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 19 .

Class of courts.	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							
Subordinate Judges { O. P. ... S. C. C. ..							
Munsifs { O. P. ... S. C. C. ...							

NOTE.—The duration is to be calculated from the date of institution as explained in rule 441, Part VI, Chapter I of the Civil Court Rules, Volume I.

FORM NO. (S) 32.

Table showing the number of appeals from decrees disposed of and their average duration in the Civil Courts of during the year 19 .

Class of courts.	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							
Subordinate Judges							

NOTE.—The duration is to be calculated from the date of institution as explained in rule 471, Part VI, Chapter I, of the Civil Court Rules, Volume I.

FORM NO. (M) 1.

REQUISITION FOR RECORDS.

No.

DISTRICT

IN THE COURT OF AT

CIVIL JURISDICTION.

Under the provisions of Order XIII, R. 10(1), C. C. P. ?
In the circumstances set forth below ‡ it is hereby ordered that the * be requested to forward the record of $\frac{\text{suit}}{\text{case}}$ no. of decided by on the day of 19 , to this Court by†

Presiding Officer.

Dated _____

?Where Court sends for record of its own motion.

*Here insert title of address.

†Here insert definite date.

‡*Examples.*

(a) On an application by Bansi Das, plaintiff, for review or re-hearing.

(b) On an application by Jagannath Saha, decree-holder, in execution case no. of this Court.

NOTE.—For each record or paper a separate requisition is necessary. This requisition ill be used as the removal slip in the Record-room.

FORM No. (M) 2.

LETTER ADVISING THE DESPATCH OF A RECORD.

No.

FROM

To

Dated , *the* *19* .

SIR,

I have the honour to advise the despatch this day by[1] to your address of the original record of the case, noted on the margin, $\frac{\text{called for in}}{\text{received with}}$ your no. , dated the , 19 . The parcel bears the number and date of the letter enclosed therein, viz., no , dated the 19 . The return, duly signed, of the form of acknowledgement annexed to the forwarding letter above quoted, is requested.

[1] *Here state method of despatch.*

Yours faithfully,

FORM No. (M) 3.

LETTER TO ACCOMPANY A RECORD.

No.

FROM

To

Dated , *the* *19* .

SIR,

I have the honour to $\frac{\text{forward}}{\text{return}}$ herewith by[1] the original record of the case[2], noted on the margin, $\frac{\text{called for in}}{\text{received with}}$ your No. , dated the 19 .

Yours faithfully,

[1] *Here state method of despatch.*

[2] *Note on the margin the number of file and page in each f*

Memo. of acknowledgement.

Received the record forwarded with letter no. , dated the , 19 , from the of

(Signature and Designation of Receiving Officers.)

Dated , *the* *19* .

FORM No. (M) 4.

FORM OF LETTER REGARDING NOMINATION OF A COMMISSIONER TO CONDUCT A LOCAL INVESTIGATION UNDER ORDER XXVI, R. 9 OR 13, CODE OF CIVIL PROCEDURE.

FROM

The of

To

The District Judge of

Dated the 19 .

SUIT NO.

_____ *Plaintiff*

versus

_____ *Defendant.*

SIR,

In the case mentioned above it has been found necessary to order a local investigation in accordance with the provisions of Order XXVI, R. 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/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 in deposit :

Nature of work to be done :

Yours faithfully,

MEMO. NO. _____

FROM

The District Judge

of _____

To

The _____

SIR,

I have the honour to say that Babu / Maulvi — ——, Pleader, may be appointed Commissioner under Order XXVI, Rule 9/13 of the Code of Civil Procedure, to make the local enquiry in the case.

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.

FORM NO. (M) 5.

Charge Lett r for District Judge proceeding on Circuit Duty.

DISTRICT

Judge's Court.

The *of* *19* .

MEMO.

MR. , Judge of the district of , reports for the information of , that he has this day made over charge of the current duties of his office to , Subordinate Judge, for the purpose of proceeding on circuit duties to

Delivered. Received.

Judge. *Subordinate Judge.*

No. DISTRICT

Judge's Court.

