

HIGH COURT OF ANDHRA PRADESH

STANDING ORDERS (REVISED) 2004

P A R T - I PRELIMINARY

- A) **PREAMBLE:** The concept of ‘Standing Orders’ was initially introduced in the High Court of the Composite State of Madras. After formation of the State of A.P., the High Court began following the Standing Orders of Madras High Court. But, in course of time, for the purpose of streamlining the various branches of the Registry, for ensuring rule-based procedures to be followed, and for sound and ideal Administration, it was in the year 1992 that an attempt was made to evolve Standing Orders for the High Court of A.P. In execution of this noble thought, a crew of Senior Officers, on being directed, took pains to visit each and every Section of the Registry and have *jotted down* the ‘nature of work’ that was being turned out therein and the ‘staff pattern’, and have brought out a Book on ‘Standing Orders’.

Subsequently, much water flowed under the bridge! Several new Sections cropped up, many more new Categories of Cases resurrected, and several new trends developed, apart from the introduction of Computers and other Technological Court-craft, emphasising the need and necessity to specify the ‘procedures’ to be followed with regard to each and every facet of Judicial Administration. Propelled by this element of imminence, the Hon’ble the Chief Justice appointed, at higher level, a Committee of Hon’ble Judges, who, in turn, nominated a Crew of Officers, including the Heads of the Registry, for framing these Revised Standing Orders, specifying certain norms too to be kept in mind while framing such rules.

Thereupon, a minute and meticulous study is made of each and every Branch of the Registry, followed by intelligible interaction with all the concerned Staff and Officers, and a sincere endeavour is made to bring out these Orders, not only as guidelines for the present and future incumbents, but also as measures of care and caution!!

The set of Standing Orders is an ‘Encyclopaedia of Administration’. It covers various aspects relating to the Administrative and Judicial Wings of High Court of Andhra Pradesh. It is a guide for every Officer and every Employee of High Court, indicating the procedure to be followed in handling the respective files. It prescribes various duties and responsibilities for various categories of Officers. It also indicates the powers to be exercised by the Officials of the Registry of various levels in streamlining the Administration and getting it up-to-date. It also indicates various types of Registers to be maintained by the respective Sections, and discourages the age-old practice of ‘maintaining the Files depending upon the memory of the concerned Officer and

Employees'. It is axiomatic that the Registers stand as 'record of events' for the purpose of verification as and when necessary. Therefore, an endeavour is made in preparing the formats of certain new Registers, and in listing all the Registers along with their Numbers in respect of each Section, for easy remembrance and verification.

If any Employee or Officer fails to follow the procedure, prescribed in these Standing Orders, except on specific directions otherwise by the Hon'ble the Chief Justice or the Hon'ble Judges, he/she is liable for necessary departmental action.

These Orders shall come into force from the date notified, after due approval by the Full Court.

(B) HIGH COURT ADMINISTRATION -- In a Nutshell...

- i) **FORMATION & STRUCTURE:** The High Court of Andhra Pradesh was constituted on 5th November 1956, the auspicious day of Deepavali, symbolising the triumph of 'Dharma'. Nizam VII has constructed its main Building, now standing on the South-bank of River Musi, in Saracenic style in 1919.

It is the highest Court in the State exercising a wide-ranging jurisdiction under the Constitution, the Laws and Letters Patent, Civil and Criminal Jurisdiction in Cases transferred to itself.

A.P.High Court has no ordinary Original Civil Jurisdiction. Nevertheless, it is exercising Original Civil Jurisdiction under the following Special Acts, viz., --

Company Cases under Companies Act, 1956;
Election Petitions under Representation of Peoples Act, 1951;
Cases under Contempt of Courts Act, 1971, etc.
Admiralty Jurisdiction

In respect of Matters under –

Parsi Marriages and Divorce Act;
Patents and Designs Act;
Succession Act;
Divorce Act;
Indian Lunacy Act;
Guardian and Wards Act;
Insolvency Act, etc..

the jurisdiction in the said Matters is concurrently exercised by the High Court and the District Judge or the Principal Judge of the City Civil Court, and, normally, no matter is directly filed in the High Court of A.P.

- ii) **LAW GOVERNING:** The Law governing the Appointments, Conditions & Terms of Service of Officers and Staff of the High court is embodied in---
- a) Art. 229 of the Constitution of India;
 - b) The A.P. High Court Service Rules, 1975, subject to law, if any, made by the State Legislature, as far as the conditions of service

are concerned. (*So far, no enactment is brought in this regard*). Thus, as to the Appointment of Officers and Servants, the Hon'ble the Chief Justice is supreme, and neither the Legislature nor the Executive can interfere with the exclusive power of the Hon'ble Chief Justice;

- c) The Rules, if any, made by the Governor of the State, in exercise of the power conferred upon him under Proviso to Article 229 (1) of Constitution of India.
(*In Andhra Pradesh, no such rules have been made*).
- d) The A.P. High Court Officers and Staff Scales of Pay Rules.
(*Issued, from time to time, by the Government while revising the Pay Scales*).
- e) A.P. Revised Pension Rules, 1980, governing the Pension and Gratuity as covered by "Other Rules" mentioned in Rule 21 of A.P. High Court Service Rules, 1975.
- f) The Fundamental Rules and Rules hereunder which are applicable to employees of Government of Andhra Pradesh, as referred to in rule 21 of A.P. High Court Service Rules, 1975, which, *inter alia*, deals with Leaves as well.
- g) Civil Services Regulations and other Rules applicable to the Employees of the Government of Andhra Pradesh, as referred to in Rule 21 *supra*. However, there is a Proviso superadded to the adopted Rules referred to in Rules 6 and 7, providing that, except in regard to Leave, Salary, Pensions and Gratuities, the Chief Justice shall exercise the powers vested in the Governor in any of the above said Rules, viz., the Fundamental Rules, the Subsidiary Rules hereunder, Civil Services Regulations and other Rules applicable to the employees of the Government of Andhra Pradesh.
- h) Lastly, in respect of matters which are not covered by the A.P. High Court Service Rules, the A.P. State and Subordinate Service Rules are applicable, provided the Hon'ble the Chief Justice passes an order applying these Rules to the Officers and Staff of the High Court to the extent considered necessary, as contemplated by Rule 29 of A.P. High Court Services Rules. (*In Andhra Pradesh, no such orders seem to have been passed*).

iii) **ROLE OF THE HON'BLE THE CHIEF JUSTICE:**

- * The Chief Justice is the Head of the Judiciary with powers of Administration of the High Court and of the Administration of justice throughout the State.
- * The Chief Justice is also the President of the National Academy of Legal Studies & Research University;
- * Patron-in-Chief of:
 - (i) The Andhra Pradesh Judicial Academy;

- (ii) International Centre for Alternate Disputes Resolutions – Southern Region at Hyderabad; and of
- (iii) The A. P. State Legal Services Authority.

In all Policy Matters and on all pivotal Issues, the Chief Justice may consult the other Hon'ble Judges by constituting Committees, such as, Administrative Committee, Disciplinary Committee, Work Review Committee, Judicial Ministerial Services Committee, Library Committee, Finance Committee, etc.

The Hon'ble the Chief Justice makes appointments of Officers of High Court.

The appointment of other Staff will be made by the Registrar (Admn.) with the permission of the Hon'ble the Chief Justice.

iv) EXPENDITURE: The Administrative Expenditure of High Court, including Salaries and Allowances being payable to the Officers and Staff of High Court shall be charged upon the 'Consolidated Fund of the State'.

v) JUDICIAL SERVICE OF STATE: The Judicial Service of the State consists of –

a) A.P. State Higher Judicial Service	}	<i>For</i>
b) A.P. State Judicial Service	}	<i>Officers</i>
c) A.P. Judicial Ministerial Service	}	<i>For</i>
d) A.P. Last Grade Service	}	<i>Employees</i>

vi) INDIAN LAW REPORTS: There is Council of Law Reporting of which the Chief Justice is the Chairman, while three Hon'ble Judges, the Advocate General, the Chairman of A.P. State Bar Council and the President of the A.P High Court Advocates' Association are the Members, the Registrar (Administration) being the Ex-Officio Member-Secretary. The Council supervises the publication of the Indian Law Report (A.P.) Series, which is a publication of the A.P. State Government.

Vii) SUBJECTS - ON ADMINISTRATIVE SIDE: Some of the important subjects dealt with by High Court, on **administrative side**, are:

- a) Recruitment of District Judges, Promotions of Senior Civil Judges, Recruitment of Junior Civil Judges-cum-Judicial Magistrates of First Class and also of Special Judicial Magistrates of Second Class, and making recommendations to the State Government for their appointments, and, later, taking up the Postings, Transfers, Grants of leave and other **service matters** relating to such Officers.
- b) Disciplinary Proceedings against Judicial Officers and the Members of Judicial Ministerial Service.
- c) Control of Expenditure and Distribution of Funds allotted by the Government for Expenditure on the Administration of Justice.

- d) Periodical Review of the Out-turn of the Work of Judicial Officers, quantitatively and qualitatively.
- e) Forwarding Proposals to the Government for the Creation/Continuation of Courts/Posts, Construction of Court-buildings and Residential Accommodation for the Presiding Officers.
- f) Supervising the work of Official Receivers who administer the Estates of Insolvent-Debtors, in the Moffussil.
- g) Inspecting the District Courts, Court Management, Monitoring the Inspections of Subordinate Courts through the District Judges, and Holding of Conferences at Districts' level to be presided by the Hon'ble the Portfolio Judge concerned, and at State level too, to be presided over by the Hon'ble Chief Justice.
- h) Consideration of Appeal Petitions preferred by the Staff of the Subordinate Courts in Service matters.
- i) Granting various types of Loans to the Members of the Judiciary, including Grants from the Chief Justice Relief Fund.
- j) Granting Chief Justice Relief Fund on account of death or ailment of Employees or Officers & Release of such Fund on retirement;
- k) Expressing the views of the High Court on Legislative Bills forwarded by the Government or in general administration matters in which the Government or other Authorities, who require the views, remarks, etc.
- l) Supply of Law Books & Journals to High Court & Subordinate Courts.
- m) Supply of furniture, stationery articles, forms, registers, and typewriters to High Court & Subordinate Courts.
- n) Providing amenities such as vehicles, computers, telephones, etc., to the Subordinate Courts.
- o) Fixation of Holidays & Vacations to High Court & Subordinate Crts.
- p) Matters relating to re-distribution of territorial jurisdiction of the various Courts in the State.
- q) Preparation of Statistics (Civil & Criminal) and, on scrutiny thereof, taking up appropriate measures for reducing the pendency of Cases
- r) Nominating the Judicial Officers and Judicial Ministerial Officers to the Judicial Academy, for undergoing training/refresher courses.
- s) Protocol arrangements for VVIPs from Supreme Court and VVIPs of Judiciary of this State and other States too.
- t) Framing of Rules and Regulations (Civil, Crl. & Administrative), for being followed by the High Court and Subordinate Courts, etc.

viii) **CASES – ON JUDICIAL SIDE:** On **Judicial Side**, the various Categories of Cases entertained by the High Court are shown as **Annexure-1.**

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The Mammoth Machinery which causes execution of the Instructions of the Hon'ble Chief Justice and of the Hon'ble Judges and which facilitates the smooth functioning of judicial administration in the State is the **REGISTRY!!**

(C) REGISTRY & ITS WINGS: The Registry is headed by the Registrar General and five other Registrars, namely, Registrar (Admn.), Registrar (Judl.), Registrar (Vigilance), Registrar (Management) and Registrar (Protocol). They are assisted by two Joint Registrars, five Deputy Registrars, twenty Assistant Registrars (including Special Officer), One Assistant Registrar (Library), One Assistant Registrar (Protocol) and other Ministerial, Last Grade and Contingent Staff. There are three Secretaries to the Hon'ble the Chief Justice.

The Distribution of Work relating to the various Sections of the Registry, among its Heads, will be made, from time to time, as per the instructions of the Hon'ble the Chief Justice. Any subject that is not covered by other Registrars shall be dealt by the Registrar General.

For the present, the Registry comprises of the following Administrative and Judicial Sections:

ADMINISTRATIVE	JUDICIAL
1. J.Spl. & R.J.-Spl	1. Original Side Section
2. Protocol Section	2. Appeal Filing
3. D. Sec. (Budget & Exp.)	3. S.A. & M.F. Sec
4. Special Officer's Section	4. Writs Division
5. Recruitment Cell	5. Criminal Appellate Section
6. Establishment Section	6. P.I.L. Cell
7. Accounts Section	7. Posting Section
8. A.D. Records Section	8. Trans. & Press Copy Sec.
9. B. Section	9. Vernacular Records Sec.
10. C. Section	10. Court Officer's Section
11. Computer Section.	11. P.Ss. & C.Ms.Section.
12. Library	12. E. R. & Tel. Rec. Section
13. Tappal Section	13.C.D. Section
14. Vigilance Cell	14. Judicial Index-Cum- <i>Judis</i>
15. B.Spl. Section	15. Supreme Court Section
16. E-Section	16. Current Section
17. O.P. Cell	
18. Work Review Cell	
19. Buildings Section	
20. Stores Section	
21. Stationery Section	
22. Overseer Section	

The Registrar General, considering the proposals made therefor by the concerned Registrar, from time to time, will make distribution of work among the Officers.

PART II **STANDING ORDERS**

Standing Order (S.O.) No.1:

COMMON FUNCTIONS OF REGISTRARS:

- a) For smooth and efficient functioning of the Registry, the Registrar General and other Registrars shall inspect frequently the Sections under their control, and issue necessary instructions to the Staff and Officers concerned.*(old 63)*
- b) The concerned Registrar will peruse the currents sent by the Tappals Section, initial them and send them to the Tappals Section, which later transmits them to the concerned Sections through the Controlling Officers.
- c) The Registrars shall take up total responsibility with regard to each File placed before them, scrutinise them exhaustively, and personally apprise the Hon'ble Judges about its contents, if need be. At the same time, they shall be able to give necessary instructions to the concerned Sections as to how a particular Office Note is to be presented, or as to how a Case-file is to be processed.
- d) They shall see that every file is rooted through the Controlling Officers in its upward and downward movement, so that the Controlling Officers can be made accountable on par with the Section Officers. (The Controlling Officers are expected to know everything about the file in order to render necessary assistance to the Registrars and guidance to the Section Officers and other Staff).

Similarly, those files on which the Orders of the Hon'ble the Chief Justice are obtained shall again be sent to the Controlling Officers, so that they note the instructions given therein, and get them executed.

S.O. 1-1: REGISTRAR GENERAL: The Registrar General is the immediate authority to enlighten the Hon'ble the Chief Justice on the procedures and practices of this State.

Apart from keeping ready with him the material relating to the said subjects, the Registrar General has to secure the latest information from each Branch of the Registry and also about the Subordinate Judiciary, and keep the data ready with him at all times, for being placed before the Hon'ble the Chief Justice.

- He shall hold **Co-ordination Meetings** with the other Registrars and the Controlling Officers atleast once in two months and shall exercise over all supervision. The Registrar General is the immediate authority to enlighten the Hon'ble the Chief Justice on the procedures and practices of this State.
- All the Officers of the High Court except Registrars are subject to the general control of the Registrar General. All the Officers shall assist the

Registrar General in the day-to-day administration and various functions in the High Court.

- The Registrar General shall be posted with all information with regard to the decisions taken in other branches. For this purpose, copies of minutes must be circulated to the Registrar General.
- Any subject, which is not covered by other Registrars, shall be dealt by Registrar General.

Further, he shall apprise the Hon'ble the Chief Justice about the compliance of instructions, from time to time.

All the Officers of the High Court are subject to the general control of the Registrar General, and they shall assist the Registrar General in the day-to-day administration and various functions in the High Court.

The Registrar General shall use his good offices for getting over every impediment, if any, arising in the service matters, financial issues and medical problems relating to the Hon'ble Judges (working and retired), and shall cause the delays eliminated at every stage.

The occupancy/vacancy position of the Officers of High Court and the importance attached to their seats shall be brought to the Notice of the Hon'ble the Chief Justice frequently, paving the way for smooth functioning of the Registry.

The proposed visits of V.I.Ps. of other States, shall immediately be brought to the Notice of the Hon'ble the Chief Justice and other Hon'ble Judges and instructions be taken and got executed promptly.

As a Convenor of the Full Court Meetings, the Registrar General shall not only cause follow up action to be taken on the Minutes, but also bring to the notice of the Hon'ble the Chief Justice about the left over subjects, if any, giving due regard to the priorities of the Issues.

The Registrar shall see that Computerisation of the latest Service Particulars of all Officers and Staff is done, so that accuracy and accountability prevails.

The resolutions taken at the Conferences of Chief Justices and of Registrars General must be followed up with due care and caution, getting more familiar with each and every aspect in such files.

Information sought for by other High Courts, etc., may be furnished by the Registrar General without resorting to any Note to the Hon'ble Judges if such information is based on the Rules governing the subject matter, and published for general information. However, in regard to any matters of policy or those not provided for in the Rules are such that, in the opinion of the Registrar General, Orders of the Hon'ble Chief Justice would be necessary, the same shall then be obtained.

The Registrar General shall attend to the Issues relating to the A.P.Judicial Academy.

Further, he shall co-ordinate the Matters relating to the National Society for Promotion and Advancement of Legal Studies and Research (NALSAR).

He shall obtain necessary instructions from the Hon'ble the Chief Justice with regard to the Official Functions, Farewells, References, and Swearing in Ceremonies, etc., and cause arrangements to be made in co-ordination with the Registrar Management.

He shall equip himself with the following information not only for the purpose of enlightening the Hon'ble the Chief Justice and other Hon'ble Judges but also to monitor the said issues, through the respective Controlling Officers:

1. Profiles of Hon'ble Judges;
2. Institutions headed by the Hon'ble the Chief Justice;
3. Sanctioned & Working Strength of Hon'ble Judges, and vacancies;
4. Latest list of Hon'ble Judges
5. Committees and Subjects of Judges;
6. Amenities available to Hon'ble Judges
7. Residential Addresses of Hon'ble Judges;
8. List of Retired Judges with their Addresses;
9. Calendar for High Court and Subordinate Courts;
10. Full Court Meetings - Important decisions, if any, taken;
11. Latest Minutes of Chief Justices' Conference;
12. List of Officers & their Work Distribution (Cadre-wise);
13. Protocol Information:
 - a) State Picture (Population, No. of Districts, etc.,)
 - b) Names of Protocol Wings with Designations & Phone Nos.
 - c) Places of Importance in A.P.State and their distances to Hyderabad and the nearest Court to such Station.
14. Judicial Academy – its latest Profile;
15. State Legal Services Authority - its Officers & List of Deeds;
16. A.P.High Court Bar Strength, Senior Advocates & Office Bearers;
17. Recruitment Rules, & Particulars of Recruitment, District-wise,etc.
18. Budget Particulars;
19. Amenities: Vehicles, Library, Furniture, Stationery, Computers, etc., (in High Court & Subordinate Courts)
20. High Court Service Rules;
21. Position of Computerisation;
22. Stages of pending Medical Bills of Hon'ble Judges.

S. O. 1 – 2: REGISTRAR (ADMINISTRATION): The Registrar (Admn.) is the appointing authority for the Non-Gazetted establishment. He exercises supervision and control over the entire Establishment, besides the Sections, which come under his direct supervision.

The Registrar (Admn.), as the Administrative Head of the Registry, shall see that fair judicial conduct prevails in its every sphere. His style of functioning may include -- Frequent surprise checks, Improving service conditions of staff, Frequent interactions with Staff-Associations, Bilateral decisions, Close rapport with the Controlling Officers, Accessibility to the aggrieved incumbents, Periodical transfers of staff to other Sections, etc. The spirit of unity shall be inculcated in the staff that 'the Registry is one, though the branches are different'. He shall impress upon the Officers and Staff that they shall maintain discipline and devotion to work.

The Registrar shall see that Seniority Lists of all Cadres are correct, up-to-date, and communicated, from time to time, to the Staff Associations.

He shall see that computerisation of the latest Service Particulars of all Officers and Staff is done, so that accuracy and accountability prevails.

He shall observe time-schedules, and make the Officers also observe, in all Inquiries against the staff of High Court, and take prompt decisions thereon, as it will develop discipline among the staff. (*old 76*).

He shall assign work to the Staff basing on their performance in consultation with the concerned Registrar. He shall exercise power to effect inter-Sections' transfers/deputations of all the employees of High Court, if necessary by consulting the other Registrars.

He shall personally supervise the granting and distribution of loans and advances to the Officers and Staff.

He shall insist the other Registrars and the Controlling Officers to keep the Confidential Reports of the Staff up to date. Whenever such Reports are received in sealed covers for purposes of promotions etc., they must be initialled by the Registrar (Admn.), and be transmitted to the concerned Officers in a sealed cover, after the purpose is over. They shall not be handed over in loose sheets to the subordinates.

He shall personally monitor the functioning of Accounts Branch, renewals of Fixed Deposits, clearance of Contingent Bills, Returns of Bills, Recoveries, and Payments, Transmission of salary-cheques to the deputed Staff, Court Orders, etc.

He shall personally scrutinise the Audit Reports of the previous years and also of the current year and see that the required steps are taken promptly with regard to the omissions and commissions, if any, pointed out therein, so that there will not be any future anomalies in the Accounts Branch.

The Registrar (Admn.) shall arrange distribution of Court Matters to the Counsel on Record.

As an Ex-Officio Member Secretary of Indian Law Reports, he has to endeavour for its smooth functioning.

He shall see that a permanent *Register of Bio data of Staff/Officers* (**A.R. 29-A**) is maintained, in the prescribed Proforma, containing the Particulars of each Employee from the date of entry into Service along with their Photos.

The Registrar (Administration) shall keep ready with him the data relating to the following Issues:

1. Cadre-strength & Seniority List of Employees, Cadre-wise;
2. List of Pensioners, Cadre-wise;
3. A.P.J.M.S.: a) A.P.J.M.S.Rules (in brief);
b) Administrative Appeals & Revisions pending, with stages;
c) Sheristhadars' List & Norms for their transfers;
4. Particulars of Chief Justice Relief Fund & Rules thereof;
5. Library Information necessary for Hon'ble Judges;
6. Rules for maintenance of Confidential Reports of Staff, etc.
7. Pay fixations, Increments, Retirement Benefits and other financial issues relating to Judicial Officers are attended to promptly.

He shall also nominate one of the Officers and authorise him to receive Notices in all Writ Petitions and other matters where High Court or Subordinate Judicial Officers are made parties. Such nomination shall be intimated to the Advocates' Association, Advocates-Clerks' Association and to all Officers of High Court.

S.O. 1 – 3: REGISTRAR (VIGILANCE): The Registrar (Vigilance) is mostly concerned with the entire functioning of the Subordinate Judiciary, i.e., Vigilance Matters, Postings and Transfers of Judicial Officers, Creation of Courts/Posts, Statistics, Work Review of Judicial Officers, Inspections, Conferences, etc. His work is mostly *confidential* in nature.

Apart from keeping ready the entire data relating to the subjects entrusted to him, the Registrar (Vigilance) shall render necessary assistance to the Disciplinary Committee, in particular, by convening the Meetings of the said Committee, and of the Administrative Committee. He must ensure follow-up action promptly on all the Resolutions taken at the said Meetings.

The vacancy position of Courts, the number of temporary Courts/Posts, the number of Inquiries pending, Inspections & Conferences held, cadre strength of Judicial Officers, are some of the matters he shall be more familiar with.

The Registrar (Vigilance) shall constantly monitor the Officers & Staff working under him. He shall see that —

- Vigilance matters are made ready promptly,
- there are no Courts without Presiding Officers,
- Confidential Reports relating to each Judicial Officer are up to date,
- required steps are taken up on study of Statistics,
- information is furnished to Hon'ble Judges about Stayed Matters.
- Work Review files are circulated without delay,
- Representations by Judicial Officers/Parties are attended to swiftly,
- Proposals for creation of Courts/posts are processed promptly,
- Matters pending with Government are pursued periodically;
- required measures are taken up for continuation, or making permanent of the temporary Courts/Posts,
- all the Districts are covered by Inspections & Conferences in time,
- Court Matters are promptly attended to,
- prompt replies are sent to the queries made by different Authorities,
- Reviews of Judicial Officers' Retirements are taken up promptly, etc.

For discharging the above functions, the Registrar (Vigilance) shall keep with him the following data ready, at all times:

Pending Inquiries over Officers & Staff (Lower Courts) with their stages;
List of Courts (Permanent & Temporary), with their latest Pendencies;
List of Judicial Officers, their Seniority & Cadre-strength;
List of Old Matters pending as on January of Current year;
Salient features of Work Review;

Rules for maintenance of Confidential Reports of Judicial Officers;
 Boycott of Subordinate Courts during the Year;
 Particulars of Inspections & Conferences;
 Salient Features of State Administration Report;
 Vacancy Position of Official Receivers & Law Officers;
 Statements being transmitted,
 Matters with the Government, etc.

On being instructed by the Hon'ble the Chief Justice, the Registrar (Vigilance), has to personally supervise the arrangements for the State Level Conference of Judicial Officers and see that follow-up action is taken on the Minutes thereof.

He shall be in touch with the Hon'ble Portfolio Judges and keep their Lordships informed about the developments in the respective Districts and also about Boycotts, if any.

The Registrar (Vigilance) shall constantly apprise the Hon'ble the Chief Justice of the Results achieved through the issuance of Circulars, particularly of Old Matters, Cases of Under-trial Prisoners, Senior Citizens, Pendencies of Non-Bailable Warrants, Stayed Matters, and about the follow up actions taken in pursuance of the Meetings of the Co-ordination Committees at Districts' level.

The Registrar (Vigilance) has to file Counter-affidavits in all Court-matters concerning his Subjects after calling for parawise remarks from the Judicial Officers concerned, and further watch the progress of the hearings of such Cases by getting in touch with the Counsel on Record.

Registrar (Vigilance) shall get the State Administration Report prepared for every Financial Year under his personal supervision concerning all the facets of judicial administration

If the letters are strictly Confidential in nature, or require to be given priority, the Registrar will call the concerned Controlling Officer for the Section, and handover the same to him/her for taking appropriate action. The Controlling Officer will, in turn, instruct the Head of the Section to attend to the Current immediately. The Section Heads will enter the Current in a separate Register { 'Register of Confidential Correspondence' (**A.R.3-A**) } maintained for this purpose in their Section, and to be kept in his personal custody.

S.O. 1 - 4: REGISTRAR (JUDICIAL): The Registrar (Judicial) has over all control and supervision over the sections under his control.

All Office Notes to the Hon'ble Judges, *in the judicial sections under his control*, are to be approved by the Registrar (Judicial). He shall issue directions for the posting of Cases (including PIL Cases), the preparation of the Onward, Weekly, and Daily Cause-Lists also through Internet, Motion Lists, Adjournment of Cases, etc., after obtaining instructions duly from the Hon'ble the Chief Justice and the Hon'ble Judges. The latest Pendency of Cases, Institutions and Disposals (Category-wise, Judge-wise, etc.,) shall be placed before the Hon'ble the Chief Justice, and instructions be obtained, from time to time. There shall again be feed back of information on such instructions.

He shall monitor the day-to-day Sittings of Hon'ble Judges, Pendencies of Decree-drafting & Translations, Despatch of Lower Court-Records, etc., and Stayed Matters, in particular, compliance of copy applications (C.D's) and prompt despatch of urgent orders.

Piling up of files in any of the Sections under his control shall be watched, and immediate steps are to be taken for their disposal.

STAYED MATTERS: As the necessary information as to the continuance of Stay or Disposal of the matter is available only with the Registrar (Judicial), he shall ensure that the information regarding the latest stage of Stayed Matters (by way of 'Verified Statements') is readily available, District-wise, at all times. For this purpose, he must nominate an Officer under his control for monitoring the Stayed Matters.

The Registrar (Judicial) shall cause the Verified Statements transmitted to Registrar (Vigilance) for onwards transmitted to the Unit Heads concerned without delay, or for being furnished to the Hon'ble Chief Justice and the Hon'ble Portfolio Judges whenever their Lordships visit the Districts or whenever requisitioned by the Authorities concerned.

He shall bring to the notice of the Hon'ble the Chief Justice the number of Stayed Matters pending, from time to time. The instructions, if any, given by the Hon'ble the Chief Justice/Hon'ble Portfolio Judges to post the Stayed Matters before various Benches, shall immediately be executed by him and compliance be reported promptly.

At the time of Conferences/Meetings held by the Hon'ble Judges with the Unit Heads, and at the time of visits by Hon'ble Portfolio Judges to their respective Districts, the Registrar (Judicial) shall co-ordinate with the Registrar (Vigilance) in supplying the latest information with regard to the Stayed Matters and implementing the instructions, if any, given. (*Please see 'Stayed Matters' at S.O. 2 - 12*)

The Registrar (Judicial) shall also make frequent visits to the Sections under his control, since it is mostly his performance that has a direct impact on the image of the Institution. He shall send requisitions to the Registrar (Admn.) for transferring the Staff from one Section to the other whenever necessary. He must readily respond to the complaints of the Advocates and cause the defects rectified promptly.

Weekly meetings are to be held in his Chambers with all the Officers under his control, and, on a introspective interaction with them, appropriate instructions are to be given for each Officer, in order to cope up with the growing pendencies.

In Court Matters, where the High Court is made a Party, the Registrar (Judl.) shall immediately bring to the Notice of the Hon'ble the Chief Justice, and he has to see that the Staff strictly implements the Instructions in the Circular 27-6-1996 (*Please see S.O. 2 - 11*).

He must take every step to facilitate the smooth functioning of Courts.

He shall verify now and then whether the Secretaries to the Hon'ble Judges are functioning well and whether there are any delays in transcribing and circulating the Judgments/Orders to the Hon'ble Judges,

He shall also verify the pendency of Translation Bills and the delays if any in the said Section.

The Registrar (Judicial) shall verify weekly once about the timely preparation of (Material) paper books in criminal, civil or writ petitions.

S.O.1 -5: REGISTRAR (MANAGEMENT): The Registrar (Management) is in charge of the entire High Court Buildings, the Residential Bungalows of Hon'ble Judges, and Court Buildings & Quarters of Judicial Officers. Besides, maintenance of High Court Vehicles, he shall monitor the areas of Stores, Stationery, Xerox, etc.

The majestic look, the grandeur, dignity, and decorum of the High Court-Buildings depend upon the deep devotion to duty discharged by the Registrar (Management). For this purpose, he shall make as many visits as possible in the premises, assisted by the Overseer, and the personnel of Buildings Section, and see that the premises are kept clean and green, and further that it provides congenial and hygienic atmosphere for the Hon'ble Judges and the Officers of the Registry to discharge their duties concentratedly.

He shall personally watch, now and then, whether there is any wastage or misuse of Stationery, Stores items, Xerox etc., and take prompt steps for prevention.

He shall supervise the arrangements of all Official Functions, Farewells, References, Swearing Ceremonies, etc.

He shall take prompt steps for disposal of condemned vehicles, obsolete machines, furniture etc., and also for their replacements, if necessary, after obtaining due instructions.

He shall see that no inconvenience is caused to any of the Hon'ble Judges at the instance of the Last Grade and Contingent Staff working under their Lordships either in the Chambers, Court Halls or at Residences.

He shall maintain the following data:

1. Buildings Information of High Court & Lower Courts, with the stages of sanction and construction (Major and Minor works);
2. Residential Bungalows of Hon. Judges and Judl.Officers' Quarters;
3. Location of Court Buildgs. in Govt. and Private Accommodation;
4. List of Vehicles – High Court & Lower Courts;
5. List of Stores and Stationery Items available for supply;
6. List of Xerox, Roneos, and Risographers;

S.O. 1 – 6: REGISTRAR (Protocol): The Registrar (Protocol) shall carefully note the various functions to be discharged by the Protocol Section, as embodied in these Standing Orders. He shall personally supervise the maintenance of the Files in respect of each Hon'ble Judge, and see that the requisitions received are attended to promptly by the staff under his control.

As far as possible he shall personally attend on the Hon'ble the Chief Justice and Chief Justice of India and Supreme Court Judges and Chief Justice of other High Courts at the time of their Lordship's visits/ travels.

The Official intimations to all the concerned about the proposed visits of the Hon'ble Judges shall be personally monitored by him.

He shall maintain the required data for discharging the Protocol Functions at all times.

He shall see that there is accountability for the amounts given to the Protocol Section by the Hon'ble Judges for their Lordship's visits. Similarly, he shall see that the required Vouchers are furnished to the Accounts Section for the amounts, if any, drawn from the said Section for the visits of the Hon'ble Judges, and help for their rapid recouplements.

He shall take all precautions and see that there is no inconvenience caused to any of the Hon'ble Judges/Hon'ble the Chief Justice during their Lordships' journeys/stays. He shall ensure prompt attendance on their Lordships and quick execution of the works entrusted to the Section.

He shall give necessary instructions to the Tappal Section with regard to the Currents, if any, rejected by the Section Officers.

He shall cause the delays, if any, eliminated in processing the L.T.C. Bills of the Hon'ble Judges and Hon'ble retired Judges matters.

He shall supervise the matter relating to the telephones of High Court and Lower Courts.

S. O. 2: CONTROLLING OFFICERS DUTIES:

S. O. 2 – 1: PUNCTUALITY & DISCIPLINE: They shall attend the Office by 10.15 a.m., daily on all working days and remain till the Hon'ble the Chief Justice and Registrars leave, and set example for the subordinate staff by their disciplined conduct.

They shall also see that members of Administrative Sections do not leave the Office until the Registrars leave. (*old 63*)

They shall always be present in their respective Chambers, unless they are summoned by the Registrar / Hon'ble Judge, and be available to the Section-people/Advocates for giving necessary instructions on Office Files.

They shall visit the Sections under their control at least once in a day and develop good rapport with the staff, and make them work pleasantly. They shall also note the requirements, if any, for the Section, and report the same to the Registrar concerned for fulfilment. (*Old 63(b)*)

The Controlling Officers shall close the 'Attendance Registers' (**A.R.1**) at 10-30 a.m., and the 'Late Attendance Registers' (**A.R.1-A**) exactly by 11.15 a.m., and no member of the staff shall be permitted to sign in the 'Late Attendance Register' (**A.R. 1-A**) after 11.15 a.m. No member shall be allowed to avail more than two 'late permissions' in a month. (*Old 3*)

S.O. 2 – 2: LEAVES: Before granting the various Leaves to the Staff under their control, the Controlling Officers shall verify the Rules by referring to the Standing Orders relating to Establishment Section concerning "Leaves" (since it is more vividly elucidated there).

In the Case of grant of Casual Leave to a purely temporary and emergency member of the staff, the sanctioning authority shall use his discretion having regard to the length of service put in by such member.

They shall not entertain leave applications of other Sections.

In case of C.M.Ls., the joining reports of the individual should be accompanied by a medical and fitness certificate of a doctor holding minimum MBBS Degree. If the medical and fitness certificate is not produced at the time of joining, the Officer must refuse to permit the individual to join duty.

The staff member must report to duty in time and late permissions will not be entertained as far as the joining report is concerned. If any individual produces joining report after 11-00 A.M., the same has to be rejected, and he shall be informed that the entire day will be treated as leave.

If any staff member is exhausting Casual Leaves disproportionately and applying for short spells of Earned Leaves and C.M.Ls., subsequently, the pay for the leave period will be withheld till the leave is granted.

Applications for Short spells of E.Ls., and C.M.Ls., shall not be encouraged.

S.O. 2 – 3: TAPPALS: The Controlling Officers shall go through the Tappals daily and issue instructions to the Section Officer/Seat Clerks under their control. They shall instruct the Section Officer to immediately attend to the Currents of urgent nature.

Whenever the concerned Registrar gives any Current of confidential nature, the Controlling Officer shall first cause an entry to be made in the 'Register of Confidential Correspondence' (**A.R.3-A**), and then attend to it personally. He shall keep the said Register in his personal custody.

S.O. 2 – 4: CIRCULARS: They shall see that copies of all the Circulars issued by the Sections under their control are noted in the 'Register of Circulars Issued' (**A.R.10**) and further send to the Special Officer's Section or Appeal Filing Section, as the case may be, for compilation. They shall also see that all the Circulars received in the Section are implemented and preserved in the *Stock File of Circulars* (**A.R.11**), duly indexed.

S.O. 2 - 5: REGISTERS: They shall scrutinise every month all the Registers maintained by the Sections under their control. They shall instruct the Section Officer to rectify the defects, if any, noticed during scrutiny. The Personal Registers (**A. R. 2**), submitted by the staff under their control, through the Section Officers concerned, shall be scrutinised weekly, and necessary instructions be issued, duly putting their initials.

List of Registers that are being maintained in the respective Sections shall be exhibited at a conspicuous place of the Section to enable the Employees working in that Section to familiarise themselves with the Nomenclature of the Registers, the Numbers of the Registers and the Standing Order under which the Register is prescribed. The Controlling Officer shall ensure proper exhibition of the List of the Registers and their maintenance.

S.O. 2 – 6: CONSIGNMENT/DESTRUCTION: They shall see that the Consignment / Destruction of Records is promptly attended to by the Section, as per Rules, and they must ensure that the Section is kept clean and up to date.

S.O. 2 – 7: CIRCULATION: If the papers/ files circulated to the Hon'ble Judges are not returned to the Office within one week after circulation, the Officer concerned, with the permission of the Registrar, will remind the Hon'ble Judges at their Lordships' chambers. For this purpose, the Officer has to verify once in a week in the Section, the state of circulations made. (*Old 245*)

S.O. 2 – 8: FILE STUDY: Just like the Registrars who take pains to go through each and every File and apprise it to the Hon'ble the Chief Justice/Hon'ble Judges, the Controlling Officers must go through each and every File, holding due discussions with the Section Officers concerned, and they must personally go, accompanied by the concerned Section Officer, to the Registrar / Hon'ble Judge concerned, and apprise of the files vividly, duly ascertaining every stage of the Matter dealt with in the Files.

S.O. 2 –9: INSPECTION OF RECORDS, etc: The Controlling Officer shall instruct the Sections under his/her control that they shall not show the Judgments, Decrees, Orders and other Records to the Advocates unless the Decree or Order is marked for their inspection or unless there is direction by him/her

The Controlling Officer shall not allow any member of the establishment to communicate directly or indirectly any official document or any of its contents or disclose information made to him in official confidence or knowledge gained by him in the course of official business, to any other member of the establishment not authorised to receive the same, or to any non-official person or the Press. (*Old 19*)

S.O. 2 -10: CONFIDENTIAL REPORTS:

- a) Every Controlling Officer shall maintain Confidential Reports, in the form prescribed, separately for each employee serving under him, and keep them in his personal custody. Such Reports shall be prepared on or before 15th January of each year for the period from 1st January, to 31st December of the preceding year.
- b) Whenever the Reporting Officer retires from service or relinquishes charge of his office during the year or whenever the employee is transferred to serve under another Controlling Officer, the reporting Officer shall write the Confidential Reports for the period the employee happens to work under him. If the employee worked for less than one month during the year, no Report is necessary.
- c) Whenever, the Establishment Section seeks the Confidential Reports of any particular employee for purposes of declaration of probation, promotion, etc., the Controlling Officer, shall update the file and send a copy thereof to the Registrar concerned in a sealed cover duly signed. After the purpose is over, it is the duty of the Establishment Section to close the cover in the presence of the Registrar concerned, seal it, obtain the signature of the Registrar concerned and transmit it to the Controlling

Officer for clubbing the Report with the main file relating to that employee.

- d) In view of the element of confidentiality involved, it is desirable that the Controlling Officer as well as the Registrar concerned, shall see that the said report is not accessible to anybody except themselves (*The present practice of obtaining confidential report on loose sheets from the Controlling Officer by the Establishment Section at the time of giving promotion etc., and dealing with it openly, is deprecated and dispensed with forthwith*).
- e) As to how to maintain the Files relating to Confidential Report of each employee etc., can be gathered by looking into the Rules *shown as Annexure 2*.

S.O. 2 – 11: COURT MATTERS: The Controlling Officers shall acquaint themselves with the following procedure in dealing with ‘Court Matters’:

- a) Under the Office Orders in R.O.C. No.129/98-Estt.1, Dated 10.4.1998, and in R.O.C.No.9092/2002-Estt.1, Dt.7.2.2002 certain Advocates have been appointed as Advocates-on-Record to appear in all Court Matters before the High Court. (*Subsequent Proceedings, if any, shall be noted*).
- b) The Assistant Registrar nominated shall receive the Notice in all the Writ Petitions and other matters where the High Court and Subordinate Judicial Officers are made parties. He shall cause necessary entries to be made in the ‘Register of Court Cases’ (**A.R.-6**) maintained for the purpose. He shall, then, send the Case-papers to the Personal Secretary to the Registrar (Administration) for placing them before the Registrar for marking them to the concerned Sections and for nominating the Advocate-on-Record, on rotation basis.
- c) After obtaining such orders, the Personal Secretary to the Registrar (Administration) will enter the Cases immediately in the ‘Register of Court Cases’ (**A.R.-6**) and send them to the concerned Section Officers. On receipt of the same, they will put up Proceedings for signature of the Registrar (Administration), incorporating the Case Number and the name of the Advocate-on-Record to whom it is entrusted, and marking copies for intimation to the Registrar (Judicial), Joint Registrar (Judicial) and concerned Advocate-on-Record. [*Vide Circular in R.O.C.No.129/98-Estt.1, Dt.10.4.1998 issued by the Registrar (Administration)*].
- d) Scrutiny Officers shall note that in all matters in which the High Court is impleaded as a party, or when actions on administrative side of the High Court or Officers of Subordinate Courts, are questioned, they shall be posted before a Division Bench. For that purpose, the Case-file may be placed before the Registrar (Judicial) to enable him to obtain the instructions of the Hon’ble the Chief Justice to indicate the Bench where they are to be posted. [*Vide the Circular Dt.27.6.1996 issued by Registrar (Judicial)*].
- e) Under the *Circular in R.O.C.No.4728/96-C.1 (4), Dated 31.12.1996*, all the Unit Heads are requested to ensure that Counter-Affidavits are sent immediately to the High Court along with the material papers and the

record, and that in cases where interim orders/final orders cannot be complied with for valid reason, the Unit Heads may immediately address the High Court for taking further steps in the matter depending upon the nature of the case.

- f) The concerned Section Officer shall follow the Case on every date of hearing, obtain necessary instructions from the Registrar concerned, and transmit the same to the Advocate on Record from time to time. The Section Officer shall maintain the 'Register of Court Cases' (A.R. 6) in his Section, apart from the 'Hearing Book' (A.R.20).
- g) After the disposal of the Case, the Section Officer concerned, on Receipt of fees intimation from the Advocate on Record, shall prepare a Note and place it before the Hon'ble Chief Justice for sanction. After obtaining Sanction Orders, Proceedings shall be drafted and placed before the Registrar concerned, and, after obtaining signatures thereon, Proceedings shall be sent to the Accounts Section, marking a copy thereof to the Advocate on Record.
- h) Advocate Fee for the Counsel on Record for High Court is payable as per the Schedule (*Annexure 3*) fixed by the High Court, from time to time.

The Accounts Section shall draw the amount towards fees and pay the same to the Advocate-on-Record without delay.

PROFORMA FOR REGISTER OF COURT CASES (A. R.6):

{To be maintained by –

- (i) *Officer* receiving the Case-papers,
(ii) *Personal Secretary* to the Registrar (Admn.), and
(iii) *Section Officer* concerned}.

<i>Sl. No.</i>	<i>Case No.</i>	<i>Date of receipt of Notice</i>	<i>Date of entrustment</i>	<i>Advocate to whom entrusted</i>	<i>Result & Date of disposal & Judge's Name.</i>	<i>Fee paid & Date of Payment</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The Sections dealing with Court Cases shall computerise the entire information relating to all such cases and place it before the concerned Registrar every fortnight for instructions.

S.O. 2 – 12: STAYED MATTERS: All the Currents received from the Judicial Officers making enquiries about the stage of the Stayed Matters shall be marked to the Registrar (Judicial), even if they are addressed to the other Heads of the Registry.

With regard to Stayed Matters, the District Courts, with the help of Computers provided to them along with Internet Facility, have to ascertain the stage of any matter which is stayed by High Court, and if it is found that 'Identified Matters' are stayed for long by High Court, they have to be brought to the Notice of the Registrar (Judicial), who will, then, take steps for getting those relevant Cases posted before the Court and pave the way for an early disposal of those old matters.

However, as per the Circular Instructions already given, the Unit Heads have been sending Statements, some addressing the Registrar (Judicial) directly, and some addressing the Registrar (Vigilance). The OP Cell shall take immediate steps to cause transmission of such Statements received by the Registrar (Vigilance) to the Registrar (Judicial).

The Registrar (Judl.) shall nominate an Officer under his control to cause those Statements verified not only on Computers but also physically by looking into the Case-Records and to prepare 'Verified' Statements and certify the same as 'VERIFIED'. Further, the said nominated Officer has to see that the Vernacular Records in the disposed of Cases are despatched to the Courts concerned, after duly verifying whether the Stay granted by High Court stood vacated or whether the main case is disposed of.

The Registrar (Judicial) shall cause those Verified Statements transmitted to the Registrar (Vigilance) without delay, marking copies thereof to the O.P.Cell, for being furnished to the Hon'ble Chief Justice and the Hon'ble Portfolio Judges whenever their Lordships visit the Districts or whenever requisitioned by the Authorities concerned.

As the necessary information as to the continuance of Stay or disposal of the matter is available only with the Registrar (Judicial), he shall ensure that the information regarding the latest stage of stayed matters (by way of 'Verified Statements') is readily available, District-wise, at all times.

The instructions, if any, given by the Hon'ble the Chief Justice/Hon'ble Portfolio Judges to post the Stayed Matters before various Benches, shall immediately be executed by him and compliance be reported promptly.

At the time of Conferences/Meetings held by the Hon'ble Judges with the Unit Heads, the Registrar (Judicial) shall coordinate with the Registrar (Vigilance) in supplying the latest information with regard to the Stayed Matters and implementing the instructions, if any, given.

S.O. 2- 13: MATTERS DEALT WITH BY FULL COURT:

- a) Framing of Rules and Rulings for Judicial Administration in High Court and Subordinate Courts;
- b) Service Rules & Amendments thereon;
- c) Annual Calendar for High Court & Subordinate Courts;
- d) Designation as Senior Advocates
- e) Decisions/Minutes of Administrative Committee in respect of --
 - Major Punishments pertaining to Disciplinary Matters of Judicial Officers;
 - Recruitment of District Judges & Junior Civil Judges;
 - Promotions;
 - Amendments to Service Rules; and -

Such other Matters which are directed by the Hon'ble the Chief Justice to be placed before the Full Court.

S.O. 2- 14: MATTERS DEALT WITH BY ADMINISTRATIVE COMMITTEE:

- A) Service Conditions & Disciplinary Matters of Judicial Officers;
- B) General Administration, including --

- a) Conduct Rules;
- b) Recruitment of District Judges & Junior Civil Judges;
- c) Probation, Regularisation and confirmation;
- d) Seniority;
- e) Promotion;
- f) Review of Compulsory retirement and for continuation in service beyond 58 years;
- g) Alterations of Date of Birth;
- h) Amendments to Service Rules;
- i) Establishment of New Courts; and

Such other Matters which are directed by the Hon'ble the Chief Justice to be placed before the Administrative Committee

S.O. 2 – 15: MATTERS TO BE PLACED BEFORE PORTFOLIO JUDGES:

1. The following Issues relating to Judicial Officers:
 - a) G.P.F. Files;
 - b) Permissions under Conduct Rules;
 - c) Pension Files;
 - d) Increments, Incentive Increments, Special Grade Increments, Retirements & Terminal Benefits, and Pay Fixations;
 - e) Work Review
 - f) Review of Compulsory Retirements and for Continuation in Service beyond 58 years;
 - g) Earned Leave, Medical Leave, L.T.C., Addl. Charge Allowance, etc.;
 - h) Punctuality & Prompt Delivery of Judgments;
 - i) Amenities to Judicial Officers;
 - j) Financial Matters
2. Matters relating to Senior Citizens;
3. Pendencies of Cases including N.B.Ws.;
4. Under Trial Prisoners' Cases;
5. Pre-1995 Matters (Oldest Matters);
6. Representations (O.P.Cell);
7. Boycott of Courts;
8. Distribution of Work among Courts;
9. Transfer of Cases;
10. Jurisdiction of Subordinate Courts;
11. BUILDING MATTERS:(a) Major Works;(b) Minor Works;
12. Calendars and Judgments received from Sessions Judges;
13. Court Fee Examiners' Check-slips;

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Any other important Matter of the District Judicial Administration
(Except Vigilance Files)

S. O. 2 –16: OFFICERS AUTHORISED TO ADMINISTER OATHS:

Under Section 3 of the Indian Oaths Act, 1969, (Act 44 of 1969), the Hon'ble the Chief Justice has been pleased to authorise the Registrar, the Additional Registrar, the Deputy Registrars, the Secretary to the Hon'ble Chief Justice, the special Officer and the Assistant Registrars of the High Court, by their designations, to administer Oaths and Affirmations for the taking of any affidavit or Affirmation and for receiving and taking the examination of any

party or parties and of any witness or witnesses to or in any Suit, Matter or Proceeding which may be pending or about to be instituted and for swearing executrix or administrators in the High Court (*Vide the Circular No. Judl. (OS) No. 14/77, dt. 24-2-1977*)

* * *

The following Officers shall do the Additional Duties, thus:

S.O. 2 – 17: The ***Controlling Officer for Establishment Section*** has more onerous responsibilities, as he happened to be the main guiding Officer to the Registrar (Administration).

- a) He shall keep ready with him the Staff-pattern with their Pay-Scales, Vacancy position, the Cadre-strength – Section-wise, the Seniority Lists of all Employees & Officers, Cadre-wise and the Number of Disciplinary Matters pending, etc.;
- b) He shall get acquainted with the Office Procedures & Practices;
- c) He shall see that the Service Registers of all Employees are up-to-date and that the Data relating thereto is computerised promptly;
- d) He shall ensure that the Pay Fixations, if any, are made in time, that Increments, Spl. Grades, etc., are released in time and that the Bills thereof are prepared promptly;
- e) He shall see that Pensions, Gratuity, etc., are not kept pending for long;
- f) He shall verify whether the concerned Officers periodically make the Confidential Reports ready;
- g) He shall personally monitor the grant and release of Loans to the Staff;
- h) He shall look to the Court-Matters, if any, pending, watch their hearings and submit their latest position to the Registrar;
- i) He shall ably advise the Registrar on the work distribution among Officers & Section Heads, placing their respective Bio-data before the Registrar;
- j) He shall carefully scrutinise and ensure accurate and prompt preparation of Income-tax Statements of Officers, etc.;
- k) He shall concentrate on important areas like Budget Estimates, Audit-work, Court-Attachments/Orders, Office Regulations, etc.
- l) He shall chalk out proposals for Training the Staff, also on Computers;
- m) He shall endeavour to eliminate delays in processing the Leave-Files, GPF Files, etc.;
- n) He shall see that the salary is not claimed to the absentees.

- o) He shall also verify the Weekly Statements submitted by the Binder in the Library Section as the Controlling Officer for the said Binder, and see that the Binder has sufficient work.
- p) He shall arrange to remit the Amounts of Salary, Loans, etc., which remained undisbursed for three months to the Government, as per the provisions contained in A.P. Financial Code (Vol. I), and shall cause entries to be made in the 'Register of Undisbursed Amounts' (A.R.49)
- q) In respect of recoveries made for the loans taken by the Staff/Officers from Banks or of those made under Orders of Attachment made by Courts, every endeavour is to be made by the Accounts Officer to cause preparation and transmission of Cheques payable to the respective Banks/Financial Institutions/Courts, positively, by 5th of every month, so that the borrowers (Staff) will not be penalised for the delay, if any, caused by the Office in transmitting the Cheques. The Controlling Officer shall personally monitor this issue and ensure scrupulous compliance.

S.O. 2 – 18: Drawing Officer:

- a) He shall see that all Bills are submitted to the Pay & Accounts Officer in time and all Payments are made to the concerned authorities in time.
- b) He shall arrange to enter in the Bills the nature of claim, amount of claim, period of claim, sanction order, authority for recovery/deduction, classification as given in the Budget/Budget Control, with plan/non-plan, used/charged contingencies.
- c) He shall enforce the Deductions, such as, Income tax, Professional Tax, Court Attachments, GPF, Group Insurance, APGLI, House-loan Recoveries, etc., at the appropriate rates.
- d) He shall see that in Government loans and advances with interest, the interest amount is calculated and recovery effected after completion of the recovery of the principal amount.
- e) Recoveries towards Co-operative Society dues should be given effect to, and money remitted to the Society.
- f) Schedules should be prepared in respect of all deductions.
- g) Where GPF Account Number is not allotted by the A.G's Office, mention should be made that Account Number has been asked for in Reference No., and date.
- h) For ensuring correctness of Pay drawn, he may look into the 'Service Register' (A.R.24) of the concerned employee.
- i) Service verification of employees has to be done during March annually, and the signatures of the employees have to be obtained in the respective 'Service Registers' (A.R. 24).
- j) Normal Increments must be released as a matter of course unless ordered to be stopped by competent authority. [Drawing Officers shall be

delegated powers for release of normal increments (*FR 24, Govt. Memo No.16965/677/AGLI/85, dated 13-2-1987 of Finance & Planning*.)]

