

**COMPENDIUM OF  
CIRCULARS, GUIDELINES**

**AND**

**PRACTICE DIRECTIONS  
(FROM 5.8.2010 TO 24.12.2011)**

\*\*\*\*\*

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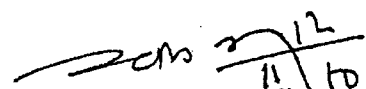
**SUPREME COURT OF INDIA**

F. No. 39/Judl./2010  
Dated: December 11, 2010

**OFFICE ORDER**

It has been noticed that dates are not updated in the matters listed before the Hon'ble Judge-in-chambers. Because of this, such matters could not be listed in accordance with the directions given by Hon'ble Judge. To streamline the listing of such matters henceforth, the following instructions are issued for strict compliance: -

- (1) As soon as order/ Record of Proceedings of Hon'ble Judge-in-chambers is received in Section I from DEU-III, it shall be immediately updated in the databank by Section I.
- (2) If any matter is ordered to be listed after a particular period i.e., list after one/two/three weeks, such matter shall be listed in the next week coming after the expiry of the said period as stipulated in the order. Please see orders of Hon'ble the Chief Justice of India dated 11.06.2010.
- (3) A software module shall be developed by Deputy Registrar (cc) in co-ordination with NIC so that the listing in such matters may be done strictly in accordance with the provisions and without any human intervention, as such.
- (4) All the miscellaneous matters must be updated in computer so as to reflect next date for listing the matter.

  
(Ravindra Maithani)  
Registrar (Judicial-I)  
11.12.2010

Copy to: All concerned.

**SUPREME COURT OF INDIA**

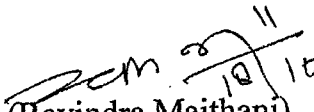
F. No. 70/Judl./2010  
Dated: November 18, 2010

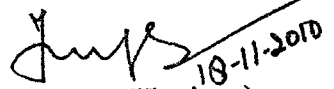
**CIRCULAR**

In Criminal Appeal No(s). 1257 of 2007, Pehtu Kanwar & Ors. Vs. State of Bihar (Now Jharkhand) on 27.04.2010, the Hon'ble Supreme Court was pleased to direct that: -

"It is not understood as to why the High Court while sending the original records do not send the deposition after proper translation. It is, therefore, ordered that in future in all criminal appeals wherever translation is required to be done into English, the same shall be done at the Registry of the respective High Courts before sending the original records to this Court."

All concerned are, therefore, enjoined upon to ensure that henceforth as and when original record in any Criminal Appeal is received from any High Court, it must be ensured that either the deposition is in English or it is translated into English. In case, it is not so, such records shall be sent back to the concerned High Court with the request to send the record after proper translation of the deposition in view of afore-mentioned directions dated 27<sup>th</sup> April, 2010, of the Hon'ble Court and this direction shall be incorporated / specified in all the communications while calling the records from the concerned High Courts.

  
(Ravindra Maithani)  
Registrar (Judicial-II)  
18.11.2010

  
(M. K. Hanjura)  
Registrar (Judicial-I)  
18.11.2010

Copy to: All concerned.

**SUPREME COURT OF INDIA**

281-A

F. No. 44/Judl./2011  
Dated: 25<sup>th</sup> January, 2011

**OFFICE ORDER**


Petition for Special Leave to Appeal (Civil) No. 14747 of 2007 was listed before the Hon'ble Court on 18.01.2011. During the course of hearing, it was noticed that counter affidavit was not available in the paper books. Hearing of the matter was adjourned for two weeks.


When this matter was examined, it was revealed that once this matter was listed on 13.05.2008, and on 12.05.2008, an office Report was circulated for inclusion of counter affidavit in the paper books. This office report, inter alia, stated that "...counter affidavit is being circulated herewith. Service is complete...". But neither the counter affidavit was available in any of the three paper books nor was there any entry made in the index regarding the counter affidavit.

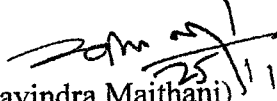
This situation could have been avoided had the AR-cum-PSs to Hon'ble Judges at the residential offices been alert regarding inclusion of the counter affidavit in the paper books with proper indexing. In spite of repeated directions, the error has occurred (specifically Circular No. F.73/Judl.-I/95 dated 08.11.1995).

In order to avoid recurrence of such lapses in future, it is once again enjoined upon AR-cum-PSs to Hon'ble Judges at the residential offices that they must include documents in the paper books with proper indexing. If any discrepancy is found in the office report or the documents sent for inclusion, the AR-cum-PSs shall immediately bring it to the notice of Additional Registrar/ Deputy Registrar of the concerned judicial Section and/or Additional Registrar/Deputy Registrar of Paper Books Section, so as to avoid inconvenience to Hon'ble Judges, hearing the matter.

Any lapse in future shall be viewed seriously and stern action will be initiated against the erring officers/ officials.

