OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, ARWAL

NOTICE INVITING QUOTATION FOR PRINTING OF REGISTERS ETC.

Tender No:.....01...../2026

Sealed quotations are invited from reputed publishers / printers for printing of Registers for Civil Court Arwal.

Quotations, along With Other documents, submitted in a sealed envelope, shall be accepted only during Office hours, up to 05.30PM on or before the **06.11.2026** at the office of Civil Court Arwal. (If holiday, then next working day)

Terms and Conditions: •

I. The interested parties shall be required to print the Regiter as per the following specifications:

Size

Thickness of cover and Pages will be decided during the financial bid.

Number of pages: 200 - 250 approx.

Times New Roman Font: Size-12 Line spacing: 1.5

The matter to be printed shall be provided in Word format. The printing work shall include designing, typesetting, formatting etc. under the supervision of and subject to the approval Of the undersigned.

2. (i) The bidder shall submit per page rate and the consolidated rate for printing of the Register with 200-250 pages, along with all taxes and charges (to be mentioned separately), in a sealed envelope as financial bid.

(ii) The rate of printing per additional pages, along with all taxes and charges (to be mentioned separately), shall also be specified, in case the final draft contains more than 250 pages.

3. The bidders shall attach a copy Of their Aadhar, PAN and GST registration certificate along with Registration/Incorporation certificate of their entities, and/or License under Shop and Establishment Act, etc. wherever applicable, as technical bid.

4. The bidders shall also submit the sample(s) of their previous work as well as samples of the paper on which they will be undertaking the printing work as part of the technical bid.

5. Experience in supplying Printing Material to the Courts may be given priority as per length of experience.

5. The bidders Will have to submit their technical and financial bids separately. Financial bids will be opened for only those bidders whose technical bid is approved by the undersigned.

6. The bidder may require to deposit a sum of Rs 20,000/- (Twenty Thousand only) as earnest money deposit, if the bidders is called for financial bid. The details thereof would be intimated later on.

7. The successful bidder shall be refunded earnest money deposit amount after submission Of 5% Of contract amount as performance Security. The validity of Performance Security should be 60 working days beyond the final delivery of the Registers and after ensuring the quality of the printing materials.

8. Validity of bid will be 60 working days from the date Of opening of the bid.

9. Quotations offering the lowest rate shall ordinarily be accepted. However, the final decision shall be made after considering the quality Of paper print and design offered by the bidder.

10. The Principal District and Sessions Judge, Arwal reserves the right to reject all or any one of the quotations without assigning any reason.

11. The terms and conditions of the notice shall form part of the agreement.

12. No advance shall be given against the supply order, and payment shall be made only after complete delivery of the printed Registers, subject to the satisfaction of the Court.

13, All statutory deductions shall be made as per rules before making payment.

14. The Dates for Financial bid and technical bid closure of bid may change as per requirement.

15. The decision of the Principal District and Sessions Judge, Arwal Shall be final and binding. The competent courts in Patna (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the bid/agreement.

15-10-2026

Principal District and Sessions Judge

Arwal.

Register Criminal Side				
Sl.No.	**Type of Register**	**Name of Register**	**No. of Register**	**No of copy per Register**
1	R- 08	Court Diary	20	300
2	R- 08 (M- 41)	Witness Register	20	300
3	R- 23	Sessions Register	20	300
4	R- 09	Court Fees Register	20	300
5	R- 05(M- 37)	Warrant of Imprisonment Register	20	200
6	R- 19A	Requisition for Record Received	20	200
7	R- 19B	Requisition for Record Issued	20	200
8	R- 17	Register of Requisition from Copying Dept.	25	200
9	R- 14	Register of application of copy	10	300
10	R- 41	Stay Register	20	100
11	R- 18 (M- 52)	Decided Register	25	200
12	R- 5-A	Register of Absconder	20	150
13	R- 16	Register of copies ready for delivery	10	200
14	R- 15A	Register of stamp and folio	10	200
15	R- 04(M- 35&36)	Register of appeal/Revision cases	20	200
16	R- 03(M- 34)	Trial Register	25	300
17	Form no(A)- 17	Register of criminal fines	20	200
18		Letter Issue Register	20	200
19		Letter Receiving Register	20	200
20	R- 29	Dispatch Register	20	300

