copy must be “certified to be a true copy” must bear the seal of the Court and must be signed, if not by the Judge-in-charge, then by the officer hereinafter named:-

Certificate to be appended to the copy

At the headquarters of a district - By such officer as may be appointed by the Registrar, Civil and Sessions Court with the approval of the Sessions Judge.

At outstations - By the Chief Ministerial Officer of the office of the Judge-in-charge.

⁹⁶ Inserted vide C.S. No.37 dtd.06.06.1984

⁹⁷ Substituted vide C.S. No.94 dtd.10.09.2009

In every case the certifying officer will append to his signature the words
 “Authorised under Session 76, Act 1 of 1872”

The words:

“Certified to be a true copy”.

“Authorised under Section 76, Act 1 of 1972”, may be impressed by means of a stamp.

Note 1 - The above certificate shall not be given on a blank sheet. If the last has been fully taken up by the copy, the certificate may be given on its reverse.

Note 2 - In each sheet of the certified copy, the certifying officer shall sign an endorsement "True Copy".

286. In case of copies filed, exhibited, or recorded in any Court, the Court-fee chargeable under the Court-fees Act should be levied by of fixing the necessary stamps to the first folio of the copy.

287. The following particulars must invariably be recorded on the last sheet of the copy:

Particulars to be
noted on the
copy

- (a) Date of application for copy.
- (b) Date fixed for notifying the requisite number of folios and stamps.
- (c) Date of delivery of the requisite folios and stamps.
- (d) Date on which the copy was ready for delivery.
- (e) Date of making over the copy to the applicant.

In the case of a copy of judgment, or order, the date excepting the date of making over copy to the applicant shall also be expressed in words.

Note 1 - Each date on which extra folios are to be notified and each date on which they are delivered shall also be recorded.

Note 2 - In case of free copies only the particular noted in (a), (d) and (e) above should be given.

288. - On the back of the last sheet of the copy shall be recorded the costs paid by the parties applying for copies in the form given below:-

Particulars as
to cost

Application for copy	..	Rs.	P.
Searching fee	..		
Extra fee for urgency	..		
Folios, if any	..		
Other items, if any	..		
Total	..	-----	

The entries shall be made by the examiner of the copy. A rubber stamp may be used for the form of these particulars.

289. Full particulars of the names and address of all the parties to a case must be invariably stated in the certified copies of judgments and orders.

290. In any case in which the application is rejected on account of the failure of the applicant to furnish the extra stamps and folios within the prescribed period, the applicant may present a fresh application together with the extra stamps and folios, whereupon the incomplete copy shall be made ready for delivery. Where the application relates to a number of documents from one record and from one record and copies of some of the documents are complete, the applicant may at his choice take delivery of these documents after filing a memo to that effect.

Incomplete copy to be
made ready on fresh
application with extra
stamps, folios

291. In ordinary circumstances a copy shall be furnished not later than 4 P.M. or 10 A.M. as the case may be on the fifth open day after the application.

Time for granting
ordinary copies

292. Urgent copies should be furnished on the day of the application and where this is not possible on day following :-

Time for granting
urgent copies

Note - No application is complete stamps until the necessary and folios have been filed. When these are not filed, with the period referred to in this rule it will be reckoned from the date of their being filed.

293. Every application for copies of depositions in a case which is being heard shall be laid before the Presiding Officers for such orders as he in his discretion may make. If such Officer so directs so much of the deposition shall each

Copy of running
deposition

day be given to ⁹⁸[the Head Typist or the Head Comparing Clerk where there is no post of Head typist] as there is a reasonable hope or being copied in the course of the day. The Head Typist or the Head Comparing Clerk where there is no post of Head typist shall return the deposition to the Bench Clerk at the close of the day.

Subject always to (a) the precedence which must invariably be given to applications on which an expedition fee has been paid and (b) delay occurring as a consequence in respect of ordinary applications of an earlier date, such copies will ordinarily be issued on the same day or the following day.

294. Application for copies both urgent and ordinary, should be entertained and complied with during the period of Summer Vacation. For this purpose, the Judge-in-charge of the copying section should make necessary arrangements to retain necessary staff during the Vacation.

Copy during summer vacation

295. ⁹⁹[Daily outturn for Typists and Copyists working both on Civil and Criminal sides should at least be ¹⁰⁰[50] folios in type and ¹⁰¹[30] folios in manuscript respectively. For Typists and Copyists engaged in preparation of briefs and copies of case diaries the daily outturn should be at least ¹⁰²[35] pages of typed material and ¹⁰³[20] pages manuscript respectively, each page containing 180 words. When the whole-time of a Typist or Copyist is not covered according to the above standard outturn he may be employed in other office work.]

Daily outturn

⁹⁸ Substituted vide C.S. No.109 dtd.18.01.2014

⁹⁹ Substituted vide C.S. No.14 dtd.09.06.1982

¹⁰⁰ Substituted vide C.S. No.82 dtd.07.10.1998

¹⁰¹ Substituted vide C.S. No.82 dtd.07.10.1998

¹⁰² Substituted vide C.S. No.59 dtd.11.02.1992

¹⁰³ Substituted vide C.S. No.59 dtd.11.02.1992

PART IV

FEES AND COSTS

CHAPTER I

Process and other fees

PRELIMINARY

Rules framed by the High Court of Judicature, Orissa under Clause (ii) of Section 20 of the Court-fees Act, chargeable for the service and execution of processes issued by the Criminal Courts.

Concerned Court
to decide whether
process fee is
chargeable

Note 1 - These rules do not apply to the service and execution of processes in the case of cognizable offences and no fee can legally be charged for the issues of process in the case of a cognizable offence, whether the case be instituted on complaint or not.

The question whether fees are chargeable in any particular case should be determined by the Court with reference to the Section of the -Indian Penal Code or other law relating to the offence in respect of which it directs process to issue, whatever the Section of the Indian Penal Code or other law may be quoted in the complaint.

Note 2 - Under Clause XVIII of Section 19 of the Court-fees Act, VII of 1870, no Court-fee is leviable on a complaint preferred by Municipal Officer. Court-fee should, however, be levied for processes issued in non-cognizable cases instituted by such officers.

296. The fee hereinafter mentioned shall be chargeable for serving and executing the processes to which the fees are respectively attached, viz.-

Rates of process
fee

		Rs. P.
(1)	Warrant of arrest- For the Warrant in respect of each person named therein.	3.00
(2)	Summons- For the Summons in respect of the person, or of the first two persons residing in the same place.	1.50

(3)	In respect of every additional person	0.75
(4)	Proclamations for absconding party under Section 82 of the Criminal Procedure Code.	4.50
(5)	Warrant of attachment-For the warrant.	3.00
	When it is necessary to place officer –in-charge of the property attached for each officer so employed, per diem	0.75
(6)	Written order - For the order	3.00
(7)	Injunction - For Injunction	3.00

Note - The provision of Section 359, Cr.P.C. and of Rules 299 and 301 below, apply also to injunctions. Criminal Officers are, however, reminded that injunctions in proceedings not connected with offences are not chargeable with any fee. An injunction under Section 143, Criminal Procedure Code would, for example, be chargeable with the above fee; whereas an injunction under Section 144 or 145 of the Code would not carry any fee.

(8) Notice -

For the notice	3.00
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297. (1) In such part of the district, where the destination cannot be reached by a process server during the rainy season without hiring a boat or without payment of ferry toll, the area and duration of the year should be declared by the Sessions Judge for the purpose of levy of additional fees towards boat hire and ferry toll which shall be realised from the party in the shape of Court-fee stamps in addition to ordinary fee chargeable for the service of process as follows:

Additional process
fee

- i. Boat hire charge per day per boat..... Rs. 2.25
- ii. Ferry toll charge Rs. 0.18

(2) The boat hire and ferry toll charge shall be paid by the Court executing process from its special permanent advance to the process server entrusted with the service of process.

298. No fee shall be chargeable in advance on any process of a Criminal Court in any case where the prosecution is on the part of Government, but it shall be competent to any Court in such case, if the accused is convicted, to order that such fee shall be paid up by the accused, or any of them, in like manner as if such fees had been paid by the prosecutor in the first instance.

Costs of process fee to be realised from the accused when convicted

299. No process which comes within the operation of Rule 296 shall be drawn up for service or execution except upon an application made to the Court for that purpose in writing on a document bearing upon its face stamps not less in amount than the fee which is directed to be charged for serving and executing the process so sought to be drawn up. This application may however, at the option of the party making it, be included in the petition by which he moved the Court to order the process to issue, but in that case the petition must bear the requisite stamps for the process fee, in addition to such stamps, if any, as are needed for its own validity ; and in either case the filing of the application, thus duly stamped Shall constitute payment of the fee chargeable for the process.

Application for issue of process to be duly stamped

300. Cost awarded under Section 359, Criminal Procedure Code and compensation awarded under Section 250 and 255(1) and (2) of the Code of Criminal Procedure shall be realised by Courts of their own motion, and without payment or recovery of process fee.

No process fee chargeable for realisation of costs and compensation

301. When a proclamation has been issued for an absent witness, if the Court shall be of opinion that such witness had absconded or concealed himself for the purpose of avoiding the service of warrant upon him, such Court may order the witness to pay the cost of proclamation.

When witness to pay costs of proclamation

302. No fee shall be chargeable for service and executing any process, such as a notice rule, summons or warrant of arrest, which may be issued by any Court of its own motion solely for the purpose of taking cognizance of and punishing any act done or words spoken in contempt of its authority.

No fees for process issued by the Court of its own motion

REDUCTION AND REMISSION OF COURT - FEES

Extracts from orders of the Government of Orissa under Section 35 of the Court-fees Act

303. In exercise of the powers conferred by Section 35 the Court-fees Act, 1870 (VII of 1870) as amended by the Orissa Court-fee (Amendment) Act, 1939 (Orissa Act V of 1939), and in supersession of all previous notifications on the subject, heretofore in force in any part of the Province, the Governor of Orissa is pleased to make in the Province of Orissa the reduction and remission hereinbefore set forth in fees leviable under Schedules I and II to the said Act, Namely:-

- (4) to remit the fees chargeable on-
 - (a) Copies of village settlement records furnished to land holders and cultivators during the currency or at the termination of settlement operations;
 - (b) Lists of fields extracted from village settlement records for the purpose of being filed with petitions of complaint in Settlement Courts:

Provided that nothing in this clause 'shall apply to copies of judicial proceedings, or to copies of village settlement records (other than lists of fields) extracted as aforesaid which may be filed in any Court or office ;

- (6) to remit the fees chargeable on security bonds for the keeping peace by, or good behaviour or persons other than the executants ;

- (7) to remit the fees chargeable under Articles 6, 7 and 9 of Schedule I on copies furnished by Civil or Criminal Courts or Revenue Courts or offices for the private use of persons applying for them :

Provided that nothing in this clause shall apply to copies when filed, exhibited or recorded in any Court of Justice or received by any public officer.

- (8) to remit the fees chargeable under paragraph 4 of Clause (a) and paragraph 2 of Clause (b) of Article I of Schedule II on applications for orders for

the payments of deposits in cases in which the deposit does not exceed Rs. 25 in amount:

Provided that the application is made within three months of the date on which the deposit first became payable to the party making the application;

(12) to remit the fees chargeable on the following documents, namely :-

(c) Copy or translation of judgment in a case other than a summons case when the copy of translation is given under Section 363 of the Criminal Procedure Code to an accused person.

(d) Copy or translation of the judgment in a summons case when the accused person to whom the copy or translation is given under Section 363 of the said Code is in jail.

(e) Copy of an order of maintenance when the copy is given under Section 490 of the said Code to the person in whose favor the order is made, or to the person to whom the allowance is to be paid.

(f) Copy furnished to any person affected by a judgment or order passed by a Criminal Court, deposition or other part of the record when the copy is not a copy which may be granted under any of the preceding sub-clauses without the payment of a fee, but is a copy which on its being applied for under Section 363 of the said Code, the Judge or Magistrate for some special reason to be recorded by him on the copy, thinks fit to furnish without any such payment.

(g) Copies of all documents furnished under the orders of any Court or Magistrate to any Government Advocate or Pleader or other person specially empowered in that behalf for the purpose of conducting any trial or investigation on the part of the Government before any Criminal Court.

(h) Copies of all document, which any such Advocate, Pleader or other person is required to take in connection with any such trial or investigation, for the use of any Court or Magistrate or is considered necessary for the purpose of advising the Government in connection with any Criminal Proceedings.

(i) Copies of Judgment or deposition required by officers of the Police Department in the course of their duties.

(14) to remit the fees chargeable on an application presented by any person for the return of a document filed by him in any Court or public office ;

(17) to direct that no Court-fee shall be charged on an application for the repayment of a fine or any portion of a fine the refund of which has been ordered by competent authority.

(18) to remit the fee chargeable on applications for copies of documents detailed in Clauses (4) and (12) supra;

(31) to remit the fees chargeable on copies of documents furnished by a Criminal Court to a Pleader of the Court to defend a pauper accused in a Sessions Case.

(34) to remit the fees chargeable on copies of judgments or relevant extracts thereof furnished to the Registrar of the Council of Medical Registration, Orissa, by Courts exercising criminal jurisdiction in cases in which a Registered medical practitioner is convicted of a non-bailable offence or in which the Court pronouncing the judgment considers that the professional conduct of a Registered medical practitioner has been such that it is desirable to bring it to the notice of the Council.

304. Searching and copying fees shall be charged according to the scale shown in the table below except in the cases where the law requires copies to be given free of cost:-

Nature of fee or charge	Cash in which to be paid	Amount	How to be paid
(1)	(2)	(3)	(4)
1. Searching fee	On all applications	Rs. P.	
	(1) For Information whether the record is deposited in the Record	0.50	By a Court-fee stamp to be affixed to the

	<p>Room or not.</p> <p>Note- This is the only fee to be paid on such application</p>		application.
	<p>(2) For inspection where the record is deposited in the Record Room</p> <p>Note-No searching fee to be charged to Pleaders for looking at the record of pending cases.</p>	0.50	By a Court-fee stamp to be affixed to the application
	<p>(3) For copy (In addition to the prescribed fee of ¹⁰⁴[fifty-five paise] under the Court Fees Act) where the record is deposited in the Record Room.</p> <p>Note-(1) One searching fee shall be charged for any number of copies taken from the same record and included in the same application.</p>	0.50	By a Court fee stamp to be affixed to the application

¹⁰⁴ Substituted vide C.S. No.09, dtd.09.02.1982

	NOTE-(2) Records called for in connection with original case or appeal will be treated as a part of the record of such case or appeal.		
2. Copying charges	Typed Copies-		
	Manuscript Copies	For every 180 words English or any fraction thereof in case of typed copies or 180 words partly English or partly in an Indian language or 240 words in an Indian language or any fraction thereof in case of manuscript copies, four figures or less each abbreviation or initial counting one word.	By means of a folio of 75 paise to be provided by the applicant for copy. Note- If a folio of 75 paise value contains more than 180 words English in case of typed copies or 180 words partly English and partly in any Indian language or 240 words in an Indian language in case of manuscript copies a copying charge of 75 paise shall be

			paid in the shape of adhesive Court fee stamps to be affixed across the perforated line on the top of the impressed stamp of the folio.
	Expedition Fee on urgent application
	For inspection or information	1.50	By means of Court fee stamp to be affixed to the application
	For copies-		
	Not exceeding 720 words English or 960 words in any Indian language	3.00	By means of Court fee stamp to be affixed to the application
	Exceeding 720 words English or 960 words in an Indian language	0.75 for every 180 words English or 240 words in an Indian language or part thereof	By means of Court fee stamp to be affixed to the application. Note - This calculation is to be made on the aggregate number of folios

			covered by the same application.
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Note 1 - Complainants must pay copying fees whenever they want copies. But an accused under Section 363 of the Code in all appealable cases is entitled to a copy of judgment absolutely free of cost. Similarly, under Section 128 of the same Code, copy of an order of maintenance, shall be given without payment to the person in whose favour it is made, or to his guardian, if any, or to the person to whom the allowance is to be paid.

Note 2 - The provisions of Sections 363 of the Code should also be referred to.

Note 3 - See also Rule 303 of this Chapter regarding remission of copying fees in certain cases.

Note 4 - Court-fee stamps for extra fee in respect of urgent copies should find entry in the Register of Court-fee stamps.

305. No fees are to be required or paid fee searching or, copying papers wanted by public officers for public purposes.

No fees for copy to public offices.

Note - In their Resolution No. 1248-64, dated the 31st August 1899, the Government of India directed that the existing practice of supplying free of charge to the Head of the office concerned, copies of judgments convicting Government officers or criminal offences should be continued and that in future, copies of judgments of acquittal and orders of discharge should also be supplied free of charge on the application of the Head of Department.

306. In the case of maps and plans no general rule can be laid down. In each case the charges will have to be fixed with reference to the difficulty or intricacy of the work to be done. The charges shall be realised by means of adhesive stamps to be affixed to the map or plan.

Charges for map and plans

In case of urgent copies of maps and plans the expedition fee will also be fixed by the Judge-in-charge to be paid by means of Court-fee stamps affixed to the application for copy.

FEEES FOR AFFIDAVITS

Fees for administering oaths on affidavits.

307. The charge for administering the oath to the deponent in the case of any affidavit - one rupee. Fees on affidavits

Except (1) affidavits made by process-servers regarding the manner of service of processes.

(2) Affidavit made by any public officer in virtue of his office.

308. The above fee shall be paid by means of a Court-fee stamp. Mode of paying fees

Note - Fees for affidavits are to be entered in the Daily Register Court-fees.

COST OF TRANSMISSION OF RECORDS

309. When a record is called for by a Civil Court from a Criminal Court, at the instance of party, the cost of postage should be borne by such party at an uniform rate of Rs. ¹⁰⁵[30.00] per record to be paid in Court-fee stamps for transmission of the record and its re-transmission. Cost of transmission of records

CANCELLATION OF COURT-FEE STAMPS

310. Each Judicial Officer should under Section 30 of the Court-Fees Act VII of 1870, formally appoint an officer for the purpose of cancelling stamps and should see that officer, and no other is allowed to do the work. Appointment of officers for cancellation of stamp

311. The second or triangular punching of Court-fee stamps prescribed in Rule 313 post should be made on the day the records are received in ,the District Record Room or as soon after as possible, and should not await the inspection or examination of the records. Triangular punching

312. The Record Keeper should on receiving records from a Muharrir or other, ascertain that all the papers in the record which require stamps are properly stamped and that the rules regarding their cancellation have been properly carried out. Should any of the stamps show signs of having been properly tampered with or Duty of Record Keeper to examine stamps

¹⁰⁵ Substituted vide C.S. No. 92, dtd.06.11.2001

any suspicious circumstances he must at once submit a report to Presiding Officer of the Court. Record Keepers should be reminded that the appointment of a special peon or any other officer to punch stamps or records received into the Record Room in no way absolves them from the duty of seeing that the stamps are duly punched.

313. (a) The Record Keeper of every Court or office shall, when a case is decided and the record consigned to his custody punch a second hole with a triangular punch in label distinct from the first and at the same time note upon the table of contents the date of his doing so. The second punching should not remove so much of the stamps as to render it impossible or difficult to ascertain its value or nature.

Punching a Second
hole in the Record
Room

Note - In case tried summarily, the note referred to above should be entered in the forms of Summary trial, kept under Section 263 or 264 of the Criminal Procedure Code.

(b) These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting Court-fees need not be cancelled or punched otherwise than as required by Section 30 of the Court-fees Act.

314. ¹⁰⁶[The Court or office receiving copies, certificates or other similar documents liable to stamp duty shall, on receipt cancel the labels affixed to them by punching out the figure-head with a round punch. As an additional precaution the Clerk-in-charge of the Register of Petitions and Court-fees shall when entering the value of the Court-fee stamps in the said Register, put his signature with date across the label and upon the paper on either side of it, as is frequently done by persons signing stamped receipts.]

