

Government of Karnataka

HAND BOOK ON ADMINISTRATION

AND

INSPECTION

ISSUED BY

**THE HIGH COURT OF MYSORE, BANGALORE FOR THE
GUIDANCE OF THE SUBORDINATE CIVIL AND
CRIMINAL COURTS IN THE STATE OF MYSORE**

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P R E F A C E

This handbook portrays only the prominent aspects of administration of Courts and is not intended to be comprehensive of the topic of administration as observed in the opening paragraph. Adequate attention is not being paid to administrative work and very few judicial officers seem to realise that administrative work is not less important than judicial work. It is of the utmost importance to a Presiding Officer of a Court not only to have a thorough knowledge of the relevant rules and orders but also to exercise effective control over the staff which is required to be able to carry out efficiently the several instructions, circulars and rules promulgated by the High Court from time to time. This is his administration work and this book deals with some of its salient features. As the book is issued under the authority of the High Court it is impressed on all the Presiding Officers of the Courts in the State that the instructions contained herein are binding on the Courts and they are not to be regarded merely as a piece of advice. Any instruction or circular previously issued shall cease to have any effect to the extent to which such circular or instruction is inconsistent with any matter dealt with or covered by the instructions contained in this handbook.

**High Court of Mysore
Bangalore
Dated 4th October 1971**

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Registrar**

HAND BOOK ON ADMINISTRATION AND INSPECTION OF CIVIL AND CRIMINAL COURTS SUBORDINATE TO THE MYSORE HIGH COURT.

1. This book is not intended to be exhaustive of the topic of administration of Courts. Its principal purpose is to describe the object with which and the background against which the rules of practice and other rules governing administration are to be worked. With this end in view, only the salient features of administration will be highlighted. For fuller information recourse should necessarily be had to the relevant books on administration to which reference will be made at appropriate places.

2. The first and the most important feature which distinguishes Judicial Department from every other Department is that the administration thereof is carried on by Judges, solely with a view to ensure efficient administration of justice and not with reference to any policy or policies which may change from time to time. In administration also they should act as Judges, with complete impartiality, strictness combined with fairness and firmness with sympathy.

3. Although a certain staff is allocated to every Court and the Presiding Judicial Officer is given the assistance of a Chief Ministerial Officer who is in direct contact with the staff and is charged with the responsibility of supervising their work, the ultimate responsibility for due administration of the Court rests on the Presiding Judicial Officer himself. He is a person the bulk of whose time is taken up by judicial work. He cannot, therefore, like an ordinary administrator be in constant and continuous touch with every detail of administration. The first problem therefore which he has to face and solve is the distribution of work among the members of the staff and allocation of responsibility at various levels of administration in such a way as to admit of efficient supervision of the

entire administration by himself. In this regard he is assisted considerably by the detailed provisions made in the Rules of Practice and the Account Rules promulgated by the High Court. The Rules of Practice both Civil and Criminal are subsidiary rules, which lay emphasis more on administration than on judicial work. Judicial work is exclusively governed by the Procedure Codes, Civil and Criminal. The subsidiary rules deal with the stages which are preliminary or incidental to actual despatch of judicial work. The Account Rules are subsidiary rules with reference to the Mysore Financial Code (MFC), which deals with the financial administration of the State in very great detail and is promulgated under the proviso to Article 283(2) of the Constitution. They are therefore Constitutional Provisions. The Account Rules promulgated by the High Court are intended to ensure obedience to the MFC and assist the Courts in adjusting their financial work to the general framework of the MFC. So far as the service conditions of the members of the staff themselves are concerned, they are governed by the Mysore Civil Services Rules (MCSR) and the Mysore Civil Services Classification, Control and Appeal Rules (CCA Rules) subject to the general jurisdiction of the High Court under Article 235 of the Constitution.

4. The first step therefore, which the Presiding Judicial Officer should take is to acquaint himself thoroughly with the provisions of the various rules mentioned above and with the various registers prescribed under the Rules. The importance of acquiring this knowledge can never be minimised. It is of utmost importance to the Judicial Officer's capacity to control the administration for the simple reason that any ignorance on his part of the provisions of these rules and the form and particulars of the registers will almost certainly be exploited by his subordinates either inspired by actual dishonesty or by desire to hide from the Officer the defects and deficiencies in his working.

5. The next step as already stated is the correct distribution of work and fixing of responsibility at various levels of administration. The administrative work of all Courts can clearly be divided into Departments or Sections as follows:-

1. Administration
2. Accounts
3. Civil Branch
4. Criminal Branch
5. Records and copying
6. Process

That, is how the work of the Courts has been organized for years. Distribution of work that way is found to be the best by long years of experience. Each Department or Section has to be placed in charge of some specified Officer who should be made responsible for supervision of his Section. Although the number of clerks in each section or the number of registers each clerk may deal with may differ from Court to Court depending upon the nature and volume of work at that Court as to some matters there can be and should be complete uniformity. The Department of administration must be put in charge of the Chief Ministerial Officer.

The said officer should in addition be in charge of general supervision of the entire office. Wherever possible he must be given the direct supervision of another section preferably the Civil Branch in Civil Courts or composite Courts. Secondly, the natural head of the Account Section should be the Nazir or the Officer who goes by that name in the Accounts Rules, and the natural head of the process section would be the process Nazir. The allocation of items of work to various clerks should be clearly specified in detail. To save time or to provide against possible

transfers, allocation may be made to clerks designated by numbers of letters like Clerk I, II, III or A,B,C of a particular section, because in such an event the general distribution may remain unaltered and office orders may for time to time be made to appoint a clerk as Clerk I, II, III or A.B.C. of a specified Section.

Appendix I is intended to give a general idea of items of work done in these different departments or sections.

6. The Supervisory head of each section must be made principally responsible for the due despatch of work in his section. He should continuously or very frequently inspect the work of the clerks under him and see that no arrears are left. The best thing would be to devote half an hour each day for such purpose and to make a detailed inspection at least once a week.

7. The Chief Ministerial Officer, should be required similarly to make a continuous inspection by going round the office every day from table to table any time when he is free. He should follow it up by inspection at least once a month if not more frequently. Such inspection will also assist in completing monthly inspection by the Presiding Officer to which reference will be made later.

8. Before proceeding, it would be worth while to mention that the Presiding Judicial Officer himself should make it a habit to visit the office as frequently as he can so that he may have a clear idea of what is going on in the office and his staff may not get the idea that they can get away with whatever deficiencies there may be in their work without the same coming to the notice of the Presiding Officer. If the presiding Officer does not do so, but confines himself either to the Court Hall or to his Chamber,

he will soon lose touch with his office and also render whatever supervision he may try to exercise very weak, if not, completely ineffective.

9. The principal work of Courts is the institution and disposal of cases. The cases of litigants are stated in their pleadings. The material for disposal is evidence either documentary or oral. The oral evidence is also reduced to writing. Hence one of the most important conditions for the due despatch of judicial work is an efficient arrangement for safe custody and easy availability of all papers in records pertaining to cases. The Rules of practice contain detailed provisions relating to the manner in which papers are to be received, dealt with and their particulars entered in appropriate registers, etc. A study of the Rules will make it clear that they provide for dealing with papers from the time they are received in Court till they are either consigned to Record Room or returned to the parties after disposal of the cases. Both from the point of view of due despatch of Judicial work as well as from the point of view of the duty which the Courts owe to the litigants who entrust their papers to them it is quite essential that the detailed provisions in the Rules of practice in that regard are strictly and fully obeyed and followed.

10. During the pendency of a case, the important factor is the ready availability of papers when they are necessary for consideration by Court judicially or for any Judicial purpose. After the disposal of the case, the factor of importance is the preservation of papers as a record having some important bearing on the rights of the litigants which have been adjudicated upon or decided by an order or decree of Court.

11. The first stage is dealt with specifically by various rules in Civil Rules of Practice relating to presentation and examination of pleadings, filing of applications and process fee for issue of notices, filing of documents by way of evidence either with the pleadings or subsequently

by the permission of Courts, admission of documents in evidence and their marking as exhibits etc. Similar provisions are also found in the Criminal Rules of Practice. It is best to have before one the numbers of these rules arranged in the order of the stages of progress in the litigation. This will help in arranging of papers in such a way as to be readily available for Judicial work. The more important among the rules are listed in Appendix II.

12. It is however useful to refer in detail to two or three matters of some importance.

13. It is best to arrange papers of each case in a certain definite order dividing the papers according to the subject to which they relate. The following arrangement is suggested:-

The papers of each Civil case may be arranged in different files as follows:-

File No. I. Pleadings and also Issues in suits.

File No. II. All Interlocutory applications and orders thereon.

File No. III. Notices, Summonses and appearances.

File No. IV. Deposition of witnesses.

File No. V. Documents produced by parties.

Note:- After evidence is closed, documents should be separated into File No. V(a) Documents admitted in evidence and marked as exhibits, and

File No. V(b) Unexhibited documents to be returned to the parties.

File No. VI – All memos and miscellaneous papers. This arrangement will be of great assistance both to the clerks in handling the papers as well as to the Judicial Officers while dealing with the matter Judicially. It will also minimise the work in connection with the indexing after the disposal of the cases.

14. Another incidental matter of importance is making clear provision for custody of papers from the time they are received till they are consigned to records.

15. In Civil cases ordinarily all first pleadings are received by the Chief Ministerial Officer and examined by him. After they are numbered either he or some other Officer like the Pending Clerk makes the first entries in the order sheet. During the pendency of a case the general or overall custody of the papers must be with the Pending Clerk. From the Pending Clerk the papers may move to the Bench Clerk when some Judicial dealing with them is necessary after which they will come back to the Pending Clerk. For the purpose of making entries in registers or for the purpose of preparing notices or summonses or drafting decrees, the papers may go from the Pending Clerk to Clerk or Clerks to whom is allocated the work of making entries in appropriate registers or for preparing and issuing notices or for drafting decrees. They also move from the Pending Clerk to the Copying Department for purposes of complying with the applications for certified copies. When the papers thus move from the pending clerk to the different clerks, the movement must be noted in a Movement Register maintained by the Pending Clerk and each of the other Clerks dealing with them. The following form the Register of Movement of Records is suggested : -

Register of Movement of Records

1	Date	2	No. and year of the suit/case / appeal	3	Name of the plaintiff/ Appellant etc.	4	Name of the defendant / respondent	5	To whom given i.e., Bench Clerk etc, Record Keeper, Copyist Examiner,	6	Name of person receiving papers	7	Signature of the person receiving the papers	8	Date of receipt if received back.
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Such a register may be maintained by the Pending Clerk, the Bench Clerk or the Court Clerk, the Copyist Examiner, Decree Clerk, etc. So far as the Clerks dealing with the registers, notices and decree drafting are concerned, if they are different from the Pending Clerks, it is best to see that those Clerks sit quite close to the Pending Clerk so that the movement of papers is minimised and the control over the papers by the Pending Clerk is effectively maintained.

16. After the disposal of cases and until the papers are despatched to the Central Record Room, the custody of papers is to be with an official called the Record Keeper. Rule 196 of the Civil Rules of

Practice requires that during the first week of every calendar month the records of cases disposed of during the immediately preceding calendar month arranged in the manner provided in the preceding rules should be left with the custody of the Record Keeper of the Court. Another Rule 101 requires that every decree shall be drawn up not later than seven days from the date of pronouncement of the Judgment. Hence until the decree is drafted, papers cannot be left in the custody of the Record Keeper. It is therefore fair interpretation of Rule 196 that “cases disposed of during the previous month” means the cases in which decrees have been drafted or drafting of decrees completed during the said month.

17. The arrangement of papers before they are handed over to the Record Keeper and providing them with an index is commonly referred to as indexing. The responsibility for indexing is that of the Pending Clerk. He may if found necessary take the assistance of another Clerk for that purpose; but responsibility must be squarely placed upon the Pending Clerk for completing the indexing.

18. Once the papers go to the Record Keeper his duties are dealt with in detail by the rules and therefore, no reference to these details are made here.

19. Another factor of importance is periodical physical checking of papers of all pending cases. According to the instructions issued by the High Court after promulgation of uniform Rules of Practice, papers in pending cases have to be arranged number wise, year wise and category wise. The papers in each category of cases should be arranged according to their number and year. These instructions are issued because such an arrangement would assist in picking up papers without any waste of time whenever they are wanted. With a view to see that the papers in all pending cases are so properly arranged and that all papers in disposed of

cases have been consigned to the records, it is necessary to make such a physical check, at least once in six months. 30th June and 31st December of each year are suggested as the most convenient dates for physical checking of papers. The method of doing the same is to make a list of cases shown as pending according to the registers, then to round off all papers which are found in the custody of the Pending Clerks properly arranged and next to see whether the papers of cases are not rounded off are misplaced or relate to disposed of cases. If they are misplaced they should be traced and placed in their proper places. If the cases are disposed of and are found with the Record Keeper or shown to have been despatched to the Central Record Room then the disposal entries must be got made in the appropriate registers.

20. It may be mentioned in this connection that question No. 108 of the Inspection Questionnaire has a direct reference to this matter. What is stated above indicates why that question is important.

21. What is stated in paras 9 to 20 above applies *mutatis mutandis* to the receipt, custody and movement of papers in a Criminal Court or Criminal Case in a composite Court. The more important rules on this matter contained in Criminal Rules of practice are set out in Appendix II. The arrangement in each Court for custody and movement of papers must follow the pattern given in the said paragraphs.

22. One of the most important objects of the working of all Courts is to provide for early disposal of cases. Ordinarily suits or other original matters in the nature of suits are expected to be disposed of within a year from the date of institution and all other civil matters within a period of six months. The rules also provide for priority being given to specified categories of cases. In the case of criminal matters, a pendency of six

months is regarded as the longest. At Magisterial level, three months' pendency is perhaps the ideal.

23. Hence the importance of the provisions of the various rules fixing certain periods for completing various items of work at different stages prior to the commencement of actual hearing of the cases. The idea is to eliminate all delays wherever they may occur or are likely to occur. Apart from the desirability of early adjudication and disposal of all disputes from the point of view of rendering effective justice, delays in the working of Court permit unscrupulous litigants to make use of Courts for immoral gains and by interlocutory orders to obtain advantages which are not justly due to them. Delays also open the door for corruption. Hence delays must be regarded as the weakest part of Judicial Administration and every step should be taken to avoid the same.

24. The only way of reducing and avoiding delays is constant and continuous supervision and regular inspection. Although periodical inspection is undertaken either by the High Court or by the District Courts, their effectiveness depends upon corrective action taken by the subordinate Courts themselves. The need was therefore felt for directing monthly inspection of Courts by Presiding Officers themselves. Detailed instructions in that regard are set out in the circular copies in Appendix III. Such monthly inspection is not to be regarded as a general inspection or a substitute for such, general inspection. It is part of the process of continuous supervision to be maintained by the Presiding Judicial Officer over the establishment. Departmentalization of the work for such continuous supervision is already indicated above, according to which each section head maintains inspection of his Section and the Chief Ministerial Officer maintains continuous inspection of the entire establishment of the Court. The particular point in providing for monthly

inspection by the Presiding Judicial Officer is to ensure that delays, if any, in the working of his office are discovered early and steps are immediately taken for correcting the same. It will also keep the Presiding Judicial Officer fully posted with the working of his office and enhance the effectiveness of his control over the staff. As rest of the matters relating thereto are set out in the Circular copied in Appendix III it is not necessary to repeat the same here.

25. In connection with this monthly inspection, it is necessary to draw pointed attention to the special provisions contained in Chapter XVI of the Account Rules providing for monthly and yearly inspection of accounts by the Judges themselves. In addition, the importance of the daily check of the classified Cash Book (Chapter X of the Account Rules) and the Fine register of Criminal Courts (Register V of the Criminal Rules of Practice and Rules relating thereto contained in Chapters IX and XI of the Criminal Rules of Practice and in Chapter V of the Account Rules) are of great importance and should receive full attention at the hands of all Presiding Officers.

26. If close scrutiny of the working of the establishment of the Court is maintained by the Presiding Officer by his daily checking of particular registers as required by rules mentioned above and monthly inspection in terms of the circular mentioned in Appendix III and if in addition he follows the practice of frequently visiting the office and going round the same, most, if not all the delays which ordinarily hamper judicial work will disappear. If case is also taken to see that the statistical returns of judicial work sent to the High Court, month by month, and the half yearly physical verification of papers are regularly and correctly done, the general inspection of Courts becomes much easier than otherwise.

27. The general inspection is detailed affair and is covered by the Questionnaire containing about 240 (Civil) and 87 (Criminal) questions. The full Questionnaire is printed in Appendix IV, together with the tabulated forms for collecting information called for under different questions. The Questionnaire is divided in to several parts dealing with the judicial work and the various administrative departments of the office of a Court. The framing of the questions and the reference made therein to the rules and the registers prescribed under the rules is so thorough and complete that if a general inspection is made with attention to detail nothing should escape the attention of the Inspecting Officer. But a mere cursory inspection by ill-informed Clerks will be of no value whatever. A general inspection will be effective and useful and can be carried out easily on comfortably only if the initial steps mentioned above for maintenance of continuous inspection and supervision by the Supervisory members of the staff and the Presiding Officer are carefully and scrupulously carried out.

28. Such general inspection should be carried out by all Presiding Officers once in six months by following the questions set out in Inspection Questionnaire relating to administration (excluding judicial work) in Parts I and VII synchronising with the physical verification of papers on 30th June and 31st December of each year.

29. The control of despatch of Judicial work is exercised by the District Courts and the High Court by inspection and review of periodical returns.

30. The District Judges are expected to inspect all their subordinate Courts atleast once a year. During that inspection they should satisfy themselves that the Presiding Officers have satisfactorily maintained supervision of their Courts by following the instructions contained above.

31. Inspection is not mere fault finding nor should it degenerate into a competition between one person struggling to hide his faults and another trying to uncover the same. From the point of view of efficient administration it is intended to correct all faults and delays which might have remained uncorrected. It proceeds upon observed course of human conduct and frailties. Each one of us will work better and try to do one's best if the work done is expected to be reviewed or seen by another. The best of us with all the care are likely to leave in our work some faults, which might have escaped our attention. Another person looking at the same with a fresh and unbiased mind would be in a better position to readily discover those faults, whereupon every one concerned will naturally take immediate steps for their correction. It is in this spirit that inspections should be carried out if they are to yield the expected good results. Presuming that continuous inspection as already indicated is maintained and carried out, nothing more than minor faults or unavoidable delays will be thrown up by any general inspection which are capable of immediate or very early correction. Indeed the main purpose of inspection is to correct errors or faults found immediately if possible or with in a very short time so that work may progress smoothly thereafter. Where more Courts than one are situated in the same place or at places not very far from one another, it would be a convenient arrangement for the advance checking staff to allot a specified number of days say 3 to 5 for each Court, to get as many defects as possible rectified within those days, then leave for another Court, leaving instructions with the first mentioned Court to rectify the remaining defects and go back to first named Court after covering one or two other Courts to verify whether all defects have been corrected.

32. Where faults are traceable to negligent or dishonest conduct, correction has to extend to the negligent or dishonest person also by way

of disciplinary action or otherwise for which separate steps should be taken.

33. Statistical returns both Judicial and others which should be submitted by the Subordinate Court to the High Court at various times are set out in Appendix V for information, together with references to returns to be sent to High Court, Accountant General Etc.

34. In connection with these statistical returns it is well to remember that they are of use not merely to High Court in reviewing the despatch of work and issuing appropriate instructions but also the Subordinate Courts themselves because the material called for by the returns is such as to contain in itself the pointers for correction or improvement of the work to which the returns relate. Hence it is essential that the Presiding Officers of all Courts should have with them or before them on their table the more important returns particularly those relating to arrears of work and the length of pendency so that they themselves be enabled to devise ways and means of effectively reducing arrears and delays.

35. What is set out above is, it is hoped, sufficient to focus attention on all the salient features of administration close attention to which will ensure working of all Courts.

APPENDICES

- Appendix I -- Duties to be performed by various Branches.
- Appendix II -- References to important rules of Civil Rules of Practice and Criminal Rules of Practice.
- Appendix III -- Instructions regarding the monthly inspection of Courts by presiding officers.
- Appendix IV --
- (1) Questionnaire for the inspection of the Subordinate Courts (Civil and Criminal) together with connected statements to be prepared.
 - (2) Questionnaire for the inspection of the Subordinate Criminal Courts.
- Appendix V List showing the important periodicals, return which are due and required to be sent to High Court, Accountant General and others.

APPENDIX - I

DUTIES TO BE PERFORMED BY VARIOUS BRANCHES.

NOTE:- The details given below are for guidance. In the event of the High Court making special rules under the Civil Courts Act dealing with the duties of the Ministerial Staff of the Subordinate Courts, this appendix may get replaced by those rules.

Administration Branch:

Generally to assist the Presiding Officer on administrative matters and to deal with references relating to:

1. Promotions, Confirmations, Reversions and Premature retirements of Judicial Officers:
2. Annual transfers of Judicial Officers
3. Constitution and abolition of Courts.
4. Investiture of Powers on officers and Courts.
5. Grant of Casual Leave permission to leave headquarters on General Holidays and earned leave:
6. Crossing of Efficiency Bar by Judicial Officers;
7. Retirement on superannuation and re-employment of Judicial officers;
8. Grant of charge allowance to Judicial Officers.
9. Pension and gratuity and other retirement benefits
10. Continuance of Courts.
11. Availment of Summer, Dasara and Winter vacations;
12. Accommodation for subordinate Courts

13. Sale and purchase of moveable and immovable properties of Judicial Officers.
14. Appointments, transfers, leave, retirement of non gazetted staff of the Courts.
15. Sanction of increments to staff and advances.
16. To prepare pension papers of non gazetted staff.

