

**OFFICE OF THE
PRINCIPAL DISTRICT & SESSIONS JUDGE, SRINAGAR.**

Circular No: 09/PDJS/ADM/2024

Dated : 19-02-2024

On 17th of February 2024, Hon'ble the Chief Justice and Hon'ble Mr. Justice Atul Sreedharan, Hon'ble Chairman Information Technology & Artificial Intelligence Committee, were pleased to convene a meeting through virtual mode with all Principal District and Sessions Judges of UTs of Jammu and Kashmir and Ladakh. In the said meeting Hon'ble the Chief Justice and Hon'ble Administrative Judge, while interacting with the officers, were pleased to convey their concerns in respect of the indexing of files of the trial courts particularly of the files which are called by Hon'ble High Court for perusal during the proceedings of appeal or revision. *In this regard their Lordships in the meeting have been pleased to instruct all the Principal District Judges as follows:*

1. The indexing of the file should be done strictly as per the Rules in vogue.
(Templates of indexes for different case types are annexed herewith)
2. Before submitting any file to the Hon'ble High Court, the concerned Presiding Officer shall personally ensure that the file is properly indexed and the papers in the file are properly arranged strictly as per the index of the file.
3. While writing Judgments/Orders, instead of mentioning the name of the witness while appreciating the evidence, the Presiding Officer shall mention the Serial number of such witness mentioned in the list of witnesses of the concerned party.
e.g; Like in a Criminal Challan/Complaint, for Prosecution/Complainant witness it can be mentioned as PW-1, PW-2, PW-3.....so on . Likewise for defense witness it can be mentioned as DW-1, DW-2, DW-3so on. For Court witness it can be mentioned as CW-1, CW-2, CW-3..... so on. Similarly in Civil matters, the plaintiff's witness can be mentioned as PW-1, PW-2, PW-3..... so on. For Defendant's witness it can be mentioned as DW-1, DW-2, DW-3..... so on. For Court Witnesses it can be mentioned as CW-1, CW-2, CW-3..... so on. In the miscellaneous Petitions, Petitioner's witness can be mentioned as PW-1, PW-2, PW-3so on and for Respondents it can be RW-1, RW-2, RW-3..... So on.

It is impressed upon all the Judicial officers of the District Srinagar that they shall ensure that the above instructions are complied with in letter and spirit and any deviation in this regard may be viewed seriously.

Sd/-

(Jawad Ahmed)

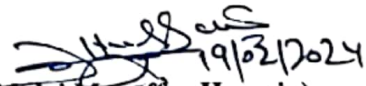
Pr. District & Sessions Judge,
Srinagar.

No: 7068-/PDJS/Adm/2024

Dated: 19-02-2024

Copy of the above circular forwarded to :

1. All the Ld. Judicial Officers of District, Srinagarfor information and Strict compliance.
2. System Officer e-Court for uploading the same on Official Website.


(Molvi Muzaffar Hussain)
Chief Administrative Officer

TEMPLATE (CRIMINAL)

File No. _____ (Nomenclature of Case Type as per Circular No. 02 of 2021/RG dated : 30.06.2021)

CNR No: _____

D.O. Institution

D.O. Judgment

No. Of leaves

ABC

Versus

XYZ

Prosecuting Party/ Complainant

Accused/ Respondent

INDEX

Part A (Nathi Alif)				Part B (Nathi Bay)			
S.No	Type of Document	No. of Leaves	Page No(s)	S.No	Type of Document	No. of Leaves	Page No(s)
1	Index			1	Part 'B' shall consist of all papers not included in Part 'A' like Adjournment Memos, un-executed Notices/ Summons/ Warrants , dockets etc. and Other Documents considered irrelevant to reach to just conclusion of the case.		
2	Daily Orders						
3	Specific order regarding framing of Charge						
4	Judgment / Final Order						
5	Sentence order						
6	Final report in terms of Sec 173 Cr.P.C/ Private Complaint alongwith Copy of F.I.R , Application / Report/ Docket on the basis of which F.I.R has been lodged, Naqlimand / Copy of report entered in Roznamcha ,Site Plan, Seizure Memo(s), Disclosure Memo(s),Recovery Memo(s), Injury Memo(s), Inquest proceedings , if any,Medical Report(s), Autopsy Report, Forensic Report, Mechanical Report, Arrest Memo(s),Statement(s) of Prosecution Witness U/s 164 Cr. P.C, Statement(s) of Prosecution Witness U/s 161 Cr. P.C, Dying Declaration, if any, Lodgment report, if any,CDR, if any, Any other document annexed with the Challan/final report						

