

# **THE GAUHATI HIGH COURT AT GUWAHATI**

(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

## **C I R C U L A R**

Dated- Guwahati, the 26<sup>th</sup> June, 2013

No.HC.VII-165/2013/ 5811 /A ### Hon'ble the Gauhati High Court has been pleased to direct all the Subordinate Courts (both Civil & Criminal), functioning within its jurisdiction, to maintain registers, as below –

### **A. The Court of Civil Judge (Erstwhile court of Assistant District Judge) and Munsiff are required to maintain the following registers-**

1. Court Fee Register.
2. Register of Title Suit, Rent, Money Suit.
3. Statistical Registers.
4. Register of Miscellaneous Judicial Cases.
5. Register of Appeals.
6. Register of applications for execution of decrees.
7. Register of insolvency petitions.
8. Register of application for Sale Certificate.
9. Register of application for returning of documents.
10. Register or Stamp duty and penalty.
11. Register of Stamp duty and penalties.
12. Register of Court Fees and petitions.
13. Register of decrees sent to or received from other courts for execution.
14. Register of Records received.
15. Register of recognized clerks of pleaders.
16. Service Register.
17. Register of Challans.
18. Register of payment orders.
19. Daily Register of deposits (A & B).
20. Clearances Register of a deposits.
21. Register of Judicial deposits.
22. Contingent Register.
23. Contract Contingent register.
24. Register of Service postage stamps.
25. Sale account Register.
26. Register of Movable attached property.
27. Register of Jewellery, Securities etc.
28. Disposal Register.

The Register of Title Suit, Money and Movable Suits and Rent Suit shall be maintained as per **FORM NOS. (R) 1(i) AND (R) 1 (ii), FORM NO. (R) 1 (iii) OF CIVIL RULES AND ORDERS.**

Statistical Registers are required to be maintained as per **FORM NO. (R) 38 to FORM NO. (R) 44 OF CIVIL RULES AND ORDERS.**

Register of Miscellaneous Judicial Cases is required to be maintained as per **FORM NO. (R) 2 OF CIVIL RULES AND ORDERS.**

Register of Appeal which includes Title Appeal, Money Appeal & Rent Appeal, is required to be maintained as per **FORMS NO. (R) 6(i), (R) 6 (ii) and (R) 6 (iii) OF CIVIL RULES AND ORDERS.**

Register of applications for execution of decrees is required to be maintained as per **FORM NO. (R) 5 OF CIVIL RULES AND ORDERS.**

Register of insolvency petition is required to be maintained as per **FORM NO. (R) 3 OF CIVIL RULES AND ORDERS.**

Register of application for Sale Certificate is required to be maintained as per **FORM NO. (R) 27 OF CIVIL RULES AND ORDERS.**

Register of application for returning of documents is required to be maintained as per **FORM NO. (R) 26 OF CIVIL RULES AND ORDERS.**

Register of Stamp duty and penalties is required to be maintained as per **FORM NO. (R) 17 OF CIVIL RULES AND ORDERS.**

Register of Court Fees and petitions is required to be maintained as per **FORM NO. (R) 12 OF CIVIL RULES AND ORDERS.**

Register of decrees sent to or received from other courts for execution is required to be maintained as per **FORM NO. (R) 20(i) and 20(ii) OF CIVIL RULES AND ORDERS.**

Register of Records received is required to be maintained as per **FORM NO. (R) 25 (A) OF CIVIL RULES AND ORDERS.**

Register of recognized clerks of pleaders is required to be maintained as per **FORM NO. (R) 32 OF CIVIL RULES AND ORDERS.**

Service Register.

Register of Challans is required to be maintained as per **FORM NO. (A) 13 OF CIVIL RULES AND ORDERS.**

Register of payment orders is required to be maintained as per **FORM NO. (A) 15 OF CIVIL RULES AND ORDERS.**

Daily Register of deposits (A & B) is required to be maintained as per **FORM NO. (A) 17(i) and (A) 17 (ii) OF CIVIL RULES AND ORDERS.**

Clearances Register of a deposit is required to be maintained as per **FORM NO. (A) 19 OF CIVIL RULES AND ORDERS.**

Register of Judicial deposits is required to be maintained as per **FORM NO. (A) 21 OF CIVIL RULES AND ORDERS.**

Contingent Register is required to be maintained as per **FORM NO. (A) 29 OF CIVIL RULES AND ORDERS.**

Contract Contingent register is required to be maintained as per **FORM NO. (A) 28 OF CIVIL RULES AND ORDERS.**

Register of Service postage stamps.

