

G. R. C.O

Civil

Vol. – II

**GENERAL RULES AND CIRCULAR ORDERS
OF THE HIGH COURT OF JUDICATURE, ORISSA
APPELLATE SIDE (CIVIL)
VOLUME – II
RULES RELATING TO PRINTED FORMS**

1. The particular attention of all Civil Courts are invited to the fact the issue of printed forms under the direction of the High Court is intended to save clerical labour, and in no way relieves Judicial Officers of the duty of seeing that the standard form prescribed as a general guide sufficiently meets the requirements of the particular case on which the order is to be issues. It must also be understood that neither the forms which are included in the Court's Rule and Orders, nor those which are appended to The First and Second Schedules of the Code of Civil Procedure, can in any way be regarded as exhaustive of all possible orders. They only furnish a collection of examples to assist the Office of the Court which issues the order in framing to assist the Office of the Court which issues the order in framing it. Great care, therefore, is necessary to see that, in the first place the proper form is selected , and that any necessary modification are made before it is issued, and in the second place, where no printed form exists, that a written order is prepared which duly follows the requirement of the law.

Note – For rules regarding the supply and custody of printed forms see Forms Manual (Rules for the supply and Custody of printed Forms in Bihar and Orissa.)

2. Form appended to the Code of Civil Procedure and other enactments , which only occasionally used or not used at all , have been omitted from this volume as not being necessary to be printed.

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II. REGISTERS

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(A)13	Register of Payment Orders issued	286	Judge-in-charge of accounts	12 years
(A)14	Treasury Pass Book	287	Ditto	Ditto
(A)15	Daily Register of A/B Deposits received	288	Ditto	For ever
(A) 16	Form of Extract Register A/B Deposits repaid	289	Ditto	12 years
(A)17	Form of Extract Register of Deposits receipts	290	Ditto	Ditto
(A)18	Clearance Register of a Deposit	291	Ditto	For ever
(A)19	District Judge's Daily Register of deposits advised by Subordinate Courts		District Judge	12 years
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(A)21	Register of counterfoils of receipts granted by Cashier for peremptory Cash Receipts	294	Ditto	3 years
(A)21-A	Receipt in respect of money paid under Order XXI, Rule 77(2) of the Code of Civil Procedure	295	Judge-in-charge of accounts	3 years
(A)22	Peremptory Cash Book	296	Ditto	12 years
(A)23	General Cash Book	297	Ditto	12 years
(A)24	Register of Intestate Property. Acquittance Roll of Establishment (a)	297	District Judge Judge-in Charge of accounts	Not less than 35 years.

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
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	Register of attendance of Ministerial Officers(b)		Ditto	1 years
(A)25-A	Register of money orders received	299	Ditto	3 years from the date of the last entry in register.
(A)25-B	Register of sanction order of refund of lapsed deposits received from the Accountant General	300	Judge-in-charge of accounts	For ever
(A)26	Register of sanction order	301	Ditto	For ever
(A)27	Establishment Register relating to Non-Gazetted Officers	301	All Courts	For ever

II. REGISTERS

(R)1(i)	Register of suits for Money and movable property	302	All Courts	25 years
(R)1(ii)	Register of title and other suits	302	Ditto	For ever

Note – Same form for the two registers.

- (a) Form prescribed by the Accountant – General should be used.
(b) Form prescribed by the Board of Revenue should be used.

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(R) 1-A	Supplementary Register of suits	303	Additional Courts	3 years
(R)1-B	Register showing the number of suits in which preliminary decrees have been passed but which are pending for final decrees namely, suits for partition , taking or accounts, ascertainment of mesne profits, etc)	303		
(R) 2	Register of Miscellaneous Judicial Cases.	304	All Court	25 years
(R)2-A	Register of Insolvency Petitions	305	All Court having jurisdiction in insolvency matters	Ditto
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(R)4-A	Register of decrees of other Courts received on transfer from another district or State of execution	307		
(R)4-B	Register of decrees transferred	307	All Courts	12 years
(R)5(i)	Register of Money Appeals	308	All Courts	25 years
	Note- Same form for the two registers.			
(R)5(ii)	Register of Title appeals	308	All Dist. Courts	For ever
(R)6(i)	Supplementary Register of money Appeals	309	Appellate Courts other than the District Courts.	3 years
(R)6(ii)	Supplementary Register of Title Appeals	309	Ditto	Ditto

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(R)6(iii)	Supplementary Register of Miscellaneous Appeals	309	Ditto	Ditto
	Note -Same form for the three Registers.			
(R)7	Register of Miscellaneous appeals	310	All District Courts	25
(R)7-A	Register of Revisions	311	All district Court	For ever

(ii) List of Subsidiary Registers

(R)8	Diary of Civil Courts	312	All Civil Courts	3 years
(R)9	Register of petitions and Court- fees	312	All Civil Courts	
(R)9-A	Register of Miscellneous non-judicial cases arising out or applications for refund of lapsed deposits	313	By the Nazir	
(R)9-B	Register of process serving peons	314	By the Nazir	12 years
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(R)12	Process Serving Peon's Diary	318	By each process	1 years
(R)13	Attendance & Deputation register of peons	319	By the Nazir	3 years
(R)13-A	Nazir's Register of valuable movables	320	By the Nazir	3 years after the disposal of all
(R)13-B	Register of securities taken from ministerial & non-gazetted officers	320	All Civil Courts	12 years

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(R)14	Register of Applications for copies	321	All Civil Courts	3 years
(R)14-A	Register of applications for copies of Judgment and decree for the purpose of filling appeal or revision in the Court of the	322	All Civil Courts	3 years
(R)14-B	Register of applications for free copies required by public officers	323	Ditto	3 years
(R)15	Register of information to parties about stamps and folios necessary for copies applied for	323	Ditto	1 years
(R)16	Register of copies and information ready for delivery	324	All Civil Courts	1 years
(R)16-A	Register showing the daily outturn of typists and copyists working in the Courts of ..	325	All Courts	1 years
(R)17	Register of requisitions from the Copying Department	326	All Courts and District Record Room	1 years
(R)18	Register of requisitions for documents & records	326	District Record	1 years
(R)19	Register of records removed from the Record Room entered in the dispatch list but kept back by the dispatching Court.	327	Ditto	12 years
(R)19-A	Register of requisitions for record received	328	All Civil Courts	6 years
(R)19-B	Register of requisitions for records issued	329	Ditto	6 years

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(R) 20	List of records sent the District Record Room	330	All Civil Courts	For the same period as the records to which the list related in the case of the Record – keepers list and unless otherwise provided for three years in the case of list and duplicate be kept in Court.
(R)20-A	List showing the actual dates of deposit of records	331	District Record Room	2 years
(R) 20-B	Register of Defect Reports	332	Ditto	3 years
(R) 20-C	Register showing the due date of destruction	332	District record Room	3 years
(R) 21	List of registers	333	All Civil Courts	For ever in to be permanently reserved the District Judge's Record Room

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
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(R) 23	Register of inspection of records in the Judgeship	334	All Civil Courts and	3 years
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Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
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Note –A separate register shall be maintained or each class of suits.				
(R)32	Statistical Register of suits instituted according to classification	346	Ditto	2 Years
(R)33	Statistical Register of cases and appeals received by transfer or upon remand, review or revival.	347	Ditto	2Years
Note -One register shall be maintained for cases and another for appeals.				
(R)34	Statistical register of suits and cases disposed of.	348	Ditto	2 Years
Note - Separate volumes shall be opened for cases for each class of suits.				
(R)35	Statistical appeals disposed of	349	All appellate Courts	2 Years
Note –Separate volumes shall be opened for miscellaneous appeals and each class of appeals.				
(R)36	Statistical Register showing the results of applications for the execution of decrees disposed of .	350	All Courts	2 years

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(R)37	and (R) 38 are omitted			
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III. JUDICIAL

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Preliminary decree for redemption of prior mortgage and Foreclosure or sale on subsequent mortgage

(a) For form , see Appendix C of C.P.C

(b) For form , see Appendix D of C.P.C

No. of form	Description of form	Page No.
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(a) For form , see Appendix D of C.P.C

(b) For form , see Appendix H of C.P.C

(c) For form , see Appendix G of C.P.C

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IV. PROCESS

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(a) For form , see Appendix C of C.P.C

(b) For form , see Appendix B of C.P.C

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(c) For form , see Appendix G of C.P.C

(d) For form , see Appendix E of C.P.C

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(P)34		
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(P)36	Order for delivery to certified purchaser of land at a sale in execution (Or.21,Rule 95, C.P.C)Summons to appear and answer charge of obstructing executing of decree. (Or.21,Rule 97, C.P.C)(a)Warrant of committal (Or.21,Rule 98, C.P.C)[A] Notice of appeal in forma pauperis. (Or.44,Rule 1, (a)	435
(P)37	Notice to respondent of the day fixed for the hearing of the appeal(Or.41,Rule 14, C.P.C)	436
(P)38	Notice to a party to suit not made a party to the appeal but joined by the Court as a respondent (Or.41,Rule 20, C.P.C)	436
(P)39	Notice to show cause why a review should not be granted (Or.47,Rule 4, C.P.C) Court for trial (Section 24, C.P.C (c) Notice to surety of his liability under a decree (Section 145 C.P.C) (c). Notice of application for the transfer of a suit to another	437

(a) For form , see Appendix E of C.P.C

(b) For form , see Appendix G of C.P.C

No. of form	Description of form	Page No.
(1)	(2)	(3)
(P)40	Notice to show cause (General form)	438
(P)41	Notice to take back documents	438
(P)42 to (P) 51	Omitted regulation V of 1799	
(P)52	Notice calling for claimants to property in inter-state cases [Regulation V (Bengal) or 1799] Land acquisition Act 1 to 1894	439
(P)53	Notice to claimants of date fixed for the determination of objection. (Section 20 of the Land Acquisition Act, 1 of 1894)	439
(P)54	Notice to Collector of date fixed for hearing his reference (Section 20 of the Land Acquisition Act 1 of 1894) Court fee Act	440
(P) 55	Notice of Collector of Application made for probate of will or for letters of Administration [Section 19-H, Cl (1) of the Court fees Act] Indian Succession Act XXXIX of 1925	441
(P) 56	Notice of the date fixed hearing of probate of letter of Administration cases	441
(P) 57	Notice calling on certificate –holder for accounts (a)	442
(P)58	Notice inviting other claimants to representations to come forward (Verenacular) Guardians and wards Act VIII of 1890	442
(P)59	Notice of application made for guardianship and of date fixed for hearing (Section 11 of the Guardians and Wards Act VIII of 1890) Provincial Insolvency Act, V of 1920	444
(P)60	Notice to creditors of the date of hearing of an insolvency petition. Section 19 of the provincial insolvency Act V of 1920	445

(a) Not to be printed .

(b) See Form No. 2 of Appendix H, C.P.C

No. of form	Description of form	Page No.
(1)	(2)	(3)
(P) 61	Notice of application by unscheduled creditors, [Section 33(3) of the provincial insolvency Act, V of 1920](a)	445
(P) 62	Notice to creditors of the date of consideration of a composition or scheme of arrangement .[Section 38(1) of the provincial insolvency Act. V of 1920](a)	446
(P) 63	Notice to persons claiming to be creditors of intention to declare final dividend. [section 64 of the provincial insolvency Act. V of 1920](a)	446
(P) 64	Notice to creditors of application for discharge [Section 44(1) of the provincial insolvency Act, V of 1920](a)	447
(P) 65	Summary Administration ,Notice to creditors, [Section 74 of the provincial insolvency Act, V of 1920](a)	447
(P) 65-A	Insolvency Notice (Notice under section 6(2) of the provincial insolvency Act	448
(P) 66	Notice to the day fixed for setting valuation [Section 14 of the Orissa Money – Lenders Act. (Act. III of 1939]	449
(P) 67	Notice of application for transfer of a suit to another Court for trial [Section 24, C.P.C.P(b)]	449

(a) Not to be printed .

(b) See Form No. 2 of Appendix H, C.P.C

V. LIST OF PERIODICAL RETURNS AND STATEMENTS

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)

Monthly Returns

(S)1	Monthly Statement showing the number of suits and cases pending and disposed of	450	[Civil Judge (Junior Division)]s, [Civil Judge District (Senior Division)]s, and small Cause Court Judges.	(Junior Judges and Cause Court Judges)
------	---	-----	--	--

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(S)2	Monthly Statement of sales held and confirmed 451	451	All Civil Courts except Small Cause Courts	Collectors
Quarterly Returns				
(S)4	Quarterly Statement A	452	[C.J.(J.D.)] (C.J.(S.D.)] Additional Judges	District Judges
	(i) Original suits		District Judges High Court (C.J.(S.D.)) and District	
	(ii) appeals		Additional Judges District Judges	
(S) 5	Quarterly Statement B	453	[C.J.(J.D.)]s [(C.J.(S.D.)) and District Judges Additional Judges	
(i)	Miscellaneous (judicial cases)		District Judges High Court (C.J.(S.D.))and	
(ii)	Miscellaneous Appeals		District Additional Judges District Judges High Court	
(S)5-A	Quarterly Statement showing the writs of writ of commission pending with the Civil Commissioners for execution.	454	District judges High Court	
(S)6	Quarterly Statement (C.J.(S.D.))Applications for the execution of decrees.	C 454	[C.J.(J.D.)]s District judges District Judges High Court	Additional and Judges
(S) 7	Concise Statement of outturn of work of [C.J.(S.D)] and [C.J.(S.D)]	455	District Judges High Court	

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(S)7-A	Statement showing the cases of which proceedings have been stayed.	456	All Courts	Civil District Judges
(S) 7-B	Quarterly Statement showing in which preliminary suits in which preliminary decrees have been passed but which are pending for final decrees.	457	All Courts	Civil District Judges
(S)7-C	Quarterly Statement showing the number of and net income derived from application for information , inspection and copies	458	All Courts	Civil District Judges
(S) 8	Statement of pending files and explanations to be submitted by Subordinate Courts to the District Judge	459	[C.J.(S.D)], [C.J.(S.D)] District nate and Additional Judges Judges	
Annual Statements				
(S)9	(Part I & II) statement showing the total number of officers exercising jurisdiction in civil vases at the close of the year, their class and powers, etc and the receipts and charge s of Civil Courts.	1 461	All Civil Courts District Collectors	District Judges
(S)10	Statement 2 showing the number and description of civil suits instituted in Civil Courts.	463	District Judges	High Court

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(S)11	Statement 3 showing number and value of suits instituted in Civil Courts	464	All Civil Courts District Collectors District Judges.	District Judges High Court
(S)12	Statement 4, Part-I showing the general result of ht trials of civil cases in Courts of original Jurisdiction	465	District Judges.	High Court
(S)13	Statement 4, Part- II showing the general result of the trials of civil cases (Miscellaneous Judicial) in Courts of original jurisdiction	467	District Judges.	High Court
(S)14	Statement 5, Part-I showing the business of Civil Appellate Courts (Appeals form decrees)	469	[C.J.(S.D)], and Additional Judges and District Collectors District Judge High Court	District Judges
(S)15	Statement 5, Part- II showing the business of Civil Appellate Courts(Miscellaneous appeals, Judicial)	470	[C.J.(S.D)], and Additional Judges and District Collectors District Judge High Court	District Judges
(S)16	Statement 6 showing the result of proceedings on application for the execution of the decree of Civil Courts	471	All Civil Courts Courts of Original jurisdiction and District Collectors.	District Judges
(S)17	Statement 7 showing proceedings in insolvency under the provincial insolvency Act V of 1920	473	Courts if any, District empowered under judges section 3(i) of the	

Provincial Insolvency Act

(S) 18	Omitted to	District Judges High Court
(S) 21		Court

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(S)22	Table I showing the number of suits instituted, disposed of and pending	475	District Judges	High Court
(S)23	Table –II showing separately the number of pending suits classified according to the years of institution	476	[C.J.(S.D)], codinate and Additional	Sub- District Judges
(S)24	Table-IV showing the number of miscellaneous cases instituted, disposed of and pending	476	District Judges	High Court
(S) 25	Table –IV showing the number of appeals form decisions in regular suits, instituted, disposed of and pending	477	Ditto	Ditto
(S)25-A	Table IV-A showing the number of regular appeals preferred , disposed and pending in each of the superior Courts of the District	478	District Judges	High Court
(S)26	Table V showing the number of miscellaneous appeals instituted, disposed of and pending	478	Ditto	Ditto
(S)27	Table Vi showing the number of applications for an order to set aside an exparte judgment or a Judgement default preferred, disposed of and pending	479	[C.J.(S.D)], [C.J.(S.D)], & Small cause Court	District Judges

Form No.	Name of Register	Page No.	By what Court to be maintained	Period for which to be preserved
(1)	(2)	(3)	(4)	(5)
(S)28	Table VI showing the number and value of suits	480	Ditto	Ditto
(S)29	Table VII showing the names of the in converted Judicial Officers employed in the District and immovable property held, etc. Note- Need not be submitted if there has been no change.	481	Ditto	Ditto
(S)30	Table showing the number of Probates, Letters of Administration, Certificate and extended Certificate and the duty levied thereon.	482	[C.J.(S.D)], [C.J.(S.D)], Small Cause Court Judges	District Judges High Court
(S)31	Table showing the number of suits of each class disposed of and their average duration	483	[C.J.(S.D)], [C.J.(S.D)], and Additional Judges District Judges	District Judges High Court
(S)32	Tables showing the number of appeals from decrees, disposed of and their average duration	484	Subordinate and District Additional Judges District Judges	District Judges High Court
(S)33	Confidential Reports for Judicial Officers	485	High Court	High Court

VI. MISCELLANEOUS

No. of form	Description of form	Page No.
(1)	(2)	(3)
(M)1	Requisition for records	495
(M)2	Letter advising the dispatch of a record	495
(M)3	Letter to accompany a record	496
(M)4	Letter regarding nomination of a Commissioner to conduct a local investigation (O, XXVI, R. 9 C.P.C)	496

No. of form (1)	Description of form (2)	Page No. (3)
(M) 13	Application for permission to sale or mortgage immovable property	499
(M)14	Bond from appointed guardian-section 34 of Guardians and wards Act, VIII of 1980	500
(M)15	Bond for the appearance of a person before a Magistrate's Court in connection with an offence committed before a civil court section 476 of the Cr. P.C. (b)	501
(M)16	Daily Cause list	502
(M)16(i)	Daily list of Plaints /Memoranda of appeals	503
(M)17	Notice to parties and their pleaders of decrees being drawn up Agreement of parties as to issues to be tried (Or.14, Rule 6, C.P.C) (a)	503
(M)18	Medical history sheet of lunatics (b)	504
(M)19	Court's certificate to be given to Government or Local Fund Servants who attend Court as witnesses.	505
(M)20	Statement to be submitted with applications for additional temporary subordinate Judicial Officers	506
(M)21	"Form of card of pleaders Mukhtars" registered clerks	510
(M)22 to	Omitted	
(M)26		
Provincial Insolvency Act, 1920		
(M)27	Proof of dept (General form) section 49 of the provincial insolvency Act, V of 1920 (b)	510
(M)28	Proof of debt of workmen- section 49 of the provincial insolvency Act, V of 1920 (c)	511
(M) 29	List of creditors for use at meeting held for consideration of composition or scheme section 38(2) of the provincial insolvency Act, V of 1920 (a)	512

(a) See appendix H of C.P.C

(b) Not to be printed .

No. of form (1)	Description of form (2)	Page No. (3)
Record Room		
(M)30	Fortnightly progress Report	513
(M)31	Index to plan	514
(M)32	Index Board for Racks	514
(M)33	Defect Report	515
(M)34	Form to be used on front flatboard for indexing bundles of records.	515
(M)35	Index to Index Register or Despatch List	516
(M)36	Removal Slip	516
(M)37	Reminder list	517
(M)38	Index to guard file (a)	517
(M)39	Application for information	518
(M)40	Application for copies	519
(M)40-A	Application for free copies by Public Officers for public purposes	521
(M)41	Application for inspection of record	522
Saleable Forms		
(M)42	Application for the return of documents	523

FORMS

APPENDIX –A

FORM NO. (A)1 CHALAN

Part-I To be filled in at Court by the payer

Name , father's name and address of person or persons on whose behalf the money is tendered	Name , father's name and address of person or persons to whose credit the amount is to be placed in the Courts book	No. of suit or date of judicial decree or order (if any) under which the amount is tendered	Particulars of receipt	Amount tendered	Remarks (if any)
1	2	3	4	5	6

Signature of Chief Ministerial Officer

Signature of person tendering the money

Part-II To be filled in by the Court or under its orders

Serial number of chalan	Date of Chalan	Amount to be credited whether civil suit deposits, fines or forfeiture, stamp duty and penalties, or miscellaneous or other receipts	Remarks
1	2	3	4

Signature of Accountant

To

Cashier of the Court

Officer in charge of the Treasury

Received and credit the above sum, if tendered to you before

2 p.m. today/ 12 noon tomorrow.

Dated

Signature of Judge-in-Charge

1-Account Forms

Part- III to be filled in at Court by Cashier, or at Treasury by Treasury Officer

1. Received notes.....

Received Silver and Copper

Received , total Rs.

Cashier of Court or of the Treasury

Accountant of the Treasury

Examined and entered the books of the Treasury on the

(2) Signature of Treasury Officer

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

Form No.(A) 2 (Account Forms)

Certificate of Stamp duty and penalty levied in the Court of theof under the provisions of Section 35 and 37 of the Indian Stamp Act, II of 1899.

Suit	Court by which order is passed and date of order	Name of the party paying the duty and penalty	Description of the instrument with date of execution	Value of the stamp if any on which the instrument was written	Amount of duty levied	Amount of penalty levied	Total of columns 7 and 8	Date of realization	Date of remittance to Treasury	Number and date of Treasury receipt	Remarks	
Number	Title	3	4	5	6	7	8	9	10	11	12	13
1	2											

Judge

Form No. (A) 3**Payment Order**

Part- I Application for payment of Deposits to be filled by the applicant

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

Date

Signature of Applicant

Examined and found correct

Signature of Chief Ministerial Officer

Signature of Presiding Officer

Part II- To be filled by in the Court or under its orders

Serial Number and date of payment order	Court's chalan No. and date of the original deposit from which the payment is sought	Court's No. and date of the original deposit	Actual amount in deposit	Name father's name and address of the person at whose credit in deposit	Details of repayments if any, out of the original deposit
1	2	3	4	5	6
7	8	9			

To the Officer-In –charge of the Treasury at

Cashier of the Court

Please pay as above to

Or Order Rupees

Signature of Court's Accountant

Signature of the Judge-in-Charge

1. As per Court's Register of Deposits Received Form No. (A) 15

2. Words and figures

Note 1- This order is not payable more than ten days after date without a renewal enforcement by the Court, and where the last day of such period of ten days is a day on which Treasury is closed, the order is payable on the day on which Treasury re-opens and it absolutely lapses and ceases to have effect on the 31st 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 this document until it is cashed.

Note 3- The signature below the words " Examined and found correct" in part I of this form must to 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 particulars 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 – (Accountant – General's No. 45-T.M, dated the 28th April , 1882).

Orissa High Court ,Cuttack

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

Received contents, Rupees

Stamp of
twenty
paise if for
more than
Rs. 20

Signature of Disbursing Cashier

Treasury No.

Payee's Signature

Pay Rupees

The 20

Examined and entered

Account

Officer-in-charge of Treasury

For use In accountant –General's Office

Admitted in full Auditor Admitted Rs. Objected Rs.

Grounds of objection

Auditor

Form No. (A) 4**Refund of Lapsed Deposit**

To

The Accountant – General

Sir,

The following refund of Lapsed Deposits aggregating Rs.....
(in words) have been claimed byof whose identity
and title to the money. I have satisfied myself .

I request your sanction to the 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.	

To20

Judge, Magistrate or other Officer

Accountant –General's Office No..... dated

Received payment

Sanctioned

Date.....

Receipt
stamp

Accountant- General

Claimant

Pay Rupees ()only

The20 Examined

Accountant

Treasury Officer

Note – The signature of the claimant should be obtained on this form
and the form should be returned as a voucher in support of the debit.

Form No. (A) 5

Order for Refund of Revenue

District of Head of service chargeable	Refunds of Revenue Refunds an drawbacks Certificate of Department note of refund Reason Authority Sanctioned Controlling Officer or's No..... Dated.....	Voucher No.of list of payment for 20..... This order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued , Signature Designation Date
1. In whose name credited . 2. On what accountant received. 3. Amount realised 4. Date of payment into Treasury 5. Amount in which included and Head to which credited 6. Treasury Officer signature in token of		

Received payment	Passed for payment
Claimant's signature	Magistrate or other Officer
The20	Pay Rules () only Accountant
Examined	Officer- in –charge of Treasury

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

Note 2- No useful check can be exercised over refunds of revenue in the Account Office, except in cases where full details of the collections of such revenue are received in that office, either in the treasury accounts or in other documents e.g. Fine Statement .It is, therefore, essential that every refund should be noted against the original credit in the departmental accounts, where all sums are 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 affix his signature in column 6 in token of his having done so.

The sanction necessary for refunds of revenue is regulated by the orders 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 Articles 99 and 100 of the Civil Accountant Code, Vol. 1, 7th Edition.

FORM NO. (A)6

Certificate for the refund of Stamp fee

No.

District of	Certificate for the refund of the stamp –fees levied on the petition specified below				Voucher No. of List of for 20
Head of service chargeable	3-Refunds and drawbacks , revenue refunds , stamp Miscellaneous Stamp Refunds				
Number of suit or petition and names of the parties	Value of stamp and description of paper	Amount of claim in suit	Name of the parties receiving refunds	Amount to be refunded	Under what Act section , and Clause the amount is refunded
1	2	3	4	5	6

The20

Claimant's Signature

Certified that

To the Collector

or his order is entitled

Pay Rupeesnet

Receipt stamp if above Rs. 20

under the order of the Court()

The20

20.... to the refund of Re.1

Examined

Accountant

Officer-in-charge of Treasury

Judge

FORM No. (A) 7**Order for the refund of the value of Court-fee****Stamps paid on account of**

District of Head of Service chargeable	3.Refunds and drawbacks revenue refunds stamps	Month of 20 Voucher No. of List of payment for 20
---	---	---

Pay to the sum of Rupees being the value of Court-fee stamp paid by him on account of the refund of which has been order in consequence of as authorized by the High Court. This order of refund has been registered and no previous order for refund of the same amount has been issued.

Signature of Judge-in-charge

Dated theof20

To

The Collector of

Pay Rupees net() only

TheOfficer-in –charge of Treasury

ExaminedAccountant

The20.....

Receipt stamp if above Rs. 20
--

Received contents

Form No. (A) 8**Advice list to Treasury for cheques issued above Rs. 100 in amount**

To

THE OFFICE – IN – CHARGE OF THE TREASURY AT

Datedthe.....

Sir,

Amount to be enter in words

I beg to advise having to-day issued upon your the undernoted cheques for sums exceeding Rs.100, amounting in the aggregate Rs. (1) .

Yours faithfully

District Judge / Sub-Judge/¹(Civil Judge (Junior Division)

Serial No. of payment order	To whom payable	Amount		Date of Payment		Amount paid		Initials of Treasury Officer Checking issue	Remarks
		Rs	P.	Rs	P.				

1. Substituted vide C.S.No. 33/IX-1/95, dt. 31.10.1995

Form No. (A) 9

Daily advice list of Receipts and payments at the Treasury at on the requisitionof theofon theday of20.....

Courts number of Chalan	Detailed Heads of Receipts						Detailed Head of Payments						
	Court's date of Chalan	Civil Court deposits				Total receipts	Courts No. of the payment Order	Court's date of payment Order	Repayment of Civil Court deposit	Refund of unclaimed property		Miscellaneous refunds	Total payment
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total receipts and payment at the Treasury. Total as per pass book , dated													
Grand Total													

1. Teh date of last prior transaction should invariably be filled in .

Form No. (A) 9-A

**Monthly statement of total peremptory receipt
and disbursements for the month of**

The account of Nazir's money for the month of

(A) Balance in hand Rs.
 (B) Total receipts during the monthRs.
 Total _____

Rs.

(i) withdrawals from Treasury Rs.
 (ii) On other account Rs.
 Total _____

(C) Total payment during the monthRs.

(i) into the TreasuryRs.
 (ii) on the accountRs.
 Total _____

(D) Balance in hand Rs.

Because the amount has already been incorporated in Treasury	Abstract for use in Treasury Receipts	Payment. (c) (ii) Rs. Debut (B) (i) Rs.
Because the amount will not appear in Treasury account during the month.	(A+(B) (ii) Rs. Deduct (C) (i) Rs. +Deduct (D) Rs.	_____

Balance Rs.

Balance Rs.
and on the payment

Posted on the receipt side Rs
Side Rs. Per contra
A.G's Office
Auditor

Treasury Officer
Superintendent

Forwarded to the Treasury Officer

for incorporation in the

Treasury accounts for the month of

Designation

From No. (A) 10

Date of last prior transaction . 1. Theof20..... Subordinate Court Daily Advice List of sums received and paid under the orders of the Court of On the Day of20..... being the date of actual receipt or actual disbursement at the Court or at the Treasury .

[N.B.- This statement is to be compiled from Register Nos. (A) 15, (A) 16, and (A) 20]

Receipts	Rs	P.	Payments	Rs	P.
Judicial deposits exceeding Rs. 5 each			Repayment of deposits exceeding in amount Rs.5 each received in all previous years, as per detailed register attached [Form No. (A)16]		
Judicial deposits of Rs. 5 and under.			Repayment of deposits exceeding in amount Rs. 5 each received in last year		
Fines and forfeitures			Repayment of deposits exceeding in amount Rs. 5 each received during the previous months of the current year.		
Stamp duty and penalties			Repayment of deposits exceeding in amount of Rs. 5 each received during the current month .		
Miscellaneous and petty receipts			Repayment of B deposits received during the year of account .		
			Repayment of B deposits received during the year of preceding the year of account		
Total			Total		

Certified that this statement has been examined with the Cash Books, Guard file of Chalans and Registers of Payment Orders and is correct . Certified also that my Register of Deposits not exceeding Rs. 5 are written up to date and are in order .

Judge-in –charge

To

The District Judge Of

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

Note 1- This Daily Advice List will be furnished only by the Judge- in –charge of account of the Courts at other than the Sadar station who may either be a ¹[Civil Judge (Senior Division) or a¹[Civil Judge (Junior Division)], but no such list will be sent by any of the Courts at the Sadar station –vide signature at foot.

Note-2 The Daily Advice List should be preserved for two years.

Form No. (A) 11

Plus and minus memorandum of deposits in the Court of for the month of 20.....

Balance of last month	
Amount of "A" deposits received during the month.	Repaid during the month Rs. P.
Amount of "B" deposits received during the month .	Not paid during the month repaid during the month Not repaid during the month. Total _____
Amount of 'A' deposits repaid during the month .	Received during 20 20 Received during 20 20 Received during 20 20 Previous month Received during current year Current month
Amount of 'B' deposits repaid during the month.	Received during 20 20 Received during 20 20
Total	

Balance of deposits outstanding Certificate

Certified that on a comparison of the Treasury Advices with postings therefrom in the guard file of chalans and the Registers of payment Order of deosit, receipts and of Repayments, the amounts entered above as received and paid are correct .

The20.....

Judge –in –charge

Note- (i) The opening balance in the plus minus Memo, for the month of April each year should be classified year –wise and the totals of the statement of Lapsed Deposit must be deducted by a separate entry form the plus minus memorandum drawn up at the end of April, so that the plus minus memorandum may show only the balance actually outstanding upon the Register of the Court concerned.

(ii) The repayment of (B) deposits received in the year of account an in the year next preceding should be shown separately.

(iii) As the lapsed statement is divided into four parts, the amount under each part be indicated separately in the plus and minus Memo.

Form No. (A) 12

Statement of Lapsed /Deposits of the Treasury for the year20

Civil or

Criminal Courts

Particulars of Deposits			For use in Account- General's Office			Initial	Remarks
Year	No	Balance lapsed	No. and date of Refund order	Amount of Refund sanctioned			
				Rs.	P.		

Note – A separate statement must be rendered for each of three kinds of balances therein indicated to be transferred to credit of Government , and only one item should be entered in each page of this form , i.e., this page should contain six items.

Form No. (A) 12-A**Receipt for payment into Court for (L.A) Deposit****D**

Name the work for which Land has been acquired

TO THE JUDGE OF THE COURT AT

The Sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under section 31(2) of Act 1 of 1984 :-

Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each		Remarks
			Acres	P	
	Total				

Land Acquisition Officer

Dated 20

Received the above amount for credit of Civil Court Deposit .

Judge

Note – This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Form No. (A) 12- A**Receipt for payment into Court for (L.A) Deposit****D**

Name the work for which Land has been acquired

TO THE JUDGE OF THE COURT AT

The Sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under section 31(2) of Act 1 of 1984 :-

Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each		Remarks
			Acres	P	
	Total				

Land Acquisition Officer

Dated 20

Received the above amount for credit of Civil Court Deposit .

