DISTRICT COURT, MALKANGIRI

INDUCTION TRAINING STUDY MATERIAL — 2026

GENERAL RULES AND CIRCULAR ORDERS

(CIVIL) — VOLUME I

HIGH COURT OF ORISSA — 1985 EDITION

Prepared for — Trainees

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Scope of this Study Material

This material provides a brief but structured reference to the key rules of the **General Rules and Circular Orders (Civil), Volume I, High Court of Orissa**, most relevant to newly recruited ministerial staff. Topics covered include: Court Hours & Diary, Pleadings & Petitions, Processes & Service, Adjournments, Hearing of Suits & Evidence, Judgments & Decrees, Execution, Commissions, Records & Record Room, Copying Department, Fees & Costs, Key Registers, and Quick Reference Cards.

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PRELIMINARY — COURT HOURS, DIARY, CAUSE LIST & COURT SEAL [Rules 1–13]

1. Court Hours

Rule 1(a)/(b)	Timings
	Day Sittings: 10:30 AM to 5:00 PM with half-hour recess (1:30–2:00 PM).
	Morning Sittings: 7:00 AM to 1:00 PM with recess (10:00–10:30 AM).
	Court shall commence **not later than 11:00 AM** (day) or 7:30 AM (morning).
	The recess facility is available only to the Presiding Officer.

Rule 3	No Sitting on Holidays
	No suit, case or appeal shall be heard on **Sundays or Gazetted Holidays**.
	Urgent matters during vacation: heard by OSJS (Senior Branch) officer-in-charge.

2. Diary

Rule 6	Court Diary
	Every Civil Court shall maintain a **Diary in the prescribed Form**.
	Each case shall be entered in the diary **immediately upon a date or adjournment being fixed**.
	The Diary shall be signed each day by the Presiding Judge after careful scrutiny.
	A **separate diary** shall be maintained for circuit cases.

3. Cause List

Rule (Preliminary)	Cause List Preparation
	A **daily cause list** shall be prepared and sent to the Secretary, Bar Association through the Despatch Register.
	The dated signature of the recipient shall be obtained in the Despatch Register.
	Maximum cases to be fixed: **half more than could be done on that day**; undone work gets priority next day.
	Lists shall be prepared in the **language of the Court** and displayed for one week; quarterly lists destroyed.
	Cause list shall be **signed by the Presiding Judge and exhibited before he leaves Court**.

❖ Ministerial Duty: Prepare cause list by previous evening. Place signed cause list on Presiding Officer's table before Court hours. Obtain Bar Association's signature in Despatch Register on the copy sent to them.

4. Presentation of Petitions and Documents

Rule 12	Documents Sent by Post
	No action shall be taken on documents required to be presented to or filed in Court **but sent by post or telegraph**.
	Such documents must be physically presented by the authorised person.

5. Court Seal

Rule 13	Court Seal — Key Rules
	The regular seal of the Court shall be kept in custody of a **responsible officer** nominated by the Presiding Officer.
	Name seals of judicial or ministerial officers are **prohibited**.
	Worn-out seals shall be destroyed in the presence of the Presiding Officer; a note shall be made in the Order Book.
	The seal of an Additional Court that ceases to function shall be kept in the safe custody of the **Chief Administrative Officer/Administrative Officer** of the principal Court.

■ **The court seal must never be affixed to any document without the authorisation of the Presiding Officer or the designated officer-in-custody.**

CHAPTER I — PLEADINGS, PETITIONS & AFFIDAVITS [Rules 14–40]

1. Form of Pleadings and Petitions

Rule 14/15	Form and Preparation
	Pleadings, petitions, applications and affidavits shall, where practicable, be in **English and typewritten**.
	Specifications: A4 paper (29.7 cm × 21 cm), ≥75 GSM, one side printing, Font: Times New Roman 14, 1.5 line spacing; margin: 5 cm left/right, 3 cm top/bottom.
	Every interlineation, alteration or erasure shall be authenticated by the initial of the petitioner/pleader.
	Every page shall be numbered.

Rule 17	Contents of Pleading
	Every petition or pleading shall state clearly: (1) the facts, matters and circumstances relied upon; (2) the matter of complaint; and (3) the relief sought or prayer made.
	Valuations for jurisdiction and Court-fee shall be separately shown.