Accounts Branch:

Generally to attend the accounts and cash and to deal with references relating to :-

1. Indent of forms, Stationery and Furniture articles;
2. Cash transaction of the Court.
3. To maintain all Registers connected with financial matters
4. To prepare establishment pay bills, T.A. bills, Medical reimbursement bills.
5. To be incharge of Library.
6. To submit statements relating to account matters

Civil Branch:-

1. To deal with all Judicial proceedings and connected papers filed on the civil side.
2. To submit monthly Civil statements of civil cases filed, disposed of.
3. To submit six monthly special statements Nos.I to VI
4. To maintain all registers prescribed under Civil Rules of Practice 1967 so far as they relate to the Judicial Proceedings and other connected matters.
5. To index the records of disposed of cases.

Criminal Branch :-

1. To deal with all the Criminal cases and connected papers filed in connection with them
2. To maintain all registers prescribed under Criminal Rules of Practice 1968 in respect of Criminal cases and other matters.
3. To deal with statement of monthly Criminal return of Sessions Courts and criminal Courts.
4. To index the records of disposed of cases.

*Records and Copying Branch:-***A. RECORDS**

1. To be in custody of disposed of records received from the Civil and Criminal Courts.
2. To return the documents in disposed of cases.
3. To attend to requisition of records from the appellate Courts or other Courts.
4. To maintain relevant registers concerning the Branch.
5. To send records of disposed of cases to Central Record Room (Applicable to lower Courts)
6. To attend to the work of destruction of time barred records.:

B. COPYING BRANCH

1. To attend to the copy applications.
2. To maintain all registers concerning the copying Branch.
3. To send monthly statement showing the out turn of work by the copying branch.

Process Branch:

1. To deal with all process, warrants of the concerned Courts and also those sent by other Courts for service.
2. To maintain all the registers concerning the branch.
3. To be in custody of attached properties.
4. To conduct sales.

APPENDIX – II

(Note:-The particulars given here are intended only to draw the attention of officers and officials to relevant rules. For complete understanding of the position, rules themselves must be read).

CIVIL RULES OF PRACTICE, 1967

- Rule 9 :- Presentation of pleading or papers to the CMO or other designated officer.
- Rule 14:- CMO to make entries in Register VIII (Daily Register of Court fees).
- Rule 155:- Order sheet : Pages to be serially numbered: Each page to bear the number of suit, appeal or other proceeding.
- Rule156(1):-All entries made in order sheet to be initialled and dated by the Presiding officer.
- Rule156(2):-Order Sheet to disclose the presence or absence of parties or pleaders; number of witnesses present and number of witnesses examined.
- Rule 158:- Noting of payment made in Court by one party to another in the order sheet.
- Rule 189:- Arrangement of papers.
- Rule 18:- Interlocutory application to be indicated by the abbreviation "I.A." and to be consecutively numbered in each suit, etc.
- Rule 19:- Posting of Interlocutory application before the Court for orders.
- Rule 37:- Maintenance of Court Diary (Register No. IX) by Bench Clerks.
- Rule 47:- Processes to be entered in Register No. XI and shall thereafter be issued for service without undue delay.
- Rule 55(1):- Witnesses for plaintiff or petitioner to be indicated as PW and such witnesses to be serially numbered and referred to as PW.1, PW.2, etc,
- Rule 55(2):- Witnesses for defendants or opponents to be indicated as DW and such witnesses to be serially numbered and referred to as DW.1, DW.2, etc.

- Rule 55(3):-Court witnesses to be indicated as CW and such witnesses to be serially numbered and referred to as C.W.1, C.W.2, etc.
- Rule 70(1):-Procedure to be followed by CMO after the documents produced by a party or pleader are received by him.
- Rule 71:- The Original suit document should be in the custody of the CMO and the copy of the same should be kept in the file.
- Rule 72:- Procedure to be followed by the CMO. If an endorsement of payment or acknowledgment of liability is found on the suit document and when there is no such endorsement.
- Rule 73:- Procedure to be followed by the officer receiving the document when the document appears to be defaced, torn or in any way damaged or where its condition or appearance requires special notice.
- Rule 75(1):-How a document of historical or antiquarian interest to be dealt with when produced or tendered in evidence.
- Rule 75(2):- Safe custody of share certificate or other valuable security.
- Rule 76:- When records in the custody of a Court can be summoned.
- Rules 77 to 79:- Procedure to be followed while summoning the records in the custody of the Court and after the production of the document.
- Rule 80:- Procedure to be followed for issuing summons for the production of documents in custody of public officer other than a Court.
- Rule 81:- Summons for documents in the custody of the house of the people or the council of States or the houses of State Legislatures to be in Form No. 7.
- Rule 82(1):-Only documents admitted in evidence to be marked as exhibits.
- Rule 82(2):-Number of the Exhibit to be mentioned in large figures in Red Ink or Red Pencil.
- Rule 82(4):-When an exhibit consists of more sheets or papers than one, the number of such sheets or papers should be shown in brackets below the number of exhibit.
- Rule 82(5):-Procedure to be followed when an exhibit is removed during the pendency of a suit or when a share certificate or pronote

or a valuable security exhibited has been kept separately in a sealed packet.

Rule 82(6):-Procedure to be followed when an exhibit is too bulky or cannot be conveniently included in the file of Exhibits.

Rule 83:- Return of Documents not admitted in evidence.

Rule 85(1):-Documents marked for plaintiff, defendant and as Court exhibits to be indicated as Ex.P.1, Ex.D.1 and Ex.C.1 etc., respectively.

Rule 85(2):- Marking of series of similar Exhibits.

Rule 84:- Preparation of list of documents admitted in evidence on behalf of each party.

Rule 84(2):- Documents to be entered in the lists in the order in which they are admitted and marked. If any document is admitted subject to objection, that fact to be noted in the column for remarks.

Rule 86:- Document admitted in evidence not be returned before the proceeding has finally concluded except in accordance with Rule 9 of Order XIII, CPC.

Rule 87:- Procedure to be followed when Public or Official Documents from any Court or Public office are produced at the hearing of any suit.

Rule 88:- Procedure to be followed in order to return a public record, if the document admitted in evidence is an entry in a *public record*.

Rule 90:- Documents to be taken back by the party applying for return within 2 months from the date of order; on his failure application to be filed.

Rule 165:- Notes of arguments in all appealable cases to form part of the record.

Rule 91:- Title Sheet for Judgments in Civil Suits.

Rule 92(3) –A list of witnesses and a list of documents to be appended as an annexure to the Judgment.

Rule 101(1):-Decree to be drawn up not later than seven days after the pronouncement of Judgment.

Rule 101(2):- Procedure to be followed after the decree is drawn up and before it is signed by the Judge.

Rule 173:- The records in all disposed of cases to be in the sole custody of the Record Keeper until they are sent to Central Record Room.

Rule 179:- Records of Judicial Proceedings to be divided in to three classes.

Rule 179(a):- Records to be included in Class I.

Rule 179(b):- Records to be included in Class II

Rule 179(c):- Records to be included in Class III

Rule 180:- Records under Class I to consist of three files viz., File A, File B, File C.

Rule 181:- Papers to be included in File A

Rule 182:- Papers to be included in File B

Rule 183:- Papers to be included in File C

Rule 185:- Record under Class II to consist of two files unless the Judge directs in any case that it should consist of only one file. If there is only one file, it shall be marked file B. If two files, to be marked as B and C; Papers to be included in these files.

Rule 186:- Arrangement of papers in File B of Class II

Rule 187:- Number of files a record under Class III to consist and the arrangement of papers in the file or respective files.

Rule 188:- Arrangement of records of appellate Court.

Rule 184:- Procedure to be followed regarding Unexhibited documents.

Rule 196:- Indexing of records and their despatch to Central Record Room

Rule 195:- Records of disposed of cases to be retained in the concerned Court for a period of one year and thereafter to be despatched to Central Record Room

- Rule 197:- Each monthly bundle of records despatched to Central Record Room to be accompanied by list in Form 17.
- Rule 201:- When registers that are closed have to be sent to the Central Record Room.
- Rule 121:- Attached cash, jewels or Government Securities or other valuable articles of small bulk, to be kept by Process Nazir with descriptive list in a box under lock and seal and to be sent to Government Treasury for safe custody under the orders of the Presiding Officer.
- Rule121(2):-In other cases, attached properties to be retained by Process Nazir in Court house, if it can be conveniently stored or kept there.
- Rule 124:- Nazir or curator to maintain register of attached movables and live-stock in Register No. XXXII.
- Rule263(1):-Registers to be maintained by Courts.
- Rule263(2):-Registers to be written up-to-date by the concerned clerk under the supervision of the CMO; Registers to be inspected by the Presiding officer not less than once a month.

CRIMINAL RULES OF PRACTICE, 1968.

- Rule 1 (2) , Ch. V - Report under Section 154, Cr.P.C to be entered in Register No.1.
- Rule 10, Ch. V - Initiating and dating the Charge sheet by Magistrate and entering the same in Register No.1.
- Rule 1(1) , Ch.VII - Order sheet to be written by the Judge himself and initialled.
- Proviso to Rule 1(1) Ch. VII - If orders are got typed in a separate sheet or sheets of paper, the result thereof should be recorded in the order sheet in the writing of the Judge or Magistrate.
- Rule 1(2) , Ch. VII - The result of the Judgment to be noted in the order sheet, initialled and dated by the Magistrate or Judge in his own hand.
- Rule 2. Ch. VII - Reasons for every adjournment to be recorded in writing.

Rule 11, Ch. V - Entering Complaint in Registers Nos. II and III.

Rule 11, Ch. X – Every Article in the custody of Court to be labelled at the time of production.

Rule 14, Ch. X - Procedure to be followed when gold or silver articles are produced.

Rule 1, Ch. VI - Preference to be given to preliminary enquiries.

Rule 2, Ch. VI - Explanation to be furnished and attached to the copy of the committal order if the time taken between the date of receipt of the charge sheet and the date of committal order exceeds 6 weeks.

Rule 3 (1), Ch. VI - Resume and its submission to Sessions Judge.

Rule 3(3) Ch. VI - Intimation as to whether the accused or any of them is or is not able to engage a Counsel for his defence.

Rule 3(2) Ch. VI – Procedure to be followed by Magistrate after resume is drawn up.

Rule 4, Ch. VI - Witnesses to be classed by Magistrates for the payment of the expenses of witnesses.

Rule 3, Ch. VII - Ordinarily trial should proceed from day to day.

Rule 10, Ch. VII - Witnesses for prosecution, defence and Court witnesses to be indicated as P.W.1, D.W.1, C.W.1, etc., respectively.

Rule 12, Ch. VII - Documents admitted in evidence should be serially numbered.

Rule 13 (1), Ch. VII- Exhibits for prosecution to be marked as Ex.P.1, Ex.P.2 etc., Exhibits for the accused to be marked Ex.D.1, Ex.D.2, etc. Court Exhibits as Ex.C.1, Ex.C.2 etc.

Rule 13(2) Ch.VIII- Marking of portion of an Exhibit.

Rule 13(3) Ch.VII – List of documents.

Rule 14, Ch. VII – Return of documents produced by a party.

Rule 16(a) Ch.VII - Articles admitted in evidence shall be marked as M.O. 1, M.O.2, etc.

Rule 16(b) Ch. VII - List of articles admitted in evidence.

Rule 20(1) Ch. VII - Reasons to be recorded in order sheet, if judgment is not pronounced within 14 days.

Rule 21, Ch. VII - List of witnesses examined, of documents admitted in evidence on each side and of the material objects produced and marked should be appended to the Judgment.

Rule 22, Ch.VII - Table showing the previous convictions in Form No.6 to be appended to the Judgment in cases to which Section 75, I.P.C. is applicable.

Rule 1, Ch.IX - Fine levied to be entered in Register No.V of Appendix II of the Criminal Rules of Practice.

Rule 2, Ch. IX - Receipt in Form ' Q ' M.F.C. to be issued for every recovery of fine.

Rule 4 Ch. IX - Note to be made against the relevant entry in Cash Book (Register No. IX) if fine is received beyond 2-30 P.M. and remitted to Treasury on the next day.

Rule 7, Ch. IX - Procedure to be followed in writing off fine amounts.

Rule 18, Ch. X - Presiding Officer to make due provision for the custody and safety of the records of pending cases.

Rule 17, Ch. IX - Disposal of properties.

ARRANGEMENT OF RECORDS IN DISPOSED OF CASES

A. SESSIONS COURTS.

Rule 2, Ch. XIII - Every record to consist of two files, viz., File A and File B.

Rule 3(a), Ch. XIII - Papers to be included in File A.

Rule 3(b), Ch. XIII - Papers to be included in File B.

B. MAGISTRATES COURTS

I. WARRANT CASE

Rule 4, Ch. XIII - Every record to consist of two files, viz., File A and File B.

Rule 5(a), Ch. XIII - Papers to be included in File A.

Rule 5(b), Ch. XIII - Papers to be included in File B.

II. SUMMONS CASE

Rule 6, Ch. XIII - Every record to consist of two files, viz., File A and File B.

Rule 7(a), Ch. XIII - Papers to be included in File A.

Rule 7(b), Ch. XIII- Papers to be included in File B.

III. ENQUIRY

Rule 8, Ch. XIII - Record of every inquiry to consist of two files, viz., File A and File B.

Rule 9(a), Ch. XIII - Papers to be included in File A.

Rule 9(b), Ch. XIII- Papers to be included in File B.

IV. SUMMARY TRIALS

Rule 10, Ch. XIII- Papers to be included in File A and file B.

V. MISCELLANEOUS CASES

Rules 11, Ch. XIII- Rule 2 to 11 apply *Mutatis Mutandis*.

C. APPELLATE AND REVISIONAL COURTS

Rule 12, Ch. XIII – Only one file to be marked file ‘A’; papers to be arranged in the same way as those of original proceedings.

Rule 15, Ch. XIII – Papers of every proceedings to be properly arranged in respective files before the record is deposited in the Record Room.

Rule 19, Ch. X – Records of all cases disposed of during a calendar month to be properly indexed and handed over to the Record Keeper of the Court before the end of the succeeding month.

- Rule 20, Ch. X – Records Keeper to check the records received with reference to the disposal register and enter the records in the Register No. XIV (Register of records received in the Court Record Room).
- Rule 21, Ch. X – Custody of Records in disposed of cases to be with the Record Keeper.
- Rule 18, Ch. XIII – Records of Courts of Sessions Judges to be sent to and kept in respective Central Record Room.
- Rule 19(2), Ch. XIII. – Records of Courts of Magistrates to be sent to Central Record Room to be placed in to bundles ‘ monthwise ’ after the expiry of six clear months after disposal and despatched to C.R.R. before the 15th of the seventh month.
- Rule 2, Ch. X – Registers to be maintained by Courts of Magistrates and Courts of Sessions.
- Rule 3, Ch. X – C.M.O. responsible for the prompt and accurate making of entries in the Registers.
- Rule 4, Ch. X – Judge or Magistrate to inspect Registers at least once a month.

APPENDIX – III**NO. SRIB/3603/70****High Court of Mysore,
Bangalore,
Dated: 22nd January 1971.****GENERAL CIRCULAR NO. 2 OF 1971.**

1. The object of all inspection is to discover and correct delays and deficiencies in working, prevent accumulation of arrears and generally to ensure smooth and expeditious despatch of work. Where inspection is conducted by an Officer of a superior Court, he could do no more than point out delays and deficiencies and issue directions for their corrections. The actual correction has necessarily to be attended to by the Presiding Officer of the Court inspected, and such Officer has necessarily to depend upon the ministerial staff working in his Court. The inspection by the High Court could only be at intervals of not less than one year. Annual inspection of subordinate Courts by District and Sessions Judges, though provided and expected, is found in actual practice to be either scarcely conducted at all or, if conducted, either not quite detailed or not quite effective in the matter of correcting the defects. Above all, what is really effective is, constant and continuous supervision and continuous corrections of delays and defects, so that arrears are not permitted to mount and despatch of Judicial work is not hampered.

2. It is obvious therefore that in the last analysis, the smooth working of each Court depends upon the extent and effectiveness of supervision which the Presiding Officer himself exercises over his office. A complete familiarity with all registers maintained in the Court and with the actual work done by several members of the staff is of utmost value to the Presiding Officer himself, both from the point of view of providing for

smooth working of his Court and from the point of view of protecting himself against mistakes and mischief on the part of his ministerial staff.

3. Having regard to these considerations, a system of monthly inspection by the Presiding Officer themselves of their respective Courts which was introduced and tried out in the Courts of the District of Bangalore, Kolar and Tumkur, which has yielded good results, is extended to the Courts in the other Districts in the State.

4. These instructions are accordingly issued for being observed with effect from 1st March 1971.

5. The period of each inspection will be from the third Saturday of every calendar month to the third Saturday of every immediately succeeding calendar month. The day of inspection will be the third Saturday of every calendar month. Such inspection should be by the Presiding Officer himself. Attention of all Presiding officers is invited to Rule 263(2) of Chapter XXIV of the Civil Rules of Practice, 1967, and Rule 4 of Chapter X of the Criminal Rules of Practice, 1968, which require that registers maintained by the Court under the rules should be inspected by the Presiding Officer at least once a month. The Account Rules provide for more frequent inspection or initialing of certain Registers. The responsibility for accurate maintenance of registers is placed directly on the Chief Ministerial Officer. The duty of the Presiding Officer is to see by inspection at least once a month not only that the particular clerks charged with the duty of making entries in several registers do so promptly and correctly but also that the Chief Ministerial Officer exercises effective supervision by constant inspection of the Registers.

6. The scheme of inspection is to list the number of cases in which delays at certain important point in the working of Courts occur and

to take immediate steps to complete the delayed items of work. Such important points have been collected and set out in Column No.1 of the Annexure to these instructions. Annexure I applies to District and Sessions Court; Annexure II to subordinate Civil Courts and Annexure III to subordinate Criminal Courts. The period beyond which a matter may be said to have been delayed is noted in accordance with or in the light of the rules of practice. Generally, they are the same periods as are set out in the relevant rules. In a few matters a shorter period than provided by the rules is deliberately mentioned with a view to exercise more effective supervision and control and see that the rules are strictly obeyed.

7. The Chief Ministerial Officer must maintain a book in which the list of delays as set out in the Annexure applicable to his Court is neatly typed or written; he should inspect the registers and make a list of cases in which the delays have occurred and enter their total number in Column 2 week by week. At every inspection he should take immediate steps to see that the cases in which there is delay are immediately attended to and delays rectified.

8. The total number of delays under each point for the month ending third Saturday as noted by the Chief Ministerial Officer should be entered by him in Column 2 of the Annexure prepared separately for the purposes of the Presiding Officer's inspection. The Presiding Officer should check these entries, see that they are corrected and also entered in column 3 of the annexure the total number of delays rectified before his inspection. He should issue immediate instructions for the correction of the remaining delays. If any of them still remain uncorrected at his next inspection he should enter them in Column 4 of the Annexure.

9. The Ministerial Officers should be warned that any attempt on their part to suppress facts or to hide any delays from the Presiding Officer will be seriously dealt with.

10. The inspection report of the Presiding Officer in the form given in the annexure applying to his Court should be prepared in duplicate and signed by him.

11. In the case of District and Sessions Courts, the Presiding Officer should send one report directly to the High Courts immediately on completing the inspection by him.

12. The Presiding Officers of other Courts should send one copy of their report to the District and sessions Judges and post simultaneously another copy direct to the High Court.

13. It will be noticed that at the end of each Annexure provision is made for entering what are called remarks. Two matters which must be covered by the ' remarks ' are as shown in the forms viz., reasons for delays and steps taken for their correction. If there are any other remarks the Presiding Officer would like to place on record, they may add them.

14. In case of District and sessions Courts, the High Court will review their reports and issue instructions wherever necessary. In the case of Subordinate Courts, it will be the duty of District and Sessions Judges to review reports and issue necessary instructions the Courts Subordinate to them. When they issue any such review or instructions, they should post a copy thereof direct to the High Court.

15. As already stated, these instructions will come into force with effect from 1st March. The first inspection by the Presiding Officers under these instructions will be on the 3rd Saturday of March.

16. In the event of their finding that there are many cases of delays at the time of their first inspection, it is likely that there will be such delays in indexing and despatch of records to Central Record Room, - which, they think, may not be possible to rectify before the next inspection, they are requested to make special arrangements therefor by placing one or two clerks on special duty for the purpose, and there after submit to High Court fortnightly reports of progress made in liquidating such delays.

17. Where there are more Judges than one or more Munsiffs than one in any Court, the monthly inspection should be by the Principal Judge or Principal Munsiff as the case may be. However there is no objection to the Additional Judges or Additional Munsiffs doing inspection in turns in which case the report should be signed by the inspecting Judge or Munsiff and countersigned after verification by the Principal Judge or Principal Munsiff.

18. In order to have effective and smooth inspection by the Presiding Officer of the Court, Administrative work of each Civil Court should be departmentalised as follows :-

1. Administrative Branch to deal with administrative matters pertaining to the Court.
2. Civil Branch to deal with the Civil Cases.
3. Accounts Branch to deal with cash.
4. Copying establishment to deal with applications for certified copies.
5. Records Branch to deal with records of disposed of cases.
6. Criminal Branch to deal with Criminal cases (in combined Courts doing Civil and Criminal work.)

(P. Subramaniam),
Registrar.

Copy to:

All the Presiding Officers of the Civil and Criminal Courts in the State.

Note:- Annexures I to III pointed in appendix No. V.

