

CONSOLIDATED RULES

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



VOLUME - II

1988

(All Amendments till 31.01.2023 incorporated)

**GENERAL RULES AND CIRCULAR ORDERS
OF THE
High Court of Judicature, Orissa**

Appellate Side (Civil)

VOLUME II

RULES RELATING TO PRINTED FORMS

1. The particular attention of all Civil Courts are invited to the fact that the issue of printed forms under the direction of the High Court is intended to save clerical labour, and in no way relieves Judicial officers of the duty of seeing that the standard form prescribed as a general guide sufficiently meets the requirements of the particular case in which the order is to be issued. It must also be understood that neither the forms which are included in the Court's Rules and Orders, nor those which are appended to the First and Second Schedules of the Code of Civil Procedure, can in any way be regarded as exhaustive of all possible orders. They only furnish a collection of examples to assist the Office of the Court which issues the order in framing it. Great care, therefore, is necessary to see that, in the first place, the proper form is selected, and that any necessary modifications are made before it is issued, and in the second place, where no printed form exists, that a written order is prepared which duly follows the requirements of the law.

NOTE:- For rules regarding the supply and custody of printed forms Manual (Rules for the supply and Custody of printed Forms in Bihar and Orissa.)

2. Forms appended to the Code of Civil Procedure and other enactments, which are only occasionally used or not used at all, have been omitted from this volume as not being necessary to be printed.

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ACCOUNTS FORMS

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I - LIST OF ACCOUNT FORMS

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(A) 21	Register of counterfoils of receipts granted be Cashier for peremptory Cash Receipts	52	„	3 years
(A) 21A	Receipt in respect of money paid under Order XXI. rule 77 (2) of the Code of Civil Procedure.	53	Judge-in- charge of accounts.	3 years
(A) 22	Peremptory Cash Book	54	„	12 years
(A) 23	General Cash Book	55	„	12 years
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(A) 25	Register of applications for payment order.	57	„	12 years
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(a) Form prescribed by the Accountant-General should be used

(b) Form prescribed by the Board of Revenue should be used

(II) REGISTERS*(i) List of primary Registers*

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(R) 1A	Supplementary Register of suits	63	Additional Courts	3 years
(R) 1B	Register showing the number of suits in which preliminary decrees All have been passed but which are pending for final decrees (namely, suits for partition, taking of accounts ascertainment of mesne profits, etc.)	63	All Courts	For ever
¹ (R) 1C	Institution Register	64	Family Courts	7 years
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(R) 4B	Register of decrees transferred to other Courts for execution	70	All Courts	12 years
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(R) 5(ii)	Register of Title Appeals <i>Note - Same form for the two registers.</i>	71	All District	For ever
(R) 6(i)	Supplementary Register of Money Appeals.	72	All Courts other than the District Court	3 years
(R) 6(ii)	Supplementary Register of Title Appeals.	72	„	3 years

¹ Inserted vide C.S. No. 11 dated 03.03.2021

II. REGISTERS-Contd.*(II) List of Subsidiary Registers*

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(R) 6(iii)	Supplementary Register of Miscellaneous Appeals. <i>Note - Same form for the three</i>	72	All Courts other than the District Court	„
(R) 7	Register of Miscellaneous appeals.	73	All District Courts	25 years
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(R) 8	Diary of Civil Courts	756	All Civil Courts	3 years
(R) 9	Register of petitions and Court-fees	76	All Civil Courts	3 years
(R) 9A	Register of Miscellaneous non-judicial cases arising out of applications for refund lapsed deposits.	77	All Civil Courts	12 years
(R) 9B	Register of process serving peons.	77	By the Deputy Admin.	12 years
(R) 10	Register of processes served by the establishment under the By Deputy Admin.	78	By the Deputy Admin.	3 years
(R) 10A	Register of service of summons by the parties under Order XVI, Rule 8, Code of Civil Procedure on their witnesses.	79	All Civil Courts	3years
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(R) 12	Process Serving Peons Diary...	81	By each process serving peon.	1 year
(R) 13	Attendance & deputation register of peons.	82	By the Deputy Admin.	3 years
(R) 13A	Deputy Admin's Register of valuable movables.	83	By the Deputy Admin.	3 years after the disposal of all items.
(R) 13B	Register of securities taken from ministerial & Non-Gazette officers.	84	All Civil Courts	12 years
(R) 14	Register of Applications for copies.	85	All Civil Courts	3 years

II. REGISTERS-Contd.*(II) List of Subsidiary Registers Contd.*

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(R) 14A	Register of application for copies of Judgment and decree for the purpose of filing appeal or revision in the Court of the ...	86	All Civil courts	3 years
(R) 14B	Register of applications for free copies required by public officers.	87	All Civil courts	3 years
(R) 15	Register of information to parties about stamps and folio necessary for copies applied for.	88	All Civil courts	1 year
(R) 16	Register of copies and information ready for delivery.	88	„	1 year
(R) 16A	Register showing the daily outturn of typists and copyists working in the Court of.....	89	All Courts	1 year
(R) 17	Register of requisitions from the copying Department.	90	All Courts and District Record Room	1 year
(R) 18	Register of requisitions for documents & records.	90	District Record Room	1 year
(R) 19	Register of records removed from the Record Room entered in the dispatch list but kept back by the dispatching Court.	91	„	12 year
(R) 19A	Register of requisitions for records received.	92	All Civil courts	6 years
(R) 19B	Register of requisitions for records issued.	93	„	6 years
(R) 20	List of records sent to the District Record Room.	94	All Civil Court	For the same period as the records to which the list relates in the case of the Record-Keeper's list and unless otherwise provided for three years in the case of lists and duplicate be kept in court.

II. REGISTERS-Contd.*(II) List of Subsidiary Registers Contd-*

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(R) 20A	List showing the actual dates of deposits of records in the Record Room.	95	District Record Room	2 years
(R) 20B	Register of Defect reports...	95	Ditto	3 years
(R) 20C	Register showing the due date of destruction of cumbrous and bulky exhibits.	96	District Record Room	3 years
(R) 21	List of registers to be permanently preserved.	96	All Civil Courts.	Forever in the District Judge's Record Room.
(R) 22	Register of Applications for the return of documents.	97	District Record Room	3 years
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(R) 24A	Register of Advocates ordinarily practicing in the Judgeship.	98	District Court	For ever
(R) 25	Register of Registered Clerks of Pleders and Mukhtars.	99	District Judge's Court and outlying Courts.	For ever
(R) 25A	Register of Registered Clerks for the entire Judgeships	99	District Judge's court.	3 years
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(R) 27	Register of information regarding Execution and Miscellaneous cases.	101	„	1 year
(R) 28	Register of information regarding process, etc., due.	102	„	1 year

II. REGISTERS-Contd.*(II) List of Subsidiary Registers Contd-*

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
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(R) 30	Register of receipts and issues of printed forms (a).	103	District Judge's office and outlying Civil Judge (Junior Division)	3 years
(R) 30A	Register of cheques issued to Process servers.	104	By the Deputy Administrator	3 years
(R) 30B	Register of information regarding the application of the Orissa Money Lenders Act, 1939	105	All Civil Courts	3 years
(R) 30C	Register of Guardians and Managers and their accounts.	106	All courts having jurisdiction in such cases.	Till the last case entered in the Register has been finally closed.
(R) 30D	Register of instruments impounded.	107	All Civil Courts.	3 years
<i>(II) List of Statistical register</i>				
(R) 31	Register of suits instituted according to valuation <i>Note</i> —A separate register shall be maintained for each class of suits.	108	All Courts	2 years
(R) 32	Register of suits instituted according to classification.	109	„	2 years
(R) 33	Register of original cases and appeals received by transfer or upon remand, review or revival. <i>Note</i> -One register shall be maintained for cases and another for appeals.	110	„	2 years
(R) 34	Register of suit and cases disposed of. <i>Note</i> - Separate volume shall be opened for cases and each class of suits.	111	„	2 years

(a) Form No. 114 Scheduled LIII should be used

II. REGISTERS-Contd.*(II) List of Statistical Registers Contd-*

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(R) 35	Register of appeals disposed of. <i>Note</i> -Separate volume shall be opened for miscellaneous appeals and each class of appeals.	112	All appellate courts.	2 years
(R) 36	Register showing the results of applications for the executions of decrees disposed of	113	All Courts	2 years
(R) 37 & (R) 38 Omitted				
(R) 39	Register of applications under section 78 of the Village Administration Act and under sections 75 and 87 of the Orissa Gram Panchayats Act.	114	District Judge's office and outlying Civil Judge's (Junior Division) Court	2 years
(R) 40	Register of Interlocutory Injunction.	115	All Civil Courts.	4 years
(R) 41	Register of cases in which the proceedings have been stayed.	115	All civil Courts	2 years
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(a) For form, see Appendix C of C.C.P.

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(a) For form, see Appendix D of C. C. P.

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(a) For form, see Appendix D of C.C.P

(b) For form, see Appendix H of C.C.P.

(c) For form, see Appendix G of C.C.P.

(d) For form, see Appendix E of C.C.P.

III – JUDICIAL *Contd.*

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(e) Not to be printed

IV – PROCESS

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(b) For form. See Appendix B of C.C.P.

(C)For form, see Appendix H of C.C.P.

*Combine with form No. 15 of Appendix B of C.C.P.

(d) For form, see Appendix C. of C.C.P.

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(d) For form see Appendix F of C.C.P.

(b) For form see Appendix H of C.C.P.

(c) Not to be printed

(d) For form, see Appendix E of C.C. P.

*Combined with form No. 15 of Appendix B of C.C.P.

IV – PROCESS *Contd.*

Form No.	Description of form	Page No.
(P) 24	Attachment in execution. (2) Prohibitory order where the Property consists of debts not secured by negotiable instruments. (O. 21 R 46, C.C.P.).	206
..	Attachment in execution (3) Prohibitory order, where the property consists of shares in the Capital of a Corporation. (O. 21, R. 46 (10 (b), C.C.P.).(a)	
(P) 25	Order to attach salary of public Officer or servant of railway Administration or company, or local Authority, (O. 21, R. 48, C.C.P.).	207
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(P) 27	Notice of attachment of a decree to the court which passed it. (O.21. R.53 (2) (b), C.C.P.).	209
(P) 28	Notice of attachment of a decree to the holder of the decree or to the judgment-debtor. [O.21, R. 53 (4) and (6), C.C.P.).	210
(P) 29	Order for payment to the plaintiff, etc, of money, etc., in the hands of third-party (O. 21, R. 58 C.C.P.).	211
(P) 30	Notice to attaching creditor. (O. 21, R. 58 C.C.P.).	212
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(P) 32	Order on the Deputy Administrator for causing service of proclamation of sale. (O. 21, R. 66, C.C.P.).(a)	omitted
(P) 33	Notice of the day fixed for setting a sale proclamation. (O. 21, R.66, C.C.P.).	214
(P) 35	Proclamation of sale. (O. 21. R. 66, C.C.P.).	215 - 216
	Prohibitory order against payment of debts sold in execution to any other than the purchaser, (O. 21, R.79, C.C.P.).(a)	
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	Notice to person in possession of movable property sold in execution (O. 81, R. 79, C.C.P.). (a)	
	Notice to show cause why sale should not be set aside (O. 21, R.90, 92, C.C.P.)(a)	
	Notice to show cause why sale should not be set aside (O. 21, R.91, 92, C.C.P.)(a)	

(a) For, form see Appendix E of C.C.P.

IV – PROCESS *Contd.*

Form No.	Description of form	Page No.
(P) 36	Order for delivery to certified purchaser of land at a sale in execution (O. 21, R.95, C.C.P.) Summons to appear and answer charge of obstructing execution of decree. (O.21, R.97, C.C.P.)(a) Warrant of Committal (O. 21, R.98, C.C.P.)(a) Notice of appeal in <i>forma pauperis</i> . (O.44, R.1.) (b)	217
(P) 37	Notice to respondent of the day fixed for the hearing of the appeal (O.41, R.14, C.C.P.)	218
(P) 38	Notice to a party to a suit not made a party to the appeal but joined by the Court as a respondent (O. 41, R.20, C.C.P.)	219
(P) 39	Notice to show cause why a review should not be granted (O.47, R. 4, C.C.P.) Notice of application for the transfer of a suit to another Court for trial (Section 24, C.C.P)(c) Notice to surety of his liability under a decree (Section 145, C.C.P.) (c)	220
(P) 40	Notice to show cause (General form)	221
(P) 41	Notice to take back documents	222
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<i>Regulation V of 1799</i>		
(P) 52	Notice calling for claimants to property in inter State cases [Regulation V (Bengal) of 1799]	223
<i>Land Acquisition Act 1 of 1894</i>		
(P) 53	Notice to claimants of date fixed for the determination of objection. (Section 20 of the Land Acquisition Act, 1 of 1894).	224
(P) 54	Notice to collector of date fixed for hearing his reference. (Section 20 of the Land Acquisition Act 1 of 1894)	225
<i>Court-Fees Act</i>		
(P) 55	Notice to collector of application made for probate of Will or for letters of Administration [section 19-H, Cl. (1) of the Court-fees Act.]	226

(a) For form see Appendix E of C.C.P.

(b) For form see Appendix G of C.C.P.

(c) For form see Appendix H of C.C.P.

IV – PROCESS Contd.

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(P) 57	Notice calling on certificate-holder for accounts (a)	227
(P) 58	Notice inviting other claimants to representation to come forward (Vernacular).	228 - 229
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(P) 59	Notice of application made for guardianship and of date fixed for hearing (Section 11 of the guardian and Wards Act VIII of 1890)	230
<i>Provincial Insolvency Act, V of 1920</i>		
(P) 60	Notice to creditors of the date of hearing of an insolvency petition. Section 19 of the Provincial Insolvency Act V of 1920.	231
(P) 61	Notice of application by unscheduled creditors. [Section 33 (3) of the Provincial Insolvency Act, V of 1920] (a)	232
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(P) 63	Notice to persons claiming to be creditors of intention to declare final dividend.[Section 64 of the Provincial Insolvency Act, V of 1920] (a)	233
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(P) 65	Summary Administration, Notice to creditors. [Section 74 of the Provincial Insolvency Act, V of 1920]. (a)	235
(P) 65A	Insolvency Notice (Notice under Section 6 (2) of the Provisional Insolvency Act.)	236
(P) 66	Notice of the day fixed for settling valuation Section 14 of the Orissa Money Lenders act, (Act III of 1939).	237
(P) 67	Notice of application for transfer of a suit to another court for trial (S. 24, C.P.C.) (b)	237

(a) Not to be printed.

(b) See form No. 2 of Appendix H. C.P.C.

V. LIST OF PERIODICAL RETURNS AND STATEMENTS

Form No.	Description of returns. Etc.	Page No.	By what Court to be prepared and submitted	To which Court to be submitted
<i>Monthly Returns</i>				
(S) 1	Statement showing the number of suits and cases pending and disposed of.	238	Civil Judge (J.D) Civil Judge (S.D) and Small Cause Court Judges.	District Judge
(S) 2	Statement of sales held and confirmed.	239	All Civil Courts except Small Cause Courts.	Collectors
<i>Quarterly Returns</i>				
(S) 4	Statement A	240	Civil Judges (J.D), Civil Judges (SD), Additional Judges.	District Judges
	(i) Original suits		District Judge	High Court
	(ii) Appeals		Civil Judges (SD), Additional Judges, District judges.	District Judges High Court
(S) 5	Statement B	241	Civil Judges (J.D), Civil Judges (SD), Additional Judges.	District Judges
	(i) Miscellaneous (Judicial cases)		District Judge	High Court
	(ii) Miscellaneous Appeals.		Civil Judges (SD), Additional Judges. District judges.	District Judges High Court
(S) 5A	Quarterly statement showing the writs of commission pending with the Civil court Commissioners for execution.	242	District Judge	High Court
(S) 6	Statement C	243	Civil Judges (J.D), Civil Judges (SD), Additional Judges.	District Judges
	Application for the execution of decrees.		District Judge	High Court
(S) 7	Concise statement of outturn of work of Civil Judges (J.D) and Civil Judges (S.D).	244	District Judge	High Court

V. LIST OF PERIODICAL RETURNS AND STATEMENTS - Contd.

Form No.	Description of returns. Etc.	Page No.	By what Court to be prepared and submitted	To which Court to be submitted
(S) 7A	Statement showing the cases of which proceedings have been stayed.	245	All civil Courts District Judge	District Judge High Court
(S) 7B	Statement showing the number of suits in which preliminary decrees have been passed but which are pending for final decrees.	246	All civil Courts District Judge	District Judge High Court
(S) 7C	Statement showing the number of and net income derived from applications for information, inspection and copies.	247	All civil Courts District Judge	District Judge High Court
(S) 8	Statement of pending files and explanations to be submitted by Subordinate Courts to the District Judge.	248 - 249	Civil Judges (J.D), Civil Judges (SD), Additional Judges.	District Judge
	<i>Annual Statements</i>			
(S) 9	Statement 1, showing the total number of judicial and Revenue Officers exercising jurisdiction in Civil cases at the close of the year, their class and powers, etc., and the receipts and charges of Civil Courts.	250 - 251	All civil Courts, District Collectors. District Judges	District Judge High Court
(S) 10	Statement 2, Showing the number and description of Civil suits instituted in Civil Courts.	252	District Judges	High Court
(S) 11	Statement 3 showing number and value of suits instituted in Civil Courts.	253	All civil Courts, District Collectors. District Judges	District Judge High Court
(S) 12	Statement 4, Part 1 showing the general result of the trials of Civil cases in Courts of original jurisdiction.	254- 255	District Judges	High Court
(S) 13	Statement 4, part II showing the general result of the trials of civil cases (Miscellaneous Judicial) in Courts of original jurisdiction.	256 - 257	District Judges	High Court

V. LIST OF PERIODICAL RETURNS AND STATEMENTS - *Contd.*

Form No.	Description of returns. Etc.	Page No.	By what Court to be prepared and submitted	To which Court to be submitted
(S) 14	Statement 5, part I, showing the business of Civil Appellate Courts (Appeals from decrees.)	258	Civil Judges (SD), Additional Judges, District Collectors. District judges.	District Judges High Court
(S) 15	Statement 5, part II, showing the business of Civil Appellate Courts (Miscellaneous appeals, Judicial).	259	Civil Judges (SD), Additional Judges, District Collectors. District Judges	District Judges High Court
(S) 16	Statement 6, showing the result of proceedings on application for the execution of the decrees of Civil Courts.	260 - 261		
(S) 17	Statement 7, showing proceedings in insolvency under the Provincial Insolvency Act V of 1920.	262 - 263	Courts if any, empowered under section 3 (i) of the Provincial Insolvency Act. District Judges	District Judges High Court
	(S) 18, (S) 19 and (S) 27 omitted			

Annual Tables

(S) 22	Table-I showing the number of suits instituted, disposed of and pending.	264	District Judges	High Court
(S) 23	Table II-showing separately the number of pending suits classified according to the years of institution.	265	Civil Judges (J.D), Civil Judges (SD), Additional Judges. District Judges	District Judge High Court
(S) 24	Table III-showing the number of miscellaneous cases instituted disposed of and pending.	266	District Judges	High Court
(S) 25	Table IV- showing the number of appeals from decisions in regular suits, instituted disposed of and pending.	267	District Judges	High Court

V. LIST OF PERIODICAL RETURNS AND STATEMENTS - Contd.

Form No.	Description of returns. Etc.	Page No.	By what Court to be prepared and submitted	To which Court to be submitted
(S) 25A	Table IV A - showing the number of regular appeals preferred, disposed of and pending in each of the superior courts of the District.	268	District Judges	High Court
(S) 26	Table V- showing the number of miscellaneous appeals instituted, disposed of and pending.	269	District Judges	High Court
(S) 27	Table VI- showing the number of applications for an order to set aside an ex parte judgment or a Judgment. Default preferred, disposed of and pending. <i>NOTE-</i> The table should also be submitted quarterly to the District Judges by Civil Judges (J.D), Civil Judges (SD) and Small cause Court Judges.	270	Civil Judges (J.D), Civil Judges (SD), and Small cause Court Judges. District Judge	District Judge High Court
(S) 28	Table VII - showing the number and value of suits.	271	Ditto	Ditto
(S) 29	Table VIII - showing the names of the un covenanted Judicial Officers employed in the district and immovable property held, etc. <i>NOTE</i> - Need not be submitted if there has been no change.	272	Ditto	Ditto
(S) 30	Table showing the number of Probates, Letters of Administration, Certificates and the duty levied thereon.	273	Ditto	Ditto
(S) 31	Table showing the number of suits of each class disposed of and their average duration.	274	Civil Judges (J.D), Civil Judges (SD), Additional Judges. District Judges	District Judge High Court
(S) 32	Table showing the number of appeals from decrees, disposed of and their average duration.	275	Civil Judges (SD), Additional Judges. District Judges	District Judge High Court
(S) 33	Confidential character roll of judicial officer	276 - 288		High Court

VI – MISCELLANEOUS

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(M) 2	Letter advising the dispatch of a record	290
(M) 3	Letter to accompany a record	290
(M) 4	Letter regarding nomination of a commissioner to conduct a local investigation. (O.XXVI, R.9, C.C.P.).	291
(M) 5	Charge letter for District Judge's proceeding on circuit duty ..	292
*	Letter of authority to collector to stay public sale of land. (S.72, C.C.P.) (b).	
*	Order for transmission of summons for service in the jurisdiction of another Court. (O.5, R.21, C.C.P.). (a)	
(M) 7-A	To accompany return of summons (or notice) of another Court. (O.5, R.23, C.C.P.). (a)	
*	Order for transmission of summons to be served on a prisoner. (O.5, R.24, C.C.P.). (a)	
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(M)9		
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*	Certificate by Officer holding a sale of the deficiency of price on a re-sale of property by reason of the purchaser's default. (O. -21, R.71, C.C.P.) (b)	
*	Security for appearance of a defendant arrested before judgment. (O.-38, R.-2). (c)	
*	Security for production of property. (O. -38, R.-5). (c)	
*	Bond to be given by receiver. (O. -40, R. -3, C.C.P.). (c)	
*	Security bond to be given on order being made to stay execution of decree.(O.-41, R.-5,C.C.P.). (a).	

(a) See Appendix B of C.C.P.

(b) See Appendix E of C.C.P.

(c) See Appendix F of C.C.P.

VI. MISCELLANEOUS - Contd.

Form No.	Description of form	Page No.
*	Security bond to be given during the pendency of appeal. (O.-41, R.6, C.C.P).(a)	
*	Security for costs of appeal. (O.41, R. 10, C.C.P.). (a)	
(M) 13	Application for permission to sale or mortgage immovable property.	295
(M) 14	Bond from appointed guardian-Section 34 of Guardians and Wards Act, VIII of 1890.	296 - 297
(M) 15	Bond for the appearance of a person before a Magistrate's Court in connection with an offence committed before a Civil Court-Section 476 of the Cr.P.C. (b).	298
(M) 16	Daily cause List	299
(M) 16 (i)	Daily list of Plaints/ Memoranda of appeal	300
(M) 17	Notice to parties and their pleaders of decrees being drawn up	301
*	Agreement of parties as to issues to be tried. (O. -14, R. -6, C.C.P.). (a)	
(M) 18	Medical history sheet of lunatics (b)	302
(M) 19	Court's certificate to be given to Government or Local Fund servants who attend Court as witnesses.	303
(M) 20	Statement to be submitted with applications for additional temporary subordinate Judicial Officers.	304 - 307
(M) 21	Form of card for Pleadings' and Mukhtars' registered clerks ..	308
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(M) 27	Proof of debt (General form) - Section 49 of the Provincial Insolvency Act, V of 1920. (b)	309

(a) See Appendix H of C.C.P.

(b) Not to be printed.

VI. MISCELLANEOUS - Contd.

Form No.	Description of form	Page No.
(M) 28	Proof of debt of workmen- Section 49 of the Provincial Insolvency Act, V of 1920. (a)	310
(M) 29	List of creditors for use at meeting held for consideration of composition or scheme- Section 38 (2) of the Provincial Insolvency Act, V of 1920. (a)	311
	<i>Record room</i>	
(M) 30	Fortnightly Progress Report	312
(M) 31	Index to Plan	313
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(M) 33	Defect report	314
(M) 34	Form to be used on front flat board for indexing bundles of records.	315
(M) 35	Index to Index Register or Despatch List	316
(M) 36	Removal Slip	316
(M) 37	Reminder List	317
(M) 38	Index to Guard file (a)	318
(M) 40-A	Application for free copies by public Officers for public purposes	322
(M) 41	Application for inspection of record	323
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(M) 13	Application to sell or mortgage immovable property	295
(M) 39	Application for information	319
(M) 40	Application for copies	320
(M) 42	Application for the return of documents	324

(a) Not to be printed

* The following words are substituted vide C.S. No. 12 dated 27.07.2022

Sheristadar > Chief Administrative Officer

Nazir > Deputy Administrator

Naib Nazir > Assistant Administrator

* The following words are substituted vide C.S. No. 3 dated 31.10.1995

“Munsif” substituted to Civil Judge (Junior division)

“Subordinate Judge” substituted to Civil Judge (Senior Division)

I-ACCOUNT FORMS

FORMS

APPENDIX A

FORM No. (A) 1

CHALLAN

Part I- To be filled in at Court by the Payer

Name, father's name and address of person or persons on whose behalf the money is tendered	Name, father's name and address of person or persons to whose credit the amount is to be placed in the Court's book	No. of suit or date of judicial decree or order (if any) under which the amount is tendered	Particulars of receipt	Amount tendered	Remarks (if any)
1	2	3	4	5	6

*Signature of chief Ministerial Officer**Signature of person tendering the money**Part II-To be filled in by the court or under its orders*

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

Signature of Accountant

To

Cashier of the Court / Officer in charge of the Treasury

Receive and credit the above sum, if tendered to you before 2 p.m. today/12 noon tomorrow

Dated

Signature of Judge-in-charge

1	Received notes	...
---	----------------	-----

Received Silver and Copper ...

Received, Total Rs. ..

Cashier of Court or of the Treasury

Accountant of the Treasury

Examined and entered in the books of the Treasury on the

(²) Signature of Treasury Officer

Note – Four copies of this form are furnished free of cost

1. Enter here numbers of the notes
2. To be filled in only when presented at Treasury

FORM No. (A) 2

Certificate of Stamp Duty and Penalty levied in the court of the..... of..... under the provisions of sections 35 and 37 of the Indian Stamp Act, II of 1899

Suit		Court by which Order is passed and date of Order	Name of the party paying the duty and penalty	Description of the instrument with date of execution	Value of the Stamp if any on which the instrument was written	Amount of duty levied	Amount of penalty levied	Total of columns 7 and 8	Date of realization	Date of remittance to Treasury	Number and date of Treasury receipt	Remarks
Number	Title											
1	2	3	4	5	6	7	8	9	10	11	12	13

Judge

I-ACCOUNT FORMS

FORM No. (A) 3
PAYMENT ORDER

Part I –Application for payment of Deposits to be filled in by the applicant

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

Date

Signature of Applicant

Examined and found Correct

Signature of Chief Ministerial Officer

Signature of Presiding Officer

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

Serial number and date of payment order	Court's Challan No. and Challan date of the original deposit from which the payment is sought	Court's No. and date of the original deposit ¹	Actual Amount in deposit ¹	Name, father's name and address of the person at whose credit in deposit ¹	Details of repayments if any, out of the original deposit
1	2	3	4	5	6

To the Officer-in-charge of the Treasury at...../Cashier of theCourt

Please pay as above to

Or order Rupees 2

Signature of Court's Accountant

Signature of Judge-in-charge

1. As per Court's Register of Deposits Received [Form No. (A) 15]

2. Words and figures

NOTE 1 – This order is not payable more than ten days after date without a renewal enforcement by the court, and where the last day of such period of ten days is a day on which Treasury is closed, the order is payable on the day on which Treasury re-opens and it absolutely lapses and ceases to have effect on the 31st March, next.

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

PTO

I-ACCOUNT FORMS

NOTE 3 – The signature below the words “Examined and found correct” in part I of this form must of course be held to indicate that the officer signing the certificate has satisfied himself “that the applicant is the proper party to receive payment of the amount claimed” and that the particulars stated are correct, while the Judge in charge will be responsible that the amount claimed is in deposit that there is no bar to payment and that the name of the claimant corresponds with that of the payee entered in his Register-(*Accountant-General’s No. 45-T. M., dated the 28th April 1882*).

Part III-To be filled in at Treasury (or at Court, if payable there)

Received contents, Rupees

Stamp of twenty paise if for more than Rs. 20.

Signature of Disbursing Cashier

Treasury No.

Pay Rupees

The20.....

Payee’s Signature

Examined and entered

Accountant

Officer-in-charge of Treasury

FOR USE IN ACCOUNTANT-GENERAL’S OFFICE

Admitted in full Auditor, Admitted Rs. ; Objected Rs.

Grounds of objection

Auditor

I-ACCOUNT FORMS

FORM No. (A) 4*Refund of Lapsed Deposit*

To

The Accountant-General.....

Sir,

The following refunds of Lapsed Deposits aggregating Rs.....(in words)
.....have been claimed by..... of whose identity and title to
the money, I have satisfied myself.

I request your sanction to the refund –

Class of Deposit	PARTICULARS OF ORIGINAL DEPOSIT		Balance credited to Government		Date of Lapsed Statement	Amount claimed		Remarks
	Year	No.						
			Rs.	P.		Rs.	P.	

The 20.....

Judge, Magistrate or other Officer

Accountant-General's Office No..... dated.....

Sanctioned

Accountant-General

Received payment

Date.....

Receipt Stamp

Claimant.

Pay rupees ().....only

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

Examined

Accountant

Treasury Officer

Note – The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

I-ACCOUNT FORMS

FORM No. (A) 5*Orders for Refunds of Revenue*

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

Received payment
Claimant's Signature
The.....20.....

Examined

passed for payment
Stamp, if
required

Magistrate or other Officer
pay Rupees () only

Accountant

Officer-in-charge of Treasury

NOTE 1- This order is not payable more than ten days after date without a renewal enfacement by the court and it absolutely lapses and ceases to have effect on the 31st March next.

I-ACCOUNT FORMS

NOTE 2- No useful check can be exercised over refunds of revenue in the Account Office, except in cases where full details of the collections of such revenue are received in that office, either in the treasury accounts or in other documents e.g. Fine Statements, It is, therefore, essential that every there fund should be noted against the original credit in the departmental accounts, where all sums are entered in detail. This voucher for refunds provides for a certificate of such note having been made. The officer who received the amount should fill in columns 1 to 5 of the form and sign the certificate in column 10, while the Treasury Officer or the Sub-Treasury Officer should verify the credit by means of the particulars in columns 4 and 5 and affix his signature in column 6 in token of his having done so.

The Sanction necessary for refunds of revenue is regulated by the orders of the State Government. This sanction may either be given on the voucher itself or quoted in it. A certified copy being attached when such orders are not separately communicated to the Audit Office- Articles 99 and 100 of the Civil Account Code' Vol. I. 7th edition.

FORM No. (A) 6

Certificate for the refund of Stamp fee

No.

District of	Certificate for the refund of the stamp-fees levied on the petition specified below				Voucher No..... List of..... for 20.....
Head of Service Chargeable	3-Refunds and drawbacks; revenue refunds, Stamp-Miscellaneous Stamp Refunds				
Number of suit or petition and names of the parties.	Value of stamp and description of paper	Amount of claim in suit	Names of the parties receiving refunds	Amount to be refunded	Under what Act Section, and clause the amount is refunded
1	2	3	4	5	6

The 20....
To the Collector of
Pay Rupees net
The20.....,
Examined

Claimant's Signature

Receipt
stamps if
above Rs. 20

Certified that
or his order is entitled under the order of the Court
(), dated the20.....
to the refund of Re. 1

Accountant

Officer-in-charge of Treasury

Judge

1 To be started in words also

I-ACCOUNT FORMS

FORM No. (A) 7*Order for the refund of the value of Court-fee Stamps paid on account of*

District of Head of Service chargeable	3. Refunds and drawbacks. Revenue Refunds Stamps	Month of 20..... Voucher No. of List of payments for 20.....
---	---	--

Pay to..... the sum of
Rupees..... being the value of Court-fee stamps paid by him
on account of..... the refund of
which has been ordered in consequence of as
authorized by the High Court. This order of refund has been registered and no previous order for
refund of the same amount has been issued.

*Signature of judge-in-charge**Dated the.....of.....20.....,**To*

THE COLLECTOR OF.....

*Pay Rupees net..... () only**The**Officer-in-charge of
Treasury**Examined.....Accountant**The.....20.....,**Received contents*

Receipt stamp, if above Rs.20

I-ACCOUNT FORMS

FORM No. (A) 8*Advice list to Treasury for cheques issued above Rs.100 in amount*

To

THE OFFICER-IN-CHARGE OF THE TREASURY AT.....

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

Sir,

1. Amount to
be entered in
words.

I beg to advise having to-day issued upon you the undernoted cheques for
sums exceeding Rs.100, amounting in the aggregate to Rs. (1).

Yours faithfully

District Judge/
Civil Judge (Senior Division)/
Civil Judge (Junior Division)

Serial number of payment order	To whom payable	Amount		Date of payment	Amount paid		Initials of Treasury Officer checking issue	Remarks
		Rs.	P.		Rs.	P.		

FORM No. (A) 9

Daily Advice list of Receipts and payments at the Treasury aton the requisition of theofon theday of20.....,

Date of last prior transaction 1.

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

Court’s number of challan	Court’s date of challan	Detailed Heads of Receipts				Total receipts	Court’s No. of the Payment Order.	Court’s date of Payment Order.	Detailed Heads of payments				Miscellaneous refunds	Total payment
		Civil court deposits							Repayment of Civil Court deposits.	Refund of unclaimed property				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Total receipts and payment at the Treasury.														
Total as per Pass Book, dated.														
Grand Total														
...														

¹The date of last prior transaction should invariably be filled in.

I-ACCOUNT FORMS

Form No. (A) 9-A

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

The account of **Deputy Administrator**'s money for the month of

(A) Balance in hand	Rs.
(B) Total receipts during the month	Rs.
	
	Total
		Rs.
(i) Withdrawals from Treasury	Rs.	
(ii) On other account.....	Rs.	
	
Total	Rs.
(C) Total payment during the month	...	Rs.
(i) Into the Treasury	Rs.	
(ii) On other account....	Rs.	

Total	Rs.	
(D) Balance in hand	Rs.
	

Abstract for use in Treasury

* Because the amount has already been incorporated in Treasury.

+Because the amount will not appear in Treasury account during the month.

Receipts

(A)+(B) (ii) Rs.

*Deduct (C) (i) Rs.

+Deduct (D) Rs.

.....

Balance Rs.

Posted on the
receipt side Rs
side Rs per contra.

Payment

(C) (ii) Rs.

*Deduct (B) (i) Rs.

.....

Balance Rs.

and on the Payment side

A.-G's Office

Auditor

Treasury Officer

Superintendent

Forwarded to the Treasury Officer,
Treasury accounts for the month of

for incorporation in the

Designation

I-ACCOUNT FORMS

FORM No. (A) 10

Date of last prior transaction. (1) The..... of20.....

