

Rules and Orders of The Punjab High Court, VOLUME 1

CHAPTER 1
PRACTICE IN THE TRIAL OF CIVIL SUITS
PART A.—GENERAL**COURT HOURS, HOLIDAYS AND CAUSE LISTS.**

1. ¹[There shall be uniform Court timings and office timings in all Subordinate Courts of the States of Punjab, Haryana and U.T. Chandigarh w.e.f. 01.07.2018 as follows:-

Court Timings	-	10:00 A.M. to 04:30 P.M.
Office Timings	-	09:30 A.M. to 05:00 P.M.
Lunch Break	-	01:00 P.M. to 01:30 P.M.

However, second and fourth Saturdays of each month shall be observed as holiday.

¹{*Rule 1 amended vide Correction Slip No. 77 dated 16.11.2018*}

2. **Taking up cases after Court hours:-** No new case should be taken up after the closing hour of the Court but the hearing of a case taken up before that hour may, if necessary, be continued for a short time.
3. **Holidays:** The holidays allowed to the Civil Courts are annually prescribed by the High Court, under the provisions of Section 47 of the Punjab Courts Act, and no other holidays can be allowed by any other authority. The list of civil holidays comprises general holidays and local holidays, the latter being usually limited to three days in the year for each district.
4. **Taking up cases on holidays:-** Civil suits and appeals ought not, as a rule, to be taken up during the vacation or on a holiday; but any civil suit or appeal may be legally heard, by consent of the parties during the vacation or on a holiday, if the Presiding Officer of the Court thinks it expedient, for any reason, to keep his Court open for the purpose.

^[2][Provided that the District Judge and in his absence any Additional District Judge or Subordinate Judge specially authorized by the District Judge in this behalf may entertain any urgent civil matter (suit) appeal or application) during the period when the civil courts are closed for vacation]

²{*added vide Correction Slip No. 17 dated 31.5.1971*}

5. **Attendance of ministerial establishment:-** The members of the ministerial establishment of the Courts should (subject to any special rules regarding the Vacation Department) attend their office on all days except on holidays allowed to Civil Courts. An official may, however, be ordered by the Presiding Officer to attend office on a holiday to clear off arrears. An official should not except in most exceptional cases be made to attend on a holiday pertaining to his religion.
6. **Preparation of cause lists:-** Cause Lists of cases fixed for each day should be prepared a day before. These lists should be exhibited in the Court

room, or the verandah of the Court-house, at least by the afternoon of the day preceding that to which they relate, for the information of parties and their pleaders and the order of causes in the list should not be departed from without cogent reasons, unless the case be settled by compromise or the claim be admitted before the day fixed for trial. A strict adherence to this practice will secure punctual attendance and greatly promote the despatch of business and the convenience of parties and witnesses. Cases should as far as possible be so arranged in the cause lists that the litigants may not have to wait long for simple cases and petty work such as miscellaneous applications, executions and objections, etc.

7. **Form of cause list:-** Cause lists should be in the following form: -

IN THE COURT OF

**CAUSE LIST FOR.....
(Day of the week and date).....**

Day of the week and date	No.	CASE		Description of the case	Remarks
		Plaintiff Appellant or Petitioner	Defendant or Respondent		