II. - REGISTERS

FORM NO. (R) 6.

[APP-A]
G.L. 6/65

SUPPLEMENTARY REGISTER

I. - Money Appeals.

II. - Rent Appeals.

III. - Title Appeals.

IV. - Miscellaneous Appeal

Serial No.	Number of the Appeal in the District Judge's Register	Name of Parties	Date of receipt in the Additional Judge's or the Subordinate Judge's Court	Date of Disposal	Result of Appeal	Remarks
1	2	3	4	5	6	7

Schedule XLII-High Court (A) 23 [Old (M) 30]

GENERAL CASH BOOK

Dr. **Cr.**

Chalan No.	From whom received	On what account	Amount Received		Number of payment order	To whom paid	Amount Paid
			Petty receipts	Other receipts			
1	2	3	4	5	6	7	8

FORM NO. (R) 10-A

G. L. 11/29

Register of service of summons by the party under Order XVI, rule & Code of Civil Procedure. on their witnesses in the Court of.....

Serial No.	Nature, Number and year of the suit of case	Date of Order	Date of making over the process to the party	Date fixed for the appearance of the witness	Amount of process fees charge able for effecting service through court.	Remarks
1	2	3	4	5	6	7

FORM NO. (R) 9

G. L. 2/62

Register of Petition and Court Fees in the Court of the

Serial No.		Nature of the Documents	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
a	*b*							

Schedule XLII-High Court No. (R) 9 (Old (M) 59.)

DIARY

In the Court of .....

Kaimur at Bhabhua

Arrived at ..... A.M. and took his seat at ..... A.M.

Petition Nos. ..... to .....received

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

1	2	3 Number of witness examined

1	2	3 Number of witness examined

The Court rose at ..... P.M.

Scedule XLII - Form No. (R) 8 [(M) 41 Old]

REGISTER OF THE ATTENDANCE OF WITNESS

Serial No. of Witness	Name of Witness	Number of case in registers No. (R) 1, (R) 2 and (R) 3.	Date of Attendance						Discharged				Examined	Tendered, but cross examination seclined	Not Examined	Initials of presiding officer	Remarks
			First Day	Second Day	Third Day	Fourth Day	Fifth Day	Sixth Day	On th First Day	On th Second Day	On th Third Day	After the Third Day					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

FORM NO. (R) 5-A
Register of Absconders

Sl. No. with Date	Case no. As shown in register in form with name of the Court	Case no. As shown in particular Police Station	Offence the accused charge with	Name of the absconding accused	Date of recording if available	Date of recording or evidence U/s-299 Cr. P. C.	Date of deposit record in the record room	Action taken with date of securing the surrender of the accused	Direct on of the sessions judge	Date of apprehens ion surrender of death	Final Result	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

Schedule XLII-High Court (R) 29

DISPATCH REGISTER

Court of the

Sl. No.	Date	Name of Court or Office where paper sent	Number of letter or description of papers	Signature of Receiving Officer	Remarks
1	2	3	4	5	6

Schedule XLIII - Form No. (R) 23.

REGISTER OF SESSIONS CASES

Serial No.	Name of each Accused Person.	Age or Suppo-sod age	Offences-nature of	Date of -				Verdict of jury or opinion of Assessers	Result with the signa-ture of the presiding officer	Date of se-nding copy at the Jud-gement u/s 373 Cr. p.c.	Remarks (The result of appeal on reference should also be noted in this columns.)
				Offences	Appre-hension	Commit ment	Deci-sion				
1	2	3	4	5	6	7	8	9	10	11	12

Note - The date of newing the commitment should also be noted below the date commitment in column 7 of the form
Nodal - signature of the presiding officer in column 19 should be eligible and decipherable

अनुसूची 63 फॉर्म संख्या-115 (SPL)

..... (वस्तु का नाम) का स्टॉक और भंडार र

प्राप्त					कुल	निर्गत			शेष	
शेष	तारीख	खरीद की वाउचर सं० और तारीख	वस्तु संख्या	वस्तु का मूल्य		तारीख	किस प्रयोजन के लिये निर्गत	वस्तु संख्या		
1	2	3	4	5	6	7	8	9	10	

Schedule XLIII-Form No. (R) 14 [(M) 48 Old]

LIST OF RECORDS OF SESSIONS CASES, CRIMINAL APPEALS AND REVISIONS CASES

SENT TO THE SESSIONS JUDGES RECORD-ROOM FROM THE COURT AT.....

Serial No. of record	Number of Cases in Court's Register	Nature of the case with the section of the Penal Code or other Act applicable	Name of Parties	Date of decision	File A or B	Date when disposed of and shelved in the Record-room	Number of shelf and rack in the Record-room	Date of destruction of files and initials of officers superintending destruction	Remarks
1	2	3	4	5	6	7	8	9	10

Date of Despatch -

Date of Receipt -

Note - Class of Case under Rule 150

Part III Volume I. Criminal Court Rules, should be noted in the Column for Remarks

Signature of the officer of despatching Court

Signature of the Sessions Judge's Record-keeper

SPL

FORM NO. (R) 24

Register of Bail Orders.

