

**G. R. C. O.**  
**Crimonal**

**Vol. - II**



**LIST OF FORMS IN APPENDIX A**  
**I. LIST OF ACCOUNT FORMS**  
(a) Occasional

| Form No. | Description of Form  | Rules by which prescribed |
|----------|--|---------------------------|
| 1        | 2  | 3                         |
|          |  | Volume I                  |
| (A) 1    | Challan  | Part VIII, Rule 423       |
| (A) 2    | Payment Order  | „ 430                     |
| (A) 3    | Refund of Lapsed Deposits  | „ 438                     |
| (A) 4    | Refunds of Revenue   | „ 430                     |
| (A) 5    | Advice list to Treasury for Cheques issued above Rs.100 in amount          | „ 437                     |
| (A) 6    | Daily Advice List from Treasury  | „ 446                     |
| (A) 6A   | Monthly statement of total peremptory receipts and disbursements.          | „ 419                     |
| (A) 7    | Statement of Lapsed Deposits   | „ 475                     |
| (A) 8A   | Bill for diet and travelling allowance to witnesses                        |                           |
| (A) 88   | Cheque book for diet and travelling expenses of complainants and witnesses |                           |
| (A) 8C   | Plus and minus memorandum of deposits.                                     | „ 468                     |
| (A) 80   | Receipt Books  | „ 77                      |

**I. LIST OF ACCOUNT FORMS - Contd**

**(b) Registers**

| Form No.    | Description of Form  | Rules by which prescribed                             | By which Court to be maintained  | Period which to be preserved     |
|-------------|--|---|--|----------------------------------|
| 1           | 2  | 3   | 4  | 5                                |
| (A) 9 ..    | Register of Payment Order.   | Volume 1<br>Part Rule<br>VIII 435                     | Sessions Judge/<br>Chief Judicial Magistrate / District Magistrate.  | Twelve years                     |
| (A) 9A      | Register of applications of payment order                                  |   | All Criminal Courts.<br><br>Sessions Judge/<br>Chief Judicial Magistrate/District Magistrate   | Twelve years<br><br>Twelve years |
| (A) 10 ..   | Treasury Pass Book ..  | Do. 442   |  |                                  |
| (A) 11 (i)  | Daily Register of deposits received.                                       | Do. 450   | Ditto  | For ever                         |
| (A) 11 (ii) | Part I, A-Deposits<br>Part II, B-Deposits                                  |   |  |                                  |
| (A) 12 (i)  | Daily Register of deposits received.                                       | Do. 450   | Ditto  | Twelve years                     |
| (A) 12 (ii) | Part I, A-Deposits<br>Part II, B-Deposits                                  |   |  |                                  |
| (A) 13 ..   | Clearance Register of A-Deposits.  | Do. 469   | Ditto  | For ever                         |
| (A) 14 ..   | Register of Miscellaneous Receipts.  | Do. 480   | Ditto  | Twelve years                     |
| (A) 15 ..   | Resister of Court-terfoils of Cashiers receipts granted for Cash Receipts. | Do. 427   | Ditto  | Three years                      |
| (A) 16 ..   | General Cash-book  | Do. 428   | Ditto  | Twelve years                     |
| (A) 17 ..   | Register of Criminal Fines.  | Rules relating to fines part VIII Appendix IV Rule 1. | Chief Judicial Magistrate/Sub-divisional Judicial Magistrate/ District and Subdivisional Magistrates and Judicial Magistrate, Executive Magistrate, Magistrates other than at Sub-divisional Headquarters. | Twelve years                     |

**I. LIST OF ACCOUNT FORMS - Contd**  
**(b) Registers**

| Form No.  | Description of Form   | Rules by which prescribed                               | By which Court to be maintained   | Period which to be preserved |
|-----------|---|---|---|------------------------------|
| 1         | 2   | 3   | 4   | 5                            |
| (A) 17 A  | Register of Criminal Fines of other districts.                            | Rules relating to Fines Part VIII, Appendix IV, Rule 1. | Chief Judicial Magistrate, Subdivisional Judicial Magistrate, District and Subdivisional Magistrates and Judicial Magistrate, Executive Magistrate, Magistrates other than at Subdivisional Headquarters. | Twelve Years                 |
| (A) 17 B  | Account of saleable forms   |   | Ditto.  | Twelve Years                 |
| (A) 18 .. | Thana Register of warrants for the levy of Fines.                         | Part 1 138  | At police-stations  | Twelve Years                 |
| (A) 19 .. | Register of Contract Contingent Charges.                                  | Government Account Rules                                | Sessions Judges/ Chief Judicial Magistrates/ District Magistrates.  | Twelve Years                 |
| (A) 20 .. | Register of Contingent Charges  | Government Account Rules                                | Ditto.  | Twelve Years                 |
| (A) 21 .. | Subordinate Court's Daily Advice List to District Court.                  | Part VIII, Rule 457                                     | Subordinate Criminal Court.   | Six Years                    |
| (A) 22 .. | Sessions Judges Daily Register of deposits advised by subordinate Courts. | Part VIII, Rule 461                                     | Sessions Judge  | Twelve Years                 |
| (A) 23 .. | Peremptory Cash Book.   | Part III, Rule 418                                      | Judge in Charge of Accounts.  | Twelve Years                 |

**II LIST OF REGISTERS**

| Form No.  | Name of Register  | By which Court to be maintained   | Period for which to be preserved                         |
|-----------|---|---|--|
| 1         | 2   | 3   | 4  |
| (R) 1 ..  | Register of -<br>(1) Complains of offences<br>(2) Unimportant cases sent up by the police in which a first information report is not used.<br>(3) Miscellaneous cases | Courts empowered to receive complaints.   | Seven years<br><br>One Year                              |
| (R) 2 ..  | Magistrates' General Register of cases cognizable by the police. Trial Register   | Sub-divisional Judicial Magistrate.<br><br>All Magistrate who try original cases. | Ditto  |
| (R) 3 ..  | Register for pending split up records   | All Criminal Courts   | Three years  |
| (R) 4 ..  | Register of Appeals/ Revision cases.  | Appellate/Revisional Courts.  | Seven years  |
| (R) 5 ..  | Register of warrants of substantive imprisonment.   | All Criminal Courts   | Till all the prisoners entered in it have been released. |
| (R) 5-A . | Register of warrants of imprisonment in default of payment of fines.  | Ditto   | Ditto  |
| (R) 5-B . | Separate Receipt Register   | Ditto   | Ditto  |
| (R) 6 ..  | Diary   | All Criminal Courts   | Three years  |
| (R) 7 ..  | Daily Register of Court fees realised.  | All Criminal Courts   | Three years  |
| (R) 8 ..  | Register of attendance of witnesses.  | All Criminal Courts   |  |
| (R) 9 ..  | Register of processes received for issue.   | Nizarat or all Criminal Courts.   | Ditto  |
| (R) 9-A . | Register of processes made over to Nazir for service.   | All Criminal Courts   | Ditto  |

**II. LIST OF REGISTERS**

| Form No.    | Name of Register  | By which Court to be maintained   | Period for which to be preserved  |
|-------------|---|---|---|
| 1           | 2   | 3   | 4   |
| (R) 10      | Register of processes issued to each police station.  |   | Three years   |
| 1[(R) 10-A  | Courts of Sessions Judge and Addl. & Ast. Sessions Judge.   | Register of Verification of Service Returns of the prosecution witnesses in Sessions Cases.   | One year from the date of last entry.]  |
| (R) 11 ..   | Register of pleaders and Mukhtars.  | Courts of Chief Judicial Magistrate / Sub-divisional Judicial Magistrate and Judicial Magistrate other than at Subdivisional Headquarters . Court Inspectors .. |   |
| (R) 12 ..   | Court Inspector's Daily Book of Prisoners to be brought before the Magistrate.  | Court Inspectors ..   | Not specified   |
| (R) 13 ..   | List of Records sent to District Record Room.   | All Criminal Courts   | As long as record are preserved with District Record Room.  |
| (R) 13-A .. | List of Records placed on the dormant file and consigned to the Record Room.  | Subdivisional Judicial Magistrate /Judicial Magistrate in single Judicial Magistrate Station/Record Room.   | For Ever.   |
| (R) 14 ..   | List of the record of sessions cases, Criminal Appeals and Revision sent to the Sessions Judges/District Record Room. | Sessions Judges Additional and Assistant Sessions Judges, Chief Judicial Magistrate.  | As long as the records are preserved in Session Judges, Court or Chief Judicial Magistrate Court. |
| (R) 15 ..   | Register of records removed from the Room entered in the despatch list but kept back by the despatching Court.        | District Record Room ...  | Twelve years  |

**II. LIST OF REGISTERS - Contd.**

| Form No.  | Name of Register   | By which Court to be maintained  | Period for which to be preserved |
|-----------|--|--|----------------------------------|
| 1         | 2  | 3  | 4                                |
| 1[(R) 15A | Register of requisitions for documents and records.  | District Record Room ...   | One year.                        |
| 2[(R) 15B | Register of defect reports   | Dist. Record Room  | One year.                        |
| (R) 16 .. | Register showing under each head of crime, the number of offences reported, of cases struck off as false or brought to trial and of persons acquitted, discharged or convicted or released under the Probation of Offenders Act. | All Magistrate empowered to take cognizance of offences in complaint and police cases.   | One year.                        |
| (R) 17 .. | Instructions filing up the above Register.   |  |                                  |
| (R) 18 .. | Register of cases decided.   | Courts of all Magistrates  | One year.                        |
| (R) 19 .. | Register of requisition for record received.   | All Criminal Courts  | Six years.                       |
| (R) 20 .. | Register of requisitions for records issued.   | All Criminal Courts  | Six years.                       |
| (R) 21 .. | Register of Receipts and issue of printed forms.   | Court of Sessions Judges, Chief Judicial Magistrate, Sub divisional Judicial Magistrate.   | Three years                      |
| (R) 22 .. | Register of clerks Pleaders/ Mukhtars.   | Court of Sessions Judges, Chief Judicial Magistrate, Subdivisional Judicial Magistrate other than at Subdivisional Headquarters. | For ever                         |
| (R) 23 .. | Register of Sessions cases ..  | Courts of Sessions Judges and Additional and Assistant Session Judges.   | Twelve years                     |

1. Inserted by C.S. No. 22, IX-11/85, Dt. 26.6.1985.

2. Inserted by C.S. No. 63, IX-5/96, Dt. 18.6.1997.



**II. LIST OF REGISTERS - *Contd.***

| Form No.  | Name of Register  | By which Court to be maintained   | Period for which to be preserved                             |
|-----------|---|---|--|
| 1         | 2   | 3   | 4  |
| (R) 24 .. | Register of Bail orders ..  | Court of Chief Judicial Magistrate, Subdivisional Judicial Magistrate and Judicial Magistrate other than at Subdivisional Headquarters. | Three years from the date of the last order of recommitment. |
| (R) 25 .. | Register of Miscellaneous Criminal Cases.   | Courts of Sessions Judges and Additional and Assistant Session Judges.  | Two years  |
| (R) 26 .. | Dormant File Register   | 1[Court of Sessions Judge] Subdivisional Judicial Magistrate, Judicial Magistrate in single Judicial Magistrate station.                | For ever.  |
| (R) 27 .. | Register of property..  | All Criminal Courts   | For ever.  |
| (R) 28 .. | Register of applications for copies.  | Ditto   | Two years  |
| (R) 29 .. | Register of requisition and applications for free copies required by Public Officers. | Ditto   | Three years  |
| (R) 30 .. | Register of requisitions from the copying Department.                                 | All Criminal Courts District Records Room.  | One year   |
| (R) 31 .. | Register of unclaimed property ..   | All Criminal Courts   | Twelve years   |
| (R) 32 .. | Register of information to parties about stamps and folios necessary for.             | All Criminal Courts   | One year   |
| (R) 33 .. | Register of Distribution of completed applications for copying.                       | Copying Department  | One year   |

1. Inserted by C.,S. No. 11, XLIX-D - 46/82, Dt. 13.1.1983.

**II. LIST OF REGISTERS - *Contd.***

| Form No.  | Name of Register   | By which Court to be maintained | Period for which to be preserved |
|-----------|--|---------------------------------|----------------------------------|
| 1         | 2  | 3                               | 4                                |
| (R) 34 .. | Register of distribution of prepared copies to comparers.  | Ditto                           | 1 year                           |
| (R) 35 .. | Register of copies and information ready for delivery.   | All Criminal Courts             | 1 year                           |
| (R) 36 .. | Register showing daily outturn of typists and copyist.   | All Criminal Courts             | 1 year                           |
| (R) 37 .. | Register of all registers to be preserved permanently.   | All Courts ..                   | For ever                         |
| (R) 38 .. | Register of all registers which are to be preserved for more than three years but not permanently. | All Criminal Courts             | 3 years                          |
| (R) 39 .. | Inspection Defect Register.  | All Criminal Courts             | 6 years                          |
| (R) 40 .. | Register of cases dealt with under the Probation of Offenders Act, 1932                            | All Criminal Courts             | 12 years                         |
| (R) 41 .. | Register of cases in which proceedings have been stayed.   | All Criminal Courts             | 12 years                         |
| (R) 42 .. | Register of enquiry into cases triable by the Courts of Sessions.                                  | All Criminal Courts             | 6 years                          |
| (R) 43 .. | Register in token of acknowledgement of receipt of Jail warrant and convict                        | All Criminal Courts             | 3 years                          |
| [1(R) 44] | Register of T.I. Parade  | All Criminal Courts             | 5 years]                         |
| 2[(R) 45] | Register mentioning the particulars of the U.T.Ps.   | All Criminal Courts             | 5 years]                         |

1. Inserted by C.S. No. 37, No.XLID-13/90, Dt. 11.2.1992.

2. Inserted by C.S. No. 60, IX-5/96, Dt. 18.6.1997.

### III. LIST OF PERIODICAL RETURNS AND STATEMENTS

| Form No.   | Description of periodical return or statements   | By what Courts to be prepared and submitted  | To what Court to be submitted  |
|------------|--|--|--|
| 1          | 2  | 3  | 4  |
|            | <i>Monthly Returns</i>   |  |  |
| (S) I      | Statement of cases brought to trial and disposed of and pending in the Courts of Subordinate Magistrates.                                | Judicial Magistrates, Executive Magistrates.   | Chief Judicial Magistrate/ District Magistrate/ Sessions Judge,                            |
| (S) I-A    | Statement showing monthly progress on the disposal of the year old cases.  | Judicial Magistrates, Executive Magistrates, Chief Judicial Magistrates.   | Chief Judicial Magistrate, District Magistrate, Sessions Judge.                            |
| (S) 2      | 1 [ * * * ]  |  |  |
| (S) 2-A    | Special Statement showing adjourned Sessions Cases.  | Addl. Asst. Sessions Judges, Sessions Judges.  | Ditto  |
| 2[(S) 2-AA | Statement showing the number of cases under different Special Acts   | Special Court  | High Court]  |
| 3[(S) 2-B  | Monthly statement showing the information to be entered in the dormant file Register (R) 26  | Additional Sessions Judge Assistant Sessions Judge Judicial Magistrates  | Sessions Judge Sub-Divisional Judicial Magistrate  |
|            | <i>Quarterly Returns</i>   |  |  |
| (S) 3 ..   | Statement A-of cases brought to trial, etc. and of Miscellaneous cases, remand of cases to the Trial Court, etc. before the Magistrates. | Judicial Magistrate, Executive Magistrate, Chief Judicial Magistrate, Sessions Judge, District Magistrate, Judicial Magistrates, | Chief Judicial Magistrate, District Magistrate, Sessions Judge, Chief Judicial Magistrate. |
| (S) 3-A    | Conscience statement of Outtum of work of Magistrates employed in Criminal Courts.   | E x e c u t i v e Magistrates ... C.J.M. Sessions Judge District Magistrate.   | District Magistrate, Sessions Judges. High Court   |

1. Deleted by C.S. 39 XLIX-D-24/88, Dated 16.3.1992.
2. Inserted by C.S.No. 71, XLV-1/2000, Dt. 5.10.2001
3. Inserted by C.S.No. 69, XLIX-D-8/99, Dt. 18.1.2000.

**III. LIST OF PERIODICAL RETURNS AND STATEMENTS**

| Form No.   | Description of periodical return or statements   | By what Courts to be prepared and submitted   | To what Court to be submitted  |
|------------|--|---|--|
| 1          | 2  | 3   | 4  |
| (S) 3-B .. | Statement showing the Judicial and other work done by the Chief Judicial Magistrate                | Chief Judicial Magistrate.<br>Sessions Judge  | Sessions Judge<br><br>High Court   |
| (S) 3-C .. | Statement showing the case of which proceedings have been stayed.                                  | Additional Sessions Judge, Assistant Sessions Judge, Chief Judicial Magistrate, Sessions Judge                            | Sessions Judge   |
| (S) 3-D .. | 1 [***]  |   |  |
| (S) 3-E .. | Quarterly Balance Sheet of Fines   | Subdivisional Judicial Magistrate and Judicial Magistrate in outlying Stations. Chief Judicial Magistrate, Sessions Judge | High Court<br>Chief Judicial Magistrate.<br>Sessions Judge<br>High Court<br>Chief Judicial Magistrate. |
| (S) 3-F .. | Statement of cases of embezzlement of Government money.  | Judicial Magistrate<br>Chief Judicial Magistrate<br>Sessions Judge<br>Judicial Magistrate.                                | Chief Judicial Magistrate<br>Sessions Judge<br>High Court  |
| (S) 3-G .. | Statement showing the examination of witnesses and the amount paid as expenses during the quarter. | Executive Magistrate.<br>Chief Judicial Magistrate.   | High Court<br><br>Sessions Judge   |
|            |  | Sessions Judge/<br>District Magistrate.   | High Court   |

1. Deleted by C.S. No.8 IX-D-3/92. Dt. 9.6.1992.

**III. LIST OF PERIODICAL RETURNS AND STATEMENTS**

| Form No.   | Description of periodical return or statements   | By what Courts to be prepared and submitted  | To what Court to be submitted                              |
|------------|--|--|--|
| 1          | 2  | 3  | 4  |
| (S) 3-H .. | Half-yearly statement of irrecoverable fines written off by the Chief Judicial Magistrate.   | Judicial Magistrate<br>Chief Judicial Magistrate<br>Sessions Judge ..                                      | Chief Judicial Magistrate<br>Sessions Judge<br>High Court  |
| (S) 4      | Statement B of cases pending and disposed of, results of appeals and applications for revision, remand of cases to the Trial Courts, cases decided under the miscellaneous provisions of the Cr.P.c. | Additional Sessions Judge<br>Assistant Sessions Judge .<br>Chief Judicial Magistrate .<br>Sessions Judge - | Sessions Judge<br><br>High Court                           |
| (S) 4-A .. | Statement of outturn of work of Sessions Judges and Assistant Sessions Judges.<br><br><i>Annual Statements</i>   | Additional Sessions Judge.<br>Assistant Sessions Judge .<br>Sessions Judge.                                | Sessions Judge<br>High Court                               |
| (S) 5      | List of Sessions Division and Subdivisions; number of officers employed and the receipt and charges of Criminal Courts.  | Additional and Assistant Sessions Judges .<br>Sessions Judges<br>District Magistrate.                      | Sessions Judge<br>High Court                               |
| (S) 6      | Statement showing the number of offences reported, etc. and of persons acquitted, convicted, etc.  | Judicial Magistrate,<br><br>Chief Judicial Magistrate,<br>Sessions Judge                                   | Chief Judicial Magistrate,<br>Sessions Judge<br>High Court |

**III. LIST OF PERIODICAL RETURNS AND STATEMENTS**

| Form No. | Description of periodical return or statements  | By what Courts to be prepared and submitted  | To what Court to be submitted   |
|----------|---|--|---|
| 1        | 2   | 3  | 4   |
| (S) 7    | Statement of Miscellaneous proceedings under the Criminal Procedure Code.   | Judicial magistrate<br>Executive Magistrate<br>Additional and Assistant Sessions Judges<br>Chief Judicial Magistrate | Chief Judicial Magistrate<br>District Magistrate.<br>Sessions Judge.        |
| (S) 8    | Statement showing the results of trials before Criminal Courts.   | District Magistrate ..<br>Judicial Magistrate<br>Chief Judicial Magistrate   | High Court<br>Chief Judicial Magistrate.<br>Sessions Judge ..               |
| (S) 9    | Statement showing the punishments inflicted by Courts of original jurisdiction.   | Sessions Judge.<br>Judicial Magistrate<br>Chief Judicial Sessions Judge.<br>Sessions Judge                           | High Court<br>Chief Judicial Magistrate.<br>Sessions Judge ..<br>High Court |
| (S) 10   | Statement showing the results of appeals and applications for revision in Criminal Courts.  | Additional Sessions Judge, Assistant Sessions Judge, Chief Judicial Magistrate<br>Sessions Judge.                    | Sessions Judge<br>High Court  |
|          | <b>Annual Table</b>   |  |   |
| (S) 11   | Statement showing the detention of witness, the number of witnesses discharged without examination and the amount paid as expenses. | Judicial Magistrate,<br>Executive Magistrate<br>C.J.M.<br><u>Sessions Judges</u><br>Dist. Magistrate                 | C.J.M.<br>Dist. Magistrate<br>Sessions Judge ..<br>High Court               |
| (S) 12   | Statement showing the persons dealt with under the Probation of Offenders Act ..  | All Judicial Magistrates.<br>Chief Judicial Magistrate<br>Sessions Judge   | Chief Judicial Magistrate<br>Sessions Judge<br>High Court                   |

## IV. LIST OF MISCELLANEOUS FORMS

| Serial No. | Form No. | Description of Form   |
|------------|----------|---|
| 1          | 2        | 3   |
| 1          | (M) 1    | Form for recording deposition   |
| 2          | (M) 2    | Form for recording confessions  |
| 3          | (M) 3    | Form for recording examination of accused   |
| 4          | (M) 3-A  | Application for copies  |
| 5          | (M) 3-B  | Application for information   |
| 6          | (M) 4    | Letter to Chief District Medical Officer to hold <i>post-mortem</i> examination.  |
| 7          | (M) 5    | Letter to Chief District Medical Officer to examine if persons said to be insane.   |
| 8          | (M) 6    | Letter from committing Magistrate to Sessions Judge notifying commitment.   |
| 9          | (M) 7    | Court Certificate to be given to Government or Local Funds servants who attend Court as witnesses.  |
| 10         | (M) 8    | Letter to the Chemical Examiner / Serologist requesting him to send his report to the Court of Sessions.  |
| 11         | (M) 9    | Petition of Appeal  |
| 12         | (M) 10   | Letter calling for records under Section 385(2) or 397 Criminal Procedure Code.   |
| 13         | (M) 11   | Notice of hearing appeal under Section 385(1) and calling for records under-section 385(2), Criminal Procedure Code.  |
| 14         | (M) 11-A | Notice to respondent (accused) in appeal against acquittal.   |
| 15         | (M) 12   | Notice to Public Prosecutor intimating him the time and place of hearing of appeal.   |
| 16         | (M) 13   | Hearing of Judgment of Appellate Court.   |
| 17         | (M) 14   | List of Criminal Appeals decided by Sessions Judge/Chief Judicial Magistrate to be forwarded to the Supdt. Of Jail for communication of results of appeal to prisoners. |
| 18         | (M) 15   | Form for intimating orders in Criminal Appeals and Motions.   |
| 19         | (M) 16   | Letter from the Superintendent of Jail for warding petition of appeal to the High Court.  |
| 20         | (M) 17   | Order-Sheet for Magistrate's Records.   |
| 21         | (M) 18   | Order-Sheet for Sessions Records.   |

**IV. LIST OF MISCELLANEOUS FORMS - *Contd.***

| Serial No. | Form No. | Description of Form   |
|------------|----------|---|
| 1          | 2        | 3   |
| 22         | (M) 19   | Combined Title page and Table of Contents.  |
| 23         | (M) 20   | List of Articles/Documents admitted in evidence in Criminal Courts.   |
| 24         | (M) 21   | List of documents produced by Complaint/Applicant/ Accused Opposite Party.  |
| 25         | (M) 22   | Notice to take back documents.  |
| 26         | (M) 23   | Letter accompanying a Record and Memo of acknowledgement.   |
| 27         | (M) 24   | Letter advising the despatch of a Record.   |
| 28         | (M) 24-A | Receipt of copies of documents on commitment of the accused to the Court of Session.                              |
| 29         | (M) 25   | Summons to an accused person. Section 61, Criminal Procedure Code.  |
| 30         | (M) 25-A | Order for transmission of summons to be served on public servant who is an accused or witness in a Criminal case. |
| 31         | (M) 26   | Warrant of arrest. Section 70, Criminal Procedure Code.   |
| 32         | (M) 27   | Bond and bail-bond after arrest under a warrant (Section 81, Criminal Procedure Code).                            |
| 33         | (M) 28   | Proclamation requiring the appearance of a person accused (Section 82, Criminal Procedure Code).                  |
| 34         | (M) 29   | Proclamation requiring the attendance of a witness (Section 82, 87 and 90, Criminal Procedure Code).              |
| 35         | (M) 30   | Order of attachment to compel the attendance of a witness (Section 83, Criminal Procedure Code).                  |
| 36         | (M) 31   | Order of attachment to compel the appearance of a person accused (Section 83, Criminal Procedure Code).           |
| 37         | (M) 32   | Order authorizing an attachment by the District Magistrate or Collector (Section 83, Criminal Procedure Code).    |
| 38         | (M) 33   | Warrant in the first instance to bring up a witness (Section 81, Criminal Procedure Code).                        |
| 39         | (M) 34   | Warrant to search after information of a particular offence (Section 93, Criminal Procedure Code).                |
| 40         | (M) 35   | Warrant to search suspected place of deposit (Section 94, Criminal Procedure Code).                               |
| 41         | (M) 36   | Bond to keep the peace (Sections 106, 107, Criminal Procedure Code).  |



**IV. LIST OF MISCELLANEOUS FORMS - *Contd.***

| Serial No. | Form No. | Description of Form   |
|------------|----------|---|
| 1          | 2        | 3   |
| 42         | (M) 37   | Bond for good behavior (Sections 108, 109, 110, Criminal Procedure Code).   |
| 43         | (M) 38   | Summons on information of a probable breach of the peace (Section 113, Criminal Procedure Code).                                  |
| 44         | (M) 39   | Warrant of commitment on failure to find security to keep the peace (Section 122, Criminal Procedure Code).                       |
| 45         | (M) 40   | Warrant of commitment on failure to find security for good behavior (Section 122, Criminal Procedure Code).                       |
| 46         | (M) 41   | Warrant to discharge a person imprisoned on failure to give security. (Sections 122, 123, Criminal Procedure Code).               |
| 47         | (M) 42   | Order for the removal of nuisances (Section 133, Criminal Procedure Code).  |
| 48         | (M) 43   | Magistrate's Notice and peremptory Order (Section 141, Criminal Procedure Code).  |
| 49         | (M) 44   | Injunction to provide against imminent danger pending inquiry (Section 142, Criminal Procedure Code).                             |
| 50         | (M) 45   | Magistrate's Order prohibiting the repetition, etc., Of a nuisance (Section 143, Criminal Procedure Code).                        |
| 51         | (M) 46   | Magistrate's Order to prevent obstruction, riot, etc. (Section 144, Criminal Procedure Code).                                     |
| 52         | (M) 47   | Magistrates Order declaring party entitled to retain possession of land, etc., In dispute. (Section 145 Criminal Procedure Code). |
| 53         | (M) 48   | Warrant of attachment in the case of a dispute as to the possession of land, etc. (Section 146, Criminal Procedure Code).         |
| 54         | (M) 49   | Magistrate's Order prohibiting the doing of anything on land or water (Section 147, Criminal Procedure Code).                     |
| 55         | (M) 50   | Bond or bail-bond on a preliminary inquiry before a Police Officer (Section 169, Criminal Procedure Code).                        |
| 56         | (M) 51   | Bond to prosecute or give evidence (Section 170, Criminal Procedure Code).  |
| 57         | (M) 52   | Special summons to a person accused of a petty offence (Section 206, Criminal Procedure Code).                                    |
| 58         | (M) 52-A | Special summons to a person accused of a petty offence (Section 206, Criminal Procedure Code).                                    |
| 59         | (M) 52-B | Form of admission of offence by the accused   |
| 60         | (M) 52-C | Form of admission of offence by the accused in Oriya  |
| 61         | (M) 53   | Notice of commitment by Magistrate to Public Prosecutor (Section 209, Criminal Procedure Code).                                   |
| 62         | (M) 54   | Warrant of commitment for intermediate custody in cases committed to the sessions (Section 209, Criminal Procedure Code).         |
| 63         | (M) 55   | Charge with one head (Sections 211, 212, 213, Criminal Procedure Code).   |

**IV. LIST OF MISCELLANEOUS FORMS - *Contd.***

| Serial No. | Form No. | Description of Form   |
|------------|----------|---|
| 1          | 2        | 3   |
| 64         | (M) 56   | Charges with two heads. (Sections 211, 212, 213, Criminal Procedure Code).  |
| 65         | (M) 57   | Charges with three heads. (Sections 211, 212, 213, Criminal Procedure Code).  |
| 66         | (M) 58   | Charges with four heads. (Sections 211, 212, 213, Criminal Procedure Code).   |
| 67         | (M) 59   | Charges after a previous conviction. (Sections 211, 212, 213, Criminal Procedure Code).   |
| 68         | (M) 60   | Warrant of commitment on a sentence of imprisonment or fine passed by a Magistrate (Sections 248, 255, Criminal Procedure Code).                                      |
| 69         | (M) 61   | Form to be attached to all warrants of commitment. (Sections 248, 255, Criminal Procedure Code).  |
| 70         | (M) 62   | Warrant of imprisonment on failure to pay compensation. (Section 250, Criminal Procedure Code).   |
| 71         | (M) 63   | Summons to witness. (Sections 61, 244, Criminal Procedure Code).  |
| 72         | (M) 64   | Order requiring productions in Court of person in prison for answering to charge of offence (Section 267, Criminal Procedure Code).                                   |
| 73         | (M) 65   | Order requiring production in Court of persons in prison for giving evidence. (Section 267, Cr.P.C).  |
| 74         | (M) 66   | Form of letter of request in the case of examination of witness who is an officer of the House of People/Council of States.   |
| 75         | (M) 67   | Form of letter of request to be issued for the production of documents in Court of law from the records of the House of the People/ Council of States.                |
| 76         | (M) 68   | Form of letter of request in the case of examination of witness who is an officer of the Legislative Assembly /Legislative Council of States.                         |
| 77         | (M) 69   | Form of letter of request to be issued for the production of documents in Courts of law from the records of the Legislative Assembly / Legislative Council of States. |
| 78         | (M) 70   | Warrant for intermediate custody. (Section 309, Criminal Procedure Code).   |
| 79         | (M) 71   | Warrant of commitment under sentence of death (Section 366, Criminal Procedure Code).   |
| 80         | (M) 72   | Warrant of execution of sentence of a death. (Section 414, Criminal Procedure Code).  |
| 81         | (M) 73   | Warrant after a commutation of a sentence. (Section 386, Criminal Procedure Code).  |

**IV. LIST OF MISCELLANEOUS FORMS - *Contd.***

| Serial No. | Form No. | Description of Form  |
|------------|----------|--|
| 1          | 2        | 3  |
| 82         | (M) 74   | Warrant to levy a fine by attachment and sale (Section 421, Criminal Procedure Code).  |
| 83         | (M) 75   | Warrant of recovery of fine. (Section 421 (b), Criminal Procedure Code).   |
| 84         | (M) 76   | Bond of appearance of offender released pending realization of fine. (Section 424, Criminal Procedure Code).                                 |
| 85         | (M) 77   | Warrant of release on appeal, (Section 386, Criminal Procedure Code).  |
| 86         | (M) 78   | Warrant for use by Appellate Court when sentence is modified on appeal. (Section 386, Criminal Procedure Code).                              |
| 87         | (M) 79   | Order by the Sessions Judge for the release of prisoner on bail. (Sections 389, 397, Criminal Procedure Code).                               |
| 88         | (M) 80   | Warrant of commitment in certain cases of contempt when a fine is imposed. (Section 345, Criminal Procedure Code).                           |
| 89         | (M) 81   | Magistrate's or Judge's Warrant to commitment of witness refusing to answer, or to produce document. (Section 349, Criminal Procedure Code). |
| 90         | (M) 82   | Warrant of imprisonment on failure to pay maintenance. [Section 125(3), Criminal Procedure Code].  |
| 91         | (M) 82-A | Warrant to in force the payment of maintenance by attachment and sale .. (Section 125, Criminal Procedure Code).                             |
| 92         | (M) 83   | Bond and Bail-bond on a preliminary inquiry or trial before a Magistrate. (Sections 436, 441, Criminal Procedure Code).                      |
| 93         | (M) 83-A | Form of application by the surety.   |
| 94         | (M) 83-B | Bond and Bail-bond after conviction [Sections 389(3), Criminal Procedure Code]   |
| 95         | (M) 84   | Bond and Bail-bond upon Appeal (Sections 389, 441, Criminal Procedure Code).   |
| 96         | (M) 85   | Bond and Bail-bond on Appeal against acquittal (Sections 390, 441, Criminal Procedure Code).   |
| 97         | (M) 86   | Notice to Bailor to produce a person released on bail by order of the Appellate Court.   |
| 98         | (M) 87   | Warrant to discharge a person imprisoned on failure to give security (Section 442, Criminal Procedure Code).                                 |
| 99         | (M) 88   | Commission to examine a witness. (Sections 284, 287, Criminal Procedure Code).   |
| 100        | (M) 88-A | Commission to examine witness outside India. (Section 290, Criminal Procedure Code).   |

**IV. LIST OF MISCELLANEOUS FORMS - *Contd.***

| Serial No. | Form No.   | Description of Form   |
|------------|------------|---|
| 1          | 2          | 3   |
| 101.       | (M) 88-8   | Commission to examine witness outside India. [Section 285 (3) of the Code of Criminal Procedure].                             |
| 102.       | (M) 89 ..  | Warrant of attachment to enforce a bond. (Section 446, Criminal Procedure Code).  |
| 103.       | (M) 90 ..  | Notice to surety on breach of a bond. (Section 446, Criminal Procedure Code).   |
| 104.       | (M) 91..   | Notice to surety for forfeiture of bond for good behaviour. (Section 446, Criminal Procedure Code).                           |
| 105.       | (M) 91..   | Warrant of attachment against a surety (Section 446, Criminal Procedure Code).  |
| 106.       | (M) 93 ..  | Notice to the Principal for forfeiture of a bond to keep the peace. (Section 446, Criminal Procedure Code).                   |
| 107.       | (M) 94 ..  | Warrant to attach the property of the Principal on breach of a bond to keep the peace (Section 446, Criminal Procedure Code). |
| 108        | (M) 95 ..  | Warrant of attachment and sale on forfeiture of bond for good behaviour. (Section 446, Criminal Procedure Code).              |
| 109        | (M) 96 ..  | Warrant for detention in a Reformatory - order of detention in a Reformatory School.  |
| 110        | (M) 97 ..  | Notice to be issued in cases under Section 113 of the Indian Railways Act, 1890.  |
| 111        | (M) 98 ..  | Form of card for pleader's and Mukhtar's registered clerks.   |
| 112        | (M) 99 ..  | Daily Cause list.   |
| 113        | (M) 100 .. | Summons to produce documents/things (Section 88 of the Criminal Procedure Code).  |
| 114        | (M) 101..  | Form of Order for the detention in custody of an accused person (Section 167, Criminal Procedure Code).                       |



1. ACCOUNT FORMS

**PART II**  
**TO BE FILLED BY THE COURT OR UNDER ITS ORDERS**

| Serial number of challan | Date of challan | Account to be credited, whether Civil suit deposits, fines or forfeitures stamp duty and penalties, or miscellaneous or other receipts | Remarks |
|--------------------------|-----------------|--|---------|
| 1                        | 2               | 3  | 4       |

*Signature of the Accountant*

TO THE Cashier of the/Officer-in-charge of the Treasury

Receive and credit the above sum if tendered to you before 3 P.M. to

Dated

today /tomorrow.

Signature of JucLge-in-Charge

**PART III**

**TO BE FILLED IN AT COURT BY CASHIER OR AT TREASURY BY TREASURY OFFICER**

Received notes (1)

Received silver and copper

RECEIVED TOTAL RUPEES

Treasury No.

Examined and entered in the books of the Treasury on the (2L \_\_\_\_\_

**NOTE** - Four copies of this form are furnished free of cost

(1) Enter here numbers of the notes (2) To be filled in only when presented at Treasury.

*Cashier of Court or the Treasury*

*Accountant of the Treasury*

*Signature of Treasury Officer*

1. ACCOUNT FORMS

Schedule XLIII-High Court No.(A) 2

**FORM No.(A) 2  
PAYMENT ORDER**

PART I - Application for payment of Judicial deposits. (To be filled in by the applicant)

| Name, father's name and address of applicant. | Date of the Court's decree or order | Names of the parties in the case, and number of the suit case | Date and amount of deposit | Amount to be paid | Remarks |
|---|-------------------------------------|---|----------------------------|-------------------|---------|
| 1   | 2                                   | 3   | 4                          | 5                 | 6       |

Date .....

Examined and found correct

*Signature of Chief Ministerial Officer*

*Signature of Presiding Officer*

PART II - to be filled in by the Court or under its orders

| Serial No. | Date of payment order | Court's challan number | Challan date of the original deposit from which the payment is sought | Court's number of original deposit | Date of original deposit" | Actual amount in deposit | Name, father's name and address of the person at whose credit in deposit" | Details of repayment if any out of the original deposit |
|------------|-----------------------|------------------------|---|------------------------------------|---------------------------|--------------------------|---|---|
| 1          | 2                     | 3                      | 4   | 5                                  | 6                         | 7                        | 8   | 9   |

*Officer-in-charge of the Treasury*

To the .....at

Cashier of the Court

*Signature of Court's Accountant*

As per Court's register of deposits received [Form No.(A) 11]\*\*

PLEASE pay as above to

or order Rs.\*\*

*Signature of Judge-in-charge*

Words and figures.

1. ACCOUNT FORMS

**Note 1** - This order is not payable more than ten days after date, without a renewal entorGement by the Court, and it absolutely lapses and ceases to have effect on the 31 st March next.

**Note 2** - Payee is hereby to take notice that after tender and payment of this order the Treasury Officer will admit no further responsibility. It is the duty of the payee to see to the proper custody of his document until it is cashed.

**Note 3** - The signature below the words "Examined and found correct" in Part 1 of this form must of course be held to indicate that the officer signing the certificate has satisfied himself that the applicant is the proper party to receive payment of the amount claimed," and that the particular stated are correct; while the Judge-in-charge will be responsible that the amount claimed is in deposit, that there is no bar to payment and that the name of the claimant corresponds with that of the payee entered in his Register.

**PART III. to be filled in at Treasury (or at Court, if payable there)**

**Received Contents, Rupees**

Stamp of 20  
P. if for  
more than  
Rs.20

*Signature of disbursing cashier*

**Payee's Signature**

Treasury No.

Pay Rupees.

The .....19

Exd. and Entd. Accountant

Officer-in-charge of Treasury

*For use in Accountant-General's Office*

Admitted in full.. .....Auditor, Admitted Rs.....

Objected Rs .....

*Grounds of objections-*

*Auditor*



1. ACCOUNT FORMS

Schedule XLIII-High Court No.(A) 3 **FORM No.(A) 3**  
**REFUND OF LAPSED DEPOSIT**

**To** **THE ACCOUNTANT-GENERAL, ORISSA**

Sir,  
 The following refunds, Lapsed Deposits, Aggregating Rs. (in words ) have been claimed by ..... of ..... whose identity and title to the money I have satisfied myself. I request you sanction to be refund :-

| Class of deposit | Particulars of Original Deposit |     | Balance credited to Government | Date of lapsed statement | Amount claimed | Remarks |
|------------------|---------------------------------|-----|--------------------------------|--------------------------|----------------|---------|
|                  | Year                            | No. |                                |                          |                |         |
|                  |                                 |     | Rs.                            | P.                       | Rs.            | P.      |

**The** **20** **Judge, Magistrate or other officer**

1. ACCOUNT FORMS

*Dated*

*Accountant-General's Office No.*

**Sanctioned**

Received payment

*Accountant-General*

**Receipt  
Stamp**

*Claimant*

*Date*

Pay Rupees ( )

*only  
Examined  
Accountant*

*The 20*

*Treasury Officer*

**Note** - The signature of the claimant should be obtained on this form and the form should be returned as voucher support of the debit.

1. ACCOUNT FORMS

**Schedule XLIII-High Court No.(A) 4      FORM No.(A) 4      FORM OF ORDER FOR REFUNDS OF REVENUE**

| District of   |                          | Refunds of Revenue including fine |                               |   |   |               |                       | Voucher No. of List of payment For 20 |  |
|---|--------------------------|-----------------------------------|-------------------------------|---|---|---------------|-----------------------|---------------------------------------|--|
| Head to which Chargeable  |                          | Refund and Drawbacks              |                               |   |   |               |                       |                                       |  |
| In whose name credited  | On what account received | Amount realised                   | Date of payment into Treasury | Amount in which included and head to which credited | Treasury Officer's signature in token of verification of Treasury Credit. | Name of payee | Amount refunded to be | Reasons and (authority) for refund    | Certificate of departmental note of refund |
| 1   | 2                        | 3                                 | 4                             | 5   | 6   | 7             | 8                     | 9                                     | 10   |
| <p>Received payment      Passed for payment      Pay Rupees      Magistrate or other Officer      ) only</p> <p>The <i>Claimant's Signature</i> _____ 20      <span style="border: 1px solid black; padding: 2px;">Stamp, if required</span>      Accountant      Officer-in-charge of Treasury</p> <p>Examined</p> |                          |                                   |                               |   |   |               |                       |                                       |  |
| <p>This order of refund has been registered, and noted against the original receipt for entry in the departmental account under my initials and previous order for refund of the same sum has not been issued.<br/>Signature _____<br/>Designation _____<br/>Date _____</p>   |                          |                                   |                               |   |   |               |                       |                                       |  |

**Note 1** - This order is not payable more than ten days after date without a renewal enforcement the Court, and it absolutely lapses and ceases to have effect on the 31 st March next.

**Note 2** - No useful check can be exercised over refunds of revenue in the Account Office, exception in cases where full details of the collections of such revenue are received in that office, other than the Treasury accounts or other documents, e.g., Fine Statements. It is therefore essential that every refund should be noted against the original credit in the court's account where all sums 3 entered in detail. This voucher for refunds provides for a certificate of such note having been made The officer who received the amount should fill in columns 1 to 5 of the form and sign the certificate in column 10, while the Treasury Officer or the Sub - Treasury Officer should verify the credit by means of the particulars in columns 4 and 5 and after his signature in columns 6 in token of his having done so. The sanction necessary for refunds of revenues is regulated by the order of the State Government. This sanction may either be given on the voucher itself or quoted in it a certified copy being attached when such orders are not separately communicated to the Audit Office .

1. ACCOUNT FORMS

**FORM No.(A) 5**

**ADVICE LIST TO TREASURY FOR CHEQUES ISSUED  
ABOVE RUPEES 100 IN AMOUNT**

To

The Officer in-charge of the Treasury.....

At ..... Dated ..... the ..... 20 .....

Sir,

I am to advise having to-day issued upon you the under noted cheques for sums exceeding Rs. 100, amounting in the aggregate to Rupees.\*

\*Amount to be entered in words.

Yours faithfully,

Judge-in-charge / Magistrare-in-charge

| Serial number of payment order | To whom payable | Amount | Date of payment | Amount paid | Initials for Treasury Officer checking issue | Remarks |
|--------------------------------|-----------------|--------|-----------------|-------------|--|---------|
| 1                              | 2               | 3 4    | 5               | 6 7         | 8  | 9       |
|                                |                 | Rs. P. |                 | Rs. P.      |  |         |

1. ACCOUNT FORMS

Schedule XLIII-High Court No. (A) 6 **FORM No. (A) 6**

**DAILY ADVICE LIST OF RECEIPTS AND PAYMENTS AT THE TREASURY AT ON THE REQUISITION.**

\* Date of last prior transaction *The* of 20

| Court's number of challan                   | Court's date of challan | Detailed head of receipts |          |          | Total Reports | Court No. of the Payment order | Court's date of Payment order | Detailed head of payments        |           |                              |               | Total payments |           |
|---|-------------------------|---------------------------|----------|----------|---------------|--------------------------------|-------------------------------|----------------------------------|-----------|------------------------------|---------------|----------------|-----------|
|   |                         | Criminal Court deposits   |          |          |               |                                |                               | Refund of Criminal Court deposit | Refund    | Refund of unclaimed property | Miscellaneous |                | Refund    |
| <b>1</b>                                    | <b>2</b>                | <b>3</b>                  | <b>4</b> | <b>5</b> | <b>6</b>      | <b>7</b>                       | <b>8</b>                      | <b>9</b>                         | <b>10</b> | <b>11</b>                    | <b>12</b>     | <b>13</b>      | <b>14</b> |
| Total receipts and payments at the Treasury |                         | Rs. P.                    | Rs. P.   | Rs. P.   | Rs. P.        |                                |                               |                                  | Rs. P.    | Rs. P.                       | Rs. P.        | Rs. P.         |           |
| Total as per Pass Book dated                |                         |                           |          |          |               |                                |                               |                                  |           |                              |               |                |           |
| <b>Grand Total</b>                          |                         |                           |          |          |               |                                |                               |                                  |           |                              |               |                |           |

\* The date of last prior transaction should Invariably be filled in.

1. ACCOUNT FORMS

Schedule XLIII - High Court No. (A) 6-A.

**FORM No. (A) 6 - A**

Monthly statement of total peremptory receipts and disbursements for the month of -

The account of money in the hand of the Nazir for the month of -

|                                       |        |           |
|---------------------------------------|--------|-----------|
| (A) Balance in hand -                 |        | Rs.       |
| (B) Total Receipts during the month - |        | Rs.       |
|                                       | Total  | Rs.       |
| (i) Withdrawals from Treasury         |        | Rs. _____ |
| (ii) On other account                 |        | Rs. _____ |
|                                       | Total  | Rs. _____ |
| (C) Total payment during the month -  |        | Rs. _____ |
|                                       |        | Rs. _____ |
| (i) Into the Treasury                 |        | Rs.       |
| (ii) On other account                 |        | Rs.       |
|                                       | Total- | Rs.       |
| (D) Balance in hand                   |        | Rs. _____ |

Abstract for use in Treasury

| Receipts                     | Payments      |
|------------------------------|---------------|
| (A) + (B) (ii) Rs.           | (c) (ii) Rs.  |
| “Deduct (C) (i) Rs. * Deduct |               |
| +Deduct (D)                  | (A) (ii) Rs . |
| Balance                      | Balance       |
| Rs.                          | Rs.           |

\* Because the amount has already been incorporated in Treasury. Because the Amount will not appear in the Treasury account during the month.

Pasted on the receipt Rs. and on the payment side Rs. *per contra*

|              |                  |
|--------------|------------------|
| A-G's Office | Treasury Officer |
| Auditor      | Superintendent   |

Forwarded to the Treasury Officer

for incorporation in the  
Treasury  
Designation

1. ACCOUNT FORMS

**FORM No. (A) 7**

Schedule XLIII - High Court (A) 7

*Statement of Lapsed (i) Deposits of the Treasury for the year, '20*

(1) Civil  
Criminal  
Courts

| PARTICULARS OF DEPOSITS |        |                |    | FOR USE IN ACCOUNT ANT GENERAL'S OFFICE |                             |    | REMARKS  |
|-------------------------|--------|----------------|----|---|-----------------------------|----|----------|
| Year                    | Number | Balance lapsed |    | Number and date pf refund order         | Amount of refund sanctioned |    | Initials |
|                         |        | Rs.            | P. |   | Rs.                         | P. |          |
|                         |        |                |    |   |                             |    |          |

**NOTE** - A separate statement must be rendered for each of the three kinds of balances therein indicated to be transferred to credit of Government, and only one kind of hem should be entered in each page of this form, i.e., this page should contain six items.



