



DISTRICT JUDICIARY – VISAKHAPATNAM
PRINCIPAL DISTRICT COURT, VISAKHAPATNAM, Dt.29.05.2025

C I R C U L A R

Sub: Courts – Prl. District Court, Visakhapatnam – Accounts – Deposit of Costs into the Prl. District Judge, Visakhapatnam (Accessibility Committee- Costs) account, imposed in certain cases, costs imposed to the parties – Certain instructions – Issued.

Ref: 1.Hon'ble High Court ROC.No.361/2023-CPS, Dt.29.10.2024.
2. Hon'ble High Court ROC.No.4160/2024-CPS, Dt.21.03.2025.
3. Office note and Orders passed thereon dt.20.05.2025

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In view of the Orders issued by the Hon'ble High Court Accessibility Committee under reference cited and Orders passed by the undersigned under reference 3rd cited, the undersigned is pleased to issue the following instructions:

All the Judicial Officers at Visakhapatnam Head Quarters are hereby directed to deposit the amounts which are received as costs, imposed in certain cases, costs imposed to the parties, **into the below mentioned account** and obtain bank receipt as "Receipt of deposit of Costs" in the concerned case.

- | | | |
|---------------------|---|----------------------------|
| 1. Name of the Bank | : | SBI, District Court Branch |
| 2. Account No | : | 44130414722 |
| 3. IFSC Code | : | SBIN0020964 |

The Chief Administrative Officer / Sr. Superintendents / Superintendents of the concerned Courts are hereby directed to maintain the "Costs imposed Register" with the below mentioned columns and maintain copy of the receipt issued by the bank for proper record maintenance.

The Bench Clerks of the Concerned Courts are hereby directed to take original Bank deposit receipts from the depositor and file in the concerned record as a "**Receipt of deposit**" and also send a photocopy of receipt to the Accounts Branch of the District Court to file and to record the same in the "**Costs Imposed Register**".

Contd..2

Further, all the Judicial Officers are hereby directed to send the details of the amount, deposited in the above bank account relating concerned Court to the undersigned by 5th of every succeeding month without fail.

COSTS IMPOSED REGISTER

S.No	Case No.	Name of the Depositor	Date of Deposit	Amount Received

These Orders will come into force with effect from 01-06-2025.

S. 29/5
Principal District Judge
Visakhapatnam

To

All the Judicial Officers in the Visakhapatnam Head Quarters including Spl. Magistrate Courts and 2nd Class Magistrate Courts.

Copy to:

The Sr.Superintendents, Account Section, Central Nazareth and Copyist Establishment, Prl. District Court, Visakhapatnam.

Copies to:

1. The Bench Clerks (Civil Side), Prl. District Court, Visakhapatnam
2. All the Judicial Officers are hereby requested to direct the concerned staff to display the account number in the notice board of your Court.
3. The Presidents of all Bar Associations in the unit of Visakhapatnam Judicial District
4. The Presidents, all the Advocate Clerks Associations in the unit of Visakhapatnam Judicial District.

Dis No. 4991
29-5-25