The *of* *19* .

MEMO.

MR. , Judge of the district of , reports for the information of , that he has this day resumed charge of his office from Subordinate Judge of

Received. Delivered.

Judge. *Subordinate Judge.*

FORM NO. (M) 6.

Form of letter from the District Judge to the Registrar of the High Court, regarding the enrolment of Legal Practitioners.

No.

FROM

THE DISTRICT JUDGE OF ,

To

THE REGISTRAR OF THE HIGH COURT,
PATNA.

Dated , the 19 .

SIR,

I have the honour to forward the accompanying petition together with its enclosures presented by Babu , son of Babu , for enrolment as a $\frac{\text{Pleader}}{\text{Mukhtar}}$, entitling him to practise in the Civil and Criminal Courts of the district.

2. Under rule 498, Part VII, Chapter I, Volume I, Civil Court Rules, a notice has been posted in a conspicuous place of the Court-house here, and a copy is forwarded for publication in the High Court as required by the rules.

3. The applicant has been identified by Babu , a pleader of this Court.

Yours faithfully,

District Judge.

FORM NO (M) 7.

Intimation to Collector of the withdrawal from attachment of an estate or a share of an estate.

Deleted.

FORM NO. (M) 8.

Order for transmission of summons to be served on a public servant or soldier who is a defendant in a suit.

(ORDER V, RULES 27 AND 28, CODE OF CIVIL PROCEDURE)

DISTRICT

IN THE COURT OF AT

SUIT NO. OF 19 .

To

Under the provisions of Order V, rule 27 (*or 28, as the case may be*), 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.

C.S.No.21.

(i) Substitute the following for the existing Form No.(M) 8-A, at page 329:-

"To

The Speaker of the House of the People,
Parliament House, New Delhi.
The Chairman of the Council of States, Parliament House, New Delhi.
The Speaker of the State Legislative Assembly(1).
The Chairman of the State Legislative Council (1)

Dated. The 19

Subject - Production of document in (2)
Production of an officer for the purpose of giving evidence in (2).

Sir,

In the above proceeding, the plaintiff/defendant ..... which are rely upon the documents, specified in the annexure in the custody.

proposes to .....
examine as a witness in regard to the matter specified in the annexure ..... on

.....
officer(or any duly informed officer) in the .....
of the House of the People/Council of States/State Secretariat/ Legislative Assembly /State Legislative Council. I have to request you to move the House, if you have no objection, to grant leave for production of documents.

the ..... in my Court, and, if such leave is granted, to xxx .....examination of the said officer.

arreange to send the documents/certified copies of the documents so as to reach me on or before.....

direct the officer to appear in my court.....
A.M..... on .....
by registered post(acknoledgment due)or thrugh an officer in the secretariat of the House.

Should the House be not in session, you may be pleased ,if there is no objection, to grant leave for the production of the said, document/examination of the said officer in my court, on or before at ..M.on

the date mentioned above.

Yours faithfully.

Note.-'Strike on the portion or portions not required"

II. Delete Form no.8-B at page 330.
XEIXD-34-71, dt. the 27th August, 1974) Gr. Bhadra, 1896

1. Here mention the name of the State and the name of the place where the State Legilsature sits.
2. Here give the full description of the case.

FORM No. (M) 8-A.

To

The Speaker of the House of the People/
The Chairman of the Council of States,
Parliament House, New Delhi.

Dated the.....19 .

SUBJECT.—Description of the case.

SIR,

IN the above proceeding, the plaintiff/defendant proposes to rely upon the documents, specified in the Annexure, which are in the custody of the House of the People/the Council of States. I have to request you to move the House, if you have no objection, to grant leave for the production of documents in my Court and if such leave is granted, to arrange to send the documents/certified copies of the documents so as to reach me on or before.. .. ..by registered post (acknowledgment due) or through an officer in the Secretariat of the House.

Yours faithfully,

FORM No. (M) 8-B.

To

The Speaker of the House of the People/
The Chairman of the Council of States,
Parliament House, New Delhi.

