OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE, SIVAGANGAI.

D.No. /Shr(Genral)/2025 Dated .06.2025.

Sub: Courts – Commissioner of Oaths for Appointment / Reappointment – Guidelines issued - Applications invited – Regarding.

Ref: 1. Proceedings of the Hon'ble High Court, Madras in R.O.C.No. 2674/1997/F2 dated:31.07.1997.

2. Official Memorandum of this Court in D.No.3130/Shr(General)/2025, dated:28.04.2025.

3. Letter from the Hon'ble Madurai Bench of Madras High Court, Madurai in ROC.No.23740-A/2025/F1/MB, dated:17.06.2025.

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As per reference 3rd cited above the new format application for Appointment / Reappointment of Commissioner of Oaths are to be submitted in the Principal District Court, Sivagangai in the month of **January** or **June**.

KANNAYEERAM ARIVOLI

Digitally signed by KANNAYEERAM ARIVOLI
Date: 2025.06.19 17:01:08 +0530

Principal District Judge, Sivagangai.

Encl: Details of particulars to be furnished.

To

1. The President / Secretary,
   Bar Association, Sivagangai /Manamadurai/ Ilayangudi / Devakottai / Karaikudi / Thiruppathur / Singampunari and Thiruppuvanam.
2. The President / Secretary,
   Advocate Association,Thiruppathur.**(Requested to display the Official Memorandum in the notice board of concerned Bar Association).**

ROC.No.23740-A/2025/F1/MB

Madurai
.06.2025

From

Thiru.A.Abdul Kadhar, B.A., B.L.,
Additional Registrar General (FAC),
Madurai Bench of Madras High Court,
Madurai.



To

All the Principal District Judges / District Judges,
Madurai Jurisdiction.

Sir,

Sub: Commissioner of Oaths – Applications for appointment and re-appointment of Commissioner of Oaths – Forwarding of – Instructions issued.

17/6/2025

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It is noticed that the Principal District Judges are forwarding the applications of the Advocates who have applied for the post of Commissioner of Oaths to the High Court, for appointment and re-appointment as Commissioner of Oaths, without the full particulars as required in the Rules causing much inconvenience to the Registry.

Therefore, All the Principal District Judges are hereby requested to furnish the following particulars while forwarding proposals for the appointment and re-appointment of Commissioner of Oaths **with check-list** of these particulars.

..2.

PARTICULARS FOR APPOINTMENT OF COMMISSIONER OF OATHS

1. Police Verification Report (The Commissioner of Police / The Superintendent of Police / The Police Verification Report issued by Tamil Nadu Police Department from the official website of TN Police (www.eservices.tnpolice.gov.in).
2. Bar Council Report
3. Requisition Letter
4. Form – VI (Form of Application for Appointment of Oath Commissioner) with the applicant's signature with date and the District Court Seal with date.
5. Affidavit from a Notary Public.
6. Fee for issue of certificate shall be a challan of Rs.100/-
7. Every application shall bear a court fee stamp of Rs.10/-
8. Passport size photo affixed in the application.
9. 10^{th} / 12^{th} mark sheet
10. Provisional & B.L. Degree certificate
11. Experience & Conduct certificate from the Bar Association concerned.
12. Photocopy of Enrollment Number ID Card
13. Form I certificate containing the following particulars
    a) Total Number of Commissioner of Oaths appointed in the District (currently how many Commissioner of Oaths are in the District).
    b) The Places where such Commissioner of Oaths are located at one Station / Town.
    c) Total Number of Bar members practising at the particular court or centre.

d) Whether the Register maintained by Commissioner of Oaths is inspected from time to time? Whether sufficient check is exercised and to justify the need for appointment of more Commissioner of Oaths for your District.

e) Details of Names of Commissioner of Oaths as found in Form – I Register and particulars of renewal of appointment (currently how many Commissioner of Oaths are in the District).

14. Certificate of Enrollment as Advocate.

15. If Name / Initial is changed, enclose Tamil Nadu Government Gazette published.

PARTICULARS FOR RE-APPOINTMENT OF COMMISSIONER OF OATHS

1. Police Verification Report (The Commissioner of Police / The Superintendent of Police / The Police Verification Report issued by Tamil Nadu Police Department from the official website of TN Police (www.eservices.tnpolice.gov.in).
2. Bar Council Report
3. Requisition Letter
4. Form – VI (Form of Application for Re-Appointment of Oath Commissioner) with the applicant's signature with date and the District Court Seal with date.
5. Affidavit from a Notary Public.
6. A challan of Rs.100/- (should be paid if an application for renewal is made one month before the expiry of the term period)

7. If an application is made within three months from the date of expiry of the term period, Rs.100/- for prescribed fee and Rs.1000/- for Late fee should be paid (sufficient reason for the delay also should be enclosed).