Rule 23	Substitution of Legal Representatives
	Substitution of legal representatives of deceased parties and consequential amendments in plaints, written statements, petitions, memoranda of appeals shall be carried out **immediately after orders are passed**.
	Numbers assigned to deceased parties continue; legal representatives are numbered A, B, C, etc., under the original number.

2. Affidavits

Rule 30	Title of Affidavit
	Every affidavit shall be entitled: "**In the Court of …… at ……**".
	If there is a pending cause, the affidavit must also be entitled in that cause.
	If no cause is pending: "In the matter of the petition of ……"

Rule 36–37	Illiterate Deponent
	When the deponent appears illiterate, blind, or unacquainted with the affidavit's language, the Commissioner shall cause the affidavit to be **read and explained** in a language both understand.
	The Commissioner shall certify in writing at the foot that it was so explained and the deponent seemed to understand.
	Indian Oaths Act (Act 44 of 1969): Christian witnesses are sworn on the New Testament; others on such symbol as is binding on their conscience.

Rule 29	Deputy Administrator as Commissioner
	All Deputy Administrators shall be **Commissioners of Affidavits** in respect of affidavits relating to service of processes sworn by process-servers under them.

CHAPTER II — PROCESSES & PROCESS SERVERS [Rules 41–89]

1. General Provisions for Processes

Rule 41	Particulars in Every Process
	Every process shall clearly state: (i) name of the **district**, (ii) name of the **Court**, and (iii) **name and powers of the officer issuing** it.
	Every process shall also carry a notice about **free Legal Services** available to parties.

Rule 43	Description of Person Served
	Every person on whom a process is to be served shall be described by: (i) correct name, (ii) address, and (iii) further description sufficient to **clearly identify** him.
	In large towns: name of street/section, house number should be stated.

Rule 45	Service on Public Servant
	Summons to a person in **Government service** shall be forwarded with an order under the signature of the Presiding Officer in **Form No. (M) 8**.
	A reasonable time shall be allowed for making arrangements for the relief of the person summoned.

2. Method and Proof of Service

Rule 46	Personal Service Preferred
	Service shall be **personal wherever practicable**.
	In ex parte cases, Courts shall not act on anything short of personal service unless satisfied that personal service could not reasonably be effected.
	Rule 46-A: Service of summons/notices on **Official Witnesses** shall be made through their **Official e-mail**.

Rule 47	Proof of Personal Service
	When a summons or notice is served personally, the service and the signature of the person served shall be endorsed on the back of the original.
	The serving officer shall also sign his own name and state the date of service.

Rule 53	When Process is Declined
	If the summons is declined by the defendant/agent/adult family member, proof must show: (i) the person was informed what the document was, and (ii) was made acquainted with its nature and contents.

3. Process Servers (Deputy Administrator & Establishment)

Rule 66–67	Process Server — Joint Establishment
	Process servers are part of a **joint civil and criminal establishment** serving both sides.
	The Register of Process-serving peons shall be maintained in **Form No. (R) 9-B**.
	Each peon must execute a bond of Rs. 50 (with a respectable surety) for good and honest conduct.

Rule 77–78	Area-wise Process Despatch
	Deputy Administrator shall maintain a list of: (i) villages within 8 km radius, (ii) villages outside 8 km radius.
	Processes for places **within 8 km** shall be sent out **every working day** and returned next day or the day following.
	Tour programmes of process-serving peons shall be submitted in duplicate to the Deputy Administrator, who shall send one copy to the local Bar Association.

Rule 88	Tour Programme
	Every process-serving peon shall submit **advance tour programme** in duplicate for each assignment.
	Tour programmes shall be preserved for **one year**.
	No process-server shall be employed for clerical work in the office (Rule 86).

NOTE: *NSTEP: Under the new e-Courts framework, process servers must use the NSTEP mobile application for all process service — capturing GPS coordinates, photograph and e-signature of the person served.*

❖ **Ministerial Duty: Record every process issued in the Process Register on the same day. Mark return date. Follow up on unexecuted processes immediately. Never allow a process to lapse without report.**

CHAPTER III — ADJOURNMENTS [Rules 90–103]

Rule 90	Time for Written Statement
	Every defendant shall be allowed a **reasonable time** to file a written statement — shorter or longer depending on complexity.
	Once reasonable time is granted, further time shall not ordinarily be given unless a genuine cause is shown.
	Courts shall adopt a **strict attitude** in granting adjournments for written statements.