Dated the.....19 .

SUBJECT.—Production of an officer of the Secretariat of the House for purposes of giving evidence.

SIR,

IN the proceedings noted on the margin, the plaintiff/defendant proposes to examine....., an officer in the Secretariat of the House of the People/the Council of States (or any duly informed officer) as a witness in regard to the matters specified in the Annexure. I have to request you to move the House, if you have no objection, to grant leave for the examination of the said officer in my Court, and if such leave is granted, to direct the officer to appear in my Court at.....A. M. on.....

Yours faithfully,

FORM No. (M) 9.

ORDER TRANSMITTING NOTICES IN INTESTATE CASES TO BE POSTED IN OTHER COURTS.

[SECTION 7, REGULATION V (BENGAL) OF 1799.]

ORDER OF THE COURT OF THE DISTRICT OF

PRESENT: MR.

Judge.

The 19 .

Case No. *of* 19 .

In the matter of the estate of the late

of , *who died* *intestate on*

or about the *day of* 19 ,

leaving *personal property.*

WHEREAS it is necessary to affix notices at the spot where the property was found, at the District Judge's Court, and at the dwelling-house of the abovenamed deceased, announcing that one year's time will be allowed for the appearance of the claimants and the heirs of the said deceased person, it is, therefore, ordered that copies of the said notice, together with lists of the said properties of the abovenamed deceased, be, with a copy of this order, forwarded to

in order that he may affix a copy of the said notice at the spot where the property was found, and another copy at the dwelling-house of the abovenamed deceased person, and, in the event of the said dwelling-house not being known, at a conspicuous place in his Court-house, and that he will thereafter intimate to this Court that the said notice has been duly affixed; and it is also ordered that another copy of the said notice with another copy of this order be forwarded to the[1]

in order that it may be hung up at the place of the death of the said deceased, and that he do intimate to this Court that the said notice has been duly hung up.

Dated this day of in the year 19 .

District Judge.

[1] Assistant Joint or other Magistrate of the District.

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 THE AT

$\frac{\text{suit}}{\text{case}}$* no. OF 19 .

*Specify class of case.

To

You are hereby directed to take notice that

the

in the above $\frac{\text{suit}}{\text{case}}$, has preferred an appeal to this Court from the $\frac{\text{decree}}{\text{order}}$ passed by you therein on the day of 19 .

You are requested to send with all practicable despatch all material papers in the suit.

Dated the day of 19 .

Judge.

N. B.—This form may be used in giving intimation of, and calling for records in, all cases of appeals.

FORM No. (M) 13.

APPLICATION FOR PERMISSION TO SELL OR MORTGAGE IMMOVABLE PROPERTY.

Name of minor _____

Name of guardian _____

Case no. of 19 .

Date of certificate _____

Properties of the minor.				Debts of the minor.				Properties proposed to be sold or mortgaged.			Prayer.
Number.	Name.	Annual income	Value.	No.	Name of creditor.	Nature and date of document, if any.	Amount (principal with interest).	No.	Properties.	Value	
1	2	3	4	5	6	7	8	9	10	11	12
		Rs. p.	Rs. p.				Rs. p.			Rs. p.	

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 presents that I (1) _____, (1) Name of guardian.

(2) _____ of _____, of _____, (2) Son or daughter, as the case may be.

_____, am held and firmly bound to (3) _____ (3) Name of District Judge.

the District Judge of _____, in the sum of

Rs. _____, to be paid to the said (4) _____ (4) Name of District Judge.

_____ or to his successors in office, and we (5) _____

_____, son of _____, or _____ (5) } Name of sure-

_____, and (6) _____, son of _____ (6) } ties.

_____, of _____, are jointly and

severally held and firmly bound to the said (7) _____ (7) Name of District Judge.

in the sum of Rs. _____, to be paid to the said

(8) _____ or to his successors in office, for the (8) Name of District Judge.

payment of which the said sum of Rs. _____ to be

faithfully and truly made, I, the above bounden (9) _____ (9) Name of guardian.