Square punching of
copies, certificates,
etc

Note - Stamps affixed to affidavits presented to a Commissioner for the purpose of administering an oath or affirmation to the deponent, shall be cancelled by punching out with a square punch, a portion of the stamp in such a manner as to remove neither the figure-head nor the part of the stamp upon which the value is expressed.]

315. Each Presiding Officer should cause an occasional inspection to be made of documents that have been filed in order to ascertain that the stamps have been properly punched and defaced and have not been subsequently removed from the documents on which they have been used. The inspection should be made at least once a quarter. The check herein prescribed applies equally to all papers which require adhesive label, and they should be subjected to similar scrutiny.

Inspection of
documents by Judicial
Officers

EXPENSES TO ACQUITTED PRISONERS

316.¹⁰⁷ [Sessions Judges and Magistrates may grant travelling and subsistence allowances to prisoners who have been acquitted or discharged and released from custody by them and to prisoners who having been arrested under Section 340 of the Code of Criminal Procedure are subsequently released at the following rate to enable them to return to their villages:

Expenses to
acquitted prisoners

Provided that such prisoners reside at a distance of more than “eight kilometre” from the place where they are released from custody and are not possessed of sufficient means to return to their village.

T.A by rail	T.A. By Public motor bus	T.A by road otherwise than by public motor service	T.A. by sea or canal	Subsistence allowance
Second Class fare	Actual bus fare	¹⁰⁸ [Ordinary bus fare per Kilometre as would be fixed by the State Govt. from time to time].	Actual expenses of passage	As admissible to a witness in the lowest grade with chances from time to time.]

317. The distance for which fare or mileage and the number of days for which subsistence allowance should be allowed for the journey shall be determined by the Judge or Magistrate ordering the payment in each case.

Determination of
distance

¹⁰⁷ Substituted vide C.S. No.16, dtd.20.05.1982

¹⁰⁸ Substituted vide C.S. No.144, dtd.22.05.2023

INSPECTION OF RECORDS BY REGISTRATION OFFICER

318. Government having directed the Inspector-General and Inspectors of Registration to examine the Record Room of various Courts in the mufassil in order to see how far the rules and instructions on the subject of the punching, custody and sale of stamps are carried out, every assistance should be afforded by Presiding Officers to those officers in the discharge of their duty.

Inspection of
records by
registration
officer

319. Government having ordered that on the discovery of any irregularity in respect of punching or otherwise defacing Court-fee stamps the Inspecting Registration Officer should at once bring the matter to the notice of the Presiding Officer of the Court, such officer should go into the matter at once and then trace the person who is responsible for the omission pointed out by the Inspecting Officer.

Duties of
Registration
Officer

PART - V

REGISTERS, PERIODICAL RETURNS STATEMENTS AND ANNUAL REPORTS

CHAPTER - I

Registers

320. While the Court do not positively forbid the maintenance of other List of Registers
Subsidiary Registers in the various Criminal Courts subordinate to it, the list of
Registers given in Volume II specifies all the Registers which, it is believed, are
absolutely necessary for judicial, administrative or statistical purposes.

321. All Registers shall be kept in English.

322. The list of Registers given in Volume II shows the period for which Registers to be kept in
English - Preservation
and destruction of
Registers
each is to be preserved. Registers of Magistrate's Courts which are to be
preserved for three years or less should not be consigned to the Record Room, but
should be retained in the office in which they were written and should be destroyed
by that office in With the Magistrate's sanction on the expiry of the prescribed
period. All other Registers of such Courts are to be consigned to the Record Room
along with the consignment of records. Those that are to be preserved permanently
will be entered by the Record-Keeper In a Register in Form No. (R) 37 and those
that are to be preserved for more than three years, but not permanently, in another
Register in Form No. (R) 38. The Registers in Form Nos.(R) 37 and 38 are to be
preserved permanently.

¹⁰⁹[**322-A.**- Registers (R) 1 and (R) 2 which are required to be preserved for
7 years are to be consigned to the District Record Room after 3 years from the date
of last entry in the Registers.]

¹⁰⁹ Inserted vide C.S. No.42, dtd.05.09.1985

CHAPTER - II

Periodical Returns and Statements

A - General

323. The forms of periodical statements entered under the heading of "Forms Appendix A" in the list at the beginning of Volume II, are prescribed for adoption by the Criminal Courts shown against each. On the forms themselves some instructions or observance will be found, and the following general instructions are also issued in order to secure the correct and uniform preparation of the statements.

324. Apart from certain miscellaneous proceedings under the Criminal Procedure Code, the returns have reference to judicial work alone. Returns have references to judicial work

325. No person who has not appeared personally or by agent in Court is to be included in the returns; but all persons who have appeared, whether in obedience to summons, warrant or other process or voluntarily to answer a criminal charge, should be shown as under trial. Persons discharged from bail taken under Section 169, without appearing before a Magistrate should not be entered in the returns. Persons who have not appeared not to be shown in returns

Note 1 - Witnesses examined by Magistrates in Court in Preliminary inquiries under Sections 202 and 340, Criminal Procedure Code, need not be included in the periodical returns. Witnesses examined during enquiry not to be included

Note 2 - Cases of lunatics. dealt with under Section 330 of the Code of Criminal Procedure should not be shown as pending on the files. When such lunatics are subsequently brought before the Court and found to be capable of making defence. their cases should be entered as new cases. Cases of Lunatics not be shown as pending

Note 3 - Cases finally remanded should be treated as new cases. Cases remanded to be treated as new cases

Dormant File

326. Records of the following categories of cases shall be transferred to the "Dormant File" and from the date of such transfer they shall not be shown in any periodical returns. Dormant file

(a) ¹¹⁰[All cases where action has been taken under Sections 82 and 83 Criminal Procedure Code and evidence of witnesses, if any, for the prosecution has been recorded under Section 299 of the Code of Criminal Procedure.]

(b) In cases where during a period of one year from the first date of issue of process ¹¹¹[notice], repeated attempts to serve summons and ¹¹²[warrants/ memo of apprehension (against the Child in Conflict with Law-CICL)] have failed on account of the fact that the whereabouts of the ¹¹³[accused/ Child in Conflict with Law- CICL] is not known and the prosecution is unable to furnish any further particulars about the whereabouts of the ¹¹⁴[accused/ Child in Conflict with Law-CICL].

(c) In police cases where action under Sections 82 and 83, Criminal Procedure Code has been taken, but the proclamation and attachment have not been affected by the police during a period of three months from the date of issue of such proclamation and attachment.

¹¹⁵(d) Where the address of the ¹¹⁶[accused/ Child in Conflict with Law-CICL] is not furnished by the prosecution within a period of three months from the date of institution of the case.

¹¹⁷[Provided that the cases involving missing/ abducted/ kidnapped child/ children under the Juvenile Justice (Care and Protection of Children) Act shall not be placed in dormant file until and unless the concerned child/ children are traced.]

327. After the appearance or the production of the accused, the concerned ¹¹⁸[Court of Session or] Magistrate would call for the record from the Dormant file and shall proceed with the case according to law in its original number and thereafter show the case in the periodical returns.

¹¹⁰ Substituted vide C.S. No.19, dtd.13.01.1983

¹¹¹ Inserted vide C.S. No 150 dtd. 12.02.2025

¹¹² Substituted vide C.S. No. 150 dtd. 12.02.2025

¹¹³ Substituted vide C.S. No. 150 dtd. 12.02.2025

¹¹⁴ Substituted vide C.S. No. 150 dtd. 12.02.2025

¹¹⁵ Added vide C.S. No.41, dtd.26.06.1985

¹¹⁶ Substituted vide C.S. No. 150 dtd. 12.02.2025

¹¹⁷ Inserted vide C.S. No. 150 dtd. 12.02.2025

¹¹⁸ Added vide C.S. No.20, dtd.13.01.1983

328. ¹¹⁹[The Sessions Judge shall maintain a Common Register of cases transferred to the Dormant file in Form No.(R) 26 and in the Register, the cases transferred by him to the Dormant file and also the cases transferred by Additional Sessions Judges and Assistant Sessions Judges in his jurisdiction shall be entered date wise. It shall be the duty of Additional Sessions Judges and Assistant Sessions Judges in the Sessions Division to supply necessary information to the Sessions Judge on the very date they transfer any case to the Dormant file.]

¹²⁰[Provided that the Addl. Sessions Judge in the outlying station is authorized to maintain (R) 26 for all sessions cases of the station. If court of Additional Sessions Judge is not available in the outlying station, the Assistant Sessions Judge of the station is authorized to maintain (R) 26 for all the sessions cases of the respective outlying station.]

The Sub divisional Judicial Magistrate shall similarly maintain a common Register of cases transferred to the Dormant file in Form No.(R) 26 and the cases transferred by him and also the cases transferred by other Judicial Magistrates of the Station to be entered in the Dormant file date wise. It shall be the duty of other Magistrates to supply necessary information on the very date they transfer any case to the Dormant file.]

¹²¹[Provided that the Cognizance Taking Magistrates at district headquarters station are also authorized to maintain (R) 26 for the cases coming under their respective jurisdiction.]

329¹²²[At the time of transferring a record to the Dormant file necessary entries with the date shall be made in the remarks column in the Register of Sessions Cases when the records relate to a case on the file of the Sessions Court and in the primary and trial Registers if the records relate to a case on the file of the Magistrate for facilitating the tracing out of the record when necessary.]

¹¹⁹ Substituted vide C.S. No.21, dtd.13.01.1983

¹²⁰ Inserted vide C.S. No.145, dtd.22.05.2023

¹²¹ Inserted vide C.S. No.145, dtd.22.05.2023

¹²² Substituted vide C.S. No.22, dtd.13.01.1983

330. It is not intended that any case should be entered in the returns as received or 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. A note should always be made in the column of remarks of the number, in any, of cases and persons transferred to, received from places outside the jurisdiction of the High Court as this information is required in order to the compilation of the returns for the whole State. Cases received or disposed of by transfer should not be shown under Column 3, 'brought to trial' or Columns 5 and 6. 'Disposed of' of the criminal statement in Form No. (S) 3 but same should be included or excluded from Column 4 under the heading "Total for disposal" with a note in the "Remarks" column against each Court indicating the number of cases received by transfer or transferred to the Courts.

Cases received or
disposed of by
transfer

331. The columns headed 'Referred' "and" Received on reference" are meant to exhibit cases in which an enquiry or trial has been held, and the proceedings of the Court are submitted for confirmation, or the orders of, a higher Tribunal; for example cases submitted by Subordinate Magistrates under Sections 323 and 325, by District Magistrate, etc., under Section 122 and by Sessions Judges under Section 366 of the Criminal Procedure Code. Mere reference for trial under Section 192 are not to be entered in these columns, nor in the columns exhibiting transfers; they are to be entered against the Court which decided them, and not against the Court which may have merely received the complaint.

Cases referred
and received in
reference

332. Cases of the kind alluded to above, in which the proceeding of one Court are submitted for the confirmation or orders of another, will, like cases committed to the Sessions, find entry in the returns of both Courts. The persons concerned will appear in the returns of the referring Courts not as convicted but as 'referred'. In the returns of the Court receiving the references, they will be shown as convicted, acquitted, etc. according to the result of the reference in each case, or as 'pending' if orders have not been passed on it.

Cases submitted
for confirmation or
orders

333. In calculating the duration of cases before Magistrate, time is to be counted in police cases from the date of supply of police papers to all the accused and in complaint cases from the date of appearance of all the accused.

Duration of cases

Counting of
duration in the
receiving Court

334. A case is regarded as coming on the file of the receiving Court from the date of commitment, reference or order of transfer.

SUBMISSION OF PERIODICAL RETURNS

General

335. ¹²³[Monthly and quarterly statements of pending cases should be despatched by subordinate Courts to the Chief Judicial Magistrates or the District Magistrates as the case may be on or before the 5th and 10th of the month next succeeding the period to which they relate respectively and Annual statements on or before the 28th February of the new year. Monthly consolidated statements of pending criminal cases relating to the Courts of the Chief Judicial Magistrates and other subordinate Criminal Courts should be despatched by the Chief Judicial Magistrates to the Sessions Judges on or before the 15th and quarterly statements by the 20th of the month respectively next succeeding the period to which they relate.] Monthly Statement

336. Quarterly statements should be submitted by District Magistrates and Sessions Judges to the High Court ¹²⁴[by the last day of the succeeding month] and annual statements, along with the annual report on the Administration of Criminal Justice, on or before the 10th March of each year. The punctual despatch of correct statements is an important duty, the neglect of which will not be overlooked by the Court. Quarterly Statement

337. Punctuality in the submission of annual statements and annual reports must be insisted upon and. the Chief Judicial Magistrates and District Magistrates should be careful to take necessary steps to ensure the accurate compilation and prompt despatch of the same. The Court will be compelled to take a serious view of the conduct of any officer who neglects to give due attention to these rules. Punctuality in the submission of statements

338. Both Magistrates and Judges are required to see that the statements are prepared neatly as well as correctly, in respect of the entries made, and that they are not disfigured by slovenly or bad writing. When Such defect are noticed, the statements will be liable to be returned. Statement to be prepared correctly

¹²³ Substituted vide C.S. No.50, dtd.21.01.1998

¹²⁴ Substituted vide C.S. No.51, dtd.21.01.1988

339. Where the figures given in any return differ from those given for the same period in the returns previously submitted, explanation should always be offered to avoid the necessity for a reference in the matter.

Explanation for
figures differing

340. The column of remarks should contain the mention of any cases or particulars which do not appear to be fairly provided for in other columns and should also contain brief explanation of any noticeable results appearing on the face of the returns, especially of such which, if unexplained might lead to erroneous conclusions; in short, any comments which will tend to throw light upon the figures.

Particulars which
cannot be shown in
other columns to be
shown in remarks
column

341. No statement in use by authority of the High Court may be discontinued without an express order of such Court.

Prescribed statements
not be discontinued

B. Monthly and quarterly and half-yearly statement by Magistrates

342. Judicial and Executive Magistrates shall submit monthly to the Chief Judicial Magistrate and District Magistrate respectively a statement at pending files. They are required to submit along with monthly statements explanations of the cause of delay in the disposal of cases pending more than ¹²⁵[one year].

Monthly statements
by Magistrates

343. Judicial and Executive Magistrate shall also submit to the Chief Judicial Magistrates and District Magistrates respectively quarterly a general statement of the business coming before their Courts.

Quarterly
statement by
Magistrates

344. ¹²⁶[With the figures submitted by their Subordinates, the Chief Judicial Magistrate and District Magistrates shall compile a General Statement for the whole District and submit it to the High Court in every quarter. However, the explanation of the delay, where any case has been pending for more than one year shall be submitted to the High Court half-yearly. The Chief Judicial Magistrate shall submit such statement through the Sessions Judge.]

Compilation of
statements

Note 1 - Explanation of delay in disposal of cases should indicate briefly the time consumed in securing the apprehension of or appearance of the accused, attendance of the witnesses, in adjourning the case for want of Court's time or other such reason as may appear relevant.

The explanation furnished by the Judicial Magistrate and Executive Magistrate with the remarks of the Chief Judicial Magistrate and the District Magistrate should be forwarded to the High Court. Copies of order sheets not be submitted to the High Court unless called for.

Note-2 Judicial Magistrates should furnish the Remarks column of monthly or Quarterly statement a certificate under his signature to the effect that cases shown as disposed of on contest were all of real contest and that regular judgments were delivered in those cases. The Chief Judicial Magistrate should after verification of these certificates personally make a note in the consolidated statement that the same has been duly furnished by the Subordinate Magistrates under him.

¹²⁵ Substituted vide C.S. No.38, dtd.26.07.1984

¹²⁶ Substituted vide C.S. No.96, dtd.21.09.2010

345. A quarterly balance sheet of fines in Form No. (S) 3-E shall be prepared in book kept for the purpose. The balance sheet of fine should contain a certificate signed both by the Judicial Officer and Treasury Officer concerned to the effect that the total of the realised fines, plus the balance in hand of the preceding quarter minus the amount, credited as criminal deposit and the balance in hand, has been brought to the credit in the Treasury Account. It shall be the duty of the Treasury Officer to scrutinise the balance sheet of criminal fines prepared by the Judicial Magistrates immediately after its receipt by him and to return the same within a week from the date of its receipt. A copy of each sub divisional balance sheet of criminal fines must be sent to the Chief Judicial Magistrate within 10th of the month succeeding the quarter to which it relates and the balance sheet of the Sadar Station ought to be ready within the same time. A general district balance sheet in the form prescribed (S) 3-E shall be sent to the Sessions Judge by the 15th of the month succeeding the quarter. Along with the quarterly balance sheet of fines, the Judicial Magistrates, shall furnish a list of cases in which retaliation of fine has been stayed indicating therein the number and year of the appeal or revision in which orders for stay of retaliation of fine has been made. The Chief Judicial Magistrate shall prepare a consolidated list of such cases for the entire district and submit the same to the Sessions Judge along with the general district balance sheet. The Sessions Judge shall examine the correctness of the balance sheet of fines and the list of cases in which retaliation of fine has been stayed and after making necessary correction, if any, shall transmit the same to the High Court by the 25th of the month with his comments.

Balance sheet
of fines

346. The Judicial Magistrates shall submit a half-yearly statement of irrecoverable fines written off by Chief Judicial Magistrate to him (the Chief Judicial Magistrates) in Form No. (S) 3-H who shall submit the same to the High Court through the Sessions Judge. Such statements should be submitted by the Judicial Magistrates to the Chief Judicial Magistrates by the 10th of the month succeeding the half-year to which it relates to. The Chief Judicial Magistrate shall submit the same to the Sessions Judge by the 15th of that month and the Sessions Judge shall forward the same to the Court with his comments, if any, by the 25th of that month.

Half-yearly
statement of
irrecoverable
fines

347. The Chief Judicial Magistrate shall submit to the High Court through the Sessions Judge a half-yearly statement showing the effective measures taken for recommitment of convicts to jail and for realisation of fine amounts. Along with such statement the Chief Judicial Magistrate shall append a certificate that in all cases where fines have been imposed, necessary action has been taken in time by the Courts concerned for realisation of the same and that wherever necessary, the defaulter has been committed to jail to undergo the default sentence.

Half-yearly statement regarding the steps taken for realisation of fines and recommitment of accused

348. The Chief Judicial Magistrate and District Magistrate are expected to examine carefully the statement, monthly, quarterly and half-yearly submitted by the Courts subordinate to them and to satisfy themselves that the business in these Courts is transacted with due despatch. They may, if consider necessary, call for full explanation from a Subordinate Court in regard to any case on its file. A case which calls for special attention may be brought to the notice of the High Court. They will submit with the quarterly returns a concise statement in Form No. (S) 3-A, regarding the outturn of work done by each of the Subordinate Magistrates and an expression of their opinion on any deficiency apparent in this respect.

349. The Sessions Judge maintain a Register of Sessions cases in Form No. (R) 23. At the end of each ¹²⁷[quarter] a statement in Form No. (S) 2 shall be submitted to the High Court, showing all cases pending for trial at the commencement of the quarter or brought before the Court during the quarter. He shall also submit along with the sessions statement a memorandum indicating the number of the sessions cases fixed for trial during the next quarter and the date fixed therefor.

Sessions statement

350. Along with the ¹²⁸[quarterly] statement in Form No. (S) 2 every Sessions Judge, Additional and Assistant Sessions Judge shall submit a special statement of adjourned Sessions cases in Form No. (S) 2-A with particulars therein mentioned duly filled in.

Adjourned Sessions statement

¹²⁷ Substituted vide C.S. No.45, dtd.12.12.1986

¹²⁸ Substituted vide C.S. No.46, dtd.12.12.1986

Note - A blank special statement should always be submitted if no Sessions case was adjourned in the ¹²⁹[quarter].

351. In all capital sentence cases where there has been an interval of 9 months or more between the apprehension of the accused and the conclusion of the trial in the Court of Sessions, a full explanation of such delay should be sent to the High Court along with the proceeding submitted under the provisions of Section 366 of the Code of Criminal Procedure.