Register Civil Side					
Sl.No.			Type of Register	No. of register	No. of copy per register
1	R-01	Suit Register	T.S. Register	20	300
			P.S. Register		
			Eviction Suit Register		
			Money Suit Register		
			Mortgage Suit Register		
2	R-1A	Supplementry Suit Register	T.S. Register	20	300
			P.S. Register		
			Eviction Suit Register		
			Money Suit Register		
			Mortgage Suit Register		
3	R-05	Appeal Register	Register of Money Appeal	10	300
			Register of Rent Appeal		
			Register of Title Appeal		
4	R-06	Supplementry Appeal Register	Register of Money Appeal	10	300
			Register of Rent Appeal		
			Register of Title Appeal		
			Register of Misc. Appeal		
5	R-34		Statistical Register	15	300
6	R-35		Statistical Register	15	300
7	R-36		Statistical Register	15	300
8	R-04		Execution Register	10	200
9	R-02		Register of Misc. Judicial Case	20	200
10	R-07		Register of Misc. Appeal Instituted	10	200
11	R- 40		Register of Interlocutory Injunction Issue	20	200
4	Form no (R-26)		Register of Commission Issued	10	100
Others Register					
1	R-11		Register of Process server	10	100
2	Form no (R-20)		List of record of class- Suit/Appeal/Cases	0	0
2	R-23		Register of Inspection of record	25	100
3	R-25		Register of registered clerk of pleaders	10	100
4	R-42		Stock Register of books in the Library	10	300

FORM NO. (R) 42.

Stock Register of books in the Library of the Court of.....at.. .....

(Not to be printed but to be kept in manuscript)

[*See* rule 544(*a*), Part VIII, Chapter 1]

Serial no.	Date of receipt	Title of book.	Number of copies.	Price if any.	From whom received.	How disposed of.	Library number.		Remarks.
							Head.	Number.	
1	2	3	4	5	6	7	8	9	10

Note :—In column 7 how disposed of should be noted whether a particular book has been kept in the Library or made over to some officer. The Librarian's signature should appear in the remarks column against each book received.

COURT DIARY

(ii) *Subsidiary.*

G. L. 7/44, H. C. letter no. 4757-72, dated the 3rd May 1966.

FORM NO. (R) 8.

DIARY.

Arrived at.....A. M. and took his seat at A. M. { District Judge/District Magistrate. / Subordinate Judge/Subdivisional Magistrate. / Munsif/Magistrate.

Petitions nos. to received.

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

		Number of witnesses examined.*
1	2	3

The Court rose at P. M.

* NOTE.—A running total in red ink should be inserted, from day to day, in order to show the total number of witnesses examined during each quarter of the year.—(*Rule no. 3 of 1909; see also Rule 2, page 2, Volume I*).

OK

G. L. 6/65

FORM NO (R) 5

I.—Register of Money Appeals.
II.—Register of Rent Appeals
III.—Register of Title Appeals.

IN THE COURT OF .....

Register of Appeals from Decrees in the year 19 .

Date of memorandum.	Number of appeal.	APPELLANT.			RESPONDENT.			DECREE APPEALED FROM.				JUDGMENT.			REMARKS.
		Name.	Description.	Place of residence	Name.	Description.	Place of residence.	Of what Court.	Number of Original Suit.	Particulars.	Amount of value.	Date with Court.	Confirmed reversed or varied.	For what, or amount	(The particulars of any orders passed on Second Appeal or Revision shall be entered in this column.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE 1—Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only as the case may be need be entered in the Register, the words "and ors" being added to indicate the fact that more than one party is concerned—(G. L. no. 13 of August 25th 1909).

NOTE 2—(Column 12 is intended to show the actual value of the subject matter of the Appeal—(G. L. no. 4 of 25th May 1905)

NOTE 3—The date of sending copies of Judgment and Decree to the lower court shall be entered in the remarks column.

NOTE 4—In column 14 should be indicated whether the decision was *ex-parte* or on compromise or on contest against all or any of the respondents.

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*							

NOTE 1.—In column 2 use P. for petitions, V. for Vakalatnamas, M. for Mukhtarnamas, Pl. for plaints, etc. Column 3 is to be left blank if no number has been assigned and also where the register is separately maintained in the Copying Department. The entries are to be totalled daily and daily totals are to be added up at the end of the month and the total is to be carried forward to the next month, and so on.

NOTE 2.—In column 1 (*a*) a running serial number is to be given to all petitions, etc. and court-fees, while in column 1 (*b*) a separate serial number is to be assigned only to petitions. On each petition its serial number shown in column 1 (*a*) and the corresponding serial in column 1 (*b*) the former below the latter, separated by a line, should be noted.