_____, bind myself, my heirs, executors, administrators

and representatives, and for the payment of the said sum of

Rs. _____, we the above bounden (10) _____ (10) } Names of

_____, dna (11) _____, bind (11) (11) } sure-ties.

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 this _____ day of _____ 19 .

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 abovenamed (1) _____ has, subject to his entering into a bond in Rs. _____ as the case with (2) _____ sureties in the same sum (or sum of Rs. _____ as the case may be), been appointed guardian of the property, movable and immovable of (3) _____, minor son of _____. And whereas the said _____ (4) _____ has agreed to enter into the above-written bond and the said (5) _____ and _____ (6) _____ have agreed to enter into the above-written bond as sureties for the said (7) _____. Now the condition of the above-written bond is such that if the said (8) _____ 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 (9) _____ and do and shall carefully observe, perform, and keep all orders and directions of the said Court of the District Judge of _____ _____ touching or concerning the estate and

(1) Name of guardian. (2) Number of sureties. (3) Here state the name of minor. (4) Name of guardian. (5) and (6) Names of sureties. (7) and (8) Name of guardian. (9) Name of minor.

affect of the said minor and his pr.p.ty and touching and concerning all such monies and estates as he, the said (10) ——— shall receive as such guardian as aforesaid and in all things conduct himself properly, 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 the above named (11) ——— Seal.

in the presence of ——— Seal.

——— Seal.

(10) Name of guardian. (11) Name of guardian and sureties.

FORM No. (M) 15.

FORM UNDER THE CRIMINAL PROCEDURE CODE.

(NOT TO BE PRINTED.)

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 CODE OF CRIMINAL PROCEDURE.)

I (1) of (2) having been brought before the Court of (3) 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 19 , and on such other day as I may be required to attend, and in case of my making default herein, I bind myself to forfeit to Government the sum of Rs.

Dated this day of 19 .

Signature.

(4)

for the above said that he shall attend at in the Court of on (5)

further to answer the charge pending against him; and in case of his making default therein (6) to forfeit to Government the sum of Rupees.

Dated this day of 19 .

(1) Name. (2) Place. (3) Name of officer and designation of Court. (4) I hereby declare myself (or we jointly and severally declare ourselves, and each of us) surety (for 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 bind ourselves).

FORM No. (M) 16. G. I. 8/49.

DAILY CAUSE LIST

Day of 19

Before :

Number and class of 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 $\frac{\text{Plaints}}{\text{Memoranda of appeals.}}$

Day of 19 .

Before :—

Class and number in the register of suits / appeals.	Name of the first plaintiff / appealant.	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 and that these may be inspected at the Sarishtadar's office. If no objection is made within.....days 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 respondant.

Date

Judge.

FORM NO. (M) 17A.

NOTICE OF THE PREPARATION OF SALE CERTIFICATES.

Court of..... ... .at .....

The auction purchasers and their pleaders are hereby informed that the sale certificates in the following cases have been prepared and are ready for delivery. In case they are not taken by the parties concerned they will be destroyed after three years form the date of confirmation of the sale.

Number and nature of Execution case.	Names of parties.	Name of auction purchaser.	Pleader for auction purchaser.	Remarks.
1	2	3	4	5

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 with nationality ~~and caste or race~~.
2. Name of patient's father.
3. Sex and age of patient.
4. Marks whereby the patient may be indentified.
5. Married, or single, or widowed.
6. Condition of life and previous occupation (if any).
7. Religion and also whether belonging to Shadule Caste/ Scheduled tribe
8. Place of birth and recent place of abode.
9. Whether homeless or living with relatives or friends.
10. Previous history and habits.
11. State of 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 attacks.
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 attened Court as witnesses.)

(Articles 1133, and 1134, Civil Service Regulations.)

COURT OF

Certified that (1) (2)
appeared before me as a witness on behalf of
in a $\frac{\text{civil}}{\text{criminal}}$ case for days from
to in his capacity to depose
to facts within his (3) knowledge, and that he has
been paid (4) the undermentioned allowances :—

	Rs.
As travelling allowance	
As halting allowance	

A sum of Rs..... has been deposited as his pay.

