

ORISSA HIGH COURT, CUTTACK

NOTIFICATION

No. 966 /R dtd.24.10.2013

X-3/2013

~~Pursuant to the resolution~~ Pursuant to the resolution passed in the Full Court held on 01.10.2013 and 21.10.2013 Hon'ble the Chief Justice has been pleased to substitute the existing provisions contained in Rule-1, 3(1), 5, 6, 7 and 8 of Chapter-XV of the Orissa High Court Rules, Vol-I 1948 (4<sup>th</sup> Edition, 1983).

1. Rule-1(a) and (b) Page- 31

Substitute the following for the existing provisions contained in Rule-1(a) and (b), Chapter-XV, page 31 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983) as amended vide Correction Slip No. 74.

- "1(a) An application for direction or writ of mandamus, prohibition, quo warranto, certiorari or any other direction or order under Article 226 of the Constitution or an application under Article 227 of the Constitution will be addressed to the Chief Justice and His Companion Justices of this Court and will be placed before such Division Bench or Single Judge as the Chief Justice may direct by a general or special order.
- (b) Unless directed otherwise, the following categories of cases will be placed before a Division Bench:
- (i) Writ Petitions relating to Public Interest Litigation.
  - (ii) Writ Petitions challenging the vires of any Act or any Statutory Order, Rule or Regulation.
  - (iii) Writ Petition against orders of SAT, CAT and relating to service of employees/officers of Judiciary.
  - (iv) Writ Petitions relating to admission into and recognition/ affiliation of technical and professional educational courses.
  - (v) Writ Petitions in the nature of Habeas Corpus including all Writ Petitions pertaining to illegal detention.
  - (vi) Writ Petitions relating to Income Tax, Wealth Tax, Gift Tax, Central Excise, Customs Duty, Entry Tax, Value Added Tax, State Excise, Service Tax and Sales Tax.
  - (vii) Writ Petitions relating to Tenders.
  - (viii) Writ Petitions regarding D.R.T. and Bank Securitization, RDBI Act, OSFC and BIFR.
  - (ix) Writ Petitions under Orissa Estate Abolition Act, 1951.
  - (x) Writ Petitions relating to Lease and the Orissa Government Land Settlement Act, 1962.
  - (xi) Writ Petitions under the Special Courts Act.
  - (xii) Writ Petitions relating to immovable properties of Hindu Religious Endowments.
  - (xiii) Writ Petitions against the orders passed by the Orissa Electricity Regulatory Commission.
  - (xiv) Writ Petitions relating to Mines and Minerals.
  - (xv) Writ Petitions under the Land Acquisition Act.

Provided that when a Division Bench is not available and in all cases when a Single Judge functions as the Vacation Judge, a Single Judge may entertain an application under Articles 226 or 227 of the Constitution and pass an interim order but no final order shall be passed by such Single Judge.

All other matters will be listed before a Single Judge".

## 2.Rule-3(1), Page-32

Substitute the following for the existing Rule -3 (1) of Chapter-XV, Part-II at Page-32 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983).

The applications shall be accompanied by a statement setting out the name and description of the applicant and of the party against whom relief is sought and the particulars of the proceeding/ proceedings which is/are sought to be challenged or quashed, and the grounds on which it is sought. The same shall also contain the provisions of law under which it is filed, the reliefs sought and the orders or actions impugned in the first few paragraphs. All such particulars as indicated in Appendix-I shall be duly and correctly furnished by the petitioner.

In the application, the petitioner, after supplying the aforesaid information, shall also incorporate in a separate paragraph whether alternate remedy, if any, available under any statute has been availed or not.

## 3. Rule-5, Page-32

Substitute the following for the existing Rule -5 of Chapter-XV, Part-II at page-32 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983).

"Every application shall be registered as Writ Petition (Civil) "W.P.(C)" except the application for Habeas Corpus registered as "WPCRL". Applications under Article 227 of the Constitution arising out of a Suit or a First Appeal shall be registered as Civil Miscellaneous Petition "C.M.P." and arising from any criminal proceeding shall be registered as Criminal Miscellaneous Petition "CrI.M.P."

## 4.Rule-6, Page-32

Substitute the following for the existing Rule -6 of Chapter-XV, Part-II at page-32 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983).