Explanation of delay
in capital sentence
cases

The period of 9 months here allowed should not however, be taken as the normal period which should intervene between the apprehension of the accused and the conclusion of the trial in the Court of Sessions. Every efforts should be made to dispose of capital sentence cases as expeditiously as possible.

352. 130[(i) Sessions Judges shall also submit quarterly to the High Court a statement showing the result of commitments to the Court of Sessions and of appeals and applications for revision made to them. The Additional or Assistant Sessions Judge, if any, will furnish similar return for his own Court and the Chief Judicial Magistrates in respect of appeals only to the Sessions Judge, who will exhibit the figures separately in his return. However, the Sessions Judges shall submit explanation half-yearly, regarding causes of delay in disposal of sessions cases pending over six months from the date of commitment and of appeals and revision pending over six months and three months respectively from the date of their filing.]

Quarterly sessions
statement

¹³¹[(ii) The Special Courts shall submit their respective statements showing the number of pending cases under Special Acts to the High Court, in the prescribed Form No. (S) 2-AA of the G.R. & CO. (CrI.) Volume-II in each quarter of the year.]

353. In the quarterly statements, columns headed ‘Brought to Trial’ or “Preferred” unlike those headed “Under Trial” or “Total dealt with” are intended to show only cases brought to trial, or appeals or applications filed during the

What cases are to be
included in the
quarterly statements

¹²⁹ Substituted vide C.S. No.46, dtd.12.12.1986

¹³⁰ Substituted vide C.S. No.97, dtd.21.09.2001

¹³¹ Inserted vide C.S. No.91, dtd.05.10.2001

period to which the return relates, and are not intended to include cases pending at the commencement of such period.

354. Sessions Judges shall submit to the High Court along with the quarterly statement a memorandum showing separately the outturn of criminal work of each officer exercising the powers of a Sessions Judge or of an Assistant Sessions Judge in Form No.(S) 4-A. In the case of each such officer, the number of days devoted to criminal work, the number of criminal cases disposed of, and the number of witnesses examined should be shown.

Memorandum regarding
outturn of work

355. Sessions Judges, Chief Judicial Magistrates and District Magistrates should in the remarks column of the quarterly returns note the Criminal cases, appeals and revisions heard during the period in question whether decided or otherwise in which judgment or order was delayed for one month or over together with a full explanations of delay. When there is no such delay a positive certificate to that effect must be given by them under their signature in the remarks column of the return.

Explanation for delay
undelivery of
judgment

356. Most of the annual statements can be readily compiled from the statistical and other Registers. In the case of others it is essential that the requisite information should be collected from time to time so as to be available without delay at the close of the year. In the latter case, the Chief Judicial Magistrates and District Magistrates must take care that the proper officers of their own Court and of the Courts subordinates to them collect the information at convenient intervals.

Annual
Statement

357. District Magistrates shall submit their annual statement direct to the High Court. The Chief Judicial Magistrate shall submit such statements to the High Court through the Sessions Judge.

Channel of
submission of
annual statement

CHAPTER - III

Annual Reports

358. Sessions Judges and District Magistrates shall submit to the High Court Annual reports along with the annual statements, a Report for the year to which they refer upon the Administration of Criminal Justice. The Form No.(S) 11 shall be incorporated in their reports by Sessions Judges and District Magistrates. Sessions Judges and District Magistrates should be careful to secure a correspondence between the figures given in the Table in the body of their reports and those contained in the annual statements submitted by them, and they are expected to see that no discrepancies occur in this regard.

359. The Court do not consider it necessary to prescribe the use of any Contents of report particular form of Report; but the Report, in whatever form, should contain such remarks as they consider fit on a consideration of the figures entered in the statements. Any great variation between the result exhibited for the year under report and for the previous year should receive notice and be explained, if possible.

360. Amongst other matters, the following must be noticed in the report :

(a) The condition of the Record Room which must be ascertained by careful personal enquiry and not from the mere report of the Record Keeper.

Note - The Court will not be satisfied with a mere cursory mention but require clear description of the statement of the Record Room and the date up to which the records have been stored or destroyed so that it may appear without doubt that this duty has not been neglected.

(b) The extent to which effect has been given to the rule regarding arrangement of the records in the course of the trial and rules regarding the destruction of useless records.

(c) The working of the rules under the Court-fees Act.

(d) The effect of recent Legislation on the working of the Criminal Courts.

PART - VI

CHAPTER - I

Inspection of Courts & Officers

361. ¹³²[Sessions Judge shall inspect once in two years each of the Courts of Judicial Magistrates and also inspect the Courts of the Chief Judicial Magistrate once in a year in his Sessions Division and submit the report of his inspection to the High Court ¹³³[within one month]. Ordinarily, such inspection in the outlying stations should be made at the time of inspection of the Court of Civil Judge (Jr. Division)] or Civil Judge (Sr. Division)] of such station.]

Inspection by
Sessions Judge

¹³⁴[The inspected subordinate Courts shall submit compliance report to the District and Sessions Judge within two months from the date of receipt of such notes of inspection.

The Courts of Chief Judicial Magistrate-cum-Assistant Sessions Judge, Senior Civil Judge, Civil Judge-cum-SDJM and Civil Judge-cum-JMFC need four days for inspection and three days for all other Courts. The advance party will proceed accordingly and the District Judge shall devote only one day for dais inspection and verification of the preliminary notes of inspection.

362. When convenient, as for instance during any vacation, not availed of, or at the time of inspecting the Courts of Judicial Magistrates of Civil Judge (Junior Division), the Sessions Judge should visit the Courts of Executive Magistrates (Excluding District Magistrates). His inspection of these Courts should be of a general character and directed rather to judicial than executive matters.

Inspection of the
Courts of Executive
Magistrates

363. The Chief Judicial Magistrates shall inspect the Courts of the Judicial Magistrates subordinate to them quarterly, half-yearly or annually as may be specified by the Court from time to time. ¹³⁵[The Chief Judicial Magistrate shall devote four days for inspection of Court of cognizance taking magistrates including

Inspection by
Chief Judicial
Magistrates

¹³² Substituted vide C. S. No.93 dtd.17.5.2005

¹³³ Added vide C.S No.133 dtd.19.05.2022

¹³⁴ Added vide C.S No.134 dtd.19.05.2022

¹³⁵ inserted vide C.S No.135 dtd.19.05.2022

the Court of Sub divisional Judicial Magistrates and three days for the trial Courts.] These inspections should be detailed and should amongst other matters, be directed to the Following:

1. Proper maintenance of all important Registers.
2. Proper arrangement of records.
3. Punctual submission of periodical statements.
4. Examination of records of pending cases specially the year old ones.
5. Rash issue of process to the accused.
6. Undue detention of witnesses.
7. Adequacy of examination of accused.
8. Framing of charges.
9. Delay in delivery of judgment.
10. Quick disposal of cases.
11. Adequacy or otherwise of the sentences passed.
12. Compliance of the provisions of the Probation of Offenders' Act and Rules.
13. Observance of Rules and Procedure.
14. Due execution of sentences.

364. Whenever a Chief Judicial Magistrate inspects any particular Court, on the first day, he would sit with the Magistrate on the dias during Court hours. In his presence the Magistrate would do the entire work for the day and the Chief Judicial Magistrate would not interfere with the work of the Magistrate. He would note the defects committed by the Magistrate in a Register maintained for the purpose separately for each Magistrate. After the Magistrate rises for the day, the Chief Judicial Magistrate would have full discussion with him and make an endorsement to that effect and obtain the signature of the Magistrate thereto. A verbatim copy of this inspection note should be sent to the High Court through the Sessions Judge. From the next day, he would inspect the office of that particular officers.

Sitting inspection
by Chief Judicial
Magistrate

Note - This rule does not apply to the Inspection of the Courts of Magistrates who have rendered service for five years or more. But the Chief Judicial Magistrates may sit on the dias of Magistrates of such experience for such number of hours exercising his best discretion in the matter.

365. ¹³⁶[(i)¹³⁷[The Chief Judicial Magistrate, after inspection of Magisterial Courts will send a copy of the inspection report to the concerned Magistrate within one month from the date of his inspection. The concerned Magistrate will submit his views/compliance report within a period of six weeks from the date of receipt of the copy of the inspection report.]

Notes of Inspection
to be forwarded
through Sessions
Judge

(ii) The Chief Judicial Magistrate will forward a copy of his inspection report along with the views/ compliance report of the concerned Magistrate to the District and Sessions Judge within a period of four weeks from the date of receipt of the Magistrate's views. In case no views/compliance report are received from the concerned Magistrate within the aforesaid period of six weeks, the Chief Judicial Magistrate will send his inspection report to the District and Sessions Judge without waiting for the views/compliance from the concerned Magistrate.

(iii) The District and Sessions Judge shall examine the inspection report of the Chief Judicial Magistrate along with the views/ compliance reports of the concerned Magistrate and thereafter he shall pass appropriate orders/ directions to the Chief Judicial Magistrate and the concerned Magistrate for taking appropriate action. However, in cases where orders / directions of the High Court are necessary, it shall be referred to the Registry of the Court.

(iv) A copy of the order/direction issued by the District and Sessions Judge along with a copy of the inspection report of the Chief Judicial Magistrate shall be sent to the Registry of this Court for record.]

366. The Chief Judicial Magistrates may hold inspections of Mobile Courts while engaged on duty.

Inspection of
Mobile Courts

367. The Sub divisional Judicial Magistrates may, subject to the control of the Chief Judicial Magistrate, inspect a record or register of any Judicial Magistrate so as to satisfy himself that the business of the office is transacted with regularity, punctuality and efficiency. He may also call for information relating

Control of
Subdivisional Judicial
Magistrates over
Judicial Magistrates

¹³⁶ Substituted vide C.S. No.80, dtd.27.05.1998

¹³⁷ Substituted vide C.S. No.98, dtd.26.11.2010

to office of such Judicial Magistrates and give directions in the matter of clearance of arrears.

368. The Chief Judicial Magistrates, Sub divisional Judicial Magistrates and Judicial Magistrates should make thorough inspection of their offices once a year ¹³⁸[for two days] and submit to the Sessions Judge for his information a copy of their inspection notes by the 15th February of each year. The Sub divisional Judicial Magistrates and Judicial Magistrates will submit their annual inspection reports through the Chief Judicial Magistrate. The Sessions Judge may pass such orders on such inspection notes as he considers necessary. It is not necessary to forward to the Court either a copy of such notes of inspection or the orders passed by the Sessions Judge. It should, however, be noted in the annual administration report whether all the Criminal Courts have been inspected by the Presiding Officers. Where an office has not been inspected the name of the officer who has failed to make the inspection should be reported and his explanation obtained and forwarded to the Court.

Inspection by
officers of their
own offices

369. The Registrar, Civil & Sessions Courts, who is also the Officer-in-charge of the different Criminal Sessions in the headquarters should inspect the work of those sections in cyclic order and place notes of their inspection before the Sessions Judge who shall pass necessary orders on those inspection notes. These inspections should be in accordance with the programmes drawn up by the Sessions Judge in the month of January every year.

Inspection by
Registrar, Civil and
Sessions Court

370. Subordinate Courts, after receipt of intimation of inspection should prepare an information sheet in the pro forma given in Appendix VIII and place the same before the Inspecting Officer.

Information sheet

371. The Sessions Judge may authorise Chief Judicial Magistrates at headquarters station to inspect the Process Establishment Section, Record Room, Accounts and Copying Department once a quarter so far as they relate to criminal side. The Chief Judicial Magistrates posted at stations other than the headquarters of the Sessions division may likewise be authorised to inspect the aforesaid departments of those stations. The Chief Judicial Magistrate would forward the

Sessions Judge's
authorisation to Chief
Judicial Magistrate for
inspection of some
branches

¹³⁸ Inserted vide C.S. No. 151 dtd. 12.02.2025

notes of inspection prepared by him to the Sessions Judge who would pass necessary orders thereon.

Note - These inspections would be in addition to the inspection required to be done by the Registrar, Civil and Sessions Courts and ¹³⁹[¹⁴⁰{Chief Administrative Officers}/ Administrative Officer].

¹⁴¹[371-A. The Sessions Judge should himself examine at least half-yearly a certain proportion of the records to the criminal cases consigned to the Record Room for the purpose of satisfying himself that the business in the Subordinate Criminal Courts is transacted with due despatch and that there is proper conduct of cases in accordance with law and rules of procedure.]

372. The Chief Judicial Magistrates shall inspect the records and Registers maintained by ¹⁴²[Civil Judge (Senior Division)] and ¹⁴³[Civil Judge (Junior Division)] in their capacity as Judicial Magistrates.

Chief Judicial Magistrate's inspection of Magisterial work of Civil Judge (Senior Division) and [Civil Judge (Junior

373. The Chief Ministerial Officer of every Criminal Court shall inspect once in every quarter the work of each member of the staff ¹⁴⁴[of the said Court as well as the Court of the Judicial Magistrate of that station] and submit his inspection report to the Presiding Officer who shall pass necessary orders thereon.

Inspection by the Chief Ministerial Officer

374. Every inspection note shall contain a summary of major defects noticed.

Summary of defects

375. Every Criminal Court shall maintain an inspection defect Register in Form No. (R) 39. The Presiding Officer should take particular care to see that all the defects pointed out in the inspection report are noted in this Register and they are promptly rectified.

Inspection defect Register

376. It shall be duty of the Inspecting Officer to check the inspection defect Register to find out if all the defects noticed during previous inspection have been rectified and noted therein.

Checking of rectification of previous defects

¹³⁹ The post of 'Sheristadar' has been renamed as 'Chief Administrative Officer' and 'Administrative officer' for the Courts of District Judges and all other Courts except the Court of District Judges respectively as amended vide C.S. No.138 and 146.

¹⁴⁰ Substituted vide C.S. NO.138, dtd.27.07.2022

¹⁴¹ Inserted vide C.S. No.31, dtd.05.01.1984

¹⁴² Substituted vide C.S. No.67, dtd.31.10.1995

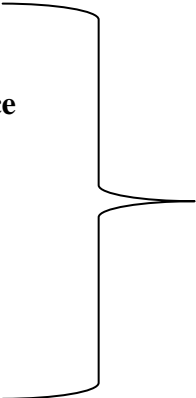
¹⁴³ Substituted vide C.S. No.67, dtd.31.10.1995

¹⁴⁴ Added vide C.S. No.35 dtd.08.05.1984

CHAPTER - II
Office and Correspondence

CHAPTER - III
Forms and Stationery
&

CHAPTER - IV
Library



[Vide Rules on the
subject in the General
Rules & Circular Orders
(Civil) Volume I]

CHAPTER - V

Dress of Judicial Officers and Pleaders and witnesses belonging to

Military

377. Rules prescribing the dress of the District Judges, Additional District Judges and Civil Judge (Senior Division) while presiding on the Bench contained in Chapter III, Part IX of the G.R. and C.O. (Civil), Vol. I would apply to the Sessions Judges, Additional Sessions Judges and Assistant Sessions Judges and Chief Judicial Magistrates and those prescribed for the Civil Judge (Junior Division) in the said Chapter would apply to the Judicial Magistrates.

Rules
regarding dress

378. The attention of all Criminal Courts is invited to the following rules which have been approved by the Government of India, relating to the dress of Military officers and soldiers appearing before Civil or Criminal Courts (other than Courts established under Military Law):-

Dress of Military
officer while
attending Court

- (1) An officer or soldier required to attend a Court in his official capacity should appear in uniform with sword or side arms. Attendance in an official capacity includes attendance:
 - (a) As witness when evidence has to be given of matters which come under the cognizance of officer or soldier in his Military capacity.
 - (b) by an officer for the purpose of watching a case on behalf of a soldier or soldiers under his command.
- (2) An officer or soldier required to attend a Court otherwise than in his official capacity, may appear either in plain clothes or in uniform.
- (3) An officer or soldier shall not wear his sword or side arms if he appears in the character of an accused or under Military arrest or if the Presiding Officer of the Court thinks it necessary to require the surrender of his arms, in which case a statement of the reasons for making the order shall be recorded by the Presiding Officer and if the Military authorities so request forwarded for the information of the Commander-in-Chief.
- (4) Fire-arms shall, under no circumstances be taken into Court.

CHAPTER - VI

Registration of Pleader's and Mukhtar's Registered Clerks

379. The expression 'Registered Clerk' means a Clerk who is employed by a Pleader or a Mukhtar in connection with his legal business and who is Registered under these rules. Registered Clerk
Definition

380. A Pleader or Mukhtar may have at a time not more than two Registered Clerks employed by him unless the District Judge by general or special order otherwise directs. Limit of the number
of Registered Clerk

381. No persons shall be Registered as a Legal Practitioner's Clerk unless he : - Qualification

- (a) has passed the Middle School Examination ;
- (b) has worked for one year in the office of a Legal Practitioner under a Registered Clerk ;
- (c) has obtained (1) a certificate from the Registered Clerk under whom he has worked countersigned by the Legal Practitioner concerned that he has working knowledge about the rules and practice of the Courts and can maintain accounts, and (2) a certificate of honesty and good character from the Legal Practitioner in whose office he has worked :

Provided that a person who is Registered as a Clerk of a Legal Practitioner before the commencement of these rules and was acting as such on the date of the commencement, may notwithstanding the fact that he does not possess the qualification mentioned in Clauses (a), (b) and (c) (1) above, be re-Registered as such Clerk.

382. A person suffering from any infectious, contagious disease or who has been convicted of any offences involving moral turpitude or is an undischarged insolvent or has ever been declared a tout shall not be Registered as a Legal Practitioner's Clerk. Disqualification

383. At Sadar Stations, the Registering authority shall be the Chief Judicial Magistrate in the case of Clerks of Mukhtars, ordinarily practising in the Registering
authority

Magisterial Courts, and the District Judge in all other cases. In the outlying stations, such authority shall be the principal Civil Court. When there is more than one Civil Court of the same grade at any such station, the power shall be exercised by the senior officer unless the District Judge otherwise directs.

384. (a) Every application for the registration of a Clerk shall be made to the Registering authority by the Pleader or Mukhtar desiring to employ him. It shall also be signed by the Clerk proposed to be employed.

(b) Such application shall be on plain paper and shall contain:-

- i. A certificate from the Pleader or Mukhtar that the person proposed is to the best of his belief fit to be so employed and would be employed bona fide for his own service and for the purpose of the legal business ;
- ii. The name or names of the Registered Clerks, if any, under him ;
- iii. A statement declaring that he has no un Registered Clerk and an undertaking not to employ any such Clerk during the year ;
- iv. A written undertaking from the proposed Clerk to the effect that during the continuance of his serving as such Registered Clerk he shall not write any deed or document for any person other than the clients of his master.

385. The Registering authority on receiving the application may (1) dispose of it at once when the person proposed is known to it; or (2) refer it to the Bar Association or the Mukhtars' Association, as the case may be, for their opinion; or (3) make such other enquiry as it thinks necessary.

Manner of disposal of the application

386. When the Registering authority is of the opinion that the person proposed is fit and proper person to be employed as a Registered Clerk he shall enter his name in the register of Clerks Form No. (R) 22 and issue to him a ¹⁴⁵[Laminated Photo Identity] card in Form No. (R) 98. These cards shall be strictly non-transferable and shall be returned ¹⁴⁶[after 3 years] when Clerks must be re-Registered

Manner of registration

¹⁴⁵ Added vide C.S. No.88, dtd.30.04.1999

¹⁴⁶ Substituted vide C.S. No.88, dtd.30.04.1999

387. Each Registering authority shall at the beginning of the year send a copy of its Register and of all subsequent alterations and additions therein immediately after they are made to the District Judge who shall maintain a Register of all Registered Clerks within his jurisdiction containing the name, father's name and residential address of each Registered Clerk and the name of the Pleader under whom he is employed. Such Register shall be maintained in Form No. (R) 22.