Rule 94	No Adjournment for Pending Stay Application
	Hearing of a suit shall **not be adjourned** merely because an appeal, revision or stay application has been filed or is about to be filed in a superior Court.
	Hearing shall proceed unless a **stay order from the appellate Court has actually been received**.

Rule 98	Day-to-Day Trial
	Once trial has commenced, it shall proceed **from day to day throughout** until completed.
	No adjournment beyond the current day except for good and sufficient cause to be noted in the order-sheet.
	Every adjournment must be to a **day certain** — no proceeding shall be postponed *sine die*.

NOTE: *Costs for adjournment: When the Court allows an adjournment and imposes costs, payment must be made directly from one party to the other. The receipt shall be taken on the order-sheet.*

❖ Ministerial Duty: Note the next date of hearing in the Diary Register immediately. Ensure cause list for that date is updated. No case shall be listed without the Presiding Officer's order specifying the next date.

CHAPTER IV — HEARING OF SUITS & EXAMINATION OF WITNESSES [Rules 104–118]

Rule 105	List of Witnesses
	Parties shall file their **lists of witnesses in attendance** before **11:00 AM** (day sitting) or 7:30 AM (morning sitting).
	Failure to file the list is not a bar to examination if the witness is present, but no allowance shall be given for attendance expenses to unregistered/unexamined witnesses.

Rule 111	Computer/Electronic Recording of Evidence
	A computer system or other suitable input method may be used for recording depositions in Civil Courts.
	The Presiding Officer shall authenticate the recorded evidence.

Rule 117	Priority to Holding-up Cases
	Hearing of suits shall be given **priority when their disposal is holding back other suits** or cases.

Rule 118	Continuous Arguments
	Arguments shall be heard **immediately after evidence closes** and continued from day to day until concluded.
	Failure to hear arguments continuously shall be reported demi-officially to the Registrar of the High Court.

❖ **Ministerial Duty: Maintain list of witnesses examined in each case. Enter exhibit markings in the Exhibit Register on the same day. Ensure deposition papers are paginated and placed in the case file in order.**

CHAPTER V — JUDGMENT & DECREE [Rules 119–143]

1. Judgment

Rule 119	Form of Judgment
	Judgments shall be written on **superior quality A4 paper** (29.7 × 21 cm, ≥75 GSM), one side only.
	Font: Times New Roman 14; 1.5 line spacing; margin: 5 cm left/right, 3 cm top/bottom.
	Judgment shall be written in **numbered paragraphs** seriatim.
	Shorthand typists may be employed provided the Presiding Judge certifies it was recorded at his dictation and attests each page.

Rule 124–125	Time for Delivery
	Judgment shall be delivered within **30 days** from the date of conclusion of arguments.
	A definite date not more than **2 weeks** after conclusion of arguments shall ordinarily be fixed for delivery.
	Before transfer or leave, every Judicial Officer shall **deliver all pending judgments** and intimate clearance to the District Judge.

2. Decree

Rules 127–134	Preparation of Decree
	The decree shall be signed by the Presiding Officer and shall clearly state: (i) date, (ii) parties, (iii) nature of decree, (iv) property/amount, (v) costs awarded.
	Where different valuations are put for jurisdiction and Court-fee purposes, **both shall be stated in the decree**.
	Interest allowed shall clearly show: (i) the period, (ii) the rate.
	When adjournment costs are paid into Court, the fact shall be noted on the order-sheet by the Chief Administrative Officer/Administrative Officer.
	All costs unpaid as per order-sheet must be entered in the **decree as costs of the suit**.