Judge

Note – This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Form No. (A) 12- B

A.G. No. 246(old)

FEES FOR THE CUSTODY OF WILLS

Certificate to be attached to Bills for “ FEES FOR THE CUSTODY OF WILLS”

[Vide Bihar and Orissa Treasury Manual, paragraph 237, Clause (10)]

[To be attached to Bill for Rs.... ...drawn in the month of20]

Certificated that the charges including in this bill have been drawn in accordance with the scale laid down by Government in the notification , dated the 23rd May 1982 (Calcutta Gazette,) and that each Court-fee stamp for which commission is drawn on is defaced with the words” Commission allowed “. Certified also that the fees drawn on previous bills (with the exception of those deducted above) have been disbursed to the proper person an his receipt taken in the acquaintance roll filed in my office.

District

Judge

Date20

Form No. (A) 12-C**COUNTERFOIL OF CHEQUE RECEIPT**

Serial numberYear

Process number

Name of Court

Nature and number of the case

Amount realized (in words)

On what account

Name of payer.....

Date

Signature of the peon

Signature of the payer.....

Initial of Nazir of the payer.....

Form No. (A) 12-C**COUNTERFOIL OF CHEQUE RECEIPT**

(For use by the process-server who is authorized to receive money under a Civil Court Process)

Serial numberYear

Process number

Name of Court

Nature and number of the case

Amount realized (in words)

On what account

Name of payer.....

Date

Signature of the peon

Signature of the payer.....

Initial of Nazir of the payer.....

Form No. (A) 13

Register of Payment Order issued by the Ofin themonth of20.....

Date	Consecutive No. of payment orders	To whom paid	Nature of repayment and number of item in the Register of Receipt against which it is to be taken	AMOUNT TO BE CASHED IN		Initials of Judge in charge	Date of payment by cashier or treasury	Initials of Judge in charge	Remarks
				Court	Treasury				
1	2	3	4	5	6	7	8	9	10

Note 1- After the receipt of the Treasury advice for the last day of the month the monthly totals of this Register should be compared with the monthly total of the Register of A/B Deposits Repaid. The difference, if any, will be due to :

- the amount of payment orders issued during the month but not cashed during the month;
- the amount of payment issued in respect of refund of fines and miscellaneous receipts Court-fees; and
- the amount of payment orders issued in the previous month but cashed in the current month.

The amounts, of those payment orders which have absolutely lapsed according to Rule 624 (c) at page 395 of the Court's General Rules and Circular Orders, Civil, Volume 1, should be written off.

Items entered in the Register with respect to the refund of fines and miscellaneous receipts should be compared with the monthly totals of repayment in the Register in Form No. (A) 20.

Note 2- The signature of the recipient with the date of receipt of the payment order should be taken in the remarks column.

Note 3- In column 9, the Judge-in-charge must note (1) the page number and the volume number of the General cash Register or P.C. Register in which the amount withdrawn in payment order has been entered by the cashier and (2) the serial number and the value of Court-fee stamps as allotted in the register of petitions and Court fees and the number of suit or case in which they were filed after purchase of the same by the cashier in respect of succession certificate cases.

Form No. (A) 14

TREASURY PASS BOOK

The Court ofin the account of current with TreasuryDr.
(Payments and Remittances from Courts) Cr.

Date of Payment	Courts No. of payment order	Court's particulars of each payment to public or of remittance at the day's close to the Treasury	Amount	Signature of initials of Treasury Officer	Date of receipt	Court's No. of entry in Chalan	Court's particular of receipt	Amount	Signature or initials of Treasury Officer
1	2	3	4	5	6	7	8	9	10
		Total Cash remittance from the Court TOTAL FOR THE DAY AS PER RECEIPT SIDE					Total		

From No. (A) 15

Daily Register of A/B Deposits received in Court or advised as having been received in the Treasury ofin themonth of20.....

											DETAILS OF REPAYMENT										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Date of receipt	Annual consecutive No. Of each deposit	No. of Chalan's adn dates	Name, father's name adn address of the depositor	Nature of deposit, with name, father's name and address of the payee	Amount of each deposit	Initials of Judge in charge	Monthly total	Date	Amount of each repayment	Initials of Judge in charge	Date	Amount of each repayment	Initial of Judge in charge	Date	Amount of each repayment	Initials of Judge in charge	Total repayment	Amount lapsed and credited to Government	Balance credited to Clearance Register		

Form No. (A) 16

Daily Register of A/B Deposits repaid at the Treasury of or repaid at the Court and advised to the Treasury During the month of 20.....

Details of deposit			Dates at to present repayment				Received during previous years		Received during current years						
Date of receipt	No. as per Register of receipts	Amount of balance of deposits	Date of cashing payment order whether at Court or at Treasury	Date of granting payment order, as per Court's Register	No. of repayment voucher	To whom repaid	Whether paid in cash or by transfer	20	20	Received last year	Previous months	Current month	Initials of Accountant	Initials of Judge in charge	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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

Note 2- Columns 14 and 15 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 enter in the Register of Payment Orders.

Form No. (A) 17

Extract Register of Receipt ofDeposits at theTreasury in the month of20.....

Details of repayments (to be posted in Accountant –General’s Office)																												Balanc e of each deposit				
In the year of receipt														In the following year																		
Date	Number of each deposit	From whom received (1)	Nature of each deposit	Amount of each deposit	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	Total payment of each deposit	Lapsed and credited to	Transferred to Clearance	
1	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	30	31	32	33
					Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs

(1) The name of the person from whom, not that of the officer through whom the deposit , must be given.

Form No. (A) 19

District Judge's Daily Register of Deposits advised as having been received and repaid under orders of the Subordinate Courts

Date of actual receipt of repayment as advised	Deposits exceeding in amount Rs. 5 each					Deposit of Rs. 5 and under				Daily balance B	Initials of District Judge
	Total amount received	Repaid on account of all previous years	Repaid on account of past year	Repaid on account of Current year		Total amount repaid	Amount received	Amount Repaid			
				Previous months	Current month A			Previous year	Current year		

Note – The column marked A should be proved monthly by comparing the difference between it and the column "Total amount received" with the Statement of Outstanding Deposits. The column marked B should be tested by comparing the balance on the last day of each official year with the list of unpaid deposits.

From No. (A) 20

Register of Miscellaneous Receipts and Repayments in the Court of the

Consecutive number	Name of the Court, date of order, and where necessary, particulars	Name the person from whom realized	Date of realization	No. of chalan	Date of remittance to Treasury	Sale- Proceeds of the unclaimed property of the interest and other credited to Government	Fine under Criminal Procedure code and section under which imposed	Forfeiture and fine under Civil procedure Code	For feature of earnest money by defaulting bidders	Stamp duty and penalty		Miscellaneous		Sale –proceeds of old furniture and stores etc.	Total	Initials of the Judge-in-charge	Refund in the case of fines and forfeitures			Remarks
										Amount of duty levied	Amount of penalty levied	Sale- proceeds of forms	Other items				Date	Amount refunded	Initials of the Judge- in charge	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Note – The entries in the Register should be compared daily with the corresponding Challans in the guard file of Challans.

Note -2 The details of items included in column 5 should be forwarded to the Treasury Officer when remitting the amount to the Treasury.

Note- 3 Receipts under the head sale- proceeds of old furniture, etc, are credited to “ XXV-Miscellaneous” in the Treasury Accounts.

Note- 4 The fee and salary of Finger Print Expert and the cost of the photographic enlargement received as peremptory receipt should not be posted in the register.

Form No. (A) 21

**Register of counterfoils of receipts granted by Cashier for
peremptory Cash Receipts**

No.	No.....dated
Date.....	Received from
Name of payer	Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
On what account	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx the sum of xxxxxxxxxxxxxxxxxxxxxxxx
Amount	Rs. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	(Signed) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	Cashier of the Court of the xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Note – The counterfoils and the corresponding receipts should be serially numbered before this book is brought into use G.L. No. 7 of 6th August , 1896)

From No. (A) 21 – A

No.....

Date

Name of the payer

Amount

In the Execution Case No. of 20 of the
Court of theSignature of the Nazir or Cashier
receiving the money**Form No. (A) 21-A****Receipt in respect of money paid under
Order XXI, Rule 77(2) of the Code of Civil
Procedure**

NoDate

Received fromthe
sum of Rs.....In Execution Case No.of 20 of the
Court of the

Signature of the Nazir

Cashier received

or

the money

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

Form No. (A) 22

Peremptory Cash-Book of theCourt offor theday of the month

Dr. of 20 Cr.

Serial No. Of the Deposit	From whom received	ON ACCOUNT OF								Date (and amount) of repayment	Initials of the Cashier	Initials of the Checking Officer	To whom paid	Particulars	Serial No. Of the deposit	ON ACCOUNT OF								Total	Signature of payee
		Particulars	Witnesses 's expenses	Prisoner's diet	Commissioners's travelling																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		

Note – 1 When unexpended diet- money is refunded by a peon the amount shall be entered in this Register against a new serial number of the original deposit being written below the latter, thus 27/7.

Note – 2 Receipts of money should be required to affix there signatures in the last column against each item of money paid to them. The practice of bracketing two or more items and affixing one signature should not be permitted . (Note 1 and 2 inserted by G.L. No. 1896)

Note – 3 When any payment is made by money –order, the money –order receipt , in original shall be pasted into the column provided for " signature of payee" .

Form No. (A) 23**General Cash – Book**

Dr

Cr.

Chalan No.	From whom received	On what account	Amount received		Number of payment order	To whom paid	Amount paid	
1	2	3	4		5	6	7	
			Rs.	P.			Rs.	P.

Note - At the time of transfer of charge the provisions of Rule 64 at page 28 of the Orissa General Financial Rules, Vol. 1(1950 edition) should be observed .

Form No. (A) 24**Register of intestate property received in custody by the Nazir of the District Court**

Consecutive No.	Date	Name of the deceased	Particulars of property	Amount of value	Date of receipt	Date proclamation	How disposed of with date	Remarks
1	2	3	4	5	6	7	8	9
				Rs. P.				

Form No. (A) 25

Register of application for payment Order

Serial No.	Name of the applicant	Nature, number and year of the case	Name of the Court	Date of application	Date of sending to the Accountant for audit	Date of return by the Account	Date when sent to the Record –Room	Date of receipt in the Record Room	Date of return by the Record- keeper	Date of receipt in the office	Date of audit by the Chief Ministerial Officer	Date when sent to the Accountant	Date when sent to the Accountant –General for sanction	Date when received back from the Accountant –General	Date when payment order passed or incase of refund orders, the date when it is made over to the claimant for encashment in the Treasury	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

Note – Entries should be numbered serially according to the financial year.

Note- Applications for payment orders filled by the Nazir should be entered in the register both by the Sheristadar and the Accountant .

From No. (A) 25-A

Register of money –orders received in the Court of

Serial No.	Date of receipt	Amount	By whom remitted	Number of money –order with name of Post Office	Purpose of the remittance with number of the case and name of the Court	Signature of the Presiding Officer	Signature of the Judge-in-charge	Remarks
1	2	3	4	5	6	7	8	9
	R s.	P .						

Note-1 This Register shall be maintained by the Sheristadar of each court and all money –orders received by the Court.

Note-2 The Cashier should not receive any remittance directly even though addressed to him by name or designation.

Note-3 As soon as a money –order is received the Sheristadar shall make an entry in the Register. The entry shall be signed by the Presiding Officer before order directing the Cashier to receive money is passed.

Note-4 On the 5th of each month the Register should be placed before the Judge-in-charge of accounts of verification of the entries of the preceding month with the Cashier's Registers.

Note-5 Entries should be numbered serially according to the financial year.

Form No. (A) 25 – B

Register of sanction orders of refund of lapsed deposits received
from the Accountant – General

1	serial No	2	Name of the applicant	3	Name of Court	4	and year of the case	5	No. and year of the Miscellaneous non- Judicial case	6	No. and date of sanction of Accountant –General	7	Date of receipt	8	Date of notice to the applicant	9	Date of appearance of the applicant	10	Date of making over the original letter of authority of the claimant	11	Date of encashment by the Treasury Voucher No.	12	Date of intimation sent to the Accountant – General	13	Date of return of the refund order to the Accountant –General , if unclaimed within a year	14	Remarks (The amount of the refund may be noted here)

Form No. (A) 26

Register of Sanction Orders

1	Sl. No.
2	Date of Sanction
3	From whom received
4	Letter No. and date
5	Particulars
6	Amount sought for sanction
7	Amount actually sanctioned
8	Budget head from which the amount is
9	Letter No. and date of communication
10	Signature of the Sanctioning authority and in his absence the Register, Civil Courts

Form No. (A) 27

Establishment Register relating to Non- Gazetted Officers of the
Judgeship of

1	Name of Establishment
2	No. of post in each category
3	Name of incumbent and educational qualification
4	. If the post is temporary or permanent
5	Order number and date of competent authority
6	Date of appointment of present incumbent to post with
7	Date of joining the post
8	G.O. No. and date of making the temporary post
9	Date of incumbent's birth and verified by whom
10	Scale of pay of post
11	date of retirement
12	If belong to scheduled Caste or Scheduled Tribe
13	[Date of passing the Departmental examination]
14	Date of confirmation
15	[Remarks]

II. REGISTERS

(i) Primary

Form No. (R) 1

I- Register of money and movable suits

II-Register of title suits

Court of theofat

Register of civil suits in the year 20

Nu mbe r of suit	Plaintiff or Plaintiff s	Defend ant or Defend ants	Claim	Judgme nt	App eal	Adju stm ent or satis facti on of decre es othe r wise than by exe cuti on	Executi on																					
								Date of presentation of plaint	Serial number of suit	Serial number of suit dealt with under the	Name	Description	Place of residence	Name	Description	Place of residence	Particulars	Amount of value	When the cause of action accrued	Date	From whom	For what or amount	Number and year of appeal	Order on appeal with date and name of	Particulars	Date	Number and date of application	Against whom
1	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

Note - 1. Cases remanded by Appellate Courts to lower Courts under Order XLI, Rule 23 C.P.C. will be readmitted and entered in the General Register of suits under their original numbers . In each case the letter R will be affixed to the number to be entered in Column 2.

Note -2.In columns 14 should be indicated whether the decision was ex parte, on compromise or on contest against all or any of the defendants.

Note -3.When the Court of execution is other than the Court which passed the decree, the name of the executing Court should be given in column 20.

Note -4.The result of second appeal should be entered in columns 16 and 17.

Note -5.Where there are numerous plaintiffs or numerous defendants the names and described of all the plaintiffs and defendants should be entered in this Register.

Note -6. In Column 15 the terms of the compromise relevant to the subject – matter should be noted briefly .

Form No. (R) 1-A**Supplementary Register, Court of the Additional**

I- Register of money and movable suits.

II. Register of title suits

Serial No.	No. of suit in the original Court	Name parties A, B (and others) Vs C.D. (and others)	Date of receipt in the additional Court	Judgment		Remarks
				Date	Result	
1	2	3	4	5	6	7

Note – (1) Cases remanded by Appellate Courts will be entered under its original number with letter ' R' against it.

(2) When cases are received on transfer from several Courts, the designation of such Courts should also be indicated in column 2.

Form No. (R) 1- B

Register showing the number of suits in which preliminary decrees have been passed but which are pending for final decrees (namely, suits for partition , taking of accounts, ascertainment of mesne profits, etc)

Sl.No	Number of Suit	Name of parties	Date of preliminary decree	Date of application for final decree	Date of final decree	Date of consignment to record room	Remarks
1	2	3	4	5	6	7	

Note- In case of final decree petition relating to a decree passed by the ¹[(Civil Judge(Junior Division)] filed before the Sub-Judge on account of the reduction of the Pecuniary jurisdiction of the ¹[(Civil Judge(Junior Division)]s, it should be entered in this register. After disposal of the final decree, the Sub-Judge should communicate the result to the ¹[(Civil Judge(Junior Division)] concerned for entering the same in the suit register.

Form No. (R) 2

Register of Miscellaneous Judicial cases in the Court of District

Sl. No	Date of application or proceedings	Act and section of Act under which preferred or started	Names of the parties	Particulars of the case	Name of the objector if any	Order passed and date	Remarks (The particulars of any order passed on appeal or revision shall be entered in this column)
1	2	3	4	5	6	7	8

Note – 1 In this Register should be entered all Miscellaneous Judicial cases mentioned in Rule 431 except insolvency petitions which shall be entered in a separate register in Form No. (R) 2-A.

Note -2. The following information should also be noted in the column for remarks-

(i) In the case of applications for probates and letters of Administration ;

(a) The action taken by the Court in cases in which an estate has been found to have been undervalued in the first instance.

(b) The date of filing of the inventory mentioned in Section 317 of the

Succession Act of (XXXIX of 1925).

(c) The date or dates of submission of the accounts referred to in the same section.

(d) value of estates and value of Court –fee paid there.

(ii) In the case of applications in respect of minors and lunatics:

(a) The date of filling of the inventory mentioned in Section 34 of the Act VIII of 1890; Section 76, Act IV of 1912 .

(b) The date of dates of submission of accounts referred to in the same section .

(c) In regard to Act VIII of 1890 , if so inventory or accounts have been required by the Court the fact should be stated.

(d) The order requiring Proof to be furnished within a certain time of the manner of disposal of the sale proceeds of a minor or lunatic's property should be quoted and a note made when it has been complied with.

(e) Value of the estate.

(iii) In the case of applications to sue or appeal as an indigent person :

(a) The corresponding number of the suit or appeal, as the case may be

(b) Date of sending the decree to the Collector.

Note-3. The cases under the Indian Succession Act, 1925 should be entered in a separate volume in Form (R) 2.

Note -4 When a case for probate or Letters of Administration is transferred to be head of suit from the date upon which it becomes contested , an entry to that effect in red ink specifying the number of the suit and the date form which the case is transferred to the head of suit should be made in Col. 7 of this Register.

1[Note- 5. In Misc. Cases arising out of original jurisdiction, the addresses of the parties shall also be entered in column 4 of this Register.]

1. Inserted vide C.S. No. 4 (IX – 9/95 , dated 18th May, 1996)

Form No. (R) 2- A

Register of insolvency petitions in the Court of the District

1	Number and date of petition
2	Name and description of petitioner (And whether debtor or creditor and if debtor whether under arrest or imprisonment or not)
3	Name and description of contesting opposite party (And whether debtor or creditor)
4	Whether for summary disposal under section 74 or regular procedure.
5	Order passed regarding adjudication or dismissal with date or on petition, if any, for withdrawal
6	Time fixed for applying for discharge
7	Date of application for discharge
8	Name of receiver and fees paid to him, if any
9	Total amount of debts according to petition
10	Total amount of proved debts
11	Total amount of assets according to petition
12	Total of assets realized
13	Purpose of order of discharge (whether conditional of absolute) or order of annulment (whether under section 35 to 43) with date
14	Date of dividends and dates of distribution
15	Final order
16	Remark (Note – Regarding enforcements of penal provisions)

Form No. (R) 4

Register of applications for the execution of decree in the Court of District

Serial number of application	Date of application	Year of suit and number in General Register	Date and nature of decree and where it has been transferred the Name of the Court which passed the decree	Number and date of previous application (if any) (to the executing Court)	Amount of decree still unsatisfied	Names of person applying for execution	Person or persons against whom execution is	Mode in which assistance of Court is require	Miscellaneous Judicial cases		Result of execution and date	Amount realized	Amount still due under decree	In the case of sale of immovable properties						Remarks (The particulars of any orders passed in appeal or revision shall be entered)	
									Nature and number of case	Result with date				Date of confirmation of sale	Date of preparing the sale certificate	Date of delivery of the certificate of the auction purchaser	Date of sending copy to the Registry Office	Application with date under Order XXI, Rules 95 and 96, Civil procedure Code	Result with date		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	

Note -1. The date of sending a certificate of satisfaction or non-satisfaction in the case of decree received from other Courts for execution shall also be entered in the Remarks column.

Note -2. Where the trial Court decree has been merged in or modified by the Appellate Court decree and if the Appellate Court decree is executed, the number and year of the appeal or the appeals, if any, should be entered in column 4.

Note -3. The date of destruction of undelivered Sale Certificate shall be noted by the Sheristadar in Column 18 in red ink.

Note -4. The date of delivery of possession of immovable property and the name of the person in whose favour the delivery was given should be entered in column 20.

Note -5. The value of non-judicial stamps and signature of the party receiving the sale certificate with date should be noted in Column 21.

Form No. (R) 4-A**Register of decrees of other Courts received on transfer for execution under section 38 and 39, C.P.C.**

Serial No.	Date of receipt	Number and class of suit and the names of parties	The Court from which received	Name of the Court to which the decree has been made over for execution	Number and year of the concerned execution cases	Result and date of its communication to the court which passed the decree	Remarks
1	2	3	4	5	6	7	8

Note - Columns 1 to 4 and 6 to 8 to be filled in by executing Courts, subordinate to the District Courts. Columns 1 to 5 and 8 to be filled in by District Court, but when such District Court is the executing Court also, columns 6 and 7 also to be filled in by such Court.

Form No. (R) 4-B**Register of decrees transferred to other Courts for execution**

Serial No.	Date of application	Number and class of suit and the names of parties	Order passed with date	Name of the Court to which the decree is transferred for execution	Date on which copy of the decree along with certificate of non-satisfaction was sent to the transferee Court	No. of the execution case with date of institution in the transferee Court	Result of the execution with date of disposal in the transferee Court	Remarks
1	2	3	4	5	6	7	8	9

Form No. (R) 5

I.Register of Money Appeals

II. Register of Title Appeals

In the Court of Register of Appeals from decrees in the year 20

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Date of memorandum	Number of appeal	Name	Description	Place of residence	Name	Description	Place of residence	Of what Court	Number of Original suit	Particulars	Amount of value	Date with court	Confirmed , reversed or varied	For what , or amount	Remarks (The particular of any Order s passed on second Appeal or Revision shall be enteed in this columns)

Note – 1 Where there are numerous appellants or numerous respondents, the names and description of all the appellants and respondents should be entered in this Register.

Note – 2 Column 12 is intended to show the actual value of the subject –matter of the appeal.

Note -3 The date of sending of Judgment , and decree to the lower Court shall be entered in the remarks column.

Note -4 In Column 14, it should be indicated whether the decision was ex parte on compromise or in contest against all or any of the respondents.

Form No. (R) 6
SUPPLEMENTARY REGISTER

I. Money Appeals

II. Title Appeals

III. Miscellaneous Appeals

Serial No	Number of the appeal in the District Judges Register	Name of parties	Date of receipt in the Additional Judge's or the Subordinate Judge's Court	Date of institution date of admission of appeal]	² [Date of disposal]	Result of Appeal	Remarks
1	2	3	4	5	6	7	8

Note -1 In column 3, the name of the 1st appellant and of the 1st respondent only need be entered, when there are other appellants and respondents, the face may be indicated by the words " and ors" .

Note -2 The date of sending copies of judgment and decree to the lower Court shall be entered in the remarks column.

Form No. (R) 7

Register of Miscellaneous appeals instituted in the Court of
.....District

Sl. No.	Date of Appeal	Name and residence of appellant	Name and residence or respondent	Court which passed the Order under Appeal	No. and year of suit or proceeding	Date or order	Particulars of order	Date of decision on appeal	Order on appeal	Remarks (The particular of any orders passed on second Appeals or revision shall be entered in this column
1	2	3	4	5	6	7	8	9	10	11

Note -1. Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only, as the case may be need be entered in the register, the words “ and ors” being added to indicate the fact that more than one party is concerned.

Form No. (R) 7-A

Register of revision instituted in the Court of District Judge.....District

Serial No.	Date of filing	Name and address of the petitioner (s)	Name and address of the opposite party	Court which passed the impugned order	Name and year of the suit or proceeding	Date of impugned order	Particulars of order	Day for parties appear		Date of disposal of the revision	Confirmed, revised or varied	Remarks (Particulars of any order passed by the Higher Forum shall be entered in this column)
								Petitioner (s)	Opposite party (ies)			
1	2	3	4	5	6	7	8	9	10	11	12	13

Note- 1 Where there are many petitioners or many opposite – parties, the name and description of all the petitioners and opposite –parties should be entered in the register.

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

3. In column 12 it should be indicated whether the decision was ex parte, or compromise or in contest against all or any of the opposite – parties.

(ii) Subsidiary

Form No. (R) 8

DIARY

Took his seat at A.M.

District Judge

¹[Civil Judge (senior Division)]¹[Civil Judge(Junior Division)]

Petitions Nos. to received

The following cases fixed for the day were then dealt with in the manner indicated in column 2 .

		Number of witness examined
1	2	3

The Court rose at (P.M .)

* **Note -1.** A running total in red inks should be inserted , from day to day , in ore rot show the total number of witnesses examined during each quarter of the year.

Note- 2.The number of person examined under Order 10, C.P.C. should be noted separately at the bottom portion of column 3.

Form No. (R) 9

Register of petitions and Court-fees in the Court of the

Serial No.	Nature of the document	Number of the case , if any, in which filed	Date	Process fees	Affidavit fees	Other fees	Remarks
1	2	3	4	5	6	7	8

Note-1.In column 2 use P. for petitiones, V for vakalatnamas, M.for mukhtarbanas, PI. Fro plaints etc. Column 3 is to be left blank has been assigned and also where the register is separately maintained in the copying Department . The entries are to be totaled dailt and daily totals are to be added up at the end of the month and the total is to be carried forward to the next month, and so on.

Note- 2. A fresh series of consecutive numbers shall be given for each day in column 1 petitions filled in the course of the day shall be separately numbered in column 2 such as P -1, P -2, P – 3 etc.

Note-3.The daily totals of Court-fees entertained in columns 5,6 and 7 shall be struck and such daily totals be added up at the end of each month separately.

Form No. (R) 9-A**Register of miscellaneous non- judicial cases arising out of applications for refund of lapsed deposits.**

Serial No.	Particulars of the suit or case out of which the application arose	Date of application	Name of address of the applicant	Details of the deposit	Final order with date	Remarks
1	2	3	4	5	6	7

Form No. (R) 9- B
Register of Process-serving peons

Sl. No	Name of peon	Age of peon at date of appointment	Place of abode	Father's name	Signature of Judge-in – charge	Remarks
1	2	3	4	5	6	7

Note- 1 The date of security bonds for peons and the names of sureties should always be noted in 'Remarks' column and the Nazir should test the entries once in two year and note the result with the date in the same column of the register . If the security bond is invalid, the Nazir should bring the fact to the notice of the Judge-in-charge . Nazarat for the execution of a fresh bond.

Note- 2 A permanent register be maintained with proper entries in each column and the signature of Judge-in-charge be taken against each item in column 8.

Form No. (R) 10

Register of processes served by the establishment under the Nazir of the Court

Serial Number of process	Nature of process	Court from which the process is issued	Number and year of case and nature of case	Place	Number of duplicate processes accompanying the original	Number of process by village unit system		Process	Process- fees	Diet money or witnessesses	Date of receipt by Nazir	Date of delivery to peon	Name of peon	Date when returnable	Date of the return to Nazir	Date of return to office	Signature of the clerk of the Court, with date	Remark
						Within 8 kilometres	Beyond 8 kilometer											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Note- 1.Processes received from another district for service should be entered in red ink.

Note -2. The Register should be placed before the Judge-in-charge , Nazarat daily for his scrutiny and signature .

Note – 3. The issue No. and date of process should be noted in the remarks column.

Form No. (R) 10-A**Register of service of summons by the parties under Order XVI,
Rule 8, Code of civil Procedure**

On their witnesses in the Court of

Serial Number	Nature, number and year of the suit or case	Date of order	Date of making over eh process to the part	Date fixed for the appearance of the witness	Amount of process – fees chargeable for effecting service through Court	Remarks
1	2	3	4	5	6	7

Form No. (R) 11

Register of works done by the process-serving peons for the month of20

Serial No.	Name of Peon	Number of days spent in serving process	Number of original process dealt with	Acknowledgment taken	Hung up	Paradanashin	Others	Total	Returned unserved	Percentage of personal service	Acknowledged	Hung up	Hung up in the absence of the person to	Total	Returned unserved	Percentage of personal service	Total or service	Successful	Total for service	Successful	Total for service	Successful	Special duties	Number of miles travelled	Remarks	Summons on defendant and notice of appeal	Summons on witnesses (i) other process and notice (ii) for person service	Warrant of arrest	Attachment of movables	Other warrants and processes											
																															Personally served	Hung up in the absence of the person to be served									
1									0	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2																
2									1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2																
3									2	2	2	2	2	2	2	2	2	2	4	4	4	4	4	4	4																
4									3	3	3	3	3	3	3	3	3	3	6	6	6	6	6	6	6																
5									4	4	4	4	4	4	4	4	4	4	8	8	8	8	8	8	8																
6									5	5	5	5	5	5	5	5	5	5	10	10	10	10	10	10	10																
7									6	6	6	6	6	6	6	6	6	6	12	12	12	12	12	12	12																
8									7	7	7	7	7	7	7	7	7	7	14	14	14	14	14	14	14																
9									8	8	8	8	8	8	8	8	8	8	16	16	16	16	16	16	16																

Form No. (R) 12

Process-serving Peon's Diary

Date of journey	From	To	Distance in kilometers	Nature of process received for service	On whom served	How served	Date on which returnable	Amount of processes fees and others dues realized		Remarks
1	2	3	4	5	6	7	8	9	10	
								Rs.	P.	

Note -1 Each process requiring service, to be marked P in column 5. The number of such processes, and the number of processes actually personally served, to be totaled at the end of the month.

Note -2 Halts and the reasons for them, should be recorded in column 10. All payment made, and details thereof , should also be entered in column 10.

Form No. (R) 13- A**Nazir's Register of valuable Movables**

Sl. No.	Year and number of the suit or case	Description of valuable	By whom produced and date	Date of production in Court or Appellate Court	Date when recommitted to the custody of the Nazir	Signature of recipient with date	Remarks
1	2	3	4	5	6	7	8

Note – The register shall be examined from time to time by the Judge-in-charge and the fact of such examination having been made together with such instruction or remarks as may appear necessary shall be entered by him.

Form No. (R) 13-B**Register of securities taken from ministerial and non-gazetted officers**

Sl. No	Name of the officer	Post	Pay of post	Maximum amount ordinarily in his hands at any one time	Amount of public money adopted as basis of security	Nature and amount of security			Name (s) of sureties	Date of surety bond	Paid up to date	Balance due	Date and result of verification of security	Remarks
						Security bond	Cash	Govt. Promissory notes						
1	2	3	4	5	6		7		8	9	10	11	12	13

Form No. (R) 14

Register of application for copies in the Court of the

Serial No.	Name of applicant	Date of application	Nature of document of which copy is applied for and number of copies and case in which filed	Date of notifying requisite number of folios and stamps thereof	Date of putting in requisite folios and stamps or deficit in respect	Date on which document to be copied was received in copying department	Number of folios and amount of Court –fees used	Number of folios and the amount of Court –fees used	Urgent fee	Searching fee	Information fee	Date of which copy is ready for delivery	Date on which document copied was returned to proper office	Date on which delivery was taken and the value of unused folios and stamps returned	Name of typist or copyist	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
												Rs.p.				

Note – 1 The register shall put up to the Judge- in-charge daily, after the first two hours of the Court's sitting .

Note- 2 The Letter No. and date of transmission of application to the Judge- in –charge should be noted in the remarks column.

Form No. (R) 14- A

Register of applications for copies of Judgment and Decree for the purpose of filling appeal or revision in the Court of the

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Serial No.	Name of applicant	Date of application	Nature of document of which copy is applied for and number of year and case	Date of notifying requisite numbers of folios and stamps	Date of putting in requisite folios and stamps or deficit in respect thereof	Date on which document to be copied was received in copying department	Number of folios and amount of Court fee filed	Number of folios and the amount of Court fees tendered	Urgent fees	Searching fees	Information fee	Date on which copy is ready for delivery	Date on which document copied was returned to proper office	Date on which delivery was taken or unused folios and stamps returned	Name of typist or copyist	Date of judgement or order or date of disposal of the suit or case	Date of decree	Remarks
									Rs.	P.								

Form No. (R) 14- B**Register of applications for free copies required by public officers**

Sl. No.	Date of requisition or application if any	Name of the applicant	Description of documents or paper to be supplied	Date when made over to the typist or copyist	Name of the typist or copyist	Signature of typist of copyist with date	Date when the copy is made over to the sheristadar or Head clerk	Number of words typed	Remarks
1	2	3	4	5	6	7	8	9	10

Form No. (R) 15**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 and 8 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 number of application	Case number	Name of applicant	To be supplied				Remarks
				Number of impressed stamped sheet at paise	Number of adhesive stamps at paise	Searching fee	Expedition fee	
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.

