

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE

RAMBAN


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CIRCULAR

No.: 52/PDSJR.

Dated: 23.04.2024


As desire by the Hon'ble High Court of Jammu & Kashmir and Ladakh, the process of digitization it to be taken up shortly in all the Districts. In this connection, Hon'ble the Chairperson, IT Committee has share the table of contents / Classification for bookmarking in current Civil and Criminal Cases. As such, all the concerned clerks posted at District Ramban are directed to bookmark their case files as per the enclosed Annexure 'A' to 'F'.


Pr. District & Sessions Judge
Ramban & Sessions Judge
Ramban (J&K)

No.: 269-75/Admn. Dated: 23.04.2024

Copy to the:

1. Addl. District & Sessions Judge (Fast Track), Ramban
2. Sub Judge / Chief Judicial Magistrate, Ramban
3. Sub Judge, Batote
4. Munsiff JMIC, Ramban/Gool/Ukhral/Banihal
5. Addl. Special Mobile Magistrate, Ramban
..... for information.
6. All the concerned clerks posted at District Ramban for compliance.
7. Incharge e-Court Section for uploading this circular on official website.
8. Office record.


Pr. District & Sessions Judge
Ramban & Sessions Judge
Ramban (J&K)

Annexure "A"

Table of contents/ Classification for Bookmarking in Current CIVIL Cases

A- (MAIN CIVIL CASES)

1. Index

2. Daily Orders (Drop Down)

- 2.1 Order dated..... *(only date of the order is required to be mentioned not "Order dated")*
- 2.2 Order dated
- 2.3 Order dated.....
- 2.4 Order dated.....
-Specific order regarding framing of Issues

3. Amended Complaint (if any)

- 3.1 Amended Complaint
- 3.2 Annexure(s)

4. Original Complaint (Drop Down)

- 4.1 Complaint
- 4.2 Annexure – (e.g; Revenue extract-A)
- 4.3 Annexure – (e.g; Revenue extract-B)
- 4.4 Annexure – (e.g; Revenue extract-C)
- 4.5 Cheques / Instruments etc.
- 4.6Any other document annexed with the complaint
- 4.7 Affidavit
- 4.8 Court fee / E-Court Fee
- 4.9. Duplicate Complaint

5. Amended Written Statement / Counter Claim (if any)

- 5.1 Amended Written Statement
- 5.2 Annexure(s)....

6. Original Written Statement/Counter Claim (Drop Down)

- 6.1 Written Statement/ Counter Claim
- 6.2 Annexure – (e.g; Revenue extract-D)
- 6.3 Annexure – (e.g; Revenue extract-E)
- 6.4 Annexure – (e.g; Revenue extract-F)
- 6.5Any other document annexed with the written statement/ Counter Claim

- 7. Rejoinder to the counter claim**
- 8. Preliminary statements of parties**
 - 8.1 Prl. Statement of the Plaintiff
 - 8.2 Prl. Statement of Defendant
- 9. Interrogatories**
- 10. ADR/ Mediation report**
- 11. Arbitration/Mediation award**
- 12. Admitted Documents of the Plaintiff(s)**
- 13. Admitted Documents of the Defendant(s)**
- 14. Plaintiff's Witness(es) (Drop Down)**
 - 14.1 PW-1
 - 14.2 PW-2
 - 14.3 PW-3..... etc
- 15. Defendant's Witness(es) (Drop Down)**
 - 15.1 DW-1
 - 15.2 DW-2
 - 15.3 DW-3..... Etc
- 16. Rebuttal Witness(es) (Drop Down)**
 - 16.1 RW-1
 - 16.2 RW-2
 - 16.3 RW-3..... etc
- 17. Court Witness(es) (Drop Down)**
 - 17.1 CW-1
 - 17.2 CW-2 etc
- 18. Documents exhibited by Plaintiff**
 - 18.1 Exhibit-P-1
 - 18.2 Exhibit-P-2.....etc
- 19. Documents exhibited by Defendant**
 - 19.1 Exhibit-D-1
 - 19.2 Exhibit-D-2..... etc
- 20. Compromise**
 - 20.1 Written compromise
 - 20.2 Statement of Parties in support of the compromise
- 21. Withdrawal Application**
 - 21.1 Withdrawal Application
 - 21.2 Statement of withdrawing party in support of the withdrawal