❖ **Ministerial Duty: Prepare the decree immediately after judgment is delivered. Enter the decree in the Decree Register. Update CIS and the General Register on the same day. Where appeal limitation runs from decree, notify the concerned party.**

NOTE: *Order-Sheet vs. Decree: Routine interlocutory orders need not be incorporated in a formal decree — only final orders and orders relating to costs affecting execution need to be in the decree.*

CHAPTER VI — EXECUTION OF DECREES [Rules 144–169]

Rule 144	Execution = Same Attention as Original Suit
	Execution cases shall receive **as much attention as original suits and appeals**.
	The Presiding Officer shall ensure processes are not abused and shall scrutinise all cases of fraud, negligence, suppression of processes and resistance to execution.

Rule 147	Decretal Dues by Post/Money Order
	Judgment-debtors may send decretal dues by **money order or through a Bank**.
	The names of parties, case number, Court name and purpose of remittance **must be noted on the money-order coupon**.

Rule 149	Attachment of Moveable Property
	An officer deputed to attach moveable property shall be furnished with a **certificate stating the period for which attachment fee has been paid**.
	If the judgment-debtor desires the property to remain for a longer period, he shall pay the further fee **in advance**.

Rule 155	Sale Lists
	All property to be sold shall be entered in **separate lists for movables and immovables**.
	Sale lists for moveables shall be displayed **not less than 7 days** before sale.
	A copy of the sale certificate shall be forwarded to the Commanding Officer if property is in a military cantonment.

Rule 164	Stay of Sale — Mandatory on Appeal
	Stay of sale of immoveable property in execution is **mandatory** when an appeal is pending from the decree — provided the judgment-debtor furnishes required security.

Rule 169	Transferred Decrees — 6-Month Rule
	If a decree transferred to another Court is not executed within **6 months**, that Court shall certify the non-application and return the decree to the originating Court.

❖ **Ministerial Duty: Register all execution applications in the Execution Register on the date of filing. Issue processes promptly. Track attachment orders, sale dates and return dates. Follow up on unexecuted warrants weekly.**

CHAPTER VII — COMMISSIONS & SALARIED AMINS [Rules 170–187]

Rule 171	Before Issuing a Commission
	The Court shall: (a) call on the party to supply an **abstract of pleadings and issues**; and (b) estimate the probable duration of examination of each witness after consulting the parties.

Rule 184	Survey Commissions
	Survey commissions shall, as far as possible, be issued only to persons whose names are entered in the **list maintained by the District Judge of persons qualified for survey commissions**.

Rule 186-A	Salaried Amins — Duties
	Salaried Amins shall be utilised primarily for: **spot inspections, survey and measurement works, and effecting partition in final decree proceedings**.
	If there is insufficient survey work, their services may be used for other suitable office work as ordered by the Controlling Officer.
	The Controlling Officer shall specify the period for completion while issuing the writ.

❖ **Ministerial Duty: Register every commission issued in the Commission Register. Note the date of issue, commissioner's name, case number, and date by which report is due. Follow up on overdue commission reports.**

CHAPTER X & XI — EX PARTE INJUNCTIONS & APPEALS [Rules 194–215]

1. Ex Parte Injunctions

Rule 194–201	Ex Parte Injunction — Key Rules
	Power under Order XXXIX, Rule 3 CPC to issue ex parte injunction shall be exercised with the **greatest care**.
	Ex parte injunction shall **generally be until a certain day** and for the **shortest possible duration**.
	An interim injunction shall be dissolved if the plaintiff makes **wilful default** in depositing process fee or serving notice on the opposite party.
	Court may require the plaintiff to give **undertaking as to damages** as a condition for grant of injunction.

2. Appeals

Rule 204–205	Form of Appeal Memo
	Memoranda of appeals shall, where practicable, be in **English and typewritten**.
	Every memo of appeal shall clearly specify: (i) **relief sought**, and (ii) **value of the appeal**.
	Valuations for jurisdiction and Court-fee shall be shown separately.
	The memo shall bear a statement of the pleader presenting the same, signed by him.

Rule 212	Papers to be Sent with Appeal Record
	Only the material papers connected with the order appealed against shall be sent.
	If it is not practicable to send the relevant part of the order-sheet, an **attested copy** shall be submitted.
	In appeals against Order IX CPC orders, the **entire record** shall be forwarded.