Copy of the
register to the
District Judge

388. ¹⁴⁷[Application for renewal of licence shall be made to the concerned Registering authority ¹⁴⁸[after 3 years]. The said application shall be accompanied by the old licence and a written consent of the Legal Practitioner who has already engaged or proposed to engage the applicant as his Clerk ¹⁴⁹[One pass-port size photograph and a copy of challan receipt bearing Rs. 50 duly deposited in the concerned Court]. The application shall also contain the particulars as laid down in Rule 384. The renewal shall not ordinarily be refused. If refused, the reasons, therefor shall be recorded in writing by the Registering authority. The renewed licence, if not received by the concerned Clerk, shall be destroyed by the end of the following March.

Renewal of the
application

Note - No card which has been lost can be renewed without payment of fee of Re. 1 to the credit to the Government the same fee shall also be levied while a Pleader or Mukhtar applied for registration of a Clerk in place of another unless he gives up the card of such other Clerk.]

389. Whenever a Pleader or Mukhtar ceases to employ a Registered Clerk he shall notify the fact to the Registering authority. Registering authority shall thereupon order the removal of such Registered Clerk's name from the Register and cancel the card and notify the same. On such notification of cancellation, the Clerk shall surrender the card to the Registering authority. He shall, however, have the liberty of applying for continuance or renewal of the card, if he secures employment under another Legal Practitioner. In such an event, he should produce written consent of the said other Legal Practitioner to employ him.

Cancellation of
the card

¹⁴⁷ Substituted vide C.S. No.47, dtd.25.09.1987

¹⁴⁸ Substituted vide C.S. No.89, dtd.30.04.1999

¹⁴⁹ Added vide C.S. No.89, dtd. 30.04.1999

390. The Registering Authority in the case of a Clerk Registered by it shall have the power to enquire into any misconduct or default on the part of the Registered Clerk and if after giving an opportunity to the Clerk of being heard, the Registering Authority is satisfied that the Clerk is guilty of misconduct or default in the course of his duties as Registered Clerk, he may, by an order, suspend for a specified period. or cancel the card issued to him. The period of suspension shall be noted in the Register as well as in the card. If the card is cancelled, the Registered Clerk shall surrender it to the Registering authority and his name shall be struck off from the Register.

Suspension or
cancellation of
card

391. Proceeding taken against the Registered Clerk under the preceding rule are administrative and not judicial proceedings. The Registered Clerks may appeal against the orders passed by the Registering Authority other than the District Judge to the District Judge whose orders in the matters shall be final. In case of Clerks whose Registering Authority is the District Judge, no appeal would lie against the order of the District Judge which shall be final.

Appeal

392. A Registered Clerk shall not make any motion or advance any argument in Court. He may act in matters of routine nature and may do the following acts, viz. :

Acts which may be
performed by a
Registered Clerk

- (1) Receiving notices on behalf of his master;
- (2) taking back an appeal or application filed, in any Court if found defective or return for presentation in another Court ;
- (3) presenting an application signed by his master in any Court of office for copy of document, inspection of a record; and
- (4) filing necessary stamps and Court-fees in Courts, depositing money, filing Vakalatnama and identifying persons known to him.

393. No person whose name has been struck off the Register shall be recommended for registration by any Pleader or Mukhtar at the same or any other station.

Prohibition for
recommendation

394. No Clerk Registered as the Clerk of one Pleader or Mukhtar shall work or do business on behalf of any other Pleader or Mukhtar or in any case in which his employer is not engaged.

Registered Clerk not to
work for other Legal
Practitioners

395. No Clerk Registered as the Clerk of a particular Pleader or Mukhtar shall except in the absence of his employer pass or hand over to another Pleader or Mukhtar any paper written by him to be filled in a case unless such paper also bears his employer's Signature.

Restriction on the
filing of papers in
Court by a
Registered Clerk

396. No person Registered as the Clerk of a Pleader or Mukhtar shall write out any deed or document for any client of his master unless an endorsement is made on the document itself by the Pleader or Mukhtar as the case may be, to the effect that it has been written at his direction.

Restriction on the
writing deed or
document by a
Registered Clerk

397. The Rules regarding registration of Pleader's Clerks shall also apply to the Clerks of the Advocate ordinarily practising in Subordinate Courts

Applicability of
the rules to
Advocate's Clerk

CHAPTER - VII

Rules Regarding Vakalatnama and Mukhtarnama

398. No Pleader shall be entitled to make or do any appearance, application or act in any criminal case or proceeding for any person unless he presents an appointment in writing duly signed by such persons or his recognised agent or by some other agent duly authorised by power-of-attorney to act in his behalf, or unless he is instructed by an attorney or Pleader duly authorised to act on behalf of the person:

Vakalatnama and
Mukhtarnama

Provided that no such appointment in writing shall be necessary in the case of Pleader appointed by the Government or the Court to act, appear or plead on behalf of an accused or convicted person.

Note - The term 'Pleader' in the rule is to be understood as defined in Section 2(q) of the Code of Criminal procedure, 1973.

399. Notwithstanding the termination of all proceedings in the trial or inquiry, the appointment of a Pleader in a criminal case, shall, unless otherwise provides therein or determined by the death of the party engaging him or of the Pleader or by revocation in due course, be deemed to authorise him to appear or to make any application or to do any act in connection with getting copies of judgments or other documents and obtaining return of document or exhibits produced or filed in the case.

Stage up to which the
appointment continues

400. An Advocate or a Pleader proposing to file a Vakalatnama or an appearance in any criminal case or proceeding in which there is already an Advocate or a Pleader on record, shall not do so, unless such Advocate or Pleader is dead or has retired from the case, or unless a written consent of such Advocate or Pleader is produced, which consent will not be refused when his dues according to the written terms of the agreement signed by the client or duly authorised agent have been paid to him subject, however, to the discretion of the Court to pass orders to the contrary, or when the consent of such Advocate or Pleader is refused, unless he obtains the permission of the Court.

Fresh appointment
when permissible

401. An Advocate or Pleader holding a power to conduct any case or proceeding for the accused shall not stand as a bailor or a surety for him in the said case.

Legal Practitioner
when cannot stand as
a bailor

CHAPTER - VIII

Miscellaneous Instructions

GENERAL

402. Every communication made to the High Court by a Judicial Officer under the Administrative control of the District Judge whether it be an application regarding leave, transfer, promotion or any matter, shall be made through the Sessions Judge and not otherwise.

Channel of
correspondence for
Judicial Officers

403. All communications intended for the High Court should be addressed to the Registrar, unless they relate to case work in its appellate or revisional jurisdiction in which case they should be addressed to the Deputy Registrar. For telegrams sent to the Registrar, the State Code Address "High Court" will be sufficient.

Mode of
communication to the
High Court

404. The pages and paragraphs of annual and inspection reports and similar lengthy communications submitted to the High Court should invariably be numbered.

Numbering pages
and paragraphs

405. Sessions Judges, Chief Judicial Magistrates and District Magistrates are prohibited from issuing general orders in the form of circulars on judicial matters to the officers subordinate to them. If there be any matter connected with the administration of criminal justice which, in their opinion, require the issue of a general order for the information and guidance of Courts subordinate to them, they should submit such orders for the confirmation and approval of the High Court without which it should, in no case, be issued. While submitting such orders relating to law and procedure, they should give an analysis of relevant provisions of law with reference to all authorities for and against the proposal.

Prohibition of
issue of general
order

Note - This rule is not to be avoided or defeated by the issue of such orders under the guise of 'Standing Orders'.

406. Sessions Judges, Chief Judicial Magistrates and District Magistrates, should not without permission previously obtained from the High Court issue general instruction or circular orders of any kind for the guidance of officers subordinate to them.

Prohibition of issue
of general
instructions

- 407.** Subject to the superintendence of the High Court, the Sessions Judge shall have administrative control over all Criminal Court within his jurisdiction. Administrative Control of Sessions Judge
- 408.** The Chief Judicial Magistrate should submit returns and make correspondence with the High Court and the Government through the Sessions Judge except in cases of exceptional urgency when he may correspond direct with the High Court after sending a copy to the Sessions Judge. Channel of returns and correspondence
- 409.** The Chief Judicial Magistrate should submit tour programme in advance and tour diaries subsequently to the Sessions Judge for the latter's scrutiny. Advance tour programme of the Chief Judicial Magistrate

PART VII

RULES UNDER SPECIAL ACTS

CHAPTER - I

¹⁵⁰[The Oaths Act, 1969 (Act No.44 of 1969)]

410. The forms of oath or affirmation prescribed under Section 6 of the Oaths Act, 1969 (Act No.44 of 1969) shall be used].

FOR WITNESSES

Oath

I swear that the evidence which I shall give in this case shall be true that I will conceal nothing, and that no part of my evidence shall be false.

So help me God.

Affirmation

I solemnly declare that the evidence which I shall give in, this case shall be true, that I will conceal nothing and that no part of my evidence shall be false.

FOR INTERPRETERS

Oath

I swear that I will well and truly interpret, translate and explain all questions and answers, and all such matters as the Court may require me to interpret, translate and explain

So help me God.

Affirmation

I solemnly declare that I will well and truly interpret, translate, and explain all questions and answers, and all such matters as the Court may require me to interpret, translate, or explain.

¹⁵⁰ Substituted vide C.S. No.49, dtd.26.09.1987

2. Christian witnesses and interpreters, to whom oaths are administered are to be sworn upon the New Testament.

3. In other cases the oaths are to be administered upon such symbol or accompanied by such act, as may be usual or as Such witness or interpreter, may acknowledge to be binding on his conscience.

CHAPTER - II

Trial of Persons subject to Military, Naval or Air Force Law

411. Following rules by the Central Government are reproduced:

(1) (i) These rules may be called the Criminal Courts and Court Martial (Adjustment of Jurisdiction) Rules, 1952.

(ii) The extend to the whole of India except the States of Jammu and Kashmir and Manipur.

(2) In these Rules unless the context otherwise requires -

(i) 'Commanding Officer';

(a) In relation to a person subject to Military law means the officer commanding the unit or detachment to which such person belongs or is attached;

(b) In relation to a person subject to Naval law means the Commanding Officer of the ship to which such person for the time being belongs; and

(c) In relation to a person subject to Air Force law means the officer for the time being in command of the unit or detachment to which such person belongs or is attached.

(ii) 'Competent Military authority' means the officer commanding the army, army corps, division, area, corps or independent brigade or sub-area in which the accused person is serving and [except in cases falling under Section 70 of the Army Act, 1950 (LVI of 1950)] where death has resulted, the officer commanding the brigade or sub-area or station in which the accused person is serving.

(iii) 'Competent Naval authority' means the Chief of the Naval Staff or Flag Officer (Flotilla) Indian Fleet or Commodore-in-charge, Bombay, Commodore-in-charge, Cochin, or Naval Officer-in-charge, or Senior Naval Officer present;

and

(iv) 'Competent Air Force Authority' means the officer commanding the command, wing or station in which the accused person is serving, and when death

has resulted [except in cases falling under Section 72 of the Air Force Act, 1950 (XLV of 1950)] Chief of the Air Staff.

(3) Where a person subject to Military, Naval or Air Force law is brought before a Magistrate and charged with an offence for which he is liable to be tried by a Court Martial, such Magistrate shall not proceed to try such person or to inquire with a view to his commitment for trial by the Court of Session or the High Court for any offence triable by such Court, unless -

(a) he is of opinion, for reasons to be recorded, that he should so proceed without being moved thereto by competent Military, Naval, or Air Force Authority, or

(b) he is moved thereto by such authority.

(4) Before proceeding under Clause (a) of Rule 3, the Magistrate shall give written notice to the Commanding Officer of the accused and until the expiry of a period of seven days from the date of the service of such notice, he shall not-

(a) convict or acquit the accused under Sections 243, 245, 247 or 248 of the Code of Criminal Procedure, 1898 (V of 1898), or hear him in his defence under Section 244 of the said Code; or

(b) frame in writing a charge against accused under Section 254 of the said Code; or

(c) make an order committing the accused for trial by the High Court or the Court of Session under Section 213 of the said Code; or

(d) transfer the case for inquiry or trial under Section 192 of the said Code.

(5) Where within the period of seven days mentioned in Rule (4), or at any time thereafter before the Magistrate has done any act or made any order referred to in that rule, the Commanding Officer of the accused or competent Military Naval or Air Force authority, as the case may be, gives notice to the Magistrate that in the opinion of such authority the accused should be tried by a Court-Martial, the Magistrate shall stay proceedings and if the accused in his power

or under his control, shall deliver him, with the statement prescribed in Sub-section (1) of Section 549 of the said Code to the authority specified in the said Sub-section.

(6) Where a Magistrate has been moved by competent Military, Naval or Air Force authority, as the case may be, under Clause (b) of Rule (3), and the Commanding Officer of the accused or competent Military, Naval or Air Force authority, as the case may be, subsequently gives notice to such Magistrate that, in the opinion of such authority, the accused should be tried by a Court martial, such Magistrate, if he has not before receiving such notice done any act or made any order referred to in Rule (4), shall stay proceedings and, if the accused is in his power or under his control shall in the like manner deliver him, with the statement prescribed in Sub-section (1) of Section 549 of the said Code to the authority specified in the said Sub-section.

(7) (i) When an accused person has been delivered by the Magistrate under Rules (5) and (6), the Commanding Officer of the accused or the competent Military, Naval or Air Force authority, as the case may be, shall, as soon as may be, inform the Magistrate whether the accused has been tried by a Court martial or the effectual proceedings have been taken or ordered to be taken against him.

(ii) When the Magistrate has been informed under Sub-rule (1) that the accused has not been tried or other effectual proceedings have not been taken or ordered to be taken against him, the Magistrate shall report the circumstances to the State Government which may, in consultation with the Central Government, take appropriate steps to ensure that the accused person is dealt with in accordance with law.

(8) Notwithstanding anything in the foregoing rules, where it comes to the notice of a Magistrate that a person subject to Military, Naval, or Air Force law has committed an offence, proceedings in respect of which ought to be instituted before him and that the presence of such person cannot be procured except through Military, Naval or Air Force authorities, the Magistrate may by a written notice require the Commanding Officer of such person either to deliver such person to a Magistrate to be named in the said notice for being proceeded against according to law, or to stay the proceedings against such person before the Court martial, if since

instituted, and to make a reference to the Central Government for determination as to the Court before which proceedings should be instituted.

(9) Where a person subject to Military, Naval or Air Force law has committed an offence which, in the opinion of competent Military, Naval or Air Force authority, as the case may be, ought to be tried by a Magistrate in accordance with the civil law in force or where the Central Government has, on a reference mentioned in Rule (8), decided that proceedings against such person should be instituted before a Magistrate, the Commanding Officer of such person shall after giving a written notice to the Magistrate concerned deliver such person under proper escort to that Magistrate.

CHAPTER - III

Probation of Offenders Act

412. All Criminal Courts except the Court of Executive Magistrate shall maintain a Register of probation of offenders in Form No. (R) 40 in which cases of all, persons dealt with under the provisions of Probation of Offenders Act shall be entered.

Register of probation of offenders

¹⁵¹[413. District Level Probation Meetings may be convened at least once in three months at every district headquarters. The District Probation Officer shall be convener of such meetings and it shall be presided over by the Sessions Judge at the headquarters of the Sessions Division. Such meetings should be arranged on a Saturday in the afternoon, if not on a holiday .]

Probation meeting

¹⁵¹ Substituted vide C.S. No.52 dtd.10.03.1988

CHAPTER -IV

The Indian Stamps Act, II of 1899

414. When a Judicial Officer sees reason to doubt the genuineness of a stamp filed before him, the stamp should be forwarded to the Collector of the district, who will examine it and satisfy himself, if possible as to its character, reporting the result to the officer sending it.

Action to be taken when there is doubt as to genuineness of stamp

415. Care should be taken to retain an examined copy of any document bearing a stamp which may be forwarded the Collector under the above orders.

Retention of a copy of the document

PART VIII

ACCOUNTS

CHAPTER - I

General

Application of the Rules

416. The following rules prescribe the procedure for the receipt and payment of money and for keeping accounts to be observed by officers exercising judicial powers and dealing with money in that capacity. They apply to all Criminal Courts of the State. Account rules

417. (a) In these rules - Definitions

- (i) “Sessions Judge” means the officer who renders accounts to the Accountant-General in respect of his own Court and the Court subordinate to him.
- (ii) “District Magistrate” means the officer who is liable to render accounts to the Accountant-General in respect of his own Court and the Courts of Executive Magistrates subordinate to him.
- (iii) “Chief Judicial Magistrate” means the officer who, in the district where there is no Sessions Judge, renders accounts to the Accountant-General in respect of his own Court and Courts of Judicial Magistrates of the District subordinate to him.
- (iv) “Judge-in-charge” means, in the headquarter station of the Sessions division, the Registrar, Civil and Sessions Court who supervises the single set of accounts maintained for all the Judicial Courts in the station. In the other district headquarters any Judicial Officer of the station authorised to be in charge of accounts with the approval of the Sessions Judge, by the Chief Judicial Magistrate and in the outlying station the Sub divisional Judicial Magistrate or any other Judicial Magistrate (as the case may be) authorised with the approval

of Sessions Judge by the Chief Judicial Magistrate to be in charge of account.

- (v) “Magistrate-in-charge” in regard to the Courts of Executive Magistrate at the district headquarters is the officer who supervises the single set of accounts for all the Courts of Executive Magistrates of the station. In the outlying Subdivision the Sub divisional Magistrate would function as the Magistrate-in-charge of accounts for all the Courts of Executive Magistrates of the station. In the outlying station any Executive Magistrate authorised by the District Magistrate to be in charge of accounts shall be the Magistrate-in-charge of accounts.
- (vi) “Day” shall be taken to close at 1 P.M. on week days and 11.30 A.M. on Saturdays, and the “next day” to extend from that hour to 1 P.M. of the following calendar day, if it is a week day and to 11.30 A.M. if it is Saturday:

“Provided that in case of morning sittings of the Court Day shall be taken to close at 9 A.M., on all days and the next day to extend from that hour to 9 A.M. of the following calendar day”.
- (vii) “Month” shall be taken to close in Courts at district headquarters at the end of the last account day of the month.
- (viii) “Year” shall be taken to being on the 1st April and to close on the 31st March.

(b) A Sessions Judge, a Chief Judicial Magistrate or a District Magistrate cannot delegate powers as regards accounts to any of his subordinates. What he can do, when necessary is to authorise any other officer to be in charge of accounts without in any way relieving himself of the responsibility for the due accounting of all receipts and payments. When this is done, the Sessions Judge's or Chief Judicial Magistrate's or District Magistrate's establishment will do all the work in connection with the accounts and the officer - in-charge of accounts will sign the papers as if here placed in Charge of the current duties of the Sessions Judge, Chief Judicial Magistrate or the District Magistrate as the case may be.

Delegation of Powers

418. The following are the heads of accounts in the public accounts under which the money received and paid by Criminal Courts or under their orders, is classified :-

Heads of
accounts

- (a) Criminal deposits including compensation, fines and costs in criminal cases not paid at the spot in open Court.
- (b) Fines (Judicial) - refunds of the same.
- (c) Stamp duty and penalties realised in Court.
- (d) Value of the unclaimed property credited to Government.
- (e) Other general fees, fines and forfeiture, i.e., General forfeitures and forfeitures of earnest money by defaulting bidders.
- (f) Miscellaneous receipts, that is, other items.

Note 1 - Details of accounts credited as “other items” should invariably be furnished to the Treasury Officer

Note 2 - Service books are sold direct from the Treasury to parties requiring them. There can, therefore, be no cash receipts on this account.

Note 3 - The Collectorate Nazir sells saleable forms and keeps an account in the form prescribed by the Board of Revenue. The Deputy Administrator of other Courts who also sell saleable forms keep an account in Form No. (A) 17-B.

- (g) Sale proceeds of old stores and materials.

Note - The Treasury Officer should invariably be informed of the nature of the items, i.e., whether furniture or. stores, etc.

