

[illegible]

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

70

Form No. (R) 13 [Old No. (M) 48].

List of Records sent to District Record-room from the Court of.....

Serial number of record.	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Name of Magistrate and station.														
Serial number of case in the Primary Register.														
Name of complainant.														
Name of accused.														
Nature of case with section of the Penal Code or other Act applicable.														
Final order passed with details of sentence and date of decision.														
Result of appeal or revision.														
Class of each file (A and B) of the case under rule 150, Part III.														
Names of proclaimed offenders not arrested.														
Date when disposed of and shelved in the District Record-room.														
Number of shelf and rack in the District Record-room.														
Dates of destruction of files and initials of officers superintending destruction.														
Remarks.														

Date of despatch.

Signature of officer of despatching Court.

Date of receipt.

Signature of District Record Keeper.

NOTE 1.—Separate list should be prepared for cases falling under the proviso to rule 150, Part III, Volume 1, Criminal Court Rules.

NOTE 2.—Case number of different primary registers should be distinguished by the letter C for "Complaint Register" case G for "General Register" case, U for "Unimportant Register" case and M for "Miscellaneous Register" case.

Register of the attendance of Witnesses.

[illegible]

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 entries in *red ink* must be made in columns 4 to 9 immediately under the previous entries in *black ink*. Columns 10 to 15 should be filled 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 267, 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-A.

Register of Absconders.

1	2	3	4	5	6	7	8	9	10	11	12	13
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 612, 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.

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.]

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

Register of Warrant of Imprisonment.

1	2	3	4	5	6	7	8	9	10	11	12
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 revision with the name of the court granting bail.	Date of appellate order terminating bail.	Date of commitment to jail	Date on which the imprisonment would ordinarily terminate.	Date on which warrant is returned as executed by the jail authorities.	Remarks.

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) 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 date of institution	Date of apprehension or appearance of the accused.	Date of receipt of the case 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 maintain d.

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. 5/01, G.L. 6/62. H. C. memo. no. 387-80, dated the 15th January 1966 and H. C. letter no. 6139-54, dated the 30th June 1966].

Magistrates' General Register of Cases cognizable by the Police.

NOTE.—Every order of transfer shall be entered in column 7.
NOTE.—The dates of adjournment of each case should also be entered in column 7.
NOTE.—The result of any appeal or application for revision should be entered in the column for remarks.

Form No. (R) 1 [Old Nos. (M) 30 (M) 82 and (M) 93].

Register of { (1) *Complaints of offences.*
(2) *Unimportant cases sent up by the Police in which a first information report is not used.*
(3) *Miscellaneous cases.*

Serial number for the year.	Date of complaint or information or institution.	Name of complainant or informant.	Number and names of accused persons or persons against whom the information is laid.	Nature of case and section of law.	Order passed with date and signature of the Presiding Officer.		Remarks.
					Preliminary	Final.	
1	2	3	4	5	6	7	8

G.L.I./40

- NOTE—1. Separate volumes should be kept for Register of (1) Complaints [of offences, (2) Unimportant cases sent up by the Police in which a first information report is not used, (3) Miscellaneous cases.
- Every order of transfer shall be entered in column 6.
 - The result of any appeal or application for revision should be entered in the column for remarks.
 - The dates of adjournment of each case should be entered in column 6.
 - In the case of the Register of "Unimportant cases," the name of Police Station may be noted in the remarks column or in column 1 (Serial no.).
 - In this Register will be entered all cases falling under sections 87, 88, 107, 108, 109, 110, 133, 143, 144, 145, 190 (1) (c), 480, 485, 488, 514, 563 and preliminary enquiry under section 476 of the Criminal Procedure Code.
 - This Register is intended to show all cases instituted and dealt with in the district or subdivision as the case may be. When Subordinate Magistrates deal with such miscellaneous cases, their Bench Clerk should, at regular intervals, furnish the Head Muharrir of the District or Subdivisional Magistrate with information regarding them in order that they may be entered in the District or Subdivisional Register.
- The following additional instructions should also be observed in the case of Register of Miscellaneous cases:—
- As stated in note 7 above, this Register is intended to show all cases instituted and dealt with by the Magistrates. Applications, petitions, etc., which have been simply filed and no action taken thereon, should not be entered in it.
 - The date of institution in miscellaneous cases is the date on which any proclamation is published process issued, or order made, or on which the accused is produced in Court or is called upon to show cause why an order should not be made against him.
 - An order for sale of attached property under section 88 of the Code should be treated as equivalent to a conviction even though the attached property be subsequently restored under section 89.
 - The number of persons discharged or against whom order is made should in cases other than those under sections 107, 108, 109, 110, 144, 145 of the Criminal Procedure Code be noted in the column for remarks.

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.	Imprisonment.		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 Muharir	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 Muharir	Signature of clerk in charge of the Fine Register	Amount remitted or written off with the date or order.	Signature of Fine Muharir 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.