22. Application seeking permission to file Replica

- 22.1 Index
- 22.2 Interim orders
- 22.3 Application seeking permission to file Replica
- 22.4 Objections / response to the application
- 22.5 Affidavit/ Annexure(s)
- 22.6 Final Order

23. List of Witness(es)

- 23.1 List of Plaintiff
- 23.2 List of Defendants
- 23.3 Copy of Receipt(s) of deposition of Diet Expenses

24. Written Submissions of Parties , if any

- 24.1 Written Submissions of Plaintiff(s), if any
- 24.2 Written Submissions of defendant(s), if any

25. Judgment / Final Order

26. Final Decree

27. Preliminary Decree

28. Vakalatnamas.

- 28.1 POA (s) on behalf of Plaintiff(s)/Petitioner(s)
- 28.2 POA (s) on behalf of Defendant(s)/ Respondent(s)

B- MISCELLANEOUS APPLICATIONS WITH MAIN CIVIL FILES.

1. Caveat Petition, if any,

2. Application Under Order 39 Rule (1)

- 2.1 Index
- 2.2 Interim orders
- 2.3 Application Under Order 39 Rule (1)
- 2.4 Objections / response to the application
- 2.5 Affidavit/ Annexure(s)
- 2.6 Final Order

3. Application Under Order 39 Rule (2A)

- 3.1 Index
- 3.2 Interim orders
- 3.3 Application Under Order 39 Rule (2A)
- 3.4 Objections / response/statement of facts
- 3.5 Affidavit/ Annexure(s)
- 3.6 Final Order

4. Application for Appointment of Commissioner

- 4.1 Index
- 4.2 Interim orders
- 4.3 Application for appointment of Commissioner
- 4.4 Objections / response to the application
- 4.5 Commissioner report
- 4.6 Objections to Commissioner's report, if any.
- 4.7 Final Order

5 Application for setting aside Exparte Proceedings

- 5.1 Index
- 5.2 Interim orders
- 5.3 Final Order
- 5.4 Application for setting aside Exparte Proceedings
- 5.5 Objections / response to the application
- 5.6 Affidavit/ Annexure(s)

6 Application for bringing on Record LR's

- 6.1 Index
- 6.2 Interim orders
- 6.3 Application for bringing on Record LR's
- 6.4 Objections / response to the application
- 6.5 Affidavit/ Annexure(s)
- 6.6 Final Order

7 Application for implementation of Court orders

- 7.1 Index
- 7.2 Interim orders
- 7.3 Application for implementation of Court orders
- 7.4 Objections / response to the application
- 7.5 Affidavit/ Annexure(s)
- 7.6 Final Order

8 Application for Suing as a Pauper

8.1 Index

8.2 Interim orders

8.3 Application for Suing as a Pauper

8.4 Objections / response to the application

8.5 Affidavit/ Annexure(s)

8.6 Report of enquiry officer

8.7 Objections to the report of enquiry officer, if any,

8.8 Final Order

9 Application for filing the Suit in Representative Capacity.

9.1 Index

9.2 Interim orders

9.3 Application for filing the Suit in Representative Capacity

9.4 Objections / response to the application

9.5 Affidavit/ Annexure(s)

9.6 Final Order

10. Disposed off Miscellaneous Applications pertaining to the suit which are made part of the main file.

Annexure "B"

Table of contents/ Classification for Bookmarking in Current CRIMINAL Cases

A- (MAIN CRIMINAL CASES)

1. Index

2. Daily Orders (Drop Down)

- 2.1 Order dated.....(*only date of the order is required to be mentioned not "Order dated"*)
- 2.2 Order dated
- 2.3 Order dated.....
- 2.4 Order dated.....
- 2.5Specific order regarding framing of Charge

3. Inquest proceedings , if any,

4. Charge Sheet / Private Complaint (Drop Down)

- 4.1 Copy of F.I.R
- 4.2 Final report in terms of Sec 173 Cr.P.C/ Private Complaint
- 4.3 Application / Report/ Docket on the basis of which F.I.R has been lodged
- 4.4 Naqlimand / Copy of report entered in Roznamcha
- 4.5 Site Plan
- 4.6 Sanction/ permission for Prosecution, if any,
- 4.7 **Seizure Memo(s)**
 - 4.7.1 Seizure Memo.....1
 - 4.7.2 Seizure Memo.....2.....etc

4.8 **Confessional Statement of the accused Us/ 26 of the Evidence Act**

- 4.8.1 Confessional Statement of Accused No.1....
- 4.8.2 Confessional Statement of Accused No.2....

