

OFFICE OF THE DISTRICT JUDGE, LUCKNOW.

ADMINISTRATIVE ORDER NO 340 /2025

DATED:01/11/2025

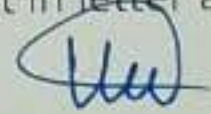
The Hon'ble High Court, Allahabad has issued directions regarding certain guidelines which have been laid down for the expeditious disposal of cases *Under Section 138 of Negotiable Instrument Act, 1861*, vide letter No. C-666/CF(B)/2025 dated: Allahabad:28/10/2025, along-with the Judgment dated 25/09/2025 passed by the Hon'ble Apex Court in *Criminal Appeal No. 1755/2010*.

In the aforementioned Judgment the Hon'ble Apex Court has directed that every complaint under section 138 of the N.I.Act shall contain a synopsis in the format **(Annexure-1)** which **shall be filed immediately after the index (at the top of the file) i.e. prior to the formal complaint.**

In compliance with the aforementioned directions of the Hon'ble Court, all the Presiding Officers of the Magisterial Courts are directed to ensure that **the said format duly filled by the learned Advocate** must be enclosed during fresh filing of a complaint case U/s 138 of N.I. Act. The Officials of the Magisterial Courts are also directed to ensure that the format must be enclosed in the file as directed above.

The learned Nodal Officer (Computer) is directed to ensure that this Administrative Order and the Format must be uploaded on the Official website of District Court, Lucknow.

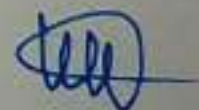
Let the copy of this Administrative Order be sent to all concerned for strict compliance of the directions of the Hon'ble Court in letter and spirit.



(Malkhan Singh)
District Judge,
Lucknow.

Copy forwarded for information/action to following :-

- 1.The Learned Presiding Officers of Addl. N.I.Act Courts, Lucknow.
- 2.The President/General Secretary, Central Bar Association, Lucknow.
- 3.The President/General Secretary, Lucknow Bar Association, Lucknow
- 4.Guard File.



(Malkhan Singh)
District Judge,
Lucknow.

Complaint under Section 138 of the Negotiable Instruments Act, 1881

I. Particulars of the Parties

(i) Complainant: _____

(ii) Accused: _____

(In case where the accused is a company or a firm then Registered Address, Name of the Managing Director/Partner, Name of the signatory, Name of the persons vicariously liable)

II. Cheque Details

(i) Cheque No. _____

(ii) Date: _____

(iii) Amount: _____

(iv) Drawn on Bank/Branch: _____

(v) Account No.: _____

III. Dishonour

(i) Date of Presentation: _____

(ii) Date of Return/Dishonour Memo: _____

(iii) Branch where cheque was dishonoured: _____

(iv) Reason for Dishonour: _____

IV. Statutory Notice

(i) Date of Notice: _____

(ii) Mode of Service: _____

(iii) Date of Dispatch & Tracking No.: _____

(iv) Proof of Delivery & date of delivery: _____

(v) Whether served: _____

(vi) If Not, reasons thereof: _____

(vii) Reply to the Legal Demand Notice, if any _____

V. Cause of Action

(i) Date of accrual: _____

(ii) Jurisdiction invoked under Section 142(2): _____

(iii) Whether any other complaint under section 138 NI Act is pending between the same parties, If Yes, in which court and the date and year of the institution.

VI. Relief Sought

(i) Summoning of accused and trial under Section 138 NI Act _____

(ii) Whether Award of Interim compensation under Section 143A of NI Act sought _____

VII. Filed through:

Complainant/Authorized Representative"