APPENDIX-IV

[Civil Form No.117 (Revised)]

(i) QUESTIONNAIRES FOR THE INSPECTION OF THE SUBORDINATE COURTS.

Inspection of the Court of the District and Sessions Judge/Civil Judge/Munsiff by the

This Court was last inspected by the
..... on the20 .

PART- I**JUDICIAL WORK**

1. Who have been the Presiding Judges since last inspection till now and for what period?
2. How many working days were there since the date of last inspection till now? On how many days did the Judge sit for (a) Civil work, (b) Criminal work?
3. Give the dates of institution of the ten pending oldest cases of each category:-

Category of Cases	On the date of Last Inspection No. and Year	Date	On the date of present inspection No. and year	Date
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- 1) O.S.
- 2) S.C.
- 3) Ex.C.
- 4) L.A.C.

- 5) M.C.
- 6) G. and W.C.
- 7) P and S.C.
- 8) I.C.
- 9) A.C.
- 10) H.R.C.
- 11) Misc. C.
(Cases not falling under
S.Nos. 4 to 10)
- 12) R.A.
- 13) Ex.A.
- 14) Misc. A.
- 15) H.R.C.A.
- 16) Appeals.
(Not falling under
S.Nos. 12 to 15)

4. What are the institutions, disposals and pendency for the period covered by the present inspection?

5A. What is the number of appealable decrees passed by the Court and the number actually appealed against? The result of the appealed cases may be noted under the following heads :-

- 1) number modified.
- 2) number reversed.
- 3) number remanded, and
- 4) number confirmed.

5B. What is the number of cases in which decrees were modified by the High Court direct in appeal or revision ?

(If there have been more than one Presiding Judge since the last inspection, prepare separate statement with reference to each Judge).

6A. Are order sheets carefully and correctly written by the Judge? (Rule 156, M.C.R.P.1967)

6B. Are the pages of the order sheets properly numbered? (Rule 155, M.C.R.P. 1967).

6C. Do the order sheets contain all the interlocutory orders made in the cases?

7. Are adjournments granted on sufficient grounds and are reasons noted by the Judge?

8. Are judgments and orders written and pronounced promptly?

9. Give the number of cases in which more than 10 days have elapsed between (a) Close of Evidence and arguments and (b) Between close of arguments and pronouncement of Judgment in each of the following categories of cases:-

- 1) O.S.
- 2) M.C.

- 3) G and W.C.
 - 4) P. and S.C.
 - 5) R.A.
- 10A. What is the number of part heard Original matters, i.e., cases in which recording of evidence has commenced but not closed?
- 10B. What is the number of such cases with break of more than two days?
11. Are applications for appointment of guardian of minor defendants and orders of appointment regularly made before cases are proceeded with?
12. Are compromises affecting minors always sanctioned by the Court?
13. Are certificates from Advocates and Pleaders under Order 32, Rule 7(2) of C.P.C. obtained and filed when applications for compromises affecting minors are made to the Court?
- 14A. What is the number of Original Suits disposed of during 12 Months preceding the date of Inspection? [Give details regarding (a) Total Number. (b) Judgment after contest. (c) Compromise or settlement and (d) Exparte or default.]
- 14B. What is the percentage of (b), (c) and (d) to (a) ?

- 14C. What is the number of suits stayed by the Court under Section 10 C.P.C.?
- 14D. Have the parties and advocates furnished the number and year of the connected proceedings and the name of the Court where it is pending?
- 14E. Is the stay order communicated to the Court in which the connected proceeding is pending?
- 14F. Have any attempts made to know the stages and result of the connected proceeding?
(Prepare list and append)
- 14G. How many suits have been stayed by the appellate Courts or the records have been sent to them?
(Prepare list of such cases)
- 14H. Whether the proceedings by which trial Court matters are stayed or in which records are called for, are disposed of expeditiously to enable the Courts to proceed with pending matters?

PART II

CIVIL BRANCH

15. Are Court-fee stamps punched properly and brought to Daily Register of Court-

- fee Register No VIII? (Rule 14, M.C.R.P. 1967)
16. Are the papers on presentation properly examined by the receiving officer? (Rule 14, M.C.R.P.1967)
 17. Are institution fees on complaints and petitions properly checked at the time of their presentation in Court?
 18. Are vakalatnamas duly authenticated and accepted?
 19. Are necessary alterations made in the Complaints when new parties are added or legal representatives are brought on Record? (Rule 15, M.C.R.P. 1967).
 20. Are the amendments duly entered in the Complaints when ordered to be amended?
 21. Are process-Fees calculated properly?
 - 22A. Are processes (including attachments and arrest warrants) prepared without delay and issued promptly?
 - 22.B. Are the process serves sworn and examined for non-execution of arrest warrants and non-service of processes?
 23. Are records in pending cases arranged in proper order? (Rule 189, M.C.R.P. 1967)

- 24A. Where are sealed covers in pending cases kept?
- 24B. Is the original document on which suit is based kept in the custody of the Chief Ministerial Officer of the Court? (Rule 71, M.C.R.P. 1967)
25. Is the list of documents admitted in evidence prepared and attached to judgment? (Rule 84 and 85, M.C.R.P. 1967)
26. Are decree and orders drawn up correctly in the forms prescribed in the C.P.C.? Do they agree with the judgments?
27. Who draws up decrees and memoranda of costs and who scrutinises them?
28. Are schedules of property invariably and correctly written in the decrees?
29. Are there any unexhibited documents not yet returned to the parties?
- 30A. Are applications for sale in execution cases verified as prescribed in Order 21 Rule 66 (3) of CPC?
- 30B. Who conducts the sale?
- 30C. Is the sale conducted by the person to whom the warrant is addressed?

31. Are cause lists prepared and posted on the notice board of the Court?

**REGISTERS I (O.S.) , I-A (DISPOSALS
II (S.C.) AND II-A (DISPOSALS).**

32. Are the Registers of Original suits and Small Cause Suits correctly and neatly maintained up-to-date? (Rule 263 (1) M.C.R.P. 1967)
33. Are the names of parties correctly, neatly and fully entered in Registers I and II?
34. Are abstracts of Plaints entered fully and correctly in Registers I and II?
35. Are additions of parties and legal representatives entered in the Registers I and II consequent upon their being brought on the records?
36. Are dates of adjournments correctly noted in the appropriate columns of Register I?
37. Are the names of Advocates and Pleaders entered in the proper column?
38. Are orders of attachment, arrest or for furnishing security before judgment entered in the proper column?
39. Are alterations and amendments of pleadings entered in Registers I and II?

40. Are results of disposal of suits correctly entered in Registers I and II?
41. Are applications for execution entered in Registers I and II when they are filed?
42. Are the results of execution properly and promptly entered soon after the execution proceedings come to an end?
43. Are results of appeals or revisions entered soon after the receipt of the copies of judgment or order?
44. Are Registers I-A and II-A written up-to-date, kept neatly and correctly?
45. Is the duration of Original Suits and Small Cause suits calculated properly in column Nos. 17 and 18?
46. Are disposals classified properly?
47. Is the number of hearings correctly entered?

**REGISTERES III (MISC. CASES) AND III-A
(DISPOSALS)**

48. Are Registers of Misc. Cases filed and disposed of properly maintained up-to-date?
49. Is the provision of law under which Misc. Cases are filed entered correctly in the appropriate column and does it

- correspond with the provision quoted in the application ?
50. Is that provision correct according to the prayer?
 51. In cases under the Guardian and Wards Act, is security taken from the persons appointed as guardian of the properties of the minors? (Rule 14, G. and W.C. Rules)
 52. Are accounts usually taken from the guardian of minors at stated periods and does the Judge usually scrutinise the account on reports tendered by the guardian? (Rule 20, G and W.C. Rules).
 53. Are there any instances in which cases under the Guardian and Wards Act are treated as disposed of as soon as the appointment of guardian is made? (Rule 35, G. and W.C. Rules).

REGISTRES IV (Ex. Cases) AND IV-A (DISPOSALS) REGISTERS XXI (SALE CERTIFICATES) AND XXII (APPLICATIONS FOR RATEABLE DISTRIBUTION)

54. Is the Register of execution cases written correctly and neatly and up-to-date? Are the final orders entered promptly and fully?

55. What is the number of Execution cases pending over six months?
56. What is the total number of Execution cases disposed of and the number of infructuous applications? What is the proportion of infructuous applications to the total of cases disposed of?
57. Are decrees transferred from other Courts for execution duly entered in register No. XVII? Whether such decrees are returned to the transferring Courts at the end of six months if no applications are made?
58. Are sale certificates promptly issued and copies thereof sent to the Sub-Registrars without delay? (Verify entries in Register No. XXI and note cases of a delay of more than 15 days from confirmation of sale).
59. Are disposals classified correctly and entered in Register IV-A?

**REGISTERS V (INSOLVENCY CASES) V-A
(DISPOSAL) AND V-B(AFTER
ADJUDICATION).**

60. Are registers of Insolvency cases maintained correctly, neatly and up-to-date?

61. Are insolvency cases posted for receipt of progress reports of Receivers at least once in a quarter?
62. Does the Court fix a date for the proof of a debt and after proof prepare a schedule of the proved debts? (Rule 8, Insolvency Rules).
63. Has any case reached the stage of an order for the discharge of an Insolvent? If so, give number. (Rule 19, Insolvency Rules).

REGISTERS VI AND XV (REFUNDS)

64. Are applications for refund of Court fees and unused process-fees entered in Registers Nos. VI and XV, respectively, and promptly attended to?
65. Are the said Registers maintained correctly and neatly and the entries attested by the Judge?
66. Are refunds made in the prescribed form of certificate and noted in the respective stamp registers under the initials of the Judge?
67. Do the entries of refund in the refund register tally with refund orders? (Verify

- at least 25 entries with reference to the records of the cases)
68. Are all refunds entered in the register of refunds noted against the original entries in the register of Court-fees in the remark column under the initials of the Judge?

REGISTERS VII (PROCESS-FEES) AND VIII (COURT-FEES).

69. Are these registers written up-to-date and submitted daily to the judge and his initials obtained?
70. Are stamps paid or levied entered in the appropriate column?
71. Are daily totals of Register VII carried over to Register VIII?

REGISTER IX (COURT DIARY)

72. Is this register legibly written and neatly maintained? (Rule 37, M.C.R.P. 1967).
73. Are the adjournments correctly posted? (Rule 37, M.C.R.P.1967)
74. Are all the cases posted to subsequent dates for hearing entered in chronological order according to the number and year of case?

REGISTER XI (REGISTER OF PROCESSES)

75. Is the register correctly and neatly maintained up-to-date by the Chief Ministerial Officer of the Court?
76. Are there cases in which processes are issued or despatched to the Central Nazir for service more than 3 days after issue of Process memos?
77. Are cases posted before the Court if process memos with fees are not filed within 7 days of order/? (Number of such delays, during last 3 months preceding date of inspection should be noted).
78. Are the following registers maintained correctly, neatly and up-to-date?
- a) Register of Processes (Register No. XI).
 - b) Register of Processes received from and returned to several Courts (Register No. XXVI).
 - c) Register of work done by the process serving establishments (Register no. XXVII).
 - d) Process Servers work ticket (Register No. XXVIII).
 - e) Register showing amount advanced by the Process Nazir/Central Nazir, (Register No. XXIX).
 - f) Nazir's current account of permanent advance (Register No. XXX).
 - g) Nazir's register of immovable property attached or sold (Register No. XXXI).

h) Nazir's or curator's Register of Movables attached (Register No. XXXII).

i) Daily register of return of Amins or process-servers (Register No. XXXIII).

79. What is the permanent advance for the Court and who keeps the said cash?

80. Does he submit regularly bills, in adjustment of his permanent advance? Is there any delay in getting his bills cashed and why?

81. Has he been frequently obtaining special advances from the Court and why?

82. Does he adjust these special advances without undue delay?

83. What is the strength of the process-serving establishment?

84A. What is the number of processes issued for service during last 3 months? How many of them are served and how many of them are returned unserved? What is the percentage of unserved processes to the total issued?

84B. What is the number of warrants issued for execution during last 3 months? What is the percentage of warrants unexecuted to the total issued?

85. Does the Nazir take more than one day for issuing processes for service?

86. Are processes returned to Courts before hearing date? Are explanations taken and recorded for delay in returning the process?
87. Does the Process Nazir collect all unspent Batta amounts from the Process Servers immediately after the return of the Process servers and before issuing a fresh batch of processes?
88. Does the Register of work done by the process staff indicate that there is enough work for the whole of the Process staff?
89. Is the work distribution among the staff fair and equal?

REGISTER XII (REGISTER OF APPLICATIONS FOR RETURN OF DOCUMENTS).

90. Are all applications made to the Court entered in the Register?
91. How many applications are pending and why?
92. How many pending more than 8 days and why?
93. If the documents are not taken by the parties within two months from the date of order, are applications filed? (Rule 90, M.C.R.P.1967).

- 93 A. Are the Unexhibited documents kept separately?
- 93B. Whether prompt action is being taken to return the Unexhibited documents or destroy them.(Rule 184 M.C.R.P.1968).

REGISTER XIV (REGISTER SHOWING THE ERRORS APPEARING AND ALTERATIONS REQUIRED TO BE MADE BY REASONS OF THE DECREE OR ORDER OF THE COURT IN ENTRIES IN RECORDS OF RIGHTS OR REGISTER OF MUTATIONS).

94. Is the Register correctly and neatly maintained up-to-date?
95. Are the communications regarding errors and alterations of entries in the Records of Rights and Register of Mutations sent promptly to the Deputy Commissioners as required by Section 132(3) of the Mysore Land Revenue Act.1964 (Rules 264 M.C.R.P. 1967).

REGISTER XVIII (REGISTER SHOWING COMMISSIONS ISSUED).

96. Is the register of Commissions issued properly and neatly maintained up-to-date?

REGISTER XIX (REGISTER SHOWING THE TRANSFERS OF LAND DUE TO COURT SALES).

97. Is the Register of Lands sold in pursuance of Court sales maintained properly and neatly?

REGISTER XX (REGISTER SHOWING DATES OF DISPOSAL OF ORIGINAL SUITS, ETC.).

98. Is the Register kept up-to-date noting the dates of disposals?

REGISTERS XXIII (REGISTER OF REGULAR APPEALS AND XXIII-A (DISPOSALS)).

99. Is the Register of Regular appeals written up-to-date correctly and neatly?
Are results entered promptly and fully?
100. Are dates of adjournment and dates of hearing noted in the Register?
101. Are disposals correctly classified and entered in Register no. XXIII-A?

REGISTERS XXIV (REGISTER OF MISC. APPEALS, H.R.C. APPEALS, ETC.) AND XXIV-A (DISPOSALS)

102. Is the register of Misc. Appeals written correctly and neatly? Are the results entered promptly and fully?
103. Are dates of adjournment and hearing noted in the register?
104. Are disposals correctly classified in Register XXXIV-A?

REGISTERS XXV (REGISTER OF EXECUTION APPEALS) AND XXV-A (DISPOSALS).

105. Is the Register of Execution Appeals written correctly and neatly? Are the results entered promptly and fully?
106. Are dates of adjournment and hearing noted in the Register?
107. Are disposals correctly classified in Register no. XXV-A?
108. Whether physical verification of cases is periodically made by the Chief Ministerial Officer, and whether the pending cases tally with those shown as pending in the Registers? At what period, such verification is being made and whether any endorsement is made in the concerned registers with regard to correctness or otherwise?

PART III

ADMINISTRATION BRANCH

- 109A. Is the Register of attendance correctly maintained under the supervision of the Chief Ministerial Officer?
- 109B. Is the Register being checked by the Judge every day and initialed by him?

110. Is the leave granted to the officials noted in the Register regularly?
111. Are the Registers of Inward and Outward correspondence properly maintained with cross-references marked regularly?
112. Are local delivery books maintained in proper forms?
113. Are entries in Registers concise, neatly and correctly written?
114. Is there any delay in fair copying and despatching of letters? Are all papers despatched invariably on the same day they are signed or the following day? (Examine correspondence of 3 months preceding the date of inspection and note cases involving delays of more than 1 day).
115. Are all letters received initialled by the Judge and dated?
116. Is a service register maintained for every permanent official working in the unit and brought up-to-date at the end of each year? Are these registers arranged in order and kept in a separate box? In whose custody the box is left?
117. Are the following files maintained in the Court?

- 1) File containing Office Order Book.
 - 2) File containing Government Circulars, Memoranda and Orders.
 - 3) File containing Orders and Circulars of the High Court.
118. Are any unqualified persons appointed?
- 119A. What is the strength of the Officials working in the Court?
- 119B. Is a record of the distribution of work among the several officials maintained? (Prepare list of officials working with the duties assigned to them).
120. Is the work assigned to each official sufficient without being excessive?
121. Does the Chief Ministerial Officer supervise the work of the officials and see that the work does not fall into arrears?
122. Is the Register showing the periodicals and returns due, prepared and maintained up-to-date? Are due dates of receipts and submission noted? Does the Clerk in charge of this work keep a close watch and attends to this matter promptly?
123. How many and which returns and periodicals were due on date of the Inspection?
124. Are the pension claims initiated one year prior to the attaining age of

- superannuation of the officials? (Rule 321, M.C.S.R. 1958).
125. How many pension cases are pending settlement on the date of Inspection? Are reasons for pending cases satisfactorily explained? In such cases is any provisional pension being paid to the officials? (Examine at least 10 cases and note)

PART IV

ACCOUNTS BRANCH

- (i) CASH, LEDGER AND DEPOSITS, ETC.**
126. Are Cash Books in the forms 'G' and 'K' of the Account Rules maintained neatly and correctly? Are they up-to-date?
127. Are monetary transactions entered in the registers from day-to-day?
128. What is the cash balance in the hands of the Nazir? Is it forthcoming? Give reasons for excess or shortage, if any.
129. Has the Nazir been making any special advances to the Process Nazir? Is the Judge's order obtained for such advances before hand?
130. Are previous year's ledger balance brought forward to the current year's ledger?

131. Are cash and deposit items correctly ledgered?
132. Do entries in the cashbook agree with those of ledger?
133. Are balances struck in the ledger after each transaction or at the end of the day?
134. Are ledger indexes maintained correctly?
135. Is the deposit register maintained correctly and do the entries of suit number and year, amount, etc., correspond with those in the respective Receipt Orders? (Note 1 of Rule 20, Account Rules).
136. Are entries of payment by cheques made correctly against the respective deposits? (Rule 14, Account Rules).
137. Are signatures of parties duly obtained in the cash and deposit registers and are they transliterated, if in the languages other than English or Kannada?
- 138A. Is the Cash Book written by the Nazir checked by the Chief Ministerial Officer and attested by the Judge every day?

- 138B. Does the Judge verify and certify the cash balance every day in the Cash Book? (Note to forms 'G' and 'K' read with Rule 67, Account Rules).
139. Are all corrections and erasures initialled by the Judge? (Rule 8, Account Rules read with Art. 79 M.F.C.).
140. Are rules regarding the safe custody of cash and custody of duplicate keys of the cash chest being strictly followed? (Rule, 70, Account Rules read with Art, 7 and appendix II of the M.F.C.).
141. Are there any cases of loss of public money or property? If so, is the matter being dealt with promptly? (Rule 98, Account Rules read with Art. 381 of M.F.C.).

(ii) DUTY AND PENALTY

142. Is the Register of duties and penalties maintained in form 'F' of Account Rules?
143. Are amounts of duty and penalty remitted generally to the Treasury on the days they are paid into the Court? (Check with the remittance Register. Note 2 below Register in Form No.'F')
144. Are instruments or copies of instruments on which duty and penalty have been levied sent to the Deputy

Commissioners and a note made to that effect in the Register? (Note 1 below Register in Form 'F').

(iii) CONTINGENT REGISTER

145. Are the entries made in the contingent register (Form No.1 M.C.E.) from day-to-day and initialed by the Judge?
146. Is the order book for contingent charges maintained? (Rule 9, Manual of Contingent Expenditure).
147. What is the permanent advance held by the Office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?
148. Are there any long-standing advances made out of the office imprest awaiting adjustment? Details may be furnished. (Take previous 12 months average and see if the permanent advance is meager or excessive).
149. Are all the charges incurred on account of contingencies entered in the contingent register from day-to-day? Are totals struck at the end of the month? (Necessity for unusual charges may be scrutinized).

150. Are all contingent charges incurred under the authority or sanction being obtained wherever necessary?
151. Is the abstract of contingent bill drawn at the end of each month in the manner laid down and are the initials of the Judge obtained? (Rule 36, Manual of contingent Expenditure).
152. Where does the Nazir keep the moveable properties that come into his custody?
- 153A. Are all the valuable properties produced in or brought to the Court under attachment or otherwise as also the security bonds kept in a box with a descriptive list (other than ordinary cash chest) under lock and seal and sent to the Treasury for safe custody? (Rule 121 M.C.R.P. 1967).
- 153B. Are all moveable properties that come into the custody of the Nazir, Process Nazir entered in Register No.XXXII? Do they tally with the attachment list? (Rule 124 M.C.R.P. 1967).
- 153C. Are they properly and correctly labelled with number and year of cases and names of Courts?

154. Is there any property pending disposal for which the Nazir has not obtained orders from the Court in the matter?

(iv) SECURITIES

155. Have the officials of the Court furnished security required of them? (Rule 75 (I), Account Rules read with Arts. 349 to 359 of M.F.C.).
156. Are the securities furnished proper and are bonds properly drawn up?

(v) PAY, T.A. BILLS, ETC.