- k) In the case of employees kept under suspension, before release of Subsistence Allowance, Certificate stating that the 'employee is not re-employed elsewhere' should be obtained.
- l) Minimum period of additional charge, such as 14 clear working days excluding holidays / casual leave, for full additional charge of 30 working days for current duties, are necessary for claiming additional charge allowance. D.A., HRA, CCA., are not admissible on additional charge allowance.
- m) A Certificate of Tax Deducted at Source should be furnished to the employee in respect of Income Tax deductions every year.
- n) A copy of the Pay and Allowance drawn as per 'Pay Bill Register' (**A.R.81**) should be furnished to the employees annually crediting deductions and balance of loans.
- o) T.A. Claims should be preferred within 3 months of completion of journey and countersigned within one month. L.T.C. Claims should be preferred within 30 days of completion of journey.
- p) Contingent Bills for purchase, etc., should not be endorsed in favour of private parties. All the supporting invoices/vouchers should be cancelled and attested by the Drawing Officer before presenting the Contingent Bills at Treasury.
- q) Acknowledgement of Permanent Advance should be furnished to the Sanctioning Authority during April every year.
- r) Refunds/Repayments of Deposit can be made only after noting such claims against the original entry of such receipts/challans.
- s) The Drawing Officer should review the 'Treasury Bill Register' (**A.R.80**) every fortnight to examine the pending bills, and tally them with the paper token.
- t) All amounts received from PAO should be entered in the appropriate Registers, such as 'Register of Undisbursed Amounts' (**A.R.-49**), Contingent Register (**A.R.77**), etc..

General Cash Book (**A.R.48**) should indicate position of cash balance kept in the Office everyday.

- u) All money received from PAO should be disbursed to the employees without any delay and necessary action taken for remitting the long pending undisbursed amounts (exceeding 3 months).

After disbursement, the Drawing Officer should certify on each bill that 'payment is checked as per S.R.(d)/TR 32 of APTC and found correct'.

- v) All the receipts and expenditure should be reviewed every month by the Drawing Officer to ensure that there is no misappropriation /misclassification.
- w) Acquittance Rolls in respect of Establishment Bills shall be checked by the Drawing Officer every month. (*Old 81*).
- x) The Cash Balance with each of the Accounts Assistants shall be verified on the last date of every month by the Drawing Officer (*Old 82*).
- y) A monthly Statement of Amounts deposited into Bank under various Heads should be prepared and sent to the Bank for reconciliation. (*Old 83*)

S.O. 2 – 19: The *Controlling Officer in charge of Criminal Section* shall check the valuable & non-valuable properties received from Sessions Courts at the end of every quarter, and take steps for omissions, if any, detected.

It is also his duty to carefully go through the MONTHLY STATEMENT OF PENDENCY OF MATERIAL OBJECTS for the preceding month on or before the 10th of each month, submitted by the Section Officer, Criminal Section, and take necessary steps.

S.O. 2 – 20: *The Deputy Registrar, incharge of Court Officers & Scrutiny Officers' Section*, approves the Notes prepared by the Scrutiny Officers regarding the return of papers to advocates for rectification of defects. He also admits the First Appeals, sent to him by the Section, by putting his initials also with date on the dockets. The seal of the High Court used for sealing the Orders etc., will be in the custody of the said Deputy Registrar and he will see that the same is properly used.

S.O. 2 – 21: The *Controlling Officers Incharge of Judicial Sections* shall note that the Clerks of Advocates will not be admitted into the Sections of the Registry., and even the Advocates are requested to refrain from visiting the Sections. However, to ensure that no inconvenience is caused to the Advocates or the litigants, the Advocates, their Clerks, or the litigants can see the concerned Assistant Registrar/Deputy Registrar Incharge of the relevant Sections. If the Advocates or their Clerks require any specific information, arrangements have been made for receiving written 'Information Request Forms' which they can deliver to the concerned Assistant/Deputy Registrar, in duplicate. If such Information Request Forms are delivered before 12 Noon, the information will be furnished on the same day. If requested and a written acknowledgement Slip is presented, the concerned Officer will acknowledge the same. [*Vide the Circular issued by the Registrar General (in pursuance of the Minutes of the Meeting held on 19-2-1997)*].

S.O. 2 – 22: The *Controlling Officer for Court Masters' Section* shall see that Holiday-duties are assigned to one Court Master, one Court Officer/Scrutiny Officer, one Drafter, one Typist/Copyist/Computer Operator and one Approving Officer (or such number of personnel as the situation warrants) for attending to the House-Motions, if any, entertained by the Hon'ble Judges. They must act as per the instructions of the Registrar (Judicial).

S.O. 2 – 23: The *Controlling Officer for Current Section* will check the stock of Service Stamps on the first working day, each week. He shall also, once a month, conduct a test check as to the proper use of Service Stamps by the Despatching Assistants and submit a report to the Registrar (Administration) (*Old 367*).

S.O. 2 – 24: The *Assistant Registrar (Buildings)* (*Old 21 to 27*) is in charge of the buildings and grounds of the High Court. He is responsible for keeping the High Court premises clean. His duties shall include the following:

- i) Prevent spitting and causing nuisance by anybody;
- ii) Prevent beggars from entering the premises;
- iii) Inspect the whole of the High Court premises. If any repairs are necessary, Buildings Section will secure the execution of the said repairs by the Public Works Department;
- iv) Visit the Buildings occasionally at night to see that the patrolling by the Security Guards and the Watchmen is in tact;
- v) Ensure proper maintenance of the Garden;
- vi) Train Night Watchmen to operate Fire Extinguishers;
- vii) Keep the Telephone Numbers of Fire Station in case of any urgency;
- viii) Keep the Fire Extinguishers in working condition;
- ix) See that Fire Buckets are full of sand or water, etc.

S.O. 2 – 25: *All the Officers, including the Special Officer, but excluding the Assistant Registrars of Library, Protocol and Buildings shall attend to the approval of the drafts besides their assigned duties. However, Orders of urgent nature shall not be allotted to the Officers working on Administrative side.*

S.O. 2 – 26: *CHECKING OFFICERS* shall ensure that:

- a) the Day and the Date of the Order are correctly shown;
- b) the Names of the Hon'ble Judges are correctly mentioned;
- c) the Cause-title is correct;
- d) the abbreviations or the signatures of the Hon'ble Judges are precisely and accurately deciphered;
- e) (in the forms of the drafts) the portions not germane to the Subject Matter are struck off;
- f) the Prayer-portion is correctly drawn;
- g) the drafts are written not with bad or clumsy handwriting, making it extremely difficult for the typists to decipher;
- h) the accuracy of the contents or subject matter of the Order is reflected in the drafts, etc.

(Vide Circular dated 1-12-1995 issued by the Registrar (Judicial))

S.O. 2 – 27: VACATION OFFICER'S DUTIES:

The Officer who is appointed as Vacation Officer, immediately on receipt of such Proceedings, shall call on the Vacation Judges, introduce himself/herself as Vacation Officer and obtain instructions, if any, from the Hon'ble Judge on the following aspects:

- 1) In which Court-hall the Hon'ble Judge/Judges prefer to sit?
- 2) Whether the Case Records can be circulated to the Hon'ble Judge after covering the entire Cause List or as and when they are made ready?

- 3) Whether the Court Slips prior to vacation can be entertained?
- 4) Whether the Letters relating to Cases already listed before vacation can be entertained or not?
- 5) Whether the directions of the Courts prior to Vacation to post the Cases be implemented, etc.?

The Hon'ble Vacation Judge is to be apprised of the following practice of entertaining Matters by the Registry during Vacation: -

a) **Writ Petitions:**

- i) Dispossession (if only there is a recent Order)
- ii) Demolition (if only, there is a recent Order)
- iii) Eviction (if only notice issued ten days earlier)
- iv) Dstraint Warrant
- v) Disconnection of Electricity and water supply
- vi) Habeas Corpus Petitions
- vii) Writ Appeals will not be entertained unless there is specific direction during vacation.
- viii) Deportation of persons
- ix) Impounding of passports, etc.

b) **Civil Matters:**

In cases where injunction order was in force in the Lower Courts concerning - -

- a) Eviction
- b) Dispossession
- c) Demolition, etc.

c) **Criminal Matters:**

- i) All Bail Applications including Anticipatory Bails.
- ii) Conviction Appeals and Revisions.

A submission shall also be made to the Hon'ble Judge that his Lordship's signatures will be taken for every one-hour on the Bench in order to facilitate immediate despatch of the Orders.

The Vacation Officer shall further visit the concerned Filing wings and Scrutiny wings, etc., and see that the cases are processed quickly.

If necessary, he has to draw personnel from other Sections after obtaining necessary orders from the Registrar concerned.

He shall not leave the Office till the preparation of Cause List is finalised and till all the cases in the Cause List are circulated to the Residence of Hon'ble Vacation Judge. He shall be in touch with the Hon'ble Vacation Judge, at every moment.

For the smooth functioning of the Vacation Court, the Vacation Officer shall make every endeavour by taking the following precautions:

- a) The Overseer must be clearly instructed to see that the Vacation Court-Hall is made ready by causing sufficient number of Attenders posted there and by providing all the necessary amenities in the Chambers of the Vacation Judge.

- b) The Cause Lists and the Motion Lists shall be clearly exhibited in the Notice Board, after duly making it available to the Hon'ble Judge, to the Advocates' & their Clerks Association, the concerned Sections and the Internet.
- c) It shall be verified whether duties are aptly arranged in the Court Officers' Section, Court Masters' Section, etc., for processing the Cases in the Vacation Court from the beginning till despatch.
- d) The Special Messengers and such other personnel must be instructed not leave the Office without the Vacation Officer's permission.
- e) Every endeavour is to be made to see that urgent orders are despatched on the same day on which the Orders are passed. Wire Orders must be given priority.
- f) The Vacation Officer shall make it a point to see the Hon'ble Judge immediately after his Lordship arrives in the Chambers in the morning and again during the lunch hour and also before the Hon'ble Judge leaves for the Residence, for obtaining necessary instructions, also with regard to the following day's work.
- g) Clear instructions must be obtained from the Hon'ble Judge for processing the House Motions, if any, moved during non-Court-Working days in the Vacation.
- h) It shall be verified whether the Books, if any, required by the Vacation Judge are promptly circulated by the Library Personnel, and whether the Stationery Items etc., if any indented, are immediately supplied to the Hon'ble Judge.
- i) Before the Court Assembles, the Vacation Officer shall visit the Court-Hall and see whether the Court Officers made the Cases ready as per Cause-Lists/Motion-Lists in seriatim.
- j) The Lunch Motions, if any, granted by the Hon'ble Judge are to be quickly processed by the concerned Sections. For this purpose, the Vacation Officer shall be in close touch with the concerned Sections and ensure that the Case-files reached the Court much in time.
- k) The Vacation Officer should inform the Registrar (Judicial) the status of Vacation Court-work.
- l) He shall work in co-ordination with one and all, including the NIC. Personnel, for smooth functioning of the Vacation Court.
- m) It is also the duty of the Vacation Officer to inform the Hon'ble Judges about the Volume of the work to be turned out on the Bench as per the Regular, Motion-lists and Lunch Motion Lists, so that the Hon'ble Judge may give appropriate instructions. He should not surprise the Hon'ble Judge with huge number of cases without prior intimation.
- n) On the last working day of the Vacation, after the day's work is over, it is desirable that the Vacation Officer obtains the leave of the Hon'ble Judge.

S. O. 3: DUTIES OF SECTION OFFICERS

S.O. 3 – 1: WORK DISTRIBUTION: The Section Officer, exercises over all supervision of the Section. He shall give necessary guidance to the staff and shall also undertake the work himself, if need be, unhesitatingly.

He shall *distribute the work* among the staff, in consultation with the Controlling Officer, keeping in view their working knowledge and the volume of the work sought to be entrusted. He shall also specify as to who shall act on his behalf in his absence.

He shall keep copies of the *work- distribution-chart (A.R.16)* with him, with the Controlling Officer and Registrar concerned to watch the performance of the staff- members.

He shall see that all the seat clerks promptly maintain Work Statements daily (i.e., *personal registers*)(A.R.2) scrutinise them and send them to the Controlling Officer every weekend for his perusal and necessary instructions.

In the work so distributed, if there are any latches or lapses, or omissions/ commissions, the staff member concerned and the Section Officer as well, will be held *responsible*.

S.O. 3 –2: PUNCTUALITY AND PROMPTNESS: The Section Officer shall attend promptly before 10-15 a.m., and he shall see the Controlling Officer every day at 11.30 a.m., explain about the absentees, discuss on Currents received and obtain necessary instructions for the day.

He shall see that each Current is entered in the ‘Inward Register’ (A.R.3) promptly and that they are attended to on the same day or on the following day. He shall keep the important currents with him and see that they are replied soon.

No current shall remain unattended to for more than 3 days.

The Section Heads shall send the ‘Attendance Registers’ (A.R.1) at 10.35 a.m., and send the same to the Controlling Officer for closing the Register. In Case, the Section Officer is absent or late, the next senior person in the Section shall attend to it.

S.O. 3-3: IDENTITY CARDS: Every Member of the High Court Establishment, so long as he/she is on duty, shall display his/her identity card at a conspicuous place of his/her person. The Registrar (Administration) will issue instructions in this regard. (*Old 63(c) & Circular in ROC. No. 7453/2002/Estt., dt. 23-9-2002*)

S.O. 3 – 4: CIRCULATION OF FILES:

- a) The Section Head shall maintain, or cause to be maintained ‘File Movement Register’ (A.R.19) showing the day-to-day movement of the files i.e., to whom it is circulated, on what date, when it is received back, etc., and provide the required information to the Controlling Officers and the Registrar concerned.

- b) Whenever a File is required to be circulated to the concerned Committee, the Section Officer shall take necessary steps to circulate the File to the Members of the Committee for obtaining necessary orders. Later, it has to be placed before the Hon'ble the Chief Justice for necessary orders.
- c) If there is a change in the Committee during the circulation of the File, the Section Officer shall verify whether any of the Hon'ble Members of the old Committee are there in the new Committee. If there are such Members, and if the file is already circulated to such Members, he shall take necessary steps to circulate the file to the new Members of the Committee.
- d) In all the Administrative Files, the opinion expressed by the majority of the Hon'ble Judges shall be taken into consideration. If the opinion of the Committee is equally divided, the File shall be placed before the Hon'ble Chief Justice with a detailed Office Note, requesting the Hon'ble Chief Justice to accept the view of either of the two opinions.

S.O. 3- 5: PROCEDURE FOR CONDUCTING MEETINGS OF FULL COURT AND ADMINISTRATIVE COMMITTEE:

- a) The Special Officer's Section deals with the subject relating to the Full Court Meetings, while the B.Spl. Section deals with the Administrative Committee Meetings, and, then, the respective Sections deals with various Committee Meetings of the Hon'ble Judges depending on the subject they relate to.
- b) Whenever any subject is required to be placed before the Full Court or Administrative Committee, the concerned Section Heads shall send the subject matter to the Special Officer's Section or to the B.Spl. Section in advance.
- c) The Section Officer, Special Officer's Section, shall prepare upto date list of the subjects that are to be considered by the Full Court and place the same before the Registrar General, who in turn will obtain the orders of the Hon'ble the Chief Justice about the date and time of convening the Full Court Meeting.

In case of Administrative Committee meeting, the similar procedure be adopted.

- e) Thereupon the Special Officer's Section shall obtain the material from the concerned Sections, prepare the Memo about the convening of the Full Committee Meeting, and then circulate the same to all the Hon'ble Judges in advance.

In normal course, if it is a Court working day, the Material shall be handed over to the circulation Incharge, in the Posting Section. On non-Court working days, the Material shall be sent to the residences of the Hon'ble Judges through the Overseer. On any specific directions, the Meeting Material may also be circulated at the Chambers of the Hon'ble Judges by the concerned Section Personnel.

At the time of circulation, when any Hon'ble Judge happens to be on leave and is not going to attend the Meeting, the specific orders of the Registrar General are to be obtained as to the Circulation of the Material to the Said Hon'ble Judge.

After the conclusion of the Meeting, Minutes thereof are to be prepared as per the directions of the Registrar and, after finalisation, the Minutes are to be circulated to the Hon'ble Judges (Members of the Committee) for approval. After the Hon'ble Judges approve the Minutes, they are to be placed before the Hon'ble the Chief Justice for final approval.

The Minutes of the Meetings are to be circulated to the Hon'ble Judge on return from leave.

The Section Officer of the concerned Section shall communicate the Minutes of the Meeting to the other Sections whose subject was placed in the Meeting for taking follow-up action.

The above said aspects will apply to B.Spl. Section in so far as the Administrative Committee Meetings are concerned and it shall process the same through the Registrar (Vigilance).

In case of Full Court Meetings, the entire Material is to be circulated to all the Registrars.

- f) In case of Administrative Committee Meetings or other Committee Meetings, the Memo shall be circulated to all the Registrars and the concerned Sections. The Material other than confidential matters shall also be circulated to the Registrar concerned.

If the Meeting is convened before 4.15 P.M., the Posting Section shall be intimated in advance.

The Overseer shall also be intimated about the Meetings well in advance so as to enable him to arrange refreshments, etc.

Library Books that are required for the Meeting are to be requisitioned on the date of Meeting for reference by the Hon'ble Judges.

S.O. 3 – 6: CIRCULARS: Whenever the Registry issues circular-instructions either to High Court Establishment or to Subordinate Courts, while mentioning at the top of it, the 'ROC NO.', it shall also be indicated, as to what is the 'Serial Number' of the Circular issued from the said Section in that Year, as illustrated below:

'Circular No. 2/2002.

Roc No. 2453/B.Spl.Section, Dated 24-01-2002'

Copy of Circulars issued on Administrative side shall be communicated to the Special Officer's Section, invariably, for consolidation and codification, periodically.

Similarly, the Circulars issued by the Registrar (Judicial) through various Judicial Sections shall necessarily be marked to the 'Statistical Seat' in

the Appeal Filing Section for consolidation, and also to the Special Officer's Section for information.

All the Circulars issued should find a place in the 'Register of Circulars Issued' (A.R.10). So also, the Circulars received in the Section are to be implemented and kept in 'Stock File of Circulars' (A.R.11) subject wise, duly indexed.

S.O. 3 –7: LEAVES & UNAUTHORISED ABSENCE:

- a) All applications for grant of Casual Leave, Earned Leave, Half-pay Leave, C.M.L., etc., and the Joining Reports also shall be given only to the Section Officer and not in the Tappal Section. (*Vide the 'Office Order' dated 23-1-1995 issued by the Registrar (Admn) (The Instructions contained in the Circular in ROC No. 8239/91/Estt., dated 15-11-1991 shall also be looked into)*).
- b) The Section Head shall personally make entries in the 'Leave Register' (A.R.-4), duly verifying the leave account and, then, send it to the Controlling Officer with his remarks. Later, after he receives it back, he shall make note of the Officer's orders, and send it to the Establishment Section.
- c) Applications for Leave from Attenders working in the Sections should be submitted through the Heads of Sections, who should say whether a substitute is required or not. Heads of the Sections should send all applications to the Overseer by 10-45 A.M. (*Old 34*)
- d) On the last working day of every month, the Section Officer shall verify the Attendance Register (A.R.1) along with the Leave Register (A.R.4). He shall make sure that all the staff members have given leave applications for their absence during the month. He shall inform the omissions, if any, to the Establishment Section, through the Controlling Officers.

S.O. 3 –8: CONSIGNMENT: In all Administrative Matters, after despatch of final proceedings, Files shall be closed and consigned to A.D. Records Section, unless they are required to be retained for any specific purpose.

The Section Head shall cause Consignment of Records during the Vacations, promptly and see that the Section is kept clean and up to date.

S.O. 3 –9: DIGNITY AND DECORUM: The Section Head shall see that dignity and decorum prevails in the Section, and prevent entry of unauthorised persons into Section. Advocates and Advocate-clerks will be permitted to, only on business, and with the permission of the Section Officer. The Section Officer shall see that no Assistant holds communication with any Advocate or Advocate-clerk, during Office-hours. (*Old 355*)

The Section Officers must take all necessary steps to maintain strict discipline in the respective Sections, and, if any staff member violates the orders of the Section Officer, he must inform the above fact to the concerned Officer, in writing. The Officer, on receipt of on such complaint, must place the same with his own remarks before the concerned Registrar for necessary disciplinary

action against such erring employee. (*Vide the Office Order dated 23-1-1995 by Registrar (Admn.)*)

If the Section Head goes on permission or on leave, he shall give necessary instructions to the Deputy Section Officer or other Section Member as to the work in the Section and, in particular, about important files.

S.O. 3 –10: FURNITURE: The head of the Stores Section will maintain a list of the furniture in each Section in a bound Register, and the initials of the concerned head of the Section will be obtained. A typed list will be given to the Head of the Section for displaying it at a proper place in his Section. Whenever any furniture is taken into or out of his Section, he should report the matter to the head of the Stores Section, who will make necessary corrections and additions in the furniture register and in the list given to him. He will bring to the notice of the head of the Stores Section any repairs to the furniture that are necessary from time to time. The Head of the Section is responsible for any loss or damage to the furniture provided to his Section. (*Old 20*)

Whenever any item of Furniture or Article supplied gets damaged, intimation thereof shall immediately be sent to the Stores Section, for getting it repaired.

S.O. 3 – 11: CLOSURE OF SECTION (after the day's work): The Section Officer, or any person authorised by him in this behalf, before leaving the Office, should see that all the exits and the entrances to the Section are properly secured and that the key of the main entrance is sent to the Overseer daily. (*Old 206*)

All the members of the staff and those who attend to Court-work shall see that the lights and fans are switched off whenever their use is found not necessary. (*Vide the Circular issued by Registrar (Admn.) dated 4-9-1995*)

S.O. 3 – 12: INSTRUCTIONS FROM OFFICERS: All Currents shall be placed before the Controlling Officer concerned for instructions. The Section Officer shall refer to the said Officer concerned for Orders any question of Office practice not clearly provided for by the Rules or any departure from the customary routine of the Section. (*Old 301*)

S.O. 3 –13: MOVEMENT CONTROL REGISTER (A.R.5): If any staff- member is leaving the Section on any official duty or on personal work, they should invariably inform the Section Officer, take his permission and leave the seat. Before leaving the seat, such staff member must also inform his neighbouring seat-clerk about his movement. The Section Officer and the neighbouring seat-clerk should attend to any urgent duty of such staff member who has gone out.

All the Section Heads shall maintain 'Movement Control Registers' (*A.R.5*) in their Sections. They should not allow any member to leave the Section without signing in the said Register except during lunch-break. Whenever a member leaves the Section, he must sign in the Movement Control Register (*A.R.5*), noting the time and the purpose for which he is leaving the Section, and he must also note the time therein after his return to the Section. If

any Officer wants any member of the Section, he must inform the Section Head and return to the Section immediately after meeting the said Officer. (*Old 3*)

S.O. 3 – 14: TRANSFER/ABSENCE OF SEAT CLERK, etc.: Head of the Section should see that, when a member of the Section goes on leave (including vacation turn) or when he is transferred or promoted, he furnishes, before he leaves, a List of all Cases/Files and Papers pending with him to be attended to by his successor, and a list of all articles (especially Material Objects in Criminal Cases) in his custody is to be delivered to his successor. If a member of the Section stays away because of any sudden illness or for any other cause, it is the duty of the Head of the Section to check the work that he has left and to see that any other member of the Section deals with it. (*Old 7*)

Whenever there is a change of members of staff, by way of transfer from one Section to another, or the services of temporary staff are dispensed with, their stationery items (ink-stands, nibs, pencils, penholders, pen-knife etc), furniture and typewriters should be transferred to their successors or handed over to the Head of the Section. (*Old 8*)

When a member of the staff absents himself on casual leave, he must hand over or send with his casual leave application any office keys in his custody, to the Head of the Section and inform the latter about any Matter which must be attended to during his absence. The Head of the Section should give specific instructions to the other members in his Section to attend to any item of work, which need not or should not await the return of such member from casual leave. (*Old 4(9)*)

When the Head of the Section absents himself on casual leave, he shall hand over or arrange to send any keys in his custody to the senior member in the Section and inform him about any urgent matter, if any, to be attended to during his absence on leave. (*Old 4(10)*)

If a particular seat clerk is transferred, promoted, or retired, the Section Officer shall give a requisition to the Establishment Section through the Registrar concerned about the consequential vacancy and about the desirability of providing another hand in that vacant seat, specifying the duties to be discharged by the said seat- clerk.

S.O. 3 – 15: HOLIDAYS AND VACATION: Heads of Sections should submit to the Registrars concerned, through the concerned Controlling Officers, atleast a week before the commencement of the summer vacation, a statement showing the arrears and the state of work in their respective Sections and how it is proposed to be cleared off during the vacation. Urgent work must be attended and accumulation of arrears, if any, must be cleared before holidays or vacations are availed by the members of the staff, and turn-duties shall be arranged according to the requirements of each Section. (*Old 9*)

S.O. 3- 16: RESPONSIBILITY FOR CUSTODY OF PAPERS & RECORDS: No member of the Section in whose custody a paper ought to be by virtue of his office, or to whom it may have been given, will be relieved from the *liability to account for* it, unless and until he shall have shown satisfactorily, by written vouchers, that it has passed from him to another member of the Section. (*Old 14*)

FORM – III
PERIODICAL REGISTER (A.R.14)

<i>Sl .No.</i>	<i>Nature</i>	<i>Due date</i>	<i>From whom</i>	<i>Date of receipt</i>	<i>H.C. current No.</i>	<i>Outside No. & date</i>	<i>Date</i>	<i>To whom</i>	<i>Current number</i>	<i>From whom</i>	<i>Outside No. & date</i>	<i>Nature, No.& date of Disposal</i>
1	2	3	4	5	6	7	8	9	10	11	12	13

S.O. 3 – 19: PERSONAL REGISTER (A.R. 2) (Old 49): The serial number in Column (1) indicates only the number of new papers, the member has to deal with. It is not the number to be quoted in referring to any letter. The number in column (2) is the number by which any letter on the subject will be known. It is the number given in the Distribution Register (A.R.12) in Form-I, and, in quoting the number, the Section letter and the seat number are added, e.g., A-2, receives a new paper which is numbered in the Section's Distribution Register (A.R.12) as 2438'. Subsequent references regarding this subject will be numbered as '2438-A2', Dt... All intermediate references will bear this number. When the file is finally disposed of, it will receive a disposal number in one of the four numbering books according as to whether it belongs to the 'P', 'K', 'R', or 'D' series. This number will be noted in the last column of the Personal Register (A.R.2) or Periodical Registers (A.R.14). When a file is simply lodged, it will go to the A.D. Records Section under its current number only with the letter 'L' prefixed.

- a) Column (3) of the Personal Register (A.R.2) will contain first the major head from the authorised list of heads, then the sub-head, and then a few words indicating the purport. These index heads will invariably appear at the head of all notes and letters on the subject and will be copied on to the index slips. The correct preparation of these abstracts requires considerable skill and should be constantly checked by the Section Heads and superior Officers.
- b) In making the original entry in the Personal Register (A.R.2), the Assistant should allow enough space for the entry of the subsequent correspondence likely to result. If more space is later required, a flysheet might be pasted in, for continuation. Entries must be neat and in ink except that columns 7 and 8 (Movements of file within the office) which may be entered in pencil, and if more space is required, the old entries may be rubbed out. The Personal Registers (A.R.2) maintained by the Assistants must contain all the particulars indicated by the column headings. Dates must be given for every entry. Every outgoing and incoming letter, whether it be an intermediate reference or a reply, and the final disposal must be entered with the date.
- c) The letters and references received subsequent to the original reference should also be entered in the appropriate place in the Personal Register (A.R.2). In such Cases, it would be suffice if columns 1,2,3, 5, and 6 of the Personal Register (A.R.2) were filled up. Original current number will be entered in column 13 and the entry in column 2 rounded off. Entries should however be made in the original reference for all subsequent references or letters received. In important matters like G.Os., a brief purport will be noted in column (4).
- d) The Personal Register (A.R.2) of each Assistant must be checked and initialled by the Head of the Section on the last working day in each

week and by the concerned Controlling Officer on the last working day in each month.

S.O. 3 – 20: PERIODICAL REGISTER (A.R.14) (Old 51 to 53): Before the beginning of each month, each member should enter firstly those periodicals, which originate in the Office, and, secondly the periodicals, which are due to the High Court, showing the offices from which they are due. Returns on receipt in the High Court will be numbered in the Distribution Register (A.R.12) like any other letter and this number will be repeated in column (6) of the Periodical Register (A.R.14). Column (13) will show the disposals (e.g., the High Court's return to Government or the High Court's view of the returns from the Districts, etc. Entries in column (2) should be crossed out when the return has been disposed of, to show at a glance, which is pending, and to obviate the necessity of carrying forward pending returns from one month to the next.

If any periodical return is not received within seven days from the due date, a reminder must be issued at once. A second reminder calling for the explanation for the delay should be issued on the fifteenth day. If the return is not received in twenty-one days, the matter should be brought to the personal notice of the Registrar concerned.

The following papers need not be entered in the Periodical Registers (A.R. 14), but shall, on receipt, be entered in the special registers maintained for the purpose:

- 1) Reports of transfer of charge and casual leave.
- 2) Applications for chambers generally (except when they relate to particular vacant chambers)
- 3) Property Statements.

These may be entered in the Personal Registers (A.R.2) when references have to issue on them.

S.O. 3 – 21: REGISTER OF COURT CASES (A.R.6): This Register shall be maintained by every Section Officer, particularly of Administrative Sections, with regard to Court Cases where the subject relates to them, along with a Hearing Book (A.R.20), so that the Case can be followed carefully endeavouring for its early disposal.

(For entrustment of Cases to the Advocates on record, what is the rotation to be observed, how the assistance is to be rendered to him/her, what is the fees payable, etc., can be gathered from the Procedure specified in *Standing Order No.2 – 11*).

S.O. 3 – 22: REGISTER OF COURT SLIPS (A.R.13): All the Section Officers shall maintain a 'Register for Court Slips' (A.R.13) received by them, and comply with the directions contained in the Court Slips promptly. (*Vide the Circular No. 13/99-Judl., dated 19-3-1999*).

S. O. 3 – 23: STAYED MATTERS: With regard to the Currents received making enquiries about the Orders of High Court staying the Cases before the Lower Courts, or the requisitions received from the Personal Secretaries to the Hon'ble Judges or from the Registrars/Controlling Officers, the procedure prescribed in *St. Or. No. 2–12* shall be followed.

S.O. 3 – 24: ARRANGEMENT OF FILES: All the running files in the Section are to be identified subject-wise and given Serial Numbers, and an Index shall be prepared after keeping them in the Almyrahs, in seriatum. Copies of such Index shall be kept with the concerned Clerk, the Section Officer, and the Controlling officer also, on their respective tables, so that any one of them can trace out the file in the absence of any one of them. Whenever any such file is taken out of the almyrah, a slip is to be kept in its place as to who has taken it out and to whom it is circulated.

It is not open for the Section Officer to say that the File ‘is not traceable as the concerned Clerk is on Leave or not available’.

As soon as the member dealing with the file receives the previous papers, he will arrange the file and put up papers for reference in pads marked “Urgent” or “Very urgent” as may be appropriate. The papers forming the current file will be tagged together and not pinned or tied with thread. A hole should be punched in the left hand upper corner of each paper with a punch and the tag must pass through the holes. Files must not be tagged untidily or in such a way that the pages cannot be turned over freely and read conveniently nor must the holes be poked in the papers with the pointed end of the tags. The papers in the current file must be arranged in chronological order beginning from the top, and the pages numbered neatly in the same order. (*Old 54*)

S.O. 3 – 25: ARRANGEMENT OF REFERENCE FILES (*Old 55*):

- a) Disposal Files put up for reference will be arranged under the current file in chronological Order, the earliest file at the bottom, then the next oldest and so on. Every disposal file put up for reference to which reference is actually made in the current or notes must be flagged. No Flags must be attached to the current or note files themselves, but shall be fastened to the docket sheet of each disposal. Quoting the number of the page will make references to these. Reference will be made to the year to which the file relates and to the number of the page. Flags will be attached by paper fasteners and not by pins. As far as possible, Flags should be arranged in alphabetical order and in such a way as to readily catch the eye. Thus, if Flag A is affixed to the bottom file, Flag B will be affixed to the one next above it and so on. They will also be so arranged that one Flag does not cover another. There must only be one Flag on each file put up for reference. Care must be taken not to use more than one Flag bearing the same letter or number on the same occasion.
- b) Very old papers likely to crumble but are essential for putting up for reference may be enclosed in an envelope, and fastened by Flags at the appropriate place in the file before circulation to Judges. Whenever references are made as to any volume or books, marginal indications should be made in the note-file as to the page, paragraph, rule, etc., of the book or volume. At the actual time of circulation, the book/volume should be placed above the folded flaps of the flat file and then tied with the tape of the flat file.

S.O. 3 –26: PUTTING UP DRAFTS AND NOTES (*Old 56*):

- a) In Cases where Orders cannot or not likely to be passed at once, notes should not be written on the current. As a rule, when the subject matter

of a file is such that a draft can be put up, a Note should not be necessary. A brief explanation may, however, be added wherever necessary in some Cases. Lengthy Notes and Notes on important Cases should be written separately on Note- sheets,

- b) While putting up Notes, every statement made therein, except expression of opinion, should invariably be supported by certain authority. Such authority may be cited by giving marginal reference to page, para-disposal, etc., which should also be duly flagged. If any authority or reference is made to a pending file, then, that file should be linked (placing the reference file below with both flaps folded) and the original file placed above that, with its tape tied underneath, and, then, both the files should be tied up with the tape of the reference file kept below.
- c) **Judgment Paper** is to be sparingly used, as the object of supplying Judgment Paper is to prepare Judgments and Orders. However, when a Final Note is to be prepared and put up before the Hon'ble Judge or Hon'ble Chief Justice, the Judgment Paper alone is to be used by typing/computerising on both sides of the paper. (*Vide the Circular No.1908/95/Estt.*)
- d) While corresponding with the Government, only the substance of the opinion of the High Court should be sent to the Government, and the verbatim Minutes and Opinions of Hon'ble Judges should not be sent without the consent of the Hon'ble Judges, who expressed them, and the Order of the Hon'ble the Chief Justice. (*Old 240*)

S.O. 3 – 27: FRESH SUBJECT FILES: When, in the course of dealing with a subject, any fresh subject arises with which it is desirable to deal separately, extracts will be taken of the parts of the current file and note file relating to the fresh subject, and with these a separate file will be started. In order to avoid such new Cases being lost sight of, fresh current numbers should be given to such files. The same procedure should be followed when any question of general importance arises in connection with periodicals. (*Old 57*)

S.O. 3 – 28: TITLE (SUBJECT) (*Old 58 & 59*):

- a) At the head of every draft communication, the title must be written. It should be framed and arranged exactly like an index title. The title should come after the word 'Sir'. After the title, and separated by a line from the body of the letter, should come the number and date of any communication to which the draft is a reply, and also the numbers and dates of any other communications or files, the quotation of which may be helpful either to the issuing office or to any one to whom the communication is addressed, or to whom a copy of it is sent. The order of proceedings should be complete in itself.
- b) Correspondence with M.L.As, M.Ps., etc., should be in the form of letters only. Letters received from M.L.As., M.Ps., etc., should at first be acknowledged immediately and replies may be sent in the matter in due course.
- c) The following Rules will be observed in fixing tentative dates for reminders:- The first reminder in the Case of ordinary papers will issue one month from the date of proceedings, the second reminder three

weeks of the issue of the first, and the subsequent reminder at intervals of two weeks. If no reply at all is received for three successive reminders, the matter will be specially brought to the Notice of the Registrar concerned for orders as to the issue of a demi-official reminder, if necessary. References to Government should be treated differently and reminder will be issued at intervals of six weeks.

S.O. 3 – 29: DISPOSAL NUMBER AND LODGED PAPERS (*Old 60 to 62*): In Order to avoid waste of time, a disposal number should be given once for all to the final proceedings on any file. The same procedure should be adopted in the case of correspondence, which has to be lodged. When putting up papers, which are to be lodged after despatch of orders on them, an indication should be made that the file will be lodged after issue of the references and the officers will also approve the suggestion in passing the reference.

In Case of confidential papers, which are finally disposed of, the concerned Assistant will make the necessary entries.

DISPOSAL NUMBERING BOOK (A.R.21):

<i>Disposal Number</i>	<i>Date</i>	<i>Current Number Disposed of</i>
(1)	(2)	(3)

It will be the duty of each member closing the files to write all the entries on the Docket sheet, except disposal number, before the papers are sent to the concerned Officer for approval and recording. The Heads of Sections will scrutinize the docket sheet entries and decide whether the classification of the disposal should be as proposed by the member of the seat concerned or whether it should be modified, such as making ‘P’ . Dis.” instead of “R.Dis.” or “R.Dis.” instead of “D.Dis.” or the like. The moment Dis.No. is given for the File and the relevant entries are made in the Disposal Numbering Book, the member should also write in ink, the number of disposal, as entered in the Disposal Numbering Book (*A.R.21*), on the docket sheet front page as well.

All papers that are finally disposed of will be duly docketed with the index heads and cross-references clearly written on the docket sheets. The index slips will be typed from the dockets in duplicate in the form prescribed below at the same time as the drafts are fair copies or in cases of simply recorded papers without any despatch entry, soon after noting disposal numbers on them. The member concerned for his reference will retain one copy of the slip and the other together with the disposal will be promptly sent to the A.D. Records Section after getting the files properly stitched. The member concerned should send the index slip and the disposal to the A.D.Records Section within fifteen days from the date of noting disposal numbers on them.

FORM

Office of the High Court.

..... *.Series.*

<i>Disposal Number Main Head</i>	<i>Sub-Head</i>	<i>Purport</i>
(1)	(2)	(3)

Cross-references.

S.O. 3 – 30: XEROX: In order to use Xerox Machines properly, the following procedure shall be followed:

Each Section Officer shall maintain tear-off pads with counterfoils or duplicate sheets. Whenever any papers are required to be xeroxed, they shall fill up one sheet in that book, in duplicate, giving the description of the papers and the number of pages to be xeroxed and send the papers along with the book to the Officer controlling the Xerox Wing. After obtaining his approval, the duplicate slip and the paper shall be sent to the Xerox Operator. The said Operator, after xeroxing the papers given to him, shall sign the Original Form in the book and retain the counterfoil with him. He shall enter the particulars of the counterfoil in a separate Register known as 'Register for Xerox' (**A.R.203**) to be maintained by him daily, showing the reading of the Machine, the number of requisitions received for the day, the names of the Sections, the number of pages in total, and, then, obtain the initials of the Controlling Officer on the following day. The Xerox Operator shall not entertain any Xerox work without following the above procedure. Similarly, Section Officers shall not entrust such work to him without following the above procedure.

S.O. 3 – 31: COMPUTERISATION: The Section Officer, in consultation with the Controlling Officer and the Registrar concerned, shall identify areas where computerisation of data is required and endeavour to get programme thereof through NIC and see that accurate, permanent and prompt data is recorded on scientific lines and preserved, keeping in view the concepts of simplification and modernisation.

* * *

STANDING ORDERS - *Section-wise...*

J – SPECIAL SECTION

This section is mainly divided into three wings viz., Administration, Medical & Telephones and R-J Spl. Section.

S. O. 4: SUBJECTS: This Section attends to the Service Matters of the Hon'ble Judges, preparation of all kinds of Bills and providing all facilities pertaining to the Hon'ble Judges, such as Medical-aid, Passport matters, Pensions, Retirement Benefits, etc.,

The Service matters of Hon'ble Judges, to be attended by this Section, include – L.T.Cs., Earned Leaves, Car loans, Maintenance of Leave Accounts and GPF Accounts & Loans, Medical reimbursements, etc.,

The Section is also entrusted with the installation, transfer & repairing works of Telephones, both in High Court premises as well as in the Residences of the Hon'ble Judges & Officers, intercom phones and Cell-phones too.

Arranging Swearing-in-Ceremonies, Farewells & References, etc., shall also be the activity of the Section.

The Section shall be well equipped with the latest information about the Medical Specialists, Passports and other Authorities concerned for attending to the works relating to the Hon'ble Judges.

S.O. 5: FACILITIES TO HON'BLE JUDGES: The Section shall make sincere effort to apply to the Hon'ble Judges the beneficial Legislation of the High Court (Conditions of Service) Act, 1954, and to provide all facilities extended by the State Government, and those which are likely to be given from time to time, some of which are enumerated, thus:.

- a) *As per Section 22-A of the High Court Judges (Conditions of Service) Act, 1954, every Judge of High Court is entitled, as of right, for use of an Official Residence to be provided by the State Government through out his tenure as a Judge of High Court without payment of rent.*
- b) *As per G.O. Rt. No. 4040, Genl. Admn.,(SC.F) Department, dt.19-8-1993, and as per the revised G.O.Ms.No. 177, Law (LA & J-SC.F), Dept., dated 6-9-1996, if the Hon'ble Judge resides in his own Building, he shall be paid a compensation towards house rent which shall be not less than Rs. 5,000/- but shall not exceed Rs. 15,000/- per month, subject to evaluation by the R & B Department. Rent payable on the private accommodation provided to a Judge shall not exceed Rs. 15,000/- per month and it shall be subject to evaluation by the R & B.*
- c) *As per the Act, every Judge shall be entitled for reimbursement of charges on account of water and electricity consumed at his residence. (Electricity – 10,000 Units per annum; Water – 3600 Kilolitres per annum)*
- d) *As per G.O. Ms. No. 688, Home (Crts. D), Dept., dated 11-11-1986, every Judge is entitled for Security at the residence with 4 constables. One Head Constable and 5 Constables as per High Court Order in C.C. No. 101/96. (Commissioner of Police will provide Guards)*
- e) *As per G.O. Rt. No. 992, Food & Agricultural Department, dt.6-12-1976, every Judge is entitled to the services of Mali and Malian for the upkeep and maintenance of gardens at the Official Residences. (The Director of Horticulture will provide Malees)*
- f) *As per G.O. Ms. No. 416, Genl. Admn., (OP.III) Dept., dt., 25-6-1996, every Judge is entitled to telephone facility in the Chambers (without STD facility) and at the Residence (with STD facility) with unlimited calls.*
- g) *As per the Act, Every Judge is entitled to have an Official Car with petrol up to 200 litres per month*
- h) *As per G.O. Rt. No. 4111, Genl. Admn., (sc.f) Dept., dt. 27-8-1991, a Contessa Air Conditioned Car is provided to the Hon'ble the Chief Justice for Official use.*
- i) *As per Rule 2-B of the High Court Judges Rules, framed under the Act, every Judge is entitled to the furnishings at the Official Residence worth Rs. 1,50,000/- (Rs. 2,00,000/- for the Hon'ble the Chief Justice)*
- j) *As per G.O. Ms. No. 248, Home (Courts-D) Dept., dt. 27-5-1983, every Judge is entitled for the use of one Air Conditioner at the Official Residence.*
- k) *As per the Amendment to the Act, Sumptuary Allowance at the rate of Rs.2,000/- for Judges, and for High Court Chief Justice at Rs. 3,000/- has to be provided for.*
- l) *As per Rule 7(A) of the T.A. Rules, every Judge is entitled for LTC Facility twice in a year to any place in India.*
- m) *As per the Act, they are entitled to free Medical Aid.*

S.O. 6: REGISTER OF REQUISITIONS (A.R.82): The Section shall maintain a common Register (A.R.82) in respect of Requisitions (oral or written) relating to the Subjects of this Section, received from the Hon'ble Judges, as also with regard to the issues identified by the Officers concerned to be attended to by the Section People, containing the Date, the Name of the Hon'ble Judge, the Work to be attended to, the Steps taken and the Manner and Date of disposal. The said Register shall be personally scrutinised by the Registrar General periodically and appropriate instructions be given.

S.O. 7: COMPUTERISATION: The service particulars of all the Hon'ble Judges shall be maintained in the Computer, as also the brief particulars of the salaries and perquisites provided to them.

The profiles of the Hon'ble Judges shall be kept in the Internet by making it up-to-date as and when there is any change. On the date of elevation to other Court, transfer or retirement or demise of any Hon'ble Judge, the Section shall intimate the Computer Cell to delete the Profile of the Hon'ble Judge from the Profiles of the Sitting Judges and to add to the Profiles of the Retired Judges. Similarly, on the transfer of any Hon'ble Judge or Hon'ble Chief Justice to this State, necessary inclusions shall be made in the Profiles, on the very date of assumption of charge by their Lordships.

Concisely, every information about the Hon'ble Judges shall be available with the Section, including the Acts and the latest Rules governing their Service Conditions.

S.O. 8: APPRISAL TO NEW HON'BLE JUDGES: Whenever an Hon'ble Judge is appointed or transferred to the High Court, it is the duty of the Officer and staff of the Section to apprise the said Hon'ble Judge the amenities available for his Lordship in this State and also about the administration of the High Court and of the Subordinate Judiciary, besides voluntarily attending to the immediate requirements of the Hon'ble Judge for smooth functioning.

S.O. 9: CONSTITUTING COMMITTEES & ASSIGNING PORTFOLIOS: On being instructed by the Hon'ble the Chief Justice, the Section has to put up proposals for constituting various Committees of Hon'ble Judges, under the guidance of the Registrar General

It shall also put up proposals for assignment of Portfolios to the Hon'ble Judges, from time to time.

S.O. 10: HALF YEARLY LIST OF HON'BLE JUDGES: The Section shall furnish Data relating to the Hon'ble Judges to B.Spl.Section for the preparation of the Half-yearly List of Hon'ble Judges for getting it printed, by January and July of every Year.

S.O.11: R,J-Spl. Wing: This Section is intended to attend to the medical needs of the Retired Judges.

The Protocol Section, headed by the Registrar (Protocol), will look after the 'travel' needs and PASSPORT facilities to the Retired Judges.

S.O.12: DEPENDENTS OF TRANSFERRED JUDGES: Dependents of transferred Judges is another set of beneficiaries who are eligible for the above services through this Section, which shall coordinate with the Sections referred to above, and shall see that there is no inconvenience or discomfort for the retired Judges, subject to the exigencies of the situation.

(As per the Letter No.682/SC.F/98-2, dated 23.11.1998 by the Secretary,(Legislative Affairs & Justice), Law Department, Govt., of A.P., the sanctioning authority is the Drawing Officer of pay bills, etc., and in Case of Pensioner, the concerned Office/Department where the Pensioner worked last retired on attaining the age of Superannuation subject to eligibility. In respect of Pensioner

who underwent treatment as out-patient and claimed reimbursement of the medical expenditure on prescription of Government Doctor/Government Hospital duly following the procedure laid down, on presentation of the medical bills through the Office or Head of the Department where the Pensioner last worked and retired or in the District Office of the Department concerned where he was settled after retirement, subject to debiting the expenditure on the same salary Head to which his Pay and Allowances were being debited at the time of his retirement, are eligible. The Pay and Accounts Officer honours the Medical Bills and make payments for the reimbursement of the bills by the Pensioners who undergo treatment as an outpatient).

S.O.13: REGISTERS, Etc: The Section shall maintain a Register (A.R.82) showing the particulars, viz., the Date of receiving the requisition / information from the Retired Judge, His Name, the Work in brief, the Steps taken and the Date of disposal of the requisition.

The Section shall also maintain a list of Retired Judges with their addresses in detail, including their phone numbers, if any, and they must be polite in giving replies to the Retired Hon'ble Judges.

S.O.14: CONTROL & SUPERVISION: The R-J Special Wing is (for the present) under the direct control and supervision of the Registrar (Protocol), while the Assistant Registrar immediately monitors it.

The works handled by this Section being those relating to the Retired Hon'ble Judges, the Registrar shall personally scrutinise the entries in the above Register periodically and give appropriate instructions to the Officer and the staff therein, and also, if necessary, contact personally the authorities concerned, if any issue is held up at their end.

REGISTERS TO BE MAINTAINED:

1. Register of Requisitions (A.R.82);
2. Register of Amenities Provided to Hon'ble Judges (A.R.83);
3. Register of H.C.Js., & Hon'ble Judges Adorned (A.R.84);
4. Leave Register of Hon'ble Judges (A.R.85);
5. Loans Register of Hon'ble Judges (A.R.86);
6. G.P.F. pass Books of Hon'ble Judges (A.R.87);
7. Register of Bio data of Hon'ble Judges (A.R.89);
8. Regr.of Tel. Nos. of Judges, Registrars & Officers (A.R.88);
9. Register of Committees of Hon'ble Judges (A.R.90);
10. Register of Portfolios of Hon'ble Judges (A.R.91);
11. Inward Register (Personal Register) (A.R.3);
12. Despatch Register (A.R.8)

**REGISTER OF CHIEF JUSTICES ADORNED A.P. HIGH COURT
(A.R.84)**

<i>S.No.</i>	<i>Name of HCJ</i>	<i>Native State</i>	<i>Coming from which State</i>	<i>Date of Swearing</i>	<i>Date of Laying down Office</i>	<i>Whether Retired/ Transferred/ Elevated/ Expired</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* * *

**REGISTER OF HON'BLE JUDGES ADORNED A.P. HIGH
COURT
(From inception)**

(Same Format as above)

* * *

**REGISTER OF AMENITIES PROVIDED TO HON'BLE JUDGES
(A.R.83)**

<i>S.No</i>	<i>Residence Allotted</i>	<i>Car Allotted</i>	<i>Furniture Allotted</i>	<i>Computer Allotted</i>	<i>Other Amenities Provided</i>	<i>Furniture Retained</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>

* * *

PROTOCOL SECTION

S.O. 15: MAIN FUNCTIONS: The Protocol Wing of the High Court looks after the travel arrangements of the Hon'ble Chief Justice and other Hon'ble Judges of Andhra Pradesh High Court, whenever their Lordships visit the Districts and other places on Official/Private purposes or on LTC. It arranges for their stay, transport, security, etc., at other places too. Besides, it extends similar service to the Hon'ble Chief Justices/Judges of the Supreme Court, and of other High Courts visiting the State of A.P. It also makes arrangements for the accommodation and transport for other Dignitaries of Judiciary, including Retired Judges of the High Courts and the family members of the Hon'ble Judges as well as retired Judges.

S.O. 16: SEPARATE FILES: The Section shall maintain separate files in respect of each Hon'ble Judge, with regard to the requisitions received and executed, and about their Lordships' visits, the expenditure made, and the balances, if any, due.

It shall also be equipped with the latest data concerning the distances from Head Quarters to places of importance, the expenditure involved, the jurisdictions of various Courts, the Vehicles' information, the Railway, Road and Air tracks, the Telephone/FAX numbers of all High Courts in the Country and of the Supreme Court, particularly of the Protocol Officers therein, along with those of the Executive Authorities of the State.

Confirmations about the tour programmes of the Hon'ble Judges from the receiving ends shall be insisted to avoid discomfort, if any, to their Lordships.

S.O. 17: JOURNEYS BY TRAIN: Whenever the Hon'ble Judges visit the Districts in the State, on Official Work, Higher Official Requisitions (H.O.Rs.) will be issued for reservation of accommodation in Railways, if Train covers the

journey of the Hon'ble Judge. The Head of the Institution, i.e., the Registrar General, shall sign the H.O.Rs. On H.O.Rs., the Hon'ble Judges are eligible to travel in a two-berth *Coupe* in A/C 1st Class Compartment. As the Second Berth goes vacant, they are eligible to take their spouses. This facility is not available if they travel by Air. If there is no provision for AC First Class Compartment in the Train and Tickets are not available, then, the Hon'ble Judges are eligible for a Four-berth *Coupe* in Second Class.

Whenever the Hon'ble the Chief Justice is travelling by Train, the Programme has to be communicated to the Inspector General of Police (Security Wing) Intelligence, Hyderabad, as well as Superintendent of Police, (Railways), for providing Train Security to the Hon'ble Chief Justice.

For Train Journeys by the Hon'ble Judges in the State, the Bogie Number and the Berth Number shall invariably be intimated to the Officers at the destination station to enable them to receive the Hon'ble Judges at the Railway Station. Likewise, on their return journey, the concerned Bogie Number and Berth Number have to be ascertained from the Officers at the boarding Stations, for receiving the Hon'ble Judges.

