WORK TO BE DONE ON CIVIL SIDE UNDER SUPERVISION OF ADIMINISTROR OFFICER

PART – I

Framing draft Issues

i. Simple Money Suits

ii. Rent Suits

iii. Eviction Title Suits

iv. Suits for declaration and injunction

v. Other simple Civil Suits.

PART – II

Writing draft orders

1. Order below application of appointment of commissioner/receiver.

2. Order of substituted service of summons.

3. Ex-parte Order.

4. Order of withdrawal/compromise.

5. Judgment under Order 8 Rule 10

6. Decree on admission

7. Order under Sec. 10 (Stay of Suit)

8. Order U/s. 35 (B) (Cost for delay)

9. Order U/s. 148 (A) (Caveat Application)

10. Order under Order 1 Rule 8 &10

11. Order under Order 7 Rule10 & 10 A (return of plaint)

12. Order under Order 7 Rule 11 (Rejection of Plaint)

13. Order 7 R14 and O8 R1A

14. Order under Order 9 Rule 2 (Dismissal for want of process fees/plaint etc.)

15. Order under Order 9 Rule 3 (Dismissal for want of presence)

16. Order under Order 9 Rule 4 (Restoration)

17. Order under Order 9 Rule 7 (Setting aside of ex-parte order)

18. Order under Order 9 Rule 13 (Setting aside ex-parte judgment)

19. Order under Order 22 Rule 2 (Abatement of the suit)

20. Order under O22 R 4 (filing of WS by substituted defendants)

21. Order under Order 22 Rule 9 (Setting aside abatement)

22. Order under Order 23 Rule 1 (1) (Unconditional withdrawal of the suit)

23. Order under Order 23 Rule 1 (3) (Conditional Withdrawal with permission)

24. Order under Order 23 R 1A Transposition of plaintiff

25. Order under Order 23 Rule 3 (Compromise)

26. Order under Order 5 Rule 9 (Simultaneous service by post)

27. Order under Order 6 Rule 17 (Amendment of the plaint)

28. Order under Order 7 Rule 18 (Production of the document at belated stage)

29. Order under Order 12 (Admission/Denial of the documents)

30. Order under Order 16 Rule 6 r/w Section 30 and 32 (Summons for production of documents)

31. Order under Order 17 Order on an application for adjournment

32. Order under Order 32 (Appointment of guardian for minor defendant)

33. Order under Order 38 (Arrest and Attachment before judgment)

34. Section 58 read with Order 21 Rule 38 and 39 (Detention and release)

35. Order 21 Rule 46, 46A, 46B (Attachment of debt, share and other property belonging to garnishee)
36. Order21 Rule 94 (Grant of Certificate to purchaser)

37. Order 8 Rule 1 (Allowing to file Written Statement after 90 days)

38. Order 11 Rule 12 (Discovery of documents)

39. Order 11 Rule 21 (Non compliance with order for discovery)

40. Order 12 Rule 2A (2) (Direction to pay cost for neglect or refusal to admit a document)

41. Order 16A Rule 7 (Commission for examination of witness in prison)

42. Section 75 (g) read with Order 26 10B, 15 (Issue commission for Ministerial work)

43. Section 80 (2) (Return the plaint for presentation after complying sub section 80 (1))

44. Section 89 (Referring the case for settlement outside the Court)

45. Order 32 Rule 12 (Application on attaining majority in suit by or against minor)

46. Order 33 Rule 9 (Withdrawal of permission to sue as an indigent person)

47. Order 39 Rule 1 &2

48. Order 40 Receiver

WORK TO BE DONE ON CRIMINAL SIDE UNDER SUPERVISION OF ADMINISTRATIVE OFFICER.

PART – I

a) Framing draft Charge in warrant triable cases.

b) Framing of draft accusation to be explained in Summons triable cases.

c) Recording of statement of accused under Section 313 of Cr.P.C/ 351 B.N.S.S.