FORM NO. (R) 26

Register of Commissions issued under the Code of Civil Procedure and also writs of delivery of possession in respect of immovable property under the Code requiring knowledge of surveying in the Court of District.

Serial no. for the year.	Number and year of suit and valuation of suit.	Name of the party applying.	Date of application.	Nature of commission etc. applied for and section or rule of the Code under which it is issued.	Court or person or persons to whom addressed.	In the case of commissions under Order XXVI, number of witnesses to be examined.	Fees deposited with date	Fees paid with date.	Date of issue.	Date fixed for return.	Date of return	Whether or not executed.	The date of objection.	The date of disposal of the objection.	The date of sending the report to the District Judge under Rule 160.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

NOTE 1.—Inspection etc. done in pursuance of orders under Order XXXIX, Rule 7, C. P. C., should be treated as commissions for the purpose of this Register and entered in it.

NOTE 2.—The date of sending letter to the District Judge for nomination of Commissioner under Rule 157, Chapter VII, Part I of the High Court General Rules and Circular Orders, Civil, Volume I and the date of receipt of the nomination from the District Judge should be noted in the remarks column against the particular entry.

FORM NO. (R) 19 A.

Register of requisitions for records received.

Serial no.	Date of receipt.	From whom received.	Number and date of requisition.	Particulars of documents called for with purpose	Number and date of reminders (if any), received.	Date of compliance with the requisition,	Number and date of reminders issued for return of the record.	Date of return of the record.	Remarks.
1	2	3	4	5	6	7	8	9	10

FORM NO. (R) 35

Statistical register of appeals disposed of

1	2	3	4	5	6	Heard ex parte.				Contested.				15	16	17
						7	8	9	10	11	12	13	14			
Number of appeal in Register of Appeals.	Serial number of appeal in this register.*	Transferred to other Courts.	Dismissed for default, or otherwise not prosecuted.	Aggregate number of days occupied in trial.	Decision confirmed under Order XLI. rule 11, C. C. P.	Confirmed.	Modified.	Reversed.	Remanded.	Confirmed.	Modified.	Reversed.	Remanded.	Aggregate number of days occupied in trial of appeals entered in columns 6 to 14.	Objection under Order XLI. rule 22, C. C. P.	Remarks.

*A fresh series of consecutive numbers may be started at the beginning of each month in column 2.

FORM NO. (R) 4.

Register of application for the execution of decrees in the Court of———————District———————

Serial number of application.	Date of application.	Year of suit and number in General Register.	Date and nature of decree and where it has been transferred the name of the Court which passed the decree.	Number and date of previous application (if any) to the executing court with the date of final order passed thereon.	Amount of decree still unsatisfied.	Name of persons applying for execution	Person or persons against whom execution is required.	Mode in which assistance of Court is required.	Miscellaneous Judicial cases.		Result of execution and date.	Amount realised.	Amount still due under decree.	In the case of sale of immovable properties							Remarks. (The particulars of any order passed in Appeal or Revision shall be entered in this column.)
									Nature and number of case.	Result with date.				Date of confirmation of sale.	Date of filing of sale certificate stamp.	Date of preparing the sale certificate.	Date of delivery of the certificate to the auction-purchaser with his signature.	Date of sending copy to the Registry Office.	Application with date under Order XXI, rules 95 and 96, Civil Procedure Code.	Results with date.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

C.S.No.13.

Insert the following as "Note 4" below "Note 3" at the foot of the register no.(R)-4 at page 64.:-

"Note 4- In column 3, the number of suit shall be noted along with class of suit e.g. Title, Money etc.and in column 4, the nature of decree shall be specified by indicating whether the decree to be executed is for recovery of money, for recovery of possession, for partition or for specific performance etc.".

(XLIXD-15-70).

ecr.es received

e Court decree the Appeal or

Note 3—The date of destruction of undelivered sale certificates shall be noted in column 18 in red ink.

Note 4 added vide C.S. 13

(OK)

FORM NO. (R) 23.

Register of inspection of records in the Court of G. L. 8/63

Serial no.	Name of applicant.	Date.	Amount of Court fee.	No. of the case of which the record is wanted	Date of inspection or rejection of the application.	Remarks.
1	2	3	4	5	6	7

NOTE.—In case where the application is rejected, the word 'rejected' with the date of rejection below it should be entered in column no. 9 In other cases only date on which the inspection is actually done should be entered.