In the matter of Journeys by the Hon'ble Judges by road/train the Personal Secretaries shall act as liaison Officers in coordination with the Protocol Section by sharing the responsibility of the latter for the comfortable Journey of the Hon'ble Judge instead of throwing the entire burden on the Protocol Section. He shall see that an Attender doing residential/Chamber duty follows the Hon'ble Judges to the station and also receives Hon'ble Judge on return.

After the departure of the Hon'ble Judge, the driver of the car of the Hon'ble Judge has to be instructed as to the time and place at which he has to report at the time of the arrival of the Hon'ble Judge to the Headquarters.

S.O. 18: JOURNEYS BY ROAD: If the Hon'ble Judges visit the Districts, either officially or on private work, by road, intimation has to be sent to I.G. (Security) for providing a Gunman, and also to the concerned District Judges (Unit Heads), covering the route, for providing Road Escort and Pilot to the Cars of the Hon'ble Judges. The Car Numbers and the Make of the Cars shall invariably be intimated to the I.G. (Security) as well as to the District Judges. (There are no Government Orders entitling provision of Escort & Pilot)

Whenever the Hon'ble the Chief Justice visits the Districts in the State, Tour Programme has to be forwarded to the Inspector General of Police, Security Wing, (Intelligence), with a request to provide Pilot and Escort Facility to the Car of the Hon'ble Chief Justice, for the entire road journey.

S.O. 19: OFFICIAL INTIMATIONS: Copies of Tour Programmes have to be sent to Collectors and Superintendents of Police of the concerned Districts. (Please refer to Memo No. 720/Poll.A/96-2, dated 1-6-1996)

S.O. 20: VISITS BY C. J. I. OR JUDGES OF SUPREME COURT: So far as the visit of the Hon'ble Chief Justice of India is concerned, the Supreme Court sends the information to the Chief Secretary to the Government of Andhra Pradesh, and a copy is marked to the Registrar General of our High Court.

The Protocol Section has to make arrangements from the High Court side as per the checklist (*shown as Annexure 4*) maintained by the Section.

A Minute-to-Minute Programme of the Hon'ble the Chief Justice of India has to be prepared and sent to the Supreme Court of India for approval. During the visit of Hon'ble Judges of Supreme Court also, the same Checklist has to be followed besides arranging for the stay in either Raj Bhavan or State Guest Houses, preferably the 'Lakeview' Guest House.

A 'Duty List' has to be prepared, entrusting various duties to the Officers and Staff of High Court, during the period of stay of the Hon'ble Chief Justice of India to Hyderabad, and the same has to be sent to the concerned Officers and staff, and acknowledgements be obtained (for record purpose).

A Pilot Zeep and an Escort Zeep will be provided by the I.G. (Security) to the Car of the Chief Justice of India for the entire Road Journey. The Protocol Section must ensure that the Police provide these requirements.

The Overseer has to be informed to provide Attenders round the clock at the place of stay, in full uniform. One Court Master also has to be posted during daytime.

If the Chief Justice of India or the Hon'ble Judges of Supreme Court are visiting any other places in the State, the concerned District Judge has to be informed to make necessary arrangements, in co-ordination with the local Governmental Functionaries. Government Orders in this regard have to be obtained in advance to verify whether the Judges of the Supreme Court, Chief Justices of other High Court and the Hon'ble Judges of the High Court with whom reciprocal arrangements are made, are treated as 'State Guests' and good vehicles are provided by the Government.

Immediately after receipt of the information from the Supreme Court or other High Courts regarding the visit of the Supreme Court Judges or Chief Justices of other High Courts, as the case may be, the same has to be placed before the Hon'ble Chief Justice for instructions.

The Registrar General shall address all letters regarding the visit of the Hon'ble Chief Justice of India and Hon'ble Supreme Court Judges, and all other correspondence will be dealt with by the Registrar (Protocol).

The Hon'ble Judges of Andhra Pradesh High Court have to be intimated about the arrival and departure of the Hon'ble Chief Justice of India, Judges of the Supreme Court, and the Chief Justice of other High Courts, in the prescribed proforma.

All the Registrars shall be posted with the information. The Registrar General has to be informed first, so as to enable him to receive and see them off, as the Chief Protocol Officer of the High Court.

Two Police Security Officers (PSOs) will be provided by the Security Wing of Police Department to the Hon'ble Judges of Supreme Court and Chief Justices of other High Courts, visiting State of Andhra Pradesh. Security Guards also will be provided at the places of their stay.

If they are visiting any District in the State by road, the respective Superintendent of Police of the District will provide a Police Escort Vehicle.

If the Hon'ble the Chief Justice of India, Hon'ble Judges of Supreme Court and Hon'ble Chief Justices of other States are visiting the State, by road, the Inter-State road-journey has to be arranged in coordination with the State Government of the concerned States.

At the time of arrival of Hon'ble Chief Justice of India and the Hon'ble Judges of Supreme Court, a letter has to be addressed to the Airport Authorities and permission be obtained for the Hon'ble Chief Justice of Andhra Pradesh and other Hon'ble Judges to move into the VIP Lounge in order to receive the Hon'ble Dignitaries.

S.O. 21: RECIPROCAL ARRANGEMENTS: The Protocol is mutual in nature. The Government of A.P. had reciprocal arrangements with the Governments of two States, viz., Bihar and Karnataka. The Hon'ble Judges of these States will be treated as 'State Guests' in this State. Like wise, the Hon'ble Judges of this Court will be treated as 'State Guests' in those States.

In Karnataka, though the Hon'ble Judges of Andhra Pradesh are treated as State Guests, transport will be provided free, within the Municipal limits of Bangalore City. The Hon'ble the Chief Justice of India, all Hon'ble Judges of the Supreme court and the Hon'ble the Chief Justices of other High Courts will be treated as 'State Guests' in the State of A.P., whether their visit is Official or Private, without any time limit, as per the Order of the Government (*vide G.O.Ms.No.16, G.A. (Poll.A) Department, dt.16-1-97*). All other Judges are treated as 'Paying Guests'.

The Government will provide only one suite in the State Guest House to the visiting dignitaries. The charges for the second suite will be higher than the first suite, in the case of Paying Guests, and charges will be collected for the second suite from the State Guests. The Hon'ble Judges of other High Courts visiting the State on private/LTC will be treated as Paying Guests under Cat.IV (*Vide G.O.5866 G.A. (G.H.II) Department, dt.18-12-85*). State Guest and accompanying family members will be provided free lodging and boarding in the Government Guest Houses, besides a State Car. The orders issued by the Government of Andhra Pradesh treating the Hon'ble Judges as State Guests shall be obtained, and, if necessary, they have to be forwarded to the District Judges to which Districts such Hon'ble Judges visit. Copies of such Government Orders are to be forwarded to the concerned High Courts also for information of the visiting Dignitaries.

One Personal Security Officer will be provided by the Security Wing to each Hon'ble Judge visiting the State as per the scale fixed by the Intelligence Department.

S.O.22: VISITS BY HON'BLE JUDGES OF THIS COURT: As far as the visits of the Hon'ble Judges of A.P. High Court are concerned, a requisition, with full particulars, has to be obtained from the Personal Secretary to the Hon'ble Judge, preferably in the prescribed Proforma.(Available in the Section).

If the visit is to the other States on LTC/Private, information has to be gathered from the Protocol Department of the concerned High Court regarding

distance from one place to other, availability of transport, timings of the temples and other visiting places. Accordingly, a Programme has to be prepared and the same has to be circulated to the Hon'ble Judge for his Lordship's approval.

After obtaining the approval, the same has to be sent to the concerned High Court and the District Magistrate informing about the intending visit of the Hon'ble Judges, requesting them for making arrangements, for their comfortable stay at the State Guest House or High Court Guest Houses, if available, arrange transport and also Security. A request shall also be made to arrange to receive and see-off the Hon'ble Judges at Air Port or Railway Stations, as the case may be, and render necessary assistance, by extending due courtesies.

S.O.23: MODE OF JOURNEY: The Hon'ble Judges and their Family Members are entitled to travel in the Executive Class in flight whenever they avail LTC facility to anywhere in India or A/C I Class if the route is not connected by air. (Vide Letter No.L-11025/14/99, dated 21-9-1999 – Jua by the Dy, Secretary to Govt.of India, Ministry of Law, Justice & Comp.Affairs (Dept.of Justice), New Delhi.). If the route is not covered by either Train or by Air, they are entitled to travel by private taxi. (The amount of expenditure eligible for re-imburement can be gathered from the J.Spl.Section).

S.O.24: PROTOCOL STAFF: Whenever the Hon'ble Judges are travelling by Air, the Protocol Staff, with car, has to be sent to the residences of the Hon'ble Judges to collect the luggage and ticket so as to book the luggage at the Airport one hour before the departure of the flight, and also obtain Boarding Pass, and keep it ready by the time the Hon'ble Judges arrive. They must be received at the Airport and conducted to the VIP Lounge/Aircraft.

For Train Journeys, the Personal Secretaries and Attenders of Hon'ble Judges have to reach the Railway Station much before the arrival of the Hon'ble Judges, conduct them to the VIP Lounge/Compartment, and see them off.

A copy of the Programme Sheet along with the telephone numbers of the concerned High Courts' Protocol Officers and other required numbers have to be furnished to the Hon'ble Judge along with the flight or train tickets. If the Air Ticket of the Hon'ble Judge is wait-listed, request has to be sent to the concerned Airport Manager for confirmation of the tickets.

S.O. 25: VISITS BY H.C.J./HON'BLE JUDGES TO DELHI: As regards the visit of the Hon'ble the Chief Justice to Delhi, a request has to be made to the Government to reserve accommodation in 'Sabari Block' of A.P. Bhavan and to provide A/C Car and a Telephone with STD facility (*Vide Memo No.8454/GH II/94-1, G.A.D., dt.19-11-1994*).

With regard to visit of Hon'ble Judges of this Court to Delhi, a letter has to be addressed to the General Administration Department, (G.A.D.), Secretariat, Hyderabad, for reservation of accommodation in A.P.Bhavan and for providing transport, duly marking a copy to the Special Commissioner, A.P.Bhavan, New Delhi. Copy of the telex message issued by the G.A.D. to A.P.Bhavan has to be obtained before the departure of the Hon'ble Judges and circulated to the Hon'ble Judges.

S.O. 26: VISITS BY H.C.J./HON'BLE JUDGES TO TIRUPATHI:

Regarding the visits of the Hon'ble Judges of A.P. High Court and other Hon'ble Judges of other High Courts to Tirupathi, the Additional District Judge, Tirupathi, will be intimated. In Case of visits of Hon'ble Judges of the Supreme Court and Chief Justices of other High Courts, and the Chief Justice of A.P., and Hon'ble Judges of A.P., the District Judge, Chittoor, has to be intimated.

At Thirupathi, all the Hon'ble Judges of Andhra Pradesh will be allotted a Cottage at 'Valley View Cottage' at concessional rates, as per the communication of the T.T.D. Authorities. (*Vide the Proceedings in Roc. No. R3/246/AEO (RII) /Tml/95, dated 23-2-1996 by E.O., T.T.Devasthanams*).

S.O. 27: STATE FUNCTIONS AT PARADE GROUNDS, ETC.:

The Government arranges State Functions at Parade Grounds, Secunderabad, on the eve of Republic Day on 26th January and Independence Day on 15th August, and at the Tank Bund on the eve of A.P. Formation Day on 1st November each year. Seats are arranged in a separate enclosure at each of the Functions for the Hon'ble Judges of Andhra Pradesh High Court. The State Government sends invitation cards with Car passes to the Hon'ble Judges.

It is the duty of the Protocol Section to see that all the Hon'ble Judges are invited and invitations reached the Hon'ble Judges. The Section shall also collect the Duty Passes from the G.A.D. One or Two staff members of the Protocol Section and two Attenders in uniform shall be present at the venue sufficiently in advance of the scheduled time to receive and to usher the Hon'ble Judges to the respective seats. They must also see that the Officers of Government in arranging the seats strictly follows Warrant of Precedence.

S.O. 28: ARRIVAL OF JUDGES FROM FOREIGN TOURS:

At the time of arrival of the Hon'ble Judges, their family members, from any foreign tour, and if the place of embarkation is at Hyderabad, a letter has to be sent to the Commissioner of Customs and Excise with a copy to the Deputy Commissioner of Customs, Rajeev Gandhi International Airport, Begumpet, Hyderabad, informing them about the arrival, giving full particulars of the Flight Number, Time and Date of Arrival, with a request to render necessary assistance at the Airport.

S.O. 29: VISITS TO SITE-SEEING PLACES: For visits to site seeing Places in the City by the Hon'ble Judges or their family members, advance intimation has to be sent to the concerned, giving full particulars, like, Car Number, Number of Persons, Date and Time of visit.

For the visit to Golconda Fort to witness Sound & Light Show, letters have to be addressed to the Divisional Manager, A.P. Tourism Development Corporation.

S.O. 30: OTHER PRECAUTIONS: The Protocol Section must keep the maps for each State, each District in the State of Andhra Pradesh and also India Map as well as Distances Guide for preparation of Tour Programmes of the Hon'ble Judges.

It must keep abreast of latest telephone numbers of each High Court, latest Time-tables of Flights, and Trains.

It must maintain the bio-data of Hon'ble Judges so as to communicate the same as and when required by the District Judges for purpose of preparation of Welcome Speeches during the Official Functions arranged in the Districts.

The Section has to see whether the Official functions in the District are arranged as per the Guidelines issued by the High Court from time to time.

The Flight-tickets for the journey of the Hon'ble Judges are booked through travel agents. Immediately on receipt of the tickets booked, they must be verified with reference to the programme as to the date and time and also whether the tickets are confirmed or not. After the Hon'ble Judges return to Headquarters, the Bill received from the travel agent has to be placed before the Hon'ble Judges, and the amount has to be collected, and paid to the travel agents and Receipt be obtained. A copy of the receipt has to be sent to the Hon'ble Judge for personal record.

As far as the work of the individual Staff Members in the Section is concerned, every paper received in the Section, either from the Hon'ble Judges or through fax or by phone, shall be placed before the Registrar (Protocol) for his instructions.

Messages received regarding the visit of the Hon'ble Chief Justice of India, Hon'ble Judges of the Supreme Court and Hon'ble Chief Justices of the other High Court shall be placed before the Hon'ble Chief Justice by the Chief Protocol Officer / Registrar (Protocol) for perusal. After scrutiny, the said paper shall be entered in the 'General Register' (Personal Register) (**A.R.92**). If the communication relates to the visit of any sitting Hon'ble Judge of the High Court, it shall be entered in the 'R.O.C. Register' (**A.R.93**). Otherwise, 'Roc.Misc.No.' shall be given. After entering in 'Roc.Misc.Register' (**A.R.94**), if the Message relates to the purchase of Railway ticket or Reservation of Railway ticket, 'Roc.Railway No.' shall be given after entering in the Roc. Railway Book, i.e., 'Railways Requisitions Register' (**A.R. 95**). After making such entry, the same may be passed on to the typists or computer Operator for typing the same. After typing and after comparing the letter with reference to the original communication, the Section Officer has to send it to the Registrar (Protocol) for signature.

Letters relating to the Hon'ble Judges of the Supreme Court have to be sent to the Registrar General for signature. Then, they shall be faxed to the concerned authorities. Again, the same shall have to be despatched to the concerned authorities through Current Section after entering in the Despatch Register (**A.R.8**).

Letters addressed to the Secretariat or the Police Department have to be sent through special messenger for personal delivery through the Attenders of the Section, after entering the same in the 'Local Tappals Register' (**A.R.8-A**).

The Section Officer should book the flight tickets if the tour of the Hon'ble Judge is by Air.

The entire work relating to Railways will be dealt with by an Assistant who shall maintain the 'Railways Requisitions Register' (**A.R.95**). He shall enter the current in the said Register, prepare the Railway requisition-form, and send the same through Attenders for purchase of the tickets. If the tickets are in

the waiting list for the journey from Hyderabad, he shall immediately enter in the 'Railway Court Register' (A.R.95-A) and inform the Metropolitan Magistrate for Railways, at Secunderabad, for confirmation of the tickets from Emergency Quota. He should see that balance amount, if any, after the purchase of the ticket is handed over to the Hon'ble Judges along with the tickets. For wait-listed tickets, for journeys from One Station to other Station and from other Station to Hyderabad, he shall prepare a letter to the concerned court from which place the journey starts giving full particulars for confirmation of the tickets as per the programme.

The concerned High Court or the District Court, from which such train originates also, has to be informed for release of Berths or Seats from Emergency Quota as the Emergency Quota is released from the originating station of the train.

The Staff of the Section shall have to perform, both administrative and executive functions, unlike the Staff of other Sections. Administrative work includes - preparation of programmes, receiving messages, communicating the programmes, attending on the telephone calls & giving necessary information to the other High Courts, booking the flight/train tickets, etc. So far as the executive work is concerned, they have to receive and see-off the Hon'ble Judges at the Airport and at the Railway Station. They shall reach the Airport one hour in advance of the scheduled departure of the flight, with luggage and tickets, book the luggage, obtain Boarding Passes as also the Security Pass, and wait for the arrival of the Hon'ble Judges. If the departure of the flight is delayed for any reason, the same has to be intimated to the Hon'ble Judges, the moment they come to know of it.

After the arrival of the Hon'ble Judges, they have to be conducted to the VIP Lounge and after the announcement of the boarding, they have to accompany the Hon'ble Judges carrying hand luggage upto the Aero Bridge and see them off.

If the journey is by train, they must first ascertain the fact as to at which station they are boarding/alighting the train, as there are four Railway Stations in Twin Cities, namely, at Nampally, Secunderabad, Kacheguda and Begumpet. They must reach the station in advance, ascertain the departure-time of the train and the platform number, inform the same to the Hon'ble Judge, and wait at the portico of the station to receive the Hon'ble Judge.

Due courtesies have to be extended to their Lordships and it must be ensured that no inconvenience is caused to them at all times.

Then, the Diary is the Heart of the Section. The arrival and departure timings of the Hon'ble Judges, their family members, to and from Hyderabad, shall have to be entered in a Diary after the finalisation of programmes. The time of arrival and departure, the Train No./Flight No, alighting and departure place, etc., have to be entered in the Diary. The name of the Protocol Staff who is entrusted with the Protocol duty also has to be mentioned in the Diary.

A daily list of next day's duties has to be prepared at the end of each day and, then, initials of the Staff members who are entrusted with the Protocol duty

has to be obtained. Then, 'Duty List' has to be prepared carefully. If there are number of duties, a copy of the List has to be provided to the Protocol Staff as well as the driver.

The driver of the duty cars has to be intimated clearly as to the timings at which they should report.

S.O. 31: PROTOCOL WINGS IN MOFUSSILS: The Hon'ble Judges of Supreme Court, our High Court and of other High Courts will be visiting places of Pilgrimage/Tourist interest in our State. On such Official/Private visits, necessary Courtesies are to be extended without violating the judicial norms. In this connection, for creation of Protocol wings in every District, for providing funds etc, certain instructions are given by the High Court in **R.O.C.No.4054/95/B.Spl. Dt.18.8.1995**, and the Registrar (Protocol) will see that the instructions contained therein are scrupulously followed, under the guidance of the Registrar General.

Similarly, in regard to arranging Official Functions for Laying Foundation Stones and Inaugurations of Court Buildings and Residential Quarters of Judicial Officers and other Functions, the Instructions contained in the **Circular in ROC No. 463/PROTOCOL/2001, dt. 21-9-2001** shall be followed.

REGISTERS: The Section shall also maintain Registers, like –

- a) General Register (**A.R.92**);
- b) R.O.C. Register (**A.R.93**);
- c) Misc. ROC Register (**A.R.94**);
- d) Railway Requisitions Register (**A.R.95**),
- e) Railway Court Register (**A.R.95-A**)
- f) Diary (**A.R.96**), etc.

* * *

D SECTION (BUDGET & FINANCIAL MANAGEMENT)

(For a clear understanding of the concept of "Budget", please see the Brochure shown as Annexure 5)

S.O.32: SUBJECTS (Old 172 & 173): This Section shall prepare and attend to the following:

a) BUDGET:

- i) Estimates of Receipts under MH-0070 Administration of Justice.
- ii) Estimates of Expenditure under MH-2014-Administration of Justice.
- iii) Estimates of Expenditure under MH-2225-Social Welfare-Special Mobile Courts.
- iv) Estimates of Expenditure under MH - 3604 -Compensation payable to Local Bodies.
- v) Estimates of Expenditure under MH 2071 Pension & Other Retirement benefits.

- vi) The Budget Estimates for the coming year and the Revised Estimates for the current year are to be received in High Court not later than August 15th of the current year in the Proforma enclosed to ROC 2428/97-D1, dated 14.07.1997.

b) NUMBER STATEMENTS (A.R.106): (i.e., Statements containing the No. of Members of Staff in High Court & in Subordinate Courts together with their Pay & Allowances):

Estimates of Expenditure under MH-2014-Administration of Justice;

c) SUPPLEMENTARY GRANTS:

Re-appropriation of Funds, Surrenders & Allotment of Funds, and According Sanctions for Furniture, etc.:

- i) MH-2014-Administration of Justice.
- ii) MH-2225 –Social Welfare – Special Mobile Courts.
- iii) MH-3604-Compensation payable to Local Bodies.

d) Notes for being examined by the Public Accounts Committee.

e) Reconciliation of Departmental figures with those in the Registers of Accountant General's Office & Pay and Accounts Office:

MH-2014-Administration of Justice

f) Estimates of Expenditure under various Heads of Accounts.

g) Statements of Pensions, Leave-Salary, Contributions relating to Railway Courts and R.T.C. Courts, and forwarding the same to the Railway Board, etc., for remittance of the amounts.

h) Sanction of Permanent Advances to the Subordinate Courts, and its Enhancement, etc.

i) All Matters relating to Incurring of Expenditure on Laying of Foundation Stones to Buildings, Inauguration of New Court Buildings & Newly Sanctioned Courts, etc.

j) Sanction of Appointments to various types of Part-time and Full-time Contingent Employees in Lower Courts.

k) Allotment of Funds for taking buildings on rent for housing the Courts, and also Shifting of Buildings.

l) Sanction for purchase of Bicycles for Lower Courts.

m) Sanction for purchase of Table Fans to Lower Courts.

n) Sanction for Purchase of various Stationery Items, Xerox Machines, Typewriters, etc., for Lower Courts.

o) Purchase & Maintenance of Air-Conditioners & Fax Machines for Subordinate Courts.

p) Issuance of Identity Cards to the Judicial Officers.

q) Preparation of Judicial Telephone Directory every year.

Procedure to be followed on some of the above Subjects:

S. O. 33: Public Accounts Committee: Every Year, the Accountant General prepares a Report on the Appropriation Accounts of each Department, and sends them to the concerned Departments for offering their reasons/explanation on each objection raised by him. The same will be placed before the Public Accounts Committee for detailed discussion, on a particular day fixed by the Committee, in the premises of the Legislative Assembly. The Registrar concerned, accompanied by the staff members, will have to be present in the Meeting for detailed discussions, along with the explanatory notes.

S. O. 34: Sanction of Telephones to Lower Courts: In Order to maintain economy in expenditure on the use of Telephones provided at the Chambers and Residences of Judicial Officers in the State, it shall be verified whether the District Judges are sending Particulars of Expenditure on that Account in the prescribed proforma once in every six months to the High Court along with the Copies of Telephone Bills duly enclosed. The Statements so received have to be carefully scrutinised in the light of the Circular Instructions given under *Roc.No.377/96-D-II (T), dated 22.7.1996, and Roc.No.4584/88-D-II (T), dated 19.7.1995.*

S. O. 35: Sanction for purchase of Furniture and Stationery Items, viz., Xerox Machines, Typewriters, etc., for Lower Courts: It shall be seen that the Unit Heads make purchase of Items of Furniture / Stationery after prior Sanction from High Court or atleast seek ratification of the action taken, if they have already purchased them (*vide the Circular in Roc.No.2459/97-D1 (A), dated 17.7.1997*)

The Instructions contained in *Roc.No.770/98-D1 (4), dated 28.2.1998* for purchases of Wooden and Steel Furniture and other Items have to be followed invariably by the Unit Heads. Periodically, the High Court has to send for the data and crosscheck the same with reference to the guidelines set in the said Circular.

S. O. 36: Proposals relating to Larger Delegation of Financial Powers:

As per the instructions given under the circular in *Roc.No.4578/76-D1, dated 8.7.1999*, all the Unit Heads are permitted, in addition to the powers already vested with them –

- i) To enter into Annual Maintenance Contract for modern equipment, such as Xerox Machines, Fax Machines, Computers, Electronic Typewriters, Air Conditioners, etc.:
- ii) Purchase of Stationery items: Rs.50, 000/-
- iii) Inauguration of New Building & Laying of Foundation- Stones: Rs.2,000/-
- iv) Purchase of Consumable & Spl. Paper, etc., for Xerox Machines Rs.15,000/-.
- v) Purchase of Material relating to Computers Rs.10,000/-.
- vi) Printing & Binding of Registers not exceeding Rs.68/- per Register, Containing 500 pages: Rs.10,000/.

vii) Purchase of non-Stationery items: Rs.5000/-.

(Circulars issued from time to time are to be followed)

S. O. 37: Sanction of new Vehicles to Lower Courts: It shall be ascertained periodically from the Unit Heads whether the Circular Instructions embodied in *Roc. No. 4315/93-D2 (A), dt.30.3.1996 (11) and 19.8.1996* are being adhered to scrupulously regarding the maintenance of Official Vehicles provided.

S. O. 38: Purchase of Law Books & Law Journals for subordinate Courts: The High Court, before finalising the List of Books to be supplied further to the Subordinate Courts, would like to have the valuable suggestions of the Unit Heads and other Officers in this regard. *(Vide the Circular in Roc. No. 531/96-D2 (A), DT. 21.11.1996) (As to the details of Law Journals being supplied to the Subordinate Courts, please see Annexure 6)*

The Section has to maintain a 'Register of Library Books' (*A.R.101*), District-wise and Year-wise, showing the number of Books supplied, Edition, Author's Name, Price, Books suggested by Unit Heads, and Remarks, for Record purpose and for perusal by the Committee.

S. O. 39: ELECTRICITY CHARGES: Under Circular in *Roc. No. 824/D1 (1) dt.5.3.1999*, permission has been accorded to incur expenditure to the extent of one-third of the total consumption in respect of Office Room and Drawing Room of the residential building of Judicial Officers from the Funds under the Head "054 – ELECTRICAL CHARGES", instead of providing separate sub-meter, and the remaining two-thirds of the consumption shall be borne by the respective Officers from their personal funds.

After the Officer makes payment, the details thereof shall be submitted to the District Judges concerned. In turn, the District Judges will consolidate all the details and furnish them to the High Court half-yearly. At High Court level, a thorough scrutiny is to be made of such Statements, and lapses, if any, are to be brought to the Notice of the Registrar concerned and obtain his instructions, and follow the same.

S. O. 40: EXPENDITURE FOR OBSEQUIES: In the event of death of any Officer or Employee of State Judiciary, all the Unit Heads are permitted to incur an expenditure of Rs. 2,000/-, as sanctioned in G.O. (mentioned in *Roc.No.1110/99-D1 (1), dt.20.8.1999*), on the same day of the death or on the next working day immediately following the day of the death of such Officer/Employee, by debiting the expenditure under the Head SH 090-Grants-in-Aid- 093-Obsequies Charges, whenever such events occur, so as to enable the nearest relatives of the deceased Officer/Employee to perform the obsequies immediately.

S. O. 41: AUDIT: The very purpose of the Audit is, among other things, to bring to the Notice of the Legislature, items of expenditure which are beyond the scope of authorisation made by the Legislature, cases of irregular expenditure, loss of public money caused by default, lack of supervision or other causes, as well as excess or short collection of taxes, etc., The results of Audit will be reported to Departmental Officers, so that appropriate action is

taken to rectify the defects and omissions wherever possible and to prevent their recurrence. (*Vide High Court's Proceedings Roc.No.2689/95/D2, dt.24.9.1995*)

As per the Govt's U.O.Note No.22581-8/86/A1/PAC/95, Dt.08.09.1995, communicated under the High Court's Circular in *Roc.No.3275/95-D2, dt.13.10.1995*, the responsibility for replying to audit observations / paras and settlement of issues in audit devolves primarily upon the Drawing and Disbursing Officers. It shall be seen whether the Instructions given and shown at *Page 5 of the Codification of Circulars – Vol. III* for speedy settlement of Audit Observations are complied with by the Unit Officers.

Heads of Offices should maintain 'Register of Audit Objections/Observations' (*A.R.98*) in the prescribed form to watch the prompt disposal of audit observations, and the following instructions are issued to the Departmental Officers for the maintenance of this Register:

1. As soon as Audit Observation (Memorandum or Reports) is received from the Accountant General, it should be entered in the Register.
2. All the Audit Observations / Audit Paras received in a Calendar Year should be serially numbered. Each item of Audit Observation should be given a Serial Number. If there are two or more Items in a single Memo or Letter or Para received from the Accountant General, separate Serial Numbers should be given for each of them.
3. An Item should be treated as 'closed' only after an intimation of 'acceptance' of the Reply is not received during the Year and if the same is not shown as 'outstanding' in the next yearly list of outstanding objections / paras received from the Accountant General, the item may be treated as 'closed or settled'.
4. Items, which are cleared, should be rounded off in red ink, under the attestation of the Head of the Office.
5. There should be only one Register for the whole Office, and one of the clerks should be made responsible for the maintenance of the Register.
6. After the receipt of the Objections of the Audit conducted by the Officers of the Accountant General over the Accounts maintained by the Subordinate Courts, they have to be carefully gone through. Within one week from the date of such receipt of Reports, the concerned Unit Head is to be addressed calling for Compliance Report to be received in the High Court *maximum within a fortnight*. After scrutinising the said Compliance Report, it is to be forwarded to the Accountant General along with the remarks of the High Court. If the matter requires further correspondence with the Unit Head or with the Accountant General, every effort is to be made for compliance of the objections in the Audit Report as early as possible, preferably within two months from the date of receipt of Audit Report in High Court, in the first instance.

For quick disposal of Files relating to Audit Reports, the columns of the present Register (A.R.98) be modified as under:

REGISTER OF AUDIT OBJECTIONS / OBSERVATIONS
(A.R. 98)
(REVISED COLUMNS)

<i>S.No.</i>	<i>Date of Receipt of Audit Report & Number</i>	<i>Date of Calling for Compliance Report</i>	<i>Date of Receipt of Compliance Report</i>	<i>Date of Sending Compliance Report to A.G.'s Office</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

It is the duty of the Section Officer to place the above Register (with revised columns) (A.R.98) for scrutiny before the Controlling Officer, and, the latter, after thorough scrutiny, shall give appropriate instructions to see that each file relating to Audit Report is given disposal within the time specified above.

The Register (A.R.98) should be scrutinised and reviewed by the Head of Office monthly and by the Controlling Officer, every fortnight.

The review of the Register by the Head of the Office or by other Officer entrusted with this work should be critical and detailed and special attention should be given to the clearance of old observations or paras still pending. (*Vide Roc.No.3275/95-D2, Dt. 13.10.1995*).

It shall be verified whether the Judicial Officers in the State are sending their replies to the Audit objections to the High Court through their respective unit Heads (*Roc.No.2689/95-D2, dated 9.8.1995*).

S. O. 42: MISAPPROPRIATION, LOSSES ETC.: Under Art. 294 of A.P. Fin. Code, all facts indicating that defalcation or loss of public moneys, stamps, opium, Stores or other movable or immovable property has occurred or that a serious irregularity has been committed in Accounts and came to the notice of any Government Servant, he should inform the Head of Office forthwith.

In all such Cases, when the amount of loss exceeds Rs.400/- a preliminary report should be sent to the Accountant General and Government.

Losses involving embezzlement, services irregularities, etc., should be reported by the Government Servant concerned to higher authorities irrespective of the amount involved.

After sending preliminary reports, the Head of Office should investigate the matter fully without delay. After investigation is complete, the Head of Office should send a complete and detailed report to the Accountant General and the Government. The final report should also state what disciplinary action has been taken or is recommended against the Government Servant responsible and what steps have been taken or are recommended with a view to prevent the recurrence of such loss or account irregularity.

WRITING OFF LOSSES: When it is proved impossible to recover the whole or a part of any public moneys that have been lost, the irrecoverable amount should be written off in the regular Government Account under the orders of the competent authority.

S. O. 43: RECONCILIATION: With regard to the Reconciliation of the Departmental figures with those contained in the Registers of Accountant General's Office and Pay & Accounts Office, the following Heads may be noted:

1. MH - 2014 – Administration of Justice,
2. MH – 2071 – Pension and Retirement benefits in respect of High Court Judges.
3. MH – 3604 – Compensation payable to Local Bodies.
4. MH – 0030 – Stamps & Receipts.
5. MH – 0070 – Other Administrative Services.

FUNDS – MAJOR HEAD “2014 – ADMN. OF JUSTICE”: It shall be verified whether the Unit Officers are making up their specific proposals, Head-wise, for reappropriations of funds before January 31 of every Financial Year so as to have a clear picture of the financial position Vis-a-vis the proposed commitments.

It shall also be verified whether the Finance Committee constituted at the District level has been submitting quarterly returns to the High Court in the Form No.1 appended to *Roc.No.932/95-D1, Dt. 30-03-1996*, after getting the required particulars from Sub Unit Officers within two weeks from the end of the quarter.

It shall also be verified whether the said Committee has been obtaining quarterly returns in Form No.2 from each Head of the Office in the District in duplicate and enclosing a copy of it to Form No.1 being sent to High Court (*vide instructions in Roc.No.932/95-D1, Dt.3-3-1996*).

All the Unit Officers are to forward to the High Court not later than 30th April of every year the statement of their requirements for each Court in their Unit and for the entire Unit for the Current Financial Year under each of the detailed Heads, as given below:

- 020 – Wages
- 040 – Travel Expenses
- 050 – Office Expenses
- 060 – Rents, Rates and Taxes.
- 330 – Payment for professional & Spl. Services.
- 340 – Other charges.
- 450 – P.O.L.charges.

(Subject to change of Heads, if any)

The actual Expenditure under each detailed Head and Sub- detailed Heads for the last THREE years, including the Current year, may be furnished in the prescribed Proforma together with the reasons in greater detail for anticipated variations, if any, in regard to the requirements for the next year.

The amount required for payment of the arrears up to the current year, if any, and the amount required for the next year should be shown separately under each detailed Head. The particulars of arrears of amounts to be paid towards House Rent, Electricity, Water Charges, Taxes, T.A., Petrol Bills etc., shall be given in detail, and the reasons for keeping arrears pending in the last year.

020 – WAGES:

022 – CONTINGENT EMPLOYEES: Pay and Dearness Allowances allowed to the menials (whether Full -Time or Part –time) is debitable to this detailed Head. The Number of the Menials appointed in each Court together with their Pay and Dearness Allowance may be furnished for justifying the Demands.

040 – TRAVEL EXPENSES: The Expenditure relating to 041-T.A, 042-R.T.A., and 043-C.A., 045-T.T.A. is debitable to this Head.

050 – OFFICE EXPENSES:

051 – SERVICE POSTAGE AND TELEGRAM CHARGES: As regards ‘Service Postage’, all efforts should be made to avoid unnecessary correspondence. The demand should be based on actual requirements. The balance of the Stamps available as on 1st April (According to the Service Postage Register of each Court) should be furnished separately. The Expenditure incurred towards Telegram Charges is also debitable to this Head.

052 – TELEPHONE CHARGES: The expenditure incurred towards Telephone charges is debitable to this Head. The Unit Heads shall furnish the actual number of Phones working in their Units.

053 – WATER CHARGES: The Water Consumption Charges should be paid to the concerned Authorities regularly, every month. Under no circumstances should they be kept in arrears.

054 – ELECTRICITY CHARGES: The Electricity Consumption Charges should be paid to the concerned authorities regularly every month and under no circumstances should they be kept in arrears.

056 – OTHER OFFICE EXPENSES: The expenditure incurred on Books, Periodicals, Printing and Binding, Furniture, and other Contingencies is debitable to this Head.

057 – MAINTENANCE OF OFFICE VEHICLES: The expenditure on the Maintenance of Office Vehicles excluding Petrol, Oil & Lubricants will come under this Head.

450 – PETROL, OIL, AND LUBRICANTS:

451 – GENERAL OFFICE VEHICLES: The expenditure on Petrol, Oil, and Lubricants shall be classified under this detailed Head.

330 – PAYMENTS FOR PROFESSIONALS AND SPECIAL SERVICES & 331 – PLEADERS FEES: Expenditure incurred for payment of Fees paid to the Pleaders appointed by the Court in Sessions Cases to defend the accused as amicus curiae, Fees paid to Advocates appearing in Cases filed on behalf of the Judicial Department or against the Judicial Department is debitable to this Head.

334 – OTHER PAYMENTS: The expenditure other than Pleaders’ Fees is debitable to this Head.

060 – RENTS, RATES, AND TAXES & 061 – RENTS: Under ‘Rents’, the amount payable in respect of each of the Private Building housing the Courts is debitable to this head and also the Rents payable in respect of the Residential Accommodation of the Judicial Officers.

062 – TAXES AND RATES: Efforts should be made to obtain the Demand Notices from the Municipalities every year well in advance, and the Taxes be paid regularly within the Financial Year itself.

340 – OTHER CHARGES & 341 – OTHER CHARGES: The - expenditure incurred on ‘LEGAL CHARGES’ in respect of Civil Suits filed on behalf of the Judicial Department or against the Judicial Department is debitable to this Head.

342 – OTHER EXPENDITURE: The expenditure relating to payment of ‘Diet and Road Money to Prosecution Witness’ is debitable to this Head.

It shall be verified whether lump sum amounts in excess of the requirements are asked for every year under each Head. The consequence is, that large amounts remain unspent and, finally, they have to be lapsed to the Government, resulting in the large variations in the actual expenditure and the allotments made. (These variations often figure in as the subject matter for discussion before the Public Amounts Committee).

The Unit Heads in furnishing the above particulars, Court-wise, and Minor Head-wise should, therefore, take utmost care. It would not be possible to ratify the expenditure incurred by the Sub Controlling Officer over and above the allotments made.

REGISTERS PRESCRIBED:

- a. Budget Allotments Register (*A.R.97*).
- b. Register (Revised) of Audit Objections/Observations (*A.R.98*).
- c. Loans and Advances (*A.R.99*).
- d. Furniture to Subordinate Courts (*A.R.100*).
- e. Register of Library Books/Law Journals supplied to Lower Courts (Court-wise, District-wise and Year-wise) (*A.R.101*).
- f. Stationery to Subordinate Courts (*A.R.102*).
- g. Reconciliation (*A.R.103*).
- h. Register of Permanent Advances to Lower Courts (*A.R.104*).
- i. Register of Part-time & Full-time Contingent Employees (*A.R.105*).
- j. Number Statements (*A.R.106*).

SPECIAL OFFICER’S SECTION

S. O. 44: The Section deals with the following **subjects** (*Old 238 & 239*):

- 1) Preparation of material pertaining to *Acts & Rules* for the Full Court Meetings and Rule-Committee Meetings;
- 2) Convening Meetings of Registrar General with the other Registrars and Officers of High Court & Communicating the Minutes to the Concerned Sections.

- 3) Conferment of powers on Spl. Judl. Magistrates of Second Class / Spl. Metropolitan Magistrates and I.A.S Probationers, and Review, if any, of Rules concerning Special J.S.C.Ms.
- 4) Providing Clarifications sought for by Judl. Officers, Subordinate Courts, Advocates, other High Courts, and Administrative/Judicial Sections of High Court, on Acts & Rules and also on matters arising under any of the following Subjects:
 - a) Allowances (Conveyance Allowances, Batta to Witnesses)
 - b) Agency.
 - c) Certain Bills on which High Court offered its views.
 - d) Chemical Examiner & Examiner of Questioned documents.
 - e) Chief Justices' Conference.
 - f) Constitution.
 - g) Deposits.
 - h) Disposal or Destruction of Records and Reconstruction of Records.
 - i) Elections.
 - j) Jails.
 - k) Integration of Laws.
 - l) Inspection of Court Records by Income Tax Officers.
 - m) Supplies of Copies of Judgment.
 - n) Law Officers.
 - o) Police & Special Police Establishment..
 - p) Process Service Rules.
 - q) States Reorganization.
 - r) Separation of Judiciary from the Executive.
 - s) Civil Courts Act.
 - t) Exemption of Stamp Duty.
 - u) Summons to M.L.As.
 - v) Vexatious Litigation Act.

+ Rules relating to Advocate-Clerks in Subordinate Courts, etc..
5. Supply/Exchange of Rules/ Orders of High Court to/with the other High Courts. (*Old 241*)
6. Forwarding Copies of New Additions/Amendments to Rules & Circular Orders and Amendment slips, published under the Authority of the High Court –
 - a. To the Secretary to Govt., Law Dept., Govt. of A.P., Hyderabad.
 - b. To the Secretary to Government, Ministry of Law, Justice & Company Affairs, Govt. of India, New Delhi; and
 - c. To the Bar Associations. (*Old 242*)
7. Implementation of Official Language.
8. Law Commission Reports.
9. Matters relating to Contempt of Courts Act (Subordinate Courts) as per Rule 5(d) R/w. R.10 of Contempt of Courts Rules.
10. Sanction of Defence.
11. Attending to Legislative Assembly Questionnaire, Lok Sabha Questionnaire, Rajya Sabha Questionnaire, Parliament Questionnaire, Etc.
12. Preparation of Codification of Circulars, and Study of G.Os., Memos and Circulars, etc., issued by Government, and deciding its applicability to the High Court and the Lower Courts;
13.
 - i) Declaration of Vacations;
 - ii) Preparation of Office Note nominating Vacation Judge and Vacation Officers; and
 - iii) Preparation of Calendar for High Court & Subordinate Courts.

14. Periodical Review of Standing Orders.
15. Designation of Sr.Advocates U/S.16 (2) of Advocates Act, 1961. (*Old 161*)
16. Preparation of Forms and Registers necessary for the administration of High Court both on administrative and judicial side.
17. Hon. Chief Justices' Conferences and Registrars Generals' Conferences.
18. Attending to processing the matters for being forwarded to the Advocate General for filing Contempt Cases.

S. O. 45: CODIFICATION: Since the subject of 'Codification of Circulars' is specifically entrusted to this Section, it is the duty of the Section Officer to ascertain from the Controlling Officers of each Branch of the Registry, periodically, in writing, whether any new Circulars are issued, for being embodied in the Codified Book to be brought in, Volume-wise, for every two or three years, or as directed by the Hon'ble the Chief Justice.

On receipt of such Circulars in the Section, the Section Officer shall carefully scrutinise them, cause them to be separated, subject-wise, and bring the inconsistencies or repetitions, if any, to the notice of the Registrars, and endeavour to set them right. After such exercise, Codified Circulars' Volumes are to be brought out, with least delay.

Further, the Section Officer has to monitor the receipt of all **G.Os./Memos/Circulars**, etc., issued by the Government from time to time, scrutinize the same and cause them to be communicated to all the Unit Heads in the State, through the concerned Sections of the Registry, after obtaining necessary orders from the Hon'ble the Chief Justice regarding their applicability. (*Vide Orders dated 17-2-1999 of the Hon'ble the Chief Justice on the Office Note dated 28-12-1998 put up by 'C' Section*)

S. O. 46: HOLIDAYS AND PREPARATION OF CALENDAR: Hereafter, it is this Section which shall prepare the Calendar for the next year, *for High Court & Subordinate Courts*, specifying the working days, holidays, optional holidays and Court working Saturdays, fixing the Vacations too, as far as possible by the November of the current year.

The following are the aspects, which are to be borne in mind while preparing Office Note thereon.

- a) The total number of days in the year are to be arrived at by considering leap years, if any.
- b) Important Festivals, including National Holidays, are to be identified.
- c) Sundays and Second Saturdays are to be excluded.
- d) While fixing up vacations, it shall be noted as to how many Court working days are there.
- e) Vacation can be prefixed and suffixed by Public Holidays. The total period of absence during vacation is also to be specified.
- f) As per the Resolution passed in the Chief Justices' Conference held in 1993 at New Delhi, the High Court has to work a minimum of 210 working days. Therefore, if the said figure falls short, the High Court has to fix some Saturdays also as Court-working Saturdays.
- g) Optional holidays can be finalised and notified after receipt of Government calendar.
- h) The Office Note must first be placed before the Hon'ble the Chief Justice and, then, before the Full Court for approval.

Proposals shall be made for nominating the Vacation Judges/Officers, as per the instructions of the Hon'ble Chief Justice, and Proceedings shall be issued accordingly, and be communicated to all concerned.

S. O. 47: FORMS & FORMATS: Preparation of Forms and Formats for Registers necessary for the functioning of High Court, both on administrative and judicial side, shall be taken up, as a perennial process, by studying the practice & procedure being followed in each Section, and keeping in view the elements of simplification, modernization and comprehensiveness.

S. O. 48: AMENDMENTS TO THE LEGAL PRACTITIONERS' FEES / ADVOCATES ACT, 1961, ETC.,: On receipt of proposal for Amendment to the provisions of the Act, either from the Advocates or from the District Judges, or on being pointed out *suo motu* by the Hon'ble Judges, an Office Note is to be prepared *within three days*, and is to be placed before the Hon'ble the Chief Justice to be forwarded to the Rule Committee. Later, the said Committee prepares the Draft Amendment. Then, it will be placed before the Full Court for approval. After such approval, it will be sent for Gazette Publication, for enforcement from the date of such publication of the Notification, or from such date as the High Court may specify.

With regard to Amendments to Payment of Witness Batta or Process Fee Rules also, on receipt of proposals from any of the personnel (mentioned in the earlier Rule), after bringing it to the notice of the Hon'ble the Chief Justice, by way of preparing and placing an Office Note, the proposal will be referred to the Rule Committee U/S.122 CPC. Then, the Draft prepared by the Rule Committee will be placed before the Full Court for its approval. After such approval, the Draft Notification may be caused to be published in the Gazette, inviting objections, if any, from the persons interested, to be submitted within two weeks from the date of Notification. After considering such objections, if any, by the Rule Committee and the Full Court, it will be communicated to the Government under Sec.126 CPC, by way of a draft Notification. After receiving it back, Gazette Publication shall be affected, and, then, its Copies are to be sent to all concerned.

COMMUNICATION TO BAR-MEMBERS: Whenever the High Court makes a new Rule of Practice or amends or repeals an existing Rule, a copy of the new Rule or the amendment slip issued by the High Court shall be communicated to the Bar Associations.

S. O. 49: CHIEF JUSTICES' CONFERENCE / REGISTRARS GENERALS' CONFERENCE: The moment Agenda is received from the Registrar General, Supreme Court of India, prompt action is to be taken for gathering the material from different Sections of the High Court, or from Subordinate Judiciary, if necessary, and the Conference Material is to be made ready, also with regard to the compliance of the earlier Resolutions. The draft-Conference Material is to be circulated to the Hon'ble Chief Justice, and, if instructed, to the Full Court also, depending upon the importance of the subjects involved. After its approval, sufficient numbers of sets are to be prepared, as directed by the Registrar General, so that it may be made available for perusal by the Registrars General of other High Courts also. The sealed covers are to be

handed over to the Registrar General, after duly indexing the material contained therein.

S. O. 50: CONTEMPT OF COURT MATTERS: On receipt of complaints under Rule 5(d) of the Contempt of Court Rules, 1980, framed by High Court, it shall be verified whether there is sufficient compliance of the provisions of Rules 9(1) to 9(4) and whether there are concise orders passed by the Officer concerned. After such preliminary scrutiny, the matter shall be placed before the Hon'ble Portfolio Judge, and, later, under Rule 10 before the Hon'ble the Chief Justice. Subsequently, subject to approval of the Hon'ble Chief Justice, it shall be forwarded to the Advocate-General, enabling him to file Contempt Case before the Court. While sending it to the Advocate-General, a copy should also be marked to the concerned Court for information. If such Case is filed, its stages shall be carefully noted in the Office File, (hearing-date-wise), and its result also shall be noted.

The Fees payable to the Advocate-General is Rs.3,000/- per day (Changes, if any, to be verified).

For an overall assessment, it is also desirable to maintain a Register for Contempt Cases, Year-wise, in the following Proforma:

REGISTER OF CONTEMPT CASES (A.R.111)

<i>Sl. No.</i>	<i>Contempt Emanated From?</i>	<i>Date of Receipt complaint</i>	<i>Date of Circulation to PFJ</i>	<i>Date of Circulation to HCJ</i>	<i>Date of Transmitting to A.G.</i>	<i>Contempt Case Number</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

S. O. 51: RECONSTRUCTION OF RECORDS: In matters of Reconstruction of Records, the High Court usually advises the Unit Heads to exercise their powers under Sec.151 CPC with regard to Civil Matters, and under Sec. 482 Cr.P.C., with regard to Criminal matters, according to the exigencies of the situation.

There is also the practice of placing the matter before the Hon'ble Port-folio Judges and then before the Hon'ble the Chief Justice and issue proceedings as directed by their Lordships, communicating the same to the concerned Unit Head.

S. O. 52: SPECIAL JUDICIAL MAGISTRATES OF SECOND CLASS & SPECIAL METROPOLITAN MAGISTRATES: As and when vacancies arise, the Unit Head concerned issues Notification through out his District, calling for applications. The Panel prepared and sent by him shall be carefully scrutinised with regard to the compliance of the instructions given by High Court under Roc.No. 2589/95/E.1 Dt.26.3.97 and other Circulars issued from time to time. Later, the approved panel of names along with their bio-data shall be forwarded to the Government without delay, in consonance with the opinion expressed by the Committee of Hon'ble Judges dealing with the issue of J.S.C.Ms. After the Government issues the Notification appointing the J.S.C.Ms, powers shall be conferred under Sections 13 and 18 Cr.P.C., by High Court by way of separate Notification.

S.O.53: DESIGNATING ADVOCATE AS “SENIOR ADVOCATE”:

Only such Advocates shall be designated as Senior Advocates, who, by virtue of their ability, integrity, standing at the Bar, experience or special knowledge of law, are deserving of such distinction and who do not have physical, mental or temperamental deficiencies, which might come in the way of proper discharge of functions as Senior Advocates, subject to the following guidelines:

1. He/she should have minimum standing of 20 years at the Bar out of which, the length of practice in this Court should be atleast for 7 years.
2. Ordinarily, he/she should be above 45 years of age. However, in deserving and exceptional cases, Advocates between the age of 40 and 45 years may be considered.
3. He/she should be sponsored by Senior Advocates/Advocate General (As per the Full Court Resolution dated 02-08-1996)
4. The following information may be furnished by the Advocates concerned for the purpose of proper assessment of their candidates:
 - a) The gross professional income particulars relating to the past three years, net taxable income and tax payments;
 - b) Important matters in which he/she appeared; (If they are reported, citations may be given);
 - c) Number of briefs received and handled during the current year and preceding year;
 - d) Whether, and if so, in how many cases he/she was engaged as Senior and the nature of the cases (particulars for the last two years may be furnished);
 - e) Whether in any panel of Central/State Government or Public Sector/Statutory bodies or Institutions? If so, details thereof?
- 5) Advocates with less than three lakhs of gross professional income (annual) during the preceding 3 years shall not ordinarily be considered.

On a consideration of the above aspects, the Full Court may, by a majority of 2/3rd of the total number of Judges present, decide to designate the Advocate as ‘Senior Advocate’.

The Registrar General shall notify the result of proposal to the Advocate concerned when the proposal is accepted. Intimation shall also be sent to the High Court Bar Association, Bar Council of the State, Bar Council of India, and the Registrar, Supreme Court of India.

The proposal once rejected shall not ordinarily be renewed for another two years. (*Vide Rules in ROC 600/SO/2000 framed u/S.16 (2) of the Advocates Act, 1961, and published in A.P.Gazette, Part-II-Extraordinary, dt.12-12-2000*)

S. O. 54: ADVOCATE-CLERKS IN SUBORDINATE COURTS:

As per Rule 11 of the Rules Regarding Pleaders’ Clerks in Moffussil Courts (Civil & Criminal), Andhra Pradesh (As provided in Civil Rules of Practice & Circular Orders, 1905, issued by the High Court of Judicature at Madras), the District Judges should submit to the High Court, on or before 31st of January of each year, a Statement showing:

- a) The number of recognized Pleader’s Clerks whose names are in the Register on the last date of the year; and
- b) The number of such recognized clerks who have applied for the renewal of their cards, for the succeeding year.

The Rules regarding Pleaders' Clerks in Mofussil Civil and Criminal Courts in Andhra Pradesh (as provided in Civil Rules of Practice and Circular Orders, 1905, issued by the High Court of Judicature at Madras) have been communicated in the Circular in ROC. No. 175-A/SO/2000, dated 5-10-2001 to all the Subordinate Courts in the State.