Serial No.	Court by which mentioned	Date of sentence	Original term of sentence	Date of bail order	Date of release on bail	Name and address of surety.	Date of order of the court of appeal or revision nating bail.	Term of release on bail	Date of receipt of the order of recommitment	Date of recommitment
1	2	3	4	5	6	7	8	9	10	11

Schedule XLIII-High Court No. (R) 3. [Old No. (M) 34.]

TRIAL REGISTER

Register of cases instituted or received by transfer for enquiry or trial in the Court of Magistrate of

To be maintained by all magistrates who do not maintain registers..... to ..... and to be preserved for 3 years.

Serial No.	Case number and the date of institution	Date of apprehen-ction or appear-ance of the accused	Date of receipt of the case	Name of Complainant or informant	Name of accused.	Nature of the case with section of the Penal Code or other Act applicable	Final order and date and signature of the presiding officer.	Final order with sign. there of ending officer	Remarks
1	2	3	4	5	6	7	8	9	10

Schedule XLII-High Court (A) 25 [Old (M) 196.]

REGISTER OF APPLICATIONS

Serial Number	Name, Father's Name and address of the person desiring to withdraw the money, and if the application is made by the pleader, then name of the pleader and the name and address of the person on whose behalf he holds the power	Nature number and year of the case	Name of the Court	Date of application	Amount for which refund is sought for	Date of sending to the Accountant for audit	Date of return by the Accountant
1	2	3	4	5	6	7	8

FOR PAYMENT ORDER

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	REMARKS
9	10	11	12	13	14	15	16	17	18

Note 1 : The register will be kept by every Sarishtadar, Accountant and Record-keeper. The Record-keeper will be required only to fill up columns 1 to 4, 10 and 11, the Accountant columns 1 to 4, 6 to 8 and 9 to 17; and the Sarishtadar columns 1 to 9 and 12 to 14.

Note 2 : Signature with date of the recipient of the voucher of the lapsed deposit payment order should be obtained in the remarks column.

Schedule XLII. Form No. (R) 17

REGISTER OF REQUISITION FROM THE COPYING DEPARTMENT

Date of receipt of application in record room of department	Serial No.	Serial No. of the application for copy	Document of record or document	Date of dates on return of the application (with Defect) in the copying department	Date of dates of receipt of the application in record Room or Department after removal of the defects	Date of estimating the folios with initial of the estimating clerk	Date of receipt of the application in the officer of record room after filing of requisites folios	Date of sending the document or record to the copying 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	11	12

REGISTER OF REQUISITION FROM THE COPYING DEPARTMENT

Date of receipt of application in record room of department	Serial No.	Serial No. of the application for copy	Document of record or document	Date of dates on return of the application (with Defect) in the copying department	Date of dates of receipt of the application in record Room or Department after removal of the defects	Date of estimating the folios with initial of the estimating clerk	Date of receipt of the application in the officer of record room after filing of requisites folios	Date of sending the document or record to the copying 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	11	12

FORM NO. (R) 16.

Register of copies and information ready for delivery

(To be laid at some conspicious place for inspection of the party)

Date of entry in the Register	Name of the applicant	Number of the application	Remarks
1	2	3	4

FORM NO. (R) 15A.

Register showing the detail of stamps and folio in respect of application for copies.

Application No.	Date of application	Folio and stamps filed with application			Folio and stamps estimated			Total Folio and stamps filed			Folio and stamps used			Folio and stamps returned			Amount of expenditure fee if any.	Signature of applicant.	Remarks.
		Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.	Folio 70 p.	Folio 35 p.	Stamps.			
1	2	3			4			5			6			7			8	9	10

Note 1 - The number of folios bearing stamps of different values are to be shown separately under respective columns. The numbers of stamps of each denomination are to be shown under the columns for stamp. The amounts are to be shown within brackets after the number. For example, where two stamps of Rs. 1 each are filed the entry is to be thus :- 2 (Rs. 1).

Note 2 - At the end of each month or in the first week of the following month, the Head Comparing Clerk will scrutinise the register, find out the cases of over-estimation or under estimation and bring the same to the notice of the Judge-in-charge who may direct such action to be taken against the clerk or clerks at fault as he may consider necessary. In case, there be no case all over estimation or under estimation during the month. This fact may also be brought to the notice of the Judge-in-charge by the Head Comparing Clerk who may put up the register to him for this purpose also It shall be the duty of the Judge-in-charge to satisfy himself that no undue over-estimation or under estimation has been done in notifying the folios and stamps.