Date *Presiding Officer of the Court.*

(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

Pendings files : Civil—Original.

Court.	Title.			Money.			Rent.			Small cause Court.		Act VIII and Act IX		Succession certificate.		Probate and Letters of administration.		Land Acquisition.		Insolvency.		Other suits.			
	Total.	Over six months.	Over one year.	Total.	Over six months.	Over one year.	Total.	Over six months.	Over one year.	Total.	Over six months.	Total.	Over six months.	Total.	Over six months.	Total.	Over one year.	Total.	Over one year.	Total.	Over one year.	Total.	Over one year.	Remarks.
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 judgement to be shown in remarks column.

B

Pending files : Civil—Appelate.

Court.	——	Title.			Money.			Rent.			Miscellaneous.		Revision.		Remarks.
		Total.	Over six months.	Over one year	Total.	Over six months.	Over one year	Total.	Over six months.	Over one year.	Total.	Over six months.	Total.	Over six months.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	From Subordinate Judge.														
	From Munsif ...														

In the case of District Judge's and Additional District Judge's Courts the number of appeals from decisions of Subordinate Judges will be shown separately.

Groups of analogous appeals will be mentioned in the remarks column.

C

Disposals : Civil.

Court.	Name of Presiding Officer	Number of days employed.	Original.						Appellate.					Remarks.
			Title.	Money.	Rent.	S.C.C.	Execution.	Miscellaneous.	Title.	Money.	Rent.	Miscellaneous.	Revision.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Contested. Uncontested.												

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 Judges will be separately shown.

D

Disposals : Criminal.

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.	Sessions cases.			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.

* Number to correspond with number in Register.

REGISTERED CLERK'S CARD NO.*

NOT TRANSFERABLE.

This is to authorize _____

_____ of village _____

Thana _____ District _____

to work as the registered clerk of _____

Pleader
Mukhtar during the year 19 .

Dated

Registering Authority,

Form No. (M) 22.

DELETED.

SEE FORM No. (M) 41 at page 375.

Form No. (M) 23.

(RECEIPT GRANTED BY COURT FOR DEPOSIT OF RENT.)

(SECTION 62 OF THE BIHAR TENANCY ACT, VIII OF 1885.)

IN THE COURT OF AT

WHEREAS an application has been filed under section 61 of Act VIII of 1885 by for deposit of rent, alleged to be due by him, on the pleading mentioned in clause of the said section, and whereas this Court believes that the said is entitled to deposit the said rent under the aforesaid section, it is hereby given in writing that the undermentioned amount has been deposited by in this Court.

Description of tenure or holding and the village or estate wherein it is situate.	Amount of rent alleged to be due.	Period for which the rent is alleged to be due.	Interest (if any) paid.	Total amount.
1	2	3	4	5

Judge.

Date

FORM No. (M) 24.

NOTIFICATION OF RECEIPT BY THE COURT OF DEPOSIT MADE.

(SECTIONS 61 AND 62 OF THE BIHAR TENANCY ACT, VIII OF 1885)

(*Section 63, Clause I of Act VIII of 1885.*)

DISTRICT _____

IN THE COURT OF AT

It is hereby notified that under the provisions of sections 61 and 62 of the Bihar Tenancy Act (Act VIII of 1885) the undermentioned sums were deposited in this Court on the date herein given.

Date of deposit.	Name of the tenant depositing the money, his father's name and place of residence.	Amount of deposit	Rent deposited under section 61.			Remarks.
			Under clause 9 (*a*) and (*b*).	Under clause (*c*).	Under clause (*d*).	
			Name of the person to whom the deposit is alleged to be made.	Names of the co-sharers to whom the rent is due.	Name of the person to whom the rent was last paid and of the person or persons now claiming it	
1	2	3	4	5	6	

Date. *Judge.*

FORM No. (M) 25.

DELETED

FORM No. (M) 26.

(*Not to be printed.*)

RECEIPT FOR PAYMENT INTO COURT BY DEFENDANT OF RENT DUE.