157. Are the pay bills prepared in the combined pay bill and acquittance Roll Book (Form No.24 of M.F.C.) with reference to the attendance Register and the office order Book? Are office copies of the pay bills maintained?
158. Are all salaries drawn duly disbursed to the concerned officials and their acquittance obtained? Is a stamped receipt obtained for payment over Rs.20? Are the entries of encashment and disbursements noted on the pay bills under the initials of the Judge?
159. Is the undisbursed pay short drawn invariably in the pay bills according to the rules?

160. Is necessary sanction obtained for drawing the pay and allowances of incumbents of appointments requiring sanction of higher authorities?
161. Are sums drawn on travelling allowance bills disbursed and acquittance obtained?
162. Are office copies of the travelling allowance bill together with its enclosure maintained in register form?

(vi) FURNITURE

- 163A. Are the registers of furniture maintained in forms prescribed under Art. 166 of the M.F.C. and who maintains them?
- 163B. Are all article of furniture entered therein together with the costs and dates of purchase of each article under the attestation of the Judge?
- 163C. Is the furniture sufficient, clean and in good order?
- 163D. Is the certificate of annual verification furnished by the Judge? (Art. 169 M.F.C.)

(vii) STATIONERY AND FORMS.

- 164A. Who indents the stationary articles and forms and who is in custody of the same?
- 164B. Is the stock register of Stationery and forms maintained?
- 164C. Are the receipts and issues promptly entered and balance attested by the Judge?
- 164D. Is verification made by stock taking once a year and the certificate of annual verification furnished by the Judge?
- 164E. Are the forms arranged and neatly kept on the shelf?
165. Is the Register of periodical issue maintained and is it verified by the Chief Ministerial Officer?

(viii) LIBRARY

166. Who is in charge of the Court Library and where is it located?
167. Is a catalogue maintained and is it kept up-to-date?
168. Are all books and periodicals received in the Court Library correctly labelled and kept in the appropriate places?
169. Are all correction slips inserted in the volumes of enactments, rules and other

- publication an entry made to this effect in the space provided?
170. Are any books issued without a receipt or lent to strangers without the permission of the Judge?
 171. Are cases of loss of any book or periodicals reported promptly and order obtained thereon from the competent authority for replacement or recovery of costs or for writing off?
 172. Is the certificate of annual verification furnished by the Judge?

PART V**RECORDS BRANCH****(i) REGISTERS X TO X-H AND X-J**

(COPYING SEC.)

173. Are these registers properly maintained and entries made under appropriate columns up-to-date?
174. Are the register periodically checked and initialled by the Judge? (Rule 263 M.C.R.P.67).
175. How many Copyist-Examiners and copyists are working in the Court?
176. Are copies neatly and correctly prepared?
- 177A. How many applications for copies are pending on the date of inspection?
- 177B. In how many application charges are yet to be called for?
- 177C. In how many applications more than 15 days have elapsed since the date of calling for charges?

178A. What is the total number of copy applications made during the last 3 months preceding the date of inspection?

178B. In how many cases copies have been supplied within 10 days from the date of application? (Work out percentage of requests complied within 10 days to those made during 3 months. Give reasons for delays if the percentage works out less than 66 per cent).

(ii) COURT RECORD ROOM

179. Is the Register in Form XIII properly maintained by the Record keeper of the Court? (Rule 173, M.C.R.P., 1967).

180. Are the records of disposed of cases properly classified? (Rule 179, M.C.R.P. 1967).

181. Are they arranged properly? (Rules 180, 185 and 187, M.C.R.P. 1967).

182. Are the records to be despatched to the Central Record Room correctly bundled and prepared for despatch?

183. Are records promptly and correctly despatched to the Central Record Room? (Rules 195 and 192, M.C.R.P. 1967).

184A. Are lists in Form No. 17 (Civil) correctly drawn up ? (Rule 107, M.C.R.P.1967).

184B. Are requisitions for records from the Appellate Courts or the High Court promptly attended to ? (Check Register XVI and note delays, if any).

(iii) CENTRAL RECORD ROOM

185. Is the Register XIII properly and neatly maintained by the Central Record Keeper?

186. Are the records in disposed of cases properly arranged? (Rules 169 and 170,M.C.R.P.1967).

187. Are the files properly labelled? (Rule 171, M.C.R.P.1967).

188. Are all Court-fee stamps punched? Has the Central Record Keeper checked the same and punched the Court-fee stamps second time with the triangular punch provided for the purpose? (Rule 172,M.C.R.P.1967). Check 20

to 25 files at random and note non-compliance, if any).

189. Are the records from different Courts received promptly checked in the Central Record Room? (Rule 198, M.C.R.P.1967).

190. Have nay irregularities been reported to the District Judge by the Central Record Keeper and what action has been taken thereon? (Rule 199,M.C.R.P.1967).

191. Does the Central Record Keeper maintain all the Registers mentioned in Rule 208,M.C.R.P.1967?

192A.Are the entries in "Inward" and" Outward" Registers up-to-date ? (What is the explanation for delays, if any).

192B. Is the Register XVI correctly and neatly maintained and is it up-to-date? (Rule 200,M.C.R.P.1967).

193. Are all the permanent Registers arranged and duly labelled? (Rule 201, M.C.R.P.1967).

194. Does the Central Record Keeper comply with the requisitions of the different

Courts promptly ? (Check Register XVI and note delays, if any).

195. Are all records due for destruction destroyed and is the work up-to-date?

196. Does the Chief Ministerial Officer of the Court visit the Record Room once a week ? (Examine the entries in the visit book).

PART VI

GENERAL

197. Is the Court housed in Government Building or private building ? Is the accommodation for Court and Office sufficient and suitable? Is the Court hall, rooms and premises kept clean and neat? Is the building regularly white washed and repairs made to the building whenever necessary?

198. Does the Judge inspect his office quarterly and forwards a report to the District Judge/High Court ?

199. Is inspection file of Subordinate Courts maintained ?

200. Whether any observations at the last Inspection remained unattended if so, why ?

PART VII

CRIMINAL WORK

201. Give the dates of institution of 10 oldest pending cases of the following categories:

Category of Cases	On the date of Last inspection		On the date of present inspection	
	No. and Year	Date of Institution	No. and Year	Date of Institution
1. Sess. Cases ..				
2. CrI. Appeals ..				
3. CrI.Rev. Cases				
4. CrI. Cases (Special)				
5. CrI.Mis. Cases ..				

202. What are the institutions, disposals and pendency of the cases categorised in question no.1 above, for the period covered by the present inspection ?

203 (a) What is the number of Sessions Cases filed and disposed of under the following heads:

Filed disposed of

- (i) Murder (Sec.302, IPC)
 - (ii) Culpable homicide not amounting to murder (Sec.304, IPC).
 - (iii) Kidnapping and abduction (Sec. 364,IPC).
 - (iv) Rape (Sec. 376, IPC).
 - (v) Dacoity (Sec. 395, IPC)
 - (vi) Forgery (Sec. 465, IPC).
 - (vii) Falsification of Accounts (Sec.477-A, IPC).
 - (viii) Counterfeiting of currency and Bank Notes (Secs.489A to 489E IPC).
 - (ix) Other provisions.
- (b) Of the disposals, what is the number of cases ending in-
- (1) Conviction.
 - (2) Acquittal.
 - (3) Discharge.

204. (a) Give the average number of days spent in trial of-

	During the period of preceding Inspection	During the period of present inspection
1. Sess. Cases.		
2. Crl. Cases (Spl).		
3.Crl.Mis. Cases.		

(Note:- The actual number of days spent in trial, viz., examination of witnesses, hearing arguments, etc., to be taken into account for the purpose of calculating the average number of days).

(b) Give the average duration of-

1. Sessions Cases.
2. Criminal Appeals.
3. Criminal Rev. Cases.
4. Crl. Cases (Spl.).
5. Crl.Misc. Cases.

(Note:- The period from date of institution to the date of disposal should be taken into account for the purpose of calculating duration of pendency.)

205. (a) Are judgements delivered promptly within 14 days from close of

arguments? (R. 20(1), P-24, Ch. VII Mys.Crl.R.P. 1968).

(b) Give the list of cases in which Judgements are not delivered as above. (R.20 (2), P-24, Ch.VII, Mys. Crl.R.P.1968).

(c) Is the delay satisfactorily explained?

(d) Are orders promptly pronounced?

206. Are copies of Judgements in original cases and appeals promptly submitted by the Sessions Judges to the High Court within a week from the date of pronouncement? (R.1 and 2, P 140. Ch. XII, Mys. Crl.R.P.1968).

207. What is the total number of disposals in each of the following categories; the number appealed from or revision preferred against the judgements or orders and the result thereof:

Category of Cases	No. of disposals.	No. of Appeals or revisions	Confirmed.	Modified.	Reversed.	Retrial ordered.
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		preferred.				
1.Sess. Cases.						
2.Crl. Appeals.						
3.Rev. Cases.						
4.Crl. Cases (Spl). Ordered.						
5.Crl.Misc. Cases.						

208. Give the list of all pending cases with date of Institution, duration of pendency in terms of year, month and days as on the date of inspection and reasons therefor.

209. (a) Have adjournments been frequently granted? Are they granted on sufficient grounds?

b) Are reasons for adjustments noted in the ordersheet ? (R.2, P-19, Ch. VII, Mys. CrI. R.P. 1968).

210. Is the order sheet as prescribed in form no. 3 written up fully and correctly? (Rule 1(1) P-19, Ch. VII, Mys. CrI. R.P.1968).

211. (a) Are witnesses summoned examined and promptly discharged?
- (b) How many witnesses were summoned by the Court ?
- (c) How many were actually examined?
- (d) What is the amount of expenditure incurred on them?

PART VIII

CRIMINAL BRANCH

212. Are the papers on presentation properly and promptly examined by the receiving officer ?
213. Are Court-fee stamps affixed on papers punched properly and brought to daily register of Court-fee realised in Criminal Cases? (Register No. VIII).
214. Are Vakalathnamas duly attested and accepted? (Rules 7(2) 7(3), P-13, Ch. V. Mys. CrI. R.P. 1968).
215. Are F.I.R.'s received in Criminal cases (Special) initialled by the Judge ? Is time and date of receipt put on them?
216. Are the reports entered in the register of First Information and Final Reports received (Reg. No.I) ? Is the register

written correctly, neatly and maintained up-to-date ?

217. Is the Register of complaints (Reg. No.II) written correctly, neatly and maintained up-to-date ?

218. (a) Are the registers of Criminal Cases filed (Reg. No.III) and disposed of (Reg. No.III-A) written correctly, neatly and maintained up-to-date?

(b) Are names of informants or complainants and accused written fully and correctly?

(c) Are dates of adjournments and final orders entered ?

(d) Are disposals classified in Register III-A correctly ?

219. (a) Are registers of Miscellaneous Cases (Register No.IV) and Miscellaneous cases disposed of (Register No.IV-A) written correctly, neatly and maintained up-to-date ?

(b) Are names of petitioner and Respondent fully and correctly written ?

(c) Are dates of adjournments and final orders noted neatly ?

- (d) Are disposals properly classified in Register No.IV-A ?
- 220 (a) Is the Register of fines (Register No.V) written correctly, neatly and maintained up-to-date ?
- (b) Is fine imposed entered in Register No.V immediately and receipt in Form No.Q issued therefor?(Rule 1, Ch. IX, Mys. Crl. Rules of practice, 1968).
- (c) Are fine amounts remitted to the Treasury promptly? (Rule 4, Ch. IX, Mys. Crl. Rules of Practice, 1968).
- (d) What is the fine amount pending recovery on the date of inspection?
- (e) Are necessary steps taken for recovery of outstanding fines?
- (f) Are steps taken for writing off irrecoverable fines?
221. Is the Register of penalties (R.No.V.A) written correctly, neatly and maintained up-to-date?
222. (a) Is the register of unclaimed or other property produced (Register No.VI) written

correctly, neatly and maintained up-to-date.

- (b) Are properties brought before Court entered in Register as soon as they are produced and are they labelled? (R.11,Ch.X,Mys CrI. Rules of practice 1968).
- (c) Are valuable properties kept in box, locked and sealed and deposited in the safe custody in the treasury? [R. 14(3) (a) , Ch. X, Mys. CrI. Rules of Practice,1968]
- (d) Who keeps the key of the box?
- (e) Is valuable property book written correctly, neatly and maintained up-to-date? (R. 14(3)(d) Ch. X, Mys. CrI. Rules of Practice, 1968)
- (f) Is the verification of valuable property made whenever there is change of Presiding Officers and result noted in the valuable property book? (R.14) (3) (e), Ch. X, Mys. CrI. Rules of Practice, 1968).
- (g) Are properties disposed of promptly and according to the orders passed in respect of them?

(R.17 (a), Ch. X, Mys. Crl. Rules of Practice, 1968).

- (h) How many items of properties are pending for disposal on the date of inspection ?
 - (i) Whether a list of all properties pending for disposal at the beginning of each year is promptly prepared and steps taken to dispose of those properties? (R.17(b), Ch. X, Mys. Crl. Rules of Practice 1968).
223. Is the Register of powers conferred by the State Government on Magistrates (Register No. VIII) written correctly, neatly and maintained up-to-date?
224. (a) Is the Cash Book (Register no.IX) written correctly, neatly and maintained up-to-date?
- (b) Is the cash produced before the Court brought on this Register and is payee's signature properly taken?
 - (c) Whether receipt stamp has been affixed in cases of payments exceeding Rs. 20?

225. (a) Is Court diary (Register No.X) written correctly, neatly and maintained up-to-date?
- (b) Are entries made every day and initialled by the Judge?
- (c) Is the progress made in cases properly entered in the Court Diary? (R.5, P.32, Ch. X, Mys. CrI.R.P.1968.)
226. Is hearing book (Register No. XI) written correctly, neatly and maintained up-to-date?
227. (a) Is the Register of Copy Applications (Register No. XII) written correctly, neatly and maintained up-to-date?
- (b) Are copy applications entered in the said Register as soon as they are received? (R 3, P.57, Ch. XIV, Mys. CrI. R.P. 1968).
- (c) Are copies supplied promptly? If not, the reasons for delay may be furnished.
228. (a) Is the Register of Land Pending cases (Register No. XIII) written correctly, neatly and maintained up-to-date?

- (b) Is the requisite procedure followed before cases are transferred to the said Register? (R.1 to 5, P. 6-8, Ch. IV, Mys. CrI. R.P. 1968).

229. Is Register of Records received in the Court record room (Register No. XIV) written correctly, neatly and maintained up-to-date? (R. 20, P.37, Ch. X, Mys. CrI. R.P. 1968).

230 (a) Are Registers of Revision cases filed (Register No. XV) and Revision cases disposed of (Register No. XV-A) written correctly, neatly and maintained up-to-date?

(b) Are names of Petitioner and Respondent fully and correctly written?

(c) Are dates of adjournments and final orders noted?

231 (a) Are Registers of Sessions cases filed (Register No. XVI) and of Sessions Cases disposed of (Register No. XVI-A) written correctly, neatly and maintained up-to-date?

(b) Are names of Complainants and Accused fully and correctly written?

- (c) Are dates of adjournments and final orders noted?
 - (d) Are disposals properly classified and duration noted in Register No. XVI-A?
232. (a) Are Registers of Criminal Appeals filed (Register No. XVIII) and of Criminal Appeals disposed of (Register No. XVII-A) written correctly, neatly and maintained up-to-date?
- (b) Are names of Appellants written fully and correctly?
 - (c) Are dates of adjournments and final orders noted?
 - (d) Are disposals properly classified in Register No. XVII-A?
233. (a) Are Registers of Miscellaneous Appeals filed (Register No. XVIII) and of Miscellaneous Appeals disposed of (Register No. XVIII-A) written correctly, neatly and maintained up-to-date?
- (b) Are names of Appellants and Respondents fully and correctly written?

- (c) Are dates of adjournments and final orders noted?
- (d) Are disposals properly classified in Register No.XVIII-A)?
234. Is the Register of records received in the Central Record Room (Register No. XIX) written correctly, neatly and maintained up-to-date? (R. 20, P.49, Ch. XIII, Mys. CrI. R.P. 1968).
235. Is the Register of Records sent out of Record Room (Register No. XX) written correctly, neatly and maintained up-to-date?
236. (a) Are all the Registers prescribed in Rule 2, Page 32, Ch. X, Mys. CrI. R.P. 1968, maintained?
- (b) Are the said Registers maintained in the Court inspected by the Judge every month and initialled in token thereof? (R.4, P.32, Ch. X, Mys CrI. R.P. 1968).
237. Are all the records of disposed of cases divided into parts and properly indexed with the title pages? (R. In Ch. XIII, Mys. CrI. R.P. 1968).
238. Are all stamps punched with triangular punch in the Central Record Room?

(R.21 (2), P. 50, Ch. XIV, Mys. CrI. R.P. 1968).

239. Are compensation and Court costs awarded promptly recovered and paid? (Rules 44 to 47, P.35, Ch. VI, Account Rules).

List of statements to be prepared in connection with the Inspection of Courts.

1. Statement showing the pecuniary, territorial and other jurisdiction of the Court.
2. Statement showing the names of the Officers who have presided over the Court during the period covered by Inspection. . Q.No.1
3. (I) Statement showing Institutions, disposals and pendency of Civil Cases for the period covered by the Inspection. Q.No.4.
(ii) Statements showing individual disposals by the presiding Officers during the period covered by the Inspection. Q.No. 4
4. Statement showing number of Appealable Decrees passed, the number actually appealed and results. Q.No.5-A
5. Statement showing the cases in which decrees were modified, in Appeal or Revision. Q.No.5-B
6. Statement showing cases in which there is delay in hearing arguments after close of evidence and in pronouncement of Judgment after arguments. Q.No.9
7. Statement showing the number of original Suits disposed of by Judgment, compromise or settlement Exparte or Default, during the 12 months preceding to Inspection and percentage. Q.No. 14-A & 14-B
8. Statement showing the number of Original Suits stayed or Records called for by the Appellate Court. Q.No. 14-G

9. Statement showing the number and year of Appellate Court Cases by which the cases in the trial Courts are stayed or records called for. Q.No. 14-H

10. Statement showing the number of Guardians and Wards Cases in which Guardians are appointed and Accounts called for Audited and accepted by Court. Rule 20-G &W

Rules Q.No. 52

11. Statement showing the strength of staff of the Court Q.No.119-A

12. Statement showing the duties assigned to each of the Officials of the Court Q.No. 119-B

13. Statement showing the periodicals/ Returns due and to be submitted to the various authorities. Q.No. 123

14. Statement showing the number of pension claims initiated one year before the age of Supperannuation. Q.No.124

15. Statements showing the number of pension Claims pending settlement on the date of Inspection. Q.No.125

16. Statement showing the amount spent every month out of Permanent advance and recouped during the period of 12 months preceding to Inspection and average per month. Q.No.148

17. Statement showing the sanctioned strength of staff for the Copying Branch. Q.No.175

18. 18. Statement showing the number of copy applications pending Q.no. 177-A

19. Statement showing the number of copy applications in which charges are yet to be called for. Q.No. 177-B.

20. Statement showing the number of copy applications in which 15 days have elapsed since the date of call. Q.No. 177-C

21. Statement showing the number of copy applications in which copies were made ready during the last three months. Q.No. 178-A

22. Statement showing the number of Copy applications in which copies were made ready within ten days from the date of application. Q.No. 178-B

23. Statement showing the names of Courts and the date up to which records have been received in the Central Records Room and checked . Q.No. 183 & 189.

24. Statement showing the number of High Court requisition for records received during six months preceding inspection and the dates on which records sent. Q.No. 184-B

25. Statement showing the names of Courts and the date up to which record have been destroyed. Q.No.195

26. Statement showing the names of the Subordinate Courts inspected by the District Judge. Q.No. 199

27. Statement showing Instructions, observations or deficiencies noted during he course of last inspection and whether complied with Q.No. 200

28.(1) Statement showing the Institutions, disposals and pendency of Criminal Cases for the period covered by the Inspection. Q.No.202

(2) Statement showing the individual disposals by the Presiding Officers, number of working days and number of witnesses examined. Q.No.4

29. Statement showing average duration of all kinds of Criminal Cases disposed of during the last and present Inspection. Q.No. 204-B.

30. Statement showing the total amount of outstanding fine amount yet to be realised. Q.No. 220(d)

31. Statement showing the number of cases and items of properties in disposed of cases yet to be disposed of Q.No. 222(h)

32. Statement showing all kinds of Civil Cases pending on

33. Statement showing all kinds of Criminal Cases pending on.

STATEMENT No.1

Statement showing the Jurisdiction of the Court of..... at

1. TERRITORIAL JURISDICTION.
2. PECUNIARY AND OTHER JURISDICTION.
3. SPECIAL JURISDICTION (CIVIL SIDE).
4. SPECIAL JURISDICTION (CRIMINAL SIDE).

PLACE.....

DATE..... Signature and Designation of the presiding Officer.

STATEMENT No.2**(Q.No.1)**

Statement showing the names of the Officers who have Presided over the Court of the.....atduring the period covered by the Inspection

Sl.No.	Name and designation Qualification.	From	To
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Note:- In case the post has remained vacant, indicate the period for which it was vacant and the designation of the Officer who was placed in charge.

PLACE.....

DATE..... Signature and Designation of the Presiding Officer.

9	Misc. (MVC) Cases																			
10	Reg. Appeals																			
11	Exn. Appeals																			
12	Miscellaneous Appeals																			
13	H.R.C. Appeals .																			
14	B.A.D.R. Appeals																			
15	M.L.R. Appeals.																			

PLACE:

DATE:

STATEMENT NO.3(I)-Conclude.

Sl.No.	Nature of cases											
		1953	1955	1956	1957	1958	1959	1960	1961	1962	1963	
1	2								12			

Date

Place Signature and Designation of the

Presiding Officer.