FORM No. (R) 2.

Register of Miscellaneous Judicial cases in the Court of District.

Serial no.	Date of application, reference or proceedings.	Act and section of Act under which preferred or started.	Names of the parties with description and place of residence.	Particulars of the case.	Name of the objector, if any, with description and place of residence.	Order passed and date.	Remarks. (The particulars of any orders passed on appeal or revision shall be entered in this column.)
1	2	3	4	5	6	7	8

NOTE 1.—In this register should be entered all Miscellaneous Judicial cases mentioned in rule 459 except Insolvency petitions which shall be entered in a separate register in form no. (R)2-A.

NOTE 2.—Where there are numerous applicants or opposite parties or objectors, the names of the principal applicant and principal opposite party only need be entered in column 4 and of the principal objector, if any, in column 6, and the fact of omission of the name's of the other parties may be indicated by adding the words 'and ors. after the names of the principal applicant, opposite party and objector. In cases which relate to suits or other cases and where the descriptions and addresses can be traced out with reference to other registers containing the descriptions and addresses of the parties in these suits and cases the descriptions and place of residence need not be noted in column nos. 4 and 6.

NOTE 3.—The following information should also be noted in the column for remarks :—

(*i*) In the case of applications for Probates and Letters of Administration—

(*a*) The action taken by the Court in cases in which an estate has been found to have been under valued in the first instance.

(*b*) The date of filing of the inventory mentioned in section 317 of the Succession Act (XXXIX of 1925).

(*c*) The date or dates of submission of the accounts referred to in the same section.

(*d*) Value of estates and value of court-fee paid there.

(*ii*) In the case of applications in respect of minors and lunatics—

(*a*) The date of filing of the inventory mentioned in section 34 of Act VIII of 1890, Section 76, Act IV of 1912.

(*b*) The date or dates of submission of accounts referred to in the same section.

(*c*) In regard to Act VIII of 1890, if no inventory or accounts have been required by the Court the fact should be stated.

(*d*) The order requiring proof to be furnished within a certain time of the manner of disposal of the sale-proceeds of a minor or lunatic's property should be quoted and a note made when it has been complied with.

(*e*) Value of the estate.

(*iii*) In the case of applications to sue or appeal, as a pauper—

(*a*) The corresponding number of the suit or appeal as the case may be.

(*b*) Date of sending the decree to the Collector.

(*iv*) In case of Garnishee applications under rules 63A to 63H, Order XXI, Civil Procedure Code, the amount realised, the amount deducted as court-fees, the number of chalan with date showing the deposit of court-fees in the Treasury.

(*v*) In other Miscellaneous Judicial cases relating to suits and other cases, the number of the suit or the case out of which the Miscellaneous Judicial Case has arisen.

OK

FORM NO. (R) 40.

Register of Interlocutory Injunctions issued in the Court of the District.

Serial no.	No. and year of suit or case or appeal.	Date of appli-cation.	Date and nature of order passed by the court.	Date fixed for appearance of opposite party where interim injunction granted.	Date of actual appearance of opposite party where interim injunction granted.	Date and nature of the final order passed by the court after hearing the opposite party.	Duration between the preliminary order of interim injunction and final order.	Remarks.
1	2	3	4	5	6	7	8	9

FORM NO. (R) 7.

Register of Miscellaneous Appeals instituted in the Court of....., District.....

Serial no.	Date of appeal.	Name and residence of Appellant.	Name and residence of respondent.	Court which passed the order under Appeal.	No. and year of suit or proceeding.	Date of order.	Particulars of order.	Date of decision on Appeal. with the name of the Court	Order on appeal.	REMARKS. (The particulars of any orders passed on Second Appeal or Revision shall be entered in this column.)
1	2	3	4	5	6	7	8	9	10	11

NOTE—Where there are numerous appellants or numerous respondents, the name of the first appellant only or the first respondent only, as the case may be, need be entered in the register, the words "and ors." being added to indicate the fact that more than one party is concerned.

Note: Words "with the name of the Court" in Column no. 9 has been added vide C.S. No.-7.

R-01

II.