Subordinate Courts Daily Advice List of sums received and paid under the orders of the court of on theday of 20, being the date of actual receipt or actual disbursement at the Court or at the Treasury.

(N.B.-This statement is to be compiled from Registers Nos. (A) 15, (A) 16, and (A) 20.)

Receipts	Rs.	P.	Payments	Rs.	P.
Judicial deposits exceeding Rs. 5 each.			Repayment of deposits exceeding in amount Rs. 5 each received in all previous years, as per detailed register attached [From No. (A) 16]		
Judicial deposits of Rs. 5 and under.			Repayment of deposits exceeding in amount Rs. 5 each received in last year.		
Fines and for feitures.			Repayment of deposits exceeding in amount Rs. 5 each received during the previous months of the current year.		
Stamp duty and penalties.			Repayment of deposits exceeding in amount Rs. 5 each received during the current month.		
Miscellaneous and petty receipts.			Repayment of B deposits received during the year of account. Repayment of B deposits received during the year preceding the year of account.		
Total			Total		

Certified that this statement has been examined with the Cash books, Guard file of Chalans and Registers of Payment Orders and is correct.

Certified also, that my Registers of Deposits not exceeding Rs. 5 are written up to date and are in order.

Judge-in-charge

To

THE DISTRICT JUDGE OF

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

NOTE 1. This Daily Advice List will be furnished only by the Judge in charge of account of the Courts at other than the Sadar station who may either be a Civil Judge (Senior Division), or a Civil Judge (Junior Division), but no such list will be sent by any of the Courts at the Sadar station-*Vide signature at foot.*

NOTE 2. The daily advice list should be preserved for two years.

I-ACCOUNT FORMS

FORM No. (A) 11

Plus and minus memorandum of deposits in the court of..... for
the month of.....20.....

				Rs.	P.
Balance of last month		..			
Amount of 'A' deposits received during the month	{Repaid during the month	..			
	{Not paid during the month	..			
Amount of 'B' deposits received during the month	{Repaid during the month	..			
	{Not repaid during the month	..			
Total			..		
Amount of 'A' deposits repaid during the month	{Received during 20 20	..			
	{Received during 20 20	..			
	{Received during 20 20	..			
	{Received during current year		{ Previous month { Current month		
Amount of 'B' deposits repaid during the month	{Received during 20 20				
	{Received during 20 20				
Total			..		

Balance of deposits outstanding

Certificate

Certified that on a comparison of the Treasury Advices with postings therefrom in the guard file of challans and the Registers of Payments orders of deposit, receipts and of Repayments, the amounts entered above as received and paid are correct.

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

Judge-in-charge.....

- NOTE- (i) The opening balance in the plus minus Memo, for the month of April each year should be classified year-wise and the totals of the statement of Lapsed Deposit must be deducted by a separate entry from the plus minus memorandum drawn up at the end of April, so that the plus minus memorandum may show only the balance actually outstanding upon the Registers of the Court concerned.
- (ii) The repayment of (B) deposits received in the year of account and in the year next proceeding should be shown separately.
- (iii) As the lapsed statement is divided into four parts, the amount under each part be indicated separately in the plus and minus Memo.

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

I-ACCOUNT FORMS

FORM NO. (A) 12 A					FORM No. (A) 12A					FORM No. (A) 12 A							
<p>Receipt for payment into Court for (L.A.) deposit D Name of work for which land has been acquired..... TO THE JUDGE OF THE COURT AT.....</p> <p>THE sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under section 31 (2) of Act I of 1894:-</p>					<p>Receipt for payment into court for (L.A.) deposit D Name of work for which land has been acquired..... TO THE JUDGE OF THE COURT AT.....</p> <p>THE sum of Rs. on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under section 31 (2) of Act, I of 1894 :-</p>					<p>Receipt for payment into court for (L.A.) deposit D Name of work for which Land has been acquired..... TO THE JUDGE OF THE COURT AT.....</p> <p>THE sum of Rs.....on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under section 31 (2) of Act, I of 1894.</p>							
Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each		Remarks	Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each		Remarks	Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each		Remarks
		Acres	Rs.	P.				Acres	Rs.	P.				Acres	Rs.	P.	
	Total						Total						Total				
<p style="text-align: right;">Land Acquisition Officer</p> <p>Dated.....20.....</p> <p>RECEIVED the above amount for credit to Civil Court Deposit.</p> <p style="text-align: right;">Judge</p>					<p style="text-align: right;">Land Acquisition Officer</p> <p>Dated.....20.....</p> <p>Received the above amount for credit to civil court Deposit.</p> <p style="text-align: right;">Judge</p>					<p style="text-align: right;">Land Acquisition Officer</p> <p>Dated.....20.....</p> <p>Received the above amount for credit to civil court Deposit.</p> <p style="text-align: right;">Judge</p>							
NOTE - This form should be used when the amounts of compensation due are sent to a Civil court for deposit.					NOTE - This form should be used when the amounts of compensation due are sent to a Civil court for deposit.					NOTE - This form should be used when the amounts of compensation due are sent to a Civil court for deposit.							

I-ACCOUNT FORMS

FORM No. (A) 12 (B)
A.G No.246 (old)

FEES FOR THE CUSTODY OF WILLS

Certificate to be attached to Bills for “FEES FOR THE CUSTODY OF WILLS”

[Vide Bihar and Orissa Treasury Manual, paragraph 237, clause (10)]

[To be attached to Bill for Rs.....drawn in the month of20.....]

Certified that the charges including in this bill have been drawn in accordance with the scale laid down by Government in the notification, dated the 23rd May 1982 (*Calcutta Gazette*, page 505) and that each Court-fee stamp for which commission is drawn on is defaced with the words “Commission allowed”. Certified also that the fees drawn on previous bills (with the exception of those deducted above) have been disbursed to the proper person and his receipt taken in the acquaintance roll filed in my office.

District.....

Dated.....20.....}

Judge

Form No. (A) 12.C**COUNTERFOIL OF CHEQUE RECEIPT**

Serial numberYear

Process number

Name of Court

Nature and number of the case

Amount realized (in words)

On what account

Name of payer.....

Date

Signature of the peon

Signature of the payer.....

Initial of Deputy Administrator with date.....

Form No. (A) 12.C**CHEQUE RECEIPT**

(For use by a process-server who is authorized to receive money under a Civil Court Process)

Serial numberYear

Process number

Name of Court

Nature and number of the case

Amount realized (in words)

.....

On what account

Name of payer.....

Date Signature of the peon

I-ACCOUNT FORMS

FORM No. (A) 13

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

Date	Consecutive No. of payment orders	To whom paid	Nature of repayment and number of item in the Register of Receipt against which it is to be taken	AMOUNT TO BE CASHED IN -		Initials of judge in charge	Date of payment by cashier or treasury	Initials of Judge in charge	Remarks
				Court	Treasury				
1	2	3	4	5	6	7	8	9	10

NOTE 1- After the receipt of the Treasury advice for the last day of the month the monthly totals of this register should be compared with the monthly total of the Register of A/B Deposits Repaid. The difference, if any, will be due to:-

- (a) The amount of payment orders issued in during the month but not cashed during the month;
- (b) The amount of payment orders issued in respect of refund of fines and miscellaneous receipts and court-fees; and
- (c) The amount of payment orders issued in the previous month but cashed in the current month.

The amounts, of those payment orders which have absolutely lapsed according to rule 624 (c) at page 178 of the Court's General Rules and Circular Orders, (Civil) Volume I, 1985 Edition should be written off.

Items entered in the Register with respect to the refund of fines and miscellaneous receipts should be compared with the monthly totals of repayment in the Register in Form No. (A) 20.

NOTE 2 – The signature of the recipient with the date of receipt of the payment order should be taken in the remarks column.

NOTE 3 – In column 9, the Judge-in-charge must note (1) the page number and the volume number of the General Cash register or P.C Register in which the amount withdraw in payment order has been entered by the cashier and (2) the serial number and the value of court fee stamps as allotted in the register of petitions and court fees and the number of suit or case in which they were filed after purchase of the same by the cashier in respect of succession certificate cases.

FORM No. (A) 14
TREASURY PASS BOOK

The court of

in account of current with the Treasury

Dr.

(Payments and Remittances from Courts)

Cr.

Date of payment	Courts No. of payment order	Court's particulars of each payment to public of remittance at the day's close to the Treasury	Amount		Signature or initials of Treasury Officer	Date of receipt	Court's No. of entry in challan	Court's particulars of receipt	Amount		Signature of initials of Treasury Officer
1	2	3	4		5	6	7	8	9		10
		TOTAL .. Cash remittance from The Court. TOTAL FOR THE DAY AS PER RECEIPT SIDE.									
								Total ..			

*Daily register of A/B Deposits received in Court or advised as having been received in the Treasury of..... in the
Month of 20.....,*

[illegible]

FORM No. (A) 16

Daily Register of A/B Deposits repaid at the Treasury of..... or repaid at the Court and advised to the Treasury during the month of.....20.....,

DETAILS OF DEPOSIT			DATES AS TO PRESENT REPAYMENT		No. of repayment voucher	To whom repaid	Whether paid in cash or by transfer.	Received during previous years		Received last year	Received during Current year		Initials of Accountant	Initials of Judge in charge	Remarks
Date of receipt	No. as per Register of receipts	Amount or balance of deposits	Date of cashing payment order whether at Court or at Treasury	Date of granting payment order, as per Court's Register				20	20		Previous months	Current month			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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

NOTE 2- Columns 14 and 15 are not required to be filled up in the copy sent to the Accountant-General.

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

Extract Register of Receipts ofDeposits at the Treasury in the month of20.....,

(1) The name of the person from whom, not that of the officer through whom the deposit is received, must be given.

(1) The name of the person from whom, not that of the officer through whom the deposit is received, must be given.

Clearance Register of A Deposits received at Treasury in 20..... still outstanding on 1st April 20.....

Note- The challan number and the date of original deposit should be noted in column 2 below the number of the deposit.

Note- The challan number and the date of original deposit should be noted in column 2 below the number of the deposit.

FORM No. (A) 19

District Judge's Daily Register of Deposits advised as having been received and repaid under orders of the Sub-ordinate Courts.

Date of actual receipt or repayment as advised	Deposits exceeding in amount Rs. 5 Each					Deposit of Rs. 5 and under					
	Total amount received	Repaid on account of all previous years	Repaid on account of past year	Repaid on account of Current year		Total amount repaid	Amount received	Amount Repaid		Daily balance B	Initials of District Judge
				Previous months	Current month A			Previous year	Current year		
1	2	3	4	5	6	7	8	9	10	11	12

Note – The column marked A should be proved monthly by comparing the difference between it and the column “Total amount received” with the statement of Outstanding Deposits. The column marked B should be tested by comparing the balance on the last day of each official year with the list of unpaid deposits.

FORM No. (A) 20*Register of Miscellaneous Receipts and Repayments in the Court of the*

Consecutive number	Name of the Court, date of order, and where necessary, particulars	Name of the person from whom realized	Date of realization	No. of challan	Date of remittance to Treasury	Sale-proceeds of the unclaimed property of the intestate and others credited to Government	Fine under Criminal Procedure Code and section under which imposed	Other general fees, fines and forfeitures		Stamp duty and penalty		Miscellaneous		Sale-proceeds of old furniture and stores, etc.	Total	Initials of the Judge-in-charge	Refund in the case of fines and forfeitures		Initials of the Judge-in-charge	Remarks
								Forfeiture and fine under Civil procedure Code	Forfeiture of earnest money by defaulting bidders	Amount of duty levied	Amount of penalty levied	Sale-proceeds of forms	Other items				Date	Amount refunded		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

NOTE 1 –The entries in this Register should be compared daily with the corresponding challans in the guard file of challans,

NOTE 2 –The details of items included in column 5 should be forwarded to the Treasury Officer when remitting the amounts to the Treasury.

NOTE 3 – Receipts under the head sale-proceeds of old furniture, etc. are credited to “XXV-Miscellaneous” in the Treasury Accounts.

NOTE 4 –The fee and salary of Finger print Expert and the cost of photographic enlargement received as peremptory receipt should not be posted in the register.

FORM No. (A) 21*Register of counterfoils of receipts granted by Cashier for Peremptory Cash Receipts*

No	No.....Dated.....
Date	Received from.....
Name of payer.....	the sum of
On what account.....	Rs.
Amount.....	(Signed)
	Cashier of the Court of the
	at

NOTE - The counterfoils and the corresponding receipts should be serially numbered before this book is brought into use (G.L. No. 7 of 6th August 1896).

FORM No. (A) 21-A	FORM No. (A) 21-A
<p>No. _____</p> <p>Date _____</p> <p>Name of Payer _____</p> <p>Amount _____</p> <p>In the Execution Case No..... of 20..... of the Court of the.....</p> <p>Signature of the Deputy Administrator or Cashier receiving the Money</p>	<p><i>Receipt in respect of money paid under Order XXI, Rule 77(2) of the Code of Civil Procedure</i></p> <p>No. _____ Dated _____</p> <p>Received from _____</p> <p>the sum of Rs. _____</p> <p>In Execution Case No.....of 20.....of the Court of the</p> <p>Signature of the Deputy Administrator or Cashier receiving the Money</p>

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

FORM No. (A) 22

*Peremptory Cash-Book of the Court of for the day of the month of
20.....*

Dr.

Cr.

Serial No. of the deposit	From whom received	Particulars	ON ACCOUNT OF							Date (and amount) of repayment	Initials of the cashier	Initials of the Checking Officer	To whom paid	Particulars	Serial No. of the deposit	ON ACCOUNT OF							
			Witnesses' expenses	Prisoners' diet	Commissioners' travelling allowances											Total	Witnesses' expenses	Prisoners' diet	Commissioners' travelling allowances				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

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

NOTE 2 – Receipts of money should be required to affix their signature in the last column against each item of money paid to them. The practice of bracketing two or more items and affixing one signature should not be permitted. (Notes 1 and 2 inserted by G.L. No.7 of 6th August 1896)

NOTE 3 – When any payment is made by money-order, the money-order receipt, in original, shall be pasted into the column provided for “signature of payee”.

FORM No. (A) 23

General Cash-Book

Dr.

Cr.

Challan No.	From whom received	On what account	Amount received		Number of payment order	To whom paid	Amount paid	
1	2	3	4		5	6	7	
			Rs.	P.			Rs.	P.

NOTE – At the time of transfer of charge the provisions of rule 64 at page 28 of the Orissa General Financial Rules, Vol. 1 (1950 edition) should be observed.

FORM No. (A) 24

Register of Intestate Property received in custody by the Deputy Administrator of the District Court

Consecutive No.	Date	Name of the deceased	Particulars of property	Amount of value		Date of receipt	Date of proclamation	How disposed of with date	Remarks
1	2	3	4	5		6	7	8	9
				Rs.	P.				

FORM No. (A) 25*Register of applications for payment-order*

Serial No.	Name of applicant	Nature, number and year of the case	Name of the Court	Date of application	Date of sending to the Accountant for audit	Date of return by the Accountant	Date when sent to the Record-Room	Date of receipt in the Record-Room	Date of return by the Record-Keeper	Date of receipt in the office	Date of audit by the Chief Ministerial Officer	Date when sent to the Accountant	Date when sent to the Accountant-General for sanction	Date when received back from the Accountant-General	Date when payment order passed or in case of refund orders, the date when it is made over to the claimant for encashment in the Treasury	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Note 1– This Register will be kept by every Chief Administrative Officer, Accountant and Record –keeper. The Record –keeper will be required only to fill up Columns 1 to 4 and 9 to 10 and the Accountant columns 1 to 4,6,7 and 13 to 16 .

Note 2 – Entries should be numbered serially according to the financial year.

Note 3 – Applications for payment orders filled by the Deputy Administrator should be entered in the register both by the Chief Administrative Officer and the Accountant.

FORM No. (A) 25-A*Register of money – orders received in the Court of*

Serial No.	Date of receipt	Amount		By whom remitted	Number of money-order with name of Post Office	Purpose of the remittance with number of the case and name of the Court in which the money is to be deposited and names of parties	Signature of the Presiding Officer	Signature of the Judge-in-charge	Remarks
1	2	3		4	5	6	7	8	9
		Rs.	P.						

NOTE 1. This Register shall be maintained by the Chief Administrative Officer of each Court and all money-orders received by the Court.

NOTE 2. The Cashier should not receive any remittance directly even though addressed to him by name or designation.

NOTE 3. As soon a money-order is received the Chief Administrative Officer shall make an entry in the Register. The entry shall be signed by the Presiding Officer before order directing the Cashier to receive money is passed.

NOTE 4. On the 5th of each month the Register should be placed before the Judge-in-charge of accounts for verification of the entries of the preceding month with the Cashier's Registers.

NOTE 5. Entries should be numbered serially according to the financial year.

Register of sanction orders of refund of lapsed deposits received from the Accountant-General

	1	Serial No.
	2	Name of applicant
	3	Name of Court
	4	No. and year of the case
	5	No. and year of the Miscellaneous non-Judicial case
	6	No. and date of sanction of Accountant-General
	7	Date of receipt
	8	Date of notice to the applicant
	9	Date of appearance of the applicant
	10	Date of making over the original letter of authority to the claimant
	11	Date of encashment by the Treasury with Treasury Voucher No.
	12	Date of intimation sent to the Accountant-General
	13	Date of return of the refund order to the Accountant-General, if unclaimed within a year
	14	Remarks(The amount of the refund may be noted here)

Register of Sanction Orders

[illegible]

FORM No. (A) 27

Establishment Register Relating to Non - Gazetted Officers of the Judgeship of.....

Name of Establishment	No. of post in each category	Name of incumbent and educational qualification	If the post is temporary or permanent	Order number and date of competent authority sanctioning the post	Date of appointment of present incumbent to post with indication of nature of appointment (i.e.)officiating provisional or permanent	Date of joining the post	G. O. No. and date of making the temporary post permanent	Date of incumbent's birth and verified by whom	Scale of pay of post	Date of retirement	If belongs to Scheduled Caste or Scheduled Tribe	Date of passing the departmental Examination	Date of Confirmation	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	² [13]	14]	15

² Inserted vide C.S. No. 3 dated 04.12.1996

II-REGISTERS

(i) Primary

FORM No. (R) 1

I-Register of money and movable suits

II- Register of title suits

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

Register of civil suits in the year 20.....

Date of presentation of plaint	Number of suit		Plaintiff or Plaintiffs			Defendant or Defendants			Claim			Judgment			Appeal		Adjustment or satisfaction of decrees otherwise than by execution		Execution				Result of execution		Orders in appeals, revisions or under section 144, C.P.C., in execution with date and name of Court	Relief or amount still due	Remarks	
	Serial number of suit	Serial number of suit dealt with under the S.C.C. powers	Name	Description	Place of residence	Name	Description	Place of residence	Particulars	Amount or value	When the cause of action accrued	Date	For whom	For what. or amount	Number and year of appeal	Order on appeal with date and name of appellate Court			Number and date of application	Against whom	For what, and amount, if money	Amount of costs	Amount paid into Court	Name of person, if any, detained in civil Prison				Minute of other return than payment or arrest or date of every return
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				25

Note 1 – Cases remanded by Appellate Courts to lower Courts under Order XLI, rule 23 C.P.C., will be readmitted and entered in the General Register of suits under their original numbers. In each case the letter R will be affixed to the number to be entered in column 2.

Note 2 – In column 14 should be indicated whether the decision was ex parte, on compromise or on contest or on contest against all or any of the defendants

Note 3 – When the Court of execution is other than the Court which passed the decree, the name of the executing Court should be given in column 20

Note 4 – The result of second appeal should be entered in columns 16 and 17

Note 5 – Where there are numerous Plaintiffs or numerous defendants the names and description of all the plaintiffs and defendants should be entered in this Register

Note 6 – In column 15 the terms of compromise relevant to the subject matter should be noted briefly.

II-REGISTERS

FORM No. (R) 1-A*Supplementary Register, Court of the Additional.....*

I-Register of money and movable suits

II-Register of title suits

Serial No.	No. of suit in the original court	Name of parties A,B(and others)Vs. C,D(and others)	Date of receipt in the additional court	Judgment		Remarks
				Date	Result	
1	2	3	4	5	6	7

NOTE – (1) Cases remanded by Appellate Courts will be entered under its original number with letter ‘R’ against it.

(2) When cases are received on transfer from several Courts, the designation of such Courts should also be indicated in column 2.

FORM No. (R) 1-B

Register showing the number of suits in which preliminary decrees have been passed but which are pending for final decrees (namely, suits for partition, taking of accounts, ascertainment of mesne profits, etc.).

SL. No.	Number of suits	Names of parties	Date of preliminary decree	Date of application for final decree	Date of final decree	Date of consignment to Record Room	Remarks
1	2	3	4	5	6	7	8

NOTE – In case of final decree petition relating to a decree passed by the Civil Judge (Junior Division) filed before the Civil Judge (Senior Division) on account of the reduction of the pecuniary jurisdiction of the Civil Judge (Junior Division), it should be entered in this register. After disposal of the final decree, the Civil Judge (Senior Division) should communicate the result to the Civil Judge (Junior Division) concerned for entering the same in the suit register.

³[FORM NO. (R) -1 C]

INSTITUTION REGISTER TO BE MAINTAINED BY THE FAMILY COURT (CIVIL)

Serial No.	No. & year of the cases with Section of Law	Date of application/ admission/ institution of the case	Name, age, gender & address of the applicant	Name of the person, if any, under whose custody the minor is residing	Name of child (if any), age & gender place of birth of the child whose custody and maintenance are subject of adjudication	Name, address of the opposite party	Date of issue of summons	Date of appearance of the opposite party	Date of order passed by the Judge, Family Court	Preliminary order	Final order	Action taken , if any, in case of default on payment of maintenance awarded by the Family Court	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

³ Inserted vide C.S. No.10 dated 03.03.2021.

II-REGISTERS

FORM No. (R) 2*Register of Miscellaneous Judicial cases in the Court of District.....*

Sl. No	Date of application, reference or proceedings	Act and section of Act under which Preferred or started	Names of the parties	Particulars of the case	Name of the objector, if any	Order passed and date	Remarks (The particulars of any order passed on appeal or revision shall be entered in this column)
1	2	3	4	5	6	7	8

NOTE 1 – In this Register should be entered all Miscellaneous Judicial cases mentioned in rule 431 of G.R&C.O (Civil) Vol I, 1985 Edition except insolvency petitions which shall be entered in a separate register in Form No. (R) 2-A.

Note-2. The following information should also be noted in the column for remarks-

(i) In the case of applications for probates and letters of Administration:-

(a) The action taken by the Court in cases in which an estate has been found to have been undervalued in the first instance.

(b) The date of filing of the inventory mentioned in section 317 of the Succession Act of (XXXIX of 1925.)

(c) The date or dates of submission of the accounts referred to in the same section

(d) Value of estates and value of court-fee paid there

(ii) In the case of applications in respect of minors and lunatics:-

(a) The date of filling of the inventory mentioned in section 34 of Act VIII of 1890; section 76, Act IV of 1912

(b) The date or dates of submission of accounts referred to in the same section

(c) In regard to Act VIII of 1890, if no inventory or accounts have been required by the Court the fact should be stated.

(d) The order requiring Proof to be furnished within a certain time of the manner of disposal of the sale-proceeds of a minor or lunatic's property should be quoted and a note made when it has been complied with.

(e) Value of the estate.

(iii) In the case of applications to sue or appeal as in indigent person:-

- (a) The corresponding number of the suit or appeal, as the case may be
- (b) Date of sending the decree to the Collector

Note-3. The cases under the Indian Succession Act, 1925 should be entered in a separate volume in Form (R) 2

Note-4. When a case for probate or Letters of Administration is transferred to be head of suit from the date upon which it becomes contested, an entry to that effect in red ink specifying the number of the suit and the date from which the case is transferred to the head of suit should be made in Col.7 of this register.

⁴[Note 5 – In Misc. cases arising out of original Jurisdiction, the address of the parties shall also be entered in Column-4 of the Register.]

⁴ Inserted vide C.S. No. 4 dated 18.05.1996

II-REGISTERS

FORM No. (R) 2-A*Register of insolvency Petitions in the Court of the District*

	Number and date of petition
1	Name and description of petitioner(And whether debtor or creditor and if debtor whether under arrest or imprisonment or not)
2	Name and description of contesting opposite party(And whether debtor or creditor)
3	Whether for summary disposal under section 74 or regular procedure
4	Order passed regarding adjudication or dismissal with date or on petition, if any, for withdrawal.
5	Time fixed for applying for discharge.
6	Date of application for discharge
7	Name of receiver and fees paid to him, if any
8	Total amount of debts according to petition
9	Total amount of proved debts
10	Total amount of assets according to petition
11	Total of assets realized
12	Purport of order of discharge (Whether conditional of absolute) or order of annulment (Whether under section 35 or 43) with date.
13	Date of dividends and dates of distribution
14	Final order
15	Remarks. (Note-Regarding enforcements of penal provisions)
16	

FORM No. (R) 4

Register of applications for the execution of decrees in the Court of.....District.....

Serial number of application	Date of application	Year of suit and number in General Register	Date and nature of decree and where it has been transferred the name of the Court which passed the decree.	Number and date of previous application (if any) to the executing court.	Amount of decree still un satisfied	Names of persons applying for execution	Person or persons against whom execution is required	Mode in which assistance of Court is required	Miscellaneous Judicial cases		Result of execution and date	Amount realized	Amount still due under decree	In the case of sale of immovable properties						Remarks (The particulars of any orders passed in appeal or revision shall be entered in this column)
									Nature and number of case	Results with date				Date of confirmation of sale	Date of preparing the sale certificate	Date of delivery of the certificate to the auction purchaser.	Date of sending copy to the Registry Office.	Application with date under order XXI, rules 95 and 96, Civil Procedure Code.	Results with date	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Note 1 - The date of sending a certificate of satisfaction or non-satisfaction in the case of decrees received from other Courts for execution shall also be entered in the Remarks column.

Note 2 - Where the trial Court decree has been merged in or modified by the Appellate Court decree and if the Appellate Court decree is being executed, the number and year of the appeal, or the appeals, if any, should be entered in column 4.

Note 3 -The date of destruction of undelivered Sale Certificate shall be noted by the Chief Administrative Officer in column 18 in red ink.

Note 4 - The date of delivery of possession of immovable property and the name of the person in whose favor the delivery was given should be entered in column 20.

Note 5 - The value of non-judicial stamps and signature of the party receiving the sale certificate with date should be noted in column 21.

II-REGISTERS

FORM No. (R) 4-A

Register of decrees of other Courts received on transfer for execution under sections 38 and 39,
Civil Procedure Code

Serial No.	Date of receipt	Number and class of suit and the names of parties	The court from which received	Name of the Court to which the decree has been made over for execution	Number and year of the connected execution case.	Result and date of its communication to the Court which passed the decree.	Remarks
1	2	3	4	5	6	7	8

NOTE - Columns 1 to 4 and 6 to 8 to be filled in by executing Courts, subordinate to the District Court, Columns 1 to 5 and 8 to be filled by the District Court, but when such district Court is the executing Court also, columns 6 and 7 also to be filled in by such Court.

II-REGISTERS

FORM No. (R) 4 B*Register of decrees transferred to other courts for execution*

Sl. No.	Date of application	Number and class of the suits and the names of parties	Order passed with date	Name of the court to which the decree is transferred for execution.	Date on which copy of the decree along with certificate of non-satisfaction was sent to the transferee court.	No. of the execution case with date of institution in the transferee court.	Result of the execution with date of disposal in the transferee court.	Remarks
1	2	3	4	5	6	7	8	9

FORM No. (R) 5

I-Register of Money Appeals

II- Register of Title Appeals

IN THE COURT OF.....

Register of Appeals from Decrees in the year 20.....

Date of memorandum	Number of appeal	Appellant(s)			Respondent(s)			Decree appealed from				Judgment			Remarks
		Name	Description	Place of residence	Name	Description	Place of residence	Of what court	Number of original suit	Particulars	Amount of value	Date with Court	Confirmed, reversed or varied.	For what, or amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE 1-Where there are numerous appellants or numerous respondents, the names and description of all the appellants and respondents should be entered in this Register.

NOTE 2- Column 12 is intended to show the actual value of the subject-matter of the appeal

NOTE 3- The date of sending copies of judgment, and decree to the lower court shall be entered in the remarks column.

NOTE 4- In column 14, it should be indicated whether the decision was ex parte on compromise or in contest against all or any of the respondents.

FORM No. (R) 6
SUPPLEMENTARY REGISTER

I-Money Appeals

II-Title Appeals

III-Miscellaneous Appeals

Serial No.	Number of appeal in the District Judge's Register	Name of parties	Date of receipt in the Additional Judge's or the Civil Judge's (Senior Division) Court	Date of Institution/Date of admission of appeal	Date of disposal	Result of Appeal	Remarks
1	2	3	4	⁵ 5	6	7	8

Note- (1) In column3, the name of the 1st appellant and of the 1st respondent only need be entered, when there are other appellants and respondents, the fact may be indicated by the words “and ors.”

Note- (2) The date of sending copies of judgment and decree to the lower court shall be entered in the remarks column.

⁵ Inserted vide C.S. No.2 dated 23.07.1994

FORM No. (R) 7

Register of Miscellaneous Appeals instituted in the Court ofDistrict.....

Sl. No.	Date of Appeal	Name and residence of Appellant	Name and residence of Respondent	Court which passed the Order under Appeal	No. and year of suit or Proceeding	Date of order	Particulars of order	Date of decision of appeal	Order on appeal	Remarks (The particulars of any orders passed on Second Appeal or Revision shall be entered in this column)
1	2	3	4	5	6	7	8	9	10	11

NOTE 1- Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only, as the case may be, need be entered in the register, the words “and ors” being added to indicate the fact that more than one party is concerned.

FORM No. (R) 7A

Register of revisions instituted in the Court of District Judge..... District.....

Serial No.	Date of filing	Name and address of the Petitioner(s)	Name and address of the 74pposite party(ies)	Court which passed the impugned order	Name and year of the suit or proceeding	Date of impugned order	Particulars of order	Day for parties appear		Date of disposal of the revision	Confirmed, revised or varied	Remarks (Particulars of any order passed by the Higher forum shall be entered in this column)
								Petitioner(s)	Opposite party(ies)			
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE-(1) Where there are many petitioners or many opposite-parties, the names and description of all the petitioners and opposite-parties should be entered in the register.

(2) The date of sending copies of judgment to the lower court shall be entered in remarks column.

(3) In column 12 it should be indicated whether the decision was ex parte, or compromise or in contest against all or any of the opposite-parties.

II-REGISTERS

(ii) *Subsidiary***FORM No. (R) 8****DIARY**

{ District Judge
 { Civil Judge (Senior Division)
 { Civil Judge (Junior Division)

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

Petitions Nos. to received

The following cases fixed for the day were then dealt with in the manner indicated column 2:-

		Number of witnesses examined*
1	2	3

The Court rose at P.M.

*NOTE 1-A running total in red inks should be inserted, from day to day, in order to show the total number of witnesses examined during each quarter of the year.

NOTE 2- The number of persons examined under order 10 C. P. Code should be noted separately at the bottom portion of column 3.

II-REGISTERS

FORM No. (R) 9*Registers of Petitions and Court-Fees in the Court of the.....*

Serial No.	Nature of the documents	Number of the case. If any in which filed	Date	Process fees	Affidavit fees	Other fees	Remarks
1	2	3	4	5	6	7	8

NOTE 1- In column 2 use P. for petitions, V, for vakalatnamas. M, for Mukhtarnamas. PI, for plaints, etc. Column 3 is to be left blank if no number has been assigned and also where the register is separately maintained in the Copying Department. The entries are to be totaled daily and daily totals are to be added up at the end of the month and the total is to be carried forward to the next month, and so on.

NOTE 2- A fresh series of consecutive numbers shall be given for each day in column 1 petitions filed in the course of the day shall be separately numbered in column.2 such as P-1, P-2, P-3, etc.

NOTE 3- The daily totals of court-fees entertained in columns 5, 6 and 7 shall be struck and such daily totals embedded up at the end of each month separately.

FORM No. (R) 9-A*Register of Miscellaneous non-judicial cases arising out of the applications for refund of lapsed deposits*

Serial No.	Particulars of the suit or case out of which the application arose	Date of application	Name and address of the applicant	Details of the deposit	Final order with date	Remarks
1	2	3	4	5	6	7

FORM No. R (9) B*Register of Process-serving peons*

Sl. No	Name of peon	Age of peon at date of appointment	Place of abode	Father's name	Date of appointment	Signature of Judge-in-charge	Remarks
1	2	3	4	5	6	7	8

Note- 1. The date of security bonds for peons and the names of sureties should always be noted in the 'Remarks' column and the Deputy Administrator should test the entries once in two years and note the result with the date in the same column of the register. If the security bond is invalid, the Deputy Administrator should bring the fact to the notice of the Judge-in-charge. Process Establishment Section for the execution of a fresh bond.

Note- 2. A permanent register be maintained with proper entries in each column and the signature of Judge-in-charge be taken against each item in column 8.

FORM No. (R) 10*Register of processes served by the establishment under the Deputy Administrator of the Court*

Serial number of process	Nature of process	Court from which the process is issued	Number and year of case and nature of case	Place	Number of duplicate processes accompanying the original	Number of Process by Village unit system		Date of filing of-			Date of receipt by Deputy Administrator	Date of delivery to peon	Name of peon	Date when returnable	Date of the return to Deputy Administrator	Date of return to office	Signature of the clerk of the Court, with date	Remarks
						Within 8 Kilometers	Beyond 8 Kilometers	Process	Process- fees	Diet money of witnesses								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Note 1. Processes received from another district for service should be entered in red ink.

Note 2. The Register should be placed before the Judge-in-charge, Process Establishment Section daily for his scrutiny and signature.

Note 3. The issue no. and date of process should be noted in the remarks column.

II-REGISTERS

FORM No. (R) 10 A

***Register of service of summons by the parties under order XVI, rule 8,
Code of Civil Procedure***

On their witnesses in the Court of.....

Serial number	Nature, number and year of the suit or case	Date of order	Date of making over the process to the party	Date fixed for the appearance of the witness.	Amount of process-fees chargeable for effecting service through court.	Remarks
1	2	3	4	5	6	7

Register of works done by the process-serving peons for the month of.....20.....

	Serial No.	
	Name of Peon	
	Number of days spent in serving processes	
	Number of original process dealt with	
	Summons on defendant and notices of appeal	
	Personall y served	Hung up in the absence of the person to be served
	Acknowledgement taken	Total
	Hung up	Retuned unserved
	Paradanashin	Percentage of personal service
	Others	Personall y served
	Total	Hung up in the absence of the person to be served
	Retuned unserved	Total
	Percentage of personal service	Retuned unserved
	Acknowledgement	Percentage of personal service
	Hung up	Total for service
	Hung up in the absence of the person to be served	Successful
	Total	Total for service
	Retuned unserved	Successful
	Percentage of personal service	Other warrants and processe s
	Total for service	Special duties
	Successful	Number of miles travelled
	Total for service	Remarks
	Successful	
	Special duties	
	Number of miles travelled	
	Remarks	

Process-serving Peon's Diary

Date of journey	From	To	Distance in Kilometers	Nature of process received for service	On whom served	How served	Date on which returnable	Amount of process-fees and other dues realized		Remarks
1	2	3	4	5	6	7	8	9	10	
								Rs.	P.	