"The record of W.P.(C) or WPCRL and C.M.P. / CrI.M.P. except a case in which a memorandum has been filed for being listed on the day following the date of presentation shall be sent for stamp report on the day following the date of its registration. The Stamp Reporter shall return the record with his report on the next date of receipt thereof".

## 5.Rule-7, Page-32

Substitute the following for the existing Rule -7 of Chapter-XV, Part-II at page-32 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983).

"In W.P.(C) or WPCRL and C.M.P./ CrI.M.P., defects if any, pointed out by the Stamp Reporter shall be removed within five days from the date of publication of the defects in the Supplementary Cause List supplied to the High Court Bar Association, failing which the case shall be placed before the Deputy Registrar (Judicial) within three days thereafter for orders".

Provided that the Registrar may refer any matter to the Court for orders.

## 6.Rule-8,Page-32

Substitute the following for the existing Rule -8 of Chapter-XV, Part-II at page-32 of the Orissa High Court Rules, Vol-I, 1948 (4<sup>th</sup> Edition, 1983).

"When the defects are not removed or when the orders of the Deputy Registrar are not complied with, in any case within the time allowed by him, the W.P.(C) or WPCRL and C.M.P. / CrI.M.P. shall be placed before the Bench within three days for dismissal."

N.B. The above amendments shall come into force w.e.f 01.01.2014.

Encl. Coding Sheets I to XI & Guidelines (30 Pages)

By order of the Court

Sd/-  
(G. MOHAPATRA)  
Registrar (Judicial)

**IN THE HIGH COURT OF ORISSA: CUTTACK**

[SEE CHAPTER - XV, Rule 3 (1)]

Writ Petition No. .... / 20.....

Code No. \_\_\_\_\_

In the matter of

An application under Article 226 / Article 227 of the Constitution of India, 1950.

AND

In the matter of

An application under (state the relevant law / provision under which the order impugned has been passed and interference is warranted).

AND

In the matter of

A.B. (add description such as age, father / husband's name, residential address including Fax number with S.T.D. Code / Phone No. / Mobile No. and e-mail address, if any or the official address with such details)

..... PETITIONER (S)

VERSUS

C .D. (add description such as age, father / husband's name, residential or official address on which the service of notices is to be effected on the Opposite Party / Parties. The details of each Opposite Party are to be given in a chronological order with Fax number with S.T.D. Code / Phone No. / Mobile No. and e-mail address, if any.)

..... OPPOSITE PARTY / PARTIES

**DETAILS OF THE APPLICATION**

1. **Particulars of the cause/order against which the Petition is made:**
  - (1) Date of Order / Notification / Circular / Policy / Decision etc: .....
  - (2) Passed in (Case or File Number) : .....
  - (3) Passed by (Name and designation of the Court, Authority, Tribunal etc.): .....
  - (4) Subject-matter in brief: .....
2. **Declaration that no proceeding on the same subject matter has been previously instituted in this Court or any other Court, Authority or Tribunal:**

If instituted, indicate the status or result thereof, annexing a copy of the order.

3. **Facts of the case:**  
Give a concise statement of facts in a chronological order, each assertion being, so far as is convenient, contained in a separate paragraph along with a declaration that no part of the statement so disclosed is false and that nothing has been suppressed by the petitioner.
4. **Grounds for relief with legal provision:**  
Give separately, the grounds on the basis which each of the relief is claimed and the legal provision in support thereof.
5. **Details of alternative remedies available and whether exhausted:**  
Give a declaration that the Petitioner has availed all statutory and other remedies, indicating detail particulars of alternative remedies with relevant provision of Law.
6. **Delay, if any, in filing the Petition and explanation therefor:**  
State the cause of action and the reasons for not filing the Petition earlier with details.
7. **Synopsis and list of dates and events in separate sheets are to be attached to the application, after the Index:**  
Indicate the summary and briefly narrate the chronology of events / important facts that led to the filing of the Petition.
8. **Relief prayed for:**  
Specify the nature of the Writ / Order / Direction (s).
9. **Interim Order/ Writ, if prayed for:**  
Specify, if interim order / relief has been sought for by separate application.
10. **Documents relied on:**  
Indicate the particulars of documents and in whose possession / custody the same is available along with a certificate that those are the true copies of the originals.
11. **Caveat:**  
That, no notice of lodging a caveat by the opposite party is received.  