1. ACCOUNT FORMS

Schedule XLIII - Form No. 8-A **FORM (A) 8-A**

**BILL FOR DIET AND TRAVELLING ALLOWANCE TO WITNESSES ATTENDING THE COURT FOR THE PURPOSE OF GIVING EVIDENCE DURING THE MONTH OF .....20.....**

Voucher No. \_\_\_\_\_ of \_\_\_\_\_ list for \_\_\_\_\_ 20 \_\_\_\_\_

| Class of witness   | No. of witnesses | Diet Allowance |  | Amount   | Travelling Allowance |          |          | Professional allowance | Total of columns 5, 7, 9 10 & 11 | Remarks   |                  |                                  |
|--|------------------|----------------|--|----------|----------------------|----------|----------|------------------------|----------------------------------|-----------|------------------|----------------------------------|
|  |                  | Daily rate*    | Total No. of days for which the allowance is given |          | By Road              |          | By Rail  |                        |                                  |           |                  |                                  |
|  |                  |                |  |          | Total No. of Kms     | Amount   |          |                        |                                  |           | Total No. of Kms | Amount (for details see reverse) |
| <b>1</b>   | <b>2</b>         | <b>3</b>       | <b>4</b>   | <b>5</b> | <b>6</b>             | <b>7</b> | <b>8</b> | <b>9</b>               | <b>10</b>                        | <b>11</b> | <b>12</b>        | <b>13</b>                        |
| Class (a) Labour or the poorer class.<br>Class (b) - Cultivators, artisans petty traders and others in a similar condition of life.<br>Class (c) - Persons of better position. |                  |                |  |          |                      |          |          |                        |                                  |           |                  |                                  |
| <b>Grand Total</b>   |                  |                |  |          |                      |          |          |                        |                                  |           |                  |                                  |

'Vide paragraph 237 (7) B & 0 Treasury Manual Pay Rs .....F .....Rupees (in words) examined and entered. *Treasury Officers*  
Dated 20 \_\_\_\_\_

**NOTE** of audit in Accountant General's Office  
Certified that the allowance charged in this bill have actually been disbursed and are in accordance with the rates authorised by Government. Vouchers for payment in excess of Rs. 25 to anyone person are attached. I have, as far as possible, obtained vouchers for other sums and am personally responsible that they have been so destroyed, defaced or mutilated that they cannot be used again. *Received contents*

Admitted Rs Objected Rs on the following grounds - District *SigInltre* .  
*Auditors Examiner Su perinten dent Dnted..... Designation .*

## 1. ACCOUNT FORMS

*Statement of details in support of Travelling charges of witnesses drawn overleaf*

| Class of witnesses | Single or return journey | From     | To       | Rate     | No. Of fares | Total charges | Remarks  |
|--------------------|--------------------------|----------|----------|----------|--------------|---------------|----------|
| <b>1</b>           | <b>2</b>                 | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>     | <b>7</b>      | <b>8</b> |

1. ACCOUNT FORMS

**FORM No. (A) 8-B**  
**A.G.No.222**

**CHEQUE BOOK FOR DIET AND TRAVELLING  
EXPENSES OF COMPLAINANTS AND WITNESSES**

No .....  
Date .....20 .....

Pay .....  
Rupees .....  
for attending my Court as a Witness or Complainant in  
case .....  
Versus  
To

THE NAJIR OF THE COURT

Magistrate

Schedule XLIII - High Court (A) 8-B

**FORM No. (A) 8-B**  
**A.G.No.222**

No. ....  
Date .....  
To whom payable .....  
Case .....

Total Rs. ....

Magistrate

1. ACCOUNT FORMS

**FORM No. (A) 8-C**

Schedule XLIII - High Court No. (A) 8-C

**PLUS AND MINUS MEMORANDUM OF DEPOSITS IN  
THE OFFICE OF .....FOR THE  
MONTH OF .....20.....**

|  |                               |                 |  |
|--|-------------------------------|-----------------|--|
| Balance of last month                          |                               |                 |  |
| Amount of A deposits received during the month | Repaid during the month       |                 |  |
|  | Not repaid during the month   |                 |  |
| Amount of B deposits received during the month | Repaid during the month       |                 |  |
|  | Not paid during the month     |                 |  |
|  | Total                         |                 |  |
|  | Received in all previous year |                 |  |
|  | Received last year            |                 |  |
| Amount of A deposits repaid during the month   | Received during               | {Previous month |  |
|  | current Year.                 | {Current month  |  |
| Amount of A deposits repaid during the month   | Received during 20            | - 20            |  |
|  | Received during 20            | -20             |  |
|  | Total                         |                 |  |
|  | Total                         |                 |  |
| Balance of deposits outstanding -              |                               |                 |  |

**CERTIFICATE**

CERTIFIED that on a comparison of Treasury Advices with postings therefrom in the \*guard file of chalang and in the Registers of Payment Order of Deposits.

Receipts and of Repayments, the amount entered above as received and paid are correct.

The

20

*[u dge-in-ch arge  
Magist r a tc-in-cluirge*

**NOTE** - The repayment of B deposits received in the year of account and in the year next proceeding should be shown separately.

For use in Civil Courts only.

1. ACCOUNT FORMS

**FORM No. (A) 8-D**

Schedule XLIII - Form (A) 8-0

RECEIPT BOOK

No .....  
Book No. .... Of 20.....

From whom received .....

On what account .....

Amount  
Rs. P.

In cash .....

In stamps .....

Total. ....

.....

Rupees .....only

Receiving Officer

Receiving Officer

Dated..... 20 .....

**FORM No. (A) 9**

Schedule XLIII - High Court (A) 9  
Register of payment orders issued by the \_\_\_\_\_ of \_\_\_\_\_ in the month of \_\_\_\_\_ 20\_\_\_\_

| Date | Consecutive number of payment orders | To whom paid | Nature of repayment and number of item the Register of receipts against which it is to be taken | Amount cashed in Treasury |          | Initials of Judge-in-charge/Magistrate in-charge | Date of payment by judge-in-charge/Magistrate in-charge | Initials of Session Judge/Chief Judicial Magt./Distrte Magistrate | Remarks |
|------|--------------------------------------|--------------|---|---------------------------|----------|--|---|---|---------|
|      |                                      |              |   | Court                     | Treasury |  |   |   |         |
| 1    | 2                                    | 3            | 4   | 5                         | 6        | 7  | 8   | 9   | 10      |
|      |                                      |              |   | Rs. P.                    | Rs. P.   |  |   |   |         |

**NOTE 1** - After the receipt from the Treasury advice of the last day of the month the monthly totals of this Register should be compared with the monthly totals of the Register of Repayments of Deposits and of any refunds of fines or miscellaneous receipts granted. The difference, if any will be on to orders but cashed and the amount of those which have lapsed should be written off.

2. The signature of the recipients with the date of receipt of the payment order should be taken in the Remarks column.

## 1. ACCOUNT FORMS

FORM No. (A) 9

Schedule XLIII - High Court (A) 9 - A

**REGISTER OF APPLICATION FOR PAYMENT ORDER**

|     |  |
|-----|--|
| 1.  | Serial number  |
| 2.  | Name of applicant  |
| 3.  | Nature, number and year of the case  |
| 4.  | Name of the Court  |
| 5.  | Date of application  |
| 6.  | Date of sending to the Accountant for audit  |
| 7.  | Date of return by the Accountant   |
| 8.  | Date when sent to the Record Room  |
| 9.  | Date of receipt in the Record Room   |
| 10. | Date of return by the Record-keeper  |
| 11. | Date of receipt in the office  |
| 12. | Date of audit by the chief ministerial officer.  |
| 13. | Date when sent to the Accountant.  |
| 14. | Date when sent to the Acct. General for sanction   |
| 15. | Date when received back from the Acctt. - General  |
| 16. | Date when payment order passed or in case of refund orders the date when sent to the Treasury for encasement |
| 17. | Remarks  |

**Note 1** - This Register will be kept by every Sheristadar, Accountant and Record-keeper. The Record-keeper will be required only to fill up columns 1 to 4 .and 9 and 10 and the Accountant Columns 1 to 4, 6, 7 and 13 to 16.

**2.** Entries should be numbered serially according to the financial year.

**3.** Applications for payment orders filed by the Nazir should be entered in the Register maintained both the Sheristadar and the Accountant.

Schedule XLIII -. High Court (A) 10

**FORM No. (A) 10**

**TREASURY PASS BOOK**

Remittance from the Court of the Sessions Judge/Chief Judicial Magistrate/District Magistrate to the Treasury

| Date of remittance to the Treasury | Court's serial number of chalan | Court's particulars of receipt | Head of account under which to be scheduled at Treasury | Amount | Signature of initials of Treasury Officers |
|------------------------------------|---------------------------------|--------------------------------|---|--------|--|
| 1                                  | 2                               | 3                              | 4   | 5      | 6  |
|                                    |                                 |                                |   | Rs. P. |  |



## 1. ACCOUNT FORMS

Schedule XLIII - High Court (A) 11 (i) and (A) 11 (ii).

**FORM Nos. (A) 11 AND (A) 11 (ii)****DAILY REGISTER OF DEPOSIT RECEIVED IN COURT OR ADVISED AS HAVING BEEN RECEIVED IN THE TREASURY OF**

ART I-A-DEPOSITS IN THE MONTH OF 20 PART II-B DEPOSITS

|     |   |  |
|-----|---|--|
| 1.  | Date of receipt                                   |  |
| 2.  | Annual consecutive No.                            |  |
| 3.  | No. of calan and date                             |  |
| 4.  | From whom received                                |  |
| 5.  | Nature of deposit with                            |  |
| 6.  | name of payee                                     |  |
| 7.  | Amount of each deposit                            |  |
| 8.  | Initials of judge-in-charge /Magistrate-in-charge |  |
| 9.  | Monthly total                                     |  |
| 10. | Date  |  |
| 11. | Amount of each repayment                          |  |
| 12. | Initials of Judge-in-charge /                     |  |
| 13. | Magistrate-in-charge                              |  |
| 14. | Amount of each repayment                          |  |
| 15. | Initials of Judge-in-charge /                     |  |
| 16. | Magistrate-in-charge                              |  |
| 17. | Date  |  |
| 18. | Amount of each repayment                          |  |
| 19. | Initials of Judge-in-charge /Magistrate-in-charge |  |
| 20. | Total repayment                                   |  |
| 21. | Amount lapsed and credited to Government          |  |
| 22. | Balance credited to Clearance Register.           |  |
| 23. |   |  |

Note - A separate Register in is form will be maintained for each of the two classes of deposits A and B. Each entry in this Register should be initialised by the Judge-in-charge/Magistrate-in-charge after comparison with the corresponding entries in the Chalans and Register of Payment Orders. This form should be used for two years only., after which the unpaid balance should be transferred to the Clearance Register as required by Rule 450, Part VIII, Page 145, Vol. 1.

**FORM Nos. (A) 12 (i) AND (A) 12 (ii)**  
**Schedule XLIII - High Court (A) 12 (i) and (A) 12 (ii).**  
**DEPOSITS REPAID AT THE TREASURY OF OR REPAID AT THE COURT**  
**AND ADVISED TO THE TREASURY DURING THE MONTH OF**  
*[To be maintained by the Judge-in-charge of Accounts and to be preserved for 12 years]*

| Date | Details of deposits                |                               | Dates as to Present Repayments                                |  | Number of repayment voucher | To whom paid | Whether paid in cash or by transfer | Received in all iprevious year | Received last year | Received during current year |               | Initials of |                   | Remarks |
|------|------------------------------------|-------------------------------|---|--|-----------------------------|--------------|-------------------------------------|--------------------------------|--------------------|------------------------------|---------------|-------------|-------------------|---------|
|      | Number as per Register of receipts | Account or balance of deposit | Date of cashing payment order whether at Court or at Treasury | Date of granting payment order as per Court's Register |                             |              |                                     |                                |                    | Previous month               | Current month | Accou-ntan  | Judge in- char gn |         |
| 1    | 2                                  | 3                             | 4   | 5  | 6                           | 7            | 8                                   | 9                              | 10                 | 11                           | 12            | 13          | 14                | 15      |
|      |                                    |                               |   |  |                             |              |                                     | Rs. P.                         | Rs. P.             | Rs. P.                       | Rs. P.        |             |                   |         |

**Note 1** - Separate Register must be maintained for each of these two classes of deposits.

**Note 2** - Columns 13 and 14 are not required to be filled up in the copy sent to the Accountant-General

**Note 3** - Each entry in this Register should be compared with the corresponding entries in the Register of Payment Orders.

## 1. ACCOUNT FORMS

|   |                           |  |  |
|---|---------------------------|--|--|
| <b>FORM No. (A) 13</b>                                      |                           |  |  |
| Schedule XLIII - High Court No. (A) 13                      |                           |  |  |
| <b>CLEARANCE REGISTER OF "A" DEPOSITS RECEIVED AT .....</b> |                           |  |  |
| Details of Repayments to be posted                          |                           |  |  |
| In the second year after Receipt                            |                           |  |  |
| 1. Date   | 2. Number of each deposit | 3. Name, Father's name and caste and address of the person from whom received. | 4. Name, father' name, caste and address of the payee. |
|   |                           | 5. Nature of each deposit  | 6. Balance of each deposit                             |
| 7. April  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 8. May  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 9. June   | Rs. P.                    | Rs. P.   | Rs. P.   |
| 10. July  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 11. August  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 12. September   | Rs. P.                    | Rs. P.   | Rs. P.   |
| 13. October   | Rs. P.                    | Rs. P.   | Rs. P.   |
| 14. November  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 15. December  | Rs. P.                    | Rs. P.   | Rs. P.   |
| 16. January   | Rs. P.                    | Rs. P.   | Rs. P.   |

## 1. ACCOUNT FORMS

| TREASURY IN 20                       |  | STILL OUTSTANDING ON 1ST APRIL 20 |  |
|--------------------------------------|--|-----------------------------------|--|
| (In the Accountant-General's Office) |  |                                   |  |
| In the Third year after Receipt      |  |                                   |  |
| 17.                                  | February   | Rs. P.                            |  |
| 18.                                  | March  | Rs. P.                            |  |
| 19.                                  | April  | Rs. P.                            |  |
| 20.                                  | May  | Rs. P.                            |  |
| 21.                                  | June   | Rs. P.                            |  |
| 22.                                  | July   | Rs. P.                            |  |
| 23.                                  | August   | Rs. P.                            |  |
| 24.                                  | September  | Rs. P.                            |  |
| 25.                                  | October  | Rs. P.                            |  |
| 26.                                  | November   | Rs. P.                            |  |
| 27.                                  | December   | Rs. P.                            |  |
| 28.                                  | January  | Rs. P.                            |  |
| 29.                                  | February   | Rs. P.                            |  |
| 30.                                  | March  | Rs. P.                            |  |
| 31.                                  | Total repayments on each deposit                           | Rs. P.                            |  |
| 32.                                  | Balance of each deposit lapsed and credited to Government. | Rs. P.                            |  |

## 1. ACCOUNT FORMS

## FORM No. (A) 14

Schedule XLIII - High Court (A) 14

**REGISTER OF MISCELLANEOUS RECEIPTS IN THE COURT OF THE DURING THE MONTH OF**

| Consecutive number in the Register | Date of realisation | Number of challan | Date of remittance to the Treasury | From whom receive | Nature of receipt <i>i.e.</i> , -<br>(1) Sale or credit of unclaimed property credited to Government<br>(2) Forfeitures<br>(3) Sale-proceeds of old furnitures and store, etc.<br>(4) Other Miscellaneous receipts. | Amount | Total  | Remarks |
|------------------------------------|---------------------|-------------------|------------------------------------|-------------------|---|--------|--------|---------|
| 1                                  | 2                   | 3                 | 4                                  | 5                 | 6   | 7      | 8      | 9       |
|                                    |                     |                   |                                    |                   |   | Rs. P. | Rs. P. |         |

Schedule XLIII - High Court No. (A) 15

No .....

Dated .....

Name of payer .....

.....

.....

On what account .....

.....

.....

Amount.....

.....

.....

**Note** - The counterfoils and the corresponding receipts should be serially numbered before this book is brought into use.

**FORM No. (A) 15**  
**REGISTER OF COUNTER-FOILS OF RECEIPTS**  
**GRANTED BY CASHIER FOR PEREMPTORY**  
**CASH RECEIPTS**

No ..... Date .....

Received from .....

the sum of.

Rupees (signed)

Cashier of the Court of the .....

At .....

## 1. ACCOUNT FORMS

| <b>FORM No. (A) 16</b>             |                    |                 |                 |                |                       |              |             |
|------------------------------------|--------------------|-----------------|-----------------|----------------|-----------------------|--------------|-------------|
| <b>GENERAL CASH BOOK</b>           |                    |                 |                 |                |                       |              |             |
| Schedule XLIII - High Court (A) 16 |                    |                 |                 |                |                       |              |             |
| Dr.                                |                    |                 |                 |                |                       |              |             |
| Challan number                     | From whom received | On what account | Amount received |                | Number of payme order | To whom paid | Amount paid |
|                                    |                    |                 | Petty receipts  | Other receipts |                       |              |             |
| 1                                  | 2                  | 3               | 4               | 5              | 6                     | 7            | 8           |
|                                    |                    |                 |                 |                |                       |              |             |

## 1. ACCOUNT FORMS

Schedule XLIII - High Court (A) 9 - A

**FORM No. (A) 17**  
**Register Of Criminal Files Of The Office For The Month Of 20**

|     |   |  |
|-----|---|--|
| 1.  | Consecutive number  |  |
| 2.  | Number of case  |  |
| 3.  | Name of Magistrate imposing fine  |  |
| 4.  | Name and palace of residence of offender  |  |
| 5.  | Offence and date of sentence  |  |
| 6.  | Amount of fine  |  |
| 7.  | Substantive   |  |
|     | In default fine   |  |
| 8.  | Date of issue of warrant for realisation of fine                                |  |
| 9.  | The Police-station/Collector of the District or both to which issued            |  |
| 10. | Signature of the Bench Clerk of the Magistrate imposing fine                    |  |
| 11. | Signature of Magistrate imposing fine   |  |
| 12. | Date of return of warrant   |  |
| 13. | Amount realised and date of realisation   |  |
| 14. | Balance   |  |
| 15. | Amount paid into Treasury and date of payment                                   |  |
| 16. | Signature of Clerk-in-charge of the fine Register                               |  |
| 17. | Amount remitted, written off or lapsed  |  |
| 18. | Signature of Bench Clerk of Court to which the entry relates                    |  |
| 19. | Signature of Magistrate imposing fine   |  |
| 20. | Signature of Judge-in-charge/Magistrate-in-charge of the fine register          |  |
| 21. | Date on which the notice of realisation of fine is sent to jail                 |  |
| 22. | Date on which the notice is received back from jail after amendment of warrant. |  |
| 23. | Remarks   |  |

1. Substituted by C. S. No. 67, XLIX-D, 20/97, Dt. 21.4.1998.



## 1. ACCOUNT FORMS

| FORM No. (A) 17 |   | REGISTER OF CRIMINAL FINES OF OTHER DISTRICTS FOR THE MONTH OF 20 |  |
|-----------------|---|---|--|
| 1.              | Serial Number   |   |  |
| 2.              | Number of case  |   |  |
| 3.              | District of Court imposing fine   |   |  |
| 4.              | Name and office of Judge/Magistrate imposing fine                                 |   |  |
| 5.              | Name and place of residence of offender   |   |  |
| 6.              | Amount of fine  |   |  |
| 7.              | Date of receipt of warrant for realisation of the fine amount from other district |   |  |
| 8.              | Date of issue of warrant to police-station  |   |  |
| 9.              | Police-station to which issued  |   |  |
| 10.             | Signature of the Clerk-in-charge of the Fine Register.                            |   |  |
| 11.             | Signature of Judge-in-charge /Magistrate-in-charge of fines                       |   |  |
| 12.             | Date of return of warrant   |   |  |
| 13.             | Amount realised and date of realisation   |   |  |
| 14.             | Balance   |   |  |
| 15.             | Amount paid into Treasury and date of payment                                     |   |  |
| 16.             | Signature of the Treasury Muharrir  |   |  |
| 17.             | Date on which notice of realisation of fine is sent to other district.            |   |  |
| 18.             | Date on which acknowledgment of receipt of notice is received.                    |   |  |
| 19.             | Signature of the Clerk-in-charge of the fine Register.                            |   |  |
| 20.             | Signature of the Clerk-in-charge/Magistrate-in-charge of fine                     |   |  |
| 21.             | Remarks   |   |  |

Schedule XLIII - High Court (A) 17-8

FORM No. (A) 17-B

**ACCOUNTS OF SALEABLE FORMS**  
(with sample entries)

| Date | Application for copy | Application for information | Price | Number and date of chalan by which paid into treasury | Initials of the Judge-in-charge | Remarks |   |   |
|------|----------------------|-----------------------------|-------|---|---------------------------------|---------|---|---|
| 1    | 2                    | 3                           | 4     | 5   | 6                               | 7       | 8 | 9 |

**Note** - The balance should be struck at the close of the month.

**FORM No. (A) 17-C**

**Fine Realisation Statement**

- Serial No.
- Name of the Court
- Name and address of the convict
- No. and year of the Case nature of offence.
- Date of conviction
- The Sentence imposed in the Case
- Date of commitment to Jail to serve out the substantive imprisonment and / or imprisonment in default of payment of fine.
- Date of termination of the Sentence
- Date of realisation of fine amount
- Whether fine realised in full or part
- Remarks

No..... Dated .....

Forwarded to the superintendent of :..... Jail at ..... in duplicate for effecting necessary amendment in the original commitment warrant, release diary in accordance with the above memorandum and release him if otherwise not required to be detained.

Returned to the ..... Magistrate/Judge ..... after effecting necessary correction in the original commitment warrant and release diary on this day of ..... 20, in accordance with the memorandum.

*Magistrate*

1. Inserted by C.S. No. 56, IX-9/93, dt. 4.4.1996.

*Magistrate*

## 1. ACCOUNT FORMS

## FORM No. (A) 18

Schedule XLIII - High Court (A) 18

## THANA REGISTER OF WARRANTS FOR THE LEVY OF FINES

| Consecutive number year-wise | Number and date of warrant | Officer issuing | Name of offender and offence, and date of sentence | Amount for which warrant is issued | Date of its receipt in the police station | Date of its return to Court issuing the warrant | Amount realised and remitted to Court | Date of remittance | Balance of fine outstanding | Remarks |
|------------------------------|----------------------------|-----------------|--|------------------------------------|---|---|---------------------------------------|--------------------|-----------------------------|---------|
| 1                            | 2                          | 3               | 4  | 5                                  | 6   | 7   | 8                                     | 9                  | 10                          | 11      |

**FORM No. (A) 19**

Schedule XLIII - High Court (A) 19

**REGISTER OF CONTRACT CONTINGENT OF THE ..... DEPARTMENT OF THE .....  
DISTRICT FOR 20 .....**

Registers - A separate register must be maintained for each Department on account of which there is a separate allotment for contract contingencies. It should be opened with the allotment on 1st April, the bank money column being filled in with such headings as are peculiar to the department in addition to those printed, Classification \_ The kinds of payments, to be recorded under each head are detailed in Appendix C to the Bihar and Orissa Treasury Manual, expenditure must be shown as incurred on the account on which it is made. Permanent Advance - The permanent advance must be recouped on the last working day of each month as also when the charge of office is transferred in course of the month. Contract Contingent Bill - When it becomes necessary to draw money from the Treasury, the several columns should be totalled, and only the totals of the each of the columns should be posted against the printed hearing in the contract contingent bill - Numbering Bills. There should be a separate annual series of numbers given to the bills drawn against each allotment. Allotment - It must be distinctly borne in mind that, for any excess over allotment the drawing officer is held personally liable, and that unless he can procure exemption from Government the amount will be recovered from his personal allowances. Variations in Allotment - Each increase or decrease should be entered in the columns provided therefor immediately it is known.

| 1. ACCOUNT FORMS  |   |
|---|---|
| 1. Date   | Explanation of each addition and deduction in columns 2 and 3 |
| 2. To whom paid   |   |
| 3. Description of charge  |   |
| 4. Number of Sub-voucher  |   |
| 5. Number given to each Contract bill   |   |
| 6. Hot and cold weather charges   |   |
| 7. Tour charges   |   |
| 8. Country stationery   |   |
| 9. Repair to tents  |   |
| 10. Purchase and repaid of furniture  |   |
| 11. Office expenses   |   |
| 12. Miscellaneous   |   |
| 13. Service postage stamps  |   |
| 14. Service Telegram  |   |
| 15.   |   |
| 16.   |   |
| 17.   |   |
| 18.   |   |
| 19.   |   |
| 20.   |   |
| 21.   |   |
| 22. Total of present  |   |
| 23. Total of all bills drawn up-to-date   |   |
| 24. Allotment in 1st April and there after Allotment as per bill last presented column 4. |   |
| 25. Add   |   |
| 26. Deduct  |   |
| 27. Net allotment at time of present bill   |   |
| 28. Other uses  |   |
| 29. Transfer to   |   |
| 30. Controlling Officer's   |   |
| 31. Other uses  |   |

1. ACCOUNT FORMS

**FORM No. (A) 20**

**REGISTER OF CONTINGENT CHARGES**

(N.B. - A.G. B. & O. Form No. 241 of Schedule XXV is to be intended for and used.)

**FORM No. (A) 21**

Schedule XLIII - High Court No. (A) 21

*Subordinaie Court's Daily Advice List of slims received and paid un der the Order of the Court of ..... on the ..... day of .....20, being the date of actual receipt of act u at disbursement at the Court of at the Treasury.*

**N.B.** - [This statement is to be complied from registers Nos. (A), 11 (A), 12, (A), 14]

| Receipts  | Rs. | P. | Payment  | Rs. | P. |
|---|-----|----|--|-----|----|
| Judicial deposits exceeding Rs. 5 each                        |     |    | Repayment of deposit exceeding in amount Rs. 5 each received in all previous years as per detailed register attached [Form No. (A) 12] |     |    |
| Judicial deposits of Rs. 5 and under<br>Fines and forfeitures |     |    | Repayment of deposits exceeding in amount Rs. 5 each received in last year.  |     |    |
| Stamps duty and penalties                                     |     |    | Repayment of deposits exceeding in amount Rs. 5 each received during the previous months of the current year.                          |     |    |
| Miscellaneous and petty receipts                              |     |    | Repayment of deposits exceeding in amount Rs. 5 each received during the current month.  |     |    |
|   |     |    | Repayment of B deposits received during the year of account.   |     |    |
|   |     |    | Repayment of B deposits received during the year of account.   |     |    |
| Total   |     |    | Total  |     |    |

Certified that this statement has been examined with the Cash Book and Registers of chalan and payment orders and is correct.

Certified also that the registers of deposits not exceeding Rs. 5 are written up to date and are in order.

To the Session Judge of

The date of last prior transaction should invariably be filled in.

**Note** - This daily advice list will be furnished only by the Judge-in-charge of accounts of the Courts at other than the Sadar Station who may either the Subordinate Judge and Munsif but no such list will be sent by any of the Court to the Sadar Station - Vide Signature at foot.

1. ACCOUNT FORMS

**FORM No. (A) 22**

Schedule XLIII - High Court (A) 22

**DISTRICT JUDGE'S DAILY REGISTER OF DEPOSITS ADVISED AS HAVING BEEN RECEIVED AND REPAID UNDER ORDER OF THE SUBORDINATE COURTS**

| Date of actual receipt or repayment as advised | Total amount received | Deposits exceeding in Amount Rs. 5 Each |                 |                     |                | Deposits of Rs. 5 and Under |                 |        |        | Initial of District Judge |        |
|--|-----------------------|---|-----------------|---------------------|----------------|-----------------------------|-----------------|--------|--------|---------------------------|--------|
|  |                       | REPAID ON ACCOUNT OF CURRENT YEAR       |                 | Total Amount repaid | AMOUNT REPAID  |                             | Daily Balance B | Rs. P. |        |                           |        |
|  |                       | Previous months                         | Current month A |                     | Previous years | Current year                |                 |        |        |                           |        |
| 1  | 2                     | 3                                       | 4               | 5                   | 6              | 7                           | 8               | 9      | 10     | 11                        | 12     |
|  | Rs. P.                | Rs. P.                                  | Rs. P.          | Rs. P.              | Rs. P.         | Rs. P.                      | Rs. P.          | Rs. P. | Rs. P. | Rs. P.                    | Rs. P. |
|  |                       |   |                 |                     |                |                             |                 |        |        |                           |        |

**Note** - The column marked A should be proved monthly by comparing the different between it and the column "Total amount received" with the statement of outstanding deposits. The columns marked 8 should be tested by comparing the balance on the last day of each official year with the list of in paid deposits.



**FORM No. (R) 1**

**Register of - (1) Complaints of offences**

- (2) Unimportant cases sent up by the Police in which a First Information report is not used  
 (3) Miscellaneous cases

| Serial number for the year | Date of complaint or information or institution | Name of complainant/ informant/ applicant | Number and names of accused person or persons/ opposite party against whom the information | Nature of case and section of law | Order passed with date |       | Remarks |
|----------------------------|---|---|--|-----------------------------------|------------------------|-------|---------|
|                            |   |   |  |                                   | PreLimi nary           | Final |         |
| 1                          | 2   | 3   | 4  | 5                                 | 6                      | 7     | 8       |

Note 1 - Separate volumes should be kept for Register of (1) Complaints of offences, (2) Unimportant cases sent up by the Police in which a First information report is not used, (3) Miscellaneous cases.

2. The register of complaint of offences should be divided as follows-

- (i) 1 C.C. Register - Register of complaints filed by private individuals.
- (ii) 2 C.C. Register - Register of complaints on written report filed by Government officials.
- (iii) 3 C.C. Register - Register of complaints filed by local bodies or authorities.

2. C.C. Register should be Sub-divided into three parts namely 2 (a) C.C. Register of complaints filed by Excise Department, 2 (b) C.C. Register of cases filed by Forest Department and 2 (c) C.C. Register of cases filed by all other Government Officials. Similarly, 3 C.C. Register should be Sub-divided into three parts, namely, 3 (a) C.C. Register of cases filed by the Municipality, 3 (b) C.C. Register of cases filed by Grama Panchayats and 3 (c) C.C. Register of cases filed by local bodies except Municipality and Grama Panchayats. Separate serial numbers should be assigned in each volume to different types of cases from number one and the case number noted against the same.

3. Every order of transfer shall be entered in Column 6.

4. The result of any appeal or application for revision should be entered in the column for Remarks.



## II. REGISTERS

5. The dates of adjournment till the date when the case is sent to the trial file of each case should be entered in column 6.

6. In the case of the Register of "Unimportant cases" the name of police-station may be noted in the remarks column or in column 1.

The following additional instructions should also be observed in the case of Register of Miscellaneous cases.

1[7. In this Register will be entered all cases falling under Sections 82, 83, 107, 108, 109, 110, 133, 143, 144, 145, 190 (1)(c), 345, 349, 350, 125, 127, 128, 446, 457 and preliminary enquiries under Section 340 and proceedings for realisation of amounts recoverable as fines under Sections 250, 357, 359, 421 and 424 of the Criminal Procedure Code and Section 22 of the Cattle Trespass Act 2[and case under Section 11 (4) of the Prevention of Food Adulteration Act, 1953.] For cases under Sections 113 and 114 of the Indian Railways Act, a separate register shall be maintained.]

8. This Register is intended to show all cases instituted and dealt with in the district or sub-division as the case may be. When subordinate Magistrates deal with such miscellaneous cases, their Bench Clerks should, at regular intervals furnish the Head Clerk of the Chief Judicial Magistrate or Sub-divisional Judicial Magistrate with information regarding them in order that they may be entered in the District or Sub-divisional Register.

(i) As stated in Note 8 above, this Register is intended to show all cases instituted and dealt with by the Magistrates. Applications, petitions etc. which have been simply filed and no action taken thereon, should not be entered in it.

(ii) The date of institution in miscellaneous cases is the date on which any proclamation is published, process issued, or order made, or on which the accused is produced in Court or called upon to show why an order should not be made against him.

(iii) An order for sale of attached property under Section 83 of the Code should be treated as equivalent to a conviction even though the attached property be subsequently restored under Section 85 (3).

(iv) The number of persons discharged or against whom order is made should in cases other than those under Sections 107, 108, 109, 110, 144, 145 of the Criminal Procedure Code be noted in the column for remarks.

9. Magistrate holding Mobile Courts should take the Trial Register with them and enter all cases taken cognizance of by them during Mobile duty. After return to the Court the Bench Clerk should fill up those cases in the concerned register in this form with the help of the Trial register.

10. Cases under Sections 112 and 122 Indian Railways Act not cognizance by the Police are to be entered in this register. Cases sent up by Police without First Information Report should be entered in the register of unimportant cases.

3[11. Serial number of the pending cases at the end of the year should be noted in red ink at the front page)

- 
1. Substituted by C.S. No. 27-XLIX-Dt. 20/87, Dt. 26.9.1987.
  2. Added by C.S. No. 41-IX 4/89, Dt. 27.6.1992.
  3. Inserted by C.S. No. 28-IX-17/87, Dt. 25.9.1987.
-

**FORM No. (R) 2**  
**MAGISTRATE'S GENERAL REGISTER OF CASE COGNIZABLE BY THE POLICE**

| Serial No. for the year. | I[police-station and police case number] | Date of information and crime as reported to the Police with Section of Penal Code and other law | Date of receipt by the Magistrate | Name of Parties | Return of police investigation i.e.<br>(1) Nature and date of offence<br>Crime established before police with Section and,<br>(2) Arrests made, etc. | Order passed with date |       | Remarks |
|--------------------------|--|--|-----------------------------------|-----------------|--|------------------------|-------|---------|
|                          |  |  |                                   |                 |  | Preli-minary           | Final |         |
| 1                        | 2  | 3  | 4                                 | 5               | 6  | 7                      | 8     | 9       |
|                          |  |  |                                   |                 |  |                        |       |         |

**Note** - (1) Every order of transfer shall be entered in remarks column.

(2) The dates of adjournment of each case should also be entered in remarks column.

(3) The result of any appeal or application for revision should be entered in the column for remarks.

(4) Cases under Section 112 and 122 Indian Railways Act, cognizable by police should be entered in this Register 2[(5) Serial number of the pending cases at the end of the year should be noted in red ink at the front page].

1. Substituted by C.S.No. 12.IX- 12/82, Dt. 13.1.1983.

2. Inserted by C.S.No. 29, IX -17/87, Dt. 25.9.1987.

II. REGISTERS

**FORM No. (R) 3  
TRIAL REGISTER**

*Register of cases instituted or received on transfer for enquiry or trial in the Court of Magistrate of*

| Serial number for the year | Case number | Date of institution Appearance of the last accused | Date of receipt of the case | Name of complainant or informant | Number of accused | Nature of the case with the section of the Penal Code or other act | Final order and date | Result of appeal or revision | Remarks |
|----------------------------|-------------|--|-----------------------------|----------------------------------|-------------------|--|----------------------|------------------------------|---------|
| 1                          | 2           | 3  | 4                           | 5                                | 6                 | 7  | 8                    | 9                            | 10      |

**Note 1** - Each Court will have a serial number of its own.

2. The dates of adjournment of each case should be noted in the Remarks column.
3. Case number of different register should be distinguished by the letters C for "Complaint Register" case G. for "General Register" case U for "Unimportant Register" case M for "Miscellaneous Register" case.
4. This Register shall be maintained by all Magistrates who try original cases.
5. Receipt of the case upon remand shall be noted in red ink in column 1.
6. A case in which the proceeding is stopped under Section 258 Cr.P.C. and subsequently revived after appearance fo the accused should be restored to its original number but where accused is apprehended and brought to trial after destruction of the trial register, a new case should be registered in the register which is in use then.
7. Serial number of the pending cases at the end of the year should be noted Cases under Sections 113 and 114 Indian Railways Act should be entered in the Register only when they become contested.
9. In all instances where the accused is in custody, the letter 'C' in capital shall be written within bracket in red ink in column 6 immediately after the name of the accused concerned and it should be scored through as soon as he is enlarged on bail wh the date of release noted under a line below the bracket. The entry shall be made each time and when the accused is subsequently taken to custody in the case date of such remand to custody noted below the entry.
10. Magistrates holding Mobile Courts should carry the registers with them and enter all cases taken cognizance of by them during Mobile duty. After return to the Court the Bench Clerk will fill up the column 2 of this register. These cases may be indicated by the letter 'M' below the serial number of cases of column 1 for the purpose of distinguishing them from regular cases.
11. Cases instituted under the Criminal Law Amendment Act should be entered in this Register, separate register in respect of such cases should be opened for each district.

## II. REGISTERS

**FORM No. (R) 3-A**  
**Register For Pending Split Up Records**

| Sl. No. | Case No. Trial No. | Name of the absentee accused persons with address | Name and address of the bailor for the absentee accused persons | Order No. and date of split up record | Date of consignment of the original record to the record room | Action taken against absentee accused, persons | Date of appearance or apprehension of the absentee accused persons | Whether split up records find entry in (R) 1 and (R) 3 | Date of disposal of the split up records and date of consignment of the same to record room | Date of transfer of the split up records to dormant file if any | Remarks] |
|---------|--------------------|---|---|---------------------------------------|---|--|--|--|---|---|----------|
| 1       | 2                  | 3   | 4   | 5                                     | 6   | 7  | 8  | 9  | 10  | 11  | 12       |
|         |                    |   |   |                                       |   |  |  |  |   |   |          |
|         |                    |   |   |                                       |   |  |  |  |   |   |          |

1. Inserted by C.S. No. 62 IX - 5/96, dT. 18.6.1997

## II. REGISTERS

**FROM No .. (R) 4  
REGISTER OF APPEALS/REVISION CASES**

| Serial number for the year | Date of filing | Number and name of appellants or applicants | Number and names of respondents or of opposite parties | Order or sentence appealed against or of which revision is sought | By whom the order or sentence was passed | Final order passed with date | Remarks |
|----------------------------|----------------|---|--|---|--|------------------------------|---------|
| 1                          | 2              | 3   | 4  | 5   | 6  | 7                            | 8       |

**Note** 1. Separate volumes should be used for Appeals and Revision cases.

2. The date of sending a copy of the judgment to the lower Court shall be entered in the remarks column.

3. When appeal or revisions are transferred to the other Courts, the date and the Court to which transferred should be noted in the remarks column.

4. When Criminal appeals or revisions are transferred to the file of Additional Sessions Judge or Assistant Sessions Judge or Chief Judicial Magistrate and disposed of by those Courts necessary information shall be sent to the Court of Sessions Judge for filling column 7 of the Register.

**FORM No. (R) 5**  
**REGISTER OF WARRANTS OF SUBSTANTIVE TERMS OF IMPRISONMENT**

| 1.   | 2.                           | 3.               | 4.  | 5.                    | 6.                     | 7.   | 8.   | 9.  | 10.  | 11.                               | 12.   | 13.  | 14.   | 15.  | 16.  | 17.     |
|--|------------------------------|------------------|---|-----------------------|------------------------|--|--|---|--|-----------------------------------|---|--|---|--|--|---------|
| Number and year of the case  | Name of the person sentenced | Date of sentence | Term of imprisonment with Section (s) of the offence. | Date of commitment to | Date (s) of bail order | Date (s) of release of the convict on bail.] | No. and year of the case with name of the Court other than the convicting Court granting the bail. | No. of appeal or revision [with name of the Court and result of the same with date. | Steps taken for recommitment of the accused with date. | Date of recommitment to the jail. | Date on which the imprisonment would ordinarily terminate | Steps taken for return of warrant after termination of imprisonment. | Date on which the warrant is received by the Court after execution. | Whether the fine amount has been written off or remitted | The precondition period of detention of convict] | Remarks |
| <p><b>Notes -</b><br/>(1) Prisoners should be entered according to the date of sentence in chronological order. Warrants when returned shall be filed with record of the case to which they belong so as to form part of that record. (2) In case of release of convict on bail on the day of judgment, column 11 shall be left blank and shall be filled up at the time of commitment to jail. (3) When the accused is sentenced to imprisonment for life, the words "whole life" shall be entered in column 11. (4) When the sentence of imprisonment is set aside, the original entry in column 11 shall be refunded up in red ink. (5) When sentence of imprisonment is modified, a fresh entry in red ink be made below the original entry in column 11. *(6) Names and addresses of the surety/sureties and the period for which the interim bail order enures shall be noted in the "Remarks column. (7) This register shall be put up to the Presiding Officer or his successor-in-office once a week, for his verification. (8) Cases in which sentence is imposed for the first time by the appellate Court, i.e. in case of appeal against acquittal, shall be entered in this Register. The date of sentence passed in the High Court or Supreme Court shall be deemed to be date when the original sentence was passed and accordingly the entries in other columns as necessary would be made. (9) Case of persons imprisoned under Section 122 Criminal Procedure Code for failure to give security should be entered in this register. (10) Cases of persons referred for confirmation of death sentence need not be entered in this register.</p> |                              |                  |   |                       |                        |  |  |   |  |                                   |   |  |   |  |  |         |
| <p>* Deleted Foot Note NO.6 foot note No. (7) to (11) renumbered as foot notes No. (6) to (10) vide <u>C.S.</u>No. 3,IX-21/80, Dt. 9.2.1982.<br/>1. Inserted by C.S.No. 55, XIX-O-24/95, Ot. 6.2.1996.<br/>2. Inserted by C.S. No. 19, XIX-O-14-84 Ot. 25.8.1984 and Columns 7 to 14 re-numbered as Columns 8 to 15.<br/>3. Inserted by C.S. No. 30, IX-21/87 Dt. 23.5.1988.</p>   |                              |                  |   |                       |                        |  |  |   |  |                                   |   |  |   |  |  |         |



**FORM No. (R) 5-B**  
**SEPARATE RECEIPT REGISTER**

| Serial No. | Number of the case | Name of the parties | i[Nature of the Final Order passed by the Trial Court] | Date on which orders appellate or revisional Court is received | Nature of the orders passed by the appellate/ revisional Court | 3[Number of appeal or revision and name of the Appellate Court/ Revisional Court.] | Action taken for recommment of the convict to jail | Date of recommitment the of convict | Remarks |
|------------|--------------------|---------------------|--|--|--|--|--|-------------------------------------|---------|
| 1          | 2                  | 3                   | 4  | 5  | 6  | 7  | 8  | 9                                   | 10      |
|            |                    |                     |  |  |  |  |  |                                     |         |

1. Inserted by C.S. No. 73 (IX-3/2009, Dt. 19.1.2010)

2. Re-numbered *ibid*.

3. Inserted by C.S.No. 18, XLIX-D, 21/84, Dt. 6.10.1984.



II. REGISTERS

**FORM No. (R) 6**  
**DIARY**

..... Magistrate took his seat  
at .....A. M.  
Petitions Nos. .... To .....received

The following work fixed for the day was dealt with in the  
manner indicated in each case -

---

|  |  |
|--|--|
|  |  |
|--|--|

---

The Court rose at ..... P.M.

Statement regarding the No. of witnesses in attendance, examined,  
discharged, etc.

1. No. of witnesses in attendance
2. No. of witnesses examined and discharged
3. No. of witnesses examined in chief
4. No. of witnesses declined and discharged
5. No. of witnesses detained
6. No. of witnesses examined under Secs. 202, 340 Cr.P.C.

**FORM No. (R) 7**  
**I[REGISTER OF PETITIONS AND COURT-FEES IN THE**  
**COURT OF THE] ..... ]**

.....

[The Form No. (R) 9 of the G.R. & C.O. (Civil) Volume - II  
be used]

2[ \* \* \* ]

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1. Substituted by C.S.No. 9, XLIX-S/80 Dt. 9.6.1982.
  2. Deleted by C.S.No. 26, IX-10/87, Dt. 26.9.1987
-

## II. REGISTERS

FORM No. (R) 8

## REGISTER OF THE ATTENDANCE OF WITNESSES

| 1. Sl. No. of witnesses | 2. Name of witness | 3. Number of case in Registers Nos. (R) 1 or (R) 2 | Date of attendance |            |            |            |            |            |                    |                    | 14. Examined       | 15. Tendered but cross examination declined | 16. Not examined | 17. Initials of Presiding Officer | 18. Remarks |  |
|-------------------------|--------------------|--|--------------------|------------|------------|------------|------------|------------|--------------------|--------------------|--------------------|---|------------------|-----------------------------------|-------------|--|
|                         |                    |  | Discharged         |            |            |            |            |            |                    |                    |                    |   |                  |                                   |             |  |
|                         |                    |  | 4. 1st day         | 5. 2nd day | 6. 3rd day | 7. 4th day | 8. 5th day | 9. 6th day | 10. On the 1st day | 11. On the 2nd day | 12. On the 3rd day | 13. After the 3rd day                       |                  |                                   |             |  |
|                         |                    |  |                    |            |            |            |            |            |                    |                    |                    |   |                  |                                   |             |  |

**Note - (1)** For instruction *see* Rule 85 Part I, General Rules and Circular Orders, Volume I.

**Note - (2)** Columns 1 to 4 should be filled in daily for every witness reported to be in attendance for the first time, and columns 5 to 9, as may be necessary, on account of the subsequent appearance of the same witness. If a witness has to re-appear after having been six times in attendance, a new series of entries in red ink must be made in columns 4 to 9 immediately under the previous entries. Columns 10 to 16 should be filed up after the witnesses' final discharge according to the entries made in columns 4 to 9 and the initials of the Presiding Officer are required in column 17 to vouch for the correctness of the entries in the Register.

**Note - (3)** Witnesses who, after having been discharged are resummoned for cross-examination under the provisions of Sections 243 and 247 Criminal Procedure Code, should be regarded as witnesses who have reappeared and should in accordance with the instructions given in Note 2 above, be entered in columns 5 to 9.

**Note - (4)** Case number of different Registers should be distinguished by the letters C for "Complaint Register" case, G for "General Register" case, U for "Unimportant Register" case and M for "Miscellaneous Register" case.

**Note - (5)** Information regarding witness examined in chief only should be noted in the remarks column.

**Note - (6)** When a case has been transferred from one Court to another and entries in respect of the witnesses who had appeared in the transferer Court columns 10 to 13 in respect of discharge of this register of the transferer Court should be left blank with a note underlined and dated in red ink to the effect that the case in which these witnesses had appeared has been so transferred.

**Note - (7)** When a Magistrate receives a case on transfer for trial, the witnesses in attendance on the day of the transfer should be entered in this Register and opposite each such entry a note within brackets should be made showing the date or dates of the appearance of such witnesses before the transferer Court to transfer of the case.

## II. REGISTERS

**FORM No. (R) 9**  
**REGISTER OF PROCESSES RECEIVED FOR ISSUE**

|                          |  |   |                   |  |   |   |                               |                             |   |                           |                             |   |  |             |
|--------------------------|--|---|-------------------|--|---|---|-------------------------------|-----------------------------|---|---------------------------|-----------------------------|---|--|-------------|
| 1. Serial No. of process | 2. Nature of process whether to be served by post or by process server | 3. Court from which the process is issued | 4. Number of case | 5. Beyond 8 kilometres by village unit systems | 6. Within 8 kilometres of village unit system | 7. Number of duplicate processes accompanying the original. | 8. Date of deposit of Talbana | 9. Date of receipt by Nazir | 10. Name of serving Officer and date of delivery to him | 11. Date, when returnable | 12. Date of return to Nazir | 13. Date of return of process/ postal A.D. or the postal cover to the Court | 14. 2[Signature of the clerk of the Court with date] | 15. Remarks |
|--------------------------|--|---|-------------------|--|---|---|-------------------------------|-----------------------------|---|---------------------------|-----------------------------|---|--|-------------|

**Note** - Processes received from other districts should be entered in red ink and steps should be taken for prompt and effective service of such process.