PART – II Writing draft orders

Note: Writing of Model orders on the following Subject:

1. Bail Orders

2. Order under Section 91 Cr.P.C. / for summons to produce documents or other things.

3. Order under Section 97 Cr. P.C.for search for persons wrongfully confined.

4. Order U/s. 155 (2) Cr.P.C. /174 B.N.S.S. for investigation in non-cognizable offences by police

5. Order U/s. 167 (1) Cr.P.C. / 187 B.N.S.S. for police remand of the accused.

6. Order U/s. 167 (2) CrP.C./ 187 B.N.S.S. for default bail of the accused.

7. Order U/s. 173 (8) Cr.P.C. /193 B.N.S.S. for further investigation

8. Order U/s. 202Cr.P.C. /225 B.N.S.S. for postponement of issue of process

9. Order U/s. 203 Cr. P.C./226 B.N.S.S. for dismissal of complaint

10. Order U/s. 204 Cr.P.C./ 227 B.N.S.S. for issue of process

11. Order U/s. 205 Cr.P.C./ 228 B.N.S.S for dispensing of personal attendance of accused.

12. Order U/s. 209 and 323 Cr.P.C./ 232 & 362 B.N.S.S to commit the case to the Sessions Court

13. Order U/s. 206 Cr.P.C./ 229 B.N.S.S to alter the charge

14. Order U/s. 239 Cr.P.C./ 227 B.N.S.S to discharge the accused

15. Order U/s. 257 Cr.P.C./ 280 B.N.S.S for withdrawal of complaint

16. Order U/s. 258 Cr.P.C./ 281 B.N.S.S to stop proceedings

17. Order U/s. 299 (1) Cr.P.C./ 335 B.N.S.S to record evidence in absence of absconded accused.

18. Order U/s. 311 Cr.P.C./ 348 B.N.S.S to recall witness

19. Order U/s. 319 Cr.P.C./ 358 B.N.S.S to proceed against other person appearing to be guilty.

20. Order U/s. 320 Cr.P.C./ 359 B.N.S.S (Compounding of offence)

21. Order U/s. 321 Cr.P.C./ 360 B.N.S.S (Withdrawal for prosecution)

22. Order U/s. 345 Cr.P.C./ 384 B.N.S.S (Procedure in certain cases of contempt)

23. Order U/s. 446-A Cr.P.C./ 492 B.N.S.S for cancellation of bond and bail bonds.

24. Order U/s. 451 Cr.P.C./ 497 B.N.S.S for custody and disposal of property pending trial in certain cases

25. Order U/s. 468 Cr.P.C./ 514 B.N.S.S to dismiss the case filed after lapse of limitation

26. Order U/s. 473 Cr.P.C./ 519 B.N.S.S Order of extension of period of limitation.

27. Section 159 Cr.P.C./ 178 B.N.S.S (Power to hold investigation or preliminary inquiry)

28. Section 164 Cr.P.C./ 183 B.N.S.S (Recording of confessions and statements)

29. Section 202 (2) Cr.P.C./ 225 B.N.S.S (Call upon complainant to produce his witnesses)

30. Section 210 Cr.P.C./ 233 B.N.S.S (Stay the proceeding of inquiry and call for a report)

31. Section 241 Cr.P.C./ 264 B.N.S.S (Order of conviction on plea of guilty)

32. Section 242 (3) Cr.P.C./ 265 B.N.S.S (Order to recall witness for further cross examination)

33. Section 256 Cr.P.C./ 279 B.N.S.S (Order to dispense the attendance of complaint and to proceed matter against accused) 34. Section 311 (Order to issue summons as Court witness)

35. Section 317 Cr.P.C./ 355 B.N.S.S (Separation of trial)

36. Section 329 Cr.P.C./ 368 B.N.S.S (Postpone the trial of the unsound mind accused)

37. Section 350 Cr.P.C./ 389 B.N.S.S (Order of punishment for non attending court by witness)

38. Section 357 Cr.P.C./ 395 B.N.S.S (Final order in case of conviction for the offence under section 326 of Indian Penal Code and order of compensation)

39. Section 360 Cr.P.C./ 401 B.N.S.S (Order to release on Probation of good conduct)

40. Section 437 (5) Cr.P.C./ 480 B.N.S.S (Order for cancellation of bail and arrest)

41. Section 444 Cr.P.C./ 489 B.N.S.S (Order to discharge the sureties)

42. Section 446 (2) Cr.P.C./ 492 B.N.S.S (Order to imprisonment in Civil Jail for want of non recovery of penalty)

43. Section 457 Cr.P.C./ 503 B.N.S.S (Order of disposal of ornaments seized by Police)

44. Section 457 Cr.P.C./ 503 B.N.S.S (Order of disposal of vehicles seized by Police)