NOTE 2- Halts and the reasons for them, should be recorded in column 10. All payments made, and detailed thereof, should also be entered in column 10.

FORM No. (R) 13

Attendance and deputation Register of Peons for the month of.....20.....

1	2	3	4	5	6	7
Serial No.	Name of Peon					
	1 st					
	2 nd					
	3 rd					
	4 th					
	5 th					
	6 th					
	7 th					
	8 th					
	9 th					
	10 th					
	11 th					
	12 th					
	13 th					
	14 th					
	15 th					
	16 th					
	17 th					
	18 th					
	19 th					
	20 th					
	21 st					
	22 nd					
	23 rd					
	24 th					
	25 th					
	26 th					
	27 th					
	28 th					
	29 th					
	30 th					
	31 st					
	Name of the beat or place to which the peon is sent with date					
	Total number of processes issued or the nature of other duty entrusted					
	Due date for Peon's return					
	Remarks					

NOTE 1- Sufficient space should be left between each name to enable two to three sets of entries to be made in column 4, where necessary.

NOTE 2-The following letters should be used in column 3 in writing up the register to indicate particulars of the Peon's occupation.

L- On leave, a line being drawn up to the date when the leave expires

S- Under suspension

X- Absent without leave, or beyond the due date for return from Mufassal

D- Special duty

M-Serving processes in the Mufassal.

T- Serving processes in Town (8 kilometers of radius) beat

G-Guard duty

NOTE 3- The signature of the process-server in token of his presence in the office should be obtained in column 3.

FORM No. (R) 13-A*Deputy Administrator's Register of valuable Movables*

Sl. No.	Year and number of the suit or case	Description of valuable	By whom produced and date	Date of production in Court or Appellate Court	Date when recommitted to the custody of the Deputy Administrator	Signature of recipient with date	Remarks
1	2	3	4	5	6	7	8

NOTE- The register shall be examined from time to time by the Judge-in –charge and the fact of such examination having been made together with such instructions or remarks as may appear necessary shall be entered by him.

Register of securities taken from ministerial and non-gazetted officers.

[illegible]

FORM No. (R) 14

Register of applications for copies in the Court of the.....

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

NOTE 1- The register shall be put up to the Judge-in-charge daily, after the first two hours of the Court's sitting

NOTE 2- The letter No. and date of transmission of application to the Judge-in-charge should be noted in the remarks column

FORM No. (R) 14-A

Register of applications for copies of Judgment and Decree for the purpose of filing appeal or revision in the Court of the.....

Serial No.	Name of applicant	Date of application	Nature of document of which copy is applied for and number of year and case in which filed	Date of notifying requisite number of folios and stamps	Date of putting in requisite folios and stamps or deficit in respect thereof	Date on which document to be copied was received in Copying Department	Number of folios and amount of Court fees filed	Number of folios and the amount of Court fees used	Urgent fees	Searching fee	Information fee	Date on which copy is ready for delivery	Date on which document copied was returned to proper office	Date on which delivery was taken or unused folios and stamps returned	Name of Typist or Copyist	Date of Judgment or order or date of disposal of the suit or case	Date of Decree	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
									Rs.	P.								

Register of applications for free copies required by Public Officers

[illegible]

FORM No. (R) 15

Register of information to parties about stamps and folios necessary for copies applied for

NOTICE – Applicants are informed that if folios and stamps specified in columns 5,6,7 and 8 are not supplied within three days of the date given in column 1, their applications will be struck off.

Date of entry in this register	Serial number of application	Case number	Name of applicant	To be supplied				Remarks
				Number of impressed stamped sheets at paise	Number of adhesive stamps at paise	Searching fee	Expedition fee	
1	2	3	4	5	6	7	8	9

Note- The Judge in charge shall put his signature below the last entry for each day.

FORM No. (R) 16

Register of copies and information ready for delivery

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

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

FORM No (R) 16-A

Register showing the daily Outturn of typists and copyists working in the court of.....

Name of the typist or copyist.....

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

FORM No. (R) 17*Register of requisitions from the copying Department*

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

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

FORM No. (R) 18*Register of Requisitions for Documents and Records*

Date received in Record Room	Serial No.	To whom handed for compliance	Date of compliance, or (in the case of a defective requisition) of returns with initials of Record-Keeper		Date received in Record-Room	Serial No.	To whom handed for compliance	Date of compliance, or (in the case of a defective requisition) of returns with initials of Record-Keeper
1	2	3	4		1	2	3	4

NOTE-Appeal intimations for submission of Lower Court Records should be treated as requisitions.

⁶ Inserted vide C.S. no. 1 dated 01.12.1993

FORM No. (R) 19

Register of records removed from the Record-Room / entered in the despatch list but kept by the dispatching Court-[Rule 270 (c), part II, chapter III, (Civil) Volume I]

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

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

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

NOTE – (1) When a portion only of the record is removed particulars of the papers should be entered in column 5

(2) The number and date of each reminder issued should be entered in column 10

FORM No. (R) 19 A*Register of requisitions for records received*

Serial No.	Date of receipt	From whom received	Number and date of requisition	Particulars of documents called for, with purpose	Number and date of reminders (if any), received	Date of compliance with the requisition	Number and date of reminders issued for return of the record	Date of return of the record	Remarks
1	2	3	4	5	6	7	8	9	10

NOTE- Summons issued by a Criminal court for production of record should be entered in this register

Register of requisitions for records issued

[illegible]

FORM No. (R) 20

List of record of Class..... Suits/Appeals/Cases sent to the District Record-Room from the Court of.....

Consecutive No. of record	No. of case in Court's Register	Names of parties	Date of decision	Files (A,B,C or D) of which the record consists	Date when disposed of and shelved in the District Record-Room	No. of shelf and rack in the District Record Room	Date of destruction of files and initials of Officer superintending destruction	Remarks
1	2	3	4	5	6	7	8	9

Date on which due.....

Date of receipt.....

No. of records received.....

Presiding Officer of the Despatching Court

Signature of Record-keeper.....

FORM No. (R) 20 A*List showing the actual dates of deposit of records in the Record-Room*

Name of the Court and due date of deposit	Date of actual receipt			
	January	February	March	April, etc.
1	2	3	4	5

FORM No. (R) 20 B*Register of Defect Reports*

Sl. No.	Date of issue	Name of the Court to whom it is issued	No. of case/suit/appeal	Gist of defect	Date fixed for compliance	Reminder with date if any issued	Date of return of the defect report after compliance	Remarks
1	2	3	4	5	6	7	8	9

FORM No. (R) 20 C*Register showing the due date of destruction of cumbrous and bulky exhibits*

Sl. No.	Nature and number of the case and name of the court which decided the case.	Description of bulky and cumbrous exhibits.	Name of the persons filling the exhibits	Name of the pleader or the person filling the exhibits	Date of final order	Date of sending the document with the designation of the Court or office to which the document is sent and the date of receipt there of	Date of service of notice in form No. (P) 41	Date of return of the exhibits	Date of destruction of the exhibits	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM No. (R) 21*List of Registers to be permanently preserved*

To be sent by subordinate Courts to the District Record-Room when forwarding Registers to be permanently preserved

Serial No.	From whom received	Name and No. of Register	Period to which it refers	No. of entries in each volume	Date received in Record-Room and initials of Record-keeper	Room rack and Shelf No.	Remarks
1	2	3	4	5	6	7	8

*Date of despatch-**Signature of the presiding Officer of Despatching Court**Date of receipt-**Signature of District Record-keeper*

FORM No. (R) 22*Register of applications for the return of documents*

Sl. No.	Date of application	Name of applicant	Name of Court and serial number and year of suit or proceeding in which the document was filed	Date and description of document	Final order with date (Whether application granted or rejected)	Date of return of document	Signature of the person to whom the document is returned, with date
1	2	3	4	5	6	7	8

FORM No. (R) 23*Register of Inspection of records in the Court of.....*

Serial No.	Name of applicant	Date	Amount of Court fee	No. of the case of which the record is wanted	Date of inspection or rejected of the application	Remarks
1	2	3	4	5	6	7

NOTE – In case where the application is rejected, the word rejected with the date of rejection below it should be entered in column No. 6. In other cases, only the date on which the inspection is actually done should be entered.

II-REGISTERS

FORM No. (R) 24*Register of pleaders and Mukhtars enrolled in the Court of the..... at.....*

No. in the High Court's register and year of admission	Name and degree if any	Father's name	Place where practicing	Value of stamp on certificate	Date of last renewal	Remarks
1	2	3	4	5	6	7

NOTE 1 – District Judge should forward annually to District Magistrate a list of the name of any Pleadors or Mukhtars who have been enrolled or have renewed their certificates.

NOTE 2 – The names of not more than two Practitioners should be entered in one Page of this Register, and as each renews his certificate from year to year, the date of such renewal and the value of the stamp-duty paid by him should be entered on the same page against his name.

* Form No. (R)24 discontinued vide Circular Letter no. 6849 dated 21.09.1995

FORM No. (R) 24 A*Register of Advocates ordinarily practicing in the Judgeship of*

Bar council roll No.	Name and address	Date of enrolment	Place where ordinarily practicing	Remarks
1	2	3	4	5

II-REGISTERS

FORM No. (R) 25*Register of Registered Clerks of..... Pleaders/ Mukhtars*

Serial No.	Name	Fathers name	Residence	Name of Pleader/ Mukhtar under whom employed	Remarks
1	2	3	4	5	6

FORM No. (R) 25 A*Register of registered clerks for the judgeship of.....*

Sl. No.	Name, father's name and address	Name of the pleader under whom he is employed	Place of employment	Date of Registration	Card No. and year	Date of renewal	Remarks
1	2	3	4	5	6	7	8

FORM No. (R) 26

Register of Commissions issued under the Code of Civil Procedure in theCourt ofDistrict.....

Serial No. for the year	Number and year of suit and valuation of suit	Name of party applying	Date of application	Nature of commission etc. applied for and section or rule of the code under which it is issued.	Court or person or persons to whom addressed	In the case of commissions under Order No. XXVI, number of witnesses to be examined	Fees deposited	Date and the amount of fees paid	Date of issue	Date fixed for return	Date of return	Whether or not executed	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NOTE – Inspection etc. done, in pursuance of orders under order XXXIX, Rule 7C.P.C, should be treated as Commissions for the Purpose of the Register and entered in it.

FORM No. (R) 27

Register of information regarding execution and miscellaneous cases for information of parties in the Court of.....

Date of entry in this register	Registered No.	Name of decree-holder or petitioner	Name of judgment debtor or opposite party	First date fixed	Remarks
1	2	3	4	5	6

NOTE – separate volumes of the register will be maintained for execution and miscellaneous cases. The register shall be daily written up and signed by the Presiding judge. It shall be kept at some convenient place for public inspection.

FORM No. (R) 28

Register showing process, process fees and diet money due, and other pairvis required, for information of parties in the court of the...

Date of entry in this register	Nature, number and year of the case and the names of the parties	Amount of talbana due	Process due	Diet money due	Other pairvis required	Latest date for filing		Date of entry in this register	Nature, number and year of the case and the names of the parties	Amount of talbana due	Process due	Diet money due	Other pairvis required	Latest date for filing
1	2	3	4	5	6	7		1	2	3	4	5	6	7

NOTE 1 – The names of the first plaintiff and the first defendant only should be noted column 2.

NOTE 2 – The Register shall be daily written up and signed by the Presiding Judge. It will be open to public inspection.

II-REGISTERS

FORM No. (R) 29*Despatch Register*

Court of the.....

Date	Name of court or Office where paper sent	No. of letter or description of papers	Signature of Receiving officer	Remarks
1	2	3	4	5

FORM No. (R) 30*Register of Receipts and issues of Printed Forms*

N.B. – Form No. 114 of Schedule No. LIII is to be indented for and used

FORM No. (R) 30-A

Register of cheques in form (A) 12-C issued to process-servers

[illegible]

II-REGISTERS

FORM NO. (R) 30-B

Register of information regarding the application of the Orissa Money-Lenders Act, 1939 in the matter of reduction of interest and re-opening of transaction

Serial number of suits in which the Money-Lenders Act has been applied	Number and year of suit in which the provisions of the Orissa Money-Lenders Act, 1939 were applied by the Court in reducing the rate of interest.	Rate of interest claimed	Rate of interest allowed	*Remarks
1	2	3	4	5

*The application of the Acts by the Court *suomotu* and cases in which transactions had been re-opened should be indicated in this column.

NOTE – Unless the interest pendente lite or future ordered the provisions of the Usurious Loans Act, 1918 or the Orissa Money-Lenders Act, 1939, such reduction of interest shall not be entered.

II-REGISTERS

FORM No. (R) 30-C*Register of Guardians and Managers and their accounts*

Register to facilitate the scrutiny of account of estates of minors and lunatics not subject to audit by the Department of the Examiner of Local Accounts, Orissa.

Part-1

Number of petition	Name and other particulars of minor or lunatic	Date of birth	Name and address of guardian or manager appointed and relationship to minor or lunatic.	Date of appointment	Date for submission of accounts	Date of the minor attaining majority or of release of lunatics of estate from management
1	2	3	4	5	6	7

Part II – Guardian's or Managers' Accounts

Year	Due dates	Date of call for overdue accounts	Date of submission of accounts	Date of Judge's orders on accounts
1	2	3	4	5

Part III – Calendar showing by date and number the cases in which a minor will attain majority.

Year and month	Name of minors attaining majority during the month and numbers and years of cases.	Date of final order of the court closing the case
1	2	3

NOTE – (1) Part I of the Register should be filled up as soon as the appointment of a guardian or manager is made while Part II should be filled up periodically.
 (2) Part I and II should form one page and each page should be allotted to one petition.
 (3) Part III should be kept as a monthly calendar and the end of the Register, the necessary number of page being assigned for this purpose.

II-REGISTERS

FORM No. (R) 30 - D*Register of Instruments impounded in the Court of the*

Serial no. of the documents	Date on which the document was impounded	Number and year of suit, appeal or petition	Nature and date of instrument impounded	Name and residence of person by whom produced	Amount collected		Date of collection	Date of remittance to the Treasury and number of challan	Date of sending copy of instrument to Collector	Remarks
					Stamp duty	Penalty				
1	2	3	4	5	6	7	8	9	10	11
					Rs. P.					

NOTE 1 – Where an instrument is forwarded to the Collector in Original under paragraph 2 of section 38 of the Indian Stamp Act, make a note to that effect across columns 6, 7,8 and 9.

NOTE 2 – Requisitions of the Collector under the first proviso to Section 42 of the Act, should be noted in the column for remarks.

NOTE 3 – Whenever penalty is paid by a person other than the person who produced the instrument enter in column 5 the name of the payer also.

(III) Statistical**FORM No. (R) 31**

Statistical Register of suits instituted according to valuation in the Court of the

Number of suit in Register of suits	Serial number of suit in this register	Number of suits of value												Remarks
		Not exceeding Rs. 10	Exceeding Rs. 10 but not exceeding Rs. 50	Exceeding Rs. 50 but not exceeding Rs. 100	Exceeding Rs. 100 but not exceeding Rs. 500	Exceeding Rs. 500 but not exceeding Rs. 1000	Exceeding Rs. 1,000 but not exceeding Rs. 2000	Exceeding Rs. 2000 but not exceeding Rs. 3000	Exceeding Rs. 3000 but not exceeding Rs. 4000	Exceeding Rs. 4000 but not exceeding Rs. 5000	Exceeding Rs. 5000	Not estimated	Actual value of the suit	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

NOTE – A fresh series of consecutive numbers may be started at the beginning of each month in column 2.

Statistical register of suits instituted according to classification in the Court of the.....

[illegible]

FORM No. (R) 33

Statistical Register of Original cases/Appeals received by transfer, or upon remand, review or revival.

No. of <u>Case/Appeals</u> in the Primary Register concerned	Serial No. of <u>case/Appeals</u> in this Register	Received by transfer				Received on remand				Admitted to review				Revived				Remarks
		Money	Rent	Title and other suits	Miscellaneous(Judicial)	Money	Rent	Title and other suits	Miscellaneous(judicial)	Money	Rent	Title and other suits	Miscellaneous(judicial)	Money	Rent	Title and other suits	Miscellaneous(judicial)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

NOTE 1 – The number in the first column cannot obviously be in a consecutive series.

NOTE 2 – The number, year and date of disposal of the Miscellaneous Judicial Case in which the original suits was restored or revived should be noted in the remarks column.

FORM No. (R) 34*Statistical Register of**Suits/Cases disposed of*

Number of <u>Suits/Cases</u> in <u>Register of Suits/Cases</u>	Serial number of <u>Suits/Cases</u> in this Register	Transferred to other Courts	Without trial			Without contest						After full trial			On reference to arbitration	Aggregate number of days occupied in trial	Remarks
			Under Order IX, rule 3 and Order IX, rule 8 of C.P.C., where defendant does not admit the claim	Otherwise	Aggregate number of days occupied in trial	Ex parte	Aggregate number of days occupied in trial	On admission of claim	Aggregate number of days occupied in trial	On compromise	Aggregate number of days occupied in trial	Judgment for plaintiff	Judgment for defendant	Aggregate number of days occupied in trial			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE 1 – To avoid inconveniently high figures a fresh series of consecutive number may be started at the beginning of each month in column 2.

NOTE 2 –Column 16 embraces only cases described in foot note 3 of Annual Statement No. 4 Part 1.

FORM No. (R) 35*Statistical Register of Appeals disposed of*

Number of appeal in register of appeals	Serial number of appeal in this register	Transferred to other Courts	Dismissed for default, or otherwise not prosecuted	Aggregate number of days occupied in trial	Decision confirmed under Order XLI, rule II, C.P.C.	Heard ex parte				Contested				Aggregate number of days occupied in trial of appeals entered in columns 6 to 14	Objection under Order XLI , Rule 22, C.P.C	Remarks
						Confirmed	Modified	Reversed	Remanded	Confirmed	Modified	Reversed	Remanded			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

NOTE 1 –A fresh series of consecutive numbers may be started at the beginning of each month in column 2.

NOTE 2- Appeals disposed of on compromise should be entered in Column 4 and a corresponding note be made in the remarks column.

FORM No. (R) 36

Statistical Register showing the results of Applications for the execution of decrees disposed of

No. of application in Register of Application for the execution of decrees.	Serial No. of application in this Register	Transferred		Decree Satisfied		Application wholly infructuous	Amount realized	Judgment-debtor imprisoned	Judgment-debtor arrested but released	Movable property sold	Movable property attached, but subsequently released	Immovable property sold	Immovable property dealt with under Order XXI, R. 83, Section 72 and Sch.3, p.2, C.P.C	Immovable property attached, but subsequently released.	Specific performance enforced	Possession of movable property given	Possession of immovable property given	Partition effected	Execution otherwise effected	Remarks
		To another Court	To the collector	In whole	In part															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

NOTE-To avoid inconveniently high figures, fresh series of consecutive numbers may be started at the beginning of each month.

FORM No. (R) 39

Register of applications under section 78 of the Village Administration Act, and under sections 75 and 87 of the Orissa Grama Panchayats Act

Serial No.	Date of application	Names of parties	Result	Remarks
1	2	3	4	5

FORM No. (R) 40

Register of Interlocutory Injunctions issued in the Court of the District

Serial No.	No. and year of suit and Miscellaneous Judicial case	Date of application	Date and nature of order passed by the Court	Date fixed for appearance of opposite-party where interim injunction granted	Date of actual appearance of opposite-party where interim injunction granted	Date and nature of the final order passed by the Court after hearing the opposite party	Duration between the preliminary order of interim injunction and final order	Remarks
1	2	3	4	5	6	7	8	9

II-REGISTERS

FORM No. (R) 41*Register of cases in which the proceedings have been stayed*

Serial No.	Number and date of institution of the case of which the proceeding is stayed	Name of the Court staying then proceedings	Description of the proceedings in which stay order was passed	Date of stay order	Remarks
1	2	3	4	5	6

FORM No. (R) 42*Stock Register of books in the Library of the Court of.....at.....*

(Not to be printed but to be kept in manuscript)

(See rule 490, Part VIII, Chapter I)

Sl. No.	Date of receipt	Title of book	Number of copies	Price if any	From whom received	How disposed of	Library number		Remarks
							Head	Number	
1	2	3	4	5	6	7	8	9	10

NOTE – In column 7 how disposed of should be noted whether as particular book has been kept in the Library or made over to some officer. The Librarian's signature should appear in the remarks column against each book received.

FORM No. (R) 43

Register of articles of stationery received or issued during 20..... in the office of.....

			Description of articles received or issued																												Initial of issuer	Initial of receiver	Remarks
Sl. No	From whom received or to whom issued	Date of receipt or issue																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32		
	Opening balance	::																															
	Receipts	::																															
	Total	::																															
	Issues	::																															
	Total	::																															
	Closing balance	::																															

NOTE 1 – columns 4 to 29 are left blank to be filled in with name of articles received and issued.

NOTE 2 – The opening and closing balance will be struck monthly by the clerk in charge of the stationery articles. The stock of stationery will be verified ⁷[every year] and a certificate to this effects recover which will be initialed by the Presiding Officer.

⁷ Substituted vide C.S. No. 4 dated 27.05.1998

FORM No. (R) 44 (I)*Register of Furniture and Stores***FORM 1**

(Showing receipt and issue of new articles)

Receipts

Issues

Sl. No.	Number of articles	Description	Date received	Value	Court to which issued	Date of issue	Page in Form III	Serial No.	Number of articles
1	2	3	4	5	6	7	8	9	10
				Rs. P.					
Total purchase for year									

NOTE 1. If any articles are not “issued” but kept by Deputy Administrator, they should be entered in Form III in a special list kept to show stock actually with Deputy Administrator and the Officer-in-charge of the Process Establishment Section will initial Form I for them.

NOTE 2. Vouchers of purchase will bear the serial numbers as in this form and be kept serially in a separate file till after audit.

NOTE 3. A register should be mentioned in this Form a new series of serials being used each year. The total purchase for the year should be struck.

FORM No. (R) 44 (II)**FORM II**

(Showing Disposal of articles written off or sold)

Sl. No.	No.	Description	Date	Received from	Page Form III	Value realized	Chalan No. and date of order of writing off.
1	2	3	4	5	6	7	8
Total realized Rs. P.							

NOTE 1 – All articles written off or sold to be entered here. Damaged worthless articles must be entered, value realized being shown as nil. There must be a written order of a responsible officer for the disposal or writing off each article. These will be numbered and kept in a separate file.

NOTE 2 – A register should be maintained in this form, with a fresh series for each year. Orders and chalans will be kept till audit.

NOTE 3 – The total realized by sale early should be struck.

FORM No. (R) 44 (III)**FORM III**

Page (Name of Court.) Description	Number in stock on the first day of the year	Received (number of articles)	Serial No. in Form 1, Column 9	Initials of officer	Written off (Number of articles)	Sl. No. in Form II, Column 1	Initials of officer	Stock on the first day of the next year	remarks
1	2	3	4	5	6	7	8	9	10
	Initials of officer							Initials of officer	

NOTE 1 - this should show the actual stock in any one court or office at any time. Stock must be checked once a year and initialled by the head ministerial officer of the court or office concerned. A register should be maintained in this form the side headings under Column 1 and the top headings (Columns 2--10) being contained on wide flaps. Five pages or as many as possible up to that number, will be set apart for each court or office; in this way the description heading will last for a number of years.

NOTE 2- The serial numbers in Columns 4 and 7 will tally with the Deputy Administrator's numbers in Forms I and II.

NOTE 3- If articles are transferred from one Court or office to another, they may be shown in the receipt or written off Column of the respective courts with cross reference entries to the page number, the receiving officer initialing both any further explanation of this or any other transaction may be shown in column 10.

III-JUDICIAL

FORM No. (J) 1

(Serial No.....)

TITLE PAGE

CLASS I.....

FILE A

(This file must be preserved for ever)

IN THE COURT OF THE.....OF

Suit or case No.....of 20.....

.....Plaintiff } N.B. – Name of 1st Plaintiff and of 1st
} Defendant only need be entered.
.....Defendant }

Date of decision of Original Court.....

Date of decision of Appellate Court.....

FORM No. (J) 2

[Serial No.....]

TITLE PAGE

CLASS II.....

FILE B

(This file must be destroyed at the end of 25 years)

[The above period shall be calculated from the date of the final decree or order, which, in cases appealed, will be that of the Appellate Court.]

IN THE COURT OF THEOF

Suit or case No.....of 20.....

[illegible]

Date of decision of original Court.....

Date of Decision of Appellate Court.....

III-JUDICIAL

FORM No. (J) 3

(Serial No.....)

TITLE PAGE

CLASS III.....

FILE C

(This file must be destroyed at the end of 12 years)

[The above period shall be calculated from the date of the final decree or order, which, in cases appealed, will be that of the Appellate Court.]

IN THE COURT OF THE.....OF

Suit or case No.....of 20.....

.....Plaintiff	}	N.B.– Name of 1st Plaintiff and of 1 st Defendant only need be entered.
	}	
.....Defendant	}	

Date of decision of Original Court.....

Date of decision of Appellate Court.....

FORM No. (J) 4

(Serial No.....)

TITLE PAGE

CLASS III.....

FILE D

(This file must be destroyed at the end of 6 years)

[The above period of 6 years shall be calculated from the date of the final decree or order, which, in cases appealed, will be that of the Appellate Court.]

IN THE COURT OF THE.....OF

Suit or case No.....of 20.....

.....Plaintiff	}	N.B. – Name of 1st Plaintiff and of 1 st Defendant only need be entered
	}	
.....Defendant	}	

Date of decision of Original Court.....

Date of decision of Appellate Court.....

III-JUDICIAL

FORM No. (J) 5

(Serial No.....)

TITLE PAGE

CLASS IV.....

FILE A

(This file must be preserved for ever)

IN THE COURT OF THE.....OF

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

Original Suit No.....of 20.....

.....Decree-holder

.....Judgment-debtor

Date of which execution case was finally }

disposed of..... }

Date of any subsequent decision of Appellate }

Court }

III-JUDICIAL

FORM No. (J) 5-A

(Serial No.....)

TITLE PAGE

(For records of class IV)

CLASS IV.....

FILE B

(This file must be destroyed at end of 25 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree or order.]

IN THE COURT OF THE.....OF

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

Original Suit No.....of 20.....

.....Decree-holder

.....Judgment-debtor

Date on which execution case was finally }
disposed of..... }

Date of any subsequent decision of Appellate }
Court }

III-JUDICIAL

FORM No. (J) 6

(Serial No.....)

TITLE PAGE

(For records of class IV)

CLASS IV.....

FILE C

(This file must be destroyed at end of 12 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree or order.]

IN THE COURT OF THE.....OF

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

Original Suit No.....of 20.....

.....Decree-holder

.....Judgment-debtor

Date on which execution case was finally }
disposed of..... }

Date of any subsequent decision of Appellate }
Court }

III-JUDICIAL

FORM No. (J) 7*TITLE PAGE*

(For records of class IV)

CLASS IV.....

FILE D

(This file must be destroyed at end of 6 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree or order.]

IN THE COURT OF THE.....OF

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

Original Suit No.....of 20.....

.....Decree-holder

.....Judgment-debtor

Date on which execution case was finally }
disposed of..... }

Date of any subsequent decision of Appellate }
Court }

III-JUDICIAL

FORM No. (J) 8
TABLE OF CONTENTS

District..... Court.....

No.....of.....

Name of 1st Plaintiff or Applicant.....

Name of 1st Defendant or Opposite Party.....

Class.....File.....

Serial number of paper	Sheets	Description	Value of Court-fee stamps	Remarks
1	2	3	4	5
1	i-iii	Order sheet	RS.	
2	1-5	Plaint	50	
3	6-8	Written Statement		
4	9	Memorandum of issues		
5	10-12	Judgment		
6	13-14	Decree		
Total value of Court-fee stamps		} On Plaint .. } On other papers ..		
Signature of Officer of Court }				

Compared and found correct

Record-keeper

Date.....

III-JUDICIAL

FORM No. (J) 9*FORM OF ORDER SHEET*

COURT OF.....

Suit No.....of.....

Versus

Serial No.	Date of order proceeding	Order with the signature of the Court	Office action taken with date
1	2	3	4

III-JUDICIAL

FORM No. J 9-A*ORDER SHEET – (Second and subsequent sheets)*

Serial No.	Date of order proceeding	Order with the signature of the Court	Office action taken with date
1	2	3	4

FORM No. (J) 10LIST OF DOCUMENTS PRODUCED BY Plaintiff / Defendant

[Order 13, Rule 1, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Suit no.....of 20.....

.....Plaintiff

Versus

.....Defendant

No.	Description of document	Date if any which the document bears	Signature of party or pleader
1	2	3	4

III-JUDICIAL

FORM No. (J) 10 AList of witnesses proposed to be called by Plaintiff / Defendant

(Order XVI. Rule 1, Code of Civil Procedure)

Name of the party which proposes to call the witnesses	Name and address of the witnesses	Remarks
1	2	3

FORM No. (J) 11

List of documents admitted in evidence

Court of.....

No.....of.....

List of documents admitted in evidence for the Plaintiff (or defendant)

Distinguishing mark or number	Description of document and date	Date of admission	Whether admitted after or without objection
1	2	3	4

Signature of Judge

III-JUDICIAL

FORM No. (J) 12*FORM OF HEADING OF DEPOSITION*

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

Deposition of witness No.....for the

.....aged about..... taken on solemn affirmation

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

My name is.....

I am son of

My age is.....years.

My home is at Mauza....., Police-station

....., District....., I reside at

Present in Mouza, Police-station

....., District.....,Where I am

.....

.....

III-JUDICIAL

FORM No. (J) 13

Heading of Decision on Original Suits

DISTRICT.....

IN THE COURT OF.....

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

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

of

against

of

Pleaders for Plaintiff.....

Pleaders for Defendants.....

FORM No. (J) 14

Heading of Decision on Appeal

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

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

Appeal from the decision of

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

Appellants

Versus

Respondents

Pleaders for Appellants.....

Pleaders for Respondents.....

FORM No. (J) 15

CAUSE SHEET

Small cause Court Suit No.....of 20.....

In the Court of the Civil Judge (Senior Division)/ Civil Judge (Junior Division)/ Magistrate
at exercising S.C.C. Powers

<p>Date of plaint ..</p> <p>No. in the Register ..</p> <p>Date of cause of action ..</p> <div style="display: flex; justify-content: space-between;"> Claim -- Rs. P. </div> <div style="margin-left: 80px;">Principal ..</div> <div style="margin-left: 80px;">Interest ..</div> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <div style="text-align: right; margin-right: 60px;">Total ..</div>	Names of the parties
<div style="text-align: right; margin-bottom: 10px;">Rs. P.</div> <p>Costs –</p> <p>Amount of Court-fees of all sorts incurred by <i><u>Plaintiff / Defendant</u></i> ..</p> <p>Commission fee ..</p> <p>Pleader’s fee ..</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <div style="text-align: right; margin-right: 60px;">Total ..</div>	Particulars of the claim
Nature of service on defendants	Defence if any

Substance of evidence

[On the reverses]

Judgment or order

Decree

III-JUDICIAL

FORM No. (J) 16*APPOINTMENT OF A RECEIVER*

[Order XL, Rule 1, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Suit No.....of 20.....
Execution Case No.....of 20.....

of

Versus

of

To

WHEREAS.....

has been attached in execution of a decree passed in the above suit on the day of.....20....., in favour of..... You are hereby (subject to your giving security to the satisfaction of the Court) appointed Receiver of the said property under Order XL of the Code of Civil Procedure, 1908, with full powers under the provisions of that Order.

You are required to render a due and proper account of your receipts and disbursements in respect of the said property on..... You will be entitled to remuneration at the rate of.....percent upon your receipts under the authority of this appointment.

Given under my hand and the seal of the Court, thisday of.....20.....

Judge

III-JUDICIAL

FORM No. (J) 17*DECREE IN ORIGINAL SUIT*

(Order XX, Rules 6 and 7, Code of Civil Procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of Order VII, or under rules 11 and 12 of Order VIII, of the first Scheduled to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for.....

This suit coming of thisday.....for final disposal before
 in the presence offor the Plaintiff and
 for the defendant, it is ordered and decreed that.....
 and that the sum of Rs..... be paid by the
 to the on account of the costs of
 this suit, with interest thereon at the rate of.....percent, per
 annum from this date to date of realization.

III-JUDICIAL

FORM No. (J) 17-Contd

(1) Enter
here the
date of the
Judgment.

Given under my hand and the seal of this court, this (1) day
day of 20

Judge

Costs of suit

Plaintiff	Amount	Defendant	Amount
1	2	3	4
	Rs. P.		Rs. P.
1. Stamp for plaint ...			
2. Do. for power ...		Stamp for power	
3. Do. for petition of affidavit.		Do. for petition or affidavit	
4. Cost for exhibits ...		Cost for exhibits	
5. Pleader's fee on Rs. ..		Pleader's fee	
6. Subsistence-		Subsistence-	
(a) For plaintiff or his agent.		(a) For defendant or his agent.	
(b) for witnesses ..		(b) for witnesses	
7. Commissioner's fee ...		Commissioner's fee...	
8. Service of process ...		Service of process ...	
9. Copying or typing charge		Copying fee or typing charge	
Total ...		Total ...	

III-JUDICIAL

FORM No. (J) 18
SIMPLE MONEY-DECREE
 (Section 34, Code of Civil Procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of Order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure with the exception ofwho did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this day for final disposal before.....
 in the presence of.....for the plaintiff, and
 for the defendant, it is ordered that the.....
 do pay to the the sum of
 Rs..... with interest thereon at the rate of percent per annum
from..... to the date of realization of the
 said sum, and do also pay Rs..... the costs of this suit, with interest
 thereon at the rate of percent per annum from this date to the date of realization.

Given under my hand and the seal of the Court, this (1)
 day of20.....

(1) Enter here
 the date of the
 judgment.

Judge

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17, ante

*** Form No. (J) 19 Omitted**

III-JUDICIAL

FORM No. (J) 20

Preliminary decree for Foreclosure

(Where accounts are directed to be taken)

[Order 34, Rule 2(1) (a), Code of Civil Procedure]

DISTRICT

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The address given above are the addresses for service filed by the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil procedure with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suits coming on thisday of.....20..... for hearing before.....and in the presence offor the plaintiff and for the defendant; it is hereby ordered and decreed that it be referred to..... as the commissioner to take the accounts following –

(i) An account of what is due on this date to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where no such rate is fixed at six percent. Per annum or at such rate as the Court deems reasonable);

(ii) An account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the willful default of the plaintiff or such person might have been so received;

(iii) an account of all sums of money properly incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest to be computed at the rate agreed between the parties, or, failing such rate at the same rate as is payable on the principal, or, falling both such rates, at nine percent. per annum).

(iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

(2) And it is hereby further ordered and decreed that any amount received under clause (ii) or adjudged due under clause (iv) above together with interest thereon, shall first be adjusted against any sums paid by the plaintiff under clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction of the amount due to the plaintiff on account of interest on the principal sum adjudged due and thereafter in reduction or discharge of the principal.