STATEMENT No.4

QUESTION NO. 5A

Statement showing the Number of Appealable Decrees Passed and the Number actually Appealed against and the result of the Appeals in the Court of the.....at.....during the period from.....to.....

Sl.No.	Name of the presiding Officer with dates	Category of Cases	Number of appealable Decrees passed	Number actually appealed against	Results of the appealed Cases			Remarks
					Number confirmed	Number modified	Number reversed	
1	2	3	4	5	6	7	8	9

Date.....

Place..... Signature and Designation of the Presiding Officer .

STATEMENT No,5

QUESTUION No.5B

Statement showing the Numbers of Appealable Decrees Passed and the Number actually Appealed against and the Results in Revision or in Appeal in the Court of the.....at.....during the period from.....to.....

Sl.No.	Name of the Presiding Officer with dates	Category of Cases	Number of Appealable Decrees passed	Number actually appealed against	Results of the Appealed Cases			Remarks
					Number confirmed	Number modified	Number reversed	
1	2	3	4	5	6	7	8	9

Date.....

Place..... Signature and Designation of the Presiding Officer.

STATEMENT No.6

QUESTION No.9

Statement showing cases in which there is delay in hearing arguments after the close of evidence and in pronouncement of Judgment after close

of arguments in the Court of the.....at..... for the period fromto.....

Name of the Presiding Officer	Nature of Cases	Date of closing of evidence	Date of hearing arguments	Delay in No. of days	Date of close of arguments	Date of pronouncement of Judgment	Delay in no. of days.
1	2	3	4	5	6	7	8

DATE.....

PLACE..... Signature and Designation of the Presiding Officer.

STATEMENT No.7

QUESTION No.14-a AND b

Statement showing the number of Original Suits disposed of by Judgment, Compromise or Settlement, Exparte or Default in the Court of the at.....for the period from.....to.....

Total Number of Suits disposed of	Contested	Compromised or settled out of Court	Exparte Default or	Note the Percentage
1	2	3	4	5

DATE.....

PLACE..... Signature and Designation of the Presiding Officer.

STATEMENT No.8

QUESTION No.14-G

Statement showing the number and year of Original suits in the Court of theat.....which are stayed or records called for by the Appellate Courts.

Sl.No.	Name of the Lower Court	No.and year of the Suit	No.and Year of the Appellate Court Proceedings by which stayed	Date of Institution of the Appeal	Reasons for Pendency
1	2	3	4	5	6

DATE.....

PLACE..... Signature and Designation of the Presiding Officer.

QUESTION No.14-H

Statement showing the number and year of Appellate Court Cases by which Cases in the Trial Court are stayed or Records called for in the Court of the.....at.....

No. And year of the Appellate Court Proceeding by which Stayed	Name of the Lower Court	Number and Year of the Cases	Date of Institution	Reasons for Pendency
1	2	3	4	5

DATE.....

PLACE..... Signatures and Designation of the Presiding Officer.



STATEMENT NO. 10

RULE 20 G.W.Cs. RULES AND QUESTION NO. 52

Statement showing the number of Guardians and Wards Cases in which Guardians are appointed and Accounts are called for, Audited and accepted by the Court ofat

Sl. No.	G and W. C No.	Name of the Minor, age and Address	The date on which the minor attains majority	Name of the Guardian and his address	Date of appointment of Guardian	Whether security furnished, If so, to what extent	Details of property belonging to the minor	Periods for which Accounts have been rendered by the guardian	Whether the Accounts have been got audited	Whether the Accounts have been accepted by the Court	Date of discharge of guardian
1	2	3	4	5	6	7	8	9	10	11	12

Date...

Signature and Designation of the

Place...

Presiding Officer.

STATEMENT NO. 11**QUESTION NO. 119-A**

Statement showing the sanctioned Strength of staff in the Court of the at

SI.No	Categories of post	Number of Sanctioned post	Remarks

Date.....
Place.....

Signature and Designation of the
Presiding Officer

STATEMENT NO. 12**QUESTION NO. 119-B**

Statement showing the duties assigned to each the Official of the Court of theat.....

SI.No.	Name of the Official	Designation	Name of the Branch in which working	Remarks

Note :- Enclose detailed list of duties assigned.

Place.....
Date.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO.13

QUESTION NO. 123

Statement showing the Periodicals>Returns which are due and required to be submitted to the High Court, Accountant General and Others.

Sl.No.	Brief Description of the Periodicals	Yearly/ ½ yearly / Quarterly/Monthly	To whom due	Due date	From whom due
1	2	3	4	5	6

Date.....
Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 14**QUESTION NO. 124**

Statement showing the number of Pension Claims of Officials initiated one year before the Age of Superannuation in the Court of the.....at.....

Sl.No.	Name of the Official and Designation	Date of Birth	Date of Superannuation	Whether application for pension obtained and pension claims initiated
1	2	3	4	5

Date.....
Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 15

QUESTION NO. 125

Statement showing the number of officials whose pension claims are pending settlement on the date of Inspection, in the Court of theat.....

Sl. No.	Name of the Official	Date of Superannuation	Date of submission of papers to the Accountant General Karnataka	Remarks
1	2	3	4	5

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 16**QUESTION NO. 148**

Statement showing the amount spent each month out of permanent Advance and recouped during the period of 12 months preceding the date of Inspection in the Court of the at.....

Sl.No.	Month and Year	Amount spent	Average per month
1	2	3	4

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 17

QUESTION NO. 175

Statement showing the Sanctioned Strength of Staff for the Copying Branch in the Court of the.....at.....

Sl.No.	Categories of Posts	Sanctioned post	Remarks
1	2	3	4

Date.....

Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 18**QUESTION NO. 177-A**

**Statement showing the number of Copy applications pending in the Court of the.....at.....on
and Reasons for Pendency**

Sl.No.	C.R.No.	Date of Applications	Reasons for Pendency	Remarks
1	2	3	4	5

Date.....

Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 19**QUESTION.NO.177-B**

Statement showing the number of copy applications in which charges are yet to be called for, in the Court of the.....at.....

Sl.No.	C.R.No.	Date of Application	Date of order calling for charges	Remarks
1	2	3	4	5

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 20.

QUESTION NO. 177-C

Statement showing the Number of Copy Applications in which 15 days have elapsed since the date of call in the Court of the.....at.....

Sl. No.	C.R.No.	Date of Application	Date given for production of charges	Date when charges paid	Remarks
1	2	3	4	5	6

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 21

QUESTION NO. 177-A

Statement showing the number of copy applications made ready during the last three months preceding the date of Inspection in the Court of the at

SI.No.	Month and Year	No. of Copy Applications
--------	----------------	--------------------------

Grand Total

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 22

QUESTION NO. 178-B

Statement showing the number of copy Applications disposed of within 10 days during the last three months preceding the date of Inspection in the Court of the at

SI. No.	C.R.No.	Date of application	Copy ready on	Remarks
---------	---------	---------------------	---------------	---------

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 23

QUESTION NO. 183 & 189

Statement showing the names of Courts and the date upto which the Records are received in the Central Record Room and Checked in the Court of at

Sl. No.	Name of the Court	Categories of cases	Date upto which records were received	Date of Checking	Reasons if any for not checking
1	2	3	4	5	6

.....
Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 24
QUESTION NO. 184-B

Statement showing the number of Requisitions for Records received during 6 months preceding Inspection and the date on which Records sent in the Court of the.....at.....

Sl.No.	Case Number and year of the proceedings of the Court	Number and year of the proceedings and name of the Appellate Court	Date of Receipt of requisition	Date on which records sent	Reasons for delay if any
1	2	3	4	5	6

.....
ate.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 25
QUESTION NO. 195

Statement showing the name of Courts and the dates upto which the records have been destroyed by the Central Record Room of the Court of..... at

Sl.No.	Name of the Court	Nature of cases	Year upto which records have been destroyed	Remarks
1	2	3	4	5

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO.26

QUESTION NO.199

Statement showing the names of the subordinate Courts in the District of..... inspected by the District Judge.....

Sl.No.	Name of the Court	Date of inspection	Remarks
1	2	3	4

Date.....
Place.....

Signature and Designation of the Presiding Officer

STATEMENT NO. 27

QUESTION NO. 200

Statement showing the Instructions, observation or Deficiencies noted during the course of last inspection of the Court of theand whether complied with or not, if not, the reasons therefor

Sl.No.	Instructions or observations or deficiencies, with question number	Whether complied with or not, if not reasons therefor.
1	2	3

.....
Date.....
Place.....

.....
**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 28(I)

QUESTION NO. 202

Statement showing institutions, disposals and pendency of criminal cases in
the Court ofat For the period from
.....to.....

Sl. no.	Nature of cases	Pendency as on ...	Filed	Refiled	Remand	Total for disposal (3+4+5+6)	Disposal of			Year wise pendency										
							Transferred	Contested	Uncontested	Total disposals (8a+8b+8c)	Pendency	More than year old	More than but less than one year	Below six months	1966	1967	1968	1969	1970	
1	2	3	4	5	6	7	8a	8b	8c	9	10	11	12	13	14					

Date.....
Place.....

Signature and Designation of the
Presiding Officer

STATEMENT NO. 29**QUESTION NO. 204(b)**

Statement showing the average duration of all kinds of criminal cases disposed in the Court ofat.....during the last and present inspection.

Sl.No.	Category of cases	Average duration during last inspection	Average duration during present inspection
--------	-------------------	---	--

Date.....
Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 30**QUESTION NO. 220(d)**

Statement showing the total amount of outstanding fine yet to be realised in the Court ofat.....

SIno.	Case no.	Date of disposal	Fine amount imposed	Remarks
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Date.....
Place.....

**Signature and Designation of the
Presiding Officer**

STATEMENT NO. 31**QUESTION NO. 222(h)**

**Statement showing the total number of properties in criminal matters
to be disposed of in the Court of the...at...**

SI.No.	Property Register No.	Case No.	Date of Disposal of the case	Description of the property	Reasons for the pendency
--------	-----------------------	----------	------------------------------	-----------------------------	--------------------------

Date.....
Place.....

**Signature and Designation of the
Presiding Officer**

CRIMINAL FORM NO.83 (REVISED)

**(II) QUESTIONNAIRE FOR THE INSPECTION OF THE SUBORDINATE
CRIMINAL COURTS**

Inspection of the court of the
atby the District and Sessions Judge

Inspection was commenced on

and

concluded on.....

This court was last inspected by the District and Sessions
Judge..... from to

PART –I

JUDICIAL WORK

1. Who have been the Presiding Magistrates since the last inspection, till now and for what period?
2. How many working days were there since the date of last inspection till now?
3. Give the date of institution of 10 pending oldest cases of each category mentioned below:

Category of cases	On the date of last inspection		On the date of present inspection	
	No and year	Date of institution	No and year	Date of institution

Criminal cases; -

- (i) IPC Cases

(ii) Other law cases

(iii) Criminal Misc. cases

4. What are the institutions, disposals and pendency of the cases categorized in question no.3 above for the period covered by the present inspection.,

5. (a) Give the average number of days spent in trial of;-

	During the Period of Preceding inspection	During the period of present inspection
(i) I.P.C. Cases	..	
(i) Other Law cases	..	
(ii) Criminal Misc. Cases..		

Note. - The actual number of days spent in trial namely examination of witnesses, hearing of arguments, etc., to be taken into account for the purpose of calculating the average number of days spent in trial.

(b) Give the average duration of pendency of :-

- (i) I.P.C. Cases.
- (ii) Other Law cases.
- (iii) Criminal Misc. Cases.

Note. - The period from the date of institution to the date of disposal should be taken into account for the purpose of calculating the duration of pendency.

6. Are judgments delivered promptly within 14 days from the date of arguments? (R.20(1), Ch-VII Mys. CrI.R.P. 1968).

(a) Give the list of cases in which the judgments are not delivered as above (R.20(2), Ch-VII, Mys. CrI. R.P. 1968).

(b) Are the delays satisfactorily explained?

(c) Are orders promptly pronounced?

7. (a) What is the total number of disposals in each of the following categories; the number appealed from or revision preferred against the judgment or orders and the result thereof:

Preferred to the High Court:

Category of Cases	Number of disposals	Number of appeals or revisions preferred	Confirmed	Modified	Reversed	Retrial ordered
-------------------	---------------------	--	-----------	----------	----------	-----------------

(a) IPC cases.

(b) Other Law cases.

(c) Criminal Misc. Cases.

7. (b) Preferred to the Sessions Court :

Category of Cases	Number of disposals	Number of appeals or revisions preferred	Confirmed	Modified	Reversed	Retrial ordered
-------------------	---------------------	--	-----------	----------	----------	-----------------

(a) IPC cases.

(b) Other Law cases.

(c) Criminal Misc. Cases.

8. Give the list of all pending cases for more than 3 months with the date of institution, duration of pendency in terms of year, months and days as on the date of inspection and reasons therefor.

9. (a) Have adjournments been frequently granted? Are they granted on sufficient grounds?

- (b) Are reasons for adjournments noted in the order sheet? (R.2, Ch-VII Mys. CrI.R.P. 1968)
- 10. Is the order sheet as prescribed in Form No.3 written fully, neatly and correctly? (R-(1), CH-VII, Mys. CrI. R.P. 1968).
- 11. Are cases tried from day-to-day until completion of the trial ? (R. 3(1), Ch-VII, Mys. CrI. R.P. 1968).
- 12. (a) Are witnesses summoned examined and promptly discharged?
 - (b) How many witnesses were summoned by the Court?
 - (c) How many were actually examined?
 - (d) What is the amount of expenditure incurred on them?

PART II**CRIMINAL BRANCH****(APPLICABLE TO CIVIL-CUM-CRIMINAL AND PURELY
CRIMINAL COURTS)**

13. Are the papers on presentation properly and promptly examined by the receiving officer?
14. Are court fee stamps affixed on papers punched properly and brought to daily register of court fee realised in criminal cases (Register No.VII)?
15. Are vaklathanamas duly attested and accepted?
[R.7(2).7(3),Ch-V,Mys.Crl.R.P.1968]
16. (a) Are F.I.Rs received, initialled by the Magistrate?
Is time and date of receipt put on them.
- (b) Are reports entered in the register of first information and final reports received (Register No.I)? Is the register written correctly, neatly and maintained up-to-date? (R.1.,ch-v.Mys.crl.r.p.1968.)
17. (a) Are charge sheets received, initialled by the Magistrate and date of receipt put on them?
- (b) Are they entered in Register no.I. immediately after they are initialled by the Magistrate [R-10(1), Ch.V.,Mys.Crl.R.P.1968]
18. Is the register of complaints (Register No.II) written correctly, neatly and maintained up-to-date?
(R.11.Ch.V.,Mys Crl.R.P.1968)
19. (a) Are the registers of criminal cases filed (Register No.III) and criminal cases disposed of (Register No.III-A) written correctly, neatly and maintained up-to-date? [R.10(3) Ch-V.Mys Crl.R.P.1968]
- (b) Are names of informants or complainants and accused written fully and correctly?

- (c) Are dates of adjournments and final order entered?
 - (d) Are disposals classified in Register No.III-A correctly?
20. (a) Are Registers of Miscellaneous cases (Register No.IV) and Miscellaneous Cases disposed of (Register No.IV-A) written correctly, neatly and maintained up-to-date?
- (b) Are names of petitioner and respondent fully and correctly written?
 - (c) Are dates of adjournments and final order noted neatly?
 - (d) Are disposals properly classified in Register No.IV-A?
21. (a) Is the Register of fines (Register No.V) written correctly, neatly and maintained up-to-date?
- (b) Is fine imposed entered in Register No.V. immediately and receipt in form no.Q issued therefor ? (R.1and 2 Ch-IX.Mys.Crl.R.P 1968)
 - (c) Are fine amount remitted to the treasury promptly? (R.4.Ch.IX.Mys.Crl.R.P.1968)
 - (d) What is the fine amount pending recovery on the date of inspection?
 - (e) Are necessary steps taken for recovery of outstanding fines?
 - (f) Are steps taken for writing off irrecoverable fines?
22. Is the register of penalties (Register No.V-A) written correctly, neatly and maintained up-to-date?
23. (a) Is the register of unclaimed or other property produced (Register No.VI) written correctly, neatly and maintained up-to-date?
- (b) Are properties brought before Court entered in register as soon as they are produced

and are they labelled(R.11,Ch-X,Mys.Crl.R.P.1968)

- (c) Are valuable properties kept in box locked and sealed and deposited in the safe custody in the treasury?(R.14.(3)(a) Ch-X,Mys Crl.R.P.1968)
 - (d) Who keeps the key of the box? (R.14(3)(b), Ch.X, Mys.Crl.R.P.1968)
 - (e) Is valuable property book written correctly, neatly and maintained up-to-date?(R.14(3)(d),Ch.-X Mys,Crl.R.P.1968)
 - (f) Is the verification of valuable property made whenever there is change of presiding officers and result noted in the valuable property book.,(R.14.(3)(e),Ch-X,Mys.Crl.R.P.1968)
 - (g) Are properties disposed of promptly and according to the orders passed in respect of them? Has the Magistrate exercised prompt and effective supervision?(R.17(a), Ch-X,Mys,Crl.R.P.1968)
 - (h) How many items of properties are pending for disposal on the date of inspection?
 - (i) Whether a list of all properties pending for disposal at the beginning of each year is promptly prepared and steps taken to dispose of those properties? (R.17 (b),Ch-X.Mys.Crl.R.P.196)
24. Is the register of powers conferred by the State Government on Magistrates (Register No.VIII) written correctly, neatly and maintained up-to-date?
25. (a) Is the Court diary (Register NO.X) written correctly, neatly and maintained up-to-date?
- (b) Are entries made every day and initialed by the judge?

- (c) Is the progress made in cases properly entered in the Court diary?(R.5, Ch.X, Mys.Crl.RP.1968)
26. Is hearing book (Register No.XI) written correctly, neatly and maintained up-to-date?
27. (a) Is the Register of Long pending cases (Register No.XIII) written correctly, neatly and maintained up-to-date?
- (b) Is the requisite procedure followed before cases are transferred to the long pending case register? (Rules 1 to 5, Ch-IV,Mys.Crl.R.P.1968)
28. Are compensation and court costs awarded promptly recovered and paid? (Rules 44 to 47 Ch-VI Account Rules 1967)

PART III**ADMINISTRATION BRANCH****(APPLICABLE PURELY TO CRIMINAL COURTS)**

29. Is the register of attendance correctly maintained under the supervision of the Chief Ministerial Officer?
30. Is the aforesaid Register being checked by Magistrate every day and initialled by him?
31. Is the leave granted to the officials noted in the Register regularly?
32. Are the Registers of inward and outward correspondence properly maintained with cross-reference marked regularly?
33. Are local delivery books maintained in proper form?
34. Is there any delay in fair copying and despatching of letters? Are all papers despatched invariably on the same day they are signed or the following day? (Examine correspondence of 3 months preceding the date of inspection and note cases involving delays of more than 1 day)
35. Are all letters received initialled by the Magistrate and dated?
36. Is a service register maintained for every permanent official working in the unit and brought up-to-date at the end of each year? Are these registers arranged in order and kept in a separate box? In whose custody the box is left?
37. Are the following files maintained in the Court :
 - (a) File containing office order book;
 - (b) File containing Government Circulars, Memoranda and orders;

- (c) File containing orders and Circulars of the High Court;
 - (d) File containing orders and Circulars of Court of Sessions;
38. Are any non-qualified persons appointed?
 39. What is the strength of the officials working in the Court?
 40. Is a record of the distribution of work among the several officials maintained? (Prepare list of officials working with the duties assigned to them)
 41. Is the work assigned to each official sufficient without being excessive?
 42. Does the Chief Ministerial Officer supervise the work of the officials and see that the work does not fall into arrears?
 43. Is the register showing the periodicals and returns due prepared and maintained up-to-date? Are due dates of receipts and submission noted? Does the clerk in charge of this work keep a close watch and attends to this matter promptly ?
 44. How many and which returns and periodicals were due on date of the Inspection?
 45. Are the pension claims initiated one year prior to the attaining the age of Superannuation of the officials? Is the Magistrate exercising strict supervision in this behalf? (R-321,M.C.S.R.1958)
 46. How many pension cases are pending settlement on the date of inspection? Are reasons for pending cases satisfactorily explained? In such cases is any provisional pension being paid to the officials? (Examine at least 10 cases and note)

PART IV

ACCOUNT BRANCH

(APPLICABLE TO PURELY CRIMINAL COURTS)

(I) CASH LEDGER AND DEPOSITS, ETC.

47. (a) Are Cash Books in the forms (G) and (K) of the Account Rules maintained neatly and correctly? Are they up-to-date?
- (b) Is the case produced before the Court brought on this register and is payee's signature properly taken?
- (c) Whether receipt stamp has been affixed in cases of payment exceeding Rs.20? (R.27.Ch.III, Account Rules 1967)
48. Is the Deposit register maintained correctly and do the entries of case number and year, amount, etc., correspond with those in the respective receipt orders? (Note 1 of Rule 20, Account Rules, 1967)
49. Are ledger indexes maintained correctly?
50. Are cash and deposit items correctly ledgered?
51. Are previous year's ledger balance brought forward to the current year's ledger?
52. Are entries of payment by cheque made correctly against the respective deposits? (R.14.Ch.II Account Rules 1967)
53. Are signatures of parties duly obtained in the cash and deposit registers and are they transliterated, if in the languages other than English or Kannada?
54. Is the Cash Book written by the cash clerk checked by the Chief Ministerial Officer and attested by the Magistrate every day? (Note below Register G)

55. Does the Magistrate verify and certify the cash balance every day in the Cash Book? (Note to forms G and K read with rule 67 Ch.X, Account Rules, 1967)
56. Are all corrections and erasures initialled by the Magistrate (R.8,Ch-I, Account Rules read with Art.79 M.F.C).
57. Are rules regarding the safe custody of cash and custody of duplicate keys of the cash chest being strictly followed? (Rule 70, Ch-X Account-Rules read with Art.7 and Appendix II of the M.F.C).
58. Are there any cases of loss of public money or property? If so, is the matter being dealt with promptly? (R.98, Ch-XV Account-Rules read with Art.381 of M.F.C).