- (h) Peremptory receipts, i.e., Witnesses, expenses, prisoners, diet money, boat-hire and other peremptory receipts

Note - Peremptory cash-book is not required to be maintained by Executive Magistrates, such receipts must be entered in the general cash-book.

419. The receipts and payments under head (a) must appear in the Court's account in detail but in the treasury account in which a personal ledger account only is maintained for this head, the daily totals of receipts and payments at the Court and the individual items of receipts and payments at the treasury will appear. All receipts and payments under heads(b) and (d) to (f) must appear in the Court's accounts and in the treasury account in detail. An account in detail of all receipts under heads (c) and (g) must be kept in Court, but only the daily totals of each kind of receipts will appear in the treasury books. All receipts and payments under head (h) will be made on the responsibility of the cashier whose security must be sufficient to cover any amount in his hand and the balance in the hand of the cashier must be included in hand of the cashier must be included in the cash-book. They will not appear in the treasury accounts, but a statement in Form No. (A) 6-A showing the gross amount of receipts and disbursements during the month must be sent to the treasury on the last working day of each month of incorporation in the treasury accounts for the same month.

Manner of showing different heads of accounts

¹⁵²[**Note** - Fractions of a rupee shall be brought into accounts by rounding off to the nearest rupee, i.e. fractions of 50 paise and above to be rounded off to the next higher rupee and the fractions of less than 50 paise to be ignored.]

Provided that where money has to be paid by one person to another and both are present in Court, the money should be passed direct from the one to the other under the sanction of the Court, the fact being noted in the record of the case. No officer of the Court shall, however, receive or become in any way responsible for the money. These transactions will not appear in the Court's account at all.

Direct payment by one person to another not to appear in Court's account

Note - Advantage of this proviso may be taken in cases where compensation is awarded to accused persons or costs to complainants by the Criminal Courts in non-appealable cases or when sums in excess of those paid into

¹⁵² Substituted vide C.S. no56 dtd22.12.1989

Court are to be paid to witness. Compensation to accused persons or costs to complainants in criminal cases, whether paid on the spot in open Court or not shall be entered in red ink in the Register of criminal fines as laid down in Rule (18) (b) of Appendix IV.

420. Judges and Magistrates will as far as possible in their transaction with public avoid direct receipt and payment of money under head (a) of Rule 418 :

Direct receipts and payments when to be avoided

Provided that the cash must be received in the following cases:-

Cash receipts

When any sum is tendered in payment of criminal fines including compensation under Section 250, Criminal Procedure Code or Section 357, Criminal Procedure Code, or Section 22 of the Cattle Trespass Act and costs awarded in non-cognizable cases under Section 359 of the Criminal Procedure Code.

421. (a) Money under heads (b) and (h) of Rule 418 may ordinarily be received in cash in the Criminal Courts.

Receipts and repayments

(b) The repayment under any of the heads of the Rule 418 except (h) should be made only through the treasury.

(c) Under head (h) payments will ordinarily be made in cash by the cashier on his own responsibility.

(d) No refund should be made on account of head (g).

CHAPTER - II

Receipt of Money

422. Payment of sum falling under heads (a) to (g) of Rule 418 cannot be accepted at the treasury unless the money is accompanied with a challan in triplicate or when the payment is made by the Deputy Administrator, with the pass book and a challan in duplicate.

Challans to accompany payments

Note - No challan is necessary for paying into Court criminal fines including compensation and costs.

423. Any person desirous of paying money into the treasury or in the case of collections made by any officer, the officer who has realised the money, shall be furnished free of cost with three forms of challan (A-I) in each of which he must enter in English the particulars required from him.

Challans to be supplied free of cost

Note - In the case of deposit challan, care must be taken to enter fully the nature of the deposit, the number of the case (if any), the name of the person on whose behalf the money is paid or the person to whom it is to be paid over to, etc.

424. Peremptory receipt under head (h) of Rule 418 shall be tendered to the cashier direct without the intervention of the Accountant. A challan is not required in respect of such payments.

No challans for peremptory cash payment

425. The cashier of the Court of Executive Magistrate on receiving money under Rule 424 shall accept it and enter the amounts as a receipt in the cash book in Form No. (A) 16. The cashier of all other Courts shall on receipt of such amounts shall enter therein detail in the peremptory cash book in Form No. (A) 16 and carryover the daily totals to the general cash book in Form No. (A) 16.

Receipt of money by cashier

426. On presentation of the challan (in triplicate) at the treasury and on payment of the money, the payer shall receive, as an acknowledgement, one of the three challans signed, by the Treasury Officer if the amount be Rs.500 or more by the Accountant and Treasurer if less than that sum. Of the two copies of the challans retained by the Treasury Officer, one copy shall be forwarded to the Judge-in-charge or Magistrate-in-charge, as the case may be, together with the advice lists referred to in Rule 446 .

Acknowledgement of payment by means of Chalan

427. When money is tendered under Rule 424 the cashier shall enter the amount in the foil and counterfoil of a bound book of receipts numbered in serial order [Form No. (A) 24]. He shall then tear off the counterfoil, sign it and give it to the payer as his voucher.

Grant of receipt
by cashier

428. The Cashier's general cash book shall be maintained in Form No.(A) 16 and shall exhibit in detail all receipts, repayments and remittances to the treasury.

General cash
book to exhibit
details

429. The cashier shall then strike a balance in words as well as in figures in his general cash book. He should be required also to enter here a note of the moneys held by him upon any other accounts, such as for contingent expenditure. These forms no substantive part of the judicial accounts, but the Sessions Judge, Chief Judicial Magistrate or District Magistrate, as the case may be, ought to have in a single view a statement of all the money in the cashier's possession. This statement may be made as follows :-

General cash book
to show balance of
all accounts

Balance of General Cash-Book as above:-

Rs. P.

General balance

Balance of permanent advance as per Contingent

Register

Other amounts (which should be explained)

Total money in Cashier's possession

CHAPTER - III

Payment of Money

430. Persons desiring to draw money deposited in Court, and payable to them shall submit to the Chief Ministerial Officer of the Court under whose order the money was tendered, an application in Form No. (A) 2 Criminal. One copy of such form shall be supplied free of charge. In this form the applicant shall enter all particulars necessary for the identification of the credit. If it is intended to withdraw more than a single item of deposit made in the same case by one application, the number or date and amount of each deposit must be distinctly stated. Separate applications are necessary when cases are different.

Application
for payment

Note 1 - If the party entitled to the money does not appear in person, the applicant must satisfy the Court that he is duly authorised, by an instrument in writing, to draw the money for the person so entitled.

2. The applicant must comply strictly with the terms of the order under which the money is claimed.

431. (a) The Chief Ministerial Officer shall compare the application with the record of the case and carefully test the validity of the claim. If he finds that the name of the payee has been correctly given, and that there is no objection to the payment of the money on the ground of attachment or otherwise, he shall sign the certificate at the foot of Part I of the application. The application will then be laid before the Presiding Officer along with the record of the case. The Presiding Officer after any enquiry that may be necessary about the identity of the claimant, shall sign the certificate in Part I in open Court and hand over the certified application then and there to the claimant or his Pleader for presentation to the Accountant. At the same time a note of the issue of the payment order shall be made (in red ink) in the order sheet of the original case and installed by the Presiding Officer, and an endorsement shall be made on the back of the application and signed by the Presiding Officer to the following effect -

Audit of
application

Certified by me and issued to the applicant, who is identified by Mr.
Pleader, or to Mr.....the applicant, a Pleader who acknowledged his signature
on the face thereof. The issue of this payment order has been noted on the order sheet of
Case No.of

(Signed) X. Y.

Name and designation

(b) The Accountant shall compare the contents of the application with the Register of Deposits receipts and shall satisfy himself that the amount as shown has been received and is still unpaid and that the name of the claimant corresponds with the name of the payee entered in the Register, and that no order for the attachment of the money is in force. If deposit has been transferred to the Clearance Register, such Clearance Register shall be deemed to be the Register of Deposit receipts within the meaning of this rule and Rules 434 to 437.

Note - The Chief Ministerial Officer will note in the order sheet of the record of the case that the application for payment order has been passed so that a second claim for the amount may be checked. This note should be signed by the Chief Ministerial Officer and also by the Presiding Officer.

432. If the record of the case has been despatched to the Record Room of the Sessions Judge or the District Magistrate under the orders of the High Court relating to the periodical despatch of records, the Presiding Officer of the Court, to which the application is made, shall forward it to the Sessions Judge or District Magistrate, as the case may be, whose record keeper will certify, under countersignature of the Judge-in-charge or Magistrate-in-charge of the Record Room as the case may be that a specified sum of money is due to the applicant. On receipt of such certificate the Chief Ministerial Officer of the Subordinate Court, if he finds that there is no objection to the payment of the money, shall sign the certificate at the foot of Part I of the application and then lay it before the Presiding Officer who shall deal with it in the manner prescribed by Rule 431.

Audit of
application in the
Record Room

Note - The Record-Keeper will enter in the order sheet of the record of the case a note that an application for payment order has been countersigned, so that a second claim for that amount may not be passed. This note shall be signed by that officer and also by the Judge-in-charge or Magistrate-in-charge of the Record Room, as the case may be. A similar note shall also be endorsed at the same time on the back of the application for the information of the Presiding Officer.

433. If the application for payment is found to be incorrect or defective the Accountant shall note the error or defect, and return it to the applicant for correction by him, or for reference by the applicant to the Court.

Return of
defective
application

PAYMENT ORDER AND REGISTRY

434. If the application is found to be correct, and the deposit has not lapsed, the Accountant shall fill up the second part of the application form, post the transaction in the Register of payment order [Form No.(A) 9], numbered with its proper index number and make the requisite entry in the Register of Deposit Receipts. Finally the application, with the Register of payment orders and the Register of deposit receipts shall be laid before the Judge-in-charge or Magistrate-in-charge as the case may be.

Registry of
payment order

APPROVAL BY JUDGE-IN-CHARGE

435. Before passing the application for payment the Judge-in-charge or the Magistrate-in-charge as the case may be, is required to satisfy himself, in the first instance that the requirements of Rule 431 have been complied with. He shall further satisfy himself by personal inspection of his Register of Deposits, that the balance of credit of the particular Deposit is sufficient to meet the payment, and that no order for the attachment of the money has been noted. If the result of his scrutiny is satisfactory, he may sign the order for payment of the amount from the local treasury as prescribed in Rule 421 and shall attest with his initials the note of the order of repayment made in the Register of Deposit Receipts. He shall also initial the entries in the Register of Payment Orders [Form Na.(A) 9]. The payment order shall then be made Over to the applicant for presentation to the Treasury Officer.

Passing of
payment order

Note - A list of all payment orders made ready during the day should be sent to the Bar Association before 3 P.M. in case of day sitting and 10 A.M. In case of morning sittings.

436. When the money sought to be drawn, out of Court is in deposit, not in the Court to which the application is made but in another Court, as for example, where two or more Courts at one station are combined for the purposes of accounts in every such case, the duty of the Court to which the application is made shall be merely to receive such application and forward it to the Judge-in-charge or Magistrate-in-charge, as the case may be, with a certificate, made after examination of the record, as provided in Rule 431, that the applicant is the proper party to

Passing of payment
order application
relating to one Court
filed in another Court

receive payment of the amount claimed. In any case in which the amount has been transferred from the credit of the original payee to that of the claimant this fact should be stated. This certificate shall be compared with the deposit Register in the office of the Judge-in-charge or Magistrate-in-charge, as the case may be. Such Register, if the sum is shown therein to be in deposit, will inform the concerned Magistrate whether there is any bar to payment. If there is no such bar, the payment order may be issued by the Judge-in-charge or the Magistrate-in-charge, as the case may be and the fact of its issue shall be communicated to the Court upon whose certificate the application was passed in order to enable it to enter satisfaction for the amount upon the record of the case.

Note - The certificate should be given on the payment order, that is to say in the triplicate Form No.(A) 2 Criminal at foot of Part I in the place intended for it; and in recording the payments in the Register of Payments, particulars may be entered as to the Court under whose orders the payments have been made.

LAPSE OF ORDER

437. (a) An order for payment from the local treasury is valid for ten days only, and may not be cashed after the expiry of ten clear days subsequent to the date thereof. An order which has not been paid within ten days, as aforesaid, may be presented to the Court which issued it, and such Court may re-enface thereupon a new payment order, which shall remain valid for ten clear days immediately after the date thereof. When the last day of any such period of ten days is a day on which the treasury is closed, the order may be cashed on the day on which such treasury reopens.

Time for
encasement of
payment

(b) When such orders as aforesaid, is for a sum exceeding Rs.100 it should be included in a 'Daily Advice List in Form No. (A) 5, Criminal, to be issued by the Court making the order to the local treasury where the cheque is to be paid.

(c) When the treasury accounts are closed on the 31st day of March in each year, every order for payment issued on or before that date shall lapse absolutely, and Treasury Officers are forbidden to cash after the 31st March, orders issued on or before that date. An order which has lapsed under this clause cannot be renewed

but a new order may be obtained upon delivering up the old order and making a fresh application under Rule 430.

Note - Judges and Magistrates should warn persons who apply for orders at the end of March to be effect of this rule, and tell them to wait till April 1st unless they mean to cash immediately any order that they may obtain.

(d) Immediately after 31st day of March in each year, the Judge-in-charge and Magistrate-in-charge shall ascertain that payment orders issued on or before that date are still uncashed, and shall mark them off under their initial in the Registers (1) of payment order and (2) of deposit receipts, as “cancelled under Rule 437 (c)”.

LAPSED DEPOSITS

438. (1) When an application is made to draw money at credit under a deposit which has lapsed under Rule 463 but the payment of which is otherwise unobjectionable, the application shall be made in Form No. (A) 2 and the procedure prescribed in Rule 431 above shall be followed after which the Accountant shall prepare a special form of application in Form No.(A) 3 Criminal, which, when passed by the Judge-in-charge, after the examination prescribed by Rule 435, shall be dealt with under Rule 466.

Lapsed
deposits

(2) At the time of passing the application in Form No.(A) 3, the Judge-in-charge or Magistrate-in-charge as the case may be shall have an endorsement written on the back of the application in Form No.(A) 2 to the following effect : -

“Certified that an application to the Accountant-General in Form no. (A) 3 has been prepared and passed by me on (date).

(Signed) X.Y.

Judge-in-charge / Magistrate-in-charge”

REFUNDS UNDER HEADS (b) TO (g) OF RULE 418

439. (a) When an application is made for the refund of fine or a miscellaneous receipt under heads (b) and (d) to (f) of Rule 418 the payment order shall be prepared by the Accountant in Form No. (A) 4 after checking the

Refund under
heads (b) to (g)

application by a reference to the Find Register or Miscellaneous Receipt Register and the Judge-in-charge or Magistrate-in-charge as the case may be at the time of passing the Refund Order, shall note the repayment against the entry of the receipt in such Register. The Payment Order shall also be noted in the Register of Payment Order Form No.(A) 9 and installed by the Judge-in-charge or the Magistrate-in-charge as the case may be.

(b) When an Appellate Court orders a fine to be refunded, it shall be the duty of the Court which imposed the fine immediately on receipt of the Appellate Court's order for the refund, to prepare a payment order on the treasury, if the fine has been levied, attaching a copy of the Appellate Courts order thereto and to deliver it to the payee whether he applies for it or not with instructions to duly receive the bill and present it for payment at the treasury. In such case, no written application shall be required from the payee and should such an application be made, it shall be exempted from stamp duty.

Refund of fines
on orders by the
Appellate
Courts

(c) The same procedure shall also be followed in respect of cases dealt with on revision.

Refund of fines
on order of the
revisional Courts

(d) In case in which a sentence of fine passed by a Magistrate is on firmed by Court of Sessions, but set aside by the High Court on revision, it shall be the duty of the Sessions Judge to whom the order of the High Court is certified immediately to apprise the Magistrate concerned of the order of the High Court by sending him a certified copy of such order.

Procedure when
the Court sets
aside the sentence
of fine

REFUNDS OF CRIMINAL DEPOSIT WHEN THE AMOUNT DOES NOT EXCEED RS.100

440. Notwithstanding anything contained in the rules in this Chapter refunds of criminal deposits or amounts deposited in excess where the amount involved does not exceed Rs.100 may be paid by postal money order subject to the following rules:-

Refund of criminal
deposits not
exceeding Rs.100

(1) On receipt of a refund order passed by the Sessions Judge, Chief Judicial Magistrate, District Magistrate or other officer concerned, the Treasury Officer may, at his discretion, issue a notice: (a) inviting the person to whom the refund is to be made, to receive payment at the treasury; and (b) intimating that the failure to

comply with the invitation within one month (or such longer period as may appear necessary), the amount of the refund will be remitted to the payee by postal money order at his expense.

(2) When the payee appears in person at the treasury, the Treasury Officer should see that no avoidable delay occurs in getting the voucher for the refund signed by the payee who may then receive the payment personally or by a duly authorised agent, or by money order at his own expense.

(3) When a money order is issued under Clause (b) of the notice referred to in Sub-rule (1), the purpose of the remittance should be stated briefly by the Treasury Officer on the acknowledgment portion of the money order in continuation of the printed entry there "Received the sum specified above on" sufficient space being left below the manuscript entry thus made for the signature or thumb impression of the payee. The amount of the money order should not be remitted in cash to the Post Office but the Treasury Officer should send a money order form duly filled in together with a certificate that the amount of the order and the money order fee thereon have been credited to the Post Office in the treasury account by per contra transfer. The Post Office will accept the money order on the authority of the Treasury Officer's certificate.

(4) On receipt of the money order acknowledgment duly signed by the payee, it should be attached to the usual receipt in Form 13 or 31 as the case may be, in which the full amount of the refund and the deduction made here from on account of the money order fee should be shown clearly; the receipt will then be disposed of in the usual way. The Accounts Department will accept such voucher with the money order acknowledgment as a valid receipt for the full amount of the refund entered therein.

441. In so far as concerns the accounts system, it is invariably necessary to trace each item of payment under the Court's orders back, to its corresponding item of receipt; in other words to connect each item of a Court's debit in the treasury with the corresponding item of credit however far in time the two may be separated from each other. Accordingly, the Court must take care to furnish itself and the treasury with the necessary particulars for this purpose.

Each item of payment order to be connected with Courts debit in the treasury

CHAPTER - IV

ACCOUNT KEEPING AND REMITTANCE TO TREASURY COURTS NEAR TREASURIES

442. The Deputy Administrator shall, after the close of business each day make the proper entries in the treasury pass book Form No, (A) 10 showing in Detail the sum received from the public in cash.

Details of cash receipts to be shown in treasury pass book

443. Every challan or money received under heads (a) to (g) shall be shown in detail in the pass book, and the head of account shall be noted against each, so as to enable the Treasury Officer to bring the transactions in detail upon his books and classify them correctly.

Receipts in different heads of accounts

Note - It is necessary to show in the pass book the totals only of each challan. Each challan may contain any number of items provided they belong to the same head of account. .

Daily Remittance

444. The balance of the cashier's account in respect of diet money and other peremptory receipts should be observed everyday by the Judge-in- charge or Magistrate-in-charge as the case may be. He shall fix the amount which the balance in the hands of the cashier shall not be permitted to exceed. He shall for this purpose regularly transfer to deposit such amount as will keep down the balance within the limit prescribed. Should the money be subsequently required it shall be withdrawn from deposit in the manner prescribed before and credited in the General cash book. If such sums remain in deposit for three years, they must be carried to credit of Government under Rule 463 relating to lapsed deposits.

Balance of peremptory receipts to be within the limit

Note - Challans for such deposits should be kept in a guard file.

445. (a) Having initialled the accounts of the day and signed the cash book, the Judge-in-charge or the Magistrate-in-charge as the case may be, shall send the pass book to the treasury or to a branch Bank together with the net amount in cash and the challans. This remittance must be entered in the cash book as a payment for the day on which it is made.