(3) And it is hereby further ordered that the said commissioner shall present the account to this court with all convenient dispatch after making all just allowances on or before the..... day of..... and that upon such report of the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

(4) And it is hereby further ordered and decreed-

(i) that the defendant do pay in to Court on or before the..... day of..... or any later date up to which time for repayment may be extended by the court, such sum as the Court shall find due and the sum of Rs..... for the costs of the suit awarded to the plaintiff.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring in to court all documents in his Possession or power relating to the mortgaged property in the plaint mentioned. and all such documents shall be delivered over to the defendant, or to such person as he appoints plaintiff shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

(5) And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff shall be at liberty to apply to the Court for a final decree that the defendant shall henceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property; and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application otherwise the court may give such directions as it thinks fit.

Given under my hand and the seal of this Court this (1)
day.....of.....20.....

(1) Enter here
the date of the
judgement

Judge

Schedule
Description of the mortgaged property

N.B. – In the printed form a table of costs is appended, as in form No. (J) 17 ante. For use, if required.

III-JUDICIAL

FORM No. (J) 20 (I)

Preliminary decree for foreclosure

(Where the Court declares the amount due)

[Order 34, Rule 2 (1) (b), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

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

*Plaintiff**Versus**Defendant*

NOTE-The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this.....day of.....20....., for hearing before.....and in the presence offor the plaintiff andfor the defendant; it is hereby declared that the amount due to the plaintiff on his mortgage mentioned in the plaint calculated up to the.....day of..... is the sum of Rs.....for principal, the sum of Rs.....for interest on the said principal, the sum of Rs..... for costs, charges and expenses (other than the costs of the suit) property incurred by the plaintiff in respect of the mortgage security, together with interest thereon and the sum of Rs..... For the costs of this suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows:-

(i) That the defendant do pay into Court or before the.....day of..... or any later date up to which time for payment may be extended by the Court of the said sum of Rs.....

(ii) that on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges, and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into court

all documents in his possession or power relating to the mortgaged property in the plaint mentioned and all such documents shall be delivered over to the defendant or to such person as he appoint and the plaintiff shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for a final decree that the defendant shall thenceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property; and that the parties shall be at liberty to apply to the court from time as they may have occasion and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this Court, this (1) day of..... 20.....

Judge

(1) Enter here
the date of the
Judgment.

Schedule

Description of the mortgaged property

N.B. – In the printed form a table of costs is appended, as in form No.(J) 17 ante for use, if required.

III-JUDICIAL

FORM No. (J) 21

Final Decree for Foreclosure

[Order 34, Rule 3 (2), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE..... AT.....

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

*Plaintiff**Versus**Defendant*

NOTE – The addresses given above are the addresses for service filed the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses

Muharrir

Claim for

Upon reading the Preliminary decree passed in this suit on the.....day of.....and further orders (if any) dated the.....day of..... and the application of the plaintiff, dated theday of.....for a final decree and after hearing the parties and it appearing that the payment directed by the said decree and orders has not been made by the defendant or any person on his behalf or any other person entitled to redeem the said mortgage:

It is hereby ordered and decreed that the defendant and all person claiming through or under him be and they are hereby absolutely debarred and foreclosed of and from all right of redemption of and in the property in the aforesaid preliminary decree mentioned; *[and (if the defendant be in possession of the said mortgaged property) that the defendant shall deliver to the plaintiff quiet and peaceable possession of the said mortgaged property].

2. And it is hereby further declared that the whole of the liability whatsoever of the defendant up to this day arising from the said mortgage mentioned in the plaint or from this suit is hereby discharged and extinguished.

Given under my hand and the seal of this Court, this (1)
day of.....20.....

(1) Enter here
the date of the
Judgment.

Judge

*Words not required to be deleted

N.B. – In the printed form a table of costs is appended, as in form No. (J) 17 ante for use, if required

III-JUDICIAL

FORM No. (J) 22

Preliminary decree for sale

(Where accounts are directed to be taken)

[Order 34, Rule 4 (1), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

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

*Plaintiff**Versus**Defendant*

NOTE – The addresses given above are the addresses for service filed the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this.....day of.....20....., for hearing before..... and in the presence offor the plaintiff andfor the defendant; It is hereby ordered and decreed that it be referred to.....as the Commissioner to take the accounts following:-

(i) an account of what is due on this date to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where no such rate is fixed, at six per cent per annum or at such rate as the Court deems reasonable);

(ii) An account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the willful default of the plaintiff or such person might have been so received;

(iii) an account of all sums of money properly incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage security, together with interest thereon (such interest to be computed at the rate agreed between the parties, of failing such rate, at the same rate as is payable on the principal, or failing both such rates, at nine per cent per annum);

(iv) An account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of or permanently injurious

to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

2. And it is hereby further ordered and decreed that any amount received under clause (i) or adjudged due under, clause (iv) above, together with interest thereon, shall first be adjusted against any sums paid by the plaintiff under clause (iii), together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, debited in reduction of the amount due to the plaintiff on account of interest on the principal sum adjudged and thereafter in reduction or discharge of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this Court with all convenient dispatch after making all just allowances on or before the day of and that upon such report of the Commissioner being received, it shall be confined and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

4. And it is hereby further ordered and decreed:-

(i) that the defendant do pay into Court on or before the day of or any later date up to which time for payment may be extended by the Court, such sum as the Court shall find due and the sum of Rs..... for the costs of the suit awarded to the plaintiff ;

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such cost of the suit, and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure. 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned and all such documents shall be delivered over to the defendant, or to such person as he appoints, and the plaintiff shall, if so required, re-convey or re-transfer the said property free from the mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

5. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for a final decree for the sale of the mortgaged property: and on such application being made the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the plaintiff shall produce before the Court, or such officer as it appoints, all documents in his possession or power relating to the mortgaged property.

6. And it is hereby further ordered and decreed that the money realized by such sale shall be paid in to Court and shall be duly applied (after deduction there from of the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further orders that may be passed in this suit and in payment of any amount which the court

may adjudge due to the plaintiff in respect of such cost of the suit, and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, or order XXXIV of the First Schedule to the code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

7. And it is hereby further ordered and decreed that, if the money realized by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the defendant for the amount of the balance; and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this court this (1)
day of20.....

(1) Enter
here the
date of the
Judgment.

Judge

SCHEDULE

Description of the mortgaged property

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM No. (J) 22 (I)

Preliminary decree for sale

(Where the Court declares the amount due)

[Order 34, Rule 4 (1), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THEAT.....

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

*Plaintiff**Versus**Defendant*

NOTE-The addresses given above are the addresses for service filed the parties under rules 19 and 22 of Order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this.....day of.....20....., for hearing before.....and in the presence offor the plaintiff andfor the defendant; it is hereby declared that the amount due to the plaintiff on the mortgage mentioned in the plaint calculated up to this.....day of..... is the sum of Rs.....for principal, the sum of Rs.....for interest on the said principal, the sum of Rs..... for costs, charges and expenses (other than the costs of the suit) property incurred by the plaintiff in respect of the mortgage security, together with interest thereon and the sum of Rs..... for the costs of this suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows:-

(i) that the defendant do pay into court or before the.....day ofor any later date up to which time for payment may be extended by the Court, the said sum of Rs.....

(ii) that on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges, and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into court all documents in his possession or power relating to the mortgaged property in

the plaint mentioned and all such documents shall be delivered over to the defendant or to such person as he appoints and the plaintiff shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for a final decree for the sale of the mortgaged property; and on such application being made; the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the plaintiff shall produce before the Court or such officer as it appoints all documents in his possession or power relating to the mortgaged property.

4. And it is hereby further ordered and decreed that the money realized by such sale shall be paid into Court and shall be duly applied (after deduction there from of the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the plaintiff in respect of such costs of the suit, and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of order XXXIV of the First Schedule to the code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

5. And it is hereby further ordered and decreed that, if the money realized by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the defendant for the amount of the balance; and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this court this (1) day of.....
20.....

Judge

Schedule
Description of the mortgaged property

(1) Enter
here the date
of the
Judgment.

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM No. (J) 23*Final Decree for sale*

[Order 34, Rule 5 (3), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

Suit No.of 20.....

*Plaintiff**Versus**Defendant*

NOTE – The addresses given above are the addresses for service filed the parties under rules 19 and 22 of Order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

Upon reading the Preliminary decree passed in this suit on the.....day of and further orders (if any) dated the..... day of..... and the application of the plaintiff dated the.....day of.....for a final decree and after hearing the parties and it appearing that the payment directed by the said decree and orders has not been made by the defendant or any person on his behalf or any other person entitled to redeem the said mortgage:

It is hereby ordered and decreed that the mortgaged property in the aforesaid preliminary decree mentioned or a sufficient part thereof be sold, and that for the purposes of such sale the plaintiff shall produce before the court or such officer as it appoints all documents in his possession or power relating to the mortgaged property.

2. And it is hereby further ordered and decreed that the money realized by such sale shall be paid into the Court and shall be duly applied (after deduction there from of the expenses of the sale) in payment of the amount payable to the plaintiff under the aforesaid preliminary decree and under any further orders that may have been passed in this suit and in payment of any amount which the Court may have adjudged due to the plaintiff for such costs of the suit including the costs of this application and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of order XXXIV of the First Schedule to the code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

(1) Enter
here the
date of the
Judgment.

Given under my hand and the seal of this court this (1) day of..... 20.....

Judge

N.B. - In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM No. (J) 24*Decree against Mortgagor personally for balance after the Sale of the Mortgaged property*

[Order 34, Rule 6 and 8(a), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THEAT.....

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

*Plaintiff**Versus**Defendant*

NOTE – The addresses given above are the addresses for service filed the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

Upon reading the application of the mortgage (the plaintiff or defendant, as the case may be) and reading the final decree passed in the suit on theday of..... and the Court being satisfied that the net proceeds of the sale held under the aforesaid final decree amounted to Rs.....and have been paid to the applicant out of the court on the.....day of.....and that the balance now due to him under the aforesaid decree is Rs.....

And whereas it appears to the Court that the said sum is legally recoverable from the mortgagor (plaintiff or defendant, as the case may be) personally:

It is hereby ordered and decreed as follows:-

That the mortgagor (the plaintiff or defendant, as the case may be) do pay to the mortgage (defendant or plaintiff, as the case may be) the said sum of Rs..... with further interest at the rate of six percent per annum from the.....day of..... (the date or payment out of Court referred to above) up to the date of realization of the said sum, and the cost of this application.

Given under my hand and the seal of this court this (1)
day of.....20.....

(1) Enter here
the date of the
Judgment.

Judge

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM No. (J) 25

Preliminary decree for Redemption where on default of payment by mortgagor A decree for foreclosure is passed.

(Where accounts are directed to be taken)

[Order 34, Rule 7(1) (a), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil procedure with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suits coming on thisday of.....20..... for hearing before and in the presence of for the plaintiff and for the defendant; it is hereby ordered and decreed that it be referred to as the commissioner to take the accounts following –

(i) An account of what is due on this date to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where no such rate is fixed at six percent. Per annum or at such rate as the Court deems reasonable);

(ii) An account of the income of the mortgaged property received up to this date by the defendant or by any other person by the order or for the use of the defendant or which without the willful default of the defendant or such person might have been so received;

(iii) an account of all sums of money properly incurred by the defendant up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest to be computed at the rate agreed between the parties, or failing such rate, at the same rate as is payable on the principal, or, failing both such rates, at nine percent. per annum).

(iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

III-JUDICIAL

(2) And it is hereby further ordered and decreed that any amount received under clause (ii) or adjudged due under clause (iv) above together with interest thereon, shall be adjusted against any sums paid by the defendant under clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction or the amount due to the defendant on account of interest on the principal sum adjudged due and thereafter in reduction or discharge of the principal.

(3) And it is hereby further ordered that the said Commissioner shall present the account to this court with all convenient dispatch after making all just allowances on or before the day of..... and that upon such report of the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

(4) And it is hereby further ordered and decreed-

(i) that the defendant do pay in to Court on or before the..... day of or any later date up to which time for payment may be extended by the court, such sum as the Court shall find due and the sum of Rs..... for the costs of the suit.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the defendant shall bring in to Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned. and all such documents shall be delivered over to the plaintiff, or to such person as he appoints defendants shall, if so required, re- convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the defendant or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property.

(5) And it is hereby further ordered and decreed that, in default of payment as aforesaid, the defendant shall be at liberty to apply to the Court for a final decree that the plaintiff shall henceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property; and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks.

Given under my hand and the seal of this Court this (1)
day.....of.....20.....

(1) Enter here
the date of the
judgement

Judge

Schedule
Description of the mortgaged property

III-JUDICIAL

FORM No. (J) 25 (I)

Preliminary decree for Redemption where on default of payment by Mortgagor a decree for sale is passed.

(Where accounts are directed to be taken)

[Order 34, Rule 7(1) (a), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil procedure with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suits coming on thisday of.....20..... for hearing before.....and in the presence offor the plaintiff and for the defendant; it is hereby ordered and decreed that it be referred to..... as the Commissioner to take the accounts following –

(i) an account of what is due on this date to the defendant for principal and interest on the mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where no such rate is fixed, at six percent per annum or at such rate as the Court deems reasonable;

(ii) an account of the income of the mortgaged property received up to this date by the defendant or by any other person by the order or for the use of the defendant or which without the willful default of the defendant or such person might have been so..

(iii) an account of all sums of money properly incurred by the defendant up to this date costs, charges received; and expenses (other than the costs of the suit). In respect of the mortgage-security together with interest thereon (such interest to be computed at the rate agreed between the parties, or, failing such rate, at the same rate as is payable on the principal, or failing both such rates, at nine percent per annum)

(iv) an account of any loss or damage caused to the mortgaged property, before this date by any act or omission of the defendant which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by terms of the mortgage-deed.

III-JUDICIAL

2. And it is hereby further ordered and decreed that any amount received under clause (ii) or adjudged due under clause (iv) above, together with interest thereon, shall first be adjusted against any sums by the defendant under clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money, or, as the case may be, debited in reduction of the amount due to the defendant on account of interest on the principal sum adjudged due and thereafter in reduction or discharge of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this court with all convenient despatch after making all just allowances on or before the day of and that upon such report of the Commissioner being received, it shall be confirmed and countersigned subject to such modification as may be necessary after consideration of such objection as the parties to the suit may make.

4. And it is hereby further ordered and decreed:--

(i) that the plaintiff do pay into Court on or before the.....day of the..... or any later date up to which time for payment may extended by the Court, such sum as the court shall find due and the sum of Rs..... for the costs of the suit awarded to the defendant;

(ii) that, on such payment, and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of order XXXIV of the First Schedule to the Code of Civil procedure, 1908, the defendant shall bring into court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the plaintiff, or to such person as he appoints, and the defendant shall, if required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the defendant or any person claiming under him or any person under whom he claims and shall if so required, deliver up to the plaintiff quiet and peaceable possession of the said property.

5. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the defendant may apply to the Court for a final decree for the sale of the mortgaged property; and on such application being made, the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the defendant shall produce before the Court or such office as it appoints, all documents in his possession or power relating to the mortgaged property.

6. And it is hereby further ordered and decreed that the money realized by such sale shall be paid into Court and shall be duly applied (after deduction therefrom of the expenses of the sale) in payment of the amount payable to the defendant under this decree and under any further orders that may be passed in this suit and in payment of any amount which the

Court may adjudge due to the defendant in respect of such costs of the suit and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the plaintiff or other persons entitled to receive the same.

7. And it is hereby further ordered and decreed that, if the money realized by such sale shall not be sufficient for payment in full of the amount payable to the defendant as aforesaid the defendant shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the plaintiff for the amount of the balance; and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this Court this (1)
.....day of.....20.....

(1) Enter here
the date of the
judgement.

Judge

Schedule
Description of the mortgaged property

N.B. – In the printed form a table of costs is appended, as in form No. (J) 17 ante. For use, if required.

III-JUDICIAL

FORM No. (J) 25 (II)

Preliminary decree for Redemption where on default of payment by mortgagor a decree for foreclosure is passed

(Where the Court declares the amount due)

[Order 34, Rule 7(1) (b), Code of Civil Procedure]

DISTRICT

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil procedure with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this.....day of.....20....., for hearing before.....and in the presence offor the plaintiff and for the defendant; it is hereby declared that the amount due to the defendant on the mortgage mentioned in the plaint calculated up to this day of is the sum of Rs.....for principal, the sum of Rs.....for interest on the said principal, the sum of Rs..... for costs, changes and expenses (other than the costs of the suit) properly incurred by the defendant in respect of the mortgage security, together with interest thereon and the sum of Rs..... For the costs of this suit awarded to the defendant, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows:-

(i) that the plaintiff do pay into Court on or before theday of..... or any later date up to which time for payment may be extended by the Court the said sum of Rs.....

(ii) that, on such payment, and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under rule

10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the defendant shall bring into Court all documents in his possession or power relating to the mortgaged-property in the plaint mentioned, and all such documents shall be delivered over to the plaintiff, or to such person as he appoints, and the defendant shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the defendant or any person claiming under him or any person under whom he claims, and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property.

3. And it is hereby ordered and decreed that, in default of payment as aforesaid, the defendant may apply to the Court for a final decree that the plaintiff shall thenceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property; and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this court this (1)
day of.....20.....

Judge

(1) Enter here
the date of the
Judgment.

Schedule
Description of the mortgaged property

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM NO. (J) 25 (III)

Preliminary decree for redemption where on default of payment by Mortgagor a decree for sale is passed

(Where the Court declares the amount due)

[Order 34, rules 7 (1) (b), Code of civil Procedure]

DISTRICT

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

NOTE – The addresses given above are the addresses for service filed by the parties under rules 19 and 22 of Order VII, or under rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil procedure with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Claim for

This suit coming on this.....day of.....20....., for hearing before.....and in the presence offor the plaintiff andfor the defendant; it is hereby declared that the amount due to the defendant on the mortgage mentioned in the plaint calculated up to this.....day of..... is the sum of Rs.....for principal, the sum of Rs.....for interest on the said principal, the sum of Rs..... for costs, charges and expenses (other than the costs of the suit) properly incurred by the defendant in respect of the mortgage security, together with interest thereon and the sum of Rs..... For the costs of this suit awarded to the defendant, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows:-

(i) that the plaintiff do pay into Court on or before the.....day of..... or any later date up to which time for payment may be extended by the Court the said sum of Rs.....

(ii) that, on such payment, and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order

XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the defendant shall bring into Court all documents in his possession or power relating to the mortgaged-property in the plaint mentioned, and all such documents shall be delivered over to the plaintiff, or to such person as he appoints, and the defendant shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the defendant or any person claiming under him or any person under whom he claims, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property.

3. And it is hereby further ordered that, in default of payment as aforesaid, the defendant may apply to the Court for a final decree for sale of the mortgaged property; and on such application being made, the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the defendant shall produce before the Court or such officer as it appoints all documents in his possession or power relating the mortgaged property.

4. And it is hereby further ordered and decreed that the money realized by such sale shall be paid into Court and shall be duly applied (after deduction therefrom of the expenses of the sale) in payment of the amount payable to the defendant under this decree and under any further orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the defendant in respect of such costs of the suit and such, costs, charges and expenses as may be payable under rule 10, together with such subsequent interest as may be payable under rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the plaintiff or other persons entitled to the same.

5. And it is hereby further ordered and decreed that if the money realized by such sale shall not be sufficient for the payment in full of the amount payable to the defendant as aforesaid, the defendant shall be at liberty (where such remedy is open to him under the terms of the mortgage and is not barred by any law for the time being force) to apply for a personal decree against the plaintiff for the amount of the balance; and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this Court this (1) day of.....

20.....

Judge

(1) Enter here
the date of the
Judgment.

Schedule

Description of the mortgaged property

N.B. – In the printed form, a table of costs is appended, as in form No. (J) 17 ante, for use, if required.

III-JUDICIAL

FORM No. (J) 26*Commission to Examine absent witness*

[Order XXVI, Rules 4, 18, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THEAT.....

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

of

Versus

Whereas the evidence of..... by
the..... in the above suit; and whereas
.....; you are requested to take the evidence on interrogatories [or viva voce] of
such witness..... and
you are hereby appointed a Commissioner for that purpose. The evidence will be taken in the
presence of the parties or their agents if in attendance, who will be at liberty to question the
witness on the points specified, and you are further requested to make return of such evidence
so soon as it may be taken process to compel the attendance of the witness will be issued by
any court having jurisdiction on your application.

A sum of Rs....., being your fee in the above, is herewith forwarded.

Given under my hand and the seal of the Court, thisday of.....20.....

Judge

NOTE – The Commissioner has powers under Chapter X of the Indian Evidence Act to control the examination of witnesses.

III-JUDICIAL

FORM No. (J) 27*Commission for A Local Investigation, or to Examine Accounts*

[Order XXVI, Rules 9, 11, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF THEAT.....

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

*of**Versus**of*

To

Whereas it is deemed requisite, for the purposes of this suit, that a Commission for should be issued; you are hereby appointed Commissioner for the purpose of.....

Process to compel the attendance before you of any witness or for the production of any document whom or which you may desire to examine or inspect, will be issued by any Court having jurisdiction on your application.

A sum of Rs..... being your fee In the above, is herewith forwarded.

Given under my hand and the seal of the Court, this.....day of.....20.....

Judge

III-JUDICIAL

FORM No. (J) 28*

Proceedings in Connection With the issue of Commissions Under Order XXVI, R 9, Code of Civil Procedure

No.

IN THE COURT OF.....

(CIVIL JURISDICTION)

Present:

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

Versus

Whereas it has been found necessary to order a local investigation in this case under the provision of Order XXVI, R 9, of the Code of Civil Procedure the following order is issued in accordance with the instructions contained in Part 1, Chapter VII, Rule 14 of the High Court's General Rules and Circular Orders, (Civil) VOL I :-

1. This enquiry is directed by the Court (1)..... (1) Proprio
..... motu, or
..... upon the
..... application of
..... the patios, or
..... under the
..... orders of the
..... Appellate
..... Court
2. The suit before this Court is for.....
3. The (2).....alleges, inter alia, that (2) Plaintiff
..... or decree
..... holder.
..... and the (3).....
..... contends that.....
4. The point which requires to be elucidated and ascertained by local (3) Defendant
investigation is or Judgment
..... debtor.
.....
.....
.....
.....

* This form has been retained, notwithstanding the inclusion of Form 9, Appendix H, C.C.P. reproduced as Form (J) 27, ante because it may be found to be more suitable in some cases.

III-JUDICIAL

5. The point in dispute cannot, in the opinion of the Court, be determined in the ordinary way at the trial, in as much as

.....

.....

It is, therefore, ordered that a commission do issue to for the purpose of an enquiry into this matter.

6. The Commissioner thus appointed is directed and..... instructed.....

.....

and he will exercise all the powers conferred by order XXVI, Rules 16 and 17, of the Code of Civil Procedure subject only to the restriction, viz:-

.....

7. The Commissioner is directed to submit his report, together with the evidence recorded by him, and any other papers forming the record of his enquiry on or before the –

8. The parties are directed to appear before the Commissioner hereby appointed.

9. The sum of Rs..... for travelling allowances and of Rs..... for..... days enquiry have been paid into Court, should this prove insufficient, the Commissioner should give timely notice* to the party, and report the fact to the Court, and should suspend the investigation until the necessary further payment has been made into Court and he is satisfied that this has been done.

Signature_____

Office_____

Date_____

*See rule 399, Chapter 1, Part IV, Vol. I

III-JUDICIAL

FORM No. (J) 29**COMMISSION TO MAKE PARTITION**

[Order XXIV, Rule 13, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

*Plaintiff**Versus**Defendant*

To

Whereas it is deemed requisite for the purpose of the suit that a commission should be issued to make the partition or separation of the property specified in, and according to the rights as declared in the decree of this Court dated the.....day of.....20.....; You are hereby appointed Commissioner for the purpose and directed to make such enquiry as may be necessary, to divide the said property according to the best of your skill and judgment in the shares set out in the said decree, and to allot such shares to the several parties. You are hereby authorized to award sums to be paid to any party by any other party for the purpose of equalizing the value of the shares.

Process to compel the attendance before you of any witness or for the production of any document whom or which you may desire to examine or inspect will be issued by any Court having jurisdiction on your application.

A sum of Rs.....being your fee in the above, is herewith forwarded.

Given under my hand and the seal of the Court, this.....day of.....20...

Judge

III-JUDICIAL

FORM No. (J) 30**DECREE IN APPEAL**

[Order XLI, Rule 35, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

*Appellant**Versus**Respondent*

NOTE – The addresses given above are the addresses for service filed the parties under rules 19 and 22 of order VII, or under rules 11 and 12 of order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of.....who did not appear or omitted to file their addresses.

Muharrir

Appeal No.....of 20....., from the.....
of the Court of.....
dated theday of20.....

This appeal coming on for bearing on the.....day of.....20.....,
before..... In the presence of.....
for the Appellant, and ofor the Respondent, it is
ordered* -

* Here specify
clearly the relief
granted or other
adjudication made.

The cost of this appeal, as detailed below, amounting to Rs.....
are to be paid by
The costs of the original suit are to
be paid by

Given under my hand, this.....day of.....20.....

Judge

III-JUDICIAL

Costs of Appeal

Appellant	Amount		Respondent	Amount	
	Rs.	P.		Rs.	P.
1. Stamp for memorandum of appeal.			Stamp for power ..		
2. Stamp for memorandum of appeal for power.			Stamp for power for petition ..		
3. Service of processes ..			Service of processes ..		
4. Pleader's fee on Rs. ..			Pleader's fee on Rs. ..		
5. Copying or typing charge ..			Copying or typing charge ..		
6. Cost for copy of decree and judgment.			Costs for copy of decree and judgment. ..		
TOTAL ..			TOTAL ..		

III-JUDICIAL

FORM No. (J) 31*Order sending decree for execution to another Court*

[Order XXI, Rule 6, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

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

*of**Plaintiff**Versus**of**Defendant*

Whereas the decree-holder in the above suit has applied to this Court for a certificate to be sent to the Court of..... at..... for execution of the decree in the above suit by the said court, alleging that the judgment-debtor resides or has property within the local limits of the jurisdiction of the said Court and it is deemed necessary and proper to send a certificate to the said Court under Order XXI, Rule 6, of the Code of Civil Procedure, 1908;

It is ordered that a copy of this order be sent to..... with a copy of the decree and of any order which may have been made for execution of the same and a certificate of on-satisfaction.

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

III-JUDICIAL

FORM No. (J) 32*Certificate of Execution of Decree Transferred to another Court*

[Order XXI, Rule 6, and Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

No. of the suit and the court by which the decree. was passed	Names of parties.	Date of application for execution.	No. of the Execution case.	Processes issued and dates of service thereof.	Costs of execution	Amount realized	How the case is disposed of.	Remarks.
1	2	3	4	5	6	7	8	9
					Rs. P.	Rs. P.		

*Signature of Judge**Signature of Muharir in charge*

 Note – this form may also be used for Certificate under section 41 of the Code (C.O. No. 7 of 1914).

III-JUDICIAL

FORM No. (J) 33*Certificate of Non-Satisfaction of Decree*

[Order XXI, Rule 6, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....AT.....

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

*of**Plaintiff**Versus**of**Defendant*

Certified that no (1) satisfaction of the decree of this Court in Suit No..... of 20....., a copy of which is hereunto attached, has been obtained by execution within the jurisdiction of this Court.

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

Judge

(1) If partial, strike out “no” and state to what extent.

III-JUDICIAL

FORM No. (J) 34*Precept*

[Section 46, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Suit no.....of 20.....
 Execution Case No..... of 20.....

*Plaintiff**Versus**Defendant*

Upon hearing the decree-holder it is ordered that the precept be sent to this Court of
 at.....under section 46 of the Code of Civil procedure, 1908,
 with directions to attach the property specified in the annexed schedule and to hold the same
 pending any application which may be made by the decree-holder for execution of the decree.

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

Judge

 SCHEDULE

III-JUDICIAL

FORM No. (J) 35

Certificate of sale of Land

[Order XXI, Rule 94 Code of Civil Procedure]

DISTRICT.....

IN THE COURT OFAT.....

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

.....Decree-holder

Versus

.....Judgment-debtor

This is to certify that..... son of.....
 by occupation.....resident of.....Thana.....
 District..... has been declared the purchaser at a sale by public auction on
 the.....day of..... 20.....of the property specified below in execution
 of the decree in suit No..... of this court (1) and that the said sale has been duly
 confirmed by this Court.

Given under my hand and seal of the Court, this.....day (2) of20...

Judge

Specification and price of properties (3)

-
- (1) If the decree has been received by transfer from other court, enter the name of that court.
 (2) The date when the sale became absolute.
 (3) Particulars sufficient to identify the property including the name of each registration sub-district in which any part of the Property is situated should be fully stated.

III-JUDICIAL

FORM No. (J) 36

Grant of Probate of Will

(Section 289 of the Indian Succession Act, 1925)

I, (1).....
 hereby make known that on the.....day of..... in the year....., the last will
 of....., late.....
 of..... a copy whereof is hereunto annexed was proved
 and registered before me, and that administration of the property and credits of the said
 deceased, and in any way concerning his will, was.....
 granted to....., the Executor in the said will named, he having
 undertaken to administer the same, and make a full and true Inventory of the said property
 and credits, and exhibit the same in this court within six months from the date of this grant or
 within such further time as the Court may from time to time appoint and also to render to this
 Court a true account of the said property and credits within one year from the same date or
 within such further time as the Court may from time to time appoint.

Granted this.....day of.....in the year.....
 under the seal of the Court.

Judge or District Delegate

(1) Judge of the District of [or Delegate appointed for granting Probate of Letters of Administration in
 (*here insert*) the limits of the Delegates jurisdiction.]

III-JUDICIAL

FORM No. (J) 37*Grant of letters of administration to the estate of a deceased person*

[Section 290 of the Indian Succession Act, 1925]

I, (1).....

hereby make known that on the.....day of..... in the year.....

Letters of Administration, (2)..... the will annexed of the

properties and credits of, late of

..... deceased, were granted to.....the (3).....

.....of the deceased (4) having undertaken to administer the

same and to make a full and true inventory of the said property and credits and exhibit the

same in this court within six months from the date of this grant or within such further time as

the Court may from time to time appoint, and also to render to this Court a true account of the

said property and credits within one year from the same date or within such further time as

the Court may from time to time appoint.

Granted this.....day of.....in the year.....under

the seal of this Court.

Judge or District Delegate

-
- (1) Judge of the District of [or Delegate appointed for granting Probate or letters of Administration in (here insert the limits of the Delegate's jurisdiction)]
- (2) With or without as the case may be.
- (3) Father or as the case may be.
- (4) He or as the case may be.

III-JUDICIAL

FORM No. (J) 38*Succession Certificate*

(Section 377 of the Indian Succession Act, XXXIX of 1925)

IN THE COURT OF.....

To

Whereas you applied on the.....day of.....for a certificate under the Indian Succession Act, in the matter of the estate of deceased, in respect of the following debts and securities, namely –

Debts

Serial Number	Name of debtor	Amount of debt. Including interest on date of application for certificate	Description and Date of instrument, if any, by which the debt is secured
1	2	3	4

Securities

Description			Amount or part value of security	Market value of security on date of an application for certificate
Serial No.	Distinguishing number or letter of security	Name, title. or class of security		
1	2	3	4	5

This certificate is accordingly granted to you and empower you to collect those debts and

(1) to receive interest or dividends on

(2) to negotiate or transfer

(3) both to receive interest or dividends on, and to negotiate or transfer the securities or any of them.

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

District Judge

III-JUDICIAL

FORM No. (J) 39*Extended succession certificate*

(Section 377 of the Indian Succession Act, XXXIX of 1925)

IN THE COURT OF.....

On the application of....., in the matter of the estate of
 deceased, made to me on the..... date of

I hereby extend the certificate to the following debts and securities, namely:-

Debts

Serial No.	Name of the debtor	Amount of debt. Including interest on date of application for extension	Description and date of instrument, if any, by which the debt is secured
1	2	3	4

Securities

Description

Description			Amount or part value of security	Market value of security on date of an application for certificate
Serial No.	Distinguishing number or letter of security	Name, title. Or class of security		
1	2	3	4	5

This extension empowersto collect those debts and

- (1) to receive interest or dividends on
- (2) to negotiate or transfer
- (3) both to receive interest or dividends on, and to negotiate or transfer the securities or any of them.

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

District Judge

III-JUDICIAL

FORM No. (J) 40*Order of Adjudication*

(Section 27 of the Provincial Insolvency Act, V of 1920)

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency Application No..... of 20.....

Pursuant to a petition, datedagainst (here insert name, description, and address of debtor) and on the application of (here insert ‘ the official Receiver’ or “ the debtor himself” or “ A,B, of..... a creditor,”) and on reading.....and hearing it is ordered that the debtor be and the said debtor is hereby adjudged insolvent.

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

*Judge***FORM No. (J) 41**

Order appointing a Receiver

[Section 56 of the Provincial Insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

In the matter of..... an insolvent.

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

Whereas A.B.....was adjudicated an insolvent by order of this Court, dated....., and it appears to the Court that the appointment of a Receiver for the property of the insolvent is necessary :-

It is ordered that a receiving order be made against the insolvent and a receiving order is hereby made against the insolvent and A,B, of [or the Official Receiver] is hereby constituted Receiver of the property of the said insolvent.

And it is further ordered that the said Receiver (not being the Official Receiver) do give security to the extent of..... and that his remuneration be fixed at.....

Dated.....

Judge

III-JUDICIAL

FORM No. (J) 42*Order annulling Adjudication*

[Section 35 of the provincial insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency Application No.....of 20.....

Applicant

On the application of R. S., of....., and on reading
 and hearing..... It is ordered that the order of
 adjudication, dated.....against A.B., of..... be and the same is
 hereby annulled.

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

Judge

III-JUDICIAL

FORM No. (J) 43*Order of Discharge subject to Conditions as to Earnings, After-Acquired property and Income*

[Section 41 (2), (a), (b), or (c) of the Provincial Insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency case No.....of 20.....

Applicant

On the application of, adjudged insolvent on theday of.....20..... and upon taking into consideration the report of the Official Receiver (or Receiver) as to the insolvent's conduct and affairs, and hearing A.B. and C.D. creditors :-

It is ordered that the insolvent

- (a) be discharged forthwith; or
- (b) be discharged on the
- (c) be discharged subject to the following conditions as to his future earnings, after-acquired property and income.

After setting aside out of the insolvent's earning, after-acquired property and income, the yearly sum of Rs.....for the support of himself and his family, the insolvent shall pay the surplus, if any (or such portion of such surplus as the Court determine) of such earnings, after-acquired property, and income to the Court or Official Receiver (or Receiver) for distribution among the creditors in the insolvent. An account shall, on the first day of January in every year, or within fourteen days, thereafter, be filed in these proceedings by the insolvent, setting forth a statement of his receipts from earnings, after-acquired property, and income during the year immediately preceding the said date, and the surplus payable under this order shall be paid by the insolvent into Court or to the Official Receiver (or Receiver) within fourteen days of the filing of the said account.

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

Judge

III-JUDICIAL

FORM No. (J) 44*Special case*

[Section 13 (b) of the Arbitration Act, 1940]

DISTRICT.....

IN THE COURT OF.....AT.....