**or**

Notice of caveat is received and the Petitioner has served the copies of the Writ Petition as well as the accompanying petitions seeking interim order on the caveator / counsel for the caveator.
12. **Other Particulars:**  
All such particulars as under the Rules including affidavit in support of the application, relevant 'Certificate' and 'Undertaking' etc. are to be duly furnished.

Place: .....

Date: .....

Signature and full name of the

Party / Advocate for.....

**APPENDIX -II**

**CHAPTER- VI, Rule - 28**

**IN THE HIGH COURT OF ORISSA: CUTTACK**

Class of Case..... No..... of 20 .....

Subject Code

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Appellant (s) :

Applicant (s) :

Petitioner (s) :

Versus

Respondent (s) :

Non-applicant (s):

Opposite Party(s):

**Index**

Sl. No.	Description of Document (s)	Annexure Mark (s)	Page (s)
1.			
2.			
3.			

Place: .....

Date: .....

Signature and full name of the  
Party / Advocate for.....

CODING SHEET

IN THE HIGH COURT OF ORISSA: CUTTACK  
CHAPTER -VI, RULE - 28

WRIT JURISDICTION

(To be filled by the Registry)

CASE TYPE \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ DATE OF REGISTRATION \_\_\_\_\_

D. NO. \_\_\_\_\_ DATE OF PRESENTATION \_\_\_\_\_

(To be filled by the Counsel for the Petitioner in black ink)

Case Type \_\_\_\_\_

Petitioner (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M/F) \_\_\_\_\_ Age \_\_\_\_\_

O.P. (s) \_\_\_\_\_

1. If 'State' is Party, Name of the Department : (Pet. / Res.) [Put ✓ Mark] \_\_\_\_\_

2. If Public Undertaking (Specify name): (Pet. / Res.) [Put ✓ Mark] \_\_\_\_\_

3. Number of Category under which the matter falls:

If others, specify the Subject \_\_\_\_\_

4. Article of the Constitution / Act (Central / State ) [Put ✓ Mark] \_\_\_\_\_

5. Provision of Law / Section / Sub-Section involved \_\_\_\_\_

6. Rules involved \_\_\_\_\_

7. Name of the Main Advocate with State Bar Council Enrolment No., Email. ID / Phone No. / Mobile No. \_\_\_\_\_

8. Name (s) of the Associate Advocates State Bar Council Enrolment No., Email. ID /Phone No. / Mobile No. \_\_\_\_\_
9. Whether any other matter is pending in this Court on the same point of Law: (Yes / No)  
If Yes, give the registration Number: \_\_\_\_\_
10. Whether any other matter is pending against the impugned Order / Judgement, (Yes / No)  
If Yes, give the registration number and indicate at whose instance (Petitioner / Respondent /Third Party):  
\_\_\_\_\_
11. Whether the matter is covered by any Judgement of the Supreme Court, this Court or any other High Court, If so, give the details of the Judgement. \_\_\_\_\_  
\_\_\_\_\_
12. Point of Law involved in the matter \_\_\_\_\_  
\_\_\_\_\_
13. Particulars of Lower Court / Authorities / Tribunal, Viz.
- (a) Name :
  - (b) Designation:
  - (c) Case, File / Order No.
  - (d) Date of impugned Judgement / Order / Award:
14. Whether the Petitioner / Appellant / Applicant is desirous of getting the matter settled through any of the alternative modes of dispute resolution prescribed Under Section- 89 of the Code of Civil Procedure, 1908.  
(Yes / No.)  
If Yes, by which mode ? i.e., Arbitration / Conciliation / Lok Adalat / Mediation.
15. Caveat Notice, whether received (Yes / No) and if Yes, whether receipt showing service of copy of Writ Petition together with accompanying Petition claiming interim order has been served on Caveator.  
(Yes / No.)

Place : .....

Date: .....

Signature and full name of the Party /

Advocate .....