S. O. 55: MEETINGS OF REGISTRAR GENERAL WITH THE OTHER REGISTRARS & OFFICERS OF HIGH COURT: At least once in two months, the Section shall take steps to cause Meeting held by the Registrar General with the other Registrars and also with all the Officers of High Court for the purpose of introspection into the working of each branch of the Registry and also for inviting suggestions from the participants for improvement of administration. The substance of deliberations so held shall be placed before the Hon'ble Chief Justice, and instructions, if any, issued shall be followed, also by communicating the same to all concerned.

S. O. 56: PROCEDURE FOR CONDUCTING MEETINGS OF FULL COURT AND ADMINISTRATIVE COMMITTEE:

- a) The Special Officer's Section deals with the subject relating to the Full Court Meetings, while the B.Spl. Section deals with the Administrative Committee Meetings, and, then, the respective Sections deals with various Committee Meetings of the Hon'ble Judges depending on the subject they relate to.
- b) Whenever any subject is required to be placed before the Full Court or Administrative Committee, the concerned Section Heads shall send the subject matter to the Special Officer's Section or to the B.Spl. Section in advance.
- c) The Section Officer, Special Officer's Section, shall prepare upto date list of the subjects that are to be considered by the Full Court and place the same before the Registrar General, who in turn will obtain the orders of the Hon'ble the Chief Justice about the date and time of convening the Full Court Meeting.

In case of Administrative Committee meeting, the similar procedure be adopted.

- e) Thereupon the Special Officer's Section shall obtain the material from the concerned Sections, prepare the Memo about the convening of the Full Committee Meeting, and then circulate the same to all the Hon'ble Judges in advance.

In normal course, if it is a Court working day, the Material shall be handed over to the circulation Incharge, in the Posting Section. On non-Court working days, the Material shall be sent to the residences of the Hon'ble Judges through the Overseer. On any specific directions, the Meeting Material may also be circulated at the Chambers of the Hon'ble Judges by the concerned Section Personnel.

At the time of circulation, when any Hon'ble Judge happens to be on leave and is not going to attend the Meeting, the specific orders of the

Registrar General are to be obtained as to the Circulation of the Material to the Said Hon'ble Judge.

After the conclusion of the Meeting, Minutes thereof are to be prepared as per the directions of the Registrar and, after finalisation, the Minutes are to be circulated to the Hon'ble Judges (Members of the Committee) for approval. After the Hon'ble Judges approve the Minutes, they are to be placed before the Hon'ble the Chief Justice for final approval.

The Minutes of the Meetings are to be circulated to the Hon'ble Judge on return from leave.

The Section Officer of the concerned Section shall communicate the Minutes of the Meeting to the other Sections whose subject was placed in the Meeting for taking follow-up action.

The above said aspects will apply to B.Spl. Section in so far as the Administrative Committee Meetings are concerned and it shall process the same through the Registrar (Vigilance).

In case of Full Court Meetings, the entire Material is to be circulated to all the Registrars.

- e) In case of Administrative Committee Meetings or other Committee Meetings, the Memo shall be circulated to all the Registrars and the concerned Sections. The Material other than confidential matters shall also be circulated to the Registrar concerned.

If the Meeting is convened before 4.15 P.M., the Posting Section shall be intimated in advance.

The Overseer shall also be intimated about the Meetings well in advance so as to enable him to arrange refreshments, etc.

Library Books that are required for the Meeting are to be requisitioned on the date of Meeting for reference by the Hon'ble Judges.

REGISTERS TO BE MAINTAINED: -

- 1) Subject Index Register (*A.R.107*).
- 2) Register of Spl. J.S.C.Ms/Spl. M.Ms (*A.R.108*).
- 3) References Register (Holidays Register) (*A.R.109*).
- 4) Register of Library Books (*A.R.15*).
- 5) Personal Register (*A.R.2*).
- 6) Full Court Minutes Register (*A.R.110*).
- 7) Circulation Register (*A.R.9*).
- 8) Notifications Register (*A.R.18*).
- 9) Despatch Register (*A.R.8*).
- 10) Movement Control Register (*A.R.5*).
- 11) Court Matters Register (*A.R.6*).
- 12) Stock File relating to G.Os. (*A.R.7*)
- 13) Stock File relating to Circulars (Issued and received by Section). (*A.R. 10 & 11*)
- 14) Register of Contempt of Court Cases (*A.R.111*).

- 15) Register Showing Amendments Brought (or Fresh Rules Made) (*Year-wise and Subject-wise*)(A.R.112)
- 16) Register Showing Senior Counsel of High Court (*with Dates of Designation as such*)(A.R.113)

RECRUITMENT CELL

S. O. 57: FUNCTIONS:

- i) Recruitment of District Judges Grade-II and Recruitment of Junior Civil Judges, and their connected correspondence;
- ii) Fixing up Inter-se-Seniority of Junior Civil Judges;
- iii) Preparation of Draft Counter-Affidavits in the Writ Petitions filed against the above said Matters;
- iv) Dealing with Service and Recruitment Rules for Judicial Officers and Judicial Employees;
- v) Supervising Recruitment of A.P. Judicial Ministerial Service under the Guidelines issued by the High Court, from time to time, the Clarifications and Amendments, if any, relating to the A.P. Judicial Ministerial Service Recruitment and the Correspondence thereon with the Unit Heads concerned;

S. O. 58: PROCEDURE FOR RECRUITMENT TO THE POSTS OF DISTRICT & SESSIONS JUDGES, GRADE-II: The Posts of District & Sessions Judges are governed by the Special Rules for A.P. Higher Judicial Service.

The High Court, after arriving at the estimate of vacancies for Direct Recruitment to the posts of District & Sessions Judges, Grade-II, following the Rule of Reservation, will address the General Administration Department of the Government of Andhra Pradesh, along with the Draft Notification, requesting to notify the vacancies. On receipt of the Applications from the Government, the High Court will enter them in the Register (Form No.4) meant for the same, the Format of which is as under: .

REGISTER OF APPLICANTS FOR DISTRICT & SESSIONS JUDGE GRADE – **II** **BY DIRECT RECRUITMENT** (A.R.114)

<i>Sl. No.</i>	<i>Application Number</i>	<i>Name & Address of the Candidate</i>	<i>Qualifications</i>	<i>Communal Group</i>	<i>Length of Practice</i>
<i>1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

All the Applications, along with the Note of Scrutiny made by the Registry, will be placed before the Committee of Hon'ble Judges constituted for Scrutiny of Applications. Later, Call Letters will be sent to the eligible candidates to appear for the Written Examination to be conducted by the High Court.

All the successful candidates, or such number of successful candidates, in accordance with the merit in proportion to the number of vacancies notified, will be called for Interview before the Committee of Hon'ble Judges.

The recommendations of the High Court along with all the applications of all the Candidates will be sent to the Government for approval and appointment.

Roster shall be fixed as per Rule 22 of State and Subordinate Service Rules. The said Selection will be entered in the 'Roster Register' (Form No.7), the Format of which is as under:

ROSTER REGISTER FOR DISTRICT & SESSIONS JUDGES (A.R.118)

<i>Sl.No.</i>	<i>Name of the Officer</i>	<i>Communal Group</i>	<i>Roster Point</i>	<i>Year of Selection</i>	<i>Date of Joining</i>
(1)	(2)	(3)	(4)	(5)	(6)

S. O. 59: PROCEDURE FOR RECRUITMENT TO THE POSTS OF JUNIOR CIVIL JUDGES: The posts of Junior Civil Judges are governed by the Special Rules for the A.P. State Judicial Service.

The High Court, after arriving at the Estimate of Vacancies prepared for the Year of Recruitment for the Posts of Junior Civil Judges by Direct Recruitment and Recruitment by Transfer in the Ratio of 4:1 following the Rule of Reservation, will issue Notification in the leading News Papers, inviting Applications from eligible Candidates.

On receipt of Applications, duly verified by the concerned District Judges/Unit Heads, they will be entered in the Register meant for the same in Form Nos. 5 & 6, separately for Direct Recruitment and Recruitment by Transfer, respectively. The Formats of the said Registers are, as under:

FORM NO.5
REGISTER OF
APPLICANTS FOR JUNIOR CIVIL JUDGES
(BY DIRECT RECRUITMENT)
(A.R.115)

<i>Sl.No.</i>	<i>Application Number</i>	<i>Name & address of Candidate</i>	<i>Qualifications</i>	<i>Communal Group</i>	<i>Length of Practice</i>
(1)	(2)	(3)	(4)	(5)	(6)

FORM NO.6
REGISTER OF
APPLICANTS FOR JUNIOR CIVIL JUDGES
(BY TRANSFER) (A.R.116)

<i>Sl. No.</i>	<i>Application Number</i>	<i>Name & Address of Candidate</i>	<i>Qualifications</i>	<i>Communal Group</i>	<i>Status in APJMS</i>	<i>Length of Service in Feeder Category</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Later, the Registry will scrutinise the Applications, and a Note will be placed before the Committee of the Hon'ble Judges constituted for the scrutiny of Applications.

Call Letters will be sent to the eligible candidates to appear for the Written Examination, in TWO PAPERS, i.e., Civil and Criminal, to be conducted by the High Court.

The Candidates declared successful in the Written Examination in accordance with merit, in proportion to the number of Vacancies notified, will be called for Interview before the Committee of the Hon'ble Judges.

After tabulating the Marks obtained in the Written and Oral Tests, the High Court will prepare the Lists of selected candidates on the basis of merit, by following the Rule of Reservation and send those Lists to the Government for approval and issuing Orders for appointment as Junior Civil Judges.

The candidates selected by the High Court and approved by the Government will be entered in the Roster Register (Form No.8) for Junior Civil Judges (**A.R.119**), separately for Direct Recruitment and Recruitment by Transfer, the Format of which is as under:

ROSTER REGISTER FOR JUNIOR CIVIL JUDGES
(**A.R.119**)

<i>S.No.</i>	<i>Name of Officer</i>	<i>Roster Point</i>	<i>Communal Group</i>	<i>Marks</i>	<i>Date of Joining</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

After General Recruitment, the unfilled vacancies earmarked for S.C., S.T., & B.C. Candidates, will be filled up by conducting 'Limited Recruitment'.

S. O.60: INTER-SE SENIORITY OF JUNIOR CIVIL JUDGES:

Provisional Seniority between Direct Recruits and Transferees, selected for appointment as Junior Civil Judges, will be prepared in consonance with Rule 4 (2) read with Rule 20 of the Special Rules for A.P. State Judl. Service.

It will be communicated to the Candidates concerned calling for their objections, if any. After considering the same, the High Court will finalise the Provisional Seniority List, and sends it to the Government for approval, since the Government is the Appointing Authority in respect of both the Recruitments.

S. O. 61: COURT CASES: If any Case is filed before the High Court, questioning the Recruitment of District Judges/Junior Civil Judges or regarding the Inter-se seniority fixed by High Court, the Recruitment Cell immediately on receipt of Notice of such Case, shall proceed to draft the Counter-affidavit, after obtaining clear Instructions from the Registrar concerned, get it signed by the Registrar and, then, transmit it, with least delay, to the Counsel on Record representing the Case, who will approve it, making necessary corrections, if any, and then, place it before the Court.

If the Case filed is one questioning the Recruitment made under A.P.Judicial Ministerial Service, the Recruitment Cell, after receipt of Notice of such Case, shall immediately address the District Judge concerned, calling for his Para-wise Remarks and Counter-Affidavit to be handed over to the Counsel on Record for being placed before the Court.

Every endeavour is to be made to see that the Counter-Affidavit is filed before the Court much in time.

(With regard to appointment of Advocates on Record, etc., the Procedure specified in S.O. 2 - 11 be looked into.)

A Register (A.R.6) shall be maintained with regard to the Court Cases, noting their Number, the Subject Matter, the Stages, and the Result.

S. O. 62: RECRUITMENT TO THE POSTS UNDER A.P. JUDICIAL MINISTERIAL SERVICE, 1964 & A.P. LAST GRADE SERVICE RULES: The Posts in the Subordinate Courts through out the State are governed by the A. P. Judicial Ministerial Service Rules, 1964.

The High Court, in exercise of the power of superintendence over all Courts under Article 227 of the Constitution, and control over Subordinate Courts through out the State under Article 235 of the Constitution, has issued certain Norms and Guidelines regulating the appointments to the posts of Junior Assistants, Steno-Typists, Typists, Examiners, Readers, Copyists, Amins, Drivers, Process Servers and Attenders in the Subordinate Courts in the State. The Unit Heads are following the same while filling up vacancies in the above categories within the ambit of A.P. Judicial Ministerial Service Rules.

The District Judges/Unit Heads, after furnishing assessment of vacancies, existing and anticipated for the succeeding years, will issue Notification, following the Rule of Reservation, and, after selection of Candidates at the ratio of 1:3 against such notified vacancy, will submit the Select-lists to the High Court for approval.

The High Court, after scrutiny with reference to Order of Merit and Rule of Reservation, etc., will put up Note before the Hon'ble Portfolio Judge for approval. The High Court will approve only one candidate for each notified vacancy, and the same will be communicated to the concerned District Judges/Unit Heads for issuing Appointment Orders to the respective candidates.

Accordingly, the District Judges/Units Heads will issue Appointment Orders, after verification of antecedents and mark copies to the High Court for Record purpose. The said information will be recorded in the Register in form No.9, the Format of which is as under:

**RECRUITMENT PARTICULARS OF VARIOUS POSTS IN THE
ANDHRA PRADESH JUDICIAL MINISTERIAL SERVICE**

(DISTRICT-WISE) (A.R.120)

<i>Sl.No.</i>	<i>Name of the Candidate</i>	<i>Roster Point</i>	<i>Communal Group</i>	<i>Marks</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>

REGISTERS TO BE MAINTAINED:

1. Roster Register for Recruitment of District Judges (A.R.118).
2. Roster Register for Recruitment of Junior Civil Judges (A.R.119).

3. Register of Court Cases (**A.R.6**).
4. District-wise Data containing the Approvals of the High Court for various Posts under A.P.J.M.S. and A.P.L.G.S. Rules (**A.R.120**).
5. Register of Applicants for the Post of D.Js. Gr.-II, by Direct Recruitment (**A.R.114**)
6. Register of Applicants for J.C.Js., by Direct Recruitment (**A.R.115**)
7. Register of Applicants for J.C.Js., by Transfer (**A.R.116**)
8. Interse Seniority of Jr. Civil Judges (**A.R.117**)
9. Districtwise Recruitment Particulars of various Posts in the A.P.Judicial Ministerial Service (**A.R.120**)



ESTABLISHMENT SECTION

S. O. 63: SUBJECTS DEALT WITH (Old 97): All Service matters relating to the Members of the High Court Establishment, viz.,--

- a) Creation and Continuation of Posts, and Recruitment of Staff & Training.
- b) Instructions regulating the Office Procedure, Policies, Practices, etc.,
- c) Staff Pattern.
- d) Allotment to Sections and Transfers.
- e) Declaration of Probation.
- f) Sanction of Increments, Leaves, Additional Pay, etc.,
- g) Promotions and Confirmations.
- h) Maintenance of Service Registers.
- i) Maintenance of Seniority Lists of all Cadres.
- j) Pensions, Family Pensions, Gratuity etc.,
- k) Re-employments, if any.
- l) Disciplinary Proceedings (Inquiries).
- m) Preparation of all Bills, such as, Salary, L.T.C., Surrender, G.P.F., Supplementary, **Pay Slips**, etc.
- n) Annual Confidential Reports.
- o) Attendance and Leave Registers.
- p) Pay Fixations, Spl. Grades etc.,
- q) Loans to High Court Staff.
- r) Court matters.
- s) Registers, Ledgers etc., concerning Service matters.
- t) Official Correspondence.
- u) Work Distribution among Officers.
- v) Preparation of Income Tax Statements of all the Officers/Staff.
- w) Preparation of Expenditure and Number Statements regarding Salaries for the purpose of sending Proposals for Budget Estimates for the next Financial Year.

S. O. 64: RECRUITMENT OF STAFF OF HIGH COURT: The method of Recruitment, the Conditions of Service and Pay Scales of the Members of the A.P. High Court Service are regulated by the Andhra Pradesh High Court Service Rules, 1975, and the Andhra Pradesh High Court Officers and Staff Scales of Pay Rules, 1979, as amended from time to time. (*Also, see the position specified under the caption 'Law governing...' in the 'Preliminary' portion of these Rules*).

Immediately after an individual is recruited to any post in the Registry, the Section shall cause the following **Oath** administered by him/her before the Controlling Officer, invariably, and his/her signature be obtained on the Oath Form:

“I,.....(Name of the individual to be spelt out) do swear that I will be faithful and bear true allegiance to India and to the Constitution of India as by Law established and I will carry out the duties of my Office loyally, honestly and impartially.”

S. O. 65: OFFICIAL REGULATIONS (Old 2 & 3):

a) OFFICE HOURS & ATTENDANCE: The Hon’ble Judges of the High Court will sit in Court from 10.30 A.M. to 1.30 P.M., and from 2.15 P.M. to 4.15 P.M.

The Office of the Registrar will work from 10.15 A.M., till 5 P.M., but will be kept open for the transaction of business from 10.30 A.M. to 4 P.M., on all days except Holidays. The lunch-break for the members of the staff will be between 1.30 P.M., to 2-15 P.M.

All the members of the staff should attend the Office punctually at 10.15A.M. Grace period of fifteen minutes is allowed to enable the members to sign in the Attendance Register (**A.R.I**) up to 10.30 A.M. No member shall be allowed to sign in the Attendance Register after 10.30 A.M.

b) LATE PERMISSIONS (Old 3): The Controlling Officers will close the Late Attendance Registers exactly by 11.15 A.M., and no member of the staff shall be permitted to sign in the ‘Late Attendance Register’ (**A.R. I-A**) after 11-15 A.M. No member shall avail more than two late permissions in a month.

After availment of two late permissions, for every subsequent late coming, half-day casual leave will be deducted.

The practice of noting Excuse time by the Late-comers in the Late Attendance Register is dispensed with.

Each member of the staff is entitled to avail two ‘one hour’ permissions in a month for **leaving** the Office at 4 P.M., with the permission of the Controlling Officer concerned. The Section Heads will maintain a Register for this purpose setting apart one page for each member of the staff and note the time at which he/she is leaving the Office. They should not recommend for more than two ‘one-hour’ permissions in respect of each Member, in a month.

c) COMPENSATORY HOLIDAYS: If an employee of High Court establishment is directed by any Registrar of the High Court to work on a Public Holiday, he/she shall be given Compensatory Holiday in lieu of the work done by him/her on a public holiday. Such compensatory leave may be utilised by him/her on any subsequent working day, but **within six months’** Period from the date of his/her working on the Public Holiday (*Circular Dt.24.6.1993*). It goes without saying that Gazetted Officers are not entitled to this benefit, though they are bound to obey such orders of the Registrar.

d) CONVEYANCE / TRANSPORT CHARGES:

i) A member of the establishment who claims carriage hire for attendance at the Residence of any of the Hon’ble Judges must produce before the Registrar General, a receipt provided for the purpose in the Office. This

receipt must be clearly filled in so as to show the date and the hours between which the member attended at the Residence in question and must bear the initials of the Judges in token of its genuineness. In the absence of such a receipt, claims for carriage hire will be disallowed.

- ii) Any member of the staff who charges more for carriage hire than what he has actually spent will be very seriously dealt with.
- iii) The bill for carriage hire should be submitted to the Registrar General, through the Section Officer.
- iv) The form will be suitably adopted and used when a member of the establishment goes to the residences of the Registrars or any other Officer or to any other Office or Place, as directed.

S. O. 66: STAFF PATTERN (A.R.40): Each Section will have a Section Officer or Section-Incharge, as the case may be, besides the sanctioned strength of Deputy Section Officers, Assistant Section Officers, Assistants and Record Assistant. *(Old 47) (The staff pattern is to be worked out individually in respect of each section by studying the quantum of work in each seat by a committee of Offices to be nominated by the Registrar General).*

Particularly, in Administrative Sections, it shall be seen that each Section is provided with one Deputy Section Officer for assisting the Section Officer in preparing drafts and also to guide the other clerical staff, since, at times, certain legal aspects and rule positions are to be discussed.

Then, in view of the rapid **Computerisation** spreading in judicial administration, each Section shall be provided with Computer Operators invariably.

The Staff Pattern in respect of each Section of the Registry has to be maintained in a separate Register (**A.R.40**) in the Establishment Section, for being referred to in the correspondence with the Government for sanction of additional posts, etc.

It is also the duty of the Section Officer to get prepared the actual working strength, Name-wise, Cadre-wise and Section-wise, and also to get the data updated, periodically, **on Computers**, and keep it ready, at all times, for providing latest information to the Registrars, at the time of Promotions, Transfers etc.,

The Subjects to be dealt with in each Section and the distribution of work among the staff in the Section will be in accordance with the orders of the Heads of the Registry.

S. O. 67: FRESH APPOINTMENTS & ALLOTMENT TO SECTIONS: Whenever a fresh candidate is appointed, he shall be preferably posted to the following sections for two months each, i.e., Current, Filing Sections, Spl. Cell, Court Officers Section etc.... after a certain number of new recruits are available, a consolidated training programme has to be organised for them once in a year or so, depending on the number of candidates appointed.

The Registrar (Administration) shall fix the training period in each Section. On the completion of the training in each Section, the Employee shall

obtain a Certificate from the Section Officer as well as the Controlling Officer and produce the same before the Registrar (Administration), along with the Diary maintained with him. The Registrar (Administration) shall, on being satisfied with the work done by the Employee, depute him to the next Section for undergoing similar training. After successful completion of the training in the branches indicated by the Registrar (Administration), and upon such satisfaction, the Registrar (Administration) shall certify that he has successfully completed the training. Then, the Employee shall be given regular posting in any one of the Sections, in which he has undergone the training.

The Establishment Section shall keep record of all the requisitions received from different Section Officers/Controlling Officers for providing additional Staff in particular seats of their respective Sections. Whenever new appointments of Clerks etc., are made, the said requisitions shall be brought to the Notice of the Registrar (Administration) for giving priorities while allotting the candidates to the Sections.

BIODATA: Further, not only for Record purpose, but also by way of appraisal to the Controlling Officers and Registrars, the Section shall maintain 'Register of Biodata of Staff/Officers' (**A.R. 29-A**), in the following Proforma, earmarking separate Sheet for each of them, indicating, mainly, the Sections in which he/she worked, along with Periods of Work in such Sections, the reasons for shifting them to other Sections, i.e., whether it is on Administrative Grounds or for any specific reason, so that, while taking up further transfers, if any, in respect of such staff/Officer, the Registrar will have a comprehensive view of their candidature or deficiency, if any:

REGISTER OF BIODATA OF STAFF/OFFICERS

(A.R.29-A)

NAME:

DATE OF APPOINTMENT:

<i>Sl. No.</i>	<i>Designation.</i>	<i>Section of the Registry.</i>	<i>Period of Work.</i>	<i>Remarks.</i>
(1)	(2)	(3)	(4)	(5)

S. O. 68: TRAINING AS A PERENNIAL PROCESS: The Heads of the Registry, on due interaction with the Controlling Officers and the Section Officers concerned, shall identify areas, where training is necessary, for the staff of High Court, not only with regard to computerisation, but also on important aspects like Drafting Office Notes, Drafting Decrees, Approving the Drafts, Scrutinising the Cases, Conducting Court-proceedings, etc. The curriculum for training, identification of the experts in the field, the personnel to be trained, etc., are all to be worked out separately. The entire Staff of High Court are to be covered by batches, so that, the efficiency of every Employee of High Court can be improved in all the branches of work.

S. O. 69: TRANSFERS: There shall be transfers with in a particular section for every six months from place to subject and every year there shall be intra wing transfer i.e., with in Administrative/Judicial Sections for one year.

There shall be general transfers of the staff every three years from Administrative Wing to Judicial Wing and vice-versa. These transfers are suggested with a view to enable the staff to acquaint themselves with the work of all seats/branches of the Registry.

There are certain seats, which require some specialised work, which can be acquired only by continuous practice and not by any kind of training. Generally it is found that only one staff member is attending to such kind of work and for any reasons if that staff member is not available, the work is suffering. To overcome this situation it is essential that simultaneously two or three people from the same section shall be trained to get acquaintance with that kind of work, so that in the absence of any single individual, the work would not suffer. Emphasis must be given to this kind of practice.

S. O. 70: INCHARGE ARRANGEMENT FOR OFFICERS: Whenever the post of any Officer falls vacant on account of Promotion/Retirement/Demise, etc., the Section shall take prompt steps for putting up proposals for filling up the vacancy by promotions or otherwise.

Immediately after an incumbent is posted as an Officer of High Court, the Section shall see that he is assigned with certain Administrative/Judicial Sections for monitoring, besides approval of drafts, etc., and, after obtaining orders thereon, proceedings shall be issued and communicated to all concerned.

If an Officer is Absent, or goes on Leave, the Section shall make immediate in-charge arrangements and communicate such orders to all concerned at once, so that, the work in that seat will not be hampered.

Similarly, if a Registrar is absent, or goes on leave, immediate orders of the Hon'ble the Chief Justice shall be obtained, specifying another Registrar as in-charge of that seat.

In the absence of, or on account of omission to, obtain, such orders, if a particular seat of the Registrar or Officer falls vacant, the Officer next in rank/Seniority shall look to the work of the absentee Officer/Registrar. (The intention behind this rule is to see that no inconvenience is caused to the Court Work/ Section Work/Service owed to the Hon'ble Judges).

Whenever the post of Administrator General and Official Trustee falls vacant, the High Court will place one of its Deputy Registrars in Full Additional Charge of the said post, till the Government regularly fills it up.

S. O. 71: INCREMENTS: A Register (*A.R.26*) showing increments of different categories of Officers & Staff Members shall be regularly maintained, and the Controlling Officer shall put his initials against each entry. Sanction Order shall be obtained much before the Pay Bills are submitted. The Section Officer shall verify before fifth of every month the said Register and direct the Seat Clerks in the Section to put up proposals for sanction of increments due to the Staff promptly, *unless there are Orders stopping the increments*. The present practice of keeping the record of increments sanctioned on loose sheets without making entries in a Regular Register is deprecated and dispensed with forthwith. The moment increment is sanctioned, an entry shall be made in the Service Register.

S. O. 72: LEAVES (*Old 4*):

a) Casual Leaves (*A.R.22*):

1. 'Casual Leave' is not provided for in the Fundamental Rules. It is a concession to enable the Government Servants in special circumstances to be absent from duty for short periods without such absence being

treated as 'leave' under the Leave Rules applicable to the Government Servants concerned.

No Member of the Staff shall, in any Case, be absent on Casual Leave for more than 15 days in the course of one Calendar Year. Nor shall any single period of absence on Casual Leave exceed 7 days.

Casual Leave may be combined with Optional Holidays, Compensatory Holidays, Sundays or other authorised Holidays, provided that the resulting period of absence from duty does not exceed 10 days.

The fact that a maximum limit has been fixed for the account of Casual Leave, which may be taken within a year, does not mean that a member is entitled to take the full amount of Casual Leave, as a matter of right.

Casual Leave is intended for special circumstances, such as sudden illness or to meet certain unforeseen contingencies. Ordinarily, applications for Casual Leave for any particular day on account of anticipated causes should be made atleast the day previous. The number of days for which leave is presently applied for, the amount of Casual Leave already taken and the purpose for which leave is required must be clearly stated in the application. Absence in anticipation of sanction of Casual Leave will be condoned if the necessity for such leave could not have been anticipated. Where the cause could not have been anticipated, for example, sudden illness, the Casual Leave application should be sent through the concerned Section Head to the Establishment Section before 5 P.M., on the same day or, at the latest, by 10.30 A.M., on the next day. If no application is received by 10.30 A.M., the member will be marked 'absent' in the Attendance Register (*A.R.I*) and the application received there after will be rejected.

2. Menial Servants paid from Contingency, whose service is non-pensionable, may be granted such Casual Leave as would be given to Private Servants, the ordinary limits not being applicable.
3. Casual Leave cannot ordinarily be taken in combination with any leave recognised by the Leave Rules, with joining time or with Vacation. The Registrar (Admn.) may, however, sanction such combination in special Cases, provided there is no evasion of the Rules.
4. Casual leave on account of sickness will not ordinarily be granted for more than three days without a Medical Certificate.
5. Casual leave applications shall be addressed to the Controlling Officers concerned through the Section Heads. The Section Heads will receive the applications, make the necessary endorsements, and submit them to the concerned Controlling Officers for Orders.

The Controlling Officer shall not entertain such of those casual leave applications, which do not pertain to the Sections under their control.

In Case of grant of casual leave to a purely temporary and 'emergency' member of the staff, the sanctioning authority shall use his discretion having regard to the length of service put in by such member. A temporary member of the staff working under emergency provisions,

who remains absent from duty after applying for leave or extension of leave, to which he is not entitled under the Rules, shall be deemed to have been discharged from service with effect from the date from which he is not entitled to any leave. (*Old 4(6)*)

6. A Casual Leave Register (**A.R.22**) shall be maintained in the Establishment Section in respect of each Section in which all casual leaves granted in respect of each member of the staff will be entered. (*Old 4(6)*)
7. A note that the Order has been entered in the Casual Leave Register (**A.R.22**) will be made on the applications. The Establishment Section will preserve all applications for casual leave granted for each year for that period. (*Old 4(6)*)
8. Absence of a Member of a particular Section without leave is to be at once reported to the Controlling Officer concerned and suitable action will be taken on the explanation to be submitted by the absentee on his return to duty.

b). LEAVE UNDER THE FUNDAMENTAL RULES OR THE ANDHRA PRADESH LEAVE RULES, 1933 (*Old 5*): Applications for leave or extension of leave (except casual leave) by members of the staff should be sent to the Establishment Section through their Section Heads seven days before the date of commencement of leave applied for or expiry of leave already granted, as the Case may be, in the prescribed form. Applications, which are not in the prescribed form, are liable to be rejected. In Case of absence due to sudden illness or some other unforeseen circumstances, a member of the staff shall give intimation thereof to the Office without any delay and send the application to the Establishment Section during the course of the day.

All the leave applications should be sent through the concerned Section Heads. On all applications for leave, other than casual leave, the Section Heads should state the pendency of work in the concerned seat and get it countersigned by the Assistant Registrars concerned.

Officers/Staff are directed not to apply short spells of Earned Leave or C.M.Ls., for less than 4 days. (***Vide the Circular dated 21-10-1995***).

Every application for leave or extension of leave, on grounds of ill-health, shall be supported by a medical Certificate from a Registered Medical Practitioner, in the following prescribed form:

“Medical Certificate for non-gazetted officers recommended for leave or extension of leave or commutation of leave.

Signature of the applicant:

I, after careful personal examination of the Case, hereby certify that Sri whose signature is given above is suffering from and I consider that period of absence from duty of is absolutely necessary for the restoration of his health.

Dated:

Registered Medical Practitioner.

No member of the Staff, who has been granted leave on Medical Certificate, shall be allowed to join duty unless he produced a Medical Fitness Certificate in the prescribed form.

If a member of the staff remains absent after the expiry of the leave granted to him, the period of such overstay will be treated as leave on half-pay or extraordinary leave. The Leave will be refused if no leave address is given in his leave application. The Heads of Sections are not to entertain such applications.

Wilful deliberate absence from duty without applying for leave or without obtaining prior sanction of leave or after the expiry of the leave, as the Case may be, shall be treated as **misconduct**.

Members of the staff, who indulge in habitually applying for leave for short spells, will render themselves liable for **disciplinary action**.

Members of the staff shall submit their joining reports sufficiently in-advance and in any event not less than three days before the expiry of the leave.

Mere submission of an application for extension of leave does not automatically entitle the member of the staff to abstain from duty after the expiry of the leave granted to him, unless the sanctioning authority satisfies himself as to the grant of such extension of leave.

Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

S. O. 73: Promotions/Confirmations/Conferment of Special Grade etc:

Whenever promotions / Confirmations / Conferment of Special Grade etc., of Staff / Officers are taken-up, the Section Officer, Establishment Section shall see that the file (duly closed or sealed) relating to Confidential Reports is transmitted from the Controlling Officer to the Registrar (Administration) for making it available to be scrutinised by the Hon'ble the Chief Justice or the nominated Committees, if any. It is also his duty to see that the said file is re-transmitted to the Controlling Officer concerned after Orders as to promotion etc., are over.

Present practice of obtaining a Confidential Report on loose- sheets from the Controlling Officer and keeping it openly in the file relating to promotion etc., of an employee, should be eschewed forthwith. (Standing Orders embodied under the caption **Controlling Officer's Duties** are relevant in this regard).

The Notified Seniority Lists (**A.R. 31**) shall be placed invariably in the file along with the Office Note.

S. O. 74: SERVICE REGISTERS (A.R.24):

Service Register has to be opened for each employee, and the Section shall maintain the same in up to date form. The Heads of Office/Drawing Officers shall attest all its entries as and when made.

Service Registers Watch Register (**A.R.25**) has to be maintained for recording movement of Service Register and its return.

In the Service Register, it shall be recorded, every step in the employee's career, such as –

- Appointment, Promotions, Departmental Tests passed, Completion of Probations, Increments, Options to scale of pay, Joining Time availed, Leaves, Encashment of Leaves, L.T.C., Home-town Declarations, etc;
- Treatment of suspension period, Penalties imposed and their effect on pension;
- Group Insurance Scheme;
- Extra-ordinary Leave on medical grounds for regulating increments;
- Record of Medical Certificate of fitness on appointment;
- Details of family particulars and nomination duly attested, etc.

Every employee has to make declaration of his / her date of birth, with proof, within a month of appointment. Head of Office has to verify it, within six months of appointment. No alteration of date of birth is permissible once entered in the Service Register, unless otherwise directed.

Service Register's entries are to be verified annually by 30th April, and Certificate of Verification to be recorded.

Report of compliance has to be submitted by Heads of Offices to Heads of Departments, and necessary Certificate has to be attached to the Pay Bill for April.

Service Register should not be handed over to employees on transfer, but it is to be sent by registered post (F.R. 74).

Every employee shall maintain a Duplicate Service Register by filing a blank Service Register.

S. O. 75: NOTIFYING SENIORITY LISTS (A.R.31): In Order to avoid multiplicity of Court Proceedings and the aspersions from the aggrieved Staff Members, it is now made mandatory for the Establishment Section to maintain Seniority Lists (A.R.31) of all Cadres, separately, update them by 31st December of every year and serve copies thereof on the Office Bearers of the respective Associations of Staff in January, every year, call for objections, if any, to be submitted within 30 days thereafter, consider them and set them right, on being approved by the Hon'ble the Chief Justice. Copies of the said Seniority Lists (A.R.31) may also be notified by supplying them to the Members of the Staff on requisitions approved by the Registrar (Admn.). Any wilful neglect on the part of Section Head in maintaining the Seniority Lists (A.R.31) will be treated as an act of indiscipline liable for appropriate action, transparency in administration, where there is no element of confidentiality involved, being the quintessential factor. The Seniority Lists shall also be exhibited in the Notice Board.

Seniority once fixed shall not be disturbed unless there is a direction to do so under the Conduct Rules.

S. O. 76: PENSIONS / FAMILY PENSIONS, GRATUTITY ETC. (A.R.32): The Section shall process the Pension Files as promptly as possible. It shall take all possible steps for payment of Retirement Benefits within three months.

S. O. 77: DISCIPLINARY PROCEEDINGS (Inquiries) (A.R.28):

In Order to streamline this area, since it becomes inevitable, at times, to Order various Inquiries on the Staff, appointing different Officers as Inquiry Officers, the Establishment Section shall maintain a **Register of Inquiries (A.R.28)**, and to inform the latest stage whenever required by the Registrar / Hon'ble the Chief Justice. A Register containing the latest guidelines issued by the Government on the subject be maintained.

In Order to minimise the delay in completing the Inquiries, **time schedules** are fixed for every stage of Inquiry, under Rule 20 of the Andhra Pradesh Civil Services (Classification and Appeal) Rules 1991 (*Vide Govt.'s Memo No.23537/Ser.C/99-5, Genl.Admn.,(Ser.C) Dept., dt. 28-7-1999*), thus:

- | | |
|---|---|
| <i>(a) Fixing date of hearing, inspection of listed documents, submission of list of defence documents and nomination of a defence assistant, (If not already nominated).</i> | <i>Within four weeks from the date of appointment of the Inquiry Officer.</i> |
| <i>(b) Inspection of documents or submission of list of defence witnesses/defence documents or examination of relevancy of documents or witnesses, procuring the additional document and submission of Certificates, confirming inspection of additional documents by accused officer or defence assistant.</i> | <i>Three (3) months.</i> |
| <i>(c) Issue of summons to witnesses fixing the date of regular hearing and arrangement for participation of witnesses in the regular hearing.</i> | <i>Three (3) months.</i> |
| <i>(d) Regular hearing on day to day basis</i> | <i>Three (3) months.</i> |
| <i>(e) Submission of written briefs by presenting officer</i> | <i>Fifteen (15) days.</i> |
| <i>(f) Submission of written briefs by Accused Officer / Defence Assistant to Inquiry Officer.</i> | <i>Fifteen (15) days.</i> |
| <i>(g) Submission of Inquiry Report by the Inquiry Officer.</i> | <i>Thirty (30) days.</i> |

The Establishment Section shall bring to the notice of all concerned about the above time limits for Inquiries.

S. O. 78: PREPARATION OF PAY BILLS & PAY SLIPS: All Bills, such as, Pay Bills, Surrenders, G.P.F., L.T.C., Medical, etc., shall be prepared much before the dates specified by the Pay & Accounts Officer. It is the duty of Section Officer of this Section to get verified the Attendance Registers of all Sections with reference to the Leave Registers, and identify the absentees, if any, in the Month. Further, he shall see that no Salary is claimed for the period of their absence. He shall also put his initials on the Office Copy of all Bills in proof of verification of their accuracy.

Applications put in by Staff/Officers for G.P.F. Advances/Part-Withdrawals, L.T.C., Medical Re-imburements, Surrenders, etc., shall be put into process **within three days** from the date of receipt of application in the Section (after due verification of the admissible and inadmissible medicines, in the Case of Medical Bills), if they are found to be in Order. If any delay is caused, the Seat Clerk and the Section Officer as well will be held responsible.

Now that there is total computerisation of the Bills, Copies of **Pay Slips** shall be furnished to the Employees/Officers along with Pay Packets, not only

for the benefit of the payees, but also for maintaining accuracy in the preparation of the Bills.

SALARY CERTIFICATES: Whenever Requisitions are received from the Employees/Officers, it should be verified whether the purpose for such Certificate is clearly mentioned in the Requisition and whether it contains the date and signature of the Applicant with his/her designation.

After such verification, an entry shall be made in the **Register of Salary Certificates (A.R.47-A)** (the Format of which is specified below) and, then, the Serial Number (assigned to the Requisition in the Register) shall be noted on the Requisition for future tracing out, with the year as ‘ 1/2000 or 2/2000 or 1/2002’ etc.,

After preparing the Salary Certificate, in the prescribed Proforma, of the individual showing all the Deductions, the Gross Pay and Net Pay and the purpose as indicated in the Requisition, the signature of the Drawing Officer shall be obtained thereon.

Before delivering the Certificate to the individual, his/her signature with date is to be invariably obtained in the column specified therefor in the Register, and it shall be attested by the Drawing Officer in the Register.

If the purpose is ‘to stand as Surety for any accused in any criminal case’, no such Certificate is to be issued unless there is specific instruction from the Registrar (Administration.)

Such requisition shall be entertained only in the fore-noon-session, and the Certificate shall be made ready by the end of the day as far as possible.

Register of Salary Certificates (A.R. 47-A)

<i>Sl. No.</i>	<i>Date Of Application</i>	<i>Name of Applicant & Designation</i>	<i>Purpose</i>	<i>Signature of Applicant</i>	<i>Remarks</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

S. O. 79: ANNUAL CONFIDENTIAL REPORTS: The Establishment Section shall initiate the file for the maintenance of Confidential Reports in respect of each employee of High Court. (*For further details, S. O. 2-10 be looked into*)

S. O. 80: LOANS TO HIGH COURT STAFF: In respect of loans being sanctioned to the Members of the Staff, Applications are to be received and recorded, date-wise, in respect of each type of Loan in the serial order, which shall be followed strictly while sanctioning loans.

The Register shall be periodically verified by the Controlling Officers and initialled. The serial numbers assigned to each Applicant shall be communicated to them to avoid any mistakes in considering the applications. It is also desirable that the Lists of the Loan Applications pending be supplied to the Office Bearers of the Staff Associations, particularly before the Sanction of Loans. The moment the Application is received in the Section, it shall be carefully scrutinised, and omissions, if any, shall be got rectified by the Applicant on the same day or on the following day. Consent in writing is to be

obtained from the Applicant either if his/ her Application is forwarded to the Secretariat for sanction, or if it is overlooked. Even when the Application is forwarded for sanction, till the Loan is actually sanctioned, the Applicant's seniority in the List of Loan Applications shall not be disturbed. Even after forwarding the Loan Application for sanction, if funds are available, nothing prevented the Registry from sanctioning the Loan to the senior Applicant and to inform the Sanctioning Department to delete his or her name from the List of Applications forwarded, by mentioning that the Loan has already been sanctioned.

Recently the State Government has issued the following G.Os., regarding loans to its employees wherein the employee can obtain loan from the Banks mentioned therein at the Government rate of interest for the eligible amount.

The position obtaining in the following G.Os., shall be followed scrupulously:

- i) G.O.Ms.No.828, dt.30-9-2002
- ii) G.O.Ms.No.905, dt.24-10-2002
- iii) G.O.Ms.No.928, dt.9-11-2002
- iv) G.O.Ms.No.939, dt.19-11-2002

REGISTERS:

The following are the important among the Registers to be maintained:

1. Casual Leaves Register (**A.R.22**).
2. Earned Leave Registers (**A.R.23**).
3. Service Registers (**A.R.24**).
4. Service Book Watch Register (**A.R.25**).
5. Register of Increments, Spl, Grades, etc. (**A.R.26**)
6. Register of loans and Recoveries. (**A.R.27**)
7. Register of Inquiries. (**A.R.28**)
8. Registers of Recruitments made (**A.R.29**).
9. Register of Bio data of Staff/Officers (**A.R. 29-A**).
10. Register of Probationers (**A.R.30**).
11. Register of Seniority Lists. (**A.R.31**)
12. Register of Pensions, Family Pensions, Gratuity, etc. (**A.R.32**)
13. Register of Re-employments, if any. (**A.R.33**)
14. Register of Bank Loans & Recoveries. (**A.R.34**)
15. Register of Official Correspondence. (**A.R.35**)
16. Register Showing Allotment of Work to Officers (**A.R.36**).
17. Register showing Resignations, Voluntary Retirements, Compulsory Retirements/Dismissals, etc. (**A.R.37**)
18. Register of Deputations. (**A.R.38**)
19. Register of Recovery of Premiums -APGLIC, LIC, etc., (**A.R.39**).
20. Register showing Staff Pattern, Section-wise (**A.R.40**).
21. GPF Pass Books. (**A.R.41**)
22. House Building Advances Register. (**A.R.42**)
23. Festival Advances Register. (**A.R.43**)
24. L.I.C. and Miscellaneous Recoveries Register. (**A.R.44**)
25. Vehicle Advance Recovery Register (**A.R.45**).
26. Marriage Advance Recovery Register. (**A.R.46**)
27. Loans and Advances Applications Register (to maintain Seniority of the Applicants) (**A.R.47**).
28. Register of Salary Certificates (**A.R. 47-A**)
29. Attendance Registers (**A.R.1**)
30. Work Distribution Charts. (**A.R.16**)

31. Personal Registers. (A.R.2)
32. Latest Charts Showing Working Strength (*Name-wise, Cadre-wise, Section-wise, also specifying the Period of Stay of each Staff Member in particular Sections*)
33. Register of Establishments
34. Register of Court Matters. (A.R.6)+ Hearing Book.(A.R.20)

ACCOUNTS SECTION.

S. O. 81: SUBJECTS (*Old 70*):

1. This Section will mainly deal with Maintenance of Accounts and Disbursement of Salaries and other Advances to the Officers and Members of the Staff and Preparation of Contingent Bills. It further deals with --
2. Complying with the Requisitions for Payment of Advances out of the Permanent Advance amount for the Official Tours of the Hon'ble Chief Justice, the Hon'ble Judges, Officers, and Members of the Staff and for Purchase of Articles of Stationery, Stores, and Petrol for Cars, Vans, Auto-rickshaws, Motor Cycles, Computer Parts, etc.

Maintaining Permanent Advance Register and Recoupments of Vouchers below Rs.100/- and entering the Bills in the Permanent Advance Register, and further preparation of Bills pertaining to the Repairing Charges of the Motor Vehicles, Petrol Bills and also Bills relating to Advocates Legal Fee.

3. Maintaining the 'Chief Justice Relief Fund Account', not only in respect of the Recoveries made from the Staff of High Court but also in respect of the Cheques received from the Subordinate Courts for the said Fund.
4. Preparation of Bills relating to the Library Section and those relating to Conveyance Allowance for Personal Secretaries to the Hon'ble Judges and for Court Masters, and Transport Charges for Officers / Staff;
5. Receiving the Amounts towards Translation Charges, Batta, Plan-Charges, and Charges for Printed Forms, Xerox Charges, Deposition Charges, Cause-List Charges, Fine Amounts, Re-counting Charges in Election Petitions, and Receiving Court Orders for Payments to be made by the Section. It shall also receive Rents and Electricity Charges for Chambers of the Advocates, Cycle-stand, etc., and maintain Registers with regard to the above Items. (*Old 89*)
6. Preparing Monthly Statement for Reconciliation, Maintaining Personal Deposit Account in the name of the Registrar (Admn.), Disbursement of T.A., and L.T.C. Amount to the Members of the High Court Establishment, Maintaining T.A., and Cash Book, etc. (*Old 90*)
7. Causing Payments of Electricity, Water, Municipal Tax-Bills and Sumptuary Allowance Bills of the Hon'ble Judges and Legal Fees Bills, Stitching Charges Bills and Preparing Contingent Expenditure Statements, etc. (*Old 91*)
8. Remitting the Amounts to Banks through Challans recovered from the Members of the Staff towards L.H.P. and L.W.A., and remitting the Amounts recovered from the Staff towards A.P.S.T.C., Mahesh Co-operative Bank, Vasavi Co-operative Urban Bank, High Court Co-operative Credit Society, etc., after tallying with the total amounts recovered. (*Old 93*)

9. Preparation of L.I.C. Statements and remitting the Amounts to the L.I.C. Office.
10. Reconciliation Statements of Challans have to be prepared every month and submitted to the District Treasury Office, Compilation Branch, Hyderabad, for confirmation
11. Preparation of Bi-monthly Statements of Rents, Electricity Charges recovered from Advocates and other different Personnel, and submitting the same to the J-Special (Buildings) Section for taking further action in the matter.
12. Preparation of Monthly Expenditure Statements and submitting the same to D-1 (Budget) Section for their ready reference.
13. Preparation of Bills for News Papers, Magazines, Books & Periodicals, etc.
14. Disbursement of Salaries, Arrears of D.A., and Pay, G.P.F. Advances, Medical Reimbursement, Educational Advance, Festival Advance and House-building Advance to the members of Staff of the High Court.

SHROFF: He will bring cash from the Bank and remit the amount into the Bank.

S. O. 82: PAYMENTS BY ACCOUNTS OFFICER: No amount shall be paid by the Accounts Officer, and no Advance be made by the Section without the specific orders of the Registrar General / Registrar (Administration)/ Controlling Officer. When any Slips are presented for such Payments, it shall be verified whether the said Slips contain the specific amount to be paid, the purpose therefor, the date, and the name & Designation of the Requisitionist. It shall also be ensured that the relevant entries are made in the concerned Registers

S. O. 83: PERSONAL DEPOSIT ACCOUNT (A.R.50): According to the provisions contained in the A.P. Financial Code (Vol.I), all the Judicial Receipts (such as – Costs, Arbitration Charges, Miscellaneous Deposits, Fines, Rents, etc.), irrespective of the quantum of amounts, are required to be remitted into the Personal Deposit Account (A.R.50)– ‘Civil Courts Deposits’. Then, the amount is payable at a later date as per the Orders of the High Court, by way of issuance of Cheques from P.D. Account (A.R.50). Keeping such amounts in cash and showing the same under Account No.11 (‘Other Items’) is contrary to the provisions contained in the Code.

The P.D. Account has to be got posted by the Pay & Accounts Office, Hyderabad, monthly, duly incorporating the day-wise Receipts & Payments, and the entries are to be reconciled with the Cash Book / Day-Book maintained by the High Court.

S. O. 84: ABSTRACT CONTINGENT BILLS & DETAILED CONTINGENT BILLS (A.R.53): Whenever the Government issues Orders sanctioning the Amounts for purchase of Furniture to the Hon’ble Judges, Computers, Vehicles, etc., based on the said Government Orders, amounts will be drawn by preparing Abstract Contingent Bills. Until the entire amount is spent, the balance amount will be kept in the Personal Deposit Account. Subsequently, every endeavour is to be made to collect the Bills/Receipts/Vouchers, etc., for the full amount of the G.O., and for getting the Account closed by preparing and sending a Detailed Contingent Bill to the

Pay & Accounts Office. If Vouchers, etc., could not be secured early from the concerned, the matter should be brought to the Notice of the Registrar (Administration), and prompt steps shall be taken for collecting the Vouchers.

According to Art.113 of A.P.Financial Code (Vol.I), Detailed Contingent Bill for the Amounts drawn on Abstract Contingent Bills are required to be submitted within THIRTY days from the date of drawal of the Amounts to the Treasury / A.G. Accounts Entitlement, Hyderabad.

In Order to watch the compliance of the above Rule, the Controlling Officer of the Accounts Section shall insist the Accounts Officer to prepare a Quarterly Statement showing the pending A.C.Bills on the following lines and place it before him for taking further steps in the matter.

<i>S.No.</i>	<i>Sl. No. of A.C. Bill</i>	<i>Date of Drawal</i>	<i>Section of the Registry</i>	<i>Amount</i>	<i>Purpose</i>	<i>Whether D.C.Bills have been taken</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>

S. O. 85: UNDISBURSED AMOUNTS: The day-to-day undisbursed amounts should immediately be shown in the Undisbursed Pay Register (**A.R.49**). Lists of persons entitled to such amounts shall be drawn for every week, and then, their signatures be obtained on such Lists in proof of bringing to their knowledge about the amounts pending with the Accounts Section.

According to the provisions contained in A.P. Financial Code (Vol.I), the Pay & Allowances, Contingencies, Loans & Advances, etc., undisbursed for THREE months should be remitted to the Government, and there shall not be any deviation to this Rule. The Undisbursed Pay Register shall be placed before the Controlling Officer at the end of every week, and the latter shall cause compliance of the above Instruction.

S. O. 86: LAW CHAMBERS, SHOPS, ETC.: The rents for the Law Chambers (Advocates' Office Rooms), Shops etc., will be fixed by the Public Works Department. A Register (**A.R.57**) shall be maintained for their occupants, showing the Date of their Occupation, Name of the Occupant, and the Rents, Electricity Charges, Water Charges, etc. being paid every month, etc. The Accounts Section has to prepare and send bi-monthly statements of arrears, if any, to be collected to the J.Spl. (Buildings), and the Controlling Officer of the said Section shall take appropriate steps for recovering the arrears and for remitting the same to Government. The said Officer shall also verify the usage of the said Chambers for the purpose for which they were let out, and, if there is any abuse or misuse, steps shall be taken for getting it vacated. The latest position of the un-recovered amounts, if any, shall be placed before the Registrar (Admn) at the end of every quarter for his perusal and appropriate Orders.

S. O. 87: RECOVERIES OF LOANS, DUE BY STAFF TO BANKS OR UNDER ATTACHMENT ORDERS OF COURTS: In respect of recoveries made for the loans taken by the Staff/Officers from Banks or of those made under Orders of Attachment made by Courts, every endeavour is to be made by the Accounts Officer to cause preparation and transmission of Cheques

payable to the respective Banks/Financial Institutions/Courts, positively, by 5th of every month, so that the borrowers (Staff) will not be penalised for the delay, if any, caused by the Office in transmitting the Cheques. The Controlling Officer shall monitor this issue and ensure scrupulous compliance.

S. O. 88: DEPOSITS ON COURT DIRECTIONS: In all matters where the Court directs particular amounts to be deposited into the Banks through the Registry, the Section shall carefully go through the Orders of the Court as to the method of deposit, the period if any fixed, the name of the Bank, if any, specified, the mode of repayment, if any, recited, and then, receive the amount, make due entries in the concerned Ledgers/Registers (*A.R.71*), and then, keep it in P.D. Account, awaiting further Orders of the Court. Similarly, at the time of release of the amount, the Orders of the Court be gone through carefully and it shall be seen whether there are any conditions like insisting on sureties/Third-party Securities or whether there are any apportionments specified by the Court for the Payments being made.

