

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
NORTH – EAST DISTRICT, KARKARDOOMA COURTS, DELHI.**


**CIRCULAR**

Govt. of NCT of Delhi had formulated Delhi Criminal Courts (Payments of Expenses to Complainant and Witnesses) Rules, 2015 whereby Criminal Courts were empowered to sanction travelling expenses and diet money to witnesses appearing before them. It has been observed that the payment vouchers, issued to the witnesses, *inter alia* contain the following discrepancies:

1. The payment vouchers do not bear the date of hearing/inquiry/trial in respect of which, it has been issued.
2. Some of the Malkhana Moharrars (MHC{M})/witnesses appearing in more than one court, in the same court complex, are making more than one claim for a single day visit for same destination.
3. The actual expenses claimed by Malkhana Moharrars (MHC{M}) are not certified by the SHO/ Additional SHO of concerned Police Station, in terms of Rule 10, before the same are presented before the Criminal Courts for sanction.
4. Absence of verification of overwriting/cutting, especially in the amount mentioned in the voucher.

Copy of the Delhi Criminal Courts (Payment of Expenses to complainant and witnesses) Rules, 2015 is appended herewith Annexure A. A specimen proforma for sanction of expenses and diet money to the witnesses is appended herewith as Annexure B.

All the Ld. Judicial Officers posted in North-East District, Karkardooma Courts, Delhi are requested to ensure that the payment voucher bears the date of hearing/inquiry/trial on which, the witness had appeared and in respect of which, the expenses have been sanctioned. Secondly, only one payment voucher be issued to a witness who appears in more than one criminal court on a single day. Thirdly, henceforth the specimen proforma be used for sanctioning payment to the witnesses. Fourthly, in case of overwriting/cutting of a material part of the voucher, it be verified by signing the same.




(Praveen Kumar)  
Principal District & Sessions Judge  
North-East District,  
Karkardooma Courts, Delhi

No. 1270-1275 /Genl/NE/KKD/Delhi/2023

Dated 17 FEB 2023

Copy forwarded for information and necessary compliance:-

1. All the Ld. Judicial Officers posted in North-East District, Karkardooma Courts, Delhi.
2. PS to Ld. Principal District and Sessions Judge, North-East District, Karkardooma Courts, Delhi.
3. The Branch Incharge, R&I Branch, North-East District, Karkardooma Courts, Delhi with direction to upload this circular on LAYERS.
4. The Branch Incharge, Computer Branch, Karkardooma Courts, Delhi with direction to upload this circular on the website.
5. The Drawing and Disbursing Officer, North-East District, Karkardooma Courts, Delhi.
6. Cash Branch, North-East District, Karkardooma Courts, Delhi.



Principal District & Sessions Judge  
North-East District,  
Karkardooma Courts, Delhi

ANNEXURE A

TO BE PUBLISHED IN DELHI GAZETTE PART-IV EXTRA-ORDINARY)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)  
8TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE,  
NEW DELHI - 110002.

No.F.6/17/09-Judl./Sub+law/1176-1178

Dated:- 4/11/2015

**NOTIFICATION**

No.F.6/17/09-Judl./Sub+law/1176-1178  
In exercise of the powers conferred by section 312 of the Code of Criminal Procedure, 1973 (2 of 1974) read with Government of India, Ministry of Home Affairs' notification number S.O.183 (E) dated the 20<sup>th</sup> March, 1974 and in supersession of the Delhi Criminal Courts (Payment of Expenses to Complainant and Witnesses) Rules, 2010 except as respects things done or omitted to be done before such supersession, the Lt. Governor of National Capital Territory of Delhi, is pleased to make the following rules to regulate the payment of expenses paid to complainant and witnesses appearing, for the purpose of any enquiry, trial or other proceedings before a criminal court in the Metropolitan area of Delhi, namely: -

**Chapter 1**

**Preliminary**

**1. Short title and commencement: -**

- (i) These rules may be called the "Delhi Criminal Courts (Payment of Expenses to Complainant and Witnesses) Rules, 2015".
- (ii) They shall come into force from the date of their publication in the Official Gazette.

**2. Definitions: - In these rules unless the context otherwise requires:-**

- (a) 'Criminal Court' means the Court of Sessions, Court of Chief Metropolitan Magistrate, Additional Chief Metropolitan Magistrate, Metropolitan Magistrate and Special Magistrate.
- (b) 'Code' means the Code of Criminal Procedure, 1973.
- (c) 'District Judge' means the District Judge of a Civil District in Delhi.
- (d) 'Government Servant' means and includes officers/officials in the service of Central Government, National Capital Territory of Delhi or any State Government or any public authority or corporation or autonomous institutions.
- (e) 'Government' means Government of National Capital Territory of Delhi.