**CODING SHEET**  
**IN THE HIGH COURT OF ORISSA: CUTTACK**  
**CHAPTER-VI, RULE - 28**  
**REVIEW PETITION ARISING OUT OF WRIT PETITION**  
**(To be filled by the Registry)**

Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Date of Registration \_\_\_\_\_

D. No. \_\_\_\_\_ Date of Presentation \_\_\_\_\_

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**(To be filled by the Counsel for Petitioner in black ink)**

**Case Type** \_\_\_\_\_

**Petitioner (s)** \_\_\_\_\_

**Home District** \_\_\_\_\_ **Sex (M/F)** \_\_\_\_\_ **Age** \_\_\_\_\_

**O.P.(s)** \_\_\_\_\_

**Counsel for Petitioner**  
with State Bar Council Enrolment No., E.Mail Id / Phone No./ Mobile No. if any \_\_\_\_\_  
\_\_\_\_\_

**Counsel for Opposite Party**  
with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. if any \_\_\_\_\_  
\_\_\_\_\_

**Subject matter / Act** \_\_\_\_\_

**Order sought to be reviewed**  
Case Type \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_  
Date of Judgment \_\_\_\_\_ passed by \_\_\_\_\_

**Passing Officer** \_\_\_\_\_ **Signature and full name of the Party / Advocate for**  
.....

**(To be filled by the Court Master / P.A. concerned in Court itself in Red ink)**

**Nature of Disposal** \_\_\_\_\_ **By** \_\_\_\_\_

**Date of Disposal** \_\_\_\_\_

**Court Master / P.A.**



CODING SHEET

IN THE HIGH COURT OF ORISSA: CUTTACK

CHAPTER-VI, RULE – 28

CAVEAT PETITION

(To be filled by the Registry)

Caveat No.  Year  Date of Registration

D. No. \_\_\_\_\_ Date of Presentation \_\_\_\_\_

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( To be filled by the Counsel for the Caveator in black ink)

Case Type \_\_\_\_\_

Petitioner / Appellant (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M /F) \_\_\_\_\_ Age \_\_\_\_\_

O.P./ Respondent (s) \_\_\_\_\_

Counsel for the Caveator with State Bar Council Enrolment No., E.Mail Id / Phone No./ Mobile No. if any

\_\_\_\_\_  
\_\_\_\_\_

Subject Matter / Act

Connected / Previous/  
Covered case, if any Type No  of

Passing Officer

Signature and full name of the  
Caveator / Counsel for Caveator

**CODING SHEET**  
**IN THE HIGH COURT OF ORISSA: CUTTACK**  
**CHAPTER - VI, RULE - 28**  
**CIVIL APPELLATE JURISDICTION**  
 (To be filled by the Registry)

Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Date of Registration \_\_\_\_\_

D. No. \_\_\_\_\_ Date of Presentation \_\_\_\_\_

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 (To be filled by the Counsel for the Appellant / Petitioner / Party in Person in black ink)

Case Type \_\_\_\_\_

Appellant / Petitioner (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M/F) \_\_\_\_\_ Age \_\_\_\_\_

Respondent / O.P. (s) \_\_\_\_\_

Counsel for Appellant / Petitioner \_\_\_\_\_  
 with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. if any \_\_\_\_\_

Counsel for Respondent/ O.P. \_\_\_\_\_  
 with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. if any \_\_\_\_\_

Value of the Appeal Rs. \_\_\_\_\_ Court Fee Paid \_\_\_\_\_

Subject Matter / Act \_\_\_\_\_

Subject / Category Code 

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 Nature of Claim 

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Connected / Previous / Covered case, if any Type 

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 No 

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 of 

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**Lower Court Details**

Trial Court: Type \_\_\_\_\_ No. \_\_\_\_\_ Year \_\_\_\_\_

Date of Judgment \_\_\_\_\_

Lower Appellate Court: Type \_\_\_\_\_ No. \_\_\_\_\_ Year \_\_\_\_\_

Date of Judgment \_\_\_\_\_

Passing Officer \_\_\_\_\_

Signature and full name of the  
 Counsel for Appellant / Petitioner / Party

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 (To be filled by the Court Master / P.A. concerned in Court itself in Red ink)

Nature of Disposal By \_\_\_\_\_ By \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Court Master / P.A. \_\_\_\_\_

**CODING SHEET**  
**IN THE HIGH COURT OF ORISSA: CUTTACK**  
**CHAPTER-VI, RULE - 28**  
**CROSS OBJECTION ARISING OUT OF APPEAL**  
(To be filled by the Registry)

Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Date of Registration \_\_\_\_\_

D. No. \_\_\_\_\_ Main Case No. \_\_\_\_\_ of \_\_\_\_\_ Date of Presentation \_\_\_\_\_

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(To be filled by the Counsel for the Cross Objector in black ink)