For doing the above exercise, it is desirable for the Office to send for the original Case-Records from the concerned Section and look into the original Orders of the Court for ensuring an accurate compliance.

If the amounts are directed to be kept in fixed deposits for a particular period, the dates of maturity shall be carefully noted, and, if they expire, it shall be brought to the Notice of the Court a few days earlier, by way of an Office Note, and appropriate Orders be obtained and executed aptly.

It shall also be borne in mind that there shall not be any delays on the part of the Office, at any stage, in all these Court- matters, i.e., at the time of keeping the amounts in the P.D.Account or releasing the amount, because, at times, the amounts may be huge in quantum and the loss to the parties will be much.

All the above responsibilities can better be discharged if a Register (*A.R.71*) is maintained separately for all these Court-deposits, and be periodically scrutinised by the Controlling Officer ensuring compliance at every stage.

In pursuance of the Orders of Court in which payment of moneys is made a condition precedent to the doing of a thing, the payment will be made through Lodgement Schedule. The concerned Seat Assistant will sign the Lodgement Schedule. The Duplicate Lodgement Schedule will be presented by the Advocate in the concerned Section. (*Old 78*)

S. O. 89: TRANSLATION BILLS:

- a) In addition to transmitting every day duplicate challans after noting payments made, the Accounts Section shall also enter all final challan payments relating to the Translation Printing Section received each day in an authorised Register opened for the purpose with Columns, as shown below, and named 'TRANSLATION CHALLAN PAYMENTS REGISTER' (*A.R.78*), and transmit this also to the Translation Section. The Accounts Officer shall verify the entries therein and, after duly vouching for their authenticity, shall send the Register each day, before noon, to the Translation & Press Copy Section, where the Translation Assistant will compare and check the entries in the new Registers, with the entries already

made in Translation Sales Registers (*Judl. Regr.61*) by the concerned Assistant. Further, when the Advocates produce the Duplicate Challans issued by the Accounts Section, the entries will again be verified in the respective Registers in the Translation Section. The concerned Assistant of the Translation Section should also certify to the Section Officer everyday, the fact of his having so compared and checked the entries. Only based on payments so verified, shall typed copies be issued to Advocates or their Registered Clerks. The Advocates or their clerks must also be required to produce a copy of the receipt issued by the Accounts Officer for inspection by the Typed Papers Sales Assistant before taking delivery of the typed papers. In Cases of special urgency, the Advocates concerned may get a copy of the receipt vouched urgently by the Accounts Officer after obtaining Orders of the Controlling Officer therefor, and may make delivery on production of the said Receipt. The Typed Papers Assistant shall not issue papers to anyone who fails to produce such receipts for the payments made.

- b) Similar authorised Registers with Columns, as shown below, and named 'Translation Payment Bills Register' (*A.R.79*) shall be opened by the Accounts Section for observing Payments on Translation Bills issued after assessments are made, and these Bills, after verification and check by the Accounts Officer, shall be transmitted to the Translation Section for noting every week or twice a week, as the volume of work may demand.

TRANSLATION CHALLAN PAYMENTS REGISTER (A.R.78)

<i>Date of payment</i>	<i>No. of the Case</i>	<i>Name of the Advocate</i>	<i>For whom appearing</i>	<i>Amount paid Rs.</i>	<i>Accts. Sec. Rct. No. Translation Challan No.</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

TRANSLATION BILL PAYMENTS REGISTER (A.R.79)

<i>Date of payment</i>	<i>Whether pleadings or documents</i>	<i>No. of the Case</i>	<i>Name of the Advocate</i>	<i>For whom appearing</i>	<i>Amount paid Rs.</i>	<i>Accts. Sec. Receipt No. & Translation Bill No.</i>	<i>Re- marks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

S.O. 90: CONVEYANCE / TRANSPORT CHARGES:

- i) A member of the establishment who claims carriage hire for attendance at the Residence of any of the Hon'ble Judges must produce before the Registrar General, a receipt provided for the purpose in the Office. This receipt must be clearly filled in so as to show the date and the hours between which the member attended at the Residence in question and must bear the initials of the Judges in token of its genuineness. In the absence of such a receipt, claims for carriage hire will be disallowed.
- ii) Any member of the staff who charges more for carriage hire than what he has actually spent will be very seriously dealt with.
- iii) The bill for carriage hire should be submitted to the Registrar General, through the Section Officer.
- iv) The form will be suitably adopted and used when a member of the establishment goes to the residences of the Registrars or any other Officer or to any other Office or Place, as directed.

S. O. 91: COMPUTERISATION: The Accounts Officer shall see that the concerned Seat Clerks switch over to computerising the data, particularly in respect of the following subjects: -

- a) Bills received/pending, with Bill No., and Amounts, Month-wise.
- b) All amounts received into the Section from different Sections of the Registry, from parties/Advocates etc.,
- c) All Payments made.
- d) All recoveries made and transmitted, if any, to the concerned Banks/Financial Institutions/Courts.
- e) Undisbursed Amounts.
- f) Receipts & Payments under Chief Justice Relief Fund/Defence Fund etc.,
- g) Rentals received and arrears to be received.

The data so recorded, on the above issues and other important areas, shall be kept, subject-wise, in separate Files and placed before the Controlling Officers/Registrar (Admn.) for their perusal and appropriate instructions.

S. O. 92: AUDIT: The Personnel deputed by the Officer of the Principal Accountant General, Audit-I, A.P., Hyderabad, will audit the Accounts maintained by the Registry. The Accounts Officer as well as the Controlling Officer shall carefully go through the Audit Objections, and identify those who are repeatedly made in the same areas, and see that such mistakes do not occur in future.

The usual observations made by the Audit Party include the following:

- a) Entries in the personnel Deposit Account shall be made up to date, and posting of such entries and reconciliation of departmental figures with the District Treasury Office has to be done, every month.
- b) In respect of each Issue where Cheques are issued, corresponding entries shall be made not only in the Day-book but also in the Pass-book.
- c) Amounts being collected/realised by the Registry towards Xerox Charges, Sale of Forms, etc, are to be credited to Government Account immediately, or on the next day, to avoid locking up of Government Receipts.
- d) Details of Official Residences allotted to Hon'ble Judges and Government Quarters occupied by Staff/Officers of High Court shall be readily available in the following Proforma:

**REGISTER OF RESIDENTIAL ACCOMMODATION FOR
JUDGES, OFFICERS & STAFF (A.R.73)**

<i>Sl. No.</i>	<i>Name of the Officer</i>	<i>Particulars of accommodation allotted</i>		<i>Whether rented/ rent free</i>	<i>Remarks</i>
<i>(1)</i>	<i>(2)</i>	<i>Date of occupation</i> <i>(3)</i>	<i>Date of vacating</i> <i>(4)</i>	<i>(5)</i>	<i>(6)</i>

- e). In respect of Centrally/State Sponsored Schemes, details have to be recorded, Year-wise, in the following Proforma (A.R.74):

<i>Sl. No.</i>	<i>Year</i>	<i>Name of Scheme</i>	<i>If Central funds sharing pattern</i>	<i>Amount Sanctioned</i>	<i>Amount drawn</i>	<i>Amount Spent</i>	<i>Balance</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

- f) As per Article 143 of A.P.Financial Code, Vol.-I, physical verification of Stock/Stores should be conducted periodically, atleast once in a Year, by the Competent Authority.

- g) Year-wise Details of Budget Allotment, and actual expenditure thereon shall be recorded in the following Proforma:

<i>S.No.</i>	<i>Year</i>	<i>Amount Allotted</i>	<i>Actual Expenditure</i>	<i>(-)Excess (+) Savings</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

S. O. 93: CHIEF JUSTICE RELIEF FUND: With a view to help the Judicial Employees, who are permanently disabled while in service, or who have to incur huge expenses for medical or other treatment, and who are victims of any natural calamity, like cyclone etc., and by way of rescuing, the bereaved families of the employees who died while in service, a fund known as “The Andhra Pradesh Chief Justice’s Relief Fund”, has been constituted.

All the Judicial Officers in the State, including the Chairmen of Tribunals and their staff, were requested to contribute at least Rs. 5/- per month by all the Gazetted Officers, and One Rupee per month, by other members of the Staff. The said amounts are required, to be sent by way of Bank Draft to the Registrar (Administration) drawn in favour of “The A.P. Chief Justice’s Relief Fund”, every month (*vide circulars in R.O.C No. 4897/84-B.Special, dated 18-10-1984 and in R.O.C. No. 4897/84-B.Special (1) dated 20-3-1985*).

The rules for the administration of “The Andhra Pradesh Chief Justice’s Relief Fund” are *shown as Annexure 7*.

With a view to avoid delay in sanctioning the Relief, the Unit Officers were requested to invariably, furnish the following information while forwarding the applications, seeking relief from the Fund:

1. *Whether the deceased employee was a regular subscriber to the Fund or not;*
2. *Whether the employee died while in service;*
3. *Particulars of contributions made to the Fund by the employee;*
4. *Name and relationship of the nominee, if already nomination is exercised;*
5. *Legal Heir Certificate in the absence of a nominee;*
6. *Death Certificate of the deceased employee;*
7. *The Unit Officers shall ensure that all employees specify their nominees for claiming the Fund;*
8. *Any other information, which may be of help in sanctioning the relief without any delay;(Vide the Circular in ROC. 2793/92- C. Spl. (1) D/ 21-07-1992)*

Under the *Circular in R.O.C. No. 756/2001-C-1 (5) dt. 5-7-2001* further instructions, have been given to the Unit Officers thus:

- a) *No delay should be made in forwarding the A.P. C.J. Relief Fund claims.*
- b) *In case of emergency, the application for financial aid should be sent by Fax. While forwarding such application, the District Judge concerned should use his discretion and indicate, in appropriate cases, that the applicant is suffering from serious medical problem, if any, which needs immediate aid and urgent treatment?*
- c) *The contribution particulars of the applicant and details of financial aid taken previously, if any, and the date of retirement of the applicant should be indicated in the covering letter of the District Judge.*
- d) *In cases of death-relief, the Death Certificate of the deceased employee, nomination particulars, and, in the absence of nomination, Legal Heir Certificate and all other relevant particulars should be furnished along with the applications to avoid delay.*

As per the present system, while the Applications put in by the Members of the A.P. Judicial Ministerial Service and of Judicial Officers will be processed by 'C-Section', those of High Court Staff / Officers will be attended on by the Accounts Section. After the Proceedings of Sanction are obtained, they will be transmitted to the Accounts Officer for preparing Cheques and for delivering the same to the beneficiaries.

With a view to avoid delay in sanctioning the relief, a check-list is required, under *Circular dated 21-7-1992 (mentioned supra)*, to be observed by the Unit Heads while forwarding the Applications, seeking relief, and the same may be applied *mutatis mutandis* to the Applications put in by the High Court Staff / Officers at the time of their preliminary scrutiny by the Section.

Subsequently, certain amendments were made to the original Rules, making provision for sanctioning relief not only for the ailing but also for those who retire from Service (subject to deduction of relief that may have been granted earlier). A Ruling is also given that *no delay* should be made either in forwarding the Applications or in processing them. A provision is also made to Unit Heads to send the Applications for financial aid by FAX in Cases of emergency.

Apart from adhering to the Instructions contained in the Circulars, mentioned above, the Accounts Section shall prepare a Monthly Statement in the following pro-forma, showing the amounts standing to the credit of the Fund under different Fixed Deposits in different Banks / Institutions, giving the dates of maturity too, enabling the Registrar (Administration) to issue appropriate instructions:

REGISTER SHOWING INVESTMENT OF 'CHIEF JUSTICE'S RELIEF FUND' (A.R.60)

<i>Sl. No.</i>	<i>F.D. No. As per Ledger</i>	<i>Principal Invested</i>	<i>Date of First Investment</i>	<i>Date of Maturity</i>	<i>Account including after the maturity + re-invested</i>	<i>Date of next Maturity</i>	<i>Amount on maturity as per the date noted in Col.7.</i>	<i>Bank in which Invested</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>

“A.P. Chief Justice Cyclone Relief Fund”(A.R.63), “A.P. Chief Justice Defence Fund” (A.R.62) and such other needs of the hour shall also be maintained inconsonance with the guidelines shown in the Letters of Request

from the concerned Authorities, however, maintaining Registers therefor, with appropriate columns, to be specified by the Registrar (Admn.).

S. O. 94: PRECAUTIONS (*Old 71 to 80*):

- A) The Accounts Officer is primarily responsible for the proper working of the Section and the maintenance of the various Registers prescribed, and for all Payments made into and out of Court and for all monies drawn and disbursed.
- B) The Accounts Officer will be required to furnish Security for Rs.5,000/-, the Assistant at the Counter – Security for Rs.1,000/-, and the Shroff – Security for Rs.500/-.
- C) When the sums are sent to or brought from the Bank, the Shroff will be accompanied by one Police Constable/Security Guard. They will however be provided with a vehicle. In the absence or leave of the Shroff, one Assistant from the Account Section will be deputed to the Bank accompanied by the constable/guard.
- D) No amount will be paid to the Members of the Staff unless the Cheque is encashed.
- E) The concerned Assistant under the supervision of the Accounts Officer, who will take the requisite Receipts, will make all Cash Payments out of the Permanent Advance.
- F) When Repairs to the Furniture has been executed, the Controlling Officer of the Stores Section will certify to the satisfactory completion of the work and the Assistant in the Stores Section will obtain Orders as to payment from the Registrar (Admn.). All the payments will be entered in the Contingent Register daily, and the initials of the Drawing Officer obtained against each Item. The Vouchers will be cancelled in the presence of the Drawing Officer when the Contingent Register is closed and a Bill is drawn up.
- G) On receipt of Orders for refunds under Rule 90 (4) of the Appellate side Rules of the High Court, the Accounts Section shall draw up a consolidated Bill after the Refund Vouchers become ready, get it certified by the Section Officer, Translation Section, draw the amount from the Pay & Accounts office and disburse the sums due to the respective Advocates after obtaining their acquittance in the Register specially maintained for the purpose. Any amount that may remain undisbursed after a reasonable time will be remitted to the Bank under the Orders of the Registrar (Administration).
- H) The Registers of Receipts and Repayments in respect of Civil Courts Deposits on the Appellate Side and Original Side shall be reconciled at the end of each month with the Bank before the Drawing Officer.
- I) In January every year, the Accounts Officer shall draw up a List of Deposits included in the Civil Courts Deposits, which have remained unclaimed for five years and above. Thereupon, he shall cause the List to be published in the Official Gazette with a Notice that such deposits will lapse to the State Government unless claims are preferred before the

third week of March in that year. The List shall contain a sufficient description of the parties and the amounts, and the printed copies of the List shall be published on the various Notice Boards in the High Court Buildings and Notice to the Advocates or parties concerned given wherever practicable. If no claims are received before the 23rd March in that year, the amounts shall be transferred to the credit of the State Government.

- J) The Drawing Officer shall check acquittance Rolls in respect of Establishment Bills every month.
- K) The Drawing Officer will verify the Cash Balance with each of the Accounts Assistant on the last date of every month.
- L) Monthly Statement of Amounts deposited in the Bank under various Heads should be prepared and the same shall be sent to Bank for reconciliation.

The *Deputy Section Officer* will attend to the requisitions for payment of advance out of the permanent advance for the official tours of the Hon'ble the Chief Justice, the Hon'ble Judges, Officers and members of the staff and of purchase of articles of stationery and stores and petrol for cars, vans, auto-rickshaw and motor cycle and also for payment of sumptuary allowance. He will go to the Bank for getting cash, remitting Challans and getting demand drafts for payment to the companies from whom the Stores and Stationery articles are purchased. He will also go to various banks for renewal and withdrawal of fixed deposits. He will attend to payment of salaries, arrears and advances to the Sweepers. He will maintain a register showing hire charges for cars, vans and auto-rickshaw and issue slips for petrol and oils to the drivers of the vehicles. In the absence or leave of the Accounts Officer, the Deputy Section Officer will supervise the work of the members of the Section.

REGISTERS:

1. Personal Registers. (**A.R.2**)
2. Cash Books (**A.R.48**)
3. Un-Disbursed Book (**A.R.49**)
4. P.D. Account Registers (**A.R.50**)
5. Bank / District Treasury Office Pass Book (**A.R.51**)
6. Budget Control Registers (**A.R.52**)
7. A.C. and D.C Bills Register (**A.R.53**).
8. Van Hire Charges Registers (**A.R.54**).
9. Judges' Parties Account Registers (**A.R.55**).
10. Salary Recoveries Register (**A.R.56**).
11. Rents Register (**A.R.57**).
12. Register of Conveyance Charges to P.Ss. to the Hon'ble Judges (**A.R.58**).
13. Telephones, Electricity and Water Charges Registers, Bi-Monthly Statements (**A.R.59**).
14. A.P. Chief Justice Relief Fund Day Book. (**A.R.60**)
15. Demand Drafts and Banker's Cheques (District-wise) Register for A.P. Chief Justice Relief Fund Account. (**A.R.61**)
16. A.P. Chief Justice Cyclone Relief Fund Account Register. (**A.R.63**)
17. A.P. Chief Justice Defence Fund Account Register. (**A.R.62**)
18. Permanent Advance Account. (**A.R.64**)
19. Monthly Statement for Reconciliation. (**A.R.65**)
20. LIC Statements. (**A.R.66**)
21. Monthly Expenditure Statement to be submitted to D-1 Section. (**A.R.67**)

22. Quarterly Statements for A.C. Bills. (**A.R.68**)
23. Weekly Statements for Undisbursed Amounts (**A.R.69**)
24. Register of Loan and Advances, Attachment Orders of Courts, etc., (**A.R.70**)
25. Register for Court Deposits. (**A.R.71**)
26. Register of Audit Objections. (**A.R.72**)
27. Register of Allotment of Official Residences to the Hon'ble Judges / Officers / Staff of High Court. (**A.R.73**)
28. Register of Centrally / State Sponsored Schemes. (**A.R.74**)
29. Registers showing Stage of Construction of Court Buildings and Quarters for Judicial Officers. (**A.R.75**)
30. Register of Registers (maintained in Accounts Section) (**A.R.76**)
31. Contingent Register. (**A.R.77**)
32. Translation Challan Payment Register. (**A.R.78**)
33. Translation Bill Payments Register. (**A.R.79**)
34. Treasury Bills Register (**A.R.80**).
35. Pay Bill Register (**A.R.81**)

A.D.RECORDS

S. O. 95: SUBJECTS: The Administrative Records Section is the repository for the administrative disposals of Files. The Section further deals with --

1. Arrangement of disposed of Records methodically in racks;
2. Protecting the Records from dust, white ants and other insects, and keeping the Section clean;(Old 275)
3. Periodically destroying the Records ripe for, after obtaining the Orders of the Officer nominated by the Registrar (Admn.);
4. Preparation of Annual Index, getting it typed and bounded up immediately at the end of the Calendar Year, and sending Copies of such Books to all the Sections in the Administrative Department;(Old 276)
5. Examining the Disposals Numbering Book once in a month, and reporting to the Officer concerned as to the steps taken for tracing the disposals not received in the Records. (Old 274)

S. O. 96: ISSUANCE OF RECORDS ON REQUISITION: All Requisition for Records should be in the prescribed printed 'Record Slips', which should contain full particulars regarding the purpose for which the Records are required, and be signed, in full, by the Assistants requiring the Records, countersigned by the concerned Controlling Officer. Separate Slips should be sent for each Record. On receipt of Record-Slips, the Section Incharge should first ascertain if the required Records are available. In case, they are not available, he has to furnish details as to when, by whom and for what purpose they have been taken out, and, then, return the Slips forthwith to the Assistants concerned. When the Records are available, he should note the Slips in the Register for Issue of Records (**A.R.121**) in serial order, make the necessary entries in the appropriate column of that Register, and issue the Records. He should, at the same time, write on the Slips the Numbers noted in the Register and have the slips inserted in the place of the Records taken out. He is responsible for seeing that Record Slips are inserted in the place of all Records taken out. (Old 272)

S. O. 97: RECORDS RETURNED TO SECTION: When the Records are returned to this Section, the Section Incharge should have them filed in their proper places. The Slips on which they were issued should then be removed, and the date of return of the Records noted against each Item in the Issue Register. The Slips should then be either returned to the Assistants concerned or destroyed if not required. By the 10th of each Month, the Section Incharge should prepare a List of Records outstanding at the end of the previous Month for more than two Months from the date of issue and circulate it to the Assistants concerned, and it will be the duty of the Assistants to note thereon why they retain the Records. The Section Incharge will report to the concerned Officer when any Record is outstanding for more than six months from the date of Issue. (*Old 273*)

S. O. 98: INDEXING WORK (*Old 272 to 279*): The primary object of 'index' is to enable the papers to be rapidly traced. It has also subsidiary uses to show the Orders passed and to assist in compiling the Statistics.

The utility of an Index depends largely on the choice of the correct Head, and this should be one of the authorised Heads. If a subject falls naturally under two or more Heads, it should be indexed under the more obvious Head with a cross-reference to the less obvious Head. The Index Head must be (a) obvious, (b) distinctive, (c) not too wide, and (d) consistent.

In printing the Index, the various entries under one Head can be clubbed in the following manner to save place and facilitate search:

- a) Government Orders should all be indexed under the G.O. No. & Date with a cross/reference to the subject of the Government Order.
- b) Pensions;
- c) Leave to any Member irrespective of Designation.

S. O. 99: DESTRUCTION: Before listing the 'D.Disposals' and 'R.Disposals' for any particular Year for destruction, the Section Incharge shall cause a Circular to be issued to all the Administrative Sections, requesting the Section Officers of the said Sections to inform, in writing, to A.D.Records Section, *within fifteen days* from the date of receipt of the said Circular in their Sections, if any important files are to be retained permanently in D.Disposals and R.Disposals, so that those Files can be retained without destroying them.

REGISTERS to be maintained in the Section:

1. Issuing Register. (*A.R.121*)
2. Numbering Register (for Disposals). (*A.R.122*)
3. Three Books for entering the Disposals from the Administrative Sections (for P.Disposals, R.Disposals, and D.Disposals). (*A.R.123*)

B.SECTION

S. O. 100: SUBJECTS: This Section shall deal with the following Subjects:

1. Pay Fixations of District Judges.
2. Increments of District Judges.

3. Increments (First & Second) of Jr. Civil Judges-Cum-J.F.C.Ms.
4. Retirement Benefits of all Judicial Officers, i.e., Pensions, Family Benefit Fund, Genl. Insurance Scheme, Genl. Provident Fund (Final Payment) etc.
5. First National Judicial Pay Commission Work.
6. Preparation of Counter-affidavits in the Writs filed by Judicial Officers.
7. Medical Re-imburements of all Judl. Officers and the Retired Officers.
8. Appointment of J.C.Js., to the 'Assured Career Progression Scheme', and

The following issues relating to all Judicial Officers:

Loans & Advances;

Personal Computer Advances;

Permission under Conduct Rules;

Verification of Pay Fixations;

Additional Pay;

Passport Applications;

Personal Bank Loan Applications;

Property Statements;

Encashment of Leave (at the time of retirement), etc.

S.O.101:TIME SCHEDULE FOR RELEASE OF INCREMENTS, etc.:

The work relating to the Sanction of Increments shall be taken up one month before the due date of Increment, and the Section shall see that the Orders sanctioning Increment are sent to the concerned Officer / Court immediately.

Other Currents for sanction of G.P.F., etc., shall be attended to maximum within three days from the date of their receipt in the Section.

S.O. 102: FULL ADDITIONAL CHARGE: Under Rule 49 of the Fundamental Rules read with Instruction No.1 there under, it is the competent authority who appoints a Government Servant to hold or officiate in a second post in addition to his own, that will declare whether he officiates in or holds full charge of the additional post or is appointed merely to discharge the current duties.

Though the action of the District and Sessions Judges in placing their Subordinate Officers, who are holding additional charge of a vacant post in full additional charge of that post, owing to the accumulation of work or the nature of the cases warranting their expeditious disposal, may be justified, administratively it may lead to complications if their action is not subsequently ratified by the High Court.

All the District and Sessions Judges are therefore informed that whenever they think that, in exigencies of work, it is necessary to place a particular Officer in Full Additional Charge of a vacant post, they should address the High Court and obtain Orders. (*Vide Circular in ROC. No. 1632/71`-B2, dated 12-11-1971*).

S. O. 103: PERMISSION TO PURCHASE PROPERTY: A Check-list is to be evolved by the Section Officer / Controlling Officer from out of the experiences of the past and on the basis of the queries made in the Files earlier, and that is to be followed *in toto*. The Checklist shall contain important aspects like 'Source of Income', 'Connected Documents submitted through District Judge', etc. All objections shall be taken up at one time and not in piecemeal.

PROPERTY STATEMENTS: The Columns in the Property Statements are to be recorded in a Permanent Register, viz., 'Register of Property Statements by Judicial Officers' (**A.R.124**) allotting one Sheet for each Judicial Officer, so that the entire property acquired / disposed of by each Judicial Officer in his entire career can be known at a glance.

'No Judicial Officer shall, except with prior permission of High Court, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by himself or through others.' (*Vide Circular in ROC. 742/92-B2, D/5-3-1992*)

S.O.104: EXPENDITURE FOR OBSEQUIES: In the event of death of any Officer or Employee of State Judiciary, all the Unit Heads are permitted to incur an expenditure of Rs. 2,000/-, as sanctioned in G.O. (mentioned in **Roc.No.1110/99-D1 (1), dt.20.8.1999**), on the same day of the death or on the next working day immediately following the day of the death of such Officer/Employee, by debiting the expenditure under the Head SH 090-Grants-in-Aid- 093-Obsequies Charges, whenever such events occur, so as to enable the nearest relatives of the deceased Officer/Employee to perform the obsequies immediately.

S. O. 105: RETIREMENT BENEFITS: With regard to Family Benefit Fund, Group Insurance, Encashment of Leave, it is necessary to insist on putting in applications in the prescribed Formats from the Retired Officers.

Applications for final payment of G.P.F. Amounts are to be called for within **six months** before the retirement of the Officers.

While processing the Applications submitted by the Judicial Officers in the State for grant of Advances / Part-final Withdrawals from their G.P.F. Accounts, on medical grounds, it shall be seen whether inflated amounts are being asked for (*vide Circular in ROC No.381/99-B2, dated 8-3-1999*).

Pension Papers are to be called for **six months** before retirement of the Officer.

S. O. 106: DATE OF BIRTH: On representations regarding Date of Birth, thorough verification is to be made on important aspects, viz., Date of Declaration at the time of Appointment, the Date recorded in the Service Register, the present Document pressed into service and its authenticity, etc.

S. O. 107: SERVICE REGISTERS OF JUDL.OFFICERS:
(*As to what a Service Register shall contain can be gathered from S.O. 73*)

The Service Register of all Judicial Officers shall be checked periodically, and it shall be verified –

- Whether the Re-fixations made are correct?
- Whether Increments released are prompt?
- Whether the Leave Account maintained is correct?
- Whether the Subscriptions made to the Family Benefit Fund and to the A.P. Group Insurance Scheme are all recorded?
- Whether the Card (in respect of Family Benefit Fund Scheme) in the Form prescribed in Schedule III appended to G.O.Ms.No.307, Fin. & Plng.

- (FW.Pen.II) Dept., dated 9-11-1974 has been enclosed to the Service Registers wherever applicable?
- Whether the particulars of Contributions (in respect of Group Insurance Scheme) made at the appropriate rates from April to March every year are recorded in the Service Registers, as required by Para 3.4 of the Accounting Procedure annexed to G.O.Ms.No. 323, Finance & Planning (FW.Accts.2), Dept., dated 12-11-1984?
 - Whether the Nominations under the Family Benefit Fund Scheme and the Scheme of Group Insurance are recorded in the Service Registers, and whether the Nomination Forms are also enclosed to the Service Registers?
 - Whether the entries relating to the Options exercised and the Pay fixed in terms of the modified Orders issued in G.O. (P) No.18, Finance & Planning (FW. PC.I) Dept., Dt. 19-1-1994 were recorded?
 - Whether Entries are made as regards the drawal of Interest-bearing Loans and Advances, such as - (i) House Building Advance, (ii) Motor Car Advance, (iii) Marriage Advance, (iv) Computer Advance, etc., and whether the Instructions given under Circular in R.O.C.4309/97-B4, dated 17-2-1999 are followed?
 - Whether the lump sum Payment, if any, made in respect of any Loan/Advance and confirmed by the Accountant General is recorded in the Service Register, etc., (vide Circulars in ROC 4309/97-B.Sec.,dated 15-10-1997, ROC 4309/97-B1, dated 19-1-1998, and also in ROC. 4309/97-B1, dated 11-2-1998,etc.)

DUPLICATE SERVICE REGISTER: Since Entry in the Service Register of a Judicial Officer is essential to be made in respect of every sanction made by the High Court, in Order to avoid unnecessary correspondence therefor, it is necessary that Duplicate Service Register be maintained for each Judicial Officer, especially with regard to Financial Matters.

S. O. 108: MEDICAL REIMBURSEMENTS: While scrutinising the Applications for Medical Reimbursements, the following aspects shall be verified:

- a) *Essentiality Certificate issued by the Civil Assistant Surgeon;*
- b) *Admissibility of Medicines shown for reimbursement;*
- c) *Whether the Cash Vouchers are duly countersigned by the Applicant as well as by the Medical Officer;*
- d) *Whether there is Discharge Summary, etc.*

After verification of the above, the Section shall call for Report from the Director of Medical Education to further process the file.

S. O. 109: SANCTION OF LOANS: Applications put in by the District Judges for sanction of loans will be forwarded to the State Government, while those put in by the Senior Civil Judges and Junior Civil Judges will be processed by this Section by following the procedure laid down hereunder:

Whenever any loan application is received, the said application shall be scrutinised with regard to the eligibility, enclosure of required documents, certification and recommendation of the concerned Unit Head, etc., and, if the application is submitted as per relevant Rules and G.Os., the said application will be placed in the Seniority List, by making an entry in the Loans Register.

Whenever Budget allotment is made by the Government, the Seniority List of applicants together with the relevant G.Os., will be placed before the Loans Committee of the Hon'ble Judges, and, after obtaining Orders of the said

Committee, Proceedings will be issued to the concerned applicants through District Judges. If any Employee, who was sanctioned any Loan, dies while in Service, the recovery of balance of loan amount together with interest will be waived of, as per G.Os., in force, after obtaining Orders from the Loans Committee of the Hon'ble Judges.

S. O. 110: COMPUTERISATION: All the information relating to each Judicial Officer, right from his/her entry into service until retirement, shall be computerised, not only for administrative convenience but also for record purpose.

REGISTERS:

1. Increments Watch Register. (*A.R.125*)
2. Cadre-wise Regstrs. for Orders issued by H.C. from B.Sec.(*A.R.10*)
3. Register of Property Statements by Judl. Officers. (*A.R.124*)
4. List of Service Registers of Judicial Officers.
5. Loans Register.
6. Register of Medical Reimbursements.

C-SECTION

S. O. 111: SUBJECTS DEALT WITH (*OLD 156 & 158*):

- i) Service matters of Staff of Subordinate Courts i.e., Service Appeals, Revisions, Reviews, Pension Cases, Representations and Disciplinary Appeals also.
- ii). a) Sanction of Loans such as House Buildings Advance, Marriage Advance etc., to Judl.Ministerial Staff from out of the amount sanctioned
b) Sanction of Two Wheeler Loans to Judl. Ministerial Staff.
- iii). Transfer of Administrative Officers of Dist.Courts and preparation of their Gradation Lists.
- iv). Fixation of Pay, Selection Grade, Spl.Temporary Promotions in respect of members of Judl.Ministerial Service; and clarifications thereon and also Adhoc Sanctions for passing of the delayed Pay Bills, PRC Matters, etc.
- v). Grant of amounts from Chief Justice Relief Fund.
- vi). Medical Reimbursement for the Members of the Staff of the Judicial Ministerial Service and Last Grade Service.
- vii). Renewal of Pledership Certificates and condoning the delay in Renewal of Certificates. (*Old 160*)
- viii). Compassionate Appointments/Appointments under Social Security Measures (including Voluntary retirements on Medical Invalidation of Staff of Subordinate Courts) and Exemption of Rules, if any.
- ix). A.P. Judicial Ministerial Service Rules, A.P.General Subordinate Service & A.P. Last Grade Service., and clarifications thereon.
- x). Transfer of Staff of Subordinate Courts from one Unit to another, or to other Departments.
- xi). Permissions to prosecute higher studies in respect of Staff of Lower Courts.
- xii). Conversion of Contingent Employees as regular Class-IV Govt., Servants (in Lower Courts).

- xiii). Additional Charge Allowance concerning Staff of Lower Courts.
- xiv). Arranging Defence in Cases filed in High Court by Members of Subordinate Judiciary, and preparation of Fortnightly Statements of Cases filed against Registrars/Judl.Officers, computerising them and further sending them to concerned Sections.
- xv). Processing of Cases filed in the Supreme Court by the Staff of Subordinate Judiciary.
- xvi). Sanction of Fees to Panel Advocates.
- xvii). Issuance of 'No Objection Certificate' for going abroad in respect of Staff of Subordinate Courts.

S. O. 112: TRANSFER OF ADMINISTRATIVE OFFICERS OF DISTRICT COURTS: - With regard to this subject, seniority-list of Administrative Officers will be prepared, and it will be updated annually. Whenever any vacancy of Administrative Officers arises in any Unit, due to retirement, etc., the District Judge of his parent Unit will be requested to give paper promotion to the eligible person of his Unit from Category –II to Category-I and to send the service particulars of such paper promotee to the Registry by informing him that his promotion will take effect from the date of his joining in the new station to which he will be posted by the High Court as Administrative Officer.

After receipt of the particulars of paper-Promotees of Administrative Officers from the concerned District Judges, a detailed Office Note with regard to the vacancy position together with the requests of working Administrative Officers for transfer to other Units, and the recommendations, if any, of District Judges to transfer their Administrative Officers to other units on administrative grounds, will be prepared and placed before Committee (Meeting) dealing with A.P.J.M.S. Matters, together with the guidelines for Orders. As directed by the Committee, transfer and posting orders will be issued to the Administrative Officers through the concerned District Judges.

S. O. 113: SERVICE MATTERS OF A.P.J.M.S. EMPLOYEES (INCLUDING ADMINISTRATIVE APPEALS): -Administrative Appeals regarding Promotions, etc., shall be preferred within six months from the date of receipt of the order by the incumbent under Rule 11 of the A.P.J.M.S. Rules, while Disciplinary Appeals shall be preferred within three months, as per C.C.C.A. Rules.

Whenever any current is received with regard to the Subject No.1, necessary entry will be made in the P.R.Book. After receipt of the Revision Petition/Administrative Appeals, Records and remarks will be called from the concerned Unit Head and, after receipt of the Records and remarks of the concerned District Judge, a detailed Office Note will be prepared, along with the rule position, and placed before the Committee of the Hon'ble Judges dealing with the Subject for approval. After obtaining approval of the said Committee, Proceedings will be issued.

With regard to Administrative Appeals preferred by the Members of A.P.J.M.S., for an effective monitoring of the Issue, the following Register (**A.R.126**) shall be maintained: -

REGISTER OF APPEALS (A.R.126)

<i>Sl.No.</i>	<i>Roc.No.</i>	<i>Name of the Appellant</i>	<i>Name of the Unit</i>	<i>Date of filing the Appeal</i>	<i>Date of disposal and result</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

With regard to Inquiries ordered against the Employees in the Subordinate Units, it shall be seen whether the Instructions contained in the Circular in ROC No.4028/94-C2, dated 20-7-21995 (**Page 43 of Codification – Volume II**) are being complied with.

Further, the Rules relating to Maintenance of Confidential Reports in respect of Employees of Judicial Ministerial Service are shown as **Annexure 2-C**.

S. O. 114: SANCTION OF LOANS: Whenever any loan application is received, the said application shall be scrutinised with regard to the eligibility, enclosure of required documents, certification and recommendation of the concerned Unit Head, etc., and, if the application is submitted as per relevant Rules and G.Os., the said application will be placed in the Seniority List, by making an entry in the Loans Register.

Recently the State Government has issued the following G.Os., regarding loans to its employees wherein the employee can obtain loan from the Banks mentioned therein at the Government rate of interest for the eligible amount.

The position obtaining in the following G.Os., shall be followed scrumptiously.

- v) G.O.Ms.No.828, dt.30-9-2002
- vi) G.O.Ms.No.905, dt.24-10-2002
- vii) G.O.Ms.No.928, dt.9-11-2002
- viii) G.O.Ms.No.939, dt.19-11-2002

Whenever Budget allotment is made by the Government, the Seniority List of applicants together with the relevant G.Os., will be placed before the Loans Committee of the Hon'ble Judges, and, after obtaining Orders of the said Committee, Proceedings will be issued to the concerned applicants through District Judges.

If any Employee, who was sanctioned any Loan, dies while in Service, the recovery of balance of loan amount together with interest will be waived of, as per G.Os., in force, after obtaining Orders from the Loans Committee of the Hon'ble Judges.

S. O. 115: FIXATION OF PAY: The Currents received on this Subject shall be entered in the P.R.Book, and, after calling for the necessary material Records from the concerned District Courts and after verifying all the necessary G.Os., a detailed Office Note together with rule position will be prepared and placed before the Committee of the Hon'ble Judges, dealing with the matters relating to A.P.J.M.S., for approval. After approval by the Committee, Proceedings may be issued accordingly.

S. O. 116: CHIEF JUSTICE RELIEF FUND: With regard to sanction of A.P. Chief Justice Relief Fund, after receipt of the application, necessary

particulars will be called from the concerned District Courts. After receipt of the said information, a detailed Office Note, together with the rule position, will be prepared and placed before the Hon'ble Judges of the Board of Trustees 'for Orders'. After obtaining Orders of the Board of Trustees, Proceedings will be issued for Sanction of Financial Aid, Death Relief or for Refund of A.P.Chief Justice Relief Fund, whatever the Case may be. (*The Information relating to the Fund furnished in St. Or. No.92 be looked into*).

S. O. 117: MEDICAL REIMBURSEMENT: - With regard to Medical Advance and Medical Reimbursement, if the Application is in accordance with the relevant G.Os., sanction will be accorded therefor, after obtaining necessary orders from the Hon'ble the Chief Justice, or the Claims will be sent to the Government for Sanction as per Rules in respect of employees of A.P.J.M.S.

S.O.118:

A) TRANSFER OF STAFF FROM ONE UNIT TO THE OTHER:
Whenever any Application is received from any Employee of the Subordinate Judiciary for transfer from his Parent-Unit to any other Unit, first, necessary entry will be made in the concerned P.R.Book. If the Application is in accordance with the guidelines issued by the High Court, consent of the Unit Head to which the applicant wishes to go by transfer, will be called for. After receipt of the Consent, an Office Note will be prepared and placed before the Committee of Hon'ble Judges together with the Guidelines for consideration and orders. As per the Orders of the Committee, Proceedings will be issued.

B) TRANSFER FROM JUDICIAL UNITS TO OTHER DEPARTMENTS:

All the District Judges and Unit Officers are already informed that Applications from candidates seeking transfer from any of the Units of the Judicial Department to other Departments shall not be forwarded to the High Court, as the Units of Judiciary are not comparable to the Departments of the Government or the State. If the applicants so desire, they may resign and go anywhere to seek appointment. (*Vide Circular in ROC.4547/94-C3, dt. 8-1-1996*)

S. O. 119: ADDITIONAL CHARGE ALLOWANCE: -With regard to Sanction of Addl.Charge Allowances to the Staff of Subordinate Courts, if any proposal comes from any District Judge, the matter will be placed before the Committee of the Hon'ble Judges together with relevant G.Os., and after obtaining Orders of the Committee, proceedings will be issued.

S. O. 120: DEFENCE IN COURT CASES: Whenever any Writ Petition is filed, the nominated Officer will receive *two* copies of the Petition and Affidavit in the said W.P. and send it to the C.Section. After receipt of the copies of the Petition and Affidavit in the W.P., the same will be verified and if it pertains to other Sections, it will be sent to the concerned Section through Registrar (Admn.). If the Writ Petition pertains to C.Section, the same will be entrusted to the Advocate-on-Record by the Registrar (Admn.). Parawise Remarks, Records and Counter-Affidavits from the concerned District Judges will be called for, as requested by the concerned Advocate-on-Record. At the time of Hearing of the W.Ps., the concerned Seat-Assistants will attend to the Court to assist the Advocate-on-Record, and, after disposal of the W.Ps., Records will be returned to the concerned District Courts, and Fees will be paid to the Advocate-on-Record as per Rules. Fortnightly Statements of pending W.Ps., will be prepared through the computer. (*The procedure prescribed for attending 'Court Cases', specified at S.O.No.2 – 11 be looked into*)

S. O. 121: ISSUANCE OF 'NO OBJECTION CERTIFICATE':

Whenever any current with regard to the permissions and Issuance of 'No Objection Certificate' is received, the same will be entered in the P.R.Book, and an Office Note will be prepared and placed before the Committee of Hon'ble Judges together with relevant Rules and G.Os. After obtaining Orders of the Committee, Proceedings will be issued.

S.O.122: CONVERSION OF FULL-TIME / PART-TIME CONTINGENT EMPLOYEES INTO LAST GRADE SERVANTS: After receiving Proposal from the Unit Head, the Section shall prepare a Note inconsonance with the Orders of the Government, given from time to time, and place it before the concerned Committee, only if the conditions laid down therein are fulfilled and if the incumbent is eligible.

In any case, a Part-time Contingent Employee shall complete ten years of service, as on 25-11-1993 (subject to change, if any, of the cut-off date by the Government), while Full Time Contingent Employee shall complete five years of Service as on that date. Further, there shall be clear Vacancy in the Unit as on the date of giving promotion.

The proposed promotee shall however fulfil the conditions with regard to the age, educational qualifications, etc.

Once the Contingent Employee is converted into Last Grade Servant, that post of 'Contingent Employee' gets abolished with effect from the date of conversion, and the said fact has to be informed to the Head of the Department

S.O.123: EXPENDITURE FOR OBSEQUIES: In the event of death of any Officer or Employee of State Judiciary, all the Unit Heads are permitted to incur an expenditure of Rs. 2,000/-, as sanctioned in G.O. (mentioned in *Roc.No.1110/99-D1 (1), dt.20.8.1999*), on the same day of the death or on the next working day immediately following the day of the death of such Officer/Employee, by debiting the expenditure under the Head SH 090-Grants-in-Aid- 093-Obsequies Charges, whenever such events occur, so as to enable the nearest relatives of the deceased Officer/Employee to perform the obsequies immediately.

REGISTERS:

- 1) **Three** Loans Registers:
 - a) H.B.A. Register (*A.R. 131*);
 - b) Vehicles Advance Register (*A.R.132*);
 - c) Marriage Advance Register (*A.R.133*);
- 2) **Register** of Appeals (*A.R.126*);
- 3) **Unit** Transfers Register (*A.R.127*);
- 4) Registers relating to Payment of C. J. Relief Fund (*A.R.60 & 61*);
- 5) Register communicating the Writs to other Sections (*A.R.128*)
- 6) Register of Compassionate Appointments (*A.R. 129*);
- 7) Register of Full Time Contingent Employees for conversion into Last Grade Servants (*A.R.130*).

COMPUTERS SECTION & LAB

S. O. 124: The Subjects of this Wing include --

- a) Planning and Implementation of Computerisation, phase-wise, both in High Court and in Lower Courts;
- b) Maintenance of all the Computers installed in High Court and at the Residences of Hon'ble Judges;
- c) Attending to the Complaints received from the District Head-quarters;
- d) Correspondence with National Informatics Centre;
- e) Purchase of Computers:
 - i) Preparation of Purchase Notes and obtaining approval of the Committee of Judges;
 - ii) Calling for Quotations, and entering into Negotiations with Firms for purchase of Computers & Consumables;
 - iii) Preparation of Bills for purchase of Computers, Consumables & Bills pertaining to Cause-lists;
 - iv) Issuance of Proceedings for payment of Amounts to the concerned Firms.
- f) Assigning Computer Code Numbers to Advocates on Requisitions; etc.

S. O. 125: MONITORING: The National Informatics Centre provided Hardware and Software Packages to all the District Courts.

The NIC has been addressed to report about the feasibility of extension of Optic Fibre Net work to each District Head quarters in all the district Courts. (*ROC. NO. 176/2000-CPS, dt.22.1.2001*).

A separate telephone connection to the computer room in all District Courts to have access to NIC NET has been sanctioned and proceedings have been issued (*vide the Circular in ROC. NO. 194/2000-CPS, dt.12.2.2001*).

It must be frequently/periodically verified whether the Hardware & Software Packages provided to all the District Courts, and the separate Telephone Connections given to the Computer-rooms in all District Courts, to have access to NIC NET, by the National Informatics Centre yield positive and prompt results. It shall be ensured that they are put to optimum use for the correspondence between High Court and District Courts.

S. O. 126: TRAINING: Steps should be taken for training maximum number of officers and staff members on computer, particularly, for officers and staff members having more than 10 years of service and compulsory steps should be taken for extracting the work on computers in all the sections.

It shall be seen that the Director, A.P.Judicial Academy, includes, in the Curriculum of every Training Programme, the Judicial Officers of all Cadres and also Ministerial Officers working in all the Subordinate Courts, for a few days' Computer-training at NIC also, as contemplated in the *Circular in ROC No.174/2000-CPS, dated 22-1-2001*. It shall also be seen whether the District Judges are deputing the Ministerial Officers in their respective Units for Computer Training at the NIC Centres, as per the Circular Instructions in *ROC No.175/2000-CPS, dated 22-1-2001*.

In Order to assess whether all the Officers and Ministerial Staff of Subordinate Courts are covered under the Computer Training Programme, it is necessary for the District Courts to maintain a Register therefor, on the following lines:

REGISTER OF TRAINEES IN COMPUTER
(LOWER COURTS)(A.R.137)

<i>Sl.No.</i>	<i>Name of Officer/ Staff-Member & Designation</i>	<i>Court in which he/ she works</i>	<i>Period/ Dates of Training</i>	<i>Subject Trained for.</i>	<i>Remarks</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

The Section shall cause compliance of the above requirement, and shall check that aspect periodically.

In the Registry of High Court also, the Section, in consultation with the Controlling Officers and the Registrar concerned, has to identify areas where Computerisation is necessary, chalk out a programme, where under the personnel concerned may be trained by NIC, keeping in view the elements of Simplification, Rationalisation, and Accuracy. Training Schedules, by phases, shall be got fixed for the Staff and Officers of High Court without detriment to their important official work, if any.

For the purpose of monitoring this concept of training, it is advised to maintain a Register, on the following lines:

REGISTER OF TRAINEES IN COMPUTERS
(HIGH COURT)(A.R.136)

<i>Sl.No.</i>	<i>Name of Staff-Member/ Officer & Designation</i>	<i>Section in which He/ She is working</i>	<i>Period/ Dates of Training.</i>	<i>Subject trained for</i>	<i>Remarks.</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

Entries in the above Registers shall be scrutinised by the Controlling Officer of Computer Section as also by the Registrar (Admn.). Necessary steps shall be taken so that all the Members of Judiciary have first hand knowledge of Computers and they take maximum advantage of its technology, and pave the way for a flawless and fast administration of justice.

S. O. 127: TOTAL COMPUTERISATION: The Section shall make every endeavour to identify areas to be computerised, obtain requisitions from the concerned Section-Heads, consider the priorities and see that computers are provided wherever necessary after due approval by the authorities concerned.

It shall be in touch with the Budget Section of the Registry and see that necessary provision is made each time Budget Proposals are submitted by the High Court to the Government for the Expenditure involved for securing the required number of Computers, for High Court and for Subordinate Courts.

It shall cause Programmes to be made through NIC in respect of each wing of the Registry, particularly, for the sake of simplification and accuracy

It shall also be seen that the Computers are not put to abuse or misuse by any of its operators.

Further, by verifying the entries in the 'Stock Register for Systems' (**A.R. 134**) and the 'Register for Computer-consumables' (**A.R.135**) in respect of each Computer purchased and installed in particular Sections of the Registry, the Section Officer/Controlling Officer of Computer Section shall identify the number of indents made and whether they are justifiable. If any odd or false entries are found, they shall take appropriate steps, after obtaining due instructions from the concerned Registrar.

S. O. 128: CODE NUMBERS: Whenever an Advocate files a Letter before the Registrar (Judicial) for allotment of Code Number, the Computer Section shall attend to allot new Code Number to him/her.

S. O. 129: COMPUTER LAB: The Main Lab of the Computers shall be kept open by 10-15 A.M., daily, and shall be made ready for use by the Administrative and Judicial Sections by 10-30 A.M.

Not less than TWO Computer Operators should attend to the Lab by opening time.

They shall maintain a '**Log Book**' (**A.R.142**), wherein the following data shall be noted –

- a) Computer Operators who attended the duty, date-wise;
- b) The time at which the Servers were made ready, Section-wise & Date-wise;
- c) The Requisitions/Complaints Received & Attended;

The duties of Computer Operators in the Lab shall include:-

- i) Observing the Servers' Working Performance continuously for smooth functioning of all Computer Points in the entire High Court;
- ii) Taking invariably the entire Servers Data Back up one time, and if need be, for the 2nd time also, depending upon their running condition;
- iii) Following the back up, and doing retrieval immediately where the servers were provided with alternative servers;
- iv) Keeping away the back up tapes of all servers every day from the Labs, duly informing the concerned Officials about it, in order to protect the Valuable data of servers from theft, misplacement and fire accidents;
- v) Attending to the complaints from various Sections in respect of Hardware and Software problems and ensuring their rectification within reasonable time;
- vi) Assisting the Posting Staff in generating the Cause-list and in performing master settings and adjustments until the Cause-lists are completed, every day;
- vii) Generating all types of *ad hoc* and periodical reports for the Judicial Sections;
- viii) Preparing TWO Floppies of all Courts' Cause Lists and handing it over to the concerned Press-person, under proper acknowledgement;
- ix) Uploading the Cause list to the Internet and ensuring its proper working;
- x) Coordinating with the NIC Officials as far as High Court Projects are concerned, and bringing it to the notice of the programmers, wherever

- there is modification, brought over, under intimation to the concerned officials of the High Court;
- xi) Rectifying the break down computers, immediately, from the Warranty Company, through the Computer Section, making due entries in the Ledger, with all details;
 - xii) Concentrating on the UPS and air conditioned supply and taking advanced steps by contacting the concerned authorities, in case of break down;
 - xiii) Maintaining sufficient stocks of computer white paper, CDs., Floppies, and printer ribbons, depending upon the indents /demands, of various sections of the Registry;
 - xiv) Protecting places like Internet, and Intranet & terminus points from unauthorised and unconcerned lab staff;
 - xv) Causing Cables to be laid and getting fixation of Power-points at the required places of the Registry;
 - xvi) Testing the Cause-list Paper;
 - xvii) On completion of day's work, ensuring stoppage of all power supplies, air conditioners, and computers; etc.

The Computer Operators shall maintain a **Day-diary (A.R.143)** for each of the Servers with regard to their functioning and maintenance and complaints. Such a Diary shall also be kept with regard to the UPS/Printers/other computer peripherals.

REGISTERS:

1. Stock Register for Systems (**A.R.134**).
2. Stock Register for Computer Consumables (**A.R.135**).
3. Register of Trainees in Computers (High Court) (**A.R.136**).
4. Register of Trainees in Computers (Lower Courts) (**A.R.137**).
5. Register of Complaints (**A.R.138**).
6. Warranty & A.M.C. Register (**A.R.139**).
7. Information of Computer Hardware supplied to District Courts (**A.R.140**).
8. Information of Computer Software supplied to District Courts (**A.R.141**).
9. Log Book (**A.R.142**)
10. Day Diary for each Server (**A.R.143**)

LIBRARY.

The High Court Library is intended mainly for the use of Hon'ble Judges and the Registry (and not for Members of Bar).

S. O. 130: BOOKS RECEIVED/PURCHASED: The List of Indian & Foreign Journals subscribed in Judges' Library is shown as **Annexure 8**.

