

REGISTERS ON CIVIL SIDE

I SHERISTHADAR

I. Administration of entire District

- 1) Register of permanent Registers
- 2) Register of Appointments (CR 222)
- 3) Register of G.Os and circulars (year wise)
- 4) Annual gradation list
- 5) Office order book
- 6) Run-on-Note file
- 7) Register of recognized clerks of pleaders (CR 50)
- 8) Attendance Register

II. Registers of Original Side

(To be maintained by Section Clerks)

- 1) Register of Original Suits Instituted (C.R 1) } in all Courts
- 2) Register of Original Petitions Instituted (C.R. 1A)
- 3) Register of Small Cause Suits Instituted (C.R.2) in concerned Courts
- 4) Register of execution Petitions received (C.R 6) (in all Courts)
- 5) Register of Insolvency Petitions Received (C.R.7) (in concerned Courts)
- 6) Register of Proceedings in Insolvency subsequent to order of adjudication (C.R. 13A) (in concerned Courts)
- 7) Register of Discredited Registered Documents (C.R.24)
- 8) Register of Sale certificates (C.R.35)
- 9) Register of Commissions issued (C.R.49)
- 10) Register of showing copies of decrees sent to Collector in pauper Suits
- 11) Register of A.T.Cs. Instituted (land tenancy petitions)
- 12) Register of R.C.Cs. Instituted (Rent control cases)
- 13) Register of succession Ops
- 14) Appeal intimation Register
- 15) Register of Receivers
- 16) Register of Decrees of other Courts received for execution u/s 38 & 39 and Order 21Rule6 of CPC (CR 14)
- 17) Register of Return of Documents (marked documents)
- 18) Register of un-filed Documents (unmarked-documents)
- 19) Register of Miscellaneous Cases Received (CR 5)
- 20) Register of Guardians and their accounts (CR 14-A)

III. Registers on Appellate side

- 1) Register of Appeal suits received (CR 3)
- 2) Register of miscellaneous Appeals received (CR 4)
- 3) Register of Land Reforms Tribunal Appeals received
- 4) Register of Andhra Tenancy Appeals received
- 5) Register of Rent Control Appeals received (CMAs)

IV Registers to be maintained by Bench Clerks

- 1) Register of Suits Disposed of (CR 8)
- 2) Register of Appeals Disposed of (CR 9)
- 3) Register of Miscellaneous Appeals Disposed of (CR 10)
- 4) Register of Miscellaneous Cases Disposed of (CR 11)
- 5) Register of Execution Petition Disposed of (CR 12)
- 6) Register of Insolvency Petition Disposed of (CR 13)
- 7) Hearing Book (CR 15)
- 8) Diary Register (CR 16)
- 9) Register of Land Reforms Tribunal Appeals Disposed of
- 10) Register of Rent control appeals Disposed of (RCAs)
- 11) Register of Tenancy Appeals Disposal of
- 12) Register of Original Petitions Disposed of
- 13) Register of Tribunal Ops Disposed of
- 14) Register of Small Cause Suits Disposed of
- 15) Register of ATCs Disposed of
- 16) Register of RCCs Disposed of
- 17) Register of RCAs Disposed of
- 18) Free copies of orders /judgments /awards-Dispatch/Receive register
(In matrimonial tenancy & other matters where parties are entitled to free copies).

Apart from that every bench clerk

- I) Should maintain a very neat docket.
- II) Endorse accurately the result of the previous step ordered for further steps on a side portion of the docket to facilitate the P.O. to pass appropriate docket orders for progress of the case on hand.
- III) Put up seal of exhibit mark immediately on marking of every exhibit at the bench and take signature of the P.O. then and there.
- IV) Call the correct name of party at least for three times
- V) Study the Report of P.S. on notices accurately and put up correct endorsement on docket for each Defendants/Respondents.

Red-ink Endorsement on Docket

- 1) Directions of Hon'ble Supreme Court/ High Court
- 2) Remand Orders
- 3) Identified matters
- 4) Part-heard matters
- 5) Title /Money matters
- 6) Nature of Suit / OP
- 7) Fold the docket and start from left side
- 8) Use thick paper for docket
- 9) Maintain the docket showing continuation of date
- 10) Leave some place on top and end of docket
- 11) Set the bundle in the following manner

Material papers

Docket
Plaint/Petition/Re-joiner
Written statement/Counter/Counter-claims
Depositions (to be kept in a very neat manner),
Documents
Index sheet by noting every days filing of papers, petitions, documents, Memos etc., in order & date wise to avoid many complications (after entry in CR 54,56)

Other papers

Process to be stitched with notices date wise
Vakalath of both parties
GPAs with R.32 Petitions
Other Miscellaneous papers

Counter-claims and X-objections in Appeals should be maintained with independent docket because they are independent matters

Other registers to be maintained by one of the Clerks

- 1) Detailed Register of Document & Court fee (CR 17)
- 2) Daily Register of Court fee (CR 18)
- 3) Register of papers received (CR 55)
- 4) Register of papers dispatched (CR 56)
- 5) Account Book of Service postage Stamps (CR 57)

Guide lines for the Clerk

- i) Before entering the complaints/petitions/Appeals etc., put up a date seal first.
- ii) Punch the Court fee

- iii) Court fee should be punched as follows (see also the HC circulars from time to time in this regard)
 - a) Punch the head of emblem
 - b) Remove the chip immediately of each head.