(i) *Pri*

FORM

I. Register of money

II. Register of rent

III. Register of title

Court of the of

Register of civil suits in the

Date of presentation of plaint.	Number of suits.		Plaintiff.			Defendant.			Claim.			Judgment.			Appeal.	
	Serial number of suit.	Serial number of suit dealt with under the S. C. C. powers.	Name.	Description.	Place of residence.	Name.	Description.	Place of residence.	Particulars.	Amount or value.	When the cause of action accrued.	Date	For whom.	For what, or amount.	Number and year of appeal.	Order on appeal with date and name of appellate court.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

NOTE 1.—Where there are numerous plaintiffs or numerous defendants, the name of the first plaintiff only, or the first defendant only, as the case may be, need be entered in the register.

NOTE 2.—Cases remanded by appellate courts to lower courts under Order XLI, rule 23, C. P. C. will be re-admitted and entered in the General Register of suits under their original numbers. In each case the letter R will be affixed to the number to be entered in column 2.

REGISTERS.

mary.

No. (R) 1.

and movable suits

suits.

suits.

at

year 19 .

G.L. I/39
H. C. memo no. 9119-33, dated the 24th August 1963.

Adjustment of satisfaction of decrees otherwise than by execution.		Execution.				Result of execution.			Orders in appeals, revisions or under section 144, C.P. C. in execution with date and name of Court.	Relief or amount still due.	Remarks.
Particulars.	Date	Number and date of application.	Against whom.	For what, and amount of money.	Amount of costs.	Amount realised.	Name of person, if any, detained in civil prison.	Minute of other return than payment or arrest and date of every return.			
18	19	20	21	22	23	24	25	26	27	28	29

NOTE 3.—In column 14 should be indicated whether the decision was *ex-parte*, on compromise or on contest against all or any of the defendants.

NOTE 4.—When the court of execution is other than the court which passed the decree, the name of the executing court should be given in column 20.

FORM NO. (R) 14.

Register of applications for copies and informations in the Court of the

1	Serial no.
2	Name of applicant.
3	Date of application.
4	Nature of document of which copy or information is applied for and number and year of case in which filed.
5	Date fixed for notifying requisite number of folios and stamps.
6	Date of putting in requisite folios and stamps or deficit in respect thereof.
7	Date on which document to be copied was received in the Copying Department.
8	Date on which copy or information was ready for delivery.
9	Date on which document copied was returned to the proper officer.
10	Date on which delivery was taken or unused folios and stamps returned.
11	Remarks.

FORM NO. (R) 6. G. L. 6/65

SUPPLEMENTARY REGISTER.

I.—Money Appeals.

II.—Rent Appeals.

III.—Title Appeals.

IV.—Miscellaneous Appeals.

Serial no.	Number of the Appeal in the District Judge's Register.	Names 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

NOTE 1.—In column 3, the name of the first appellant and of the first respondent only need be entered. When there are other appellants and respondents, the fact may be indicated by the words "and ors."

NOTE 2—The date of sending copies of Judgment and decree to the lower court shall be entered in the remarks column.

FORM NO (R) 17.

H. C. memo no 4164—76, dated the 21st April 1964

Regiters of requisitions from the Copying Departme t.

Date of receipt of the application in Record Room or department.	Serial no.	Serial no. of the application for copy.	Description of record or document.	Date or dates of receipt on return of the application (with defects) in the Copying Department.	Date or dates of receipt of the application in the Record Room or Department after removal of the defects.
1	2	3	4	5	6

Date of estimating the folios with initial of the estimating clerk	Date of sending the document or record to the Copying Department 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.
7	8	9	10	11

a new Column no. 8 inserted vide GSI(4)

NOTE.—If the application is rejected [or otherwise disposed of, a note to that effect shall be entered in the remarks column against the particular entry.

FORM NO. (R) 19 B.

Register of requisitions for record issued.

Serial no.	To whom addressed.	Date of order.	Date of sending requisitions.	Particulars of document called for.	Particulars of the record in which called for.	Reminder issued—number and date.	Date of receipt of record in office or any reply—number and date.	Date of disposal of the case in connection with which the record was called for.	Reminders received for return of the document.	Date of return of the record.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

FORM NO. (R) 36. G. L. 1/42.