New Books or Volumes are added to the Library by obtaining specific sanction of the Committee of Hon'ble Judges. The expenditure therefor will be met from out of the Budget Allotment. As and when New Books are received/purchased, they shall immediately be entered in the 'Accession Register' (**A.R.147**) and the Books be given 'Accession No' (to each of them) and, then, they be entered in the Copy of the Catalogue kept by the Assistant Registrar (Library) at the appropriate place, duly computerising them. (*Old 203*)

S. O. 131: ASSISTANT REGISTRAR (LIBRARY): The Said Officer is responsible for the proper performance of all works connected with the Library. He shall see that the Staff under him carries out their duties satisfactorily. He must see that the Books are issued properly and promptly when required in Courts or by the Hon'ble Judges or Officers, and that they are returned when the purpose for which they were issued was over. On transfer/Retirement of Hon'ble Judges, he shall take prompt steps for receiving back the Library Books, if any, lying at the Residences/Chambers of the Hon'ble Judges. He should see that the Registers kept in the Library are correctly and properly maintained. (*Old 204*)

All Books in the Library shall be stamped on every 100th Page as well as on the fly-leafs and covers. All illustrations should be stamped. (*Old 207*)

The Assistant Registrar (Library) will, on record, bifurcate the Section into *four wings*, viz., Administrative Wing, Technical Wing, Circulation Wing and Maintenance Wing, and, then, entrust the following works to the available staff, working in the said Section, and see that all those works are executed with promptness and accuracy:

- 1) Acquisition of Books & Subscriptions and placing Orders with Publishers;
- 2) Classification (Universal Decimal Classification) and subject wise cataloguing of regular acquisitions (books);
- 3) Budgeting;
- 4) Computerization and its connected programming;
- 5) Selection of Books for purchase and to place before the Library Books Purchase Committee;
- 6) Conducting Library Committee Meetings;
- 7) Reference Services;
- 8) Attending to Court-halls and Judges' Chambers for supply of Books, etc.
- 9) Supervision over Daily News Papers/Periodicals (Magazines & Journals) -- their stamping, pasting, shelving, etc.
- 10) Checking the Court-Catalogues and its updating;
- 11) Circulation of Books & Journals to Hon'ble Judges and Officers of High Court, and endeavour to receive them back, maintaining Issue Register promptly;
- 12) Circulating the Important News Items of Judiciary published in News Papers and furnishing the clippings & its ancillary work;
- 13) Furniture and necessary equipment – Indenting;
- 14) Processing all Bills on Computer & their Settlement;
- 15) Cataloguing Cards, giving Accession Numbers to Books, etc.;
- 16) Disposal of News Papers & Magazines;
- 17) Preparation of Catalogue, Supplementary Catalogues, and their updating;
- 18) Complete Binding of Commentaries, etc.;
- 19) Allotment of Books to Court-halls, Shifting of Books, etc.;
- 20) Identifying the non-receipt, if any, of Journals, Periodicals, etc., and correspondence therefor, and Taking Care of Loose Parts;
- 21) Maintenance of State & Central Gazettes, & their binding, etc.;
- 22) Filing Books, Periodicals, & Journals in Library Wings, and Court-halls, regularly;
- 23) Cleaning the entire Library using Vacuum cleaner;

- 24) Putting up Office-notes for passing the Subscription Bills of Journals, etc., for approval by Library Committee;
- 25) Maintenance of Personal Register, and other Registers relating to Text Books;
- 26) Carrying out relevant Amendments in the Text Books, Acts, etc., in the appropriate places and bring them up-to-date;
- 27) Scanning & Indexing of Articles, Govt., Circulars/Orders/ Gazette Notifications, and Preparing Judgement Databases, both reported and unreported, for ready reference by means of On-line Services or by means of Website;
- 28) Since the automation of the Library is in the process, the feeding of Acquisitions (Purchased books and newly bound Volumes, Etc.), Circulation, Journals Information, Classifying and Cataloguing in Computer System;
- 29) Downloading approved Judgements from the concerned Sections of High Court, and processing in the relevant software to keep the Judgement Database on-line for reference of Hon'ble Judges even from the Residences through Web-line.
- 30) Disposal of News Papers & Magazines through Department of Industries & Commerce/S.S.I. Units, as per Government Orders issued from time to time.

The Officer, after distributing the above subjects among the Staff, by way of a detailed Chart (**A.R. 16**), shall make such Chart available to the Registrar as well.

S. O. 132: CIRCULATION:

- a) The Assistant Registrar (Library) will see to the prompt circulation of Books for reference of the Hon'ble Judges at their Residences. A Written Requisition from the Court Officer/Personal Secretary concerned should be obtained for the purpose. Whenever Books are taken from the Library-racks, the Slips obtained therefor shall be placed by the Attenders in the spike provided for the purpose. (*Old 205*)
- b) The Judges' Library has been providing *one copy* of Journal each from the following All India Law Journals and State Law Journals, respectively, as Residential Copies to the Hon'ble Judges, as per the choice of their Lordships, in view of the Resolution of the Library Committee of Hon'ble Judges constituted to deal with the matters of the Library.

1. <u>ALL INDIA LAW JOURNALS:</u>	<u>Court Halls</u>	<u>Residential Copies</u>	<u>Addl.Copies</u>	<u>Total</u>
(a) All India Reporter (A.I.R.)	38	6	6	50
(b) All India High Court Cases (A.I.H.C.C.)	2	-	8	10
(c) Judgements Today	2	2	12	16

(d) <i>Law Reports of India</i>	-	-	-	10
(e) <i>Supreme Court Cases (S.C.C)</i>	2	13	25	40
(f) <i>Supreme Today (S.T.)</i>	2	10	11	23

2.	<u>State Law Journals:</u>	<u>Court Halls</u>	<u>Residential Copies</u>	<u>Addl.Copies</u>	<u>Total</u>
	(a) <i>Andhra Legal Decisions</i>	23	16	1	40
	(b) <i>Andhra Law Times (A.L.T.)</i>	35	13	15	65
	(c) <i>Andhra Weekly Reporter (An.W.R.)</i>	31	-	9	40
	(d) <i>Law Summary (L.S.)</i>	-	-	-	20

S. O. 133: AMENDMENTS: The Section concerned will do the work of issuing Correction-slips for the Amendments made by the High Court to any Rules of Practice or Procedure. A Correction-slip will contain only the operative portion, which reflects the Rule and References to the Authorities for the Amendment. (E.g., the Current number or Disposal number of the Proceedings of the High Court or G.O. Number will be given in Italics at the end). This will be done by the Assistants concerned in the Library under instructions from the Officer in-charge of Library. (*Old 208*)

The Assistant Registrar (Library) shall see that all the Amendments are carried out in the Acts/Orders, if necessary by getting the Amendment-Slips pasted at the appropriate places thereof. The Assistants will see that the slips in the Copies provided for the Courts, the Hon'ble Judges, the Library, and the Officers of the Court are pasted properly. (*Old 209*)

S. O. 134: CATALOGUE (A.R.160) (*Old 210 to 214*): When New Books are received in the Library, they should be catalogued and filed at once. The Assistant Registrar (Library) should keep a Special Copy of the Catalogue (A.R.160) for this purpose. It should be checked with the 'Accession Register' (A.R.147) and the correctness of the Headings under which the New Books have been entered have to be approved by him before passing of the Bills by the Registrar General.

No Book entered in the Catalogue (**A.R.160**) should be struck off without the permission of the Assistant Registrar (Library). His initials should be invariably obtained for any Entry struck off.

The Assistant Registrar (Library) should note down in his Copy of the Catalogue the number of Copies of any Book received in the Library and also explain how they have been distributed in the respective Distribution Registers (**A.R.12**).

Once a year, a Supplement to the Library Catalogue should be prepared, showing the books added to the Library during the previous year. For this purpose, the Library be automated and the entire data of the documents in the Library is to be fed into the Computer, so that the output of Catalogue with class numbers will become very easy (Bibliographical database).

The Assistant Registrar (Library) must see that the Library Catalogue kept in the Courts is brought up-to-date whenever New Books are received in the Library.

S. O. 135: PHYSICAL VERIFICATION OF BOOKS (*Old 215 & 216*): The Assistant Registrar (Library), along with the concerned Court Officer, shall check up the Books and Periodicals kept in the several Court-Halls once in a quarter and bring to the Notice of the Registrar concerned any missing Volumes.

The Library Books will be checked with the Stock Book, bi-annually, during the Summer Vacation by the Officer nominated by the Registrar (Administration). He will submit a Report to the Registrar (Administration) after inspection about the missing Books, if any, and about the maintenance of the Library. Based on the Report, the Registrar (Admn.) will issue necessary instructions to the Assistant Registrar (Library). (*Old 221*)

S. O. 136: BOOKS ISSUE: The Officers of the High Court will be allowed to take Books from the Library for reference to their Chambers on condition that they are returned to the Library on the same day. No book, however, may be removed out of the High Court premises or retained beyond the day on which it is issued without the Orders of the Registrar/Joint Registrar. (*Old 222*)

S. O. 137: BOOKS BINDING: The Binder, who is entrusted with the binding or mending works of the Library Books, will be under the administrative control of the Deputy Registrar who is incharge of the Establishment Section. He will submit a weekly statement of work done by him to the Deputy Registrar concerned through the Assistant Registrar (Library). All his indents for stationery, etc., will be scrutinised by the Assistant Registrar (Library) before being passed for supply. (*Old 222*)

S. O. 138: RESOURCE CENTRE: There should be maintained in the Library –

1. A separate file of all the Judicial Notifications and Orders issued by Govt., under all Acts, & Published in Gazette; and
2. A separate file also of all Bills with statements of Objects and Reasons.

The Assistant Registrar (Library) should ensure compliance, by a close verification once in a month. (*Old 217 & 218*)

Judgments of A.P. High Court from the year 2000 onwards are now available on the Internet and can be assessed at the Web Site Address – <http://apjudis.nic.in>

The Judgments can be retrieved Judge-wise, Case-Number-wise, Act/Section-wise, Petitioner/Respondent-wise, Text/Phrase-wise and Date-wise also (*Vide the Circular in ROC. No.19/JUDL/2000, dt. 10-11-2000*).

Judges' Library is an Information Resource Centre too. Mostly in database management system, for creating Judgment Information System of A.P. High Court, co-ordination is required to be extended in the following manner:

- a) Court Masters/Personal Secretaries, who are keying the decisions dictated by Hon'ble Judges, may hand over the said Floppy (or Floppies) containing the Judgments, after approval, to the Judges' library, so as to enable the Computer Wing of the Library to down load the database of both reported and unreported Judgments for processing.
- b) As the Judicial Indexing Wing is already preparing the Head-notes with great care, the same can be added in the Judgment database, which will become complete document of the 'Judgment' and make it available web/on-line (both reported and unreported Judgments).
- c) To keep track of all certified copies of Judgments, both reported and unreported, the Current Section shall supply one copy of each decision to the Library, which will help in cross-checking the Judgment data base.

REGISTERS TO BE MAINTAINED:

- a) Register of Journals and Periodicals (*A.R.144*).
- b) Register of Newspapers & Magazines (*A.R.145*).
- c) Register of Disposal of Old Newspapers & Magazines (*A.R.146*).
- d) Accession Register (*A.R.147*).
- e) Books Issue Register (Courts) (*A.R.148*).
- f) Books Issue Register (Residences & Chambers) (*A.R.149*).
- g) Circulation Register (*A.R.9*).
- h) Register showing Binding Works (*A.R.150*).
- i) Stock- Taking Register (*A.R.151*).
- j) Central Gazette Maintenance Register (*A.R.152*):
 - (i) Index Register;
 - (ii) Subject-wise.
- k) A.P. Gazette (*A.R.153*)-
 - (i) Index Register;
 - (ii) Subject-wise.
- l) Register of Bills & Cheques of Hon'ble Judges (*A.R.154*).
- m) Hardware Procurement Register (*A.R.155*).
- n) Hardware Maintenance Register (*A.R.156*).
- o) Register for CDs., DATs., Floppies, etc. (*A.R.157*)
- p) Software Register (*A.R.158*).
- q) File Maintenance Register (*A.R.159*).
- r) Catalogue (*A.R.160*);
- s) Distribution Register (*A.R.12*).

TAPPALS SECTION

S. O. 139: SUBJECTS: This Section deals with the following aspects:

- i) Receiving all the Tappals, both sent by Special Messenger, or by Post, including Registered Letters, or through Courier Service.
- ii) Collecting Parcels from Railway Stations or from Transport Offices;
- iii) Sorting out the Tappals, Section-wise;
- iv) Sending the Currents to the concerned Registrars;
- v) Sending the Confidential and D.O. Letters addressed to the Registrars by Designation to the concerned Registrars;

S. O. 140: TAPPALS - ADMINISTRATIVE & JUDICIAL (Old 64): All Tappals, except Confidential and D.O. Letters, addressed to the Registrars by name and designation, will be opened in the Tappals Section itself.

The Tappals are to be divided into 'Administrative Tappals' and 'Judicial Tappals'. One Assistant will receive all Administrative Tappals, sort them out, Section-wise, give each Current a Serial Number in the Distribution Register in Form No.1 (*A.R.161*), and, then, send the Currents to the concerned Registrars. Another Assistant will receive the Judicial Tappals, sort them out, Judicial Section-wise, give each Current a Serial Number in the Distribution Register in Form No.1 (*A.R.161*), and, then, send the Currents to the Registrar (Judicial).

The Tappals Section shall not entertain any Leave Applications of Staff Members of other Sections. If any application is received through post, the Tappal Section shall send such application to the Section Officer of the concerned Section. (*vide Office Order.D/ 23-1-'95 issued by Registrar (Admn.)*)

S. O. 141: DISTRIBUTION (Old 64): The concerned Registrars will peruse the Currents, initial them and, then, return the same to the Tappals Section.

The Tappals Assistants will send the Currents along with the Distribution Register (*A.R.161*) to the respective Controlling Officers of the Sections.

The Controlling Officers will peruse the Currents and give instructions, if any, to the concerned Section Heads immediately by putting their initials with date. After the Currents are initialled, the Controlling Officers will send the Currents along with the Distribution Register to the respective Sections.

The Section Officers will mark on each Current the Seat Number to which the Current relates. Thereafter, the concerned Assistant will soon take out the Currents and initial in the Distribution Register (*A.R.161*) with date, and then, attend to the Current.

In Case any Current has been wrongly sent to a Section to which it does not relate, the Head of the Section concerned will bring it to the Notice of the concerned Registrar and, with the latter's approval, return the Current to the Tappals Section for being sent to the concerned Section. The Incharge of Tappals Section is responsible to see that the Currents are sent to the concerned Sections without any delay.

Every record in a civil matter, shall, on its receipt, be entered by the Tappals Assistant in the Distribution Register and, then, delivered to the Section-Incharge, Vernacular Records Section, who shall initial the Distribution Register in token of receipt against the appropriate entries. (*Old 398*).

S. O. 142: CURRENTS REJECTED: If a particular Current is rejected by several Sections of the Registry, the Incharge of Tappals Section will go through it, make up his mind as to which Wing of the Registry deals with it. Then, he shall put up a Note before the concerned Registrar with a request to instruct the Staff working under him to accept the Current and to take up follow-up action thereon.

S. O. 143: CONFIDENTIAL & D.O.LETTERS (*Old 65*): All the Confidential and D.O.letters addressed to the Registrars, by designation, will be entered in Ledgers kept for the respective Registrars, and sent to their respective Personal Secretaries, for placing them before the respective Registrars.

The Personal Secretaries to the Registrars, after obtaining permission from the concerned Registrar, will open the Covers, mark them to the concerned Sections, obtain the initials of the Registrar and send them to the Tappal Section, who will, in turn, make an entry in the Register and send to the concerned Controlling Officers.

If Telegrams, etc., come into Office when the Distribution Register is, for any reason, not available, the Section-Incharge of Tappal Section will hand over the same to the Tappal Assistant who will, as soon as possible, incorporate the contents in the Distribution Register. The Telephone Message will not be entered in the Distribution Register. A reference 'arising' in the Office will be numbered in the Distribution Register and entered in the Personal Register of the Assistant, just like any other paper.

S. O. 144: TRANSFER OF CRIMINAL CASES: The Tappal Assistant shall deliver applications from Judicial Officers for transfer of Crl.Cases from one Court to another in the same Sessions Division to the O.P.Cell in 'E' Section.

If it is an application made by a prisoner through Jail for transfer of Criminal Cases against the said prisoner, the Tappal Assistant will transmit the same to the Criminal Section..

S. O. 145: STAYED MATTERS: All the Currents received from the Judicial Officers making enquiries about the stage of the Stayed Matters shall be marked to the Registrar (Judicial), whether they are addressed to the Registrar (Judicial) or the other Heads of the Registry.

S. O. 146: APPEAL RECORDS: Consequent on the Amendment to Order XLI Rule 9 C.P.C., and as per Rule 166-A of the Civil Rules of Practice, the Court from whose Decree an Appeal lies shall entertain the Memorandum of Appeal. After complying with the other instructions specified by Rules, the said Court transmits the Appeal Record together with the Original Record in the Suit to the concerned Appellate Court.

As per the latest Rule, while transmitting the Appeal to the Appellate Court, if it is High Court, a letter has to be addressed to the Joint Registrar (Judicial), High Court of Andhra Pradesh, mentioning clearly that the said Appeal is filed as per Order XLI Rule 9 C.P.C.

The Appeal Records received by Tappals Section in such Appeals shall be sent to the concerned Appeal Filing Section and not to V.R.Section.

REGISTERS:

Registers to be maintained in the Section are:

- i) Hct.F.No.68 separately for Tappals of each Registrar and each Section (*A.R.161*).

VIGILANCE CELL

S. O. 147: MAIN FUNCTIONS (*Old 117 to 119*): This Section deals with complaints against Judicial Officers in the State, namely, District Judges, Senior Civil Judges, Junior Civil Judges/Judicial Magistrates of First Class, as also the Judicial Ministerial Staff. Its main functions include-

- a) Preparing Office Notes on complaints, anonymous and pseudonymous, received against Judicial Officers and Members of Judicial Ministerial Staff, and suo motu reports from the District Judges.
- b) Maintaining 'Dossier Registers for the Judicial Officers' (*A.R.162*) in the State and preparing extracts from the concerned Dossiers of particular Officers as and when requisitioned, by B-Special Section for consideration of the Hon'ble Judges of the Administrative Committee in preparation of panels.
- c) Preparing Office Notes on particular subjects, which come up for consideration of the Hon'ble Judges of the Disciplinary Committee, and causing advance Circulation of the same to the Hon'ble Judges.
- d) Drafting Minutes of Meetings of the Disciplinary Committee, as resolved and approved by the Hon'ble Judges, on the concerned Subjects, and take up follow up action in respect of each of the Subjects, in consonance with the Minutes.
- e) Drafting Proceedings in Departmental Enquires, from the stage they were ordered, until the final Orders are passed, or the necessary recommendations made to the Governor, as the Case may be, in regard to the punishments to be imposed, on the concerned Charged Officers.
- f) Drafting proceedings under F.R.54-B concerning the regularisation of the periods of suspension undergone by particular charged officers, who were placed under suspension pending enquiry.
- g) Preparing Office Notes on the Review Petitions, if any, filed by the Charged Officers, for Orders of the Hon'ble Chief Justice.
- h) Preparing Counter-Affidavits in the Writ Petitions filed by the Officers impugning the Orders passed by the High Court or the Government, as the Case may be, in Departmental Enquires.
- i) Preparation of Notes for sanction of defence of the High Court represented by the Registrar (Admn.) in the Writ Petitions filed in the matter pertaining to and dealt with in the Section, and sanction of Fees for Advocates so appointed after the disposal of Writ Petitions and sanction of Fees of the

Advocate-general as and when sought for by him in Contempt Cases filed in matters arising in and dealt with in the Section.

- (j) Attending the Court with the Enquiry-Records at the time of final hearing of such Writ Petitions and assisting the Advocate-on-Record appointed by the Registrar (Admn.).
- (k) Assisting the Hon'ble Judges in the conduct of Departmental Enquiries against the District Judges in the entire process from the stage of framing charge memos until their closure.
- (l) Making note of important decisions from the Case-law Reports, as and when required pertaining to legal issues, particularly of service-matters.
- (m) Preparation of Indices to the closed files of Officers after their retirement, and consignment of the same to A.D.Records Section, after making the necessary entries in the Personal Register.
- (n) Taking prompt steps to see that the Reports called for are received from the District Judges/Unit Heads.
- (o) Reminding the Inquiry Officers to submit the Reports of Inquiry in time, AND -
Such other duties as are assigned to the Section by the Registrar (Vigilance).

S. O. 148: PROCEDURE FOR PROCESSING VIGILANCE MATTERS: As per the procedure evolved, whenever a Complaint is received against any District Judge, a Note is to be put up before the Hon'ble the Chief Justice. If His Lordship, on considering the same, directs the matter to be placed before any of the Hon'ble Judges for discreet enquiry, the same is to be circulated to the Hon'ble Judge, as proposed by the Hon'ble the Chief Justice. The Report transmitted to the Registrar (Vig.) by the Hon'ble Judge will, then, be placed before the Disciplinary Committee after approval of the same by the Hon'ble the Chief Justice. Action has to be taken according to the Resolutions taken in the Disciplinary Committee Meeting. If the Hon'ble Chief Justice issues any other direction, the same has to be complied with.

If complaints are received against a Senior Civil Judge or a Junior Civil Judge, a Note is to be put up before the Hon'ble the Chief Justice. If the Hon'ble the Chief Justice opines to call for a Report from the District Judge, the concerned District Judge is to be addressed to send a Report on the allegations levelled against the Officers. On receipt of the said Report, again the matter is to be placed before the Hon'ble the Chief Justice. If His Lordship, on considering the same, directs to place the Report and the Complaint before the Disciplinary Committee, the same is to be done. Action has to be taken according to the Resolution of the Disciplinary Committee; otherwise, the directions of the Hon'ble Chief Justice are to be followed.

On instructions from the Hon'ble Chief Justice, the Vigilance Cell will also function as 'Intelligence Cell' and makes its own enquires about the misconduct/corruption, if any, in the State Judiciary and place the Report before his Lordships for appropriate Orders.

S. O. 149: CHECK LIST: It shall be verified whether the Disciplinary Proceedings conducted by the Subordinate Judicial Officers ensure that - -

- the Charges framed are free from defects, definite and not vague;
- Grounds for the Charges are clearly mentioned;
- the List of Witnesses to be examined and the List of Documents to be marked are enclosed to the Charge-Memo;
- the necessary Columns in Form-I are filled-in before supplying the same to the Delinquent Employee;
- substantiating reasons are recorded in the final Order when the Disciplinary Authority differs with the Inquiry Officer; and
- Punishments which are awarded are those enumerated under the Rules; etc.

S. O. 150: READY DATA: In Order to furnish Ready Data to the Hon'ble the Chief Justice, whenever required, it is desirable that the Section maintains Register (**A.R.163**) of Regular Departmental Enquiries pending against the Judicial Officers, in the following proforma:

- 1) Serial Number;
- 2) Name of the Charged Officer with Designation;
- 3) Allegations (in brief);
- 4) Date of framing of Charges;
- 5) Date of placing the Officer under suspension, if any;
- 6) Date of service of orders of suspension on the Officer;
- 7) Date of submission of Written Statement;
- 8) Name of the Inquiry Officer;
- 9) Name of the Presenting Officer;
- 10) Date of initiation of Disciplinary Proceedings;
- 11) Date of receipt of Report;
- 12) Date of communication of the Report;
- 13) Date of receipt of further comments;
- 14) Date of final orders.

REGISTERS TO BE MAINTAINED:

Dossier Registers for Judl.Officers (**A.R.162**);

Register of Inquiries against Judl.Officers (**A.R.163**)

B – SPECIAL SECTION

S. O. 151: SUBJECTS:

- i) Declaration of probation, regularisation, and confirmation of Judicial Officers, i.e., in respect of --

District Judges:

State Higher Judicial Service Rules;

*Sr. Civil Judges &
Junior Civil Judges*

*In accordance with special Rules of
A.P. State Judicial Service Rules)*

- ii) Convening Meetings of Administrative Committee.

- iii) Preparation of Half Yearly List of Judges of High Court of A.P. and of Members of A.P. State Higher Judicial Service, in co-ordination with J.Spl. Section.
- iv) Attending to the following issues relating to *all the Judicial Officers* in the State:-
 - a) Service Matters (Other than Financial & Work Review), Postings, Promotions and Transfers (including compiling of C.T.Cs., and recording them in the Register)
 - b) Maintenance of Service Particulars District Judges.
 - c) Amendment to their Service Rules.
 - d) Court Matters.
 - e) Grant of regular Leaves; and Casual Leaves (of District Judges alone).
 - f) Surrender Leaves.
 - g) Deputations.
 - h) Deputing Officers for Training, i.e.,--
 - (i) Basic Training for Newly Recruited District Judges and Junior Civil Judges; and
 - (ii) In-Service Training of all Judicial Officers
(Organised by the A.P. Judicial Academy)
 - i) Preparation of Confidential Reports.
 - j) Matters relating to Retirements.
 - k) Preparing Superannuation Statements and sending them to Government for issuing G.O. (Preceded by considerations as to *review* in accordance with A.P. Public Employment (Regulation of Age of Superannuation) Amendment Act, 1998 – Act 26 of 1998)
 - l) Furnishing information sought for by other High Courts or Government (If such information is based on Rules governing the Subject Matter, and after obtaining due permission from the Hon'ble the Chief Justice)
 - m) Co-ordinating with 'E' Section & 'OP Cell' in holding Judicial Officers' Conferences, etc., and recording the presence/absence of Judicial Officers on such occasions.
 - (n) Maintaining the Register showing the Court Deposits in Banks received from Lower Courts, etc.

S. O. 152: CONFIDENTIAL REPORTS: (The Rules and Instructions for Maintenance and Scrutiny of Confidential Reports (Personal Files) of the Judicial Officers in the Andhra Pradesh State Judicial Service are shown as *Annexure-2-B*)

As a first step, the Section shall collect, at the end of every week, the Opinion Forms gathered at the Chambers of the Registrar (Judicial) and keep them in the respective Files relating to each Judicial Officer. And, then, the following measures shall be taken, viz., --

- i) Files relating to the Confidential Reports received from the District Judges in respect of the Senior Civil Judges and Junior Civil Judges will be circulated to the Committee of the Hon'ble Judges together with the extracts from the Reviews of the out-turn of work of the said Officers during the calendar year, and the 'Opinion Forms', transmitted by the Registrar (Vigilance)

- ii) The Extracts from the Confidential Reports of the Senior Civil Judges and Junior Civil Judges will be circulated to the Hon'ble Judges along with the Vigilance Reports, if any, well in advance, for preparation of Panels for appointment to the posts of District Judges and Senior Civil Judges, respectively, by promotion. (*Old 125*)
- iii) If the District Judge makes any adverse remarks against such Officers, a Note shall be placed before the Hon'ble Chief Justice, and, after obtaining orders thereon, such orders will be communicated to the said Officer for his/her guidance and rectification.

If the said Officer submits any representation to expunge the adverse remarks, the same will be circulated to the Committee of the Hon'ble Judges after obtaining the orders of the Hon'ble Chief Justice, and action will be taken in accordance with the directions given. (*Old 123*)

- iv) Files relating to the Confidential Reports in respect of District Judges will be circulated to the concerned Committee of the Hon'ble Judges along with the Statements of Work done by them during the calendar year and the Extracts from the Reviews of the out-turn of work, as also the Opinion Forms, and Vigilance Reports, if any. At the time of considering the Officers for promotions, etc., the said Reports shall be placed before the concerned Committee of Hon'ble Judges. (*Old 124*)

The Confidential Reports so finalised by the Hon'ble Judges shall be kept in separate Files in respect of each Judicial Officer and shall be preserved in the Chambers of Registrar (Vigilance) under his personal custody.

S. O. 153: POSTINGS & TRANSFERS: The Section, while putting up material for Transfer of Judicial Officers, shall verify whether the Applications put in by them for transfer are in consonance with the following Guidelines (or fresh Guidelines, if any, specified from time to time):

- i) For the purpose of these guidelines --
 - a) the Metropolitan Area of Twin Cities of Hyderabad and Secunderabad and the area comprising of Ranga Reddy District shall be treated as 'one District';
 - b) the three regions in the State will be Coastal Andhra, Rayalaseema and Telangana.
- ii) Normal period of incumbency of every Officer in a particular station will be 'three years';
- iii) Officers will not be posted in the native Districts or where they had practised;
- iv) Every Officer shall serve in different regions of the State atleast for one term of three years;
- v) No Officer who has already worked in one District for six years will be posted in the same District again;
- vi) Subject to administrative exigencies, request of any Officer having his/her spouse in employment will ordinarily be considered for posting in the same Station/District. This will, however, be subject to the other Guidelines;
- vii) The Judicial Officers completing three years by the end of September of a Calendar Year and the other Officers making request for transfer are to

forward their written representations giving three places of their option to be received in the Registry of the High Court on or before 28th February of every Calendar Year. Applications not in compliance with these guidelines will not be considered. The Representations reached after 28th February may not be considered. The representations received after 1st June and before 28th February will be considered for the current year.

- viii) The Senior Civil Judges and Junior Civil Judges are to submit their representations through the concerned District Judge, who has to offer his specific remarks on the said representations.
- ix) Officers making requests on the grounds of health or education of their children have to furnish all details.
- x) If an Officer is not shifted during the General Transfers, he or she will not be disturbed normally till the next General Transfers except on promotion or on a genuine request or for administrative reasons.
- xi) First posting will be in existing vacancies. This will however be subject to the condition that persons who are likely to complete three years of service by the succeeding 1st June, may be considered for such posting. All cases of initial posting, or posting on transfer, will be subject to review at the time of general transfers.
- xii) Requests of Officers for transfer will be considered only after they complete the first three years of service.
- xiii) Officers employed from other services shall not be posted in Districts where they had worked before their entry into A.P. State Judicial Service.
- xiv) No Officer shall be sent on deputation to ex-cadre posts for more than three years. On completion of three years, the Officer on deputation shall be recalled and posted in regular service.
- xv) Where there are more courts of the same category at a particular place, the transferred Judicial Officer shall ordinarily be posted to the existing vacancy. In the case of Principal Court, Inter-se-seniority of the Officers working at the place will be followed.

The Hon'ble the Chief Justice may relax any of the aforesaid guidelines.

(Vide the Circulars in ROC. Nos.284/92-B.Spl., dt. 18-1-1992, 4055/95-B.Spl., dt. 18-8-1995, &664/96-B.Spl., dt. 1-2-1996)

Any attempt to influence the High Court by the Judicial Officers, in matters of Postings, Transfers, Deputations, etc., either through the Executive or otherwise, will be considered as an act of indiscipline and will be viewed with serious displeasure, and, in a given case, with an appropriate entry in the Service Record of the concerned Judicial Officer. ***(ROC 5227/91-B.Spl., D/7-11-1991).***

DEPUTATIONS: Whenever Letters of Request are received from different Departments for deputing Judicial Officers/Officers of different Cadres, the matter shall be placed before the Hon'ble Chief Justice for orders. As per the directions of his Lordship, Proceedings shall be issued.

Advance circulation of files to the Committee of the Hon'ble Judges be made for Postings and Transfers of Judicial Officers along with the particulars regarding Native Districts, Properties, Relations, Children's education, Stations previously served and their Requests, if any, for posting to particular Stations, along with Annual Confidential Reports and Work-reviews, specifying the Vacancy and Pendency position. In accordance with the Minutes of the

concerned Committee of Hon'ble Judges, a Notification will be issued in respect of their Postings. (*Old 127*)

OFFICERS UNDER TRANSFER ORDERS: In matters where the evidence has already been recorded, and arguments heard, if the Judicial Officers, after receipt of Transfer Orders, do not pronounce Judgments/Orders, the Advocates have to argue the matters again before the new Officers, and the litigant public have to pay extra legal fee to the Advocates. Further, the new Officers may not be conversant with the demeanour of the witnesses whose evidence has already been recorded. Hence, all the Judicial Officers shall expedite the part-heard cases, and the Judgments/Orders reserved in those cases shall be pronounced before handing over charge of their post on account of transfer from the Station. (*Vide Circular in ROC. No. 1006/2001/VIGILANCE CELL, dt. 18-10-2001*)

S. O. 154: COURT CASES (*Old 128*): Counter-affidavits in the Writ Petitions filed by the Judicial Officers, viz., District Judges, Senior Civil Judges and Junior Civil Judges in regard to their Service Matters be prepared and submitted to the Court through the Counsel-on-Record, and necessary assistance be given to the Counsel for the disposal of the matter. (*The Procedure specified in S. O. 2 -11 be looked into and followed scrupulously.*)

S. O. 155: ADMINISTRATIVE COMMITTEE MEETINGS: This Section convenes the Meetings of the Administrative Committee from time to time as per the instructions of the Hon'ble the Chief Justice on different Subjects relating to different Sections of the Registry, by collecting the Material from the concerned Sections. The Meeting Material so collected shall be circulated to the Hon'ble Judges concerned much before the scheduled Meeting. After holding such Meetings, the Minutes will be communicated to the respective Sections for follow up action, after obtaining necessary Instructions from the Registrar concerned. (The procedure specified in S.O. 3-5 to be looked into)

S. O. 156: CIRCULATION OF FILES:

- a) Whenever a File is required to be circulated to the concerned Committee, the Section Officer shall take necessary steps to circulate the File to the Members of the Committee for obtaining necessary orders. Later, it has to be placed before the Hon'ble the Chief Justice for necessary orders.
- b) If there is a change in the Committee during the circulation of the File, the Section Officer shall verify whether any of the Hon'ble Members of the old Committee are there in the new Committee. If there are such Members, and if the file is already circulated to such Members, he shall take necessary steps to circulate the file to the new Members of the Committee.
- c) In all the Administrative Files, the opinion expressed by the majority of the Hon'ble Judges shall be taken into consideration. If the opinion of the Committee is equally divided, the File shall be placed before the Hon'ble Chief Justice with a detailed Office Note, requesting the Hon'ble Chief Justice to accept the view of either of the two opinions.
- d) If an Hon'ble Judge who is a Member of a Committee is on leave at the time of holding that Meeting, necessary instructions are to be obtained by the Section Officer concerned whether the Meeting Material is to be circulated also to the Hon'ble Judge on leave.

S.O. 157: LEAVES / OPTIONAL HOLIDAYS OF DISTRICT JUDGES: Judicial Officers shall submit their Leave Applications sufficiently in advance, so that the said Applications should reach the High Court at least 15 days in advance to enable the Registry to obtain orders and communicate them in advance. (*Vide the Circular in ROC No. 3395/96-B.Spl., dated 22-6-1996*)

In respect of Casual Leaves of District Judges, Note is to be placed before the Hon'ble Portfolio Judge concerned, specifying, in particular, the leave-entitlement.

In respect of other Leaves, the Application will be scrutinised by the Registry initially, and the Office Note will be submitted to the Portfolio Judge 'for orders', suggesting alternative In-charge Arrangements and specifying leave-title.

In respect of Applications for Surrender of Earned Leave received from the Judicial Officers, Note has to be placed before the Hon'ble Portfolio Judge, specifying, in particular, the leave entitlement, the period of leave surrendered for the previous Calendar Year, etc.

The same procedure has to be adopted with regard to the applications for availing L.T.C. by Judicial Officers.

The Judicial Officers should avoid the practice of availing casual leave disproportionately and exhaust the same well in advance of the expiry of the calendar year and later come up with requests for conversion of casual leave already granted into regular leave. No such requests will be entertained! The District & Sessions Judges should use their discretion in granting casual leave to their subordinate Judicial Officers and check the tendency among them to exhaust or to utilize most part of the admissible amount of casual leave long before the closure of the calendar year. (*Vide the Circular in ROC No.7617/2002-B.Spl., dt. 23-8-2002*)

Whenever the District Judges intend to come over to Hyderabad for Official Purposes, they have to intimate the fact to the Registrar (Vigilance), in advance. (*Vide the Circular in ROC 3978/93-B.Spl., dated 19-3-1993*)

Similarly, whenever the District Judges are visiting Mofussil Courts of their respective Districts, they have to forward the tour programme/Inspection Notes to the High Court for verification and Record. (*Vide the Circular in ROC No.3127/95-B.Spl., dated 12-6-1995*)

S. O. 158: FUNCTIONS AT DISTRICT LEVEL: All Official Functions connected with the Judiciary, including Inauguration of Courts, Judicial Quarters, etc., should be done only after first moving the High Court by a written application and only after obtaining prior written permission of the High Court.

No such functions should be held during Court hours. For such functions, only the Portfolio Judge, the Chief Justice, the Law Minister and the Chief Minister should be associated, and no one else should be associated without the permission of High Court.

Whenever a Judge or Chief Justice is associated with any such function, it should be arranged on a Saturday or a Sunday or any other Public holiday,

and timings of the functions should be so arranged that the Judge or the chief Justice concerned may leave Hyderabad after court hours and return to Hyderabad in time to attend the Court on the next working day.

The expenditure on such a formal function should be kept nearest minimum, and garlanding of the Chief Justice and the Judges may be avoided. (*Vide the Circular in ROC No. 4654/91-B.Spl., dt. 8-10-1991*)

Similarly, in regard to arranging Official Functions for Laying Foundation Stones and Inaugurations of Court Buildings and Residential Quarters of Judicial Officers and other Functions, the Instructions contained in the *Circular in ROC No. 463/PROTOCOL/2001, dt. 21-9-2001* shall be followed.

S. O. 159: NO RELIGIOUS FUNCTIONS IN COURT PREMISES:

All the Judicial Officers are directed not to use the Court premises for religious functions. At functions organised under the auspices of the Courts, religious ceremonies should be avoided. (*Vide the Circular in ROD No. 169/87-B.Spl. (S.C.), dated 20-5-1987*)

S. O. 160: CONFERENCES AT STATE LEVEL: At the time of holding Conferences of Judicial Officers at State Level, the Section shall co-ordinate with "E" Section and, in particular, take up registration of the Names of the Judicial Officers, Cadre-wise, District-wise and Court-wise, and furnish data to the Registrars concerned.

S. O. 161: REVIEW (To continue Officers beyond 58 Yrs.): On completion of 57 years of age, a List of such Judicial Officers, along with their Confidential Reports, Remarks on their Work Review, Vigilance Reports, etc., shall be prepared and placed before the concerned Committee of Hon'ble Judges, well in advance, for consideration as to the utility of the services of the said Judicial Officers beyond 58 Years.

In case, the Officer has not been given the benefit of extension of Service beyond 58 years, necessary proposals will be sent to the Government for orders as to his retirement by paying three months' Salary in lieu of Notice.

S.O. 162: IMPORTANT CIRCULAR INSTRUCTIONS:

A) **CORRESPONDANCE:** No Judicial Officer shall address or enter into correspondence with either the Hon'ble the Chief Justice or any other Hon'ble Judge directly in any matter.

All correspondence or representations to the High Court should be addressed only to the concerned Registrar. (*Vide the Circular No. ROC. 3240/84-B.Spl. (6), dated 7-7-1984*)

B) **APPEARANCE/PRODUCTION OF RECORDS BEFORE GOVERNMENT:** All the Judicial Officers under the control of High Court of A.P. are directed not to produce any records or documents or appear before the Government Officials or Committees or Sub-committees in the administrative matters, unless they are bound to appear under law before statutory or other committees, in view of the fact that under Article 235 of the Constitution of India, the High Court is vested with the powers

of control and general superintendence over the Subordinate Judiciary. (*Vide the Circulars in ROC No.7027/79/C1, dated 16-1-1980 & ROC No. 3371/80-C1, Dt. 18-8-1980*)

- C) **SUMPTUARY ALLOWANCE:** The Government has accorded Sanctions of an amount not exceeding Rs.3000/-, instead of Sumptuary Allowance, per annum to each Prl. Dist. Court and Chief Judicial Magistrate's Office towards expenditure for conduct of meetings etc.

The expenditure sanctioned in Para (3) above is debitable to the detailed head 040 – Office Expenditure – 044 other Office Expenditure under relevant Minor and Sub Heads under “2012 Administration of Justice”. (*Vide G.O. Ms. No. 796, Home (Crts .C.) Dept. dated 22-3-95*)

- D) **VISITS OF DISTRICT & SESSIONS JUDGES TO PRISONS:** The Principal District and Sessions Judges in the State shall visit the Jails in their respective Districts at least once in a month as provided in the Prison Manual along with such District Officials as they may deem it fit and proper to join them in such inspection and make inquiries into the grievances of the Prisoners etc., in accordance with the requirement of the Prison Manual and directions of the Apex Court, and send reports to the High Court about their visit, without fail, immediately after such visits, for the purpose of Record in the High Court. (*Vide Circular in R.O.C. 3887/98/O.P.Cell-E, D/16-9-98*)

- E) **SURPRISE CHECKS BY DISTRICT & SESSIONS JUDGES TO THE SUBORDINATE COURTS:** In order to ensure Punctuality, Sincerity, Hard work, Integrity etc., among the Judicial Officers and for streamlining the Administration, the District & Sessions Judges in exercise of the powers vested in them U/s 23 of the A.P. Civil Courts Act, 1972, and U/s 15 & 19 of Cr.P.C, shall make surprise visits to the Courts in their Unit, detect the anomalies, if any, note them and submit a confidential report to the Registrar (Vigilance) for appropriate instructions. (*Vide the Circular in R.O.C. No. 214/E1/2001 Dt. 9-1-2001*)

During the course of their surprise-checks, the Unit Heads may observe among things, the following aspects:

1. Timings of the Court.
2. Time taken for call work.
3. Distribution of Work.
4. Tact and temper of the Officer on the Bench.
5. Maintenance of:
 - a. Dairy
 - b. Suits Register.
 - c. Register of C.Cs.
 - d. Hearing Book.
 - e. Fines Receipt Book.
6. Checking of filing papers
7. Delays, if any, in numbering the Civil/Criminal Matters.
8. Neatness of the Building and the Compound.
9. Prompt Attendance of Staff Members.
10. Promptness in giving Judgments.
11. Instances, if any of pronouncing Judgments without preparing them.
12. Number of C.As. Pending.
13. Other important aspects.

F) **ADMINISTRATIVE CONTROL:** The Additional District & Sessions Judge/the 1st Additional District & Sessions Judge, as the case may be, at the Head Quarters, and the Additional Metropolitan Sessions Judges in the Metropolitan Sessions Divisions, shall have the power of Administrative control over the Magistrates in their respective Sessions Divisions, such as sanction of leaves, etc. (*Vide the Circular in ROC No. 510/SO-1/2002, dt. 2-9-2002*)

G) **IDENTIFICATION PARADES OUTSIDSE THE DISTRICT:** In the matter of granting permissions by the Chief Judicial Magistrates to the Magistrates for conducting test identification parades in respect of the accused kept in Jails, located in the Jurisdiction of a District other than the one in which the Crime is committed, the following procedure shall be followed Scrupulously:

The Police concerned will file the requisition for conducting the Test identification Parade before the Chief Judicial Magistrate, in whose Jurisdiction the crime is pending. The said Officer, in his turn, addresses his counter-part of the District, in whose jail the accused is detained, with a request to depute one of the Local Magistrates there, to go over to the Jail and to conduct the Test Identification Parade, marking a copy of the said letter to the Police concerned, as well as to the Jail Superintendent. The Police, along with the copy of the said letter, may approach the Chief Judicial Magistrate in whose Jurisdiction the accused is in Jail, and, thereupon the said Chief Judicial Magistrate, shall authorise one of the local Magistrates to go over to the jail where the suspect is detained and to conduct the Identification Parade by following the relevant rules and transmit the proceedings, to the concerned Court with least delay.

(Vide the Circular in R.O.C. No. 6375/97 OP Cell – E Dt. 11.2.1998)

H) **TIME FOR GIVING EVIDENCE OR IDENTIFICATION PARADES:** Judicial Officers are to avail only the actual time required for journey either for giving evidence in another Court or for holding test identification parades and for return journey.

The Presiding Officers of the Courts, who issue summons to other Judicial Officers to come and give evidence in their Courts, are also to wait till 2-30 p.m., for Judicial Officers summoned by them to come and give evidence, and to examine the concerned Officers immediately after lunch break.

Summons to Judicial Officers may preferably be fixed for appearance on Fridays, so that the working days lost for the journey may be few. (*Vide the Circular in ROC No.4016/85-B2, dt. 19-11-1985*).

I) **DECLARATION OF GENERAL/ LOCAL HOLIDAY:** It is decided by the High Court that the District Judge concerned shall take a decision in the matter of declaration of Local Holiday to the subordinate Courts in connection with the Bye – Elections to the Legislative Assembly and to the Parliament, after intimation to the High court. (*Vide the Circular in R.O.C. No.5996/E-1/2001 Dt. 20.12.2001*)

J) IF JUDICIAL OFFICER DIES:

- i) Whenever any Judicial Officer dies while in service the Principal Judicial Officer at the place of the death will place a wreath on the body on behalf of the Judiciary, make a reference in the Principal court to convey the condolence message to the bereaved family and to suspend the work of the Courts for half-an-hour on that day.
 - ii) Whenever any Judicial Officer dies after retirement, there will be a reference in the court of his native place and there will not be any suspension of the work.
 - iii) The Judicial Officers working at the place of cremation may be allowed to attend the funeral, without causing any hindrance to important judicial work. (*Vide the Circular in R.O.C. No. 3671/96 – C1 (3) Dt. 3.8.1996*)
- K) IF PRACTISING LOCAL ADVOCATE DIES:** The Presiding Officers of the Courts may suspend the Court work for not more than half-an-hour or to stand in silence for two minutes after a suitable reference has been made when a practising local Advocate passes away and when a request for suspension of work is made to the Court.

The Courts shall not be closed on days other than those allowed by the High Court. (*Vide the Circular Dt. 10.11.1972 issued by Registrar, High Court.*)

- L) ADVOCATES' DRESS DURING SUMMER:** All the Judicial Officers in the State are directed not to insist the Advocates to wear black coat when appearing in their respective Courts during Summer. During Summer, wearing of black coat is not mandatory. The Advocates may appear in white shirt with black or striped or grey pant with black tie or band and collar. (*Vide the Circular in ROC No. 339/SO-1/2002, dt. 19-4-2002*)

REGISTERS:

The following Registers be maintained in the Section:

- i) Annual Confidential Reports Register (*A.R.164*)
- ii) Service Particulars' Registers of Judicial Officers (*A.R.169*)
- iii) C.T.C. Register (*A.R.165*)
- iv) Notifications Register (*A.R.18*)
- v) Deputations to Training (*A.R.166*).
- vi) Casual Leaves Register for District Judges (*A.R.167*).
- vii) Register of Court deposits (*A.R.168*).

'E' SECTION

S. O. 163: SUBJECTS (*Old 183 to 201*): The Section deals with the following Subjects:-

- i) Creation of Courts/Posts;
- ii) Continuation of Temporary Courts and Temporary Staff in Subordinate Courts from year to year;
- iii) Jurisdiction of Courts;
- iv) Transfer of Cases from one Court to another *on the proposals made by Government/District Judges / Presiding Officers of Subordinate Courts.*
- v) Inspection of Courts;

- vi) Conferences;
- vii) Appointment of Official Receivers and Continuation of Staff in the Office of the Official Receivers;
- viii) Court Matters relating to Appointment of Government Pleaders & Public Prosecutors in Subordinate Courts, etc.
- ix) Boycott of Courts;
- x) Matters relating to Appointments of Court Assistants and Court Attenders in the Courts of Special Judicial Magistrates of Second Class;

S. O. 164: CREATION OF COURTS / POSTS: On receipt of a Representation from a Bar Association, Public or People's Representatives, for the establishment of various cadres of new Courts, the High Court, after placing the same before the Hon'ble the Chief Justice, will call for the remarks of the concerned District Judge, on various aspects. For example, if a Senior Civil Judge's Court is to be established, the following data is necessary to be called for:

- a) Mandals to be brought under the jurisdiction of the proposed Court. (For this purpose, certain villages in one Mandal and certain villages in the other Mandal should not be suggested. Mandal as a whole is to be suggested).
- b) Institution of Cases for the last three years arising from the area of the proposed jurisdiction, in the existing Senior Civil Judge's Court/Courts.
- c) Latest pendency of Cases arising from the said area in the existing Senior Civil Judge's Court/Courts.
- d) Residuary Statistics of Cases in the existing Senior Civil Judge's Court/Courts.
- e) Distance from each Mandal to the proposed Court and also to the existing Senior Civil Judge's Court.
- f) Accommodation facilities to house the Court.
- g) Convenience of the litigant public.
- h) Further remarks, if any.

Similarly, to consider the feasibility of establishing the Court of an Additional District Judge at a place other than the district headquarters, the necessary statistical data and other information to be called from the concerned District Judge, shall include:

- i) Statement showing institution of cases in the District and Sessions Court arising out of all the Jr. Civil Judges' Courts falling within the jurisdiction of the proposed court of the Additional District Judge in the last three years;
- ii) Statement showing institution of cases in all the aforesaid courts of the Jr. Civil Judges during the last three years and falling within the jurisdiction of the proposed court of the Addl. D.J.;
- iii) Latest Pendency of Cases arising from the said Area in the existing District Court;
- iv) Residuary Statistics of Cases in the said Court;
- v) Number of practising lawyers in each of the aforesaid J.C.Js' Courts;
- vi) Distance between the District Headquarters & the proposed court of ADJ;
- vii) Distance between the proposed court of the Additional District Judge and the Courts of the concerned Jr. Civil Judges;
- viii) Accommodation for housing the proposed court of ADJ as well as accommodation for the residence of the Judicial Officer and court duty staff at the concerned place;

- ix) If a proposal to establish a new court of ADJ at a place other than the district headquarters has to be accepted, the same should be subject to Government's providing the necessary infrastructure, such as, creation of new posts of Judicial Officers together with the respective court duty staff, provision for accommodation of court as well as residential accommodation, as also provision for furniture, Library, Bar-room, party-shed & other accommodation.

The following are the norms (as on March, 2001) fixed by High Court for establishment of various Cadres of New Courts (*Vide the Minutes dated 7th March, 2001, of the Administrative Committee of Hon'ble Judges*):

District Courts	750 – 1000 Cases
Senior Civil Judge's Court	700 – 750 Cases
Junior Civil Judge's Court	450 - 500 Cases.

After the receipt of the Report, satisfying the above factors, from the District Judge, the Registry will put up a Note before the Hon'ble the Chief Justice for orders as to the placing of the matter before the Administrative Committee of Hon'ble Judges' for Orders, by furnishing all the above said details, besides the latest norms for establishment of various cadres of Courts. In pursuance of the decision taken by the High Court, the Office will address a Letter to the Government for sanction of new Courts, specifying the Staff pattern, as per the norms decided, from time to time, including the posts of Computer Operators, and further mentioning the priorities too. (For Staff-pattern to be proposed for various Categories of Courts, please see *Annexure 9*).

After the issuance of Government Order with regard to the Establishment of the Courts, the High Court will call for Draft Notification from the District Judge, specifying the jurisdiction of the proposed Court to be issued in this regard, one by the Government and the other by the High Court.

The following are the Notifications to be issued:

a) DISTRICT COURTS:

- | | | |
|--|---|-------------|
| 1) Under Section 10 of A.P. Civil Courts Act, 1972
(Establishment of District Court); | } | By
Govt. |
| 2) Under Section 9 of Code of Criminal Procedure
Code (Establishment of Sessions Court. | | |
| 3) Under Section 17 of A.P. Civil Courts Act
(Local Limits of Jurisdiction.) | | |
| 4) Under Section 21 of A. P. Civil Courts Act
(Place of Sitting) | | |

b) SENIOR CIVIL JUDGES' COURTS:

- | | | |
|--|---|-------------|
| 1) Under Section 12 of A.P. Civil Courts Act
(Establishment of the Court) | } | By
Govt. |
| 2) Under Section 15 of A.P. Civil Courts Act
(Local Limits of Jurisdiction) | | |
| 3) Under Section 21 of A.P. Civil Courts Act | | |

- (Placing of Sitting)
 4) Under Section 17 (3) of A.P. Civil Courts Appellate Jurisdiction. } By High Court

c) **JUNIOR CIVIL JUDGES' COURTS:**

- 1) Under Section 12 of A.P. Civil Courts Act (Establishment of the Court) } By Govt
- 2) Under Section 15 & 21 of A.P. Civil Courts Act (Local Limits of Jurisdiction & Place of Sitting) } By High Court
- 3) Under Section 11 of Cr.P.C. (Establishment of the Court of Judicial First Class Magistrate's Court.) } By Govt

Copies of the Government Orders will be communicated to the D-Section and B.Spl.Section in the Registry (for Budget provision and for Posting the Officers, etc., to the New Court).

Whenever New Court is sanctioned by the Government, the Section Officer shall see that the particulars of the said Government Order are not only fed to the Computer, Court-wise, but also noted in a '*Register of Courts/Posts Sanctioned*' (A.R.170), for Record purpose and for knowing, at a glance, as to how many temporary Courts/Posts are to be made permanent by a particular date.

Record of such information is also highly useful whenever proposals are received in High Court for sanction of additional posts, continuation of temporary Courts/posts or for change of jurisdictions, etc.

The Proforma for the said Register may be noted, thus:-

No. & Date of G.O.	Court Sanctioned	Staff Pattern	Jurisdiction Specified	Term of Court (i.e., Sanctioned till what Date?)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

S. O. 165: DESIGNATION OF EXISTING COURTS AS 'SPECIAL COURTS': Whenever any Request/Representation is received from the Government for the creation of New Court or re-designation of any existing Court to cater to the needs of any Special Enactment, the proposal has to be examined with reference to the provisions of the Act, and a Note shall be placed before the Hon'ble the Chief Justice, and, after obtaining necessary orders from His Lordships/Committee of Hon'ble Judges, the requisite Notification under relevant provisions of the said Enactment has to be issued.