4.9 **Statement of the accused U/s 27 of the Evidence Act (Disclosure Memo(s))**

- 4.9.1 Disclosure Memo.....1
- 4.9.2 Disclosure Memo.....2.....etc

4.10 **Recovery Memo(s)**

- 4.10.1 Recovery Memo.....1
- 4.10.2 Recovery Memo.....2.....etc

- 4.11 Injury Memo(s)**
 - 4.11.1 Injury Memo.....1
 - 4.11.2 Injury Memo.....2..... etc
- 4.12 Medical Report(s)**
 - 4.12.1 Medical Report...1
 - 4.12.2 Medical Report...2.....etc
- 4.13 Autopsy Report**
 - 4.13.1 Autopsy Report...1
 - 4.13.2 Autopsy Report...2.....etc
- 4.14 Forensic Report**
 - 4.14.1 Forensic Report...1
 - 4.14.2 Forensic Report...2.....
 - 4.14.3 Any other expert opinion/ report like NARCO/ DNA/ Brain Mapping Report
- 4.15 Mechanical Report**
 - 4.15.1 Mechanical Report...1
 - 4.15.2 Mechanical Report...2.....etc
- 4.16 Arrest Memo(s)**
 - 4.16.1 Arrest Memo.....A-1
 - 4.16.2 Arrest Memo.....A-2..... etc
- 4.17 Statement(s) of Prosecution Witness U/s 164 Cr. P.C**
- 4.18 Statement(s) of Prosecution Witness U/s 161 Cr. P.C/ Such statement under any Special Act**
- 4.19 Electronic evidence, if any,**
- 4.20 Dying Declaration, if any,**
- 4.21 Lodgment report, if any,**
- 4.22 CDR, if any**
- 4.23Any other document annexed with the Challan/final report**
- 4.24 Conviction Slip (Parcha Slip)**

5. Preliminary Statement of Complainant (in Private Complaints)

- 6. Charge framed by the court/ Statement of Accused U/s 242 Cr.P.C/ 251 Cr.P.C**
 - 6.1 Memo of charge and plea of accused No. 1....A1
 - 6.2 Memo of charge and plea of accused No. 2....A2
- 7. Prosecution Evidence (Drop Down)**
 - 7.1 Statement of PW-1
 - 7.2 Statement of PW-2
 - 7.3 Statement of PW-3
 - 7.4 Statement of PW-4etc
- 8. Statement of the Accused U/s 313 Cr.P.C (342 Cr.P.C old) (Drop Down)**
 - 8.1 Statement of A-1
 - 8.2 Statement of A-2etc
- 9. Defence Evidence (Drop Down)**
 - 9.1 DW-1
 - 9.2 DW-2
 - 9.3 DW-3..... etc
- 10. Court Witness (Drop Down)**
 - 10.1 CW-1
 - 10.2 CW-2 etc
- 11. Documents exhibited by the Accused in his defense**
- 12. Written submissions of Prosecution/ Complainant , if any,**
- 13. Written submissions of Defence, if any,**
- 14. Judgment / Final Order**
- 15. Sentence order**
- 16. Vakalatnamas.**
- 17. Other Court documents/ Papers**
 - 17.1 Summons/ Warrants
 - 17.2 Proclamation
 - 17.3 Attachment Warrant(s)
 - 17.4 Undertakings/ Affidavits
 - 17.5 Docket(s) etc

B-MISCELLANEOUS APPLICATIONS WITH MAIN CRIMINAL FILE

1. Bail Application

- 1.1 Index
- 1.2 Interim Orders
- 1.3 Bail Application
- 1.4 Police Report
- 1.5 Objection
- 1.6 Bail/Surety/ Personal Bonds
- 1.7 Written Arguments
- 1.8 Final Order