1. Inserted by C.S.No. 10, XLIXD-11/82 Dt. 9.6.1982 and Columns 6 to 14 renumbered as Columns 7 to 15.
2. Substituted by C.S.No. 2, IX-16/80 Dt. 2.1.1981.

## II. REGISTERS

**FORM No. (R) 9-A**  
**REGISTER OF PROCESSES MADE SERVICE OVER TO THE NAZIR**

| Serial No. | Number and year of the case to which the process relates | Name of person to whom issued | Nature of processes | Date of issue | Date when returnable | Receiver's initials with dates | Date of return | Remarks |
|------------|--|-------------------------------|---------------------|---------------|----------------------|--------------------------------|----------------|---------|
| 1          | 2  | 3                             | 4                   | 5             | 6                    | 7                              | 8              | 9       |
|            |  |                               |                     |               |                      |                                |                |         |

**Note -** If the process is sent by post, the fact may be noted in the remarks column.

II. REGISTERS

**FORM No. (R) 10**

**REGISTER OF PROCESSES ISSUED TO EACH POLICE-STATION**

Police-Station :-

| Serial No. | Number and year of the case | Name of the person to whom issued | Nature of processes | Date when issue of processes was ordered | Date when sent to police station | Date when received back | Remarks |
|------------|-----------------------------|-----------------------------------|---------------------|--|----------------------------------|-------------------------|---------|
| 1          | 2                           | 3                                 | 4                   | 5  | 6                                | 7                       | 8       |
|            |                             |                                   |                     |  |                                  |                         |         |

**Note** - This register should also be maintained in ledger from ..... one section being allotted to one specified police-station.

**FORM No. (R) 10-A**

**REGISTER OF VERIFICATION OF SERVICES RETURNS OF THE PROSECUTION WITNESSES IN SESSIONS CASES**

| Serial No. | Name of the Court | No. and Year of the Sessions Case | Date fixed for Trial | Names of prosecution witnesses with addresses who are summoned as witnesses . | Date of Issue of Summons | Mode of Service against each witness | Date of return after service | Whether Service is sufficient/ insufficient | Steps taken to procure the attendance of witnesses, If summons not received after due service | Remarks |
|------------|-------------------|-----------------------------------|----------------------|---|--------------------------|--------------------------------------|------------------------------|---|---|---------|
| 1          | 2                 | 3                                 | 4                    | 5   | 6                        | 7                                    | 8                            | 9   | 10  | 11      |
|            |                   |                                   |                      |   |                          |                                      |                              |   |   |         |

1. Inserted by C.S.No. 57-IX-6/96, dated 30.1.1997.

**FORM No. (R) 11**  
**REGISTER OF PLEADERS AND MUKHTARS IN THE**  
**COURT OF THE**

At

*[Form No. (R) 24 of Schedule XLII of Volume II, Civil, is to be indented for and used]*

**FORM No. (R) 12**  
**COURT SUB-INSPECTOR'S DAILY BOOK OF PRISONERS**  
**TO BE PRODUCED BEFORE MAGISTRATE**

| Name of prisoner | Date and time when received by the Court Sub-Inspector | Initial of Court Sub-Inspector receiving the prisoner before the | Date and time when produced before the Magistrate | Order of Magistrate | Signature of Officer-in-charge of escort against the names of the prisoners sent from Court | Initial of Jailor against the names of prisoners sent from Court |
|------------------|--|--|---|---------------------|---|--|
| 1                | 2  | 3  | 4   | 5                   | 6   | 7  |
|                  |  |  |   |                     |   |  |

II. REGISTERSS

FORM No. (R) 13

LIST OF RECORDS SENT TO DISTRICT RECORD ROOM FROM THE COURT OF

| Sl. No. | Serial number of case in the Primary register | Name of Magistrate and station | Number and year of the case on the trial register | Name of complainant | Name of accused | Final order passed with details of sentence and date of decision | Result of appeal or revision | Class of each file (A) & (B) of the case under Rule 223 Part III | Date when kiisposed of and shelved in the District Record Room | Number of shelf and rack in the District Record Room | Date of destructio of files and initials of officers superint ending destruction | Remarks |
|---------|---|--------------------------------|---|---------------------|-----------------|--|------------------------------|--|--|--|--|---------|
| 1       | 2   | 3                              | 4   | 5                   | 6               | 7  | 8                            | 9  | 10   | 11   | 12   | 13      |

Date of despatch.....

Date of receipt .....

Signature of officer of despatching Court

Signature of District Record-keeper

**Note 1** - Separate list should be prepared for cases falling under the proviso to Rule 223, Part III, Volume I, Criminal.

**Note 2** - Case number of different primary registers should be distinguished by the letter C for Complaint Register Case, G for General Register case, U for Unimportant Register case and M for Miscellaneous case.

## II. REGISTERS

**FORM No. (R) 13 - A**  
**LIST OF RECORDS PLACED ON THE DORMANT FILE AND CONSIGNED TO THE RECORD**

**ROOM FROM THE COURT OF SHRI .....**

| Sl. No | No. year of of the case | Names of the parties. | Date of order placing the record on the dormant file | Date when received in the Record Room | No. of shelf and rack in the Record Room | Date when requisition for record is received from the Trial Court | Date when record is sent to the Trial Court | Remarks |
|--------|-------------------------|-----------------------|--|---------------------------------------|--|---|---|---------|
| 1      | 2                       | 3                     | 4  | 5                                     | 6  | 7   | 8   | 9       |



## II. REGISTERS

**FORM No. (R) 14**  
**1ST OF RECORDS OF SESSIONS CASES, CRIMINAL APPEALS AND REVISION CASES SENT TO THE SESSIONS JUDGE'S/DISTRICT RECORD-ROOM FROM THE COURT AT .....**

| Serial Number | Register | Nature of the case with the section of the Penal Code or other Act application. | Name of parties | Date of decision | File A or B | Date when disposed of and shelved in the Record room. | Number of shelf and rack in the Record room. | Date of destruction of files and initials of officers supervising destruction. | Remarks |
|---------------|----------|---|-----------------|------------------|-------------|---|--|--|---------|
| 1             | 2        | 3   | 4               | 5                | 6           | 7   | 8  | 9  | 10      |
|               |          |   |                 |                  |             |   |  |  |         |

Date of despatch -

- Signature of the Officer of despatching Court

Date of receipt -

- Signature of the Sessions Judge's/District Record-keeper.

**Note** - Class of case under Rule 223, Part III, Volume I, Criminal should be noted in the column for remarks.

1. REGISTERS

**FORM No. (R) 15**  
removed from the Record Room

**REGISTER OF RECORDS** ..... **BUT KEPT BACK BY THE DESPATCHING COURT**  
entered in the despatch list

| Record-keeper's number and date (on the requisition) or date of receipt of despatch list. | 1   | 2   | 3   | 4  | 5                    | 6  | 7                                 | 8   | 9       | 10 |
|---|---|---|---|--|----------------------|--|-----------------------------------|---|---------|----|
|   | Designation of the Court or office to which the record is sent or by which the record has been kept | Court's date and number (on the requisition) (a). | Consecutive number in despatch list and date to decision of record kept back (b). | Nature, number and year of case with date of disposal and the name of the Court to which the record relates. | Names of the parties | Date of removal of record (with initials of the clerk who removes it (a)). | Date of return record from Court. | Date of restoration of record to its proper place with initials of the clerk who restored it. | Remarks |    |

(a) This column need not be filled up when the record has been kept back by a despatching Court.  
 (b) This column need not be filled up when record is removed from Record room on requisition.  
**Note 1** - When a portion only of the record is removed particulars of the papers should be entered in column 5.  
**Note 2** - The number and date of each reminder issued should be entered in column 10.

**IFORM No. (R) 15-A**

**REGISTER OF REQUISITIONS FOR DOCUMENTS AND RECORDS**

| Date when received in record room | Serial No. | Tow horn handed over for compliance | Date of compliance, or (in the case of a defective requisition) of return with initials of Record Keeper |
|-----------------------------------|------------|-------------------------------------|--|
| 1                                 | 2          | 3                                   | 4  |

1. Inserted by G.S.No. 21

## II. REGISTERS

**[FORM No. (R) 15 - B**  
Register of Defect Reports

| Sl. No | No. Of the Court | No. and year of suit or case with date of disposal | No. and date of issue of defect report | Nature of defects found | No. and date of reminders if any | No. of date of requisition received for the record for compliance of defect found | Date of sending requisitioned record to the Court concerned from the District Record room | Date of receipt of the record and the original defect report after compliance | Date of restoration of records to its place | Remarks |
|--------|------------------|--|--|-------------------------|----------------------------------|---|---|---|---|---------|
| 1      | 2                | 3  | 4                                      | 5                       | 6                                | 7   | 8   | 9   | 10  | 11]     |

1. Inserted by C.S.No. 64, IX-5/96, Dt. 18.06.1997.



II. REGISTERS

**FORM No. (R) 17**

**INSTRUCTIONS FOR WRITING UP STATISTICAL REGISTER 1**

1. This Register is intended to facilitate the preparation of Annual Statement 2, and the following instructions should be observed in writing it up.

General

2. Apart from Certain miscellaneous proceedings under the criminal Procedure Code, this register has reference to Judicial work alone.

3. Offences under each head of crime, as specified in the "SCHEDULE OF OFFENCES" appended to Form No.(S) 6, infra, should be entered in a separate page or pages, as may be necessary. No cases under the Criminal Procedure Code except those indicated in it must be entered. The list given of offences under "Special and Local Laws" is not meant to be exhaustive. Separate pages should be provided and arranged in alphabetical order for each law against which it is alleged that offences have been committed. Separate pages should also be provided for attempts, where not separately specified in the schedule. Abetment should be included in the pages provided for the substantive offences abetted. In the pages provided for heads of crime, numbers 9 and II, an entry should be made in the column for remarks of the persons dealt with summarily under the provisions of chapter XXI of Criminal Procedure Code; and in the pages provided for other heads of crime, an entry of the cases in which the complainant was required to pay compensation to the accused under Section 250 in addition to the punishment inflicted upon him, was required to give recognizance or security to keep the peace under Section 106. In the page provided for heads of Crime 79 and 80, "Security for good behaviour," a note should be made in that column of the cases in which the orders of the Court of Sessions were taken under Section 122.

4. Entries relating to the cases of escaped prisoners should be struck out. On the recapture of the latter, their cases should be entered as new cases.

5. The final result of trial as regards each person will determine the head of crime under which entries regarding him are to be made, and the Magistrate who disposes of the case should in case of doubt, himself give the necessary direction, In the case of complaints dismissed under Section 203 of the Criminal Procedure Code or where the charge is found to be false or the facts alleged do not amount to an offence the head of crime should be that of the offence substantially imputed. Where an accused is tried under more than one head of charges he should be exhibited under the principal one only unless he happens to be accused of entirely distinct offences supported by separate evidence, in which case the trials should be shown separately, and the results independently.

II. REGISTERS

6. Cases should be entered in the Register as final orders are passed in cases pending in the close of the previous year in columns 1,2 to 5, 6 and in columns 8, 9 or 10; cases instituted during the year in columns 1,2 to 5, 7 and in column 8, 9 or 11. The series in column 1 will be continuous and with the exception of columns 2 to 5 the entries in the other columns up to and inclusive of column 13 will be in the form of a separate series for each column. At the close of the year, pending cases will be added in columns 1, 2 to 5, 7, 12 and also, if necessary, in column 13 in which cases the persons concerned should be entered in column 17. The aggregate of the fine entries in columns 8 to 12 should agree with those of columns 6 and 7. The last entries in columns 6 to 13 and the totals of columns 14 to 17 will give the figure required for the corresponding columns of Annual Statement 2.

Regarding the filing up of the several columns.

7. Columns 2 to 5 - The number of the case as given in Primary Registers 1 to 4 should be entered in these columns.

8. Column 6 - Enter all offences (cases) pending at the close of the previous year.

9. Column 7 - All offences (cases) of which information was given complaint made or cognizance taken under Chapters XII, XV of the Criminal Procedure Code, for the first during the year, are to be shown, if alleged to have occurred in the district, although some of the charges may not have been prosecuted or may have been found to be false, provided that the cases were/dealt with by a Magistrate in his Judicial capacity. .

10. Column 8 - Enter all complaints (cases) inclusive of cases reported during, and pending at, the close of the previous year, dismissed under Section 203 of the Criminal Procedure Code, during the year.

11. Column 9 - Enter all cases other than those shown in column 8, in which during the year a Magistrate declared that the charge was false or that the facts alleged did not amount to an offence or that the offence never occurred, inclusive of cases pending from the previous year and so dealt with during the year. Include cases in which the complaint was adjudged to be frivolous or vexatious, and the complainant was fined under Section 250 of the Criminal Procedure Code. Exclude charges rejected by the Police unless a Magistrate declared them to be false, acting in a Judicial capacity.

12. Column 10 - Enter cases found to be true during the year out of those entered in column 6. (This information, though required by the Court is not required by the Government).

13. Column 11 - Enter cases found to be true during the year out of those entered in column 7.

14. Column 12 - The entry in this column should be the balance of the cases entered in columns 6 and 7 after deducting those entered in columns 8, 9, 10 and 11.

## II. REGISTERS

15. Column 13 - Is intended to show only cases brought to trial during the year and should not include cases pending at the close of the previous year.

16. Column 13 to 17 - No person who has not appeared personally or by agent in Court is to be included in Annual Statement - (2), but all persons who have appeared, who is obedience to summons, warrant, or other process or voluntarily, to answer a criminal charge should be shown as under trial. So also persons discharged from bail taken under Section 169 without appearing before a Magistrate should not be entered. Accordingly, those cases only in which an accused persons has appeared personally or by agent before a Court and the persons who so appeared, are to be entered in these columns. Persons remaining under trial at the close of the previous year and those received by transfer from other districts during the year should be included in columns 14 to 17.

17. Columns 14 and 15 - These columns are intended to show the result of trials in Magistrate's Court as regards persons whose case were disposed of by Magistrates and in Court of Sessions as regards persons whose cases were disposed of by those Courts. In cases referred to by subordinate Magistrates under Section 323 and 325, and by Courts of Session under Section 366 of the Criminal Procedure Code, the results to be shown are those of the Court which received and dealt with the reference. Should this Court not have decided in any case by the end of the year, the person concerned in the case should be entered in the column "Remaining under trial at the close of the year".

18. Column 16 -It is not intended that any person should be entered in this column as disposed of by transfer was from one district to another, or from one kind of Court to another. As for example, from a Civil or Revenue Court under Section 346 of the Criminal Procedure Code.

19. Column 17 - Persons remaining under trial in Courts of Magistrates and in the Courts of Sessions in cases of commitment to those Courts, as also the persons whose cases were referred to a Superior Court, alluded to in the instructions regarding the filling up of columns 14 and 15, and undecided at the close of the year should be entered in this column.

20. Column 18 - In this column should be noted the names of the Courts or districts to which the cases of any of the persons entered in columns 16 were transferred. If the acquittal or discharge of the person shown in column 14 was due to the case having been compounded, withdrawn or dismissed for default of appearance under Sections 256, 257,249,320 of the Criminal Procedure Code, the fact should be noted in this (column 18) in order to facilitate the compilation of the figures which are required to be noted in Annual Statement 2 (vide "Instruction" and "Note" to Annual Statement 2)

**NOTE** - This Register should not be kept in the form of a bound book, but the pages of the different heads of crime should be filled together and additions and insertions made as required.

**FORM No. (R) 18**  
**REGISTER OF CASES DECIDED IN THE COURT OF ..... EXERCISING THE POWERS OF**  
**AT ..... IN THE YEAR 20 .....**

| Serial No. In the | Number of persons dealt with             |            | Persons whose cases were disposed of           |  | On summary trial  |
|-------------------|--|------------|--|--|---|
|                   | Brought to trial during the present year | dealt with | On regular trial                               | Released under the Probation of Offender's Act |   |
| 1.                |  |            | Released under the Probation of Offender's act | Released under the Probation of Offender's Act | Youthful offenders dealt with under Section 31, Act, VIII of 1897 |
| 2.                |  |            |  |  |   |
| 3.                |  |            |  |  |   |
| 4.                |  |            |  |  |   |
| 5.                |  |            |  |  |   |
| 6.                |  |            |  |  |   |
| 7.                |  |            |  |  |   |
| 8.                |  |            |  |  |   |
| 9.                |  |            |  |  |   |
| 10.               |  |            |  |  |   |
| 11.               |  |            |  |  |   |
| 12.               |  |            |  |  |   |
| 13.               |  |            |  |  |   |
| 14.               |  |            |  |  |   |
| 15.               |  |            |  |  |   |
| 16.               |  |            |  |  |   |
| 17.               |  |            |  |  |   |
| 18.               |  |            |  |  |   |
| 19.               |  |            |  |  |   |
| 20.               |  |            |  |  |   |
| 21.               |  |            |  |  |   |
| 22.               |  |            |  |  |   |
| 23.               |  |            |  |  |   |
| 24.               |  |            |  |  |   |
| 25.               |  |            |  |  |   |
| 26.               |  |            |  |  |   |
| 27.               |  |            |  |  |   |
| 28.               |  |            |  |  |   |
| 29.               |  |            |  |  |   |

**II. REGISTERS**



II. REGISTERS

REGISTER OF CASES DECIDED - CONTD.

| Persons sentenced to |  | Detail of punishment |                    |                   |                   |
|----------------------|--|----------------------|--------------------|-------------------|-------------------|
| Number of cases      | Disposed of during the year  | Imprisonment         |                    |                   |                   |
|                      |  | 15 day and under     | 6 months and under | 2 years and under | 7 years and under |
| 24.                  | Committed or referred  |                      |                    |                   |                   |
| 25.                  | Total of column 17 17 to 23  |                      |                    |                   |                   |
| 26.                  | Brought to trial during the year   |                      |                    |                   |                   |
| 27.                  | On regular trial   |                      |                    |                   |                   |
| 28.                  | On summary trial   |                      |                    |                   |                   |
| 29.                  | Number of witnesses examined   |                      |                    |                   |                   |
| 30.                  | Forfeiture of property   |                      |                    |                   |                   |
| 31.                  | Rigorous   |                      |                    |                   |                   |
| 32.                  | Simple   |                      |                    |                   |                   |
| 33.                  | With imprisonment  |                      |                    |                   |                   |
| 34.                  | Without imprisonment   |                      |                    |                   |                   |
| 35.                  | Rupees 10 and under  |                      |                    |                   |                   |
| 36.                  | Forfeiture of property   |                      |                    |                   |                   |
| 37.                  | Rigorous   |                      |                    |                   |                   |
| 38.                  | Simple   |                      |                    |                   |                   |
| 39.                  | With imprisonment  |                      |                    |                   |                   |
| 41.                  | Without imprisonment   |                      |                    |                   |                   |
| 42.                  | Rupees 10 and under  |                      |                    |                   |                   |
| 43.                  | Rupees 50 and under  |                      |                    |                   |                   |
| 44.                  | Rupees 100 and under   |                      |                    |                   |                   |
| 45.                  | Rupees 1,000 and under   |                      |                    |                   |                   |
| 46.                  | Above Rupees 1,000   |                      |                    |                   |                   |
| 47.                  | Amount of fine, imposed  |                      |                    |                   |                   |
| 48.                  | Amount realised  |                      |                    |                   |                   |
| 49.                  | Amount paid by way of compensation   |                      |                    |                   |                   |
| 50.                  | Rigorous   |                      |                    |                   |                   |
| 51.                  | Simple   |                      |                    |                   |                   |
| 52.                  | Rigorous   |                      |                    |                   |                   |
| 53.                  | Simple   |                      |                    |                   |                   |
| 54.                  | Rigorous   |                      |                    |                   |                   |
| 55.                  | Simple   |                      |                    |                   |                   |
| 56.                  | Rigorous   |                      |                    |                   |                   |
| 57.                  | Simple   |                      |                    |                   |                   |
| 58.                  | Number of boys whose sentence were commuted to detention in reformatory school |                      |                    |                   |                   |
| 59.                  | Remarks  |                      |                    |                   |                   |

**Instructions** - A separate Register must be kept for each Court and the designation of the Presiding officer and the powers exercised must be stated in the title with a view to the entry of the figures against the proper Sub-heads in Column 1 of Annual Statement 4. Only cases of the kinds provided for in the schedule attached to Annual Statement 2 should be included in this Register. The entries are to be made in it at once the conclusion of each trial and the persons entered will either then or afterwards, as found convenient, be entered up in Statistical Register under each head of crime. The headings of the Register it will be observed, must exactly correspond with the headings of Annual Statements 4 and 5.

This Register and the Preceding Statistical Register are to be kept up for the purpose of the compilation of Annual Statement.

In Column 32, cases brought to trial during the year will be distinguished. At the close of the year the persons concerned in the cases in the pending file must be added in the appropriate columns 1 to 6 and 10 to 15 the number of cases in column 32 and the number of witnesses examined in column 35 to complete the figures for the Annual Statement.

A separate note should be made in column 59 of this Register to show how many of the persons entered in column 10 were brought to trial under arrest by the police and how many under arrest by other agency e.g. Forest or Excise officers, private prisons, etc.

Column 48 - A separate page or separate pages of the Registrar of a current year should be reserved and utilized for fines imposed during previous years, but realized during such current year.

Section of the Penal Code or other Local or Special Laws applicable should be noted below the case number.

If in any case compensation was allowed under Section 250 of the Criminal Procedure Code or recognizance or security taken under Section 106 of the Criminal Procedure Code, the fact should be noted in the remarks Column. Cases dealt with under Section 258 Cr.P.C. may be shown in Column 17.

Cases U / S 446 Criminal Procedure Code, should be entered in this register.

<sup>1</sup>[In Column 6, the date on which copies of Police Papers have been supplied to the accused in Police Cases and the date on which all the accused appear in complaint cases should be noted.]

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1. Inserted by C.S.No. 34, IX-6/88 Dt, 13.2.1992.

II. REGISTERS

**FORM No. (R) 19**  
**REGISTER OF REQUISITION FOR RECORD RECEIVED**  
(Form No.(R) 19-A (Civil) is to indented for and use]

**FORM No.(R) 20**  
**REGISTER OF REQUISITION FOR RECORDS ISSUED**  
(Form No.(R) 19-8 (Civil) is to indented for and used]

**FORM No.(R) 21**  
**REGISTER OF RECEIPTS AND ISSUES OF PRINTED FORM**  
(Form No. 114 of Schedule LIII to be indented for and used]

**FORM No.(R) 22 CIVIL & CRIMINAL**  
**REGISTER OF CLERKS OF PLEADER/MUKHT AR**

(Form No. (R) 25 of Schedule XLII, of Volume II, Civil is to be indented for and used]

| [FORM No. (R) 23<br>REGISTER OF SESSIONS CASES |   |
|--|---|
| 1.   | Serial No.  |
| 2.   | Name of the committing Magistrate and the number of the case on his file. |
| 3.   | Name, age or supposed age and description of each accused persons         |
| 4.   | Offences-nature of  |
| 5.   | Whether the accused is In jailor on bail                                  |
| 6.   | Date of offence   |
| 7.   | Date of apprehension  |
| 8.   | Date of commitment  |
| 9.   | Date of receipt of commitment in the Sessions Court                       |
| 10.  | Final order with date   |
| 11.  | Results of appeal or reference, if any                                    |
| 12.  | Remarks   |

**NOTE - 1.** Separate register shall be maintained for each district.

2. The date of sending copies of Judgments to the District Magistrate should be noted in the Remarks column .

3. When Sessions cases are transferred to the file of additional Sessions Judges or Assistant Sessions Judges and disposed of by those Courts, necessary information shall be sent to the Court of Sessions Judge for filling columns 10 and 11 of the Register.

4. Cases transferred to the Chief Judicial Magistrate under Section 228 (1) Criminal Procedure Code, 1973 shall be noted in the Remarks column.

## II. REGISTERS

| <b>[FORM No. (R) 23<br/>REGISTER OF BELL ORDERS</b> |   |
|---|---|
| 1.  | Name of accused   |
| 2.  | Court by which sentenced<br>[and the case<br>number]                    |
| 3.  | Date of sentence  |
| 4.  | Original term of sentence   |
| 5.  | Date of bail order  |
| 6.  | Date of release on bail   |
| 7.  | Name and address of<br>surety   |
| 8.  | Date of order of the court<br>of appeal or revision<br>terminating bail |
| 9.  | Term of modified<br>sentence  |
| 10.   | Date of receipt of the<br>order of recommendation                       |
| 11.   | Date of commitment or<br>recommitment as the<br>case may be.            |
| 12.   | Remarks   |

**NOTE** - Both the dates of bail order by the trial Court under Section 389 (3) Cr.P.C. And by the appellate Court under Section 389 (1) Cr.P.C. should be shown in Column 5 and the date of release on bail by the trial Court in Column No.6.

1. Added by C.S. No.16 XLIX D-16/83 dt.5.1.1984.

## II. REGISTERS

**FORM No.(R) 25****REGISTER OF MISCELLANEOUS CRIMINAL CASES**

| Serial No. | Date of Application | Number of the section | Name of parties | Result | Remarks |
|------------|---------------------|-----------------------|-----------------|--------|---------|
| 1          | 2                   | 3                     | 4               | 5      | 6       |
|            |                     |                       |                 |        |         |

**NOTE** - 1. Cases under Section 123 (1) and (2) Criminal Procedure Code dealt with by the Chief Judicial Magistrate may be entered in this register.

2. Petitions under Section 116 (7), 123 (2), 167 (6), 408, 439 (2), 440 [\*\*\*] Criminal Procedure Code, shall be registered as Miscellaneous cases.

2[3. Petitions for bail filed under the second proviso to Section 81 of the Criminal Procedure Code, 1973 dealt with by the Chief Judicial Magistrate shall be entered in this register].

**FORM No.(R) 26****DORMANT FILE REGISTER**

| Serial No. | No. & year of the case | Name of the parties | Date of Order for keeping the case on doormat file. | Reason for keeping the case on doormat file. | Date when sent to the Record room for being placed on the doormat file. | Date when taken out from the doormat file 7 deal in the trial file. | Date of disposal of the case. | Date when consigned to record room. | Remarks |
|------------|------------------------|---------------------|---|--|---|---|-------------------------------|-------------------------------------|---------|
| 1.         | 2.                     | 3.                  | 4.  | 5.   | 5.  | 6.  | 7.                            | 8.                                  | 9.      |
|            |                        |                     |   |  |   |   |                               |                                     |         |

1. Deleted by C.S, No.171X-1/82 dt. 8.5.1984.

2. Inserted by C.S. No. 52 IX -7/92 dt. 3.4.1993

## II. REGISTERS

| <b>FORM No. (R) 27<br/>REGISTER OF PROPERTY</b>   |  |
|---|--|
| 1. [Serial No.  | 2. Number of Sessions or Criminal cases  |
| 3. No. & Year of the case of the Magistrate /Police-station.  | 4. [Date and signature of the Malkhana clerk in token of receipt of the property.]     |
| 5. [Description of the properties with particulars including exhibits Marks, if any (Weights in cases of valuables) and the name and address of the person from whom the properties have been seized. | 6. Initials of the Judge or the Magistrate in-charge as to receipt of property.        |
| 7. Date of disposal of the case   | 8. Whether any appeal has been preferred and if so the result of the appeal with date. |
| 9. Particulars of the property sent to the appellate Court.   | 10. Date when sent to the appellate Court  |
| 11. Date when received back from the appellate Court  | 12. Particulars of order for disposal in original case / appeal/revision.              |
| 13. Date of notice to the party to take return of the property.   | 14. Signature and date of the party or agent taking return of the property.            |
| 15. If sold by auction, the date of auction and the amount realised.  | 16. Date of remittance of sale proceeds to the Treasury.                               |
| 17. Date when otherwise disposed of   | 18. Remarks of the Inspecting officers if any  |

**NOTE** - 1. This register shall be inspected at least once in three months by the presiding judge or the Magistrate who will check the valuables and record the results of his inspection on the column for "Remarks".  
2. Along with quarterly return, each Criminal court shall send a certificate of having checked the valuables with the Register.

1. Inserted by C.S.No. 33, IX-S/88 Dt. 5.5.1989.
2. Substituted by C.S.No. 1, IX-14/79 Dt. 27.10.1979.
3. Substituted vide C.S.No. 5, XLIXD-18/8 Dt. 9.2.1982

## II. REGISTERS

[FORM No. (R) 28  
 REGISTER OF APPLICATION FOR COPIES IN THE COURSE OF THE

|     |  |  |
|-----|--|--|
| 17. | Remarks.   |  |
| 16. | Name of Typist or Copyist  |  |
| 15. | Date on which delivery was taken or unused folios and stamps returned                      |  |
| 14. | Date on which document copied was returned to proper office                                |  |
| 13. | Date on which copy is ready for delivery   |  |
| 12. | Information fee  |  |
| 11. | Searching fee  |  |
| 10. | Urgent fee   |  |
| 9.  | Number of folios and the amount of Court fees used.  |  |
| 8.  | Number of folios and amount of court fees filed.   |  |
| 7.  | Date on which document to be copied was received in Copying Department.                    |  |
| 6.  | Date of putting in requisite folios and stamps or deficit in respect thereof.              |  |
| 5.  | Date of notifying requisite number of folios and stamps                                    |  |
| 4.  | Nature of document of which copy is applied for and number of year and case in which filed |  |
| 3.  | Date of application  |  |
| 2.  | Name of applicant  |  |
| 1.  | Serial Number  |  |



## II. REGISTERS

**FORM No. (R) 29**  
**REGISTER OF REQUISITION AND APPLICATIONS FOR FREE COPIES REQUIRED BY PUBLIC OFFICERS**

| Sl. No | Date of requisition or application, if any | Name of the applicant | Description of document or paper of which copy is required | Date when made over to the typist or copyist | Name of typist or copyist | Signature of typist or copyist | Date when the copy is made over to the Sheristadar to the Head Clerk | Date when copy is made over or despatched to the concerned public officer | Remarks |
|--------|--|-----------------------|--|--|---------------------------|--------------------------------|--|---|---------|
| 1      | 2  | 3                     | 4  | 5  | 6                         | 7                              | 8  | 9   | 10      |
|        |  |                       |  |  |                           |                                |  |   |         |

**Note** - The Presiding Officer of Subordinate Courts should frequently scrutinise the entries in this Register and see that there is no undue delay of copies to the public officers. The Inspecting officers should also during their periodical inspection effectively check this register and issue instructions where necessary.

## II. REGISTERS

**[FORM No. (R) 30  
REGISTER OF REQUISITIONS FROM THE COPYING DEPARTMENT**

|   |  |   |        |   |                                     |   |                                   |   |  |   |  |   |   |   |  |   |  |    |         |
|---|--|---|--------|---|-------------------------------------|---|-----------------------------------|---|--|---|--|---|---|---|--|---|--|----|---------|
| 1 | Date of receipt of the application in record room or copying Section | 2 | SL.No. | 3 | SL. No. of the application for copy | 4 | Description of record or document | 5 | Date of estimating the folios with initial of the estimating Clerk | 6 | [The date of receipt of requisition for supply of documents with initial of the receiving Clerk] | 7 | Date of sending the document or record to the copying Section with initial of the receiving clerk | 8 | Date of return of document with initial of the clerk receiving back the document | 9 | Date of restoration of the document to its place | 10 | Remarks |
|---|--|---|--------|---|-------------------------------------|---|-----------------------------------|---|--|---|--|---|---|---|--|---|--|----|---------|

**Note** - If the application is rejected otherwise disposed of, a note to that effect shall be entered in the remarks column against the particular entry.

1. Inserted by C.S.No. 72, IX-3/2001, Dt. 21.5.2002.
2. Re-numbered *ibid*.

## II. REGISTERS

**FORM No. (R) 31**  
**REGISTER OF UNCLAIMED PROPERTY**

Report of Intestate Movable Property from Station District  
Dated .....

| Annual Number | Date and place of death | Name and residence of deceased, if known | Names of claimant or claimants | Particulars of each claim | List of property | Remarks |
|---------------|-------------------------|--|--------------------------------|---------------------------|------------------|---------|
| 1             | 2                       | 3  | 4                              | 5                         | 6                | 7       |

Memo No.

Dated

Forwarded to the District Judge of  
Signature of Magistrate

for information and orders  
Signature of the Police Officer

**FORM No. (R) 32**  
**REGISTER OF INFORMATION TO PARTIES ABOUT STAMPS AND FOLIOS NECESSARY FOR COPIES APPLIED FOR**

Notice - Applicants are informed that if folios and stamps specified in columns 5, 6, 7, 8 and 9 are not supplied within three days of the date given in Column 1. Their applications will be struck off.

| Date of entry in this register | Serial No. of application | Case No. | Name of applicant | No. of impressed stamped sheets at 20 paise | No. of adhesive stamps at 10 paise | Searching fee | Expedition fee | Remarks |
|--------------------------------|---------------------------|----------|-------------------|---|------------------------------------|---------------|----------------|---------|
| 1                              | 2                         | 3        | 4                 | 5   | 6                                  | 7             | 8              | 9       |

**Note** - The Judge-in-charge shall put his signature below the last entry for each day.

II. REGISTERS

**FORM No. (R) 33**  
**REGISTER OF DISTRIBUTION OF COMPLETED APPLICATION FOR COPYING**

| 1    | 2   | 3                                      | 4   | 5   | 6  | 7  | 8   | 9  | 10      |
|------|---|--|---|---|--|--|---|--|---------|
| Date | Name of the copyist or typist, to whom application made over. | Serial number and date of application. | 4. Details of documents, stamps, folios etc. made over. | Signature of the receiving copyist/ typist. | Date and time by which copy to be made ready | Date and time by which copy is made ready. | Details of documents, folios, stamps, forms, etc. Returned. | Initial of the Head Comparing Clerk with date. | Remarks |

**FORM No. (R) 34**  
**REGISTER OF DISTRIBUTION OF PREPARED COPIES COMPARERS**

| 1    | 2                                   | 3                               | 4  | 5                                   | 6   | 7                                | 8  | 9   | 10      |
|------|-------------------------------------|---------------------------------|--|-------------------------------------|---|----------------------------------|--|---|---------|
| Date | Name of comparer for whom made over | Sl. No. and date of application | Details of documents, folios, stamps, forms etc. made over | Signature of the receiving comparer | Date and time by which documents to be returned after comparing | Date and time by which. Returned | Details of documents, folios, stamps, and forms returned | Initial of the Head Comparing Clerk, Comparer-in-charge with date | Remarks |

II. REGISTERS

**FORM No. (R) 35**

**REGISTER OF COPIES AND INFORMATION READY FOR DELIVERY**

(To be laid at some conspicuous place for inspection of the party)

| Date of entry in the Register | Name of the applicant | Number of the application | Remarks |
|-------------------------------|-----------------------|---------------------------|---------|
| 1                             | 2                     | 3                         | 4       |
|                               |                       |                           |         |

**FORM No. (R) 36**

**REGISTER SHOWING THE DAILY OUTTURN OF TYPISTS AND COPYISTS WORKING IN THE COURT OF**

.....  
Name of the typist or copyist

| Date | No. and date of application | Date of receipt of the original document from the Head Comparing Clerk | Date fixed by the Head Comparing Clerk for making the copy ready for delivery | Date when copy handed over to the Head Comparing Clerk | No. of folios typed or copied |
|------|-----------------------------|--|---|--|-------------------------------|
| 1    | 2                           | 3  | 4   | 5  | 6                             |
|      |                             |  |   |  |                               |

| No. of maps, plans etc., copied and adhesive stamps affixed to the map of plan | Total outturn in terms - of folios | Initials of typists and copyist with date in token of correctness of entries in cols. 1 to 8 | Initials of the Head Comparing Clerk with date in token of check | Signature of Judge-in-charge | Remarks |
|--|------------------------------------|--|--|------------------------------|---------|
| 1  | 2                                  | 3  | 4  | 5                            | 6       |
|  |                                    |  |  |                              |         |

## II. REGISTERS

**FORM No.(R) 37**  
**REGISTER OF ALL REGISTERS TO BE PRESERVED**  
**PERMANENTLY**

| Department to which the register refers | Serial Number of entry            | Name of the register                               | Period to which each register refers | Number of the volume |
|---|-----------------------------------|--|--------------------------------------|----------------------|
| 1                                       | 2                                 | 3  | 4                                    | 5                    |
| Number of entries in each volume        | Date on which sent to Record room | Date of receipt by Record Keeper and his signature | Rack and shelf where kept            | Remarks              |
| 1                                       | 2                                 | 3  | 4                                    | 5                    |

**Note** - Columns 8 to 10 are to be filled up by the Record Keeper in the Record Room.

**FORM No. (R) 38**  
**REGISTER OF ALL REGISTERS WHICH ARE TO BE**  
**PRESERVED FOR MORE THAN THREE YEARS BUT NOT**  
**PERMANENTLY**

| Department to which the register refers            | Serial Number of entry    | Name of register                                    | Period to which each register refers | Number of volumes | Date on which sent to Record room |
|--|---------------------------|---|--------------------------------------|-------------------|-----------------------------------|
| 1  | 2                         | 3   | 4                                    | 5                 | 6                                 |
| Date of receipt by Record Keeper and his signature | Year when to be destroyed | Initial of officer sanctioning destruction and date | Rack and shelf where kept.           | Remarks           |                                   |
| 6  | 7                         | 8   | 9                                    | 10                |                                   |

**FORM No. (R) 39**  
**INSPECTION DEFECTS REGISTER**

| Serial No. | Name and designation of the Inspecting Officer | Date of the receipt of the Inspection report | Gist of defect pointed out along with number of page Inspection note | Nature of compliance of defects | Date of compliance of defect | Date of intimation to the Inspecting Officer about the compliance of defect | Signature of the concerned Clerk | Signature of the Chief Ministerial Officer | Signature of the Pn: Sding Officer | Remarks |
|------------|--|--|--|---------------------------------|------------------------------|---|----------------------------------|--|------------------------------------|---------|
| 1          | 2  | 3  | 4  | 5                               | 6                            | 7   | 8                                | 9  | 10                                 | 11      |

**FORM No. (R) 40**

**REGISTER OF CASES DEALT WITH UNDER THE PROBATION OF OFFENDERS ACT, 1958**

| Serial No. | Case No. | Name, age & residence of the accused | Name of father or guardian | Section of law | Letter No. with date calling for report from the Probation Officer | Letter No. & date of the report of the Probation Officer | Final result and the nature of order passed | Order, if any, passed varying the probation or when the offender fails to observe conditions of the bond | Result of appeal revision | Remarks |
|------------|----------|--------------------------------------|----------------------------|----------------|--|--|---|--|---------------------------|---------|
| 1          | 2        | 3                                    | 4                          | 5              | 6  | 7  | 8   | 9  | 10                        | 11      |

**Note** (1) The names of the sureties, if any, be entered in the remarks column.

(2) If the offender is sentenced for the original offence under Section 9 of the Act, necessary entry have to be made in the Register of warrants of Imprisonment (R) 5. [1. Inserted by C.S.No. 15 XLIX-D 19/83 Dt. 16.5.1983.]

## II. REGISTERS

**FORM No. (R) 41**  
**REGISTER OF CASES IN WHICH THE PROCEEDINGS HAVE BEEN STAYED**

| Serial No. | Number and year of the case of which the proceeding is stayed in the Trial register | Name of the Court staying the proceedings | Description of the proceedings in which stay order was passed | Date of stay order | Remarks |
|------------|---|---|---|--------------------|---------|
| 1          | 2   | 3   | 4   | 5                  | 6       |

**FORM No. (R) 42**  
**REGISTER FO ENQUIRY INTO CASES TRIABLE BY THE COURTS OF SESSION**

| number for Serial the year | Case number | Date of receipt of the case and the date of apprehension 01 appearance of the accused | Name of the accused | Nature of case with Section of the Penal Code | Date of commitment | [Date of notification to the Public Prosecutor regarding commitment of the cases to the Court of Sessions | Date on which the record and articles were transmitted to the Court of Session | Remarks |
|----------------------------|-------------|---|---------------------|---|--------------------|---|--|---------|
| 1                          | 2           | 3   | 4                   | 5   | 6                  | 7   | 8  | 9       |

1. Vide C.S.No. 50 - IX-3/92, dated 30.12.1992.



## II. REGISTERS

**FORM No. (R) 43**  
**REGISTER IN TOKEN OF ACKNOWLEDGMENT OF RECEIPT OF JAIL WARRANT AND CONVICT**

| Serial number | No. & year of the case | Name of the convict | Date of conviction | Date and hour of delivery of warrant to the convict of the Police Officer | Name of the Police Officer receiving the warrant and the convict | Signature of the Police Officer receiving the warrant and convict | Remarks |
|---------------|------------------------|---------------------|--------------------|---|--|---|---------|
| 1             | 2                      | 3                   | 4                  | 5   | 6  | 7   | 8       |
|               |                        |                     |                    |   |  |   |         |

## II. REGISTERS

1]FORM No. (R) 44

## REGISTER OF TEST IDENTIFICATION PARADE

| Serial No. | Case No. | Date when request is made by the Police for T.I. Parade. | Nature of T.I. Parade whether of person or properties. | Date when order is made for holding T.I., Parade. | Date of receipt of record by the Magistrate conducting the parade | Date when T.I. parade is conducted. | Reason for delay, if any, in holding the parade. | Remarks |
|------------|----------|--|--|---|---|-------------------------------------|--|---------|
| 1          | 2        | 3  | 4  | 5   | 6   | 7                                   | 8  | 9       |

1. Inserted by C.S.No. 36 - XLIXD - 13/90, Dt. 11.2.1992

FORM No.(R) 45

REGISTER OF PARTICULARS OF THE UNDER TRIAL

PRISONERS IN THE COURT OF

| Name and address of the Under Trial Prisoners | No. of the case & Section (s) of law in which the prisoner is facing trial | Date of admission into the jail | Date of release, either from the Court or from Jail | Remarks |
|---|--|---------------------------------|---|---------|
| 1   | 2  | 3                               | 4   | 5       |
|   |  |                                 |   |         |

1. Inserted by C.S. No. 59-IX-5/96 Dt. 18.6.1997.

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 1**  
**MONTHLY STATEMENT OF CASES BROUGHT TO TRIAL DISPOSED OF AND PENDING IN**  
**THE COURT OF SHRI .....**  
**JUDICIAL MAGISTRATE .....**  
**AT THE CLOSE OF .....**  
**CLASS IN THE DISTRICT OF .....**  
**AT THE CLOSE OF .....**

| Designation and powers | Number of cases       |                  |                    |           |             |         | Pending over one year from the date of instructions | Total number of working days No. of days devoted to |       |                     |               |     |              |              |               |       | No. of witnesses examined |             | Remarks |  |
|------------------------|-----------------------|------------------|--------------------|-----------|-------------|---------|---|---|-------|---------------------|---------------|-----|--------------|--------------|---------------|-------|---------------------------|-------------|---------|--|
|                        | Pending from the last | Brought to trial | Total for disposal | Contested | Uncontested | Pending |   | Criminal  | Civil | Administrative work | Clearance day | HRC | Mobile Court | Casual Leave | Other Purpose | Total | Contested                 | Uncontested |         |  |
| 1                      | 2                     | 3                | 4                  | 5         | 6           | 7       | 8   | 9   | 10    | 11                  | 12            | 13  | 14           | 15           | 16            | 17    | 18                        | 19          | 20      |  |

Certified that no judgment or order in any case was delivered or was pending delivery for more than one month from the date of conclusion of trial.

Judicial Magistrate

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 1 A**  
**STATEMENT SHOWING MONTHLY PROGRESS ON THE DISPOSAL OF YEAR-OLD CASES**  
**FOR THE MONTH OF ..... IN THE DISTRICT OF .....**

| Name of the Magistrate | No. of year-old cases pending at the beginning of the month | Became year-old during the month | Total for disposal | Disposed of during the month | Pending at the end of the month | Pending year-wise |    |    | Remarks |
|------------------------|---|----------------------------------|--------------------|------------------------------|---------------------------------|-------------------|----|----|---------|
|                        |   |                                  |                    |                              |                                 | 20                | 20 | 20 |         |
| 1                      | 2   | 3                                | 4                  | 5                            | 6                               | 7                 | 8  | 9  | 10      |
|                        |   |                                  |                    |                              |                                 |                   |    |    |         |

*Judicial Magistrate*

Note - Explanation of cases pending over one year should be submitted along with this statement

**FORM No. (S) 2**

1[\*\*\*]

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 2-A**  
**SPECIAL STATEMENT SHOWING ADJOURNMENT IN SESSIONS CASES FOR THE QUARTER**  
**OF ..... 20 .....**

| 1. Sl. No. | 2. G. R. Case | 3. Date of commitment | 4. Date of commitment to trial | 5. Each date of adjournment of the case | 6. Reasons for adjournment of the case | 7. To what stage proceeded | 8. Text date fixed | 9. The number of prosecution and defence witnesses present and the amount paid to them | 10. Remarks |
|------------|---------------|-----------------------|--------------------------------|---|--|----------------------------|--------------------|--|-------------|
| 1.         |               |                       |                                |   |  |                            |                    |  |             |

**Note - (1)** This statement may be furnished in respect of cases which are adjourned for the same purpose for which they were fixed; either at the instance of parties, for want of Court's time, or for non-appearance of the witnesses or the accused person.

