

THE HIGH COURT OF ORISSA, CUTTACK

CIRCULAR ORDER NO.4 OF 2026

(CIVIL)

Volume-I, 1985 Edition

Rule-68

For Rule-68 of the G.R. & C.O. (Civil) Vol. I, 1985 Edition, the following shall be substituted:

68.The yardstick for each process-server shall be 1000 (one thousand) original processes per annum. The District Judge of every district shall ascertain in every five years the original processes issued from his own Court and from each of the Courts subordinate thereto and shall determine the number of process-servers to be employed.

Provided that where, in any judgeship, the number of original processes is insufficient, the District Judge may relax the minimum yardstick prescribed for each Process Server.

Note 1- For the purpose of this rule all copies of processes served in one village in one case by a process-server at one and the same visit shall be reckoned as 1 (one) original process, while copies served in the same village for separate visits or in different villages shall be reckoned as separate visits to the same village.

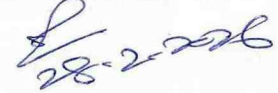
Note 2- Where a summons or notice is served by a process-server of Sadar station within the jurisdiction of any outlying station, under the special orders of the Court, such service shall be reckoned as 2 (two) original process.

Note 3- Processes served in the cases of warrants of arrest, should be reckoned as service of 3 (three) original processes only in case of due execution and not when returned unexecuted.

Note 4- Each day on which a process-server remain occupied in keeping custody of attached moveable property, standing crops or

of a person under arrest, attending Commissioners deputed to deliver possession, or in taking records, letters etc. from one station to another or in guard duty at the residential office of Judicial Officers should be reckoned as service of 3 (three) original processes.

BY ORDER OF THE COURT



ADMINISTRATIVE DEPARTMENT
(Rules section)

(SRINIBASH PRATIHARI)
REGISTRAR (VIGILANCE)

Memo No. 3528(100)/Date. 28.02.26
(XLIX-D-2/2025)

Copy forwarded to the

- 1) All Officers of the Court,
- 2) District & Sessions Judge, (All)..... for information and guidance and for communication to all the judicial officers working under their control for information and strict adherence,
- 3) Director, Odisha Judicial Academy, Cuttack
- 4) All Superintendents of the Court,
for information.



REGISTRAR (VIGILANCE)