Remittance to appear in cash book

(b) It is important that this be done before the business of the new day commences, and the cashier should have in hand after each such remittance, only the balance of the peremptory cash transactions and the other balances referred to in Rule 429.

Cashier to keep
only certain
balance

Treasury Advice List

446. At the close of business each day, the Treasury Officer shall prepare Advice list, in Form (A) 6 of all such challans and payment orders of the Judge-in-charge or Magistrate-in-charge, as the case may be, as have been brought upon the treasury accounts in the course of the day and shall forward them to such Judge-in-charge or Magistrate-in-charge, as the case may be together with the challans referred to in Rule 426. In these lists shall be entered in detail such challans and payment orders as have been received or paid at the treasury or sub-treasury in cash.

Treasury
Advice List

447. The list prepared at the Sadar Treasury for the Sessions Judge, Chief Judicial Magistrate or District Magistrate shall include, besides the money received and paid on account of their Courts, those transactions also which belong to their respective subordinate Courts.

Advice list of
sub-treasury

Comparison by Magistrate

448. On receipt of this Advice List, the Judge-in-charge or Magistrate-in-charge, as the case may be, shall cause the particulars of the payment orders shown in it to be compared with the details recorded in his Register of payment orders Form No. (A) 9 and shall further cause the date of actual payment as certified by the Treasury Officer, to be entered in the column prescribed for that purpose.

Comparison of
advice list with
Court's Register

449. These entries must be initialled by the Judge-in-charge or Magistrate-in-charge, as the case may be, when he checks the posting in the deposit Register, as prescribed in Rule 451 below.

Checking to be
followed by
initial

CHAPTER - V

Deposit and Repayment Registers, Separation of Petty Deposits

450. Two Registers of Deposit Receipts shall be kept in Form No. (A) 11 and two Deposit Repayments in Form No. (A) 12. One of these shall be termed as Register of A deposits, and there shall be entered all deposits originally exceeding ¹⁵³[Rs.25]. The other shall be termed as Register of B Deposit, and there shall be entered all deposits not originally exceeding Rs. 25. Both Registers shall be kept in the same Form and shall be posted in the same manner but with separate series of number distinguished by the initial letter A and B, respectively.

Deposit and
repayment
Registers

Posting

451. As Soon as the treasury Advice List is received (Rule 446), the Deposit Register will be posted for the date to which it refers. The transactions shall be written up from the Advice List challans and Register of payment orders.

Posting

Note - The date of granting the payment order should be entered in the repayment column in the Register of deposit receipts and the date of actual payment in Column 4 of the Register of Deposits repaid.

452. All items of deposit in these Registers must, as directed above, be numbered in an annual consecutive series of numbers commencing on 1st April and ending with the last day of March in each official year. Only the first eight columns shall be filled in at first, the other column being intended for the record of subsequent repayments.

Register of
receipts

Notes of claims, etc.

453. As it is important that the Deposit Registers in the Accounts Section should set forth in respect of each item all information necessary in order to deal at once with applications to draw money, all attachment processes and all orders as to the substitution of parties which affect money in deposit, shall be noted at the time in the Deposit Register. The Chief Ministerial Officer of the Court concerned or

Notes of
claim

¹⁵³ Substituted by C.S. No. 64 dtd.03.05.1995

some other specified sub ordinate under his supervision, shall be made responsible for this duty.

Note - Whether the Chief Ministerial Officer's responsibility is or is not to end with the communication to the Accountant is a matter left to the discretion of each Court but some specific order should be recorded.

Registers of Repayments

454. The Register of deposit repayment Form No. (A) 12 shall be posted from the Treasury Advice List and the payment order Register as directed above.

Posting in the
Deposit
Repayment
Register

455. (a) The Registers of deposit receipts and deposit repayments in Courts at a Sadar station, shall be totalled and closed on the last day of each month upon which the Sadar Treasury remains open, in such a way that the period and the transactions included in the Court's books and returns may correspond exactly with those included in the Treasury book and returns.

Monthly closing
of deposit and
repayment
Register

(b) Care must be taken to make the final remittance to the treasury in such time that it may be entered in the accounts of the treasury for the month to which it belongs.

Final remittance
to be in time

(c) In each of the Registers of Deposit Receipts prescribed by Rule 450, a plus and minus memorandum must be drawn up at the end of the months entries in the following terms :-

Plus and minus
memorandum

Balance of deposits from last month

Received during the month, as per Register

Total

Repayment, as per Register

Balance of Deposits at the end of month.....

CHAPTER - VI

Control over Subordinate Court *Responsibility*

456. Every Judge or Magistrate is responsible for all payments of deposits made on his certificate or under his orders. In the case of receipts and payments of petty or B deposits, no detailed check is exercised over his proceedings, the accounts which he is required to render of these showing totals only. In the case of A deposits, however, all sums received, and not paid out during the month in which they have been received, and the balance of such of case deposits as have been partly paid out, must be reported to the Sessions Judge or Chief Judicial Magistrate or the District Magistrate, as the case may be. It must be included in that officer's accounts and in his return to the Accountant-General.

Responsibility
of the Judge-
in-charge

Daily return of subordinate Courts

457. Every day, after the Treasury Advice List has been received, and the deposit and other Registers have been written up and checked with it, two statements, showing the transactions of the date to which it refers shall be prepared by the Judge-in-charge and forwarded to the Sessions Judge, Chief Judicial Magistrate or District Magistrate, as the case may be. The First of these statements Form No. (A) 22 shall show the total amount of the entries in the deposit Registers and the totals of other transactions brought on the Registers. The second shall be an extract from Part I of the Register of deposit repaid Form No. (A) 12 giving the particulars of repayments on account of deposits received during previous months. At the foot of the first statement the Judge-in-charge or Magistrate-in-charge, as the case may be, shall certify that his Registers of B deposits are written up-to-date and are in order.

Daily return of
the Subordinate
Courts

Note 1 - It will be observed that these returns are intended to exhibit actual receipts and payments, and that they are therefore to be compiled from the deposit Register, and not from the Register of payment orders.

2. The Subordinate Courts referred to in Rule 456 and in Rule 457 are those which keep their own accounts and the accounts of other Courts as well.

458. At out-stations some delay in submitting the daily returns is unavoidable, but this delay should not exceed the time necessary for the Treasury Advice List to reach the Court. The date on which the returns are actually signed should be noted on them by the Judge-in-charge or Magistrate-in-charge, as the case may be.

Verification by Judge-in-charge or Magistrate-in-charge

459. At the time of signing the returns the Judge-in-charge or Magistrate-in-charge, as the case may be, should have before them the Registers of receipts and payment of deposits and the Treasury Advice List.

Verification by the
Judge-in-charge or
Magistrate-in-
charge

Examination by Sessions Judge

460. The statements furnished by the Subordinate Courts shall, when received in the Session Judge's/ Chief Judicial Magistrate's or District Magistrate's office, be compared with the corresponding Advice List supplied to him by the Treasury Officers, under Rule 451. In the case of out-stations, the totals for the whole month supplied by the Judge-in-charge or Magistrate-in-charge, as the case may be, must agree with the totals for the whole month supplied by the Treasury Officer, if only attention has been paid to the rules regarding periodical remittance. In the course of the month the former totals will ordinarily exceed the latter, and the difference must be taken to represent cash transactions advised by the Court, but not yet brought on the treasury books. In the case of Courts near treasuries, no such discrepancies should occur if the rules are properly observed. When any such are noticed, immediate steps must be taken, under Sessions Judge's orders, to reconcile them.

Examination
by Sessions
Judge

Judge's Register of Totals

461. After examination, the totals of deposits received and paid shall be posted into a Register to be kept by the Sessions Judge or Chief Judicial Magistrate/District Magistrate in Form No. (A) 22. This Register contains two sets of columns, one set relating to A deposits and the other to B deposits. Separate portions of the Register for the month must be allotted to each Subordinate Court, that is, for each Subordinate Court a number of pages, according to the probable work, must be assigned in the leaves devoted to that particular month. The entries

Judge's
Register
of totals

in respect of each Subordinate Court will thus come continuously and in order of date, and they must be totalled at the end of the month.

462. In the portion of the Register which relates to B deposits, a column has been provided for a daily balance which must be struck by adding together the preceding day's balance and receipts, and deducting the payments. The object of the daily balance is to afford the Sessions Judge/Chief Judicial Magistrate/District Magistrate a ready means of controlling Subordinate Courts in the receipt and payment of small deposits as any excess of payments over receipts will be at once detected.

Daily
balance

Posting of Repayments of A deposit

463. (a) Taking up next the detailed daily Register of deposits repaid Form No. (A) 12 the repayments must be posted against the corresponding entries in the judge's daily Register of deposits received [Form No. (A) II] and must be initialled by the Sessions Judge Chief Judicial Magistrate/ District Magistrate in the same manner as repayments authorised by himself. They must also, at the same time, be copied into his Register of deposit repayments [Form No.(A) 12].

Posting of
repayment of
A Deposit

(b) As each payment is noted in the Session Judge's/Chief Judicial Magistrate's/District Magistrate's Register and district number (Rule 467) against which the payment is charged must be noted in the Subordinate Court's return.

Note - In noting the repayments, care should be taken to see that the amounts thus reported as repaid are actually repayable, and that amounts which should be credited to Government are not repaid to individuals.

Monthly return

464. (a) At the end of the month there shall be furnished by the Subordinate Courts to the Sessions Judge/ Chief Judicial Magistrate/District Magistrate a statement of all deposits received but not wholly repaid during the month. This statement will be an extract from the Register of Deposit Receipts [Form No.(A) 11] omitting the items which have been wholly repaid during the same month of deposits received and partially repaid in the same month, the unpaid balance only is to be shown in this statement. The dates of despatch from the Subordinate Court

Monthly
return

and of receipt by the Sessions Judge/Chief Judicial Magistrate/District Magistrate shall be noted on this statement.

Explanation - An 'A' deposit, the balance of which has been reduced below, Rs. 5 by a payment made in the same month, is to be included among the 'A' and not among the 'B' deposits.

(b) On the 31st March of each year the Subordinate Courts shall, in addition, submit to the Sessions Judge/Chief Judicial Magistrate/ District Magistrate a certificate that all uncashed orders to be cancelled under Rule 437 (c) have been marked off in their Registers.

465. There shall be appended to the monthly statement of deposits receipts a plus and minus memorandum in Form given below in Rule 468.

Examination by Sessions Judge

466. On receipt of the monthly statement and the plus and minus memorandum, the Register Form No.(A) 22 shall be compared therewith. First as regards 'A' deposits the total of the column headed "Repaid on account of current month" should agree with the amount shown in the plus and minus memorandum; and when this amount is deducted from the total of the column headed "Total Amount Received" the balance ought to agree exactly with the total of the statement of outstanding 'A' deposits received from the Court to which the figures relate. Second, as regards 'B' deposits the balance itself can be tested in detail only once a year, when the yearly statement under Rule 472 is received but every month the difference between the opening and the closing balance should be equal to the difference between the receipts and payments reported in the plus and minus memorandum.

Examination
by Sessions
Judge

Posting Receipts of A Deposits

467. The Subordinate Court's monthly detailed statement of 'A' Deposits received shall be attached by the Sessions Judge/Chief Judicial Magistrate/District Magistrate to his own Register of deposits received after he has closed the accounts of the Criminal Courts at the Sadar Station. The Session Judge/Chief Judicial

Magistrate/District Magistrate will also number the deposits in the Subordinate Court's return in continuation of his own series.

Note - The Sessions Judge/Chief Judicial Magistrate/District Magistrate should examine the receipts so as to see that no item has been improperly held in deposit; and if he finds amounts so held which should be credited to Government, he should direct the Subordinate Court accordingly.

CHAPTER - VII

District Monthly Returns

468. (a) A plus and minus memorandum in the Form given below including the figures of the Subordinate Courts as well as of their own Courts shall be prepared by the Sessions Judge/Chief Judicial Magistrate or District Magistrate and forwarded to the Treasury Officer for transmission after comparison with his accounts to the Accountant-General.

Plus and minus
Memorandum

Balance of last month	Rs. P.	
Amounting of 'A' deposits received during the month.	<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> Repaid during the month. Not paid during the month. </div> </div>	
Amounting of 'B' deposits received during the month.	<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> Repaid during the month. Not paid during the month. </div> </div>	
	Total	
Amount of 'A' deposits repaid during the month	<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> Received during 20... Received during 20... Received during 20... </div> </div>	
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Received during the current year</div> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> Previous month Current month </div> </div>	
Amount of 'B' deposits repaid during the month	<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> Received during 20... Received during 20... </div> </div>	
	Total	
Balance of deposits outstanding.		

Certificate

Certified that on a comparison with the Treasury Advice with postings therefrom in the guard file of challans and Registers of payment Order of Deposit Receipt and of Repayments, the amounts entered above as received and paid are correct.

The.....20

Judge-in-charge / Magistrate-in-charge

Notes - 1. The opening balance in the plus and minus memorandum for the month of April each year should be classified year wise and the totals of the statement of the Lapsed Deposits must be reduced by a separate entry from the plus and minus memorandum drawn up at the end of April, so that the plus and minus memorandum upon the Register of the Court concerned .

2. The repayments of 'B' deposits received in the year of account and in the year next preceding should be shown separately.

3. As the lapsed statement is divided into four parts, the amount under each part be indicated separately in the plus and minus memo.

(b) This plus and minus memorandum is to show as repayment the actual repayments at the treasury, and is further to show the treasury balance outstanding.

Notes - 1. It will be found convenient to keep in a separate Register a copy of this plus and minus memorandum, with further memoranda of the details from the figures have been arrived at. It is important that there should be no difficulty at any time in reconciling the figures of the Court with those of the treasury.

(2) The repayments of all 'A' deposits for the previous years, other than the current year, shall be reflected in the plus and minus memo, year wise, and in the plus and minus memo for the month of April, the opening balance shall be shown with year wise balances.

CHAPTER - VIII

Annual Clearance Register of Deposits

469. (a) At the end of each year Registers of ‘ A ’ Deposits received in the next preceding year shall be closed by transcribing into the last column, headed as ‘Transferred to Clearance Register’ every balance which exceeds ¹⁵⁴[Rs. 25]. An Annual Clearance Register shall then be drawn up in form No.(A) 13 showing all these balances against their original numbers showing in other words, all the unpaid balances of ‘A’ Deposits of the preceding account year next but one. For example, the Clearance Register of April 1973, will show all unpaid balances of Deposits in 1971-72.

Clearance Register

(b) Of balances which do not exceed Rs. 25 a separate list shall be made out under Rule 474 below.

470. The items in this account have been carefully compared with the corresponding balances in the Original Register of Deposits Received [Form No.(A) 11], the last named document shall be laid aside and future repayments recorded only on the Clearance Register.

Future repayments in
Clearance Register

Notes - 1. If against any of the items transferred to Clearance Register a repayment order has been issued and cancelled under Rule 437 (c) a note to that effect must be made in the clearance Register, so that if application for repayment is again made, an order may not be issued without recalling the original cancelled one.

2. The total repayments made out of the Deposits during the years as well as the total amount lapsed to Government shall be indicated separately in order to arrive at the outstanding balance at the close of the year.

471. The Clearance Register of the Sessions Judge or Chief Judicial Magistrate or District Magistrate necessarily includes the items of the Subordinate Courts.

Items to be included
in Clearance Register

¹⁵⁴ Substituted vide c.s. no.65 dtd.03.05.1995

Verification of Petty Deposit Balance

472. In order to verify the balance of 'B' Deposits each Court shall make a list of the unpaid balance of receipts of the past twelve months, and by actual summation of these balances, find the total amount outstanding on account of the year's Deposits. Each Court is required to submit along with the Clearance Register of 'A' Deposits a certificate that the balance of 'B' Deposits of the past year has been found by actual summation to be Rs.

Verification of
'B' Deposits

473. The balance found under the last rule, together with the total of the list prepared under Rule 474 (2), must equal the total balance of petty Deposits on March 31, and must be so verified by each Court with the forward balance in the plus and minus memorandum.

Verification of 'B'
Deposits with plus and
minus memorandum

CHAPTER - IX

Lapse of Deposits

474. On the 31st March of each year, the following unpaid balances of Deposits lapse to Government, and are to be written off in the Clearance Register and Registers of receipts respectively. Which Deposits to lapse

(1) Of 'A' Deposits, first, all balances which do not exceed 155[Rs.25] in respect of Deposits made during the last three years including the year then closing; Secondly, all balances of Deposits outstanding over three complete years that is all balances in the Clearance Register prepared two years before.

These balances should be marked 'lapsed' in the last column of the Register of Receipts or the Clearance Register, as the case may be.

(2) Of 'B' Deposits, first, all Deposits outstanding over one complete year; secondly, all balances of Deposits which are remaining after part payment during the year. These balances are to be marked 'lapsed' in the columns of the Register of Receipt.

Example - The balances which lapse on the 31st March, 1973 are -

- (a) All balances of 'A' Deposits received in 1969-70;
- (b) All balances of 'A' Deposits received in 1970-71, 1971- 72, 1972-73 which do not exceed Rs.25 after repayments made during 1972-73.
- (c) All outstanding 'B' Deposits received in 1971-72.
- (d) All balances of 'B' Deposits received in 1972-73 which have been partly repaid in 1972-73.

Statement of Lapsed Deposit

475. (a) Four statements of the balances to be written off shall be prepared in Form No. (A) 7. One for each of the four classes (a), (b), (c) and (d) specified in the example under Rule 474. These statements shall be submitted by the Statement of lapsed Deposits

Subordinate Courts along with the Clearance Register. The Sessions Judge's, Chief Judicial Magistrate's and District Magistrate's, statements must include under Sessions Judge's, Chief Judicial Magistrate's and District Magistrate's numbers, the lapsed balances of 'A' Deposits of the Subordinate Courts.

Note - The note under Rule 470 applies to these statements of lapsed Deposits also.

Corrections of Balance

476. These statements must all be submitted during April and the totals thereof must be deducted by a separate entry from the plus and minus memorandum drawn up at the end of April, so that the plus and minus memorandum may show only the balance actually outstanding upon the Registers of the Court concerned. Correction of balance

Refund of Lapsed Deposits

477. In the case of payment of Deposit lapsed under Rule 463 the application prepared by the Accountant in Form No. (A) 3 under Rule 438 shall after examination by the Sessions Judge, Chief Judicial Magistrate or District Magistrate, as the case may be, forwarded to the Accountant-General. Several Deposit 'numbers may be included in a single application, if they are payable to the same person. The Accountant-General's letter of authority, when received, shall be noted against the items in the Clearance Register or Original Register in case of Deposits not transferred to the Clearance Register, so as to prevent a second application. This letter shall then be passed for payment at the treasury, as prescribed in the Form no other record of these refunds is necessary; and such payments are not be shown in the plus and minus memorandum. Refunded of lapsed Deposits

478. If the letter of authority received from the Accountant-General is not claimed by the payee within twelve months from the date thereof, it shall be returned to the officer. Return of the letter of authority of A.G

CHAPTER - X

Supplementary Rules as to Receipts under head (b) to (g) of Rule 418

479. The procedure for Criminal Courts in respect of the realisation and refund of fines is given in Appendices IV to VI annexed to these rules. The rules of the Account Code, which prescribe a monthly statement to be sent by Subordinate Magistrate to Sessions Judge, Chief Judicial Magistrate and District Magistrate to the Accountant-General are reproduced in Appendix VII.

Realisation and
refund of fines

Note - The monthly statement should continue to be sent in the form now in use (Accountant-General's No.122-A, dated the 22nd April, 1881).

480. Every Judge-in-charge and Magistrate-in-charge shall maintain a Register of Miscellaneous Receipts 'in Form No. (A) 14. In this Register, all receipts are to be posted which do not come under head (a) (Deposits) or head (h) (peremptory receipts) of Rule 418. The entries shall be made and checked in the same way as the entries in the Register of Deposit receipts of the Subordinate Courts, the amounts of petty receipts under (f) to (g) are to be shown only in a single total for each day.