Statistical Register showing the results of Application for the execution of decrees disposed of

1		No. of application in Register of Application for the execution of decrees.
2		Serial no. of Application in this Register.
3	Transferred.	To another Court.
4		To the Collector.
5	Decree satisfied.	In whole.
6		In part.
7		Application wholly Infructuous.
8		Amount realized.
9		Judgment debtor imprisoned.
10		Judgment debtor arrested but released
11		Movable property sold.
12		Movable property attached but subsequently released.
13		Immovable property sold.
14		Immovable property dealt with under Order XXI, R. 83. Section 72. and Sub. 3, P. 2, C. C. P.
15		Immovable property attached but subsequently released.
16		Specific performance enforced.
17		Possession of movable property given.
18		Possession of immovable property given.
19		Portion effected.
20		Execution other wise effected.
21		Remarks.

NOTE.—To avoid inconveniently high figures fresh series of consecutive numbers may be started at the beginning of each month.

FORM No. (R) 1-A.

Supplementary Register, Court of the Additional.....

I. Register of money and movable suits.

II. Register of rent suits.

III. Register of title suits.

Serial no.	Number of suit in the original court.	Name of parties A, B (and others) *vs.* C, D (and others).	Date of receipt in the Additional Court.	Judgment.		Remarks.
				Date.	Result.	
1	2	3	4	5	6	7

NOTE 1.—Cases remanded by Appellate Courts will be entered under its original number with letter 'R' against it.

NOTE 2.—When cases are received on transfer from several courts the designation of such courts should also be indicated in column 2.

FORM NO.(R) 16.

Register of copies and information ready for delivery.

(To be laid at some conspicuous 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) 41.

Register of cases in which the proceedings have been stayed.

Serial no.	Number and date of institution of the case of which the proceeding is stayed.	Name of the Court staying the proceedings.	Description of the proceedings in which stay order was passed.	Date of stay order.	Remarks
1	2	3	4	5	6

C.S.No.1.

Add the following as "Note" at the foot of the Register in form no.(R)41 at page 135:-

"Note:- The date of cacation of stay order should be noted in the remarks column."

(XLIXD-100-64).

Note :- The date of cancellation of stay order should be noted in the remarks Column.

(Added with C.S. No. 2)

FORM NO. (R) 15A.

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

Application no.	Date of application.	Folios and stamps filed with application.			Folios and stamps estimated.			Total folios and stamps filed.			Folios and stamps used			Folios 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	Stamps.	Folio 70 p.	Folio 35.	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 stamps. The amounts are to be shown within brackets after the number. For example, where two stamps of Re. 1 each are filed the entry is to be thus :—2 (Re 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 of 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.

FORM NO. (R) 34.

G. L. 3/62
H. C. letter no. 6305-20, dated 4th July 1964.

Statistical register of suits / cases *disposed of*

Number of suit / case in Register of suits / cases.	Serial number of suit / case in this Register.	Transferred to other Courts.	Without trial.		Without contest.					After full trial.					
			Under Order IX, rule 3 and Order IX, rule 8 of C. P. C. where defendant does not admit the claim.	Otherwise.	Aggregate number of days occupied in trial.	Ex parte.	Aggregate number of days occupied in trial.	On admission of claim.	Aggregate number of days occupied in trial.	On compromise.	Aggregate number of days occupied in trial.	Judgment for plaintiff.	Judgment for defendant.	Aggregate number of days occupied in trial.	On reference to arbitration.	Aggregate number of days occupied in trial.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE 1.—To avoid inconveniently high figures a fresh series of consecutive number may be started at the beginning of each month in column 2.

NOTE 2.—Column 16 embraces only cases described in footnote 3 of Annual Statement no. 4, Part I.

Form No. (R) 23.

Register of Sessions Cases.

Serial number.	Name of each accused person.	Age or supposed age.	Offences, nature of—	Date of—				Name and designation of the Committing Magistrate and the case number.	Result.	Remarks. (The result of appeal or reference should also be noted in this column.)
				Offence.	Apprehension.	Commitment.	Decision.			
1	2	3	4	5	6	7	8	9	10	11

Form No (R) 18 [Old No. (M) 52].

Register of cases decided in the Court of.....exercising the powers of..... at.....in the year 19 .

	1	Serial number of the case in this Register.		
Serial number in the—	2	Register of complaints of offences.		Number of persons dealt with.
	3	Magistrates' General Register of cases cognizable by the Police.		
	4	Register of unimportant cases sent up by the Police in which a first information report is not used.		
	5	Register of miscellaneous cases.		
	6	Date of appearance of accused.		
	7	Date of decision.		
	8	Number of days during which the case lasted.		
	9	Remaining at the end of last year.		
Brought to trial during the present year.	10	Under arrest.		
	11	Upon warrant.		
	12	On summons.		
	13	Voluntarily.		
	14	Received on commitment or reference.		
	15	Received by transfer.		
	16	Total of columns 9 to 15		

(20)

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

Register of the attendance of Witnesses.