- (f) 'Reasonable expenses' means payment towards compensation of loss of income of the Witness besides his actual travelling expenses and diet money.
- (g) Any word or expression used in these rules and not defined herein shall have the same meaning as assigned to it, in the Code of Criminal Procedure, 1973.

## Chapter 2

### Payment of Expenses

3. Cases in which Government is to pay the expenses :- The Government would be liable to pay expenses of Complainants and Witnesses only in the following categories of cases: -

- (a) in all cases in which a witness has been compelled by the Presiding Officer of a Criminal Court on his own motion to attend the court under section 311 of the Code;
- (b) in all cases where cognizance has been taken by the Police; and
- (c) cases in which the prosecution is instituted or carried on by or under the orders or with the sanction of the Government, or of any Judge, Magistrate, or any other public officer.

**Explanation:** The complainant shall be paid the expenses only when he is summoned as a witness.

4. Case in which Government is not to pay expenses: - No Payment shall be made to the witnesses by the Government in all cases other than covered by rule 3, unless the prosecution appears to be in furtherance of the interest of public justice.

## Chapter 3

### Rate of Payment of Expenses

5. Category of Witnesses: - The following category of witnesses is given below: -

Category of Witnesses: -	
(A)	Public witnesses of any class
(B)	Government servants
(C)	Expert witnesses such as Forensics Experts, Doctors, Engineers, Architects, Lawyers etc., who are not in the service of Government.

**6. Rates of reasonable allowances for each category of witnesses:**

- (i) for Category (A) - S/he shall be paid a sum equivalent to the minimum wages payable to a skilled worker as notified by Government towards loss of income and actual travelling expenses as per rule 7 and expenses for diet as per rule 9.

**Note:** - The minimum wages payable to a skilled worker as notified by Government from 1<sup>st</sup> February of 2011, is Rs.285/-

- (ii) for Category (B) - S/he shall be paid actual travelling expenses as per rule 7 and expenses for diet as per rule 9.
- (iii) for Category (C) - S/he shall be paid a sum of Rs.500/- towards loss of income and actual travelling expenses as per rule 7 and expenses for diet as per rule 9.

**7. Travel Rates :-**

**(A) Outstation Witnesses: -**

**(i) Travel by train :-**

- (a) for category (A) - A/C three tier from the place of their residence to Delhi, in addition to the subsequent auto rickshaw charges from the nearest railway station in Delhi to the concerned court complex, as per prevalent rates notified by the Government;
- (b) for category (B) - Actual travelling expenses from the place of their office as per their entitlement under the rules governing their nature of service.  
Such person will be required to produce a certificate from his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and
- (c) for category (C) - A/C two tier fare from their place of residence to Delhi in addition to the subsequent taxi charges from the nearest railway station in Delhi to the concerned court complex.

**(ii) Travel by road :-**

- (a) for category (A) - fare actually paid for travel by road transport / state transport A/C bus, in addition to the subsequent auto rickshaw charges from the nearest bus stand in Delhi to the concerned court complex as per prevalent rates notified by the Government;

(b) for category (B) - actual travelling expenses as per their entitlement under the rules governing their nature of service. Such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) - fare equal to the fare chargeable by a road transport/state transport bus for a A/C deluxe coach, in addition to the subsequent taxi charges from the nearest bus stand to the concerned court complex as per prevalent rates notified by the Government.

### (iii) Travel by air :-

(a) for category (A) - no air fare is payable;

(b) for category (B) - actual travelling expenses as per their entitlement under the rules governing their nature of service. Such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) - No air fare is payable.

### (B) Local Witnesses:-

#### (iv) Travel within city:-

(a) for category (A) - Actual auto rickshaw charges as per prevalent rates notified by the Government;

(b) for category (B) - Actual travelling expenses as per their entitlement under rules governing their nature of service. Such person is required to produce a certificate of his/her Head of Department or Competent Authority as to the nature of travelling allowance admissible to him/her; and

(c) for category (C) - Actual travelling expenses as per the rates prescribed by the Transport Department of National Capital Territory of Delhi for motor car / taxis.

Note 1: If a person has not actually travelled by A/C train or by A/C bus, then the actual expenses incurred shall be reimbursed on production of original ticket or a copy thereof.

Note 2: If a witness has travelled by any other mode of transport incurring less expenditure than that of an auto rickshaw / taxi then only the lesser amount shall stand payable to him.