**(2)** A blank form should be submitted when no case was adjourned in the quarter with a note to that effect.

1. Substituted by C.S.No. 65, XLIX-D/96, Dt. 18.6.1997.



III. PERIODICAL RETURNS AND STATEMENTS

I[FORM No. (S) 2-B

STATEMENT SHOWING THE INFORMATIONS TO BE  
ENTERED IN THE DORMANT FILE REGISTER (R) 26

| S1.<br>No. | No.<br>&<br>year<br>of the<br>Case | Names<br>of the<br>parties | Date of<br>order<br>keeping<br>the case<br>on<br>dormant<br>file | Reasons<br>for<br>keeping<br>records<br>in the<br>dormant<br>file | Date when<br>sent to record<br>room for<br>being placed<br>on the<br>dormant file | Remarks |
|------------|------------------------------------|----------------------------|--|---|---|---------|
| 1          | 2                                  | 3                          | 4  | 5   | 6   | 7       |
|            |                                    |                            |  |   |   |         |

1. Inserted by C.S.No. 68, XLIX-D-8/99, Dt. 18.1.2000.



III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 3**  
**QUARTERLY STATEMENT - A**  
**(TO BE SUBMITTED BY THE JUDICIAL MAGISTRATES TO CHIEF JUDICIAL MAGISTRATES**  
**AND BY CHIEF JUDICIAL MAGISTRATES TO THE SESSIONS JUDGE AND BY SESSIONS JUDGE**  
**TO THE HIGH COURT)**

**PART - I**

Statement of cases brought to trial, disposed of and pending in the Courts of Judicial Magistrates in the district of..... in the..... quarter of 20 .....

| 1. Designation and powers of Magistrates | Number of cases                                  |                     |                       |             | 8. Pending over one year from institution and the year-wise pendency | Total number of working days number of days devoted to |             |           |                         |                   |            |                  |                  |                    |                                 | 18. Remarks |  |
|--|--|---------------------|-----------------------|-------------|--|--|-------------|-----------|-------------------------|-------------------|------------|------------------|------------------|--------------------|---------------------------------|-------------|--|
|  | 2. Pending at the close of the preceding quarter | 3. Brought to trial | 4. Total for disposal | Disposed of |  | 7. Pending at the close of the quarter                 | 9. Criminal | 10. Civil | 11. Administrative work | 12. Clearance day | 13. H.R.C. | 14. Mobile Court | 15. Casual leave | 16. Other purposes | 17. Number of witness examined] |             |  |
| 5. Contested                             |  |                     |                       |             | 6. Uncontested   |  |             |           |                         |                   |            |                  |                  |                    |                                 |             |  |
|  |  |                     |                       |             |  |  |             |           |                         |                   |            |                  |                  |                    |                                 |             |  |

## III. PERIODICAL RETURNS AND STATEMENTS

**PART - II**  
**STATEMENT OF CASES UNDER THE MISCELLANEOUS PROVISIONS OF THE CRIMINAL  
 PROCEDURE CODE DURING THE QUARTER OF 20**

(To be submitted by the Subordinate Judicial/Executive Magistrates to the Chief Judicial Magistrate/District Magistrate. The District Magistrate would submit the Statement to the High Court. The Chief Judicial Magistrate would submit to the Sessions Judge and Sessions Judge to the High Court.)

| Number of cases and power of Magistrate | Pending at the close of the preceding quarter | Brought to trial | Total for disposal | Disposed of | Pending | Pending over three months | Remarks |
|---|---|------------------|--------------------|-------------|---------|---------------------------|---------|
| 1                                       | 2   | 3                | 4                  | 5           | 6       | 7                         | 8       |
|   |   |                  |                    |             |         |                           |         |

**Note 1** - Explanation for cases pending over one year should be submitted along with this statement.

**Note 2** - Cases stopped under Section 116(6) of the Criminal Procedure Code should be included in Col. 5

**Note 3** - Cases revived by the orders of the Sessions Judge under Section 116(7) should be included in Column 3 .

## III. PERIODICAL RETURNS AND STATEMENTS

**PART - III**  
**STATEMENT SHOWING REMAND OF CASES TO THE TRIAL COURTS**  
**BY THE APPELLATE COURTS**

| Serial No. | Name of the Court passing the Order of remand | Number and year of appeal | Names of parties | Date of remand | Purpose for remand | Date, if any, given by the appellate Court for compliance of directions in the remand order | Remarks |
|------------|---|---------------------------|------------------|----------------|--------------------|---|---------|
| 1          | 2   | 3                         | 4                | 5              | 6                  | 7   | 8       |
|            |   |                           |                  |                |                    |   |         |

**Note** - The Cases shall be entered Court-wise.

## III. PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 3-A

**CONCISE STATEMENT OF OUTTURN OF WORK OF MAGISTRATES EMPLOYED IN {CRIMINAL  
COURTS IN THE DISTRICT OF DURING THE QUARTER OF 19**

| Name of Magistrates | Designation and powers of the Court | Number of days employed in Criminal work | Number of cases decided |                     |                                   | Number of l-witnesses examined |                              | Total number of judgments delivered | Remarks |
|---------------------|-------------------------------------|--|-------------------------|---------------------|-----------------------------------|--------------------------------|------------------------------|-------------------------------------|---------|
|                     |                                     |  | Under regular trial     | Under summary trial | Miscellaneous cases under Cr.P.C. | Appeal                         | In cases under regular trial |                                     |         |
| 1                   | 2                                   | 3  | 4                       | 5                   | 6                                 | 7                              | 8                            |                                     |         |
|                     |                                     |  |                         |                     |                                   |                                |                              |                                     |         |

**Note - 1.** In the remarks column should be shown the number of judgments pending for or delivered after 15 days with a brief explanation and the comments of the Chief Judicial Magistrate thereon.

**Note - 2.** Judgments in contested cases should be shown in brackets, i.e. if 30 judgment have been delivered out of which 20 are contested, the entry in column 10 should be 30 (20).

**Note - 3.** A witness should be counted as a full witness only after he is examined. Cross-examined and discharged.

III. PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 3-B

STATEMENT SHOWING THE JUDICIAL AND OTHER WORK DONE BY THE CHIEF JUDICIAL MAGISTRATE ..... DURING THE ..... QUARTER 20 .....

| Name of the Chief Judicial Magistrate | Total number of working days during the quarter | Number of days devoted to judicial work | Number of days justifying employment according to the yard-stick | Number of working days spent on Inspection and Journey | Number of working days spent on administrative and other work including casual leave | Remarks |
|---------------------------------------|---|---|--|--|--|---------|
| 1                                     | 2   | 3                                       | 4  | 5  | 6  | 7       |

*Chief Judicial Magistrate*

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 3-C**  
**STATEMENT SHOWING THE CASES OF WHICH THE PROCEEDING HAVE BEEN STAYED**  
**DURING THE QUARTER .....20 IN THE DISTRICT OF .....**

| Number and Year of the case of which the proceeding is stayed in the trial register | Name of the Court staying the proceeding | Description of the proceedings in which stay order was passed | Date of stay order | Date when stay order was vacated | Remarks |
|---|--|---|--------------------|----------------------------------|---------|
| 1   | 2  | 3   | 4                  | 5                                | 6       |

*Chief Judicial Magistrate*

**FORM No. (S) 3-D**  
**QUARTERLY STATEMENT OF PENDENCY AND DISPOSAL CASES DURING THE..... QUARTER**  
**20.....IN THE DISTRICT OF .....**

| Name of Magistrate | No. of cases pending at the beginning of the quarter | No. of cases received during the quarter | No. of cases for disposal | No. of cases disposed of |              | No. of cases pending at the end of the quarter | No. of year-old cases pending year-wise |   |    |    |    |    | No. of witnesses examined | Remarks |    |
|--------------------|--|--|---------------------------|--------------------------|--------------|--|---|---|----|----|----|----|---------------------------|---------|----|
|                    |  |  |                           | Con-tested               | Uncon-tested |  |   |   |    |    |    |    |                           |         |    |
| 1                  | 2  | 3  | 4                         | 5                        | 6            | 7  | 8                                       | 9 | 10 | 11 | 12 | 13 | 14                        | 15      | 16 |

*Chief Judicial Magistrate*

certified that I have checked the statements submitted by the Judicial Magistrate of the District of for the quarter 20..... and found that the cases shown as disposed on contest were really contested in nature that separate judgment was delivered in each such case and that no order or judgment in any case was delivered or was pending for delivery of Judgment for more than one month from the date of conclusion of trial.

1. Dispensed with by C.S.No. 6

*Chief Judicial Magistrate*

III. PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 3-E

Balance sheet of fines for the quarter of 19  
in the district of

Rs. P.

- 1. Opening grand balance of fines outstanding
- 2. Amount imposed during the quarter, i.e., Total of entries in column 6 of the Register of Criminal fines excluding the entries brought forward in red ink from the previous quarter.

GRAND TOTAL RELIZABLE \_\_\_\_\_

- 3. Amount remitted on appeal, etc., or written off by Sessions Judge's, Chief Judicial Magistrate's order. Total of column 18 of the Register of Criminal fines including the red ink entries mentioned in (2)
- 4. Amount realized -
  - (a) Of new fines; i.e., total of column 13 of the Register of Criminal fines excluding the red ink entries mentioned in (2)
  - (b) Of old fines; i.e., Total of column 13 of red ink entries of the Register of criminal fines mentioned in (2)

**GRAND TOTAL REALIZED AND REMITTED**

- 5. Balance -
  - (a) Of new fines; i.e., total of entries in column 14 of the Register of Criminal fines excluding the red ink entries mentioned in (2).
  - (b) Of old fines; i.e., total of column 14 of red ink entries of Registers of Criminal fines mentioned in (2) .....
- 6. Closing grand balance of fines outstanding
- 7. Amount credited as Criminal deposit

8. Amount stayed in Appeal  
 1[9. Amount of fine covered under requisition under sec. 421 (1) (b) of the code of criminal procedure]  
 Certified that the total of the above realized fines, plus Rs.....  
 the balance in hand of the preceding quarter minus Rs .....credited as criminal deposits and Rs ....., balance in hand, has been brought to credit in the Treasury Accounts.

Initials of the Treasury Officer  
 Initials of the Nazir  
 Initials of the Fine Muharrir of the Principal Court

District  
 The ..... Chief Judicial Magistrate

**Note - 1.** A list showing the cases in which realisation of fines has been stayed in appeal or in revision indicating original No. Of the case, amount of fine imposed, the connected number of the fine miscellaneous case, number and year of the Criminal appeal or revision should be enclosed to this statement.

2[**Note - 2.** A list of requisitions under Section 421 (1) (b) Cr.P.C. showing the case number, total amount of fine under Warrants or requisitions issued to the Collector, the despatch number and the date of sending requisitions to the Collector be separately appended.]

- 1. Inserted by C.S. No.13, XUD - 16/82, dated 13.1.1983.
- 2. Inserted by C.8'. No.14, XUD - 16/82, dated 13.1.1983.

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 3-C**  
**STATEMENT SHOWING THE CASES OF WHICH THE PROCEEDING HAVE BEEN STAYED**  
**DURING THE QUARTER .....20 IN THE DISTRICT OF .....**

| Name of Magistrate | No. of cases pending at the beginning of the quarter | No. of cases received during the quarter | No. of cases for disposal | No. of cases disposed of |              | No. of cases pending at the end of the quarter | No. of year-old cases pending year-wise |   |    |    |    | No. of witnesses examined | Remarks |    |    |
|--------------------|--|--|---------------------------|--------------------------|--------------|--|---|---|----|----|----|---------------------------|---------|----|----|
|                    |  |  |                           | Con-tested               | Uncon-tested |  |   |   |    |    |    |                           |         |    |    |
| 1                  | 2  | 3  | 4                         | 5                        | 6            | 7  | 8                                       | 9 | 10 | 11 | 12 | 13                        | 14      | 15 | 16 |

*Chief Judicial Magistrate*

Certified that I have checked the statements submitted by the Judicial Magistrates of the District of for the quarter 20 ..... and found that the cases shown as disposed on contest were really contested in nature that separate judgment was delivered in each such case and that no order or judgment in any case was delivered or was rendered for delivery of judgment for more than one month from the date of conclusion of trial.

**Note -** The above information shall be furnished in red ink by Magisterial Courts.]

**FORM No. (S) 3-G**  
**STATEMENT SHOWING THE EXAMINATION OF WITNESSES AND THE AMOUNT PAID AS**  
**EXPENSES DURING THE QUARTER ENDING**

| Name of Magistrate with Class of powers exercised | Number of witnesses examined and discharged |                |                | Amount paid as expenses | Remarks |   |
|---|---|----------------|----------------|-------------------------|---------|---|
|   | On the 1st day                              | On the 2nd day | On the 3rd day |                         |         |   |
| 1   | 2   | 3              | 4              | 5                       | 6       | 7 |

*Chief Judicial Magistrate*

1. Dispensed with by C.S.No. 6



## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No.(S) 3-H**  
**HALF YEARLY STATEMENT OF IRRECOVERABLE FINES WRITTEN OFF BY THE CHIEF JUDICIAL MAGISTRATE IN THE..... HALF-YEAR 20.....IN THE DISTRICT OF.....**

|     |  |  |
|-----|--|--|
| 1.  | Name of the Magistrate, station and place                                  |  |
| 2.  | Serial Number  |  |
| 3.  | Serial Number ill the fine Register  |  |
| 4.  | Name of the defaulter  |  |
| 6.  | Date of sentence   |  |
| 7.  | Amount of fine imposed   |  |
| 8.  | Amount if any, realised  |  |
| 9.  | Term of default sentence   |  |
| 10. | Whether the convict has undergone the default sentence                     |  |
| 11. | Date of last enquiry made by the police officer.                           |  |
| 11. | Date of counter-signature by the superior police officer.                  |  |
| 12. | Result of enquiry  |  |
| 13. | Date of order writing off fines  |  |
| 14. | Amount written off by the Chief Judicial Magistrate / District Magistrate. |  |
| 15. | Remarks  |  |

## III. PERIODICAL RETURNS AND STATEMENTS

## FORM No. (S) 4

## SESSIONS STATEMENT (TO BE SUBMITTED BY SESSIONS JUDGES TO THE HIGH COURT AT THE END OF EACH QUARTER)

## PART - I

Calendar of accused persons tried or brought before the Court of Sessions and cases pending and disposed of in the Sessions Division of ..... for the quarter ..... of 20 .....

| Sl. No | No of the case | No. of the case pending at the close of the previous quarter | Cases received during the quarter |                                  | Name of the accused person         |                     | Result of the case disposed of during the quarter |             |                 |                      | Case pending at the close of the quarter | Remarks |   |                        |                    |
|--------|----------------|--|-----------------------------------|----------------------------------|------------------------------------|---------------------|---|-------------|-----------------|----------------------|--|---------|---|------------------------|--------------------|
|        |                |  | No. of the case accused persons   | Name of each the accused persons | Age or supposed age of the accused | Of fences nature of | Ac- quittal                                       | Con- victed | Date of offence | Date of apprehension |  |         | Name of the Com- mitting Mag- is- trate | Date of Com- mit- ment | Date of sen- tence |
| 1      | 2              | 3  | 4                                 | 5                                | 6                                  | 7                   | 8   | 9           | 10              | 11                   | 12                                       | 13      | 14                                      | 15                     | 16                 |
|        |                |  |                                   |                                  |                                    |                     |   |             |                 |                      |  |         |   |                        |                    |

1. Substituted by C.S.No. 40, XLIX-D - 24/88, Dt. 16.3.1992

## III. PERIODICAL RETURNS AND STATEMENTS

FORM No. (S) 4  
PART-IISTATEMENT SHOWING THE RESULT OF APPEALS AND APPLICATIONS FOR REVISION IN  
CRIMINAL CASES IN THE COURTS OF SESSIONS JUDGES, ADDITIONAL SESSIONS JUDGES,  
ASSISTANT SESSIONS JUDGES AND CHIEF JUDICIAL MAGISTRATES

| Name of the Court  | Court to which the Appeal was preferred or application made | Number of cases                            |   |                                |                                     | Remarks |
|--|---|--|---|--------------------------------|-------------------------------------|---------|
|  |   | Pending at the end of the previous quarter | Received on transfer or remand during the quarter | Disposed of during the quarter | Pending at the close of the quarter |         |
| 1  | 2   | 3  | 4   | 5                              | 6                                   | 7       |
| Appeals<br>(i) Court of Sessions Judge<br>(ii) Additional Sessions Judge<br>(iii) Asst. Sessions Judge<br>(iv) Chief Judicial Magistrate.<br>Applications for Criminal Revision<br>:i) Court of Sessions Judge<br>:ii) Additional Sessions Judge |   |  |   |                                |                                     |         |

**Note - 1.** Order passed under Sections 439 and 440 Cr.P.C., should not be shown in this statement.

**Note - 2.** Explanation for delay in disposal of cases pending over six months should be submitted along with the statement.

**Note - 3.** In the column of Remarks should also be entered the number of convicted persons required to keep the peace under Section 106 (3) Criminal Procedure code. Courts of Appeal or Revision and the number of youthful offenders sent to a Reformatory School by Appellate Courts under Section 8(2) of the Reformatory Schools Act, 1897.

**Note - 4.** Aggregate and average duration of Criminal Appeal or revision should be noted in the Remarks Column.

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 4**  
**PART - II-A**  
**STATEMENT SHOWING REMAND OF CASES TO THE TRIAL COURTS BY THE APPELLATE COURTS**

| Name of Courts | Name of the Court passing the order of remand | Number and year of appeal | Names of parties | Date of remand | Purpose of remand | Date if any given by the appellate Court for Compliance of the directions in the remand order | Remarks |
|----------------|---|---------------------------|------------------|----------------|-------------------|---|---------|
| 1              | 2   | 3                         | 4                | 5              | 6                 | 7   | 8       |

**Note** - The Cases shall be entered Court-wise.

**FORM No. (S) 4**  
**PART - III**  
**STATEMENT OF CASES DECIDED UNDER THE MISCELLANEOUS PROVISIONS OF THE CRIMINAL PROCEDURE CODE IN THE COURT OF SESSIONS DURING THE QUARTER OF 20**

| Name of Courts | Pending at the dose of the Preceding quarter | Number of Cases               |                    |                                | Pending over three months | Remarks |
|----------------|--|-------------------------------|--------------------|--------------------------------|---------------------------|---------|
|                |  | Instituted during the quarter | Total for disposal | Disposed of during the quarter |                           |         |
| 1              | 2  | 3                             | 4                  | 5                              | 6                         | 7       |
| Total          |  |                               |                    |                                |                           | 8       |

**Note** - Explanation of delay in disposal of cases pending over three months should be submitted along with the Statement.

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 4-A**  
**STATEMENT OF OUTTURN OF WORK DONE BY THE SESSIONS JUDGES AND ASSISTANT**  
**SESSIONS JUDGE IN THE SESSIONS DIVISION OF DURING THE QUARTER**  
**ENDING .....20.....**

| Name of officer with designation | Number of days employed | Cases disposed of - |                  |                            |                   |                              |                         | Remarks |                    |
|----------------------------------|-------------------------|---------------------|------------------|----------------------------|-------------------|------------------------------|-------------------------|---------|--------------------|
|                                  |                         | Sessions cases      | Criminal appeals | Jail appeals out of Col. 4 | Criminal Revision | Criminal Miscellaneous cases | Original criminal cases |         | Witnesses examined |
| 1                                | 2                       | 3                   | 4                | 5                          | 6                 | 7                            | 8                       | 9       | 10                 |
|                                  |                         |                     |                  |                            |                   |                              |                         |         |                    |

**Note** - Certificate should be furnished that no judgment in any case was delivered beyond 30 days of the close of the hearing or is pending for delivery for over a month from the date of conclusion of trial.  
*Sessions Judge*

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 5**  
**ANNUAL STATEMENT - I (CRIMINAL) FOR THE OF ..... FOR YEAR 20 .....**

**PART - I**

**LIST OF JUDICIAL DIVISIONS**

| Name of Sessions Divisions | Names of Chief Judicial Magistrate/District Magistrate | Names of Sub-divisions |
|----------------------------|--|------------------------|
| <b>1</b>                   | <b>2</b>   | <b>3</b>               |
|                            |  |                        |

1. Give separately the area and population of each subdivision.

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 5**  
**PART - II**

**RETURN SHOWING THE NUMBER OF OFFICERS OF EACH CLASS VESTED WITH JURISDICTION IN CRIMINAL CASES PRESENT IN THE DISTRICT AT THE CLOSE OF THE YEAR, AND THE NUMBER OF WORKING DAYS OF ALL OFFICER'S EMPLOYED IN THE DISTRICT DURING ANY PART OF THE YEAR**

| Class of Courts                                       | Exercising Criminal Powers only (1) | Criminal and Civil Powers (1) | Criminal and Revenue Powers (1) | Total number of working days employed |                   |                     | Remarks (3) |
|---|-------------------------------------|-------------------------------|---------------------------------|---------------------------------------|-------------------|---------------------|-------------|
|   |                                     |                               |                                 | On Criminal work (2)                  | On Civil work (2) | On Revenue work (2) |             |
| <b>1</b>  |                                     |                               | <b>2</b>                        |                                       |                   | <b>3</b>            |             |
| Courts of Sessions Judge                              |                                     |                               |                                 |                                       |                   |                     |             |
| Additional Sessions Judge                             |                                     |                               |                                 |                                       |                   |                     |             |
| Assistant Sessions Judge                              |                                     |                               |                                 |                                       |                   |                     |             |
| Total   |                                     |                               |                                 |                                       |                   |                     |             |
| Magistrates (Judicial)                                |                                     |                               |                                 |                                       |                   |                     |             |
| 1st Class   |                                     |                               |                                 |                                       |                   |                     |             |
| 2nd Class   |                                     |                               |                                 |                                       |                   |                     |             |
| Total   |                                     |                               |                                 |                                       |                   |                     |             |
| Special Judicial Magistrate under Section 13, Cr.P.C. |                                     |                               |                                 |                                       |                   |                     |             |
| Executive Magistrate                                  |                                     |                               |                                 |                                       |                   |                     |             |
| Total   |                                     |                               |                                 |                                       |                   |                     |             |

**Note - (1)** Enter only officers employed in the district at the close of the year.

**(2)** Include the working days of every officer exercising Criminal Powers, during any part of the year.

**(3)** Note in the column of Remarks, the number of officers of each class who, though vested with powers did not do any criminal work during the year.

**(4)** Includes the Chief Judicial Magistrate/District Magistrate.

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 5**  
**PART - III**  
**STATEMENT SHOWING THE RECEIPTS AND CHARGES OF THE CRIMINAL COURTS AND THE PROPORTION OF THE SALARY OF JUDICIAL OFFICERS DEBITABLE TO CRIMINAL JUSTICE FOR THE YEAR 20 .....**

| Class of Courts (1) | Receipts 2           |               |              |                               |  |          |                               |  |                     |                                 | 15. Total of columns 9 to 14 | 15. Remarks |                  |                          |             |
|---------------------|----------------------|---------------|--------------|-------------------------------|--|----------|-------------------------------|--|---------------------|---------------------------------|------------------------------|-------------|------------------|--------------------------|-------------|
|                     | In Court fees Stamps |               |              | In Cash or special Stamps     |  |          | Salaries of Judicial officers |  | Establishment       |                                 |                              |             | Con-tin-gen-cies |                          |             |
|                     | 2. Process Fees      | 3. Other Fees | 4. Fines (3) | 5. Copying and comparing Fees | 6. Other Receipts credited to Government | 7. Total | 8. Gross                      | 9. Share debit to Criminal Justice (4) | 10. Process Servers | 11. Salaried Copying and Clerks |                              |             | 12. Others       | 13. Others contingencies | 14. Refunds |
|                     |                      |               |              |                               |  |          |                               |  |                     |                                 |                              |             |                  |                          |             |
| <b>Total.....</b>   |                      |               |              |                               |  |          |                               |  |                     |                                 |                              |             |                  |                          |             |

1. District Magistrates/Chief Judicial Magistrates will give total figure separately for each station at which there is a Magistrate, Sessions Judge will give them separately for each district within the Sessions Divisions. 2. Omit fractions of a rupee. 3. Magistrates will not include realisation on account of fines imposed on persons committed for trial to the Court of Session which will be shown by the Sessions Judge in his statement. They will include all other Judicial fines realised by them, whether afterwards to local funds or not. 4. The Proportion of an officers time shown in part II to have been devoted to Criminal work will determine the proportion of his salary to be debited to Criminal Justice.

**Note.** 1. Column 2 This column is intended to exhibit all receipts under rules framed by the High Court in accordance with clause 2, Section 20 of the Court Fees Act VII of 1870. The Court fees realised on warrants in non-cognisable cases by whomsoever executed should, therefore, be shown in it.

**Note.** 2. Column 4 should include all judicial realised whether imposed in the exercise of appellate or original jurisdiction, and also the realisation on account of forfeited bailor recognisance (Chapter XXXIII of Criminal Procedure Code) in the cases entered against cross-heading 9 of Annual Statement

3. Amount paid away as compensations should not be included in this column, nor in any of the other columns of this statement.

**Note.** 3. Column 14 The term "Refunds" is applicable to such fines only as only 'as are remitted under proper authority and have to be paid back to the parties on whom they were levied.



III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 6**  
**ANNUAL STATEMENT - 2 (CRIMINAL)**  
**STATEMENT OF OFFENCES REPORTED AND OF PERSONS TRIED, CONVICTED AND**  
**ACQUITTED OF EACH OFFENCE IN THE IN THE YEAR 20 .**

| 1. | Description of offences                            | Number of Cases |    | 13. | Remarks |
|----|--|-----------------|----|-----|---------|
|    |  | 2.              | 3. |     |         |
|    | Offences reported                                  |                 |    |     |         |
|    | Complaints dismissed under Criminal Procedure Code |                 |    |     |         |
|    | Other cases found to be false                      |                 |    |     |         |
|    | Cases returned as true                             |                 |    |     |         |
|    | Brought to trial                                   |                 |    |     |         |
|    | Under trial including pending from previous year   |                 |    |     |         |
|    | Acquitted or discharged                            |                 |    |     |         |
|    | Found guilty and placed on probation               |                 |    |     |         |
|    | Convicted  |                 |    |     |         |
|    | Died, escaped or transferred to another district   |                 |    |     |         |
|    | Remaining under trial                              |                 |    |     |         |
|    |  |                 |    |     |         |

III. PERIODICAL RETURNS AND STATEMENTS

**INSTITUTIONS FOR THE PREPARATION OF ANNUAL STATEMENT-2 (CRIMINAL**

*This Statement should be prepared from statistical Register 1, No. (R) 16*

*Column 1* - The printed scheduled of offences must be adhered to. Attempts, where not separately specified in the scheduled, should be entered immediately after the offences at which they are attempts. Abetment should be included with the substantive offences abetted.

Every criminal conspiracy falling under Chapter V-A of the Indian Penal Code, should be included with the offence to which the conspiracy in each case relates.

*Column 7* - Include persons pending trial at the close of the previous year and those received by transfer from other districts during the year to which the return relates.

*Column 12* - In this column may be noted how many of the persons entered against Column 7 were dealt with under summary provisions of Chapter XXI of the Criminal Procedure Code; in how many cases entered against other columns, the complaint was required to pay compensation to the accused under Section 250, in addition to the punishment inflicted upon him, was required to give recognizance or security to keep the peace under Section 106.

The number of persons out of those shown in column 8, the cases against whom were compounded, withdrawn or dismissed for default or appearance (*Sections 256, 257, 249 and 320 of the Code of Criminal Procedure*) should also be noted in this column against the total of each class of offence.

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**Note** - The totals of columns 8 to 11 should tally with the total of column 7.  
The name of the district to which transfer should also be noted in column of Remarks.

III. PERIODICAL RETURNS AND STATEMENTS

**SCHEDULE OF OFFENCES**

Attempts where not separately specified in the Schedule should be entered immediately after the offences at which there are attempted. Abetment should be included with the substantive offences abetted.

Nomenclature of Offences, with Chapter and Section of the Penal Code or other Law applicable

**1. OFFENCES UNDER THE PENAL CODE**

|   |              |   |
|---|--------------|---|
| Offences against the State..  | Chapter VI   | Section 121 to 130  |
| Offences against the Army and Navy  | Chapter VII  | Section 131 to 140  |
| Offences against the Public' tranquility  | Chapter VIII | Sections 143 to 145, 149 to 151, 157, 158-Unlawful Assembly<br>Sections 147, 148, 152, 153 and<br>154 to 156 etc. Rioting, Sections 153-A- Promoting enmity between classes.<br>Section 160-Affray  |
| Offences by or relating to public servants  | Chapter IX   | Sections 161 to 169 by public servants<br>Sections 161, 170 and 174-<br>Rela ting to public servants<br>Sections 172 to 190   |
| Contempt of the lawful authority of public servants. False evidence and offences against public justice |              | Sections 193 to 200-False evidence, etc.<br>Sections 201 to 229- Offences against public justice.   |
| Offences relating to coin and Government stamps   | Chapter XII  | Sections 231 to 254<br>Offences relating to coin .<br>Sections 255 to 263 -<br>Offences relating to stamps.   |
| Offences relating to weights and measures   | Chapter XIII | Sections 264 to 267   |
| Offences affecting the public health, safety, convenience, decency and morals                           | Chapter XIV  | Sections 269 to 278 -<br>Offences affecting public health.<br>Sections 279 to 289 -<br>Offence affecting safety.<br>Sections 290 to 291 -<br>Offences affecting convenience.<br>Sections 292 to 294 -<br>Offences affecting decency and morals.<br>Sections 294 A-Keeping lottery office of publishing proposals for lottery. |

III. PERIODICAL RETURNS AND STATEMENTS

|                                      |             |   |
|--------------------------------------|-------------|---|
| Offences relating to religion        | Chapter XV  | Sections 295 to 298<br>Sections 302 and 303-<br>Murder<br>Section 307-Attempt<br>to murder<br>Section 304-Culpable<br>homicide.<br>Section 304-A-Causing<br>death by rash or<br>negligent act.<br>Section 308-Attempt<br>at culpable homicide<br>Section 305 and 306-<br>abetment of suicide<br>Section 309-Attempted<br>suicide Sections 311-<br>Thug. etc.<br>Sections 312 to 315-<br>Causing miscarriage<br>Section 316-Injury to<br>unborn children.  |
| Offences affecting the human<br>body | Chapter XVI | Section 317-Expose of<br>infants<br>Section 318-<br>Concealment of<br>birth by secret disposal<br>of dead body.<br>Sections 325 to 331 and<br>333-<br>Hurt with aggravating<br>circumstances.<br>Sections 323, 324, 332<br>and 334 to 338 - Other<br>cases.<br>Section 341-Wrongful<br>restraint<br>Sections 343 to 348-<br>Wrongful confinement.<br>Sections 352 to 358-<br>Criminal force or assault<br>Sections 364, 366, 367-<br>Kidnaping of forcible<br>abducting<br>circumstances.<br>Sections 363, 365, 368, 369-<br>Other cases<br>Sections 370 & 371 -<br>Salvory<br>Sections 372 & 373-<br>Buying or selling a<br>minor for the purposes<br>of prostitution.<br>Section 374-Forced labour<br>Section 376-Rape<br>Section 377-Unnatural<br>Offences |

III. PERIODICAL RETURNS AND STATEMENTS

|                           |              |  |
|---------------------------|--------------|--|
| Offences Against Property | Chapter XVII | Section 382- Theft with aggravating circumstances.<br>Sections 379 to 381 and 401 - Other Cases<br>Sections 386 to 389- Extortion with aggravating circumstances.<br>Sections 384 and 385- Other cases.<br>Sections 392, 393 and 394 - with hurt - Other case - Attempts with murder<br>Sections 396, 397- With attempt to cause death or grievous hurt.<br>Section 39B-Attempted robbery or dacoity when armed with deadly weapons.<br>Sections 395, 399, 400 & 402- Other cases<br>Sections 403 to 404 - Criminal misappropriation of property.<br>Sections 406 to 409 - Criminal breach of trust<br>Sections 411 to 414 - Receiving or habitually dealing in stolen or plundered property.<br>Sections 417 to 420 - Cheating<br>Sections 421 to 424- Fraudulent deeds or disposition of property.<br>Sections 429 to 433 & 435 to 440 - Mischief with aggravating circumstances.<br>Sections 426 to 428 & 434 Mischief in other cases.<br>Sections 459 & 463 - Criminal trespass resulting in death or grievous hurt.<br>Sections 449 to 452, 454, 455, 457 & 458 - Criminal trespass for Commission of serious offences.<br>Sections 447, 448, 453, 454, 461 & 462 - Criminal trespass in other cases. |
|---------------------------|--------------|--|

III. PERIODICAL RETURNS AND STATEMENTS

|   |                             |  |
|---|-----------------------------|--|
| Offences relating to documents Chapter XVIII<br>and to trade or property mark |                             | Sections 465 to 471<br>and 474 -<br>Forgery or uttering or<br>possessing forged<br>documents or papers.<br>Sections 472 to 476 -<br>Counterfeiting or<br>making or possessing a<br>counterfeit seal, etc., for<br>purposes of forgery.<br>Section 477 -<br>Fraudulently<br>destroying or defacing<br>a will of other<br>document.<br>Sections 482, 486, 487<br>and 488 - Using a false<br>trade or property mark<br>and knowingly selling<br>property so marked.<br>Sections 483 to 485 -<br>Counterfeiting or<br>making or possessing a<br>die plate, or instrument<br>for counterfeiting a trade<br>or property mark.<br>Section 489 - Removing,<br>destroying etc., a trade<br>or property mark with<br>intent to cause injury.<br>Sections 489-A to 489-<br>D- Counterfeiting<br>currency notes or<br>bank notes or using as<br>genuine or possessing<br>forged or<br>counterfeit currency<br>notes or bank notes or<br>making or possessing<br>instruments or materials<br>for forging or<br>counterfeiting the same.<br>Sections 490 to 492<br>Sections 493 to 498 |
| Criminal breach of contract<br>of service                                     | Chapter XIX                 |  |
| Offences relating to marriage<br>Defamation                                   | Chapter XX                  |  |
| Criminal intimidation insult<br>and annoyance                                 | Chapter XXI<br>Chapter XXII | Sections 500 to 502<br>Section 506- The threat<br>being<br>to cause death of other<br>grievous hurt.<br>Sections 504 to 510-<br>Other cases.   |

## III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 7**  
**ANNUAL STATEMENT 3 - (CRIMINAL)**  
**STATEMENT OF MISCELLANEOUS PROCEEDING UNDER THE CRIMINAL PROCEDURE CODE**  
**IN THE..... DURING 20 .....**

| Nature of Proceedings  | Total number dealt with during the year |         | Disposed of during the year |            |           | Remarks |
|--|---|---------|-----------------------------|------------|-----------|---------|
|  | Cases                                   | Persons | Cases                       | Persons    |           |         |
|  |   |         |                             | Discharged | Convicted |         |
| 1  | 2                                       | 3       | 4                           | 5          | 6         | 7       |
| 1. Proceedings against witnesses under Chapter VI-C and Section 349<br>2. Proceedings under Chapter VIII. To prevent breach of the peace<br>3. Proceedings under Chapter VIII, Security for good behaviour<br>4. Proceedings against local nuisances, Chapter X-8<br>5. Possessions, Chapter X-D<br>6. Maintenance, Chapter IX<br>7. Forfeiture of bail or recognisance under Chapter XXXIII<br>8. Proceeding under Section 8 and 9 of the Probation of Offenders Act, 1958 (Act 20 of 1958) |   |         |                             |            |           |         |
| Total.....   |   |         |                             |            |           |         |

SUB-HEADS 2 and 3 - Cases under Sections 107, 108, 109, 110, 119, 121, 124, 125 and 126 Criminal Procedure Code, will also appear under the appropriate head of the schedule in Statement 2 and Statement 4. Persons convicted under these heads, and required to give security or recognisance under Sections 121, 124, 125 and 126, Criminal Procedure Code, will also appear in Statement 5.  
 SUB-HEADS, 4, 5 and 7 - Cases under these sub-heads will not appear in Statements 2, 4, or 5.  
 SUB-HEAD 8 - Number of enquiries ordered by the Courts under the Probation of Offenders Act, 1958 shall be noted in the Remarks Column against this Sub-head.  
**Note** - Column 7 vide final paragraph of the Note, to Annual Statement 5.

## III. PERIODICAL RETURNS AND STATEMENTS

| <b>FORM No. (S) 8</b>  |   |              |              |            |             |                                     |                      |       |                              |  |
|--|---|--------------|--------------|------------|-------------|-------------------------------------|----------------------|-------|------------------------------|--|
| <b>ANNUAL STATEMENT - 4 (CRIMINAL)</b>   |   |              |              |            |             |                                     |                      |       |                              |  |
| <b>STATEMENT SHOWING THE GENERAL RESULT OF CRIMINAL TRIALS IN</b>  |   |              |              |            |             |                                     |                      |       |                              |  |
| <b>THE COURTS OF VARIOUS CLASSES IN THE YEAR 20</b>  |   |              |              |            |             |                                     |                      |       |                              |  |
| Class of Tribunal  | Number of persons under trials            |              |              |            |             |                                     |                      |       |                              |  |
|  | Brought to trial during the year          |              |              |            |             |                                     |                      |       |                              |  |
|  | 2   | 3            | 4            | 5          | 6           | 7                                   | 8                    | 9     | 10                           | 11   |
|  | Remaining at the end of the previous year | Under arrest | Upon warrant | On summons | Voluntarily | Received on commitment or reference | Received by transfer | Total | Died, Escaped or transferred | Discharged or acquitted or released under Sections 249 and 258, Criminal Procedure Code. |
| 1  |   |              |              |            |             |                                     |                      |       |                              |  |
| <b>I. JUDICIAL MAGISTRATES</b><br>1. Chief Judicial Magistrates<br>2. Judicial Magistrate, 1 st Class including Sub-divisional Judicial Magistrate<br>3. Judicial Magistrate - Second Class<br>4. Special Judicial Magistrate under Section 13, Criminal Procedure Code<br>5. Cases referred under Sections 323,325, Criminal Procedure Code |   |              |              |            |             |                                     |                      |       |                              |  |



III. PERIODICAL RETURNS AND STATEMENTS

| Class of Tribunal   | Persons whose cases were disposed of                       |                                      |  |   |                                       |                                  |  |  |                                   |  |                                  |                                | 22<br>Committed or referred to 1 | 23<br>Total of column 11 to 22 |
|---|--|--------------------------------------|--|---|---------------------------------------|----------------------------------|--|--|-----------------------------------|--|----------------------------------|--------------------------------|----------------------------------|--------------------------------|
|   | On regular trial Convicted                                 |                                      |  |   |                                       |                                  | On summary trial   |  |                                   |  |                                  |                                |                                  |                                |
|   | Youthful offenders dealt with under Sec 31, Act VIII, 1897 |                                      |  | Youthful offenders dealt with under Act 20 of 1958. |                                       |                                  | Found guilty and placed on probation under Act 20 of 1958. |  |                                   | Discharged after admonition            |                                  |                                |                                  |                                |
|   | 12<br>Appalable sentence passed                            | 13<br>Non-appalable sentence passed. | 14<br>Found guilty and placed on probation under Act 20 of 1958. | 15<br>Discharged after admonition                   | 16<br>Delivered to parent or guardian | 17<br>Appalable sentence passed. | 18<br>Non-appalable sentence passed.                       | 19<br>Found guilty and placed on probation under Act 20 of 1958. | 20<br>Discharged after admonition | 21<br>Delivered to parent or guardian. | 22<br>Committed or referred to 1 | 23<br>Total of column 11 to 22 |                                  |                                |
| 1   |  |                                      |  |   |                                       |                                  |  |  |                                   |  |                                  |                                |                                  |                                |
| <p>II. EXECUTIVE MAGISTRATES</p> <p>1. District Magistrates</p> <p>2. Sub-divisional Magistrates .</p> <p>3. Executive Magistrates of other categories</p> <p>Total</p> <p>III. COURTS OF SESSIONS</p> <p>Assistant Judges .</p> <p>Judges and Additional Judges</p> <p>Total</p> <p>IV. SUPERIOR COURTS OF ORIGINAL JURISDICTION</p> <p>High Court</p> <p>Cases under Section 407, Criminal Procedure Code</p> <p>Cases referred by Sessions Judges under Section 366, Criminal Procedure Code</p> <p>Total</p> <p>Grand Total</p> |  |                                      |  |   |                                       |                                  |  |  |                                   |  |                                  |                                |                                  |                                |

III. PERIODICAL RETURNS AND STATEMENTS

| Class of Tribunal | Persons under trial at the end of the year | Brought to trial during the year | Disposed of during the year (3) |                                   |                                    |  | Number of cases   |   |                  |                                   | Remarks |                              |
|-------------------|--|----------------------------------|---------------------------------|-----------------------------------|------------------------------------|--|---|---|------------------|-----------------------------------|---------|------------------------------|
|                   |  |                                  | Under the I.P.C.                | Under the special and local laws. | Remaining at the close of the year | Number of cases entered in Cols. 26 and 27 tried unmarily. | Aggregate number of days during which the cases entered in Cols. No. 26 and 27 lasted (4) | Average number of days during which each case lasted. | Under the I.P.C. | Under the special and local laws. |         | Number of witnesses examined |
| 1                 | 12   | 13                               | 14                              | 15                                | 16                                 | 17   | 18  | 19  | 20               | 21                                | 22      | 23                           |
|                   |  |                                  |                                 |                                   |                                    |  |   |   |                  |                                   |         |                              |

1. Persons whose cases were referred to a Superior Court for higher punishment for orders under Section 325, Criminal Procedure Code, or for confirmation of sentence will be entered in Column 22 and not in columns 12 to 21 against the Court making the reference. Against the Court receiving the reference they will be shown as convicted or acquitted, according to the orders passed by it, or as pending if orders have not been passed.

2. These cases will also be shown against the Magistrates who made the reference, entry being made as directed above.

3. Omit cases in which the accused died, escaped or was transferred.

4. In calculating the duration before the Magistrates Courts the starting point to be taken is not the date of complaint or information, but from that of apprehension or attendance on summons or otherwise. As regards Courts of Sessions of Sessions the number of days occupied should be given commencing from the date of commitment

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 9**  
**ANNUAL STATEMENT - 5 (CRIMINAL)**  
**STATEMENT SHOWING THE PUNISHMENTS INFLUENCED BY THE VARIOUS CRIMINAL**  
**COURTS IN THE EXERCISE OF ORIGINAL JURISDICTION IN THE YEAR 20**

| Class of Court | Persons sentenced to |      |                   | Persons ordered to execute bonds |          |  |  | Persons imprisoned in default of security for good behaviour |   |        |                   |                      |                  |               |                  |               |
|----------------|----------------------|------|-------------------|----------------------------------|----------|--|--|--|---|--------|-------------------|----------------------|------------------|---------------|------------------|---------------|
|                | Imprisonment         | Fine | To keep the peace | To be good behavior              |          | Under Section 108, Criminal Procedure Code | Under Section 109 and 110 of Criminal Procedure Code | Under Section 108, Criminal Procedure Code                   | Under Sections 109 and 110 of Criminal Procedure Code |        |                   |                      |                  |               |                  |               |
|                |                      |      |                   | For file                         | Regorous |  |  |  |   | Simple | With imprisonment | Without imprisonment | Without Sureties | With Sureties | Without Sureties | With Sureties |
|                |                      |      |                   |                                  |          |  |  |  |   |        |                   |                      |                  |               |                  |               |
| 1              | 2                    | 3    | 4                 | 5                                | 6        | 7  | 8  | 9  | 10  | 11     | 12                | 13                   | 14               | 15            | 16               |               |
|                |                      |      |                   |                                  |          |  |  |  |   |        |                   |                      |                  |               |                  |               |



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III. PERIODICAL RETURNS AND STATEMENTS

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1. Omit fraction of a rupees
2. Include all judicial fines imposed during the year by the Criminal Courts in the exercise of Original Jurisdiction.
3. Include all such fines realised during the year, though imposed in previous years.

**INSTRUCTIONS** - In the case of offences triable jointly under Section 219 of the Code of Criminal Procedure, the sentences passed should be exhibited separately if consecutive, and once only if concurrent. The number of case such as those in which fulfilment of contract is ordered Under Act XIII of 1859 should be noted in a foot note.

As regards persons whose cases have been referred for higher punishment, for orders under Section 25 of the Criminal Procedure Code or for confirmation of sentence, the punishment, if any, sanctioned by the High Court should be entered against such higher Court and not against the Court making the reference.

**Note** - Column 23 - This column should exhibit all fines imposed during the year on the persons shown in Columns 7 to 22 of the Statement, by Officers in the exercise of original jurisdiction.

Column 24 should exhibit the realized portion of the above fines, including realization of fines imposed but not recovered in a previous year.

Column 25 represents compensation awarded to complaints under Section 357, Criminal Procedure Code. These award should also be shown under the head fines "imposed" and "realized" in columns 23, 24 for the part of such fines. Compensation paid away out of realisations under Section 250, Criminal Procedure Code should not be entered in statement, except in the columns for Remarks of Annual statement 3.

Column 26 to 35 should include the persons entered in Columns 5, 6, 11, 12 and 15.

Youthful offenders whose sentence have been committed to detention in a Reformatory schools should be entered not only column 36 but also in column 5 and 6 of this Statement, according to the nature of the sentence of

III. PERIODICAL RETURNS AND STATEMENTS

**FORM No. (S) 10**  
**ANNUAL STATEMENT-6-(CRIMINAL)**  
**STATEMENT SHOWING THE RESULT OF APPEALS AND**  
**REVISIONS IN CRIMINAL CASES IN THE DISTRICT**  
**OF..... DURING THE YEAR 20.....**

| Number of persons |   | Number of cases |  |  |  |  |  | Remarks   |
|-------------------|---|-----------------|--|--|--|--|--|---|
| 1.                | Class of Court  |                 |  |  |  |  |  | Note in this column the number of convicted persons required to keep the peace under Section 106 (3), Criminal Procedure Code, by Court of Appeal or Revision and the number of youthful offenders sent to a Reformatory School by Appellate Courts under Section 8 (2) of the Reformatory Schools Act, 1897. |
| 2.                | Total number of appellants, and applicants for revision including pending from previous year. |                 |  |  |  |  |  |   |
| 3.                | Died, escaped, transferred  |                 |  |  |  |  |  |   |
| 4.                | Appeals summarily dismissed or application rejected (1).                                      |                 |  |  |  |  |  |   |
| 5.                | Sentence confirmed or order   |                 |  |  |  |  |  |   |
| 6.                | Sentence enhanced   |                 |  |  |  |  |  |   |
| 7.                | Sentence reduced or order otherwise altered   |                 |  |  |  |  |  |   |
| 8.                | Reversed  |                 |  |  |  |  |  |   |
| 9.                | Proceedings quashed   |                 |  |  |  |  |  |   |
| 10.               | New trial or further enquiry ordered  |                 |  |  |  |  |  |   |
| 11.               | Total whose cases were disposed of including entries-in columns 4 to 10.                      |                 |  |  |  |  |  |   |
| 12.               | Remaining at the end of the year  |                 |  |  |  |  |  |   |
| 13.               | Preferred during the year   |                 |  |  |  |  |  |   |
| 14.               | Disposed of during the year   |                 |  |  |  |  |  |   |
| 15.               | Remaining at the close of the year  |                 |  |  |  |  |  |   |

APPEALS

To

Court of Session

From

Magistrates .....

Assistant Judges .....

III. PERIODICAL RETURNS AND STATEMENTS

|   |   |  |
|---|---|--|
| To<br>Superior Courts   | {<br>by persons convicted<br>by Government from<br>judgments of<br>acquittal, Section 378<br>REVISION | From<br>All Courts<br><br>Total.....                                     |
| Court of Sessions .....<br>High Court (cases referred for<br>order under Section 395) ..... | }   | From the order of<br>Magistrates<br>Any Criminal Court<br><br>Total..... |
|   |   | Grand total.....   |

1. Persons whose appeals and application were dismissed under Section 384 of the Criminal Procedure Code, should be in column 4, in which, Sessions Judges should also include applicants for revision whose cases they rejected
  2. Excluding cases in which appellant or applicant died, escaped or was transferred -
- NOTE.** The words ' Applicants for Revision' in the heading of Column 2 should be held to include all person (except complainants) on whose behalf an application for revision is made, or in whose interest the Judge may take steps to obtain revision on his own motion. Where. such application is made or such steps are take on behalf of a complainant, the fact should be noted, with the number of complainants and accused persons concerned, in the column of remarks. In the latter case, the accused persons against whom the application is made, though not appearing in column 2, will fail into their proper places in Columns 3 to 12 according to the result of such application.

**FORM No. (S) 11**  
**TABLE 1- (CRIMINAL)**  
**ORIGINAL JURISDICTION**  
**STATEMENT SHOWING THE DETENTION OF WITNESSES,**  
**THE NUMBER OF WITNESSES DISCHARGED WITHOUT**  
**EXAMINATION AND THE AMOUNT PAID AS EXPENSES DURING THE YEAR 20.....**

| Courts | Number of witnesses examined and discharged |                |                |                   |   | Number of witnesses discharged without examination | * Amount paid as expenses | Remarks |
|--------|---|----------------|----------------|-------------------|---|--|---------------------------|---------|
|        | On the 1st day                              | On the 2nd day | On the 3rd day | After the 3rd day |   |  |                           |         |
| 1      | 2   | 3              | 4              | 5                 | 6 | 7  | 8                         |         |

\* Omit fractions of a Rupee.

1. Chief Judicial Magistrates, District Magistrates should give separately the total figures for each station where a Magistrate is posted, Sessions Judges should give separately the figures for each district within the Sessions Division.

2. Explain entries in Column 5 and name of officers before whom delay principally occurred by a separate sheet.

**Note** - The figures in Columns 2, 3, 4 and 5 should exhibit the total number of witnesses discharged either after examination or without examination.