Form No. (R) 16**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	Numbe of the application	Remarks
1	2	3	4

Form No. (R) 16-A

**Register showing the daily Outturn of typists and copyists
working in the Court of Name of the typist of copyist**

1	Date
2	No. and date of application
3	Date of receipt of the original document from the head comparing clerk
4	Date fixed by the head comparing clerk for making the copy ready fro
5	Date when copy handed over to the head comparing clerk
6	No. of folios typed or copied
7	No. of maps, plans, etc. copied and adhesive stamps affixed to the map or plane
8	Total outturn in terms of folios
9	Initial of typist and copyists with date in token of correctness of entries in check columns 1 to 8
10	Initial of the head comparing clerk with date in token of check
11	Signature of Judge – in – charge
12	Remarks

Form No. (R) 17**Register of requisitions from the Copying Department**

Date of receipts of the application in record – room or department	Serial No.	Serial No. Of the application for copy	Description of record or document	Date of estimating the folios with initials of the estimating clerk	¹ [The date of receipt of requisition for supply of documents with initial of the receiving clerk	² [Date of sendign the document or record to the copying department with initial of the receiving clerk	Date of return of document with initial of the clerk receiving back the document	Date of restoration of the document to its place	Remarks
1	2	3	4	5	6	7	8	9	10

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

Form No. (R) 18**Register of Requisitions for Documents and Records**

Date received in Record –room	Serial No.	To whom handed for compliance	Date of compliance , or (in the case of a defective requisition) of returns with initials of record – keeper	Date received in Record-room	Serials No.	To whom handed for compliance	Date of compliance , or (in the case of a defective requisition) of returns with initials of record – keeper
1	2	3	4	1	2	3	4

Note- Appeal intimations for submission of lower Court records should be treated as requisitions.

Form No. (R) 19

Register of records removed from the Record –room /entered in the dispatch list but kept back by the dispatching Court- [Rule 270 (c) , Chapter III, Volume 1]

Record – keepers number and date (on the requisition) or date of receipt of dispatch list	Designation of the court or office of which the record is sent or by which the record has been kept back after due date	Court's date and number (on the requisition (a)	Consecutive number in dispatch list and date of 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 removed it)(a)	Date of return of the record from Court	Date of restoration of record to its proper place with initials of the clerk who restored it	Remarks
1	2	3	4	5	6	7	8	9	10

(a) This column need not be filled up when the record has been kept back by a dispatching 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.

(2) The number and date of each reminder issued should be entered in column 10.

Form No. (R) 19 – A

Register of requisitions for records received

Serial No.	Date of receipt	From whom received	Number and date of requisition	Particulars of documents called for , with purpose	Number and date of reminders (if any) received	Date of compliance with the requisition	Number and date of reminders issued for return of the record	Date of return of the record	Remarks
1	2	3	4	5	6	7	8	9	10

Note – Summons issued by a Criminal Court for production of record or document should be entered in this register.

Form No. (R) 19-B**Register of requisitions for records issued**

1. Serial No.	2. To whom addressed	3. Date of order	4. Date of sending requisitions	5. Particulars of documents called for	6. Particulars of the record in which called for	7. Reminder issued , number and date	8. Date of receipt of record in office or any reply number and date	9. Date of disposal of the case in connection with which the record was called for	10. Reminders received for return of the document	11. Date of return of the record	12. Remarks

Form No. (R) 20

List of records of Class suits / Appeals / Cases sent to the
District Record –Room from the Court of

1	Consecutive No. of record	2	No. of cases in Court's Register	3	Names of parties	4	Date of decision	5	Files (A, B, C, D) of which the record consists	6	Date which disposed of and shelved in the District Record Room	7	No. of shelf and rack in the District Record – Room	8	Date of destruction of files and initials of Officer superintending destruction	9	Remarks

Presiding Officer of the Despatching Court

Date on which due

Date of Receipt

No. of records received

Signature of Record-keeper.....

Form No. (R) 20- A**List showing the actual dates of deposit of records in the Record –Room**

Name of the Court and due date of deposit	Date of actual receipt			
	January	February	March	April, etc
1	2	3	4	5

Form No. (R) 20- B**Register of Defect Reports**

So. No.	Date of issue	Name of the Court to which it is issued	No. of case / suit / appeal	Gist of defect	Date fixed for compliance	Reminder with date, if any, issued	Date of return of the defect report after compliance	Remarks
1	2	3	4	5	6	7	8	9

Form No. (R) 20- C**Register showing the due date of destruction of cumbrous and bulky exhibits**

Sl. No	Nature and number of the case and name of the Court which decided the case	Description of bulky and cumbrous exhibits	Name of the persons filling the exhibits	Name of the pleader or the person filing the exhibits	Date of final order	Date of sending the document with the designation of the Court or office to which the document is sent and the date of receipt thereof	Date of service of notice in Form No. (P) 41.	Date of return of the exhibits	Date of destruction of the exhibits	Remarks
1	2	3	4	5	6	7	8	9	10	11

Form No. (R) 21**List of Registers to be permanently preserved**

To be sent by subordinate Courts to the District Record –Room when forwarding Registers to be permanently preserved

Serial No.	From whom received	Name and No. of register	Period to which it refers	No. of entire in each volume	Date received in record – room and initials of record-keeper	Room, rack and shelf No.	Remarks
1	2	3	4	5	6	7	8

Date of despath – Signature of the presiding officer of Dispatching Court

Date of receipt - Signature of District Record – Keeper

Form No. (R) 22**Register of applications for the return of documents**

Sl. No.	Date of application	Name of applicant	Name of Court and seial number and year or suit of proceeding in which the document was filed	Date and description of document	Final order with date (whether application granted or rejected)	Date of return of document	Signature of the person to whom returned, with date
1	2	3	4	5	6	7	8

Form No. (R) 23

Register of inspection of records in the Court of

Sl. No	Name of applicant	Date	Amount of Court fee	No. of the case which record is wanted	Date of inspection or rejection of the application	Remarks
1	2	3	4	5	6	7

Note - In case where the application is rejected, the word rejected with date of the rejection below it should be entered in column No. 6. In other cases only the date on which the inspection is actually done should be entered.

Form No. (R) 24**Register of pleaders and Mukhtars enrolled in the Court of the at**

No. in the High Court's Register and year of admission	Name and degree if any	Father's name	Place where practicing	Value of stamp on certificate	Date of last renewal	Remarks
1	2	3	4	5	6	7

Note – 1 District Judges should forward annually to District Magistrates a list of the names of any pleaders or Mukhtars who have been enrolled or have been enrolled or have renewed their certificates.

Note-2 The names of not more than two practitioners should be entered in one page of this Register and as each renews his certificate from year to year the date of such renewal and the value of the stamp duty paid by him should be entered on the same page against his name.

Form No. (R) 24 – A**Register of Advocates ordinarily practicing in the Judgeship of**

Bar Council Roll No.	Name and address	Date of enrolment	Place where ordinarily practicing	Remarks
1	2	3	4	5

Form No. (R) 25

Register of Registered Clerks of pleaders / Mukhtars

Serial No.	Name	Father's Name	Residence	Name of pleader / Mukhtar under whom employed	Remarks
1	2	3	4	5	6

Form No. (R) 25- A

Register of Registered Clerks for the Judgeship of

Sl. No	Name , father's name and address	Name of the pleader upon whom he is employed	Place of employment	Date of Registration	Card No. and year	Date of renewal	Remarks
1	2	3	4	5	6	7	8

Form No. (R) 26

**Register of Commissions issued under the Code of Civil
Procedure in theCourtofDistrict**

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Serial no. for the year	Number and year of suit and valuation of suit	Name of party applying	Date of application	Nature of commission, etc applied for and section or rule of the code under	Court or person or persons to whom addressed	In the case of commission under Order No. XXXVI, number of witnesses to be examined	Fees deposited	Date and the amount of fees paid	Date of issue	Date fixed for return	Date of return	Whether or not executed	Remarks

Note- Inspection etc done, in pursuance of order under Order XXXIX , Rule 7, C.P.C should be treated as commissions for the purpose of the Register and entered in it.

Form No. (R) 27**Register of information regarding execution and miscellaneous cases for information of parties in the Court of**

Date of entry in this register	Registered No.	Name of decree holder or petitioner	Name of judgment debtor or opposite party	First date fixed	Remarks
1	2	3	4	5	6

Note – Separate volumes of the register will be maintained for execution and miscellaneous cases. The register shall be daily written up and signed by the presiding Judge. It shall be kept at some convenient place for public inspection.

Form No. (R) 28

Register showing process, process fees and diet money due, and other pairvis required , for information of parties in the Court of the

1	2	3	4	5	6	7	1	2	3	4	5	6	7
Date of entry in this register	Nature, number and year of the case and the names of the parties	Amount of talbana due	Process due	Diet money due	Other pairvis required	Latest date for filing	Date of entry in this register	Nature, number and year of the case and the names of the parties	Amount of talbana due	Process due	Diet money due	Other pairvis required	Latest date for filing

Note- 1 Names of the first plaintiff and the first defendant only should be noted in column 2.

Note -2 The Register shall be daily written up and signed by the Presiding Judge. It will be open to public inspection.

Form No. (R) 29**Despatch Register Court of the**

Date	Name of Court or office where paper sent	No. of letter or description of papers	Signature of Receiving Officer	Remarks
1	2	3	4	5

Form No. (R) 30**Register of Receipts and issues of Printed Forms**

N.B.- Form No. 114 of Schedule No. LIII is to be indented for and used.

Form No. (R) 30- A**Register of Cheques in form (a) 12- C issued to process- servers**

Sl. No	Name of the peon	Number of process in the process register	Nature number of case	Serial number of the cheque	Date of making over the cheque to the peon	Process server's signature	Date of return to the Nazir	Nazir's signature	Remarks
1	2	3	4	5	6	7	8	9	10

From No. (R) 30- B

Register of information regarding the application of the Orissa Money –Lenders Act, 1939 in the matter of reduction of interest and re-opening of transaction

1 Serial number of suits in which the Money lenders Act has been applied	2 Number and year of suit in which the provisions of the Orissa Money Lenders Act, 1939 were applied by the Court in reducing the rate of interest	3 Rate of interest claimed	4 Rate of interest allowed	5 Remarks
1	2	3	4	5

The application of the Acts by the Court Suo motu and cases in which transaction had been re- opened should be indicated in this column.

Note- Unless the interest pendent lite or future ordered the provisions of the Usurious Loans Act, 1981 or the Orissa Money- Lenders Act, 1939, such reduction of interest shall not be entered.

Form No. (R) 30 – C

Register of Guardians and Managers and their accounts Register to facilitate the Security of accounts of estate of minors and lunatics not subject to audit by the Department of the Examiner of Local Accounts, Orissa.

PART – I

Number of petition	Name and other particulars of minor or lunatic	Date of birth	Name and address of guardian or manager appointed and relationship to minor or lunatic.	Date of appointment	Date for submission of accounts	Date of the minor attaining majority or of release of lunatics estate from management.
1	2	3	4	5	6	7

Part- II – Guardian’s or Managers’ Accounts

Year	Due dates	Date of call for overdue accounts	Date of submission of accounts	Date of Judge’s Orders on accounts
1	2	3	4	5

Part – III- Calendar showing by date and number of the cases in which a minor will attain majority

Year and month	Name of the minors attaining majority during the month and numbers an years of cases	Date of final order of the Court closing the case.
1	2	3

Note- 1. Part I of the Register should be filled up as soon as the appointment of a guardian or manager is made while Part II should be filled up periodically.

Note – 2. Part I and II should form one page and each page should be allotted to one petition.

Note – 3. Part III should be kept as a monthly calendar and the end of the Register , the necessary number of page being assigned for this purpose.

Form No. (R) 30- D

Register of instruments impounded in the Court of the

Serial No. of the documents	Date on which the document was impounded	Number and year of suit, appeal or petition	Nature and date of instrument impounded	Name and residence of person by whom produced	Stamp duty	Penalty	Date of collection	Date of remittance to the Treasury and number of challan	Date of sending copy of instrument to Collector	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note -1. Where an instrument is forwarded to the Collector in original under paragraph 2 of section 38 of the Indian Stamp Act, make a note to that effect across columns 6,7,8 and 9.

Note- 2. Requisitions of the Collector under the first proviso to Section 42 of the Act, should be noted in the column for remarks.

Note- 3. Whenever penalty is paid by a person other than the person who produced the instrument enter in column 5 the name of the payer also.

III. Statistical

Form No. (R) 31

Statistical Register of suits instituted according to valuation in
the Court of the

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Number of suit in Register of suits	Serial number of suit in this register	Exceeding Rs. 10 but not exceeding Rs. 50			Exceeding Rs. 100 but not exceeding Rs. 500	Exceeding Rs. 500 but not		Exceeding Rs. 2000 but not exceeding Rs. 3,000		Exceeding Rs. 4,000 but not exceeding Rs. 5,000	Exceeding Rs. 5,000	Not estimated	Actual value of the suit	Remarks

From No. (R) 32

Statistical Register of suits instituted according to classification in
the Court of the

Number of rent suits under the following heads						Serial number of title and other suits under the following heads									
Total number of rent suits instituted during the month	Arrears of rent with or without ejectment	Enhancement or abatement of rent	For penalties, damages, compensation for unlawful acts on the part of landlord or tenant	For ejectment or recovery of possession alone	All other suits under the rent law	Number of suits in the Register of suits	Suits for immovable property	Suits for specific relief	Suits to establish a right of preemption	Matrimonial suits	Suit relating to religious and other endowments	Mortgage suits	Testamentary suits	Other suits not falling under any of the preceding heads	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Form No. (R) 33

Statistical Register of Original cases/ Appeals received by transfer, or upon remand, review or revival

Received by transfer		Received on demand		Admitted to review		Revived																															
1	No. of case / Appeal in the primary Register concerned	2	Serial no. of case / Appeal in this Register	3	Money	4	Rent	5	Title and other suits	6	Miscellaneous (Judicial)	7	Money	8	Rent	9	Title and other suits	10	Miscellaneous (Judicial)	11	Money	12	Rent	13	Title and other suits	14	Miscellaneous (Judicial)	15	Money	16	Rent	17	Title and other suits	18	Miscellaneous (Judicial)	19	Remarks

Note -1 The number in the first column cannot obviously be in a consecutive series.

Note -2. The number , year and date of disposal of the Miscellaneous Judicial Case in which the original suit was restored or revived should be noted in the remarks column.

Form No. (R) 34

Statistical Register ofSuits/ Cases disposed of

1	2	3	Without trial		Without contest				After full trial		16	17	18				
			4	5	6	7	8	9	10	11				12	13	14	15
	Serial number of suit / case in this Register	Transferred to other Courts	Under Order IX, Rule 3 and Order IX, Rule 8 of C.P.C. where defendant does not admit the claim	Other wise	Aggregate number of days occupied in trial	Ex parte	Aggregate number of days occupied in trial	On admission of claim	Aggregate number of days occupied in trial	On compromise	Aggregate number of day occupied in trial	Judgment for plaintiff	Judgement to defendant	Aggregate number of days occupied in trial	On reference to arbitration	Aggregate number of days occupied in trial	Remarks

Note – 1 To avoid inconveniently high figures a fresh series of consecutive number may be started at the beginning of each month in column 2.

Note- 2. Column 16 embraces only cases described in foot –note 3 of Annual Statement No. 4, Part I .

Form No. (R) 35

Statistical Register ofAppeals disposed of

1	2	3	4	5	6	Head ex parte				Contested				15	16	17	
						7	8	9	10	11	12	13	14				
	Number of appeal in Register of Appeals	Serial number of appeal in this register	Transferred to other Courts	Dismissed for default , or otherwise not prosecuted	Aggregate number of days occupied in trial	Decision confirmed under Order XII, Rule 11, C.P.C	Confirmed	Modified	Reversed	Remanded	Confirmed	Modified	Reversed	Remanded	Aggregate number of dyps of occupied in trial of appeals entered in columns 6 to 14	Objection under Order XLI , Rule 22, C.P.C	Remarks

Note – 1 A fresh series of consecutive numbers may be started at the beginning of each month in column 2.

Note – 2 Appeals disposed of on compromise should be entered in column 4 and a corresponding note be made in the remarks column.

Form No. (R) 40

Register of interlocutory injunctions issued in the Court of

Serial No.	No. and year of suit and Miscellaneous judicial csll	Date of application	Date and nature of order passed by the Court	Date fixed for appearance of opposite – party where internal injunction granted	Date of actual appearance of opposite party where internal injunction granted	Date an nature of the final order passed by the Court after hearing the opposite part	Duration between the preliminary order of interim injunction and final order	Remarks
1	2	3	4	5	6	7	8	9

Form No. (R) 41**Register of cases in which the proceedings have been stayed**

Sl. No	Number and date of institution of the case of which the proceedings is stayed	Name of the Court staying the proceeding	Description of the proceedings in which stay order was passed	Date of stay order	Remarks
1	2	3	4		5

Form No. (R) 42**Stocks Register of books in the Library of the Court ofat.....**

(Not to be printed but to be kept in manuscript)

(See Rule 490, Part- VIII, Chapter –I)

Sl. No	Date of receipt	Title of book	Number of copies	Price if any	From whom received	How disposed of	Library number		Remarks
							Head	Number	
1	2	3	4	5	6	7	8	9	10

Note – In column 7 how disposed of, should be noted whether a particular book has been kept in the Library or made over to some officer. The Librarian's signature should appear in the remarks column against each book received.

Form No. (R) 44 (i)**Register of Furniture and Stores****FORM –I**

(Showing receipt and issue of new articles)

Receipts

Issues

Serial No.	Number of articles	Description	Date received	Value	Court to which issued	Date of issue	Page in form III	Serial No.	Number of articles
1	2	3	4	5 Rs. P.	6	7	8	9	10
		Total purchase for year							

Note – 1 If any articles are not “ issued “ but kept by Nazir , they should be entered in Form – III in a specialist kept to show stock actually with Nazir and the Officer- in – charge of the Nizarat will initial Form I for them.

Note – 2. Vouchers of purchase will bear the serial numbers as in this form and be kept serially in a separate file till after audit.

Note – 3. A register should be maintained in this Form a new series of serials being used each year. The total purchase for the year should be struck.

Form No. (R) 44 (ii)**Form – II****(Showing Disposal of articles written off or sold)**

Sl. No.	No.	Description	Date	Received from	Page form III	Value realized	Chalan no. and date of order of writing off
1	2	3	4	5	6	7	8
							Rs. P.

 Total realized , Rs. P.

Note – 1 All articles written off or sold to be entered here. Damaged worthless articles must be entered, value being shown as nil. There must be a written order of a responsible Officer for the disposal or writing off of each article. These will renumbered and kept in a separate file.

Note - 2 A register should be maintained in this form, with a fresh series for each year. Orders and chalans will be kept till audit.

Note – 3 The total realized by sale early should be struck.

Form No. (R) 44 (iii)**Form – III**

Page 1. (name of Court description	Number in stock on the first day of the year	Received (number of article	Serial No. in Form I, column	Initials of officer	Written off (Number of articles	Serial No. in Form II, column 1	Initials of officer	Stock on the first day of the next year	Remarks
1	2	3	4	5.	6	7	8	9	10
	Initials of officer							Initials of officer	

Note – 1 This should be shown the actual stock in any one Court or office at any time. Stock must be checked once a year and initialed by the head ministerial officer of the Court of office concerned. A register should be maintained in this form the side headings under Column 1 and the top headings (Columns 2-10) being contained on wide flaps. Five pages or as many as possible up to that number , will be set apart for each Court or office; in this way the description heading will last for a number of years.

Note - 2 The serial numbers in Columns 4 and 7 will tally with the Nazir's numbers in Forms I and II.

Note – 3 If articles are transferred from one Court or office to another , they may be shown in the receipt or written off column of the respective Court with cross reference entries to the page number , the receiving officer initialing both any further explanation of this or any other transaction may be shown in column 10.

III. JUDICIAL

FORM No. (J) 1

(Serial No.....)

TITLE PAGE

CLASS I

FILE A

(This file must be preserved for ever)

IN THE COURT OF THE OF

Suit or Case No..... of 20

.....Plaintiff

N.B Name of 1st Plaintiff and of 1st

.....Defendant

Defendant only need be entered

Date of decision of original Court .. Date of
decision of appellate Court

FORM No. (J)2

(Serial No.....)

TITLE PAGE

CLASS II

FILE B

(This file must be destroyed at the end of 25 years)

[The above period shall be calculated from the date of the final
decree or order; which, in cases appealed, will be that of the
Appellate Court.]

IN THE COURT OF THE OF Suit
or Case No.....of 20

.....Plaintiff

N.B Name of 1st Plaintiff and of 1st

.....Defendant

Defendant only need be entered

Date of decision of original Court

Date of decision of appellate Court.....

FORM No. (J) 3

(Serial No.)

TITLE PAGE**CLASS III** **FILE C**

(This file must be destroyed at the end of 12 years)

[The above period shall be calculated from the date of the final decree or order; which, in cases appealed, will be that of the Appellate Court

IN THE COURT OF THE OF

Suit or Case No..... of 20

.....Plaintiff N.B. Name of the 1st Plaintiff of 1st

..... Defendant Defendant only need be entered

Date of decision of original Court

Date of decision of appellate Court.....

FORM No. (J) 4

(Serial No.....)

TITLE PAGE**CLASS III** **FILE D**

(This file must be destroyed at the end of 6 years)

[The above period of 6 years shall be calculated from the date of the final decree or order; which, in cases appealed, will be that of the Appellate Court.]

IN THE COURT OF THE OF

Suit or Case No..... of 20

..... Plaintiff N.B. Name of the 1st Plaintiff of 1st

.....Defendant Defendant only need be entered

Date of decision of original Court

Date of decision of Appellate Court.....

FORM No. (J) 5

(Serial No.....)

TITLE PAGE**CLASS IV**.....**FILE A**

(This file must be preserved for ever)

IN THE COURT OF THE OF

Execution Case No.....of 20

Original Suit No.of 20

.....Decree- holder
.....Judgement –debtor
Date on which execution case was
Finally disposed of
Date of any subsequent decision of
Appellate Court

FORM No. (J)5- A

(Serial No.....)

TITLE PAGE

(For records of Class IV)

CLASS IV

FILE B

(This file must be destroyed at the end of 25 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree or order.]

IN THE COURT OF THE OF

Execution Case No..... of 20

Original Suit No..... of 20

..... Decree-holder

.....Judgment-debtor

Date on which execution case was

finally disposed of

Date of any subsequent decision of

Appellate Court

FORM No. (J) 6

(Serial No.....)

TITLE PAGE

(For records of Class IV)

CLASS IV

FILE C

(This file must be destroyed at the end of 12 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree order.]

IN THE COURT OF THE OF

Execution Case No..... of 20

Original Suit No..... of 20

..... Decree-holder

.....Judgment-debtor

Date on which execution case was

finally disposed of

Date of any subsequent decision of

Appellate Court

**FORM No. (J)
TITLE PAGE**

(Serial No.....)

(For records of Class IV)

CLASS IV FILED

(This file must be destroyed at the end of 6 years)

[The above period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the latter date. For purposes of this rule each execution record shall be dealt with separately, irrespective of any other application to execute the same decree order.]

IN THE COURT OF THE OF

Execution Case No..... of 20

Original Suit No..... of 20

..... Decree-holder

.....Judgment-debtor

Date on which execution case was

finally disposed of

Date of any subsequent decision of

Appellate Court

**FORM NO. (J) 8
TITLE PAGE
TABLE OF CONTENT**

Court

District

No.....of

Name of s1t Plaintiff of Applicant

Name of 1st Defendant or Opposite Party

Class.....File

Serial number of Paper	Sheets	Description	Value of Court-fee stamps	Remarks
1	2	3	4	5
1	i-iii	Order sheet	50	Rs.
2	1-5	Plaint		
3	6-8	Written Statement		
4	9	Memorandum of		
5	10-12	issue		
6	13-14	Judgment Decree		

Total value of Court –fee stamps

On Plaint

On other papers

Signature of the Officer of Court

Compared and found correct

Record – keeper

FORM NO. (J) 9

FORM OF ORDER SHEET

Court of

Suit No..... of

Versus

Serial No	Date of order of proceeding	Order with the signature of the Court	Office action taken with date
1	2	3	4

FORM NO. (J) 9-A**ORDER SHEET (Second and subsequent sheets)**

Serial No	Date of order of proceeding	Order with the signature of the Court	Office action taken with date
1	2	3	4

FORM No. (J) 10**List of Documents produced By Plaintiff / Defendant**

[Order 13, Rule 1, Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....

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

.....Plaintiff

Versus

.....Defendant

No	Description of document	Date of any which the document bears	Signature of party of pleader
1	2	3	4

FORM NO. (J) 10- A**List of witnesses proposed to be called by Plaintiff / Defendant**

(Order XVI, Rule 1, Code of Civil Procedure)

Name of the party which proposes to call me witnesses	Name and address of the witnesses	Remarks
1	2	3

FORM NO. (J) 11**List of documents admitted in evidence**

Court of

No.....of.....

Lists of documents admitted in evidence for the plaintiff (or defendant)

Distinguishing mark or number	Description of documents and date	Date of admission	Whether admitted after or without objection
1	2	3	4

Signature of Judge

FORM No. (J) 12**FORM OF HEADING OF DEPOSITION**

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

Deposition of witnesses No.....for theaged
abouttaken on solemn affirmation on theday of
.....20.....

My name is..... I am son of My
age isyears.

My home is at Mouzapolice station
.....DistrictI reside at present in
Mouza.....Police -station
.....District.....Where I am

Form No. (J) 13**Heading of Decision in Original Suite**

DISTRICT

IN THE COURT OF

The day of20.....Suit No..... of
20.....ofagainstof

Pleaders of Plaintiffs.....

Pleaders for Defendants.....

Form No. (J) 14**Heading of Decision on Appeal**

The day20..... Appeal No
of.....of 20.....

Appeal from the decision of

Dated20

Versus

Appellants

Respondents

Pleaders for Plaintiffs.....

Pleaders for Respondents.....

Form No. (J) 15**CAUSE SHEET**

Small Cause Court Suit No..... of 20

In the Court of the ¹[Civil Judge (Senior Division)]/(Civil Judge(Junior Division)]/ Magistrateexercising S.C.C. Powers.

Date of plaint No. in the Register Date of cause of action Claim .- Rs. P. Principal Interest Total	Name of the parties
Rs. P. Costs- Amount of Court-fees of All sorts incurred by Plaintiff/ Defendant Commission Fee Pleader's fee Total	Particulars of the claim
Nature of service of defendants	Defence if any

Substance of evidence

[On the reverse]

Judgment or order

Decree

Form No. (J) 16**APPOINTMENT OF A RECEIVER**

[Order XL, Rule 1, Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....

Suit No..... of 20.....Execution Case No..... of
20.....ofversus.....of

TO

WHEREAS has been attached in execution of a decree passed in the above suit on the day of 20 in favour of..... You are hereby (subject to your giving security to the satisfaction of the Court) appointed Receiver of the said property under Order XL of the Code of Civil Procedure, 1908, with full powers under the provisions of that Order.

You are required to render a due and proper account of your receipts and disbursements in respect of the said propertyYou

will be entitled to remuneration at the rate of..... per cent upon your receipts under the authority of this appointment.

Given under my hand and the seal of the Court, this day of 20.....

Judge

FORM NO. (J) 17**DECREE IN ORIGINAL SUIT**

[Order XX, Rule 6 and 7 Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....

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

Versus

Appellants

Respondents

Note - The addresses given above are the addresses for service filed by the parties under the Rules 19 and 22 of the Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of who did not appear or omitted to file their addresses.

Muharir

Claim for..... The suit coming of this day for final disposal before in the presence of..... for the plaintiff and of..... for the defendant, it is ordered and decreed that..... and that the sum of Rs.....be¹ paid by the to the on account of the costs of this suit, with interest thereon at the rate of..... per cent, per annum from this date of date of realization.

Form No. (J) 17 – Contd.

Given under my hand and the seal of the Court , this
Enter here the date of dayday of20.....

Judge

Costs of Suit

Plaintiff	Amount	Defendant	Amount
1	2	3	4
1. stamp for plaint 2. Stamp for power 3. stamp for petition of affidavit 4. cost of exhibits 5. Pleader's fee on Rs. 6. Subsistence – (a) For plaintiff of his agent (b) For witnesses 7. Commissioner's fee 8. Service of process 9. Copying fee or typing charge Total	Rs. P.	Stamp for power Stamp for petition Cost for exhibits Pleader's fee Subsistence – (a) For plaintiff or his agent (b) For witnesses Commissioner's fee Service of process copying fee or typing charge Total	

FORM No. (J) 18**Simple Money-Decree**

(Section 34, Code of Civil Procedure)

DISTRICT.....
IN THE COURT OFAT..

Suit No..... of 20.

Plaintiff

Versus

Defendant

Note - The address given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exception of who did not appear or omitted to file their addresses. **Muharir**

Claims forThis suit coming on this day for final disposal before in the presence of.....for the plaintiff, anddo pay to thethe sum of Rs..... with interest thereon at the rate of per

cent per annum..... from

to the date of realisation of the said sum, and do also pay Rs..... the costs of this suit, with interest thereon at the

rate of per cent per annum from this date to the

date of realisation.

Given under my hand and the seal of the Court, this (1)the day of.....20.....

Judge

N.B - In the printed form, a table of costs is appended as in form No. (J) , 17 ante (1) Enter here the date of the Judgment

FORM No. (J) 20

Preliminary decree for Foreclosure

(Where accounts are directed to be taken)

(Order 34, Rule 2(1) (a), Code of Civil Procedure)

DISTRICTIN THE COURT OF THE.....AT.....Plaintiff

Versus

.....Defendant

Note -.The address given above the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claims forThis suit coming on thisday of 20..... for hearing beforeand in the presence offor the plaintiff andfor

the defendant; it is hereby ordered and decreed that it be referred to
 At the Commissioner to take the accounts following –

- (i) an account of what is due to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where on such rate is fixed at six per cent per annum or at such rate as the Court deems reasonable);
- (ii) an account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the wilful default of the plaintiff or such person might have so received;
- (iii) an account of all sums of money properly incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest is to be computed at the rate agreed between the parties, or, failing such rate at the same rate as is payable on the principle, or failing both such rates, at nine per cent, *per annum*).
- (iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

2. And it is hereby further ordered and decreed that any amount received under Clause (ii) or adjudged due under Clause (iv) above together with interest thereon, shall first be adjusted against any sums paid by the plaintiff under Clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction of the amount due and to the plaintiff on account of interest on the principal sum adjudged due and thereafter in reduction or discharged of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this Court with all convenient despatch after making all just allowances on or before the

.....day of and that upon such report of

the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

4. And it is hereby/further ordered and decreed -

(i) that the defendant do pay into Court on or before theday ofor

any later date up to which time for payment may be extended by the Court, such sum as the Court shall find due, and the sum of Rs..... for the costs of the suit awarded to the plaintiff.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, or Order XXXIV of the First Schedule to the Code of Civil Procedure,1908 . the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the defendant, or to such person as he appoints property free from the said mortgage or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required ,deliver up to the defendant quiet and peaceable possession of the said property.

5. And it is hereby further ordered and decreed that, in default of payment aforesaid, the plaintiff shall be at liberty to apply to the Court for a final decree that the defendant shall forthwith stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to plaintiff quiet and peaceable possession of the said property, and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and seal of this Court this (1)

day..... of20.....

Schedule

Judge

(1)Here enter the date of the judgement

Description of the mortgaged property

N.B.:- In the printed form, a table of costs is appended as in Form No. (J) 17, ante, for use , if required.

FORM No. (J)20(i)***Preliminary decree for foreclosure***

(Where the Court declares the amount due)
(Order 34, Rule 2(1)(b), Code of Civil Procedure)

DISTRICT.....IN THE COURT OF
THE AT..... Suit No.....
..... of 20 *Plaintiff*

Versus

..... *Defendant*

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure, with the exception of who did not appear or omitted to file their addresses.

Muharir

..... Claims for This suit coming on this day of 20..... for hearing before and in the presence of..... for the defendant; it is hereby declared that the amount due to the plaintiff on his mortgage mentioned in the plaint calculated upto the day of is the sum of Rs..... for principal, the sum or Rs..... for interest on the said principal, the sum of Rs..... for costs, charges and expenses (other than the costs of the suit) property incurred by the plaintiff in respect of the mortgage security, together with interest thereon and the sum of Rs..... for the costs of this suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows :

(i) that the defendant do pay into Court on or before the day of or any later date up to which time for payment may be extended by the Court of the said sum of Rs...

(ii) that on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges, and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned and all such documents shall be delivered over to the defendant or to -

such person as he appoints and the plaintiff shall, if so required, reconvey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for a final decree that the defendant shall thenceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this court, this (1)day of 20 Judge

Schedule

Description of the mortgaged property

N.B.: In the printed form a table is appended, as in Form No. (J) 17 ante for use, if required. (1) Enter have the date of the Judgment.

FORM No. (J) 21 Final Decree for Foreclosure

[Order 34, Rule 3 (2), Code of Civil Procedure]

DISTRICTIN THE COURT OF THE

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

.....Plaintiff

Versus

.....Defendant

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII or under rules 11 and 12 of Order VIM, of the First Schedule to the Code of Civil Procedure, with the exception of who did not appear or omitted to file their address.

Muharir

Claim for

Upon reading the preliminary decree passed in this suit on the day of and further orders (if any) dated the day and of the application of the plaintiff, dated the day of for final decree and after hearing the parties and it appearing that the payment directed by the said decree and orders has not been made by the defendant or any person on his behalf or any other person entitled to redeem the said mortgage.

It is hereby ordered and decreed that the defendant and all persons claiming through or under him be and they are hereby absolutely debarred and foreclosed of and form all right of redemption redemption of and in the property in the aforesaid preliminary decree mentioned; *[and (if the defendant be in possession of the said mortgaged property) that the defendant shall deliver to the plaintiff quiet and peaceable possession of the said mortgaged property].