Serial no. of witnesses.	Name of witness.	Number of case in Registers no. (R) 1 and (R) 2.	Date of Attendance.						Discharged.			After the third day.	Examined.	Tendered, but cross examination declined.	Not examined.	Initials of presiding officer.	Remarks.
			First day.	Second day.	Third day.	Fourth day.	Fifth day.	Sixth day.	On the first day.	On the second day.	On the third day.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE 1.—For instructions, *see* Rule 50, Part 1, Criminal Court Rules Volume 1.

NOTE 2.—Columns 1 to 4 should be filled in daily for every witness reported to be in attendance for the first time, and columns 5 to 9, as may be necessary, on account of the subsequent re-appearance of the same witness. If a witness has to re-appear after having been six times in attendance, a new series of inentries in *red ink* must be made in columns 4 to 9 immediately under the previous entries Columns 10 to 15 should be filed up after the witness's final discharge according to the entries made in columns 4 to 9; and the initials of the presiding, officer are required in columns 16 to vouch for the correctness of the entries in the register

NOTE 3.—Witnesses who, after having been discharged, are re-summoned for cross-examination under the provisions of section 257, Criminal Procedure Code, should be regarded as witnesses who have re-appeared, and should, in accordance with the instructions given in Note 2 above, be entered in columns 5 to 9.—(*G. L. no. 1 of 11th March 1902.*

NOTE 4.—Case number of different Registers should be distinguished by the letters C for "Complaint Register" case, G for "General Register" case, U for "Unimportant Register" case and M for "Miscellaneous Register" case.

Form No. (R) 5. [Old No. (m) 37.]

Register of Warrant of Imprisonment.

Name of person sentenced.	Date of sentence.	Serial number and year of the trial.	Case number.	Term of imprisonment.	Date of bail order, if any, and date of release.	No. of the case, appeal or rivision with the name of the court granting bail.	Date of appellate order terminating bail.	Date of recommitment to jail	Date on which the imprisonment would ordinarily terminate.	Date on which warrant is returned as executed by the jail authorities.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

NOTE 1.—Prisoners should be entered according to the date of sentence in chronological order. Warrants, when returned, shall be filed with the record of the case to which they belong, so as to form part of that record.

NOTE 2.—Signature of the Police Officer to whom warrant along with the prisoner is handed over should be taken in the remarks column.

Form No. (R) 4 [Old No. (M) 35 and (M) 36].

Register of ~~*Appeals.*~~ / ~~*Revision cases.*~~

Serial no. for the year.	Date of filing.	Number and names of appellants of applicants.	Number and names of opposite parties in revision cases.	Order or sentence appealed against or of which revision is sought.	By whom the order or sentence was passed.	Final order passed with date and signature of the presiding officer.	Remarks.
1	2	3	4	5	6	7	8

NOTE 1.—Separate volumes should be used for Appeals and Revision cases.

NOTE 2.—The date of sending a copy of the judgment to the lower court shall be entered in the remarks column.

Form 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 —

Serial no. for the year.	Case number and the date of institution	Date of apprehension or appearance 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.	Remarks.
1	2	3	4	5	6	7	8	9

NOTE 1.—Each Court will have a serial number of its own.

NOTE 2.—The result of any appeal or application for revision should be entered in the column of remarks in which should also be noted the dates of adjournment of each case.

NOTE 3.—Case number of different registers should be distinguished by the letters G for "General Register" case, C for "Complaint Register" case, U for "Unimportant Register" case and M for "Miscellaneous Register" case.

NOTE 4. This Register need not be maintained by Courts in which Registers Nos. (R) 1 and (R) 2 are maintained.

NOTE 5.—The date of apprehension or appearance of the first accused, whichever is earlier, should be noted in column 3.

NOTE 6.—In all instances where the accused is under custody the letter 'C' (in capital) shall be written within brackets in red ink in column 6, immediately after the name of the accused concerned and it shall be scored through as soon as he is enlarged on bail, with the date of the release noted under a line below the brackets. The entry shall be made each time the accused is subsequently retaken into custody in the case, with date of such remand to custody noted below the entry.