III. PERIODICAL RETURNS AND STATEMENTS

**FORM No.(S) 12**  
**ANNUAL STATEMENT**  
**STATEMENT SHOWING THE PERSONS**  
**DEALT WITH UNDER THE**  
**PROBATION OF OFFENDERS ACT DURING 20.....**

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|   | No. of persons          |                              |
|---|-------------------------|------------------------------|
|   | Below 21 year<br>of age | 21 years of age<br>and above |
| 1. Released on Admonition   | .....                   | .....                        |
| 2. Released on Probation without<br>Supervision   | .....                   | .....                        |
| 3. Released on Probation on furnishing surety<br>or in charge of Probation Officer specifically<br>appointed by the Court | .....                   | .....                        |
| 4. Released on Probation and required to<br>reside at Probation Home, Hostel or<br>other places                           | .....                   | .....                        |
| 5. Released on Probation and placed under the<br>supervision of a Probation Officer                                       | .....                   | .....                        |
| 6. Released on Probation with requirement to<br>pay compensation to the victim  | .....                   | .....                        |
|   | Total .....             | .....                        |

IV. PERIODICAL RETURNS AND STATEMENTS

**IV. MISCELLANEOUS FORMS**

**FORM No.(M) 1**

**FORM OF HEADING OF DEPOSITION**

**[Form No. (J) 12 of Schedule XLII, Civil, Volume II,  
is to be intended for and used]**

**FORM No.(M) 2**

**FORM FOR RECORDING CONFESSIONS AND  
STATEMENTS (SEE SECTION 164 OF THE CODE OF  
CRIMINAL PROCEDURE AND G.R. & C.O.,  
VOLUME I, PAGES 11-12**

Before.....Judicial Magistrate.....at  
(a) .....in Subdivision.....of  
District..... (1) The accused.....is  
brought by.....police (Sub) Inspector /  
(Head) Constable before me at my .....Court/  
Camp .....(a).....on the (b).....  
(c) .....A.M./P.M. to have his confession/  
Statement recorded. The letter/memo given to me,  
dated .....from the (d) is attached to the record.  
I have ascertained that the offence was committed  
at (a) .....on the (b).....(c).....  
A.M./P.M.

(2) The accused is placed in charge of (g) I have  
satisfied myself that there is no police officer in the Court or  
in any place whence the proceedings can be seen or heard  
except the above named (g) ..... who have/has not been  
concerned in the investigation of the crime or in the arrest or  
production of the accused.

(3) The accused is questioned regarding the time  
during which and the places where he has . been under the  
control of the police.

Questions

Answers

detained/arrested at..... (e)..... A.M./  
P.M .....on.....i.n village/  
town/ city .....of.....I was taken to (f).....  
at .....on .....I was sent to you from (e)  
..... at.....on .....

4. The accused is then cautioned as follows :-

“You should remember that I am a Magistrate, that you are not bound to make a confession and that such a confession may be used in evidence against you.

IV. MISCELLANEOUS FORMS

Further cautions, if any.

The accused is then questioned to ascertain whether he has understood the warning and whether the confession is voluntary or is caused by any inducement, threat or promise referred to in Section 24, Indian Evidence Act.

Questions

Answers

(5) Record of statement made :-

The statement of .....aged about .....years, made in the language .....My name is .....My father's name is.....  
.....and by occupation..... My home is a Mouza.....Police-station.....District.....I reside at .....

Questions

Answers

Signature or mark of accused  
Signature of Magistrate

(6) Prescribed Memorandum :-

I have explained to (h) .....that he is not bound to make a confession and that, if he does so any confession he may make be used as evidence against him and I believe that this confession was voluntarily made. It was taken in my presence and hearing and was read over to the person making it and admitted by him to be correct, and it contains full and true account of the statement made by him.

(Signature of Magistrate)

(7) Brief statement of Magistrate's reasons for believing that the statement was voluntarily made.

(8) The statement having been recorded, the accused is forwarded -to .....at.....

(Signature of Magistrate)

**Note** - The questions noted below are specimen questions and the Magistrate should merely use them for the purpose of helping him to put the particular questions he considers desirable, having regard to the circumstances of the case and the character of the accused :-

- (i) Do you know that I am not an officer of the police but a Magistrate?
- (ii) Do you know that you are not bound to make a confession?
- (iii) Do you know that if you make a confession it may be used in evidence against you?
- (iv) Do you know that you should not say anything because others have told you to say so and that you are at liberty to say whatever you really desire to say?
- (v) What are the reasons which have weighed with you in deciding to make a confession ?



IV. MISCELLANEOUS FORMS

Space for expedition fee

**FORM No.(M) 3-1**

**APPLICATION FOR COPIES**

Serial No .....

IN THE COURT OF

Application for Urgent/Ordinary Copy

\* ..... No..... of 20.....

Space for searching fee

\* Here state the class of case .....

*Versus*

|   |   |
|---|---|
| Description of document of which copy is wanted with date and the purpose for which copy is applied for<br><br>Dated..... 20..... | Application is made by .....the undersigned, for copy of the marginally named document in the above case which was disposed of on/is still pending.....The following stamps and stamped sheets are filed :-<br><br>Signature of applicant |
|---|---|

|   |  |
|---|--|
| <p style="text-align: center;"><b>ESTIMATE OF COSTS</b></p> <p>(Excluding what has been filed)</p> <p style="text-align: center;">Rs. P.</p> <p>..... Stamp sheet @ 20 P.</p> <p>..... Court-fee stamps @ 20 P.</p> <p>Extra stamp for urgency .....</p> <p>Searching fee in stamp.....</p> <p style="text-align: center;">Total</p> <p>Date Clerk-in-charge<br/>Head Comparing Clerk</p> | <p>Estimated stamps, etc, notified on ..... supplied on.....</p> <p style="text-align: center;">Applicant,</p> <p>Record received on .....</p> <p>Copy will be ready on .....</p> <p>Copy actually ready on .....</p> <p>Copy delivered on</p> |
|---|--|

|  |  |
|--|--|
| <p>Serial No .....</p> <p>Received an application for copy bearing the above number to attend for estimate on .....</p> <p>Estimated stamp and sheets valued at Rs. P.</p> <p>Supplied on .....</p> <p>To attend for copy on .....</p> | <p><b><u>HEAD COMPARING CLERK</u></b></p> <p><b><u>CLERK-IN-CHARGE</u></b></p> <p>Date .....20 .....</p> <p>Received copy on .....with unused stamps and sheets valued at Rs. P.</p> <p style="text-align: right;">Applicant</p> |
|--|--|

**NOTE** - The application will not be considered complete until stamps and costs have been supplied in full which must be done within 3 days of the date of the estimate. All inquiries and complaints shall be accompanied by this counterfoil. It will be given up when the copy is delivered.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 3-B  
APPLICATION FOR INFORMATION**

| No & date | Name and residence | Nature of the information | Date on which the information is to be ready | Signature of officer receiving the application | Remarks |
|-----------|--------------------|---------------------------|--|--|---------|
| 1         | 2                  | 3                         | 4  | 5  | 6       |
|           |                    |                           |  |  |         |

Received from ..... Application No..... of date .....  
for information which will be ready .....

Dated,

Clerk-in-charge

**FORM No. (M) 4  
LETTER TO CHIEF DISTRICT MEDICAL  
OFFICER TO HOLD POST-MORTEM EXAMINATION  
No .....**

From

THE MAGISTRATE OF

To

THE CHIEF DISTRICT MEDICAL OFFICER OF

Dated, the 20..... 20.....

Sir,

I am to request that you will make post-mortem examination of the body of .....herewith sent to you, and report the result to this office.

Yours faithfully,  
Magistrate

IV. MISCELLANEOUS FORMS

**FORM No.(M) 5**  
**LETTER TO CHIEF DISTRICT MEDICAL OFFICER TO**  
**EXAMINE PERSON SAID TO BE INSANE**

*[Sections 328 (1) and 329 of the Criminal Procedure Code]*

No. ....

From

THE SESSIONS JUDGE OF  
MAGISTRATE

To

THE CHIEF DISTRICT MEDICAL OFFICER OF  
MEDICAL OFFICER

Dated, the ..... 20.....

Sir,

I am to say that .....son/daughter/wife of .....of  
village .....P.S .....District.....is alleged to be of unsound  
mind. He/she is forwarded to you for examination .

I am to request you to examine the said .....and forward  
your certificate in the prescribed form to this Court by to which date the  
case has been posted.

Yours faithfully,  
Sessions Judge  
Magistrate

**FORM No.(M) 6**  
**LETTER FROM COMMITTING MAGISTRATE**  
**TO THE SESSIONS JUDGE**  
**NOTIFYING COMMITMENT**

No. ....

From

THE..... MAGISTRATE OF

To

THE SESSIONS JUDGE

Dated, the..... 20

Sir,

I am to report that I have this day committed,  
..... to take his trial before the Court of Session

IV. MISCELLANEOUS FORMS

The person named below. The record of the G.R. / Complaint Case No. .... of 20 .....along with case diary is forwarded herewith. The receipt of the same may kindly be acknowledged. Copies of papers required under Section 207/208 Criminal Procedure Code have been supplied to him. The receipt granted by the accused is enclosed herewith. The accused is on bail/in jail custody. He has/has not the means to engage a lawyer for his defence (1). The reports of the Chemical examiner and the Serologist along with material object have been received.

[1. Strike out the portion which is unnecessary 1

The material objects have been forwarded to the Chemical examiner of .....under this office letter No .....dated ..... which have not yet been received.

Magistrate

(Name of the persons committed)

- 1.
2.

FORM No.(M) 7
COURT'S CERTIFICATE TO BE GIVEN TO GOVERNMENT OR LOCAL FUND SERVANTS WHO ATTEND COURT AS WITNESSES

(Articles 1133 and 1134, Civil Service Regulations)

COURT OF THE .....

- 1. Name Certified that 1.....
2. Designation 2. ....

3. Here state whether official or private Appeared before me as a witness on behalf of .....in a Civil/Criminal case for .....days from .....to in his .....capacity to depose to facts within his (3)..... knowledge, and that he has been paid (4)..... The undermentioned allowances.

- 4. If nothing is paid under either head it should be clearly stated. As travelling allowance ..... Rs.
As subsistence allowance ..... Rs.
Presiding Officer of the Court

Dated .....



IV. MISCELLANEOUS FORMS

**NOTE** - (1) Government officers summoned to give evidence in their private capacity, i. e. of depose to facts not coming to their knowledge in the Course to their official duties or with which they have not had to deal Officially are not entitled to travelling allowances from Government and subsistence allowances paid to them under the Rules of the Court [1134 (b) Civil Service/Regulations] must be deducted from their salaries if they are allowed to draw pay for those days.

**NOTE** - (2) Official witnesses appearing at the instance of a private party will be paid by that party through the Court, and the facts certified as in the case of a payment by the Government.

**FORM No.(M) 8**  
**LETTER TO THE CHEMICAL EXAMINER/  
SEROLOGIST REQUESTING HIM TO  
SEND HIS REPORT TO THE  
COURT OF SESSION**

From

THE SESSIONS JUDGE OF

To

THE CHEMICAL EXAMINER/SEROLOGIST  
TO GOVERNMENT

Dated, the..... 20 .....

State  
Vs.  
..... Accused  
Committed on  
charges under  
Sections .....  
I.P.C. By the  
..... of .....

Sir,

I am to inform you that the Sessions Case No. noted on the margin has been fixed for the trial on/am to request that the following material object (s) sent to you by letter No ..... dated ..... of the Judicial Magistrate of ..... may be returned along with your report before the date fixed.

Yours faithfully,

Sessions Judge

IV. MISCELLANEOUS FORMS

**FORM No.(M) 9**  
**PETITION OF APPEAL**  
**of**

**CONVICTED AND SENTENCED BY THE**

*Of..... On the ..... Day of ..... 20 .....*  
*Under section (s)*

Sheweth

**FORM No.(M) 10**  
**LETTER CALLING FOR RECORDS UNDER SECTION 385 (2)**  
**OR; 397 OF THE CRIMINAL PROCEDURE CODE**  
**No.**

From THE SESSIONS JUDGE/CHIEF JUDICIAL MAGISTRATE OF

To THE

Dated, the..... 20 .....

Sir,

I am to request that you will forward to this office, on or before the ..... the original records of the case noted on the margin. The records are required under Section 385 (2) 397 of the Criminal Procedure Code, 1973 (Act II of 1974).

Complainant  
Versus  
Accused,  
Case  
decided  
by .....  
on .....  
20 .....

Yours faithfully,

Sessions Judge/Chief Judicial Magistrate

**MEMO No.**

Dated, the .....20 .....

Copy forwarded to the Chief Judicial Magistrate of .....for information.

For use in  
Sessions  
Judge's  
office

Sessions Judge

IV. MISCELLANEOUS FORMS

**FORM No.(M) 11**

**NOTICE OF HEARING APPEAL UNDER SECTION 385  
(1) AND CALLING FOR RECORDS UNDER SECTION**

From  
THE SESSIONS JUDGE OF

To  
THE  
Dated, the..... 20 .....

Sir,

Under Section 385 (1) of the Criminal Procedure Code, I am to inform you that the case marginally noted is set down for hearing on the , and also to request that you will give notice thereof to the appellant and the complainant (Private prosecutor, if any) intimating to me hereof that you have done so.

Convicted  
by the of on  
the 20

\* Omit this  
paragraph  
when not  
necessary

\*2. I am also to request that you will forward the original records of the case so as to reach this office at least days before the date fixed for hearing the appeal. A brief may be prepared for the use of the Public Prosecutor before the record is sent.

Yours faithfully

---

**Note 1** - When notice is issued to the complainant he should be informed that the State has the right to appear to oppose the appeal and except where the right is given by law to him, the person to whom notice is issued, requires the permission of the Court to appear and ordinarily will not receive such permission if the State appears.

**Note 2** - Brief is to be supplied to the Public Prosecutor where State is the respondent.

**MEMO No.**

Dated, the ..... 20 .....

Copy forwarded to the Chief Judicial Magistrate/Subdivisional Judicial Magistrate/Subdivisional Magistrate of .....for information.

The original records of the case should be forwarded so as to reach this Court at least .....day before the date fixed for hearing. Before doing so, the Subdivisional Judicial Magistrate/Subdivisional Magistrate is requested, if necessary to have a brief of the case prepared for the use of the Public Prosecutor.

*Sessions Judge*

IV. MISCELLANEOUS FORMS

**FORM No.(M) II-A**

**NOTICE TO RESPONDENT (ACCUSED) IN APPEAL  
AGAINST ACQUITTAL**

*(Section 385 of the Criminal Procedure Code)*

No .....of 20 .....

..... Complainant

*Versus*

..... Respondent

Convicted of an offence under Section..... I.P.C. by  
the Magistrate of .....on the .....20..... and acquitted  
on appeal by the Sessions Judge of .....on the .....20 .....

In the matter of a petition of appeal filed by the State of Orissa,  
under Section 378 of the Code of Criminal Procedure, in connection  
with the case noted above.

Take notice that the aforesaid appeal has been set down for  
hearing before the Hon'ble High Court on .....20 .....at Cuttack.  
You are hereby required to appear either in person or through Advocate at  
the hearing of the appeal on the said date. Herein fail not.

A copy of the petition of appeal is enclosed.

In case you desire legal assistance of the Court for your  
defence, necessary report to the effect may be filed before me  
by .....20 .....

Date this ..... day of .....

*Magistrate*

**FORM No.(M) 12  
(Section 385 Cr.P.C.)**

**NOTICE TO PUBLIC PROSECUTOR INTIMATING HIM  
THE TIME AND PLACE OF HEARING OF APPEAL**

From

The

SESSIONS JUDGE

CHIEF JUDICIAL MAGISTRATE

To

THE PUBLIC PROSECUTOR

Dated, the ..... 20 .....

IV. MISCELLANEOUS FORMS

Criminal Appeal      Take notice that Criminal Appeal .....noted  
No .....of      on the margin has been fixed for hearing on .....  
19 .....      at .....A.M. in this Court.  
Appellant      *Sessions Judge*  
versus      *Chief Judicial/Magistrate*  
..... Respondent

FORM No.(M) 13

HEADING OF JUDGMENT OF APPELLATE COURT

In the Court of Mr .....Sessions Judge/Chief Judicial  
Magistrate of .....

Criminal Appeal No .....of .....20

Appeal from the order of Assistant Sessions Judge/  
Magistrate .....

of .....Dated .....20

Appellant

Respondent

Counsel for appellant-

Counsel for respondent-

FORM No.(M) 14

**LIST OF CRIMINAL APPEALS DECIDED BY SESSIONS  
JUDGE/CHIEF JUDICIAL MAGISTRATE**

To be forwarded to the Superintendent of J ail for  
Communication of result of appeal to prisoners

| Name and father's name of the prisoner | Offence and date of conviction and sentence | Magistrate against whose order the appeal is preferred | Order passed in appeal | Remarks |
|--|---|--|------------------------|---------|
| 1                                      | 2   | 3  | 4                      | 5       |
|  |   |  |                        |         |

In appeals from orders of Sessions Judges and Chief Judicial Magistrates, they should communicate the result to the Appellant, through the jail officer, on this form.

IV. MISCELLANEOUS FORMS

Memo No .....dated  
Forwarded to the Superintendent of the Jail.....for  
Communication to the appellants.  
The .....20 .....

Sessions Judge or  
Chief Judicial  
Magistrate.

**FORM No.(M) 15**  
**FORM FOR INTIMATING ORDERS IN**  
**CRIMINAL APPEALS AND MOTIONS**

In the Court of .....Criminal.  
Appeal No. .... of 20 .....against the order  
Application  
of .....dated  
The ..... 20 .....Present.

Appellant  
Petitioner

*Versus*

Respondent  
Opposite-Party

I direct that the .....Judgment follows  
The .....20 .....

(Sd)

Memo No .....Dt. ....

Copy with the warrant and bail-bond, if any, forwarded to the  
.....of .....for information and which the direction to -

- (1) discharge the accused from his bail, Strike out (1), (2) or (3)
- (2) retry the prisoner for the offence as may be necessary  
charged
- (3) take immediate measures to secure the surrender of the accused and  
his commitment to jail on the Original/modified warrant.

Dated the .....20 .....

Sessions Judge  
Chief Judicial Magistrate

IV. MISCELLANEOUS FORMS

**FORM No.(M) 16**  
**LETTER FRaM THE SUPERINTENDENT**  
**OF JAIL FORWARDING PETITION OF**  
**APPEAL TO. THE HIGH COURT**

No .....

From

THE SUPERINTENDENT OF JAIL AT

To

THE DEPUTY REGISTRAR OF THE HIGH COURT, ORISSA

Dated, the .....20.....

Sir,

I forward, for the purpose of being laid before Court, petition of appeal (with copy of the judgment annexed) dated the..... day of .....20.....from .....convicted by the..... at .....of an offence under Section (s) .....of.....on the .....day of .....20 .....

Yours faithfully,

Superintendent of the Jail

Memo No .....Dt. ....

Copy forwarded to the Sessions Judge/Chief Judicial Magistrate of .....

Dated .....

Superintendent of the Jail

The .....20 .....

**FARM No.(M) 17**  
**ORDER SHEET FOR MAGISTRATES'/RECORDS**

In the Court of .....at .....Case No .....of 20

*Versus*

| Serial number of order | Date of order | Order with initials of the Magistrate | Office note as to action taken on order (if any) and date |
|------------------------|---------------|---------------------------------------|---|
| <b>1</b>               | <b>2</b>      | <b>3</b>                              |   |
|                        |               |                                       |   |

4

**Note** - This form should be written up in English, whenever possible.

IV. MISCELLANEOUS FORMS

**FORM No. (M) 18**

**ORDER SHEET FOR SESSIONS. RECORD**

In the Court of the Sessions Judge of ..... Trial No .....  
of 20 ..... of the Sessions Division of ..... Case No.....of  
20 .....of the Magistrate's .....Calendar for

The State - Vrs. No. 1  
No. 2  
No. 3

The charge (s) under section (s) ..... Framed, read and  
explained to the accused who plead.

No.  
No.

Enter below all proceedings and orders

**FORM No. (M) 19**

**COMBINED TITLE PAGE AND TABLE OF CONTENTS**

**FILE .....**

IN THE COURT OF.....

Case No. ....of 20.....

Complainant  
Applicant

Accused  
Opposite-Party

Section(s) of the Indian Penal Code or other law .....

Date of the decision of the original Court .....

Date of the decision of Appellate or Revisional Court .....

**Table of Contents**

| Serial No. Of papers | Sheets   | Description of the paper      | Value of Court-fee stamps | Period for which to be preserved | Remarks  |
|----------------------|----------|-------------------------------|---------------------------|----------------------------------|----------|
| <b>1</b>             | <b>2</b> | <b>3</b>                      |                           | <b>4</b>                         | <b>5</b> |
| 1                    | 1-3      | Order sheet                   | Rs. P.                    |                                  |          |
| 2                    | 4-5      | Petition of                   |                           |                                  |          |
| 3                    | 6-8      | Complaint                     |                           |                                  |          |
| 4.                   | 9        | Confession of                 |                           |                                  |          |
| 5.                   | 10-12    | accused<br>Charge<br>Judgment |                           |                                  |          |



IV. MISCELLANEOUS FORMS

| 1  | 2     | 3   | 4 | 5 |
|----|-------|---|---|---|
| 6. | 13-14 | Copy of Judgment of Appellate or Revisional Court |   |   |

Total value of Court-fee stamps

Signed

Compared and found correct

Officer of Court

Record-Keeper

**NOTE** - (1) This form should be maintained in English.

Column 1 will give the consecutive number of the different papers in the file. The sheets in the file shall be numbered consecutively and column 2 should be kept blank and filled in after the file is complete. Column 1, 3 and 4 will be filled in as the trial proceeds and in column 5 the record-keeper will enter the number of years for which each paper on the record to be preserved according to the rules for the preservation and destruction of records.

[NOTE - (2) The fact of conviction or acquittal of the accused and pendency of split up records, if any, be noted in the remarks column (Column 6) in the red ink.]

**FORM No.(M) 20**

**LIST OF ARTICLES/DOCUMENTS ADMITTED IN  
EVIDENCE IN CRIMINAL COURTS**

**(LIST OF EXHIBITS)**

Court of..... at

Case No ..... of 20 .....

Complainant  
Applicant

*Versus*

Opposite Party  
Accused

IV. MISCELLANEOUS FORMS

Section(s) of the Indian Penal Code or other law

| Distinguishing mark or number | Description of Documents! Articles | By whom filed | Date of admission | Whether admitted after or without objection | Date of return of the articles ! documents with the Signature of the recipient | Remarks |
|-------------------------------|------------------------------------|---------------|-------------------|---|--|---------|
| 1                             | 2                                  | 3             | 4                 | 5   | 6  | 7       |
|                               |                                    |               |                   |   |  |         |

The ..... 20 ..... Signature of

Sessions judge  
Magistrate

**NOTE** - This form should be maintained in English.

**FORM N o.(M) 21**

**LIST OF DOCUMENTS PRODUCED .....**

Complainant  
Applicant

Accused  
Opposite Party

District .....

In the Court of .....at .....

Case No..... of 20 .....

..... Complainant  
Applicant

*Versus*

..... Accused  
Opposite Party

| Number | Description of Documents | Date, if any, which the document bears | Signature of party or Pleader! Mukhtar producing | If admitted into evidence the date of admission with exhibit mark | Date of return of document with Signature of recipient | Remarks |
|--------|--------------------------|--|--|---|--|---------|
| 1      | 2                        | 3                                      | 4  | 5   | 6  |         |
|        |                          |  |  |   |  |         |

IV. MISCELLANEOUS FORMS

**FORM No.(M) 22**  
**NOTICE TO TAKE BACK DOCUMENTS**

In the Court of .....  
Case No. .... of 20 .....

Complainant  
Applicant

*Versus*

Accused  
Opposite Party

The parties in the above cases are hereby required to take back into their custody, within six months from the date hereof the documents now in the custody of the Court, filed by them as evidence in the above case the judgment (or order) now having become final. The parties are distinctly warned that the documents are kept at their own risk, and that the Court from this date declines all responsibility for their safe custody, and that, if not taken back, they will be destroyed when the record is destroyed.

The ..... 20 ..... *Presiding Officer*

**FORM No.(M) 23**  
**LETTER ACCOMPANYING A RECORD AND MEMO OF**  
**ACKNOWLEDGEMENT**

No. ....

From

To

Dated..... the ..... 20

Sir,

I am to return/forward herewith by 1 the original record of the case noted on the margin 2 called for in/received with your .....No. dated the .....20 .....

Yours faithfully,

Memo of acknowledgement

Received the record forwarded with letter No.....  
dated.....20..... from the .....of.....

Dated the .....20..... Signature and designation of  
Receiving Officer

- 
1. Here state method of despatch.
  2. Note also on the margin the number of files and pages in each file.
-

IV. MISCELLANEOUS FORMS

**FORM No.(M) 24**

**LETTER ADVISING THE DESPATCH OF RECORD**

No .....

From

Dated ..... 20.....

To

Sir,

I am to advise the despatch this day by 1 .....to your address the original record of the case, noted on the margin, called for in/received with your letter No.....dated the 20.... The Parcel bears the number and date of the letter enclosed therein, viz., No..... dated .....the..... 20....he return, duly signed, of the memorandum annexed to the forwarding letter above quoted, is requested.

Yours faithfully,  
Signature of the Officer  
despatching the record

**FORM NO.(M) 24 - A**

**RECEIPT OF COPIES OF DOCUMENTS  
ON COMMITMENT OF THE  
ACCUSED TO THE COURT OF SESSION**

In the Court of .....at .....Case No. .... of  
..... State/Complainant  
*Versus*

..... Accused  
Received .....the brief/copies of the documents as  
per Rule 50 of the G.R. & C. O. (Criminal) Volume I -

*Signature of the accused  
Pleader for the accused  
Public Prosecutor*

**FORM No. (M) 25**

**SUMMONS TO AN ACCUSED PERSON  
No.1, Schedule II, Act II, 1974  
(Section 61 of the Criminal Procedure Code)**

To

of

---

1. Here state method of despatch

IV. MISCELLANEOUS FORMS

WHEREAS,

Your attendance is necessary to answer to charge of 1.....  
You are hereby required to appear 2before the .....of.....  
on the .....day of .....

Herein fail not.

Dated this .....day of.....20.....

(Seal of the Court)

Sessions Judge/Magistrate

**NOTE - 1.** In cases where the accused is a public servant of forwarding letter to the Head of office in which such public servant is employed in Form No. M-25-A is to be enclosed to the summons.

**3[NOTE - 2.** If you are a member of Scheduled Castes/Scheduled Tribes Community, a woman, minor, physically handicapped and unable to file a case or to contest owing to financial stringency, you may seek Legal Aid in the matter from the Legal Aid and advice Board or Local Legal Aid and Advice Committee in the prescribed form.

ଯଦି ଆପଣ ଅନୁସୂଚୀତ ଜାତି/ଜନଜାତି/ସ୍ତ୍ରୀ ଲେବ/ନାବାଳକ/ବିକଳାଙ୍ଗ ହୋଇଥାଆନ୍ତି ବା ଆର୍ଥିକ ଦୁରାବସ୍ଥା ହେତୁ ମୋକଦ୍ଦମା କରିବାକୁ ଜିଣା ଲଢ଼ିବାକୁ ଅସମର୍ଥ ତେବେ ନିର୍ଦ୍ଧାରିତ ଫର୍ମରେ ଆଇନଗତ ସାହାଯ୍ୟ ଓ ଉପଦେଶ ବୋର୍ଡ଼/ସ୍ଥାନୀୟ ଆଇନଗତ ସାହାଯ୍ୟ ଓ ଉପଦେଶ କମିଟିକୁ ଦରଖାସ୍ତ କରନ୍ତୁ ।

FORM No.(M) 25-A

**ORDER FOR TRANSMISSION OF SUMMONS TO BE SERVED ON A PUBLIC SERVANT WHO IS AN ACCUSED OR WITNESS IN A CRIMINAL CASE**

*(Section 66 of the Criminal Procedure Code)*

District .....

In the Court of ..... at..... Case No .....  
of .....

To

Under the provisions of Section 66 of the Code of Criminal Procedure, 1973, a summon in duplicate is herewith forwarded for service on the accused/witness..... who is stated to be serving under you. You are requested to cause a copy of the said summons to be served upon the said accused witness and to return the original to this Court signed by the said accused / witness with statement of service endorsed thereon by you.

*Sessions Judge/Magistrate.*

1. State the offence charged.
2. In person or by pleader as the case may be.
3. Inserted by C.S.No. 35, - IX-13/89, Dt. 11.2.1992.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 26  
WARRANT OF ARREST**

No.2, Schedule II, Act II, 1974  
(Section 70 of the Criminal Procedure Code)

To

(1) .....Whereas (2) .....of.....stands.....  
charged with the offence of (3) .....You are hereby directed  
to arrest the said (2) and produce him before me. Here in fail not.

Dated the .....day of .....20 .....

*Sessions judge/Magistrate*

(See Section 71)

This warrant may be endorsed as follows

If the said (2) .....shall give bail himself in the sum  
of .....with one surety .....in the sum of rupees  
..... (or two sureties in the sum of rupees.....) to attend  
before me on the .....day of .....and to continue so to  
attend until otherwise directed by me, he may be released.

Dated this..... day of .....20 .....

(Seal of the Court)

Sessions ludge

*Magistrate*



**FORM No.(M) 27**

**BOND AND BAIL-BOND AFTER ARREST  
UNDER A WARRANT**

No.3, Schedule II, Act II, 1974  
(Section 81 of the Criminal Procedure Code)

I (4) .....of .....being brought before  
the (5) .....under a warrant issued to .....compel my appearance  
to answer to the charge of (6) .....do hereby bind myself to  
attend in the Court of .....on the.....day of.....  
next to answer to the said charge and to continue so to attend until otherwise  
directed by the Court ; and in case of making default therein, I bind myself to  
forfeit to Government the sum of rupees .....

- 
- 1) Name and designation of the person or persons who is or are to execute the warrant.
  - (2) Name of the accused.
  - (3) State the offence.
  - (4) Name.
  - (5) District Magistrate or as the case may be.
  - (6) State the offence.
-

IV. MISCELLANEOUS FORMS

Dated this .....day of .....20 .....

Signature

I do hereby declare myself surety for the above-named ..... of .....that he shall attend before ..... in the Court of .....on the.....day of ..... next to answer to the charge on which he has been arrested and shall continue so to attend until otherwise directed by the Court; and in case of his making default therein, I hereby bind myself to .....Forfeit to Government of the sum of rupees .....

Dated this .....day of.....20.....

Signature

**FORM No. (M) 28**  
**PROCLAMATION REQUIRING THE**  
**APPEARANCE OF A PERSON ACCUSED**

**No.4, Schedule II, Act II, 1974**

*(Section 82 of the Criminal Procedure code)*

WHEREAS complaint has been made before me that (1) ..... Has committed or is suspected to have committed the offence of (2) .....punishable under Section.....of the Indian Penal Code and it has been returned to a warrant of arrest thereupon issued that the said (1) .....cannot be found, and whereas it has been shown to my satisfaction that the said (3) (4).

Proclamation is hereby made that the said (3) .....of ..... is required to appear at (5) .....before (6) .....to answer the said complaint on the..... day of .....

Dated this.....day of .....20 .....

Seal of the Court

Signature



- 
- 1) 1) Name and description and address
  - (2) Mention the offence concisely.
  - (3) Name.
  - (4) Has absconded or is concealing himself to avoid the service of the said warrant
  - (5) Place
  - (6) This Courte of or before me.
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 29**

**PROCLAMATION REQUIRING THE  
ATTENDANCE OF A WITNESS**

No.5, Schedule II, Act II, 1974)

*(Sections 82, 87 and 90 of the Criminal Procedure Code)*

WHEREAS complaint has been made before me that 1.....  
.....2 ..... the offence of 3 .....  
and a warrant has been issued to compel the attendance of .....  
before this Court to be examined touching the matter of the said  
complaint ; and whereas it has been returned to the said warrant  
that the said 5 ..... cannot be served and it has been  
shown to my satisfaction that he 6 ..... Proclamation is hereby  
made that said 7..... is required to appear at 8.....  
..... before the Court of .....  
I..... on the day of..... next at 0' clock  
to be examined touching the offence complained of .

Dated this..... day of..... 20 .....

Seal of the Court

Signature.



**FORM No.(M) 30**

**ORDER OF ATTACHMENT TO COMPEL THE  
ATTENDANCE OF A WITNESS**

**No.6, Schedule II, Act II, 1974**

*(Section 83 of the Criminal Procedure Code)*

To

THE POLICE OFFICER-IN-CHARGE OF THE POLICE

STATION AT .....

WHEREAS a warrant has been duly issued to compel the  
attendance of 9 .....to testify concerning a complaint pending  
before this Court, and it has been returned to the said warrant  
that it cannot be served ; and whereas it has been shown to my

- 
1. Name, description and address
  2. Has committed or is suspected to have committed
  3. Mention the offence concisely
  4. Name, description and address of the witness;
  5. Name of witness
  6. Has absconded or is concealing himself to avoid the service of the said warrant
  7. Name
  8. Place
  9. Name description and address



IV. MISCELLANEOUS FORMS

satisfaction that he 1..... and thereupon a Proclamation has been or is being duly issued and published requiring the said ..... to appear and give evidence at the time and place mentioned therein.

This is to authorise and require you to attach by seizure the movable property belonging to the said .....to the value of rupees .....which you may find within the district of .....and to hold the said property under attachment pending the further order of this Court, and to return this warrant with an endorsement certifying the manner of its execution.

Dated this .....day, of.....20.....

Seal of the Court

Signature



**FORM No.(M) 31**  
**ORDER OF ATTACHMENT TO COMPEL THE**  
**APPEARANCE OF PERSON ACCUSED**  
No.7, Schedule II, Act II, 1974  
*(Section 83 of the Criminal Procedure Code)*

To

WHEREAS complaint has been made before me that 4.....5 .....the offence of.....punishable under Section..... of the Indian Penal Code and it has been returned to a warrant of arrest thereupon issued that the said ..... cannot be found and whereas it has been shown to my satisfaction that the said..... 7..... and thereupon a proclamation has been or is being duly issued and published requiring the said..... to appear to answer the said charge within.....days and whereas the said 6.....is possessed of the following property other than land paying revenue to Government in the 8.....of..... in the district of.....and an order has been made for the attachment thereof.....

- 
1. Has absconded or is concealing himself to avoid the service of the said warrant.
  2. Name description and address.
  3. Name and designation of the person or persons who is or are to execute the warrant.
  4. Name, description and address.
  5. Has committed or is suspected to have committed.
  6. Name.
  7. Has absconded or is concealing himself to avoid the service of the said warrant
  8. Village or town.
  9. Strike out the one which is not applicable depending on the nature of the property to be attached
-

IV. MISCELLANEOUS FORMS

You are hereby required to attach the said property in the manner specified in Clause (a) and Clause (c) or both..... of Sub-section (2) of Section 83 and to hold the same under attachment pending the further order of this Court, and to return this warrant with a endorsement certifying the manner of its execution.

Dated this..... day of..... 20 .....

Seal of the Court

Signature

**FORM No.(M) 32**

**ORDER AUTHORISING AN ATTACHMENT BY THE**

**DISTRICT MAGISTRATE OR COLLECTOR**

No.8, Schedule II, Act II, 1974

*(Section 83 of the Criminal Procedure Code)*

To

THE DISTRICT MAGISTRATE/COLLECTOR OF THE  
DISTRICT OF

WHEREAS complaint has been made before me that 2.....  
3.....the offence of ....., punishable under section .....  
of the Indian Penal Code, and it has been turned to a warrant of arrest thereupon issued that the said! cannot be found; and whereas it has been shown to my satisfaction that the said 4.....5 ..... And thereupon a proclamation has been or is being duly issued and punished requiring the said 4 to appear to answer the said charge within days and whereas the said 4.....is possessed of certain land paying revenue to Government in the 6.....of..... in the district of.....

You are hereby authorised and requested to cause the said land to be attached in the manner specified in Clause (a) or Clause (c) or both 7 of Sub-section (4) of Section 83 and to be held under attachment pending the further order of this Court, and to certify without delay what you may have done in pursuance of this order.

Dated this..... day of..... 20.....

(Seal of the Court)

Signature



- 
1. Strike out the one which is not applicable depending on the nature of the property to be attached.
  2. Name, description and address
  3. Has committed or is suspected to have committed
  4. Name
  5. Has absconded or is concealing himself to avoid the service of the said warrant
  6. Village or town
  7. Strike out the one which is not desired.
-

IV. MISCELLANEOUS FORMS

**FORM No.(M) 33**  
**WARRANT IN THE FIRST INSTANCE TO**  
**BRING UP A WITNESS**

No.9, Schedule II, Act II, 1974  
*(Section 81 of the Criminal Procedure Code)*

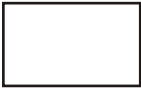
To<sup>1</sup>

WHEREAS complaint has been made before me that 2.....  
of .....3..... committed the offence of .....4.....  
and it appears likely 5 .....can give evidence. concerning the  
said complaint; and whereas I have good and sufficient reason to  
believe that he will not attend as a witness on the hearing of the said  
complaint unless compelled to do so.

This is to authorize and require you to arrest the said 6 .....  
and on the ..... day of ..... To bring him before this  
Court, to be examined touching the offence complained of.

Dated this..... day of..... 20.....

(Seal of the Court)



Signature

**FORM No.(M) 34**  
**WARRANT TO SEARCH AFTER INFORMATION OF A**  
**PARTICULAR OFFENCE**

No.10, Schedule II, Act II, 1974  
*(Section 93 of the Criminal Procedure Code)*

To<sup>7</sup> .....

Whereas 8.....

- 
1. Name and designation of the police officer or other person or persons who is or are to execute the warrant.
  2. Name and description of the accused.
  3. Has or is suspected to have.
  4. Mention the offence concisely.
  5. Name and descriptions of witness.
  6. Name.
  7. Name and designation of the police officer or other person or persons who is or are to execute the warrant.
  8. Information has been laid or complaint has been made.
-

IV. MISCELLANEOUS FORMS

Before me of the.....  
and it has been made to appear to me for ..... that the  
production of .....is essential to the .....  
enquiry<sup>4</sup> .....into the said  
.....

This. is to authorise and require you to search for the 6.....  
in the 7.....and, if found, to produce the  
same forthwith before this Court, returning this warrant, with  
an endorsement certifying what you have done under it, immediately  
upon its execution.

Dated this..... day of..... 20.....

(Seal of the Court)



Signature

**FORM No.(M) 35**  
**WARRANT TO SEARCH SUSPECTED PLACE OF DEPOSIT**  
**No.II, Schedule II, Act II, 1974**  
*(Section 94 of the Criminal Procedure Code)*

To

WHEREAS information has been laid before me, and on due  
inquiry there-upon held, I have been led to believe that the 9.....  
is used as place for the 10 .....

This is to authorise and require you to enter the said<sup>11</sup>.....  
with such assistance as shall be required, and to use, if necessary  
reasonable force for that purpose, and to search <sup>12</sup>..... and

- 
1. Commission or suspected Commission.
  2. Mention the offence concisely.
  3. Specify the thing clearly.
  4. Now being made or about to be made.
  5. Offence or suspected offences.
  6. The thing to be specified.
  7. Describe the house or place part thereof to which the search is to be confined.
  8. Name and designation of the Police Officer above the rank of a constable.
  9. Describe the house or other place.
  10. Deposit or sale of stolen property. or. if for either of the other purposes expressed in 1the Section, state the purpose in the words of the Section.
  11. House or other place.
  12. Every part of the said house or other place, or if the search is to be confined to a part. specify the part clearly.
-

IV. MISCELLANEOUS FORMS

to seize and take possession of any..... and forthwith to bring before this Court such of the said things as may be taken possession of; returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution.

Dated this..... day of..... 20.....

Seal of the Court)

Signature of the Magistrate



**FORM No.(M) 36**  
**BOND TO KEEP THE PEACE**  
**No.12, Schedule II, Act II, 1974**

*(Sections 106, 107 of the Criminal Procedure Code)*

WHEREAS, 1<sup>2</sup> .....inhabitant of 3.....have been called upon to enter into a bond to keep the peace for the term of.....or until the completion of the inquiry in the matter of .....now pending in the Court of.....

I hereby bind myself not to commit a breach of the peace or do any act that may probably occasion a breach of the peace, during the said term or, until the completion of the said inquiry; and in case of my making default therein I hereby bind myself to forfeit to Government, the sum of rupees.....

Dated this ..... day of..... 20 .....  
.....4.....do hereby declare 5.....  
surety for the above-named..... that he shall not commit a breach of the peace, or do any act that may probably occasion a breach of the peace during the said term or, until the completion of the said inquiry; and in case of his making default therein 4.....  
bind 6..... to forfeit to.....Government.....  
the sum of rupees.....

Dated this..... day of..... 20 .....

*Signature of the Surety/Sureties.*

---

1. Property or documents or stamps, or seals or coins or abscent objects as the case may be. (Add when the case requires it) and also if any instruments and materials which you may reasonable believe to be kept for the manufacture of forged documents or counterfeit stamps, or false seals, or counterfeit coin or counterfeit currency notes as the case may be.
  2. Name
  3. Place
  4. I or we
  5. Myself or ourselves
  6. Myself or ourselves jointly and severally
-

IV. MISCELLANEOUS FORMS

**FORM No.(M) 37**

**BOND FOR GOOD BEHAVIOUR**

**No.13, Schedule II, Act II, 1974**

*(Sections 108, 109 and 110 of the Criminal Procedure Code)*

WHEREAS, I 1..... Inhabitant of2.....have  
Been called to enter into a bond to be a good behavior to Government  
and to all citizens of India or the term of 3.....or until  
the completion of that inquiry in the matter of.....now  
pending in the Court of.....

I hereby bind myself to be a good behavior to Government  
and to all citizens of India during the said term or until the completion  
of the said inquiry; and in case of my making default therein, I bind  
myself to forfeit to Government, the sum of rupees.....

Dated this.....day of.....20 .....

Signature

4..... do hereby declares 5.....surety for the  
above-named .....that he shall be of good behavior  
to Government and to all citizens of India during the said term  
or until the completion of the said inquiry; and in case of his making  
default therein 4.....bind 6.....to forfeit to Government  
the sum of rupees .....

Dated this..... day of..... 20 .....

*Signature of the Surety/Sureties.*

**FORM No.(M) 38**

**SUMMONS ON INFORMATION OF A PROBABLE  
BREACH OF THE PEACE**

**No.14, Schedule II, Act II, 1974**

*(Section 113 of the Criminal Procedure Code)*

To.....  
.....of.....

---

1. Name
2. Place
3. State the Period
4. I or we
5. Myself or ourselves
6. Myself or ourselves jointly and severally

IV. MISCELLANEOUS FORMS

WHEREAS, it has been made to appear to me by credible information that 1..... 2 .....you are hereby required to attend 3 ..... at the office of the Magistrate of on the ..... day of ..... 20 ..... at .....O'clock in the forenoon, to show cause why you should not be required to enter into a bond for rupees 4 .....that you will keep the peace for the term of .....

Seal of the Court

Signature



FORM No.(M) 39

WARRANT OF COMMITMENT ON FAILURE TO FIND SECURITY TO KEEP THE PEACE

No.IS, Schedule II, Act II, 1974

(Section 122 of the Criminal Procedure Code)

To the Officer-incharge of the Jail at<sup>5</sup> .....

WHEREAS<sup>6</sup> ..... appeared before me<sup>7</sup> ..... on the ..... day of ..... in obedience to summons challenging upon him to show-cause why he should not enter into<sup>8</sup> .....that he, the said<sup>9</sup> .....would ..... keep the peace for the period of ..... and whereas an order was then made requiring the said<sup>9</sup> .....to enter into and find such security <sup>10</sup> ..... And he has filed to comply with the said order.

This is to authorise and require you the said <sup>11</sup> ..... to receive the said <sup>10</sup> ..... into your custody together with this warrant and him safely to keep in the said Jail for the said period of <sup>12</sup> ..... unless he shall in the meantime be lawfully ordered to be released ..... and to return this warrant with an endorsement certifying the manner of its execution.

Dated this..... day of..... 20 .....

Signature of the Surety/Sureties.

1. State the substance of the information
2. And that you are likely to commit a breach of the peace or by which acta breach of the peace will probably be occasioned
3. In person or by duly authorised agent
4. When sureties are required, and also to give security by the bond of one or two as the case may be, surety by the bond of one or two as the case may be, surety or sureties in the sum of rupees each (if more than one)
5. Name of the Jail
6. Name and address
7. In person or by his authorised agent
8. A bond for rupees with one surety or a bond with two sureties each in rupees
9. Name
10. State the security ordered when it differs from that mentioned in the summons.
11. Officer-in-charge
12. Term of imprisonment

IV. MISCELLANEOUS FORMS

Dated this..... day of..... 20.....

(Seal of the Court)



Signature

**FORM No.(M) 40**

**WARRANT OF COMMITMENT ON FAILURE TO FIND  
SECURITY FOR GOOD BEHAVIOUR**

No.16, Schedule II, Act II, 1974

(Section 122 of the Criminal Procedure Code)

To .....

The.....of the Jail at.....

WHEREAS.....And whereas an order has been ..... recorded stating the same and requiring the said3..... to furnish security for his good behaviour for the term of 4..... by entering into a bond with 5..... himself for rupees..... And 6..... for rupees .....and the said3..... has failed to comply with the said order, and for such default has been adjusted imprisonment for..... unless the said security be sooner furnished.

This is to authorise and require you the said ..... to receive the said .....into your custody together with this warrant and him safely to keep in the said Jail for the said period of..... unless he shall in the meantime be lawfully..... Ordered to be released ;..... and to return this warrant with an endorsement certifying the manner of its execution.

- 
1. Officer-in-charge
  2. It has been made to appear to me that (name and description) has been concealing his presence in the district and there is reason to believe that he is doing so with a view to committing a cognizable offence  
or Whereas evidence of the general character of (name and description) has been adduced before me and recorded from which it appears that he is an habitual robber of house breaker etc. (as the case may be)
  3. Name
  4. State the period
  5. One surety or two, or more sureties as the case may be
  6. The said security to each) of the said sureties
  7. State the term .
  8. Officer-in-charge of Jail
  9. Term of imprisonment



IV. MISCELLANEOUS FORMS

Dated this..... day of..... 20 .....

(Seal of the Court)



Signature

**FORM No.(M) 41**

**WARRANT TO DISCHARGE A PERSON IMPRISONED ON  
FAILURE TO GIVE SECURITY**

No.17, Schedule II, Act II, 1974

*(Sections 122 and 123 of the Criminal Procedure Code)*

To

The 1..... of the Jail at.....

WHEREAS<sup>2</sup>..... was committed  
to your custody under warrant of this Court.

Dated the..... this day of..... and 3.....

This is to authorise and require you forthwith to discharge the  
said 4..... From ..... your custody, unless  
he is liable to be detained for some other cause.

Dated, this day of..... 20.....

(Seal of the Court)

Signature

- 
1. Officer-in-charge or other officer in whose custody the person is
  2. Name and description of prisoner
  3. Has since duly given security under section of the Code of Criminal Procedure or and there have appeared to me sufficient grounds for the opinion that he can be released without hazard to the community
  4. Name
-

IV. MISCELLANEOUS FORMS

**FORM No.(M) 42**  
**ORDER FOR THE REMOVAL OF NUISANCES**  
**No.20, Schedule II, Act II, 1974**  
*(Section 133 of the Criminal Procedure Code)*

To<sup>1</sup>

WHEREAS it has been made to appear to me that you <sup>2</sup>  
I do hereby direct and require you within <sup>3</sup>.....at<sup>4</sup>  
Dated, this day of.....20.....

Seal of the Court

Signature



**FORM No.(M) 43**  
**MAGISTRATE'S NOTICE AND PEREMPTORY ORDER**  
No.21, Schedule II, Act II, 1974  
*(Section 141 of the Criminal Procedure Code)*

I hereby give you notice that it has been found that the order issued on the.....day of.....requiring you<sup>6</sup> is reasonable and proper. Such order has been made absolute, and I hereby direct and require you to obey the said order, within <sup>7</sup>.....

And in case of disobedience thereof you will be liable to the penalty provided therefor by the Indian Penal Code for disobedience thereto.

Dated, this day of..... 20.....