  
(Subhash Malik)  
Registrar (J-III)  
25.01.2011

  
(P. R. Bora)  
Registrar (J-II)  
25.01.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
25.01.2011

Copy to: All concerned.

285

SUPREME COURT OF INDIA  
SECTION- IA ANNEXE

NO. DR/IAA/2/11  
DATED : 19.1.2011

C I R C U L A R

The inclusion of documents in the paper-books will be accepted under acknowledgment in Section IA(Annexe) as follows:-

MONDAY

II	-	FROM 10.30 AM TO 12 O' CLOCK
III	-	FROM 12 O' CLOCK TO 2.30 PM
III A	-	FROM 2.30 PM TO 3.30 PM
IV	-	FROM 3.30 PM TO 4.30 PM

TUESDAY

II A	-	FROM 10.30 AM TO 12 NOON
IV B	-	FROM 12 NOON TO 2.30 PM
IX	-	FROM 2.30 PM TO 4 PM

WEDNESDAY

IV A	-	FROM 10.30 AM TO 12 NOON
X	-	FROM 12 NOON TO 2.30 PM
XI	-	FROM 2.30 PM TO 4 PM

THURSDAY

XVII	-	FROM 10.30 AM TO 12 O' CLOCK
XVI A	-	FROM 12 O' CLOCK TO 1 PM
XIV	-	FROM 2 PM TO 3.30 PM
XI A	-	FROM 3.30 PM TO 4.30 PM

FRIDAY

XV	-	FROM 10.30 AM TO 12 O' CLOCK
XII A	-	FROM 12 O' CLOCK TO 2.30 PM
PIL	-	FROM 2.30 PM TO 4 PM

SATURDAY

XII	-	FROM 10 AM TO 11.30 AM
XVI	-	FROM 11.30 AM TO 1 PM

Contd.....P2

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It is also stated that in case of emergency the documents will be accepted other than the schedule time and day with the permission of the undersigned in exceptional circumstances.

It is also circulated for information of all the judicial sections that the circulation of documents will be accepted under acknowledgment strictly as per directions contained in Circular No. F-8/Judl-I/1998 dated 18<sup>th</sup> December 1998 (photocopy enclosed for ready reference).

*h.k.*  
*(A.I.) 2011*  
(H.K. BHATIA)  
Dy. Registrar  
IA Annexe

To  
All Concerned

**SUPREME COURT OF INDIA****C I R C U L A R**

No.F.7/S.G./Judl./2010  
New Delhi, dated 17<sup>th</sup> August, 2010.

Hon'ble the Chief Justice of India has directed that the Paper Books of Curative Petitions and Review Petitions shall be sent to the Hon'ble Judges sufficiently in advance. As such, these matters henceforth shall be included in the Weekly List being issued. Paper Books shall be sent accordingly. AR-cum-PS attached with Hon'ble Judges shall, while putting up the Paper Books, cross check the Coram of Hon'ble Judges before whom the matters are being circulated.

Court Masters concerned shall in close cover send the Orders relating to Curative Petitions and Review Petitions at the Residential Offices of the Hon'ble Judges for signatures. Before putting up the orders for signature the AR-cum-PSs at the Residential Offices shall again cross-check that correct Coram has been shown. Only then the Record of Proceedings / Signed Orders shall be released on Internet and to the Copying Branch by the Court Masters.

The above directions shall be followed scrupulously.

  
(A.I.S. Cheema)  
Secretary General

**Copy to:**

**All concerned.**

307-61-2

**SUPREME COURT OF INDIA**

F. No. 50/Judl./2011  
Dated: 29<sup>th</sup> August, 2011

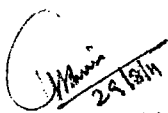
**OFFICE ORDER**


It has come to notice that whenever Interlocutory Applications are listed for hearing, the Paper Books of the main matter are not updated (even the latest record of proceedings are not included), which in turn causes serious inconvenience to Hon'ble Judges while hearing the matter.

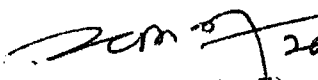
Various circulars/ office orders/ guidelines have already been issued for ensuring timely inclusion in the Paper Books.

Henceforth, whenever any Interlocutory Application is 'registered' by a Judicial Section and / or endorsed as 'ready for hearing' in the listing proforma for the purposes of urgent mentioning, simultaneously, on the same day, the Paper Books of the main matter will also be updated. It will be the responsibility of Branch Officers of Judicial Sections and Branch Officer of I-A Annexe to ensure timely updation.

The above directions be carried out by all concerned without fail.

  
(Subhash Malik)  
Registrar (J-III)  
29.08.2011

  
(P. R. Bora)  
Registrar (J-II)  
29.08.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
29.08.2011

Copy to: All concerned

SUPREME COURT OF INDIA

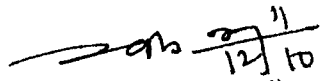
F. 69/ Judl./2010

Dated: 12<sup>th</sup> November, 2010CIRCULAR

It has come to the notice that in many cases there are more than one volume of Paper Books, but they are neither so marked nor indexing is done properly.