❖ **Ministerial Duty: On filing of appeal memo, update the General Register and CIS. Register appeal number. Prepare the paper-book and despatch the record to the appellate Court within 7 days. Obtain acknowledgement.**

PART II — RECORDS: ARRANGEMENT, CUSTODY & PRESERVATION [Rules 230–347]

1. Arrangement of Records

Rules 230–250	Files in a Civil Case Record
	Every civil case record shall contain distinct files. The main files are:
	File A: Pleadings — plaint, written statement, issues.
	File B: Proceedings — order-sheet, petitions, applications, depositions.
	File C (C-1): Judgment, decree and important papers.
	File D: Exhibits/documents admitted in evidence.
	The record shall be prefixed by a **Table of Contents** showing the file and paper numbers.

2. Record Room

Rules 290–320	Key Record Room Rules
	Records shall be sent to the Record Room **immediately after the case is disposed of**.
	The Record Keeper shall issue a **receipt for every record received**.
	When records are removed for official purposes, an entry shall be made in the **Register of Records Removed**.
	Reminders shall be issued periodically for records not returned; if not returned, orders of the Judge-in-charge shall be taken.
	Records called for in an appeal shall be **sent with the appellate judgment and placed together** in the Record Room on return.

Rule 311	Transmission of Records Between Courts
	Between Courts at the same station: despatch by hand with **peon book** — serial number, date, and signature of recipient.
	Between Courts at different stations: by **registered post**.
	Acknowledgement must always be obtained; if not received within a reasonable time, enquiry shall be made.

3. Preservation and Destruction of Records

Rules 323–340	Periods of Preservation
	Periods of preservation are calculated from the date of **final decree or order**.
	Class I and II records (decrees involving immovable property, status, etc.): **permanent / 30 years**.

	Class III records (ordinary civil suits): **8–10 years** depending on nature.
	Group A records left after execution or other proceedings: destroyed at end of **5 years** from date of decree.
	Group B records (dismissed/uncontested/satisfied cases): destroyed at end of **1 year** from disposal.
	Bulky exhibits (account books, zamindari papers): may be destroyed **1 year after decree becomes final** under District Judge's order, after issuing notice in Form No. (P) 41.

4. Custody of Valuable Moveables

Rule 342–347	Gold, Silver, Jewellery in Court Custody
	All valuable moveables such as **gold, silver, jewellery** shall, as soon as produced in Court, be made over to the **Deputy Administrator** in the presence of the Presiding Officer.
	The Deputy Administrator is responsible for their safe custody.
	If value exceeds the security furnished by the Deputy Administrator, the items shall be kept in an **iron safe** and checked periodically by the Presiding Officer.
	A **Register of Valuable Moveables** shall be maintained in **Form No. (R) 13-A**.
	Return to party: only on Court order; Appellate Court returns through a responsible officer or by registered insured cover.

■ **Valuable moveables must NEVER be kept at the bench or by any ministerial officer. Any article produced in Court must be immediately handed over to the Deputy Administrator in the presence of the Presiding Officer.**

PART III — COPIES & COPYING DEPARTMENT [Rules 348–371]

Rule 348–351	Who May Obtain Copies
	Parties to a suit may obtain copies of **any document in the record** at any stage.
	A stranger (non-party) may obtain copies of plaints, written statements, affidavits and petitions **after decree as of course**.

Rule 361	Head Typist — Examination of Copy
	The **Head Typist or Head Comparing Clerk** shall examine every copy with reference to the original to see that: (i) it is accurate, and (ii) the correct amount of Court-fee stamps has been realised.
	Every date on which extra folios are called for shall be shown at the back of the folio.

Rule 365	Only Appointed Copyist
	No one except a copyist appointed by the District Judge shall be employed in preparing copies.
	English copies shall be typed by English copyists; vernacular copyists may type English documents only if there is insufficient work for both.

Rule 371	Quarterly Inspection
	The Judge-in-charge shall make a thorough inspection of the Copying Department **once every quarter** and submit a report to the District Judge.

❖ Ministerial Duty: Register every copy application on the date of receipt. Note the estimated fee and date by which copies are to be ready. Never delay the supply of copies beyond the prescribed period.