Seal of the Court

Signature



- 
1. Name, description and address
  2. Continue as in Form NO.20, Schedule II, Act II of 1974
  3. State the time allowed
  4. Continue as in Form NO.20, Schedule II, Act II of 1974.
  5. Name, description address
  6. State substantially the requisition in the order
  7. State the time allowed

IV. MISCELLANEOUS FORMS

**FORM No.(M) 44**  
**INJUNCTION TO PROVIDE AGAINST**  
**IMMINENT DANGER PENDING INQUIRY**  
**No.22, Schedule II, Act II, 1974**  
*(Section 142 of the Criminal Procedure Code)*

To

WHEREAS the inquiry into the Conditional Order issued by me on the ..... day of ..... 20 ..... is being and it has been made to appear to me that the nuisance mentioned in the said order is attended with such imminent danger of inquiry of a serious kind to the public as to render necessary immediately measures to prevent such danger or injury. I do hereby, under the provisions of Section 142 of the Code of Criminal Procedure, 1973 direct and enjoin you .....forthwith to2.....pending the result of the inquiry.

Dated, this day of..... 20.....

Seal of the Court

Signature



**FORM No.(M) 45**  
**MAGISTRATE'S ORDER PROHIBITING**  
**THE REPETITION, ETC., OF A NUISANCE**  
**No.23, Schedule II, Act II, 1974**  
*(Section 143 of the Criminal Procedure Code)*

To

WHEREAS it has been made to appear to me that 4 ..... I do hereby strictly order and enjoin you not to repeat or continue to said nuisances.

Dated, this day of..... 20.....

Seal of the Court

Signature



- 
1. Name, description and address
  2. State plainly what is required to be done as a temporary safeguard
  3. Name, description and address'
  4. State the proper recital guided by Form No.20 or Form No.24 of Schedule II, Act II of 1974, as the case may be
  5. As the case may be

IV. MISCELLANEOUS FORMS

**FORM No.(M) 46**

**MAGISTRATE'S ORDER TO PREVENT  
OBSTRUCTION, RIOT, ETC.**

**No.24, Schedule II, Act II, 1974**

*(Section 144 of the Criminal Procedure Code)*

To

WHEREAS it has been made to appear to me that you 2  
I do hereby

Dated, this day of..... 20.....

Seal of the Court

Signature



**FORM No.(M) 47**

**MAGISTRATE'S ORDER DECLARING PARTY ENTITLED  
TO RETAIN POSSESSION OF LAND, ETC, IN DISPUTE**

No.25, Schedule II, Act II, 1974

*(Section 145 of the Criminal Procedure Code)*

It appears to me on the grounds duly recorded, that a dispute likely to induce a breach of the peace, existed between 4..... Concerning certain 5..... suitable within the local limits of my jurisdiction, all the said parties were called upon to give in a written statement of their respective claims as to the fact of actual possession of the said 6.....and being satisfied by due inquiry held thereupon within reference to the merits of the claim of either of the said parties to the legal right of possession, that the claim of actual possession by the said 7.....is true .....

I do decide and declare that 8..... in possession of the said 6..... and entitled to retain such possession until ousted by due course of law do strictly..... forbid any disturbance of 9..... Possession in the meantime.

- 
1. Name, description and address
  2. Follow the recital given in Form No.24, Schedule II, Act II, 1974
  3. Insert the order of prohibition
  4. Describe the parties by names and residence or residence only if the dispute between bodies of villagers.
  5. State concisely the subject dispute
  6. The subject of dispute
  7. Name, Names or description
  8. He is or they are
  9. His or their

IV. MISCELLANEOUS FORMS

Dated, this ..... day of..... 20.....

Seal of the Court

Signature



**FORM No.(M) 48**  
**WARRANT OF ATTACHMENT IN THE CASE OF A**  
**DISPUTE AS TO THE POSSESSION OF LAND, ETC.**  
**No.26, Schedule II, Act II, 1974**  
*(Section 146 of the Criminal Procedure Code)*

To the

WHEREAS it has been made to appear to me that a dispute likely to induce a breach of the peace, existed between 2..... concerning certain 3.....situate within the limits of my jurisdiction, and the said parties were thereupon duly called upon to state in writing their respective claims and to the fact of actual possession of the said 4.....and whereas upon due inquiry into the said claims 5.

This is to authorize and require you to attach the said 4..... by taking and keeping possession thereof and to hold the same under attachment until the decree or order of a competent Court determining the rights of the parties or the claim to possession shall have been obtained; and to return this warrant with an endorsement certifying the manner of its execution.

Dated, this ..... day of ..... 20 .....

Seal of the Court

Signature



- 
1. Police officer-in-charge of police-station at.....
  2. Describe the parties concerned by name and residence or residence only if the dispute be between bodies of villages.
  3. State concisely the subject of dispute
  4. The subject of dispute
  5. I have decided that neither of the said parties was in possession of the said subject of dispute or I am unable to satisfy myself as to which of the said parties was in possession as aforesaid.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 49**  
**MAGISTRATE'S ORDER PROHIBITING THE**  
**DOING OF ANYTHING ON LAND OR WATER**

No.27, Schedule II, Act II, 1974

A DISPUTE having arisen concerning the right of use of 1.....  
situate within the limits of my jurisdiction, the possession of which 2....  
is claimed exclusively by 3.....and it appearing to me on due  
inquiry into the same, that the said 2..... has been open to the  
enjoyment of such use by 4..... and 5.....

I do order that the said 6.....or anyone in their interest,  
shall not 7.....possession of the said 8.....to the  
exclusion of the enjoyment of the right of use aforesaid, until 8.....  
shall obtain the decree or order of a competent court adjudging 9.....  
To be entitled to exclusive possession.

Dated, this ..... day of..... 20.....

Seal of the Court

Signature



**FORM No.(M) 50**  
**BOND AND BAIL-BOND ON A PRELIMINARY INQUIRY**  
**BEFORE A POLICE OFFICER**

No.28, Schedule II, Act II, 1974

*(Section 169 of the Criminal Procedure Code)*

110..... of..... being Charged with the offence of 11.....  
and after inquiry 12.....do hereby bind myself to appear at

- 
1. State concisely the subject of dispute
  2. Land or water
  3. Describe the person or persons
  4. The public or if by an individual, or a class of persons describe him or them.
  5. (If the use can be enjoyed throughout the year) that the said use has been enjoyed within three months of the institution of the said inquiry (or if the use is enjoyable only at particular reasons, say) "during the last of the reasons at which the same is capable of being enjoyed.
  6. The claimant or claimants of possession.
  7. Take or retain
  8. He or they
  9. Him or them
  10. Name .
  11. State offence
  12. Required to appear before the Magistrate of or and after inquiry called upon to enter into my own recognizance to appear when required.

IV. MISCELLANEOUS FORMS

..... in the Court of ..... on<sup>1</sup> .....to answer further to the said charge; and in case of my making default her in, I bind myself to forfeit to Government the sum of Rupees.

Dated, this ..... day of ..... 20 .....

Signature

.....<sup>2</sup> ..... for the above said<sup>3</sup> ..... that he shall attend at..... in the Court of ..... on<sup>4</sup> ..... further to answer to the charge pending against him; and in case of his making default therein<sup>5</sup> .....to forfeit to Government, the sum of Rupees .....

Dated, this ..... day of ..... 20 .....

Seal of the Court

Signature



**FORM No.(M) 51**

**BOND TO PROSECUTE OR GIVE EVIDENCE**

**No.29, Schedule II, Act II, 1974**

*(Section 170 of the Criminal Procedure Code)*

<sup>1</sup>, ..... of <sup>7</sup> ..... do ..... hereby bind myself to attend at .....in the Court of ..... at .....O'clock on the ..... day of next, and then and thereto <sup>8</sup> ..... in the matter of a charge of against one <sup>9</sup> ..... and in case of making default herein, I bind myself to forfeit to Government the sum of rupees.

Dated, this ..... day of ..... 20 .....

Seal of the Court

Signature



- 
1. The day of next or on such day as I may hereafter be required to attend
  2. I hereby declare myself (or we jointly and severally declare ourselves and each of us) surety or sureties)
  3. State offence
  4. The day of next (or such day as he may hereafter be required to attend)
  5. I hereby bind myself (or hereby bind ourselves)
  6. Name
  7. Place
  8. Prosecute, or to prosecute and give evidence, or to give evidence
  9. Name

IV. MISCELLANEOUS FORMS

FORM No.(M) 52

SPECIAL SUMMONS TO A  
PERSON ACCUSED OF PETTY OFFENCE

No.30, Schedule II, Act II, 1974

(Section 206 of the Criminal Procedure Code)

To 1.....

WHEREAS your attendance is necessary to answer a charge of a petty offence 2.....you are hereby required to appear in person (or by pleader) before 3.....of..... on the..... day of..... 20..... or if you desire to plead guilty to the charge without appearing before 3.....to transmit before the aforesaid date the plea of guilty in writing and the sum of .....rupees as fine, or if you desire to appear by pleader and to plead guilty through such pleader, to authorise such pleader in writing to make such pleader of guilty on your behalf and to pay the fine through such pleader. Herein fail not.

Dated, this ..... day of ..... 20 .....

Seal of the Court

Signature



**NOTE** - The amount of fine specified in this summons shall not exceed one hundred rupees.

FORM No.(M) 52-A

ସାମାନ୍ୟ ଅପରାଧ ହେତୁ ଅଭିଯୁକ୍ତ ଆସାମୀଙ୍କୁ ବିଶେଷ ଚଳବ  
୩୦ ନମ୍ବର, ୨ୟ ଅନୁସୂଚୀ, ୨ୟ ଅଧିନିୟମ, ମସିହା ୧୯୭୪  
(ପୌରୋହିତ ଆଇନ ବିଧି ୧୯୭୪ ଧାରା)  
ସ୍ତ୍ରୀ.....\* ଯେହେତୁ ଏକ ସାମାନ୍ୟ  
ଅପରାଧରେ, ଯଥା.....\* ଅଭିଯୋଗର ଭରସା ଦେବା  
ନିମନ୍ତେ ଆପଣଙ୍କ ଉପସ୍ଥିତି ଆବଶ୍ୟକ, ତେଣୁ ଆପଣ ନିଜେ କିମ୍ବା ଆପଣଙ୍କ ନିଯୁକ୍ତ ଓକିଲଙ୍କ  
ଜରିଆରେ.....\* କ ସମ୍ମୁଖରେ ତା.....ରେ ଉପସ୍ଥିତ

- 1. Name and address of the accused
- 2. State the offence charged
- 3. Name and designation of the Magistrate

- ୪. ଅଭିଯୁକ୍ତ ଆସାମୀଙ୍କ ନାମ ଓ ଠିକଣା ।
- ୫. ଅଭିଯୋଗର ଧାରା ।
- ୬. ବ୍ୟାଧିକାରୀଙ୍କ ନାମ ଏବଂ ପଦବୀ ।

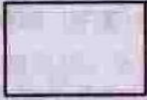


IV. MISCELLANEOUS FORMS

ହେବେ । ନତୁବା, ଯଦି ଆପଣ ଉକ୍ତ ଦଣ୍ଡାଧିକାରୀଙ୍କ ସମ୍ମୁଖରେ ଅନୁପସ୍ଥିତରହି ନିଜକୁ ଅପରାଧୀ ବୋଲି ସ୍ୱୀକାର କରିବାକୁ ଉଚ୍ଛା କରନ୍ତି ତାହାହେଲେ ଉକ୍ତ ତାରିଖ ପୂର୍ବରୁ ଆପଣଙ୍କ ଅପରାଧର ଏକ ଲିଖିତ ସ୍ୱୀକାରୋକ୍ତି ଏବଂ ତତ୍ ସହିତ ଅର୍ଥଦଣ୍ଡ ସ୍ୱରୂପ ..... ଟଙ୍କା ପଠାଇଦେବେ । କିମ୍ବା ଯଦି ଆପଣ ଆପଣଙ୍କ ଓକିଲଙ୍କ କ୍ଷମାପତ୍ରରେ ଅପରାଧ ସ୍ୱୀକାର କରିବାକୁ ଚାହାଁନ୍ତି ତେବେ ଆପଣଙ୍କ ଚରମରୁ ଆପଣଙ୍କ ଓକିଲଙ୍କୁ ଅପରାଧ ସ୍ୱୀକାର କରିବା ନିମନ୍ତେ ଲିଖିତ କ୍ଷମାପତ୍ର ଦେବେ ଏବଂ ଉକ୍ତ ଉକିଲଙ୍କ କ୍ଷମାପତ୍ରରେ ଉକ୍ତ ଅର୍ଥ ଦଣ୍ଡ ଟଙ୍କା ଆଦାୟ ଦେବେ ।

ଏଥିରେ କୌଣସି ଅବହେଳା ବା ତ୍ରୁଟି କରିବେ ନାହିଁ ।

ଆଜ ତା .....ରିଖ.....ମାସ ୨୦.....ମସିହା  
(ନ୍ୟାୟାଳୟ ମୋହର)



ଦସ୍ତଖତ

(ଦ୍ରଷ୍ଟବ୍ୟ : ଏହି ଟଙ୍କା ଦଣ୍ଡିତ ଅର୍ଥଦଣ୍ଡର ପରିମାଣ ଏକକ୍ଷତ ଟଙ୍କାରୁ ଅଧିକ ହେବ ନାହିଁ ।)

FORM No. (M) 52-B

FORM OF ADMISSION OF OFFENCE BY THE ACCUSED

In the Court of Sub-divisional Judicial Magistrate.....

Case No...../

State.....Complainant

Versus

.....Accused

Section/ (s)

I, ..... (1) received the summons to answer a charge of petty offences in aforesaid case. I do hereby plead guilty and remit a sum of rupees..... (in words) ..... by postal money order and pray that the said amount may be accepted and the case may be disposed of .

.....  
Date.....

Signature of the accused

(This form need not be sent to the Court if the accused is not willing to plead guilt).

1. Name of the accused

FORM No.(M) 52-C

**ଦୋଷ ସ୍ୱୀକାର ପତ୍ର**

**ବିଚାର ବିଭାଗୀୟ ମହକୁମା ଦଣ୍ଡାଧିକାରୀଙ୍କ ସମାପ୍ତେଷୁ,**

ମକଦ୍ଦମାର ନମ୍ବର.....

ସରକାର.....ମୁଦେଇ

ବକାମ

.....ମୁଦାଲା

ଦସା.....

ନ୍ୟାୟାଳୟଙ୍କ ଉପରଲିଖିତ ମକଦ୍ଦମାରେ ପ୍ରେରିତ ତଳବ ମୁଦାଲାଙ୍କ ହସ୍ତଗତ ହୋଇଛନ୍ତି । ମୁଦାଲା ଏହି ପତ୍ର ଦ୍ୱାରା ଉକ୍ତ ମକଦ୍ଦମାର ବର୍ଷିତ ସମସ୍ତ ଅଭିଯୋଗ ମାନି ନେଇ ଅପରାଧ ସ୍ୱୀକାର କରୁଅଛନ୍ତି, ତତସଙ୍ଗେ ନ୍ୟାୟାଳୟଙ୍କ ଆଦେଶ ଅନୁସାରେ ଅର୍ଥଦଣ୍ଡ..... ଟଙ୍କା ତାଙ୍କ ଜରିଆରେ ପ୍ରେରଣ କରି ପ୍ରାର୍ଥନା କରେ ବି ମୁଦାଲାଙ୍କ ସ୍ୱୀକାର କନିତ ପ୍ରେରିତ ଅର୍ଥଦଣ୍ଡ ଟଙ୍କା ଗୃହୀତ ହୋଇ ମକଦ୍ଦମାର ଦୂତୀତ ନିଷିଦ୍ଧ ହେଉ ।

ମୁଦାଲାଙ୍କ ଦସ୍ତଖତ କିମ୍ବା ହାତହସ୍ତ ନୂଆଦୁଇ ଟିପଟିହୁ ଯେଉଁ ବ୍ୟକ୍ତିଙ୍କ ସମ୍ମୁଖରେ ଟିପଟିହୁ ବା ଦସ୍ତଖତ ନିଆଗଲା ସେହି ବ୍ୟକ୍ତିଙ୍କ ନାମ, ଠିକଣା ଓ ଦସ୍ତଖତ ।

(ଦ୍ରଷ୍ଟବ୍ୟ : ମୁଦାଲା ଯଦି କୌଣସି ଅଭିଯୋଗ ସ୍ୱୀକାର ନ କରନ୍ତି, ତାହାହେଲେ ଏହି ପତ୍ର ନ୍ୟାୟାଳୟକୁ ପଠାଇବା ପାଇଁ ବାଧ୍ୟ ହୁଅନ୍ତି ।)

**FORM No.(M) 53**  
**NOTICE OF COMMITMENT BY MAGISTRATE**  
**TO PUBLIC PROSECUTOR**  
**No.31, Schedule II, Act II, 1974**

*(Section 209 of the Criminal Procedure Code)*

The Magistrate of .....hereby gives notice that he has committed one ..... for trial at the next sessions; and the Magistrate hereby instructs the Public Prosecutor to conduct the Prosecution of the said case.

The charge against the accused is that 1,

Dated, this ..... day of ..... 20 .....

Seal of the Court

Signature



1. State the offence as in the charge.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 54**

**WARRANT OF COMMITMENT FOR INTERMEDIATE  
CUSTODY IN CASE COMMITTED TO THE SESSIONS**

*(Section 209 of the Criminal Procedure Code)*

To

The Officer-in-charge of Jail at.....

WHEREAS 1 ..... of .....is charged  
with 2 ..... and has been committed to take  
his trial before the Court of Session at .....

You are hereby required to receive the said ..... Into  
your custody and produce him before the said Court when so  
required.

Dated, this ..... day of..... 20 .....

Seal of the Court



Signature

**FORM No.(M) 55**

**CHARGE WITH ONE HEAD**

**No.32, (I) Schedule II, Act II, 1974**

*(Sections 211, 212, 213 of the Criminal Procedure Code)*

P3, ..... hereby charge you 4 .....  
.....as follows :

That you, on or about 5..... at 6.....  
7..... and thereby committed an offence punishable  
under Section .....of the Indian Penal Code, and  
within 8..... and I hereby direct that you be tried by  
this/ said Court on the said charge.

Dated, this ..... day of..... 20 .....

*Sessions Judge/Magistrate*

---

1. Name [with age]
2. State the offence
3. Name and office of Sessions Judge/Magistrate
4. Name of accused person
5. State the date and time
6. Place
7. State the offence
8. My cognizance or the cognizance of the Chief Judicial Magistrate in the district of, as the case may be.

IV. MISCELLANEOUS FORMS

**FORM No.(M) 56**  
**CHARGES WITH TWO HEADS**

**No.32, (II) Schedule II, Act II, 1974**

*(Section 211, 212, 213 of the Criminal Procedure Code)*

I, 1..... hereby charge you 2..... as follows-

First - That you, on or about 3..... at  
4.....5..... and thereby committed an offence punishable  
under Section of the Indian Penal Code, and within 6.....

Secondly - That you, on or about 3.....at 4.....  
5 .....and thereby committed an offence punishable  
under Section(s) of the Indian Penal Code, and within 6.....

And I hereby direct that you be tried by 7.....  
This/ said court on the said charge.

Dated, this ..... day of..... 20 .....

*Sessions fudge/Magistrate*

**FORM No.(M) 57**  
**CHARGES WITH THREE HEADS**

**No.32, (II) Schedule II, Act II, 1974**

*(Sections 211, 212, 213 of the Criminal Procedure Code)*

I 8.....hereby charge  
you 9..... as follows -

First - That you, on or about 10 .....  
at 11 ..... 12 ..... and thereby committed  
an offence punishable under Section .....of the Indian  
Penal Code, and within 6..... 10 .....

Secondly - That you, on or about 10 .....  
at 11..... 12 ..... and thereby committed an offence  
punishable under Section of the Indian Penal Code, and - within 13 .....

- 
1. Name and office of Magistrate, etc.
  2. Name of accused person
  3. Date and time
  4. Place
  5. State the offence
  6. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be.
  7. In cases tried by Magistrate omit "this said Court"
  8. Name and office of Magistrate, etc.
  9. Name of accused person
  10. Date and time
  11. Place
  12. State the offence
  13. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be.
-

IV. MISCELLANEOUS FORMS

Thirdly - That you, on or about 1. .... at 2 .....  
3 .....and thereby committed an offence punishable  
under Section ..... of the Indian Penal Code, and within 4.....

And I hereby direct that you be tried by 5 .....  
This/said Court on the said charge.

Dated, this ..... day of..... 20 .....

*Sessions fudge/Magistrate*

**FORM No.(M) 58**

**CHARGES WITH FOUR HEADS**

**No.32, (II) Schedule II, Act II, 1974**

*(Section 211, 212, 213 of the Criminal Procedure Code)*

I 6.....hereby charge  
..... As follows :- .....

*First-* That you, on or about 8 .....at 9 .....  
10 ..... and thereby committed an offence punishable under  
Section ..... of the Indian Penal Code, and within 11 .....

*Secondly -* That you, on or about 8 ..... at 9 .....  
10 ..... and thereby committed an offence punishable under  
section .....of the Indian Penal Code, and within 6 .....

*Thirdly -* That you, on or about 8 .....at 9.....  
10 ..... and thereby committed an offence punishable under  
Section of the Indian Penal Code, and within 6 .....

*Fourthly -* That you, on or about 8 .....at 9 .....  
10 ..... and thereby committed an offence punishable under  
Section .....of the Indian Penal Code, and within 11.....

And I hereby direct that you be tried by 12 this/ said charges.

Dated, this ..... day of..... 20 .....

*Sessions fudge/Magistrate*

---

1. Date and time
2. Place
3. State the offence
4. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be.
5. In cases tried by Magistrates omit "this said Court"
6. Name and office of Magistrate etc.
7. Name of accused person
8. Date and time
9. Place
10. State the offence
11. My cognizance or the cognizance of the Chief Judicial Magistrate as the case may be.
12. In cases tried by Magistrates omit "this said Court"

IV. MISCELLANEOUS FORMS

**FORM No. (M) 59**  
**CHARGE AFTER A PREVIOUS CONVICTION**  
**No. 32, (III) Schedule II, Act II, 1974**  
*(Sections 211, 212, 213 of the Criminal Procedure Code)*

...1.....hereby charge  
..... As follows :- .....

That you, on or about the .....  
day of ..... at .....ncommitted .  
and thereby committed an offence punishable under Section .....  
..... of the Indian Penal Code, and within the Cognizance  
of the 3 .....

and you the said 4 .....stand further  
charged that you before the committing of the said offence,  
that is to say on the .....day of .....  
had been convicted by the 5 at .....  
of an offence punishable under Chapter XVII of the Indian Penal Code,  
with imprisonment for a term of three years that is to say 6.....

Which conviction is still in full force and effect, and that you  
are thereby liable to enhanced punishment under Section 75 of  
the Indian Penal Code.

And I hereby direct that you be tried by the/said Court on the  
said charges.

Dated, this ..... day of..... 20 .....

Signature of Sessions  
Judge /Magistrate

- 
1. Name and office of Magistrate etc.
  2. Name of accused
  3. Court of Sessions or Magistrate as the case may be
  4. Name of accused
  5. State Court by which conviction was up held
  6. Describe the offence in the words used in the Section under which the offence was committed.
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 60**

**WARRANT OF COMMITMENT ON A SENTENCE OF  
IMPRISONMENT OR FINE IF PASSED BY A MAGISTRATE**

**No. 34, Schedule II, Act 11,1974**

*(Sections 248, and 255 of the Criminal Procedure Code)*

The 1 ..... of the Jail at .....  
WHEREAS on the .....day of .....20 .....2.....  
the 3 ..... prisoner in case No. .... of the calendar for 20  
..... was convicted before me 4 ..... of offence of 5.....  
..... under Section 6..... of the 7..... and  
was sentenced to 8.

This is to authorise and require you, the said 9 ..... To  
receive the said 10 into your custody in the said jail, together with this  
warrant and hereby carry the aforesaid sentence into execution  
according to law.

Dated, this ..... day of..... 20 .....

Seal of the Court



Signature

**Note** - This form applies to all criminal Courts *mutatis mutandis*.

- 
1. Officer-in-charge
  2. Name of Prisoner [with age)
  3. 1 st, 2nd, 3rd as the case m
  4. Name and official designat
  5. Mention the offence or offe
  6. Or Sections
  7. Indian Penal Code or of ..
  8. State the punishment fully
  9. Officer-in-charge, Jail
  10. Prisoner's name

IV. MISCELLANEOUS FORMS

**FORM No. (M) 61**  
**FORM TO BE ATTACHED TO ALL WARRANTS OF**  
**COMMITMENT**

| 1.      | 2.        | 3.                  | 4.                                  | 5.                                 | 6.  | 7.   | Former Conviction |                   | 10.                       | 11.      |
|---------|-----------|---------------------|-------------------------------------|------------------------------------|---|--|-------------------|-------------------|---------------------------|----------|
|         |           |                     |                                     |                                    |   |  | 8.                | 9.                |                           |          |
| Address | Character | Previous occupation | Circumstances under which convicted | Whether sentence appealable or not | Other charges pending against prisoner, with law and section. | Special classification under the rules of the Jail code. | Date              | By whom convicted | Offence (Law and Section) | Sentence |

**Note** - In column 1 not only the village, but the police-station and district within which the convict resides should be given.

**FORM No. (M) 62**  
**WARRANT OF IMPRISONMENT ON FAILURE TO PAY**  
**COMPENSATION**

**No. 35, Schedule II, Act II, 1974**

*(Section 250 of the Criminal procedure Code)*

To

The Officer-in-charge of the Jail at

WHEREAS 1.....has brought against 2 ..... the complaint that 3 ..... and the same has been dismissed on the ground that there was no reasonable ground for making the accusation against the said 4.....and the order of dismissal awards payment by the said 4 .....of the sum of rupees .....as compensation; and whereas the said sum has not been paid and an order has been made for his simple imprisonment in jail for the period of days, unless the aforesaid sum be sooner paid;

1. Name with age and description
2. Name with age and description of the accused person
3. Mention it concisely
4. Name of complainant



IV. MISCELLANEOUS FORMS

This is to authorise and require you, ..... to receive the said 1..... into your custody together with this warrant, and him safely to keep in the said jail for the said period of 1 ..... subject to the provisions of Section 69 of the Indian Penal Code, unless the said sum be sooner paid, and on the receipt thereof, forthwith to set him at liberty, returning this warrant with an endorsement certifying the manner of its execution .

Dated, this ..... day of..... 20 .....

Seal of the Court



Signature

**FORM No. (M) 63**  
**SUMMONS TO WITNESS**  
**No. 33, Schedule II, Act II, 1974**

*(Sections 6 and 244 of the Criminal Procedure Code)*

To..... of .....

WHEREAS complaint has been made before me that 3 ..... of 4 ..... committed the offence of 5 ..... and it appears to me that you are likely to give material evidence or to produce any document or other thing for the prosecution.

You are hereby summoned to appear before this Court on the .....day of .....next at 100Clock in the forenoon to produce such document of thing or to testify what you know concerning the matter of the said complaint, and not to depart hence without leave of the Court and you are hereby warned that if you shall without just excuse neglect or refuse to appear on the said date, a warrant will be issued to compel your attendance.

Dated, this ..... day of..... 20 .....

Seal of the Court



*Sessions Judge/Magistrate*

**Note** - In cases where a witness is a public servant a forwarding letter to the head of the office in which such public servant is employed in Form No. M-25-A is to be enclosed to summons.

---

1. Name
2. Term of imprisonment
3. Name of the accused.
4. Has or is suspected to have
5. State the offence concisely with time and place
6. Or six as the case may be

IV. MISCELLANEOUS FORMS

**FORM No. (M) 64**

**ORDER REQUIRING PRODUCTION IN COURT OF PERSON  
IN PRISON FOR ANSWERING TO CHARGE OF OFFENCE**

**No. 36, Schedule II, Act II, 1974**

*(Section 267 of the Criminal Procedure Code)*

To

The Officer-in-charge of the Jail at .....

Whereas the attendance of 1 ..... at present confined/detained in the above-mentioned prison, is required in this Court to answer to a charge of 2.....or for the purpose of a proceeding 3 ..... you are hereby required to produce the said 1 ..... under the safe and sure conduct before this Court ..... on the .....day of ..... 20 .....by .....A.M. thereto answer to the said charge or for the purpose of the said proceeding, and after this Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to said prison.

And you are further required to inform the said 1 ..... of the contents of this order and deliver to him the attached copy thereof.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Countersigned

(Signature)

FORM No. (M) 65

**FORM No. (M) 65**

**ORDER REQUIRING PRODUCTION IN COURT OF  
PERSON IN PRISON FOR GIVING EVIDENCE**

**No. 37, Schedule II, Act II, 1974**

*(Sections 267 of the Criminal Procedure Code)*

To

The Officer-in-charge of the Jail at

- 
1. Name of Prisoner
  2. State shortly the offence charged
  3. State shortly the particulars of the proceeding
-

IV. MISCELLANEOUS FORMS

Whereas complaint has been made before this Court that 1 ..... of ..... has committed the offence of 2 ..... and it appears that 3 ..... at present confined/detailed in the above-mentioned prison, is likely to give material evidence for the prosecution defence ;

You are hereby required to produce the said 3 ..... under safe and sure conduct before this Court at ..... on the ..... day of ..... 20 ..... by ..... A.M. thereto give evidence in the matter now pending before this Court and after this Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to the said prison.

And you are further required to inform the said 3 ..... of the contents of this order and deliver to him the attached copy thereof.

Dated, this ..... day of ..... 20 .....

(Seal of the Court)



Countersigned  
(Signature)  
FORM No. (M) 65

**FORM No. (M) 66**

**FORM OF LETTER OF REQUEST IN THE CASE OF  
EXAMINATION OF A WITNESS WHO IS AN OFFICER OF  
THE HOUSE OF THE PEOPLE/COUNCIL OF STATES**

From

.....

To

THE SECRETARY,  
THE HOUSE OF THE PEOPLE/THE COUNCIL OF STATES,  
PARLIAMENT HOUSE, NEW DELHI.  
SUBJECT - 4

Sir,

In the above proceedings, the plaintiff/ defendant/Complainant/ accused proposes to examine ..... an Officer in the

- 
1. Name of the accused
  2. State the offence concisely with time and place
  3. Name of the prisoner
  4. Description of the case
-

IV. MISCELLANEOUS FORMS

Secretariat of the House of the People/Council of States (or duly informed Officer in the Secretariat of the Assembly) as a witness in regard to matters specified in the Annexure. I am to request you to move the Honorable Speaker/Chairman of the House, if necessary, to grant leave for the examination of the said Officer in my Court, and, if such leave is granted, to direct the Officer to appear in Court on at 0' clock.

Annexure

Yours faithfully

**FORM No. (M) 67**

**FORM OF LETTER OF REQUEST TO BE ISSUED FOR THE PRODUCTION OF: DOCUMENTS IN THE COURT OF LAW FROM THE RECORDS OF THE HOUSE OF THE PEOPLE/ COUNCIL OF STATES**

From

.....

To

**THE SECRETARY,  
THE HOUSE OF THE PEOPLE/THE COUNCIL OF STATES,  
PARLIAMENT HOUSE, NEW DELHI.  
SUBJECT - (1)**

Sir,

In the above proceedings, the Plaintiff! defendant/ Complainant/ accused proposes to rely upon the documents, specified in the annexure, which are in the custody of the House of the People/Council of States. I am to request you to move the Honourable Speaker/ Chairman of the House, if necessary, to grant leave for the production of the documents in my Court and, if such leave is granted, to arrange to send the documents/certified copies of the documents so as to reach me on or before ..... by registered post (A.D.) or through an Officer of the Secretariat of the House.

Annexure

Yours faithfully

---

1. Description of the case

IV. MISCELLANEOUS FORMS

**FORM No. 68**

**FORM OF LETTER OF REQUEST IN THE CASE OF  
EXAMINATION OF WITNESS, WHO IS AN OFFICER OF THE  
LEGISLATIVE ASSEMBLY/LEGISLATIVE COUNCIL OF STATE**

To  
THE SECRETARY, Legislative Assembly /Legislative Council  
OF THE STAFF  
STATE LEGISLATIVE COUNCIL  
SUBJECT - (1)

Sir,

In the above proceedings the Complainant/ accused proposes to examine ..... an Officer in the Secretariat of the Legislative Assembly /Council of States (or any duly informed Officer in the Secretariat of the Assembly /Council) as a witness in regard to matter specified in the Annexure. I am to request you to move the Hon'ble Speaker/Chairman, or the House, if necessary, to grant leave for the examination of the said Officer in my Court and, if such leave is granted to direct the Officer to appear in Court on at.. A.M.

Annexure

Yours faithfully

**FORM No. (M) 69**

**FORM OF LETTERS OF REQUEST TO BE ISSUED FOR  
THE PRODUCTION OF DOCUMENTS IN COURTS OF  
LAW FROM THE RECORDS OF THE LEGISLATIVE  
ASSEMBLIES/COUNCIL OF THE STATES**

Sir,

THE SECRETARY, Legislative Assembly /Legislative Council  
OF THE STATE

In the above proceeding the Complainant/ accused proposes to rely upon the documents, specified in the annexure, which are in the custody of the Legislative Assembly /Legislative Council. I am to request you to move the Hon'ble Speaker /Chairman of the House, if necessary, to grant leave for the production of the documents in my

---

(1) Description of the case

IV. MISCELLANEOUS FORMS

Court and, if such leave is granted, to arrange to send the documents/ certified copies of the documents so as to reach me on or before by registered post (A.D.) Or through an Officer of the Secretariat of the House.

Annexure

Yours faithfully

**FORM No. (M) 70**  
**WARRANT FOR INTERMEDIATE CUSTODY**  
*(Section 309 of the Criminal Procedure code)*

To

The Officer-in-charge of the Jail at .....

WHEREAS [name of the accused] with age .....son of .....of village .....Police-station in the district of .....is charged with 1 ..... and has been remanded to custody until 2 .....

You are hereby required to receive the said ..... into your custody and to produce him before me on the said day at 3 .....

Dated, this ..... day of..... 20 .....

Session Judge/Magistrate

**FORM No. (M) 71**  
**WARRANT OF COMMITMENT UNDER**  
**SENTENCE OF DEATH**  
**No. 40, Schedule II, Act II, 1974**  
*(Section 366 of Criminal Procedure Code)*

To

The 4..... of the Jail .....

WHEREAS at the Sessions held before me on the ..... day of .....20..... 5 the 6..... prisoner in case No of the calendar at the said Sessions, was duly convicted

- 
1. Here State offence and law
  2. Here give date
  3. Here State the hour
  4. Officer-in-charge
  5. Name of Prisoner [with age].
  6. 1 st, 2nd, 3rd as the case may be

IV. MISCELLANEOUS FORMS

of the offence of culpable homicide amounting to murder under Section .....of the Indian Penal Code, and sentenced to death, subject to the confirmation of the said sentence by the High Court of Judicature, Orissa.

. This is no authorise and require you, to receive the said 4..... into your custody in the said Jail together with this warrant and him there safely to keep until you shall receive the further warrant or order of this Court, carrying into effect the order of the said High Court.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge

**FORM No. (M) 72**

**WARRANT OF EXECUTION OF A SENTENCE OF DEATH**

**No. 42, Schedule II, Act, II 1974**

*(Section 414 of Criminal Procedure Code)*

To

The 2 ..... of the Jail at .....

WHEREAS 3 .....the 4 ..... prisoner in case No .....of the calendar for 20 ..... at the Sessions held .....before me on the .....day of .....20 ..... Has been by a warrant of this Court, dated the .....day of ..... committed to your custody under sentence of death, and whereas the order of the High Court of Judicature, Orissa/Supreme Court confirming the said sentence has been received by this Court.

This is to authorise and require you to carry the said sentence into execution by causing the said 3 ..... to be hanged by the neck until he be dead, at 5 ..... and to return this warrant to the Court with an endorsement certifying that the sentence has been executed.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge

- 
1. Prisoner's name
  2. Officer-in-charge
  3. Name of Prisoner
  4. 1 st, 2nd, 3rd as the case may be.
  5. Time and place of execution

IV. MISCELLANEOUS FORMS

**FORM No. (M) 73**

**WARRANT AFTER A COMMUTATION OF A SENTENCE**

**No. 41, Schedule II, Act II 1974**

*See 386 of Criminal Procedure Code)*

To

The 1 .....of the Jail at .....

WHEREAS at a Session held on the ..... day of the .....  
20 ..... 2 ..... the 3 ..... prisoner in case No .....of the  
calendar for 20 ..... at the said Sessions, was convicted of the  
offence of punishable under Section ..... of the Indian  
Penal Code, and sentenced to , and was thereupon committed to your  
custody, and whereas by the order of the .....Court of (a duplicate  
of which is hereunto annexed) the punishment adjudged by the said  
sentence has been commuted to the punishment of 4 .....

This is to authorise and require you, the said 5 ..... safely  
to keep the said 6 ..... in your custody in the said Jail 7.....

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge

**FORM No. (M) 74**

**WARRANT TO LEVY A FINE BY ATTACHMENT AND SALE**

**No. 43, Schedule II, Act II, 1974**

*(Section 421 of Criminal Procedure Code)*

To 8

Whereas 9 was on the ..... day ..... 20 .....  
convicted before me of the offence of 10 ..... and sentenced to  
pay a fine of rupees and whereas the said 11 ..... although required  
to pay the said fine, has not paid the same or any part thereof.

- 
1. Officer-in-charge
  2. Name of Prisoner
  3. 1 st, 2nd, 3rd, as the case may be
  4. Imprisonment for life
  5. Officer-in-charge of the Jail
  6. Prisoner's name
  7. Continue as directed in Form No. 41 of the Schedule II, Act II, 1974.
  8. Name and designation of the Police Officer or other person who is or are to execute the warrant
  9. Name and description of the offender
  10. Mention the offence concisely
  11. Name
-



IV. MISCELLANEOUS FORMS

This is to authorise and require you to attach any movable property belonging to the said 1..... which may be found within the district of ..... and if within 2 ..... next after such attachment the said sum shall not be paid (or forthwith), to sell the movable property attached, or so much thereof as shall be sufficient to satisfy the said fine, returning this warrant, with an endorsement certifying what you have done under it, immediately upon its execution.

This warrant shall remain in force for period of six months and it must be returned by ..... whether the amount of fine imposed or any part of it, be realised or not.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge

**FORM No. (M) 75**  
**WARRANT OF RECOVERY OF FINE**  
**No. 44, Schedule II, Act II, 1974**  
*(Section 421 (b) of Criminal Procedure Code)*

To

The Collector of the District of .....

WHEREAS 2 ..... son of ..... of village ..... was on the ..... day of ..... 20 ..... convicted before me of the offence of 3.....and sentenced to .....and to pay a fine of rupees .....and whereas the said 4 ..... although required to pay the said fine, has not paid the same or any part thereof.

You are hereby authorised and requested to realise the amount of the said fine, as arrears of land revenue from the movable or immovable property or both, of the said defaulter and to certify without delay what you may have done in pursuance of this order.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge

- 
1. Name
  2. State the number of days or hours allowed.
  3. Name, address and description of the offender
  4. Mention the offence concisely
  5. Name
-

IV. MISCELLANEOUS FORMS  
**FORMS FORM No. (M) 76**  
**BOND FOR APPEARANCE OF OFFENDER RELEASED**  
**PENDING REALISATION OF FINE**  
*(Section 424 of the Code of Criminal Procedure)*

WHEREAS I 1 ..... an inhabitant of 2 ..... has been sentenced to pay a fine of rupees ..... and in default of payment thereof to undergo imprisonment for and whereas this Court has been pleased to order my release on condition of my executing a bond for my appearance on the following date (dates) namely:

I hereby bind myself to appear before the Court of ..... at ..... O' Clock on the following date (or dates) namely more and in case of making default herein, I bind myself to forfeit to Government the sum of rupees .....

Dated, this ..... day of..... 20 .....

Signature

(Where a bond with surety/sureties is to be executed)

I/We 3..... do hereby declare ..... For the above-rramed"..... that he will appear before the Court of ..... on the following date (or dates) namely ..... and in case of his making default therein 5 ..... forfeit to Government the sum of Rupees .....

Dated, this ..... day of..... 20 .....

Signature

**FORM No. 77**  
**WARRANT OF RELEASE ON APPEAL**  
*(Section 386 of the Criminal Procedure Code)*

In the Court of the .....at .....

To

The Officer-in-charge of the jail.....  
at.....

- 
1. Name
  2. Place
  3. Name and description of the surety or sureties
  4. Myself or ourselves surety or sureties
  5. I or we bind myself or ourselves jointly and severally

IV. MISCELLANEOUS FORMS

WHEREAS 1 ..... son of .....  
of village ..... of ..... police-station in the  
..... district ..... who was convicted by  
2 ..... of the offence of 3 ..... and was ..... sentenced  
on the ..... day of ..... to ..... has been acquitted  
on appeal by Court. You are hereby directed to discharge the  
said 1 ..... out of your custody unless he is liable to be  
detained for some other matter and for your so discharging him this  
shall be your sufficient warrant.

Dated, this ..... day of ..... 20 .....

(Seal of the Court)



Sessions Judge/Magistrate

**FORM No. (M) 78**  
**WARRANT FOR USE BY APPELLATE COURT WHEN A**  
**SENTENCE IS MODIFIED ON APPEAL**  
*(Section 386 of the Criminal Procedure Code)*

In the Court of the ..... At.....

To

The Officer-in-charge of the jail .....  
at .....

WHEREAS 4 .....son of .....  
of village ..... of ..... police-station .....  
in the district of was convicted by Magistrate of .....  
of the offence of, and was .....sentenced on the .....  
day of ..... 20 ..... to 5 ..... which conviction and sentence  
have been modified on appeal by this Court, and in lieu thereof the  
said 4 .....has been convicted of the offence of .....  
and sentenced on the ..... day of ..... 20 .....  
to 6.....

This is to authorise and require you the said officer-in-charge to  
receive the said 4 ..... into your custody in the said jail,  
together with this warrant and carry the aforesaid sentence into  
execution according to law and this is further to authorise and

---

1. Name of the accused
2. Name and official designation
3. Mention the offence quoting also Act and Section.
4. Name
5. State the sentence imposed by the trial Court
6. State the modified sentence

IV. MISCELLANEOUS FORMS

require you to return to this Court the original warrant of commitment in lieu whereof this warrant is issued.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge/Magistrate

**FORM No. (M) 79**  
**ORDER BY THE SESSIONS JUDGE FOR THE RELEASE OF**  
**A PRISONER ON BAIL**  
*(Section 389 and 397 of the Criminal Procedure Code)*

In the Court of the..... at.....

Appeal/Revision No..... Of.....20.....

To

The..... of .....

WHEREAS 1 ..... of an offence under Section  
2 ..... by .....the Magistrate of  
..... on the day of ..... 20 ..... has been 3 .....  
and on 4 ..... to this Court an order has been passed under  
Section 5 ..... Criminal Procedure Code for his release on bail  
until his 4 ..... shall have been disposed of ..... You  
are hereby required to release the said 1 ..... on good and sufficient  
bail 6 ..... and to return to this Court the original warrant of  
commitment. If the prisoner is unable to furnish bail, ..... you  
should forthwith return this order with an endorsement to that effect.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge/Magistrate

- 
1. Name of the prisoner
  2. Accused or convicted
  3. State sentence or period of remand to jail
  4. Appeal or application
  5. State the Section
  6. If the amount of bail is fixed by the appeal at Court, enter it here.
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 80**  
**WARRANT OF COMMITMENT IN CERTAIN CASES OF**  
**CONTEMPT WHEN A FINE IS IMPOSED**  
**No. 38, Schedule II, Act II of 1974**  
*(Section 345 of the Criminal Procedure Code)*

To  
The 1..... of the jail  
at .....

WHEREAS at a Court held before me on this day 2 .....  
in the 3 ..... of the Court committed wilful contempt; and  
whereas for such contempt, the said 4 ..... has been  
adjudged by the Court to pay a fine of rupees ..... or,  
in default, to suffer simple imprisonment for the period  
of .....

This is to authorise and require you, the 6 ..... of  
the said jail, to receive the said 7 ..... into your custody  
together with this warrant, and him safely to keep in the said jail for  
the said period 8 ..... unless the said fine be sooner paid, and  
on the receipt thereof forthwith to set him at liberty, returning this  
warrant with an endorsement certifying the manner of its execution.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge/Magistrate

- 
1. Officer-in-charge
  2. Name and description of the offender
  3. Presence of or view
  4. Name of offender
  5. State the number of months or days
  6. Officer-in-charge
  7. Name of offender
  8. Term of imprisonment

IV. MISCELLANEOUS FORMS

**FORM No. (M) 81**  
**MAGISTRATES OR JUDGE'S WARRANT OF**  
**COMMITMENT OF WITNESS REFUSING TO**  
**ANSWER OR TO PRODUCE DOCUMENT**  
**No. 39, Schedule II, Act II of 1974**  
*(Section 349 of the Criminal Procedure Code)*

To 1

WHEREAS 2 ..... being 3.....  
..... as a witness, and this day required to give evidence on  
an inquiry into an alleged offence, refused to answer 4 .....  
..... put to him touching the said alleged offence and duly  
recorded having been called upon to produce 5 .....  
has refused to produce such document without alleging any just excuse  
for such refusal and for his refusal has been ordered to be detained in  
custody for 6 .....

This is to authorise and require you to take the said  
7 ..... into custody, and him safely keep in your custody for  
the period of ..... days, unless in the meantime he shall consent  
to be examined and to answer the questions asked of him, or to  
produce the document called for from him and on the last of the said  
days, of forthwith on such consent being known, to bring him before  
this Court to be dealt with according to law returning this warrant with  
an endorsement certifying the manner of its execution.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Sessions Judge/Magistrate

- 
1. Name and designation of officer of Court
  2. Name with age and description
  3. Summoned or brought before this Court
  4. A certain question or certain questions
  5. Nature of the document
  6. Term of detention adjudged
  7. Name
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 82**

**WARRANT OF IMPRISONMENT ON THE  
FAILURE TO PAY MAINTENANCE  
No. 18, Schedule II, Act II of 1974**

*(Section 125 (3) of the Criminal Procedure Code)*

To

The 1 ..... of the Jail  
at .....

WHEREAS 2 ..... has been proved before me to be possessed of sufficient means to maintain his 3 ..... who is by reason of 4 ..... unable to maintain 5 ..... and to have 6 ..... to do so, and an order has been duly made requiring the said 7..... to allow to the said 8 ..... maintenance the monthly sum of rupees ..... and whereas it has been further proved that the said 7 ..... in wilful disregard of the said order has failed to pay rupees being the amount of the allowance, for the month 9 ..... of .....

And there upon an order was made adjudging him to undergo 10 ..... imprisonment in that said jail for the period of .....

This is to au thorise and require you the said 11..... to receive the said 2 ..... into your custody in the jail, together with this warrant, and there carry the said order into execution according to law, returning this warrant with an endorsement certifying the manner of its execution.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Magistrate

- 
1. Officer-in-charge
  2. Name [with age], description and address
  3. Wife, child, father or mother (name)
  4. State the reason.
  5. Herself or himself
  6. Neglected or refused
  7. Name
  8. Wife, child, father or mother
  9. Or months
  10. Simple or rigorous
  11. Officer-in-charge

IV. MISCELLANEOUS FORMS

**FORM No. 82-A**  
**WARRANT TO ENFORCE THE PAYMENT OF**  
**MAINTENANCE BY ATTACHMENT AND SALE**  
**No. 19, Schedule II, Act II of 1974**  
*(Section 125 of the Criminal Procedure Code)*

To

WHEREAS an order has been duly made requiring 2 .....  
to allow to his said 3 ..... maintenance the monthly sum  
.....and whereas the said 2 ..... rupees  
..... in wilful disregard to said order has failed to pay  
rupees .....being the amount of the allowance for the  
month 4..... of .....