It is therefore, hereby enjoined upon all concerned that if Paper Book is in more than one volume, each volume be distinctly marked with its Volume No. and each of such volume of the Paper Books must contain comprehensive index of all the volumes of the Paper Books, so that the documents filed in the case may be located without any inconvenience.

The above direction be carried out without fail by all concerned.

  
(Ravindra Maithani)  
Registrar (Judicial-II)  
12.11.2010

Copy of the above forwarded to the:

1. The Secretary, Supreme Court Bar Association with five spare copies of the Notice with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Advocates-on-Record Association with five spare copies of the Notice with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. Additional Registrar (CC) who shall upload this notice for the information of all concerned on the Supreme Court website.
4. Additional Registrar (Listing) who shall ensure that this notice shall form a part of each cause list issued by the Supreme Court of India for the month of November, 2010.
5. All concerned.
6. All the Notice Boards outside the Court

326-A


**SUPREME COURT OF INDIA**

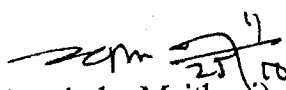
F. No. 38/Judl./2010  
Dated: November 25, 2010


**OFFICE ORDER**

After taking into consideration the difficulties experienced by the Branch Officers of the Judicial Sections in regard to the defect curing in the matters of parties-in-person at the Filing Counter by the Dealing Assistants of the concerned Judicial Sections and requisitioning of records of the consigned matters by the concerned Judicial Sections from the Record Room to be sent to the Copying Section for issue of certified copies, the competent authority has been pleased to direct as under: -

- (1) Where the defects are pointed out to the petitioner-in-person at the Filing Counter and he rectifies them there and then or on a subsequent day, the Filing Counter generates the Dgiry number of the case and processes it further after registering the same. However, in cases where the defects are pointed out to the petitioner-in-person but he does not rectify them for some time, the file shall be sent to the concerned Section for pointing out these defects to him in writing as per the present practice. When the petitioner-in-person approaches the Registry for removing the defects in that petition, he shall contact any officer/ official at the Filing Counter (which shall be made known to him in writing) who shall immediately call the relevant file from the concerned Section and get the defects rectified at the Filing Counter itself.
- (2) The record of the consigned matters for the issue of certified copies, etc., shall be straightaway requisitioned by the Copying Section from the Record Room without the help of parent Section.

  
(Subhash Malik)  
Registrar (Judicial-III)  
25.11.2010

  
(Ravindra Maithani)  
Registrar (Judicial-II)  
25.11.2010

  
(M. K. Hanjura)  
Registrar (Judicial-I)  
25.11.2010

Copy to: All concerned.

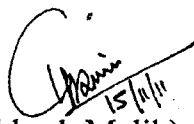
SUPREME COURT OF INDIA

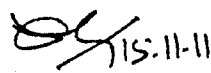
No.53/Judl./2011

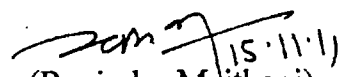
Dated: 15<sup>th</sup> November, 2011OFFICE ORDER

It has been noticed that, many a times, petitioner-in-person faces difficulty due to want of information regarding Court in which the matter will be taken up for hearing or the Item number of the case. Henceforth, whenever notice is issued to the petitioner-in-person regarding the date of hearing the following information will also be added in such notice: -

- (i) You will not be allowed to take Mobile phones, laptops or electronic gadgets inside the court rooms. These articles should not be brought or own arrangement should be made for safe keeping, for which Registry does not take responsibility.
- (ii) Confirmation regarding Court in which the matter will be taken up for hearing and the Item number may be obtained from the official website of Supreme Court of India (<http://www.supremecourtfindia.nic.in>). These details may be confirmed a day before or on the date of hearing.

  
(Subhash Malik)  
Registrar (J-III)  
15.11.2011

  
(P.R. Bora)  
Registrar (J-II)  
15.11.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
15.11.2011

Copy to: All concerned.

331-A

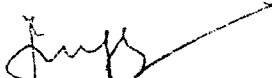
SUPREME COURT OF INDIA


OFFICE ORDER

No. F.30/ Judl./ 2010

Dated: 10<sup>th</sup> August, 2010

Officer-in-Charge of each section shall prepare a list of all cases in which notice has been issued more than a year back but have not been listed before the Hon'ble Court thereafter along with the reasons thereof. This list shall be made available to the undersigned on or before the 19<sup>th</sup> of August, 2010. It shall be the entire responsibility of the Officer-in-Charge of each section to ensure that the details given in the list are true and correct. Any error found in the given facts and figures shall be viewed seriously

  
(M.K. Hanjura)  
Registrar (J-II)  
10.8.2010

  
(T. Sivadasan)  
Registrar (J-I)  
10.8.2010

Copy to:

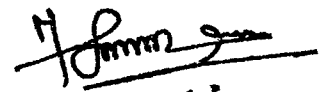
All concerned.