Suit/Case no.....of 20.....

In the matter of an Arbitration Agreement dated the.....day of.....

between.....

A.B. (Name, description and place of residence) or Plaintiff (s)

And

C.D. (Name, description and place of residence) or Defendant (s)

The following special case is stated for the opinion of the Court:-

(State the facts concisely in numbered paragraphs)

The questions of Law for the opinion of the Court are

First, whether

Secondly, whether

X

Y

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

Arbitrator (s) Umpire

III-JUDICIAL

FORM No. (J) 45*Application for an order of reference under section 21 of the Arbitration Act, 1940*

DISTRICT.....

IN THE COURT OF.....AT.....

Suit/Case no.....of 20.....

Plaintiff (s)

Versus

Defendant (s)

The petition of the above named plaintiff (s) and defendant (s) sheweth:-

1. This suit instituted for (State nature of claim)
2. The matters in difference between the parties are (State matters of difference)
3. The petitioners being all the parties interested have on the..... day of..... 20....., agreed that the matters in difference between them shall be referred to the arbitration of (Name, description and place of residence of the arbitrator or the manner as to the appointment of arbitrator agree upon between the parties).
4. The petitioners therefore pray for an order of reference

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

Signature of Petitioners

FORM NO. (J) 46*Award*

[Preamble as in Form No.(J) 44]

Whereas in pursuance of an agreement in writing dated the/ order of reference made herein onday of20....., and made/the following matters in deference between the above-named A.B. and C.D., he said A.B. and C.D have referred/namely to me/us the matters in difference between them concerning (State matters in difference) have been referred to me/us for determination.

Now I/We having duly considered the matters submitted to me/us do hereby make my/our award as follows :-

I/we award-

(i) that

(ii) that

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

(signed)

Arbitrator (s) Umpire

III-JUDICIAL

FORM No. (J) 47*Order of reference to Arbitration under section 20 (4) and 23 (1) of the Arbitration Act, 1940*

DISTRICT.....

IN THE COURT OF.....AT.....

Suit/Case no.....of 20.....

In the matter of an Arbitration Agreement, dated theday of20.....

Between

A.B.(State name, description and place of residence)-

Plaintiff (s)

And

C.D.(State name, description and place of residence)-

Defendant (s)

Upon reading the application of..... verified by.....
 of theday of.....20....., and filed on theday of
 20....., and a notice dated the.....day of..... 20....., issued upon
 the filing of the said application and the Arbitration Agreement, dated the day of
20....., entered into by and between the plaintiff (s) and the defendant (s).

And upon hearing..... *Pleader/Advocate* for the
 plaintiff (s) and *Pleader/Advocate* for the defendant (s), It is
 ordered that the said argument be filed. And it is further ordered that the following matters in
 difference specified in the said agreement/..... arising in this suit namely, (state the
 matter in difference) be referred for determination to X and Y, or in case of difference of
 opinion between them to the determination of Z, who is hereby appointed to be Umpire. And
 it is further ordered that the said arbitrators shall make and submit their award in writing
 together with all proceedings heard, depositions recorded and exhibits filed before them on or
 before the.....day of20.....and in case of difference of opinion between the
 said arbitrators as to the award they shall forthwith give notice of such difference to the said
 Umpire who shall make and submit his award in writing together with all proceedings heard,
 depositions, recorded and exhibits filed before him within the.....day of
20.....and the parties are to be at liberty to apply from time to time as they may
 have occasion.

Given under my hand and seal of the court, this day of.....20.....,

Judge

III-JUDICIAL

FORM No. (J) 48

Order of appointment of Arbitrator/Arbitrators or Umpire under section 8(2) and 12 of the Arbitration Act, 1940.

DISTRICT.....

IN THE COURT OF..... AT.....

Case/Suit No..... of 20.....

Plaintiff(s)

Petitioner

Versus

Defendant (s)-Opposite Party

Whereas by an Arbitration Agreement/order, dated the..... day of..... 20....., (state terms of the agreement or order of reference relating to the matter and failure to appoint or death, refusal, etc., of Arbitrator or Umpire), it is ordered that Z be appointed in the place of X (deceased or as the case may be) to act as arbitrator with Y the surviving arbitrator (s) under the said Agreement/Order or Z be appointed to act as Umpire. And it is further ordered that the award of the said Arbitrator(s) Umpire be made and submitted in writing on or before the..... day of.....20.....,

Given under my hand and the seal of the Court, thisday of..... 20.....,

Judge

IV-PROCESS

FORM NO. (P) 1

To be filled by office.	<i>Notice to the Certificated, Natural or Defacto Guardian</i>	To be filled by process Establishment Section.
Date of depositing talbana.		Date on which made over to Process-server.
Date of diet money.		Date of return by process server after service.
Date of filling process.		Date of return by deputy Administrator to court.
Date of making over Process to Deputy Administrator.		

(Order 32, rule 3, Code of Civil procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff (s)

Versus

Defendant (s)

To

Minor Defendant

Certified/Natural/Defacto guardian

Whereas an application has been presented by the plaintiff in the above case for the appointment of a guardian for the suit for the minor defendant you (1)..... on behalf of the minor defendant are hereby required to take notice that unless you appear before this Court on or before the day appointed for the hearing of the case and stated in the appended summons, and express your consent to act as guardian for the suit for the minor, the Court will proceed to appoint some other person to act as a guardian for the minor, for the purposes of the suit.

1. Here insert the name of the guardian appointed or declared by the Court or the natural guardian of the person in whose care the minor is.

Given under my hand and the seal of this Court, this day
of.....20.....,

Judge

IV-PROCESS

RETURN OF SERVICE

Name of person on whom service is to be made	Date, time and place of service	Name and address of identifier, if any	Nature of service on each person (if service not personal, state reason for failure to secure personal service)	Whether the person served signed or refused to sign the process	Name and address of person or persons witnessing the delivery or tender of summons	Remarks
1	2	3	4	5	6	7

NOTE- The diet money paid to witness should be entered in the column of remarks

Signature of the process server

Affirmed before me by the above Peon on the
at..... A.M/P.M

Deputy Administrator

Verification of service by a local villager, or Gramrakshi

[Rule 54 (2) (b), Part-I, Chapter II, G.R. and C.O., Civil, Volume-I]

Service upon
son of..... of
who is personally known to me, has been made in my presence by.....
process server, in the manner described in his report.

(Sd.).....

Son of.....

Residence.....

IV-PROCESS

FORM No. (P) 1 (I)

Notice to minor defendant and Guardian of Application for Appointment of Another person to be Guardian for the suit

(Order 32, Rule 3, Code of Civil Procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff (s)

Versus

Defendant (s)

To

 Minor defendant

Whereas an application has been presented on the part of the plaintiff in the above suit for the appointment of (1)..... as guardian for the suit to the minor defendant, you the said minor and you are hereby required to take notice to appear in this Court in person on theday of.....20....., atO'clock to show-cause against the application, failing which the said application will be heard and determined *ex parte*.

(1) Here
insert name
and
description
of proposed
guardian.

Given under my hand and the seal of this Court, this
.....day of.....20.....,

Judge

NOTE – Form on thereverse and at the top of the front Page as in Form No. (P) 1 *ante*.

IV-PROCESS

FORM No. (P) 1 (II)

Notice to the Certificated, natural, or, defacto guardian

(Order 32, Rule 3, Code of Civil procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

To

.....

Certificated/Natural/Defacto Guardian

(1) Here insert the name of the guardian appointed or declared by the Court on the natural guardian or the person in whose care the minor is.

Whereas an application has been presented by the Plaintiff in the above case for the appointment of a guardian for the suit for the minor defendant, you (1)..... on behalf of the minor defendant are hereby required to take notice that unless you appear before this Court on or before the day appointed for the hearing of the case and stated in the appended summons, and express your consent to act as guardian for the suit for the minor, the Court will proceed to appoint some other person to act as a guardian for the minor, for the purposes of the suit.

Given under my hand and the seal of this Court, this
.....day of.....20.....,

Judge

IV-PROCESS

FORM No. (P) 2*Summons for settlement of Issues*

(Order V, Rule 1 and 5, Code of Civil procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

To,

(Name, Description, and place of Residence)

Whereas..... has instituted a suit against you for..... you are hereby summoned to appear in this Court in person, or by Pleader duly instructed, and able to answer all material questions relating to the suit, or who shall be accompanied by some person able to answer all such questions, on theday of.....20....., ato'clock in thenoon, to answer the claim; and you are directed to produce on that day all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this.....day of.....20.....,

Judge

NOTICE–1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness and the production of any document that you have a right to call upon the witness to produce on applying to the Court and on depositing the necessary expenses.

2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both.

NOTE – Form on the reverse and at the top of the front page as in Form No. (P) 1 *ante*.

IV-PROCESS

FORM No. (P) 3*Summons for disposal of suit*

(Order V, Rules 1 and 5, Code of Civil procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

To,

(Name, Description, and place of Residence)

Whereas..... has instituted a suit against you for you are hereby summoned to appear in this Court in person, or by a Pleader duly instructed, and able to answer all material questions relating to the suit or who shall be accompanied by some person able to answer all such questions, on theday of.....20....., at.....o'clock in thenoon, to answer the claim; and as the day fixed for your appearance is appointed for the final disposal of the suit, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this.....day of.....20.....,

Judge

NOTICE – 1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness and the production of any document that you have a right to call upon the witness to produce on applying to the Court and on depositing the necessary expenses.

2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both

NOTE – Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

IV-PROCESS

FORM No. (P) 4*Summons to Legal Representative of a Deceased Defendant*

(Order XXII, Rule 4, Code of Civil procedure)

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

Whereas the plaintiff.....instituted a suit in this Court on theday of.....20....., against the defendant..... who has since deceased, and whereas the said plaintiff has made application to this Court alleging that you are the legal representative of the said..... deceased, and desiring that you be made the defendant in his stead.

You are hereby summoned to attend in this Court on theday of..... 20....., at.....a.m. to defend the said suit and, in default of your appearance on the day specified, the said suit will be heard and determined in your absence.

Given under my hand and the seal of the Court, this.....day of.....20.....,

Judge

NOTE- Form on the reverse and at the top of the front page as in Form No.(P)1 *ante*.

IV-PROCESS

FORM No. (P) 5*Notice to defendant*

[Order IX. Rule 6, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of Pargana

Plaintiff

Versus

Of Pargana

Defendant

To

(Name, Description and Place of Residence)

Whereas this day was fixed for the hearing of the above suit and a summons was issued to you and the plaintiff has appeared in this Court and you did not so appear, but from the return of the Deputy Administrator it has been proved to the satisfaction of the Court that the said summons was served on you but not in sufficient time to enable you to appear and answer on the day fixed in the said summons;

Notice is hereby given to you that the hearing of the suit is adjourned this day and that the.....day of.....20....., is now fixed for the hearing of the same in default of your appearance on the day last mentioned the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this.....day of.....20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in Form No.(P) 1 ante.

IV-PROCESS

FORM No. (P) 6*Summons to witness*

[Order XVI, Rule 1 and 5, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of

Plaintiff

Versus

Of

Defendant

To

Whereas your attendance is required to.....on behalf of
the.....in the above suit, you are hereby required (personally)
to appear before this Court on the.....day of.....20....., at.....
O'clock in the fore-noon, and to bring with you (or to send to this Court).

A sum Rs..... * being your travelling and other
expenses and subsistence allowance for (one) day, is herewith sent. If you fail to
comply with this order without lawful excuse, you will be subject to the
consequences of non-attendance laid down in rule 12 of order XVI of the Code
of Civil Procedure, 1908.

*In this
connection
see Rule 391
Volume 1.

Given under my hand and the seal of the Court, this.....day
of.....20.....,

Judge

NOTICE – (1) If you are summoned only to produce a document and not to give evidence, you shall
be deemed to have complied with the summons if you cause such document to be
produced in this Court on the day and hour aforesaid.

2. If you are detained beyond the day aforesaid, a sum of Rs..... will be tendered to
you for each day's attendance beyond the day specified.

NOTE – Form on the reverse and at the top of the front page as in form No.(P) 1 *ante*.

IV-PROCESS

FORM No. (P) 7*Warrant of arrest of witness*

[Order XVI, Rule 10, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of

Plaintiff

Versus

Of

Defendant

To

The Bailiff of the Court,

Whereas..... has been duly served with the summons but has failed to attend(absconds and keep out of the way for the purpose of avoiding service of a summons); You are ordered to arrest and bring the said..... before the court.

You are further ordered to return this warrant on or before the.....day of.....20....., with an endorsement certifying the day on and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the Court, this.....day of.....20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No.(P) 1 *ante*.

IV-PROCESS

FORM No. (P) 8*Proclamation requiring Attendance of witness*

[Order XVI, Rule 10, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of Pragma

Plaintiff

Versus

Of Pargana

Defendant

Inhabitant of....., Pargana

Witness.

To

Whereas it appears from the examination on oath of the serving officer that the summons could not be/has been duly Served upon the witness in the manner prescribed by law: and whereas it appears that the evidence of the witness is material and he absconds and keeps out of the way for the purpose of evading the service of the summons/has failed to attend in compliance with such summons.

This proclamation is therefore, under rule 10 of Order XVI of the Code of procedure, 1908, issued requiring the attendance of the witness in this Court on theday of..... 20....., at..... o'clock in the forenoon and from day to day until he shall have leave to depart; and if witness fails to attend on the day and hour aforesaid, he will be dealt with according to law.

Given under my hand and the seal of the Court, this.....day of.....20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 *ante*, omitting the form of verification of service by a local villager or Chowkidar or Dafadar.

IV-PROCESS

FORM No. (P) 9*Warrant of Attachment of the Property of a witness*

[Order XVI, Rule 10, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of

Plaintiff

Versus

Of

Defendant

To

The Bailiff of the Court of.....

Whereas the witness..... cited by has
 notafter the expiration of the period limited in the/been arrested
 although a proclamation issued for his attendance appeared in
 Court/was duly issued.

*Here specify
 the movable
 and or
 immovable
 property to be
 attached.

You are hereby directed to hold under attachment *......
 property belonging to the said witness to the value of more and to submit a
 return, accompanied with an inventory thereof, within.....days.

Given under my hand and the seal of the Court, this.....day
 of.....20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 ante, omitting the form of verification of service by a local villager or Chowkidar or Dafadar.

IV-PROCESS

FORM No. (P) 10*Warrant of Arrest before Judgment*

[Order XXXVIII, Rule 1, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Of

Plaintiff

Versus

Of

Defendant

To

The Bailiff of the Court

Whereas..... the plaintiff in the above suit claims

Decree	..	Rs.	P.
Principal	..		
Interest	..		
Costs	..		
Total	..		

the sum of Rs..... as noted in the margin, and has proved to the satisfaction of the Court that there is probable cause for believing that the defendant..... is about to

These are to command you to demand and receive from the said..... the sum of Rs..... as sufficient to satisfy the plaintiff's claim and unless the said sum of Rs. is forthwith delivered to you by or on behalf of the said to take the said..... into custody, and to bring him before this Court in order that he may

show cause why he should not furnish security to the amount of Rs..... for his personal appearance before the Court until such time as the said suit shall be fully and finally disposed of and until satisfaction of any decree that may be passed against him in the suit.

Given under my hand and the seal of the Court, this.....day.....of 20.....

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 *ante*,

IV-PROCESS

FORM No. (P) 11*Attachment before Judgment, with order to call for security for fulfillment of decree*

[Order XXXVIII, Rule 5, Code of Civil procedure]

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

Of

Versus

Of

To

The Bailiff of the Court.....

Whereas..... has proved to the satisfaction of the Court that the defendant in the above suit..... These are to command you to call upon the said defendant..... on or before theday of.....20....., either to furnish security for the sum of Rs..... to produce and place at the disposal of this Court when required..... or the value thereof, or such portion of the value as may be sufficient to satisfy any decree that may be passed against him; or to appear and show cause why he should not furnish security; and you are further ordered to attach the said..... and keep the same under safe and secure custody until the further order of the Court; and you are further commanded to return this warrant on or before theday of.....20....., with an endorsement certifying the date on which the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the Court, this.....day of.....20.....,

*Judge*NOTE – Form on the reverse and at the top of the front page as in form No. (P)1 *ante*,

IV-PROCESS

FORM No. (P) 12*Attachment before Judgment on proof of failure to furnish security*

[Order XXXVIII, Rule 6, Code of Civil procedure]

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

Of

Versus

Of

To

The Bailiff of the Court.....

the plaintiff in this suit has applied to the Court to call upon....., the defendant, to furnish security to fulfill any decree that may be passed against him in the suit, and whereas the Court has called upon the said..... to furnish such security, which he.....has failed to do. These are to command you to attach..... the property of the said..... and keep the same under safe and secure custody until the further order of the Court; and you are further commanded to return this warrant on or before the.....day of..... 20....., with an endorsement certifying the date on which and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the Court, thisday of..... 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 ante, omitting the Form of verification of service by a local villager, or Chowkidar or Dafadar.

IV-PROCESS

FORM No. (P) 13*Temporary Injunction*

[Order XXXIX, Rule 1, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

*Plaintiff**Versus**Defendant*

Upon motion made unto this Court by....., Pleader of (of Counsel for) the Plaintiff A.B. and upon reading the petition of the said plaintiff in this matter filed (this day)(or the plaint filed in this suit on the..... day of..... or the written statement of the said plaintiff filed on the.....day of.....) and upon hearing the evidence of..... and..... in support thereof(if after notice, and defendant not appearing : add, and also the evidence of..... as to service of notice of this motion upon the defendant C.D.). This Court doth order that an injunction be awarded to restrain the defendant C.D.*

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

Judge

*NOTE – 1. Add as in examples given in Form 8, Appendix F, Schedule 1, Code of Civil Procedure, the necessary particulars of the case in which the injunction is sought.

2. Form on the reverse and at the top of the front page as in Form No. (P) 1 *ante*

IV-PROCESS

FORM No. (P) 14*Notice to show cause why a payment or adjustment should not be recorded as certified*

[Order XXI, Rule 2, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

*Plaintiff**Versus**Defendant*

To

Whereas in execution of the decree in the above-named suit..... has applied to this Court that the sum of Rs..... recoverable under the decree has been paid/adjusted and should be recorded as certified, this is to give you notice that you are to appear before this Court on the day of.....20....., to show cause, why the payment/adjustment aforesaid should not be recorded as certified.

Given under my hand and the seal of the Court, this..... day of..... 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

IV-PROCESS

(Not to be printed)

FORM No. (P) 15*Notice of application for execution of a Decree transferred by assignment*

[Order XXI, Rule 16, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

*Plaintiff**Versus**Defendant*

To

Whereas.....
 has made application to this Court for execution of decree in Suit No.....
 of 20....., on the allegation that the same has been transferred to
 by assignment, namely by (1).....
 this is to give you notice that you are to appear before this Court on the
day of.....20....., either in person or by a pleader of this
 Court or agent duly authorized and instructed to show cause, if any, why
 execution should not be granted.

(II) Here inter
particulars of
assignment.

Given under my hand and seal of the Court, this..... day of.....
 20.....,

Judge

 NOTE – Form on the reverse and at the top of the front page as in Form No. (P) 1 *ante*

IV-PROCESS

FORM No. (P) 16*Notice to show cause why execution should not issue*

[Order XXI, Rule 22, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

Whereas.....

has made application to this Court for execution of decree in Suit No..... of 20.....

on the allegation that you are the legal representative of.....

this is to give you notice that you are to appear before this Court on the..... day of

20....., to show cause why execution should not be granted.

Given under my hand and the seal of the Court this.....day of20.....,

Judge

NOTE 1 – Form on the reverse and at the top of the front page as in Form No. (P) 1 *ante*

2 – The words that are necessary should be struck out in the case of a notice under clause (a) or Order XXI, Rule 22(1) of the Code of Civil Procedure.

IV-PROCESS

FORM No. (P) 17*Warrant to the bailiff to give possession of land, etc.*

[Order XXI, Rule 35, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

THE BAILIFF OF THE COURT.....

Whereas the under mentioned property in the occupancy of.....
 has been decreed to..... the plaintiff in this suit; you are
 hereby directed to put the said.....
 in possession of the same, and you are hereby authorized to remove any person bound by the
 decree who may refuse to vacate the same.

Given under my hand and the seal of the Court, this.....day of.....20.....,

Judge

SCHEDULE

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 ante, omitting the
 Form of verification of service by a local villager, or Chowkidar or Dafadar.

IV-PROCESS

FORM No. (P) 18*Warrant of attachment of movable property in execution of a Decree for money*

[Order XXI, Rule 30, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

THE BAILIFF OF THE COURT

Whereas..... was ordered, by decree of this Court, passed on the..... day of..... 20....., in suit No..... of 20....., to pay to the Plaintiff the sum of Rs..... as noted in the margin; and whereas the said sum of Rs..... has not been paid:

Decree	Rs.	P.	These are to command you to attach the movable property of the said as set forth in the schedule hereunto annexed, or which shall be pointed out to you by the said and unless the said..... shall pay to you the said sum of Rs..... together with Rs....., the cost of this attachment, to hold the same until further orders from this Court.
Principal ...			
Interest ...			
Costs ...			
Costs of execution ...			
Further Interest ...			
Total ...			

You are further commanded to return this warrant on or before the..... day of..... 20....., with an endorsement certifying the day on which and manner in which it has been executed, or why it has not been executed.

Given under my hand and the seal of the Court, this..... day of.....20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P) 1 ante, omitting the Form of verification of service by a local villager, or Chowkidar or Dafadar.

IV-PROCESS

FORM No. (P) 19*Notice to show cause why warrant of arrest should not be issued*

[Order XXI, Rule 37, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

Whereas..... has made application to this Court for execution of decree in Suit No..... of 20..... by arrest and imprisonment of your person, you are hereby required to appear before this Court on theday of20....., to show cause why you should not be committed to the *Civil prison* in execution of the said decree.

Given under my hand and the seal of the Court, this.....day of 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P)1 ante,

IV-PROCESS

FORM No. (P) 20*Warrant of arrest in execution*

[Order XXI, Rule 38, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

of

Plaintiff

Versus

of

Defendant

To

The BAILIFF OF THE COURT

Whereas..... was adjudged by a decree

Decree	Rs.	P.
Principal ...		
Interest ...		
Costs ...		
Execution ...		
Total ...		

of the Court in Suit No..... of 20....., dated theday of.....20....., dated the day of decree-holder the sum of Rs..... as noted in the margin, and whereas the said sum of Rs..... has not been paid to the said decree-holder in satisfaction of the said decree these are to command you to arrest the judgment-debtor and unless the said judgment-debtor shall pay to you the said sum of Rs..... together with Rs..... for the cost of executing this process, to bring the said defendant before the court with all convenient speed.

You are further commanded to return this warrant on or before the..... day of 20....., with an endorsement certifying the day on which and manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the Court, this..... day of 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No.(P)1 ante,

IV-PROCESS

FORM No. (P) 21*Warrant of Committal of Judgment-Debtor to Civil prison*

[Order XXI, Rule 40, Code of civil Procedure]

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

To

The officer-in-charge of the Civil Prison at.....

Whereas who has been brought before of this Court thisday of..... 20....., under a warrant in execution of a decree which was made and pronounced by the said Court on theday of..... 20....., and by which decree it was ordered that the said..... should pay..... and whereas the said..... has not obeyed the decree nor satisfied the Court that he is entitled to be discharged from custody ; you are hereby, commanded and required to take and receive the said..... into the Civil prison and keep him imprisoned there in for a period not exceeding or until the said decree shall be fully satisfied, or the said..... shall be otherwise entitled to be released according to the terms and provisions of section 58 of the Code of Civil Procedure, 1908; and the Court does hereby fix..... paise *per diem* as the rate of the monthly allowance for the subsistence of the said..... during his confinement under this Warrant of Committal.

Given under my hand and the seal of the Court, this.....day of 20.....,

*Judge***FORM No. (P) 22***Order for the Release of a person imprisoned in Execution of a Decree*

[Section 58, 59, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF..... AT.....

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

Decree-holder

Versus

Judgment-debtor

To

The officer-in-charge of the Civil Prison at.....

Under orders passed this day, you are hereby directed to set free..... Judgment-debtor now in your custody

Dated.....

Judge

IV-PROCESS

FORM No. (P) 23**ATTACHMENT IN EXECUTION**

Prohibitory order where the property to be attached consists of movable property, to which the defendant is entitled, subject to a Lien or Right of some other person to the immediate possession thereof

[Order XXI, Rule 46 (1) (c), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Versus

To

Whereas..... has failed to satisfy a decree passed against..... on theday of 20....., in Suit No..... of 20....., in favour of for Rs.....

It is ordered that the defendant be and is hereby, prohibited and restrained, until the further order of this Court, from receiving from..... the..... following property in the possession of the said.....; that is to say, to which the defendant is entitled subject to any claim of the said..... and the said is hereby prohibited and restrained, until the further order of this Court, from delivering the said property to any person or persons whomsoever.

Given under my hand and the seal of the Court, this.....day of 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P)1 *ante*,

IV-PROCESS

FORM No. (P) 24
ATTACHMENT IN EXECUTION

Prohibitory order where the property consists of debits not secured by negotiable Instruments

[Order XXI, Rule 46 (1) (a), Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Versus

To

Whereas..... has failed to satisfy a decree passed against..... on the.....day of 20....., in Suit No..... of 20....., for Rs..... it is ordered that the defendant be, and is hereby prohibited and restrained, until the further order of this Court from receiving from you a certain debt alleged now to be due from you to the said defendant, namely,....., and that you, the said..... be, and you are hereby, prohibited and restrained, until the further order of this Court from making payment of the said debt or any part thereof to any person whomsoever, or otherwise than into this Court.

Given under my hand and the seal of the Court, this.....day of 20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in form No. (P)1 *ante*,

IV-PROCESS

FORM No. (P) 25

*Order to attach salary of Public Officer or Servant of Railway Administration or
Company or local Authority*

[Order XXI, Rule 48, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

Decree-holder

Versus

Judgment-debtor

Whereas.....

Judgment-debtor in the above-named case, is a (describe office of judgment-debtor) receiving his salary (or allowances) at your hands; and whereas decree-holder in the said case, has applied in this Court for the attachment of the salary (or allowances) of the said..... to the extent of..... due to him under the decree ; you are hereby required to withhold the said sum of..... from the salary of the said..... in monthly from the salary of the said..... in monthly (or monthly installments) to this Court.

Given under my hand and the seal of the Court, this..... day of.....
20.....,

Judge

IV-PROCESS

FORM No. (P) 26**ATTACHMENT**

Prohibitory order, where the property consists of money or of any security in the custody of a Court of Justice or officer of Government.

[Order XXI, Rule 52, code of Civil procedure]

IN THE COURT OF..... AT.....

Civil Suit No..... of 20.....

of

Versus

Of

To

Sir,

(1) Here state how money is the supposed to be in the hands of the person addressed, on what account, etc.

The plaintiff having applied, under rule 52 of order XXI of the code of Civil procedure, 1908, for an attachment of certain money now in your hand(1);

I request that you will hold the said money subject to the further order of this court.

Yours faithfully,

Judge

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

IV-PROCESS

FORM No. (P) 27*Notice of attachment of a decree to the court which passed it*

[Order XXI, Rule 53 (1) (b), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

*of**Versus**of*

To,

The Judge of the Court of.....

Sir,

I have the honour to inform you that the decree obtained in your court on day of..... 20....., by..... in suit No..... of 20..... in which he was..... and..... was has been attached by this Court on the application of..... in the suit..... the..... specified above. You are, therefore, requested to stay the execution of the decree of your Court until you received intimation from this Court that the present notice has been cancelled, or until execution of the said decree is applied for by the holder of the decree now sought to be executed or by his Judgment-debtor.

Yours faithfully,

Judge

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

IV-PROCESS

FORM No. (P) 28*Notice of attachment of a decree to the holder of the decree or to the Judgment-debtor*

[Order XXI, Rule 53 (4) and (6), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

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

*of**Versus**of*

To

Whereas an application has been made in this Court by the decree-holder in the above suit for the attachment of a decree obtained *by/against* you on the..... day of..... 20....., in the Court of..... in suit No..... of 20....., in which..... *was/were* and..... *was/were* it is ordered that you the said be, and you are hereby, prohibited and restrained until the further order of this Court, from *transferring or charging/making payment or adjustment of* the same in any way,

Given under my hand and the seal of the Court this day of..... day of..... 20.....,

Judge

NOTE – From on the reverse and at the top of the front page as in From No. P (1) *ante*.

IV-PROCESS

FORM No. (P) 29*Order for payment to the plaintiff, etc., of money, etc., in the hands of a third-party*

[Order XXI, Rule 56, code of Civil procedure]

DISTRICT.....

IN THE COURT OF AT.....

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

*Of**Versus**Of*

To (1)

Whereas the following property..... has been attached in execution of a decree in Suit No..... of 20....., passed on the day of20....., in favor of for Rs.....; it is ordered that the property so attached, consisting of Rs...(2)..... money, and Rs...(2)..... in currency notes, or a sufficient part thereof to satisfy the said decree, shall be paid over by you the said..... to.....

Given under my hand and the seal of the Court, thisday of..... 20.....,

Judge

(1) The Bailiff of the Court and to the Collector or other person.

(2) To be clearly stated in words and figures

IV-PROCESS

FORM No. (P) 30*Notice to attaching creditor**[Order XXI, Rule 58, code of Civil procedure*

DISTRICT.....

IN THE COURT OF AT.....

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

*Of**Versus**Of*

To

Whereas..... has made application to this Court for the removal of attachment on..... placed at your instance in execution of the decree in Suit No..... of 20....., this is to give you notice to appear before this Court on....., the..... day of..... 20..... either in person, or by a Pleader of the Court duly instructed to support your claim as attaching creditor.

Given under my hand and the seal of the Court, thisday of..... 20.....,

Judge

NOTE – Form on the reverse and at the top of the page as in Form No. P (1) ante.

IV-PROCESS

FORM No. (P) 31**ATTACHMENT OF EXECUTION***Prohibitory order, where the property consists of immovable property*

[Order XXI, Rule 54, Code of Civil procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

To

Defendant

Whereas you have failed to satisfy a decree passed against you on theday of..... 20....., Suit No..... of 20....., in favor of for Rs..... It is ordered that you, the said, be and you are hereby prohibited and restrained, until the further order of this Court, from transferring or charging the property specified in the schedule hereunto annexed, by sale, gift, or otherwise, and that all persons be, and that they are hereby, prohibited from receiving the same by purchase, gift or otherwise.

Given under my hand and the seal of the Court, this.....day of..... 20.....,

*Judge***SCHEDULE**

Note - From on the reverse and at the top of the front page as in Form No. P(1) ante

*** Form No. P 32 Omitted.**

IV-PROCESS

FORM No. (P) 33*Notice of the day fixed for setting a sale proclamation*

[Order XXI, Rule 66, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

Civil/Rent Suit No..... of 20.....*Plaintiff**Versus**Defendant*

To

Judgment-debtor

Whereas in the above-named suit....., the decree-holder has applied
for the sale of

You are hereby informed..... that the
..... day of..... 20....., has been fixed for settling the terms of the
proclamation of sale.

Given under my hand and the seal of the Court, this.....day of.....
20.....,

Judge

NOTE – Form on the reverse and at the top of the front page as in Form No. P (1) ante

* Form No. P (34) has been cancelled.

IV-PROCESS

FORM No. (P) 35*Proclamation of sale*

(Order XXI, Rule 66, Code of Civil Procedure)

DISTRICT.....

IN THE COURT OF AT.....

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

*Decree-holder**Versus*

Suit No.....of 20.....
 decided by the.....of.....
 in which.....was plaintiff
 and..... was defendant

Judgment-debtor

Notice is hereby given that, under Rule 64 of Order XXI of the Code of Civil Procedure, 1908, an order has been passed by this Court for the sale of the attached property mentioned in the annexed schedule, in satisfaction of the claim of the decree-holder in the suit I mentioned in the margin, amounting with costs and interest up to date of sale to the sum of.....

The sale will be by public auction, and the property will be put up for sale in the lot specified in the schedule. The sale will be of the property of the Judgment-debtor above-named as mentioned in the schedule below, and the liabilities and claims attaching to the said property so far as they have been ascertained, are those specified in the schedule against each lot. The estimated value of the properties given by the *Decree-holder/Judgment-debtor* is given below.

In the absence of any order of postponement, the sale will be held by..... at the monthly sale commencing at.....o'clock on the..... at..... in the event, however, of the debt above specified and of the cost of the sale being tendered or paid before the knocking down of any lot, the sale will be stopped.

At the sale the public generally are invited to bid, either personally or by duly authorized agents. No. bid by, or on behalf of, the judgment-creditors above-mentioned, however will be accepted, nor will any sale to them be valid without the express permission of the court previously given. The following are the further Conditions of sale –

1. The particulars specified in the Schedule below have been stated to the best of the information of the Court, but the Court will not be answerable for any error, Misstatement or omission in this proclamation.
2. The amount by which the biddings are to be increased shall be determined by the officer conducting the sale. In the event of any dispute arising as to the amount did, or as to the bidder, the lot shall at once be again put to auction.

IV-PROCESS

3. The highest bidder shall be declared to be the purchaser of any lot, provided always that he is legally qualified to bid and provided that it shall be in the discretion of the Court or officer holding the sale to decline acceptance of the highest bid when the price offered appears so clearly inadequate as to make it advisable to do so.
4. For reasons recorded it shall be in the discretion of the officer conducting the sale to adjourn it, subject always to the provisions of rule 69 of Order XXI.
5. In the case of movable property, the price of each lot shall be paid at the time of sale or as soon after as the officer holding the sale directs, and in default of payment the property shall forthwith be again put up and resold.
6. In the case of immovable property, the person declared to be purchaser shall pay immediately after such declaration of deposit of 25 percent, on the amount of his purchase-money to the officer conducting the sale, and in default of such deposit the property shall forthwith be again put up and resold.
7. The full amount of the purchase-money shall be paid by the purchaser before the Court close as on the fifteenth day after the sale of the property, exclusive of such day, or of the fifteenth day be a Sunday or other holiday, than on the first office day after the fifteenth day.
8. In default of payment of the balance of purchase money within the period allowed the property shall be resold after the issue of a fresh notification of sale. The deposit after ceasing the expenses of the sale, may, if the Court thinks fit, be forfeited to Government, and the defaulting purchaser shall forfeit all claim to the property or any part of the sum for which it may be subsequently sold.

Given under my hand and the seal of the Court, this.....day of.....20.....

Judge

Schedule of property

No. of Plot	Specification of property to be sold with the name of each owner where there are more judgment-debtors than one	The revenue assessed upon the estate or part of the estate, where the property to be sold is an interest in an estate or in part of an estate paying revenue to the Government	Detail of any encumbrances to which the property is liable	Claims, if any, which have been put forward to the property, and any, other known particulars bearing on its nature and value

NOTE – Form on the reverse and the top of the front page as in Form No. P (1) *ante*. omitting the form of verification or service by a local villager or chowkidar or dafadar.

IV-PROCESS

FORM No. (P) 36*Order for Delivery to Certified Purchaser of Land at a sale in Execution*

[Order XXI, Rule 95, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

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

*Of**Versus**Of*

To

The Bailiff of the Court

Whereas..... has
 become the certified purchaser of (*)..... at a sale in execution
 of..... decree in..... Suit No.
 of 20....., you are hereby ordered to put the said.....
 the certified purchaser as aforesaid, into possession of the same.