Sale account Register.

Register of Movables attached property is required to be maintained as per **FORM NO. (R) 19 OF CIVIL RULES AND ORDERS.**

Register of Jewellery, Securities etc is required to be maintained as per **FORM NO. (R) 18 OF CIVIL RULES AND ORDERS.**

**B. The Court of Judicial Magistrates are required to maintain following registers properly as per prescribed formats of the Gauhati High Court-**

1. Court Diary.
2. Court Fee Register.
3. Judgment Register.
4. Malkhana Register
5. Process Register.
6. Register of Fines.
7. Register of Outstanding fines.
8. Register of Complaint of Offences.
9. Register of Miscellaneous Cases.
10. General Register of Cases Cognization by Police.
11. Trial Register.
12. Trial Register of Petty Cases.
13. Register of Warrant of Imprisonment.
14. Register of Maintenance order made by Courts outside India for enforcement in India.
15. Daily Register of Petition, etc, Court fees
16. Registers of Process Issued and Received.

The Court diary is required to be maintained as per **FORM NO. (R) 9 OF CRIMINAL RULES AND ORDERS**

The Judgment Register.

The Malkhana Register (**as per Assam Police Manual**).

The Register of Fines is required to be maintained as per **FORM NO. (A)21 OF CRIMINAL RULES AND ORDERS**

Register of Complaint of Offences is required to be maintained as per **Form(R)2(I) OF CRIMINAL RULES AND ORDERS**

Register of Miscellaneous Cases is required to be maintained as per **Form(R)2(III) OF CRIMINAL RULES AND ORDERS**

General Register of Cases cognization by Police is required to be maintained as per **Form(R)3 OF CRIMINAL RULES AND ORDERS**

Trial Register is required to be maintained as per **Form(R)4 OF CRIMINAL RULES AND ORDERS**

Trial Register of Petty Cases is required to be maintained as per **Form(R)6 OF CRIMINAL RULES AND ORDERS**

Register of Warrant of Imprisonment is required to be maintained as per **Form(R)7 OF CRIMINAL RULES AND ORDERS**

Register of Maintenance order made by Courts outside India for enforcement in India is required to be maintained as per **Form(R)8 OF CRIMINAL RULES AND ORDERS**

Daily Register of Petition etc, Court fees is required to be maintained as per **Form(R)10 OF CRIMINAL RULES AND ORDERS**

Registers of Process Issued and Received is required to be maintained as per **Form(R)12 & R(13) OF CRIMINAL RULES AND ORDERS**

**C. The Court of Asstt. Sessions Judges are required to maintain the following Registers properly –**

1. Court Diary.
2. Court Fee Register.
3. Register of Attendance of Witnesses.
4. Judgments Register.

The Court diary is required to be maintained as per **FORM NO. (R)9 OF CRIMINAL RULES AND ORDERS**

The Court Fee Register is required to be maintained as per **FORM NO. (R)10 OF CRIMINAL RULES & ORDERS.**

The Register of Attendance of witness is required to be maintained as per **FORM NO. (R) 11 OF CRIMINAL RULES AND ORDERS**

The Judgment Register.

**D. The Court of Sessions are required to maintain following Registers properly-**

1. Court Diary.
2. Court Fee Register.
3. Register of Attendance of Witnesses.
4. Judgments Register.

5. Register of Criminal Appeal.
6. Register of Criminal Misc. Cases.
7. Register of Criminal Revision.

The Court diary is required to be maintained as per **FORM NO. (R)9 OF CRIMINAL RULES AND ORDERS**

The Court Fee Register is required to be maintained as per **FORM NO. (R)10 OF CRIMINAL RULES AND ORDERS.**

The Register of attendance of witness is required to be maintained as per **FORM NO. (R)11 OF CRIMINAL RULES AND ORDERS.**

The Judgment Register.