2. And it is hereby further declared that the whole of the liability whatsoever of the defendant up to this day arising from the said mortgage mentioned in the plaint or from this suit is hereby discharged and extinguished.

Given under my hand and the seal of this Court, this (1)

day of 20

Judge

(1) Enter here the date of the judgment. Words not required to be deleted

N.B.: In the printed form a table of costs is appended as in Form No. (J) 17, ante, for use, if required.

Form No. (J) 22 Preliminary

Decree for Sale

(When accounts are directed to be taken) [Order 34, Rule 4(1), Code of Civil Procedure] DISTRICT.....IN THE COURT OF THE

AT Suit No..... of 20..

Plaintiff

Versus

Defendant

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under

Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claim for

This suit coming on this day of 20 for hearing before and in the presence of for the plaintiff and for the defendant. It is hereby ordered and decreed that it be referred to at the Commissioner to take the accounts followings:-

- (i) an account of what is due to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where on such rate is fixed at six per cent *per annum* or at such rate as the Court deems reasonable);
- (ii) an account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the wilful default of the plaintiff of such person might have so received;
- (iii) an account of all sums of money properly incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest is to be computed at the rate agreed between the parties, or, failing such rate at the same rate as is payable on the principle, or failing both such rates, at nine per cent, *-per annum*);
- (iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

2. And it is hereby further ordered and decreed that any amount received under Clause (ii) or adjudged due under Clause (iv) above together with interest thereon, shall first be adjusted against any sums paid by the plaintiff under Clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction of the amount due and to the plaintiff on account of interest on the principal sum adjudged due and thereafter in reduction or discharge of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this Court with all convenient despatch after making all just-allowances on or before the day of..... and that upon such report of the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

4. And it is hereby/further ordered and decreed -

(i) that the defendant to do pay into Court on or before theday of or any later date up to which time for payment may be extended by the Court, such sum as the Court shall find due, and the sum of Rs..... for the costs of the suit awarded to the plaintiff.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, or Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the defendant, or to such person as he appoints and the plaintiff shall if so required, re-convey, or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

5. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for final decree for the sale of the mortgaged property; and on such application being made the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the plaintiff shall produce before the Court, or such officer as it appoints all documents in his possession or powers relating to the mortgaged property.

6. And it is hereby further ordered and decreed that the money realised by such sale shall be paid into Court and shall be duly applied (after deduction therefrom the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the plaintiff in respect of such cost of the suit, and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11 of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

7. And it is hereby further ordered and decreed that, if the money realised by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the defendant for the amount of the balance, and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and seal of this court this (1) day of
..... 20.....

Judge

SCHEDULE

Description of the mortgaged property

N.B. : In the printed form, a table of costs is appended, as in Form No. (J) 17, ante, for use, if required. (1) Enter here the date of the judgment.

Form No. (J) 22 (i)

Preliminary Decree for Sale

(Where the Court declares the amount due) [*Order 34, Rule 4(1), Code of Civil Procedure*]

DISTRICTIN THE COURT OF THE

AT Suit No..... of 20.....

Plaintiff

Versus

Defendant

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claim for

This suit coming on this day of 20 for hearing

before and in the presence of for the plaintiff

and for the defendant; It is hereby declared that the amount due to the plaintiff on the mortgage mentioned in the plaint calculated up to this day of is the sum of Rs..... for principal, the sum of Rs..... for interest on the said principal, the sum of Rs.....for costs, charges and expenses (other than the costs of the suit) with interest thereon and the sum of Rs..... for the costs of the suit awarded to the plaintiff, making in all the sum of Rs..... for the costs of the suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows :—

(i) that the defendant to pay into Court on or before the day of or any later date up to which time for payment may be extended by the Court, the said sum of Rs...

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, or Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the defendant, or to such person as he appoints and the plaintiff shall, if so required, reconvey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of (1) payment as aforesaid, the plaintiff may apply to the Court for final decree for the sale of the mortgaged property; and on such application being made the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the plaintiff shall produce before the Court, or such officer as it appoints all documents in his possession or powers relating to the mortgaged property.

4. And it is hereby further ordered and decreed that the money realised by such sale shall be paid into Court and shall be duly applied (after deduction therefrom the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further-

orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the plaintiff in respect of such costs of the suit, and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11 of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

5. And it is hereby further ordered and decreed that, if the money realised by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the defendant for the amount of the balance, and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under by hand and seal of this Court, this (1)

day of 20

Judge

SCHEDULE

Description of the Mortgaged Property

N.B. : In the printed form a table of costs is appended, as if Form No. (J) 17, ante, for use, if required. (1) Enter here the date of judgment.

**FORM No. (J) 23
Final Decree for
Sale**

(Order 34, Rule 5(3), Code of Civil Procedure)

DISTRICT.....IN THE COURT OF THE

AT..... Suit No.....of 20.

Plaintiff

Versus

.....*Defendant*

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under –

Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claim for.....

..... Upon reading the preliminary decree passed in this suit day of and further orders (if any) dated theday of..... and the application of the plaintiff dated theday of..... for a final decree and after hearing the parties and it appearing that the payment directed by the said decree and orders has not been made by the defendant or any person on his behalf or any other person entitled to redeem the mortgage.

It is hereby ordered and decreed that the mortgaged property in the aforesaid preliminary decree mentioned or a sufficient part thereof be sold, and that for the purposes of such sale the plaintiff shall produce before the Court *or* such officer as it appoints all documents in his possession or power relating to the mortgaged property.

2. And it is hereby further ordered and decreed that the money realised by such sale shall be paid into the Court and shall be duly applied (after deduction therefrom of the expenses of the sale) in payment of the amount payable to the plaintiff under the aforesaid preliminary decree and under any further orders that may have been passed in this suit and in payment of any amount which the Court may have adjudged due to the plaintiff for such costs of the suit including the costs of this application and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interests as may be payable under Rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to defendant or other person entitled to receive the same.

Given under my hand and the seal of this Court, this (1).....

day of 20

Judge

N.B.: In the printed form a table of costs is appended as in Form No. (J) 17, ante for use, if required.

FORM No. (J) 24**Decree against Mortgagor personality for balance after the Sale of the Mortgaged Property**

[Order 34, Rules 6 and 8(a), Code of Civil Procedure]

DISTRICTIN THE COURT OF
THEAT Suit No..... of
20..... Plaintiff

Versus

.....Defendant

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claim for

Upon reading the application of the mortgagee (the plaintiff or defendant, as the case may be), and reading the final decree passed in the suit on the day of and the Court being satisfied that the net proceeds of the sale held under the aforesaid final decree amounted to Rs..... and have been paid to the applicant out of the Court on the day of ... and that the balance now due to him under the aforesaid decree is Rs.....

And whereas it appears to the Court that the said sum is legally recoverable from the mortgagor (plaintiff or defendant, as the case may be,) personally :

It is hereby ordered and decreed as follows :-

That the mortgagor (plaintiff or defendant, as the case may be) do pay to the mortgagee (defendant or plaintiff as the case may be) the said sum of Rs..... with further interest at the rate of six per cent *per annum* from the day of (the date of payment out of Court referred to above) up to the date of realisation of said sum, and the cost of this application.

Given under my hand and the seal of this Court, this (1).....

day of 20.....

Judge

FORM No. (J) 25

Preliminary decree for Redemption where on default of payment by Mortgage A decree for foreclosure is Passed

[Order 34, Rule 7(1),(a), Code of Civil Procedure]

DISTRICT.....

.IN THE COURT OF THE AT

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

..... Plaintiff

Versus..... *Defendant*

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIM, of the First Schedule to the Code of Civil Procedure 'with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claims for

This suit coming on this day of..... 20 for hearing before and in the presence of for the plaintiff and for the defendant; it is hereby ordered and decreed that

it be referred to at the Commissioner to take the accounts following-

- (i) an account of what is due to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where on such rate is fixed at six per cent *per annum* or at such rate as the Court deems reasonable); (ii) an account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the wilful default of the plaintiff of such person might have so received.
- (iii) an account of all sums of money properly incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest is to be computed at the rate agreed between the parties, or, failing such rate at the same rate as is payable on the principle, or failing both such rates, at nine per cent, *per annum*).
- (iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious -

to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

2. It is hereby further ordered and decreed that any amount received under Clause (ii)-or adjudged due under Clause (iv) above, together with interest thereon, shall first be adjusted against any sums 'paid by the plaintiff under Clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction of the amount due and to the plaintiff on account of interest on the principal sum adjudged due and thereafter in reduction or discharged of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this Court with all convenient despatch after making all just allowances on or before the day of and that upon such report of the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

4. And it is hereby further ordered and decreed -

(i) that the defendant to do pay into Court on or before the day of or any later date up to which time for payment may be extended by the Court, such sum as the Court shall find due, and the sum of Rs..... for the costs of the suit awarded to the plaintiff.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the defendant, or to such person as he appoints and the plaintiff shall, if so required, reconvey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

5. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff shall be at liberty to apply to -

the Court for a final decree that the plaintiff shall henceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to plaintiff quiet and peaceable possession of the said property, and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks day of 20.....

Given under my hand and seal of this Court this (1) day of 20.....

SCHEDULE

Description of the mortgaged property

.....

N.B- In the printed form a table of costs is appended as in Form No. (J) 17, ante, for use, if required. (i) Enter here the date of the judgment.

FORM No. (J) 25 (i)

Preliminary Decree for redemption where on default of payment by Mortgagor a decree for sale is passed

(Where accounts are directed to be taken) .

[Order 34, Rule 7(1)(a), Code of Civil Procedure]

DISTRICT

.....IN THE COURT OF THE

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

Plaintiff

Versus

..... **Defendant**

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exceptions of who did not appear or omitted to file their addresses.

Muharir

Claims for

This suit coming on this day of 20 for hearing before and in the presence of for the plaintiff and for the defendant; it is hereby ordered and decreed that it be referred to at the Commissioner to take the accounts following-

-
- (i) an account of what is due to the plaintiff for principal and interest on his mortgage mentioned in the plaint (such interest to be computed at the rate payable on the principal or where no such rate is fixed at six per cent *per annum* or at such rate as the Court deems reasonable);
 - (ii) an account of the income of the mortgaged property received up to this date by the plaintiff or by any other person by the order or for the use of the plaintiff or which without the wilful default of the plaintiff or such person might have been so received.
 - (iii) an account of all sums of money property incurred by the plaintiff up to this date for costs, charges and expenses (other than the costs of the suit) in respect of the mortgage-security, together with interest thereon (such interest is to be computed at the rate agreed between the parties, or, failing such rate at the same rate as is payable on the principal, or failing both such rates, at nine per cent, *per annum*).
 - (iv) an account of any loss or damage caused to the mortgaged property before this date by any act or omission of the plaintiff which is destructive of, or permanently injurious to, the property or by his failure to perform any of the duties imposed upon him by any law for the time being in force or by the terms of the mortgage-deed.

2. And it is hereby further ordered and decreed that any amount received under Clause (ii) or adjudged due under Clause (iv) above together with interest thereon, shall first be adjusted against any sums paid by the plaintiff under Clause (iii) together with interest thereon, and the balance, if any, shall be added to the mortgage-money or, as the case may be, be debited in reduction of the amount due and to the plaintiff on account of interest on the principal sum adjudged due and thereafter in reduction or discharged of the principal.

3. And it is hereby further ordered that the said Commissioner shall present the account to this Court with all convenient despatch after making all just allowances on or before the day of..... and that upon such report of the Commissioner being received, it shall be confirmed and countersigned, subject to such modification as may be necessary after consideration of such objections as the parties to the suit may make.

4. And it is hereby further ordered and decreed –

(i) that the defendant to do pay into Court on or before theday of or any later date up to which time for payment may be extended by the Court, such sum as the Court shall find due, and the sum of Rs..... for the costs of the suit awarded to the defendant.

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the plaintiff shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be delivered over to the defendant, or to such person as he appoints and the plaintiff shall, if so required, reconvey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

5. And if is hereby further ordered and decreed that, in default of payment aforesaid, the defendant may apply to the Court for a final decree for the sale of the mortgaged property and on such application being made, the mortgaged property or a sufficient part thereof shall be directed to be sold, and for the purposes of such sale the defendant shall produce before the Court or such office as it appoints, all documents in his possession or power relating to the mortgaged property.

6. And-it is hereby further ordered and decreed that the money realised by such sale shall be paid into Court and shall be duly applied (after deduction therefrom the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the plaintiff in respect of such cost of the suit, and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11 of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the defendant or other persons entitled to receive the same.

7. And it is hereby further ordered and decreed that, if the money realised by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a -

personal decree against the defendant for the amount of the balance, and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and seal of this court this (1) day of
..... 20.....

Judge

SCHEDULE

Description of the mortgaged property

N.B- In the printed form, a table of costs is appended, as in Form No. (J) 17, ante, for use , if required.

(1) Enter here the date of the Judgment

FORM No. (J)25 (ii)

Preliminary decree for redemption where on default of payment by mortgagor a decree for foreclosure is passed

(Where the Court declares the amount due)
[Order 34, Rule 7(1)(b), Code of Civil Procedure]

DISTRICT.....IN THE COURT OF THE
.....AT.....Suit No.....of
20.....

.....Plaintiff

Versus

..... *Defendant*

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 or Order VIM, of the First Schedule to the Code of Civil Procedure, with the exception of who did not appear or omitted to file their addresses.

Muharir

This suit coming on this day of20..... for hearing before and in the presence of.....for the defendant; it is hereby declared that the amount due to the plaintiff on his mortgage mentioned in the plaint calculated up to thisday of is the sum of Rs..... for principal, the sum of for interest on the said principal, the sum of Rs..... costs, charges and expenses (other than the costs of the suit) property incurred -

by the plaintiff in respect of the mortgage security, together with interest thereon and the sum of Rs..... for the costs of this suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows :-

(i) that the plaintiff do pay into Court on or before the day of or any later date up to which time for payment may be extended by the Court of the said sum of Rs...

(ii) that on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges, and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the defendant shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned and all such documents shall be delivered over to the plaintiff or to such person as he appoints and the plaintiff shall, if so required, reconvey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the defendant or any person claiming under him or any person under whom he claims and free from ail liability whatsoever arising from the mortgage or this suit and shall, if so required, deliver up to the plaintiff quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of payment as aforesaid, the plaintiff may apply to the Court for a final decree that the plaintiff shall thenceforth stand absolutely debarred and foreclosed of and from all right to redeem the mortgaged property described in the Schedule annexed hereto and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property and that the parties shall be at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under my hand and the seal of this Court, this (1)

day of 20

(1) Here enter the
date of judgment

Judge

SCHEDULE

Description of the mortgaged property

N. B. :- In the printed Form, a table of costs is appended , as in Form No. (J) , 17, ante, for use , if required.

FORM No. (J) 25 (iii)***Preliminary decree for redemption where on default of payment of Mortgage a decree for a sale is passed***

(Where the Court declares the amount due)
 [Order 34, Rule 7(1)(b), Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF THE AT.....
 Suit No.....of 20..... Plaintiff

Versus

..... Defendant

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of Order VII, or under Rules 11 and 12 of Order VIII, of the First Schedule to the Code of Civil Procedure with the exception of who did not appear or omitted to file their address.

Muharir

Claim for

This suit coming on this day of 20 for hearing before and in the presence of for the plaintiffand for the defendant; It is hereby declared that the amount due to the plaintiff on the mortgage mentioned in the plaint calculated up to this day of is the sum of Rs..... for principal, the sum of Rs..... for interest on the said principal, the sum of Rs..... for costs, charges and expenses (other than the costs of the suit) with interest thereon and the sum of Rs..... for the costs of the suit awarded to the plaintiff, making in all the sum of Rs.....

2. And it is hereby ordered and decreed as follows :-

(i) that plaintiff do pay into Court on or before thedayof or any later date up to which time for payment may be extended by the Court, the said sum of Rs...

(ii) that, on such payment and on payment thereafter before such date as the Court may fix of such amount as the Court may adjudge due in respect of such costs of the suit and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11, or Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, the defendant shall bring into Court all documents in his possession or power relating to the mortgaged property in the plaint mentioned, and all such documents shall be -

delivered over to the plaintiff , or to such person as he appoints, and the defendant shall, if so required, re-convey or re-transfer the said property free from the said mortgage and clear of and from all encumbrances created by the plaintiff or any person claiming under him or any person under whom he claims and free from all liability whatsoever arising from the mortgaged or this suit and shall, if so required, deliver up to the defendant quiet and peaceable possession of the said property.

3. And it is hereby further ordered and decreed that, in default of (1) payment as aforesaid, the plaintiff may apply to the Court for final decree for the sale of the mortgaged property; and on such application being made, the mortgaged property or a sufficient part thereof shall be directed to be sold; and for the purposes of such sale the defendant shall produce before the Court, or such officer as it appoints all documents in his possession or powers relating to the mortgaged property.

4. And it is hereby further ordered and decreed that the money realised by such sale shall be paid into Court and shall be duly applied (after deduction therefrom the expenses of the sale) in payment of the amount payable to the plaintiff under this decree and under any further orders that may be passed in this suit and in payment of any amount which the Court may adjudge due to the defendant in respect of such costs of the suit, and such costs, charges and expenses as may be payable under Rule 10, together with such subsequent interest as may be payable under Rule 11 of Order XXXIV of the First Schedule to the Code of Civil Procedure, 1908, and that the balance, if any, shall be paid to the plaintiff or other persons entitled to receive the same.

5. And it is hereby further ordered and decreed that, if the money realised by such sale shall not be sufficient for payment in full of the amount payable to the plaintiff as aforesaid, the plaintiff shall be at liberty (where such remedy is open to him under the terms of his mortgage and is not barred by any law for the time being in force) to apply for a personal decree against the plaintiff for the amount of the balance, and that the parties are at liberty to apply to the Court from time to time as they may have occasion, and on such application or otherwise the Court may give such directions as it thinks fit.

Given under by hand and seal of this Court, this (1)

day of 20

Judge

SCHEDULE

Description of the mortgaged Property

N. B :- In the printed Form, a table of costs is appended, as in Form No. (J) 17, ante for use , if required.

FORM No. (J) 26**Commission to examine absent witness***[Order XXXIV, Rules 4, 18, Code of Civil Procedure]*DISTRICT IN THE COURT OF THE
AT..... No..... OF 20.....*Of*
Versus

Whereas the evidence of

..... by the the above suit;
and whereas you are requested to take the evidence on
interrogatories [or *viva voce*] of such witness..... and you are
hereby appointed a Commissioner for that purpose. The evidence will be
taken in the presence of the parties or their agents if in attendance, who will
be at liberty to question the witness on the points specified, and you are
further requested to make return of such evidence so soon as it may be
taken. Process to compel the attendance of the witness will be issued by
any Court having jurisdiction on your application.

A sum of Rs..... being your fee in the above, is herewith
forwarded.

Given under my hand and seal of the Court, this day
..... 20

Judge

Note - The Commissioner has powers under Chapter X of the Indian
Evidence Act to control the examination of witnesses.

*** FORM No. (J) 27****Commission for a Local Investigation, or to examine Accounts***[Order XXVI, Rules 9, 11, Code of Civil Procedure]* DISTRICT
..... IN THE COURT

OF THE AT..... No..... OF 20.....

Of
Versus
Of

To

Whereas it is deemed requisite, for the purposes of this suit, that a
commission for should be issued; You are hereby appointed
Commissioner for the purpose of.....
Process to compel the attendance before you of any witness or for the
production of any document whom or which you may desire to examine or
inspect, will be issued by any Court having jurisdiction on your
application.

A sum of Rs..... being your fee in the above, is herewith forwarded.

Given under my hand and seal of the Court, this day of 20

FORM No. (J)28⁺

Proceeding in connection with the issue of Commissioners under ¹ [Order XXVI, Rule 9, Code of Civil Procedure]

No.

IN THE COURT OF THE

(CIVIL JURISDICTION)

Present :

No. of 20

Versus

Whereas it has been found necessary to order a local investigation in this case under the provisions of Order XXVI, Rule 9, of the Code of Civil Procedure the following order is issued in accordance with the instructions contained in Part 1, Chapter VII, Rule 14, Volume I of the High Court's General Rules and Circular Orders, Civil :-

1. This enquiry is directed by the Court (1).....
2. This suit before this Court is for
3. The (2) alleges, iner alia, contains that
- 4, The point which requires to be elucidated and ascertained by local investigation is

+ This form has been retained , notwithstanding the inclusion of Form 9, Appendix H.C.C.P. reproduced as Form (J) 27, Page 161 ante because it may be found to be more suitable in some cases.

1. Inserted by P. & S. Deptt. No. 9800 dated 25.5.1997

.....
.....

5. The point in dispute cannot, in the opinion of the Court, be determined in the ordinary way at the trial in as much asIt is, therefore, ordered that a commission do issue tofor the purpose of an enquiry into this matter.

6. The Commissioner thus appointed is directed and instructed.....and he will exercise all the powers conferred by Order XXVI, Rules 16 and 17, of the Civil Procedure, subject only to the restriction, viz.....;

7. The Commissioner is directed to submit his report, together with the evidence recorded by him, and any other papers forming the record of his enquiry on or before the –

8. The parties are directed to appear before the Commissioner hereby appointed.

9. The sum of Rs..... fortravelling allowance and of Rs.....for day's enquiry have been paid into Court. Should this prove insufficient, the Commissioner should give timely notice * to the party, and report the fact to the Court, and should suspend the investigation until the necessary further payment has been made into Court and he is satisfied that this has been done.

Signature

Office

Date.....

1. Proprio motu, or upon the application of the parties, or under the orders of the appellate Courts.

2. Plaintiff decree- holder

3. Defendant or judgment –debtor. See Rule 399 Part IV – Vol. I

FORM No. (J) 29

Commission to make partition

[Order XXIV, Rule 13, Code of Civil Procedure]

DISTRICTIN THE COURT OF
THE.....AT.....
.....Suit No..... of 20.....

Plaintiff

Versus

Defendant

To

Whereas it is deemed requisite for the purpose of the suit that a commission should be issued to make the partition or separation of the property specified in, and according to the rights as declared in the decree of this Court dated the day of..... 19; You are hereby appointed Commissioner for the said purpose and are directed to make such enquiry as may be necessary, to divide the said property according to the best of your skill and judgment in the shares set out in the said decree, and to allot such shares to the several parties. You are hereby authorised to award sums to be paid to any party by any other party for the purpose of equalising the value of the shares.

Process to compel the attendance before you or any witness or for the production of any document whom or which you may desire to examine or inspect will be issued by any Court having jurisdiction on your application.

A sum of Rs..... being your fee in the above, is herewith forwarded.

Given under my hand and the seal of the Court, this
..... day of 20.....

Judge

**FORM No. (J)30
DECREE IN
APPEAL**

[Order XLI, Rule 35, Code of Civil Procedure]

DISTRICT.....IN THE COURT OF THE
..... AT.....Appellant

Versus

.....*Respondent*

Note - The addresses given above are the addresses for service filed by the parties under Rules 19 and 22 of the Order VII, or under Rules 11 and 12 of Order VIII, of the first Schedule to the Code of Civil Procedure, with the exception of who did not appear or omitted to file their addresses.

Muharir

Appeal No.....;..... of 20 from theof the Court of dated the day of 20

This appeal coming on for hearing on the day of..... 20 before, in the presence of for the Appellant, and offor Respondent, it is ordered *-..... The cost of this appeal, as detailed below, amounting to Rs.....are to be paid by

The costs of the original suit are to be paid by

Given under my hand, this day of 20

Judge

Here specify clearly the relief granted or other adjudication made

Costs of appeal

Appellant Amount	amount		Respondent	
	Rs.	P.	Rs.	P.
1.stamp for memorandum of appeal			Stamp for power	
2.stamp for memorandum of appeal of power			Stamp for power for petition	
3.srvce of processes			Pleader's fees on Rs.	
4.Pleader's fee on Rs.			copying or typing charge	
5.Copying or typing charge			Costs for copy of decree and judgment	
6. costs for copy of decree and judgment				
TOTAL			TOTAL	

Form No. (J) 31**Order sending Decree for execution to another Court**

[Order XXI, Rule 6, Code of Civil Procedure]

DISTRICT.....IN THE COURT OF THE
 AT..... No.....of
20..... Plaintiff

*Versus**Defendant*

Whereas the decree- holder in the above suit has applied to this Court of r
 a certificate to be sent to the Court ofat for execution of
 the decree in the above suit by the said Court, alleging that the judgment- debtor
 resides or has property within the local limits of the jurisdiction of the said Court
 and it is deemed necessary and Proper to send a certificate to the said Court
 under Order XXI, Rule 6, of the Code of Civil procedure , 1908;

It is ordered that a copy of this order be sent towith a copy of the
 decree and of any order which may have made for execution of the same and a
 certificate of on – satisfaction .

Dated theday of20.....

Form No. (J) 32**Certificate of Execution of Decree Transferred to another Court**

[Order XXI, Rule 6, Code of Civil Procedure]

DISTRICTIN THE COURT OF THE AT

1	2	3	4	5	6	7	8	9
.of the Suit and the Court by which the decree was	Name of parties	Date of application for	No. of Execution case	Processes issued and date of service thereof.	Cost of Execution	Amount realized	How the case is disposed of	Remarks

Signature of Judge

Signature of Muharir in Charge

Note - This form may also be used for Certificate under Section 41 of
 the Code (C.O. No. 7 of 1914)

FORM No. (J) 33***Certificate of Non-satisfaction of Decree****[Order XXI, Pule 6, Code of Civil Procedure]*

DISTRICT

IN THE COURT OF THE AT

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

*Plaintiff**Versus**Defendant*

Certified that no (1) satisfaction of the decree of this Court in the Suit No..... of 20 a copy of which is hereunto attached, has been obtained by the execution within the jurisdiction of this Court.

Dated the day of 20

*Judge***FORM No. (J) 34*****Precept****[Section 46, Code of Civil Procedure]*

DISTRICT

IN THE COURT OF THE AT

Suit No..... of 20/Execution No..... of 20.....

*Plaintiff**Versus**Defendant*

Upon hearing the decree-holder is ordered that this precept be sent to this Court ofat under Section 46 of the Code of Civil Procedure, 1908, with direction to attach the property specified in the annexed schedule and to hold the same pending any application which may be made by the decree-holder for execution of the decree.

Dated the day of 20

*Judge***SCHEDULE**

(1) If partial, strike out "no" and state to what extent.

FORM No. (J) 35
Certificate of Sale of Law

[Order XXI, Rule 94, Code of Civil Procedure]

DISTRICT

IN THE COURT OF THE ATExecution
Case No.of 20.....*Decree-holder*

Versus

..... *Judgment-debtor*

This is to certify that..... son of.....

by occupation resident of..... Thana
.....

District..... has been declared the purchaser at a sale by public auction on the day of..... 20 of the property specified below in execution of the decree in suit No. of this Court (1) and that the said sale has been duly confirmed by this Court.

Given under my hand and seal of the Court ,
this.....day (2)of 20

Specification and price of properties (3)

Judge

- (1) If the decree has been received by transfer from other Court,
(2) The date of when the sale became absolute.
(3) Particulars sufficient to identify the property including the name of each registration sub-district in which any part of the property is situated should be fully stated.

FORM No. (J) 36

Grant of Probate of Will

[Section 289 of the Indian Succession Act, 1925]

I, (1) hereby make known that on the
..... day of in the year the last
Will

of.....fate.....
..... a copy whereof is hereunto annexed was proved and registered before me, and that administration of the property and credits of the said deceased, and in any way concerning his Will, was granted to the Executor in the said Will name, he having undertaken to administer the same,-

and make a full and true inventory of the said property and credits, and exhibit the same in this Court within six months from the date of this grant or within such further time as the Court from time to time appoint and also render to this Court a true account of the said property and credits within one year from the same date or within such further time as the Court may from time to time appoint.

Granted this day of in the
year under the seal of the Court

Judge or District Delegate

FORM No. (J)37

***Grant of letters of administration to the estate
of a deceased person***

[Section 290 of the Indian Succession Act, 1925]

I,..... (1.) hereby make known

' that on the day of..... in the year.....
Letters of Administration, (2)..... the Will annexed of
the properties and credits of late of deceased,
were granted to the (3) of
the deceased (4) having undertaken to administer the
same and to make a full and true inventory of the said property and
credits and exhibit the same in this Court six months from the date of
this grant or within such further time as the Court may from time to
time appoint, and also to render to this Court a true account of the
said property and credits within one year from the same date or
within such further time as the Court may from time to time appoint.

Granted day of in the year

Under the seal of this Court

Judge or District Delegate

1. Judge of the District of [or Delegate appointed for granting Probate or Letters of Administration in
(here insert the limits of the Delegate's Jurisdiction)

2. With or without as the case may be .

3. Fatehr or as the case may be .

4. He or as the case may be.

Form No. (J) 39**Extended Succession Certificate**

[Section 377 of Indian Succession Act, XXXIX of 1925]

IN THE COURT OFon the application of
.....in the matter of the estate ofdeceased, made
of me on thedate of I hereby extend the certificate
to the following debts and securities , namely :-

Debts

Serial Number	Name of the debtor	Amounts of debt, including interest on date of application for certificate	Description and date of instrument , if any, by which the debt is secured
1	2	3	4

Securities

Serial Number	Description		Amount or part value of security	Market value of security on date of application for certificate
	Distinguishing number or letter of security	Name, title, or class of security		
1	2	3	4	5

This extension empowersto collect those debts and

- (i) to receive interest or dividends on
(ii) to negotiate or transfer
(iii) both to receive interest or dividends on, and to negotiate or transfer
the securities or any of them.

Dated this day of 20

District Judge

On the application of R.S. of..... and on reading and hearing it is ordered that the order of adjudication dated against A.B, of be and the same is hereby annulled.

Dated this day of 20

Judge

FORM No. (J) 43

Order of Discharge subject to Conditions as to Earnings, after Acquired Property and Income

[Section 41 (2)(a), (b), or (c) of the Provincial Insolvency

Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT ,
Insolvency Case No. of 20

Applicant

On the application of adjudged insolvent on the day of 19, and upon taking into consideration the report of the Official Receiver (or Receiver) as to the insolvent's conduct and affairs, and hearing A,B and C.D creditors :-

It is ordered that the insolvent (a) be discharged forthwith; or

(b) be discharged on the

(c) be discharged subject to the following conditions as to his future earnings, after acquired property and income.

After setting aside out of the insolvent's earnings, after-acquired property and income, the yearly sum of Rs.for the support of himself and his family, the insolvent shall pay the surplus, if any (or such portion of such surplus as the Court determine) of such earnings, after-acquired property, and income to the Court or Official Receiver (or Receiver) for distribution among the creditors in the insolvency, in account shall, on the first day of January in every year, or within fourteen days, thereafter, be filed in these proceedings by the insolvent, setting forth a statement of his receipts from earnings, after-acquired property, and income during the year immediately preceding the said date, and the surplus payable under this order shall be paid by the insolvent into Court or to the Official Receiver (or Receiver) within fourteen days of the filing of the said account.

Dated this day of 20

Judge

FORM No. (J)44***Special Case****[Section 13(b) of the Arbitration Act, 1940]*

DISTRICT.....

IN THE COURT OF.....AT.....

Suit/Case No. of 20

In the matter of an Arbitration Agreement dated the day of .
 Between A.B. (Name, description and place of residence) or Plaintiff(s) and C.D. (Name, description and place of residence) or Defendant(s) The following special case is stated for the opinion of the Court :-

(State the facts concisely in numbered paragraphs)

The questions of Law for the opinion of the Court are

First, whether

Secondly, whether

X

Y

Day of day of 20

Arbitrator (s) Umpire

FORM No. (J) 45***Application for an order of reference Section 21 of the Arbitration Act, 1940***

DISTRICT.....IN THE COURT OF..... AT

Suit No. of 20

*Plaintiff (s)**Versus**Defendant (s)*

The petition of the above named plaintiff (s) and defendant(s) seeweth:

1. This suit instituted for (state nature of claim)
2. The matters in difference between the parties are (state matters of difference).
3. The petitioners being all the parties interested have on the day of 20 -agreed that the matters in difference between them shall be referred to

the arbitration of (Name, description and place of residence of the arbitrator or the manner as to the appointment of arbitrator agree upon between the parties).

4. The petitioner therefore prays for an order of reference.

Dated 20

Signature of Petitioners.

FORM No. (J) 46
Award

[Preamble as in Form No. (J) 44]

Whereas in pursuance of an agreement in writing dated the
order of reference made herein

on day of 20 and made by between the above-named
the following matters in difference

A.B. and C.D. the said A.B. and C.D. have referred namely

to me/us the matters in difference between them concerning (state matters in difference) have been referred to me/us for determination.

Now I /We having duly considered the matters submitted to me/ us do hereby make my/our award as follows :

I / We award -

(i) that

(ii) that

Dated the day of 20 (signed)

Arbitrator (s) Umpire

FORM No. (J) 47

Order of reference to Arbitration under Sections 20(4) and 23(1) of the Arbitration Act, 1940

DISTRICT

..... IN THE COURT OF.....

..... AT Suit/Case No..... of 20.....

In the matter of an Arbitration Agreement, dated the day of
..... 20.....