(ii)

CONTINGENT REGISTER

59. Are the entries made in the contingent register (Form.No.1 M.C.E.) from day to day and initialled by the Magistrate?
60. Is the order book for contingent charges maintained? (R.9, Manual of Continent-Expenditure)
61. What is the permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forth coming?
62. Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished. (Take previous 12 months average and see if the permanent advance is meager or excessive).
63. Are all the charges incurred on account of contingencies entered in the contingent register from day to day? Are totals struck at the end of the month? (Necessity for unusual charges may be scrutinised.)

64. Are all contingent charges incurred under the authority or sanction being obtained wherever necessary?
65. Is the abstract of contingent bill drawn at the end of each month in the manner laid down and are the initials of the Magistrate obtained? (Rule 36, Manual of contingent Expenditure)
66. Where does the Cash Clerk keep the moveable properties that come into his custody?
67. Are all the valuable proprieties produced in or brought to the Court under attachment or otherwise as also the security bonds kept in a box with a descriptive list (Other than ordinary cash chest) under lock and seal and sent to the **"Treasury"** for safe custody?
68. Are all moveable properties that come into the custody of the cash clerk entered in Register No.VI. Do they tally with the attachment list?
69. Are they properly and correctly labelled with the number and year of cases and names of Courts?
70. Is there any property pending disposal for which the cash clerk has not obtained orders from the Court in the matter?

SECURITIES

71. (a) Have the officials of the Court furnished security required of them? [Rule 75(i) Account Rules read with Arts.349 to 359 of M.F.C.]
- (b) Are the securities furnished proper and are bonds properly drawn up?

PAY, T.A. BILLS ETC.,

72. Are the pay bills prepared in the combined pay bill and acquittance Roll Book? (Form No.24 of M.F.C) with reference to the attendance register

- and the office order Book? Are office copies of the pay bills maintained?
73. Are all salaries drawn duly disbursed to the concerned officials and their acquittance obtained? Is a stamped receipt obtained for payment over Rs.20? Are the entries of encashment and disbursements noted on the pay bills under the initials of the Magistrate?
 74. Is the undisbursed pay short drawn invariably in the pay bills according to the rules?
 75. Is necessary sanction obtained for drawing the pay and allowances of incumbents of appointments requiring sanction of higher-authorities?
 76. Are sums drawn on travelling allowance bills disbursed and acquittance obtained?
 77. Are office copies of the travelling allowance bills together with their enclosures maintained in register form?

FURNITURE

78.
 - (a) Are the registers of furniture maintained in forms prescribed under Art.166 of the M.F.C.and who maintains them?
 - (b) Are all articles of furniture entered therein together with the costs and dates of purchase of each article under the attestation of the Magistrate?
 - (c) Is the furniture sufficient, clean and in good order?
 - (d) Is the certificate of annual verification furnished by the Magistrate? (Art.169 M.F.C)

STATIONERY AND FORMS

- 79.(a) Who indents the stationery articles and forms and who is in custody of the same?
- (b) Is the stock register of stationery and forms maintained?
- (c) Are the receipts and issue promptly entered and balance attested by the Magistrate?
- (d) Is verification made by stock taking once a year and the certificate of annual verification furnished by the Magistrate?
- (e) Are the forms arranged and neatly kept in the shelf?
- (f) Is the Register of periodical issue maintained and is it verified by the Chief Ministerial Officer?

LIBRARY

80. (a) Who is in charge of the Court Library and where is it located?
- (b) Is a catalogue maintained and is it kept up-to-date?
- (c) Are all books and periodicals received in the Court library correctly labelled and kept in the appropriate places?
- (d) Are all correction slips inserted in the volumes of enactments, rules and other publications and an entry made to this effect in the space provided?
- (e) Are any books issued without a receipt or lent of stranger without the permission of the Magistrate.?

- (f) Are cases of loss of any book or periodicals reported promptly and orders obtained thereon from the competent authority for replacement or recovery of costs or for writing off?
- (g) Is the certificate of annual verification furnished by the Magistrate?

PART V**RECORDS BRANCH****(Applicable to purely criminal Courts)****(COPYING SECTION)**

- 81.(a) Is the Register of copy applications (Register No.XII) written correctly, neatly and maintained up-to-date?
- (b) Are copy applications entered in the said Register as soon as they are received?
(R.3,Ch-XIV,Mys CrI.P.C.1968)
- (c) Are copies supplied in time, if not, reasons for the delay may be furnished?
- (d) Are copies neatly and correctly prepared?
- (e) In how many applications charges are yet to be called for?
- (f) In how many applications more than 15 days have elapsed since the date of calling for charges?
- (g) What is the number of copy applications made during the last 3 months preceding the date of Inspection?
- (h) In how many cases copies have been supplied within 10 days from the date of application. (Work out percentage of requests complied with within 10 days of those made during 3 months. Give reasons for delay if the percentage works out less than 66 per cent).
- (i) How many applications are pending on the date of the inspection and is the delay properly explained?

RECORD ROOM

82. (a) Is the Register of records received in the record room (Register No.XIV) written correctly, neatly and maintained up-to-date? (R.20.Ch-X Mys.Crl.R.P.1968)
- (b) Have all the records of disposed of cases indexed and classified into parts and properly indexed with title pages. (R.19,Ch-X,Mys.Crl.R.P.1968)
- (c) Are the records of different classes of cases kept separately in the record room properly arranged and labelled?
- (d) Are the requisition of different Courts promptly complied with? Is the Magistrate exercising strict supervision in this behalf?
- (e) Are all the registers to be maintained in the record room maintained properly, correctly and neatly.?
- (f) Are any stamps affixed on papers un punched? Examine some records, note omission.
- (g) Are the records being sent to the Central Record Room after expiry of six months after disposal? [R 19(1) Ch-XIII, Mys.Crl.R.1968]

PART VI

GENERAL

Applicable to purely criminal Courts.

83. Is the Court housed in Government Building or private Building? Is the accommodation for Court and Office sufficient and suitable? Is the Court hall, rooms and premises kept clean and neat? Is the building regularly white washed and repairs made to the building whenever necessary?

84. Does the Magistrate inspect his office monthly and forwards a report to the Session Judge/High Court?
85. Is inspection file of subordinate Courts maintained?
86. Whether any observations or instructions at the last inspection have remained unattended? If so, furnish reasons therefor?
87. Are all registers maintained under the Criminal Rules of practice and Account Rules inspected by the Magistrate once in a month and has initialled them in token of having inspected the registers and instructions issued, if any. (R,4,Ch-X Mys.Crl.R.P.1968 read with R.108, Ch-XVI, of the Account Rules 1967)

APPENDIX-V

LIST SHOWING THE IMPORTANT PERIODICALS, RETURNS WHICH ARE DUE AND REQUIRED TO BE SENT TO THE HIGH COURT, THE ACCOUNTANT GENERAL AND OTHERS.

SL NO	BRIEF DESCRIPTION OF PERIODICALS OR RETURNANS	BY WHOM DUE	TO WHOM DUE	DUE DATE
1	2	3	4	5
	YEARLY RETURNS.			
1	Annual judicial civil statements nos.1 to 12 relating to Administration of civil justice.	District judges	High Court	30 th June each year.
2	Annual judicial criminal statements 1 to 8 relating to administration of criminal justice.	Sessions judge	High Court	30 th June each year.
3	Annual confidential reports on Judicial Officers	District judge	High Court	1 st February each year.
4	Statement of Assets and Liabilities of Government servants.	District Judges	High Court	10 th May each year
5	Annual statement showing the	District	Government	31 st

	Gazetted Government Servants sent to abroad for training.	Judge(Through H.C)		January each year
6	Statement of Lapsed Deposits (Form 58,Art 276 (M.F.C)	District Judges	Accountant General	15 th April each year.
7	List of Non-Gazetted Government Servants attaining the age of superannuation.	District Judges	High Court	31 st July each year.
8	Annual Certificates regarding verification of service registers.	District Judges	High Court	30 th June each year.
		Half yearly returns		
9	Half yearly statemrtns showing resumption and other applications Under Mysore Land Reforms Act 61(Forms A to G.	Munsiff (Through District Judge and High Court	Governments R.D	31 st January and July each year.
10	Half-yearly statement showing the reservation of vacancies in favor of scheduled east's and Scheduled Tribes.	District Judge	High Court	15 th April and October each year.
11	Special Statements Nos.1 to VI	District Judge Civil Judges Munsiff.	High Court	30th January and July each year.
		QUARTERLY RETURNS		
12	Quarterly statement showing the cases dealt with under the supression of Immoral Traffic Women and Girls:	Magistrates (Through Sessions Judges	Chief Inspector of Certified schools. (copies to High Court	10 th of April July, Octorber and January each year.

13	Quarterly statements showing the cases dealt with under the Mysore Children Act.	Magistrates (Through Sessions Judges)	Chief Inspector of Certified Schools. (Copies to High Court.	10 th of April, July, October and January each year.
14	Statement showing cases dealt with under the probation of offenders Act, 58.	Magistrates (Through Sessions Judges)	High Court	10 th of April, July, October and January each year.
15	Statement showing the Government servants on deputation of foreign service.	District Judge (through High Court)	Accountant General	10 th of April, July, October and January each year.
16	Statement showing the progress of Departmental enquiries.	District Judges	High Court	20 th of January, April, July and October each year.
17	Notifications regarding vacancies in the Unit	Appointing Authorities.	Deputy Commissioners.	10 th of January, April, July, and October each year.
18	Monthly Civil Statements	District Judges, Civil Judges, Munsiffs.	High Court	4 th of succeeding month
19	Monthly criminal Statements			

ANNUAL JUDICIAL STATEMENT NO.2 (CIVIL)
Statement showing the general trial of original suits in several Courts in
Karnataka State
in the Court of the during the year 20

	Number of Suits						Number of Suits disposed of						Average duration of suits disposed of							
							Without Contest			With contest after full trial										
COURTS	Pending at the beginning of the year	Instituted during the year	Refiled, Remanded or Received by transfer	Total of Columns 2 to 4	Transferred to other Courts	Total for disposal (Columns 5-6)	Without trial	Decreed on admission of claim	Compromised	Decreed Ex-parte	Dismissed Ex-parte	On reference to Arbitration	Judgement for plaintiff in whole or in part	Judgement for defendant	Total of Cols. 8 to 15	Pending at the end of the year (Cols.7 –16)	Pending for more than a year out of those in Col.17	With contest (suits referred to in Cols.14 and 15)	Otherwise (suits referred to in cols. 8 to 13)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

ANNUAL JUDICIAL STATEMENT NO.3 (Civil)

**Statement showing the number and value of Original suits instituted and disposed of in
the several Courts in Karnataka State/
in the Courts of the during the year 20 - 20**

1	Courts	Number of Suits instituted of value								Number of suits Disposed of value							
		Not exceeding Rs.10	Exceeding Rs.10 but not exceeding Rs.50	Exceeding Rs.50 but not exceeding Rs.100	Exceeding Rs.100 but not exceeding Rs.500	Exceeding Rs.500 but not exceeding Rs.1000	Exceeding Rs.1000 but not exceeding Rs.5000	Exceeding Rs.5000 but not exceeding Rs.10000	Exceeding Rs.10000	Not exceeding Rs.10	Exceeding Rs.10 but not exceeding Rs.50	Exceeding Rs.50 but not exceeding Rs.100	Exceeding Rs.100 but not exceeding Rs.500	Exceeding Rs.500 but not exceeding Rs.1000	Exceeding Rs.1000 but not exceeding Rs.5000	Exceeding Rs.5000 but not exceeding Rs.10000	Exceeding Rs.10000
2		Number of suits the value of which cannot be estimated in money								Total value of suits instituted							
3		Total number of suits instituted (Total of Columns 2 to 10)								Number of suits the value of which cannot be estimated in money							
4		Total value of suits instituted								Total number of suits disposed (Total of Columns 13 to 21)							
5		Total value of suits instituted								Total value of suits disposed of							
6		Total value of suits instituted								Remarks							
7		Total value of suits instituted								Remarks							
8		Total value of suits instituted								Remarks							
9		Total value of suits instituted								Remarks							
10		Total value of suits instituted								Remarks							
11		Total value of suits instituted								Remarks							
12		Total value of suits instituted								Remarks							
13		Total value of suits instituted								Remarks							
14		Total value of suits instituted								Remarks							
15		Total value of suits instituted								Remarks							
16		Total value of suits instituted								Remarks							
17		Total value of suits instituted								Remarks							
18		Total value of suits instituted								Remarks							
19		Total value of suits instituted								Remarks							
20		Total value of suits instituted								Remarks							
21		Total value of suits instituted								Remarks							
22		Total value of suits instituted								Remarks							
23		Total value of suits instituted								Remarks							
24		Total value of suits instituted								Remarks							

ANNUAL JUDICIAL STATEMENT NO. 4 (Civil)

Statement showing the general result of the trial of Small Cause suits in the several
Courts in the Karnataka State/
in the court of the _____ during the year _____ - _____

1	2	No. of suits disposed of													17	18	19	20	21	
		Without contest											With contest after full trial							
NAME OF THE COURT	Pending at the beginning of the year	Instituted during the year	Refilled, remanded or Received by transfer	Total of columns 2 to 4	Transferred to other Courts	Total for disposal (columns 5 - 6)	Without trial	Decreed on admission of claim	Compromised	Decreed Ex-parte	Dismissed Ex-parte	On reference to Arbitration	Judgment for plaintiff in whole or part	Judgment for defendant	Totals of Columns 8 to 15	Pending at the end of the year (Cols. 7 - 16)	Pending for more than a year out of those in column 17	Average duration of suits disposed of	Remarks	
																		With contest (suits referred to in columns 14 and 15)	Otherwise (suits referred to in columns 8 to 13)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

ANNUAL JUDICIAL STATEMENT NO. 6 (CIVIL)

Statement showing the number and description of original and Small Cause suits
instituted in several courts in Karnataka State/
In the court of _____ during the year
_____ - _____

Original Suits		Small Cause Suits	
Suits under Rent Law	Title and other suits		Suits for money or moveable property
1	COURTS		
2	Suits for money or moveable property		
3	Arrears of rent with or without ejectment		
4	Enhancement or abatement of rent		
5	For ejectment or recovery of possession alone		
6	All other suits under the Rent Law		
7	Suits for immoveable property		
8	Suits for specific relie		
9	Suit for declaration		
10	Mortgage suits		
11	Suits to establish right of pre-emption		
12	Suits relating to religious and other endowments		
13	Matrimonial suits		
14	Testamentary suits		
15	Other suits not falling under any of the previous heads		
16	Total		
17	Contract in writing		
18	Contract not in writing		
19	On account stated		
20	Money had and received		
21	Goods etc., sold		
22	Wages work and material		
23	Breach of contract not mentioned above		
24	Rent not falling under the Rent Law		
25	Moveable property or value thereof		
26	Damages		
27	Total		

ANNUAL JUDICIAL STATEMENT NO. 7 (CIVIL)
Statement showing general result of miscellaneous cases in the several
courts in the Karnataka State/

In the court of _____ during the year _____ - _____

	Number of cases				Number of cases disposed of												Pending for more than		Average duration of cases disposed of		
																	Without contest				
1	COURTS				Pending at the end of the year (cols. 07 to 16)																
2	Pending at the beginning of the year															Six months (of those in col.17)					
3	Instituted during the year															One year (of those in col. 17)					
4	Refiled, Remanded or Received by Transfer															With contest (cases referred to in col.14 & 15)					
5	Total (Total of columns 2 to 4)															Otherwise (cases referred in cols. 8 to 13)					
6	Transferred to other courts																				
7	Total for disposal (cols 5 to 6)																				
8	Without trial																				
9	On admission of claim																				
10	Compromised																				
11	Ordered ex parte																				
12	Dismissed ex parte																				
13	On reference to the arbitration																				
14	For petitioner																				
15	For respondent																				
16	Total (Total of cols. 8 to 15)																				
17																					
18																					
19																					
20																					
20																					
22																				Remarks	

ANNUAL JUDICIAL STATEMENT NO. 9 (Civil)
Statement showing the number and results of insolvency petitions in the several courts in Karnataka State/

In the court of _____

during the year _____ - _____

COURTS	Number of petitions	Number of petitions disposed of				
Pending at the beginning of the year						
Instituted						
Total for disposal (col. 2+3)						
Transferred or withdrawn						
Receiver being appointed		Granted				
Receiver not being appointed						
Rejected						
Total (Total of Cols. 5 to 8)						
Pending at the end of the year						
Number of Insolvents discharged during the year						
Number of Insolvents estates in the hands of receivers in which proceedings were finally closed during the year						
Admitted					Amount of creditors claim dealt with during the year	
Satisfied						
Realised during the year						Gross amount of Insolvents' assets realised and disbursed
Disbursed during the year						
Remarks						

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----

Rs.P. Rs.P. Rs.P. Rs.P.

ANNUAL JUDICIAL STATEMENT NO. 11 (Civil)
Statement showing the number of appeals filed and disposed of in several
appellate courts in the several courts in Karnataka State/

In the court of the _____ during the year _____ - _____

1	COURTS	number of appeals																appeal disposed off			18	19	pendi ng more than		22	23	
																		without contest		with contest							
2		Pending at the beginning of the year																									
3		Instituted during the year																									
4		Refiled, remanded or received by transfer																									
5		Total of columns of 2 to 4																									
6		Transferred to other courts																									
7		Total for disposal (Columns 5, 6)																									
8		Summarily rejected																									
9		Dismissed for default or otherwise not prosecuted																									
10		Confirmed																									
11		Modified																									
12		Reversed																									
13		Remanded																									
14		Confirmed																									
15		Modified																									
16		Reversed																									
17		Remanded																									
18		Total (total of col. 8 to 17)																									
19		Pending at the end of the year (Col. 7-18)																									
20		Six months (of those mentioned in Column 19)																									
21		One year (of those mentioned in Column 19)																									
22		Average duration of appeals disposed of																									
23		Remarks																									

ANNUAL JUDICIAL STATEMENT NO.1 (Criminal)

Statement showing the number of judicial Districts and the number of the Officer exercising Original or Appellate Jurisdiction in the State of Karnataka/

Court of _____ on the last day of the year.

With the cost of tribunals

COURTS	Total number of officers exercising Original or Appellate Jurisdiction				Total number of cases decided						
					Original		Appellate				
	Number of Districts	Judges of the High Court	(including Additional Judges) District and Sessions Judges		Magistrate	Regular	Miscellaneous				
1	2	3	4	5	6	7	8	9	10	11	12

Rs.P. Rs.P.