2. Release Application

- 2.1 Index
- 2.2 Interim Orders
- 2.3 Release Application
- 2.4 Objection/Police Report
- 2.5 Final Order

3. Application U/s 311 Cr.P.C / 540 Cr.P.C (Old)

- 3.1 Index
- 3.2 Interim Orders
- 3.3 Application U/s 311 Cr.P.C / 540 Cr.P.C (Old)
- 3.4 Objection
- 3.5 Final Order

4. Application filed for recalling any witness(es)

- 4.1 Index
- 4.2 Interim Orders
- 4.3 Application filed for recalling any witness(es)
- 4.4 Objection
- 4.5 Final Order

5. Application for recall of warrants/ Application seeking Exemption

6. Forfeiture of Bail/ personal Bonds u/s 446/(a) Cr.P.C/ 514 Cr.P.C (Old)

- 6.1 Index
- 6.2 Robkar framed against the sureties
- 6.3 Interim Orders
- 6.4 Statement of facts
- 6.5 Final Order

7. Any other Misc. application filed by Prosecution/Defence.

Annexure "C"

Table of contents for bookmarking in CRIMINAL FILES (Acquittal / Conviction Appeals/ Revisions)

A- (MAIN APPEALS / REVISIONS)

1. Index
2. DAILY ORDERS (Drop Down)
 - 2.1 Order dated..... *(only date of the order is required to be mentioned not "Order dated")*
 - 2.2 Order dated
 - 2.3 Order dated.....
 - 2.4 Order dated.....
3. Acquittal / Conviction Appeals/ Revision (Drop Down)
 - 3.1 Memorandum of Acquittal / Conviction Appeals/ Revision
 - 3.2 Certified Copy of impugned Judgment /Order
 - 3.2 Other Annexures
4. Written submissions, if any
5. Final Order/ Judgment

B-(MISCELLANEOUS APPLICATION(S) WITH MAIN APPEALS/ REVISIONS)

1. Ad-interim Application (if any) (Drop Down)
 - 1.1 Index
 - 1.2 Order sheets
 - 1.3 Memo of Ad-interim Application
 - 1.4 Objections/ response alongwith other annexure(s)
 - 1.4 Bail/Surety Bonds
 - 1.5 Final Order
2. Any other Misc. application filed by Appellant(s) /Respondent(s).

Annexure "D"

Table of contents for bookmarking in Civil Files

(Civil First / Misc. Appeals and Review Applications)

A- {MAIN APPEALS (FIRST/MISC.) / REVIEW APPLICATIONS}

1. Index

2. Daily Orders (Drop Down)

- 2.1 Order dated..... *(only date of the order is required to be mentioned not "Order dated")*
- 2.2 Order dated
- 2.3 Order dated.....
- 2.4 Order dated.....

3. Civil First Appeals/ Misc. Appeals and Review Applications (Drop Down)

- 3.1 Memorandum of **Civil First / Misc. Appeals/ Review Applications**
- 3.2 Certified Copy of impugned Judgment /Order
- 3.3 Other Annexures

4. Written submissions, if any

5. Final Order/ Judgment

B- (MISCELLANEOUS APPLICATION(S) WITH MAIN APPEALS/ REVIEW APPLICATIONS)

1. Ad-interim Application (if any) (Drop Down)

- 1.1 Index
- 1.2 Order sheets
- 1.3 Memo of Ad-interim Application
- 1.4 Objections/ response alongwith other annexure(s)
- 1.5 Final Order

2. Any other Misc. application filed by Appellant(s) /Respondent(s).

Table of contents/ Classification for Bookmarking in
(Current Cases Under Protection of Women From Domestic Violence Act, 2005)

A-(MAIN CASES UNDER PROTECTION OF WOMEN FROM DOMESTIC VIOLENCE ACT, 2005)