8. If an application for renewal is made beyond the three months, the said application shall be considered as a fresh application.
9. Every application shall bear a court fee stamp of Rs.10/-
10. Passport size photo affixed in the application.
11. 10^{th} / 12^{th} mark sheet
12. Provisional & B.L. Degree certificate
13. Experience & Conduct certificate from the Bar Association concerned.
14. Photocopy of Enrollment Number ID Card
15. The Principal District Judge has to submit the Jurisdiction of Commissioner of Oaths under Rule 5 of Commissioner of Oaths Rules, 1988.
16. The Principal District Judge has to maintain the Register of Commissioner of Oaths under Rule 6 of the Commissioner of Oaths Rules, 1988 in the Form – I appended to these Rules. (Form – I Register for the concerned Commissioner of Oaths who are seeking appointment for renewal may contain the following particulars:-

    - Full Name and Address of Commissioner of Oaths.
    - Qualifications of Commissioner of Oaths.
    - High Court's ROC. Number and date of appointment of Commissioner of Oaths.

→ Area in which Commissioner of Oaths may practice.)

17.The Principal District Judge has to submit the Register in Form – III with particular reference to the fees received by the Commissioner of Oaths concerned in all cases of affidavits and travelling allowances, if any received, as required under Rule 8 of the said Rules.

18.Certificate of Enrollment as Advocate.

19.Form – II (Certificate of Practice)

20.High Court's Proceedings for previous appointment

21.If Name / Initial is changed, enclose Tamil Nadu Government Gazette published.

Yours faithfully,

Additional Registrar General (FAC)

Encl:Check - List

Check List for Re-appointment of Commissioner of Oaths

District :

S. No.	Name	Requi -sition Letter	Photo & Court Fee	Form I	Form II	Form III	Form VI	Date of expiry of earlier tenure	Date of submission of application	Late fee of Rs. 1000/- Challan & Reason for delay	Prescribed Fee of Rs. 100/- Challan	Police Verification Report from CoP / SP / downloaded from the website of TN Police Dept.	Bar Council Report	Affidavit	10th / 12th / B.L. & ID card
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

1.Jurisdiction of Commissioner of Oaths under Rule 5 of Commissioner of Oaths Rules, 1988

2.Maintenance of Register of Commissioner of Oaths under Rule 6 of the Commissioner of Oaths Rules, 1988 in the Form – I appended to these Rules. (Form – I Register for the concerned Commissioner of Oaths who are seeking appointment for renewal may contain the following particulars:-

1. Full Name and Address of Commissioner of Oaths
2. Qualifications of Commissioner of Oaths
3. High Court's ROC. Number and date of appointment of Commissioner of Oaths
4. Area in which Commissioner of Oaths may practice.)

3.Register in Form – III with particular reference to the fees received by the Commissioner of Oaths concerned in all cases of affidavits and travelling allowances, if any received, as required under Rule 8 of the said Rules.

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Check List for Appointment of Commissioner of Oaths												District :
S. No. (1)	Name (2)	Requisition Letter (3)	Photo & Court Fee (4)	Form I * (5)	Form VI (6)	Enrol. Certificate & ID card (7)	10th / 12th & Provisional & B.L. Certificate (8)	Experience & Conduct Certificate (9)	Affidavit (10)	Rs.100 challan (11)	Police Verification Report from CoP / SP / downloaded from the website of TN Police Dept. (12)	Bar Council Report (13)

*Form – I contains

1. Total Number of Commissioner of Oaths appointed in the District (currently how many Commissioner of Oaths are in the District)
2. The places where such Commissioner of Oaths are located at one station / Town
3. Total Number of Bar members practising at a particular court or centre.
4. Whether the Register maintained by Commissioner of Oaths is inspected from time to time? Whether sufficient check is exercised?
5. Details of Names of Commissioner of Oaths as found in Form – I Register and particulars of renewal of appointment (Currently how many Commissioner of Oaths are in the District)

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