Between

A.B. (State name, description and place of residence)

Plaintiff (s)

And

C.D. name, description and place of residence)-

Defendant (s)

Upon reading the application of _____ verified by
of the _____ day of _____ 20 _____ and
filed on the _____ day of _____ 20 _____ and a notice dated the
day of _____ 20 _____ issued upon the filing of the said
application and the Arbitration Agreement, dated the

day of _____ 20 _____ entered into by and between the plaintiff(s)
and the defendant(s).

And upon hearing Pleader/Advocate for the Plaintiff(s)

and

Pleader/Advocate for the defendant (s), it is ordered that the said
agreement be filed. And it is further ordered that the following matters
in difference specified in the said agreement/..... arising in this
suit namely, (state the matter in difference) be referred for determination
to X and Y, or in case of difference of opinion between them to the
determination of Z, who is hereby appointed to be Umpire. And it is
further ordered that the said arbitrators shall make and submit their
award in writing together with all proceedings heard, depositions recorded
and exhibits filed before them on or before the day of
19..... and in case of difference of opinion between the said
Umpire who shall make and submit his award in writing together with all
proceedings heard, depositions, recorded and exhibits filed before him
within the day of 20 and the parties are to be at liberty
to apply from time to time as they may occasion.

Given under my hand and seal of the Court, this day of.....

20.....

Judge

Form No. (J) 48

**Order of appointment of Arbitrator/Arbitrators or Umpire
under Sections 8(2) and 12 of the Arbitration act, 1940**

DISTRICT.....

..... IN THE COURT OF..... AT

Suit / Case No.of 20.....

Plaintiff (s)/Petitioner

Versus

Defendant (s) / Opposite party

Whereas by an Arbitration Agreement/order, dated the day of 20..... (State terms of the agreement or order of reference relating to the matter and failure to appoint or death, refusal, etc., of Arbitrator or Umpire), it is ordered that Z be appointed in the place of X (deceased or as the case may be) to act as Arbitrator with Y the urving arbitrator(s) under the said Agreement/Order or Z be appointed to act as Umpire. And it is further ordered that the ward of the said Arbitrator (s) Umpire be made and submitted in writing on or before theday of 20

Given under my hand and seal of the Court, this day of..... 20.....

Judge

IV. PROCESS

FORM No. (P) 1

Notice to be Certificated, Natural or, De facto Guardian

To be filled by Office	To be filled by Nizarat
Date of depositing talbana	Date on which made over to process- server
Date of depositing diet money	Date of return by process server after service
Date of filing of process	
Date of making over process to Nazir	Date of return by Nazir to Court

(Order 32, Rule 3, Code of Civil Procedure)

DISTRICTIN THE COURT
 OF..... AT.....Suit/Case
 No..... of 20.....

Plaintiff

Versus

Defendant

Minor Defendant

Whereas an application has been presented by the plaintiff. In the above case for the appointment of a guardian for the suit for the minor defendant you (1) on behalf of the minor are hereby required to take notice that unless you appear before this Court on of before the day appointed for the hearing of the case-

and stated in the appended summons and express your consent to act as guardian for the suit for the minor the Court will proceed to appoint some other person to act as a guardian for the minor for the purposes of the suit.

Given under my hand and seal of this Court, this day of

..... 20

Judge

RETURN OF SERVICE

Name of person on whom service is to be made	Date time and place of service	Name and address of identifier , if any	Nature of service on each person (if service not personal, state reason for failure to secure personal	Whether the person served signed or refused to sign the Process	Name and address of person or persons witness the delivery or tender of summons	Remarks
1	2	3	4	5	6	7

Note - The diet money paid to witness should be entered in the column of remarks.

Signature of process server

Affirmed before me by the above Peon on the at
.....A.M. / P.M.

Nazir

Verification of service by a local village or Gramarakshi

[Rule 54(2)(b), Part I, Chapter II, G.R. and C.O. Civil Volume I]

Service upon son of

ofwho is personally known to me has been made in my presence by process server, in the manner described in his report .

(Sd).....

Son of

Residence.....

FORM No. (P) 1(1)

Notice to minor defendant and Guardian of application for appointment of another person to be Guardian for the suit.

(Order 32, Rule 3, Code of Civil Procedure)

DISTRICT.....

..... IN THE COURT OF.....

AT..... Suit No. of 20

Plaintiff

Versus

Defendant

To

Minor Defendant

Whereas an application has been presented on the part of plaintiff in the above suit for appointment of (1) as guardian for the suit to the minor defendant, you the said minor and you are hereby required to take notice to appear in this Court in person on the day day of 20, at O' clock to show-cause against the application, failing which the said application will be heard and determined ex parte.

Given under my hand and seal of this Court, this

..... day of 20

Judge

Note - Form on the reverse and at the top of the front page as in form No. (P) 1 ante. (1) Here insert name and description of proposed guardian.

FORM No. (P) 1 (ii)

Notice to the Certificated, Natural, or, De facto Guardian

(Order 32, Rule 3, Code of Civil Procedure)

DISTRICT..... IN THE COURT OF THE

AT..... Suit No..... of 20.....

Plaintiff

Versus

Defendant

To

Certificated/Natural/De facto Guardian

Whereas an application has been presented by the plaintiff in the above case for the appointment of a guardian for the suit for the minor defendant, you (1)..... on behalf of the minor defendant are hereby required to take notice that unless you appear before this Court on or before the day appointed for the hearing of the case and stated in the appended summons, and express your consent to act as guardian for the suit for the minor, the Court will proceed to appoint some other person to act as a guardian for the minor, for the purposes of the suit. Given under my hand and seal of this Court, this

Given under my hand and seal of this Court, this

day of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P). 1 ante.

(1) Here insert the name of the guardian appointed or declared by the Court on the natural guardian or the person in whose care the minor is.

FORM No. (P) 2

Summons for Settlement of Issues

(Order V, Rules 1 and 5, Code of Civil Procedure)

DISTRICT..... IN THE COURT OF
THE.....AT..... Suit
No..... of 20.....

(Name Description and Place of Residence)

Whereas has instituted a suit against you for..... you are hereby summoned to appear in this Court in person, or by pleader duly instructed, and able to answer all material questions relating to the suit, or who shall be accompanied by some person able to answer all such questions, on the day of 20.... at O' clock in the noon, to answer the claim; and you are directed to produce on that day the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this

day of 20

Judge

Notice-1 Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness and the production of any document that you have a right to call upon the witness to produce on Applying to the Court and on deposition the necessary expenses.

2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both.

Note - From on the reverse and the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 3

Summons for disposal of suit

(Order V, Rules 1 and 5, Code of Civil Procedure)

DISTRICT..... IN THE COURT OF THE

AT..... Suit No..... of 20.....

To

(Name, Description and Place of Residence)

Whereas has instituted a suit against you for you are hereby summoned to appear in this Court in person or by a pleader duly instructed, and able to answer all material questions relating to the suit or who shall be accompanied by some person able to answer all such questions on the day of 20 at O' clock in thenoon to answer the claim; and as the day fixed for your appearance is appointed for the final disposal of the suit, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this day of20.....

Judge

Notice 1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness and the production of any document that you have a right to call upon the witness to produce on applying to the Court and on deposition the necessary expenses.

2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both.

Note – From on the reverse and the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 4

Summons to Legal Representative of a Deceased Defendant

[Order XXII, Rules 4, Code of Civil Procedure]

DISTRICT..... IN THE COURT OF THE

AT..... Suit No..... of 20.....

Plaintiff

Versus

Defendant

TOWhereas the plaintiff..... instituted a suit in this Court on the day of of 20 against the defendant who has since deceased, and whereas the said plaintiff made application to this Court alleging that you are the legal representative of the said deceased, and desiring that you be made the defendant in his stead.

You are hereby summoned to attend in this Court on the day of 20 at..... A.M. to defend the said suit and, in default of your appearance on the day specified, the said suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this day of20.....

Judge

FORM No. (P) 5

Notice to Defendant

[Order X, Rules 6, Code of Civil Procedure]

DISTRICT..... IN THE COURT OF THE.....AT..... Suit No..... of 20.....

of Pargana

Plaintiff

of Pargana

Versus

Defendant

(Name , Description and place of Residence)

Whereas this day was fixed for the hearing of the above suit and a summons was issued to you and the plaintiff has appeared in this Court and you did not so appear, but from the return of the Nazir it has been proved to the satisfaction of the Court that the said summons was served on you but not in sufficient time to enable you to appear and answer on the day fixed in the said summons;

Notice is hereby given to you that the hearing of the suit is adjourned this day and that the day of 20 is now fixed for the hearing of the same; in default of your appearance on the day last mentioned the suit will be heard and determined in your absence.

Given under my hand and the seal of the Court, this
day of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 6
Summons to Witness

[Order XVI, Rules 1 and 5, Code of Civil Procedure]

DISTRICT

IN THE COURT OF.....AT.....

Suit No..... of 20

of

Versus
of

Defendant

To.

Whereas your attendance is required to on behalf of the in the above suit, you are hereby required (personally) to appear before this Court on the day of 20 at O'clock in the forenoon, and to bring with you (or to send to this Court).

A sum of Rs..... being * your travelling and other expenses and subsistence allowance for (one) day is herewith sent. If you fail to comply with the order without lawful excuse, you will be subject to the consequences of non-attendance laid down in Rule 12 of Order XVI of Order XVI of the Code of Civil Procedure, 1908.

Given under my hand and seal of the Court, this !'.....

day of 20

Judge

Notice - (1) If you are summoned only to produce a document and not to give evidence, you shall be deemed to have complied with the summons if you cause such document to be produced in this Court on the day and hour aforesaid.

(2) If you are detained beyond the day aforesaid a sum of Rs.....will be tendered to you for each day's attendance beyond the day specified.

Note - Form on the reverse and the top of the front page as in Form No. (P) 1 ante.

FORM No. (P)7**Warrant of arrest of Witness**

[Order XVI, Rule 10, Code of Civil Procedure]
DISTRICT..... IN THE COURT OF THE

AT..... Suit No..... of 20....,

Of

Plaintiff

Versus
of

Defendant

To.....

The Bailiff of the Court.....

Whereas..... has been duly served with the summons but has failed to attend (absconds and keep out of the way for the purpose of avoiding service of a summons); You are ordered to arrest and bring the said before the Court.

You are further ordered to return this warrant on or before the day of 20, with an endorsement certifying the day on and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and seal of the Court, this

day of 20 ..

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 8**Proclamation requiring Attendance of Witness**

[Order XVI, Rule 10, Code of Civil Procedure]
DISTRICT..... IN THE COURT OF THE

AT..... Suit No..... of 20.....

of Pargana

Plaintiff

Versus

of Pargana

Defendant

Inhabitant of Pargana Witness.

To.....

Whereas it appears from the examination on oath of the serving officer that the summons Court not be/has been duly served upon the witness in the manner prescribed by law; and whereas it appears that the evidence of the witness is material and he absconds and keeps out of the way for the purpose of evading the service of the-

summons/has failed to attend in compliance with such summons. This proclamation is therefore under Rule 10 or Order XVI of the Code of Civil Procedure, 1908, issued requiring the attendance of the witness in this Court on the day of 20, at O' clock in the forenoon fails to attend on the day and hour aforesaid, he will be dealt with according to law.

Given under my hand and seal of the Court, this day of 20

Judge

Note - Form on the reverse and at the front page as in Form No. (P) 1 ante, omitting the form of verification of service by local villager or Chowkidar or Defadar.

FORM No. (P)9

Warrant of Attachment of the Property of a witness

[Order XVI, Rule 10, Code of Civil Procedure]

DISTRICT..... IN THE COURT OF THE.....

AT..... Suit No..... of 20.....

of

Plaintiff

Versus

Defendant

To.....

The Bailiff of the Court of.....

Whereas the witness cited by has not after the expiration of the period limited in the/been arrestedalthough a proclamation issued for his attendance appeared in the Court/was duly issued. You are hereby directed to hold under attachment.*..... property belonging to the said witness to the value of more and to submit a return, accompanied with an inventory thereof, within days

Given under my hand and seal of the Court, this day of 20

Judge

Here specify the movable and immovable property to be attached.

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante, omitting the form of verification of service by a local villager or Chowkidar or Defadar.

FORM No. (P) 10

Warrant of Arrest before Judgment

[Order XVI, Rule 10, Code of Civil Procedure]

DISTRICT..... IN THE COURT OF THE.....
 AT..... Suit No..... of 20.....

Plaintiff

Versus

Defendant

To

The Bailiff of the Court.....

Whereas the plaintiff in the above suit claims the sum of as noted in the margin, and has proved to the satisfaction of the Court that there is probable cause for believing that the defendant..... is about toThese are to command you to demand and receive from the said the sum of Rs..... as sufficient to satisfy the plaintiff's claim and unless the said sum of Rs..... is forthwith delivered to you by or on behalf of the said to take the said into custody, and to bring him before this Court in order that he may show cause why he should not furnish security to the amount of Rs..... for his Total personal appearance before the Court until such time as the said suit shall be fully and finally disposed of and until satisfaction of any decree that may be passed against him in the suit.

Decree.....	Rs.	P.
Principal		
Interest		
Costs.....		
Total		

Given under my hand and seal of the Court, this

day of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 11

Attachment before judgment, with order to call for security for fulfilment of decree

[Order XXXVIII, Rule 5, Code of Civil Procedure]

IN THE COURT OF AT Civil Suit

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

Versus

.....of.....

The Bailiff of the Court Whereas has proved to the satisfaction of the Court that the defendant in the above suit.....These are to command you to call upon the said defendant on or before the day of 20 either to furnish security for the sum of Rs..... to produce and place at the disposal of this Court when required or the value thereof, or such portion of the value as may be sufficient to satisfy the decree that may be passed against him; or to appear and show cause why he should not furnish security; and you are further ordered to attach the said and keep the same under safe and secure custody until the further order of the Court; and you are further commanded to return this warrant on or before the day of..... 20 with an endorsement certifying the date on which the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and seal of the Court, this

.....day of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 12

Attachment before judgment on proof of failure to furnish security

[Order XXXVIII, Rule 6, Code of Civil Procedure]

IN THE COURT OF AT Civil
Suit No..... of 20.....

..... of

Versus

of.....

TO.....;

The Bailiff of the Court the plaintiff in

this suit has applied to the Court to call upon the defendant, to furnish security to fulfil any decree that may be passed against him in the suit, and whereas the Court has called upon the said to furnish such security, which he has failed to do. These are to command you to attach the property of the said and keep the same under safe and secure custody until warrant on or before the day of20..... with an endorsement-

certifying the date on which and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and seal of the Court, this day of
... 20

Judge

Note - Form on the reverse and the top of the front page as in Form No. (P) 1 ante, omitting the form of verification of service by a local villager, or Chowkidar or Defadar.

Form No. (P) 13

Temporary Injunction

[Order XXXIX, Rule 1, Code of Civil Procedure]

IN THE COURT OF AT Civil Suit
No..... of 20.....

Plaintiff

Versus

Defendant

Upon motion made unto this Court by Pleader of (of
Counsel for) the plaintiff A, B and upon reading the petition of the
said plaintiff in this matter filed (this day) (or the plaint filed in this
suit on the day of or the written statement of the said
plaintiff filed on the day of) and upon hearing the evidence of
and in support thereof (if after notice, and defendant not appearing;
add, and also the evidence of as to service of notice of this motion
upon the defendant C.D.) This Court both order that an injunction
be awarded to restrain the defendant C.D.*.

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

Judge

***Note -1** Add as in examples given in Form 8. Appendix F, Schedule 1, Code of Civil Procedure, the necessary particulars of the case in which the injunction is sought.

Note 2- Form on the reverse and at the top of the front page as in Form No (P) 1 ante.

FORM No. (P) 14

Notice to show cause why a payment or adjustment should not be recorded as certified.

[Order XXI, Pule 2, Code of Jdvil Procedure]

IN THE COURT OF AT
Civil SuitNo..... of 20.....

Plaintiff

Versus

Defendant

TO.....

Whereas in execution of decree in the above-named suit has applied to this Court that the sum of Rs..... recoverable under the decree has been paid/adjusted and should be recorded as certified, this is to give you notice that you are to appear before this Court on the day of.... 20 to show cause, why the payment/adjustment aforesaid should not be recorded as certified.

Given under my hand and the seal of the Court, this day
of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

(Not to be printed)

FORM No. (P) 15

Notice of application for execution of a Decree transferred by assignment

[Order XXI, Rule 16, Code of Civil Procedure] DISTRICT IN
THE COURT OF AT Civil Suit
No..... of 20.....

..... of

Plaintiff

Versus

Defendant

..... of

To.....

Whereas has made application to this Court for execution of decree in Suit No..... of 20 on the allegation that the same has been transferred toby assignment , namely by (*).....

this is to give you notice that you are to appear before this Court on the day of 20 either in person or by a pleader of this Court or agent duly authorised and instructed to show cause, if any, why execution should not be granted.

Given under my hand and seal of the Court, this day of
20.....

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

Here enter particulars of assignment.

FORM No. (P) 16

Notice to show cause why execution should not issue

[Order XXI, Rule 22, Code of Civil Procedure]

DISTRICT
IN THE COURT OF..... AT..... Civil Suit No.....
of 20.....

..... of

Plaintiff

Versus

Defendant

..... of

To.....

Whereas..... has made application to this Court for execution of decree in Suit No..... of 20 on the allegation that you are the legal representative of this is to give notice that you are to appear before this Court on the day of 20 to show cause why execution should not be granted.

Given under my hand and seal of the Court this day of
20.....

Judge

Note 1- Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

Note -2 The words that are unnecessary should be struck out in case of notice under Clause (a) of Order XXI, Rule 22(1) of the Code of Civil Procedure.

FORM No. (P) 17

Warrant to the bailiff to give possession of land, etc.

[Order XXI, Pule 35, Code of Civil Procedure] DISTRICT

.....

IN THE COURT OF AT Civil Suit No.....

of 20.....

..... of

Plaintiff

Versus

Defendant

..... of

To.....

THE BAILIFF OF THE COURT

Whereas the undermentioned property in the occupancy of.....has been decreed to the plaintiff..... has been decreed to the plaintiff in this suit; you are hereby directed to put the said in possession of the same, and you are hereby authorised to remove any person bound by the decree who may refuse the same.

Given under my hand and seal of the Court, this day of 20.....

Judge

SCHEDULE

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante, omitting the form of verification of service by a local villager, or Chowkidar or Defadar.

FORM No. (P) 18

Warrant of attachment of movable property in execution of a

Decree of money

[Order XXI, Rule 30, Code of Civil Procedure] DISTRICT

.....

IN THE COURT OF AT Civil Suit No.....

of 20.....

..... of

Plaintiff

Versus

Defendant

.....of

To

THE Bailife of the Court

Whereas was ordered, by decree of this Court, passed on theday of..... 20 in Suit No.....of 20..... to pay the Plaintiff the sum of Rs..... as noted in the margin and whereas the said sum of Rs..... has not been paid; These are to command you to attach the movable property of the said as set forth in the schedule hereunto annexed, or which shall be pointed out to you by the said and unless the said shall pay to you the said sum of Rs..... together with Rs..... the cost of this attachment, to hold the same until..... further orders from this Court.

You are further commanded to return this warrant on of before the day of..... 20 with an endorsement certifying the day on which and manner in which it has been executed, or why it has not been executed.

Given under my hand and seal of the Court, this

day of 20.

Judge

Decree	Rs.	P.
Principal		
Interest		
Costs		
Costs of execution		
Further interest		
Total		

SCHEDULE

Note - Form on the reverse and at the top of the front page as in Form No.- (P) 1 ante, omitting the form of verification of service by a local villager, or Chowkidar or Defadar.

FORM No. (P) 19

***Notice to show cause why warrant of arrest
should not be issued***

[Order XXI, Rule 37, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Civil Suit No.....of 20.....

.....of.....

Versus

Plaintiff

Defendant

.....of.....

To.....

Whereas has made application to this Court for execution of decree in Suit No..... 20 by arrest and imprisonment of your person, you are hereby required to appear before this Court on the day of 20 to show cause why you should not be committed to the Civil Prison in execution of the said decree.

Given under my hand and the seal of the Court, this day
of 20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 20

Warrant of arrest in execution

[Order XXI, Rule 38, Code of Civil Procedure]

DISTRICTIN THE COURT OF
AT20.....

..... of

Versus

Plaintiff

Defendant

To.....

Decree	Rs.	P.
Principal		
Interest		
Costs		
Execution		
Total		

To

THE BAILIFF OF THE COURT.....

Whereas wasadjudged by a decree of the Court in Suit No..... of 20.....dated the day of 20.....decree..... holder the sum of Rs..... as noted in the margin, and where as the said sum of Rs..... has not been paid to said decree-

holder in satisfaction of the said decree these are to command you to arrest the said judgment-debtor and unless the said judgment-debtor shall pay to you the said sum of Rs..... together with Rs:..... for the cost of executing this process, to bring the said defendant before the Court with all convenient speed. You are further commanded to return this warrant on or before the day of 20..... with an endorsement certifying the day on which and manner in which it has been executed, or the reason why it has not been executed

Given under my hand and the seal of the Court thisday of.....20

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P)21

Warrant of Committal of Judgment-Debtor to Civil Prison

[Order XXI, Rule 40, of Code of Civil Procedure]

IN THE COURT OF.....ATNo.....of
20.....

Versus

Plaintiff

Defendant

To

The Officer-in-charge of the Civil Prison at

Whereas who has been brought before this Court this day of 20 under a warrant in execution of a decree which was made and pronounced by the said Court on the day of..... 20 and by which decree it was ordered that the said should pay and whereas the said has not obeyed the decree nor satisfied the Court that, he is entitled to be discharged from custody;.....you are hereby, commanded and required to take and receive the said into the Civil Prison and keep him imprisoned therein for a period not exceeding or until the said decree shall be fully satisfied, or the said shall be otherwise entitled to be released according to the terms and provisions of Section 58 of the Code of Civil Procedure, 1908; and the Court does hereby fix paise *per diem* as the rate of the monthly allowance for the substance of the said during his confinement under this Warrant of Committal.

Given under my hand and the seal the Court, this day of20.....

Judge

FORM No. (P) 22

Order for the Release of a person imprisoned in execution of a Decree

[Sections 58, 59, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT

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

Decree-holder

Versus

Judgment-debtor

To

The Officer-in-charge of the Civil Prison at

Under orders passed this day, you are hereby directed to set free Judgment-debtor now in your custody

Dated

Judge

FORM No. (P) 23

ATTACHMENT IN EXECUTION

Prohibitory order where the property to be attached consists of movable property to which the defendant is entitled, subject to a Lien or Right of some other person to the immediate possession thereof

[Order XXI, Pule 46, (1)(c), of Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF AT Civil

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

Plaintiff

Versus

Defendant

To.....

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

Whereas has failed to satisfy a decree passed against on the day of 20..... in..... Suit No..... of 20 in favour of.....for Rs..... it is ordered that the defendant be and is hereby, prohibited and restrained, until the further order of this Court, from receiving from the..... following property in the possession of said that is to say to which the defendant is entitled subject to any claim of the said and the saidis hereby prohibited and restrained, until the further order of this Court, from delivering the said property to any person or persons whomsoever.

Given under my hand and the seal of the Court, thisday of20.....

Judge

Form No. (P) 24

Attachment in execution

Prohibitory Order, where the property consists of debts not secured by negotiable instrument

[Order XXI, Rule 46 (1) (a) , of Code of Civil Procedure]

DISTRICT IN THE COURT OF
.....AT.....Civil Suit No.....of
20.....

Plaintiff

Versus

Defendant

To.....

Whereas has failed to satisfy a decree passed against on the day of 20..... in Suit No..... of 20 in favour of..... for Rs..... it is ordered that the defendant be, and is hereby prohibited and until the further order of this Court, from receiving from you a certain debt alleged now to be due from you to said defendant, namely, and that you, the said be, and you are hereby, prohibited and restrained, until the further order of this Court from making payment of the said debt or any part thereof to any person whomsoever, otherwise than into this Court.

Given under my hand and seal of the Court, this day of

..... 20.....

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 25

Order to attach salary of Public Officer or Servant of Railway Administration or Company or Local Authority

[Order XXI, Rule 48, of Code of Civil Procedure]

DISTRICT

IN THE COURT OF AT

Civil Suit No..... of 20.....

Decree-holder

Versus

Judgment-debtor

Whereas Judgment-debtor in the above-named case is a (describe of judgment-debtor) receiving his salary (or allowance) at your hands; and whereas decree holder in the said case, has applied in the Court for the attachment of the salary (or allowances) of the said to the extent of due to him under the decree; you are hereby required to withhold the said sum of From the salary of the said in the monthly from the salary the said in monthly (or monthly installments) to this Court.

Given under my hand and the seal of the Court, this day 20.....

Judge

FORM No. (P)26

Prohibitory order, where the property consists of money or of any security in the custody of a Court of Justice or officer of Government

[Order XXI, Rule 52, Code of Civil Procedure]

IN THE COURT OF AT

Civil Suit No..... of 20.....

..... of

Versus .

..... of

To

Sir.....

The plaintiff having applied, under Rule 52 of Order XXI of the Code of Civil Procedure, 1908, for an attachment of certain money now in your hand (*)

I request that you will hold the said money subject to the further order of this Court.

Yours faithfully

Judge

Dated day of..... 20

Here state how money is the supposed to be in the hands of the person addressed, on what accounts, etc.

FORM No. (P) 27

Notice of attachment of a decree to the Court which passed it

[Order XXI, Rule 53 (1)(b), Code of Civil Procedure]

DISTRICT

IN THE COURT OF AT Civil

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

.....of

Versus ..

.....of

To

Sir

The Judge of the Court of.....

Sir,

I have the honour to inform you that the decree obtained in your Court on the day of 20 ... by Suit No.... of 20..... in which he was and was has been attached by this Court on the application of in the suit..... the specified above. You are therefore, requested to stay the execution of the decree of your Court until you received an intimation from this Court that the present notice has been cancelled, or until execution of the said decree is applied for by the holder of the decree now sought to be executed or by his Judgment debtor.

Yours faithfully

Judge

Dated day of 20

Note- Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 28**Notice of attachment of a decree to the holder of the decree
or to the Judgment-debtor***[Order XXI, Rule 53(4) and (6), Code of Civil Procedure]*

DISTRICT ,

IN THE COURT OF AT Civil

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

..... of

Versus

..... of

To

Whereas an application has been made in this Court by the Decree-holder in the above suit for the attachment of a decree obtained by/ against you on the day of in the Court of in Suit No..... of 20 in which was/were

and; was/were it is ordered that you the said be, and you are hereby, prohibited and restrained until the further order of this Court, from transferring or charging/making payment or adjustment..... the same in way.

Given under my hand and the seal of the Court this day
of 20.....

Note - Form on the reverse and at the top of the front page as in Form No. (P). 1 ante.

FORM No. (P) 29**Order for payment to the plaintiff, etc., money, etc. in the
hands of a third-party***[Order XXI, Rule 56, Code of Civil Procedure]*

IN THE COURT OF AT

Civil Suit No..... of 20.....

..... of

Versus

..... of

To (*)

Whereas the following property has been attached in execution of a decree in Suit No..... of 20 passed on the day of 20 in favour of for Rs..... it is ordered that the property so attached, consisting of Rs..... (**) in the money and Rs..... (**) in currency notes, or a sufficient part thereof to satisfy the said decree, shall be paid over by you the said to

Given under my hand and the seal of the Court, this day of20.....

Judge

FORM No. (P) 30

Notice to attaching creditor

[Order XXI, Rule 58, Code of Civil Procedure]

IN THE COURT OF AT
.....Suit No..... of 20.....

..... of.....

Versus

..... of

To.....

Whereas has made application to this Court for the removal of attachment or..... placed at your instance in execution of the decree in Suit No..... of 20..... this is to give you notice to appear before this Court on the day of..... 20 either in person, or by a Pleader of the Court duly instructed to support your claim as attaching creditor.

Given under my hand and the seal of the Court, this
day of 20.....

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

Form No. (P) 31

Attachment in Execution

Prohibitory order, where the property consists of immovable property

[Order XXI, Rule 54, Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....Civil Suit No.....of 20..... of.....

Versus

..... of

Defendant

To.....

Whereas you have failed to satisfy a decree passed against you on the day of 20 in Suit No... of 20in favour of for Rs..... it is ordered that you, the saidbe and you are hereby prohibited and restrained, until the further order of this Court, from transferring or charging the property specified in the schedule hereunto annexed, by sale, gift, or otherwise, and that all persons be, and the they are hereby, prohibited from receiving the same by purchase, gift or otherwise.

Given under my hand and the seal of the Court, this :.....

day of 20.....

Judge

SCHEDULE

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 32

Order on the Nazir for causing Service of proclamation of sale

[Order XXI, Rule 66]

To

The Nazir of the Court

Whereas an order has been made for the sale of the property of the judgment-debtor specified in the schedule hereunder annexed and whereas the day of 20 has been fixed for the sale of the said property copies of the proclamation of sale are by this warrant made over to you and you are hereby ordered to have the proclamation published by beat of drum within each of the properties -

- specified in the said schedule , to affix a copy of the said proclamation on a conspicuous part of each of the said properties and after ward son the Court- house and the submit to this Court a report showing the proclamation have been Published.

Dated theday of20.....

SCHEDULE

Judge

FORM No. (P)33

Notice of the day fixed for setting a sale proclamation

[Order XXI, Rule 66, Code of Civil Procedure]

DISTRICT

IN THE COURT OF.....AT.....

Civil/Rent Suit No..... of 20.....

Plaintiff/Decree-holder

Versus

Defendant/judgment-debtor

To,.....

Whereas in the above-named suit..... the decree-holder has applied for the sale ofYou are hereby informed that the day of..... 20 has been fixed for setting the terms of the proclamation of saleGiven under my hand and the seal of the Court, this day of20.....

Judge

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante,

* Form No. (P) 34 has been cancelled.

FORM No. (P) 35

Proclamation of sale

[Order XXI, Rule 66, Code of Civil Procedure]

DISTRICT

IN THE COURT OF AT

Execution Case of 20.....

..... of

Decree- holder

Versus

.....of

Notice is hereby given that under Rule 64 of Order XXI of the Code of Civil Procedure, 1908, an order has been passed by this Court for the sale of the attached property mentioned in the annexed schedule, in satisfaction of the claim of decree-holder in Suit No..... of 20 the Suit I mentioned in the margin, amounting with costs and decided by the interest up to date of sale to the sumof..... in which was plaintiff..... andwas defendant.

The sale will be by public auction, and the property will be put up for sale in the lot specified in the schedule. The sale will be of property of the judgment-debtor above-named as mentioned in the schedule below, and the liabilities and claims attaching to the said property so far as they have been ascertained, are those specified in the schedule against each lot. The estimated value of the properties given by the decree-holder/Judgment-debtors are given below.

In the absence of any order or postponement, the sale will be held by at the monthly sale commencing at O' clock on the at In the event, however, of the debt above specified and of the cost of the sale being tendered or paid before the knocking down of any lot, the sale will be stopped.

At the sale the public generally are invited to bid, either personally or by duly authorised agents. No bid by, or on behalf of, the judgment-creditors above-mentioned, however will be accepted, not will any sale to them be valid without the express permission of the Court previously given. The following are the further conditions of sale.

1. The particulars specified in the schedule below have been stated to the best of the information of the Court but the Court will not be answerable for any error, mis-statement or omission in this proclamation.

2. The amount by which the biddings are to be increased shall be determined by the officer conducting the sale. In the event of any dispute arising as to the amount bid, or as to the bidder, the lot shall at once be again put to auction.

3. The highest bidder shall be declared to be the purchaser of any lot, provided always that he is legally qualified to bid and provided that it shall be in the discretion of the Court or officer holding the sale to decline acceptance of the highest bid when the price offered appears so clearly inadequate as to make it advisable to do so.

4. For reasons recorded it shall be in the discretion of the officer conducting the sale to adjourn it, subject to the provisions of Rule 69 of Order XXI.

5. In the case of movable property, the price of each lot shall be paid at the time of sale or as soon as the officer holding the sale directs, and in default of payment the property shall forthwith be again put up and resold.

6. In the case of immovable property, the person declared to be the purchaser shall pay immediately after such declaration of deposit of 25 per cent, on the amount of his purchase-money to the officer conducting the sale, and in default of such deposit the property shall forthwith be again put up and resold.

7. The full amount of the purchase-money shall be paid by the purchaser before the Court closes on the fifteenth day after the sale of the property, exclusive of such day, or of the fifteenth day be a Sunday or other holiday, then on the first office day after the fifteenth day.

8. In default of payment of the balance of purchase money within the period allowed the property shall be resold after the issue of a fresh notification of sale. The deposit after defraying the expenses of the sale, may, if the Court thinks fit, be forfeited to Government, and the defaulting purchaser shall forfeit all claim to the property or to any part of the sum for which it may be subsequently sold.

Given under my hand and the seal of the Court, this

day of 20.....

Judge

Schedule of Property

No. of lot	Specification of property to be sold with the name of each owner there are more judgment debtors than one	The revenue assessed upon the estate or part of the estate, where the property to be sold is an interest in an estate or in part of an estate paying revenue to the Government	Detail of any encumbrances to which the property is liable	Claims, if any which have been put forward to the property, and other known particulars bearing on its nature and value

Note - Form on the reverse and the top of the front page as in Form No. (P) 1 ante, omitting the form of verification or service by a local villager, or Chowkidar or Defadar.