Head Clerks

- 1) Register of permanent Registers
- 2) Register of Cases sent to High Court/ District Courts for perusal in Appeal revisions reference or writ petition etc.,
- 3) Register of check slips
- 4) Increment Register
- 5) Office Order Book
- 6) Register of caveats
- 7) Register of wills filed in applications for grant of Probate or Letters of Administration (District Courts) (CR 78)
- 8) Register of instruments impounded (CR 21)
- 9) Service Registers
- 10) Casual Leave/ OH Register
- 11) Furniture Register
- 12) Register of G.O's and Circulars
- 13) Staff Movement Watch Register

Apart from that he should maintain separate PR file for each employee.

Accounts Branch

- 1) Cash Book (CF 119)
- 2) Ledger (CR 37)
- 3) Register of Receipts and Deposits (CR 38)
- 4) Register of payments of Deposits (CR 39)
- 5) Register of Jewels or other valuable deposited (CR 61)
- 6) Register of investment (CR 74)
- 7) Register regarding control of expenditure (CMP s 97 & 98)
- 8) Cheque Book (CMPs 14 & 15)
- 9) Pay bill Register for PO & Staff (Separately)
- 10) Salary Acquittance Register (T & B 11B)
- 11) Daily Cash Balance Register (TR 11, SR2 of ATC Vol.I)
- 12) Head Clerk's Receipt Book (CR 51 A)
- 13) Contingent Register
- 14) Register of undisbursed pay
- 15) Register of T.A Advance
- 16) Permanent Advance Account Register

- 17) Register of TA Bills
- 18) Register of Audit Objections
- 19) Challans Book
- 20) Register of securities
- 21) GPF pass book
- 22) Increment watch Register
- 23) Log Book
- 24) Budget allotment & expenditure register
- 25) Audit Answers pending Register
- 26) Register of expenditure on telephones
- 27) Advances to employees watch Register
- 28) Register of Deposits or Disbursement to local bodies
- 29) Treasury Build Register

Central Record Room/ Record Rooms

- 1) Record issue Register (CR 62)
- 2) Records receiving Register
(In this register consigned files should be entered as and when received date wise and after checking said records, the same shall be entered in concerned record destruction register)
- 3) Destruction Register of Original Suits (CR 63)
- 4) Destruction Register of Small Cause Suits (CR 64)
- 5) Destruction Register of CMPs (CR 65)
- 6) Destruction Register of EPs (CR 66)
- 7) Destruction Register of Appeals Suits
- 8) Destruction Register of CMAs
- 9) Destruction Register of RCC
- 10) Register of Applications for return of documents (CR 23)

After checking of records as per index, Record Keeper should invariably mention on top of docket in Red-Ink the specific date of destruction of each part i.e., Part I - Date of destruction

Part II - Date of destruction

Part III - Date of destruction

and to keep the record part wise separately and cover with big tag.

Central Nazareth/ Dy. Nazirs

- 1) Register of Refunds of Process Fee & Poundage Fee (CR 22)
- 2) Curator's Register of attached movables & Livestock (CR 30)
- 3) Nazir's Register of Movables Attached (CR 31)
- 4) Nazir's Register of Immovable property Attached or Sold (CR 32)

- 5) Nazir's Receipt Book (CR 51)
- 6) Nazir's Register (A,B,C) (CR 53)
- 7) Nazir's Register (A,B,C) (CR 53-A)
- 8) Nazir's Register(Cash) (CR 53B)
- 9) Register of Receipt of Process Memos by the Chief Ministerial Officer (CR 53 D)
- 10) Nominal Register of Process peons & Amins (CR 54)
- 11) Diary of the Amins & Process Peons (CR 75)
- 12) Diary of the Amins & Process peons (CR 76)
- 13) Fixed T.A. Register

Central Copyists Establishment

- 1) A -Register of Copyist Establishment (CR 25)
- 2) B – Register of Copyist Establishment (separately for each Court) (CR 26)
- 3) Copyist Register (CR 59)
- 4) Examiners Register (CR 60)
- 5) Xerox machine Register
- 6) A separate Register showing Xerox papers used for each CR and un-used papers (Meter of the Xerox machine should tally with the Register)
- 7) A Register for copies being granted from computer print outs.
- 8) Register of Central Copyist Establishment (CR 58)

LIBRARIAN & STATIONERY REGISTERS

- 1) Register of Library Books (CR 45)
- 2) Register of Gazettes and periodicals (CR 444)
- 3) Stationery Register (C.F. 345 & 346)

STENO/FAIR COPY BRANCH

- 1) Register of Fair Copying Work (CR 19)

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