PART IV — FEES & COSTS [Rules 372–430]

1. Process Fees

Rule 372	Rate of Process Fees
	Process fees are charged for the service and execution of processes. The rates vary by Court level:
	District Judge's Court — highest rate.
	Civil Judge (Senior Division) — intermediate rate.
	Civil Judge (Junior Division) — lowest rate.
	Process fees are payable before the process is issued. Execution applications must be accompanied by process fees at the applicable rate.

Article 3	Attachment — Custody Fee
	For every person required to be in possession of attached moveable property: **Rs. 0.50 to Rs. 0.75 per day** depending on the Court.
	Advance payment of custody fees is required if the attachment is to continue.

2. Court Fees Act Rules

Rules 390–400	Key Court Fees Rules
	Court fees shall be paid by affixing **Court-fee stamps** on the document, which shall then be defaced.
	Impounding: If an instrument is insufficiently stamped, the Court shall impound it and collect the deficit fee.
	Fee for affidavit (administering oath): **Rs. 1.00** — payable by Court-fee stamp.
	Copying fee: **75 paise per folio of 180 words English** or equivalent in Indian language.
	Urgent/expedition fee: Rs. 1.50 per inspection or information; Rs. 3.00 for copies not exceeding 720 words English.

NOTE: Stamps/folios must be punched and defaced immediately on receipt. The Record Keeper shall verify that stamps are duly punched and report any suspicious circumstances to the Presiding Officer.

■ **NEVER accept Court fees in cash at the counter. All fees must be paid by Court-fee stamps affixed and defaced on the document. Cash receipts by ministerial staff are strictly prohibited.**

PART V — KEY REGISTERS IN CIVIL COURTS [Rules 431+]

The list of registers prescribed in Volume II of GR&CO; (Civil) are those **absolutely necessary** for judicial, administrative and statistical purposes. All registers shall be kept in **English**.

1.	**General Register of Civil Cases**	All suits/cases registered — daily entries, outcome, next date
2.	**Register of Processes (R-9)**	All summons/notices issued — date, case, person, service return
3.	**Register of Process-Serving Peons (R-9B)**	Peons attached, area allocation, attendance
4.	**Register of Attendance & Deputation of Peons (R-13)**	Daily attendance, areas where deployed
5.	**Register of Valuable Moveables (R-13A)**	Gold/silver/jewellery produced in Court — description, value, custody
6.	**Register of Records Removed from Record Room**	Cases where records taken out — date removed, purpose, date returned
7.	**Decree Register**	All decrees passed — case number, parties, date, amount, appeal details
8.	**Execution Register**	All execution applications — date, decree number, mode of execution, result
9.	**Commission Register**	Commissions issued — commissioner, case, issue date, due date, receipt date
10.	**Copying Register**	Copy applications — date, case number, applicant, fee paid, date of supply
11.	**Inspection Register (R-23)**	Applications for inspection of records — date, applicant, record inspected
12.	**Register of Payment Orders (A-9)**	Payment orders on deposit accounts
13.	**General Cash Book (A-16)**	Daily cash transactions — maintained by Cashier (not the Accountant)
14.	**Register of Judicial Deposits (A-11)**	A-deposits and B-deposits received and paid
15.	**Court Diary**	Daily cases listed, heard, adjourned — signed by Presiding Officer daily
16.	**Despatch Register**	All outward correspondence — serial, addressee, date, signature of recipient
17.	**Inward Register**	All inward correspondence — date, sender, subject, disposal
18.	**Library Stock Book/Catalogue**	Books in library — entry, verification annually by Judge-in-charge
19.	**Forms/Stationery Stock Register**	Stock of forms/stationery — maintained by Clerk-in-charge of Forms
20.	**Register of Legal Practitioners (Vakalatnama)**	Vakalatnamas/Mukhtarnamas filed in each case

CARD A — DAY-WISE DUTIES OF MINISTERIAL STAFF (CIVIL COURT)