FORM No. (P) 36

Order for Delivery to Certified Purchaser of Land at a Sale in Execution

[Order XXI, Rule 95, Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....

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

..... of

Versus

..... of

To.....

The Bailiff of the Court..... Whereas
has become the certified purchaser of * at a * sale
in execution of decree in Suit No..... of 20.....
you are hereby ordered to put the said the certified purchaser
as aforesaid, into possession of the same.

Given under my hand and the seal of the Court , this day
of 20

Note - Form on the reverse and at the top of the front page s in Form No. (P) 1 ante, omitting the form of verification of service by a local villager, or Chowkidar or Defadar .

Form No. (P) 37

Notice to Respondent of the day fixed for Hearing of the Appeal

[Order XLI, Rule 14, Code of Civil Procedure]

DISTRICT.....
IN THE COURT OFAT.....

Versus

Appellant

Respondent

Appeal from the of the Court of dated the
.....day of20.....

To

Take notice that an appeal from the decree of..... in this case
has been presented by and registered in this Court and that
the day of..... 20.... has been fixed by this Court for the hearing
of this appeal.

If no appearances is made on your behalf by yourself, your Pleader, or
by some one by law authorised to act for you in this appeal, it will be heard
and decided in your absence.

Given under my hand and the seal of the Court, this day of
20.....

Judge

Note - 1 If a stay of execution has been ordered, intimation should be
given of the fact in this notice.

Note – 2 Form on the reverse and at the top of the front page as in Form
No. (P) 1, ante.

FORM No. (P)38

***Notice to a party to a suit not made a Party to the Appeal but joined
by the Court as a respondent***

[Order XL I, Rule 20, Code of Civil Procedure]

DISTRICT.....
IN THE COURT OFAT.....

Versus

Plaintiff

Defendant

To.....

Whereas you were a party in Suit No..... of 20 in the Court of..... and whereas the has preferred an appeal to this Court from the decree passed against him in the said suit and it appears to this Court that you are interested in the result of the said appeal;

This is to give you notice that this Court has directed you to be made a respondent in the said appeal and has adjourned the hearing thereof till the day of 20.... at ... A.M. If no appearance

is made on your behalf on the said day and at the said hour the appeal will be heard and decided in your absence.

Given under my hand and the seal of the Court, this day of.....

20.....

Note - Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 39

Notice to show cause why a review should not be granted

[Order XLVII, Rule 4, Code of Civil Procedure]

DISTRICT.....

IN THE COURT OF.....AT.....

Plaintiff

Versus

Defendant

To.....

Take notice that has applied to this Court for a review of its decree passed on the day of 20... in the above case. The day of 20... is fixed for you to show cause why the Court should not grant a review of its decree in this case.

Given under my hand and the seal of the Court, this day of

20....

Judge

Note - From on the reverse side and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P) 40

Notice to show cause (General Form)

[Order XLVII, Rule 4, Code of Civil Procedure]

DISTRICT

IN THE COURT OFAT.....

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

Applicant

Versus

Opposite-party

TO.....;

Whereas the above-named has made application to this Court that

You are hereby warned to appear in this Court in person or by a Pleader duly instructed on the day of 20 at..... .O' clock in the forenoon, to show cause against the application, failing wherein, the said application will be heard and determined *ex parte*.

Given under my hand and the seal of the Court, this day of 20.....

Note – Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

From No. 41

Notice to take back documents

IN THE COURT OFAT.....

.Suit /Case No.....of 20.....

Plaintiff

Versus

Defendant

The parties in this case are hereby required to take back the documents produced by them, being exhibits in the case, within one month from the date of service of this Notice. If they fail to take them back within that time the documents will be destroyed as prescribed by the High Court.

Dated

Presiding Officer of the Court

Note- This notice should be served upon the pleaders and parties concerned at their last known address.

FORM No. (P) 52**FORMS UNDER REGULATION V (BENGAL) 1799*****Notice calling for claimants to property in intestate cases****[Section 7, Regulation V (Bengal) of 1799]*

IN THE COURT OF THE DISTRICT JUDGE OF

ATCase No..... of 20

In the matter of the estate of the late of.....

who died intestate Whereas it has been intimated to this Court that the aforesaid of died on or about the last without as far as it appears, any heir, but leaving movable properties;

It is hereby notified that any person who has a claim to receive the said properties as an heir, executor, or administrator to the deceased, or in any other capacity, is required to appear and prove his claim in this Court. If any person appears and proves his or her right to the said properties within a year, the properties will be made over to the said person after he or she shall have deposited the necessary expenses incurred in taking care of the said properties; otherwise the said properties shall be sold and the sale-proceeds appropriated by Government.

Dated this day of in the year 20

District Judge

Note- Form on the reverse and at the top of the front page as in Form No. (P) 1 ante, omitting the form of verification of service by a local villager, or Chowkidar or Defadar.

FORM No. (P) 53**FORMS UNDER LAND ACQUISITION ACT*****Notice to claimant or date fixed for the determination of objection****[Section 20, of the Land Acquisition Act, 1 of 1894]*

IN THE COURT FOR THE DISPOSAL OF CASES UNDER THE LAND ACQUISITION ACT, 1 OF 1894

In the matter of..... and the Land Acquisition Act, 1894 .

To

Whereas objection has been taken by to the award made by in respect of the and whereas the matter has been referred to this Court for chitaks feet, the same being required for a public purpose, namely, for on the following grounds, namely : and whereas the matter has been referred to this Court for determination;

Take notice that the Court will proceed to determine the aforesaid objection on the day of 20 of ... O' clock in the forenoon, and that in default of your appearance on the said day, the case will be proceeded within your absence.

Given under my hand and the seal of the Court, this day of
20.....

Judge

Note – Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

FORM No. (P)54

Notice to Collector of date fixed for hearing his reference

[Section 20, of the Land Acquisition Act, 1 of 1894]

IN THE COURT FOR THE DISPOSAL OF CASES UNDER
THE LAND ACQUISITION ACT, 1 OF 1894

In the matter of and the Land
Acquisition Act, 1894

To

Take notice that the above mentioned case, which was referred by you in your Letter No..... dated the day of..... 20 for the determination of this Court has been set down for hearing on the day of 20 at O' clock in the forenoon, and that in default of your appearance on the said day the case will be proceeded within your absence.

Given under my hand and the seal of the Court, this day of
20.....

Judge

FORM No. (P) 55

FORM UNDER THE COURT-FEES (AMENDMENT)

ACT XI OF 1899

Notice to Collector of application made for Probate of Will and for Letters of Administration

[Section 19-H Clause (1), of the Court-Fees (Amendment) Act XI of 1899]

IN THE COURT OF THE.....

AT

In the goods of.....

..... deceased

of Thana..... District

To

The Collector of Notice is hereby given that an application has this day been made to this Court by Pleader/Attorney for..... of..... Thana District..... for Probate of the Will/Administration of the property and credits..... of the deceased above-named.

The amount of assets which are likely to come into the petitioner's hand is stated by the petitioner to be Rs.....

Dated the day of 20.....

District Judge or Delegate

Note - When detailed inventories of the property of deceased persons are filed by applicants for Probate or for Letters of Administration at the time of applying copies of these inventories should be appended to the notice and sent together with into the Collector. When the inventory is filed at a date subsequent to the application a copy should be forwarded to the Collector as soon as it is received (G.L.No. 6 of 1901]

FORM No. (P)56

Forms under the Indian Succession Act

Notice of date fixed for Hearing Probate or Letters of Administration cases

[Section 283 of the Indian Succession Act, XXXIX of 1925]

IN THE COURT OF THE DISTRICT JUDGE OF

NOTICE

NO.....OF20.....

Whereas an application under the Indian Succession Act, 1925 for grant of probate of the Will (or, for letters of administration to the estate) oflate ofhas been made byand whereas the20.....has been fixed for the hearing of this case, notice is hereby given that any person having any interest in the administration of the estate of the said deceased may, if he desires, appear in this Court on the said..... day of20..... and see the proceedings before the grant of probate, (or, of letters of administration).

Given under my hand and the seal of the Court, this day of
20.....

Judge

Sheristadar

Note – Form on the reverse and at the top of the front page as in Form No. (P) 1 ante.

Form No. P (57)

Notice Calling on Certificate- holder for Accounts

(Indian Succession Act, 1925)

(Not printed)

From No. (P) 58

Notice inviting other claimants To representation To come forward (Section 373 of the Indian Succession Act, XXXIX of 1925)

ଅଦାଲତ ଅଫିସ ଦ୍ୱାରା ପୂରଣ କରାହେବ	ନାଜରଫ ସିରକ୍ସାରେ ପୂରଣ କରାହେବ
ତଲବାନା ଜମାକରିବାର ତାରଖ	ପରଫୁନା ଜାରିକାରକର ହସ୍ତରେ ଦେବାର ତାରଖ
ଖୋରାଜି ଟଙ୍କା	ଜାରି ଉତ୍ତାରୁ ପରଫୁନା ଜାରିକାରକ
ଜମାକରିବାର ତାରଖ	କର୍ତ୍ତୃକ କୈଫିୟତ ଦେବାର ତାରଖ
ପରଫୁନା ଦାଖଲର ତାରଖ	ନାଜର କର୍ତ୍ତୃକ ଅଦାଲତରେ ଫେରିଦେବାର ତାରଖ
ପରଫୁନା ନାଜର ହାଓଲରେ ଦେବାର ତାରଖ	

**ସୁଳାଭିଷିକ୍ତ ହେବାର ଅନ୍ୟାନ୍ୟ ଦାବିଦାରମାନଙ୍କ ପ୍ରତି ଉପସ୍ଥିତ ହେବା କାରଣ
ନୋଟିସ୍ ।**

(ଉତ୍ତରାଧିକାରୀର ସାଚିପିକେଟ ସମ୍ବନ୍ଧୀୟ ସନ ୧୯୨୫ ସାଲ ଆ ୩୭୩ ଇନ)
 ମୁକାମସ୍ଥିତଜିଲ୍ଲାଜଜ୍ ଅଦାଲତନଂ
ମୂର ମୋକଦ୍ଦମା ସନ ୨୦..... ମସିହାଆବେଦନକାରୀ
 ଆବେଦନକାରୀ ଉକ୍ତ ପ୍ରାର୍ଥନାରେ ସନ ୨୦.....ମସିହା.....ମାସ
 ତାରଖରେ ଆବେଦନ କରିବାର ଅତ୍ତ ମୋକଦ୍ଦମା ବିଚାର ନିମନ୍ତେ ଆଗତ
ଦିନ ଧାର୍ଯ୍ୟ ହୋଇଅଛି , ଅତଏବ ଅତ୍ତ ବିଜ୍ଞାପନ ପ୍ରଚାର ଦ୍ଵାରା ଜଣାଇ
 ଦିଆଯାଉଅଛି ଯେ ଯଦି ମୃତ ବ୍ୟକ୍ତିଅନ୍ୟ କେହି ଉତ୍ତରାଧିକାରୀ ବା ତାହାର
ତ୍ୟକ୍ତ ସମ୍ପର୍କିତ ଅଧିକାରୀ ହୋଇଥିବେ କିମ୍ବା ଆବେଦନକାରୀଙ୍କ
ପ୍ରାର୍ଥନାର ବିରୁଦ୍ଧରେ କେହି ଆପତ୍ତି ଉପସ୍ଥିତ କରିବାକୁ ଇଚ୍ଛା କରନ୍ତି ତେବେ
 ଉପରୋକ୍ତ ନିରୂପିତ ଦିବସରେ ସେ କିମ୍ବା ସେମାନେ ସ୍ଵୟଂ ଅଥବା ଓକିଲ ଦ୍ଵାରା
 ଉପସ୍ଥିତ ହୋଏ ଆପଣା ଆପଣାର ଆପତ୍ତି ଦର୍ଶାଇବେ ଓ ତତ୍ ପୋଷକତାର ଯେ
 ଦଲିଲ ଓ ସାକ୍ଷୀ ଦେବାକୁ ଇଚ୍ଛା କରିବେ , ତାହା ସେହି ଦିବସରେ ଉପସ୍ଥିତ କରିବାକୁ
 ପ୍ରସ୍ତୁତ ଥିବେ ।

ମୁକାମ
 ସନ୨୦.....ମସିହା
 ତାରିଖ
 ଜିଲ୍ଲାଜଜ୍
 ଜାରିର ରିଟର୍ଣ୍ଣ

1	ଯେଉଁ ବ୍ୟକ୍ତି ଉପରେ ଜାରି କରାହେବ ତାହାର / ତାହାଙ୍କର ନାମ
2	ଜାରିର ତାରିଖ, ସମୟ ଓ ସ୍ଥାନ
3	କେହି ନିଶାଣଦାର ଥିଲେ ତାହାଙ୍କର / ତାହାର ନାମ ଏବଂ ଠିକଣା
4	ପ୍ରତ୍ୟେକ ବ୍ୟକ୍ତି ଉପରେ ଯେପରି ଭାବରେ ଜାରିକରାହେଲା, (ବ୍ୟକ୍ତି ଉପରେ ଜାରି କରା ନଗଲେ ଯେଉଁ କାରଣରୁ ନିଜେ ବ୍ୟକ୍ତି ଉପରେ ଜାରି କରାଯାଇଛି ସେହି କାରଣ ବର୍ଣ୍ଣନା
5	ଯେଉଁ ବ୍ୟକ୍ତି ଉପରେ ଜାରିକରାଗଲା ସେହି ବ୍ୟକ୍ତି ପରତ୍ଵୀନାରେ ଦସ୍ତଖତ କଲେ / କଲା କିମ୍ବା ଦସ୍ତଖତ କରିବାକୁ ଅସ୍ମୀକାର କଲେ / କଲା
6	ଯେଉଁ ବ୍ୟକ୍ତି ବା ବ୍ୟକ୍ତିମାନେ ସମନ ଦିଆଯିବାରେ କିମ୍ବା ଯତ୍ନାଧିକାର ଦେଖିଥିବେ ସେହି ବ୍ୟକ୍ତି ବା ବ୍ୟକ୍ତିମାନଙ୍କର
7	ମନ୍ତବ୍ୟ

ମନ୍ତବ୍ୟ - ସ୍ଵାକ୍ଷୀମାନଙ୍କୁ ଯେଉଁ ଖୋରାଜି ଟଙ୍କା ଦିଆଯାଏ ସେ ଟଙ୍କା ଏବଂ ଏହାର ପ୍ରାପ୍ତି ସ୍ଵାକ୍ଷର ବା ଚିପଟିକୁ ମନ୍ତବ୍ୟ ଘରେ ଲେଖାଯିବ ।

ପରଫୁନା ଜାରି କରିବା କର୍ମଚାରୀଙ୍କ ସ୍ଵାକ୍ଷର
Form No. (P) 59

Notice of application made for guardianship and of date fixed for hearing

[Section 11 of the Guardians and Wards Act, VIII of 1890]
 DISTRICT '.....

IN THE COURT OF THEAT.....

Present : Case
 No..... of 20

Inhabitants of..... Petitioner
 Application for the (1) of guardian
 to the (2)
 a minor inhabitant of

The petitioner above named having applied to be (3) the guardian of the (2) of the aforesaid minor, the day of 20, has been fixed for the hearing of the application, and notice is hereby given to (4) that if any other relative, friend, kinsman, or well-wisher of the aforesaid minor desire to be appointed or declared as guardian of the (2) of the said minor, he should enter appearance in person in this Court on the aforesaid date, and be prepared to adduce on that day and documentary and oral evidence he may desire to adduce in support of his claim to such appointment or declaration.

Given under my hand and seal of the Court, this day
 of.....20

Judge

Note - Form on the reverse **and at** the top of the front page as in the Form No. (P) 1 ante.

(1) Appointment or declaration may be

(2) State whether to the person or the property of the minor or to both.

(3) Appointed or declared.

(4) Name of person in case of notice under Clause (a) of Section 11 of "the public" in case of general notice under Clause (b)

FORM No. (P) 60**Notice to creditors of the date of hearing of an insolvency petition**

[Section 19 of the Provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT;

Insolvency Application No..... of 20

Where as A.B..... has applied to the Court, by a petition dated of 20..... to be declared an insolvent under the Provincial Insolvency act V of 1920, and your name appears in the list or creditors filed by the aforesaid debtor, this is to give you notice that the Court has fixed the day of 20 for the hearing of the aforesaid petition and the examination of the debtor. If you desire to be represented in the matter you should attend in person or by duly-instructed pleader. The particulars of the date alleged in the petition to be due to you are as follows.

Judge

Note - Form on the reverse and at the top of the front page as in the Form (P) 1 ante.

FORM No. (P) 61**Notice of Application by Unscheduled Creditor
[Section 33 (3) of Provincial Insolvency Act V of 1920]**

IN THE COURT OF THE DISTRICT JUDGE AT

In the matter ofan Insolvent

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

To

Whereas an application has been made to this Court bywho claims to be a creditor of..... whose application to be declared an insolvent was filed in this Court on the, ' day of 20..... for permission to produce evidence of the amount and particulars of his pecuniary claims against the insolvent, and for an order directing his name to be entered in the schedule as a creditor for the debts which may prove This is to give you notice that the said application will be heard in this Court on theday of notice 20.....when you should appear personally or by Pleader, if you desire to object to it.

Given under my hand and the seal of the Court, this day
of.....20.....

District Judge

From No. (P) 62**Notice to Creditors of the date of consideration of
Composition of Scheme of Arrangement**

[Section 38 (1) of the Provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT

INSOLVENCY APPLICATION No..... OF
20

Applicant

Take notice that the Court has fixed the day of 20..... for the consideration of a composition (or scheme of arrangement) submitted by A.B, the debtor in the above insolvency petition. No creditor who has not proved his debt before the aforesaid date will be permitted to vote on the consideration of the above matter. If you desire to be represented at the above-mentioned hearing you should be present in person or by duly instructed pleader with your proofs.

Judge

FORM No. (P) 63

[Not to be printed]

**Notice to persons claiming to be Creditors of Intention
to declare Final, Dividend**

[Section 64 of the Provincial Insolvency Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE
AT.....

In the matter of

Insolvency Application No..... of 20.....

Applicant

Take notice that a final dividend is intended to be declared in the above matter and that if you do not establish your claim to satisfaction of the Court on or before the day of 20..... or such later day as the Court may fix, your claim will be expunged, and I shall proceed to make a final dividend without regard to such claim.

Dated this day of 20....

To X, Y,

G.H. Receiver

[Address]

FORM No. (P) 64**Notice to Creditor of application for discharge**

[Section 41 (1) of Provincial Insolvency Act V of 1920]
 IN THE COURT OF THE DISTRICT JUDGE AT.....

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

Applicant

Take notice that the above named insolvent has applied at the Court for his discharge and that the Court has fixed the this.....day of 20.....

Judge

Note - On the back of the notice the provisions of Section 42 (1) Act V of 1920 should be printed.

FORM No. (P) 65**Summary Administration Notice to Creditors**

[Section 74 of the Provincial Insolvency Act Act V of 1920]

IN THE COURT OF THE DISTRICT JUDGE
 AT.....

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

Applicant

Take notice that on the day of..... 20..... the above named debtor presented a petition to this Court praying to be adjudicated an insolvent and that on the day of 20..... the Court being satisfied that the property of the debtor is not likely to exceed Rs. 500 directed that the debtor's estate be administered in a summary manner and appointed the day of 20.... for the further hearing of the said petition and examination of the said debtor.

Also take notice that the Court may on the aforesaid date then and there proceed to adjudication and distribution of the assets of the aforesaid debtor. It will be open to you to appear and give evidence on that date. Proof of any claim you desire to make must be lodged in Court on or before that date.

Given under my hand and the seal of the Court, the day
 ... 20.

Judge

Form No. (P) 65- A
INSOLVENCY NOTICE

[Notice under Section 6 (2) of the Provincial Insolvency Act]

To

.....(Name of the debtor with address in full)

Take notice that within (the period shall not be less than one month) after service of this notice on you excluding the day of such service, you must pay to me/us or my/our or agent duly authorised in this behalf (Strike out if no agent is authorised) the sum of Rs..... s being the amount due on decree (s) or order (s) obtained by me/us against you in the Court of..... datedin suit No..... of 20..... where on execution has not been stayed, or you must furnish security for the payment of the said sum to my/our satisfaction (or the satisfaction of my/our agent) (Strike out if no agent is authorised)"

ENDORSEMENT OF NOTICE

"You are specially to note, that the consequence of not complying with the requisitions of this Notice are that you will have committed an act of insolvency on which insolvency proceeding may be taken against you.

If, however you have counter claim or set off which equals or excess the amount claimed by me/us in respect of the decree (s) or order (s) and which you could not lawfully set-upon in the suit or proceeding in which the said decree (s) or order (s) was/were obtained, you must within days (the period shall not be less than one month)apply to the Court to set aside this notice.

Signature (s) of the Creditor (s) or
his/their authorised agent (s), as the
case may be.

From No. (P) 66**Notice of the day fixed for setting valuation**

[Section 14 of the Orissa Money Lenders Act (Act III of 1939)
DISTRICT

IN THE COURT OF AT

Execution Case No..... of 20

Decree-holder

Versus

Judgment-debtor

To

Whereas in the above named case, the Judgment-debtor/decree-holder has applied for the sale of the property set out in the execution petition.

You are hereby informed that the day of..... 20.....has been fixed for estimating the value of the said property or of some portion thereof, the sale of which will be sufficient to satisfy the decree.

Given under my hand and the seal of the Court, this date of 20

Judge

FORM No. (P) 67**Notice of application for the Transfer of a Suit to another Court for trial**

(Section 24)

IN THE COURT OF THE DISTRICT JUDGE OF
No..... of 20.....

To

Whereas an application, dated the day of.... 20.....has been made to this Court by the in Suit No..... of 20..... now pending in the Court of the at in which is plaintiff and is defendant, for the transfer of the suit for trial to the Court of the at You are hereby informed that the day of 20..... has been fixed for the hearing of the application, when you will be heard if you desire to offer any objection to it.

Given under my hand and the seal of the Court, this day of20,

Judge

V. Periodical Returns and Statement

Form No. (S) 1

Monthly statement showing the number of suits and cases pending and disposed of in the Court of during the

Class of suit and cases	Number of case for disposal excluding those transferred to other Courts	Disposed of			Pending suits			Total No. of witnesses examined on contest on civil side	Remarks
		Contested	Uncontested	Total	Total	Over six months	Over one month		
1	2	3	4	5	6	7	8	9	10

Note- 1 The statement is to be submitted to the District Judge by every subordinate Court.

Note- 2 At the top of this statement, the total number of working days during the month and the number of days devoted to Civil work should be noted.

Note-3. A certificate should be appended to the bottom of the statement to the effect that preference was given to older cases than to latter cases for being along with the number of suits, cases or appeals heard or disposed of during the month. A list of latter cases, if any, heard in preference to older cases with brief reasons should also be furnished.

Note-4 A certificate that delivery of judgment was not deferred in any suit or case for more than a months from the date of conclusion of the trial of hearing should be furnished at the bottom of the statement.

Note-5 The number of days on which the Officer did not judicial work for less than three hours should be noted in the remarks column and the reasons for the same be given on the reverse.

Note-6 The outturn of work of the subordinate officers should be assessed after taking into account their criminal work, if any, done during the month.

Note-7 Total number of year old cases disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks column.

Form No. (S) 2

Monthly statement of sales held and confirmed by the Court of the
..... of.....

1	Number of execution case
2	Name of parties
3	Name s and specification of judgment – deboor's whose property was sold
4	Name of estate, pargana, Tauzi number and extent of land or share sold.
5	Price for which sold and date of confirmation of sale
6	Name and address of auction purchaser and father's name
7	Date on which registration will be compulsory
8	Number of notice in Register 11, if no application for registration made
9	Number of register 37, if fine is imposed under section 65 of Act VII (B.C) of 1876
10	Number of Register 4 when application for registration has been filed.
11	Remarks

Instruction - Columns 1 to 6 will be filled by the Civil Court, Columns 7 to 10 will be filled up in the Collector's Office. Forwarded to the Collector of for information and necessary action.

Dated20

Signature

Office.....

1[Form No.(S) 4
Quarterly Statement – A
(i)Original suits
(ii)Appeals
(iii)Revisions

1	Court
2	Pending from last
3	Money
4	Rent
5	Title and othe
6	Revision
7	Total
8	Restored to foie for mau raspm
9	Received hu transfer
10	Transferred to prei cpirits
11	Total for disposal
12	Without trial
13	Without contest
14	With contest and on reference to arbitration
15	Total
16	Money
17	Rent
18	Title and Other
19	Revision
20	Total
21	Money
22	Rent
23	Title and otaeth
24	Revision
25	Total
26	Money
27	Rent
28	Title and Other
29	Revision
30	Total
31	Remarks

Note – 1 The contested disposal of each officer who worked as District Judge or Additional District Judge should be separately shown in the Remarks column.

Note – 2 Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall be shown in Title Appeals.

Note – 3 The number of appeals disposed of on contest form the decisions of Civil Judge (Senior Division) and Civil Judge (Junior Division) separately should be shown in the remarks Column.

Note – 4 Total number of year old cases disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks column].

Form No. (S) 5
Quarterly Statement – B
Miscellaneous (Judicial Cases)
Miscellaneous Appeals

Co urt s	Pen din g fro m last	For disposal Pending for					Disposed of									Remarks
		Insti tute d	Res tore d to file	Rec eive d by tran sfer	Trans fere d to anoth er Court	T ot al	Wit hou t trial	Wit hou t con test	With con test or by arbit ratio n	T ot al	Tot al pen dig n	Mo re tha n thr ee mo nth s	Mo re tha n six mo nth s	M or e on e ye ar		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Note – 1 The contested disposals of each offer who worked as District Judge or Additional District Judge should be separately shown in the Remark column.

Note – 2 Appeals against the decree in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall not be shown as miscellaneous Appeals.

Note- 3 Election petitions under the provisions of the Orissa Grama Panchayat Act, 1954 disposed of with the number of witnesses examined and the time taken for hearing shall be noted in the remarks column.

Note -4 Total number of year old cases disposed of on contest and the total number of different categories of cases disposed of on contest shall be noted in the remarks column.

Form No. (S) 5-A

Quarterly statement showing the writs of commissions pending with the Civil Court Commissioners for execution for the quarter ending on

Name and address of the Civil court commissioner to whom the commission is issued	Name of the Court	Number and year of the suit or case	Nature of commission	Date of issue	Date fixed for return	Date fixed when reminder issued	Brief reason for non execution of the writ by the date fixed and steps taken by the court	Remarks
1	2	3	4	5	6	7	8	9

Form No. (S) 6**Quarterly Statement – C****Applications for the execution of Decree**

District of					Quarter of 20								
For disposal					Disposed of				Details of pending cases				
Court	Pending from last	Filed	Restored to file	Total	By transfer	Entirely or partially satisfied	Wholly infructuous	Total omitted transfers	Pending	More than three months	More than six months	More than one year	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Form No. (S) 7

Concise statement of outturn of work of subordinate Judges and Munsifs of the District of during the quarter of 20

Name	Court	Number of days employed	Number of decided			Appeals	Number of separate judgments delivered in contested			Number of witness examined in contested cases	Remarks of District Judges
			Contested suits	Contested Other suits	Uncontested suits		Suits	Appeals	Miscellaneous cases		
1	2	3	4	5	6	7	8	9	10	11	12

Note - Suits decided under the small cause court powers should be shown in columns 5, 6 and 8 separately in red ink below each officer's outturn of work under the ordinary jurisdiction .

V – Periodical returns and statements

Form No. (s) 7-A

Statement showing the cases of which the proceedings have been stayedduringquarter of 20..... in the Court ofof District

Number and date of institutions of the case of which the proceedings is stayed	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

Note – Cases to be shown under the following four heads-

- (i) Cases stayed by order of the High Court or cases which should not be taken up due to the record having been sent to the High Court in connection with the civil revisions, appeals, etc.
- (ii) Cases stay under section 10 C.P.C. or otherwise by Courts in the same judgship or state.
- (iii) Cases in which parties ar unable to proceed due to some restraint order against these which virtually means the stay of the cases and
- (iv) Cases stayed or parties injected by order or Court situated outside the state.

Form No. (s) 7-B

Quarterly Statement showing the number of suits in which preliminary decree have been passed but which are pending for decree (e.g.) suits for partition, taking of account , ascertainment of mesne profit, etc.)

Courts	Number of suits in which final decrees have been passed on contest (2)	Number of suit in which preliminary decrees have been passed but which are pending for final decrees (1)	Number of suits in pending over six month from the date of application for final decree (2)	Number of suits pending over one year from the date of application for final decree (3)	Remarks
1	2	3	4	5	6

Note -1 Cases of which the records have been sent to the record – room under notes 2 and 3, Rule 1, part III , chapter III, of the G.R. and C.O Civil Volume –I , should not be shown in column 3.

2. The contested disposal shown in column 2 should also be shown in the statement in the concise statement Form No. (S) 7 against the name of the presiding Officer concerned.

3. A short explanation of each case included in column 5 showing the total period pending and the reason therefore should be given either in the remarks column or on separate sheets of paper.

V- periodical returns and statements

Form No. (S) 7 – C

Quarterly statement, showing the number of and net income derived from (1) applications for information , (2) applications for inspection and (3) applications for copies in the judgship of, for the quarter ending the 20.....

Judgeship or Court	Application for copies		Application for information		Application for inspection		Remarks
	Number	Income	Number	Income	Number	Income	
1	2	3	4	5	6	7	8

Note – The income shown in column 3 should be the net profit to Government , not the gross receipts.

Form No. (S) 8

STATEMENT OF PENDING FILES

To be submitted by subordinate Courts to the District Judge with their Quarterly statement for the second and fourth quarters of the year.

Table of pending files in the Court of theof at the close of the second / Fourth Quarter of 20.....and explanations of the delay in the disposal of cases. Correct upto 30th June/ 31st December .

Total number of suits, etc. pending over twelve months	Title and other suits Rent suits... suits for money or movables Appeals
Total number of suits, etc. pending over six months.	from decrees Small causes Court cases Miscellaneous Judicial cases Miscellaneous Appeals
	Total

Original Cases –I	Cases pending over	
	Six months	Twelve months
(j) Total number delayed by order from an appellate Court, or awaiting decision of a material issue in an Appellate Court , or original Court		
(ii) Total number delayed for representation of deceased parties		
(iii) Total number delayed for want of Court As time .		
(iv) Total number delayed by desire of ehparties		

	Cases pending over	
	Six months	Twelve months
(v) Total number awaiting return of records superior Courts.		
(vi) Total number in the hands of amins or commissioners.		
(vii) Total number delayed for other reasons		
(viii) Total number on remand, reviews and revival		
II-Appeals		
(ix) Total number on Remand, reviews and revival		
(x) Total number delayed by order of the High Court		
(xi) Total number delayed for representation of deceased parties		
(xiii) Total number delayed by desire of the parties		
(xiv) Total number remanded for further evidence, local investigation or enquiry		
(xv) Total number awaiting disposal of analogous appeals pending in the High Court		
(xvi) Total number awaiting record from the lower courts		
(xvii) Total number awaiting return of record called for by the High court		
(xvii) total number awaiting return of records called for by the High Court		
(xviii) Total number delayed for other reasons		
(xix) Total number awaiting delivery of judgment		
(xx) Total number of Remand, Reviews and revival.		
Total		

Form No. (S) 9

ANNUAL STATEMENT – I (CIVIL)

FOR THE JUDGSHIP OF

For The year 20

PART – I

Retruns showing the total number of judicial officers exercising jurisdiction in civil cases at the close of the year, their class and powers and the total number of working days that the different officers of each class, employed in the district during any part of the year, were engaged in each department

Court (1)	Total numbe of working days employed		Remarks
	On civil work (3)	On criminal work (3)	
District Judge			
Additional District Judge			
¹ [Civil Judge (Senior Division)]			
¹ [(Civil Judge (Junior Division)]			
Total number (2) of officers exercising Civil powers only			
Ditto (2) officers exercising Civil and criminal power s			
Total numbers of panchay at Courts at the end of the year-			

Foot Notes:-

- (1) The court of each Judicial Officer exercising jurisdiction in civil cases must be separately specified under each class, e.g. 1st Court , 2nd Court, 1st Additional Court, ¹[Civil Judge(Senior Division)], ¹[(Civil Judge (Junior Division)] , Registrar cum- ¹[Civil Judge (Senior Division)]
- (2) Only officers exercising civil powers and employed in the district on the last day of the yea are to be mentioned .
- (3) In these columns enter the working days of every officer exercising civil powers who was employed in their district during any part of the year. An estimate of share of an officer's time given to each department should be entered in case a precise record has not been kept.

Form No. (S) 9

PART- II

Statement showing the receipts and charges of the several grades of the Civil Courts and the proportion of the salary of Judicial Officers debitable to Civil Justice

Class of Court	Receipts (1)						Charges (1)							Remarks		
	In Court fee stamps		In Cash or special stamps				Salaries of Judicial officers	Establishment (2)			Contingencies					
	Process fees	Other fees	Fines	Copying and comparing fees	Others receipts credited to Government	Total		Gross	Share debitable to Civil Justice (3)	Process- servers	Salaried copying and comparing Clerks	Others	Fee paid to copyist not on the fixed establishment		Others contingencies	Refunds
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
1																

District Judge's Courts

¹[Civil Judge (Senior Division)] Courts¹[Civil Judge (Junior Division)] Courts

Total

(1) Omit fraction of a rupee

(2) In districts where the same establishment is employed in different departments, enter only a share of the costs calculated on an estimate of the share of the time of each officer employed, which is devoted to civil work.