**SUPREME COURT OF INDIA****C I R C U L A R**

No. 8/ IB/ 2010

Dated: 17<sup>th</sup> September, 2010

After considering the difficulties experienced in serving copy of rejoinder affidavit/ documents upon the Ld. Counsel who filed the counter affidavit without mentioning therein his name and address / telephone/mobile number and difficulties experienced in serving copies of SLPs / WPs etc., on caveator's Advocate whose name and address etc., are not shown in the notice given by the Registry, the competent authority is pleased to direct that (1) the name, (2) complete address and (3) telephone/mobile number of the Advocate-on-Record should be furnished along with the counter affidavit / caveat and that the name and address of the Advocate-on-Record appearing for the caveator should be furnished in the notice given by the Registry regarding filing of the caveat.

  
(T. Sivadasan)  
Registrar (J-I)

Copy to:

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Advocates-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. All the Notice Boards outside the Court.
4. All concerned.



**SUPREME COURT OF INDIA**

F. No. 74/Judl./2011

Dated: February 01, 2011

**CIRCULAR**

It has been noticed that uniformity in procedure is not being maintained in the matter of, addition, deletion etc., of party(ies) to a *lis*. In order to streamline the procedure, henceforth the following procedure shall be followed in such matters: -


Subject to the order of Hon'ble Court to the contrary: -


- (1) Serial number given to a party in a matter should not be changed.
- (2) If any party to the *lis* has died during pendency of the matter, in such cases: -
  - (i) Name of the party should be bracketed and the factum of death of such party may be recorded against name of the deceased party.
  - (ii) If legal representatives of such deceased party(ies) are brought on record they be given sub numbers viz., if the serial number of deceased party is 3, his legal heirs will be numbered as 3/1, 3/2 and so on. If the party numbered as 3/1 dies, his legal heirs will be numbered as 3/1/1, 3/1/2, 3/1/3 and so on.
- (3) (i) In the matter of striking out or adding any party to the litigation, the office procedure to be followed would be as follows:-
  - a. In case of addition of a party the next serial number will be given to the party so added, viz., if there are four respondents and one more is added, the newly added respondent will be respondent No. 5.

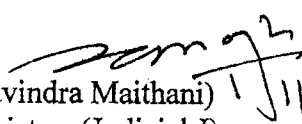
.....contd. 2.

*Curran* *San 7* *dy*

- b. In the case when court directs that name of any party be struck out, in such situation the name will be totally removed and this fact shall be recorded against the serial number of the party so struck out, viz., if name of respondent no. 3 is directed to be struck out, it shall be so struck out and in bracket the factum that the name of party has been struck out vide Court's order dated (to be specified) shall be recorded against serial no.3.
- (ii) In case a petition is allowed/ dismissed in relation to certain petitioner(s) or against certain respondent(s) (and is kept pending for others), this factum of allowing or dismissal be recorded against the name of such petitioner(s) or respondent(s) but their name(s) should not be deleted.
- (iii) Whenever any party is transposed, the serial number to be given to such party shall be the next serial number to the existing numbers, viz., if respondent no. 4 is transposed as petitioner and there are already three petitioners, the respondent no. 4 shall be serial no. 4 petitioner. In the array of respondent no. 4, the same should be bracketed and this fact shall be recorded that the party has been transposed as petitioner no. 4 vide Court's order dated (to be specified).

  
(Subhash Malik)  
Registrar (Judicial-III)  
01.02.2011

  
(P. R. Bora)  
Registrar (Judicial-II)  
01.02.2011

  
(Ravindra Maithani)  
Registrar (Judicial-I)  
01.02.2011

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.

**OFFICE ORDER**

It has been found that, after Notice being issued, some miscellaneous matters are not coming up before Court for years together as other miscellaneous matters get tagged, and one or the other matter, for one or the other reasons remains incomplete.

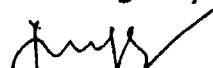
Hon'ble the Chief Justice of India has directed that in tagged miscellaneous matters if the main matter is ready, the Registry may list the matters with office report every three months, apprising the Hon'ble Court about the fact of the main matter being ready and connected matters being still not ready, for information and directions as deemed fit by the Hon'ble Court.

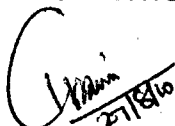
Hon'ble the Chief Justice of India has further directed that Computer Cell will update future dates in all the "complete" miscellaneous matters and list them with the tagged incomplete matters for information and directions, preferably every three months.


In the cause list a separate head may be devised for such matters being listed for information and directions.

All Dealing Assistants, Branch Officers and Assistant Registrars working on the judicial side are directed to take note of the above directions of Hon'ble the Chief Justice of India for strict compliance. They are directed to put up the matters with appropriate office report mentioning facts as above and referring to this circular for the purpose of listing the incomplete matters.

Strict compliance of directions of Hon'ble the Chief Justice of India may be ensured by all concerned and supervisory officials in the Registry.