This is to authorise and require you to attach any movable  
property belonging to the said 2 ..... which may be found  
within the district of ..... and if within 5 ..... Next  
after such attachment the said sum shall not be paid (or forthwith), to  
sell the movable property attached, or so much thereof as shall be  
sufficient to satisfy the said sum, returning this warrant with an  
endorsement certifying what you have done under it immediately upon  
its execution.

Dated, this ..... day of..... 20 .....

(Seal of the Court)



Magistrate

**FORM No. (M) 83**  
**BOND AND BAIL BOND ON A PRELIMINARY INQUIRY**  
**OR TRIAL BEFORE A MAGISTRATE**  
*(Sections 436 and 441 of the Criminal Procedure Code)*

I 6 ..... of 7 ..... being brought before the  
Magistrate of 8 ..... charged with the offence of .....  
And required to give security for my attendance in his Court in

- 
1. Name and designation of Police Officer or other person to execute the warrant.
  2. Name
  3. Wife, child, father or mother
  4. Or months
  5. State the Number of days or hours allowed
  6. Name
  7. Place
  8. As the case may be



IV. MISCELLANEOUS FORMS

any other Court where the case may be pending and at the Court of Session, if required, do bind myself to attend at the Court of the said Magistrate or of such other Magistrate before whom the case may be pending at 10.30 A.M./6.30 A.M.1 or such subsequent hour as may be directed on every day of the preliminary inquiry or trial into the said charge, and should the case be sent for trial by the Court of Sessions to be, and appear before the said Court when called upon to answer the charge against me and, in case of my making default herein, I bind himself to forfeit to Government the sum of rupees.

2

Signature

Surety ..... for the said 3 .....

that he shall attend at the Court of ..... or of such other Magistrate before whom the case may be pending at 10 A.M./6.30 A.M. 4 or such subsequent hour as may be directed, on every day of the preliminary inquiry of trial into the offence charged against him and should the case be sent for trial by the Court of Session, that he shall be, and appear before the said Court to answer the charge against him, and in case for his making default therein, 5 ..... For forfeit to Government the sum of rupees.

Dated, this ..... day of..... 20 .....

**Note** - The bond shall be accompanied with an application containing the particulars prescribed Form No. (M) 83-A.

**FORM No. (M) 83-A**  
**FORM OF APPLICATION BY THE SURETY**

In the Court of the Judge/Magistrate

Case No ..... of ..... 20 .....

State (or as the case may be)

Complainant

*Versus*

Accused  
Solemnly

1 (Name of Surety)

affirm and state as follows :-

---

1. Strike out as may be necessary
  2. I hereby declare myself or we jointly, and severally declare ourselves and each of us.
  3. Name
  4. Strike out as may be necessary
  5. I bind myself or we bind ourselves jointly and severally
-

IV. MISCELLANEOUS FORMS

(1) I beg to offer myself as a Surety for Accused No. ....  
(full name of the accused who is charged under Section (s) .....  
and who has been ordered to be released on a bail in the sum of  
Rs. (in words) ..... with the ..... Surety /  
Sureties in the like amount, by the ..... Court of the .....  
day of .....20.....

- (2) (A) Name & address of the surety
- (B) Occupation or business :-
- (C) Name and address of the employer if the Surety is in service :-
- (D) Full particulars of house property owned, if any, its location, value and the Surety share or interest therein, and whether it is in any way encumbered :-
- (E) Banking accounts, if any :-  
Amounts now lying in each banking account: -
- (F) Length of time for which the surety has known the Accused personally: -
- (G) Whether the Surety is related to the accused; if so how ?
- (H) Whether the Surety has stood surety for any other person in the preceding six months. If so, state the names of the parties; the amount for which the Surety has stood surety for them; (the Court and the No. of the cases against those accused; and whether the case or cases against those persons are pending or have been concluded)-
- (I) Whether the surety has, at any time, had his surety bond forfeited. If so, give particulars :-
- (J) Whether the surety has, at any time, made an application for surety ship which was rejected; if so, give the particulars thereof :-
- (K) Whether the surety is, (or has been) involved in any civil litigation :-
- (L) Whether the surety himself has been concerned in any case as an accused person, if so give particulars of the case :-
- (M) Any other particulars in regard to the status of the surety, or his income and assets which the surety may desire to give :-

(3) I produce following in support of my statements, and give particulars of the same as below :-

IV. MISCELLANEOUS FORMS

Title deeds of properties, Municipal bills of the properties.  
Bank pass book  
Income-tax payment receipts  
Other proof

(4) I pray that I may be accepted as a Surety for the above -  
mentioned accused in the sum of Rs ..... (in words ..... )

Solemnly affirmed at  
this ..... day of ..... 20 .....

(Signature of Surety)

(Identified by..... Advocate)

Before me

*Judge/Magistrate,*  
Court .....

**FORM No. (M) 83-B**

**BOND AND BAIL BOND AFTER CONVICTION**

*(Section 389 (3) of the Code of Criminal Procedure)*

I 1 ..... resident of 2 ..... Police -  
station .....having been convicted by the Magistrate/Sessions  
Judge 3 ..... under Section ..... Of ..... and  
sentenced to undergo imprisonment for ..... and an order  
having been passed by the trial Court under the provisions of Section  
389 (3) of the Code of Criminal Procedure Code, 1973, for my release  
on bail pending filing of appeal and obtaining bail orders from the  
appellate Court, do hereby bind myself that I shall present an appeal  
and obtain bail order from the appellate Court, by 4 ..... and  
further bind myself to attend the Court of the above Magistrate/  
Sessions Court, on 4 ..... to furnish fresh bail as ordered by the  
appellate Court, of failing obtaining of bail order from the appellate  
Court to surrender to the said Magistrate/Sessions Judge to undergo  
the sentence, and in cases of my making default therein, I bind myself  
to forfeit to Government the sum of Rs. .... Only.

Dated this ..... day ..... 20 .....

(Seal of the Court)

Signature

- 
1. Name
  2. Village or street and Town
  3. Designation of the Court convicting
  4. Date
  5. Strike out as may be necessary

IV. MISCELLANEOUS FORMS

I hereby declare myself surety

We hereby jointly and severally declare ourselves and each of us sureties of the above said 1..... that he shall attend the said Court on .....for the purpose of furnishing bail as ordered by the appellate Court or to surrender to the Magistrate/Session Judge to undergo the sentence, and in case of his making default therein I bind myself/We bind ourselves to forfeit to Government the sum of Rs. .... Only.

Dated, this .....days of .....20 .....

Signature

**Note** - The bond shall be accompanied with an application containing the particulars prescribed in Form No. (M) 83-A.

**FORM No. 84**

**BOND AND BAIL BOND UPON APPEAL**

*(Sections 389 and 441 of the Code of Criminal Procedure)*

1 ..... resident of 2 .....  
Police-station .....having preferred an appeal to the  
3..... against a conviction by the Magistrate/Sessions  
Judge 4 of..... under Section ..... of the  
.....and an order having been passed by the Appellate  
Court under the provisions of Section 389 of the Code of Criminal  
Procedure, 1973, for my release on bail, pending decision of the  
appeal, do hereby bind myself that I shall attend if so required by the  
said Court, in the said or any other Court and that I shall, if under the  
said decision any sentence remains to be undergone by me surrender to  
the trying Magistrate/Sessions Judge on being called upon to do so by  
the Chief Judicial Magistrate/Sub-divisional Judicial Magistrate/  
Judicial Magistrate 7 on such date as he may direct to undergo the said  
sentence and in case of my-making default therein, I bind myself to  
forfeit to Government the sum of Rs. 5 .....only.

Dated, this .....days of .....20 .....

Signature

I hereby declare myself jointly and severally declare ourselves  
6 for the above said 1.....directed by the Appellate Court to

- 
1. Name
  2. Village or street and Town
  3. Designation of appellate Court.
  4. Alter as required
  5. Words and figures
  6. Strike out as may be necessary
  7. Delete if not required
  8. Words and figures

IV. MISCELLANEOUS FORMS

be released on bail pending decision of the appeal preferred by him, that he shall attend, if so required by the said Court, in the said or any other Court and that he shall, if under the said decision any sentence remains to be undergone by him, surrender to the trying Magistrate/ Sessions Judge on being called upon to do so by the Chief Judicial Magistrate/Sub-divisional Judicial Magistrate/Judicial Magistrate on such date as he may direct to undergo the said sentence and in case of his making default therein I bind myself/We bind ourselves to forfeit to Government the sum of Rs. 2..... Only.

Dated this ..... day ..... 20.....

**Note** - The bond shall be accompanied with an application containing the particulars prescribed in Form No. (M) 83-A.

**FORM No. (M) 85**  
**BOND AND BAIL BOND ON APPEAL**  
**AGAINST ACQUITTAL**

*(Section 390 and 441 of the Code of Criminal Procedure)*

I, 3..... resident of 4 .....Police-Station ..... being brought before the Court of 5 ..... on a warrant of arrest issued by the High Court under Section 390 of the Code of Criminal Procedure on an appeal against my acquittal by the Magistrate/Sessions Judge 6 ..... of 7 .....and an order having been passed under the provisions of the said Section by the Court for my release on bail, do hereby I bind myself that I shall attend in the High Court at Cuttack on 8 .....at ..... A.M. and continue so to attend until the disposal of the aforesaid appeal, and in case of my making default therein bind myself to forfeit to Government the sum of rupees 9 .....

I do further bind myself to surrender to the Chief Judicial Magistrate 7 ..... within three days after the date of decision or, if no date has been fixed for the decision, on such date as the Chief Judicial Magistrate may direct, if by the decision of the aforesaid appeal any further enquiry, retrial, or any sentence is ordered to be

- 
1. Delete if not required
  2. Words and figures
  3. Name of the accused
  4. Village or street and Town
  5. Designation of the Court.
  6. Alter as required.
  7. Place
  8. Date
  9. Words and figures

IV. MISCELLANEOUS FORMS

undergone by me and in case of my making default therein I bind myself to forfeit to Government the aforesaid sum of Rs .....

Signature

I hereby declare myself suretyt <sup>1</sup>/We hereby jointly and severally declare ourselves and each of us sureties.

for the above-named <sup>2</sup> ..... who has been ordered to be released on bail after having been arrested on an appeal against his acquittal that he shall attend in the High Court at Cuttack on <sup>3</sup> ..... at ..... A.M. and continue so to attend until the disposal of the appeal in the said Court and in case of his making default therein/bind myself/We bind ourselves to <sup>4</sup> .....forfeit to Government the sum of rupees <sup>5</sup> ..... I hereby declare myself surety/We hereby jointly and severally declare ourselves <sup>6</sup>; and each of us sureties.

That the aforesaid <sup>7</sup>..... shall surrender to the Chief Judicial Magistrate <sup>8</sup> ..... within three days after the date of decision or, if no date has been fixed for the decision, on such date as the Chief Judicial Magistrate may direct, if by the decision of the aforesaid appeal any further enquiry, retrial, or any sentence is ordered to be undergone by the said <sup>7</sup>..... and in case of his making default therein I bind myself / We bind ourselves <sup>6</sup> to forfeit to Government the sum of Rs. ....

**FORM No. (M) 86**  
**NOTICE TO BAILOR TO PRODUCE A PERSON**  
**RELEASED ON BAIL BY ORDER OF THE**  
**APPELLATE COURT**

To <sup>9</sup> ..... resident of <sup>10</sup> .....  
Police-station .....

---

1. Strike out as may be necessary.
2. Name of the accused
3. Date
4. Alter as required.
5. Words and figures
6. Designation of the Court.
7. Village or street and Town
8. Place
9. Name of the Bailor
10. Village or street and Town

IV. MISCELLANEOUS FORMS

WHEREAS you by a bail bond dated ..... declared your surety in the Sum of Rs. 1..... for 2 resident of 2 ..... police-station directed by the 3 ..... to be released on bail pending decision of his appeal and whereas under the decision of the said Court a period of sentence remains to be undergone by the said bailee, you are hereby required to procure the surrender of the said bailee before me on or before the ..... day of ..... 20 ..... failing which proceedings will be taken against you under Section 446 of the Code of Criminal Procedure.

Dated this ..... Day ..... 20 .....

(Seal of the Court)



Magistrate

**FORM No. (M) 87**

**WARRANT TO DISCHARGE A PERSON IMPRISONED ON  
FAILURE TO GIVE SECURITY**

**No. 46, Schedule II, Act II of 1974**

*(Section 442 of the Criminal Procedure Code)*

To

The 4..... of the Jail at .....

WHEREAS 5..... was committed to your custody under warrant of this Court, dated the .....day of ..... and has since with his surety (or sureties) day of .....duly executed a bond under Section 441 of the Criminal Procedure Code.

This is to authorise and require you forthwith to discharge the said 6 from your custody, unless he is liable to be detained for some other matter.

Dated this..... day..... 20.....

(Seal of the Court)



Magistrate

- 
1. Words and figures
  2. Name of the Bailee
  3. Designation of the Court
  4. Officer-in-charge or other officer in Whose custody the j:1erson is
  5. Name and description of prisoner
  6. Name

IV. MISCELLANEOUS FORMS

**FORM No. (M) 88**

**COMMISSION TO EXAMINE A WITNESS**

*(Section 284 or 287 of the Criminal Procedure Code)*

In the Court of .....

State..... Complainant/Petitioner .....

*Versus*

.....Accused / Opposite- Party

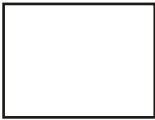
To 1

WHEREAS ..... is now under trial before the .....Sessions Judge/Magistrate of ..... and it is necessary for the purpose of such trial to examine the person named in the margin as witness on behalf of .....

You are hereby appointed Commissioner with authority under the provisions of Section 3 ..... of the Criminal Procedure Code, 1973 (Act II of 1974) to examine and cross-examine the said witness upon the interrogatories hereunto annexed or viva voce or both; and you are hereby required, at certain days and places to be appointed by you for that purpose, to examine and cross-examine the said witness as aforesaid, upon such oath or affirmation as is by law required to be taken by witnesses; and you are hereby further required to reduce the evidence of the said witness into writing, and to send the same under your signature to this Court without delay, together with such documents as may be spoken to by the said witness, marked as exhibits, and the said interrogatories and this writ.

Dated this..... day..... 20.....

(Seal of the Court)



*Sessions Judge/Magistrate*

**FORM No. (M) 88-A**

In the Court of .....

**COMMISSION TO EXAMINE WITNESS OUTSIDE INDIA**

*(Section 290 of the Code of Criminal Procedure, 1973)*

To .....

Through the Ministry of External Affairs, Government  
of India, New Delhi

- 
1. Name and designation of Magistrate or Officer to whom the commission is issued .
  2. Name of the accused
  3. 284 or 287.
-



IV. MISCELLANEOUS FORMS

WHEREAS it appears to me that the evidence of ..... is necessary for the ends of Justice in case No..... Vrs in..... the Court of and that such witness is residing within the local limits of your jurisdiction and his attendance cannot be procured without unreasonable delay, expense or inconvenience.

I..... have the honour to request and do hereby request that for the reasons aforesaid and for the assistance of the said Court you will be pleased to summon the said witness to attend at such time and place as you shall appoint and that you will cause such witness to be examined upon the interrogatories which accompany this commission (for *viva voce*)

Any party to the proceeding may appear before you by his counselor agent or if not in custody, in person and may examine, cross-examine or re-examine (as the case may be) the said witness.

And I further have the honour to request that you will be pleased to cause the answers of the said witness to be reduced into writing and all books, letters, papers and documents produced upon such examination to be duly marked for identification and that you will be further pleased to authenticate such examination by your official seal (if any) and by your signature and to return the same together with this commission to the undersigned through the Ministry of External Affairs, Government of India, New Delhi.

Dated this..... day..... 20.....

(Seal of the Court)



*Sessions judge/Magistrate*

**FORM No. (M) 88-B**

In the Court of .....

**COMMISSION TO EXAMINE WITNESS OUTSIDE INDIA**

*(Section 285 (3) of the Code of Criminal Procedure, 1973)*

WHEREAS it appears to me that the evidence of ..... is necessary for the ends of Justice in case No..... Vrs..... in the Court of and that such witness is residing within the local limits of your jurisdiction and his attendance cannot be procured without an amount of unreasonable delay, expense or inconvenience.

I..... have the honour to request and do hereby request that for the reasons aforesaid and for the assistance of the said Court you will be pleased to summon the said witness to

IV. MISCELLANEOUS FORMS

attend at such time and place as you shall appoint and that you will cause such witness to be examined upon the interrogatories which accompany this commission (for *viva voce*)

Any party the proceeding may appear before you by his counsel or agent or if not in custody, in person and may examine, cross-examine or re-examine (as the case may be) the said witness.

And I further have the honour to request that you will be pleased to cause the answers of the said witness to be reduced into writing and all books, letters, papers and documents produced upon such examination to be duly marked for identification and that you will be further pleased to authenticate such examination by your official seal (if any) and by your signature and to return the same together with this commission to the undersigned.

Dated this..... day..... 20.....

(Seal of the Court)



*Judge*

**FORM No. (M) 89**

**WARRANT OF ATTACHMENT TO ENFORCE A BOND**

*Section 446 of the Criminal Procedure Code)*

To

The Police Officer, Incharge of the Police-station, at .....

WHEREAS 1..... has failed to appear on 2..... pursuant to his recognisance, and has by such default forfeited to Government the sum of rupees 3..... and whereas the said 4..... has on due notice to him, failed to pay the said sum or show any sufficient cause why payment should not be enforced against him.

This is to authorise and require you to attach any movable property of the said 4..... that you may find within the district of..... by seizure and detention, and, if the said amount be not paid within ..... to sell the property so attached, or so much of it as may be sufficient to realise the amount aforesaid,

- 
1. Name description and address of person
  2. Mention the occasion
  3. The penalty in the bond
  4. Name of the person

IV. MISCELLANEOUS FORMS

and to make return to what you have done under this warrant immediately upon its execution.

Dated this..... day..... 20.....

(Seal of the Court)



Signature

**FORM No. (M) 90**

**NOTICE TO SURETY ON BREACH OF A BOND**

*(Section 446 of the Criminal Procedure Code)*

To

of

WHEREAS on the..... day of..... 20..... you became surety for 1..... of 2..... that he should appear before this Court on the..... day of ..... and bound yourself in default thereof to forfeit the sum of rupees to Government and whereas the said 1 has failed to appear before this Court and by reason of such default you have forfeited the aforesaid sum of rupees.

You are hereby required to pay the said penalty or show cause, within days from this date, why payment of the said sum should not be enforced against you.

Dated this..... day..... 20.....

(Seal of the Court)



Signature

**FORM No. (M) 91**

**NOTICE TO SURETY OF FORFEITURE OF BOND FOR**

**GOOD BEHAVIOUR**

*(Section 446 of the Criminal Procedure Code)*

To

WHEREAS on the .....day of..... 20..... you became surety by a bond for I . of 2 that he would be of good behaviour for the period of ..... to Government,

- 
1. Name
  2. Place
-

IV. MISCELLANEOUS FORMS

and whereas the said 1 ..... has been convicted of the offence of 2 ..... committed since you became such surety, whereby your security bond has become forfeited.

You are hereby required to pay the said penalty of rupees ..... or to show cause within .....days why it should not be enforced against you.

Dated this..... day..... 20.....  
(Seal of the Court)



Signature

**FORM No. (M) 92**  
**WARRANT OF ATTACHMENT AGAINST A SECURITY**  
*(Section 446 of the Criminal Procedure Code)*

WHEREAS 3 ..... has bound himself as surety for the appearance of 4..... and the said 5..... Has made default and thereby forfeited to Government, the sum of rupees 6 .....

This is to authorise and require you to attach any movable property of the said 5 ..... which you may find within the district of .....by seizure and detention; and, if the said amount be not paid within ..... to sell the property so attached, or so much of it as may be sufficient to realise the amount aforesaid, and make return of what you have done under this warrant immediately upon its execution.

Dated this..... day..... 20.....  
(Seal of the Court)



Signature

- 
1. Name
  2. Mention the offence concisely
  3. Name, description and address
  4. Name of person, and mention the condition of the bond
  5. Name
  6. The penalty in the bond
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 93**

**NOTICE TO THE PRINCIPAL FOR FORFEITURE OF A  
BOND TO KEEP THE PEACE**

*(Section 446 of the Criminal Procedure Code)*

To 1

WHEREAS on the..... day of .....20 .....  
you entered into a bond not to commit 2 ..... and proof  
of the forfeiture of the same has been given before me and duly  
recorded.

You are hereby called upon to pay the said penalty of rupees  
..... or to show cause before me within..... days  
why payment of the same should not be enforced against you.

Dated this..... day..... 20.....

(Seal of the Court)

Signature



**FORM No. (M) 94**

**WARRANT TO ATTACH THE PROPERTY OF THE  
PRINCIPAL ON BREACH OF A BOND TO KEEP THE PEACE**

*(Section 446 of the Criminal Procedure Code)*

To 3

..... at the Police-station of.....

WHEREAS 5..... did, on the .....  
day of..... 20..... entered into a bond for the sum of  
rupees..... binding himself not to commit a breach of the  
peace 5..... and proof of the forfeiture of the said bond has  
been given before me and duly .....recorded; and whereas  
notice has been given to the said 6 ..... calling upon him to  
pay the sum or to show cause why the said sum should not be paid and  
he has failed to show cause or to pay the said sum.

This is to authorise and require you to attach by seizure  
movable property belonging to the 6 ..... of the value of rupees  
..... which you may find within the district of .....and if

- 
1. Name, description and address
  2. As in the bond
  3. Name and designation of Police Officer
  4. Name and description
  5. As in the bond
  6. Name

IV. MISCELLANEOUS FORMS

the said sum be not paid within .....to sell the property so attached or so much of it as may be sufficient to realise the same and to make return of what you have done under this warrant immediately upon its execution.

Dated this..... day..... 20.....

(Seal of the Court)

Signature



**FORM No. (M) 95**  
**WARRANT OF ATTACHMENT AND SALE ON**  
**FORFEITURE OF BOND FOR GOOD BEHAVIOUR**

*(Section 446 of tile Criminal Procedure Code)*

To

The Police Officer-in-charge of the Police-Station.....  
at.....

WHEREAS 1..... did, on the .....  
day of .....20..... give security by bond in the sum of  
rupees .....for the good behaviour of, 2.....and  
proof has been given before me and duly recorded of the commission  
by the said 3 .....of the Offence of .....whereby  
the said bond has been forfeited; and whereas notice has been  
given to the said 3 .....calling upon him to pay the sum or to  
show cause why the said sum should not be paid, and he has failed  
to show cause or to pay the said sum.

This is to authorise and require you to attach by seizure movable  
property belonging to the said 3 ..... to the value of rupees  
..... which you may find within the district of .....  
and if the said sum be not paid within ..... to sell the  
property so attached or so much of it as may be sufficient to realise  
the same, and to make return of what you have done under this  
warrant immediately upon its execution.

Dated this..... day..... 20.....

(Seal of the Court)

Signature



- 
1. Name, description and address
  2. Name. etc., of the principal
  3. Name
-

IV. MISCELLANEOUS FORMS

**FORM No. (M) 96**

**WARRANT FOR DETENTION IN A REFORMATORY  
ORDER OF DETENTION IN A REFORMATORY SCHOOL**

*(Sections 8 and 9 of the Reformatory Schools Act, 1897)*

In the Court of .....at .....WHEREAS name of the accused with age .....son of .....resident of village ..... pragana .....district .....has on the ..... day of .....20 .....been convicted by .....at .....of the offence ..... and has been sentenced to .....for .....which sentence he is now undergoing in the jail at .....

And whereas the said ..... is under the age of fifteen years and is a proper person to be an inmate of a Reformatory School.

It is, therefore, ordered that, instead of undergoing his sentence, he be detained for a period of .....years in the Reformatory School at .....

Dated this..... day..... 20.....

(Seal of the Court)



Signature

**Note** - 1 The Sessions Judge should be informed when a juvenile, whom he has dealt with under Section 8 of the Act VIII of 1897, is not admitted to the Reformatory. He may substitute for the "Order of detention" a regular warrant committing him to Jail.

**Note** - 2 Every Judicial Officer should before sentencing a juvenile to be detained in a Reformatory, ascertain whether the school can receive him.

**FORM No. (M) 97**

**NOTICE TO BE ISSUED IN CASES UNDER SECTION 113  
OF THE INDIAN RAILWAYS ACT, 1890**

In the Court of .....

Magistrate ..... Class.....

District .....

Complainant

Railway Company

---

1. Imprisonment
  2. Name
-

IV. MISCELLANEOUS FORMS

To 1

of Village ..... Thana .....District .....

WHEREAS it appears from the Railway Charge-sheet that on the ..... you were found at..... by a railway servant duly appointed for the purpose by the railway administration to be liable under the provision of Section 113 of the Indian Railway Act, 1890, to pay a sum of Rs. 2 ..... in respect of fare and excess charge, of which details are given on the margin, and that you failed or refused to pay the said sum on demand, you are hereby directed either to remit the said sum of Rs..... to this Court reach the Court before the or to appear before the Court on .....at .....A.M and show cause why a warrant should not issue for the realisation of the said sum said er Section 113 of the Indian Railways Act, 1890.

Magistrate  
Copy forwarded to .....for favour  
of service and early return.

Magistrate

**FORM No. (M) 98**

**FORM OF CARD FOR. PLEADERS “AND MUKHTARS”  
REGISTERED CLERK**

[Form No. (M) 21 of Schedule XU, Civil Vol. II is to be intended for and used.]

-----

- 
1. Name
  2. Fare or Excess fare Rs .....
  3. Excess charge Rs .....
- Total Rs.....



IV. MISCELLANEOUS FORMS

**FORM No. (M) 99**

**Daily Cause List**

Day of..... 20.....

Before -

| No. and year of the case fixed for the day | Name for the parties | Date to which adjourned | No. and year of the case fixed for the day | Names of the parties | Date to which adjourned |
|--|----------------------|-------------------------|--|----------------------|-------------------------|
| 1  | 2                    | 3                       | 4  | 5                    | 6                       |
|  |                      |                         |  |                      |                         |

**Note** - 1. In columns 2 & 5 of this List, the first name of each side, e.g. A. VS. B shall only be noted.

**Note** - 2. In columns 3 & 6 the dates of adjournment are to be noted at the close of the day.

**FORM No. (M) 100**

**SUMMONS TO PRODUCE DOCUMENTS/THINGS**

*(Section 88 of the Criminal Procedure Code)*

In the Court of ..... Magistrate  
of the ..... Class,

Case No..... of 20 ..... Complainant

*Versus*

.....Accused

To

(1) ..... of .....  
..... at .....

WHEREAS complaint has been made before this Court that  
(2) ..... of ..... has/is suspected to have  
committed the offence of and it appears necessary for the purpose

- 
1. Name of the witness
  2. Name of the accused

IV. MISCELLANEOUS FORMS

of that the under mentioned documents/things now in your possession or power should be produced before this Court, you are hereby summoned to attend and produce, or cause to be produced the said documents/things before this Court at ..... on the ..... day of .....20 .....at ..... O' Clock ..... in the forenoon, without fail.

Dated, this day of 20 .

Particulars of documents/things

(Seal of the Court)



*Magistrate*

**FORM No. (M) 101**

**FORM OF ORDER FOR THE DETENTION IN CUSTODY OF AN ACCUSED PERSON**

*(Section 167 of the Criminal Procedure Code)*

To

WHEREAS it appears that a charge against ..... of an offence under Section ..... of the Indian Penal Code/ Act No .....of is under investigation by the Police under the provisions of Chapter XII of the Code of Criminal Procedure, 1973 that such investigation can not be completed within the period of 24 hours fixed by Section 57 of the Code; and that there are grounds for believing that accusation/information against the said persons is well founded and the accused having been duly forwarded to this Court, this is to authorise you to detain the said ..... in custody ..... for ..... Days, ..... and to cause him to be produced before ..... this Court sitting at ..... on the ..... day of ..... at .....O' clock .....

Dated this..... day..... 20.....

(Seal of the Court)



Signature

---

\* Note - The custody may be such as the Magistrate thinks fit.

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# **GENERAL LETTERS OF THE ORISSA HIGH COURT**

## **MODALITIES TO BE FOLLOWED AT THE TIME OF GRANTING BAIL TO THE ACCUSED PERSONS**

(a) In suitable cases, where there is apprehension that the accused may jump bail, preferably the bailor/bailors as the case may be should be of blood relation of the accused and in case such bailor /bailors are found not solvent up to bail amount, or are not willing to take bail, the accused is to satisfy the Court on those points and in that case preferably the bailor /bailors should be of the Village, Panchayat, Sub-division or District or any other place chronologically and in case the accused prefers a bailor outside of his district, the bailor should mention in the affidavit generally required to be filed, to the satisfaction of the Court, as to how he developed acquaintance with the accused. Besides the accused would explain to the satisfaction of the Court in writing as to why he did not prefer to choose a bailor from his district giving convincing reasons for choosing the bailor out side of the District.

(b) Ordinarily the bail may not be granted when the accused has jumped bail and surrenders after the action is taken for his non-attendance in the Court in case he does not satisfy the Court for his non-attendance of the Court due to some unavoidable circumstances.

(c) While in a bail jumping case, the accused is brought under arrest, the Magistrate should not be liberal in granting bail.

(d) In case the bail-bond/bonds has/have not been forfeited and the accused prays to continue on previous bail, the order to continue on the previous bail should not be passed by the Presiding Officer behind the back of the bailor /bailors.

(e) On the day when the accused was found to have jumped bail, one Misc. Case against the bailor /bailors as well as the accused should be initiated without any further delay.

(f) The bailor /bailors in his affidavit should also mention as to whether for the 1st time he/they is/are standing sureties 0; previously he/ they was/ were bailor /bailors in one or more than one case.

(g) While checking the solvency if it is found that the property stands In the name of his (bailor's/bailors') father, the bailor /bailors should mention in his affidavit that either his/their father or fathers

is/are dead and in case it is found that his/their father or fathers is/are alive; then the present market value of the property of his/their share/shares only should be taken into consideration.

(h) When it is found that document relating immovable property stands recorded jointly in the name of 2 or more persons the share / shares of the bailor/bailors would be considered for verification of solvency.

(i) The bailor /bailors is his/ their affidavit would also mention that the land as mentioned in the document has not been sold, mortgaged or transferred in any other manner and he/they is/are in possession over the same and there is no litigation for the said land.

(j) The document showing the home-stead land having houses, should not be considered at the time of checking solvency. But when it is found that bailor /bailors has/have more than one house and the bailor /bailors has/have given one or more houses on rent and he/they is/are solvent to the bail amount, he/they should be accepted as bailor/bailors.

(k) The Presiding Officer while verifying the record should affix the Court seal endorsing the case number and signature so as to make him sure to eliminate the professional bailor.

(l) One copy of the photograph/ photographs of bailor /bailors 'should be affixed to the bail petition to identify him/them in case he / they comes / come again to take other accused persons on bail.

(m) The bailor /bailors having identity card/ cards if any, issued to him/them as a voter/voters may not affix his photograph in his bail petition in case the said identity card is produced before the concerned Magistrate for verification of documents to know that the bailor /bailors is / are solvent to the bail amount.

(n) If the bailor/bailors claims / claim to be the Government Servant/ servants or employee/ employees of any recognised institution he/they, would produce his/their pay certificate/certificates issued by competent authority.

(O) Besides the concerned Presiding Officer may ask some questions such as names of the relations of the accused, name of the important persons of the area of the accused and other questions within the frame work of law to know whether the bailor /bailors is / are fake or / and professional.

(P) While considering bail, the Presiding Officer considering the gravity of the offence may pass order regarding the bail amount which should not be arbitrarily low.

(q) The Presiding Officer should scrupulously follow the provisions made under Section 437, 438, 439 Cr.P.C. regarding imposition of conditions while granting bail.

(r) The Sessions Judge while inspecting the Court of C.J.M. should verify atleast 5 bail jumping cases, to know if the bail has been granted after due application of mind and due action has been taken against the bailor and the accused by the Presiding Officer.

(s) The Sessions Judge and the C.J.M. while inspecting magisterial Courts should also verify at least 5 bail jumping cases at random to know if the bail has been granted after due application of judicial mind and whether due action against the bailor and accused have

**No. 6627**

*Dated Cuttack the 16th/17th July, 1998*

From

Shri N. P. Rout, O.5.J.5. (Sr. Branch)  
Registrar (I & E), Orissa High Court,  
Cuttack.

To

All the District & Sessions Judges of the State.

SUB : Modalities to be followed by the Criminal Courts at the time of granting bail.

Sir,

I am directed to say that it has come to the notice of the Court that a large number of professional and fictitious bailors are operating in the State as a result of which the accused persons admitted to bail under the suretyship of such bailors try to deliberately evade Court attendance being well aware of the fact that the case stands posted for hearing. By such conduct the speedy trial of the Criminal case suffers a great set back. Besides the steps taken against such bailors, yeilds no result to procure the attendance of the accused.

In order to obviate such contingencies, the Court are pleased to prescribe a set of guidelines to be followed by the Presiding Officers at the time of granting bail.

In enclosing herewith a copy of said guidelines, I am to request that the same may be followed in future scrupulously.

Yours faithfully,

S/d-

Registrar (I & E)  
Orissa High Court, Cuttack.

**No. 3776 - XLIX - Dt. 27/81**  
***Dated Cut tack, the 9th April 1984***

From

Shri R. N. Panda, M.A., LL.B.  
Registrar of the High Court of Orissa

To

The District and Sessions Judge, Balasore

Subject : Procedure to be followed for return of documents in  
criminal cases consigned to the District Record Room.

Sir,

With reference to your letter No .. 1958, dated 16.5.1981 on the above subject I am directed to say that instructions issued in Court's Circular letter No. 1472, dated 14.3.1976 on the question of return of documents in Criminal cases are exhaustive and clear. The period of six months prescribed in Rule 226 at page 65 of the G.R. and CO. (Criminal) Volume - I, is to be counted on the judgment being final which includes the judgments of the Superior Courts also. It is the responsibility of the Judge-in-charge Record Room to give notice to the parties to take return of the documents. In spite of notice if the parties do not turn up to take their documents, the risk is theirs.

In the circumstances the Court have been pleased to observe that there is neither any necessity to modify the instructions already issued in the matter not to prescribe a separate form for return of documents in Criminal Cases ;

Yours faithfully  
R. N. Panda  
Registrar

**No. 3866-XLIX-D-17/84**  
***Dated Cuttack, the 11th April 1984***

From

Shri R. N. Panda, M.A., LL.B.  
Registrar of the High Court of Orissa, Cuttack

To

All the District and Sessions Judges of the State

Subject : Recording of confessional statements of the accused  
persons in cases triable exclusively by the Court of Sessions.

Sir,

I am directed to invite your attention to Court's circular letter No. 11825 dated the 21st December 1974 in which in durations have been issued that the Special, Judicial Magistrates appointed of the Code of Criminal Procedure will record the confession of the accused persons, statement of witnesses 161 Cr.P.C hold T.I. Parade of suspects and properties and record dying declaration even during the presence of the Judicial Magistrate in the station. It has been brought to the notice of the Court that the special Judicial Magistrates are not recording such statements properly as a result valuable piece of evidence in favour of the prosecution is lost and consequently it causes failure of justice. The matter was discussed in the last District Judge's Conference held in the month of December, 1983 and it was unanimously resolved that the confessional statements of accused persons and the statements of witnesses under Section 165, Cr.P.C in cases triable exclusively by the Court of Sessions shall be recorded by the S.D.J.M. or the Judicial Magistrates, First Class, is available at the station and the confessional statements in those cases shall be recorded by the Special Judicial Magistrates. In case no Judicial Magistrate, First Class is available at the Station, such confessional statements may be recorded by the Special Judicial Magistrates.

The Court concur with the aforesaid decision and have been pleased to observe that hereafter the Special Judicial Magistrates should not record the confessional statements of the accused persons in cases triable exclusively by the Court of Sessions but they may do so when the Judicial Magistrate, First Class, is not available at the station.

I am, therefore to request that the above modified instructions may be brought to the notice of the Sub-divisional Judicial Magistrates and Judicial Magistrates, First Class, and special Judicial Magistrates working under you for their information and guidance.

Yours faithfully  
R. N. Panda  
Registrar

**No. 4061 - XLIX - D-22/84**

*Dated Cuttack, the 17th April 1981*

From

Shri R. N. Panda, M.A., LL.B.  
Registrar of the High Court of Orissa, Cuttack.

To

All the District and Sessions Judges of the State

Subject : Writing off the penalty imposed on bailors.

Sir,

I am directed to say that a question was raised as to whether the penalty imposed on bailors can be written off by the Judicial Magistrates. The matter was discussed in the District Judges conference held in the month of December 1983. It was decided in the conference that in view of the specify provisions contained in 431 and 446 of the Code of Criminal Procedure the concerned Magistrate are competent off writ of to the penalty imposed on bailors provided the conditions laid down in Rule 115 of the General Rules and Circular Orders Criminal Volume I page 39 for writing off the fine amount are satisfied.

The Court concur with that decision and are pleased to observe that Sub-section (2) of Section 446, Cr.P.c. equates the procedure for recovery of penalty under a forfeited bond with the procedure for recovery of fine imposed by a Court. Rule 145 at page 39 of the General Rules and Circular Orders (Criminal), Volume I, laying down the principles for writing off irrecoverable fines is therefore applicable for writing off the penalty under a forfeited bond.

I am, therefore, to request t hat above instructions of the Court may be brought to the notice of all the Courts subordinate to you for their information and guidance.

Yours faithfully  
R. N. Panda  
Registrar



**No. 6828 (13) - XII - 10/84**

*Dated Cui tack, the 9th filly 1984*

From

Shri S. Misra, LL.B.  
Special Officer of the *Hfgh* Court of Orissa

To

The District and Sessions Judge

Subject : Expeditious investigation of cases treatment of offenders belonging to the armed forces.

Sir,

I am directed to invite a reference to Criminal Court and Court Martial (Adjustment of Jurisdiction) Rules, 1978, which was published as S.O. 488 in the *Gazette* of India, dated 25.2.1978, in Part II Section 3, Sub-section (11). A copy of the same has also been sent to all the District and Sessions Judges of the State for their information and communication to and guidance of the Courts Subordinate. to them vide Court's letter No. 4520, dated 20th June, 1978. The Court have been pleased to observe that the provisions of the aforesaid rules should be strictly observed while dealing with an accused belonging to Defence Forces.

I am to request that the aforesaid observations of the Court may be brought to the notice of the all the Subordinate Courts working under you for their information and guidance.

Yours faithfully  
S. MISRA  
Special Officer

**No. 7128 - XLIX-D-28/84**

*Dated Cutiack, the 19th July, 1984*

To

Shri J. M. Mohapatra, M. Com.,LL.B.  
Registrar of the High Court of Orissa

Sir,

The District and Sessions Judge of the State

Subject : Action to be taken according to provisions of Section 146-A of the Code of Criminal Procedure for failure of the conditions mentioned in the bail bond executed before the Police Officer.

Sir,

I am directed to invite a reference to the provisions of the Section 169 and 170 of the Code of Criminal Procedure and to say that as provided in Section 169, Cr.P.C. the accused is required to furnish a bond and bail bond with or without sureties in form No. 28 binding himself to appear in the Court of the Magistrate on the date fixed in that bond or on such other day as he may be directed to attend to answer further to the charge and in case of his making default to bind himself to forfeit the amount for which the bond has been executed Section 170 (1) Cr.P.c. provides that in case of bailable offence the accused is required to give security before the Officer-in-charge of a Police Station for his appearance before the Magistrate on the date fixed and for his attendance from day to day before such Magistrate until otherwise directed. Section 446-A of the Code of Criminal Procedure makes provisions that in case of failure of the accused to attend the Court on the date fixed in pursuance of the bond executed by him in Form No. 28 as required under Section 169 or 170 (1) Cr.P.c. the bond shall stand cancelled and the accused shall not be released only on his own bond. From the prevalent practice, it appears that when the accused does not appear before the Magistrate on the date fixed in the bond executed by him in Form No. 28 the said bond is not being forfeited and fresh summonses are being issued by the Courts to the accused for his appearance in Court which unnecessarily increases the clerical labour and causes delay in disposal of the case.

In the circumstances, the Court have been pleased to observe that coercive action against the accused persons and their bailors may be taken as per the provisions of Section 446-A of the Code, for failure of the conditions mentioned in the bail bond executed in Form No. 28, before the Police Officer.

I am to request that the above instructions of the Court may be strictly followed by all the Criminal Courts in your Sessions division.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (Administration)

**GOVERNMENT OF ORISSA**  
**LAW DEPARTMENT**

No. 13297 - II - 16/84 (PI.) - II

*Dated Bhubaneswar, the 23rd July 1984*

From

Shri A. C. Das, LL.B.  
Joint Secretary to Government

To

The Registrar, Orissa High Court

Sir,

Subject : Criminal Courts-Witnesses Expenses-Drawal of witness expenses by Courts through A.C.Bill.

Reference : Courts Letter No. 5119, dated 8.5.1984.

Sir,

I am directed to say that in order to overcome the difficulties arising out of non-payment or belated payment of "Witnesses Expenses" to the witnesses appearing in different Criminal Courts due to non-availability of sufficient funds Government, after careful consideration, have been pleased to decide that the requirement of Witnesses Expenses be drawn by the Courts for one month through A.C.Bills and same be recovered through D.C.Bills within a period of two months. In other words, amounts drawn in August 1984 in A.C.Bills would be cleared through D.C.Bills by the end of October 1984. The Courts may would be cleared through D.C.Bills by the end of October 1984. The Courts may ensure payment to witnesses on the very day of their appearance in the Court.

I am to request that the Court may kindly issue necessary instructions in the matter to all concerned.

Yours faithfully

A. C. DAS

Joint Secretary to Government.

**No. 8537**

*Dated Cuttack the 25th August, 1984.*

From

Shri J. M. Mohapatra, M. Com., LL.B.  
Registrar of the High Court of Orissa (Admn.)

To

All the Sessions Judges of the State

Subject : Trial of cases of rape or offences under Sections 376, 376-A, 376-B, 376-C, and 376-0 of I.P.c. *in camera*.

Sir,

I am directed to say that it has come to the notice of the Court that enquiry and trial of cases of rape and offences under Section 376, Section 376-A, Section 376-B, Section 376-C and Section 376-0 of I.P.C. are not being conducted in camera by some of the Courts. In this connection, I am to draw your attention to the provisions of Sub-section (2) of Section 327 of the Code of Criminal Procedure as amended by the Criminal Law (Amendment) Act, 1983 (Act No. 43 of 1983) which lay down that the enquiry into and trial of cases of rape or an offence under Section 376-, 376-A, 376-B, 376-C or Section 376-0 of the Indian Penal Code shall be conducted in camera. According to the proviso to the said Section, the Presiding Judge may, if he thinks fit or on an application made by either of the parties, allow any particular person to have access to or be or remain in, the room or building used by the Court.

On a careful consideration of the matter, the Court have been pleased to observe that the aforesaid provisions of Section 327 (2) of the Code of Criminal Procedure being statutory should be followed strictly by all the Criminal Courts.

I am to request that the above instructions may be brought to the notice of the Subordinate Judicial Officers working under your contro for their guidance.

Yours faithfully,  
M. MOHAPATRA  
Registrar (Admn.)

**No. 8582 - XVIII - 12/82**

*Dated Cut tack the 27th Allgust 1984*

From

Shri J. M. Mohapatra, M. Com., LL.B.  
Registrar of the High Court of Orissa (Admn.)

To

All the Oistrict and Sessions Judges of the State

Subject : Procedure to be followed in filing of the charge-sheet and prosecution report in cases triable by the Special Court as per the Provisions of Essential Commodities (Special Provisions) Act, 1981.

Sir,

I am direct to say that a doubt has been entertained as to whether charge-sheets and prosecution reports in respect of offences under Essential Commodities (Special Provisions) Act, 1981 committed on or after 1.9.1992 should be continued to be filed before the cognizance taking Magistrates or before the Special Courts constituted under the Act. All the District and Sessions Judges of the State were consulted in the matter.

On a careful consideration of the matter the Court have been pleased to observe that in view of provisions of Section 12 AA (l)(a) and (e) and other Provisions of the Act, cognizance of the offence under the Act has to be taken by the Special Court upon perusal of Police report or the report made by a public servant, and as such the prosecution reports/the charge-sheets should be filed before the Special Court constituted under the Act. The Court further observe that in case of filing of charge-sheet by the Police before the Special Court, the fact be noted in the G.R. Register maintained by the C.S.I. with an endorsement that the charge-sheet has been filed before the Special Court and after disposal of the case instituted on Police report by the Special Court the result of the case may be noted in the C.R. Register on collecting the information from the said Court by the C.S.I. I am, therefore, to request that aforesaid instructions may be brought to the notice of all special Courts constituted under the Act and other Subordinate Criminal Courts working under you for their information and guidance.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (Admn.)

**No. 9742-XLIX-D-24/84**

*Dated Cuttack the 20th September 1984*

From

Shri J. M. Mohapatra, M.Com., LL.B.

Registrar (Admn.) of the High Court of Orissa, Cuttack

To

The District and Sessions Judges

Subject : Maintenance of a Register for pending split up records.

Sir,

I am directed to say that the question of maintenance of a register for pending split up records in Criminal Courts in respect

of the absentee accused persons was under consideration of the Court. All the District and Sessions Judges of the State are consulted in the matter.

After careful consideration of the matter, the Court have been pleased to observe that in order to keep watch over the split up records against the absentee accused persons and to keep track of the matter a register for pending split up records be maintained in all the Criminal Courts in the pro forma appended hereto.

I am, therefore to request that the above instruction of the Court may be brought to the notice of the Criminal Courts working under you for their information and guidance.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (Administration)

**No. 8095 - XLIX - D - 49/84**

*Dated Cuttack, the 9th August 1985*

From

Shri P. K. Panigrahi  
Special Officer, Orissa High Court

To

All the District & Sessions Judge of the State

Subject : Registration of appeals under Section 56 (2-e) of the Orissa Forest (Amendment) Act, 1982 (Orissa Act 9 of 1983)

Sir,

I am directed to say that a question has been raised as to whether appeals under Section 56(2-e) of the Orissa Forest (Amendment) Act, 1982 (Orissa Act 9 of 1983) should be registered as Title Appeals or Misc. Appeals on the Civil side or criminal appeals. All the Sessions Judges of the State were consulted in the matter.

The Court after careful consideration of the matter are pleased to direct that all appeals instituted under Section 56 (2-e) of the Orissa Forest (amendment) Act, 1982 should be registered as criminal appeals henceforth.

I am to request that the above instructions should be observed strictly in future.

Yours faithfully  
P. K. PANIGRAHI  
Special Officer

**No. 10859**

*Outed Cuttack the 7th November 1985*

From

Shri J. M. Mohapatra, M.Com., LL.B.  
Registrar (Admn.) of the High Court of Orissa, Cuttack

To

The District and Sessions Judges

Subject : Expeditious disposal of Sessions Cases involving under-trial prisoners.

Sir,

It has come to the notice of the Court that abnormal delay occurs in the trial and disposal of Sessions Cases of under trial prisoners in spite of issuance of instructions in Court's Letter No. 8490, dated 24.8.1984 regarding expeditious disposal of Sessions Cases involving under-trial prisoners.

Rule 58 at page 16 of the C.R. and C.O. (Criminal) Volume - I provides that it should always be the endeavor of every Sessions Judge to see that a Sessions Trial is brought to close with the expedition without any unnecessary adjournments.

The Court wish to observe that the Sessions Judges should have a close eye on the pendency and disposal of such cases in their respective jurisdictions. They further direct that the Sessions Judges should give preference to the trial of Sessions Cases involving under-trial prisoners and see that their trial is brought to close with due expedition.