(3) The proportion of an officer's time shown in Part I to have been devoted to civil work determine the proportion of his pay to be debited to Civil Justice.

Note- Nazirs and Naib- Nazirs are ministerial officers and their salaries should be exhibited in column 12- (G.I. No. 9 of 30th November 1898 .

Form No. (S) 10

Annual statement – 2 (CIVIL)

Statement showing the number and description of Civil suits instituted in the Civil Courts in the year 20

Class of Courts	Suits under the rent law						Title and other suits						
	Suits for money or movable property	Arrears of rent with or without abatement	Enhancement of abatement or rent	For ejection to recovery possession alone	All other suits under the rent law	Total	Suits for immovable property	Suits for specific relief	Mortgage suits	Others suits not falling under any of the preceding heads	Total	Grand Total	Refunds
1	2	3	4	5	6	7	8	9	10	11	12	13	14
District Judges [Civil Judge(Senior Division)] Under ordinary procedure Under small Cause Court powers [Civil Judge (Junior Division)] Under ordinary procedure Under small cause Court Powers													
Total													
Note - (1) uncontested probate cases are not be entered as suits but as Miscellaneous cases (2) Column 9 headed " Suits for specific relief" should include all suits under the Specific Relief Act,													

Form No. (S) 11

Annual Statement – 3 (CIVIL)

Statement showing the number and description of Civil Suits instituted in the Civil Courts in the year 20.....

Class of Courts	Number of Suits Instituted									Total value of suits	Remarks
	Not exceeding Rs. 10	Exceeding Rs. 10 but not exceeding Rs. 50	Exceeding Rs. 50 but not exceeding Rs. 100	Exceeding Rs. 100 but not exceeding Rs. 500	Exceeding Rs. 500 but not exceeding Rs. 1,000.	Exceeding Rs. 1000 but not exceeding Rs. 5, 000	Exceeding Rs. 5,000	The value of which cannot be estimated in money	Total		
1	2	3	4	5	6	7	8	9	10	11	12
District Judges [Civil Judge(Senior Division)] Under ordinary procedure Under small Cause Court powers [Civil Judge (Junior Division)] Under ordinary procedure Under small cause Court Powers											
Total											

Form No. (S) 12

ANNUAL STATEMENT – 4 (CIVIL)

Statement showing the general result of the trial of Civil Cases in the Court of Original Jurisdiction in the Year 20.....in the District / Judgeship of

PART – I – CIVIL SUITS

Class of Courts	Number of Suits before the Courts									Number of suits without trial			
	1	2	3	4	5	6	7	8	9	10	11	12	13
	Pending at the beginning of the year	Institute during the year	Revived during the year	Received by transfer from other Courts	Otherwise received (2)	Total	Transferred to other Courts	Total for disposal	Under Or. IX, Rule 3 and Or. IX, Rule 8 of C.P.C. where the defendant does not admit the claim	Otherwise	Total	Aggregate number of days	Accounted in trial
Courts of the District Judges													
Courts of 1[Civil Judge (Senior Division)]													
Under ordinary procedure													
Under S.S.C .Powers Courts													
of 1[Civil Judge (Junior Division) Under ordinary procedure													
Under S.C.C. powers													
Total O.P													
Total of Suits for money													
Each class movable suits													
(4) under the Rent													
Law Title and other suits													
Total													

- (1) The entries in column 3 are meant to show new institutions only, and should agree with statements 2 and 3.
- (2) The entries in column 6 are meant to whom all cases received in a manner not specially provided for by any other column.
- (3) Column 24 embraces only cases disposed of by Judgment pronounced according to an arbitral award under section 17 of the Arbitration, should be classified in accordance with their ultimate method Act (X of 1940) cases in which and award becomes void or is set aside.
- (4) The classification adopted in Annual Statement 2 is to be followed .

1.Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

Disposed of

Ex Parte	Number	On admission of claims		On compromise		After full trial			On reference to arbitration		
		Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial	Number	Judgment for plaintiff	Judgement for plaintiff	Totals	Aggregate number of days occupied in trial	Numbers (3)	Aggregate number of days occupied in trial
1	4										
1	5										
1	6										
1	7										
1	8										
1	9										
2	0										
2	1										
2	2										
2	3										
2	4										
2	5										
2	6										
2	7										
2	8										
2	9										

Form No. (S) 13

ANNUAL STATEMENT – 4 (CIVIL)

Statement showing the General Result of the trial of Civil
in the year 20.....in the District / Judgship of

Part – II – Miscellaneous Cases – (Judicial)

Class of Court	Number of cases before the Courts								Numbers of			Ex parte		
	Pending at the beginning of the year	Instituted during the year	Revived during the year	Received by transfer from other Court	Otherwise received	Total	Transferred to other Courts	Total for disposal	Under Order IX, Rule 3 and Order IX, Rule 8 of C.P.C where the defendant does not admit the claim	Otherwise	Total	Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Courts of the District Judges Courts of [(Civil Judge (Senior or Division))] Courts of [(Civil Judge (Junior Division))]														
Total														

Note- 1 Information regarding the number of cases of contempt of Court under Chapter XXXV or remarks, of the Code of Criminal Procedure, disposed of by Civil Courts should be shown in the column.

Note – 2 For instructions as to filling in columns 6 and 24, see foot notes (2) and (3) below part I of Annual statement 4.

1.Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

Cases disposed of

1	Number	On admis sion of claim	On compro mise	After full trial			On reference to arbitration	2 Total column 12, 14, 16, 18, 22 and 24	2 Pending at the close of the year	2 Pending for more than one year	2 Remarks
		Aggregate number of days occupied in trial	Number	Aggregate number of days occupied in trial	Judgement for plaintiff	Judgement for defendant	Total				
6											
7											
8											
9											
0											
1											
2											
3											
4											
5											
6											
7											
8											
9											

Form No. (S) 14

ANNUAL STATEMENT – 5 (CIVIL)

Statement showing the business of the Civil Appellate Courts of thein the year 20.....

PART – I – APPEALS FROM DECREES

Class of Courts	Number of appeals before the Courts							Number of appeals disposed of										Remarks		
	1 APPEALS FROM ORIGINAL DECREE Courts of the District Judges Courts of Subordinate Judges Appeals from Decision – in Total of each suits for money Class (I) of or movable . In appeals suits under the rent law. In title and other suits	2 Pending at the beginning of the year	3 Instituted and re- instituted during the year (2)	4 Received by transfer from other Courts.	5 Otherwise received (3)	6 Total	7 Transferred to other Courts	8 Total for disposal	Dismissed or not prosecuted		10 Aggregate number of days occupied in trial	11 Confirmed	12 Modified	13 Reversed	14 Remanded for retrial	15 Total columns 11 to 14	16 Aggregate number of days occupied in the trial of appeals in Column 15		17 Total of column 9 and 15	18 Pending at the close of the year
9 Number									10 Aggregate number of days occupied in trial											
Total	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

- (1) The classification adopted in Statement 2 is to be followed .
 (2) The word “ re- instituted “ in column 3 refers to appeals revived under Order XLI, Rule 19 and 21.
 (3) The entries in column 5 are meant to show all appeals received in a manner not specially provided for by any other column .

Note – 1 Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall be shown as Title Appeals.

Note – 2 Appeals against the decrees under section 25(1) and 26 of the Hindu Marriage Act, 1955

Form No. (S) 15

Annual Statement – 5 (CIVIL)

Statement showing the business of the Civil Appellate Courts of thein the year 20.....

PART – II MISCELLANEOUS APPEAL – (JUDICIAL)

Class of Courts	Number of appeals before the Courts							Numbers of appeals disposed of												
	Pending at the beginning of the year	Instituted and re-instituted during the year	Received by transfer from other Courts	Otherwise received (2)	Total	Transferred to other Courts	Total for disposal	Dismissed or not prosecuted	Number	Aggregated number of days occupied in trial	Confirmed	Modified	Reversed	Reminded for re-trial	Total of columns 11 to 14	Aggregate number of days occupied in the year	Total of columns 9 and 15	Pending at the close of the year	Pending for more than a year	Remarks
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

APPEALS FROM ORDERS

Courts of the District Judges

Courts of ¹[Civil Judge (Senior Division)]

Total

(1)The word “ re- instituted “ in column 3 refers to appeals revived under Order XLI, Rule 19 and 21.

(2)The entries in column 5 are meant to show all appeals received in a manner not specially provided for by any other column .

(3)Appeals against the decrees in suits under Sections 25(1) and 26 of the Hindu Marriage Act, 1955 shall be shown as appeals from orders.

(4) Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall not be shown in this statement .

From No. (S) 16

ANNUAL STATEMENT – 6 (CIVIL)

Statement showing the result of proceeding on applications for the execution of the decrees of the Civil Courts in the year 20

Class of Courts	Number of Applications dealt with				Applications disposed of					Number of Applications pending over				
	Pending at the beginning of the year	Number of application filed (1)	Restored to the file for any cause	Total	Transferred	Decrees wholly satisfied	Decrees partly satisfied	Wholly in fructuous	Total	Pending at the end of	Six months	One year	Amount realized	Proportion of in fructuous proceeding
	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Courts of the District Judges Courts of Subordinate Judges Courts of 1[(Civil Judge) (Junior Division)] s														
Total														

(1) Including verbal applications under Order XXI, Rule 11(1). The following cases are also to be entered in column 3 (1) Those in which , after transfer an application has been made for execution under Order XXI, Rule 10 and (2) those in which a decree has been transferred for execution by a superior Court to be a subordinate Court of its own motion after an application for execution, under Order XXI, Rule 10 has been filed and execution ordered under Order XXI, Rule 17.

N.B – This is statement deals only with cases in which an application for execution has been made.

1.Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

Number of applications

	On which the Judgement debtor was imprisoned	On which h is movable property		On which His immovable property			On which his possession was given				
		On which he was arrested undue Section 55, but released without imprisonment	Was sold	Was attached but subsequently released under Order XXI, Rule 55	Was sold		Was dealt with under Order XXI, Rule 83, , Sch. 3, P. 2 or Section 72.	Was attached but subsequently released under Order XXI, Rule 55			
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											

Form No. (S) 17

ANNUAL STATEMENT – 7 (CIVIL)

Proceedings in Insolvency under the Provincial Insolvency Act, 1920, (V of 1920), in the District ofduring the year 20.....

Part- I – Showing the number and results of insolvency petitions presented under Section 7 of the Act and the number of insolvents before the Courts

1	Class of courts courts subordinate of district courts and specially empowered under section 3. District courts Total	INSOLVENCY PETITION													DEBTORS ADJUDGED TO BE INSOLVENT											
		Presented during year						Number disposed of							Number before the Court				Disposed of							
		Pending at close of previous year	Under arrest of imprisonment	Not under arrest or imprisonment	By creditors	Received by transfer	Total	Transferred	Withdrawn under section 14	By composition or scheme of arrangement under section 38	Receivers being appointed	Receiver not being appointed	Dismissed under section 25	Total	Debtors sentenced under section 69	Undischarged insolvents sent for trial under section 72 (2)	Remaining undischarged at close of previous year	Undischarged received by transfer	Adjudged to be insolvent during the year	Total	Transferred	Died	Absolutely under section 41 (2) (a)	Conditionally under section 41 (2) c	Total	Remaining undischarged at close of year (including insolvents who have been refused discharged or whose discharge has been refused)
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
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16																										
17																										
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21																										
22																										
23																										
24																										
25																										
26																										

Form No. (S) 17

ANNUAL STATEMENT -7(CIVIL)

Proceedings in insolvency under the provincial insolvency Act (V of 1920), in the district of

Part II showing the number of estates in the hands of receiver and the progress made in winding them up

Class of Courts	Number of insolvents Estates in the hands of Receivers			Amount of creditors claims Dealt with during the year				Amount of Insolvents Assests Realized and outstanding				
	Pending at the close of the previous year	Placed in charge of a receiver during the year	Pending at the close of the year	Unsatisfied and pending at the close of previous year	Prove	Satisfied	Unsatisfied and pending at the close of the year	Amount of realized assests in the hands of Receivers at the close of the previous year	Gross amount realized during the year	Total amount of disbursement	Amount remaining in the hands of receivers at the close of the	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Courts Subordinate to District Courts and specially empowered under Section 3 District Courts.												
Total												

Note- Column 7 of this Part , is intended to show of creditor's claims satisfied during the year, whether they were admitted during or prior to the year under review Columns 10 and 11 refer to the gross amount of insolvent's assests realized and disbursed during the year with reference not only to claims admitted during that year but also to those admitted in previous years (G.L. No. 11 of 1911) .

Form No. (S) 22

TABLE – I CIVIL

ORIGINAL JURISDICTION

Table showing the number of suits instituted, disposed of and pending in each of the Civil Courts of the districtofduring the year 20.....

1	Details of Courts	2	Pending from previous year	Disposed of																		
				Instituted				7	Money		Rent		Title		Total			18	19	20	21	
				3	4	5	6		8	9	10	11	12	13	14	15	16					17
				Money	Rent	Title and others	Total	Re- admitted	Total	With contest	Total	With contest	Total	With contest	Ex parte	Without trial	Without contest	With contest	Total of columns 14 to 17	Pending	Pending more than a year	Remarks

Note – 1 The sum of the totals of columns 4 to 6 of the annual statement 4, Part I , is to be shown in column 7.

Note -2 For the purposes of column 20, the duration should be calculated from the date of original institution.

Form No. (S)23**TABLE – II -CIVIL**

Details of Courts	20	20	20	20	20	20	20	20	20	20	Over ten Year (a)	Total	Remarks (b)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

(a) The number of suits pending for over ten years with the respective year of institution of each suit should be entered in this column.

(b) Brief explanation of delay for each suit pending over 3 years should be given in the Remarks column.

Note – Two statements showing separately the number of pending suits and appeals should be substituted along with the quarterly statements. The remarks column of the statement of appeals should show the number of pending appeals from the decisions of Subordinate Judges and Munsifs separately .

Form No. (S) 24**TABLE III- CIVIL****Original Jurisdiction**

Table showing the number of Miscellaneous cases instituted, disposed of and pending in each of the Civil Courts of the District of during the year 20.....

Courts	Miscellaneous Judicial Cases			Miscellaneous non- Judicial Cases			Remarks
	Instituted	Disposed of	Pending	Instituted	Disposed of	Pending	
1	2	3	4	5	6	7	8

FORM NO. (S) 25

TABLE IV – CIVIL

APPELLATE JURISDICTION

Table showing the number of Miscellaneous cases instituted, disposed of and pending in each of the Civil Courts of the District ofduring the year 20.....

1	2	Preferred					7	8	9	10	11	Details of disposal			16
		3	4	5	6	12						13	14	15	
Appeals from	Number of decision in contested suits against which an appeal lay to the District Court	Money	Rent	Title and other	Total	Ratio per cent of appeals to appealable decisions	Re- admitted	Total disposed of	Pending	Pending more than a Year	Number of appeals decided on trial	Contested	Judgments affirmed	Ratio percent of affirmed to decide on trial	Remarks

Note – 1 For the purpose of column 11, the duration should be calculated from the date of institution .

Note – 2 Appeals against the decrees in suits under sections 9 to 13 of the Hindu Marriage Act, 1955 shall be shown as Title Appeals in columns.

FORM NO. (S) 25 – A

TABLE IV – A

CIVIL APPELLATE JURISDICTION

Table showing the number of appeals from decisions in original suits instituted, disposed of and pending in the Civil Appellate Court of the district ofduring the year 20.....

Details of Courts	Pending from previous	Preferred	Re-admitted	Received by transfer	Total for disposal	Transferred	Disposed of			Pending	Pending over one year	Remarks
							From Civil Judge (Senior Division) decisions	From Civil Judge (Senior Division) decisions	Contested out of Cols. 8 and 9			
1	2	3	4	5	6	7	8	9	10	11	12	13

Note – 1 The sum of the totals of columns 3 and 4 of his table should agree with the sum of the totals of columns 3 and 5 of Annual statement 5, part I.

Note -2 For the purposes of columns 12, the duration should be calculated from the date of institution .

Note -3 Appeals against decrees in suits under Section 9 to 13 of the Hindu Marriage Act, 1955 shall be shown as appeals from decisions in original suits.

FORM NO. (S)26

TABLE V – CIVIL

APPELLATE JURISDICTION

Table showing the number of Miscellaneous appeals, instituted, disposed of and pending in the several Courts of the district ofduring the year 20

Details of Courts	Instituted	Disposed of	Pending	Remarks
1	2	3	4	5

Note –Appeals against the decrees in suits under section 9 to 13 of the Hindu Marriage Act, 1955 shall not be shown in this Statement.

FORM NO. (S) 27

TABLE –VI –CIVIL

ORIGINAL JURISDICTION

Table showing the number of applications, for an order to set aside an ex parte Judgment or a Judgment on Default, Preferred, Disposed of and Pending in the year 20.....

Name of the Court	Preferred			Disposed of			Pending	Remarks
	To set aside ex parte Judgment	To set aside Judgment in Default	Total	Applications Granted	Applications Rejected	Total		
1	2	3	4	5	6	7	8	

Note -1 This table should also be submitted quarterly to the District Judge by Munsifs Subordinate Judges, Small cause Court Judges.

Note -2 This table is intended for applications in connection with original suits only.

Form No. (S) 28

Table –VII-CIVIL

Table showing the number and value of suits of each class instituted in the Judgship of in the year 20

Value of Suits	For money or	Under the	Title and	Remarks
	Number	rent law	other suits	
1	2	3	4	5
Not exceeding Rs. 10....				
Exceeding Rs. 10 but not exceeding Rs. 50				
Exceeding Rs. 50 but not exceeding Rs.100				
Exceeding Rs. 100 but not exceeding Rs. 500				
Exceeding Rs. 500 or value not denoted in money				
Total valuation of suits of each class.				

Form No. (S) 29**(Not to be printed)****TABLE –VIII-CIVIL**

Table showing the names of the uncovenanted Judicial Officers employed in the district of.....on the last day of the year 19.....and the immovable property held, acquired , or disposed of by them, or held by and managed by their wives or other members of their families living with and in any way dependent on them.

INSTRUCTIONS:- Opposite the name of each officer enter detail (1) of property held in the district in which employed, (2) of property, if any, acquired during the year in any district, (3) of property, if any , which ceased to be held during the year in any district, and (4) of property, if any, held by and managed by his wife or by any other member of his family living with him and in any way dependent on him. In column 5 enter the mode of acquisition. Whether by inheritance, gift, purchase, or otherwise, with date of acquisition .

Name and official designation of officer	Name of district where land is situate	Nature of property and extent of interest held	Whether held in his own name or in the name of another or held by and managed by wife, or other member of family living with, and in any way dependent on him	How acquired	If held under superior landlord, his name and place of residence with district	Remarks
1	2	3	4	5	6	7

Form No. (S) 30

Table showing the number of Probates, Letters of Administration, certificates and extended Certificate and the duty levied thereon for the financial year 20.....

Declared value of Assets of Estates Not exceeding Rs. 1,000 Above Rs. 1,000 up to Rs.5,000 Above Rs. 5,000 up to Rs. 10,000 Above Rs. 10,000 up to Rs. 50,000 Above Rs. 50,000 up to Rs. 1,00,000 Above Rs.1,00,000	1. Number of probates and letter of administration with will annexed.	2. Amount of Court-fees paid on column 2.	3. Number of Letters of Administration without will annexed.	4. Amount of court-fees paid in column 4.	5. Number of certificate under Indian Succession Act XXXIX of 1925.	6. Amount of fees paid on column. 6.	7. Number of certificate under section 377 of the Indian succession act XXXIX of 1925.	8. Amount of fees paid on column 8.	Total		11 .Number of Letters of Administration cancelled and fresh letter issued in lieu of the original 12. Remarks
	9. Number of probates, Letters of Administration and certificate	10. Amount of Court-fees paid, columns 3,5,7,9									

Form No. (S) 31

Table showing the number of suits of each class disposed of and their average duration in the Civil Courts of during the year 20

Class of Courts	Decided on contested or by arbitration			Otherwise disposed of (Including transfers)			Remarks
	Number	Aggregate number of days occupied in trial	Average duration	Number	Aggregate number of days occupied in trial	Average duration	
1	2	3	4	5	6	7	8
District Judges ¹ [Civil Judge (Senior Division)] O.P. S.C.C ¹ [Civil Judge (Junior Division)] O.P. S.C.C							

Note – The duration is to be calculated from the date of institution as explained in Rule 29, Part VI, Chapter I, of the G.R.& C.O. Civil, Volume I.

1.Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

Form No. (S) 32

Table showing the number of appeals from decrees disposed of and their average duration in the Civil Courts of duration the year 20

	Decided on contest or by arbitration			Otherwise disposed of (excluding transfers)			Remarks
	Number	Aggregate number of days occupied in trial	Average duration	Number	Aggregate number of days occupied in trial	Average duration	
1	2	3	4	5	6	7	8
District Judges ... ¹ [Civil Judge (Senior Division)]							

Note – The duration is to be calculated from the date of institution as explained in Rule 29, Part VI, Chapter I, of the G.R. & C.O. , Civil Volume I ,

1.Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

CONFIDENTIAL CHARACTER ROLL OF JUDICIAL OFFICERS

Name of the Officer

Report for the year / period ending

¹[Form No. (S) -33**PART – I****CONFIDENTIAL REPORT FOR JUDICIAL OFFICERS**

Report for the year / period ending

PERSONAL DATA

1. Name of Officer
2. Post held with special power , if any
3. Date of continuous appointment to the present grade
4. Present post and date of appointment thereto
5. Period of absence from duty (on leave, training , etc. during the year, if he has undergone training, please specify)

OTHER DATA

1. Mention instances where you have not delivered judgment / order /award within the prescribed period after conclusion of argument with reasons for delay.
2. The work in the Court and the work turned out by the officers. Fill up the attached pro forma

2²(a) No. of Lok Adalats attended

(b) Manner of participation in other legal service activities

³[3] The work in the Court and the work turned out by the officers. Fill up the attached proforma.1. Inserted by C.S. No. 6 (XLIX – D 16/ 99, dated the 7th October 1999)

2. Inserted by C.S. No. 7 (IX – 8/ 2005, Dt. 27-01-2006)

3. Re-numbered *ibid*.

STATEMENT OF DISPOSAL BY COURTS

Working days (1) Civil(2)

Criminal

Class of Cases	Pending at the beginning of the year	Disposed of		Total	Witness pending No. of Examined at the part end of heard the cases year at the with end of institution the year		(8)	(9)
		Conte sted (3)	Uncont ested (4)		Contested (6)	Uncont ested (7)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.Title Suits
2.Money Suits
3.Money Appeals
4.Title Appeal
5.M.J.C
6.Civil Appeal
7.Misc. Appeal
8.Execution Case
9.Civil Revision
10.Other Cases (Specify Criminal)
1.Session Cases
2.Criminal Appeals
3.Criminal Revision
4.Criminal Misc. Case
5.Special Judge(vig.)&
C.B.I Cases								
6.Criminal cases of Magistrate's Courts
7.U.T.P.
8.Embezzlement Cases
9.Election Dispute Cases

STATEMENT OF DISPOSAL BY TRIBUNAL QUASI- JUDICIAL BODIES

Class of Cases	Pending at the beginning of the year	Disposed of		Total	Witness pending No. of Examined at the part end of heard the cases year at the with end of institution the year		(8)	(9)
		Conte sted (3)	Uncont ested (4)		Contested (6)	Uncont ested (7)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.M.A.C.T Cases
2.Sales Tax Cases
3.Edn.Tribunal Cases
4.Endowment Cases
5.Industrial Tribunal Cases
6.Arbitration Cases
7.Co-operative Cases
8.Other Cases (Specify)
Total

- (a) Whether the outturn is sufficient to prescribed yardstick, if not reasons thereof .
- (b) Whether matter are taken up as fixed on Board
- (c) Whether decided matter according to priority fixed by High Court by general or Special Orders.
- (d) Whether handled old matters in order of priority – Reasons for departure ,if any .

¹[4] Brief description of other duties if the officers do not come within the purview of item 2 of other data.

The information given above is
found correct on verification .

Signature of the officer reported
Upon with name, seal and date

(e) V-PERIODICAL RETURNS AND STATEMENTS

PART - II**TO BE FILLED BY THE CHIEF JUDICIAL MAGISTRATES IN
CASE OF JUDICIAL MAGISTRATE**

1. Quantity of work :
2. Quality of work :
3. Integrity :

(Please see the guidelines in the note appended to the Form).

4. General information about the officer:

**CHIEF JUDICIAL MAGISTRATE
PART - III**

**THIS FORM IS TO BE FILLED UP BY THE CHIEF JUSTICE IN
CASE OF REGISTRARS OF HIGH COURT, THE REGISTRARS
OF HIGH COURT IN CASE OF OTHER OFFICERS OF THE
REGISTRY/GOVERNMENT AND HEAD OF OTHER
INSTITUTIONS IN CASE OF OFFICERS ON DEPUTATION ON
THEM**

(a) To be filled up by the reporting authority

(i) State of Health and special personality traits (Information furnished in this Column will not be considered either favourable or adverse)

(ii) Report on the officer's qualities : (Report should be in narrative form and should indicate officer's sincerity, and dedication to work, zeal initiative and willingness to take up the responsibilities remarks should be substantiated by examples).

(iii) Report on officers abilities : (The report should be in narrative form to cover the administrative and technical abilities, alertness, decision making, skill in noting and drafting interpersonal relation, supervisory ability).

(iv) Report on knowledge and performances :

(The report should be in narrative form, and cover knowledge of rules, regulations and procedure, capability to acquire and use information, dealing an disposal of cases, and other official business, implementations, supervision and monitoring of projects and programmes).

(v) Defect, if any noticed.

(vi) If a touring officer, please report the quality and adequacy of the same

V-PERIODICAL RETURNS AND STATEMENTS

(vii) Aptitude and potential :

(Please indicate the fields among the following in which the officer was has shown his/her aptitude or the potential of possible career development).

1. Personal Administration
2. Financial Management
3. Planning of the work
4. Any other field. (Please specify)

(viii) Integrity :

(Please see the guidelines in note appended to the form),

(ix) Outstanding/very good/good/average/poor)

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such grading should be brought out.)

Chief Justice/Reporting Officer

(Name in Block Letters with Designation)

(c) Remarks of The Chief Justice, in case of officers of the Registry other than Registrars Remarks of the countersigning Officers.

Period under the countersigning Officer

1. State of health and special personality trait
2. Report on the officers qualities
3. Report on the officer abilities
4. Report on knowledge and performance
5. Defects, if any noticed
6. If a touring officer
7. Aptitude and potential
8. Integrity (Please see the guide lines in note appended to the form)
9. Grading

(The countersigning authority will assess if the reporting authority has made his/her report with care and attention after taking into the account all relevant materials. In case of disagreement the countersigning authority should specify the reasons and if there is anything to add and modify the marks of the reporting authority he/she shall indicate the same in detail)

Chief Justice/Countersigning Officers

(Name in Block Letters with Designation)

(c) Remarks by the accepting authority (not to be filled up in case of officers of the Registry)

Name

Designation

(During the period of report)

PART - IV

THE FORM IS TO BE FILLED UP BY THE JUDGE-IN-CHARGE OF THE DISTRICT IN CASE OF OFFICERS BELONGING TO THE CADRE OF O.S.J.S.(SR. BRANCH EXCEPT THE OFFICERS OF THE REGISTRY OF THE HIGH COURT/BY THE DISTRICT JUDGES IN CASE OF OFFICERS BELOW THE RANK OF O.S.J.S. (SR.BRANCH) WORKING UNDER THEM/OFFICERS OF THE RANK OF O.S.J.S. (SR. BRANCH) COMPETENT TO WRITE THE C.C.R. ON DEPUTATION TO GOVERNMENT IN CASE OF OFFICERS DISCHARGING JUDICIAL WORK

1. Quality of work :

(a) Conduct of business in Court and Office

(b) Quality of judgment/order/award (every Judge-in-charge of the district, District Judge or other officer as the case may be will scrutinise at least 10 (ten judgments of the officers delivered during the period under report and record his opinion. If he finds any judgment/order/award to be of outstanding quality or below average quality, he should their judgments to Registrar).

2. Quality of work

3. Capacity to motivate, to obtain willing support by own conduct and to inspire confidence on the subordinate staff.

4. Personal relation quality of relationship with superior officer, collages, subordinates, learned members of the Bar and Public.

5. State of health

6. Period under observation of the Judge-in-charge/District Judge/ Other officers

7. Integrity (Please see note in the instruction and guidelines appended)

8. General assessment:

(a) Promptness in pronouncing judgments/orders/award

(b) Overall assessment of disposal

(c) Punctuality and regularity

(d) Discussion of law and facts in judgments/orders/award

¹[(e) Performance in Lok Adalats, Legal Literacy/Awareness Camp and Other Legal Services activities.]

V-PERIODICAL RETURNS AND STATEMENTS

PART - VI

**REMARKS OF STANDING COMMITTEE IN CASE OF OFFICERS
OTHER THAN THOSE BELONGING TO THE CADRE OF O.S.J.S.**

(SENIOR BRANCH)

Place :

Date :

Signature

**REMARKS OF FULL COURT IN CASE OF OFFICERS BELONGING
TO THE CADRE OF O.S.J.S. (SENIOR BRANCH)**

Place :

Date :

Signature

**NOTES ON PROCEDURE FOR RECORDING ANNUAL
CONFIDENTIAL CHARACTER ROLL OF JUDICIAL OFFICERS**

NOTE

1.(a) Part-I of the form is to be filled up by the officers reported upon.

(b) Part-II of the form is to be filled up by the Chief Judicial Magistrates.

Part – III of the form is to be filled up by Hon'ble the Chief

(c) Justice and the Registrars in case of officers working in the Registry of the High Court Government and head of institution in case of officers on deputation to them.

If sub-part (a) of this part is filled up by Hon'ble Chief Justice the sub-part (b) and (c) should not be filled up by any other Authority. Similarly, if sub-part (b) of this part is filled up by Hon'ble Chief Justice the sub-part (c) should not be filled up by any other authority.

(d) The part-IV of the form is to be filled up by the Judge-in-charge of the district in case of officers belonging to the cadre of O.S.J.S (Sr. Br.) except the Registrars of the High Court by the District Judges in case of officers below the cadre of O.S.J.S. (Sr. Br.) officers of the rank of O.S.J.S. (Sr.Br/) 'competent to write C.C.Rs. on deputation to the Government in case of officers discharging judicial work.

(e) Part- V of the form is to be filled up by the Judge- in –charge of the district in case of officers other than those belonging to the cadre of O.S.J.S (Sr. Branch)

(f) Part-VI of the form is to be filled up by the standing Committee in case of officers other than the officers in the cadre of O.S.J.S. (Sr-Branch) and by the Full Court in case of officers in the cadre of O.S.J.S (Sr. Branch)

V-PERIODICAL RETURNS AND STATEMENTS

2. Officers working on deputation to the Government and other institutions shall fill up the form in Part I and forward the same to their next Higher Authority. Such authority shall thereupon give his remarks in Part-III and send the same to the Registrar (Administration) of the High Court who shall place the same before the Judge-in-charge, of the district for further necessary action as required in Part-VI of the form..

3. All officers are required to bestow care and attention in filling up the respective portions of the form by them.

4. The C.C.Rs. should accurately reflect on the performance, conduct, behaviour and potential of the officers for the period under report.

Note – The following guidelines should be followed in filling up the column relating to integrity:

(a) The Judge-in-charge of the district/Reporting Authority/District Judge should maintain secret records/registers of all the concerned judicial officers whose activities give rise to suspicion of integrity making a note as to the fact and circumstances which come to his knowledge touching the integrity of the concerned officer.

(b) Whenever the Judge-in-charge of the district/Reporting Authority/ District Judge receives such information he shall indicate in the record whether the information reveals a definite fact susceptible of formal proof, or a mere vague allegation not susceptible of formal proof, but a suspicion or doubt exists. Where a fact is susceptible of formal proof., the officer will make a proper inquiry. If the officer concerned clears up his position, the matter will not be further pursued and a note will be made in the secret record that the concerned officer is able to clear up the position. If, however nothing is proved against the officer concerned, the Reporting Authority/District Judge will take such action against him as may be called for having regard to the gravity of the proved fact and the Judge-in-charge of the district will place the matter before the Full Court recommending for necessary action. Where, however, the allegations are vague the Judge-in-charge of the District/Reporting Authority/District Judge shall indicate to the concerned officer the allegations and circumstances which have come to his knowledge and require the concerned officer to furnish an explanation. If the Judge-in-charge of the District/Reporting Authority/District Judge is satisfied with the explanation he will make a note of the fact in the secret record. If the explanation is not considered satisfactory and proof may be available he will utilise that as fact or circumstance which come to his knowledge as a circumstance which creates a doubt about the integrity of the officer.