  
(M.K. Hanjura)  
Registrar (J-II)  
27.08.2010

  
(Subhash Malik)  
Registrar (J-III)  
27.08.2010

  
(T. Sivadasan)  
Registrar (J-I)  
27.08.2010

Copy to : All concerned

**SUPREME COURT OF INDIA**

F.No.33/Judl./2010  
Dated: October 28, 2010

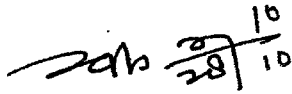
**OFFICE ORDER**

In continuation of Office Order No.F.32/Judl./2010 dated August 27, 2010, Hon'ble the Chief Justice of India has been pleased to direct that a separate head '**For Directions**' shall be devised in the Cause Lists of the Hon'ble Judges in Chambers and all the incomplete matters, (except incomplete group matters (the listing of which shall continue to be governed by Office Order No.F.32/Judl./2010 dated 27.8.2010) and the Special Bench matters), which have not been listed for more than three months either before the Hon'ble Court or before Registrar's Court shall be listed before the Hon'ble Judges in Chambers.

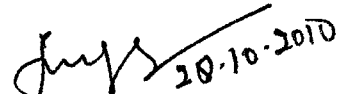
Hon'ble the Chief Justice of India has further been pleased to direct the Computer Cell to make necessary modifications in the existing listing/updating programme so that all such incomplete matters as stated above, are automatically, in strict chronological order updated and generated in the Cause Lists before the Hon'ble Judges in Chambers under the separate head '**For Directions**'.

All Dealing Assistants, Branch Officers and Assistant Registrars working on the judicial side are directed to take note of the above directions of Hon'ble the Chief Justice of India for strict compliance. They are directed to put up the matters with appropriate office report mentioning facts as above and referring to this circular for the purpose of listing of such matters.

Strict compliance of directions of Hon'ble the Chief Justice of India may be ensured by all concerned and supervisory officials in the Registry.



(R. Maithani)  
Registrar  
28.10.2010



(M.K. Hanjura)  
Registrar (J-II)  
28.10.2010

Copy to:

All concerned.

373-E

SUPREME COURT OF INDIA

F.No.37 /Judl./2010

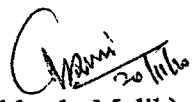
Dated: November 20, 2010


OFFICE ORDER


With reference to Office Order F.No.33/Judl./2010 dated October 28, 2010, all the incomplete matters, [except incomplete group matters (the listing of which shall continue to be governed by Office Order No.F.32/Judl./2010 dated 27.8.2010) and the Special Bench matters], which have not been listed for more than three months either before the Hon'ble Court or before the Courts of Registrars are to be listed before the Hon'ble Judges-in-Chambers in strict chronological order under the separate head 'For Directions' with appropriate Office Report as mentioned in the said Office Order. List of all such matters Section-wise as well as in chronological order (No. of matters 16913) has been updated in the Computer by the Computer Cell (NIC) and the same is available in Supnet.

All the Sections on the judicial side are, therefore, directed to send such incomplete matters with appropriate office report strictly in chronological order to Deputy Registrar/Assistant Registrar, Section-I without any delay as per the practice being followed for listing other matters before the Hon'ble Judges-in-Chamber. All the Judicial Sections shall also ensure that if any matter becomes ready for hearing before the matter is listed before the Hon'ble Judges-in-Chambers the same may be got deleted immediately from the list of matters to be listed before the Hon'ble Judges-in-Chambers and action be taken for listing the said matter as complete one.

Branch Officers/Assistant Registrar/Deputy Registrar/Addl. Registrar of all judicial Sections must ensure strict compliance without any delay.

  
(Subhash Malik)  
Registrar (J-III)  
20.11.2010.

  
(R. Maithani)  
Registrar (J-II).  
20.11.2010.

  
(M.K. Hanjura)  
Registrar (J-I)  
20.11.2010.

Copy to :  
All concerned.


373-F


SUPREME COURT OF INDIANo. 56/Judl./2011  
Dated: 03<sup>rd</sup> December, 2011OFFICE ORDER

It has been noticed that all the incomplete matters are not being listed before the Hon'ble Judges-in-Chambers under the separate head 'For Directions'. It appears Sections are making request to delete matters on the ground of being incomplete when draft list is circulated. Vide Office Order F.No.33/Judl./2010 dated 28.10.2010, it was directed that all the incomplete matters, (except incomplete group matters (the listing of which shall continue to be governed by Office Order No. F.32/Judl./2010 dated 27.8.2010) and the Special Bench matters), which have not been listed for more than three months either before the Hon'ble Court or before Registrar's Court shall be listed before the Hon'ble Judges in Chambers. The matters cannot be deleted except for specified categories.

It is enjoined upon all the Incharge of Judicial Sections to ensure the listing of all the incomplete matters in accordance of the aforementioned Office Order F.No.33/Judl./2010 dated 28.10.2010. While listing the incomplete matters before the Hon'ble Judges-in-Chambers under the separate head 'For Directions', the office report should clearly indicate the Reasons why the matter has remained incomplete, and further steps to be taken.