S. O. 166: COURT ASSISTANTS & COURT ATTENDERS IN COURTS OF SPL. J.S.C.Ms. & SPL. M.Ms.: The Government has issued orders for the creation of one Court Assistant and one Court Attendant with the Honorarium of Rs.1000/- p.m. and Rs.500/- p.m., respectively, to each of the 207 Courts of Special Judl. Magistrates of Second Class in the State. The said posts shall be filled in by the retired employees of Judicial Department only, as per the Guidelines specified in the *Circular in Roc.No.2589/E1/1995, Dt.6.1.2001.*

S. O. 167: CONTINUATION OF POSTS & COURTS: With regard to continuation of Temporary Courts and Temporary Staff in Subordinate Courts, including those in the Courts of Special Judicial Magistrates of Second Class, proposals will be called for by the Section, usually in the month of October, every year, from the Unit Heads concerned for continuation of those Courts/Posts beyond February of every year (by which month their term usually expires), in the prescribed Proforma. After receipt of such proposals, the matter will be placed before the Hon'ble Portfolio Judges concerned, and after obtaining Orders, letters will be addressed to the Government for issuance of G.Os., continuing such Courts and Posts.

(Though under Section 7 of the 'Standing Orders Regarding Copies and Copyists Establishment in the Subordinate Civil Courts' the District Judge is competent to employ, without previous approval of the High Court, Temporary Copyists, Examiners, Readers, Attenders, Peons, etc., for each Office, no fresh appointments are being made now after the formation of 'Recruitment Cell' in High Court and the Rules made by it. However, the existing temporary posts are being continued from year to year by the issuance of proceedings from High Court on being proposed by the District Judges concerned.)

After completion of Five Years in existence, the High Court will take up the proposal for permanent retention of the said temporary Courts/Posts with the Government, at the instance of the latter. The Government will convene the Implementation Committee Meeting and consider the above said proposals and will issue Orders for retention of the temporary Courts/posts.

**CHECK LIST FOR SUBMISSION OF PROPOSALS FOR
CONTINUATION OF STAFF UNDER PLAN / NON-PLAN**

1	Name of the Scheme under which the posts are created					
2	Posts proposed to be further continued					
Sl. No.	Designation	No. of Posts		Current status		No. of Posts proposed for further continuation
		Sanctioned	Continued so far	Filled in Posts	Vacant Posts	
3.	G.O. in which the posts were created					
4.	G.O. in which posts were last continued					
5.	Actual expenditure during 2000 – 2001 on the above staff					
6.	Balance of works to be completed under the Scheme (if any) ***					
7.	Period up to which the posts are to be continued					
8.	Whether there is any advantage by continuing the posts as temporary such as tapping GOI funds under Plan Schemes etc.					
9.	Recommendation of the Implementation Committee in case of Non-plan posts.					
10.	Remarks					

***** Statement showing institution and disposal from 1.1.2001 to 31.12.2001 and pendency as on 31.10.2001 may be given.**

S. O. 168: JURISDICTION – CHANGE OF JURISDICTION:

Whenever there is a proposal from the Bar Association, seeking change of jurisdiction of a particular Court, it will be placed before the Hon'ble Chief Justice, and, after obtaining instructions, the remarks of the District Judge will be called for, including the Statistics, the distances of the areas sought to be deleted, etc. After receipt of such data, the file will be placed before the Hon'ble the Chief Justice for orders as to the placing of the Matter before the concerned Committee of Hon'ble Judges. As per the directions of the Committee, a Draft Notification will be prepared and sent to the Government for issuance of Notification in the Gazette. After receipt of such regular Notification, the same will be communicated to the Courts concerned. The Territorial Jurisdictions defined in respect of each Court shall be recorded vividly in a separate Register, i.e., '*Register of Jurisdictions of Courts*' (A.R.178), and it shall be periodically scrutinised by the Section Officer, and omissions/revisions if any shall be carried on, in accordance with the revised proceedings, if any..

S. O. 169: TRANSFER OF CASES: Whenever there is any proposal from the Government/District Judges/Presiding Officers of Subordinate Courts for Transfer of Cases from one Court to another, within the same District, the matter will be placed before the Hon'ble Portfolio Judge concerned. If it is one District to another District, it shall be placed before the Hon'ble Portfolio Judges of both the Districts. If the Hon'ble Judges concede to the request, Proceedings of Transfer will be issued under Section 24 C.P.C., if it is Civil Matter, and under Section 407 Cr.P.C., if it is a Criminal Matter, and the said Proceedings will be communicated to the Courts concerned for affecting the Transfer.

(Proposal for transfers of Cases from Authorities other than those mentioned above, will be considered only on Judicial Side).

S. O. 170: INSPECTION OF COURTS:

- A) Inspection of District Courts by High Court
- B) Inspection of Subordinate Courts by District Judges.

A) INSPECTION OF DISTRICT COURTS BY HIGH COURT: All the District & Sessions Courts and Additional District & Sessions Courts in the State shall be inspected by the High Court atleast ***once in three years*** regularly, as per Rule 256 of the Criminal Rules of Practice. The said Inspections of the District Courts and Additional District Courts will ordinarily be held on non-working days, i.e., Saturdays, and Sundays only.

In the Year 1996, the High Court has prepared a new Format for Notes of Inspection in respect of District Courts and Additional District Courts, covering all Branches in such Courts, and the same has been communicated to all the District Courts by ***Letter in ROC. No.4451/96 dated 5-10-1996.***

Atleast one month before the due date, a Note has to be placed before the Hon'ble Portfolio Judge for fixing the date of inspection. Thereafter, the High Court will direct the District Judge to see that all the Registers and Records are updated by the time of Inspection.

One week in advance, the High Court will send the Inspection Team to the District Court. The said Team shall prepare the Draft Notes of Inspection on verification of each and every branch and the Registers maintained, and point out the defects and omissions, if any, found therein. They shall first be brought to the notice of the Presiding Officer concerned to enable him to instruct the concerned Staff working under him to rectify the same before the completion of Inspection. After such compliance, Fair Notes of Inspection will be prepared in duplicate by the Inspecting Team and the First Copy will be placed before the Hon'ble Portfolio Judge at the time of his Lordship's visit.

Later, the defects and omissions, if any, pointed out at the time of inspection by the Hon'ble Judge will be brought to the notice of the District Judge, by incorporating the same in the Notes of Inspection and by delivering the Second Copy to him, and a direction will be issued to him to cause compliance thereof.

The said Notes of Inspection will be scrutinised at High Court level, and a detailed Note will be prepared thereon and placed before the Hon'ble Portfolio Judge for instructions to call for compliance report and for orders regarding the performance of the Administrative Officers and Presiding Officers concerned. Later, while communicating the remarks passed by the Inspecting Judge on the performance of the Presiding Officers, etc., Compliance Report with regard to the defects and omissions pointed out in the Notes of Inspection will be called from the Unit Head giving time for one month. After receipt of such Compliance Report, the File will again be placed before the Hon'ble Portfolio Judge for orders as to the recording of the Notes of Inspection and for further instructions, if any.

In Order to streamline this branch of Inspection of District Courts by High Court, it is necessary that a 'Register for Notes of Inspection Relating to District Courts by High Court' (*A.R.172*) be maintained in the following Proforma:

<i>Sl. No.</i>	<i>Name of District</i>	<i>Name of Hon'ble Judge Who Inspected</i>	<i>Date of Last Inspection</i>	<i>Date of Present Inspection</i>	<i>Next Due Date of Inspection</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The Section Officer shall check up this Register for every Quarter. He shall bring to the Notice of the Hon'ble Portfolio Judge concerned, by way of an Office Note, if a particular District Court remained un-inspected beyond the due date, and obtain instructions for taking up the inspection work of the said District Court by the Staff of High Court initially, and, then, by the Hon'ble Judge, as indicated supra.

B) INSPECTION OF SUBORDINATE COURTS BY DISTRICT COURTS: As per the Rules of Practice, the District Judges/Chief Judicial Magistrates will inspect annually the Courts of Senior Civil Judges and Junior Civil Judges, on Civil Side and on Criminal Side too.

The Sessions Judge may delegate the power of Inspection of Courts of Assistant Sessions Judge/Magistrates to the Additional District & Sessions Judges. (*Vide the Circular in ROC No. 510/SO-1/2002, dt. 2-9-2002*)

After such inspection, the Unit Head shall submit the Notes of Inspection to the High Court along with Compliance Reports. If they are not so accompanied by Compliance Reports, the Office has to immediately call for the same.

After its receipt, the Section Officer shall carefully go through each and every answer to the questionnaire therein, verify whether the Circular Instructions in **ROC 4451/E1/96, dated 5-10-96 and those in Circulars dated 23-2-1999 & 6-7-2001** are followed. In particular, it shall be seen –

1. Whether the Inspection is taken up in time?
2. Whether the Compliance Report covers all the omissions in the Notes of Inspection?
3. Whether all the omissions are complied and the required Steps are taken?
4. Whether Adverse Remarks, if any, against the Chief Ministerial Officer/Administrative Officer are communicated to the concerned?

If there are any omissions or commissions in the Notes of Inspection which are not shown as 'complied with' in the Compliance Report, the Section shall, while seeking instructions as to the 'Recording of the Notes of Inspection', bring them to the notice of the Hon'ble Portfolio Judge, obtain necessary instructions thereon, and communicate the same to the Unit Head for causing compliance, duly recording the Notes of Inspection, if there are no further instructions.

In Order to streamline this branch of 'Inspections of Subordinate Courts', it is necessary that a 'Register for Notes of Inspection Relating to Subordinate Courts' (**A.R. 171**) be maintained, in the following Proforma, DISTRICT-WISE:

DISTRICT:

<i>Sl. No.</i>	<i>Name of Court</i>	<i>Date of Last Inspection</i>	<i>Inspecting Authority</i>	<i>Date of Present Inspection</i>	<i>Inspecting Authority</i>	<i>Due Date of Inspection</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The Unit Heads have to send a comprehensive Report, in the prescribed Proforma, every year, i.e., by 15th January, as to how many Courts are inspected by the due date and how many are left over, with reasons therefor. (**Vide the Circular in ROC No.827/E6/1999, dated 23-2-1999**). In the First Week of February of every Year, the Section Officer shall verify the Columns of this Register with reference to the particulars submitted by the Unit Head in the Comprehensive Report, and bring to the Notice of the Hon'ble Portfolio Judge concerned, by way an Office Note, the Courts, if any, remained un-inspected, obtain instructions and communicate the same to the concerned Unit Head for taking up Inspection of those Courts. The Section shall see that all the Subordinate Courts are inspected annually.

S. O. 171: CONFERENCES:

A) At District Level: In Order to streamline the Judicial Administration and Court Management in Mofussil Courts, and for effective control and supervision of all matters relating to Subordinate Courts, more particularly, the Review of Out-turn of Work, Disposal of Old Matters, Providing Guidance to Judicial Officers, etc., District Judicial Conferences be held **once in three months** by the District and Sessions Judge with the Judicial Officers working in

the District, and *once in six months* by the Hon'ble Portfolio Judge with all the Judicial Officers of the District. *These Conferences can be held on a Saturday or Sunday.*

The Agenda will be prepared well in advance and communicated to all the Officers for preparing statistics and relevant reports by each Officer.

There will be Group discussion on each topic during these Conferences. As far as quality of work is concerned, the District Judge may call the Officers concerned individually, and apprise them of the deficiencies, if any, found and offer necessary suggestions.

For the guidance of the District Judges, the topics to be discussed in the proposed periodical Conferences, have already been indicated to them, by way of Circular Instructions (*in ROC No. 3298 / E-II /95 dated 23-12-1995*), specifying that they must include the following, viz.,--

1. Pendencies of Cases;
2. Disposal of Old Cases – Progress;
3. Review of Out-turn of Work;
4. Stayed Matters;
5. Deputation of more Staff to Heavy Pendency Courts
6. Matters relating to Budget, Repairs to Buildings, Amenities, Etc.;
7. Staff Problems;
8. Officers' Problems;
9. Relations with Bar
10. Legal Aid, Lok Adalaths & Legal Literacy,
11. Computerisation, etc.

After convening such Conferences, the Unit Heads shall not only send the Minutes of the Conference to the High Court, but also intimate the Steps taken with regard to the Matters those were discussed at the Conference.

They shall also send the particulars as per the Agenda, in advance, if the proposed Conference is to be held by the Hon'ble Portfolio Judge.

The Section Officer shall verify whether all the topics in the Agenda are covered in the said Conferences and whether concrete steps are being taken by the Unit Head, and, then, put up a Detailed Note before the Hon'ble Portfolio Judge for instructions, if any, and communicate the same to the Unit Head and other Sections of the Registry, if any matter pertains to them, for compliance.

For an effective monitoring of this Issue, the Section is expected to maintain '*Register of Conferences (A.R. 173)*', in the following Proforma. Further, it shall scrutinise its Columns periodically, obtain instructions from the Hon'ble Portfolio Judges on the Minutes, sent by the District Judges, and communicate the same to the latter for compliance, and see that they are complied with:

Register of Conferences (A.R. 173)

<i>Date of holding Conference</i>	<i>Name of District Judge/ Portfolio Judge who held it</i>	<i>Date of receipt Of Minutes in High Court.</i>	<i>Date of communicating Instructions, if any</i>	<i>Date of receipt of compliance</i>
(1)	(2)	(3)	(4)	(5)

If Conferences are not held by any particular District Judge, or if, in any particular District, Conference to be presided by the Hon'ble Portfolio Judge becomes due, as per the Circular Instructions, it is also the duty of the Section Officer of this Section to bring such fact to the Notice of the Hon'ble Portfolio Judge, by way of an Office Note, obtain instructions thereon and communicate the same to the District Judge concerned with necessary instructions.

B) At State Level:

Once in three years, or as directed by the Hon'ble the Chief Justice, State Level Conference of District & Sessions Judges shall be held by High Court at Hyderabad, usually in the month of October, for atleast two days. The Topics for discussion in such Conference shall include the following:

1. Pendencies of Cases – Suggestions for Expeditious Disposal, and Court Management;
2. Disposal of Old Cases – Explanation for non-disposal;
3. Retrospection of the Judicial Conferences in the Districts;
4. Inspection of Subordinate Courts by the District Judges and Chief Judicial Magistrates;
5. Functioning of Old Pendency Cell
6. Departmental Enquiries against Judicial Officers and Judicial Employees – Reasons for delays;
7. Matters of Judicial Ministerial Service;
8. Financial Management;
9. Building Matters – Major Works & Minor Works;
10. Amenities to Judicial Officers and Problems, if any;
11. Legal Services Authority, Lok Adalaths, Legal Literacy Camps & Legal Counselling;
12. Computerisation.

It is the duty of the Section Officer of this Section to place such a proposal, at the relevant time, by way of an Office Note, before the Hon'ble the Chief Justice through the Registrar concerned, suggesting the above Topics for discussion, and enclosing a Draft Circular to be issued to the District and Sessions Judges in the State. After his Lordship's approval, while issuing the Circular, the District Judges shall be called upon to furnish the required data on all the Topics, to reach the Registry much before the date to be fixed by the Hon'ble the Chief Justice.

After receipt of such data, the Section shall classify the same as per the Subjects dealt with by various Sections of the Registry, and transmit the Material relating to the concerned Sections immediately. So far as the Sets of Material relating to E-Section, OP Cell and Work Review Cell are concerned, it shall be compiled, Caption-wise, District-wise, Court-wise, etc., and, after collecting the Material from other Sections, the entire Set of Material relating to all the Subjects in the Agenda shall be placed before the Hon'ble Portfolio Judges concerned, and also before the Hon'ble the Chief Justice, with detailed Notes covering and commenting on the data furnished by the Unit Heads and making appropriate suggestions too concerning each Subject in the Agenda from Registry's point of view, much before the Date of the Conference, for their Lordships' perusal and for getting ready for discussion at the Conference on those Issues.

In organising the said Conference, necessary steps are to be taken for accommodating the Judicial Officers for transport in the City and for holding the Conference at the specified place, in co-ordination with all the Registrars and the personnel working under them.

The deliberations at the Conference shall be carefully noted, and follow up action be taken up by the Heads of the Registry, after obtaining necessary instructions from the Hon'ble the Chief Justice with regard to the Subjects in the Agenda.

With regard to the said Conferences, a 'Register of Conferences held at State Level' (A.R.174) shall be maintained in the following Proforma, for Record Purpose, by taking follow up action too:

Register of Conferences held at State Level' (A.R.174)

<i>Date of holding Conference</i>	<i>Name of HCJ</i>	<i>Issues identified for follow up action</i>	<i>Nature of compliance</i>	<i>REMARKS</i>
(1)	(2)	(3)	(4)	(5)

St. Or. 172: OFFICIAL RECEIVERS: As per the orders of the State Government in *G.O.Ms.No.511. Home (Courts C) Department, dated 12th September, 1989*, Part-time Official Receivers shall be appointed by the Government by selecting a suitable candidate from among the Panel of Names suggested by High Court for a term of two years on probation and continued for two terms of three years each thereafter.

Under *G.O. Ms. No. No.13, Home (Courts -C) Department, dt.8-1-1990*, the Part-time Official Receivers are allowed to receive a Commission of 'seven and half' per cent on the Dividend, subject to a minimum remuneration of Rs.500/- p.m., and if the commission earned by any Official Receiver exceeds Rs.500/- p.m., one-half of the excess should be credited to the Government and the other half retained by the Official Receiver.

There will be one Official Receiver for every District, under Insolvency Act. In the Districts, where there is vacancy for Official Receiver's Post, the District Judge will initiate proposals to the High Court by sending a Panel of three Names of Advocates for appointment as Part-time Official Receivers. The High Court will examine the same and place the matter before the Hon'ble Portfolio Judge, and, after obtaining Orders thereon, a letter will be addressed to the Government for appointing one among the said Panel as Part-time Official Receiver, initially for a period of Two Years, on Probation. The said person is eligible for continuation for two terms of three years, each, if his work is found to be satisfactory.

For Record purpose, and also for reference, the Section shall maintain a 'Register of Official Receivers' (A.R.175), District-wise.

<i>Dis-trict</i>	<i>Name of Incum-bent</i>	<i>Date of receipt of proposal</i>	<i>Date of Initial appointment</i>	<i>First Term</i>	<i>Second Term</i>	<i>Date on which Govt. is addressed</i>	<i>Date of G.O.</i>	<i>Re-marks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

S. O. 173: GOVT. PLEADERS & PUBLIC PROSECUTORS IN LOWER COURTS: As a matter of fact, the High Court has nothing to do with the process of appointment of Government Pleaders/Public Prosecutors in Subordinate Courts. It is purely within the province of the Government and the District Collector. Nevertheless, if such Posts fall vacant in particular Courts in a District, and if the Panel of their appointment is yet to be finalised, and if the Court-work suffers thereby, the Unit Head concerned addresses Letters to the High Court. If such Letters are received, the Registry has to immediately transmit the same with a covering letter to the Law Secretary (in the case of appointment of Government Pleader) or to the Director of Prosecutions in the case of appointment of Public Prosecutors) with a request to take steps expeditiously, so that there will not be delay in the disposal of Cases by such Courts.

S. O. 174: COURT MATTERS: If the Appointment of any Government Pleader/Public Prosecutor, in Subordinate Courts, is challenged by way of any Judicial Proceeding in High Court, or if a Writ Petition is filed seeking sanction of a Court and change of jurisdiction, etc., on receipt of Notice thereof, the Section shall call for the Remarks of the District Judge concerned. After receipt thereof, the Matter shall be placed before the Court hearing such Proceedings by way of a Counter-Affidavit, duly drafted by the Advocate-on-Record, under the Instructions of the Registrar concerned.

A 'Register for Court Cases' (**A.R. 6**) is to be maintained by the Section, noting its proceedings on every date of hearing, watching its progress and recording its disposal, in the following Proforma:

REGISTER OF COURT CASES (A.R. 6)

<i>S.No.</i>	<i>Case No.</i>	<i>Name of Court or P.O. Involved</i>	<i>Subject in brief</i>	<i>Name of Advocate-on-Record</i>	<i>Date of filing Counter</i>	<i>REMARKS</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(The Procedure specified and mentioned St.Or.No.2-11 be looked into and followed).

S. O. 175: BOYCOTT OF COURTS: As far as the Boycott of Subordinate Courts by the Advocates is concerned, the Circular Instructions in **ROC No. 1626/SO/95, dated 19-8-1995** and in **ROC No. 4903/E-1/1997, dated 11-8-1997 (Shown in Codification of Circulars)** have to be followed.

Further, the Section Officer, on receipt of Communication from the Unit Head, regarding Boycott of any particular Court, shall place it, by way of Office Note, before the Hon'ble Portfolio Judge, obtain his Lordship's Instructions, and communicate the same to the Unit Head concerned, after due approval by the Hon'ble the Chief Justice.

About the Boycotts Picture in the State, 'Register of Boycotts' (**A.R.176**) be maintained with the following Columns, District-wise & Year-wise, for cross-checking the Statistical Statements with regard to the working days, for accepting the deficit in the out turn of work by Judicial Officers, and for Record Purpose:

NAME OF DISTRICT:

<i>Dis. No. & Date of D.J's Communication.</i>	<i>Name of Court</i>	<i>Period of Boycott</i>	<i>Reasons for Boycott</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)

REGISTERS TO BE MAINTAINED:

1. Register of Courts / Posts sanctioned (*A.R.170*).
2. Register for Notes of Inspection of Subordinate Courts (*A.R.171*)
3. Register for Inspection of District Courts by High Court (*A.R.172*).
4. Register of Conferences held by the District Judges (*A.R.173*).
5. Register of Conferences at State Level (*A.R.174*).
6. Register of Official Receivers (*A.R.175*).
7. Register regarding Court Matters (*A.R.A6*).
8. Register of Boycotts (*A.R.176*).

OLD PENDENCY CELL**S. O. 176: SUBJECTS:**

1. Statistics of Subordinate Courts;
2. Stayed Matters in Lower Courts;
3. Periodical Statements, and submitting such Statements to the Authorities in State & Central Governments;
4. State Administration Report;
5. Representations to the Hon'ble Chief Justice/Hon'ble Portfolio Judges;
6. Furnishing of Information to Parliament/Assembly questionnaire;
7. Court Cases filed in High Court against Subordinate Courts/Judicial Officers;
8. Court-fee Examiners; and --
Such other subjects as are directed by the Registrar.

S.O. 177: STATISTICS & STATEMENTS: The Statements (*List of which is shown as Annexure 10*) being received from the Subordinate Courts in the State are to be carefully studied by the Section, and those to be submitted to the Authorities concerned are to be transmitted within the time prescribed.

The Statistics relating to the Subordinate Judiciary, received for the Current Period, through Internet, as per the *Circular Instructions in ROC 5606/OP CELL-E/2002, dated 6-6-'02, 10-6-'02 & 28-6-'02*, are to be clearly analysed District-wise, Court-wise, Category-wise and Year-wise, specifying the Cases (Civil & Criminal) pending at the beginning of the Period, Institutions and Disposals during Period, and those Pending at the end of the Period. (The various types of Analysis are *shown in the same Annexure 11*). In particular --

- *Pendency of Old Matters, Cases of Under-trial Prisoners and of Senior Citizens, and Cases in which Non-Bailable Warrants are pending are all to be identified and exposed.*
- *Whether Courts are held in Jails by the Magistrates as frequently as required by the Circular Instructions, is to be watched, and the number of Cases disposed of are to be exposed.*
- *It shall also to be seen whether the Meetings of the Co-ordination Committees are being held, as instructed, and whether they are achieving progressive results.*

- *Comparative Charts are also to be prepared by the Section, revealing the Pendencies, Institutions and Disposals during the Current Period and the earlier Periods, and relative study is to be made and commented upon, vividly, suggesting remedial measures too from Registry's point of view.*

The Section has to do the required exercise on all the above aspects while bringing out the Consolidated Statistical Statements and placing the same before the Hon'ble the Chief Justice and the Hon'ble Portfolio Judges. On perusal of the data so submitted, the instructions if any given shall be communicated to the concerned Unit Heads promptly.

If Periodical Statistical Returns are not received within 21 days of the due date, the matter should be brought to the notice of the Registrar concerned.

S. O. 178: STAYED MATTERS: With regard to Stayed Matters, the District Courts, with the help of Computers provided to them along with Internet Facility, have to ascertain the stage of any matter which is stayed by High Court, and if it is found that 'Identified Matters' are stayed for long by High Court, they have to be brought to the Notice of the Registrar (Judicial), who will, then, take steps for getting those relevant Cases posted before the Court and pave the way for an early disposal of those old matters.

However, as per the Circular Instructions already given, the Unit Heads have been sending Statements, some addressing the Registrar (Judicial) directly, and some addressing the Registrar (Vigilance). The OP Cell shall take immediate steps to cause transmission of such Statements received by the Registrar (Vigilance) to the Registrar (Judicial).

The Registrar (Judicial) shall nominate an Officer under his control to cause those Statements verified not only on Computers but also physically by looking into the Case-Records and to prepare 'Verified' Statements and certify the same as 'VERIFIED'. Further, the said nominated Officer has to see that the Vernacular Records in the disposed of Cases are despatched to the Courts concerned, after duly verifying whether the Stay granted by High Court stood vacated or whether the main case is disposed of.

The Registrar (Judicial) shall cause those Verified Statements transmitted to the Unit Heads concerned without delay, marking copies thereof to the O.P.Cell, for being furnished to the Hon'ble Chief Justice and the Hon'ble Portfolio Judges whenever their Lordships visit the Districts or whenever requisitioned by the Authorities concerned.

As the necessary information as to the continuance of Stay or disposal of the matter is available only with the Registrar (Judicial), he shall ensure that the information regarding the latest stage of stayed matters (by way of 'Verified Statements') is readily available, District-wise, at all times.

The instructions, if any, given by the Hon'ble the Chief Justice/Hon'ble Portfolio Judges to post the Stayed Matters before various Benches, shall immediately be executed by him and compliance be reported promptly.

At the time of Conferences/Meetings held by the Hon'ble Judges with the Unit Heads, the Registrar (Judicial) shall coordinate with the Registrar

(Vigilance) in supplying the latest information with regard to the Stayed Matters and implementing the instructions, if any, given.

S. O. 179: STATE ADMINISTRATION REPORT: From 2001-02 onwards, the practice of publishing the State Administration for the State as a whole is discontinued. However, each Department shall compulsorily bring out an Annual Report containing information on the following points mainly to highlight, in brief, the developmental activities undertaken by each Department:

- i) Administrative Set up of the Department, in brief, at Head Office as well as in Districts;
- ii) Brief mention of the Legislations with which the Department is concerned (not more than one typed page);
- iii) The Income of the Department with Details (in brief);
- iv) A brief account of the Budget provided during the Year, and its expenditure on establishment as well as on developmental activities;
- v) Details of the developmental schemes, and its implementation during the year, with results (Not more than one page);
- vi) Any other special feature on the information worth mentioning to include in the State Administration Report (Not more than one typed page).

Copies of the said Report shall be sent to Legislature Library before the commencement of the Budget Session every year, for information of the Members. (*Vide G.O. Ms.264, G. A. (AR & T.IV) Dept., dated 06-06-2002*)

S. O. 180: REPRESENTATIONS: Representations received from the Litigant Public, Prosecuting Officials, etc., shall be processed after thorough scrutiny, if necessary by calling for the remarks from the Unit Heads concerned. They shall be placed, by way of Office Notes, before the Hon'ble Portfolio Judges concerned, showing the Rule-position wherever necessary as well as Circular Instructions, if any, issued already. After obtaining necessary orders thereon, follow up action is to be taken promptly.

Such of the Matters which require the instructions of the Hon'ble the Chief Justice, as pointed out by the Registrar concerned, shall have to be placed before his Lordships, and such Files stand closed after complying with the instructions given by the Hon'ble the Chief Justice.

In Order to verify the pendency/closure of the Files relating to these Representations, a 'Register for Representations' (*A.R.177*) shall be maintained, with the following columns:

Register for Representations (A.R.177)

<i>S.No.</i>	<i>Name of Representationist</i>	<i>Nature of Representation</i>	<i>Date of Receipt</i>	<i>Date of Disposal</i>	<i>Nature of Disposal</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

S.O.181: PARLIAMENT / LEGISLATIVE ASSEMBLY QUESTIONNAIRE:

Whenever the Parliament, Legislative Assembly, etc., with regard to the Disposal of Cases or such other Judicial/Administrative Issues, seek for information, the said information, after obtaining formal permission from the Registrar concerned, shall forthwith be gathered from the Sections/Courts concerned. After compiling the same, the entire material is to be placed before the Hon'ble the Chief Justice, seeking permission to transmit the said informa-

tion to the Parliament/Assembly, etc., who sought for the information. Every endeavour is to be made to maintain accuracy and promptness in such Issues.

S. O. 182: COURT FEE EXAMINERS (Old 575, 546 & 585):

A) **PURPOSE:** As per the provisions of Section 16 of the A.P. Court Fee and Suits Valuation Act, 1956, the High Court deutes the three Touring Court-fee Examiners of the rank of Scrutiny Officers and three Assistant Court-fee Examiners of the rank of Deputy Section Officers from among the Scrutiny Officers to inspect the Records of Subordinate Courts with a view to examine the correctness of the valuation of subject matter of the Suits and Appeals and sufficiency or otherwise of the Court Fee paid in respect of those Suits and Appeals in such Courts, and the orders, if any, passed by the Courts in relation thereto. Omissions relating to Valuation of subject matter and sufficiency of Court fee in respect of proceedings in a Court raised in the Reports submitted by such Court Fee Examiners shall be heard and decided by such Courts.

B) **TRAINING:** The Registrar monitoring this Section shall, by taking the help of the Judicial Academy, cause Refresher Courses to be imparted to the Personnel sought to be deputed as Court Fee Examiners from time to time, providing them the necessary knowledge for Checking the Court Fee, the latest Case-law on Court Fee aspect and the fresh guidelines, if any, by High Court.

C) **DEPUTATION:**

- (i) The High Court has to depute Court Fee Examiners in batches, (each Batch consisting of one Court Fee Examiner and one Assistant Court Fee Examiner) to all the Districts in the State. In the Proceedings issued for such deputation, the seriatim of the Districts to be covered shall also be indicated, fixing up the periods of checking in each District, depending upon the number of Courts therein, with a direction to report back after the completion of checking work in the said Districts or after the expiry of the period fixed (by expediting completion), whichever is earlier.
- (ii) The Unit Head as well as the Presiding Officer of the concerned Court may be directed to certify the period spent by the two Court Fee Examiners in the respective Courts and send the said Certificates to the High Court, in the Case of the District Judge, directly, and, in the Case of other Courts, through the District Judge. When the Court Fee Examiners are deputed to far off Districts in which the volume of work is less, two Districts may be clubbed under one Proceeding.

D) **FUNCTIONS OF THE COURT FEE EXAMINERS:**

- a) The Court Fee Examiners so deputed shall proceed to the Courts specified as per the Schedule given to them. They shall cover atleast $2/3^{\text{rds}}$ of the pendency of the Suits while checking the sufficiency or otherwise of the Court Fee paid, having due regard to the Pleadings, in the light of the provisions of Court Fees Act, and issue Check-slips, wherever necessary. ***They must check atleast 100 Cases per day.***
- b) The Court Fee Examiners shall send the Check-slips to this Section in the Registry, along with the Statement of their work in the following Proforma:

STATEMENTS TO BE SUBMITTED BY COURT- FEE EXAMINER:

<i>Sl. No.</i>	<i>District</i>	<i>No. of Stations</i>	<i>No. of Courts</i>	<i>Civil Pendency</i>	<i>Duration of Stay</i>	<i>No. of Check Slips issued</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>

- c) The Check Slips so received in the Section, shall be entered in a Register (**A.R.179**) (Proforma of which is specified hereunder), District-wise and Court-wise. After waiting for a period of 2 or 3 months for the objections to be complied with, Memos shall be issued to the concerned Courts to collect the deficit Court Fee or to send copies of Orders, if any, disposing of the Check Slips.

REGISTER OF COURT FEE EXAMINERS (A.R.179)

<i>Name of the Court Fee examiner</i>	<i>District Deputed</i>	<i>Period of Deputation</i>	<i>No. of Courts Covered</i>	<i>No. of Check Slips issued</i>	<i>Date of Receipt of Check-slip in the Registry</i>	<i>Result of Check Slips</i>		<i>Amount of Court Fee collected</i>
						<i>DCF Paid</i>	<i>Check slips disposed of by Judicial Order</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>

- d) After receipt of compliance reports or orders of the Courts concerned disposing of the Check-Slips, necessary entries shall be made in the Register. If the Order of the lower Court is the one disagreeing with the view of the Court Fee Examiner, the Section has to put up a Note before the Hon'ble Portfolio Judge, enumerating the facts, the opinions expressed by the Court Fee Examiner and that of the lower Court, the provision of law applicable and the Case-law, if any, on the point, and seek instructions whether it is a fit Case to be referred to the Government Pleader for Revenue for considering the desirability of preferring any Revision thereon. If the Hon'ble Judge endorses as 'Yes', it will be referred to the Government Pleader. Otherwise, the File stands closed with consequent entry in the Register.
- e) It is incumbent upon the Section Officer to periodically scrutinize the said Register and take appropriate steps with regard to the Check-Slips pending. Similarly, it is also his duty to bring it to the Notice of the Registrar concerned the details of particular Courts, which are not covered by the Court Fee Examiners during their visits. Every endeavour shall be made to cover all the Courts in a Block of two years.
- f) On reporting back to the High Court, the Court Fee Examiners shall also ensure that all the Check-slips issued by them together with the orders, if any, passed thereon are duly entered in the Register maintained for the purpose before they go on tour of the next District.
- g) Section Officer shall cause feeding into the Computer the Tour Programmes of the Court Fee Examiners, the Check Slips issued by them, Court-wise, District-wise, and the result of those check slips, etc. He shall make the data readily available for scrutiny by the Controlling Officer / Registrar concerned, showing the latest stage with regard to performance of each Court Fee Examiner deputed.

- h) The Court Fee Examiners may submit their Draft T. A. Bills every month to the Registrar monitoring the O.P.Cell for scrutiny and approval. Later, the said Bills shall be forwarded to the Establishment Section, enabling it to prepare the Bill and submit it to the P.A.O. The Accounts Section shall disburse the amounts due under the Bills to the Court Fee Examiners.

REGISTERS TO BE MAINTAINED:

- 1) Register of Representations (*A.R.177*).
 - 2) Register of Court Fee Examiners (*A.R.179*)
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WORK REVIEW CELL:

S. O. 183: WORK REVIEW: This Work Review Cell deals with the review for the out-turn of work of all the Judicial Officers in the State, strictly in consonance with the norms set in the Work Review Circular. There shall not be any deviations from the instructions contained in the Circular without informing the Section Officer.

The Group System, mentioned in the Work Review Circular, shall be followed accurately, adhering to the dates specified therein.

At the beginning period, immediately after receiving the Statements of Identified Cases, the data should be verified and fed to the Computers.

After receipt of the Work Review Statements, the concerned seat clerks shall verify whether the Unit Heads have taken all the required steps, as instructed in the Circulars in *ROC No. 4516/W.R.C.-E/2000, dated 24-8-2000, ROC 658/WRC/2001, DT. 5-2-2001 and ROC No.658/WRC/2002, dt. 2-7-2002.*

If any of such enclosures are not there, in the statements submitted by the Unit-Heads, the concerned seat clerk shall immediately correspond with the Unit-Head for supply of the omissions, without un-due delay, and see that the Group is covered much before the specified time.

The whole data received by way of statements received from the Unit Heads has to be fed to the Computers, so that the required information can be retrieved for the purpose of work review assessment.

The Work Review Files duly checked by the Section Officer and the Controlling Officer shall be circulated to the concerned Committee of Hon'ble Judges for orders. After such orders and after obtaining the approval of the Hon'ble the Chief Justice, proceedings shall be issued promptly. Simultaneously, the remarks passed by the Hon'ble Judges shall be recorded in the *Register of Work Reviews (A.R.180)*, maintained cadre-wise for all Judicial Officers.

If any Judicial Officer puts in any representation for reviewing the remarks communicated to him, a detailed Note shall be prepared thereon, duly mentioning the rule position and be placed before the Hon'ble the Chief Justice for orders. The result thereof shall be communicated to the Officer concerned.

Each seat clerk has to maintain Personal Register showing the latest stage of each Work Review file, with dates of circulation and return to the Section.

S. O. 184: SECTION OFFICER' ROLE: He shall keep it in mind that he is causing review of out turn of work of all the *Judicial Officers* in the State, including District Judges. He has to exercise any amount of care and caution while scrutinising the Work Review Files drafted by the clerks in the Section. He shall bear in mind every recital in the Work Review Circular and must be able to clarify every doubt entertained by the staff working under his control, and those, if any, raised by the Registrars, Hon'ble Judges and by Judicial Officers too. He shall not subscribe his signature on the Work Review Files mechanically without meticulously scrutinising them.

The Section Officer shall see whether the Seat Clerks doing Work-Review are cross-checking the List of Identified Cases sent to the Registry at the beginning of the Period with those disposed of by the Officer and whether any anomalies are detected. If any Officer is found to be deviating from the Circular Instructions, particularly with regard to the disposal of Identified Cases, the said aspect has to be brought to the Notice of the Hon'ble Judges scrutinising the work review files, by way of a special note.

The Section Officer shall see that the Work Review Statements from the Unit Heads reach the Registry by the due dates in respect of each Group. If there is any delay, the necessary correspondence shall immediately be attended to, by bringing it to the Notice of the Registrar- concerned, and, if necessary, to the Hon'ble Portfolio Judge also.

The Section Officer as well as the Controlling Officer shall see that the concerned Clerks complete the Work Review of the current Group before the next Group commences.

He shall cause recording of remarks of Work Reviews of all the Judicial Officers, in the 'Registers of Work Reviews of all Judicial Officers' (*A.R.180*) Cadre-wise & Name-wise, not only after Proceedings are issued, but also immediately after finalising Work Reviews at Office-level with specific remarks on the quantitative performance of each Judicial Officer, in the following Proforma: -

Name of the Officer:

<i>Designation & Station.</i>	<i>Period</i>	<i>Units Required</i>	<i>Units Secured</i>	<i>Quantitatively</i>	<i>Qualitatively</i>
(1)	(2)	(3)	(4)	(5)	(6)

The said Register shall be verified by the Controlling Officer, every week and the omission and commissions, if any, be pointed out to the Section Officer, for compliance.

If the Work Review Files relating to any particular Group are held up at the Office of any Hon'ble Judge, the Section Officer shall bring it to the Notice of the Controlling Officer, who, in turn, with the approval of the Registrar concerned, shall approach the Hon'ble Judge, render necessary assistance for the early clearance of the Files.

The Section Officer shall see that Copies of Proceedings of Work Reviews are immediately transmitted to B.Spl.Section for the purpose of preparing Confidential Files. He shall also see that all the Proceedings are compiled and filed together, Group-wise, and Period-wise and bounded up Year-wise, for record purpose.

S. O. 185: CIRCULATION OF WORK REVIEW FILES:

- A) In Order to have effective control over the seat clerks doing work review, and also to furnish up-to date information to the Registrar-concerned or to the Hon'ble Judges, it is necessary that not only the Section Officer, but also the Controlling Officer shall maintain a *Chart (A.R.181)* before them, making entries promptly therein (*In the Proforma shown as Annexure 19*), depicting the latest stage of each Work Review File.
- B) Whenever a File is required to be circulated to the concerned Committee, the Section Officer shall take necessary steps to circulate the File to the Members of the Committee for obtaining necessary orders. Later, it has to be placed before the Hon'ble the Chief Justice for necessary orders.
- C) If there is a change in the Committee during the circulation of the File, the Section Officer shall verify whether any of the Hon'ble Members of the old Committee are there in the new Committee. If there are such Members, and if the file is already circulated to such Members, he shall take necessary steps to circulate the file to the new Members of the Committee.
- D) In all the Administrative Files, the opinion expressed by the majority of the Hon'ble Judges shall be taken into consideration. If the opinion of the Committee is equally divided, the File shall be placed before the Hon'ble Chief Justice with a detailed Office Note, requesting the Hon'ble Chief Justice to accept the view of either of the two opinions.
- E) If a Work Review File relating to a particular Officer, along with the explanation, if any, is scrutinised by the Committee of Hon'ble Judges, and proceedings issued, and, then, if the said Officer, aggrieved by any adverse remarks communicated to him, puts in any Representation for a 'review' of such remarks, the File shall not be re-circulated to the Committee, but the Matter shall be placed before the Hon'ble Chief Justice for necessary orders, and such orders shall be treated as final remarks, and the same shall be communicated to the Officer concerned.
- F) Since it is clearly mentioned in clause 13 of the Annexure to the main Work Review Circular 'that the Officer whose disposals are less shall offer his personal explanation', it is only in those Cases to which Clauses II (E) (3) (e) to (g) are attracted, that the Office has to call for the personal explanation of the Officer, if he has not already submitted.
- G) In Work Review Files, for the purpose of giving weightage, it is only those 'identified cases' in which judgments are delivered after full trial that shall be taken into consideration and not those that are disposed of otherwise.

REGISTERS TO BE MAINTAINED:

- a) Registers of Work Reviews of Judicial Officers, Cadre-wise (*A.R.180*).
- b) Chart showing the stage of circulation of work Review File (*A.R.181*).
- c) Personal Registers of each Seat Clerk (*A.R.2*).

BUILDING SECTION

S. O. 186: SUBJECTS:

1. Attending to maintenance of High Court Buildings, Residences of Hon'ble Judges, A.C. Plants, Electrical, and Water Works, relating to the said Buildings, by contacting the concerned authorities, viz., R & B Division, Municipal Corporation of Hyderabad, Water Works Department, etc.;
2. Allotment of Government Accommodation to the Hon'ble Judges, Fixation of Rent to the said Buildings, etc.;
3. Obtaining sanction of Minor Works;
4. Allotment of Chambers to the Hon'ble Judges & officers, and Accommodation for Sections;
5. Annual Maintenance Contract of Ant termite and Ant rodent Spraying.
- 6 Forwarding of Applications for Allotment of Govt. Quarters submitted by the High Court Staff and Officers.
7. Allotment of accommodation (Law Chambers) in High Court premises to Advocates, various shops, and Job-Typists.
8. Constructions of Court Buildings and Residential Quarters for the Judicial Officers.
9. (i) Proposals for according permission in connection with laying of foundations for construction of Court Buildings and Residential Quarters.
(ii) Inauguration of newly constructed Court-Buildings and Residential Quarters and inauguration of newly sanctioned Courts.
10. Allotment of residential quarters to the Judicial Officers working in Twin Cities.
11. Amenities, such as construction of Bar-rooms, Party-sheds, etc., from out of the Constituency Development Programme Funds.
12. Repairs to the existing Court Buildings and Residential Quarters for the Judicial Officers under Maintenance Grant.
13. Matters with regard to according permission to locate Bank Counters, Post Offices; Pan shops, Xerox Machines, Canteens, etc., in the Subordinate Courts.
14. Court Cases relating to Matters dealt with by this Section.
15. According administrative sanction for the Minor works whose estimated cost is below Rs.1,00,000/-, soon after its selection by the Committee of Hon'ble Judges.

16. According permissions to the Unit Heads for taking private buildings for the location of the Courts, on rents, as fixed by the Road & Buildings Department.

S. O. 187: PRIMARY DUTIES: In order to execute the above works, it is desirable that the Section keeps ready a Chart, showing the names of the concerned authorities, like R & B, Water Works, Electricity, etc., with their full addresses and phone numbers concerning the areas of High Court Buildings/Residences of Hon'ble Judges, etc., so that the said authorities can be contacted by anybody available in the Section immediately on receipt of requisition for maintenance works, after duly making entry in the 'Requisitions Register' (*A.R. 182*).

It is also the duty of the personnel working in the Section to make rounds periodically in the High Court premises, note down the points where maintenance works are to be taken up and, then, to take steps for executing them without waiting for requisitions by anybody.

They shall also see that the A.C. Units, installed in each of the Court-halls and Chambers, are properly working.

For usual Major Works, like getting serviced all the A.C. Plants and such other Electrical, Electronic and Technical works, quotations be called from reputed Dealers, after due notification, and the best quotation be accepted keeping in mind the quality and performance, and, then, the works are to be executed.

S. O. 188: ALLOTMENT OF RESIDENTIAL ACCOMMODATION / CHAMBERS TO HON'BLE JUDGES: A 'Register of Allotment of Chambers to Hon'ble Judges/ Officers & Accommodation to Sections' (*A.R. 185*) shall be maintained. Whenever an Official Residence or Chambers of Hon'ble Judge falls vacant, the Section shall immediately make an entry in the Register. After apprising the Hon'ble Judges (next in seniority to the Hon'ble Judge who vacates such premises), the Section shall seek their Lordship's instructions and place the matter before the Hon'ble the Chief Justice, indicating the pending Applications for orders as to allotment. After such allotment, the Section shall keep it ready for occupation and intimate the Hon'ble Judge.

Similarly, whenever a necessity arises to allot/shift accommodation in respect of any Officer/Section assessment is to be made correctly keeping in view the personnel and the volume of space required therefor in consultation with the concerned Registrar, and then proceed to take up further work.

S. O. 189: LAW CHAMBERS: Two Registers are to be maintained, namely, 'Register of Allotment of Law Chambers' (*A.R.186*) and 'Register of Rents for Law Chambers' (*A.R.187*).

Before allotting the Chambers, the Registry has to make it clear to the proposed occupant to give one month's notice to the registry if he intends to vacate the premises, so that the concerned Section will inspect the said premises and note the omissions/damages, if any, and takes appropriate steps for getting them repaired at the cost of such allottee, who vacated the premises.

For allotment of Law Chambers to Advocates, whenever they fall vacant, a Note has to be placed before the Hon'ble the Chief Justice, indicating pending Applications, date-wise. After obtaining allotment orders, they are to be communicated to the Allottee.

The allotment shall be initially for a period of two years on deposit of three months' rent, and it may be renewed at the end of that period, subject to consideration of other deserving Cases.

The Rentals to the Law Chambers for each Month are to be collected promptly by 5th of the Succeeding Month. Arrears shall immediately be brought to the Notice of the Registrar concerned and prompt steps be taken for recovery. If Rents remained to be paid consecutively for three months, steps have to be taken for getting such Chambers vacated by the occupant.

It shall be seen that no permanent fixtures, like A.C. Plants, etc., are made in the Law Chambers without the express permission of the High Court. Separate maters have to be fixed for chambers where A/c plants are fixed.

The Chambers shall be in occupation of the Allottees and not by their successors in Office.

The above terms and conditions, along with other instructions, if any, made by the Registrar concerned, from time to time, shall be communicated to the Allottee at the time of allotment and his/her acknowledgement be obtained.

S. O. 190: ALLOTMENT OF GOVERNMENT QUARTERS TO STAFF/OFFICERS: Applications (only from Approved Probationers) received, in the prescribed Proforma, shall be recorded, *date-wise*, in a Register, giving serial numbers to them, and, after getting their contents verified and affirmed by the Establishment Section, they shall be forwarded to the Government, recommending for allotment in seriatim, subject to approval.

S. O. 191: SCRUTINY OF REGISTERS & STEPS: The Section Officer as well as the Controlling Officer of this Section shall scrutinize all the Registers maintained by the Section on 1st of every month and take appropriate steps for complying with the omissions, if any, like recovery of arrears of rents for Law Chambers, etc.,

S. O. 192: CENTRALLY SPONSORED SCHEME: The Construction of Court Buildings and Residential Quarters for the Judicial Officers has been treated as a Centrally Sponsored Scheme from 1993-94 onwards, and the expenditure in respect of this Scheme is to be borne out on 50:50 basis, by State and Central Governments.

PROCEDURE: The State Government allocates funds every year in the Budget Estimates to the R & B Department towards maintenance of the Government Buildings in the State, including those of the Judicial Department. The R & B Department is carrying on the maintenance works and attending the repairs to the Court Buildings and Residential Quarters of the Judicial Department.

(In the Budget Estimates for the financial year 2000-2001, the State Government has allocated funds for maintenance of the Buildings under the control of the Judicial Department under the Major Head "2014-Admn. Of Justice Minor Head – 800 – other Expenditure.")

The following process has to be completed for utilisation of Funds provided under the above Head of Account:

The High Court, through its proceedings, releases the amount in Quarterly instalments for the maintenance of Residential Buildings and Court Buildings in the State to Chief Engineer (Buildings), Hyderabad, for distribution of the amounts among the Field Officers under his control under Major Head “2014-Administration of Justice” under the following sub-Heads:-

Minor Head 800-Other expenditure

Sub Head (73)-Residential Buildings

100-Maintenance

101-Ordinary Repairs

Sub Head (74)-Buildings (Other Courts)

100-Maintenance

101-Ordinary Repairs.

Thereupon, the District Judges will be called upon to send requisitions to the concerned Executive Engineer for maintenance works in the Residential Buildings and Court Buildings under their control and to countersign the estimates for works maintenance and repairs in respect of the above buildings under their control whose value does not exceed Rs.10,000/ -. Further, for the Works exceeding the value of Rs.10,000/-, the estimates have to be sent by the Unit Heads to the High Court for countersignature.

The District Judges shall also be called upon to see that the Funds allotted under the above Head of Account for maintenance and repairs in respect of the Residential Buildings and Court Buildings are utilized fully, and also to obtain and forward Expenditure Statements to the High Court duly reconciled with the Treasury figures.

Further, the Government is providing Funds for maintenance of Residential Buildings, Court Buildings and Minor Works under MH “2014 – Administration of Justice”. The detailed Sub Heads are as follows:-

- 1. SH (73) Residential Buildings***
- 2. SH (74) Buildings (Other Courts)***
- 3. SH (74) Minor Works.***

For this purpose, it is necessary to call for the necessary Estimates and Plan along with the Report of the District Judges under the sub-Head for the current year to consider the proposals. Detailed information is required on the following aspects:-

01. SH (73) Residential Buildings:

- i) When the quarter was constructed?
Plinth area of each quarter (in Sft. only)?
- ii) When it was last white-washed/coloured and any repairs affected?
- iii) Details of estimates for repairs, if any, and necessity and justification to take up the work?
- iv) Indication of the Priorities.

- v) Amount required under SH (73) for Maintenance of Residential Buildings in the unit (Entire District) and indication of priorities including the estimates already submitted to the High Court.

02. SH (74) Buildings (Other Courts):

(Similar information as required to be furnished under Clauses (i) to (v) above.)

03. SH (74) Minor Works:

(Same as above with fresh Estimates)

All the above said information is to be called from the Unit Heads, under the following Formats:

DETAILS OF INFORMATION REQUIRED

<i>SH (73) Residential Buildings</i>	<i>Year of Construction of Quarter</i>	<i>Plinth area in Sft. only</i>	<i>D A T E O F E F F E C T I N G R E P A I R S</i>								<i>Justification</i>	<i>Amount Required</i>
			<i>White washing/ colouring</i>	<i>Roof Repairs</i>	<i>Plastering / Flooring</i>	<i>Electrical Fittings/ Repairs</i>	<i>Water supply fittings</i>	<i>Sanitary repairs</i>	<i>Indica- tion of priority</i>			
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>	<i>(10)</i>	<i>1 1</i>	<i>(12)</i>	

DETAILS OF INFORMATION REQUIRED

<i>SH (74) Minor Works</i>	<i>Estimates of constriction of Property Room, Record Room, Bar Room, Party Shed additional accommodation toilet for Staff litigant public etc.</i>	<i>Indication of Priority</i>	<i>Estimates not exceeding Rs.1,00,000/-</i>	<i>Details of estimates</i>	<i>Necessity and Justification</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

On receipt of the required information, the Section has to process the Files, stage-wise, thus:

- i) Estimates from the Unit Heads towards maintenance of Court buildings and residential quarters for the Judicial Officers.
- ii) Putting up of Notes for being placed before the Committee of Hon'ble Judges for Selection.
- iii) According Sanction for the Maintenance Works, soon after its consideration by the Committee of Hon'ble Judges.

- iv) To obtain authorisation orders from the Chief Engineer (Bulds.), Hyderabad, where there is slow progress.
- v) To obtain utilisation certificates from the R & B Department routed through the Unit Heads.