TEMPLATE (Civil)

File No. _____ (Nomenclature of Case Type as per Circular No. 02 of 2021/RG dated : 30.06.2021)

CNR No: _____

D.O. Institution

7	Preliminary Statement of Complainant (in Private Complaints)						
8	Charge framed by the court/ Statement of Accused U/s 242 Cr.P.C/ 251Cr.P.C/ Memo of charge and plea of accused person(s)						
9	Prosecution Evidence						
10	Statement of the Accused U/s 313 Cr.P.C (342 Cr.P.C old)						
11	Defence Evidence						
12	Court Witness						
13	Documents exhibited by the Accused in his defense						
14	Written submissions of Prosecution/ Complainant , if any,						
15	Written submissions of Defence, if any,						
16	Conviction Slip (Parcha Slip)						
17	Vakalatnamas.						
18	Bail Application alongwith Interim Orders, Final Order, Objection/Police Report, Bail/Surety/ Personal Bonds etc.						
19	Release Application alongwith Interim Orders, Final Order, Objection/Police Report etc.						
20	Application U/s 311 Cr.P.C / 540 Cr.P.C (Old) alongwith Interim Orders, Final Order, Objection etc.						
21	Application filed for recalling any witness(es) alongwith Interim Orders, Final Order, etc.						
22	Application for recall of warrants/ Application seeking Exemption alongwith Interim Orders, Final Order, etc.						

23	Forfeiture of Bail/ personal Bonds u/s 446/(a) Cr.P.C/ 514 Cr.P.C (Old)						
24	Any other Misc. application filed by Prosecution/Defence alongwith Interim Orders, Final Order, etc.						
25	Undertakings/ Affidavits						
Total (Part "A"+ Part "B") =							

TEMPLATE (Civil)

File No. _____ (Nomenclature of Case Type as per Circular No. 02 of 2021/RG dated : 30.06.2021)

CNR No: _____

D.O. Institution

D.O. Judgment

No. Of leaves

ABC

Versus

XYZ

Plaintiff(s)

Defendant(s)

INDEX

Part A (Nathi Alif)				Part B (Nathi Bay)			
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2	Daily Orders						
3	Specific order regarding framing of Issues						
4	Judgment / Final Order						
5	Preliminary Decree						
6	Final Decree						
7	Amended Plaint (if any) alongwith annexure(s)						
8	Original Plaint alongwith Annexures						
9	Affidavit						
10	Court fee / E-Court Fee						
11	Duplicate Plaint						
12	Amended Written Statement (if any) with Annexure(s)....						
13	Original Written Statement/Counter Claim alongwith annexures						
14	Rejoinder to the counter claim						
15	Preliminary statements of parties						
16	Compromise						
17	Statement of Parties in support of the compromise						

18	Withdrawal Application						
19	Statement of withdrawing party in support of the withdrawal.						
20	Arbitration/Mediation award						
21	Documents admitted by Plaintiff						
22	Documents admitted by Defendant						
23	Plaintiff's Evidence						
24	Defendant's Evidence						
25	Rebuttal Witness						
26	Court Witness						
27	Documents exhibited by Plaintiff						
28	Documents exhibited by Defendant						
29	Vakalatnamas.						
30	Application Under Order 39 Rule (1) alongwith orders / objections and other Annexure(s)						
31	Application Under Order 39 Rule (2A)						
32	Application for Appointment of Commissioner alongwith orders / Report of Commissioner /objections and other Annexure(s)alongwith orders / objections and other Annexure(s)						
33	Application seeking permission to file Replica alongwith orders / objections and other Annexure(s)						
34	Application for setting aside Exparte Proceedings						

35.	Application for bringing on Record LR's alongwith orders / objections and other Annexure(s)						
36	Application for implementation of Court orders						
37	Application for Suing as a Pauper alongwith report of enquiry officer, objections to the report of enquiry officer, if any , orders etc.						
38	Application for filing the Suit in Representative Capacity alongwith orders / objections and other Annexure(s)						
39	List of Witness(es)						
40	Disposed off Miscellaneous Applications pertaining to the suit which are made part of the main file.						
Total (Part "A"+ Part "B") =							