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) *Miscellanous cases.*

Serial number for the year.	Date of complaint or information or institution.	Name of complainant / 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.

2. Every order of transfer shall be entered in column 6.
3. The result of any appeal or application for revision should be entered in the column for remarks.
4. The dates of adjournment of each case should be entered in column 6.
5. 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.).
6. In this Register will be enterd 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.
7. 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 enterd in the District or Subdivisional Register.

The following additional instructions should also be observed in the case of Register of Miscellaneous cases :—

(*i*) 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.

(*ii*) 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.

(*iii*) 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.

(*iv*) 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. (R)-2 [Old No. (M) 31].

Magistrates' General Register of Cases cognizable by the Police.

Serial no. for the year.	Police station.	Date of of information and crime as reported to the Police with section of Penal Code and other law.	Date of receipt by the Magistrate.	Names of parties.	Result of Police investigation, i. e., (1) Nature and date of offence, (2) Crime established before Police with section, and (3) Arrests made, etc.	Orders passed with date and signature of the Presiding Officer.		Remarks.
						Preliminary	Final.	
1	2	3	4	5	6	7	8	9

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) 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. 367-80, dated the 18th January 1966 and H. C. letter no. 6139-64, dated the 30th June 1966].

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) 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) 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.]

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.				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.	After 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 18 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)9 [Old No. (M) 48].

Register of Processes received for issue.

Serial no of process.	Nature of process.	Court from which the process is issued.	Number and nature of case.	Place and distance from court	Number of duplicate processes accompanying the original.	Date of deposit of Talbana.	Date of receipt by Nazir or Court Sub-Inspector.	Name of serving officer and date of delivery to him	Date when returnable.	Date of return to Nazir or Court Sub-Inspector.	Date of return to Court.	Initials of clerk of the Court.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

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

Serial number of record.	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.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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.

FORM No. (R)14 [Old No. (M) 49].

List of records of Sessions cases, Criminal Appeals and Revision cases sent to the Sessions Judge's Record-room from the Court at

Serial number of record.	Number of case in Court's Register.	Nature of the case with the section of the Penal Code or other Act applicable.	Names of parties.	Date of decision.	File A or B.	Date when disposed of and shelved in the Record-room.	Number of shelf and rack in the Record-room.	Dates of destruction of files and initials of officers superintending destruction.	Remarks.
1	2	3	4	5	6	7	8	9	10

Date of despatch. Signature of the Officer of despatching Court.

Date of receipt. Signature of the Sessions Judge's Record-keeper.

NOTE.—Class of case under rule 160, Part III, Volume I, Criminal Court Rules should be noted in the column for remarks.

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 .

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

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

Persons whose cases were disposed of.														Committed or referred.	Total of columns 18 to 28.	Number of cases.			
		Convicted.																	
		On regular trial.					On summary trial.												
				Released under the probation of offenders Act, 1958.		Youthful offenders dealt with under section 31, Act VIII, 1897.			Released under the Probation of Offenders Act, 1958.		Youthful offenders dealt with under section 31, Act VIII, 1897.					Brought to trial during the year.	Disposed of during the year.		
Died, escaped, or transferred.	Acquitted or discharged.	Appealable sentence passed.	Non-appealable sentence passed.	After admonition (section 3).	On probation (section 4).	Discharged after admonition.	Delivered to or parent guardian.	Appealable sentence passed.	Non-appealable sentence passed.	After admonition (section 3).	On Probation (section 4).	Discharged after admonition.	Delivered to or parent guardian.				On regular trial.	On summary trial.	Number of witnesses examined.
17	18	19	20	21		22	23	24	25	26		27	28	29	30	31	32	33	34

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

		Persons sentenced to—		Detail of punishment.
	35	Penal servitude.		
	36	Forfeiture of property.		
	37	With solitary confinement.	Rigorous. Imprisonment.	
	38	Without solitary confinement.		
	39	Simple.		
	40	With imprisonment.	Fine.	
	41	Without imprisonment.		
	42	Rupees 10 and under.	Fine.	
	43	Rupees 50 and under.		
	44	Rupees 100 and under.		
	45	Rupees 500 and under.		
	46	Rupees 1,000 and under.		
	47	Above Rupees 1,000.		
	48	Amount of fine imposed.		
	49	Amount realized.		
	50	Amount paid by way of compensation.		