Case Type \_\_\_\_\_

Petitioner / Appellant (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M/F) \_\_\_\_\_ Age \_\_\_\_\_

O.P./ Respondent (s) \_\_\_\_\_

Counsel for Cross Objector/  
with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. if any

\_\_\_\_\_  
\_\_\_\_\_

Counsel for Respondent/Appellant  
with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. if any

\_\_\_\_\_  
\_\_\_\_\_

Value of Cross Objection Rs. \_\_\_\_\_ Court Fee Paid \_\_\_\_\_

Subject Matter / Act \_\_\_\_\_

Date of Service of Notice \_\_\_\_\_

Passing Officer \_\_\_\_\_ Signature and full name of the  
Counsel for Cross Objector / Cross Objector  
(To be filled by the Court Master / P.A. concerned in Court itself in Red ink)

Nature of Disposal \_\_\_\_\_ By \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Court Master / P.A.

CODING SHEET

**IN THE HIGH COURT OF ORISSA: CUTTACK**  
**CHAPTER-VI, RULE - 28**  
**REVIEW PETITION ARISING OUT OF APPEAL**  
**(To be filled by the Registry)**

Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Date of Registration \_\_\_\_\_

D. No. \_\_\_\_\_ Date of Presentation \_\_\_\_\_

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( To be filled by the Counsel for Petitioner in black ink )

Case Type \_\_\_\_\_

Petitioner (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M /F) \_\_\_\_\_ Age \_\_\_\_\_

O.P. (s) \_\_\_\_\_

Counsel for Petitioner \_\_\_\_\_  
with State Bar Council Enrolment No., E.Mail Id / Phone No./ Mobile No. if any \_\_\_\_\_

Counsel for O.P. \_\_\_\_\_  
with State Bar Council Enrolment No., E.Mail Id / Phone / Mobile No. if any \_\_\_\_\_

Subject Matter / Act \_\_\_\_\_

Valuation of Appeal Rs. \_\_\_\_\_ Court Fee Paid \_\_\_\_\_

Order sought to be reviewed

Case Type \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_

Date of Judgment \_\_\_\_\_ By \_\_\_\_\_

Passing Officer

Signature and full name of the Party /  
Advocate for Petitioner / Petitioners

(To be filled by the Court Master / P.A. concerned in Court itself in Red ink)

Nature of Disposal \_\_\_\_\_ By \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Court Master / P.A.

CODING SHEET

IN THE HIGH COURT OF ORISSA: CUTTACK  
CHAPTER-VI, RULE-28  
ORIGINAL JURISDICTION

(To be filled by the Registry)

CASE TYPE \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ DATE OF REGISTRATION \_\_\_\_\_

D. NO. \_\_\_\_\_ DATE OF PRESENTATION \_\_\_\_\_

( To be filled by the Counsel for the Petitioner / Applicant in black ink)

Case Type \_\_\_\_\_

Petitioner / Appellant/ Contemnor (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M /F) \_\_\_\_\_ Age \_\_\_\_\_

Respondent/ O.P. (s) \_\_\_\_\_

Counsel for the Petitioner / Appellant/ Contemnor \_\_\_\_\_

with State Bar Council Enrolment No., \_\_\_\_\_

E.Mail Id / Phone No. / Mobile No. if any \_\_\_\_\_

Counsel for the Respondent / O.P. with State Bar Council \_\_\_\_\_

Enrolment No., E.Mail Id / Phone No. / Mobile No. if any \_\_\_\_\_

Subject Matter / Act \_\_\_\_\_

Subject / Category Code 

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Connected / Previous/ Covered case, if any Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_

Order violated and Date of order (For Contempt Petitions) Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_

Date of Judgement \_\_\_\_\_ passed by \_\_\_\_\_

Passing Officer

Signature and full name of the Party / Advocate for.....

(To be filled by the Court Master / P.A. concerned in Court itself in Red ink)

Nature of Disposal \_\_\_\_\_ by \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Court Master / P.A.