Register of
Miscellaneous Receipts

Note - No Register of stamp duty and penalties need be kept by the District Magistrate, There is no refund of Court-fee stamps in the District Magistrate's Court.

Credits to Government

481. It is the duty of every Judge and Magistrate to see that sums which are in Deposit, but which under any rule or law are forfeited or become the property of Government are duly credited to Government. In every such case there shall be prepared simultaneously: (1) a payment order addressed to the Treasury Officer and directing payment of the Deposit "by transfer as per challan No... of this date", and (2) a challan crediting it to the proper head. Such payment order shall be Registered.

Credits to
Government

482. With regard to unclaimed property it will be seen that Register No. (A) 14 deals only with receipts under this head which have remained in Deposit for the

Register of
Unclaimed property

prescribed period. A Register showing the property in detail must be kept in Criminal Courts in the Form No. (R) 27.

483. Under head (e) (other general fees, fines and forfeitures) of Rules 418 shall be comprised all receipts not falling within any of the other principal heads of receipt, e.g. forfeiture of earnest money, etc.

What head (e) to include

484. Receipts under the head of account, mentioned in Rule 483 are at once credited at the treasury to Government. They are not to be retained intermediately in Deposit either at the Court or at the Treasury.

Previous receipts under head (e) to be immediately credited to Treasury

Monthly return

485. At the close of the month every Judge- in-charge and Magistrate-in-charge shall prepare a list in Form No.(A) 14 of all the miscellaneous receipts paid by him into the Treasury. Subordinate Courts shall forward their lists in duplicate to the Sessions Judge, Chief Judicial Magistrate or District Magistrate, as the case may be, and the later officers shall add the totals of these lists at the foot of their own list, and appending one of the copies received by them from each subordinate Court, shall forward the whole to the Accountant-General for check against treasury accounts.

Monthly returns

Note - As regards fine in Magistrate's Courts this is done under a separate set of rules.

CHAPTER - XI

Miscellaneous

- 486.** In carrying out these rules, care just be taken by all officers, that, in respect of each transaction in Court, distinct officers are employed as Accountant and Cashier. In other words, the same officer shall not keep the Registers of Payment Orders, Deposit Registers, etc. and also receive the money. Accountant and cashier to be distinct persons
- 487.** Every officer shall keep his accounts in English and it must be distinctly recorded by him whether the Chief Ministerial Officer is or is not responsible for a general control and supervision over the accounts. Order regarding responsibility of Chief Ministerial Officer
- 488.** Manuscript account forms are prohibited. All account books should be paged before they are brought into use. Prohibition of manuscript forms
- 489.** The Accounts and Registers of which a list is given in Appendices I and II annexed to these Rules, must be compared daily by the Judge-in-charge or Magistrate-in-charge, as the case may be, and this rule is on no account to be neglected, as its observance is essential to the integrity of the transaction and the correctness of the books. The notes at foot of the Forms indicate how the verification is to made. Daily examination of Accounts

APPENDICES

APPENDIX I

List of Registers to be compared daily by Judge-in-charge/ Magistrate-in-charge

For Judicial Officers	(Kept by the Accountant)	(1)	Register of payment order form No. (A) 9	
		(2)	Register of Judicial deposits received, Part-I, Part-II	Form No. (A) 11 (i) and (ii)
		(3)	Register of repayment Part I, Part II	Form No. (A) 12 (i) and (ii)
		(4)	Register of Miscellaneous Receipt	Form No. (A) 14
		(5)	Clearance Register of A Deposits	Form No. (A) 13
	(Kept by the Cashier)	(1)	General Cash Book	Form No. (A) 16
		(2)	Counterfoil of receipts granted by cashier for peremptory cash receipts	Form No. (A) 15
		(3)	treasury Pass Book	Form No. (A) 10

APPENDIX II

Transactions at Treasury

Comparison of Treasury Advice with posting therefrom in the Registers of Payment Orders or Deposit Receipts and Miscellaneous Receipts.

Comparison of. Treasury Advice with treasury pass book.

Sessions Judge/Chief Judicial Magistrate/ District Magistrate's

Monthly Examination of Accounts

1. The proper closing and totalling of all Registers.
2. Comparison of out-going statements with office Registers.
3. Comparison of plus and minus memorandum with totals of Registers.
4. Ascertainment and verification of outstanding Payment Orders.

APPENDIX III .

List of Returns

From the Sessions Judge/Chief Judicial Magistrate/District Magistrate

through the Treasury Officer

.....

Plus and minus memorandum (Rule 468) Monthly

From the Sessions Judge/Chief Judicial Magistrates/District
Magistrates to the Accountant-General direct

Statements of lapsed Deposits of their Courts and of the Courts
subordinate to them with certificates of the examination of 'B' Deposits
enfaced (Rule 474)..... Annually.

APPENDIX IV

RULES RELATING TO FINES

“A Register of criminal fines in Form No.(A) 17 and another in Form No. (A) 17-A shall be maintained in the office of every Chief Judicial Magistrate and District Magistrate and Sub divisional Judicial Magistrate and Sub divisional Magistrate or the Judicial Magistrate in the outlying areas for the purpose of keeping an account of all Judicial fines, and all sums which under any law are realisable as fines. Only one Register in each of these forms shall be maintained at each office. The Registers will ordinarily be kept by the Magistrate’s Peshkar, who for the purpose of these rules, is hereinafter described as “The Clerk-in-charge of the Fine Register.”

Note 1 - Penalty imposed under Section 446, Criminal Procedure Code are to be noted in the Register (A) 17.

2. (a) In the Register of criminal fines (A) 17 shall be entered in consecutive quarterly series all fines imposed by any of the Magistrate of the station within the jurisdiction of the station.

(b) At the end of each quarter the outstanding balance in each case shall be shown in Column 14 of the Register and all the outstanding entries, i.e., those in respect of which there is a balance in Column 14 brought forward in red ink before the entries for the current quarter are made. The balance in Column 14 will be entered in Column 6 for the current quarter. The original quarterly serial No. shall be shown below the new quarterly serial number of the outstanding fines like this -

1

15th first quarter of 1974

3. Realisation during the same quarter in which the Fine was imposed shall be entered in the proper column of the Register of Criminal Fines opposite the original entry. Realisation of outstanding Fines shall be entered against their red ink entries for the quarter in which the realisations are made. When more than one realisation is made within a quarter in respect of any Fine; a total should be struck in the body of the page. The Clerk-in-charge of the Fine Register after the amount

is realised in the Register of Criminal Fines shall submit it to the Magistrate, who will initial the entry of realisation.

4. When any Fine or part of a Fine is remitted in any quarter subsequent to that in which it may have been imposed, whether on appeal or otherwise, or becomes irrecoverable in consequence either of the lapse of six years from the date of sentence or of imprisonment having been suffered in lieu of Fine in the cases mentioned in Rule 5, the amount remitted or lapsing shall be entered in Column 18 under the quarter in which it is so remitted or lapses. When a Fine is remitted in the same quarter in which it may have been imposed, the entry will be made in the appropriate column (Column 18) of the Register of Fines.

IMPRISONMENT IN LIEU OF FINE

5. In any case when under any special or local law, imprisonment in lieu of Fine is to be taken as a full satisfaction of the penalty, if the convicted person is sentenced to undergo the imprisonment, the Clerk-in-charge of the Fine Register shall at once obtain a certificate from the Court imposing the sentence that the Fine is not to be realised, and the amount of Fine shall, if entered, be struck out of the Register or Criminal Fines. Nothing here laid down shall interfere with any special directions of law for the attempted realisation of Fine by distress. or otherwise before carrying out any sentence of imprisonment upon the offender.

6. (a) All Fines or part of Fines received by the Deputy Administrator must be paid in by him daily to the Treasury (or to the local branch of the "State Bank" where there is no District Treasury). The chalan sent with them should be in detail and accompanied by the Register of Criminal Fines and at the district headquarters also by the pass book and the Treasury Muharrir receiving them will check each entry with the challan by the Register putting his initial to each in the proper column thereof.

Notes - 1. At the headquarters of district where it is found inconvenient, owing to the Treasury work being done in a Branch Bank or for other reasons, to send the Fine Register with the challan, the challan should be in duplicate and accompanied by the pass book as usual. The duplicate challan

duly receipted by the Treasury is to be given to the Clerk-in-charge of the Fine Register, the Deputy Administrator keeping the pass book as his acquittance. In subdivisions, the challans may be in duplicate, and the duplicate challan will be the Deputy Administrator's acquittance as no pass book is kept there.

Note-2.- In subdivisions having not Treasury, however, the remittance will be made at convenient intervals.

7. Fines imposed before and tendered during the Dasahara holidays should, both at district and sub divisional headquarters or in the outlying stations be paid to the Deputy Administrator, who will receive any Fine that may be paid during the holidays, and will, if necessary, get a release warrant signed by the Sub divisional Judicial Magistrate or by the Magistrate-in-charge for him if the Fine is paid in a subdivision, or if is paid at district headquarters, by any Magistrate who may be available at the Sadar. The Treasury need not be kept open for the sole purpose of receiving such Fines, which may remain in the custody of the Deputy Administrator unless the amount is exceptionally large, in which case the orders of the Judge-in-charge or Magistrate-in-charge, as the case may be, should be taken.

8. The challan, receipted by the Treasury, will be kept filed by the Clerk-in-charge of the Fine Register as his authority for making necessary entries in the Fine Register, where the Fine Register is not sent to the Treasury with the money.

9. In no case any disbursement is to be made from realised Fines in the hands of the Deputy Administrator to meet contingent or other expenses of the Court. Any refund of Fines will be made by the Treasury Officer on the order of the Magistrate.

Checking of the Fine Registers

10. In each Court, one of the Muharrirs, to be known as 'the Fine Muharrir', shall be specially charges with the duty of looking after the Fines or other sentences passed by the Court. It shall be the duty of the Fine Muharrir of each Court to examine daily the Fine Register and to ascertain that each necessary

entry is made and made correctly. He will certify this by his initials in the proper column. He is also responsible for the speedy preparation of warrants.

11. Each Magistrate should examine the Fine Register daily and check his own Fines, signing his initials to each entry. He should see that warrants are issued and remittance paid in and acknowledged without delay.

12. The Judge-in-charge or the Magistrate-in-charge, as the case may be, shall once a week compare the entries in the Registers of Criminal Fines and the Fine cheque counterfoils with the trial Register in all Courts in which this Register is maintained and with the Register of complaints, General Register of cognizable cases, Register of unimportant cases and Register of Miscellaneous cases in all other Courts. He should satisfy himself that the entries of the amount of balance outstanding have been correctly brought forward from the preceding quarter and check the totals of the Fine Register.

At the time of the weekly checking of the entries in the Fine Register the Judge-in-charge or Magistrate-in-charge entrusted with his duty should carefully ascertain that all Fines purporting to have been remitted or written off under the orders of competent authority, have been accounted for and should certify that he has done so.

Compensation Fines

13. (a) Compensation awarded under Section 250 of the Criminal Procedure Code and under Section 22 of the Cattle Trespass Act, cost of processes, etc., recoverable under Section 359 of the Criminal Procedure Code, and such amount of a Fine as is awarded as compensation under Section 357 of the Criminal Procedure Code shall be entered in red ink in the Register of Criminal Fines. The balance, if any, of the Fine imposed after compensation has been awarded under Section 357, Criminal Procedure Code, should be credited to Government, the entry in the Register being made in black ink.

(b) On realisation, in whole or in part these compensation Fines and costs, whether paid on the spot in open Court or not, shall be entered in red ink in the Register of Criminal Fines. Such sums shall be credited as Criminal Deposits, and the fact of their having been so credited shall be noted in red ink in the remarks

column of the Register. All other entries which it may be necessary to make in the Registers relating to such Fines and costs shall likewise be in red ink.

14. After realisation of the Fine, the disbursement of the compensation will in every case be made from the Treasury on the Magistrate's order.

15. (a) In non-appealable cases, however, should the Deputy Administrator report that the Fine or amount of award has been paid to him before the parties leave the Court, the Magistrate may direct payment to be made to the person entitled to compensation from his permanent advance, such payment being afterwards adjusted at the Treasury against the Fine account as though originally disbursed there.

(b) When costs of process under Section 359 of the Criminal Procedure Code are realised from accused persons at once, they should then and there be paid over in open Court to the complainant, a note being made in the records to show that this has been done.

(c) In all other cases, the Magistrate will give an order on the Treasury for the amount as prescribed in Rule 14.

16. In Subdivisions where there is no Sub divisional Treasury and the Fine collections remain in the hands of the Deputy Administrator till the close of the month, payment of compensation, where this can legally be given, may be made by the Deputy Administrator on the Magistrate's order in any case in which the Fine has not formed an item in the challan to the District Treasury. Where the Fine has been challanned the Magistrate may order payment of the compensation from his permanent advance, adjusting it afterwards as prescribed in Rule 15. In these Subdivisions, however, Column 15 of Register No. (A) 17 should be subdivided so as to show separately amounts paid by the Deputy Administrator and compensation out of realised Fines, and amounts remitted to the Treasury.

Miscellaneous

17. All officers receiving and remitting money from the officer who actually realises the Fine to the officer who finally remits the same to the Treasury, are in all cases bound to remand receipts from the payees. The responsibilities of

officers remitting money will not cease until acknowledgement of receipts have been duly received.

18. All Fines, under whatsoever law they may be imposed, are payable to the Court imposing the Fine, to the Magistrate of the District in which the prisoner is confined, or to the officer entrusted with the warrant for its realisation. The receipt of Fines by the Jailer in unauthorised and Jailers are, therefore, prohibited from receiving payments on account of fines under any circumstances Whatever.

19. When a Fine or a portion of a Fine, which has been entered or should, according to these rules, be entered in the Register of Criminal Fines maintained at the headquarters of a subdivision of a district, is received by the District Magistrate, the amount so received will be shown in the District Magistrate's Cash Book, but not in his Fine Register, and a copy of a challan of payment and of the fine realisation statement sent to the Jail will be forwarded to the Sub divisional Judicial Magistrate or Sub divisional Magistrate, as the case may be, in order that the amount may be written off as paid in this Register of Criminal Fines.

APPENDIX V

List of Army Reserve Centres **referred to in Sub-rule (b) of Rule 112 of****Part I, Chapter X**

The following are the Reserve Centres –

INDIAN CAVALRY

Skinner's House, 2nd Lancers 3rd Cavalry Indian Cavalry regiment station at Lucknow at the time.

Hudson's Horse Probyn's House 6th Indian Cavalry regiment stationed at Lancers Lahore at the time.

7th Lt. Cavalry, 8th K.G.O., Lt. Cy. The R. Indian cavalry regiment stationed at Poona Decan Horse at the time.

The Guides, Cary, P.A.V.O. Cavy Sam Indian cavalry regiment stationed at Browner's Cy Rawalpindi at the time.

13th D.C.O. Lancers, the Scinde Horse 15th Indian cavalry regiment stationed at Lancers. Jubbulpore at the time.

16th Lt. Cavalry, The Poona Horse 18th Indian cavalry regiment stationed at Jhansi K.E.O. Cavy at the time.

19th K.G.O. Lancers, 20th Lancers, The C.I. Indian cavalry regiment stationed at Delhi House at the time

ARTILLERY

Horse Field Medium ... Royal Artillery Training Centre, Muttra.

Mountain and Light ... Mountain Artillery Training Centre, Ambala.

SAPPERS AND MINERS

Q.V.O. Madras Sappers and Miners Corps. Headquarters, Q.V.O. Madras Sappers and Miners, Bangalore.

K.G.O. Bengal Sappers and Miners Corps. Headquarters, Royal Bombay Sappers and Miners, Rurkee.

Royal Bombay Sappers and Miners Corps. Headquarters, Royal Sappers and Miners, Kirkee.

INDIAN SIGNAL CORPS

Signal Training Centre, Indian Jubbulpore Pioneers

Madras Pioneers	Corps. Headquarters, Madras Pioneers, Bangalore.
Bombay Pioneers	Corps. Headquarters, Bombay Pioneers, Kirkee.
Sikh Pioneers	Corps. Headquarters, Sikh Pioneers, Sialkote.
Hazara Pioneers		Office Commanding Hazara Pioneers, Quetta

INDIAN INFANTRY

1st Punjab Regiment	...	10th Bn. 1st Punjab Regiment, Jhelum.
2nd Punjab Regiment	...	10th Bn. 2nd Punjab Regiment, Meerut.
5th Maharatta L.I.	...	10th Bn. 5th Maharastra L.I., Belgaum.
6 th Rajputtana Rifles	...	10th Bn. 6 th Rajputtana Rifles, Nasirbad
7th Rajput Regiment	...	10th Bn. 7th Rajput Regiment, Fategarh
8.t.h.. Pubjab Regiment	...	10th Bn. 8th Punjab Regiment, Lahore.
9th Jat Regiment	}	10th Bn.-4th-9th Regiments, Bareilly
4th Bombay Grenadiers,		10th Bn. 10th Baluch Regiment, Karachi.
10th Baluch Regiment		
11th Sikh Regiment	...	10th Bn. 11th Sikh Regiment, Nowshera.
12th F.F. Regiment	...	10th Bn. F.F. Regiment, Sialkot
13th F.F. Rifles	...	10th Bn. 13th F.F. Rifles, Abbottabad
14th Punjab Regiment	...	10th Bn. 14th Punjab Regiment, Ferozepore.
15th Punjab Regiment	...	10th Bn. 15 th Punjab Regiment, Amala.

16 th Punjab Regiment	...	10th Bn. 16 th Punjab Regiment, Multan.
17 th Dorga Regiment	...	10th Bn. 17 th Dorga Regiment, Jullundur.
18 th R. Garhwal Rifles	...	19th Bn. 18 th R. Garhwal Rifles, Lansdowne.
19 th Hyderabad Regiment 1st Kumaon Rifles Benaras.	...	10th Bn. 19 th Hyderabad Regiment.
20 th Burma Rifles	...	10th Bn. 20 th Burma Rifles, Maymyo
Gurkha Regiments	...	Gurkha Reserve Centre, Gorakhpur

INDIAN ARMY SERVICE CORPS

Animal Transport	...	Headquarters of Animal Transport Training Company (Mule) or Animal Transport Company (Camel) to which the reservists belong.
Mechanical Transport	...	Headquarters of Mechanical Transport Companies to which the reservists belong.

INDIAN SUPPLEMENTARY RESERVISTS (I.A.S.C.)

Supply	...	'G' 'K' 'M' and 'N' Supply Depot Companies; Officer-in-charge, Supplies Lahore, Karachi and Bombay.
Animal Transport	...	Animal Transport Training Companies (Mule), Lahore and Meerut.
Mechanical Transport	...	Heavy Repairs shops, M.T., Class I and Class II and the Mobile Repair Units. Indian Army Veterinary Corps

INDIAN ARMY VETERINARY CORPS

All personnel Indian Army Veterinary Corps Depots, Ambala.

INDIAN HOSPITAL CORPS

No.1 Company Headquarters, Peshawar

No.2 Company Headquarters, Rawalpindi

No.3 Company Headquarters, Lahore

No.4 Company Headquarters, Quetta

No.5 Company Headquarters, Rangoon Reservists of No. 5 Coy. who reside
in training at the Coy. Headquarters
nearest to their homes.

No.6 Company Headquarters ... Poona

No. 2 (E.C.) Ditto ... Lucknow

No. 9 Ditto ... Bolarum Engineer Depot,
Lahore.

Personnel of the Corps of Indian Engineers found from the Indian Supplementary Reserve.