(SECTION 152 OF THE BIHAR TENANCY ACT, VIII OF 1885.)

IN THE COURT OF AT

SUIT No. OF 19 in which

Plaintiff,

and

Defendant.

WHEREAS in the aforesaid suit the Defendant admits that Rs. is due from him on account of rent in respect of his tenure or holding and whereas the said has paid into Court the said sum of it is made known that the said sum has been received by this Court.

Seal of the Court.

Date. *Judge.*

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 19 .

Applicant.

In the matter of No. (a) of 19 .

(a) Here insert number given in the notice.

I, of (b) make oath and say (or solemnly and sincerely affirm and declare) :—

(b) Address in full.

That the said was / were at the date of the petition, viz, the day of 19 and still is / are justly and truly indebted to me in the sum of Rs. p. for (c) as shown by the account endorsed hereon (or the following account), *viz.*, for which sum or any part thereof I say that I have not, nor hath order to my knowledge or belief for use had or received any manner of satisfaction or security whatsoever save and except the following (d).

(c) State consideration and specify the vouchers (if any) in support of the claim.

or any person by

(d) Here give details of securities, bills or the like.

Admitted to vote for Rs.

Judge or Official Receiver.

Sworn at this day of before me.

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 19 .

Applica t.

I (*a*) of (*b*) make oath and say :—(or solemnly and sincerely affirm and declare)

1. That (*c*) was at the day of the adjudication, were *viz*., the day of 19 and still am justly and truly indebted to the several are persons whose names, addresses 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*) during such periods before the date of the receiving order as are set out 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.

(*a*) Fill in full name, addre s, and occupation of deponent.
(*b*) The abovenamed debtor or the foreman of the abovenamed debtor, or on behalf of th· workmen and others employed by the abovenamed debtor.
(*c*) "I" or "the said".
(*d*) "My employ or "th employ of the abovenamed debtor".
(*e*) "Me" or "the abovenamed debtor."

Admitted to vote for Rs.

Judge r Official Receiver.

Sworn at this day of before me.

Deponent's Signature.

Commissioner.

FORM No. (M) 29.

(Not to be printed.)

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]

IN THE COURT OF THE DISTRICT JUDGE AT

IN THE MATTER OF THE INSOLVENCY APPLICATION No. OF 19 .

Applicant.

Meeting held at this day of 19 .

No.	Names of all Creditors who e proofs have been admitted.	Here state as to each Creditor whether he voted and, if so, whether personally or by pl ader.	Amount of assets.	Amount of admitted proof.
		TOTAL ...		

Required number of Majority ———————

Required value ———————Rs.

FORM No.

G. L. 7/46. PROGRESS

Statement of work done by the Record Room

Name of Officer.	For repunching Court-fee Stamps					For Examination of Records.				
	Pending on.	Received during the fortnight.	Total.	Repunched.	Pending.	Pending on.	Received during the fortnight.	Total.	Examined.	Pending.
1	2	3	4	5	6	7	8	9	10	11

Application for payment order.					Application for return of paper.					Application for copies.				
Pending on.	Received during the fortnight.	Total.	Dealt with.	Pending.	Pending on.	Received during the fortnight.	Total	Dealt with.	Pending.	Pending on.	Received during the fortnight.	Total.	Dealt with.	Pending.
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

(M) 30

REPORT.

staff during the 1st/2nd half of 19 .

For replacement of records.					For refiling Papers.				
Pending on.	Received during the fortnight.	Total.	Replaced.	Pending.	Pending on.	Received during the fortnight.	Total.	Refiled.	Pending.
12	13	14	15	16	17	18	19	20	21

Application for information.					Requisition for records.					
Pending on.	Received during the fortnight.	Total.	Dealt with.	Pending.	Pending on.	Received during the fortnight.	Total.	Dealt with.	Pending.	No. of record destroyed.
37	38	39	40	41	42	43	44	45	46	47

FORM No. (M) 31.