Total

Sessions Judge/Magistrate

Measures, Chapter XIII
Offences affecting the Public Health Safety, Convenience, Decency and Morals, Chapter XIV
Offences relating Religion, Chapter XV
Offences affecting the Human Body, Chapter XVI –
Affecting Life
Causing Miscarriage; injuries to unborn children; exposure of infants and the concealment of births
Hurt
Wrong ul restraint and wrong ful confinement
Criminal force and assault
Kidnapping, forcible abduction, slavery and forced labour.
Rape
Unnatural offences
Offences against property, Chapter XVII
Theft
Extortion
Robbery and dacoity
Criminal Misappropriation of property
Criminal Breach of trust
Receiving stolen property
Cheating
Fraudulent deeds and disposition of property
Mischief
Criminal trespass
Offences relating to documents and to trade or property marks, Chapter XVIII
Criminal breach of contracts of services, Chapter XIX
Offences against marriage, Chpater XX
Defamation, Chapter XXI
Criminal Intimidation, insult and annoyance, Chapter XXII
Offences under Special and Local Laws

Total

Sessions Judge/Magistrate

ANNUAL JUDICIAL STATEMENT NO.3 (CRIMINAL)

Statement showing the general result of trial of Criminal Cases and Sessions Cases in the State of Karnataka/

Court of the _____ during the year _____ - _____

1	Number of cases										Number of persons									
	COURTS										To be dealt with					Disposed of				
2	Pending at the beginning of the year										Pending trial at the beginning of the year					Found guilty and placed on probation				
3	Instituted during the year										Brought to trial					On regular trial				
4	Total of Cols. 2 and 3										Total of Cols. 15 and 16					On summary trial				
5	Transferred										Transferred					Committed or referred				
6	Total for disposal (Col. 4-5)										Total No. for trial during the year (Col. 17 - 18)					Struck off				
7	By regular trial										Died or escaped					Dealt with under Section 562 Cr P.C.				
8	By summary trial										Discharged					Total (Col. 20 to 28)				
9	Otherwise										Acquitted					Persons remaining under trial at the end of the year (Col. 19 -				
10	Total of Cols. 7 + 8 + 9										Total					Remarks				
11	Pending at the end of the year																			
12	Pending for over six months at the end of the year																			
13	Average duration of the cases disposed of																			
14	Number of witnesses examined																			
15	Pending trial at the beginning of the year																			
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				

ANNUAL JUDICIAL STATEMENT NO. 4 (Criminal)

Statement showing the general results of the trial of cases dealt with under the Probation of Offenders Act in several Criminal Courts in the Karnataka State/District of _____ during the year _____

Name of the court	No. Of cases	No. Persons						Total columns 3 to 8	Remarks
		Released on admonition	Released on probation without supervision	Released on probation on furnishing surety or in charge of a probation officer specially appointed by court	Released on probation and placed under the supervision of probation officer	Released on probation and to require to reside at a probation house/hostels or other places	Released on probation with a requirement to pay compensation to the victim		
1	2	3	4	5	6	7	8	9	10
Total									

Note:- The cases shown in this statement need not be included in the Annual Judicial Statement No.5(Criminal)

Sessions Judge / Magistrate

Sessions Judge / Magistrate

ANNUAL JUDICIAL STATEMENT NO. 6 (Criminal)

**Statement showing the Institution and Disposals of Criminal Miscellaneous Cases in
Karnataka State/in the Court of _____ during the year _____ - _____**

COURTS	Number of Cases							
	Pending at the beginning of the year	Instituted	Total for disposal	Disposed of	Pending at the end of the year	Pending for over six months	Average duration of cases disposed of	Remarks
1	2	3	4	5	6	7	8	9

Signature and Designation of the
Presiding Officer

ANNUAL JUDICIAL STATEMENT NO. 7 (Criminal)

Statement showing the general result of Criminal Appeals in the several appellate courts in the Karnataka State/in the court of _____ during the year ____ - ____

	COURTS					Disposed of													
	Pending at the beginning of the year	Filed	Total of Column 2 and 3	Transferred	Total for disposal (Column 4-5)	Rejected	Confirmed	Modified	Reversed	Remanded	Proceedings quashed	Referred	Further enquiry or new trial ordered	Otherwise disposed of	Total (Total of Columns 7 to 15)	Pending at the end of the year	Pending for over six months	Average duration of appeals disposed of	Remarks
Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons	Cases Persons		

Signature and Designation of the
Presiding Officer

		Number (iv) (v) (vi) Paid (vii) mate value (viii) owned, how acquired (Purchase, gift or inheritance)
	<i>or</i> If held on lease or mortgage the particulars of lease of mortgage	
c)	Dry or Khuski land:-	(i) whose name (If not in own name state in whose name held and his or her relationship to the Government servant) (i) n. (District Taluk and Village, Town) (ii) Number (iv) (v) (vi) paid (vii) mate value. (viii) owned, how acquired (Purchase, gift or inheritance)
	<i>or</i> If held on lease or mortgage, particulars of lease of mortgage	
d)	House property and building:-	(i) whose name (if not in own name state, in whose name held and his or her relationship to the Government Servant) (i)

		<p>n. (District, Taluk and Village or Town) (ii) Number or Door Number (iv) (v) (vi) Paid (vii) mate value (viii) owned, how acquired (Purchase, gift or inheritance)</p> <p><i>or</i> If held on lease or mortgage, particulars of lease or mortgage</p>
2	<p>Shares, Debentures, Securities and Bank Deposits. In Share, Debentures, Securities, Cash and Bank Deposits (To be given separately);-</p>	<p>(i) whose Name held or made (If not in own name state in whose name held or made and his or her relationship to the Government Servant) (ii) (iii) of Bank or Company (iv) acquired. (v)</p>
3	<p>Moveable properties excluding those specific in paragraph (2);-</p>	<p>(a) ion or kind (See explanation to Rule 23) (b) acquired. (c) mate value</p>
6	<p>Liabilities</p>	<p>(1) (a) and address of the Creditor (b)</p>

	<p>(c) borrowing (2) Liabilities (a) and address of the Creditor (b) (c) of liability (d)</p>
--	---

I _____ do hereby solemnly declare that the information stated in the foregoing paragraphs is true and correct and I do not own or hold or be subject either in my own name or in the name of any other person assets or liabilities other than what is stated in the foregoing paragraphs.

Station
 Dated

Signature
 Designation.

List of officers who have received training either in India or Abroad (Gazetted and Non-Gazetted)

<i>Sl No.</i>	<i>Name of officer</i>	<i>Qualification</i>	<i>Permanent post under Government</i>	<i>Post in which employed at the time of report</i>	<i>Age</i>	<i>Any other relevant information (subject of training)</i>
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FORM NO. 58

(Article 278)

**Statement of Lapsed Revenue / Judicial Deposits of the _____
Treasury for the year _____**

Date of the Original credit in Treasury Account	Particulars of Deposit		Balance lapsed	For the use of Public Office			Remarks
	General	Special		Number and date of refund order	Amount of refund sanctioned	Initials	
			Rs. P.		Rs. P.		
Total							

Station

Examined

Date:

Accountant

Officer in charge of the District Treasury

**List of Non-Gazetted Government Servants attaining the age of
Superannuation.**

<i>Sl.No.</i>	<i>Name and Designation of the post held</i>	<i>Date of Birth</i>	<i>Date of Superannuation</i>	<i>Remarks, if any.</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

PROFORMA 'A'
Return for the First / Second half year of _____

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of resumptions applications on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)

(2) Extent of land involved, number of cases in which appeals have been filed, etc., if available may be given in column (6)

PROFORMA 'B'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of recoveries of rent applications on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed, etc., if available may be given in column (6)

PROFORMA 'C'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of determination of rent applications on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed etc., if available may be given in column (6)

PROFORMA 'D'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of applications for eviction of tenants on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed etc., if available may be given in column (6)

PROFORMA 'E'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of applications for surrender of land on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed etc., if available may be given in column (6)

PROFORMA 'F'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of restoration of possession applications on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed etc., if available may be given in column (6)

PROFORMA 'G'
(Return for the First / Second half year of _____)

<i>District</i>	<i>Munsiff Court (Location)</i>	<i>Total number of Miscellaneous applications on the file of the Munsiff Court.</i>	<i>Total number disposed of up to</i>	<i>Balance to be disposed of as on</i>	<i>Remarks.</i>
1	2	3	4	5	6

Note;- (1) Columns (2) and (3) should indicate the progressive figures from the date of coming in to force of the Mysore Land Reforms Act (i.e., 2nd October 1965)
(2) Extent of land involved, number of cases in which appeals have been filed etc., if available may be given in column (6)

SPECIAL STATEMENT NO.I

Statement showing the details regarding the Suits of Appeals in which considered judgments were pronounced during the period of six months (commencing from January – June, July – December _____)

Sl.No.	Suit or Appeal No. and year	Date on which evidence commenced*	Date on which evidence closed*	Number of witnesses examined	Date or dates on which arguments were heard	Date on which arguments were closed	In case further arguments were heard after they were closed, the reasons therefor.	Date on which judgment pronounced	Remarks
1	2	3	4	5	6	7	8	9	10

*This column is not applicable to Appellate Courts.

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer.

SPECIAL STATEMENT NO.II

**Statement showing the stages of the year old suits pending in the Court of _____
District _____ at the end of 30th June / 31st December _____**

Sl.No.	Number of suit and year, (furnish old Number and year first and below it fresh Number and year, if any) and arrange the suits strictly according to the Number and year Date of original institution should be taken for the purpose of pendency (Oldest suit to come first)	Date of <u>original institution</u> Date of Remand, Refile or Transfer.	Before whom fixed for hearing (to be filled up if there are more than one Presiding Officer)	Nature of Suit	Stage at Which pending: - (a) Issue of notices (b) Framing of issues (c) Issues framed but on recording of evidence. (d) Evidence closed but on hearing arguments. (e) Arguments heard but pronouncement of judgment.	Reasons for pendency:- (Brief reasons for pendency should be given in this column. In case suit is stayed by the Appellate Court or the records are sent to Appellate Court/or kept pending awaiting the decision of proceedings of another Court; mention the Number and year of proceedings and the name of the Court by which it is stayed or the name of Court to which papers are sent and for what purpose, etc.)
1	2	3	4	5	6	7

Part II YEARWISE PENDENCY

19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	Total

Note:- The total Number of suit in Part I, should tally with the total Number of the suits in part II

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer

SPECIAL STATEMENT NO.III

Statement showing the stages of six months old Matrimonial Cases pending in the court of _____ District _____ at the end of 30th June / 31st December _____

PART I

Sl.No.	No. and year of the Matrimonial Case	<u>Date of Institution</u> Date of Refile or Remand, Transfer	Before whom fixed for hearing, (to be filled up if there are more than one Presiding Officer)	Stage at which pending: - (a) Issue of notices, (b) Framing of issues, (c) Issues framed but on recording of evidence. (d) Evidence closed but on hearing arguments. (e) Arguments heard but on pronouncement of judgment.	Reasons for pendency:- (Brief reasons for pendency, should be given in this column. Reasons for non progress of a case i.e., if stayed by Appellate Court or records sent to Appellate Courts; the name of the Court to which records are sent or by which it is stayed should be given in detail.
1	2	3	4	5	6

**Part II
YEARWISE PENDENCY**

19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	Total

Note:- Total No. of cases in Part I should tally with the total number of cases in part II

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer

SPECIAL STATEMENT NO.IV

Statement showing the Guardians and Wards cases in which appointments of Guardians are made, accounts submitted etc. pending in the Court of _____ District _____ at the end of 30th June / 31st December _____

PART I

Sl./No.	G. and W.C. No. and year	Name of the minor, age and address	Date on which minor attains majority	Name of the Guardian and address	Date of appointment of Guardian	Whether security furnished if so, to what extent	Estimated value of property belonging to the minor	Period up to which accounts have been rendered by the Guardian	Whether the accounts have been got audited	Whether accounts have been got accepted by the Court	Date of discharge of Guardian
1	2	3	4	5	6	7	8	9	10	11	12

Part II YEARWISE PENDENCY

19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	Total

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer

SPECIAL STATEMENT NO. V

Statement showing the Land Acquisition cases pending in the Court of
 _____ at the end of 30th June / 31st December _____

Part I

SI.No.	No. and year of the Land Acquisition case	Date of receipt of reference under Section 18 or 30 of the L.A. Act	Before whom fixed for hearing (to be filled up if there are more than one Presiding Officer)	Stage at which Pending:- a) Issue of Notices. b) Framing of issues c) Issues framed but on recording of evidence d) Evidence closed but on hearing of arguments e) Arguments heard but on pronouncement of judgment.	Brief reasons for pendency
1	2	3	4	5	6

PART II

19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	Total

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer

SPECIAL STATEMENT NO. VI

(APPLICABLE TO DISTRICT COURTS ONLY)

Statement showing the stages of six months old Motor Vehicles Compensation Cases pending in the Court of the District Judge, _____ at the end of 30th June / 31st December _____

PART I

Sl.No.	No. and year of the M.V.C. Cases	Date of Institution Date of Remand, Refile, or Transfer.	Before whom fixed for hearing (to be filled up if there are more than one Presiding Officer)	Stage at which pending:- a) Issue of notice. b) Framing of issues c) Issues framed but on recording of evidence d) Evidence closed but on hearing of arguments e) Arguments heard but on pronouncement of judgment.	Reasons for pendency. (Brief reasons for pendency should be given in this column. Reasons for non-progress of a case i.e., if stayed by Appellate Court or records sent to Appellate Court, the name of the court to which records are sent or by which it is stayed should be given in detail)
1	2	3	4	5	6

PART II

19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	Total

Note:-Total No. of cases in Part – I should tally with the total No. of cases in Part - II

Place:

Date:

Clerk

Chief Ministerial Officer

Presiding Officer

**Quarterly Return of Cases tried, discharged or permitted to be withdrawn under
Suppression of Immoral Traffic in Women and Girls Act in the Court of**

(District) _____

No. of cases with Court Sl.No.
Name of the accused person, Age, Occupation and residence.
Abstract of circumstances constituting the alleged offence or charge. Also previous changes and orders, if any
Date of (a) Offence. (b) Complaint
Date, hour and apprehension by police or Probation officer
In custody, on remand on bail or on recognizance and from what date.
Date and hour of arrival before Magistrate having jurisdiction
(b) No. and period of remands and designation granting the same. (a) Explanation of detention by the Police.
(a) Abstract of sentence or other order in the case (including order under sections 517 Cr.P.C. as to dispose of property etc)
Date of decision and Sec. Under which the case is disposed of and method of disposal with reasons in brief.
(b) Other Remarks by trying Magistrate (a) Explanation of delay before Magistrate.
(a) Remarks by District and Sessions Judge,

								(b) (b) A brief extract of Home circumstances, antecedents etc.			
1	2	3	4	5	6	7	8	9	10	11	12

**Quarterly Statement of Juvenile Cases Tried, Discharged or Permitted to be
withdrawn by the Munsiff and Judicial Magistrate, First Class _____**

During the quarter ending _____

	No. of cases
Abstract of the circumstances communicating the alleged offence (also previous convictions if any	
(c) Issue of process	(a) Date of:
Date of conviction and sentence or whether orders in the case including Under section 517 Cr.P.C. as to the disposal of property and	
Explanation of detention by the police No. and period of remands granted to the police. Name and designation of the	
Remarks by the Sessions Judge.	

**Statement showing the quarterly return of Cases dealt with under the provisions of
Probation of offenders Act, 1958, for the quarter ending _____**

No.	Name of the Court.	Number of Cases referred for enquiry	No. of Cases disposed of under section 3	No. of Cases disposed of under section 4	No. of Cases in which supervision order under P.O. Act was passed under Section 4(2)	Remarks regarding Probation of Offender's attendance and prompt submission of inquiry and supervision reports.
1	2	3	4	5	6	7

Statement of Government Servants on foreign service as on
_____ (Quarterly)

Sl.No.	Name of the Government servant on foreign service	Designation	Name of foreign Employer	Period of foreign service	No. and date of order sanctioning foreign service.
1	2	3	4	5	6

1. Certified that the fact of foreign service has been noted against the concerned name in the annual Establishment returns.
2. Certified that the fact of foreign service has been communicated to the Accountant General, Mysore, Bangalore, in each case and their service particulars and service books sent to him.

Place:

Signature of the Head of Department

Date:

CIVIL FORM NO. I (Revised)

Monthly return of Civil work filed, disposed of and remaining in the Court of _____ District _____ During the month of _____

Name and designation of the Presiding Officer/s:

Sl.No.	Category of cases	Pending at the beginning of the month	Filed during the month	Total for disposal	Disposed of during the month	Pending at the end of the month	Years to which the pending cases belong										A- At the beginning of the month		B- At the end of the month	
							19	19	19	19	19	19	19	19	19	19	19	19	19	19
1	2	3	4	5	6	7	8													
1	Original Suits						A=											B=		
2	Small Cause Suits						A=											B=		
3	Execution cases						A=											B=		
4	Land Acquisition cases						A=											B=		
5	Matrimonial cases						A=											B=		
6	Guardians and Wards Cases						A=											B=		
7	Probate & Succession Cases						A=											B=		
8	Arbitration Cases						A=											B=		
9	Miscellaneous cases (cases not falling under categories from Sl.No. 4 to 8).						A=											B=		
10	Motor Vehicle Compensation Cases						A=											B=		
11	House Rent Control Cases						A=											B=		
12	Insolvency Cases						A=											B=		
13	Regular Appeals						A=											B=		

		B=
14	Execution Appeals	A= B=
15	Miscellaneous appeals	A= B=
16	H.R.C.Appeals	A= B=
17	Appeals not falling under categories from Sl.No. 13 to 16	A= B=

- Note:-*
1. Cases received by way of refiling, transfer and remand should be shown separately in Column No.4 with plus mark.
 2. Suits or Cases disposed of by recording judgment should be shown in brackets in the disposal column (6) in addition to the total disposals and if there are no disposals by judgment "Nil" should be shown in bracket.
 3. Brief - reasons in respect of cases which are more than three years should be furnished.
 4. In addition to the total disposals shown in column No. (6) the individual disposals (if there are more than one Presiding Officer) should be shown separately, viz., by Principal, by first Additional, by Second Additional as the case may be.

Place:

Date:- Clerk Chief Ministerial Officer Presiding Officer.

Forwarded to:-

1. The Registrar, High Court of Mysore, Bangalore. }
 2. The District Judge, _____ . }
- } with a covering letter.

26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

CRIMINAL FORM NO. 2

Statement showing the number of murder cases pending in the Courts of Sessions and in the several Criminal Courts in the _____ Division / District at the end of the month of _____

Name of Court	Case Number	Number of accused	Date of arrest	Date of presentation of the charge sheet or Date of receipt of resume	Stage at which the case stands	Remarks.
1	2	3	4	5	6	7

CRIMINAL FORM NO. 3

Monthly statement of cases of Under-trial prisoners in Jail pending for more than two months on the last day of the month of _____ in the Criminal Courts in the District _____

Name of the Court	Case Number	Number of offence	Number of accused persons	Whether the accused is in custody and from what date	Brief explanation of delay in the disposal of cases
1	2	3	4	5	6

ANNEXURE I
CRIMINAL MONTHLY STATEMENT

Statement showing the Stage at which the six months old cases referred to Column No. 38 of the Criminal monthly Statement for the month of _____ which are pending in the Court of the _____

Sl. No.	C.C. No.	Name and nature of the offence under Section	Stage at which the cases are pending	Remarks.

CERTIFICATE

1. Certified that there are no cases in which Judgment has been pronounced more than fourteen days after the close of arguments during the month of _____
2. Certified that in the following cases, Judgment was pronounced beyond fourteen days after the close of arguments.

Number and year of the case	Date of close of arguments	Date of pronouncement of Judgment.

3. Reasons.

Note: Score out which is not applicable.

Signature of the Presiding officer

**Monthly return showing the number of cases dealt with under the Mysore Land Reforms Act during the month of _____ in the Court of the _____ District _____
Name and Designation of the officer _____**

Category of cases	Pending at the beginning of the month	Field			Total for disposal (total of Columns 2 to 5)	Disposed of	Pending at the end of the month	Yearwise pendency		
		Institutions	Refiled or remanded	Received by transfer				19	19	19
1	2	3	4	5	6	7	8	9		
1. Recovery of arrears of rent cases.								A-		
2. Determination of rent cases.								A-		
3. Eviction cases								A-		
4. Resumption of Land Cases.								A-		
5. Surrender of Land Cases.								A-		
6. Compensation Cases								A-		
7. Miscellaneous Cases								A-		
8. Restoration of Possession of Cases.								A-		
9. Other cases (cases not falling under the above cases at Serial Number 1 to 8)								A-		

A – at the beginning of the month. B – at the end of the month.

N.B- (1) Yearwise pendency at the beginning and at the end of the month should be shown one below another for each item of cases.

(2) Cases disposed of by considered orders should be shown in brackets at Column Number 7 apart from total disposals.

Submitted to the Registrar, High Court of Karnataka (with a covering letter)

Presiding Officer

FORM NO. I

Statement showing the work turned out by the Copying Establishment of the Court of
_____ during the month of _____

Pending at the beginning of the month	Received during the month	Total for disposals	Total disposals during the month	Pending at the end of the month	Pending over three weeks	Name of the Examiner and Copyists	Total copies	Average turnover	Number of working days	Remarks
Aps. Shts.	Aps. Shts.	Aps. Shts.	Aps. Shts.	Aps. Shts.	Aps. Shts.	Sriyuths-	Aps. Shts.			
1	2	3	4	5	6	7	8	9	10	11

ANNEXURE I

**Statement showing the stage at which three weeks old Copy Applications referred to in
Column 6 of the monthly statement for the month of _____
in the Court of the _____**

Sl. No.	Date of the Copy application	C.R.No .	Nature of document with Case No.	Date of requisition for Records	Date of receipt of the Records	Date on which sheets called	Date of receipt of sheets	Reasons in detail for pendency of Copy Application.
1	2	3	4	5	6	7	8	9

ANNEXURE I

DISTRICT AND SESSIONS COURT

PERIOD OF INSPECTION:

NAME OF THE COURT :

-----3RD SATURDAY OF
TO

NAME OF THE PRESIDING OFFICER:

-----3RD SATURDAY OF

(Date)

(Month)

Monthly Inspection by Presiding Officer

Points of delay for Inspection	Number of Cases in which delays noticed during the period	Delays in Column 2 rectified before date of inspection	Delays of previous period not corrected till date of inspection
1	2	3	4

1. Delays of more than two days in examining papers filed.
2. Delays of more than two days in making entries in the registers.
3. Delays of more than three days after order directing summons, notice or processes, in the issue of such summons, notice or process.
4. Number of cases in which summonses, notices or processes were not returned before the date fixed for return.
5. Delays of more than seven days from the date of judgement in drafting decrees.
6. Delays beyond 3rd Saturday of every calendar month in indexing papers in Civil Cases disposed of during the immediately preceding calendar month.
7. Delays beyond the 3rd Saturday of every calendar month in indexing papers of Criminal Cases disposed of during the immediately preceding month.
8. Delays of more than 2 days in complying with the requisition for documents or papers received from the copying Branch.
9. Delays of more than one week in the Copying Branch in calling for charges.
10. Delays of more than fifteen days after payment of charges in making the copies ready.

11. Delays in returning papers to lower Courts beyond three weeks after disposal of the appeal or revision on the file of the District and Sessions Court.

12. Delays in sending papers to the High Court beyond one week from the date of receipt of requisition from the High Court.

13. Delay of more than one week in the submitting calendars to the High Court under Chapter XII of the Criminal Rules of Practice.

14. Delay of more than one day from date of pronouncement of death sentence in furnishing the accused with a copy of the judgement.

15. Delay of more than one week in despatching copies of judgements in Sessions Cases (other than what is mentioned above wherever necessary under Rule 7 (3) of Chapter VIII of the Criminal Rules of Practice.

16. Delay of more than 24 hours in communicating orders of the Supreme Court or the High Court under Rule 8 (1) of Chapter IX of the Criminal Rules of Practice.