[G.L. 1/40, G.L. 5/61, G.L. 6/62. H. C. memo. no. 867-80, dated the 15th January 1966 and H. C. letter no. 6139-54, dated the 30th June 1966].

Form No. (A) 17.

Register of Criminal Fines of the office *for the month of.. ...19*

Consecutive number.	Number of case.	Name of officer imposing fine.	Name and place of residence of offender.	Offence and date of sentence	Amount of fine.	Imperisonment.		Amount of fine in respect of which stay order has been received.	Date of issue of warrant.	Police-station to which issued.	Signature of the Fine Muharrir	Signature of Magistrate imposing fine.	Date of return of warrant.
						Substantive.	In default of fine.						
1	2	3	4	5	6	7		8	9	10	11	12	13

Amount realised and date of realisation.	Balance.	Amount paid into Treasury and date of payment	Signature of Treasury Muharrir	Signature of clerk in charge of the Fine Register	Amount remitted or written off with the date or order.	Signature of Fine Muharrir of court to which the entry relates.	Signature of Magistrate imposing fine.	Signature of Magistrate in-charge of the fine Register.	Date on which the notice of realisation of fine is sent to Jail.	Date on which notice is received back from jail after amendment of warrant	Remarks.
14	15	16	17	18	19	20	21	22	23	24	25

NOTE.—The fact that an order of stay in respect of any particular item of fine has been vacated should be noted in the remarks column.

Form No. (R) 5-A.

Register of Absconders.

Serial no. with date.	Case number as shown in the Register in Form (R) 1, (R) 2 or (R) 3, with name of the Court.	Case number as shown in particular Police station with name of the Police-station.	Offence, the accused is charged with.	Name of the absconding accused with parentage and full address.	Date of absconding, if available.	Date of recording of evidence under section 512, Cr. P. C. and date of separation of trial, if any.	Date of deposit of record in the Record Room.	Action taken with date for securing the surrender or arrest of the absconding accused.	Direction of the Sessions Judge, if any.	Date of apprehension, surrender or death,	Final result with date.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

G.L. 3/63.

Form No. (R) 6 [Old No. (M) 38].

Diary.

[Form no. (R) 8 of Volume II, Civil Court Rules, is to be indented for and used.]

OK

FORM NO. (R) 29.

DESPATCH REGISTER

Court of the

Serial no.	Date.	Name of Court or office where paper sent.	No. of letter or description of papers.	Signature of Receiving Officer.	Remarks.
1	2	3	4	5	6

OK

FORM NO. (R) 25.

G. L. 11/49.

G. L. 1/66.

Regis'er of rejistered Clerks of Pleaders/Mukhtars.

Serial no.	Name.	Father's name.	Residence.	Date of registration.	Date of renewal each year.	Name of Pleader/ Mukhtar under whom employed.	Remarks.
1	2	3	4	5	6	7	8

OK

FORM NO. (R) 11.

Register of works done by the process-serving peons for the month of .....19 .

Serial no.	Name of peon.	Number of days spent in serving processes.	Number of processes dealt with.			Summons on defendant and notices of appeal.							Summonses on witnesses (1) other processes and notices, (2) for personal service.						Warants of arrest.		Attachment of movables.		Remarks.
						Personally served.		Hung up in the absence of the person to be served.					Personally served.										
			Served.	Returned unserved.	Total.	Acknowledgment taken.	Hung up.	Pardanashin.	Others.	Total.	Returned unserved.	Percentage of personal service.	Acknowledged.	Hung up.	Hung up in the absence of the person to be served.	Total.	Return unserved.	Percentage of personal service.	Total for service.	Successful.	Total of service.	Successful.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

प्राप्त पत्रों की पंजी

क्रम संख्या और दिनांक	किससे प्राप्त हुआ	पत्र की संख्या	तारीख	विषय	कहाँ रखा गया	प्राप्त स्मारक		उत्तर की अथवा अन्य प्रकार से निष्पादन की संख्या एवं दिनांक		अभ्युक्ति
						संख्या	दिनांक	संख्या	दिनांक	

निर्गत पत्रों की पंजी

क्रम संख्या और दिनांक	किसके यहाँ भेजा गया (पदनाम और स्थान)	विषय	कहाँ रखा गया संचिका संख्या	निर्गत स्मारक पत्र		उत्तर		स्टाम्प का मुल्य	अभ्युक्ति
				संख्या	दिनांक	संख्या	दिनांक		