I am to request that the above instructions of the Court should be strictly followed by all the Sessions Courts within their jurisdiction.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (administra tion)

**No. 24 - XLIX-D - 34/85**

*Dated Cut tack, the 6th January, 1986*

From

Shri J. M. Mohapatra, M. Com.,LL.B.  
Registrar (Administration)  
Orissa High Court, Cuttack

To

The District and Sessions Judges of the State

Subject : Verification of service returns of the prosecution witnesses  
by the Courts of Sessions at least seven days before the  
date fixed for trial.

Sir,

I am directed to refer to the proceedings under item No. 14 of the agenda of the District Judges' Conference, 1981 wherein it was resolved that at the headquarters stations, the Registrar, Civil and Sessions Courts would examine the sufficiency or otherwise of the service returns of the P.Ws. in all Sessions Cases at least one week before the dates fixed for the trial of the Sessions Cases. Whereas at the outlying stations, the respective Presiding Officers are to examine in the aforesaid manner. It was further resolved that for the matter of checking the service returns the Registrar, Civil and Sessions Courts in the headquarters stations and the Presiding Officers in the outlying stations shall maintain a register for the purpose.

The Court, after careful considerations of the matter, have been pleased to concur with the aforesaid decision taken at the conference and direct that in all Sessions Cases, the Registrar, Civil and Sessions Courts at the headquarters stations and the Presiding Officer of the outlying stations would examine the sufficiency or otherwise of the service returns of the P.Ws. to take follow-up action in order to ensure the attendance of witnesses on the dates fixed. A register of verification of service returns of the prosecution witnesses in Sessions Cases shall be maintained by the Sessions Clerk in the enclosed proforma and shall be put up before the Sessions Judge one week before the date of the trial of the Sessions Cases.

I am to request that the above decision of the Court may be strictly followed in your Sessions Division.

Yours faithfully  
J. M. Mohapatra  
Registrar (Administration)



**No. 26 (26) - XLIX-D-13/83**

*Dated Cuttack, the 6th January, 1986*

From

Shri J. M. Mohapatra, M.Com., LL.B.  
Registrar (Administration),  
Orissa High Court, Cuttack.

To

The District and Sessions Judge  
The Chief Judicial Magistrate

Subject : Amendment of Rule 119 of the Orissa Police Manual Rules, 1940, Volume - I regarding testing of seized valuable materials by the goldsmith on payment of remuneration at the time of receipt in the Court Malkhana.

Sir,

I am directed to enclose herewith a copy of letter No. 51090/P. dated 18.10.1985 alongwith the broad sheet of amendment of Rule 119 of the Orissa Police Manual Rules, 1940, Volume-I on the subject noted above for your information and guidance and for issue of necessary instructions with a copy of the amendment to the subordinate Courts under your jurisdiction for their guidance.

Yours faithfully

J. M. Mohapatra

Registrar (Administration)

**GOVERNMENT OF ORISSA**

**HOME DEPARTMENT**

**No. 51989-PLA-14/84-P**

*Dated Bhubaneswar, the 18th October 1985*

From

Shrimati A. Agnihotri, I.A.s.  
Deputy Secretary to Government

To

The Director-General and I.G. of Police, Orissa, Cuttack

Subject : Amendment of Rule 119 of Orissa Police Manual Rules, 1940, VoU

Reference : Letter No. Law - 28/81-31681 - Dated 7.11.1981 of the D.I.G., C.I.D. and Rlys, Orissa, Cuttack.

Letter No. 634-S.P.A., dated 3.11.1982 of the Deputy Director,  
State Police Academy, Cuttack.

Sir,

I am directed to say that Government after careful consideration, have been pleased to amend the Rule 119 of the Orissa Police Manual Rules, 1940 Volume-I as per the broad sheet enclosed.

This amendment will come into effect from the date of issue of this order.

Yours faithfully

A. AGNIHOTRI

Deputy Secretary to Government

**INCORPORATION OF NEW RULE IN P. M. R. 119 CHAPTER  
VI POLICE MANUAL RULES, 1940 (VOL - I)**

Existing Rule P.M.R. 119(a)

Register of property in possession of the Police. All Identifiable property stolen, whether recovered or not and all articles of which the police take charge, shall be entered in detail with a description of the identifying marks on each article, in a register to be kept in P.M. Form No. 18 in duplicate, and a receipt shall be obtained whenever any article of property of which the Police take charge is made over to the owner, sold, sent to the Court or disposed of in any of the receipts shall be entered in Column - 7.

Unidentifiable property (when the rule requires its entry i.e. when the police take charge of it) shall be entered in bulk, the number of articles, value and general description being merely noted.

**Proposed Rule**

1. This i.e. 119 (a) will be numbered as P.M.R. 119 (a) (i) P.M.R. 119 (a) (ii) Gold and Silver materials and other valuable metals seized by the Police, will be tested by a goldsmith, at the time of seizure by the Police Officer (s) concerned and a certificate obtained from him in that regard. The articles will also be tested by a goldsmith at the time of their acceptance by the officer-in-charge of the Court Malkhana and discrepancy if any, should be immediately brought to the notice of the S.P. of the district by the Court concerned.

2. In order to ensure efficient working of the above procedure the district S.P. and the C.J.M. of the district, in consultation with each other, shall prepare a panel of goldsmith to attend to the work of each police-station and Court Malkhana.

3. The rate of remuneration of the goldsmiths for each police - station would be fixed by the Supdt. of Police of the District taking into consideration the nature and volume of the work.

4. The bills of the goldsmith duly certified by the O.I.C. of the P .5. for attending to the work during investigation of cases shall be paid from the investigation charges sanctioned for the District/Establishments and left at the disposal of the Superintendents of police.

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**No. 814 - XI.VIC. 82/84**

*Dated Cuttack, the 28th January, 1986*

From

Shri K. C. Mohapatra, LL.B.  
Registrar (Inspection & Enquiry)  
Orissa High Court, Cuttack.

To

All the District and Sessions Judges of the State

Subject : Giving regard to the reports of Inspection of the Court while writing out confidential Character Roll of the Officers.

Sir,

I am directed to say that report of inspections of-the Courts of the Judicial Officers of the State holiday the Chief Judicial Magistrates and the District and Sessions Judges at different times exhibit very sad state of affairs in the condition of the offices. The reason behind such affairs are that the Presiding Officers are not alive to their duties and responsibilities. They do not pay their attention to the proper maintenance of records and registers. Many of the officers go without sufficient work on many occasions on account of improper planning with regard to posting of cases in the diary. Important Registers even are not periodically scrutinised. The rules framed and instructions issued by the Court from time to time are followed more in breach than in-compliance.

The defects and irregularities pointed out in the notes of inspection for a particular period are found to have been repeated in the next notes of inspection. The Presiding Officers often do not make personal verification as to whether the defects pointed out in the notes of inspection have been actually removed or not. On the other hand, they furnish reports of compliance mechanically with certificate that the compliance reports have been furnished after personal verification. The notes of inspection which play important role in the administration of justice are often treated with empty formality.

The Court while expressing their grave concern aver the matter discussions the District and Sessions Judges arid Chief Judicial Magistrates at the time of writing out the Confidential Character

Roll of the Officers, shall have regard to the reports of inspection of their respective Courts.

Yours faithfully  
K. C. MOHAPATRA  
Registrar (I & E)

**No. 1534**

*Dated Cuttack, the 17th February, 1986*

From

Shri J. M. Mohapatra, M.Com., LL.B.  
Registrar (Administration)  
Orissa High Court

To

All the District and Sessions Judges of the State

Sir,

I am directed to furnish herewith the accompanying extract of Notification No. 2470/10, dated 15.1.1986 received from the Deputy Secretary to the Government of Orissa in Home Department declaring that any offence punishable under Section 506 of the Indian Penal Code when committed in any part of the State of Orissa shall be cognizable and non-bailable, for your information and guidance and for communication to and guidance of the Courts subordinate to you.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (Admn.)

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GOVERNMENT OF ORISSA, HOME DEPARTMENT  
NOTIFICATION

*Bhubaneswar, dated 15.1.1986*

No. 2170-H.C.IRef.2.10.1984 - In exercise of the powers conferred by Sub-sections (1) and (2) of Section 10 of the Criminal Law Amendment Act, 1932 (23 of 1932) and in supersession of the Government of Orissa in the Home Department notification No. 22186-Ref.2.21-70-H.c., dated the 26th June, 1970 under SRO No. 487/70 and No. 22187-H.C. of the even date, the State Government do hereby declare that any offence punishable under Section 506 of the Indian Penal Code, when committed in any part of the State of Orissa shall, notwithstanding anything contained in the Code of Criminal Procedure" 1973 (2 of 1974) be cognizable and non-bailable, and the said Code

of Criminal Procedure shall while this notification remains in force be deemed to be amended accordingly.

By order of the Governor  
R.N.DAS  
Secretary to Government

**No. 3142 (13) - XLIX-D-28/85**  
*Dated Cuiiack, the 2nd April, 1986*

From

Shri J. M. Mohapatra, M.Com.,LL.B.  
Registrar (Administration)  
Orissa High Court, Cuttack.

To

The District & Sessions Judges of the State

Subject : Desirability of allowing normal T.A. and D.A. To the Process-Servers when they perform tour not connected with service of process and summons.

Item No. 29 of the Proceedings of the District Judges  
Conference, 1984 ..

Sir,

I am directed to invite a reference to Item No. 29 of the proceedings of the District Judges Conference, 1984 regarding the desirability. of allowing normal T.A. and D.A. To the Process Servers when they perform tour not connected with service of process and summons.

2. Rule 74(3) of Orissa Travelling Allowance Rules provides that a Government servant who proceeds on tour beyond his sphere of duty may draw mileage allowance for the entire journey including such part of it as is performed within his sphere of duty, but shall not in such case be entitled to draw the proportionate amount of permanent traveling allowance for the days on which he draws mileage allowance. This rule does not apply to a Government servant who travels beyond his sphere of duty in the course of a journey from one place to another within that sphere or to a Government servant who makes, by road alone, a journey not exceeding 32 kilometers.

3. All the District Judges were consulted in the matter and majority view is that Rule 74 (3) of Orissa Travelling Allowance Rules does not prohibit payment of usual T.A. and D.A. to the process server performing tour beyond his sphere of duty. The Court, after careful consideration of the matter observe that since the aforesaid Rule does not prohibit payment of usual T.A. And D.A to the Process

Server performing tours beyond his sphere of duty, there is no ambiguity in the Rule referred to above.

Yours faithfully  
J. M. MOHAPATRA  
Registrar (Admn.)

**No. 7853 - XLIX-D - 20/86**

*Dated Cuttack, the 26th July, 1986*

From  
The Registrar (Judicial)  
Orissa High Court

To  
All the District Magistrates of the State.

Subject : Submission of Certificate that the provisions of Section 116 (6) of the Code of Criminal Procedure have been followed by the Executive Magistrates.

Sir,

I am directed to enclose a copy of General letter No. 1/80 (Criminal) which enjoins up on the magistracy to furnish a certificate in the returns to the effect that the provisions of Section 116(6) Cr.P.C. have been followed. Consequent on the amendment of the Code of Criminal Procedure by the (Amendment) Act 63 of 1980 the Executive Magistrates have been empowered to deal with the cases under Sections 108, 109 and 110 of the Code of Criminal Procedure. In the last District Judges Conference, 1985 the proposal for furnishing such certificates by the Executive Magistrates was considered and it was selected that as the hearing of cases under the Preventive Sections has been entrusted to the Executive Magistrates, it would be more appropriate to insist on those Magistrate to furnish certificates showing compliance of Section 116 (6) Cr.P.c.

The Court, after careful consideration, have been pleased to concur with the aforesaid decision and observe that the Executive Magistrates shall furnish a certificate in their returns to the effect that the provisions of Section 116 (6) of the Code of Criminal Procedure have been followed and the concerned Additional District Magistrates should scrutinise the records and see that the compliance has been properly made.

I am to request that the aforesaid instructions may be brought to the notice of the Executive Magistrates working under your jurisdiction for strict compliance.

Yours faithfully  
S. MISHRA  
Registrar (Judicial)

**G. L. No.1 of 1980 (Criminal)**  
*Dated Cuttack, the 22nd May, 1980*

From

Shri B. K. Behera, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Expeditious disposal of cases against under-trial prisoners.

Sir,

The question of the expeditious disposal of cases against the under-trial prisoners requires utmost attention. Instructions had been issued by the Court for giving preference to such cases in Court's Letter No. 9402 - XXIX 83/72, dated the 24th October 1973. The desirability of expeditious trials of such cases has been emphasised by the Supreme Court in the decisions reported in AIR 1979 Supreme Court 1369 and 1377.

The question of expeditious disposal of such cases figured in the District Judges Conference held in the 1978 and it had been decided that apart from the instructions of the Court issued in the Magistrate exclusively in-charge of cases of under-trial prisoners at stations where there are more than one Magistrates.

It was further decided that a circular would be issued directing all the Magistrates to give certificate in the monthly statement that they have given preference to such cases. It was also decided that the Chief Judicial Magistrates should scrutinise the records to see as to whether the provisions of Section 116(6) of the Code of Criminal Procedure were being followed. It was further decided that the Sessions Judges and the Chief Judicial Magistrates would instruct all the Magistrates to follow the provisions of the Probation of Offenders Act.

It would appear that some steps have been taken by the Courts at different stations for the expeditious disposal of cases against the under-trial prisoners. However in order that appropriate steps are taken in this regard by the Subordinate Courts, the Courts direct that the following instructions be scrupulously observed by the subordinate Courts.

(a) At stations where there are more than one Magistrate the Sessions Judge would allot such cases to one Magistrate as far as possible.

(b) The Magistrates shall give a certificate in the monthly statements that they have given preference to cases of under trial

prisoners. The Magistrates shall also give a certificate that the provision of Section 116 (6) of the Code of Criminal Procedure have been followed and the Chief Judicial Magistrates should scrutinise the records and see that this has been done.

(c) The Sessions Judges and the Chief Judicial Magistrates shall instruct all the Magistrates to properly follow the provisions of the Probation of Offenders Act.

(d) The Magistrates should apply the provisions of Section 167 (5) of the Code of Criminal Procedure when investigation has not been completed within the requisite period and the fact that this has been done shall find place in the monthly statement.

(e) The Magistrates must satisfy themselves before authorising the detention of the accused persons beyond the period of 15 days that there are adequate grounds for so doing. Their attention is drawn to the provisions of Section 167 (2) of the Code of Criminal Procedure.

(f) All applications for withdrawal of cases against the under trial prisoners, whenever made by the public prosecutors, should be heard and disposed of immediately after such applications are made irrespective of the dates fixed by a dvancing the cases and giving due notices to the parties.

I am to request that these instructions should strictly be followed by all Courts within your jurisdiction.

Yours faithfully  
B. K. BEHERA  
Registrar

**No. 8161 - XLIX-D - 14/84**

*Dated C.uttack the 22nd August 1986*

From

The Registrar (Judicial) of the High Court of Orissa

To

All the District and Sessions Judges of the Sta te

Subject : Noting the pre-condition period of detention of convicts in the Register of Warrant of Imprisonment (R) 5.

Sir,

I am directed, to refer to Item No. 17 of the proceedings of the District Judges Conference held irt 1985 and to say' that the proposal, or noting the pre-condition period of detention of the convicts in the Register of Warrant of Imprisonment Form No. (R)5 was accepted and it was resolved that in order to facilitate easy verification of the date



verification of the date of detention be noted in the remarks column of the Register of Warrant in Imprisonment Form No. (R) 5.

The Court, after careful consideration, are pleased to concur with the aforesaid decision and direct that in order to facilitate easy verification of entries relating to termination of sentence by the inspecting authorities, the pre-conviction period of detention should be noted in the remarks column of the Register of Warrant of Imprisonment Form No. (R) 5.

I am, accordingly, to request that the aforesaid instructions may be brought to the notice of all the Subordinate Criminal Courts functioning in your Sessions Division for their information and future guidance.

**No. 8022 - XI - 5/85**

*Dated Cui tack, the 14th August, 1986*

From

Shri S. K. Behera, LL.B.  
Registrar (Administration)  
Orissa High Court, Cuttack

To

All the District and Sessions Judges of the State

Subject : Grant of free copies of the documents/orders/judgments in legal aid cases, to Supreme Court Legal Aid Committee and High Court Legal Aid Committee.

Sir,

I am directed to say that it has been brought to the notice of the Court that people belonging to the poor and vulnerably community are deprived of justice because of their economic inability in obtaining certified copies of Judgments/Orders/Documents etc. for preferring appeals in the Supreme Court.

The Court, after careful consideration of the matter, have been pleased to direct that henceforth copies of documents/orders/judgments, etc. should be granted free of cost when required on their behalf by the Supreme Court Legal Aid Committee or the High Court Legal Aid Committee.

I am, therefore, to request that the above instructions may be brought to the notice of the all the Subordinate Courts working under you for their information and guidance.

Yours faithfully  
S. K. BEHERA  
Registrar (Administrationj)

**No. 10121 - XLIX - D - 1/86**

*Dated Cutrack, the 18th September, 1986*

From

Shri S. K. Behera  
Registrar (Administration)  
High Court of Orissa.

To

All the District & Sessions Judges of the State.

Subject : Expeditious disposal of cases of *V.T.Ps.* detained in Jails.

Sir,

I am directed to say that the Government of Orissa in Home Department Letter No. 60583, JLS, dated 3.12.1985 have decided that for the purpose of expeditious disposal of the cases of under-trial prisoners each Superintendent of the Jail or Sub-jail as the case may be, should prepare and furnish to the concerned trial Court. Chief Judicial Magistrate, Public Prosecutors, Assistant Public Prosecutor and the Director of Public Prosecutor, a statement disclosing the list of each 'of the under-trial prisoners interned in his jail. The date of entry into the prison and the provision of the law under which he is being detained, every month. It has further been decided that the concerned Superintendent should also bring specific cases of unnecessary detention of under-trial prisoners to the notice of the concerned c.J .M., besides, bringing the fact of the notice of the Director of Public Prosecution. Effective implementation to this decision of the Government was under consideration of the Court and they, after careful consideration of the matter, have been pleased to direct that the following procedure shall be followed by each of the Subordinate Criminal Courts while being supplied with such monthly list of under-trial prisoners from the concerned jail authorities :

(A) The Magistrates shall scrutinise the list of under-trial prisoners applied by the jail authorities in order to ensure that no under-trial prisoner has been unduly detained beyond the maximum period of sentence provided for the offence for commission of which he is being detained and take prompt and suitable remedial measures for release in case of any deviation noticed;

(b) The Magistrates shall submit a quarterly statement of under-trial prisoners indicating the case number, nature of offence with Sections of law, date of arrest and the reason for the delay in disposal of the cases in respect of each of the under-trial prisoners to the concerned CrT M. certifying that no under-trial prisoner has

been in jail for a period which is more than the maximum period of sentence provided for the commission of the offence for which he is implicated; and

(c) The C.J.M., after satisfying himself about correctness of the statement submitted by the Magistrate shall submit a verified quarterly report to the concerned Sessions Judge in regard to any under detention suffered by any of the under-trial prisoners, interned within his jurisdiction.

(d) The C.J.M., shall also scrutinise the list of under-trial prisoners submitted by the jail authorities and the Magistrates while holding periodical inspection of the Court of the Magistrate with reference to the case records and take prompt remedial measures on noticing any undue detention.

(e) The C.J.M. shall take problem causing delay in disposal of the cases of under-trial prisoners to the Police Magistracy co-operation meeting with a view to securing expeditious disposal of the cases of such under-trial prisoners.

The Sessions Judge shall submit a quarterly report to the Court in respect of under-trial prisoners along with the report of the C.J.M. which shall also be sent to the Court along with his comments, separately, indicating therein the cases where the trial have not been conclude even after one year detention of the concerned prisoner in the prison.

I am, therefore to request that the above instructions may be brought to the notice of the subordinate criminal Courts your control for information and guidance and for strict compliance.

Yours faithfully,  
S. K. BEHERA  
Registrar (Administration)

**No. 13617-IX-22/81**

*Dated Cuttack, the 7th December, 1981*

From

Shri B. N. Misra, LL.B.  
Registrar of High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Registration of applications filed in the Court of Sessions under Section 116 (7), Cr.P.C. arid against the orders passed by Courts of Magistrates regarding disposal of seized properties in pending and disposed of cases.

Sir,

I am directed to say that in course of inspection of the Court of the District and Sessions Judge, Cuttack by Hon'ble Justice Shri S. K. Ray (as he then was) in August 1977 doubts were entertained as to how the following types of cases are to be registered.

(i) Applications filed in the Court of Sessions Judges against orders passed by Subordinate Criminal Courts regarding disposal of properties in pending cases.

(ii) 'Applications for orders for disposal of properties filed in the Court of Sessions Judge in cases tried and disposed of by Assistant Sessions Judge.

(iii) Application under Section 116 (7) of the Code of Criminal Procedure.

1. The Court, after careful consideration, observe that in view of the provisions laid down in the foot-note to Form No. R-25 at page 81 of the General Rules and Circular Orders (Criminal) Volume I the application under Section 116 (7) Cr.P.c. should be registered as Miscellaneous cases.

2. As there is clear provision in Section 454, Cr.P.c. for filing appeals against orders passed by the Courts of Magistrates regarding disposal of seized properties at the conclusion of the trial, such proceedings should be registered as Criminal Appeals on the filing on a Memorandum of appeal.

3. All the applications filed before the Court of Sessions against order of Magistrate with regard to disposal of seized properties in pending cases, are to be registered Criminal Revisions in the Court of Sessions. The maintainability or otherwise of the revision would however depend on the nature of order passed by the Magistrates which are sought to be revised.

I am, accordingly, to request that the aforesaid instructions of the Court may be brought to the notice of all the Courts subordinate to you for their information and guidance. .

Yours faithfully

B. N. MISRA

Registrar

Sir,

**No. 1133-XLIX-D-26/81**

*Dated Cut i ack, the 28th January, 1982*

From

Shri B. N. Misra, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Swearing of Affidavits in Subordinate Courts

I am directed to refer the Court's Circular letter No. 5484 (21), dated 9.6.1974 and No. 7516, dated 26.6.1981 on the above subject and to say that the question relating to swearing of Affidavits in Courts where there are no posts of Sheristadars came up for consideration of the Court.

The Court, are pleased to decide that the work of swearing of Affidavits at stations where more than one Magistrate is functioning should be entrusted to a [Junior Magistrate at the Station. In stations where a Munsif-Magistrate is functioning with a Sheristadar attached to his office, the work of swearing of Affidavits in matters relating to all the Magisterial Courts at the stations should be entrusted to that Sheristadar.

I am, therefore, to request that the above instructions of the Court may be brought to the notice of all the Courts Subordinate to you for their guidance and necessary steps for implementing the decision may be taken.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 12S9-IX-2S/80**

*Dated Cu i t ack, the 3rd February 1982*

From

The Registrar of the High Court of Orissa

To

The District and Sessions Judge,  
Ca nja rn-Bo udh. Berhampur

Subject : Registration of applications filed in Sessions Court under Sections 438 and 439 (1) of the Code of Criminal Procedure as Miscellaneous Cases.

Sir,

With reference to your Letter No. 12490, dated the 11th/15th December 1980 on the above subject, I am directed to say that the question of registration of applications under Sections 437 and 438 of the Code of Criminal Procedure in Sessions Court as Miscellaneous Cases and their entry in Register of (R) 5 (Criminal) has been considered after obtaining the views of all the District and Sessions Judges of the State.

It has been observed that the Register of Miscellaneous Criminal Cases (R) 25 is to be maintained only in the Courts of Sessions Judges and Additional and Assistant Sessions Judges and there is no scope for entering applications under Section 437 of the Cr.P.C. in that register, as such application are filed before Magistrates. Therefore there is no question of making any entries with regard to applications under Section 437 in (R) 25 as such matters are dealt with by the Magistrates in the original records of the case. Registration of a Miscellaneous Case every time a bail application is filed in the Court of Magistrates would be cumbersome and inconvenient besides serving no useful purpose, and therefore applications filed under Section 437 Cr.P.C. In magistrate's Courts should not be registered as Miscellaneous Cases.

The Court have been pleased to decide therefore that applications filed under Sections 438 and 439 (1) of the Code of Criminal Procedure in Sessions Courts should be registered as Miscellaneous Cases and be entered in the Register of Miscellaneous Criminal Cases (R) 25 prescribed at page-81 of the General Rules and Circular Orders (Criminal), Volume - II.

The above instructions may be strictly followed in future.

Yours faithfully

S.DAS

Registrar

**No. 5631-XLIX-D-19/82**

*Dated the 17th May 1982*

From

Shri B. N. Misra, LL.B.

Registrar of the High Court of Orissa, Cuttack.

To

The District and Sessions Judge

The Chief Judicial Magistrate

Subject : Expeditious disposal of Criminal Appeals preferred by convicted person who are in jail.

Sir,

I am directed to say that it has been brought to the notice of the Court that jail appeals and Criminal appeals in which the convicted persons are in jail are not being disposed of expeditiously. Very often it is noticed that by the time the Criminal Appeals or jail appeals are disposed of the sentences awarded by the Trial Court are spent out. In order to prevent such a situation the Court have been pleased to direct that all Criminal appeals whether preferred from jail or otherwise, by convicts who are in jail should be disposed of by giving them priority over other cases.

I am, therefore, to request that the above instructions should be strictly followed by all the Criminal and Sessions Courts under your Sessions Division.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 7284-XLIX-D-27/82**

*Dated Cuttack the 13th/14th July 1982*

From

Shri B. N. Misra, LL.B.  
Registrar of the High Court of Orissa

To

The Director of Public Prosecutions, Orissa, Bhubaneswar.

Subject : Permission to sit in different Courts exercising Criminal Jurisdiction including Court of Sessions to watch the performance of the Counsel appearing for the State and examination of the case records including the case diaries to assess the performance of the Public Prosecutors and Assistant Public Prosecutors.

Sir,

With reference to your semi-official Letter No. 29, dated the 8th May, 1982 on the above subject. I am directed to say that the Court have been pleased to permit you to inspect in Court case records including the case diaries, with the permission of the Court concerned, in accordance with Rule 209, Chapter III at page 60 of the General Rules and Circular Orders of the High Court of Judicature, Orissa, Criminal, Volume - I, to enable you to properly evaluate the work of the Public Prosecutors and Assistant Public Prosecutors.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 8100(25)-XLIX-D-31182**

*Dated Cui tack, the 29th/30th July, 1982*

From

Shri B. N. Mishra, LL.B.  
Registrar of the High Court of Orissa

To

The District and Sessions Judge  
The Chief Judicial Magistrate

Subject : Non-appearance of Assistant Public Prosecutors against  
the State of Orissa.

I am directed to forward for your information and guidance and for favour of communication to and guidance of the Criminal Court's subordinate to you, the accompanying copy of letter No. 11195 (13), dated the 15th July, 1982 from the Legal Rememberancer, Law Department, Bhubaneswar in the matter of prohibiting appearance of Assistant Prosecutors against the State in Criminal cases.

Yours faithfully  
B. N. MISRA  
Registrar

**GOVERNMENT OF ORISSA**

**LAW DEPARTMENT**

**No. 11195 (13) - L.L.R. 6/82-L**

*Dated, the 15th July 1982*

From

D. Hota,  
Legal Rememberancer

To

All District Magistrates

Subject : Non-appearance of Assistant Public Prosecutors against  
the State of Orissa

Sir,

I am directed to say that Government after careful consideration of the matter have decided to prohibit the Assistant Public Prosecutor to appear against the State in any criminal matter in the Courts in their respective jurisdiction.



They may kindly be instructed accordingly.

Yours faithfully  
D.HOTA  
Legal Remembrancer

**No. 9660-XLIX-D-10/81**

*Dated Cuti ack, the 23rd September, 1982*

From

Shri B. N. Misra, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Non-payment of Batta witnesses.

Sir,

I am directed to say that it is noticed that the witness expenses are not being paid to the witnesses in Criminal Courts as well as Sessions Courts. As a result witnesses in Criminal Cases are being put to considerable difficulties and that is one of the reasons for non-appearance of the witnesses in Court. Very often the witnesses are asked to leave their addresses for remitting the Batta amount by Money-Order due to non-availability of funds with the Nazir. This practice not only creates a lot of difficulty to the witnesses, but also gives scope for corruption. The Court, after careful considerations are of the view that the District and Sessions Judges should ensure payment of Batta to the witnesses in the date of their appearance in Court. It should be the responsibility of the Presiding Officer to see that when witnesses from long distance are summoned, steps are taken in advance to ensure payment of Batta to them on the date of their commination. The Court, therefore, direct that District Judges should take adequate steps to raise the permanent advance at the disposal and get the Batta Bills encashed sufficiently ahead of the date of trial of the case.

I am, therefore, to request that the above directions may be brought to the notice of the Chief Judicial Magistrates and Judicial Magistrates working under you for their information and guidance.

Yours faithfully  
B. N. MISRA  
Registrar.

Sir,

**No. 3680-XII-4/83**

*Dated Cut tack, the 18th April, 1983*

From

Shri B. N. Misra, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Strict observance of the provisions contained in Section 361 of the Code of Criminal Procedure, Item No.2 of the proceedings of the District Judges' conference held in December, 1982

Sir,

I am directed to say that Section 361 of the Code of Criminal Procedure enjoins on the Courts to record in the judgments the Special reasons if the Court does not deal with the offenders under Section 360 Cr.P.c. or under the provisions of the Probation of Offenders act or any other Law for the treatment, training or rehabilitation of youthful offenders, It has been brought to the notice of the Court that Magistrates have not been able to appreciate the significance of Section 361 of the Code of Criminal Procedure as a result some of them do not give any reason while some others give meaningless reasons.

2. The desirability for strict adherence to the provisions of Section 361 of the Code of Criminal Procedure was discussed at the District Judges' Conference held on the 23rd and 24th December, 1982 under Item No.2 of the agenda. The Court, after fareful consideration, are pleaded to concur with the decision taken at the conference in the matter and direct that Judicial Magistrates should record, in their judgments special reasons for their not having dealt with the accused persons under Sections 3 and 4 of the Probation of Offenders Act, 1958 (20 of 1958) as required under Section 361 of the Code of Criminal Procedure in the light of the decision of the Supreme Court reported in *AIR 1979 Supreme Court 1964 (Bishnu Deo Shaw v. State of West Bengal)*.

3. I am, accordingly, request that the above instructions may be strictly followed in future by all the Subordinate Courts in your Sessions Division.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 4143**

*Dated Cuitack, the 3rd May, 1983*

From

Shri B. N. Misra, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Swearing of Affidavits in Subordinate Courts, Item No. 29  
of the proceedings of the District Judges' Conference  
held in December, 1982.

Sir,

I am directed to refer to Court's circular letter No. 1133, dated the 28th January 1982 in which instructions were issued that the work of swearing of affidavits at stations where more than one Magistrate are functioning, should be entrusted to a Junior Magistrate at the station. The proposal for modification of the existing instructions referred to above was taken up for consideration at the District Judge's conference held on the 23rd and 24th December, 1982 under item No. 29 of the agenda.

2. The Court, after careful consideration, are pleased to concur with the decision taken at the conference in the matter and direct that at stations where there are more than one Magistrate, the Sheristadar if available at such stations would function more than one Magistrates, the Sheristadar if available at such stations would function as the Commissioner of Oaths. At the headquarters Stations the Head Clerk attached to the Chief Judicial Magistrate shall also function as the Commissioner of Oaths. In outlying stations, where there is one Judicial Magistrate exercising only Criminal Powers, the Magistrate himself should function as the Commissioner of Oaths.

3. I am, accordingly, to request that the above instructions may be strictly followed in future by all the Subordinate Courts in your Sessions Division.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 4506-XLIX-O-49/82**

*Dated Cut tack, the 7th May 1983*

From

Shri B. N. Mishra, LL.B.  
Registrar of the. High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Whether a Judicial Officer should be permitted to leave the Court everyday during recess from 1.30 P.M. to 2.00 P.M. To go home for taking lunch.

Sir,

I am directed to say that the question as to whether a Judicial Officer should be permitted to leave the Court every day during recess from 1.30 P.M. to 2.00 P.M. to go home for taking lunch came up for consideration of the Court.

After careful consideration of the matter the Court are pleased to observe that no Judicial Officer should be permitted to leave the Court during recess from 1.30 P.M. to 2.00 P.M. to go home for taking lunch.

I am, therefore, to request that the aforesaid instruction may be brought to the notice of all Subordinate Judicial Officers under you for strict guidance.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 5785-XLIX-O-7/78**

*Dated Cut tack, the 13th/14th May, 1983*

From

Shri B. N. Mishra, LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Service of summons on police officers.

Sir,

I am directed to say that very often the Criminal Courts face the difficulty in procuring the attendance of the Police Officers to give evidence resulting delay in disposal of the cases pending in their Courts. It is noticed that the Courts while issuing summons to the police officers do not always give sufficient time for their appearance to give evidence and in some cases their orders in this regard are not being complied with promptly. Consequently, service of summons cannot be effected with sufficient time ahead of the

date fixed as a result the police officers who mostly remain busy in Law and order problems find it difficult to attend the Court to give evidence.

The question as to how best the attendance of the Police officers can be secured to give evidence in Criminal cases came up for consideration of the Court. On a careful consideration of the matter Court are pleased to direct that the Court's while issuing summons the police officers requiring them to give evidence, should give sufficient time and summons should be issued within three days of the order.

I am accordingly to request that the aforesaid instructions may be brought to the notice of all Criminal Courts subordinate to you for information and guidance.

Yours faithfully  
B. N. MISRA  
Registrar

**No. 11481**

*Dated Cut tack, tile 27th October, 1983*

From

Shri R. N. Panda, LL.B.  
Registrar of the High Court of Orissa, Cuttack

To

The District and Sessions Judges of the State

Subject : Expeditious disposal of cases involving person getting Legal Aid under the State Legal Aid and Advice Scheme, 1981.

Sir,

I am directed to say that it has been brought to the notice of the Court by the Member-Secretary of the Orissa Legal Aid and Advice Board that the parties getting Legal Aid are required to attend the Courts in connection, with their cases on several dates as most of the cases are being adjourned from time to time for various reasons. Under the Orissa State Legal Aid and Advice Scheme, the aided persons are allowed travelling expenses for attending the Courts. When the cases of such persons are adjourned, it causes drainage of public exchequer besides causing delay in disposal of the cases.

The Court, therefore, have been pleased to direct that the Presiding Officers of the Subordinate Civil and Criminal Courts should give priority to the disposal of the cases in which

the parties have been given the benefit under the Legal aid Scheme. However, such cases will have no preference over the criminal cases involving under trial prisoners and civil cases, which have become three years old.

I am to request that the aforesaid instructions may be brought to the notice of all the Civil and Criminal Courts in your judgeship for their information and strict guidance.

Yours faithfully  
R. N. PANDA  
Registrar

**No. 69 - XLIX-D-61/83**

*Dated Cuttack, the 4th January, 1984*

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Making correction in the depositions of witness dictated by the Presiding Officers while signing each page of such deposition.

Sir,

I am directed to say that it has come to the notice of the Court that typed depositions of the witnesses are found to contain large number of mistakes. Although Rule 84 at page 23 of General Rules and Circular Orders (Criminal), Volume - I provides that each page of the deposition typed to the dictation of the Presiding Officer must be attested by his signature, some of the Judicial Officers are found not correcting the depositions of the witnesses before putting their signatures on each page of the same. It has also come to the notice of the Court that the certified copies of the depositions and judgments very often contain several spelling and grammatical mistakes and omissions and at times it becomes difficult for the appellate and revisional Courts to quote any part of the evidence or the judgment.

The Court, accordingly direct that the Presiding Officers should correct the deposition of the witnesses dictated by them, while putting their signatures in each page of such deposition. the Court further observe that greater care should be taken by the officers-in-charge of the Copying Department to see that certified copies of depositions and judgments, are free from any mistake and omission.

I am to request that the aforesaid instructions may be brought to the notice of all the Courts subordinate to you for their information and future guidance.

Yours faithfully  
R. N. PANDA  
Registrar

**No. 693 (25) - XLIX-D-34/81**

*Dated Cuiiack, the 16th January 1984*

From

Shri R. N. Panda, M.A. LL.B.  
Registrar of the High Court of Orissa, Cuttack.

To

All the District and Sessions Judges of the State

Subject : Procedure to be followed in a case of sentence of fine when the convict is either represented or absent on the date of delivery of judgment.

Sir,

I am directed to say that in course of inspection of the Court of Judicial Magistrate First Class, Balasore made by the District and Sessions Judge, Balasore on 19.4.1980 a doubt was entertained by him regarding the procedure to be followed for realisation of fine amount in a case of sentence of fine when the convict is either represented or absent on the date of delivery of Judgment,. All the Sessions Judges of the State, were consulted in the matter.

The Court after careful consideration of the matter have been pleased to observe that pronouncement of a Judgment of fine is permissible under Section 353 (6) of the Code of Criminal Procedure in absence of the accused. If a counsel represents the-accused and is ready to pay the fine, the matter ends there. In other cases, the Magistrate has to follow the procedure laid down in Section 421, Cr.P.C for realisation of the fine amount. If there are no special reasons he has to stop all actions for realisation of fine amount unless there is an order for payment of compensation or expenses out of the fine amount under Section 357, Cr.P.C Rule 132 at page 34 of the G.R. and CO. (Criminal) Volume I has no application to such cases.

I am to request that the above instruction of the Court should be followed in future.

Yours faithfully  
R. N. PANDA  
Registrar

**No. 962 - XLIX-D-12/83**

Dated Cuttack, the 23rd January, 1984

From

Shri R. N. Panda, M.A., LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Issue of warrants and recall notices by the Courts to the concerned Officer-in-charge of the Police Stations through the Court Sub-Inspector.

Sir,

I am directed to say that the Court have had the occasion to notice that the instructions given in the Court's Circular Letter No. 2557 (9), dated 4.9.1977 are not strictly followed in all the Judgeships. It has also been noticed that there is divergent practice in different Judgeships in the matter of issue of order recalling the warrants to the concerned Officer-in-charge of the Police-Station.

On a careful consideration of the matter, the Court direct that the extract of the order recalling the warrants should be prepared in duplicate by the concerned Courts, out of which one copy should be made over to the Court Sub-Inspector for sending the same to the concerned Police-Station after making necessary entry in the Register of Process maintained by him and the duplicate copy should be sent direct to the concerned Police-station.

The Court further reiterate their earlier instruction issued in the aforesaid circular letter that all kinds of warrants should be made over by the Courts to the Court Sub-Inspector whose duty shall to send the same to the concerned Officer-in-charge of the Police Station and submit the warrants received back from the Police-Stations, whether executed or not, to the concerned Court.

I am, therefore, to request that the above instructions may be brought to the notice of all the Courts subordinate to you for their guidance and strict compliance.

Yours faithfully  
R. N. PANDA  
Registrar



Copy of the Letter No. 2557 (9), dated 4.4.1977 addressed to the District and Sessions Judge (All) from Shri D. Hota, B. L., Registrar of the High Court of Orissa.

Subject : Despatch of warrants of all categories through the Court Sub-Inspectors.

I am directed to say that it has come to the notice of the Court that the Judicial Magistrates of the State are not following the provisions laid down in Rule 287 of the Police Manual which provides that the warrants should be routed through the C.S.I. with the result that in some cases it has been difficult to watch the movements of the warrants. In view of the appointment of A.P.Ps. for the Courts of Judicial Magistrates in the State the State Government may decide to discontinue the system of post C.S.I's. The D.LG. of Police, C.LD, and Railways and the Special Officer of the Court have undertaken a sample survey of the Lalbag P.S. with regard to the heavy pendency of warrant in the said P.S. on receipt of their joint inspection report the Court would take a final decision whether warrants of all categories should be routed through the C.S.I. Pending final decision in the matter the Court direct that all the Judicial Magistrates of the State should make over all categories of warrants issued by them through the C.S.I. attached to their Courts. It would then be the duty of the C.S.L to send the warrants to the concerned Police- Officer and on return of the warrants whether executed or not he should make them over to the Court concerned. In order to ensure that the movements of the warrants are properly watched, the Judicial Magistrates should maintain a Register in the following *pro forma*.

2. I am therefore, to request that the aforesaid instructions may be brought to the notice of all the Court's Subordinate to you for their information and guidance.

Yours faithfully  
D. HOTA  
Registrar

**No. 1673**

Dated Cuttack, the 10th February 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State.

Subject : Disposal of properties seized in connection with the offences under the provisions of Orissa Weights and Measures (Enforcement) Act, 1958.

Sir,

I am directed to say that a doubt has been entertained regarding disposal of properties seized in connection with the offences under the provisions of the Orissa Weights and Measures (Enforcement) Act, 1958. The Court, after careful consideration of the matter have been pleased to observe that in view of the specific provisions contained in Weights and Measures (Enforcement) Rules, the Inspector concerned is required to produce the properties in Court and after conclusion of trial, he is to take possession of the properties and deal with them as per the direction of the Court. Accordingly they direct that question of making any further rules in the C.R. and C.O. (Criminal) does not arise as this provision would embrace all situations.

I am therefore, to request that the aforesaid instructions may be brought to the notice of the Subordinate Criminal Court's for strict compliance in future.

Yours faithfully  
R. N. PANDA  
Registrar

**No. 1679 (12)**

Dated Cuttack, the 10th February, 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

The District and Sessions Judges of the State

Subject : Whether entries in the Register of Enquiry into cases triable by the Court of Sessions (R) 42 should be made soon after the Charge-sheet is filed or after orders for commitment are passed.

Sir,

I am directed to say that a question have had under consideration as to whether entries in the Register. of Enquiry into case triable by the Court of Sessions (R) 42 should be made soon after the charge-sheet is filed or after orders for commitment are passed. All the District and Sessions Judges of the State were consulted in the matters.

The Court after careful Consideration of The Matter Have Been pleased to observe that the cases triable by the Court of session should be entered in the register (R) 42 as soon as cognizance is

taken after receipt of the charge-sheet or complaint petition as the case may be.

I am to request that the above instructions may be brought to the notice of all the Courts subordinate to you for their guidance

Yours faithfully  
R. N. PANDA  
Registrar

**No. 1978 - XLIX-D-18/81**

Dated Cuttack, 17th February, 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

The District and Sessions Judges, Puri

Subject : Whether Railway dues i.e., Railway fare and excess charges can be written off treating the same as fine.

Sir,

I am directed to refer to para 20 at pages 11-12 under the caption "examination of pending Fine Misc., Case Records" of the notes of inspection of the Court of the Special Railway Magistrate, Khurda Road made by the Chief Judicial Magistrate, Puri on 15.1.1981 on the above subject and to say that a doubt has been entertained as to whether the railway dues ordered to be recovered from the accused under Section 112 of the Indian Railways Act in addition to the fine imposed, can be treated as 'Fine' so as to enable the Magistrate to write it off in the circumstances mentioned in Rule 145 of the C.R. & C.O. (Criminal) Volume 1.

On a careful consideration of the matter the Court have been pleased to observe that the railway dues under Section 112 of the Indian Railways Act are payable by virtue of orders passed by the Court and the provisions of Section 431 of the Code of Criminal Procedure, 1973 apply to such, cases. Such dues are recoverable as fine and can be written off on the grounds mentioned in Rule 145 at page 39 of the C.R. & C.O. (Criminal) Volume 1.

I am therefore to request that the aforesaid instruction may be brought to the notice of all till' Courts subordinate to you for their information and guidance.

Yours faithfully  
Registrar, High Court of Orissa

**No. 1983**

Dated Cuttack, the 17th February, 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Maintenance of the Register of the Attendance of witnesses  
(R)-8 Criminal.

Sir,

I am directed to say that a doubt has been entertained whether in the Register of Attendance of witnesses (R)-8 (Criminal) the serial numbers are to be assigned quarterly or annually.

All the District and Sessions Judges were consulted in the matter. Their reports reveal that in some of the Courts quarterly serial numbers are being assigned to the entries (R)-8 (Criminal) while in other Courts annual consecutive serial numbers are being given to the entries.

On a careful consideration of the matter the Court have been pleased to observe that quarterly serial number should be assigned to the entries in the Register of Attendance of witnesses (R)-8 (Criminal) as it would be convenient for compilation and submission of returns.

I am accordingly to request that the aforesaid instructions of the Court be strictly followed in future by all the Criminal Courts.

Yours faithfully  
R. N. PANDA  
Registrar

**No. 2560-IX 8/80**

Dated Cuttack, the 5th March, 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Whether the periods of substantive sentence of imprisonment and default sentences are to be clubbed together to be entered in Col. 11 in the Register of Warrants of Imprisonment (R)-5.

I am directed to say that a doubt has been entertained as to whether in Column 11 of the Register of Warrant of Imprisonment (R)-S while noting the date of termination of sentence both the substantive sentence and the sentence in default of payment of fine should be clubbed or shown separately. All the District and Sessions Judges of the State were consulted in the matter.

The Court after careful consideration of the views of the Sessions Judges have been pleased to observe that where payment of fine is not made by the date of commitment of the convict to jail to serve out the sentence, the date of termination of substantive sentence and sentence in default of payment of fine, should be shown separately in Column 11 one below the other with a note in the remarks column of the Register that the fine has not been paid by the date of commitment.

I am, accordingly, to request that the aforesaid instructions of the Court may be brought to the notice to all Courts subordinate to you for their information and guidance.

Yours faithfully  
K.C.MOHAPATRA  
For Registrar

**No. 2562-XLIX-D-45/82**

Dated Cuttack, the 15th March, 1984

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar, Orissa High court, Cuttack

To

All the District and Sessions Judges of the State

Subject : Holding of the T.I.Parades and the recording Statements  
of witnesses under Section 164, Cr.P.C.

Sir,

I am directed to invite your attention to Court's letter No. 4840, dated 10.5.1978 in which instructions were issued to hold T.I.Parades promptly whenever approached by the Investigating Officer. It has come to the notice of the Court that inordinate delay is being caused in holding T.I.Parades and the recording statements of witnesses under Section 16 of the Code of Criminal Procedure by the Judicial Magistrates and specially when the records are held up in a higher Court. The Sessions Judges of the State were consulted in the matter.

On a careful consideration of the views of the Sessions Judges the Court have been pleased to observe that in a case where the higher Courts call for records a part file should be opened by keeping therein the copies of the first and last order, FIR and seizure list while sending the original record to the higher Court so that there may not be any difficulty in holding T.!. Parade and recording the statements of witnesses under Section 164 of the Code of Criminal Procedure and confession of the accused, even if the original record has not been received back from the higher Court.

I am to request that the above instructions should be followed scrupulously in future.

Yours faithfully  
S / d.  
For Registrar

**No. 3447-XXXI-I/77**  
**Dated Cuttack, the 30th March, 1984**

From

Shri R. N. Panda, M.A.,LL.B.  
Registrar of the High Court of Orissa

To

All the District and Sessions Judges of the State

Subject : Furnishing a certificate in the bail petition filed under  
Section 439 of the Code of Criminal Procedure, 1973.

Sir,

I am directed to say that it has come to the notice of the Court that in a particular case a bail petition under Section 439, Cr.P.C. Was filed on behalf of the accused before the Court of Sessions at the headquarters station which was rejected by the said Court but on the very same day the same accused filed another petition for bail before the local Assistant Sessions Judge on the self-same grounds and obtained the order of bail resulting in conflicting. orders. A question was raised as to how such a situation can be avoided. All the Sessions Judges of the State were consulted in the matter.

The Court after careful consideration of the views expressed, have been pleased to observe that in law there is no ban in entertaining second application for bail. Second application for bail has however to indicate the subsequent developments, changes circumstances or exceptional situation, if any, entitling the accused to bail.

In the circumstances the Court direct that a petition for bail under Section 439 of the Code of Criminal Procedure, 1973 must contain a certificate showing whether an earlier application for bail had been filed or not in the Court having jurisdiction, to entertain such application. In case any earlier application had been filed, the later petition must specify the particulars of the earlier application and state the circumstances in which the subsequent application

I am to request that the above instructions may be brought to the notice of all Criminal Courts subordinate to you for their information and guidance.

Yours faithfully

R. N. PANDA.

Registrar

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