## CODING SHEET

## IN THE HIGH COURT OF ORISSA: CUTTACK

CHAPTER-VI, RULE - 25

## CRIMINAL JURISDICTION

(To be filled by the Registry)

Case Type \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Date of Registration \_\_\_\_\_  
 D. No. \_\_\_\_\_ Date of Presentation \_\_\_\_\_

( To be filled by the Counsel for Petitioner in black ink)

Case Type \_\_\_\_\_

Appellant / Petitioner (s) \_\_\_\_\_

Home District \_\_\_\_\_ Sex (M / F) \_\_\_\_\_ Age \_\_\_\_\_

Respondent / O.P. (s) \_\_\_\_\_

Counsel for Appellant/ \_\_\_\_\_

Petitioner with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile No. \_\_\_\_\_

Counsel for Respondent /  
 O.P. \_\_\_\_\_

with State Bar Council Enrolment No., E.Mail Id / Phone No. / Mobile  
 No. \_\_\_\_\_

Subject Matter / Act

Subject / Category Code

Connected / Previous/ Type  No  of   
 Covered case, if any

Appellant in (Put  Jail  Bail  Mark)

Lower Court Case Type  No  of

Date of Judgment / Order \_\_\_\_\_

Name of the Lower Court  and District

P.S. Case No. \_\_\_\_\_ Year \_\_\_\_\_ of \_\_\_\_\_ Police Station

If any case was earlier before this Court in any form what-so-ever, give the particulars.

Case No..... of ..... (Pending / Disposed of on.....)

Passing Officer \_\_\_\_\_ Signature and full name of the  
 Counsel for Petitioner/Appellant/ Party

(To be filled by the Court Master / P.A. concerned in Court itself in Red ink)

Nature of Disposal By \_\_\_\_\_ By \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Court Master / P.A.

APPENDIX - XI

CHAPTER- VI, Rule - 28

IN THE HIGH COURT OF ORISSA: CUTTACK

Class of Case..... No..... of 20 .....

Subject Code

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Appellant /Applicant /Petitioner :

Versus

Respondent / Non-applicant :

**List of Documents filed by the Petitioner/ Appellant / Applicant / Respondent  
No. \_\_\_\_\_ and Non-Applicant (to indicate the name).**

Sl. No.	Description of Documents	Nature of Document	Annexure Mark (s)	Page (s)
1.		[O] [C] [A]*		
2.		[O] [C] [A]*		
3.		[O] [C] [A]*		

Total:

Place: .....

Date: .....

Signature and full name of the Party /  
Advocate for .....

\* [Original / Certified Copy/ Authenticated Copy, to be indicated by putting (√ Mark) against the respective entry denoting 'O', 'C' and 'A']

# HIGH COURT OF ORISSA: CUTTACK

## INSTRUCTIONS / GUIDELINES FOR FILLING UP THE CODING SHEETS

1. The Coding Sheet procedure will be effective on and from the date of publication of notification in the Odisha Gazette, bringing an amendment to the Rules of High Court of Orissa, 1948. Till such notification in the Odisha Gazette, the practice which was hitherto prevailing will be followed.
2. **Object:** Coding Sheet has been introduced with a view to enable the Registry to easily identify the cases as and when required and also for grouping similar cases for composite disposal. It will also enable the Registry, the learned counsels as well as the Court to ensure speedy disposal of cases if they are covered by earlier decisions.
3. The Coding Sheet in thick white paper is to be filed by the petitioner/appellant along with the filing papers after filling all the particulars in black ink leaving alone the portions to be filled by the Registry. The Coding Sheet shall be stitched with at the top of the Filing Papers.
4. The Model Coding Sheets for Writ Jurisdiction, Review Petition, Caveat Petition, Civil Appellate Jurisdiction, Cross Objection, Original Jurisdiction, Criminal Jurisdiction and List of documents duly filled in are enclosed along with these Guidelines.
5. In the columns relating to the Petitioner/Appellant/Applicant or the Respondent or the name of the respective counsel, it is not necessary to fill the names of all the parties/counsel but only the names of the first petitioner and the first respondent and the name of the leading counsel alone.
6. The column 'connected/previous/covered cases if any' is meant for cases which are connected to the case being filed irrespective of the case types. For example, if a case is disposed of earlier on the same cause of action or on the case arising on the same provision though not relating to the same parties, it shall be mentioned in this column.
7. If the space provided for filling up the data e.g. 'connected/previous/covered cases if any' in the Coding Sheet is not sufficient, the particulars may be furnished below the respective boxes.
8. Though almost all the Acts and possible subjects are covered in the existing list of nomenclature, there may be cases where the advocates while filing the Coding Sheet may find that the Act under which the impugned proceedings arise or the subject relating to the proceedings, does not find a place in the list. In such cases, they shall write the Act/Subject in the column 'Subject Matter/Act' without writing the Subject Category Code. They are requested to bring the same to the notice of the Deputy Registrar (Judicial), High Court of Orissa about the inclusion of the Act, which is missing in the list, who will take necessary steps to include the same in the list and update the same.
9. **Instructions for filling up the Coding Sheets of Writ Jurisdiction:**  
The Act under which the impugned proceedings arise or the Act under challenge shall be mentioned in the space meant for 'Subject Matter/Act'. The corresponding code shall be mentioned in the space meant for Subject/Category Code. If the proceedings fall under any of the 'subject' specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.