Time/Period	Duty	Register/Document
Before Court (Before 10:30 AM)	Prepare cause list; place on Presiding Officer's table; arrange case files in cause list order; despatch cause list copy to Bar Association	Cause List, Case Files, Despatch Register
Opening of Court	Attend Court; assist in calling cases; note adjournment orders; record next dates in Diary Register	Court Diary, Order-Sheet
During Hearing	Record petitions filed; mark exhibits; register any process applications; note orders in order-sheet; prepare requisite processes	Order-Sheet, Exhibit Register, Process Register
After Court (same day)	Update General Register and CIS; enter new decree details in Decree Register; register copy applications received; despatch processes to Deputy Administrator; enter in Inward/Despatch registers	General Register, Decree Register, CIS, Process Register, Despatch Register
Daily (end of day)	Return case files to Record Room (or keep securely if further hearing); ensure Court Diary is signed by Presiding Officer; reconcile fees received	Court Diary, Cash Book
Weekly	Follow up unexecuted processes with Deputy Administrator; check outstanding commission reports; review pending copy applications	Process Register, Commission Register, Copying Register
Monthly	Prepare periodical returns and statistical statements; submit to CJM/District Judge; check all registers are up to date	Periodical Returns (Appendix III, GR&CO; Civil)
Quarterly	Judge-in-charge inspects Copying Department; check record room register; verify library stock	Copying Dept. Register, Record Room Register, Library Catalogue

CARD B — KEY CPC ORDERS & CORRESPONDING MINISTERIAL ACTION

CPC Order/Rule	Subject	Ministerial Action Required
Order V	Summons to defendant	Issue summons; enter in Process Register; record service return date
Order IX	Ex parte/default	If defendant absent — note in order-sheet; enter ex parte decree in Decree Register if ordered
Order XI	Discovery of documents	Note documents ordered to be produced; check filing on due date
Order XVII	Adjournment	Note next date in Diary; update cause list; note adjournment costs if any in order-sheet
Order XX	Judgment/Decree	Prepare decree within prescribed time; enter in Decree Register; update CIS
Order XXI	Execution	Register execution application; issue attachment/sale processes; maintain Execution Register
Order XXIII	Withdrawal/compromise	Note satisfaction/withdrawal; enter in General Register; close execution file if any
Order XXXIX	Injunction	Enter injunction order in order-sheet; serve notice on defendant if ordered; note expiry date
Order XL	Receiver	Note Receiver appointed; inform Collector if land paying revenue; maintain Receiver accounts separately
Order XLI	First Appeal	Register appeal; prepare paper book; despatch record to appellate Court; stay of sale if applicable
Section 47	Execution disputes	Court must record satisfaction before issuing notice; ministerial staff shall register the order and process

CARD C — DO's AND DON'Ts FOR NEW MINISTERIAL STAFF (CIVIL COURT)

DO's ✔	DON'Ts ✘
✔ Prepare and display cause list before Court commences — signed by Presiding Officer.	✘ Never postpone any proceeding sine die — every adjournment must be to a day certain.
✔ Enter every process issued in the Process Register on the same day of issue.	✘ Never hear a suit on Sunday or gazetted holiday without urgent necessity and proper authority.
✔ Send tour programme of process-serving peons to the Bar Association.	✘ Never accept Court fees in cash — all fees must be paid by Court-fee stamps affixed and defaced.
✔ Prepare decree immediately after judgment; enter in Decree Register on the same day.	✘ Never allow a process-server to do clerical work in the office.
✔ Send record to Record Room immediately after disposal of case; obtain receipt.	✘ Never send records to another Court without obtaining a proper acknowledgement.
✔ Hand over all gold, silver, jewellery produced in Court to the Deputy Administrator in the presence of the Presiding Officer.	✘ Never keep valuable moveables (gold, jewellery) with any ministerial officer — always with Deputy Administrator in iron safe.
✔ Deliver all pending judgments before proceeding on leave or transfer.	✘ Never act on documents sent by post that are required to be physically presented.
✔ Deface Court-fee stamps immediately upon receipt to prevent reuse.	✘ Never issue a commission or summons without the order of the Presiding Officer.
✔ Obtain dated signature of Bar Association representative in Despatch Register for cause list copy.	✘ Never use a name seal — name seals of judicial or ministerial officers are prohibited.
✔ Record every exhibit marked in the Exhibit Register on the same day with exhibit number and witness reference.	✘ Never delay preparation of decree beyond the prescribed period after delivery of judgment.
✔ Maintain library under lock and key; stamp all books with Court seal; record all issues and returns.	✘ Never allow adjournment without noting it in the Diary and Order-Sheet, with next date specified.