INDEX TO PLAN

Records of Court.	From year to y ar-	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 Records belong.
Nature of records. A	Shelf Nos.	Nature of Records. B
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

Destruction.

* Quarter and year of disposal.	Nature and files of records.	* Quarter and year when destruction was due.	* Quarter and year of destruction.
1	2	3	4

*In the case of Small Cause Court records "month" instead of "quarter" should be specified in columns 1, 3 and 4.

FORM No. (M) 33.

DEFECT REPORT.

District Judge's Record-room.

Report— G. L. 1/35.

SIR,

On examining the records, the following defects are found :—

Particulars of the record.	Defects found.

DISTRICT.

Record-room Muharrir.

The 19 .

Order—

No. R. D., dated 19 .

Send in original to the of the Court of for 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.

SHELF.

NAME OF COURT.

CLASS OF RECORDS.

Years of decision	19††
B papers to be destroyed	19††
C ,, ,, ,, ...	19††
D ,, ,, ,, ...	19††

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.

REMOVED SLIP.

Initials of the clerks handling the application.	Date and hour of receipt.	Date and hour of passing on.

C.S.No.20. Substitute the following form No.(M)36 at page 363

Form No.(M)36, Removal Slip.

Date of removal. No.of suit or case. Date of disposal. For what purpose removed.

1. 2. 4.

(Size 11"×8½")

FORM NO. (M) 37.

REMINDER LIST.

The following records despatched on the / entered in the despatch list dated *have not been received.*

Consecutive number.	Particulars of the record.		Particulars of the case or proceeding for which called for or kept back.	Date of transmission or of receipt of despatch list in which record is shown as kept back.	Date of return.	If not returned, state reason and give probable date of return.	Remarks, if any.
	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.

Judge-in-charge.

Record-keeper.

N. B.—The above list should be sent every two months to Courts who have failed to return records.

FORM NO. (M) 38.

(Not to be printed.)

INDEX TO GUARD FILE. G. L. 10/64.

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.

Number 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 from.....application no.....of date.....

for information which will be ready on.....

DATED } *Clerk-in-charge.*

Initials of the clerks handling the application.	Date and hour of receipt.	Date and hour of passing on.

FORM NO. (M) 40.

APPLICATION FOR COPIES.

Space for Searching fee.

Thirty paise
Court-fee on application.

Space for Expedition fee.

Serial no.....

IN THE COURT OF

Application for ——— *Urgent / Ordinary* ——— *Copy*

†.....No, of 19

†Here state class of case.....

versus

.....

1. Description of document of which copy is wanted with date where necessary.	1. Name of the applicant.....
2. The case ——— was disposed of on..... / is still pending.	2. Capacity of the applicant.....
3. Stamps and stamp-sheets (folios) filed along with the application.	3. Object for which copy is required (where the applicant is a stranger).
Dated———19 .	Signature of applicant or his pleader.

ESTIMATE OF COSTS.	Estimated Stamps, etc., notified on....
(Excluding what has been filed.)	Supplied on.....
Rs. p.	
.....Stamp sheets @ 0 35 paise.	Copy will be ready on.....
.....Court fee stamp @ 0 35 paise.	
Extra stamp for urgency ..	*Applicant.*
Searching fee in stamp ..	Record received on.....
Total ..	Copy actually ready on.....
Clerk incharge.	Copy delivered on.....
Date *Head comparing clerk.*	

Serial no.....

Received an application for copy bearing the above number.

To attend for estimate on.....(indicate time also in case of urgent applications).

Estimated stamp and sheets valued at Rs. p. *Date* 19 . *Head comparing clerk.*

Clerk incharge.

Supplied on.....

To attend for copy on.....

NOTE.—The application will not be considered complete until stamps and costs have been supplied in full which must be done within three days of the date of the notification of estimate. In counting the period of 3 days, the date of notification should be excluded. All inquiries and complaints shall be accompanied by this counterfoil. It will be given up when the copy is delivered.

Received copy on ..... with unused stamps and sheets valued at Rs. p.

Applicant.

Initials of the clerks handling the application.	Date and hour of receipt.	Date and hour of passing on.