#### 8. Overnight staying rates: -

(a) for category (A) - Rs.750/- per day excepting the first day of appearance of witness in the Court.

(b) for category (B) - (i) Rs. 1,500/- per day for the Gazetted Officers or officers working in the equivalent pay scale excepting the first day of appearance of witness in the Court;

(ii) Rs.750/- per day for other government servants, excepting the first day of appearance of witness in the Court.

(c) for category (C) - Rs. 1,500/- per day excepting the first day of appearance of witness in the Court.

Note: For categories (A), (B) and (C) - This amount should be in addition to the other amount which would have become admissible to them had their evidence was to conclude in a single day and they were not required to overstay.

9. Expenses for diet : A witness shall be paid expenses for diet at the following rates, irrespective of category s/he falls in:-

(a) If a witness is detained till before lunch or called to appear in the Court only in post lunch session; : Rs.50/-

(b) If a witness is detained for post lunch session provided the witness is called to appear in Court in pre-lunch session. : Rs.100/-

10. Expenses for police witnesses: - The actual expenses claimed by the Malikhana Moharrar, as have been certified by the SHO/Additional SHO of the concerned Police Station, before they are ordered to be reimbursed by the Court.

11. Expenses for retired police officers or other government servants: - Those witnesses, who appear in the Court after their retirement in connection with the work undertaken by them while they were in government service, may be paid expenses in the same manner as if they were still in government service.

12. Expenses for minor/disabled's attendant: - When a minor or a tender age or a disabled person is required to attend the Court as a witness

and such a witness cannot safely travel, the attendant who accompanies the minor or the disabled person, may be paid fare as if he was also a witness in the case.

#### Chapter 4

#### Miscellaneous

13. Duty of the Court while making payment of expenses: - It shall be the duty of the Court that no complainant or witness is put to trouble or inconvenience as to the payment of expenses which s/he is entitled to under these rules. The Court shall ensure that payment vouchers are handed over to the witness in the Court itself soon after their testimony is recorded, without any undue delay.

14. Liberal exercise of discretion: - In doubtful cases or in cases where it is not clear as to how much distance, the witness has travelled, the Presiding Officer may use his or her experience or knowledge for making assessment that how much expenses are to be paid to the witness and exercise such discretion liberally.

15. Payment in advance may be made in appropriate cases, where a witness is asked to overstay: - Subject to these rules, in appropriate cases, where testimony of witness is in progress and witness is required to overstay, for the continuation of his or her testimony, the Court may make advance payment to such a witness for the next day of his stay.

By order and in the name of the  
Lt. Governor of National  
Capital Territory of Delhi,

*(Signature)*  
(Vikrant Vaid)  
Additional Secretary (Law, Justice & L.A.)

No.F.6/17/09-JudL/SupHaw/1176-1178 Dated:- 4/11/2015

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQ), Delhi, Tis Hazari Court, Delhi.
3. The Special Secretary (GAD/Coord.), Govt. of NCT of Delhi (in duplicate along with Hindi version of the same) for publication in Delhi Gazette (Extra-Ordinary Part-IV). It is requested that five copies of the Gazette may kindly be sent to this department for official record.
4. Guard file.

*(Signature)*  
(Vikrant Vaid)  
Additional Secretary (Law, Justice & L.A.)

To,

The Cashier,  
North-East District,  
Karkardooma Courts, Delhi

Mr./Ms. \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) to  
Pay a sum of Rs. \_\_\_\_\_  
No. \_\_\_\_\_, PS \_\_\_\_\_, u/s \_\_\_\_\_  
titled as State vs \_\_\_\_\_  
An entry of this voucher has been made at Serial No. \_\_\_\_\_ dated \_\_\_\_\_ of the Diet  
Money Register maintained by this court. The distance from \_\_\_\_\_ to North-East District,  
Karkardooma Courts, Delhi is approximately \_\_\_\_\_ km (onward and return journey).  
The specimen signatures of the claimant are attested below.

Specimen signature of  
the claimant attested

(Signature of Presiding Officer)

(Signature of Presiding Officer)

To,

The Cashier,  
North-East District,  
Karkardooma Courts, Delhi

Mr./Ms. \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) to  
Pay a sum of Rs. \_\_\_\_\_  
No. \_\_\_\_\_, PS \_\_\_\_\_, u/s \_\_\_\_\_  
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Specimen signature of  
the claimant attested

(Signature of Presiding Officer)

(Signature of Presiding Officer)