*Here give
 specification
 of property.

Given under my hand and the seal of the Court, thisday of..... 20.....,

Judge

NOTE – Form on the reverse and at the top of the front as in Form No. (P) (1) ante, omitting the form of verification of service by a local villager, or chowkidar or dafadar.

IV-PROCESS

FORM No. (P) 37*Notice to Respondent of the day fixed for the Hearing of the Appeal*

[Order XLI, Rule 14, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

*Appellant**Versus**Respondent*

Appeal from the..... of the Court of.....
 dated the..... day of.....20.....,

To

Respondent

Take notice that an appeal from the decree of..... in this case
 has been presented by and registered in this Court and that
 the..... day of..... 20....., has been fixed by this Court for the
 hearing of this appeal.

If no appearance is made on your behalf by yourself, your Pleader, or by someone by
 law authorized to act for you in this appeal. It will be heard and decided in your absence.

Given under my hand and the seal of the Court, this day of.....
 20.....,

Judge

NOTE 1. If a stay of execution has been ordered, intimation should be given of the fact in this notice

2. Form on the reverse and at the top of the front page as in Form No. (P) 1 . *ante*

IV-PROCESS

FORM No. (P) 38

Notice to a party to a suit not made a Party to the Appeal but joined by the court as a Respondent

[Order XLI, Rule 20, Code of civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

Plaintiff

Versus

Defendant

To

Whereas you were a party in Suit No..... of 20....., in the Court of and whereas the..... has preferred an appeal to this Court from the decree passed against him in the said suit and it appears to this Court that you are interested in the result of the said appeal:

This is to give you notice that this Court has directed you to be made a respondent in the said appeal and has adjourned the hearing thereof till the..... day of.....20..... at.....A.M. If no appearance is made on your behalf on the said day and at the said hour appeal will be heard and decided in your absence.

Given under my hand and the seal of the Court, thisday of.....20.....

Judge

NOTE – Form on the reverse and at the top of the front as in Form No.(P)(1) *ante*

IV-PROCESS

FORM No. (P) 39*Notice to show why a review should not be granted*

[Order XLVII, Rule 4, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT.....

*Plaintiff**Versus**Defendant*

To

Take notice that..... has applied to this Court for a review of its decree passed on the.....day of 20....., in the above case. The day of 20..... is fixed for you to show cause why the Court should not grant a review of its decree in this case.

Given under my hand and the seal of the Court, thisday of 20.....

Judge

NOTE – Form on the reverse and at the top of the front as in Form No. (P) (1) *ante*

IV-PROCESS

FORM No. (P) 40*Notice to show cause (General Form)*

DISTRICT.....

IN THE COURT OF..... AT.....

Suit/case No..... of 20.....

*Applicant**Versus**Opposite-party*

To

Whereas the above-named..... has made
 application to this Court that.....

You are hereby warned to appear in this Court in person or by pleader duly instructed
 on the.....day of 20, at..... o'clock in the forenoon, to show
 cause against the application, failing wherein, the said application will be heard and
 determined *ex parte*.

Given under my hand and the seal of the Court, this day of.....
 20.....

Judge

 NOTE – Form on the reverse and at the top of the front as in Form No. (P) (1) *ante*

IV-PROCESS

FORM No. (P) 41*Notice to take back documents*

DISTRICT.....

IN THE COURT OF AT.....

Suit/case No..... of 20.....

*Plaintiff**Versus**Defendant*

The parties in this case are hereby required to take back the documents produced by them, being exhibits in the case, within one month from the date of service of this Notice. If they fail to take them back within that time the documents will be destroyed as prescribed by the High court.

Dated.....

Presiding Officer of the Court

NOTE – This notice should be served upon the pleaders and parties concerned at their last known address.

*** Form No. (P) 42 to Form (P) 51 omitted.**

IV-PROCESS

FORM No. (P) 52

FORMS UNDER REGULATION V (BENGAL), 1799

Notice calling for claimant's property in intestate cases

[Section 7, Regulation V (Bengal) of 1799]

IN THE COURT OF THE DISTRICT JUDGE OF

AT

Case No. of 20

In the matter of the case estate of the late.....
of..... who died intestate.....

Whereas it has been intimated to this Court that the aforesaid.....
 of..... died on or about the last
 without as far as it appears, any heir, but leaving movable properties;

It is hereby notified that any person who has a claim to receive the said properties as an heir, executor, or administrator to the deceased, or in any other capacity, is required to appear and prove his claim in this court. If any person appears and prove his or her right to the said properties within a year, the properties will be made over to the said person after he or she shall have deposited the necessary expenses incurred in taking care of the said properties; otherwise the said properties shall be sold and the sale-proceeds appropriated by Government.

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

District Judge

Note – From on the reverse and at the top of the front page as in Form No. P(1) ante, omitting the form of verification of services by a local villager, or chowkidar or dafadar.

IV-PROCESS

FORM No. (P) 53**FORMS UNDER LAND ACQUISITION ACT***Notice to claimant of date fixed for the determination of objection*

[Section 20 of the Land Acquisition Act, I of 1894]

IN THE..... COURT FOR THE DISPOSAL OF CASES
UNDER THE LAND ACQUISITION ACT, I of 1894

In the matter of.....
..... and the Land Acquisition Act, 1894

To

Whereas objection has been taken by..... to the
award made by..... in respect of..... the.....
..... and whereas the matter has been referred to this Court for chitaks
..... feet, the same being required for a public purpose, namely, for.....
..... on the following grounds, namely:-
and whereas the matter has been referred to this Court for determination:-.....

Take notice that the Court will proceed to determine the aforesaid objection on the
..... day of..... 20....., ato'clock in the forenoon, and that in
default of your appearance on the said day, the case will be proceeded with in your absence.

Given under my hand and the seal of the Court, this day of.....
20.....,

Judge

NOTE – Form on the reverse and at the top of the front as in Form No. (P) (1) *ante*

IV-PROCESS

FORM No. (P) 54*Notice to Collector of date fixed for hearing his Reference*

[Section 20 of the Land Acquisition Act, 1 of 1894]

IN THE..... COURT FOR THE DISPOSAL OF CASES
 UNDER THE LAND ACQUISITION ACT, 1894.

*In the matter of..... and the Land
 Acquisition Act, 1894*

To

Take notice that the abovementioned case, which was referred by you in your letter No....., dated the..... day of..... 20....., for the determination of this Court has been set down for hearing on the..... day of..... 20....., , at..... o'clock in the forenoon, and that in default of your appearance on the said day the case will be proceeded with in your absence.

Given under my hand and the seal of the Court, this day of.....
 20.....,

Judge

IV-PROCESS

FORM No. (P) 55

FORM UNDER THE COURT-FEES (AMENDMENT) ACT, XI OF 1899

Notice to Collector of Application Made for Probate of will and for Letters of Administration.

[Section 19H, Clause (1), of the Court-Fees (Amendment Act, XI of 1899)]

IN THE COURT OF THE..... AT.....

In the goods of
 deceased
 of thana.....
 District.....

To

The Collector of.....

Notice is hereby given that an application has this day been made to this Court by
 Pleader/Attorney for
 of..... thana..... District.....
 for probate of the will/ministration of the property and credits of the deceased above named.

The Amount of assets which are likely to come in to the Petitioner's hand is stated by
 the petitioner to be Rs.....

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

District judge or Delegate

NOTE – When detailed inventories of the property of deceased persons are filed by applicants for probate for letters of Administration at the time of applying copies of these inventories should be appended to the notice and sent together with in to the Collector. When the inventory is field at a date subsequent to the application a copy should be forwarded to the Collector as soon as it is received-(G.L. NO. 6 of 19th June 1901)

IV-PROCESS

FORM No. (P) 56*Forms under the Indian Succession Act**Notice of Date fixed for Hearing Probate or Letters of Administration Cases*

[Section 283 of the Indian Succession Act. XXXIX of 1925]

IN THE COURT OF THE DISTRICT JUDGE OF.....

NOTICE

No..... of 20

Whereas an application under the Indian Succession Act, 1925 for grant of probate of the will (or, for letters of administration to the estate) of..... late of has been made by, and whereas the..... 20..... has been fixed for the hearing of this case, notice is hereby given that any person having any interest in the administration of the estate of the said deceased may, if he desires, appear in this Court on the said..... day of..... 20....., and see the proceedings before the grant of probate, (or, of letters of administration).

Given under my hand and the seal of the Court.
Court,

The 20.....

Judge

*Chief Administrative Officer

NOTE – Form on the reverse and at the top of the front page as in Form No. P (1) ante

*(Not to be pointed)***FORM No. (P) 57***Notice Calling on Certificate-Holder for Accounts*

(Indian Succession Act, 1925)

(Not printed)

IV-PROCESS

FORM No. (P) 58

ଅବାଲତ ଅପିସ ଦ୍ଵାରା ପୂରଣ କରାହେବ	NOTICE INVITING OTHER CLAIMANTS TO REPRESENTATION TO COME FORWARD (Section 373 of the Indian succession Act, XXXIX of 1925)	ନାଜିରଙ୍କ ସ୍ଥିତିରେ ପୂରଣ କରାହେବ
ଚଉକାମା ଜମା କରିବାର ତାରିଖ		ପରଓ୍ୟାନା ଜାଗାକାରକର ହସ୍ତରେ ଦେବାର ତାରିଖ
ଖୋରାକି ଟଙ୍କା ଜମା କରିବାର ତାରିଖ		ଜାଗା ଉତ୍ତରାଧିକାରୀଙ୍କ ଜାଗା- କାରକ କର୍ତ୍ତୃକ କେଁ ପିୟତ ଦେବାର ତାରିଖ
ପରଓ୍ୟାନା ଦାଖଲର ତାରିଖ		
ପରଓ୍ୟାନା ନାଜିର ହାତରେ ଦେବାର ତାରିଖ		ନାଜିର କର୍ତ୍ତୃକ ଅବାଲତରେ ପେରିଦେବାର ତାରିଖ

ଇ କାଉଁଷିକ ହେବାର ଅନ୍ୟାନ୍ୟ ଦାବିଦାରମାନଙ୍କ ସହିତ
ଉପସ୍ଥିତ ହେବା କାରଣ ନୋଟିସ ।

(ଉତ୍ତରାଧିକାରୀର ସାଂପ୍ରତିକେତ ସମ୍ପର୍କୀୟ ସନ ୧୯୨୫ ସାଲ ଆ ୩୭୩ ଇନ)

ମୁକାମ ନଂ ସ୍ଥିତ ସର ମୋକଦ୍ଦମା ସନ ୧୯ ମସିହା ଜିଲ୍ଲାର କର୍ତ୍ତା ଅବାଲତ
ଆବେଦନକାରୀ ଉକ୍ତ ପ୍ରଥମରେ, ସନ ୧୯ ମସିହା ଆବେଦନକାରୀ ମାଧ୍ୟମରେ
ଉପରେ ଆବେଦନ କରିବାରେ ଅକ୍ତ ମୋକଦ୍ଦମା ବିଷୟ ନିମନ୍ତେ ଆଗତ ଦିନ ଧାର୍ଯ୍ୟ
ହୋଇଅଛି, ଅତଏବ ଅକ୍ତ ବିଚାରାଳୟ ପ୍ରକ୍ତ ଦ୍ଵାରା ଜଣାଇ ଦିଅଯାଉଅଛି ଯେ ଯଦି କୌଣସି
ଅନ୍ୟ କେହି ଉତ୍ତରାଧିକାରୀ ବା ତାହାର
ତ୍ୟକ୍ତ ସମ୍ପର୍କର ଅଧିକାରୀ ଥିବେ କିମ୍ବା ଆବେଦନକାରୀଙ୍କ ପ୍ରାର୍ଥନାର ବିରୁଦ୍ଧରେ କେହି ଆପତ୍ତି ଉପସ୍ଥିତ କରିବାକୁ
ଇଚ୍ଛା କରନ୍ତି ତେବେ ଉପରୋକ୍ତ ନିରୂପିତ ଦିବସରେ ସେ କିମ୍ବା ସେମାନେ ସ୍ଵୟଂ ଅଥବା ଉକ୍ତ ଦ୍ଵାରା ଉପସ୍ଥିତ
ହୋଇ ଆପଣା ଆପଣାର ଆପତ୍ତି ଦର୍ଶାଇବେ ଓ ତେପୋକେତାର ଯେ ଦଲିଲ ଓ ସାକ୍ଷୀ ଦେବାକୁ ଇଚ୍ଛା କରିବେ ତାହା
ସେହି ଦିବସରେ ଉପସ୍ଥିତ କରିବାକୁ ପ୍ରସ୍ତୁତ ଥିବେ ।

ମୁକାମ

ସନ ୧୯

ତାରିଖ

ମସିହା

ଜିଲ୍ଲା କର୍ତ୍ତା

Note — Form on the reverse and at the top of the front page as in Form No. P (1) ante, omitting the form of verification of services by a local villager, or chowkidar or dafadar.

୧	ଯେଉଁ ବ୍ୟକ୍ତି ଉପରେ ଜାରୀ କରାଯିବ ତାହାଙ୍କର/ତାହାର/ମାନ
୨	ତାରାର ତାରିଖ, ସମୟ ଏବଂ ସ୍ଥାନ
୩	କେହି ନିଶ୍ଚୟତା ଦିନ୍ତେ ତାହାଙ୍କର/ତାହାର ନାମ ଏବଂ ଠିକଣା ।
୪	ସୂଚ୍ୟକ ବ୍ୟକ୍ତି ଉପରେ ଯେପରି ଭାବରେ ଜାରୀ କରାଗଲା (ବ୍ୟକ୍ତି ଉପରେ ଜାରୀ କରା ନ ଗଲେ ଯେଉଁ ନାମରେ ନିକେ ବ୍ୟକ୍ତି ଉପରେ ଜାରୀ କରା ନ ଗଲା ସେହି ନାମରେ ବୁଝାନ୍ନା କର)
୫	ଯେଉଁ ବ୍ୟକ୍ତି ଉପରେ ଜାରୀ କରାଗଲା ସେହି ବ୍ୟକ୍ତି ପରଖାମାନେ ଦୃଷ୍ଟକୃତ କଲେ/କଲା କିମ୍ବା ଦୃଷ୍ଟକୃତ କରିବାକୁ ଅସୀକାର କଲେ/କଲା ।
୬	ଯେଉଁ ବ୍ୟକ୍ତି ବା ବ୍ୟକ୍ତିମାନେ ସମନ ଦିଆଯିବାରେ କିମ୍ବା ଯାହା ଯିବାରେ ଦେଖିଥିବେ ସେହି ବ୍ୟକ୍ତି ବା ବ୍ୟକ୍ତିମାନଙ୍କର ନାମ ଏବଂ ଠିକଣା ।
୭	ମୁଦ୍ରା

ପରଖାଳା କାରୀ କରିବା କର୍ମରୁରାକର ସାକ୍ଷର

at

A. M.
P. M

Deputy Administrator

IV-PROCESS

FORM No. (P) 59*Notice of application made for guardianship and of date fixed for hearing*

[Section 11 of the Guardians and Wards Act, VIII of 1890]

DISTRICT.....

IN THE COURT OF THE..... AT.....

Present:.....

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

(1) Appointment or declaration as the case may be.

Inhabitant of.....

Petitioner

(2) State whether to the person or the property of the minor or to both.

Application for the (1)..... of
 guardian to the (2)..... of.....
 a minor, inhabitant of.....

(3) appointed or declared.

The petitioner above named having applied to be (3).....

(4) name of person in case of notice under clause (a) of section 11; "the public" in case of general notice under clause (b).

The guardian of the (2)..... of the aforesaid minor,
 the..... day of..... 20....., has been fixed for the
 hearing of the application, and notice is hereby given to (4).....
 that if any other relative, friend, kinsman, or well-wisher of the aforesaid minor
 desire to be appointed or declared as guardian of the (2).....
 of the said minor, he should enter appearance in person in this Court on the
 aforesaid date, and be prepared to adduce on that day and documentary and
 oral evidence he may desired to adduce in support of his claim to such
 appointment or declaration.

Given under my hand and the seal of the Court, this day
 of..... 20.....,

*Judge*NOTE – Form on the reverse and at the top of the front as in Form No. (P) (1) *ante*

IV-PROCESS

FORM No. (P) 60*Notice to creditors of the date of hearing of an insolvency petition*

[Section 19 of the Provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency Application No..... of 20.....

Whereas A.B..... has applied to this Court, by a petition dated..... of.....20....., to be declared an insolvent under the Provincial Insolvency Act V of 1920, and your name appears in the list of creditors filed by the aforesaid debtor, this is to give you notice that the Court has fixed the..... day of..... 20..... for the hearing of the aforesaid petition and the examination of the debtor. If you desire to be represented in the matter you should attend in person or by duly-instructed pleader. The particulars of the date alleged in the petition to be due to you are as follows.

Judge

 NOTE – form on the reverse and at the top of the front as in Form No. (P) (1) *ante*

IV-PROCESS

FORM No. (P) 61

(Not to be printed)

Notice of Application by Unscheduled Creditor

[Section 33 (3), Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

*In the matter of an Insolvent.....**No..... of 20.....,*

To

Whereas an application has been made to this court by..... who claims to be a creditor of..... whose application to be declared an insolvent was filed in this Court, on the..... day of.....20....., for permission to produce evidence of the amount and particulars of his pecuniary claims against the insolvent, and for an order directing his name to be entered in the schedule as a creditor for the debts which he may prove : this is to give you notice that the said application will be heard in this Court on the..... day of..... 20....., when you should appear personally, or by Pleader, if you desire to object to it.

Given under my hand and the seal of the Court, this..... day of.....
20.....,

District Judge

IV-PROCESS

FORM No. (P) 62

[Not to be printed]

Notice to creditors of the date of Consideration of a Composition or Scheme of Arrangement

[Section 38 (1) of the provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

INSOLVENCY APPLICATION NO..... OF 20.....

Applicant

Take notice that the Court has fixed the..... day of..... 20....., for the consideration of a composition (or scheme of arrangement) submitted by A.B. the debtor in the above insolvency petition. No creditor who has not proved his debt before the aforesaid date will be permitted to vote on the consideration of the above matter. If you desire to be represented at the abovementioned hearing you should be present in person or by duly instructed pleader with your proofs.

Judge

IV-PROCESS

FORM No. (P) 63

(Not to be printed)

Notice to persons claiming to be Creditors of Intention to declare Final. Dividend

[Section 64 of the Provincial Insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

In the matter of.....

Insolvency Application No..... of 20.....

Applicant

Take notice that a final dividend is intended to be declared in the above matter and that if you do not establish your claim to the satisfaction of the Court on or before the..... day of..... 20....., or such later day as the Court may fix, your claim will be expunged, and I shall proceed to make a final dividend without regard to such claim.

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

To X.Y.

G.H.RECEIVER

[Address]

FORM No. (P) 64

(Not to be printed)

Notice to creditors of Application for Discharge

[Section 41 (1) of the provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency case No..... of 20.....,

Take notice that the above named insolvent has applied at the Court for his discharge and that the Court has fixed the..... day of.....20....., at..... O'clock for hearing the application.

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

Judge

NOTE – On the back of this notice the provisions of Section 42 (1) Act V of 1920, should be printed.

IV-PROCESS

FORM No. (P) 65*Summary Administration Notice to Creditors*

[Section 74 of the provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

Insolvency case No..... of 20.....

Applicant

Take notice that on the..... day of 20....., the above named debtor presented a petition to this Court praying to be adjudicated an insolvent and that on the....., day of.....20....., the Court being satisfied that the property of the debtor is not likely to exceed Rs. 500, directed that the debtor's estate be administered in a summary manner and appointed the..... day of..... 20....., for the further hearing of the said petition and examination of the said debtor.

Also take notice that the court may on the aforesaid date then and there proceed to adjudication and distribution of the assets of the aforesaid debtor. It will be open to you to appear and give evidence on that date. Proof of any claim you desire to make must be lodged in Court on or before that date.

Given under my hand and the seal of the Court, this day of.....
20.....,

Judge

IV-PROCESS

FORM No. (P) 65 A**INSOLVENCY NOTICE**

(Notice under section 6 (2) of the Provincial Insolvency Act)

To

..... (Name of the debtor with full address)

Take notice that within.....(the period shall not be less than one month) after service of this notice on you excluding the day of such service, you must pay to me/us or my/our or agent duly authorized in this behalf (Strike out if no agent authorized)the sum of Rs..... as being the amount due on a decree (s) or order (s) obtained by me/us against you in the Court of..... dated..... in Suit No..... of 20....., where on execution has not been stayed, or you must furnish security for the payment of the said sum to *my/our* satisfaction (or the satisfaction of my/our agent)(Strike out if no agent is authorized)”

ENDORSEMENT OF NOTICE

“You are specially to note; that the consequence of not complying with the requisitions of this Notice are that you will have committed an act of insolvency on which insolvency proceeding may be taken against you.

If, however you have a counter claim or set off which equals or exceeds the amount claimed by me/us in respect of the decree(s) or order(s) and which you could no Lawfully set-up in the suit or proceeding in which the said decree(s) or order(s) was/were obtained, you must within..... days (the period shall not be less than one month) apply to the court to set aside this notice,

Signature (s) of the Creditor(s)
 or his/their authorized agent (s) as the case may be

IV-PROCESS

FORM No. (P) 66*Notice of the day fixed for settling valuation*

[Section 14 of the Orissa Money Lenders Act (Act III of 1939)]

DISTRICT.....

IN THE COURT OF..... AT.....

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

*Decree-holder**Versus**Judgment-debtor*

To

Judgment-debtor

Whereas in the above named case,, the decree-holder has applied for the sale of the property set out in the execution petition.

You are hereby informed that the..... day of..... 20....., has been fixed for estimating the value of the said property or of some portion thereof, the sale of which will be sufficient to satisfy the decree.

Given under my hand and the seal of the Court, this..... day of.....20.....,

*Judge***FORM No. (P) 67***Notice of Application for the Transfer of a suit to another Court for trial*

(Section 24)

IN THE COURT OF THE DISTRICT JUDGE OF.....

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

To

Whereas an application, dated the..... day of..... 20..... has been made to this court by..... the..... in suit No..... of 20....., now pending in the Court of the..... at....., in which..... is plaintiff and..... is defendant, for the transfer of the suit for trial to the Court of the..... at.....

You are hereby informed that the day of.....20....., has been fixed for the hearing of the application, when you will be heard if you desire to offer any objection to it.

Given under my hand and the seal of the Court, this..... day of..... 20.....,

Judge

FORM No. (S) 1

Monthly Statement showing the number of suits and cases pending and disposed of in the Court of during the

Class of suits and cases	Number of case for disposal excluding those transferred to other Courts	Disposed of			Pending suits			Total No. of Witnesses examined on content on Civil side	Remarks
		Contested	Uncontested	Total	Total	Over six months	Over one year		
1	2	3	4	5	6	7	8	9	10
(1) Small Cause court suits ..									
(2) Money suits ..									
(3) Title and other suits ..									
(4) Miscellaneous judicial cases ..									
(5) Execution cases ..									
(6) Appeals ..									
(7) Miscellaneous appeals ..									

NOTE 1. The statement is to be submitted to the District Judge by every subordinate Court.

2. At the top of this statement. The total number of working days during the month and the number of days devoted to civil work should be noted
3. A certificate should be appended to the bottom of the statement to the effect that preference was given to older cases than to later cases for hearing along with the number of the suits; cases or appeals heard or disposed of during the month. A list of latter cases, if any, heard in preference to older cases with brief reasons should also be furnished.
4. A certificate that delivery of judgment was not deferred in any suit or case for more than a month from the date of conclusion of the trial or hearing should be furnished at the bottom of the statement.
5. The number of days on which the Officer did judicial work for less than three hours should be noted in the remarks column and the reasons for the same be given on the reverse.
6. The outturn of work of the subordinate officers should be properly assessed after taking in to account their criminal work, if any, done during the month.
7. Total number of year old cases disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks Column.

V - PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 2

Monthly Statement of sales held and confirmed by the Court of the of

Number of execution case.	Names of parties	Names and specification of judgment-debtors whose property was sold	Name of estate. Pargana, Tauzi Number, and extent of land or share sold.	Price for which sold and date of confirmation of sale.	Name and address of auction purchaser and father's name	Date on which registration will be compulsory	Number of notice in Register 11, if no application for registration made	Number of Register 37, if fine is imposed under section 65 of Act VII (B.C.) of 1876	Number of Register 4 when application for registration has been filed	Remarks
1	2	3	4	5	6	7	8	9	10	11

INSTRUCTIONS – Columns 1 to 6 will be filled up by the Civil Court Columns 7 to 10 will be filled up in the Collector's Office Forwarded to the Collector of for information and necessary action.

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

Signature.....

Office.....

***FORM No. (S) 3 has been omitted**

⁸FORM NO. (S) 4*

Quarterly Statement A

(i) Original suits

(ii) Appeals

(iii) Revisions

District of.....

.....Quarter of 20.....

Courts	For disposal										Disposed of-				Total pending of each class					Pending for over six months					Pending for over one year					Remarks
	Pending from last	Instituted during the quarter				Restored to file for any reason	Received by transfer	Transferred to other courts	Total for disposal	Without trial	Without contest	With contest and on reference to arbitration	Total	Money	Rent	Title and other	Revision	Total	Money	Rent	Title and other	Revision	Total	Money	Rent	Title and other	Revision	Total		
		Money	Rent	Title and other	Revision																								Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

NOTE 1- The contested disposal of each officer who worked as District Judge or Additional District Judge should be separately shown in the 'Remarks' column.

NOTE 2- Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall be shown in Title Appeals.

NOTE 3- The number of appeals disposed of on contest from the decisions of Civil Judge (Senior Division) and Civil Judge (Junior Division) separately should be shown in the remarks column.

NOTE 4- Total number of year old case disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks column.

⁸ Substituted vide C.S. No. 5 dated 25.09.1999

FORM NO. (S) 5*Quarterly Statement B*(i) Miscellaneous (Judicial) cases(ii) Miscellaneous Appeals

District of.....

.....Quarter of 20.....

	For disposal						Disposed of-					Pending for-			
Courts	Pending from last	Instituted	Restored to file	Received by transfer	Transferred to another Court	Total	Without trial	Without contest	With contest or by arbitration	Total	Total pending	More than three months	More than six months	More than one year	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE 1- The contested disposals of each officer who worked as District Judge or Additional district Judge should be separately shown in the 'Remarks' column.

2- Appeals against the decree in suits under sections 9 to 13 of the Hindu marriage Act, 1955 shall not be shown as Miscellaneous appeals.

3- Election petitions under the provisions of the Orissa Gram Panchayat Act 1954 disposed of with the number of witnesses examined and the time taken for hearing shall be noted in the remarks column.

4- Total number of year-old cases disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks column.

FORM NO. (S) 5-A

Quarterly statement showing the writs of commissions pending with the Civil court Commissioners for execution for the quarter ending on.

Name and address of the Civil Court. Commissioner to whom the commission is issued.	Name of the Court	Number and year of the suit or case	Nature of commission	Date of issue	Date fixed for return	Dates when reminder issued	Brief reasons for non-execution of the writ by the date fixed and steps taken by the Court	Remarks
1	2	3	4	5	6	7	8	9

QUARTERLY STATEMENT C

District of.....

.....Quarter of 20.....

[illegible]

FORM NO. (S) 7

Concise statement of outturn of work of Civil Judge (Senior Division) and Civil Judge (Junior Division) of the district of..... during the quarter of 20.....

Name	Court	Number of days employed	Number decided			Appeals	Number of separate judgments delivered in contested-			Number of witnesses examined in contested cases	Remarks of District Judge
			Contested title suits	Contested other suits*	Uncontested suits*		Suits	Appeals	Miscellaneous Cases		
1	2	3	4	5	6	7	8	9	10	11	12

* Note – Suits decided under small cause Court powers should show in columns 5, 6 and 8 separately in red ink below each officer's outturn of work under the ordinary jurisdiction.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 7-A

Statement showing the cases of which the proceedings have been stayed during

.....quarter of 20..... in the Court/District of

Number and date of instructions of the case of which the proceeding is stayed	Name of the Court staying the proceedings	Description of the proceedings in which stay order was passed	Date of stay order	Remarks
1	2	3	4	5

NOTE – Cases to be shown under the following four heads –

- (i) Cases stayed by order of the High Court or cases which should not be taken up due to the record having been sent to the high Court in connection with the Civil revisions, appeals, etc.
- (ii) Cases stayed u/s 10 C.P.C or otherwise by Courts in the same judgeship or state.
- (iii) Cases in which parties are unable to proceed due to some restraint order against these which virtually means the stay of the cases: and
- (iv) Cases stayed or parties injured by order of Court situated outside the state.

FORM No. (S) 7-B

Quarterly statements showing the number of suits in which preliminary decrees have been passed but which are pending for final decrees (e.g.) suits for partition, taking of accounts, ascertainment of mesne profits, etc.)

Courts	Number of suits in which final decrees have been passed on contest (2)	Number of suits in which preliminary decrees have been passed but which are pending for final decrees(1)	Number of suits pending over six months from the date of application for final decree(2)	Number of suits pending over one year from the date of application for final decree(3)	Remarks
1	2	3	4	5	6

- Notes – 1. Cases of which the records have been sent to the record-room under notes 2 and 3, rule 1, Part III, Chapter III of the G.R and C.O, Civil, Volume 1, should not be show in-column 3.
2. The contested disposal shown in column 2 should also be shown in the concise statement in Form No. (S) 7 against the name of the presiding Officer concerned
3. A short explanation of each case included in column 5 showing the total period pending and the reason therefore should be given either in the Remarks column or on separate sheets of paper.

Note – The income shown in column 3 should be the net profit to Government, not the gross receipts

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 8**STATEMENT OF PENDING FILES**

To be submitted by subordinate Courts to the District Judge with their Quarterly Statements for the second and fourth quarters of the year.

*Table of pending files in the Court of theof.....
at the close of the Second/ fourth Quarter of 20.....and explanations of the delay in
the disposal of cases.*

Corrected up to 30th June/31st December

Total number of suits, etc., pending over twelve months.	} Title and other suits } Rent suit } Suits for money or movables } Appeals from decrees } Small Cause Court cases } Miscellaneous judicial cases } Miscellaneous Appeals A. Total		
Total number of suits, etc., Pending over six months.	Application for the execution of decrees.		
B. <i>I-Original Cases</i> <i>(i)- Total number delayed by order from an Appellate Court, or awaiting decision of a material issue in an Appellate Court, or original Court.</i> <i>(ii)- Total number delayed for representation of deceased parties.</i> <i>(iii) Total number delayed for want of Court's time</i> <i>(iv)- Total number delayed by desire of the parties</i>		Cases pending over	
		Six months*	Twelve months.*

	Cases pending over	
	Six months*	Twelve months*
(v) Total number awaiting return of records from superior Courts.		
(vi) Total number in the hands of Amins or Commissioners.		
(vii) Total number delayed for other reasons.		
(viii) Total number awaiting delivery of judgment.		
(ix) Total number on Remand, Reviews and Revival.		
<i>II-Appeals</i>		
(x) Total number delayed by order of the High Court.		
(xi) Total number delayed for representation of deceased parties.		
(xii) Total number delayed for want of Court's time.		
(xiii) Total number delayed by desire of the parties.		
(xiv) Total number remanded for further evidence, local investigation or enquiry.		
(xv) Total number awaiting disposal of analogous appeals pending in the High Court.		
(xvi) Total number awaiting records from the lower Courts.		
(xvii) Total number awaiting return of records called for by the High Court.		
(xviii) Total number delayed for other reasons.		
(xix) Total number awaiting delivery of judgment.		
(xx) Total number on Remand, Reviews and Revival		
Total		

*The totals of these two columns should agree with the total number of cases shown against A on a page 260.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 9**ANNUAL STATEMENT I – (CIVIL)**

FOR THE JUDGESHIP OF.....

FOR THE YEAR 20.....

PART I

Return showing the total number of Judicial officers exercising jurisdiction in Civil cases at the close of the year, their class and powers and the total number of working days that the different officers of each class, employed in the district during any part of the year, were engaged in each department.

Courts (1)	Total number of working days employed		Remarks
	On Civil work (3)	On Criminal work (3)	
District judge Additional district Judge Civil Judge (Senior Division) :- Civil Judge (Junior Division):-			

Total number (2) of officers exercising Civil powers only :-

Ditto (2) officers exercising Civil and criminal powers :-

Total number of Panchayat Courts at the end of the year :-

FOOT-NOTES:-

1. The Court of each Judicial Officer exercising jurisdiction in Civil cases must be separately specified under each class, e.g. 1st Court, 2nd Court, 1st Additional court, Civil Judge (Senior Division), Civil Judge (Junior Division), Registrar-cum-Civil Judge (Senior Division).

2. Only officers exercising civil powers and employed in the district on the last day of the year are to be mentioned.

3. In these columns enter the working days of every officer exercising civil powers who was employed in the district during any part of the year. An estimate of share of an officer's time given to each department should be entered in case a precise record has not been kept.

FORM No. (S) 9**PART II**

Statement showing the receipts and charges of the several grades of the Civil Courts and the proportion of the salary of Judicial Officers debitable to Civil Justice

Class of Courts	Receipts (1)					Charges(1)										
	In Court fee Stamps		In cash or special stamps			Total	Salaries of Judicial Officers		Establishments(2)			Contingencies				Remarks
	Process fees	Other fees	Fines	Copying and comparing fees	Other receipts credited to Government		Gross	Share debitable to Civil Justice (3)	Process-servers	Salaried copying and comparing clerks	Others	Fees paid to copyists not on the fixed establishments	Other Contingencies	Refunds	Total of columns 9 to 15	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
District Judges' Courts																
Civil Judges'(Senior Division) Courts																
Civil Judges'(Junior Division) Courts																
Total																

(1) Omit fractions of a rupee.

(2) In districts where the same establishment is employed in different departments, enter only a share of the costs calculated on an estimate of the share of the time of each officers employed, which is devoted to civil work.

3. The proportion of an officer's time shown in part I to have been devoted to civil work will determine the proportion of his pay to be debited to Civil Justice.

Note – Deputy Administrator and Assistant Administrator are ministerial officer and their salaries should be exhibited in column 12 – (G.I. No. 9 of 30th November 1898)

FORM No. (S) 10**ANNUAL STATEMENT - 2-(CIVIL)**

Statement showing the number and description of Civil Suits instituted in the Civil Courts in the year 20.....

Class of Courts	Suits for money or movable property	Suits under the rent law					Title and other suits						Remarks
		Arrears of rent with or without ejectment	Enhancement of abatement or rent	For ejectment or recovery of possession alone	All other suits under the rent Law	Total	Suits for immovable property	Suits for specific relief	Mortgage suits	Other suits not failing under any of the preceding heads	Total	Grand total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
District Judges .. Civil Judge (Senior Division) Under ordinary procedure .. Under Small Cause Court powers .. Civil Judge (Junior Division) Under ordinary procedure .. Under Small Cause Court powers .. Total													

NOTES- (1) Uncontested probate cases are not to be entered as suits but as Miscellaneous cases.