The Register of Criminal Appeal is required to be maintained as per **FORM NO. (R)5(I) OF CRIMINAL RULES AND ORDERS.**

The Register of Criminal Misc. Cases is required to be maintained as per **FORM NO. (R)2(III) OF CRIMINAL RULES AND ORDERS.**

The Register of Criminal Revision is required to be maintained as per **FORM NO. (R)5(II) OF CRIMINAL RULES AND ORDERS.**

**Apart from that all Courts are required to maintain disposal Registers. The list, stated above, is not exhaustive. The Courts are required to maintain all other Registers which are necessary, as per Civil & Criminal Rules & Orders of the Gauhati High Court.**

By order,  
Sd/- Robin Phukan  
**REGISTRAR (VIGILANCE)**

Memo NO.HC.VII-165/2013/ 5812 - 5833 /A, Dated- 26.06.2013  
Copy forwarded for information and necessary action to :-

1. **The District & Sessions Judge**, Kamrup, Guwahati / Nalbari / Barpeta / Darrang, Mangaldoi / Udalguri / Sonitpur, Tezpur / Nagaon / Morigaon / Golaghat / Jorhat / Sivasagar / Dibrugarh / Tinsukia / North Lakhimpur, Lakhimpur / Dhemaji / Goalpara / Dhubri / Kokrajhar / Bongaigaon / Cachar, Silchar / Karimganj / Hailakandi.

**He / she is requested to circulate this 'Circular' to all the Judicial Officers under his / her control.**

2. The Special Judge, Assam, Guwahati.
3. The P.O., Industrial Tribunal, Guwahati / Dibrugarh / Cachar, Silchar.
4. The Principal Judge, Family Court, No. 1 / 2, Guwahati.
5. The Principal Judge, Family Court, Cachar, Silchar.
6. The Special Judge, CBI Court, Guwahati.
7. The P.O STAT & Member MACT No. 1, Guwahati.
8. The Member, MACT, No. 2, Kamrup, Guwahati / Nalbari / Barpeta / Nagaon / Dhubri / Cachar, Silchar.
9. The Member, Foreigners Tribunal, Darrang, Mangaldoi.
10. The Presiding Officer, Labour Court, Kamrup, Guwahati / Dibrugarh.
11. The Special Judge, Addl. CBI Court No. 1 / 2, Chandmari, Guwahati.
12. The Registrar (Admn. / Judl.) Gauhati High Court, Guwahati.

13. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl

**He is requested to circulate this 'Circular' to all the subordinate Courts of his respective State.**

14. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.

15. The Joint Registrar, Gauhati High Court, Itanagar Bench., Naharlagun.

**He is requested to circulate this 'Circular' to all the subordinate Courts of his State.**

16. The Joint Registrar, Judl. / Recruitment / Vig. / PM & P, Gauhati High Court, Guwahati.

17. **The Chief Judicial Magistrate**, Kamrup, Guwahati / Nalbari / Barpeta / Darrang, Mangaldoi / Udalguri / Sonitpur, Tezpur / Nagaon / Morigaon / Golaghat / Jorhat / Sivasagar / Dibrugarh / Tinsukia / North Lakhimpur, Lakhimpur / Dhemaji / Goalpara / Dhubri / Kokrajhar / Bongaigaon / Cachar, Silchar / Karimganj / Hailakandi.

**He / she is directed to circulate this 'Circular' to all the Judicial Officers under his / her control.**

18. The Officer on Special Duty, Gauhati High Court, Guwahati.

19. **The Systems Analyst, Gauhati High Court, Guwahati. He is requested to upload the 'Circular' immediately in the official website of the Gauhati High Court, Guwahati.**

20. The Private Secretary to Hon'ble Mr. Justice I.A. Ansari, Gauhati High Court, Guwahati, for favour of His Lordship's kind information.

21. The Private Secretary to Hon'ble Mr. Justice B.P. Katakey, Gauhati High Court, Guwahati, for favour of His Lordship's kind information.

22. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

23. Office File.

  
**REGISTRAR (VIGILANCE)**  
26-06-18  
12/06/18