APPENDIX VI

List of Regimental Centres **Referred to in Sub-rule (B) of Rule 123,****Part I, Chapter - X**

The following are the Regimental Centres :-

1. Punjab Regimental Centre, MEERUT
2. The Madras Regimental Centre, WELLINGTON
3. The Grenadiers Regimental Centre, NASIRBAD
4. The Marhattas Regimental Centre, BELGAUM
5. The Rajputtana Rifles Regimental Centre, DELHI CANTONMENT
6. The Rajput Regimental Centre, FATEGARH
7. The Jat Regimental Centre, BARELL Y
8. The Sikh Regimental Centre, AMBALA
9. The Dorga Regimental Centre, JULLUNDAR
10. The Garhwal Rifles Regimental Centre, LANSDOWNE
11. The Kumaon Regimental Centre, RANIKHET
12. The Assam Regimental Centre, SHILLONG
13. The Bihar Regimental Centre, DINAPORE
14. The Mahar Regimental Centre, SAUGOR
15. The Sikh Light Infantry Regimental Centre, FEROZEPURE
16. 1st Gorkha Rifles Regimental Centre, DHARAMASALA CANTONMENT
17. 3rd Gorkha Rifles Regimental Centre, DEHRADUN
18. 4th Gorkha Rifles Regimental Centre, BAKLOH
19. 5th Gorkha Rifles Regimental Centre, DEHRADUN
20. 8th Gorkha Rifles Regimental Centre, DEHRADUN
21. 9th Gorkha Rifles Regimental Centre, DEHRADUN
22. 11th Gorkha Rifles Regimental Centre, P ALAMPUR
23. Armoured Corps Centre and School, AHMEDNAGAR
24. Artillery Centre, DEOLALI
25. Madras Engineer Centre, BANGALORE
26. Bengal Engineer Centre, ROORKE

27. Bombay Engineer Centre, KIRKEE
28. Signal Training Centre, JUBBALPORE
29. Army Service Corps Centre (South), BANGALORE
30. Army Service Corps Centre (North), MEERUT
31. Remount Veterinary and Farma Corps Centre and School, MEERUT
32. Army Medical Corps Centre (South), POONA
33. Army medical Corps Centre (North), LUCKNOW
34. Electrical and Mechanical Engineering Centre, JALAHALLI
35. Army Ordinance Corps Centre, POONA
36. Intelligence Training School Depot, MHOW
37. Pioneer Corps Centre, MATHURA
38. Army Educational Corps Centre and School, PANCHMARHI
39. Army Physical Training Corps Centre, POONA
40. General Service Corps Depot, BELGAUN
41. Army Postal Service Centre, KAMPTEE
42. Corps of Military Police Centre and School, FAIZABAD

APPENDIX VII

Commission for the Examination of Witnesses

Country	Courts, Judges or Magistrates
(1)	(2)
1. United Kingdom	(a) The Supreme Court of Judicature at the Royal Courts of Justice, London, in case the witnesses resides in England; (b) The Supreme Court of Northern Ireland, in case the witness resides in Northern Ireland ; or (c) The Court of Sessions, Scotland in case the witness resides in Scotland.
(Government of India Notification, Ministry of Home Affairs, No.20(3) / 55-Judl.II (A), dated the 5th May 1955)	
2. Federation of Malaya	The Chief Justice of the Federation of Malaya.
(Government of India Notification, Ministry of Home Affairs, No.20 (3) / 55-Judl. II (B), dated the 5th May 1966)	
3. Union of Burma	(a) A Sessions Judge, an Additional Sessions Judge and a Social Investigation Administrative Board and Bureau of Special Investigation Act, 1951 (Burma' Act No. 50 of 1951); and (b) Any Magistrate to through the District Magistrate whom he is subordinate. (c) The Special Criminal Courts exercising jurisdiction in the Union of Burma having authority under the law in force in that Country.
(Government of India Ministry of Home Affairs, Notification, No. F-11/6/65-Judl.II, dated 10th May 1966).	
4. Dominion of Canada	Any Superior Court in the Dominion of Canada within the local limits of whose

Jurisdiction the witness resides

(Government of India Notification, Ministry of Home Affairs, No.20 (3)/55-Judl.II

(D), dated the 5th May, 1955)

5. Colony of Singapore The High Court in Singapore

(Government of India Notification, Ministry of Home Affairs, No.20/4/55-Judl. II,

dated the 6th September 1955

6. Pakistan The Court of the District Magistrate or
Magistrate of the First Class within the local
limits of whose jurisdiction the witness
resides

(Government of India Notification, Ministry of Home Affairs, No.F.20(3) -Judl. II/55, dated
the 28 October 1955)

7. Australia (a) The Chief Justice of the Supreme Court of
the State in which the witness resides, or,
(b) The Judge of the Supreme Court of the
Australian Capital Territory, Canberra, in case
the witness resides in that territory, or
(C) The Judge of the Supreme Court of the
Northern Territory, Darwin in case the
witness resides in that territory.

(Government of India Notification, Ministry of Home Affairs, No.13/1/58-Judl. II

(ii), dated the 20th August 1958)

8. Ceylons The Supreme Court of Ceylon.

9. Mauritius The Supreme Court of Mauritius

(Government of India Notification, Ministry of Home Affairs, No. F-II/6/62-Judl.

II, dated the 17th July 1962)

APPENDIX VIII

**INFORMATION SHEET
PRO FORMA**

1. Names of the Presiding Judges since the last inspection till now showing the periods of occupation of office.
2. State of Court building.
3. Information about the pending building projects.
4. List of the staff of the Court's establishment since the last inspection giving the following particulars : -
 - (a) Name.
 - (b) Date of first appointment.
 - (c) Educational qualification.
 - (d) Date since which serving in the Court under inspection.
 - (e) The branch of the office to which he is attached.
5. Number of Advocates, Pleaders and Mukhtars practicing at the station (for outlying Courts only).
6. Number of licensed typists/petition writers showing their names and the dates since which they hold the licence.
7.
 - (a) Dates of last inspection by the Presiding Officer of the Court under inspection and by higher authorities.
 - (b) The dates of sending compliance reports.
 - (c) If the compliance report of any of the items has not been submitted, the reason for not doing so.
 - (d) Whether any of the instructions issued at the time of previous inspections have not been carried out and if so, the reason therefor.
 - (e) If the Presiding Officer checked the entries made in the Inspection Defects Removal Register before submitting reports of compliance.

8. Furniture:

- (a) Has the Stock Register of Furniture been maintained up-to-date.
- (b) Date of last verification of the furniture by the Presiding Officer.

9. Stationery and forms :-

- (a) Are the stationery articles and forms required by the Court being indented from the Government Press on due dates ?
- (b) The last dates on which indents for forms and stationery articles were submitted since the last inspection.
- (c) Are the Stock Register of stationery and forms maintained up-to-date ?
- (d) Are receipts and issues of forms and stationery articles duly entered in the Register ?
- (e) Are the forms neatly arranged and kept ?
- (f) Dates of verification of forms and stationery articles by the Presiding Officer since the last inspection.

10. Library:-

- (a) Is the catalogue up-to-date ?
- (b) Are all the books and periodicals received in the library correctly labelled and properly arranged ?
- (c) Are all correction slips pasted at proper place ?
- (d) Are loss of books and periodicals reported to the appropriate authority and steps taken for replacement ?
- (e) Date of verification of the library by the Presiding Officer and the date of submission of the certificate.

11. State of file :-

- (a) Number of different types of cases on the file on the last date of the previous month preceding inspection according to years of institution.
- (b) Number of different types of cases on the corresponding day of the previous year.
- (c) Number of different types of cases disposed of ¹⁵⁶[during the year] ¹⁵⁷[by] the corresponding day of the previous year.
- (d) Number of different types of cases disposed of during the year by the corresponding day of the previous month preceding Inspection.
- (e) Reason for increase or decrease of pendency.
- (f) Number of year-old cases and the reason of such pendency.
- ¹⁵⁸[(g) Number of under trial Prisoners detained for one year or more by the date of inspection and reasons for detention in brief.]

12. (a) Total Number of working days during each calendar year since the last inspection.
- (b) Number of days devoted to Civil work.
 - (c) Number of days devoted to Criminal work.
 - (d) Contested disposal during each calendar year after the last inspection.

¹⁵⁶ Inserted vide C.S. No.55 dtd.23.05.1988

¹⁵⁷ Substituted vide C.S. No.11 dtd.09.02.1982

¹⁵⁸ Inserted vide C.S. No.54 dtd.10.03.1988

- (e) Whether the disposal is according to the yardstick and if not the number of days by which the outturn falls short.
- 13. Are the records of the Court properly arranged ? If not, the reason therefor.
- 14. (a) Are the judgments delivered with due promptitude according to Court's instructions?
- (b) List of cases, the judgment whereof were delivered:
 - (i) After expiry of 30 days from the date of conclusion of hearing, and
 - (ii) after expiry of ¹⁵⁹[21] days from the date of conclusion of hearing.
- 15. Are the arguments being heard soon after evidence is closed and is continued from day to day ? If there is any departure, the reason therefor.
- 16. (a) Number of cases stayed by the appellate or revisional Courts.
- (b) Have any attempts been made to know the stages and results of the appeals and revisions ? If so, the list be prepared and appended.
- 17. Have all the decree's been drawn up-to-date of inspection ? If not, the list of cases in which decrees have not been drawn up be prepared and appended assigning reason therefor.
- 18. Court diary :-
 - (a) Is the diary legibly written and neatly maintained?
 - (b) Are the adjournments correctly posted ?
 - (c) Does not Presiding Officer note the time of arrival and departure from the Court and the time he transacts judicial business?

¹⁵⁹ Substituted vide C.S.No.60 dtd.11.2.1992.

19. Copying Department :-

- (a) Number of copy applications filed during each calendar' year since the last inspection.
- (b) Number of copy applications pending on the date of inspection.
- (c) Number of urgent and ordinary copies prepared and delivered beyond the prescribed period. In case of delay, reasons therefor.

- 20. Have the disposed of records been co-signed up-to- date ? If not, the reasons therefor.
- 21. Number of kept back records according to year of disposal.
- 22. Are all the records due for destruction destroyed ? If not, the reasons therefor.
- 23. Has the [Chief Administrative Officer/ Administrative Officer] inspected the different branches on clearance days? If so, a list be furnished showing the dates and the sections inspected since the last inspection.
- 24. Has the Presiding Officer inspected different branches of his office on Clearance Days? If so, a list showing the dates and branches inspected since the lasts inspection be furnished.
- 25. The date of the annual inspection of the office by the Presiding Officer.

The information sheet has to be signed both by the [Chief Administrative Officer/ Administrative Officer] / Chief Ministerial Officer and the Presiding Officer.

**THE ORISSA PROFESSIONAL TYPISTS FOR THE CIVIL AND CRIMINAL
COURTS (REGISTRATION) RULES, 1981**

In exercise of the powers conferred by Clauses (2) and (3) of Article 227 of the Constitution of India, the High Court with the prior approval of the Governor, hereby makes the following rules, namely-

1. (1) These rules may be called the Orissa Professional Typists for the Civil and Criminal Courts (Registration) Rules, 1981.

Short title and
commencement

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In these Rules, unless the context otherwise requires -

Definition

(a) "Civil Court" means the Civil Court established under the provisions of the Bengal, Agra and Assam Civil Courts Act, 1887;

(b) "Criminal Court" means the Criminal Court established under the provisions of the Code of Criminal Procedure, 1973;

(c) "Form" means a form appended to these rules;

(d) "Professional Typist" means a Typist who engages himself, in general, to carry on Court business in the premises of Civil or Criminal Courts for typing out plaints, written statements, petitions, affidavits and such other matters as may be filed in the said courts;

(e) "Registering Authority" means the District and Sessions Judge of the Judgeship and Sessions Division within whose jurisdiction the Professional Typist desires to work.

3. No person shall be Registered as a Professional typist unless he-

Qualification

(i) possesses a certificate from a recognised institute that he is a qualified typist;

¹⁶⁰ Inserted vide C.S.No.7 dtd.12.8.1981.

(ii) is of respectable character and produces certificates of good character from at least two legal practitioners of the Civil and Criminal Court where he proposes to work as a Professional Typist;

(iii) has a clear working knowledge in English so as to type out correctly and legibly; and

(iv) has knowledge of the Court language of the Civil or Criminal Court, as the case may be.

4. A Professional Typist shall not be below eighteen and over sixty years of age.

5. No Civil and Criminal Court shall accept a plaint, written statement, petition, affidavit or such other matters unless it bears a certificate of having been typed by a - Certificate of typing

(i) Registered typist;

(ii) Registered Clerk of a legal practitioner engaged by the party in the suit, case or legal proceedings;

(iii) Legal practitioner engaged by the party in the suit, case or Legal proceedings :

Provided that any certificate, licence or order granted to a Professional Typist by a District and Sessions Judge having jurisdiction and in force immediately before the commencement of these rules shall be deemed to continue in force for the period allowed under the provisions of these rules.

6. A person shall be disqualified for being a Registered Professional Typist and for continuance as such if he,- Disqualifications

(i) has been convicted by a Criminal Court of any offence involving moral turpitude; or

(ii) has been adjudged by a competent Court to be of unsound mind or is a deaf mute ¹⁶¹[***] or tuberculosis patient; or

(iii) is an undischarged insolvent; or

(iv) is a paid employee in any office, institution or under any person either whole time or part time; or

(v) has been found guilty of misconduct.

7. (1) Every application for registration as a Professional Typist shall be made to the Registering Authority in Form I. Application for registration and registration fee

(2) Every such application shall be accompanied with certificates of character of at least two legal practitioners and a Treasury challan showing Deposit of registration fee as may be fixed by the High Court from time to time by notification in the Orissa Gazette.

8. On receipt of the application referred to the Sub-rule (1) of Rule 7, the Registering Authority may- Registration

(i) dispose of the application at once if he is satisfied that the applicant is fit to be Registered as a Professional Typist ; or

(ii) refer the application to the President of the local Bar Association for his opinion as to the fitness of the applicant for being Registered as a Professional Typist; or

(iii) make such other enquiry as he deems necessary for disposing of the application.

9. (1) When the Registering Authority is satisfied that the applicant is a fit person to be Registered as a Professional Typist, he shall enter his name in the Register to be maintained in Form II and grant a licence to the Professional Typist in Form III. Registration and licence

¹⁶¹ Deleted vide Gazette No. 1606 dtd. 30.08.2024

(2) The licence granted to a Professional Typist shall be non- transferable and shall remain valid till the end of the calendar year in which it is granted, and may be renewed thereafter from time to time.

10. (1) Application for renewal of licence shall be made to the Registering Authority thirty days prior to the close of the calendar year.

Application for
renewal and
payment of fee

(2) Every such application for renewal of licence shall be accompanied with a Treasury challan showing Deposit of the renewal fee as may be fixed by the High Court from time to time by notification in the Orissa Gazette.

(3) Renewal of licence shall not ordinarily be refused. If renewal is refused on any ground the reason therefor shall be recorded by the Registering Authority and communicated to the Professional Typist.

11. If the licence is lost, destroyed or defaced, a duplicate thereof may be obtained from the Registering Authority on application made therefor, accompanied with a Treasury challan showing Deposit of the required fee as may, by notification, be fixed by the High Court, from time to time, for that purpose.

Duplicate
licence on
payment of fee

12. (1) The Registering Authority, may on an application presented before him by any aggrieved person or on any information coming to his notice otherwise as to any misconduct on the part of a Professional Typist, suspend or cancel the licence of the Professional Typist:

Suspension or
cancellation of
licence

Provided that no such suspension or cancellation of the licence shall be made unless an enquiry by the Registering Authority into the alleged misconduct is made and the Professional Typist is given a reasonable opportunity of being heard in the matter.

(2) The punishment imposed on a Professional Typist shall be recorded in the Register maintained under Sub-rule (1) of Rule 9.

13. (1) On cancellation or suspension of the licence, the Professional Typist shall surrender his licence to the Registering Authority.

Surrender of
licence

(2) On expiry of the period of suspension the licence shall be returned to him with an endorsement of the period of suspension.

(3) In the case of a cancellation of the licence an endorsement to that effect shall be made on it and the name of the Professional Typist shall be struck off the Register.

14. The following acts and omissions shall be deemed to be misconducts on the part of a Professional Typist, namely :- Misconduct

- (i) violation of any of the conditions of these rules.
- (ii) violation of the conditions of licence;
- (iii) acceptance of paid employment otherwise;
- (iv) persistent absence from the Court premises during Court hours ;
- (v) participation in any illegal transaction or unfair dealing ;
- (vi) disobedience of order passed by the Registering Authority or the Presiding Officer of a Court ;
- (vii) working for any litigant in a suit, case or other proceedings ;
- (viii) such other grounds as the Registering Authority or the Presiding Officer of the Court considers sufficient for misconduct.

15. If a licence is cancelled on the ground of misconduct, the Professional Typist shall not be eligible to make an application for registration as a Professional Typist for a period of two years from the date of removal of his name from the Register: Bar for fresh registration on cancellation of

Provided that the Registering Authority may in his discretion refuse to grant a licence in consideration of the gravity of the misconduct after recording reasons therefor.

16. (1) A Professional Typist, against whom an order refusing renewal, suspension or cancellation of licence has been passed by the Registering Authority may file an appeal against such order to the Registrar of the High Court within a period of thirty days from the date of communication thereof.

(2) The Registrar may call for the records from the Registering Authority and may after hearing the party, either confirm or modify or set aside the order passed by the Registering Authority or may pass such other order as he deemed proper.

17. The scale of typing charges to which a Professional Typist is entitled shall be such as the High Court may, by notification, fix from time to time in that behalf. Typing charges

FORM - I

[See Rule 7 (1)]

Application for Registration as a Professional typist before the District and Sessions Judge

-
1. Name and address of the applicant in block letters
 2. Father's name of the applicant
 3. Permanent address
 4. Present address
 5. Educational qualification
 6. Description of certificate of knowledge in typewriting
 7. Particulars as to the knowledge of languages including Court language.
 8. Date of birth and age on the date of application with certificate of age.
 9. Past experience as Typist, if any.
 10. Name of the station and Court within the premises of which he intends to work as a Professional Typist.
 11. Number' and date of Treasury challan showing the Deposit towards registration fee.
 12. Particulars of registration as a Professional Typist in any other Judgeship or Sessions Division and reason for making fresh application.
 13. Certificate to the effect that he will abide by the professional conduct as may be prescribed regulating work as a Professional Typist in the Court premises.
 14. Names of the two legal practitioners as referees.

15. Particulars of documents enclosed to the application.

Signature

Date

FORM II

[See Rule 9(1)]

Register of Professional Typists

Serial No	Name.	Father's Name	Permanent address	Present address	Date of birth.	Name of the station of the Court Where he would work .	Licence No. and date of issue	Renewal of the licence	Educational qualification	Qualification for typewriting .	If punished for misconduct, if so, when particulars to be stated .	Cancellation or cessation of the licence	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

FORM III

[See Rule 9 (1)]

Licence for Professional Typist

Licence No. Date of issue

Shri/Smt.son/daughter of is hereby authorised to sit in the premises of Civil or Criminal Court atin the Judgeship and Sessions Division ofto type out plaints, written statements, petitions, affidavits and such other matters as are required to be filed in suits, cases and proceedings, subject to the. following conditions, namely:

1. He shall attend the Court regularly and be available within Court hours.
2. He shall charge remuneration at the prescribed scale, a copy of which he shall keep exhibited in a conspicuous place near the place where he sits.
3. He shall sign on each page of the paper typed out by him.
4. He shall type legibly in double space keeping margin of 1½" on the left side, 1" on the right side, 1½" at the top, as well as, at the bottom.
5. At the bottom he should clearly mention his name and licence number.
6. He shall initial on each cutting or erasure on the typed paper.
7. He shall not keep any copy of the plaint, written statements, petition, affidavit and other such materials.
8. He shall not work directly or indirectly for any legal practitioner or any person involved in a suit, case or other proceedings in a Court.
9. He shall not solicit work for himself.
10. He shall not make over copies of plaints, written statement, petitions, affidavits or other typed materials to any person other than the person for whom he has typed the same.
11. He shall not engage any other typist for typing out the plaints, written statements, affidavits and other materials for which he has been entrusted.
12. Any other conditions as the Registering Authority deems fit to impose.

Signature of the Registering Authority

(Seal) /Date.....]