(2) Column 9 headed “Suits for specific relief” should include all suits under the Specific Relief Act, 1 of 1877.

FORM No. (S) 11

ANNUAL STATEMENT – 3 – (CIVIL)

Statement showing number and Value of Suits instituted in the Civil Courts in the year 20.....

[illegible]

FORM No. (S) 12**ANNUAL STATEMENT – 4 – (CIVIL)**

Statement showing the general result of the trial of Civil cases in the courts of Original jurisdiction in the year 20.....

In the District/Judgeship of

Part I – CIVIL SUITS

	Number of suits before the Court							
Class of Courts	Pending at the beginning of the year	Instituted during the year (1)	Revived during the year	Received by transfer from other courts	Otherwise received (2)	Total	Transferred to other Courts	Total for disposal
1	2	3	4	5	6	7	8	9
Courts of the District judges								
Courts of Civil Judge (Senior Division)								
Under ordinary procedure								
Under S.C.C. Powers ..								
Courts of Civil Judge (Junior Division) –								
Under ordinary procedure								
Under S.C.C. powers ..								
Total ... { O. P.								
S. C. C.								
Total of each class of suits { Suits for money or movables.								
(4) { Suits under the Rent Law Title								
{ and other suits.								
Total ..								

FORM No. (S) 12 Contd. -

No of suits disposed of																Total of columns 12,14, 16,18,22 and 24	Pending at the close of the year	Pending for more than a year	Remarks
Without Trial				Exparte		On admission of claim		On compromise		After full Trial				On reference to arbitration					
Under order IX, rule 3 and order IX, rule 8 of C.P.C. Where the defendant does not admit the claim.	Otherwise	Total	Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial	Judgment for plaintiff	Judgment for defendant	Total	Aggregate number of days occupied in trial	Number (3)	Aggregate number of days occupied in trial				
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

1. The entries in column 3 are meant to show new institutions only, and should agree with statements 2 and 3.
2. The entries in column 6 are meant to show all cases received in a manner not specially provided for by any other column
3. Column 24 embraces only cases disposed of by judgment pronounced according to an arbitral award under section 17 of the Arbitration Act (X of 1940)
Cases in which an award becomes void or is set aside Should be classified in accordance with their ultimate method of disposal.
4. The classification adopted in Annual Statement 2 is to be followed.

FORM No. (S) 13**ANNUAL STATEMENT – 4 – (CIVIL)***Statement showing the General Result of the trial of Civil cases in year 20.....**In the District/Judgeship of***Part II – MISCELLANEOUS CASES – (Judicial)**

	Number of cases before the Court							
Class of Courts	Pending at the beginning of the year	Instituted during the year (1)	Revived during the year	Received by transfer from other courts	Otherwise received (2)	Total	Transferred to other Courts	Total for disposal
1	2	3	4	5	6	7	8	9
Courts of the District judges ...								
Courts of Civil Judge (Senior Division) ...								
Courts of Civil Judge (Junior Division) ...								
Total ...								

Note 1. Information regarding the number of cases of Contempt of Court under Chapter XXXV of Code of Criminal Procedure, disposed of by Civil Courts should be shown in the column of remarks.

2. For Instruction as to filling in columns 6 & 24, see foot notes (2) and (3) below part I of Annual Statement 4.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 13 Contd. -[illegible]

FORM No. (S) 14**ANNUAL STATEMENT-5(CIVIL)**

Statement showing the business of the Civil Appellate Courts of the.....in the year 20.....

PART I-APPEALS FROM DECREES

Class of courts		Number of appeal before the Courts						Number of appeals disposed of									Pending at the close of the year.	Pending for more than a year	Remarks	
		Pending at the beginning of the year	Instituted and reinstituted during the year (2)	Received by transfer from other Courts.	Otherwise received (3).	Total	Transferred to other Courts	Total disposed	Dismissed or not prosecuted		Confirmed	Modified	Reversed	Remanded for retrial	Total of columns 11 to 14	Aggregate number of days occupied in the trial of appeals in column 15.				Total of columns 9 and 15
									Number	Aggregate number of days occupied in trial										
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
APPEALS FROM ORIGINAL DECREE Courts of the District Judges Courts of Civil Judge (Senior Division) Total of each class (1) of appeal	Appeals from decisions-in suits for money or movable. In suits under the rent law. In title and other suits.																			
	Total																			

(1) The classification adopted in Statement 2 is to be followed

(2) The word “reinstated in column 3 refers to appeals revived under Order XLI, rule 19 and 21

(3) The entries in column 5 are meant to show all appeals received in a manner not specially provided for by any other column

NOTE 1- Appeals against the decree in suit u/s 9 to 13 of the Hindu Marriage Act, 1955 shall be shown as Title Appeals

NOTE 2- Appeals against the decree under section 25 (1) and 26 of the Hindu Marriage Act, 1955 shall not be shown in this Statement.

FORM No. (S) 15**ANNUAL STATEMENT – 5(CIVIL)**

Statement showing the business of the Civil Appellate Courts of the.....in the year 20.....

PART II – MISCELLANEOUS APPEAL (JUDICIAL)

Class of courts	Number of appeals before the courts							Number of appeals disposed of									Pending at the close of the year	Pending for more than a year	Remarks
	Pending at the begging of the year	Instituted and re- instituted during the year()	Received by transfer from other courts	Otherwise received (2)	Total	Transferred to other Courts	Total for disposal	Dismissed or not prosecuted		Confirmed	Modified	Reversed	Remanded for re-trial	Total of columns 11 to 14	Aggregate number of days occupied in the trial of appeals in column 15	Total of columns 9 and 15			
								Number	Aggregate number of days occupied in trial										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
APPEALS FROM ORDERS Courts of the District Judges ... Courts of Civil Judge (Senior Division) ... Total ...																			

1. The word “re-instituted” in column 3 refers to appeals revived under order XLI, rule 19 and 21.
2. The entries in columns 5 are meant to show all appeals received in a manner not specially provided for by any other column.
3. Appeals against the decrees in suits under sections 25 (1) and 26 of the Hindu Marriage Act, 1955 shall be shown as appeals from orders.
4. Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall not be shown in this statement.

FORM No. (S) 16**ANNUAL STATEMENT – 6 – (CIVIL)**

Statement showing the result of proceedings on applications for the execution of the decrees of the Civil Courts in the year 20.....

Class of Courts	Number of applications dealt with				Applications Disposed of					Pending at the end of	No. of applications pending over		Amount realized	Proportion of infructuous proceedings
	Pending at the beginning of the year	Number of applications filed (1)	Restored to the file for any cause	Total	Transferred	Decrees wholly satisfied	Decrees partly satisfied	Wholly infructuous	Total		Six months	One year		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Courts if the District judges ...														
Courts of Civil Judge (Senior Division) ...														
Courts of Civil Judge (Junior Division) ...														
Total ...														

(1) Including verbal applications under order XXI, R. 11 (1).

The following cases are also to be entered in column 3 – (1) those in which, after an application has been made for execution under Order XXI, R. 10, and (2) those in which a decree has been transferred for execution by a superior court to a subordinate Court of its own motion after an application for execution, under Order XXI, R. 10. Has been filed and execution ordered under Order XXI, R. 17.

N.B. - This statement deals only with cases in which an application for execution has been made.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 16 contd. -

[illegible]

FORM No. (S) 17

ANNUAL STATEMENT-7 (CIVIL)

Proceedings in Insolvency under the Provincial Insolvency Act, 1920 (V of 1920), in the District ofduring the year 20.....

Part I – Showing the number and the results of insolvency petitions presented under section 7 of the Act and the number of insolvents before the Courts

[illegible]

V - PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 17**ANNUAL STATEMENT-7 (CIVIL)**

Proceedings in Insolvency under the provincial Insolvency Act (V of 1920), in the district of.....during the year 20.....

Part II - Showing the number of estates in the hands of Receiver and the progress made in winding them up

Class of courts	Number of Insolvent's Estates in the hands of Receivers			Amount of Creditors' claims dealt with during the year				Amount of Insolvents Assets realized and outstanding				Remarks
	Pending at the close of the previous year	Placed in charge of a Receiver during the year	Pending at the close of the year	Unsatisfied and pending at the close of previous year	Proved	Satisfied	Unsatisfied and pending at the close of the year	Amount of realized assets in the hands of Receivers at the close of the previous year	Gross amount realized during the year	Total amount of disbursement	Amount remaining in the hands of Receivers at the close of the year	
1	2	3	4	5	6	7	8	9	10	11	12	13
Courts Subordinate to district Courts and specially empowered under section 3 District Courts.												
Total ...												

NOTE – Column 7 of this Part, is intended to show the amount of creditor's claims satisfied during the year, whether they were admitted during or prior to the year under review Columns 10 and 11 refer to the gross amount of Insolvent's assets realized and disbursed during the year with reference not only to claims admitted during that year but also to those admitted in previous years (G.L. No. 11 of 1911.)

* Form No. (S) 18 to Form No. (S) 21 omitted.

FORM No. (S) 22

TABLE 1 - CIVIL

ORIGINAL JURISDICTION

Table showing the number of suits instituted, disposed of and pending in each of the Civil courts of the district.....of during the year 20.....

Details of Courts	Pending from previous year	Instituted				Re-admitted	Disposed of -											Pending	Pending more than a year	Remarks
		Money	Rent	Title and others	Total		Money		Rent		Title		Total							
							Total	With contest	Total	With contest	Total	With contest	Ex parte	Without trial	Without contest	With contest	Total of columns 14 to 17			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

NOTE 1 - The sum of the total of columns 4 to 6 of Annual Statement 4, Part I, is to be shown in column 7.

NOTE 2 - For the purposes of column 20, the duration should be calculated from the date of original institution.

FORM No. (S) 23- New**TABLE II – CIVIL**

*Table showing separately the number of pending suits classified according to the years of institution in the District/Judgeship
of..... during the year 20.....*

Details of Courts	20	20	20	20	20	20	20	20	20	20	Over ten years (a)	Total	Remarks (b)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

(a) The number of suits pending for over ten years with the respective year of institution of each suit should be entered in this column.

(b) Brief explanation of delay for each suit pending over 3 years should be given in the Remarks column.

NOTE - Two statements showing separately the number of pending suits and appeal should be submitted along with the quarterly statements. The remarks column of the statement of appeals should show the number of pending appeals from the decisions of Civil Judges (Senior Division) and Civil Judges (Junior Division) separately.

FORM No. (S) 24**TABLE III-CIVIL****ORIGINAL JURISDICTION**

*Table showing the number of Miscellaneous cases instituted disposed of and pending in each of the Civil Courts of the
District of during the year 20.....*

Courts	Miscellaneous judicial Cases			Miscellaneous Non-Judicial Cases			Remarks
	Instituted	Disposed of	Pending	Instituted	Disposed of	Pending	
1	2	3	4	5	6	7	8

FORM No. (S) 25**TABLE IV – CIVIL****APPELLATE JURISDICTION**

Table showing the number of appeals from decisions in Regular suits, instituted, disposed of and pending in the Civil Appellate Courts of the district of.....during the year 20.....

Appeal from	Number of decisions in contested suits against which an appeal lay to the District Court.	Preferred					Re-admitted	Total disposed	Pending	Pending more than a year	Details of disposal				Remarks
		Money	Rent	Title and other	Total	Ratio per cent of appeals to appealable decisions.					Number of appeals decided on trial	Contested	Judgments affirmed	Ratio per cent of affirmed to decided on trial	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE 1 - For the purpose of column 11, the duration should be calculated from the date of institution.

2 - Appeals against the decrees in suits under section 9 to 13 of the Hindu Marriage Act, 1955 shall be shown as Title Appeals in column 5.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 25-A**TABLE IV-A****CIVIL APPELLATE JURISDICTION**

Table showing the number of appeals from decisions in original suits instituted, disposed of and pending in the Civil Appellate Courts of the district of.....during the year

20.....

Details of Courts	Pending from previous year	Preferred	Re-admitted	Received by transfer	Total for disposed	Transferred	Disposed of-			Pending	Pending over one year	Remarks
							From Civil Judge Senior Division's decisions	From Civil Judge (Junior Division's decisions	Contested out of Cols. 8 and 9			
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE – 1. The sum of the totals of column 3 and 4 of this table should agree with the sum of the totals columns 3 and 5 of Annual Statement 5 , Part I.

2. For the purposes of column 12, the duration should be calculated from the date of institution.

3. Appeals against decrees in suits under sections 9 to 13 of the Hindu marriage Act, 1955 shall be shown as appeals from decisions in original suits.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 26

TABLE V – (CIVIL)

APPELLATE JURISDICTION

Table showing the number of miscellaneous appeals, instituted disposed of and pending in the several Courts of the district of.....during the year 20.....

Details of Courts	Instituted	Disposed of	Pending	Remarks
1	2	3	4	5

NOTE - Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall not be shown in this statement.

FORM No. (S) 27
TABLE VI – CIVIL
ORIGINAL JURISDICTION

Table showing the number of Applications for an Order to set aside an ex-parte Judgment or a Judgment on Default, Preferred, Disposed of and Pending in the year 20.....

Name of Court	Preferred			Disposed of			Pending	Remark
	To set aside ex-parte judgement	To set aside judgement in default	Total	Applications granted	Applications rejected	Total		
1	2	3	4	5	6	7	8	9

NOTE 1 – This table should also be submitted quarterly to the District Judge by Civil Judges (Junior Division), Civil Judges (Senior Division), Small Cause Court Judges.

NOTE 2 – This table is intended for applications in connection with original suits only.

V- PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 28**TABLE VII – CIVIL**

Table showing the number and value of suits of each class instituted in the judgeship of in the year 20.....

Value of Suits	For money or movables	Under the rent law	Title and other suits	Remarks
	Number	Number	Number	
1	2	3	4	5
Not exceeding Rs.10 ...				
Exceeding Rs.10 but not exceeding Rs.50 ..				
Exceeding Rs.50 but not exceeding Rs.100 ...				
Exceeding Rs.100 but not exceeding Rs.500 ...				
Exceeding Rs.500 or value not denotable in money ...				
Total valuation of suits of each class ...				

FORM No. (S) 29*(Not to be printed)***TABLE VIII – CIVIL**

Table showing the names of the Uncovenanted Judicial Officers employed in the district of.....on the last day of the year 20....., and the immovable property held, acquired, or disposed of by them, or held by and managed by their wives or other members of their families living with and in any way dependent on them.

INSRTUCTIONS – Opposite the name of each officer enter detail (1) of property held in the district in which employed, (2) of property, if any, acquired during the year in any district, (3) of property, if any, which ceases to be held during the year in any district, and (4) of property, if any, held by and managed by his wife or by any other member of his family living with him and in any way dependent on him. In column 5 enter the mode of acquisition. Whether by inheritance, gift, purchase, or otherwise, with date of acquisition.

Name and official designation of officer	Name of district where land is situate	Nature of property and extent of interest held	Whether held in his own name or in the name of another or held by and managed by wife, or other member of family living with, and in any way dependent on him	How acquired	If held under superior Landlord, his name and place of residence with district	Remarks
1	2	3	4	5	6	7

FORM No. (S) 30

Table showing the number of Probates, letters of Administration, Certificates and extended Certificates, and the duty levied thereon for the financial year 20.....

[illegible]

FORM No. (S) 31-New

Table showing the number of suits of each class disposed of and their average duration in the Civil Courts of during the year 20.....

Class of Courts	Decided on contest or by arbitration			Otherwise disposed of(excluding transfers)			Remarks
	Number	Aggregate number of days occupied in trial	Average duration	Number	Aggregate number of days occupied in trial	Average duration	
1	2	3	4	5	6	7	8
District Judges ... Civil Judge (Senior Division) } O.P. ... S.C.C ... Civil Judge (Junior Division)} O.P. ... S.C.C ...							

NOTE- The duration is to be calculated from the date of institution as explained in rule 29, part VI, Chapter I, G.R & C.O. Civil Volume I.

FORM No. (S) 32-New

Table showing the number of appeals from decrees disposed of and their average duration in the Civil Courts of during the year 20.....

Class of Courts	Decided on contest or by arbitration			Otherwise disposed of(excluding transfers)			Remarks
	Number	Aggregate number of days occupied in trial	Average duration	Number	Aggregate number of days occupied in trial	Average duration	
1	2	3	4	5	6	7	8
District Judges ...							
Civil Judge (Senior Division) ...							

NOTE – The duration is to be calculated from the date of institution as explained in rule 29, part VI, Chapter I, G.R & C.O. Civil Volume I.

V- PERIODICAL RETURNS AND STATEMENTS

CONFIDENTIAL CHARACTER ROLL OF JUDICIAL OFFICERS

Name of the Officer.....

Report for the year/period ending.....

⁹**Form No. (S) – 33****Part I**

CONFIDENTIAL REPORT FOR JUDICIAL OFFICERS

Report for the Year/period ending.....

PERSONAL DATA

(To be filled in by the concerned officer)

1. Name of officer
2. Post held with special power, if any
3. Date of continuous appointment to the present grade. Date Grade
4. Present post and date of appointment thereto Post
Date
5. Period of absence from duty (on leave, training, etc. during the year. If he has undergone training, please specify).

OTHER DATA

1. Mention instances where you have not delivered Judgment/order/award within the prescribed period after conclusion of argument with reasons for delay.
- ¹⁰2. (a) No of Lok Adalats attended.
(b) Manner of participation in other legal services activities and
3. The work in the Court and the work turned out by the Officers.
Fill up the attached *pro forma*,

⁹ Inserted vide C.S. No. 6 dated 07.10.1999¹⁰ Inserted vide C.S. No. 7 dated 21.02.2006

STATEMENT OF DISPOSAL BY COURTS

Working days (1) Civil

(2) Criminal.....

Class of Cases (1)	Pending at the beginning of the year (2)	Disposed of Contested (3)	Uncontested (4)	Total (5)	Witnesses examined Contested (6)	Uncontested (7)	Pending at the end of the year with institution (8)	No. of part heard cases at the end of the year (9)
1. Title Suits								
2. Money suits								
3. Money Appeals								
4. Title Appeal								
5. M.J.C.								
6. Civil Appeal								
7. Misc. Appeal								
8. Execution Case								
9. Civil Revision								
10. other Cases(Specify)								
Criminal								
1. Sessions Cases
2. Criminal appeals								
3. Criminal Revisions								
4. Criminal Misc. Case								
5. Special Judge (Vig) ,& C.B.I Cases								
6. Criminal Cases of Magistrate's Courts.								
7. U.T.P.								
8. Embezzlement Cases								
9. Election Dispute Cases.								
10. Juvenile Cases								
11. Other Cases(specify)								

STATEMENT OF DISPOSAL BY TRIBUNALS, QUASI JUDICIAL BODIES

Working days.....

Class of Cases 1	Pending at the beginning of the year 2	Disposed of		Total 5	Witnesses examined		Pending at the end of the year with institution 8	No. of part heard cases at the end of the year 9
		Contested 3	Uncontest ed 4		Contested 6	Uncontes ted 7		
1. M.A.C.T. Cases
2. Sales Tax Cases
3. Edn. Tribunal Cases
4. Endowment Cases
5. Industrial Tribunal Cases.
6. Arbitration Cases
7. Co-operative Cases
8. Other Cases(Specify)
Total								

(a) Whether the outturn is sufficient according to prescribed yardstick, if not reasons therefor

(b) Whether matters are taken up as fixed on Board.

(c) Whether decided matters according to priority fixed by High Court by general or special Order Reason for departure, if any.

(d) Whether handled old matters in order of priority-Reason for departure, if any.

A. Brief description of other duties if the offices do not come within the purview of item 2 of other data.

The information given above is found correct on verification.

Signature of the officer reported upon with name, seal and date.

PART-II

**TO BE FILLED BY THE CHIEF JUDICIAL MAGISTRATES IN CASE OF
JUDICIAL MAGISTRATES**

1. Quantity of work :
2. Quality of work :
3. Integrity :

(Please see the guidelines in the note appended to the Form).

4. General information about the officer :

CHIEF JUDICIAL MAGISTRATE

PART-III

THIS FORM IS TO BE FILLED UP BY THE CHIEF JUSTICE IN CASE OF REGISTRARS OF HIGH COURT, THE REGISTRARS OF HIGH COURT IN CASE OF OTHER OFFICERS OF THE REGISTRY, GOVERNMENT AND HEAD OF OTHER INSTITUTIONS IN CASE OF OFFICERS ON DEPUTATION TO THEM.

(a) To be filled up by the reporting authority

(i) State of Health and special personality traits

(Information furnished in this Column will not be considered either favorable or adverse)

(ii) Report on the officer's qualities:

(Report should be in narrative form and should indicate officer's sincerity and dedication to work, Zeal initiative and willingness to take up the responsibilities remarks should be substantiated by examples).

(iii) Report on officers abilities:-

(The report should be in narrative form to cover the administrative and technical abilities, alertness, decision making, skill in noting and drafting interpersonal relation, supervisory abilities).

(iv) Report of knowledge and performances:

(The report should be in narrative form, and cover knowledge of rules, regulations and procedure, capability to acquire and use information, dealing and disposal of cases, and other official business, implementations, supervision and monitoring of projects and programs).

(v) Defect, if any noticed,

(vi) If a touring officer, please report the quality and adequacy of the same,

(vii) Aptitude and potential:

(Please indicate the fields among the following in which the officer has shown his/her aptitude or the potential of possible career development).

1. Personal Administration

2. Financial Management.

3. Planning of the work

4. Any other field.(Please specify)

(viii) Integrity:

(Please see the guidelines in note appended to the form).

(ix) Grading:

(Outstanding/very good/good/average/poor)

(An officer should not be graded outstanding unless exceptional qualities and performances have been noticed; grounds for giving such grading should be brought out.)

Chief Justice/Reporting officer
(Name in Block Letters with Designation)

(b) Remarks of the Chief Justice in case of officers of the Registry other than Registrars
Remarks of the countersigning officers.

Period under the countersigning Officer

1. State of health and special personality trait
2. Report on the officer's qualities
3. Report on officer's abilities
4. Report on knowledge and performance
5. Defects, if any noticed
6. If a touring officer
7. Aptitude and potential
8. Integrity (Please see the guide lines in note appended to the form)
9. Grading

(The countersigning authority will assess if the reporting authority has made his/her report with due care and attention after taking into the account all relevant materials. In case of disagreement the countersigning authority should specify the reasons and if there is anything to add and modify the remarks of the reporting authority he/she shall indicate the same in detail).

Chief Justice/Countersigning officers
(Name in Block Letters with Designation)

(c) Remarks by the accepting authority (not to be filled up in case of officers of the Registry)

Name
Designation
(During the period of report)

PART IV

THE FORM IS TO BE FILLED UP BY THE ADMINISTRATIVE JUDGE OF THE DISTRICT IN CASE OF OFFICERS BELONGING TO THE CADRE OF O. S. J. S. (SR. BRANCH) EXCEPT THE OFFICERS OF THE REGISTRY OF THE HIGH COURT/ BY THE DISTRICT JUDGES IN CASE OF OFFICERS BELOW THE RANK OF O. S. J. S. (SR. BRANCH) WORKING UNDER THEM/OFFICERS OF THE RANK OF O.S.J.S. (SR. BRANCH) COMPETENT TO WRITE THE C.C.R ON DEPUTATION TO GOVERNMENT IN CASE OF OFFICERS DISCHARGING JUDICIAL WORK.

1. Quality of work:-

(a) Conduct of business in Court and Office

(b) Quality of judgment/order/award (every Administrative Judge of the district, District Judge or of officer as the case may be will scrutinize at least 10 (ten) judgments of the officers delivered during the period under report and record his opinion. If he finds any judgment/order/award to be of outstanding quality or below average quality, he should send their judgments to the Registrar).

2. Quantity of work

3. Capacity to motivate, to obtain willing support by own conduct and to inspire confidence on the subordinate staff.

4. Personal relation quality of relationship with superior officers, colleagues, subordinates, learned member of the bar and public.

5. State of health

6. Period under observation of the Administrative Judge/District Judge/Other officers

7. Integrity (Please see note in the instruction and guidelines appended)

8. General assessment:-

(I) ¹¹(a) CRITERIA LAID DOWN FOR ASSESSMENT OF WORK BY THE JUDICIAL OFFICERS OF ORISSA

Assessment on the basis of following scale will be done on annual basis. The quarterly reports for purposes shall be submitted to the High Court through the District Judge.

SCALE OF NORMS PER ANNUAM	POINTS TO BE ENTERED IN PART-IV RULES-8 (1) (a) OF THE C.C.R
1200 units or above	60 points
900 units or above	50 points
600 units or above	40 points
480 units or above	30 points
Less than 480 units	(Proportionate points to be given with reasons therefor)

¹¹ Substituted vide CS No 9 dtd.15.09.2017

A 'contested' case means one in which a reasoned judgment is rendered after conclusion of evidence hearing the parties. Contested case shall not include case disposed of on the basis of "Plea of guilt" of accused, compounding, withdrawal of case, withdrawal or dismissal of case on default, ex-parte proceedings, cases disposed of on compromise, cases disposed of in Lok Adalat, through Mediation, Plea-bargaining, Judicial Settlement or other form of Alternative Dispute Resolution.

Judicial Officers who have been assigned both Civil and Criminal work have to achieve 50% of their total unit for civil work which they will reflect in their outturn

All units are for disposal of contested cases unless specified otherwise

(b) Overall assessment of disposal

(c) Punctuality and regularity

(d) Discussion of law and facts in judgments/orders/award

¹²(e) Performance in Lok Adalats, Legal literacy/Awareness camp and other Legal services activities.

(II) Overall assessment of the officers with reference to his/her Judicial administrative work and ability, reputation and character, strength and shortcomings and also by drawing to the qualities, if any, not covered by the above entries.

9. Grading –

(Outstanding/Very good/Good/Average/Poor)

(An officer should not be graded outstanding unless exceptional qualities and performance has been noticed; grounds for giving such grading should be clearly brought out.)

Place

Signature

Name in Block letters

Designation

¹² Inserted vide C.S. No. 8 dated 21.02.2006

PART-V

REMARKS OF THE ADMINISTRATIVE JUDGE OF THE DISTRICT IN CASE OF OFFICERS OTHER THAN THOSE BELONGING TO THE CADRE OF O.S.J.S (SR. BRANCH)

1. Are you satisfied that the reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?

2. Whether you agree with the assessment of the officer as given by the Reporting Authority?

(Reasons must be specified in case of disagreement)

3. Remarks with specific comments about the general assessment and grading given by the Reporting Authority.

4. (a) Fitness at the time of consideration for promotion to the higher Grade:-

(i) Fit

(ii) Unfit

(b) Has the officer got any special characteristics and/or any outstanding abilities which would justify his special selection for appointment/promotion out of turn? If yes, please mention the characteristics briefly.

Signature

Name in Block letters

Designation

PART-VI

REMARKS OF STAMNDING COMMITTEE IN CASE OF OFFICERS OTHER THAN
THOSE BELONGING TO THE CADRE OF O. S.J.S. (SENOIR BRANCH)

Place :

Date :

Signature

REMARKS OF FULL COURT IN CASE OF OFFICERS BELONGING TO THE CADRE
OF O.S.J.S. (SENIOR BRANCH)

Place :

Date :

Signature

NOTES ON PROCEDURE FOR RECORDING ANNUAL CONFIDENTIAL CHARACTER ROLL OF JUDICIAL OFFICERS

NOTE

1. (a) Part-I of the form is to be filled up by the officers reported upon.

(b) Part-II of the form is to be filled up by the Chief Judicial Magistrates

(c) Part-III of the form is to be filled up by Hon'ble the Chief Justice and the Registrars in case of officers working in the Registry of the High Court. Government and head of institution in case of officers on deputation to them.

If sub-part (a) of this part is filled up by Hon'ble the Chief Justice the sub-part (b) and (c) should not be filled up by any other Authority. Similarly, if sub-part (b) of this part is filled up by Hon'ble Chief Justice the sub-part (c) should not be filled up by any other authority.

(d) The Part-IV of the form is to be filled up by the Administrative Judge of the districts in case of officers belonging to the cadre of O.S.J.S. (Sr. Br.) except the Registrars of the High Court by the District judges in case of officers below the cadre of O.S.J.S. (Sr. Br.) Officers of the rank of O.S.J.S. (Sr.Br.) competent to write C.C.Rs. on deputation to the Government in case of officers discharging judicial work.

(e) Part –V of the form is to be filled up by the Administrative Judge of the districts in case of officers in than those belonging to the cadre of O.S.J.S.(Sr. Branch).

(f) Part-VI of the form is to be filled up by the standing Committee in case of officers other than the officers in the cadre of O.S.J.S.(Sr. Branch) and by the Full Court in case of officers in the cadre of O.S.J.S.(Sr. Branch).

2. Officers working on deputation to the Government and other institutions shall fill up the form in part 1 and forward the same to their next Higher Authority. Such authority shall thereupon give his remarks in part-III and send the same to the Registrar (Administration)of the High Court who shall place the same before the Administrative Judge of the district for further necessary action as required in Part-IV of the form.

3. All officers are required to bestow care and attention in filling up the respective portions of the form by them.

4. The C.C.Rs. should accurately reflect on the performance, conduct, behavior and potential of the officers for the period under report.

NOTE – The following guideline should be followed in filling up the column relating to integrity:-

- (a) The Administrative Judge of the District/Reporting Authority/ District Judge should maintain secret records/registers of all the concerned judicial officers whose activities give rise to suspicion of integrity making a note as to the fact and circumstance which come to his knowledge touching the integrity of the concerned officer.
- (b) Whenever the Administrative Judge of the District/Reporting Authority/District Judge receives such information he shall indicate in the record whether the information reveals a definite fact susceptible of formal proof, or a mere vague allegation not susceptible of formal proof, but a suspicion or doubt exists. Where a fact is capable of formal proof, the officer will make a proper inquiry. If the officer concerned clears up his position, the matter will not be further pursued and a note will be made in the secret record that the concerned officer is able to clear up the position.. If, however, nothing is proved against the officer concerned, the Reporting Authority/District Judge will take such action against him as may be called for having regard the gravity of the proved fact and the Administrative Judge of the district will place the matter before the Full Court recommending for necessary action. Where, however, the allegations are vague the Administrative Judge of the District/Reporting Authority/District Judge shall indicate to the concerned officer the allegations and circumstances which have come to his knowledge and require the concerned officer to furnish an explanation. If the Administrative Judge of the District/Reporting Authority/District Judge is satisfied with the explanation he will make a note of the fact in the secret record. If the explanation is not considered satisfactory and proof may be available he will utilize that as fact or circumstance which come to his knowledge as a circumstance which creates a doubt about the integrity of the officer.
- (c) The Administrative Judge of the District/Reporting Authority/District Judge shall indicate to the concerned officer as to what are his general reputations about the standard of living of the concerned officer. If the concerned officer fails to explain the circumstance that can form the basis for an observation that the integrity of the concerned officer is doubtful.
- (d) The column in which the integrity certificate is required to be recorded the Administrative Judge of the District/Reporting Authority/District Judge shall give a certificate indicated below-

"Nothing has come to my knowledge which casts any reflection on the integrity of...
 His general reputation and honesty are good and I certify his integrity".
- (e) There should be no disposition to deal with ground of integrity certificate as above in casual or mechanical fashion.

- (f) Where any adverse report regarding the reputation of an officer touching his integrity honesty is received the concerned superior officer should keep a general watch over standard of living and in case there evidence that the concerned officer lives beyond his means for which there is no apparent satisfactory explanation and evidence is forthcoming he should be asked to explain how he is in a position to do so. Unless the superior officer is satisfied with the explanation, he should report the question of integrity to the concerned authority.
 - (g) If adverse integrity certificate is given the connected records questioning the integrity should be sent for consideration to the Administrative Judge of the District in case of officers subordinate to the District Judges/by the Accepting Authority in case of officers on deputation to Government or other institutions to the Chief Justice/by the Administrative Judge of the district in case of officers belonging to the cadre of O. S. J. S. (Sr. Branch), and in case of office below the cadre of O. S. J. S. (Sr. Branch) with the remarks to the Hon'ble the Chief Justice without delay,
 - (h) The Administrative Judge of the District/Reporting Authority/District Judge shall indicate on record the source and gist of information reason for his forming an opinion of the officer having evil reputation.
 - (i) If as a result of follow-up action, doubt of suspicion are neither cleared nor confirm the officer's conduct should be watched for a period of six months and thereafter action be taken as indicated above.
5. (a) The Reporting Authority/District Judge under whom a judicial officer is working for more than 4 months must record the C. C. R. of the officer.
- (b) The District Judge/Government should complete all formalities and send the C.C.Rs. of the officer working under his jurisdiction to the High Court on or before 31st January of following year.
- (c) The Registrar (Administration) shall place the relevant C. C. Rs. before the Administrative Judge of the District by the end of February and before the Hon'ble Chief Justice with the remarks of Hon'ble Administrative Judge by 31st March and by order of Hon'ble the Chief Justice before the Standing Committee and the Full Court by 30th April every year.

VI – MISCELLANEOUS

FORM No. (M) 1*REQUISITION FOR RECORDS*

No.....

DISTRICT.....

IN THE COURT OF.....AT.....

CIVIL JURISDICTION

Under the provisions of Order XIII R. 10 (1) C.C.P. (1)/In the circumstances set forth below
 it is hereby ordered that the (2).....be requested to forward the
 record of suit/case No.of..... decided by.....
 on the.....day of.....20.....to this Court by (3).....

Presiding Officer

Dated.....

(1) Where Court sends for record of its own motion

(2) Here insert title of addressee

(3) Here insert define date

Examples

(a) On an application by Bansi Das, plaintiff for review or re-hearing

(b) On an application by Jagannath Sahw, decree-holder, in execution case No. of this Court

NOTE – For each record or paper a separate requisition is necessary. This requisition will be
 used as the removal slip in the Record-Room.

VI – MISCELLANEOUS

FORM No. (M) 2*Letter Advising the Despatch of A record*

No.....

From

To

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

Sir,

I have the honour to advise the despatch this day by (¹).....to your address of the original record of the case, noted on the margin called for in /received with your No.....dated the20.....The Parcel bears the number and date of the letter enclosed therein, Viz., No....., dated the.....20....., The return, duly signed, of the form of acknowledgement annexed to the forwarding letter above quoted, is requested.

1. Here state method of dispatch.

Yours faithfully,

FORM No. (M) 3*Letter to Accompany A record*

No.....

From

To

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

Sir,

I have the honour to *forward/return* herewith by (¹).....the original record of the case, (²).....noted on the margin, called for in/received with yourNo....., dated the.....20.....