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

Detail of punishment.													
Imprisonment.													
15 days and under.		6 months and under.		2 years and under.		7 years and under.		Above 7 years.		For life.		Number of boys whose sentences were commuted to detention in a reformatory school.	Remarks.
Rigorous.	Simple.	Rigorous.	Simple.	Rigorous.	Simple.	Rigorous.	Simple.	Rigorous.	Simple.	Rigorous.	Simple.		
51	52	53	54	55	56	57	58	59	60	61	62	63	64

Instructions.—A seperate Register must be kept for each court, and the designation of the presiding officer and the powers exercised must be stated in the title with a view to the entry of the figures against the proper sub-heads in column 1 of Annual Statement 4 Only cases of the kinds provided for in the schedule attached to Annual Statement 2 should be included in this Register. The entries are to be made in it at once on the conclusion of each trial and the persons entered will either then or afterwards, as found convenient, be noted up in Statistical Register I under each head of crime. The headings of the Register, it will be observed, almost exactly correspond with the headings of Annual Statements 4 and 5.

This Register and the preceding Statistical Register I are to be kept up for the purpose of the compilation of Annual Statements 4 and 5. Persons entered in column 63 should be also entered in columns 37 to 39, but not in columns 51 to 62.

In column 31, cases brought to trial during the year will be distinguished. At the close of the year the persons concerned in the cases in the pending file must be added in the appropriate columns 1 to 6 and 10 to 15, the number of cases in column 31 and the number of witnesses examined in column 34 to complete the figures for the Annual Statement.

A separate note should be made in column 64 of this Register to show how many of the persons entered in column 10 were brought to trial under arrest by the police, and how many under arrest by other agency, e.g., Forest or Excise Officers, private persons, etc. (C.O. No. 4 of 30th November 1891).

Column 49.—A separate page or separate pages of the Register of a current year should be reserved and utilised for fines imposed during previous years, but realised during such current year.

Section of the Penal Code or other Local or Special laws applicable should be noted below the case number.

If in any case compensation was allowed under section 250 of the Criminal Procedure Code or recognizance or security taken under section 106 of the Criminal Procedure Code, the fact should be noted in the remarks column.

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) 24.

Register of Bail orders.

Name of accused.	Court by which sentenced.	Date of sentence.	Original term of sentence.	Date of bail order.	Date of release on bail.	Name and address of surety.	Date of order of the court of appeal or revision terminating bail.	Term of modified sentence.	Date of receipt of the order of recommitment.	Date of recommitment.
1	2	3	4	5	6	7	8	9	10	11

edule III- Form No.59

emo. of cheque referred to in paragraph 3 of the rules for realisation of fine.

District- A-

Sub-District- 5901

mber of case

te of conviction

me of Prosecutor

me of offender

sidence of Offender

fence of which found guilty

ture of punishment, showing amount of fine, imprisonment in default or both.

Signature of Magistrate trying the case.

Schedule III- Form No.59

Memo. of cheque referred to in paragraph 3 of the rules for realisation of fine.

District- A-

Sub-District- 5901

Number of case

Date of conviction

Name of Prosecutor

Name of offender

Residence of Offender

Offence of which found guilty

Nature of punishment, showing amount of fine, imprisonment in default or both.

Signature of Magistrate trying the case.

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Format of the "**Warrant Execution Register**"
Issued by the Hon'ble Apex Court in *Criminal Appeal No. 1758 of 2011* **[(2012) 9 SCC 791]**

Sl. No.	The number printed on the form used	Case title and particulars	Name & particulars of the person against whom warrant of arrest is issued (accused/ witness)	The officer/ person to whom directed	Date of judicial order directing Arrest Warrant to be issued	Date of issue	Date of cancellation, if any	Due date of return	Report returned on	The action taken as reported	Remarks

Register of A.B.P.

A.B.P No.	Date	Petitioners	Respondent	P.S/Comp. Case No.	Section.	Transfer Court	Result	Date of Disposal	Signature	
									B.C/Steno	P.O
1	2	3	4	5	6	7	8	9	10	11

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Register of B.P.

B.P No.	Date	Petitioners	Respondent	P.S/Comp. Case No.	Section.	Transfer Court	Result	Date of Disposal	Signature	
									B.C/Steno	P.O
1	2	3	4	5	6	7	8	9	10	11

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16. **Summon Issue Register**:- This register may be maintained in the form as mentioned below in terms of provision contained in Section 64 of B.N.S.S., 2023.

Sl. No.	The no. printed on the form used	Cause titles and Particulars	Name & the particulars of the person against whom summon is issued (accused/witness)	The Person/ officer to whom directed	Date of Judicial order directing summon to be issued	Date of issue	Date of return	Date on which Summon return underved	Date on which Execution Report submitted to the Court	Remarks

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