All concerned are directed to ensure strict compliance of the above directions. Any deviation shall be viewed seriously.

  
(P.R. Bora)  
Registrar (J-II)  
03.12.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
03.12.2011

Copy to: All concerned.

C I R C U L A R

No.80/Judl./2011

Dated: 20<sup>th</sup> May, 2011

Writ Petition ( C ) No. 39 of 2006, Amar Singh Vs. Union of India & Ors. was decided by the Hon'ble Court on 11<sup>th</sup> May, 2011, when the Hon'ble Court, *inter alia*, directed as hereunder:

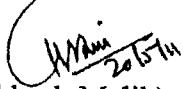
"This Court wants to make one thing clear i.e. perfunctory and slipshod affidavits which are not consistent either with Order XIX Rule 3 of the CPC or with Order XI Rules 5 and 13 of the Supreme Court Rules should not be entertained by this Court."


It was also directed that :

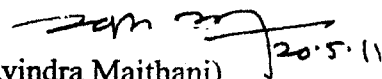
"This Court, therefore, directs that the Registry must henceforth strictly scrutinize all the affidavits, all petitions and applications and will reject or note as defective all those which are not consistent with the mandate of Order XIX Rule 3 of the CPC and Order XI Rules 5 and 13 of the Supreme Court Rules."

All the Advocates-on-Record are, therefore, requested to go through the Judgment and the Rules and ensure compliance when Affidavits are tendered. In the verification of the petitions/pleadings or other proceedings, statements based on personal knowledge shall be clearly distinguished from statements based on information and belief. In the case of statements based on information the deponent shall disclose the source of the information. The contents of the Affidavits shall be duly verified.

It is also enjoined upon the scrutiny officials/officers to ensure that affidavits are verified in accordance with the Rules, as stated hereinabove, and in case affidavit (s) is/are not verified according to the Rules, such affidavit (s) will be marked as defective.

  
(Subhash Malik)  
Registrar (J-III)  
20.5.2011

  
(P.R. Bora)  
Registrar (J-II)  
20.5.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
20.5.2011

- Copy to : 1) The Secretary, Supreme Court Bar Association, with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- 2) The Secretary, A.O.R. Association, with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- 3) All the Notice Boards outside the Courts.



C I R C U L A R

It has been noticed that documents which are not fairly and legibly written are being accepted by the officers of the Court. It causes inconvenience to Hon'ble Judges. In this context Rule 1, Order X, Supreme Court Rules, 1966, prescribes as hereunder: -

"The officers of the court shall not receive any pleading petition, affidavit or other document, except original exhibits and certified copies of public documents, unless it is fairly and legibly written, type-written or lithographed in double-line spacing, on one side of standard petition paper, demy-foolscape size, or of the size of 29.7 cm. x 21 cm. or paper which is ordinarily used in the High Courts for the purpose. Copies filed for the use of the courts shall be neat and legible and shall be certified to be true copies by the advocate on record or by the party in person, as the case may be."

Circular dated 29.8.1996, Circular No.2/Judl./2000 dated 13.03.2000 and Circular No.F.3/1B/2001 dated 27.9.2001 have already been issued in this regard, requiring that the papers be properly scrutinized at the Filing Counter and the papers which are not legible and are not in accordance with the Rules, be not accepted.

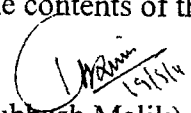
Hon'ble Court has, in SLP (Civil) No. 23876 of 2011 'Union of India v. N. K. Basu & Company', directed that photocopies of contracts may be accepted.

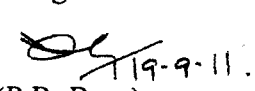
Xerox copies may be received provided they are neat and legible. In case, a neat and legible xerox copy of a document is submitted, typed copy of it should not be insisted upon.

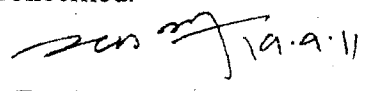
In addition to it, several instances have been noticed that Interlocutory Application(s) with or without annexure(s) have been listed for hearing, which are not legible, because of their small font size, hazy or dim print etc. Before registration of Interlocutory Application(s), it is to be ensured that Interlocutory Application(s) alongwith annexure(s) (if any) are fairly and legibly written.

It is, therefore, once again enjoined upon all concerned to ensure strict compliance of the aforementioned Rule.

The contents of the Circular be brought to the notice of all concerned.

  
(Subhash Malik)  
Registrar (J-III)

  
(P.R. Bora)  
Registrar (J-II)

  
(Ravindra Maithani)  
Registrar (J-I)

Copy to :-

- (i) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (ii) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (iii) All the Notice Boards outside the Court.
- (iv) All concerned.