17. Delay of more than 24 hours in taking action under Rule 8(2) of chapter IX of the Criminal Rules of Practice for consultation with the Superintendent of the Jail for fixing the date of execution of confirmed death sentences.

18. Delay of more than seven days in sending records of cases disposed of during the preceding month of the previous year to the Central Records.

19. Delays in taking steps to recover fine amounts.

20. Number of cases in which action for destruction of papers has not been taken by the Central Record room for more than one month after the due date for destruction.

AUDIT:

1. The date up to which the Accounts of the Court have been audited by the High Court Staff.

2. The particulars of delay in replying the audit objections.

Period of Audit	Date of Audit Report	Date of receipt of the report by the Court	Replies to Objections		
			Total No. of objections	Sent	Accepted

GENERAL REMARKS

(Reasons for delay

Steps taken for Corrections)

ANNEXURE II

SUBORDINATE CIVIL COURTS

PERIOD OF INSPECTION:

NAME OF THE COURT :

-----3RD SATURDAY OF

TO

NAME OF THE PRESIDING OFFICER:

-----3RD SATURDAY OF

(Date)

(Month)

Monthly Inspection by Presiding Officer

Points of delay for Inspection	Number of Cases in which delays noticed during the period	Delays in Column 2 rectified before date of inspection	Delays of previous period not corrected till date of inspection
1	2	3	4

1. Delays of more than two days in examining papers filed.
2. Delays of more than two days in making entries in the registers.
3. Delays of more than three days after order directing summons, notice or processes, in the issue of such summons, notice or process.
4. Number of cases in which summonses, notices or processes were not returned before the date fixed for return.
5. Delays of more than seven days from the date of judgement in drafting decrees.
6. Delays beyond 3rd Saturday of ever calendar month in indexing papers in Civil Cases disposed of during the immediately preceding calendar month.
7. Delays of more than 2 days in complying with the requisition for documents or papers received from the copying branch.
8. Delays of more than one week in the Copying Branch in calling for charges.
9. Delays of more than fifteen days after payment of charges in making the copies ready.
10. Delays in returning papers to lower Courts beyond three weeks after disposal of the appeal or revision on the file of the Civil Judge's Court.

1	2	3	4
---	---	---	---

11. Delays in sending papers to the High Court or the Appellate Court beyond one week from the date of receipt of requisition from the High Court or the Appellate Court.

12. Delay of more than seven days in sending records of cases disposed of during the preceding month of the previous year to the Central Records.

AUDIT:

1. The date up to which the Accounts of the Court have been audited by the High Court Staff.
2. The particulars of delay in replying the audit objections.

Period of Audit	Date of Audit Report	Date of receipt of the report by the Court	Replies to Objection		
			Total No. of objections	Sent	Accepted

GENERAL REMARKS

(Reasons for delay

Steps taen for Corrections)

ANNEXURE III

SUBORDINATE CRIMINAL COURTS

PERIOD OF INSPECTION:

NAME OF THE COURT :

-----3RD SATURDAY OF
TO

NAME OF THE PRESIDING OFFICER:

-----3RD SATURDAY OF

(Date)

(Month)

Monthly Inspection by Presiding Officer

Points of delay for Inspection	Number of Cases in which delays noticed during the period	Delays in Column 2 rectified before date of inspection	Delays of previous period not corrected till date of inspection
1	2	3	4

1. Delay of more than one day after receiving F.I.Rs. and final reports in entering them in Register No.1. (Vide Chapter V Rules 1 and 10 of the Criminal Rules of Practice.
2. Delay of more than one day in entering complaints in Register No.II (Vide Chapter V Rule 11 of the Criminal Rules of Practice.
3. Delay of more than 24 hours in issuing copies of orders of convictions to accused persons in custody. (Vide Chapter VII Rule 24 of the Criminal Rules of Practice)
4. Delays of more than 3 weeks from receipt of applications for certified copies (on payment of charges in furnishing such copies)
5. Delay beyond the date of order in making entries in the Fine Register No.V of fines imposed by Court. (Vide Chapter IX Rule 1 of the Criminal Rules of Practice)
6. Delays in remitting fine to the Treasury beyond the date of receipt if received before 2-30 p.m., or beyond the following day if received after 2-30 p.m.
7. Delays beyond the 3rd Saturday of any Calendar month in indexing papers of cases disposed of during the immediately preceding calendar month.
8. Delay of more than six months after disposal of cases in sending papers to Central Record Room.

9. Delay beyond the day of production of property in labelling the same and making entries in respect thereof in Register No.VI.

10. Delay in taking steps to recover fine amounts.

11. Delay in disposal of property in accordance with orders of Court beyond one month from the date of the order of the Court or of the Appellate Court or the High Court whichever is later.

AUDIT:

3. The date up to which the Accounts of the Court have been audited by the High Court Staff.

4. The particulars of delay in replying the audit objections.

Period of Audit	Date of Audit Report	Date of receipt of the report by the Court	Replies to Objection		
			Total No. of objections	Sent	Accepted

GENERAL REMARKS

(Reasons for delay

Steps taen for Corrections)

**STATEMENT SHOWING PARTICULARS OF DISMISSED OR DEBARRED
GOVERNMENT SERVANTS**

(Official Memorandum No. GAD 31 SRR 64, Dated 24th November 1964).

F O R M

1	Name of the person dismissed.	
2	Father's name	
3	Educational Qualification	
4	Date and place of birth	
5	Place of residence	
6	Marks of Identification	
7	Post Held	
8	Reasons for dismissal.	

Monthly return in Forms A, B, C and D for watching the prompt settlement of pension and other claims of Ex-Government Servants.

Month of Return	--	--	
Due Date	--	--	<u>20th to the Head of Department</u> 25 th to Government
Actual Date of Despatch	--	--	
Submitted to	--	--	

Controlling Officer

Forwarded to the Secretary to Government, Finance Department, accompanied by returns of subordinate Controlling Officers.

Head of Department

Note:-The Certificate at foot of Forms A, B, C and D within should invariably be signed by the Controlling Officer concerned.

FORM A

Statement showing the particulars of Government servants who died while in services or within 5 years of retirement or retired on retiring invalid pension and whose claims are pending settlement.

Part I – New Names.

Name of the Ex-Government Servant who retired or died last month	Designation	Office in which last employed	Date of death / retirement / invalidation	In the case of Government Servant retired on retiring or Invalid pension	In the case of Government Servants who died in harness or within 5 years after retirement.
				Has the retirement been sanctioned by competent authority and in the case of	
				If the Pension papers have been forwarded to the Accountant General, furnish	
				If the pension papers have not been forwarded to the Accountant General, so far, explain the cause of delay mentioning the name and designation of the Government Officer who is responsible there for indicating also the date by which	
				If the deceased employee had completed 5 or 20 years of qualifying service at the time of his death or retirement, have his gratuity family pension papers been sent to the Accountant General with all the records in a complete form. If so	
				If not sent, give full reasons for the delay mentioning the name of the Officer with	

Invalid Pension is it supported by a Medical Certificate.
the No. and date of the letter with which the papers were sent.
the papers are expected to be sent to the Accountant General.
mention the No. and date of the letter.
Designation responsible for not taking prompt action.
If the Government servant had insured in the Official Branch has the 'no-due' certificate been sent to the Insurance Department and if so what is the
If the Government servant was a subscriber to the General Provident Fund, has the final withdrawal application of the party been sent to the Accountant General? If so quote the number and date of the letter.
If there are any arrears of paym, etc., due to the ex Government servant furnish particulars thereof and indicate the cause of delay in their settlement.

									number and date of the letter?		
1	2	3	4	5a	5b	5c	6a	6b	7	8	9

CERTIFICATE:- I hereby Certify that this statement is an exhaustive list of Government Servants under my control who retired on valid or retiring pension or died in harness or within five years of retirement during the pervious month

Controlling Officer

FORM A

Statement showing the particulars of Government servants who died while in service or within 5 years of retirement or retire on retiring or invalid pension and whose claims are pending settlement.

PART II

1	2	3	4	5	6	7
Name of the Ex-Government servant with designation	Reference to the monthly return in Form A in which his name was included in Part-I and the Serial Number in it.	If the Accountat General has returned the papers for further particulars what is the information called for and has it been furnished? If so, qote number and date of reply to the Accountant General if not replied to, furnish full reasons therefor.	Has Accountant General authorised the payment of Pension / Gratuity / Family Pension? If so, cite his number and date.	What is the date of settlement of his Insurance Claim	balance. What is the date of settlement of his Provident Fund	What is the date of settlement of his arrear claims?

CERTIFICATE:- I hereby certify that Part II of this statement is an exhaustive list of Government servants under my control who retired on invalid or retiring pension or died in harness or within five years of retirement during the previous month and whose claims were pending settlement at the close of that month.

Controlling Officer

FORM - B

Statement of Government servants whose Retirements will fall due during the 18th month of this return.

Name of the Government servant.	Designation	Office in which employed	Anticipated date of retirement	Does his Service Book contain the annual certificate of verification of service and is it up-to-date? If there are any unverified portions of service, what is the action taken in terms of Rule 390 (iv) M.C.S.Rs.?	Was the Government servant ever in foreign service? If so, has pension contribution due for such foreign service been duly recovered and in full?	Have any recoveries towards value of shortages or losses for having held charge of Cash, Stores, etc., fallen due or are they likely to fall due from the Government servant ?	If any difficulty be anticipated to determine the amount of such recovery before the date of his retirement what is the nature of the difficulty?
1	2	3	4	5	6	7(a)	7(b)

<p>Are there any Departmental investigations pending against the Government servant including cases registered by the Anticorruption Department? If so, give particulars of the cases indicting the date from which they are pending and how they are likely to affect the service of the Government servant?</p>
<p>assessed ?Are any amounts recoverable from the Government servant on the basis of audit or inspection reports ? Have the amounts been finally</p>
<p>Do you anticipate any delay (exceeding 3 months) in the settlement of cases referred to at 7(b), 8 and 9?</p>
<p>Has the Government servant insured in the Official Branch of the State Life Insurance Department? If so, give particulars of his policy Nos. and the amounts assured in respect of each.</p>
<p>Is the Government servant a subscriber to the General Provident Fund ? If so, what is his accounts No. ?</p>
<p>Are any old dues falling under the category of arrears of pay, increments, etc., of over one year, due to the Government servant ? If so, indicate the amount involved, the cause of delay in settlement and the present stage.</p>
<p>Has the name of this Government servant been entered in the Register of Pension cases to be sent to the Accountant General for preliminary verification during the sixth month from this month with the name of that month as the heading ? If so, quote the serial number of the entry in that register?</p>
<p>Has the Government servant concerned been advised to submit . . . formal application for pension under Rule 327, M.C.S.Rs.</p>

8	9	10	11	12	13	14	15
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CERTIFICATE.- Certified that this statement is an exhaustive list of Government servants attaining the age of 55 during the 18th month complete from this month and that action has been initiated simultaneously to collect the missing particulars of service, wherever necessary and to the service - records. I have also issued instructions to the Drawing Officers that the Pension Records of the verification officials included in this statement should be completed and sent to me for transmission to the Accountant General for preliminary verification positively on or before the 15th of the 6th month calculated from the month of this return.

Controlling Officer

FORM –C

Statement of Pension Cases forwarded to the Accountant General for Preliminary Verification.

Part-I

Particulars of cases that have fallen due for transmission to the A.G. during the month.

Name of Government servant	Designation	Office in which employed	Date of anticipated retirement	No. and date of transmission of pension papers to the Accountant General.
1	2	3	4	5

FORM-C

Part-II

Particulars of pension cases sent to the Accountant General for preliminary verification during previous months, still outstanding: -

Name of the Government Servant	Designation	Office in which employed	Date of anticipated retirement	No. and date of transmission of pension papers to the Accountant General for preliminary verification	Date of receipt of the papers from the Accountant General with observations, if any.	Date of retransmission of the papers to the Accountant General after attending to his observations.	Date of return of the papers by the Accountant General with certificate of verification.	SI.No. in the Register of Pension papers verified preliminarily.
1	2	3	4	5	6	7	8	9

CERTIFICATE: - I certify that Part I of this statement is an exhaustive list of Government servants whose pension papers have fallen due for preliminary verification and Part II of those whose pension papers were under verification in the Accountant General's Office as per the last return.

Controlling Officer.

FORM-D

Monthly statement of Government servants whose pension papers have already been verified by the A.G. and who retire during the next month .

PART-I - New names.

Name of the Government Servant	Designation	Office in which employed	Date of retirement as fixed.	No. and date of transmission Pension of the papers to the Accountant General for authorization of payment.	No. and date of transmission of the 'no due' certificate to the Insurance Department.	No. and date of transmission to the Accountant General of the Government servant's application for the final withdrawal of Provident Fund balance.	Amount of arrears of pay, increment, etc., if any, still due to the Government servant and action taken for their settlement.
1	2	3	4	5	6	7	8

CERTIFICATE .- Certified that this is an exhaustive list of Government Servants who are due to retire during the next month

Controlling Officer.

FORM -D

Part II- Cases pending settlement.

1	2	3	4	5	6	7	8	9	10	11	
	Name of the Government Servant	Office in which he is/was employed	Date of retirement	authorisation. Date on which the pension papers were sent to the Accountant General for payments	Date on which the records were returned by the Accountant General with observations; if any.	Date of retransmission of the records to the Accountant General after doing the needful.	Date of issue of Pension Payment Order and Gratuity Payment Order by the Accountant General.	Date of communication to the Government Servant	Date of settlement of the Insurance claim.	Date of settlement of the Provident Fund claim.	Date of settlement of arrears of pay, etc., if any.

CERTIFICATE.- Certified that this is an exhaustive list of Government servants whose pension and other claims were still pending finalisation as per the last return.

Controlling Officer.

NO. FD 335 PEN 61, DATED 25TH OCTOBER 1961.

The statements should be compiled by the Officer who is competent to sanction the pension of the Government servants and sent to the Head of the Department if he is not himself the Head of the Department. The latter should see that such statements are prima facie complete and send them in original with the statement of the staff whose pension he is competent to sanction to the Finance Department so as to reach it on or before the 25th of each month.

INSTRUCTIONS FOR COMPILING THE FORMS.

FORM A

1. In this statement should also be included particulars of retired Government servants whose pension and other claims are still pending settlement but whose names did not enter in the statement B, C and D due to oversight or other causes.
2. A name once entered in Part I of this statement should automatically be transferred to Part II in the return of the following month and repeated in that Part in the returns of subsequent months until all the claims of that ex-Government servant are settled and the fact reported through this return.
3. Departmental Officers should deal with such cases included in Form A on 'Top Priority' basis in view of the distress that would be caused to the claimants by any delay.

FORM B

4. If the return is for January 1962, those who attain 55th year during June 1963, should be included in the statement. If the return is for March 1962, those who attain 55th year in August 1963 should be included in the statement and so on.
5. Anticipated date of retirement will be the date of superannuation, i.e., the date of attaining 55th year.
6. If during the 18th month from a particular month no one attains 55th year of age, a 'nil' return should be sent for that month.
7. Before transmitting this return, the cases should be entered in a Register of pension cases to be sent to the Accountant General for preliminary verification under the month of transmission written in red ink so that it may serve as a calendar for watching the transmission of the records to the Accountant General by the due date.

FORM C

PART I

8. The pension papers of a Government servant who attains the age of superannuation during the 13th month from the month of this return should be sent to Accountant General during this month. See Column 14 of Statement B.
9. All such pension papers should be sent to the Accountant General positively before the 15th of the month and fact reported through this return.

PART II

10. Names shown in Part I should be transferred to Part II of the following month and continued there till the preliminary verification is completed by the Accountant General and the fact reported to Government through this return.
11. Pension papers returned by the Accountant General with observations should be retransmitted to him with replies within month's time.
12. Pension papers returned by the Accountant General with the certificate of preliminary verification should be noted in a register (Vide Col.9 of this statement) indicating the due date (month) of their

transmission to the Accountants General in red ink. This register should be kept in the following form, entries being made therein under the months in which pension papers have to be sent to the Accountant General , finally, for payment authorisation:-

- 1) Name of the Government servant.
- 2) Designation.
- 3) Anticipated date of retirement.
- 4) Date of transmission of the pension papers finally to the Accountant General to payment authorization.
- 5) No. and date of Accountant General's authorization.
- 6) Date of communication to the party.

13. Such pension papers should be sent to the Accountant General for issue of Payment authorization of pension and gratuity, positively, by the 31st of the 11th month from the month of this return.
14. (a) If, in any case, pension papers were not sent to Accountant General for preliminary verification at the proper time (i.e., 12 months in advance), the papers should be sent for such verification as soon as the omission comes to notice provided there are at least 3 clear month before retirement. Such cases also should be included in Part I and later in Part II of this statement.
- (b) If the time left for retirement is less than 3 months such unverified cases should be sent to Accountant General in a complete form with the greatest expedition practicable and the same reported through Form D.

FORM D.

15. If the month of statement is April 1962, the names of all those who retire in May 1962 and whose pension papers have already been got verified by the Accountant General should figure in this statement. For example, pension papers of those who are due to retire in May 1962 should be sent to the Accountant General before the 31st March 1962.
16. Heads of Offices will be personally responsible to see that there is absolutely no delay in the transmission of the pension papers. Any neglect at this stage will be viewed by Government seriously.
17. The 'no due' certificate for payment of Insurance amount and the final withdrawal application of Provident Fund should be sent to the authorities concerned during this month itself.
18. Names in Part I get into Part II in the following month and continue there till all the claims are finally settled.
19. See Instructions 14(a) such names also should be included in this statement.

FORM

(Para 8 (iv) Appendix XI of M.F.C. 1958)

Plus and Minus Memo of Civil/Criminal Courts Deposits of
Court at for the month of

Opening Balance	Receipt during the month	Total	Payments during the month	Closing Balance	Remarks.
1	2	3	4	5	6

Reconciliation of differences.

(A) Court closing balance.

(B) Receipts:- (a) Deduct-Items accounted for by the Court but no accounted for by the treasury with details:-

.....
.....

(c) Add:- Items accounted for by the Treasury but not accounted for by the Court with details:-

.....
.....

(C) Payments:- (a) Add- Items accounted for by the Court but not accounted for by the Treasury such as cheques issued by the Court but remaining uncashed with Cheque Nos. and dates and amount.

(b)Deduct:- Items accounted for by the Treasury but not accounted for by the Court with details.

(A) +(B)+(C) Total

The Total of (A)+(B)+(C) should agree with closing balance of the treasury plus and Minus Memo.

Station

Date

Signature and Designation.

FORM NO. A

Consolidated Monthly Statement of Expenditure (in detail) of Civil/Criminal Courts for the

Month of 19 of District

Under: " 21 - Administration of Justice" : Minor Head.....

Classification of Each Bill													
Sl.No.	Name of the Courts	Treasury voucher No. and date of encashment of each bill	Gross amount of each bill	Pay of officers	Pay of Establishment	Allowances and Honoraria			Contingencies including postage, etc.	Other Charges	charges.Extra remuneration to additional Copyists' work and other	Purchase of Books	Establishment charges paid to or received from other Government Departments and Private bodies.
						Travelling allowances	High Price and Dearness allowances	Other Allowances					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.

Total of District/Division.

Previous total of District/ Division.

Progressive total of District /Division.

Station

Date

Signature of the Controlling Officer.

- Note:- 1) Pay includes Personal Pay, Deputation Allowances, C.s. Allowance or Cashiers Allowance and Special Pay.
 2) Travelling Allowance includes conveyance Allowance T.A. (fixed), P.M. T.A.
 3) Other Allowance includes compensatory-cum-House Rent- Allowance, Machine Allowance, Personal Allowance, (Protected) Special Locality Allowance, Project Allowance, House Rent Allowance, City compensatory Allowance.

FORM NO.B

Consolidated Monthly Statement of Receipts of Civil/Criminal Courts for the Month of
19 of **District Under XVII Administration of Justice.**

Sl.No	Name of the Courts	propertySale proceeds of unclaimed and escheated	Court fee realised in cash	General fees, fines and forfeiture	Peadership and Mukhtarship examination fees	Receipts of the Official Assignee	Miscellaneous fees and fines.	Miscellaneous	Recoveries of over-payments	Collection of Payments for Services rendered	Deduct(-) Refunds	Total of XXI. Adm. of justice.	Remrks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Rs. P	Rs. P	Rs. P	Rs. P	Rs. P	Rs.P	Rs. P	Rs. P	Rs. P	Rs. P	Rs. P	

Total of District..

Previous Total of District..

Progressive Total of District..

Station

Date

Signature of the Controlling Officer.

FORM NO. 62-B

FORM M.F.C. 62-B)- ARTICLE 346.

OFFICE OF THE DISTRICT AND SESSIONS JUDGE,

Register showing Expenditure by Heads of Account for the month of19.....

Month.

Head of Account.
Major Head.
Minor Head.
Sub-Head.

Sub-Head of Account								
T.A.	Contingencies	Other Charges	Batta to witnesses	Medical Charges	Purchase of books	Gross Total	Deduction if any	Net amount of Bill

Compilation sheet for the month of under the head 21, Administration of Justice (d) Civil and Sessions Courts D.A., District and Sessions Judges.

				Detailed heads			
Sl.No.	Name of the Court	Contingencies including postage	T.A.	Batta to prosecutors and witnesses	Purchase of books	Medical Charges	Total
1	2	3	4	5	6	7	8
<hr/>							

**Statement of Expenditure for the month of 197 , under the
Head-
“71 Misc. (f) Grant-in-aid contribution, etc.” (A) Local Bodies-B-Fines realised under
the Municipal and other Acts tried by Magistrates,**

Heads of Expenditure	During the Month of	1 st April to date.
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