- 1. Index**
- 2. Daily Orders (Drop Down)**
 - 2.1 Order dated..... *(only date of the order is required to be mentioned not "Order dated")*
 - 2.2 Order dated
 - 2.3 Order dated.....
 - 2.4 Order dated.....
- 3. Petition under Section 12 of Protection of Women From Domestic Violence Act, 2005**
- 4. Affidavit**
- 5. Annexure(s)**
- 6. Objection/ reply**
- 7. Preliminary Statements**
 - 7.1 Prl. Statement of Petitioner
 - 7.2 Prl. Statement of witness
- 8. Petitioner Evidence**
 - 8.1 PW-1
 - 8.2 PW-2etc
- 9. Respondent Evidence (Drop Down)**
 - 9.1 RW-1
 - 9.2 RW-2
 - 9.3 RW-3..... etc
- 10. Court Witness (Drop Down)**
 - 10.1 CW-1
 - 10.2 CW-2 etc
- 11. Documents exhibited by the Petitioner**
- 12. Documents exhibited by the respondent**
- 13. Written submissions of Petitioner, if any,**
- 14. Written submissions of Respondent, if any,**
- 15. Judgment / Final Order**
- 16. Vakalatnamas.**

17. Other Court documents/ Papers

- 17.1 Summons/ Warrants
- 17.2 Proclamation
- 17.3 Attachment Warrant(s)
- 17.4 Undertakings/ Affidavits
- 17.5 Docket(s) etc

B-(MISCELLANEOUS APPLICATIONS WITH MAIN CASES UNDER PROTECTION OF WOMEN FROM DOMESTIC VIOLENCE ACT, 2005)

- 1. Interim relief application Protection of Women From Domestic Violence Act, 2005**
 - 1.1 Index
 - 1.2 Interim Orders
 - 1.3 **Application Protection of Women From Domestic Violence Act, 2005**
 - 1.4 Affidavit
 - 1.5 Objection
 - 1.6 Final Order
- 2. Any other Misc. application filed by Petitioner/Respondent.**

Annexure "F"

Table of Contents/ Classification for Bookmarking in
(Current Maintenance Petitions Under 125 Cr.P.C/488 Cr.P.C (Old))

A- {MAIN MAINTENANCE PETITIONS UNDER 125 CR.P.C / 488 CR.P.C
(OLD)}

1. Index

2. Daily Orders (Drop Down)

- 2.1 Order dated..... *(only date of the order is required to be mentioned not "Order dated")*
- 2.2 Order dated
- 2.3 Order dated.....
- 2.4 Order dated.....

3. Petition under Section 125 of Cr.P.c/ 488 Cr. P.C (old)

4. Affidavit

5. Annexure(s)

6. Objection/ reply

7. Preliminary Statements

- 7.1 Prl. Statement of Petitioner

8. Petitioner's Witness(es) (Drop Down)

- 8.1 PW-1
- 8.2 PW-2etc

9. Respondent's Witness(es) (Drop Down)

- 9.1 RW-1
- 9.2 RW-2
- 9.3 RW-3..... etc

10. Court Witness(es) (Drop Down)

- 10.1 CW-1
- 10.2 CW-2 etc

11. Documents exhibited by the Petitioner

12. Documents exhibited by the Respondent

13. Written submissions of Petitioner, if any,

14. Written submissions of Respondent, if any,

15. Judgment / Final Order

16. Decree Sheet

17. Vakalatnamas.

18. Other Court documents/ Papers

- 18.1 Summons/ Warrants
- 18.2 Proclamation
- 18.3 Attachment Warrant(s)
- 18.4 Undertakings/ Affidavits
- 18.5 Docket(s) etc

B-(MISCELLANEOUS APPLICATIONS WITH MAIN MAINTENANCE PETITIONS)

1. Interim relief application U/s 127 Cr. P.C / 489 Cr.P.C

- 1.1 Index
- 1.2 Interim Orders
- 1.3 **Application U/s 127 Cr. P.C / 489 Cr .P.C**
- 1.4 Affidavit
- 1.5 Objection
- 1.6 Final Order

2. Execution Petition

- 2.1 Index
- 2.2 Interim Orders
- 2.3 **Execution Petition**
- 2.4 Affidavit
- 2.5 Objection
- 2.6 Final Order

3. Any other Misc. application filed by Petitioner(s)/Respondent(s)