**SUPREME COURT OF INDIA**

403-A

F.No. 43/Judl./2011  
Dated: January 17, 2011

**OFFICE ORDER**


It has been noticed that SLP CC. No. 156/2011, 'Jai Kumari Devi and Ors. v. Smt. Dhal Kunwari Devi and Ors.' was listed before the Hon'ble Court for 14.01.2011 without proper scrutiny of the matter. The Hon'ble Court has observed that: -

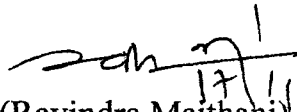
"While reading the paper book, we found that in the judgment of the trial Court (pages 32 to 62) there is not a single page without blanks. In all there are more than 150 blanks in the copy of the judgment filed in the paper books of the special leave petition. We are surprised as to how the Registry cleared the case for being registered and placed before the Court....."

Instructions have already been issued time and again impressing upon the Registry to raise all defects at one time and that matters should be listed only after all defects are removed.

All the Dealing Assistants and Sections Officers working in Section IB are therefore once again directed that they should strictly ensure that fresh matters are thoroughly checked at the first scrutiny itself, all defects are notified and re-filing is accepted only once defects are removed.

Non compliance will be viewed seriously.

  
(P. R. Bora)  
Registrar (Judicial-II)  
17.01.2011

  
(Ravindra Maithani)  
Registrar (Judicial-I)  
17.01.2011

Copy to: All concerned.

403-B

SUPREME COURT OF INDIA

F. No. 73/Judl./2010  
Dated: December 10, 2010

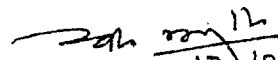
CIRCULAR

The petition for Special Leave to Appeal (Civil) CC 17645/2010 was listed before the Hon'ble Court on 26<sup>th</sup> November, 2010, when the Hon'ble Court passed the following order: -

"...in many special leave petitions, the judgments of the High Court that are challenged, refers to certain material documents by either exhibit number or annexure number without giving their description or their date. For example, in this case, the entire judgment is with reference to Exhibit P-9 and P-11 without a full or proper description of those exhibits. Whenever the impugned orders contain such reference, the petitioners in the SLPs will have to give the description of the exhibits or annexures in the memo of dates and produce the same.

Registry may ensure that in future there is a description of the relevant exhibits or annexures referred to in the impugned orders so as to avoid inconvenience at the time of preliminary hearing."

It is thus enjoined upon all concerned to properly check the petitions to ensure that there is a description of the relevant exhibits or annexures referred to in the impugned orders in the memo of dates so as to avoid inconvenience at the time of hearing and ensure scrupulous compliance of the above direction.

  
(Ravindra Maithani)  
Registrar (J-I)  
10.12.2010

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association and compliance while setting the petitions.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.

C I R C U L A R

No.F. 77/ Judl./2011

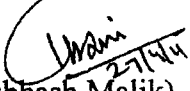
Dated: 27<sup>th</sup> April, 2011

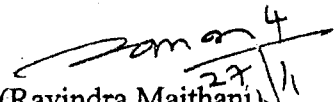
Vide Circular No. F.3/Judl./2009 dated 17<sup>th</sup> December, 2009 all the Advocates-on-Record were requested to mention the page number (s) of the Annexure(s) as shown in the Index, in the body of the petition and/or in the list of dates wherever reference to the Annexure (s) is made. It was also enjoined upon the scrutiny officers/officials to ensure that the accurate page number of each Annexure is also mentioned alongwith each Annexure in a fresh matter.

In spite of it, instances have been noticed that page number (s) of the Annexure (s) as shown in the Index, is not being mentioned in the body of the petition and/or in the list of dates wherever reference to the Annexure (s) is made. Such non-mentioning of page number (s) of Annexure (s) causes inconvenience to the Hon'ble Court and Learned Counsels appearing for the parties, in locating the Annexure (s) conveniently.

All the Advocates-on-Record are, therefore, once again requested to mention the page number (s) of the Annexure(s) as shown in the Index in the body of the petition and/or in the list of dates wherever reference to the Annexure (s) is made.

It is also once again enjoined upon the scrutiny officers/officials to ensure that the accurate page number of each Annexure is also mentioned alongwith each Annexure in a fresh matter.

  
(Subhash Malik)  
Registrar (J-III)  
27.04.2011

  
(Ravindra Maithani)  
Registrar (J-I)  
27.04.2011

Copy to :

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Association.
3. All concerned vide circulation list.
4. At the Notice Boards.

419-A

SUPREME COURT OF INDIA

F. No. 72/Judl./2010  
Dated: December 10, 2010

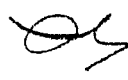
CIRCULAR

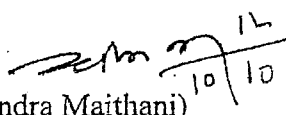
Civil Appeal No. 6701 of 2005 was listed before this Hon'ble Court on 29<sup>th</sup> November, 2010, for clarification of judgment dated 10<sup>th</sup> November, 2005, passed in this Civil Appeal. The Hon'ble Court issued the following clarification: -

- (a) The decision in Uday Shankar Triyar does not require the Advocate-on-Record to identify the person executing the vakalatnama, if a local counsel or Notary Public has already identified the executant of the vakalatnama by certifying that it was executed in his presence.
- (b) Where the vakalatnama is executed in the presence of the Advocate-on-Record, he should certify that it was executed in his presence.
- (c) Where the Advocate-on-Record merely accepts the vakalatnama which is already duly executed in the presence of a Notary or an advocate, he is only required to make an endorsement that he has satisfied himself about the due execution of the vakalatnama."