10. **Instructions for filling up the Coding Sheets of Original Jurisdiction:**

The nature of the proceeding shall be mentioned in the space meant for 'Subject Matter/Act'. If the matter relates to release of arrear salary, the same shall be mentioned with Code No. as 311100- Arrear Salary.

11. **Instructions for the Coding Sheets of Criminal Jurisdiction:**

The statute under which the major punishment is awarded shall be mentioned in the blank space provided for 'Subject Matter/Act'. If the case relates to any of the 'subject' specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.

For example, if the case relates to any of the provisions of the Code of Criminal Procedure, the same shall be mentioned followed by the Code Number 092100. However, if the proceedings relate to any of the specific subjects mentioned in the list under the Code of Criminal Procedure, e.g. Petition under Section 407 Cr. PC, the same shall be mentioned as 'Code of Criminal Procedure – Section 407'. The Subject Category Code shall, in this case, be 091200.

12. **Instructions for filling up the Coding Sheets of Civil Appellate Jurisdiction:**

(a) The nature of the suit before the Trial Court shall be mentioned in the space meant for Subject Matter/Act followed by the Subject Category Code.

(b) Where the Appeal is against the order of the learned single Judge of the High Court, in the Coding Sheet in the column 'Court' in the Lower Court details, it shall be mentioned as 'Single Judge' and the District as 'Cuttack'.

(c) In respect of Writ Appeals and all other appeals, the subject matter shall be the same as in the Writ Petitions and the original proceeding respectively.

(d) In respect of Second Appeals, the details of the Trial Court as well as the Lower Appellate Court shall be mentioned.

13. **Instructions for filling up the List of documents under Appendix:XI :**

List of documents annexed to every application, memorandum of appeal, counter affidavit etc. filed in the Court shall be submitted with necessary details with reference to the corresponding pages, in order to facilitate the preservation/return of the same as and when necessary by taking necessary endorsements in presence of the concerned officers of the Court

14. Any application, memorandum of appeal, Cross Objection, Counter affidavit etc. filed in the Court without the duly filled up Coding Sheet / List of documents shall be considered as 'defect'.

**IN THE HIGH COURT OF ORISSA: CUTTACK**

Writ Petition No. .... / 20.....

Code No. \_\_\_\_\_

In the matter of

An application under Article 226 / Article 227 of the Constitution of India, 1950.

AND

In the matter of

An application under (state the relevant law / provision under which the order impugned has been passed and interference is warranted).

AND

In the matter of

A.B. (add description such as age, father / husband's name, residential address including Fax number with S.T.D. Code / Phone No. / Mobile No. and e-mail address, if any or the official address with such details)

..... PETITIONER (S)

VERSUS

C .D. (add description such as age, father / husband's name, residential or official address on which the service of notices is to be effected on the Opposite Party / Parties. The details of each Opposite Party are to be given in a chronological order with Fax number with S.T.D. Code / Phone No. / Mobile No. and e-mail address, if any.)

..... OPPOSITE PARTY / PARTIES

DETAILS OF THE APPLICATION

1. **Particulars of the cause/order against which the Petition is made:**

(1) Date of Order / Notification / Circular / Policy / Decision etc: .....

(2) Passed in (Case or File Number) :.....

(3) Passed by (Name and designation of the Court, Authority, Tribunal etc.):  
.....

(4) Subject-matter in brief: .....

2. **Declaration that no proceeding on the same subject matter has been previously instituted in this Court or any other Court, Authority or Tribunal:**

If instituted, indicate the status or result thereof, annexing a copy of the order.