1. Here state method of dispatch.

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

Yours faithfully,

Memo. of acknowledgement

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

(Signature and Designation of Receiving Officer)

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

VI – MISCELLANEOUS

FORM No. (M) 4

Form of letter regarding nomination of a Commissioner to conduct a local investigation under Order XXVI, R. 9 or 13, Code of Civil procedure

<p>From</p> <p>The.....of.....</p> <p>To</p> <p>The District Judge of.....</p> <p>Dated.....the.....20.....</p> <p>Suit No.....</p> <p>_____ plaintiff</p> <p style="text-align: center;"><i>Versus</i></p> <p>_____ Defendant.</p> <p>Sir,</p> <p>In the case mentioned above it has been found necessary to order a local investigation in accordance with the provisions of Order XXVI, R 9/13 of the Code of Civil Procedure. I have, therefore, the honour to solicit your instructions regarding the particular person available for this duty. Knowledge of Survey is/is not required.</p> <p>2. The locality of the investigation is village.....thana..... and the execution of the commission is expected to take.....days.</p> <p>Value of the suit or case :</p> <p>Pleader for plaintiff :</p> <p>Pleader for defendant :</p> <p>Amount of fee and travelling allowance in deposit :</p> <p>Nature of work to be done :</p> <p style="text-align: right;"><i>Yours faithfully,</i></p>	<p>Memo No.....</p> <p>From</p> <p>The District Judge of</p> <p>To</p> <p>The.....</p> <p>Sir,</p> <p>I have the honour to say that <u>Shri/ Maulavi/ Mr.</u>may be appointed Commissioner under Order XXVI, Rule 9/13 of the code of Civil procedure to make the local enquiry in the case.</p> <p>A report should be submitted in due course indicating the fee and travelling allowance paid to the Commissioner and stating whether the Commission has been executed punctually and satisfactorily.</p> <p style="text-align: right;"><i>Yours faithfully,</i></p> <p style="text-align: right;"><i>District Judge,</i></p>
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VI – MISCELLANEOUS

FORM No. (M) 5*Charge Letter for District Judge proceeding on Circuit duty**District.....**Judge's Court.....**The.....of.....20.....*

MEMO.....

Mr....., Judge of the district of.....reports for the information of....., that he has this day made over charge of the current duties of his office to....., Civil Judge (Senior Division) for the purpose of proceeding on circuit duties to.....

He is likely to remain absent from headquarters till.....
 Delivered.

Received.

Additional District Judge
Chief Judicial Magistrate
 Civil Judge (Senior Division)

Judge.

No.

*District.**Judge's Court**The.....of.....20.....*

MEMO.....

Mr....., judge for the district of..... reports for the information of....., that he has this day..... resumed charge of his office from.....
 Civil Judge (Senior Division) of.....

Received.

Delivered.

Additional District Judge/
Chief Judicial Magistrate/
 Civil Judge (Senior Division)

Judge.

VI – MISCELLANEOUS

FORM No. (M) 8

Order for transmission of summons to be served on a public servant or soldier who is a defendant or a witness in a suit.

[Order V, Rules 27 and 28, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

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

To

Under the provisions of Order V, rule 27(*or 28, as the case may be*), (read with order 16, Rule 8) of the Code of Civil Procedure 1908, a summons in duplicate is herewith forwarded for service on the defendant.

Who is stated to be serving under you. You are requested to cause a copy of the said summons to be served upon the said defendant and to return the original to this court signed by the said defendant, with a statement of service endorsed thereon by you.

Judge

VI – MISCELLANEOUS

FORM No. (M) 10 (Cancelled)**FORM No. (M) 11****INTIMATION TO LOWER COURT OF ADMISSION OF APPEAL**

[Order 41, Rule 13, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE.....

SUIT/ CASE * (1) No..... of 20.....

To

(1) Specify
class of
case.

You are hereby directed to take notice that.....
in the above Suit/Case has preferred an appeal to this Court from the
decree/order passed by you therein on theday of
20.....

which has been registered as (2).....

(2) Specify
the number
of the
appeal.

You are requested to send with all practicable dispatch all material papers
in the suit.

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

Judge

N.B. – This form may be used in giving intimation of and calling for records in all
classes of appeals.

FORM No. (M) 13**APPLICATION FOR PERMISSION TO SELL OR MORTGAGE IMMOVABLE PROPERTY**

Name of minor.....

Name of guardian.....

Case no.....of 20.....

Date of Certificate.....

Properties of the minor						Debts of the minor				Properties proposed to be sold or mortgaged					
Number	Name	Annual Income		Value		No.	Name of creditor	Nature and date of document, if any	Amount(principal with interest)		No.	Properties	Value		Prayer
1	2	3		4		5	6	7	8		9	10	11		12
		Rs.	P.	Rs.	P.				Rs.	P.			Rs.	P.	

VI – MISCELLANEOUS

FORM No. (M) 14

(Not to be printed)

BOND FROM APPOINTED GUARDIAN

[Section 34 of the Guardians and Wards Act, VIII of 1890]

Know All Men by these presents that I ⁽¹⁾.....

(1)Name of guardian. ⁽²⁾.....of.....of.....

(2) Son or daughter, as the case may be. am held and firmly bound to ⁽³⁾.....
the District Judge of...

(3) Name of District Judge., in the sum of.....
Rs..... to be paid to the said ⁽⁴⁾..... or to

(4)Name of District Judge. his successors in office, and we ⁽⁵⁾.....

(5)}Name of Name.....son of....., or.....
(6)}suretiesand ⁽⁶⁾.....son of.....

(7) Name of District Judge. of.....are jointly and severally held and

(8) Name of District Judge. firmly bound to the said ⁽⁷⁾ in the
sum of Rs..... to be paid to the said ⁽⁸⁾.....

(9) Name of Guardians. or to his successors in office, for the payment of which the said sum of
Rs..... to be faithfully and truly made, I, the above bounden ⁽⁹⁾.....

(10) (11) } , bind myself, my heirs, executors, administrators,
name of sureties and representatives, and for the payment of the said sum of Rs.....,
we the above bounden ⁽¹⁰⁾..... and
⁽¹¹⁾.....bind⁽¹¹⁾ Ourselves and each of
us jointly and severally, and our and each of our heirs, executors, administrators
and representatives firmly by theses presents. Signed by ourselves and sealed
with our respective seals thisday of.....20.....

VI – MISCELLANEOUS

WHEREAS by an order of the Court of the District Judge of (1) Name of guardians.
 made on theday of20..... under (2) Number of sureties.
 section 7 of the Guardians and Wards Act (VIII of 1890), the above named
 (1)..... has subject of his entering (3) Here state the name of minor.
 into a bond in Rs.....as the cases with (2).....
 sureties in the same sum (or sum of Rs.....as the case may be),
 been appointed guardian of the property, movable and immovable of (4) Name of guardians.
 (3)..... minor Son of.....
 and whereas the said (4)..... has agreed to enter (5)(6) Name of sureties
 into the above-written bond and the said (5).....
 and (6)..... have agreed to enter into the (7) Name of guardians.
 above-written bond as sureties for the said (7).....
 Now the condition of the above-written bond is such that if the said (8) Name of guardians.
 (8)..... do and shall justly and truly account
 whenever called upon to do so, for what he may receive in respect of the (9) Name of minor.
 property of the said (9)..... and do
 shall carefully observe, perform and keep all orders and directions of the said (10) Name of guardians.
 Court of the District, Judge of..... touching or
 concerning the estate and effect of the said minor and his property and Touching (11) Names of guardian and sureties.
 and concerning all such monies and estates as he, the said (10).....
shall receive as such guardian as aforesaid and in all things
 conduct himself properly, than the above-written bond or obligation shall be void
 and of no effect, otherwise the same shall remain in full force and virtue.

Signed and sealed by the

above named (11)

In the presence of

Seal

Seal

Seal

VI – MISCELLANEOUS

FORM No. (M) 15**FORM UNDER THE CRIMINAL PROCEDURE CODE***(Not to be printed)*

Bond for the appearance of a person before a Magistrate's Court in connection with an offence committed before a Civil Court.

[Section 476 of the Code of Criminal Procedure]

1. Name I ⁽¹⁾..... of ⁽²⁾.....
2. Place having been brought before the Court of ⁽³⁾.....
3. Name of officer and designation of Court. in a proceeding under section 476, Criminal Procedure Code, regarding the offence of..... and required to give security for my attendance in the Court of the Magistrate of, do bind
4. I hereby declare myself (or we jointly and severally declare ourselves, And each of us.) Surety (or sureties). myself to attend at the Court of the said Magistrate on the..... day of.....20....., and on such other day as I may be required to attend, and in case of my making default herein, I bind myself to forfeit to Government the sum of Rs....., Dated this.....day of.....20.....

5. The day of next (or on such day as he may hereafter be required to attend).

Signature

(4)

6. I hereby bind myself (or we hereby bind ourselves).

for the above said..... that he shall attend at..... in the court of..... on ⁽⁵⁾..... further to answer the charge pending against him; and in case of his making default therein⁶ to forfeit to Government the sum of Rs.....

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

VI – MISCELLANEOUS

FORM No. (M) 16*DAILY CAUSE LIST*

Day of20.....

Before :

Number and class of the case fixed for the day	Date to which adjourned	Number and class of the case fixed for the day	Date to which adjourned

Note - In column 2 of this list the dates of adjournment are to be noted at the close of the day.

VI – MISCELLANEOUS

FORM No. (M) 16(i)*Daily list of Plaints/Memoranda of appeals*

Day of20.....

Before :

Class and number in the register of <u>suits/appeals</u>	Name of the first <u>plaintiff/appellant</u>	Name of the first <u>defendant/respondent</u>	First date fixed for the <u>suit/appeal</u>	Purpose (Summons or notice, defect, etc.) for which the date has been fixed.
1	2	3	4	5

KL

Presiding Officer

VI – MISCELLANEOUS

FORM No. (M) 17**NOTICE**

Parties and their pleaders are hereby informed that the decrees have been drawn up and that these may be inspected at the Chief Administrative Officer's office. If on objection is made within days they will be signed and sealed.

Exhibited documents are to be taken back as soon as possible after the expiry of 3 months from the date of the decree becoming final, failing which they will be destroyed.

No. of case	Name of parties	Pleader for plaintiff or appellant	Pleader for defendant of respondent

Date

Judge.

VI – MISCELLANEOUS

FORM No. (M) 18*(Not to be printed)***FORM OF MEDICAL HISTORY SHEET OF LUNATICS***(If any of the particulars in this statement be not known, the fact to be so stated)*

1. Name of patient in full and casts or race
2. Name of patient's father
3. Sex and age of patient
4. Marks whereby the patient may be identified
5. Married or single, or widowed
6. Condition of life and previous occupation(if any)
7. Religion
8. Place of birth and recent place of abode
9. Whether homeless or living with relatives or friends
10. Previous history and habits
11. State of bodily health
12. Whether any member of patient's family has been or is affected with insanity
13. Whether the attack is the first attack of insanity or not
14. Age(if known) at onset of first attack
15. Duration and nature of any previous attack
16. Duration of existing attack
17. Symptoms exhibited
18. Supposed cause of insanity
19. Supposed exciting cause of present attack
20. Whether subject to epilepsy
21. Whether suicidal
22. Whether dangerous to others

VI – MISCELLANEOUS

FORM No. (M) 19**COURT'S CERTIFICATE***(To be given to Government or Local Fund Servants who have attended Court as Witnesses)*

(Articles 1133 and 1134, Civil Service Regulations)

COURT OF.....

¹ Name Certified that ¹ ²

² Designations. appeared before me as a witness on behalf of.....

³ Here state in a *Civil/Criminal* case for..... days from.....

whether to..... in his..... capacity to

official or depose to facts within his ³ knowledge, and that

private. he has been paid ⁴ the under mentioned allowances :-

⁴ If nothing is
paid under
either head, it
should be
clearly stated.

Rs.

As travelling allowance

..

As halting allowance

..

*Date**Presiding Officer of the Court*

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

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

FORM No. (M) 20

Statement to be submitted with applications for addition to the judicial staff

A

Pending files: Civil – original

	Title			Money			Rent			Small cause Court		Act VIII and Act IX		Succession certificate		Probate and letters of administration		Land Acquisition		Insolvency		Other suits		
Court	Total	Over six months	Over one year	Total	Over six months	Over one year	Total	Over six months	Over one year	Total	Over six months	Total	Over six months	Total	Over six months	Total	Over one year	Total	Over one year	Total	Over one year	Total	Over one year	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

The number of cases pending for final decree, stayed by Appellate Court, Pending with Commissioner, part heard or pending for judgment to be shown in Remarks column

B

Pending Files: Civil – Appellate

Court	---	Title			Money			Rent			Miscellaneous		Revision		Remarks
		Total	Over six months	Over one year	Total	Over six months	Over one year	Total	Over six months	Over one year	Total	Over six months	Total	Over six months	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	From Civil Judge (Senior Division)														
	From Civil Judge (Junior Division)														

In the case of District Judges' and Additional District Judges' Courts the number of appeals from decisions of Civil Judges (Senior Division) will be shown separately.

Groups of analogous appeals will be mentioned in the Remarks column.

C
Disposals: Civil

Court	Name of Presiding Officer	Number of days employed	Original						Appellate					Remarks
			Title	Money	Rent	S.C.C.	Execution	Miscellaneous	Title	Money	Rent	Miscellaneous	Revision	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Contested ..												
		Uncontested ..												

Probate and section 92 suits to be shown as title but indicated in Remarks column.

Land acquisition cases to be shown as Miscellaneous but indicated in Remarks column.

Appeals from decisions of Civil Judges (Senior Division) will be separately shown.

D

Disposal: Criminal

[illegible]**E**

Pending files: Criminal

[illegible]

VI – MISCELLANEOUS

FORM No. (M) 21

*Number to
correspond
with number
in Register.

REGISTERED CLERK'S CARD No.*

Not Transferable

This is to authorize of
village.....Thana.....
District..... to work as the registered Clerk of.....
..... Pleader/Mukhtar during the year 20.....

*Dated**Registering Authority*

VI – MISCELLANEOUS

FORM No. (M) 27**PROOF OF DEBT: GENERAL FORM**

[Section 49 of the Provincial Insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

INSOLVENCY APPLICATION No. OF 20.....

Applicant(a) Here insert
number given
in the notice.

In the matter of No..... (a) of 20.....

make oath and say (or solemnly and sincerely affirm and declare) :-

(b) Address in
fullI, of (b)..... Make oath and say (or
solemnly and sincerely affirm and declare) :-(c) State
consideration
and specify
the vouchers
(if any) in
support of the
claim.

That the said Was/were, at the date of the petition,
viz., the..... day of..... 20....., and still *is/are* justly and truly indebted
to me of Rs.....p. for (c)..... as shown by the account endorsed
hereon (or the following account), viz, for which sum or any part thereof I say
that I have not, nor hath..... or any person by
order to my knowledge or belief for use had or received
any manner of satisfaction or security whatsoever save and except the
following (d).

(d) Here give
details of
securities,
belie or the
like.

Rs.

Judge or Official
receiver

This day of.....

Before me

Deponent's Signature

Commissioner

VI – MISCELLANEOUS

FORM No. (M) 28

(Not to be printed)

PROOF OF DEBT OF WORKMEN

[Section 49 of the Provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT.....

INSOLVENCY APPLICATION No..... OF 20.....

Applicant

I (a) of (b) make oath and say :-(or solemnly and sincerely affirm and declare)

a) Fill in full
name, address
and occupation of
deponent.(b) The above
named debtor or
the foremen of
the above named
debtor or on
behalf of the
workmen and
others employed
by the above
named debtor.(c) "I" or "the
said"(d) "My employ"
or "the employ or
the above named
debtor".(e) "Me" or "the
above named
debtor".

1. That (c)..... *was/were* at theday of the
adjudication, viz., theday of20.....and still *am/are*
justly and truly indebted to the several persons whose names, addresses and
descriptions appear in the schedule endorsed hereon in sums severally set
against their names in the sixth column of such schedule for wages due to
them respectively as Workmen or others in (d)..... in respect of
services rendered by them respectively to (e) more during such periods
before the date of the receiving order as are set out against their respective
names in the fifth column of such schedule, for which said sums, or any part
thereof, I say that they have not, nor hath any of them had or received any
manner of satisfaction or security whatsoever.

Admitted to vote for
Rs.....*Judge or Official Receiver*

Sworn at.....
this.....day of.....
Before me.

*Deponent's Signature**Commissioner*

PROGRESS REPORT

Statement of work done by the Record Room staff during the 1st/2nd half of20.....

[illegible]

VI – MISCELLANEOUS

FORM No. (M) 31

INDEX TO PLAN

Records of Court	From year to year	Room No.	Rack No.
1	2	3	4

FORM No. (M) 32

INDEX BOARD FOR RACKS

Room No.		Rack No.
Name of Court to which Records belong		Name of Court to which Records belong
Nature of records A	Shelf No.	Nature of Records B
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

Destruction

* Quarter and year of disposal	Nature and files of records	* Quarter and year when destruction was due	* Quarter and year of destruction
1	2	3	4

*In the case of Small Cause Court records “month” instead of “quarter” should be specified in column*1,3,and 4.

VI – MISCELLANEOUS

FORM No. (M) 33**DEFECT REPORT***District Judge's Record- Room*

Report –

Sir,

On examining the records, the following defects are found:-

Particulars of the record	Defects found

DISTRICT.....

Record-room Muharir

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

Order –

Court of ...

No..... R.D., dated.....20.....

Send in original to the..... of the.....

..... for enquiry and report on the reverse.

*Record-keeper**Judge-in-charge*

VI – MISCELLANEOUS

FORM No. (M) 34

Form to be used on Front Flat Board for Indexing Bundles of Records

					Rack
					Shelf
NAME OF COURT					
Class of Records					
Years of decision	20**
B Papers to be destroyed	20**
C Papers to be destroyed	20**
D Papers to be destroyed	20**

VI-MISCELLANEOUS

FORM No. (M) 35

Index to Index register or despatch list

Date	Serial No.	Court	Period	Room, Rack, and Shelf No.	Remarks
1	2	3	4	5	6

FORM No. (M) 36

REMOVAL SLIP

Date of removal	No. of suit or case	Date of disposal	For what purpose removed
1	2	3	4

FORM No. (M) 37**REMINDER LIST**

The following records despatched on the / entered in the despatched list dated..... have not been received

Consecutive number	Particulars of the record		Particulars of the case or proceeding for which called for or kept back	Date of transmission or of receipt of dispatch list in which record is shown as kept back	Date of return	If not returned, state reason and give probable date of return	S, Y
	Called for	Kept back after due date					
1	2	3	4	5	6	7	8

Memo.....

Forwarded in original to the.....with the request that he will return the same, after filling up column 6, 7 or 8.

All other records sent/kept back and now done with should also be forthwith sent to the Record Room.

Record-keeper

Judge-in-charge

N.B. - The above list should be sent every two months to Courts who have failed to return records.

FORM No. (M) 38

(Not to be printed)

INDEX TO GUARD FILE

Date of inspection	Judge, High Court, Page	District Judge, Page	Date of inspection	Judge, High Court, Page	District Judge, Page	Date of inspection	Judge, High Court, Page	District Judge, Page
1	2	3	1	2	3	1	2	3

VI-MISCELLANEOUS

FORM No. (M) 39**APPLICATION FOR INFORMATION**

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

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

Dated.....

Clerk-in-charge

Initials of the Clerks handling the application	Date and hour of receipt	Date and hour of Passing on

VI-MISCELLANEOUS

FORM No. (M) 40
APPLICATION FOR COPIES

Space For Searching Fee	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto; margin-bottom: 10px;"></div> <p>Serial No.....</p> <p>IN THE COURT OF.....</p> <p>Application for <u>urgent/ordinary</u> copy</p> <p>#.....No.....of 20.....</p> <p># Here state class of case</p> <p>.....</p> <p style="text-align: center;"><i>Versus</i></p> <p>.....</p>	Space For Expedition Fee
----------------------------	--	-----------------------------

<p>Description of document of which copy is wanted with date where necessary :-</p> <p>Dated....., 20.....</p>	<p>Application is made by..... the undersigned, for copy of the marginally named documents in the above case which <u>was disposed on...../is still pending.</u></p> <p>The following stamps and stamped sheets are filed :-</p> <p style="text-align: right;"><i>Signature of Applicant</i></p>																																				
<p style="text-align: center;">ESTIMATE OF COSTS (Excluding what has been filed)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">Rs.</td> <td style="width: 10%; text-align: center;">P.</td> <td style="width: 20%;"></td> </tr> <tr> <td>.....Stamp sheets@ 20 P.</td> <td></td> <td></td> <td>Estimated Stamps, etc., notified on.....</td> </tr> <tr> <td>.....Court fee stamps@ 20 P.</td> <td></td> <td></td> <td>Supplied on.....</td> </tr> <tr> <td>Extra stamp for urgent</td> <td style="text-align: center;">..</td> <td></td> <td style="text-align: center;">Applicant</td> </tr> <tr> <td>Searching fee in stamp</td> <td style="text-align: center;">..</td> <td></td> <td>Record received on.....</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">..</td> <td></td> <td>Copy will be ready on.....</td> </tr> <tr> <td style="text-align: right;">Clerk in charge.</td> <td></td> <td></td> <td>Copy actually ready on.....</td> </tr> <tr> <td style="text-align: right;">Date.....</td> <td></td> <td></td> <td>Copy delivered on.....</td> </tr> <tr> <td style="text-align: right;">Head Comparing Clerk.</td> <td></td> <td></td> <td></td> </tr> </table>		Rs.	P.	Stamp sheets@ 20 P.			Estimated Stamps, etc., notified on.....Court fee stamps@ 20 P.			Supplied on.....	Extra stamp for urgent	..		Applicant	Searching fee in stamp	..		Record received on.....	Total	..		Copy will be ready on.....	Clerk in charge.			Copy actually ready on.....	Date.....			Copy delivered on.....	Head Comparing Clerk.				
	Rs.	P.																																			
.....Stamp sheets@ 20 P.			Estimated Stamps, etc., notified on.....																																		
.....Court fee stamps@ 20 P.			Supplied on.....																																		
Extra stamp for urgent	..		Applicant																																		
Searching fee in stamp	..		Record received on.....																																		
Total	..		Copy will be ready on.....																																		
Clerk in charge.			Copy actually ready on.....																																		
Date.....			Copy delivered on.....																																		
Head Comparing Clerk.																																					

VI-MISCELLANEOUS

Serial No..... Date.....20.....

Received an application for copy bearing the above number
 To attend for estimate on.....

Estimated stamp and sheets valued at Rs. P.....

Supplied on.....

To attend for copy

Head Comparing Clerk
Clerk in Charge

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

Applicant

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

Initials of the Clerks handling the application	Date and hour of receipt	Date and hour of passing on

VI-MISCELLANEOUS

FORM No. (M) 40-A*Application for free copies by public officers for public purposes*

Serial No.....

In the Court of Application for Urgent/Ordinary copy

* Here
state class
of case

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

.....

Versus

.....

Description of document of which copy
wanted with date where necessary :-Application is made by.....
.....the undersigned,
for copy of the marginally named documents
in the above case which was disposed/is still
pending.....

Purpose of the copy

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

*Signature with designation
of the applicant*

Record received on.....

Copy will be ready on.....

Copy actually ready on.....

Copy delivered on.....

Received an application for copy bearing the above number.

To attend for copy on..... Head Comparing Clerk/Clerk-in-charge

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

Received copy on.....

Applicant

Note – All inquiries and complaints shall be accompanied by this counterfoil. It will be given up when
the copy is delivered.

VI-MISCELLANEOUS

FORM No. (M) 41

--

IN THE COURT OF/ RECORD ROOMAT.....Application for ordinary/urgent inspection of record

Description of case	Number	Year	Name of the Pleader who will inspect the record

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

Signature of Pleader/Vakil/Advocate

VI-MISCELLANEOUS

FORM No. (M) 42IN THE COURT / RECORD ROOM OF THE.....AT.....*Application for the return of documents*

1. Name of the Court to which record containing the document appertains.
2. Nature, number and year of the suit, case or appeal in which the document was filed.
3. Date of disposal of the original suit or case and of the appeal, if any.
4. Name of the party or person on whose behalf the document was filed.
5. Name of the applicant and the capacity in which he makes the application.
6. Particulars of the documents.

Date.....

Signature of the applicant

VI-MISCELLANEOUS

Serial number of the application in the
Record-keeper's Register

Return if no objection

Judge's Order –

Signature of the Judge with date

Date of return.....

Record-keeper's Signature.....

Received the documents specified in Column 6.

Signature of the applicant with date

Details of defects, if any, In the application

Let the application be returned to the
applicant for removal of the defects.

Signature of the Reporting Officer with date

Signature of the judge with date

SAMPLE FORMS OF DECREES

APPENDIX B

SAMPLE FORMS OF DECREES IN PARTITION AND OTHER SUITS NOT INCLUDED
IN THE APPENDICES TO THE CODE OF CIVIL PROCEDURE.

NOTE – In this appendix have been set out a few sample forms of decree of a class not infrequently required in the Subordinate Courts, but which have not been included either in the Appendices to the Code of Civil Procedure or among the Form in Appendix A. It should, however, be clearly understood that the Forms in this Appendix are inserted here for guidance only, that they do not purport to be in any way exhaustive, but merely represent the lines upon which a decree of the class indicated may suitably be modelled. They will not be printed for circulation and if use is made of them, care must be taken to see that they are adapted to the exact requirements of the particular case in hand.

I

Final decree upon payment by the defendant

(Supplementary to the form of Preliminary Decree given in form 4, Appendix D, C.C.P.)

District.....

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day for final disposal before in the presence of..... for the plaintiff and for the defendant. And it appearing that on the.....day of..... the defendant paid into Court the sum of Rs.....in pursuance of the preliminary decree herein dated theday of.....and that the plaintiff has not as yet delivered up to the defendant all the documents of title in his possession or power relating to the mortgaged property; it is decreed as follows:-

1. That the plaintiff do deliver the said documents to the defendant and do, if so required, retransfer the said property (*) to the defendant free from the mortgage and from all in-cumbrances created by the plaintiff or any person claiming under him.[Where the plaintiff claims by derived title, add, or by those under whom he claims.]

2. (When the mortgage is in possession) – That the plaintiff do forthwith put the defendant in possession of the property (*) in the schedule hereto annexed.

3. That thereupon the sum of Rs..... be paid out of Court to the plaintiff

Schedule of property

Judge

(*) The property must be so described in the decree that it can be readily identified and where the property can be identified by boundaries or by numbers in a record of Settlement or Survey the decree shall specify such boundaries or numbers (O.XX.r.9 C.CP.)

II-A

Final decree in Redemption suit (where the mortgage is not simple or usufructuary and where the plaintiff fails to pay the amount declared in the preliminary decree to be due by him.)

(Supplementary to the form of preliminary decree given in Form 5, Appendix D.C.C.P., Order XXXIV, Rule 7)

DISTRICT

IN THE COURT OF.....AT.....

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

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day before..... in the presence of..... for the plaintiff and..... for the defendant:- And it appearing – that the plaintiff has made default in payment of the amount specified in the preliminary decree herein, dated the..... day of....., to wit Rs.....

(1)

and the defendant by his Pleader applying to be put in possession of the mortgaged property; it is hereby decreed that the plaintiff and all persons claiming through or under him be debarred from all right to redeem the said property, * as specified in the schedule hereto annexed, and that the plaintiff do forthwith put the defendant in possession of the same.

*See in this connection
O.XX, r 9, C.C.P.

or

OP

(2)

(When the mortgage is not by conditional sale)

*See in this connection
O, XX, R 9.C.C.P.

** Either the plaintiff or such other person or persons as the Court may hold to be entitled to the same.[O,XXXIV RULE 8 (4)]

and the defendant by his pleader applying that the mortgaged property (or a sufficient part thereof, as the case may be) be sold; it is hereby decreed that the mortgaged property, *specified in the schedule hereunto annexed be sold and that the proceeds of the sale (after defraying there out the expenses of the same) be paid into the this Court and applied in payment of Rs..... due to the defendant, and that the balance, if any, be paid to **

SCHEDULE

Judge

II - B

Final Decree in Redemption suit where the Plaintiff pays into Court the amount declared in the preliminary decree to be due by him.

(Supplementary to the form of preliminary decree given in Form 5, Appendix D,C.C.P., Order XXXIV, Rule 7).

DISTRICT

IN THE COURT OF.....AT.....

SUIT No.....OF 20.....

*Plaintiff**Versus**Defendant*

Claim for

This suit coming on this day before..... in the presence of for the plaintiff and for the defendant, and it appearing that on the day of..... the plaintiff paid Into court the sum of Rs..... in pursuance of the preliminary decree herein, dated the day of....., and that the defendant has not as yet delivered up to the plaintiff all the documents of title in his possession and power relating to the mortgaged property ; it is hereby decreed that the defendant do forthwith deliver up to the plaintiff the documents which, under the terms of the said preliminary decree, he is bound to deliver, up, and that the defendant do, if so required, transfer to the plaintiff as directed in the said preliminary decree the mortgaged* property set out in the schedule hereto annexed, and # do put the plaintiff in possession of the said property.

*See in this connection O, XX, r, C.C.P.

If necessary

SCHEDULE

Judge

III

Preliminary decree for partition

DISTRICT

IN THE COURT OF.....AT.....

SUIT No.....OF 20.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this..... day for disposal before..... in the presence of.....

It is declared that the plaintiff is entitled to (1)..... part (to share) of the (movable and) immovable property specified in the schedule hereunto annexed and that the defendant is entitled to (2)

And it is hereby decreed that a partition be made of the aforementioned (movable and) immovable property, and it is ordered that a (3) Commission do issue directed to a Commissioner to be therein named, to make a partition or separation of the same according to

the rights of the parties, as herein before declared, and that, as regards the immovable property, he do make the same by metes and bounds and award sums to be paid for the purpose of equalizing the shares, Where he shall see occasion.

(4)

And the further hearing of this is adjourned and the parties are to be at liberty to apply to this Court from time to time as they may be advised.

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

SCHEDULE

Judge

-
1. Here state plaintiff's share.
 2. Here state defendant's share.
 3. For form of Commission to make a partition, See App .H.,C.C.P., No. 10, reproduced as Form No. (J) 29, page173 ante.
 4. If the court considers that there should be an order for cost at this stage, insert provision here.
-

IV

Final decree in partition suit

DISTRICT

IN THE COURT OF.....AT.....

SUIT No.....OF 20.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on.....this day for final disposal before.....
 in the presence of..... this Court doth
 order that the report prepared and signed by the
 Commissioner appointed in pursuance of the order contained in the preliminary decree in this
 suit, dated the.....day of.....20....., do stand confirmed (*or *varied
 as follows.*)

And it is decreed that the property # specified in the schedule hereunto annexed be allotted according to the said report (*or, if the report the varied, as hereinafter set forth*).

\$

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

SCHEDULE

Judge

* Where the Court varies the Commissioner's report in any way, the variation should be clearly set forth in the decree.

See in this connection O, XX, R 9. C.C.P.

\$ Here insert provision as to costs, if any.

V

Suit for an Account against a Servant of Agent

(PRELIMINARY DECREE)

DISTRICT

IN THE COURT OF.....AT.....

SUIT No.....OF 20.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day for final disposal..... before
..... in the presence of.....

It is decreed that an account be taken of all dealings and transactions between the plaintiff and the defendant from the day of..... to the day of..... and it is ordered that a Commissioner * do issue to a Commissioner to be therein named directing him to make an examination and adjustment of the accounts between the plaintiff and the defendant and instructing him as to the proceedings which may hold on the inquiry (and also to report his own opinion on the point referred (insert here any special directions), and it is

ordered that the further consideration of this suit adjourned, and that any of the parties are to be at liberty to apply to this Court as they may be advised.

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

Judge

*For form of Commission to examine accounts see App. H, form 9, C.C.P. reproduced as Form No. (J) 27 page 187 *ante* (see also Form No.(J) 28, page 188 *ante*)

NOTE – The final decree in such a suit will be in the form of a simple money decree (form 2 App, D., C.C.P.).

VI

Decree for disposal in suits and appeals

DISTRICT

IN THE COURT OF.....AT.....

Suit/appeal No.....OF 20.....

Plaintiff/Appellant

Versus

Defendant/Respondent

Claim for/Appeal against

This Suit/Appeal coming on..... this day for final disposal before
..... in the presence of.....

It is decreed that the *Suit/Appeal* be, and the same is hereby dismissed.

And it is further decreed the Plaintiff/Appellant do pay to the
Defendant/Respondent cost of his *suit/appeal* with interest thereon at
the rate of six percent annum from the date of taxation until realization.

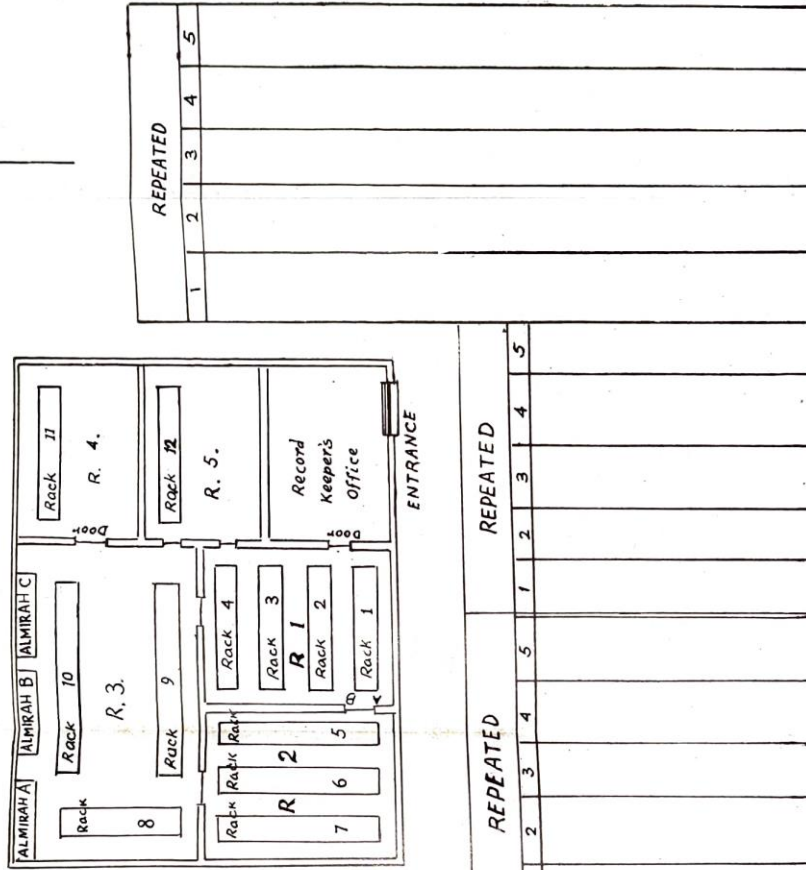
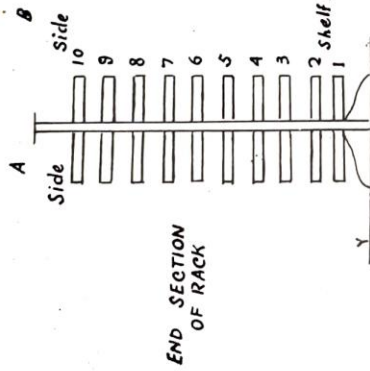
Dated this.....day of..... 20.....

Judge

General Rules and Circular Orders Civil Vol. II

Appendix C.

Plan of District Judge's Record Room (Specimen)



INDEX

Records of Court	From year To year	Room No.	Rack No.
1	2	3	4
1st Munsif's Court			
2nd Munsif's Court			
Munsif's Court			
Addl. Munsif's Court			
District Judge			
1st Sub-Judge			
2nd Sub-Judge			
3rd Munsif			
2nd Munsif			