Earlier, Circular No. F.7/Judl./2006 dated 04<sup>th</sup> May, 2006, issued in this matter for ensuring compliance of the Hon'ble Court's direction dated 10<sup>th</sup> November, 2005, stands clarified accordingly.

It is therefore now enjoined upon all concerned to check and verify vakalatnamas filed in the Registry keeping in view the above. Any lapse in this behalf shall be taken seriously.

  
(P. R. Bora)  
Registrar (J-II)  
10.12.2010

  
(Ravindra Maithani)  
Registrar (J-I)  
10.12.2010

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.

C I R C U L A R

It has been noticed that Special Leave Petitions filed against the judgments and orders passed in second Appeals, are at times not accompanied by copies of the judgments/orders of the trial Court and the first Appellate Court.

In this regard, earlier circulars dated 22.11.2007 and 24.01.2009 were issued requiring filing of the relevant documents.

In SLP (Civil) No. 20053 of 2011 'Baljit Singh and Ors. v. Arjan Singh and Ors.', Hon'ble Court, in its order dated 01.08.2011, *inter alia*, observed: -


"In our view, the petition is liable to be dismissed because the petitioners have not placed on record the judgments and decrees passed by the trial Court and the lower Appellate Court."

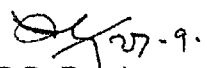
For reasons recorded, SLP (Civil) No. 20053 of 2011 was dismissed with costs quantified at Rs.25,000/-. The Hon'ble Court further directed that: -


"The Registrar (Judicial) should make an inquiry and submit report to this Court within three weeks as to how the special leave petition was registered despite the fact that the petitioners had not produced the judgments (typed or certified copies) of the trial Court and the lower Appellate Court."

Enquiry into the matter has revealed that when defect on this count was raised Advocate-on-Record had submitted letter that the documents will be produced at the time of hearing, if necessary, and that the defect may be ignored at her risk.

Keeping in view the fact that Hon'ble Courts are put to inconvenience due to non-production of relevant documents, it is now hereby directed, in supersession of earlier Circulars, that Special Leave Petitions arising out of second Appeals shall not be registered unless accompanied by not only the copy of the impugned order but also copies of the orders / judgments of the trial Court as well as the lower Appellate Court. •

  
(Subhash Malik)  
Registrar (J-III)

  
(P.R. Bora)  
Registrar (J-II)

  
(Ravindra Maithani)  
Registrar (J-I)

Copy to : -

- (i) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (ii) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (iii) All the Notice Boards outside the Court.
- (iv) All concerned.

SUPREME COURT OF INDIA

No. 52/Judl./2011


Dated: 31<sup>st</sup> October, 2011OFFICE ORDER

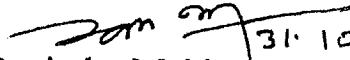
It has been noticed that, at times, petitions are filed with errors relating to facts or numbers etc., mentioned in the petitions. Such errors reflect in subsequent judgments/orders passed by the Hon'ble Court as Hon'ble Court refers to the contents of the petition, at times.

Subsequently, parties file Interlocutory Applications to correct the error in the judgments/orders of the Court without filing Interlocutory Applications for corrections in the substantive record.

Hon'ble the Chief Justice of India has directed that such Interlocutory Applications seeking corrections in the judgments/orders of the Court without simultaneously seeking corrections in the substantive petition should not be entertained.

The above directions are issued for strict compliance by all concerned.

  
(P.R. Bora)  
Registrar (Judicial-II)  
31.10.2011

  
(Ravindra Maithani)  
Registrar (Judicial-I)  
31.10.2011

Copy to: -

All concerned.

453F-1


SUPREME COURT OF INDIA

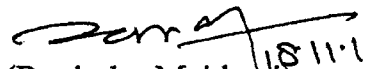
No.54/Judl./2011

Dated: 18<sup>th</sup> November, 2011

OFFICE ORDER

It has been brought to the notice by the Supreme Court Bar Association that the defects raised by the Registry in the checklist are not recorded in legible handwriting which, in turn, causes inconvenience to the Advocates to remove the defects. Additional Registrar, in-charge Section I-B, shall ensure that all the concerned Dealing Assistants make all possible efforts to record defects in checklist in legible handwriting.

  
(P. R. Bora)  
Registrar (Judicial-II)  
18.11.2011

  
(Ravindra Maithani)  
Registrar (Judicial-I)  
18.11.2011

Copy to: All concerned.