(c) The Judge –in-charge of the District / Reporting Authority / District Judge shall indicate to the concerned officer as to what are his general reputation about the standard of living of the concerned officer. If the concerned officer fails to explain the circumstance that can form the basis for an observation that the integrity of the concerned officer is doubtful.

-
- (d) The column in which the integrity certificate is required to be recorded the Judge-in-charge of the District/Reporting Authority/ District Judge shall give a certificate indicated below -"Nothing has come to my knowledge which casts any reflection on the integrity of.....His general reputation and honesty are good and I certify his integrity."
- (e) There should be no disposition to deal with ground of integrity certificate as above in casual or mechanical fashion.
- (f) Where any adverse report regarding the reputation of an officer touching his integrity or honesty is received the concerned superior officer should keep a general watch over the standard of living and in case there is evidence that the concerned officer lives beyond his means for which there is no apparent satisfactory explanation and evidence is forthcoming he should be asked to explain how he is in a position to do so. Unless the superior officer is satisfied with the explanation, he should report the question of integrity to the concerned authority.
- (g) If adverse integrity certificate is given the connected records questioning the integrity should be sent for consideration to the Judge-in-charge of the District in case of officers subordinate to the District Judges/by the Accepting Authority in case of officers on deputation to Government or other institutions to the Chief Justice/by the Judges-in-charge of the districts in case of officers belonging to the cadre of O.S.J.S. (Sr.Branch) and in case of officers below the cadre of O.S.J.S. (Sr. Branch) with the remarks to the Hon'ble the Chief Justice without delay.
- (h) The Judge-in-charge of the District/Reporting Authority/District Judge shall indicate on record the source and gist of information reason for his an opinion of the officer having evil reputation.
- (i) If as a result of follow-up action, doubt of suspicion are neither cleared nor confirmed the officer's conduct should be watched for a period of six months and thereafter action be taken as indicated above.
5. (a) The Reporting Authority/District Judge under whom a judicial officer is working for more than 4 months must record the C.C.R. of the officer.
- (b) The District Judge/Government should complete all formalities and send the C.C.Rs. of the officer working under his jurisdiction to the High,Court on or before 31st January of the following year.
- (c) The Registrar (Administration) shall place the relevant C.C.Rs. before the Judge-in-charge of the District by the end of February and before the Hon'ble Chief Justice with the remarks of Hon'ble Judge-m-charge by 31st March and by order of Hon'ble the Chief Justice before the Standing Committee and the Full Court by 30th April every year.]

VI-MISCELLANEOUS

FORM No. (M) 1

Requisition for Records

No.

DISTRICT

IN THE COURT OFAT.....

..... CIVIL JURISDICTION

Under the provisions of Order XIII. Rule 10 (1) C.P.C.*

In the circumstances set forth below it is hereby ordered that the** be requested to forward the record of suit/case No. of decided by on the day of 20 to this Court by

Presiding Officer

Dated

* Where courts sends for record of its own motion

** Here insert title of addresses

+ Here insert definite data

+ Examples

(a) On an application by Bansi Das, Plaintiff for review or re-hearing

(b) On an application by Jagannath Shaw, decree-holder, in execution case No. of this Court.

Note - For each record or paper a separate requisition is necessary. This requisition will be used as the removal slip in the Record-room.

From No. (M) 2

Letter Advising the Despatch of a Record

From

No

Datedthe.....20

To

Sir,

I have the honour to advise the dispatch this day by¹ to your address of the original record of the case, noted on the margin called for in/revived with your..... No..... dated the 20 The parcel bears the number and date of the letter enclosed therein, viz., No..... dated the The return, duly signed, of the form of acknowledgment annexed to the forwarding letter above quoted, is requested.

Yours faithfully

VI-MISCELLANEOUS

FORM No. (M) 3***Letter to accompany a record***

From _____ No _____

To _____

Dated the 20

Sir,

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

Yours faithfully

Memo, of acknowledgment

Received the record forwarded with Letter No..... dated the.:..... 20..... from the..... of

(Signature and Designation of Receiving Officer)

Dated :..... 20..... 20

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

FORM No. (M)4***Form of letter regarding nomination of a Commissioner to conduct a local investigation under Order XXVI, Rule 9, Or. 13, Code of Civil Procedure***

From	Memo No.....
Theof	From
	The District Judge of.....
To	To
The District Judge of	The
Dated the:20	I have the honour to say that Shri /
Suit No Plaintiff	Manula/ Mr. may be appointed
Versus	Commissioner under Order XXVI,
	Rule 9/13 of the Code of Civil
Defendant	procedure to make the local enquiry in
Sir,	the case.

In the case mentioned above it has been found necessary to order a local investigation in accordance

with the provisions of Order XXVI, Rule 9/13 of the Code of Civil Procedure. I have therefore, the honour to solicit your instructions regarding the particular person available for this duty. Knowledge of Survey is not required

2. The locality of the investigation is village
Thana And the execution of the commission Is expected to take Days.

Value of the suit or case:

Pleader for plaintiff:

Pleader for defendant :

Amount of fee and travelling allowance deposit.

Nature of work to be done:

A report should be submitted in due course indicating the fee and travelling allowance paid to the Commissioner and stating whether the Commission has been executed punctually and satisfactorily.

Yours faithfully

District Judge

Yours faithfully

Form No. (M) 5

Charge Letter for District Judge Proceeding on Circuit Duty

District

Judges's Court

Theof.....20

MEMO

Mr.Judge on the District ofreports for the information ofthat he has this day made over charge of the current duties of his office to¹[Civil Judge (Senior Division)], for the purpose of proceeding on circuit duties to

He is likely to remain absent from headquarters till
DeliveredReceived

Additional District Judge

Chief Judicial Magistrate

¹[Civil Judge (Senior Division)]

Judge

No

District Judge's

Court

Theof.....20.....

MEMO

Mr..... Judge of the district of reports for the information of..... that he has this day resumed charge of his office from¹ [Civil Judge (Senior Division)] of..... Received..... Delivered.....

Additional District

Chief Judicial Magistrate¹

[Civil Judge (Senior Division)].

Judge

FORM No. (M) 8

Order for transmission of summons to be served on a public servant or soldier who is a defendant or a witness in a suit.

[Order V, Rules 27 and 28, Code of Civil Procedure] DISTRICT

IN THE COURT OF.....AT.....Suit No.....
.of 20

To

Under the provisions of Order V, Rule 27 (or 28, as the case may be), (read with Order 16, Rule 8) of the Code of Civil Procedure 1908, a summons in duplicate is herewith forwarded for service on the defendant. 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 defendant and to return the original to this Court signed by the said defendant, with a statement of service endorsed thereon by you.

Judge

FORM No. (M) 10 (Cancelled)**FORM No. (M) 11**

Intimation to Lower Court of Admission of Appeal

[Order 41, Rule 13, Code of Civil Procedure]

DISTRICT

IN THE COURT OF

SUIT 1/CASE * No..... of 20

To

You are hereby directed to take notice that..... in the above Suit/Case has preferred an appeal to this Court from the decree/order passed by you therein on the day of 20 which has been registered as²

You are requested to send with all practicable despatch all material papers in the suit.

Dated the day of 20

N.B. - This form may be used in giving intimation of and calling for records in all Classes of appeals.

Form No. (M) 13**Application for permission to sell or Mortgage Immovable Property**

Name of minor

Name of guardian

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

Date of certificate

Properties of the minor					Debts of the minor			Properties proposed to be sold or mortgaged			
No.	Name	Annual income		Value	No.	Nature and date of documents, if any	Amount (Principal with interest)	No	Properties	Value	prayer
1	2	3	4	5	6	7	8	9	10	11	12
		R	P		Rs.		R	P			
		S.	.		P.		S.	.			

Form No. (M) 14

(Not to be printed)

Bond From Appointed Guardian

[Section 34 of the Guardians and Wards Act, VIII, of 1890

Know all men by these persons that I (1)(2)..... ofam held and firmly bound to (3) the District Judge of in the sum of Rs. to be paid to the said (4)or to his successors in office, and we (5)..... Nameson of..... of..... arejointly and severally held and firmly bound to the said (7).....in the sum of Rs..... to be paid to the said (8)or to his successors in office, for the payment of which the said sum of Rs.....: to be faithfully and truly made, I, the above bounden (9) bind myself, my heirs, executors, administrators, and representatives, and for the payment of the said sum of Rs..... we the above bounden (10)and (11) bind (11) ourselves and each of us jointly and severally, and our and each of our heirs, executors, administrators and representatives firmly by these presents. Signed by ourselves and sealed with our respective seals thisday of 20

WHEREAS by an order of the Court of the District Judge of made on the day of under Section 7 of the Guardians and Wards Act (VIII of 1890), the above named (1)..... has subject of his entering into a bond in Rs..... as the case with (10)sureties in the same sum (or sum of Rs..... as the case may be), been appointed guardian of the property, movable and immovable of (12) minor son of..... And whereas the said (1)has agreed to enter into the above –written bond and the said (5).....

1.Name of guardian

2. Son or daughter, as the case may be 3& 4 . Name of District Judge

5&6 Name sureties 7&8 Name of District Judge 9 Name of guardian 10& 11 Name of sureties.

12 Here state the name of minor

and (1) have agreed to enter into the above-written bond as sureties for the said (2)Now the condition of the above-written bond is such that if the said (2) do and shall justly and truly account whenever called upon to do so, for what he may receive in respect of the property of the said (3)and do and shall carefully observe, perform and keep all orders and direction of the said Court of the District, Judge of.....touching or concerning the estate and effect of the minor and his property and touching and concerning all such monies and estates as he, the said (2) shall receive as such guardian as aforesaid and in all things conduct himself property, then the above-written bond or obligation shall be void and of no effect, otherwise the same shall remain in full force and virtue.

Signed and sealed by above named (4)	Seal
In the presence of	Seal
	Seal

FORM No. (M) 15

Form Under the Criminal Procedure Code

(Not to be printed)

Bond for the appearance of person before a Magistrate's Court in connection with an offence committed before a Civil Court.

[Section 476 of the Code of Criminal Procedure]

I¹ -of² having been brought before the Court of³ in a proceeding under Section 476, Criminal Procedure Code, regarding the offence of and required to give security for my attendance in the Court of the Magistrate of do bind myself to attend at the Court of the said Magistrate on the day of –

.....20.....and on such other day as I may be required to attend , and in case of mymaking default herein, I bind myself to forfeit to Government the sum Rs.....

Dated thisday of20.....

Signature

for the above saidthat he shall attend at..... In the Court ofonfurther to answer the charge pending against him ; and in case of his making default therein 6 to forfeit to Government the sum of Rs.

Dated this.....day of20.....

1. Name
2. Place
3. Name of officer and designation of Court
4. Herby declare myself (or we jointly and severally declaer ourselves, and each of us) Surety (or sureties).
5. The day of next (or on such day as he may hereafter be required to attend).
6. I hereby bind myself (or we hereby blind ourselves)

Form No. (M) 16

Daily Cause List

Day of20.....

Number and class of the case fixed for the day	Date to which adjourned	Number and class of the case fixed for the day	Date to which adjourned

Note – In column 2 of this list the dates of adjournment are to be noted at the close of the day.

Form No. (M) 16 (i)**Daily list of Plaints / Memoranda of appeals**

Day of20

Before :

Class and number in the register of suits / appeals	Name of the first plaintiff / appellant	Name of the first defendant / respondent	First date fixed for the suit/ appeal	Purpose (summons or notice, defect, etc)for which the date has been fixed
1	2	3	4	5

Presiding Officer

Form No. (M) 17**Notice**

Parties and their pleaders are hereby informed that the decrees in the following cases have been drawn up that these may be inspected at eh Sheristadar's office. If no objection is made withindays they will be signed and sealed .

Exhibited documents are to be taken back as soon as possible after the expiry of 3 months from the date of the decree becoming final, failing which they will be destroyed.

No. of case	Name of parties	Pleader for plaintiff or appellant	Pleader for defendant or respondent

Date

Judge

FORM No. (M) 18

(Not to be printed)

Form of Medical History Sheet of Lunatics

(If any of the particulars in this statement be not known, the fact to be so stated)

1. Name of patient in full and caste or race.
2. Name of patient's father
3. Sex and age of patient
4. Marks whereby the patient may be identified
5. Married or single, or widowed
6. Condition of life and previous occupation (if any)
7. Religion
8. Place of birth and recent place of abode
9. Whether homeless or living with relatives or friends
10. State or bodily health
12. Whether any member of patient's family has been or is affected with insanity
13. Whether the attack is the first attack of insanity or not
14. Age (if known) at onset of first attack.
15. Duration and nature of any previous attack
16. Duration of existing attack
17. Symptoms exhibited
18. Supposed cause of insanity
19. Supposed exciting cause of present attack
20. Whether subject to epilepsy
21. Whether suicidal
22. Whether dangerous to others.

FORM No. (M) 19
Courts Certificate

(To be given to Government or Local Fund Servants who have attended Court as witnesses)

(Articles 1113 and 1114, Civil Services Regulations)

COURT OF

Certified that ¹.....² appeared before me as a witness on behalf of in a Civil/Criminal case for²..... days from to in his..... capacity to depose to facts within his³.....knowledge, and that he has been paid⁴the undermentioned allowances:-

Rs.

As travelling allowance

As halting allowance

Presiding Officer of the Court

Note - 1. Government officers summoned to give evidence in their private capacity, i.e. to depose to facts not coming to their knowledge in the course of their official duties or with which they have not had to deal officially are not entitled to travelling allowances from Government and subsistence allowance paid to under the Rules of the Court [1134] (b) Civil Service Regulation,., 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 have the Government.

1.Name

2.Designation

3. Here state whether official or private

4. If nothing is paid under either head, it should be clearly stated.

Form No. (M) 20

Statement to be submitted with applications for addition to the
Judicial staff

A

Pending files: Civil – Original

Court	Title	Money		Rent		Small Cause Court	Act VIII and Act IX	Suc- cess ion Cer- tifi- cate	Pro- bate and Let- ters of Ad- mini- s- trati- on	Land Acq- uisi- tion	Inso- lven- cy	Oth- ers suit- s	Remarks												
		Total	Over six months Over one year	Total	Over six months Over one year																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	

The number of cases pending for final decree, stayed by Appellate Court, pending with Commissioner, part heard or pending for judgment to be shown in Remarks column.

B

Pending Files: Civil – Appeals

Court	...	Total	Over six months		Over one year		Total	Over six months		Over one year		Total	Over six months		Total	Over six months	Remarks
			Over six months	Over one year	Over six months	Over one year		Over six months	Over one year	Over six months	Over one year						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
From ¹ [Civil Judge (Senior Division)]																	
From ¹ [Civil Judge Junior Division]]																	

In the case of District Judge's and Additional District Judge's Court the number of appeals from decision of Subordinate Judge will be shown separately .

Group of analogous appeals will be mentioned in the Remarks column.

1. Substituted vide C.S. No. 33 (IX -1/95 dt. 31-10-1995)

C

Disposal: Civil

C o u r t	Na me of P r e s i d i n g O f f i c e r	Nu m b e r of d a y s e m p l o y e d	Original						Appellate					R e m a r k s
			T i t l e	M o n e y	R e n t	S. C. C	E x e c - u t i o n	M i s c e l l - a n e o u s	T i t l e	M o n e y	R e n t	M i s c e l l - a n e o u s	R e v i s i o n	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Con t e s t e d U n c o n t e s t e d												

Probate and section 92 suits to be shown as title but indicated in Remarks column.

Land acquisition cases to be shown as Miscellaneous but indicated in Remarks column.

Appeals from decisions of Subordinate Judge will be separately shown.

D**Disposals : Civil**

Court	Name	Number of Days employed	Sessions		Appeals		Section 123 references		Revision	
			Plea of guilty	Contested	Dismissed summarily	Contested or after perusal of record	Uncontested	Contested	Dismissed summarily	Rule issued
1	2	3	4	5	6	7	8	9	10	11

E**Pending files: Criminal**

Court	Session case			Appeals		References, section 123		Revision	
	Section	Prosecution Witnesses	Defence witnesses	Total	Over one month	Total	Over one month	Total	Over one month
1	2	3	4	5	6	7	8	9	10

FORM No. (M) 21

REGISTER CLERK'S CARD NO.
Not Transferable
This is to authorise..... of village.....Thana District to word as the Registered Clerk of
<i>Registering Authority</i>
Pleader/Mukhtar during the year 20
<i>Dated</i>

Number to correspond with number in Register.

**FORM No. (M) 27 Proof of
Debt: General Form**

[Section 49 of the Provincial Insolvency Act, V of 1920]

IN THE COURT OF THE DISTRICT JUDGE

AT.....INSOLVENCY APPLICATION No..... OF
..... 20

Applicant

<p>(a) Here insert number given in the notice I,..... of (b)</p> <p>(b) Address in full That the said was / were day of20.....in the sum of Rs..... P....</p> <p>(c) state consideration and specify the vouchers (if any) in support of the claim Have not, nor hath Knowledge or belief for</p> <p>(d) here insert details of securities bill or the like Admitted to vote for</p> <p>Rs.</p> <p style="text-align: right;">Judge or Official Receiver</p>	<p>In the matter ofNo. (a) of 20</p> <p>Make oath and say (or solemnly) and sincerely affirm and declare): At the date of the petition, viz... the and still is /are/ justly and truly indebted to me for (c)..... as shown by the account endorsed hereon (or the following account), viz, for which sum or any part there of I say that I or any person byorder to myUse had or received any manner of satisfaction or security whatsoever save and except the following (d). Sworn at this day of Before me.</p>
--	---

Deponent's Signature
Commissioner

FORM No. (M) 28

(Not to be printed)

Proof of Debt of Workmen*[Section 49 of the Provincial Insolvency Act, V of 1920]*

IN THE COURT OF THE DISTRICT JUDGE
 AT.....INSOLVENCY APPLICATION
 NO.....OF.....20.....

Applicant

I (a) of (b) make oath and say –

(or solemnly and sincerely affirm and declare)

That (c) was/were at the day of the application viz. the day of 20 and still am/are justify and truly indebted to the several persons whose names, address and descriptions appear in the schedule endorsed hereon in sums severally set against their names in the sixth column of such schedule for wages due to them respectively as workmen or others in (d) in respect of services rendered by them respectively to (e) more during such periods before the date of the receiving orders as are set against their respective names in the fifth column of such schedule, for which said sums, or any part thereof, I say that they have not, nor hath any of them had or received any manner of satisfaction or security whatsoever.

Admitted to vote for	Sworn at	
Rs.	thisday of	Deponent's Signature
Judge or Official	before me	
Receiver		

Commissioner

- (a) Fill in full name, address and occupation of deponent.
- (b) The above named debtor or the foremen of the above named debtor or on behalf of the workmen and others employed by the above named debtor,
- (c) "I" or "the said"
- (d) "My employ" or "the employ or the above named debtor"
- (e) "Me" or "the above named debtor"

Form No. (M) 29**(Not to be printed)****List of Creditors for use at Meeting Held of Consideration of Composition or Scheme**

[Section 32 (2) of the Provincial Insolvency Act V, of 1920]

IN THE COURT OF THE DISTRICT JUDGE AT in the matter of the Insolvency Application No.....of 20.....

Applicant

Meeting held atthisday of

No.	Name of all Creditors whose proofs have been admitted	Here state as to each Creditor whether he voted and, if so whether personally or by pleader	Amount of assets		Amount of admitted proof	
		Total				

Required number of Majority**Required valueRs.**

Form No. (M) 30

Progress Report

Statement of work done by the Record Room staff
during the 1st / 2nd half of20.....

Name of officer	For Repunching Court-fee stamps					For examination or Records					For Replacement or Records				For Refilling Papers				No. of record destroyed		
	Pending on	Received during the fortnight	Total	REpunched	Pending	Pending on	Received during the fortnight	Total	Examined	Pending on	Received during the fortnight	Total	Replaced	Pending	Pending on	Received during the fortnith	Total	Refilled		Pending	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Form No. (M) 31**Index to Plan**

Record Court	of	From year to year	Room No	Rack No.
1		2	3	4

Form No. (M) 32**Index Board for Racks**

Room No.		Rack No.
Name of Court to which Records belong		Name of Court to which Record belong
Nature of records A	Shelf No.	Nature of records B
	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	

Destruction

Quarter and year of disposal	Nature and files or records	*Quarter and year when destruction was due	*Quarter and year of destruction
1	2	3	4

Form No. (M) 33**Defect Report**

District Judge's Record-Room

Report -

Sir,

On examining the records, the following defects are found:-

Particulars of the record	Defects found

DISTRICT

The20..... **Record- room Muharir****Order –**

No.....R.D., dated.....20.....Court of.....Sending in original to theof thefor enquiry and report on the reverse.

Judge- in- charge**Record- keeper****Form No. (M) 34****Form to be used on Front Flat Board for indexing Bundles of Records**Rack
ShelfNAME OF COURTClass of Records

Years of decision	20**
B Paper to be destroyed	20**
C Paper to be destroyed	20**
D Paper to be destroyed	20**

Form No. (M) 35**Index to Index Register or Despatch List**

Date	Serial No.	Court	Period	Room, rack and Shelf No	Remarks
1	2	3	4	5	6

Form No. (M) 36**Removal Slip**

Date of removal	No. of suit or case	Date of disposal	For what purpose removed
1	2	3	4

Form No. (M) 37**Reminder List**

The following records dispatched on the /entered in the dispatched list dated have not been

Consecutive number	Particulars of the record		Particulars of the case or processing for which called for or kept back	Date of transmission or of receipt of dispatch the list in which record is shown as kept back	Date of return	If not returned, state reason and give probable date of return	s. y
	Called for	Kept back after due date					
1	2	3	4	5	6	7	8

Memo.

Forwarded in original to the With the request that he will return the same, after filling up column 6,7, or 8 . All other records sent/ kept back and now done with should also be forthwith sent to the Record Room .

Record-keeper

Judge-in-charge

N.B- The above list should be sent every two month to courts who have failed to return records.

Form No. (M) 38

(Not to be printed)

Index to guard file

Date of inspection	Judge, High Court, page	District Judge, page	Date of Inspection	Judge, High Court, page	District Judge, page	Date of inspection	Judge, High Court, page	District Judge, page
1	2	3	1	2	3	1	2	3

Form No. (M) 39**Application for Information**

No. and date	Name and residence of applicant	Nature of the information required	Date on which the information is to be ready	Signature of Officer receiving the application	Remarks
1	2	3	4	5	6

Received fromApplication No..... of date..... for information which will be ready on.....

Dated

Clerk-in-charge

VI- MISCELLANEOUS

Initials of the Clerk handing the application	Date and hour of receipt	Date and hour of passing on

Form No. (M) 40**Application for Copies**

Space for searching fee	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p>Serial No.....</p>	Space for expending fee
----------------------------	---	----------------------------

In the Court of Application for urgent / Ordinary Copy
Here state class of case.....versus.....

Description of document of which copy is wanted with date where necessary . Dated20	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 :- <p style="text-align: right;">Signature of Applicant</p>
ESTIMATE OF COSTS (Excluding what has been filed) <p style="text-align: right;">Rs. P.</p>Stamps Sheets @ 20 P.Court fee stamps @ 20 P. Extra stamp for urgency Searching fee in stamp Total Date <p style="text-align: right;">Clerk -in- Charge Head Comparing Clerk</p>	Estimated Stamps, etc., noticed onsupplied on..... <p style="text-align: right;">Applicant</p> Record received on Copy will be ready on..... Copy actually ready on..... Copy delivered on.....

VI-MISCELLANEOUS

Serial No.....

Received an application for copy bearing the above number

To attend –for estimate on.....

Estimated Stamps & Sheets valued at Rs. P. Date.....20

Head Comparing Clerk / Clerk in Charge

Supplied on..... Received copy on With unused

To attend for copy on ...stamps and sheets valued at Rs. P.

Applicant

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 given up when the copy is delivered.

Initials of the Clerk handing the application	Date and hour of receipt	Date and hour of passing on

Form No. (M) 40-A**Application for free copies by public officers for public purposes**

Serial No.....

In the court of Application for Urgent / Ordinary copy

.....No.of20.....

***Here state class of case.....**

.....

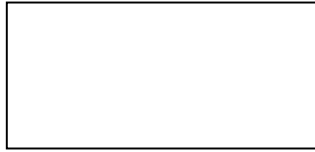
Versus

.....

Description of documents of which copy is wanted with date where necessary. Dated20	Application is made by..... the undersigned, for copy of eh marginally named documents in the above case which was disposed of / is still pending Signature of Applicant
Record received on..... Copy will be ready on Copy actually ready on..... Copy delivered on.....	

Received an application for copy bearing the above number**To attend for copy on.....****Head Comparing Clerk****Clerk-in-charge****Date.....20****Received copy on.....****Applicant****Note –All inquiries and complaints shall be accompanied by this Counterfoil . It will be given up when the copy is delivered.**

Form No. (M) 41



IN THE COURT OF / RECORD ROOMAT

Application for ordinary / urgent inspection of record.

Description of case	Number	Year	Name of the Pleader who will inspect the record

The20

Signature of
Pleader / Vakil / Advocate

Form No. (M) 42

IN THE COURT / RECORD ROOMOF THE.... AT

Application for the return of documents

1. Name of the Court to which record containing the document appertains.
2. Nature, number and year of the suit, case or appeal in which the document was filed.
3. Date of disposal of the original suit or case and of the appeal, if any.
4. Name of the party or person on whose behalf the document was filed.
5. Name of the applicant and the capacity in which he makes the application.
6. Particulars of the documents.

Date

Signature of the applicant

Serial number of the applicant

In the Record- keeper's Register

Return if no objection

Judge's Order

Signature of the Judge with date

Date of return

Record – keeper's Signature

Received the documents specified in Column 6.

Signature of the applicant with date

Details in defects, if any,

in the application

Let the application be return

to the applicant for removal
of the defects

Signature of the Reporting Officer with date

Signature of the Judge with date

APPENDIX -B

Sample forms of decrees in Partition and Other Suits not included in the Appendices to the Code of Civil Procedure

Note- In This appendix have been set out a few sample forms of decree of a class not infrequently required in the Subordinate Courts but which have not been included either in the Appendices to the Code of Civil Procedure or among the Forms in Appendix A. It should however, be clearly understood that the Forms in this Appendix are inserted here for guidance only, that they do not purport to be in any way exhaustive, but merely represent the lines upon which a decree of the class indicated may suitably be muddled. They will not be printed for circulation and if use is made of them, care must be taken to see that they are adapted to the exact requirements of the particular case in hand.

Final decree upon payment by the defendant (Supplementary to the form of Preliminary Decree given in Form 4, Appendix D, C.P.C)

DISTRICT

IN THE COURT OF..... AT

.....Suit

No.....of.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day for final disposal before in the presence of for the plaintiff find for the defendant. And it appearing at on the day of the defendant paid into Court the sum of in Rs..... in pursuance of the preliminary decree herein dated the day of and that the plaintiff has not as yet delivered upto the defendant all the documents of title in his possession of power relating to the mortgaged property. It is decreed as follows :-

1. That the plaintiff do deliver the said documents to the defendant id do, if so require, retransfer the said property * to the defendant free from the mortgage and from ail encumbrances created by the plaintiff or any person claiming under him. [Where the plaintiff claims by derived title, add, ' by those under them he claims.]

2. (When the mortgage is in possession) -That the plaintiff do forthwith put the defendant in possession of the property * in the schedule hereto annexed.

*. The property must be so described in the decree that it can be readily identify and where the property can be identified by boundaries id where the property can be identified by boundaries or by numbers in record of Settlement or Survey the decree shall specify such boundaries or number : (Or. XX, Rule 9, C.P.C.).

3. That thereupon the sum of Rs..... be paid out of Court to the plaintiff.

Schedule of property

II-A

Final decree in Redemption suit (where the mortgage is not simple or usufructuary and where the Plaintiff fails to pay the amount declared in the preliminary decree to be due by him.)

(Supplementary to the form of preliminary decree given in Form. 5 Appendix D.C.C.P., Order XXXIV, Rule 7).

DISTRICT.....
IN THE COURT OF.....
 AT..... Suit No..... of.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day before in the presence of.....for the plaintiff and for the defendant : - And it appearing that the plaintiff has made default in payment of the amount specified in the preliminary decree herein, dated the day of..... to wit Rs.....

(1)

and the defendant by his Pleader applying to be put in possession of the mortgaged property; it is hereby decreed that the plaintiff and all persons claiming through or under him be debarred from all-right to redeem the said property, * as specified in the schedule hereto annexed, and that the plaintiff do forthwith put the defendant in possession of the same.

or

(2)

(When the mortgage is not by conditional sale)

and the defendant, by his Pleader applying that the mortgaged property (or a sufficient part thereof, s the case may be) be sold; it is hereby decreed that the mortgaged property, * specified in the schedule hereunto annexed be sold and that the proceeds of the sale (after defraying thereout the expenses of the same) be paid into the this Court and applied in payment of Rs.....due to the defendant, and that the balance, if any, be paid to

SCHEDULE

Judge

II -B

Final decree in Redemption suit where the Plaintiff pays into Court the amount declared in the preliminary decree to be due by him.

(Supplementary to the form of preliminary decree given in Form 5 Appendix D.C.C.P., Order XXXIV, Rule 7).

DISTRICT.....IN THE COURTOF.....
..... AT.....Suit No..... of.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day before in presence of.....for the plaintiff and for the defendant and it appearing-that on the day of..... the plaintiff paid into Court the sum of Rs..... in pursuance of the preliminary decree herein, dated the day of..... and that the defendant has not as yet delivered up to the plaintiff all the documents of title in his possession and power relating to the mortgaged property; it is hereby decreed that the defendant do forthwith deliver up to the plaintiff the documents which, under the terms of the said preliminary decree, he is bound to deliver, up, and that the defendant do, if so required, retransfer to the plaintiff as directed in the said preliminary decree the mortgaged ¹ property set out in the schedule hereto annexed, and ² do put the plaintiff in possession of the said property.

SCHEDULE

Judge

III

Preliminary decree for partition

DISTRICT.....

IN THE COURT OF.....AT.....Suit No..... of.....

Plaintiff

Versus

Defendant

This suit coming on this day for disposal beforein the presence of.....

It is declared that the plaintiff is entitled to ¹ part (or share) of the (movable and) immovable property specified in the schedule hereunto annexed and that the defendant is entitled to ³

And it is hereby decreed that a partition be made of the aforementioned (movable and) immovable property, and it is ordered that a Commission do issue directed to a Commissioner to be therein named, to make a partition or separation of the same according to rights of the parties, as herein before -

declared, and that, as regards the immovable property, he do make the same by metes and bounds and award sums to be paid for the purpose of equalising the shares where he shall see occasion.

And the further hearing of this case is adjourned and the parties are to be at liberty to apply to this Court from time to time as they may be advised.

Dated the day of..... in the year two thousand

and.....

IV

Final decree in partition suit

DISTRICT.....

IN THE COURT OF AT

.....Suit No..... of

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day for final disposal in the presence of This Court doth order that the report prepared and signed by the Commission appointed in pursuance of the order contained in the preliminary decree in this suit, dated the day of 20, do stand confirmed (or varied as follows).

And it is decreed that the property 6 specified in the schedule hereunto annexed be allowed according to the sai'd report (or if the report be varied, hereinafter set forth).

Dated this day of..... in the year two thousand and.....
SCHEDULE

1. Here state plaintiff's share. Here state defendant's share.
2. For form of commission to make a partition, See App. H.C.C. No. 10 reproduced as Form No. (J) 20. ante
3. If the Court considers that there should be an order for Court at this stage insert provision here.
4. Where the Court varies the Commissioner's report in any way, the variation should be clearly set forth in the decree See in this connection Or. XX, Rule 9 C.P.C.
5. Here insert provision as to costs, if any.
6. For form of Commission to examine accounts see App. H. Form 9, C.P.C. reproduced as Form No. (J) 27 ante (See also form No. (J) 28, ante.).

V

Suit for an Account against a Servant or Agent

(PRELIMINARY DECREE)

DISTRICT.....IN THE COURT OF
ATSuit No..... of.....

Plaintiff

Versus

Defendant

Claim for

This suit coming on this day for final disposal beforein the presence of It is decreed that an account be taken of all dealings and transactions between the plaintiff and the defendant from the day of to the day of ./..... and it is ordered that a Commissioner do issue to a Commissioner to be therein named directing him to make an examination and adjustment of the accounts between the plaintiff and the defendant and instructing him as to the proceedings which he may hold on the inquiry and also to report his own opinion on the point referred (insert here any special directions), and it is ordered that the further consideration of this suit be adjourned, and that any of the parties are to be at liberty to apply to this Court as they may be advised.

Dated this day of..... in the year two thousand and

Judge

Note - The final decree in such a suit will be in the form of a simple money decree (Form 2 App. O.C.C.P.).

VI-Decree for dismissal in suits and appeals

DISTRICT.....IN THE COURT OF.....AT.....

Suit No..... of.....

Plaintiff/Appellant

Versus

Defendant/Respondent

Claim for/Appeal against

This suit/Appeal..... coming on this day for final disposal before in the presence of decreed that this suit/appeal be, and the same is hereby dismissed. And it is further decreed the plaintiff/appellant do pay to the defendant/respondent cost of this suit/appeal with interest thereon at the rate of six per cent per annum from the date of taxation until realisation.

Dated this day of..... in the year two thousand and.....

Judge