S. O. 193: PERMISSIONS TO BAR ASSNS., TO RUN CANTEEN, X-ROX, Etc.:

The Section shall monitor the compliance of the following instructions:

- a) The Bar Associations in the State of Andhra Pradesh are permitted to utilise Court Premises for extra amenities, namely, Canteen, Xerox Machine, Telephone Booth, etc., for the benefit of Advocates and others on payment of minimum rent to be fixed by the Unit Heads in consultations with the R & B Department.
- b) Only one Canteen and one Xerox Centre shall be provided for one Court Complex, but not for each Association and each Court. As on today (3-9-'99), if any of the Bar Associations is having any other amenities, like Coffee/Tea-Vending Equipment, Book-stalls, Fruit-juice Stall or any other Stall, they shall be removed forthwith, unless permitted to remain for such time as the Unit Head may fix.
- c) While the Bar Associations are exempted from payment of Electricity and Water Charges for the main Bar Association Premises, Electricity and Water Charges have to be paid for the extra amenities, like Canteen and Xerox Centre provided to the Bar Associations for the exclusive benefit of the Members of the Bar.
- d) The Bar Associations have to apply for separate Meter from the APSEB for supply of current, and pay the Electricity Charges directly to the Electricity Board. Until the Meter is obtained, the payment shall be made based on consumption recorded in the sub-meter multiplied by the rate applicable for total consumption in the Complex.
- e) As far as the Water Charges are concerned, they may take water from the main pool and pay Water Charges proportionately, as fixed by the Unit Heads.
- f) While enjoying the extra amenities like Canteen and Xerox machine, the persons who are in charge of the above amenities, shall not cause any disturbance or inconvenience to the working of the court, failing which, action will be taken against them by the Unit Heads for cancellation of the permission granted.
- g) If the Bar Association intends to run the Canteen/Xerox Machines through outsiders, they shall ensure that the licences of the Canteen and Xerox machines whom the Bar Associations have permitted, should enter into agreement with the Unit Heads.
- h) Granting of permission to Book-Stalls, Fruit Juice Stalls, Pan- Shops, Cycle-Stand, Scooter-Stands, the Xerox Centres and other vendors, etc., not falling under Para I above, shall be at the discretion of Unit Heads as

per the procedure laid down under the A.P. Financial Code and Circular Orders issued by the High Court, from time to time.

- i) While granting permissions, Unit Heads shall keep in view the atmosphere of court premises so that the scenic beauty, aesthetic appearance, and the elevation of the building are not affected.
- j) For any relaxation, the High Court has to be addressed.
(*Vide the Circular in ROC No. 55/98-DII (B), dt.3-9-1999*)

REGISTERS TO BE MAINTAINED:

1. Inward Register (Tappal) (*A.R.3*);
2. Stock Register of Air Conditioners (*A.R.183*);
3. Register of Requisitions (*A.R.182*);
4. Register of Residential Accommodation to Hon'ble Judges (*A.R.184*);
5. Register for Allotment of Chambers to Hon'ble Judges & Officers, and Accommodation to Sections (To be maintained separately) (*A.R.185*).
6. Register for Allotment of Law Chambers to Advocates (*A.R.186*);
7. Register of Rents for Law Chambers (*A.R.187*);
8. Register for Allotment of Government Quarters to Staff/Officers of High Court (*A.R.188*);
9. Register of A.C. Units in the Court-halls, Chambers and at residences (*A.R.189*).
10. Register of Fire Extinguishers (*A.R.190*).
11. Register of Allotment of Quarters for Judl. Officers in Twin Cities (*A.R.191*).
12. Register of Private Buildings (State wide) (*A.R.192*).
13. Register of Minor Works (Estimates received from the Unit Heads and Sanction of Minor Works) (*A.R.193*).
14. Register Showing the Court Buildings and Residential Quarters for the Judicial Officers, under the Centrally Sponsored Scheme. (*A.R.194*)

The Proformae for Registers (new) Nos. 3 to 8:

REGISTER OF REQUISITIONS (*A.R.182*)

<i>Date</i>	<i>Sl.No.</i>	<i>Requisition Received from?</i>	<i>Nature of work</i>	<i>Executed on -</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

REGISTER OF RESIDENTIAL ACCOMMODATION TO HON'BLE JUDGES (*A.R.184*)

<i>Sl. No.</i>	<i>Name of Hon'ble Judge</i>	<i>Quarter Allotted (Address)</i>	<i>Date of Occupation</i>	<i>Date of Vacating it</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

-- :O: --

REGISTER OF ALLOTMENT OF CHAMBERS TO HON'BLE JUDGES (*A.R.185*)

<i>Sl. No.</i>	<i>Name of Hon'ble Judge</i>	<i>Chambers Allotted (Address)</i>	<i>Date of Occupation</i>	<i>Date of Vacating it.</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

-- :O: --

**REGISTER OF ALLOTMENT OF LAW CHAMBERS TO
ADVOCATES (A.R.186)**

<i>No. of Chamber</i>	<i>Name of Advocate Allotted</i>	<i>Date of Occupation</i>	<i>Date of Vacating it</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)

-- :O: --

**REGISTER OF RENTS FOR LAW CHAMBERS
(A.R.187)**

(One folio is to be kept for each Law Chambers with the following columns)

<i>Name of Occupant</i>	<i>Chamber No: Rent fixed:</i>	<i>Rents fixed for the Months during the Year,2002</i>											
		<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

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**REGISTER OF ALLOTMENT OF GOVERNMENT QUARTER TO
STAFF/OFFICERS OF HIGH COURT
FOR THE YEAR 20...(A.R.188)**

<i>Sl. No.</i>	<i>Date of Application</i>	<i>Name of Applicant with Designation</i>	<i>Date of Forwarding to Government</i>	<i>Date of Allotment/ Communication</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)

DETAILS OF INFORMATION REQUIRED

<i>SH (74) Residential Buildings</i>	<i>Year of Construction of Quarter</i>	<i>Plinth area in Sft. only</i>	<i>D A T E O F E F F E C T I N G R E P A I R S</i>									<i>Justification</i>	<i>Amount Required</i>
			<i>White washing colouring</i>	<i>Roof Repairs</i>	<i>Plastering / Flooring</i>	<i>Electrical Fittings/ Repairs</i>	<i>Water supply fittings</i>	<i>Sanitary repairs</i>	<i>Indication of priority</i>				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	1 1	(12)		

* * * * *

STORES SECTION

St. Or. 194: SUBJECTS (Old 283):

- i) Purchase of furniture and furnishings for the Chambers of Hon'ble Judges, Officers, and Sections of High Court;
- ii) Purchase of the said items for the Residences of Hon'ble Judges, as per the provisions of the Judges' Conditions of Service;
- iii) Purchase of Vehicles for Hon. Judges and the Office of High Court
- iv) Purchase of Air Coolers, bicycles, curtain cloth etc.;
- v) Preparation of Flags for the Cars of Hon'ble Judges;

- vi) Causing execution of repairing work of the Furniture, Air Cooler, Bicycles, Vehicles, etc.,

S. O. 195: PROCEDURE FOR PURCHASES: At the instance of the Registrar Concerned or on being requisitioned by the Hon'ble Judge or as per the requirement of the Sections of the Registry, proposals will be made by this Section before the Registrar concerned for purchase of items. On instructions, quotations will be called for, and the Matter will be placed before the Hon'ble the Chief Justice for necessary orders, and purchases made, within the budgetary sanction made by the Government, during the particular Financial Year.

Though the Government of Andhra Pradesh (By G.O. Rt.No.3149, Home (Printing) Department, Dt.28.11.1995) ordered to exempt the Courts from the purchase procedure issued by the Government in respect of various items purchased by them for the Official purpose, and though it is a fact that under G.O.Ms.No.148, Finance & Planning (FW, ADMN.1. TFR) Department, Dt.21.10.2000, the State Government had delegated financial power to the Heads of Department, the instructions contained under the caption 'Stores' mentioned under Art.122 to 143 in Ch. VII of the A.P. Fin. Code may be taken as guidelines in so far as they are applicable to High Court with regard to Stores Section.

The Government has fixed the revised monetary ceiling limits of Financial Powers to be exercised by the Unit Officers, in particular, subject to certain conditions, mentioned in G.O.Ms.148, Fin.& Plng. FW: ADMN.I.TFR) Dept., D/ 21-1-2000.

Similarly, as to the items of furniture available for the Hon'ble Judges, it is relevant to look into High Court of A.P., Free Furnished Official Residence Furnishing of Articles Supplied to the High Court Judges (writing off selling and utilisation of furnishing articles) Rules, 1989. (*Shown as Annexure 18*).

S.O. 196: STOCK REGISTER (A.R. 195) (Old 20):

- a) Whenever any item of furniture is purchased etc., entry shall immediately be made in the Stock Register (**A.R.195**). So also, whenever furniture / furnishings are received from the Hon'ble Judges, on retirement / transfer, entry shall be made in the Stock Register. Similarly, the allotment of each item to the Sections, Chambers / Residences of Hon'ble Judges / Officers shall necessarily be entered in the Stock Register (**A.R.195**) promptly.

If any repairs are affected to the Items so supplied, they shall be entered in a Register called Stock Register (Miscellaneous) (**A.R.196**).

- b) Stock Register (**A.R.195**) shall be verified annually by the Officer nominated by the Registrar and true state of affairs must be determined, showing the reasons for omissions, if any, for appropriate action. However, with regard to the Furniture supplied to each Hon'ble Judge/Officer/Section, a separate Register, known as, 'Furniture Out-going Register' (**A.R.198**) shall be maintained, and necessary entries be made.

Similarly, whenever Items of Stores are received from the above said Personnel, necessary entries will be made in a Register called 'Furniture Incoming Register' (**A.R.198-A**).

Further, separate Registers shall be maintained in respect of each Hon'ble Judge's Residence/Chambers/Officer/Section with regard to supply of items of Stores to them, and the receipt thereof, later.

S. O. 197: CONDEMNED FURNITURE, Etc.

- (i) The Condemned furniture, air coolers, bicycles etc., shall be auctioned after due publication, and the amount realised by the sale of such items shall be credited to the Government.
- (ii) Before condemning vehicles, obtaining reports of Motor Vehicles Inspector is necessary, and, then, they shall be sent to P.W.D.

S. O. 198: VERIFICATION OF FURNITURE:

The Head of the Stores Section will maintain a List of Furniture in each Section in a bound Register, and initials of the concerned Head of the Section will be obtained. A typed list will be given to the Head of the Section for displaying it at a proper place in his Section. Whenever any furniture is taken into or out of his Section, he should report the matter to the Head of the Stores Section, who will make necessary corrections and additions in the Furniture Register and in the List given to him. He will bring to the notice of the Head of the Stores Section any repairs to the furniture that are necessary from time to time. The Head of the Section is responsible for any loss or damage to the furniture provided to the Section. (*Old 20*)

S. O. 199: VEHICLES: All the High Court vehicles are under the control of the Registrar (Management). If any car is required by any of the Hon'ble Judges, the concerned Personal Secretary will contact the Nominated Officer (now attached to the Stores Section) and give a requisition in writing for allotment of vehicle. The said Officer, in turn, will take instructions from the Registrar (Management) and will allot the vehicle for the private/official use of the Hon'ble Judge, depending upon the availability of vehicles. The Overseer's wing will co-ordinate in all such matters.

REGISTERS TO BE MAINTAINED:

1. Stock Register (*A.R.195*).
2. Stock Register Miscellaneous (*A.R.196*).
3. Stock Register for Judges' Rent Free Furniture / Furnishings (*A.R.197*).
4. Out going Register (*A.R.198*).
5. Incoming Register (*A.R.198-A*).
6. Furniture Distribution Register for residence of Hon'ble Judges Chambers, Court Halls and Sections (*A.R.199*).
7. Budget Register (*A.R.200*).
8. Personal Register (*A.R.2*).

STATIONERY SECTION

S. O. 200: SUBJECTS DEALT WITH (*Old 252 to 254, 257 & 265 to 269*):

- i) Procuring and supplying stationery and non-stationery articles to the Hon'ble Judges, Officers and Sections of High Court on the requisitions countersigned by the Controlling Officer.
- ii) Purchasing modern equipment such as Xerox machines, Calculators, Emergency Lights, Gas Lights, Wall Clocks, etc.,

- iii) Preparation of Indents for supply of Diaries and Calendars to the Hon'ble Judges and Officers of High Court.
- iv) a) Preparation of Indents for Printed Forms and Registers and transmission of the same to Government Central Press and the Publication Bureau of Commissioner of Stationery and Printing.
b) Printing of various types of standardised forms and Roisterers through Press.
c) To indent, procure, and supply various Registers, Dockets and Forms to Various Sections of the Registry and Advocates etc.,
- v) Procurement and supply of shoes, socks, and peak-caps to the Drivers of the High Court.
- vi) Indenting, Procuring and supply of livery articles to all the Attenders / Drivers / Roneo-Operators / Lift Operators / Jamedars / Daffedars and Menials, of the High Court, as also the preparation of bills for stitching.
- vii) Procurement and supply of Shoes to Lift Operators and Roneo Operators and maintenance of the Stock Registers.
- viii) Procurement and supply of Turbans, Waist Belts, Chest Piece, and Cover and Shoes and socks to the Jamedars and Daffedars of the High Court.
- ix) Indenting and procurement of Banath Cloth for supplying Coats to the Drivers, Jamedars and Daffedars, preparation of stitching charges' Bills.
- x) Obtaining administrative sanction of the Government for any stationery / non-stationery items.
- xi) Forwarding A/c. bills for the items required to High Court.
- xii) Preparation of Rubber Stamps, Printing of Forms, Registers, Greeting Cards, Visiting Cards, Letter-heads for Judges, Ruled Papers, etc.
- xiii) Procurement of Resograph and its consumables after obtaining orders from the competent authority.
- xiv) Procurement of Manual Typewriters, Electronic Type-Writers and maintaining the machines.
- xv) To cause repairs to be made to Wall Clocks, Emergency Lights, Alarm Time Pieces and sending the credit bills / cash bills to the P.A.O. after completing usual formalities and entries.
- xvi) Purchase of Circulation-boxes, Bags, Room-Fresheners etc., on credit / cash basis and procuring acknowledgment cards.

S. O. 201: INDENTS (Old 255): The indent will be in the form given below, and the concerned Stationery Assistant will be responsible for strict scrutiny of all the indents.

FORM

<i>Sl. No.</i>	<i>Description of Articles</i>	<i>Lost Month Supplied</i>	<i>Stock in Hand</i>	<i>Quantity Required</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

(In the last column, a full explanation must be given of all extraordinary requirements).

S. O. 202: STOCK REGISTER (J.R.195):

- a) Whenever, a new item of stationery is purchased, it shall immediately be entered in the concerned Stock-Register (*J.R.195*) after due verification, and the Signature of the Controlling Officer has to be obtained.
- b) This Stock Register (*J.R.195*) has to be annually scrutinised by an Officer nominated by the Registrar and the true account has to be ascertained, with reasons for missing items, if any, for taking appropriate action. (*Old 259*)

S. O. 203: ACCOUNTABILITY, Etc.: It shall be the sincere endeavour of all those connected with this Section to see that there is accountability for every item and promptness in making necessary entries in the concerned Registers. Further, they shall see that there is no wastage, pilferage, or abuse.

S. O. 204: MODE OF PURCHASE: As per the present practice, Cash Purchases of items of Stationery, of a value up to Rs.1,000/-, will be made, as per the urgency, if any, by obtaining Amount from the Accounts Section on Advance slips, and, later, vouchers shall be submitted to the said Section for drawing the Bill.

For credit Purchases, quotations shall be called for and the consequential procedure be followed (as mentioned in 'Stores Section').

S. O. 205: XEROX: In order to use Xerox Machines and Stationery Wings properly, the following procedure shall be followed:

Each Section Officer shall maintain tear-off pads with counterfoils or duplicate sheets. Whenever any papers are required to be xeroxed, they shall fill up one sheet in that book, in duplicate, giving the description of the papers and the number of pages to be xeroxed and send the papers along with the book to the Officer controlling the Xerox Wing. After obtaining his approval, the duplicate slip and the paper shall be sent to the Xerox Operator. The said Operator, after xeroxing the papers given to him, shall sign the Original Form in the book and retain the counterfoil with him. He shall enter the particulars of the counterfoil in a separate Register to be maintained by him daily, showing the reading of the Machine, the number of requisitions received for the day, the names of the Sections, the number of pages in total, and, then, obtain the initials of the Controlling Officer on the following day. The Xerox Operator shall not entertain any Xerox work without following the above procedure. Similarly, Section Officers shall not entrust such work to him without following the above procedure.

A 'Register of the Fire Extinguishers' (*A.R.190*) should be maintained by the Stationery Section in which the numbers of the defective Extinguishers with remarks as to the nature of the defects, date of report, etc., should also be noted.

REGISTERS:

1. Stock Registers: Volume. I, II and III. (*A.R.195*)
2. Typewriter Register (*A.R.201*).
3. Livery Stock Register (*A.R.202*).
4. Register of Xerox (*J.R.203*)

OVERSEER'S SECTION

S. O. 206: FUNCTIONS: The Overseer is under the direct control of the Deputy Registrar. All his Registers of Accounts and Stationery, etc., will be checked by the Assistant Registrar (Buildings) periodically, and a report sent to the Deputy Registrar every quarter.

On every Saturday, he will inspect the whole of the High Court premises with a view to finding out any defects, including about the working of A.C. Units, and to make a report to the Assistant Registrar (Buildings) as to the repairs that are necessary.

He will see that all Courts, Chambers, and rooms are locked at night and the keys handed over to him.

He shall arrange for the purchase of minor articles out of Contingencies that may be sanctioned for packing or clearing or for other purposes. He shall make arrangements, including refreshments, dinners, etc., for all Official Functions, Meetings, etc.

He shall see that the files, Covers, Books, etc., which are required by various Section Officers of the Registry to be circulated to the Residences of Hon'ble Judges or Governmental Authorities, are immediately attended to, by deputing Special Messengers, if necessary, and it is also his duty to obtain acknowledgements in proof of such service and cause those acknowledgements sent to the concerned Section Officers without delay.

The Overseer and the Assistant Overseer should, by turn, make surprise visits to the building at nights to see whether the watchmen are alert and are discharging their duties properly and promptly and should submit their reports on such surprise visits to the Registrar (Management) through the Deputy Registrar.

The Overseer's Section includes Asst. Overseer, Attenders, Drivers, Jamedars, Daffedars, Sweepers, and Contingent employees. The Overseer shall discharge the duties enumerated below in coordination with the Assistant Registrar (Buildings), Deputy Registrar concerned, J.Spl. Section, Protocol Section, Security Wing, and also in obedience to the directions given to him by the Controlling Officer/Registrar (Management), from time to time.

S. O. 207: KEEPING THE PREMISES CLEAN: The Overseer is responsible, for seeing that the High Court Premises are kept clean. Persons who have not got business in the High Court should not be allowed to loiter unnecessarily in the verandas, though persons who come to watch the proceedings (of the High Court) should not be prevented from doing so. He is also responsible for seeing that the Toilets within the High Court compound are kept clean.

The Overseer and the Asst. Overseer should periodically inspect Notice Boards and see that they are being kept properly. (*Old 43*)

The Overseer is also in charge of the garden and the garden staff. The Malees should be mustered before him at about 7.30 a.m. in the morning by the Supervisor of Horticulture Department. No cattle should be allowed to graze in the High Court-compound, and the Overseer should see that this prohibition is

enforced and that the police carry out the regulations as to the parking of vehicles. The Overseer should also see that the garden is well maintained and the plants are properly watered and periodically manured. He is also in charge of garden implements.

S. O. 208: NATIONAL FLAG: The Overseer should see that the National Flag is duly flown on the High Court Flag-staff according to the procedure prescribed for the purpose, from time to time, by the Government.

If the Flag gets torn or worn out or becomes faded or soiled, the Overseer should forthwith report the matter to the Stationery Section, for replacement. The said Section will immediately supply a new Flag to the Overseer. The Stationery Section will always, in advance, make necessary indent for the New National Flag and keep them in reserve.

S. O. 209: FIRE EXTINGUISHERS:

- a) The Overseer should see that all Attenders, Sweepers, and Night Watchmen clearly understand the rules and instructions for the protection of Government Buildings against fire. They should be clearly instructed that immediately after a fire is detected, the bell gong (situated at the High Court quadrangle) should be sounded for giving the first alarm and intimation also given to the nearest Police Station and Fire Brigade by telephone or otherwise and that the electric current should be switched off at the main. The Overseer will assist the Officer deputed to give practice drill to the Attenders in this behalf.
- b) The Overseer will be responsible for keeping the Fire Extinguishers in the High Court Buildings in working order and shall go round once a week to see that each Extinguisher is lifted off its stand in order to ascertain whether it is filled or in proper order. If any Fire Extinguisher is found discharged or any other defect is detected, the matter should at once be reported to the Assistant Registrar (Buildings) for taking suitable action.
- c) A Register of the Fire Extinguishers should be maintained by the Stationery Section in which the numbers of the defective Extinguishers with remarks as to the nature of the defects, date of report, etc., should also be noted.
- d) The Overseer should see that the Fire Extinguishers are pressure tested once in two years and soda solution in the Fire Extinguishers are replaced once a year. He should also periodically see whether the nozzles of the Fire Extinguishers are free from any defect.
- e) The Overseer will also see that the fire buckets are full of sand or water. Fire buckets filled with water should be emptied on the ground (not down a drain) thrice a week and should be kept dried up before they are refilled. It should also be ensured that atleast one bucket filled with water is always available. (*Old 29*)
- f) The Overseer should also keep a List showing the location of the fire hydrants and should arrange to have them checked once a year to see whether they are in working condition.

S. O. 210: MUSTERING ATTENDERS, ETC.:

- a) The members of the establishment, other than those belonging to superior Service, will come under the supervision of the Overseer. He will muster all Daffedars, Chobdars and Attenders in the morning at 9.30 a.m., and will report breaches of discipline to the Deputy Registrar. He should see that the Attenders wear uniform. The Attenders working in various Sections should also give their roll call to the Overseer before 10.00 a.m. (*Old 33*)
- b) Applications for leave from Attenders at the residences of the Hon'ble Judges, other than the applications on grounds of ill-health, should be submitted after obtaining the permission of the Hon'ble Judges concerned. The applications will be submitted to the Deputy Registrar for orders.

S. O. 211: DUTIES OF THE ASSISTANT OVERSEER:

- a) The Assistant Overseer will work under the immediate supervision of the Overseer. He will see that the floor and carpets of the Court-halls are properly swept and furniture kept neat and tidy. He will be responsible for seeing that the furniture, lights and fans in the Court-halls are in good condition. He will see that strict silence is maintained in and around the Court halls. He will also report anything of an unusual nature to the Overseer.
- b) He should personally inspect the Courts before 10.30 a.m., and see that every thing is in order. The Overseer will also make a random check by himself inspecting four or five Court-halls every day.
- c) Every Saturday, the floors of the Court-halls must be properly washed, the furniture being removed for the purpose. He will be responsible for seeing that this is done regularly.
- d) The Carpets on each dais will be taken out during Summer Vacation and scrubbed properly and the dais and stair thoroughly cleaned. The concerned Officer will see that this is done. During the Pongal, summer, and Dassera Vacations, the Assistant Overseer will see that Carpets are given special brushing and cleaning without removing them.
- e) The Assistant Overseer will be responsible for the proper maintenance and running of the wall-clocks in the Court-halls, Chambers, and Office. If any clock or timepiece goes out of order at any time, it should be immediately reported to the Stationery Section in the Administrative Department. He should go round the High Court buildings each morning to examine whether the clocks in the Court-halls and the clocks and timepieces in the Chambers and Sections are keeping up accurate time. The bell gong should be sounded only under his immediate supervision.
- f) The Assistant Overseer will be responsible for the cleanliness and neatness of the Chambers of Hon'ble Judges. On all Saturdays when the Office functions, he should direct the Attenders in-charge of Chambers and Court-halls to see that the dust on the walls, doors and windows in the Chambers is properly removed and the furniture kept neat and tidy. He may also utilise the services of the Chobdars whenever necessary.
- g) The Daffedars and Peons in the Courts will work under the immediate supervision of the Overseer/Assistant Overseer.

- h) The Assistant Overseer, Jamedars, Daffedars, and Attenders should be courteous in regulating the crowds in the Courts, in co-ordination with the Security Personnel.
- i) The Assistant Over should depute sufficient number of Attenders or gardeners, etc., for packing or despatching all articles sent by rail. He should similarly arrange for unpacking of parcels or packages received by rail.
- j) The Assistant Overseer will be responsible for the collection of clothes from the last grade servants for purposes of washing and for the redistribution of the washed clothes to the members concerned from time to time. A register therefor will also be maintained in which particulars of clothes given for washing, charges therefor, due date for return of clothes by the Washer man and also the payments made from time to time, will be entered. The Asst. Overseer will bring the Bills to the Accounts Section, for being scrutinized before they are passed for payment.

S. O. 212: MAINTENANCE OF VEHICLES ETC.:

- a) The Assistant Overseer should maintain the Office vehicles, Motorcycles, Auto-rickshaws, and Bi-cycles etc., in proper condition and see that machines, vehicles etc., are not damaged by negligence. It must be impressed on the users that they will be liable to pay for any repairs or damages caused by their negligence or carelessness. (*Old 30*)
- b) The Assistant Overseer will supervise the circulation vans and the work of the Drivers. Every Saturday morning, the Assistant Overseer will check the level of the water in the radiator, the level of oil in the engine, and the level of the water in the battery (the plates should be well covered with water) and the pressure in the tyres and submit a report to the Deputy Registrar setting out also the defects, if any, detected. The vans should be sent for checking/servicing periodically to the Garage (as required under the rules in force). ***Once a month he will work out the average mileage for a litre of petrol (consumed) and submit a statement to the Controlling Officer for review.*** (*Old 31*)
- c) The Assistant Overseer should apply in time to the office for renewal of licences for the High Court Vans. He should also apply in time for the renewal of fitness certificates for the vans. (*Old 32*)
- d) The Assistant Overseer should see that a vehicle is kept available with a driver on all holidays to attend to any work of urgent nature

S. O. 213: JAMEDARS AND DAFFEDARS (*Old 39 & 40*):

- a) While the Jamedars will be in charge of the First Court, the Daffedars will be in charge of the rest of the Courts.

The First Jamedar will be incharge of the First Court to Seventh Court. He will inspect each of these Court-halls in the morning before the Court sits and see that the Court-halls are kept clean and tidy. The Bell- gong should be sounded only under the supervision of the first Jamedar. The first daffedar and the Court-Attenders attached to the Courts in his charge will be under his supervision.

The Second Jamedar will be in charge of the remaining Court-halls. He will inspect each of these Court-halls in the morning before the Court sits and see that the Court-halls are kept clean and tidy. The second daffedar and the Court-Attenders attached to the Courts in his charge will be under his supervision.

The Duties of Daffedars (*Old 41*):

Immediately on arrival of the Hon'ble Judges at the Judges' Portico, both the Daffedars will lead the Hon'ble Judges to the lift and see that the circulation boxes brought in the cars are sent to the respective Court-halls by the Court-Attenders or sweepers.

In the absence or leave of the First Jamedar, the First Daffedar will attend to the duties assigned to the first Jamedar.

In the absence or leave of the Second Jamedar, the Second Daffedar will attend to the duties assigned to the Second Jamedar.

On all holidays, both the Daffedars will attend the Office by turns and supervise the work of duty Attenders from 10-30 a.m., to 5 p.m. If any matter of urgent nature is to be attended to, they will immediately contact the Assistant Registrar (Buildings). On all holidays, one Attender by turns must be posted round the clock to attend to telephone calls & any urgent work for immediate follow up action. If any communication of urgent nature is received, they must obtain the instructions of Registrar (Management) or the Office.

- b) During exigencies, the Overseer may, in consultation with the Officer in charge of the Section/Department concerned, depute Attenders to the Courts or Chambers of the Hon'ble Judges. He should see that a Chobdar always goes ahead of the Hon'ble Judges and a daffedar invariably follows each Hon'ble Judge when going to the Court from the Chambers or *vice versa*.
- c) The Daily Cause-list Boards hung up in front of each Courtroom will be placed in charge of the Daffedar of the Court and should be shown in the list along with other articles in the Court. The number of the Court to which the Boards relate should be got painted on the back of the Board.

S. O. 214: ATTENDERS: Attenders, especially those on duty at the Residences of the Hon'ble Judges, are expected to keep themselves clean and neatly dressed and to be orderly and obedient in their behaviour. (*Old 44*)

DUTIES OF COURT ATTENDERS (*Old 35 to 38*):

The Court Attenders will work under the supervision of the Overseer. They will be responsible for seeing that the furniture in the Court-halls assigned to them is kept in good order and clean. They will report to the Overseer any defects in the lights, fans A.C. Units and Computer Units in the Court-halls, so that the Electrical Supervisor attached to the High Court may rectify them. They will see that there is order in Court and will report anything of an unusual nature to the Overseer.

The Court Attenders are responsible for seeing that, in their Courts, the floors and carpets are properly swept and furniture properly dusted every morning. They must personally inspect the Courts before 10-30 a.m., and see that this has been done. The Overseer will check their work.

Every Saturday, the floors of the Court-halls must be properly washed, the furniture being removed for this purpose. The Overseer will be responsible for seeing that this is done regularly. The Assistant Registrar (Buildings) or, at the request of the Registrar (Management), any other Assistant Registrar will make surprise inspections to see that the cleaning of the Courts and Chambers is being done properly under the supervision of the Overseer.

The carpets on each Court dais will be taken up during Summer Vacation and beaten properly to remove the dust. This will also enable the dais and stairs to be thoroughly cleaned. The Assistant Registrar (Buildings) or any other Officer deputed by the Registrar (Management) will see that this is done. During Dassera and Sankranthi Vacations, the Overseer will see that the carpets are given a special brushing and cleaning without removing them.

The Court Attenders will be responsible for seeing that the wall/clocks in the Court-halls are kept in working order and that their accuracy is examined each morning. If any wall-clock in a particular Court-hall goes out of order or requires a new battery cell, the concerned Court Attender should immediately send a requisition to the Stationery Section in the Administrative Department to get it repaired or to supply a new battery cell, as the Case may be.

The Daily Cause-lists will be placed by the Court Attenders either in the Cause-list Board of each Court or hung at an appropriate place.

The Attender in charge of the key of each Court-room, Chambers or Office-room will be held personally liable for the loss by theft or otherwise of the furniture, fittings, books, papers and other things in the room. When the Public Works Department maistries and coolies are allowed into the room for repairs, etc., the Attender in charge must personally be present there until they leave the room.

DUTIES OF SECTION/CHAMBER ATTENDER:

The Attenders posted to the Sections of the Registry or to the Chambers of the Officers/Registrars shall, in addition to the duties specified above (in so far as they are applicable to them) be available and helpful to the Sections/Officers not only during Office hours, but also till the Section/Chambers is closed.

Much before the arrival of the Staff/Officers, the Attenders shall clean the tables, chairs, etc., keep drinking water, and render necessary assistance voluntarily.

They must also attend to the Circulation of Files and despatch work. They shall carry files from the Officers to the Section and *vice versa*.

It is the responsibility of the Attender to close the Section at the end of the day, lock it up and hand over the keys in the Overseer Section.

If they intend to go on leave, they must inform the Section/ Officer much in advance and see that there is no inconvenience to the Section/Officer.

REGISTERS TO BE MAINTAINED:

1. Muster Rolls (Last Grade & Contingencies) (**A.R.204**);
2. Leave Registers (**A.R.4**);
3. Requisitions Register (**A.R.182**);
4. Phone Calls Register (**A.R.205**);
5. Vehicles Register (**A.R.206**);
6. Duty Charts (For Courts, Chambers & Residences (**A.R.207**).

JUDICIAL SECTIONS

S. O. 215: COMMON PROCEDURE, with regard to the Filing of Cases and their receiving, scrutinising, numbering, processing, posting, etc., in each Wing, viz.,

**ORIGINAL SIDE SECTION,
CRIMINAL APPELLATE SECTION,
APPEAL FILING SECTION,
SECOND APPEALS & MISCELLANEOUS FILING SEC.,
AND
WRITS DIVISION**

is evolved, thus:

215 – 1: PRESENTATION: The papers shall be filed, stitched, book-wise, arranged in chronological order with pagination and duly indexed.

Immediately after presentation of papers by the Advocates (with their Computer-Code Numbers), or Authorised Clerks of the Advocates, the Receiving Assistant shall check them thoroughly with particular reference to the stamps affixed and enclosures in accordance with the checklist. After satisfying himself as to the correctness of the same, the Receiving Assistant shall see that Date Stamp is affixed. He shall further feed the particulars of the Cases into the computer and also make necessary entries in the concerned S.R. Register, simultaneously, and assign S.R. Numbers and hand over the same to the Record Assistants who shall punch the stamps. The Court Fee (**S.R.**) Register shall be closed by 3.30 P.M. daily. (*Old 586*)

The Vernacular part of the Record and Exhibits shall be sent for Translation. On receipt of Translated Part, the 'Judge-Book' shall be prepared through the Press Copy Wing. After the Cases are made 'ready', 'Ready Lists' shall be displayed on the Notice Board and they shall be fed to the Computers. 'Periodical Statements of Pendency Lists' shall also be attended to. (Circular Roc.no:15/2002/AF, dated:2.8.2002)

215 – 2: COMPUTER FEEDING: The list containing the S.R. Numbers of Cases filed on each day shall be generated through computer and displayed in the Notice Board of the Section regularly at 1-30 P.M., and at 4-00 P.M. Copies of such lists shall be sent to the Advocates' Association and Advocate-Clerks' Association. The person who feeds the information into the Computer shall put the stamp "COMPUTERISED".

215 – 3: DISTRIBUTION: The Distribution Assistants shall ensure proper punching of the stamps and then distribute the Cases to the concerned Scrutiny Officers by making necessary entries in the Distribution Register. Distribution of Cases to the Scrutiny Officers shall be made in accordance with the arrangement made daily by the Officer concerned.

The Scrutiny Officers shall maintain 'Personal Registers' (**A.R.2**) regarding the Cases entrusted to them for Scrutiny and place them before the

Officer concerned every day. The Scrutiny Officers shall invariably enter all the Cases received by them on the same day in the Register.

At 4 P.M., the Distribution Assistant will tally the Cases given to the Scrutiny Officers with reference to the 'Distribution Register' (A.R. 12) along with the Personal Registers.

The Officer shall verify the same with reference to the 'Distribution Register' (A.R. 12) and assess the out turn of the work done by the Scrutiny Officers.

215 – 4: SCRUTINY: The Scrutiny Officers shall verify as to whether the papers filed are in accordance with the prescribed Rules and Circular instructions issued from time to time. If the papers are found to be not in order, they shall be returned.

The Cases under Special Acts, such as Indian Divorce Act, the Indian Stamp Act, the Workmen's Compensation Act, the Indian Companies Act and the Guardians and Wards Act, shall be expedited at all stages of their preparation till they are posted for hearing. (*Old 689*)

The Cases filed with Motion letters shall be attended to on the same day and the Cases filed otherwise shall be attended to within three days of their filing. The Cases for which Lunch Motions are obtained and filed in the Section after 11-30 A.M., shall be treated as Motion Cases and the Cases filed with Motion Letters after 1-30 P.M., will be treated as 'Ordinary Cases'.

Scrutiny Officers shall scrutinise the Cases as per the Checklists and raise all genuine objections *at the first instance itself*. The minor objections, if any, shall be got rectified by placing the papers before the Officer concerned to avoid unnecessary returns. The Officer concerned shall verify the objections taken by the Scrutiny Officers and then sign the return endorsement-prescribing period of 'ten days' for representation.

In the Case of *Transfer Applications*, filed seeking transfer of any Proceeding pending before the Lower Court to be heard along with any other matter pending with High Court, the Lower Court Records received by the V.R.Section shall be sent for, and carefully scrutinised before the Transfer Application is numbered.

S. O. 215 – 5: CAVEATS: Soon after the Cases are received from Scrutiny Officers, it shall be verified whether the Departments mentioned in the Cases are as per the existing provisions, and then, the Cases be handed over to the Caveats Seat, for verification.

The Assistant, who looks after Caveats, as soon as he receives them daily from the Scrutiny Officers in the evening, shall make necessary entries in the Caveats Register (J.R.11) to be maintained, District-wise. Immediately after receipt of fresh Cases during the day, the Caveats Assistant has to verify each and every Case and find out whether any Caveats are pending in respect of Case on hand from the Caveats Register (J.R.11). In Case, any Caveat entry is found in the concerned Caveat Register (J.R.11), he has to make necessary entries with regard to the

particulars of such fresh Cases in the Caveat Register (*J.R.11*) as well as in the concerned Case Ledgers (*J.R.45*). He shall, then, put up the Caveat in the said Case and feed the Name of the Counsel who filed the Caveat in the computer. In Case of non-availability of the Caveat, he has to endorse on the docket of such Cases about the non-availability of the Caveat as “No Caveat”.

It is also his duty to verify the expiry of ‘time limit’, as envisaged in Section 148-A C.P.C, and he has to make necessary entries in the Caveat Register (*J.R.11*) to that effect. Then, the Cases will pass on for recording Case particulars.

REGISTER OF CAVEATS (District - Wise) (*J.R.11*)

<i>S.R. NO.</i>	<i>Date of Presentation</i>	<i>Date of Filing</i>	<i>Appellant / Respondents</i>	<i>Lower Court details</i>	<i>No. of the Appeal</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

The Cases, in which Lunch Motion permissions are obtained, shall be filed by 11.30 A.M., after obtaining the initials from the Deputy Registrar concerned for being placed before the Hon’ble Court by 2.15 P.M. on the same day. Papers filed after 11.30 A.M., will be treated as ‘Motions’ and, if found in order, will be posted the next working day.

All Cases with Motion letters will be received by the Scrutiny Officers from 10.30 A.M., to 1.30 P.M., and Cases filed with Motion letters after 2.00 P.M., will not be listed in the next day’s Motion List. (*Vide Circular No. 26/97/Judl. dt.18-11-1997*).

All Lunch Motion Cases should be placed before the Registrar (Judl.) before sending them to the concerned Courts (if any doubt is entertained by the Section). (*Vide Circular No. 13/97 – Judl. Dt.? -1997*).

215 –6: COMPUTER FEEDING: Apart from following the above said Procedure, in the matter of issuance of Notices, in such Matters, the Section, shall cause the information to be computerised the Data recording the Vakalaths, Caveats, Motion Cases, Bench Cases, etc., filed, for future verification.

Then, as a first step in the direction of feeding all the pending Cases, first Ledger-wise and, if pages are torn, Bundle-wise into Computer, may be taken up, so that particulars of each year may be preserved in a Floppy.

215 –7: TRANSLATION WORK: On receipt of Vernacular affidavits, the Filing Assistants should send them to the Section Officer, Translation and Press Copy Section for translation. (*Old 700*)

For the purpose of translation, instead of sending the E.B., to the Translation & Press Copy Section, a copy of the impugned Judgement and Decree and Grounds of appeal and Duplicate/Xerox copy of the docket-sheet, may be sent to the Translation & Press Copy Section. An endorsement to that effect shall be made by the concerned Filing Assistant on the original E.B.

An additional Set, called “T & P Set”, containing Memorandum of Grounds of Appeal, Copy of Judgment and Decree, and Docket should be insisted to be filed, at the time of filing the Appeal. (*By following the above*

procedure, the E.B. will be kept at one point, that is at Appeal Filing Seat, from the date of filing till it is posted to Court, either at interlocutory stage or final hearing, so that a lot of time can be saved and an expeditious posting of C.M.Ps. would be possible.)

215 –8: REFUND OF EXCESS COURT-FEE: When a refund is ordered of the excess Court-fee paid in Cases filed in the High Court, an endorsement in red ink shall be made, on the E.B. and the original Memorandum of Appeal in the case, of the fact of the refund. (*Old 702*)

215 –9:‘READY’ CASES: After a Case is admitted, the Filing Seat Assistant sends, Bundle (D.E.B) to the Notice Wing for causing issuance of Notices to the Respondents. As and when notices are served, on the Respondents, returned back to the concerned Filing Seat, with proof of service of Notice. Then only, a Case will be ‘ready’ for final hearing.

215 –10: CALLING FOR RECORDS: The Filing Assistants will call for the Records from the lower Court immediately an Appeal or a Revision Petition is admitted. Nevertheless, in the Case of Appeals or Revision Petitions against Interlocutory Orders prior to Decree, the Records of the Case need not be called for, except at the instance of the Court hearing the Appeal or Civil Revision Petition concerned. The Filing Assistants will enter the date on which the Records have been called for in the Filing Registers as well as on the docket-sheet of the Case. The Filing Assistants should watch the receipt of the Records called for, and, for this purpose, a separate Book should be maintained, showing the Number of the Case and the Dates on which Records were called for and received, respectively. The Filing Assistants will initially send memos to lower Courts calling for the Records, copies of which will be marked to Vernacular Records Section.

215 –11: ORDER TO FURNISH SECURITY:

- i) When the Court has directed the Applicant in a Case to furnish security, and when such security is not furnished within the time allowed, the fact that security has not been furnished should be notified by the Filing Assistant to the Section Officer, T. & P. Section, who shall, thereupon, stop the proceedings further. The Case shall be given to the Posting Section for being posted ‘for orders’ of Court. (*Old 692*)
- (ii) Cases in which Applications for Security for costs have been ordered, but the time within which security should be furnished has not expired, should not be posted for hearing until the expiry of the time. (*Old 791*)
- (iii) When an order has been made, directing a party to an Appeal or other proceeding on the appellate side of the High Court to furnish Security, or do any other action to the satisfaction of a Lower Court within the given time, the Report of the Lower Court in the matter shall be posted before the Court or before the Bench which made the Order, if it was made by a Bench. (*Old 792*)
- (iv) When an Appeal is posted ‘for orders’, under Order XII Rule 10 C.P.C., owing to non-compliance with an Order to furnish Security, the Application on which the Order was passed should also be posted with the Appeal. (*Old 793*)

215 –12: VAKALATHS FILED SEPARATELY: When a Vakalat or appearance is received separately, the Filing Assistant shall check it. If found defective in any particulars, it will be returned to the Advocate through the Scrutiny Officers with an endorsement under the signature of the Assistant Registrar concerned, within three days from the date of receipt of Vakalath. If found correct, the Filing Assistant will enter the necessary particulars in the File Register and stitch the Vakalat or appearance with the E.B. of the Case after noting it in the index. (*Old 698*)

In the Section, a 'Register of Counters, Vakalaths, Caveats, etc., Received' (*J.R.38*) shall be maintained, making the entries therein regularly, and it shall be submitted to the concerned Assistant Registrar & Registrar (Judicial) on every Saturday for the purpose of verification and inspection (*vide Circular No.1/95-Judl., dt. 8-5-'95, wherein the Proforma for such Register is indicated*)

215 –13: APPEARANCES BY COUNSEL: The Assistant dealing with Vakalats Seat will receive daily Vakalats and Memos of appearance from Scrutiny Officers, and mark the filing of Vakalats and Memos of appearance in concerned Ledgers and feed into the Computer all the information connected with Vakalats and memos of Appearance in the said Cases and see that the same is clubbed in the said Case-files. If the Vakalat or Memo of appearance are filed subsequent to transfer of the Case to the Posting Sec., he has to transfer the same to the Posting Section and see that the same is filed in the concerned Case-file.

215 –14: COUNTERS, MATERIAL PAPERS ETC.: The Assistant dealing with Counters is to receive daily the Counters, Reply-Affidavits, Memos, and Additional Material Papers from Scrutiny Officers, and make necessary entries in the concerned Ledgers and, further, feed the particulars into the Computer and, then, file the same in the concerned Case-file. He should be careful in filing the Counters, etc., with regard to Fair List Cases and matters already pending hearing in the Court. The Circulars issued from time to time are to be followed strictly with regard stitching of the Caveats, Vakalats, Counters, etc. The Additional Affidavits and Additional Material Papers shall not be received directly unless there is leave of the Court for presentation of the same.

215 –15: AMENDMENTS: The Assistant dealing with 'Amendments' Seat shall receive Miscellaneous Petitions with regard to amendment of Prayers, Cause-Title, Implead Petitions and L.R. Petitions ordered by the Courts, and carry out the Court directions properly, making the necessary amendments, as ordered by the Courts in the concerned Case-file and Ledgers, and get the same approved by the concerned Officer. He has to take necessary steps with regard to Calling for Reports, as directed by the Court, and is responsible for proper filing of the same in concerned Case-file, and to give information with regard to the receipt of the Report in order to take steps for posting the Case as per Court directions.

As per the Provisions of Order 6 Rule 18 C.P.C., if a Party, who has obtained an Order for Leave to amend, does not amend accordingly within the time limited for the purpose by the Order, or, if no time is thereby limited, then, within Fourteen days from the date of the Order, he shall not be permitted to

amend after the expiration of such limited time, as aforesaid or of such Fourteen days as the Case may be, unless the time is extended by the Court. (***For guidance, a Proforma for obtaining the Orders of the Court for Amendment is shown as Annexure 14***).

215 -16: AMICUS CURIAE: The Andhra Pradesh State Legal Services Authority will be addressed for issuing Proceedings where the Court directs to provide Advocate as Amicus Curiae to defend the accused (not represented by Counsel) in Division Bench or Single Judge Appeals or in other Cases.

215 -17: CONNECTED CASE: When a Case, which is in any way connected with a pending Cases, is presented, special orders of the Registrar (Judicial) shall be taken at once regarding the posting of both the Cases.

215 -18: DIVIDED OPINION: Where case is heard by the High Court before a Bench of Judges, and they are divided in opinion, the case, with their opinions, shall be laid before another Judge, and that Judge, after such hearing as he thinks fit, shall deliver his opinion, and the judgment or order shall follow that opinion (vide Sec.392 Cr.P.C.)

Where any case is heard before a Bench of Judges and such Judges are equally divided in opinion, the case after being laid before, another Judge shall again be posted for pronouncing judgment before the Judges, who composed the Bench or such other Bench as the Hon'ble Chief Justice may nominate. (*Old 729*)

215 - 19: FOR BEING MENTIONED: Letter given by Advocates for being mentioned shall not be circulated by the Registry to the Honourable Judges for listing the matters in the Cause-list, for making oral requests for modifications, Recall or Review of the orders already passed or for extension of time granted under an order. Matters for such relief will be posted only on regular *Miscellaneous Petitions* filed for the said purpose.

However, letters for being mentioned for the purpose of rectification of any clerical, arithmetical or typographical errors will be circulated to the Hon'ble Judges, provided reasons and purpose, with particulars, are mentioned therein. (*Vide Circular dated 20-8-1996, issued by Registrar (Judl.)*).

215-20: TRANSLATION AND TYPING: Applications for dispensing with the translation and typing, which have been numbered and filed in the concerned Register, when disposed of by the Court, shall be entered in the Filing Registers and Posting Books.

215 -21: RETURNS & RE-PRESENTATIONS: The papers which are directed to be returned shall be entered in the prescribed Register by the Returning Assistant before they are actually returned to the concerned Advocate/Authorised Clerk of the Advocate under proper acknowledgment. The Returning Assistant in the Section will prepare a list of returned papers for compliance of Office Objections taken by the Scrutiny Officer and put up the same on the Notice Board next day. (*Old 584*)

If the Advocates fail to comply with the Office Objections even after three returns, the Scrutiny Officer shall put up Office Note and obtain orders of the Deputy Registrar as to the posting of such Cases before the Court.

If the records returned are not taken back by the Advocates within One month from the date of return, then, the matter shall be placed before the Court for Orders under separate "Caption" i.e., "Direction". A Register of returns is to be maintained in each filing section.

When a Vakalath or Memo of Appearance is received separately, the Filing Assistant shall check it. If found defective in any particulars, it will be returned to the Advocate through the Scrutiny Officers with an endorsement under the signature of the Officer concerned. If found correct, the Filing Assistant will enter the necessary particulars in the File Register and stitch the Vakalath or appearance with the E.B. of the Case after noting it in the index. (Old 698)

The Cases returned shall also be fed to the Computer and the list of such Cases be generated and displayed on the Notice Board by 1.00 P.M., on the following day.

215 – 22: CODE NUMBERS: The Scrutiny Officers shall note the relevant *classification and sub-classification code numbers* assigned to particular category of Cases at the top of the docket of E.Bs., of the respective Cases while passing the Cases after scrutiny.

The Computer Operators, while feeding the Case numbers, shall also feed the classification and sub-classification code numbers noted on the dockets of E.Bs., of the respective Cases. (*Vide the Circular in No.7/96-Judl., dated 1-6-1996*)

215 – 23: NUMBERING & FEEDING, etc.: If the papers are found to be in order, the Scrutiny Officer shall make an endorsement as "*May be filed*" on the checklist and sign the same. After making the necessary entries in the Personal Register, they shall send the passed Cases to the Numbering Assistants.

The Numbering Assistants, after receiving the Cases with endorsement 'May be filed', shall *distribute* them among the Docketing Assistants who shall fill the columns on the docket properly in accordance with the endorsement made by the Scrutiny Officers and also *index* the Cases.

The Chief Docketing Assistants (1 Assistant Section Officer and 1 Assistant) will distribute the cases passed by the Scrutiny Officers among the Docketing Assistants for docketing and will also verify as to whether the Civil Revision Petition or Civil Miscellaneous Appeal is PD/NPD and whether it is to be admitted by the Deputy Registrar or by Court. After getting the cases docketed by the Docketing Assistants, the Chief Docketing Assistants will number the cases and send them to the Filing Wings (Old 582).

The Docketing Assistants will docket all the cases distributed to them by the Chief Docketing Assistants and they should docket at least fifty cases daily (Old 583).

- (a) The Docketing Assistants will docket and index all main cases and any Petitions accompanying them, passed by the Scrutiny Officers.
- (b) In converted cases like Civil Miscellaneous Appeal into Civil Revision Petition etc., the docketing Assistant will put up new dockets.

The respective Filing Wings will do docketing of applications/
Petitions in pending main cases.

- (c) The docketing assistants will, after docketing and indexing cases, send those cases to the Chief Docketing Assistants who will number them and send them to the respective Filing Wings. (*Old 560*)

After docketing is done, the Numbering Assistants shall enter the Cases in the Register assigning regular Case Numbers seriatim, as per the standard nomenclature and send the Cases to the **Computer** Wing of the Section for detailed data entry. The Lists containing regular numbers corresponding to the relevant S.R. Numbers of Cases filed on each day and signed by the Section Officer shall be generated through computer and displayed in the Notice Board of the Section regularly at 1-30 P.M., and 4.00 P.M. Copies of such List shall be sent to the Advocates' Association and Advocate Clerks' Association.

Computer Assistants in the Section shall carefully enter the details of the Cases in the Computer System correctly and completely in the relevant columns. They shall also feed the **Cases returned** after they are signed by the concerned Officer on the same day evening and generate the List.

Appearance of the Advocate, if any, shall also be fed into the Computer in the concerned Cases. The Case number in the lower Court and the name of the parties shall also be entered wherever required.

After the detailed data is entered in the Computer, the Cases with Motion letters shall be sent to Motion Seats in the respective Sections and other Cases shall be sent to the respective Filing Sections.

The Miscellaneous Petitions filed shall be entrusted to the Deputy Scrutiny Officer for scrutiny and they shall verify with reference to the Main Cases.

Any paper found defective and received back from the Filing Seats and Notice Wing should be returned after displaying the list of such cases on the Notice Board in advance.

All papers carrying no Court fee shall be entered in a separate Register ('Un-Stamped Register' – **J.R. 8**) and they shall be assigned 'U.S.R. Number' by the Receiving Assistant and be sent to the respective Seats for being put up with the concerned File on the same day.

The Cases received from the Court shall be attended to immediately on the same day or on the following day but within the time stipulated by the Court.

The Vernacular part of the Record and Exhibits shall be sent for translation. On receipt of Translated Part the books containing material records for perusal by Hon'ble Judges, shall be got prepared through Press Copy Section. After the Cases are made ready "Ready Lists", shall be displayed on the Notice Board and they shall be fed into the Computers. Periodical Statements of Pendency Lists shall also be prepared.

After registration, it will be the duty of the Filing Assistants to deliver to the Assistants-Incharge, Notice Wing, all cases in which Notices are required to

be issued and enter the number of the cases in the Posting Book, consecutively. (Old 691)

Any application for sending papers in an undisposed of case to another Court for any purpose whatever, will be submitted 'for orders' through the Posting Assistant, who will note on the application whether the Case is 'ready' or not for posting. The application will be returned with orders through the Posting Assistant who, if the case is otherwise ready and the application is granted, will note the fact in the Posting Book. (Old 808)

Application for dispensing with translation and typing, which have been numbered and filed in the Petition Register, when disposed of by the Court, shall be entered in the Filing Registers and Posting Books. (Old 809(a))

St. Or. No. 216: COMMON PROCEDURE *(To be followed by all the Filing Sections in the matter of Issuance of Notices and service thereof)*

216 – 1: ISSUE OF NOTICES: Before issuing Notices, it shall be verified from Filing Books whether any Advocate has entered appearance on behalf of the Respondents.

Notices will be issued, if there is no appearance on behalf of the Respondents. The service of Notice in Civil Cases before Admission be treated as service in the main Civil Cases dispensing with service of Notices after admission. (Old 514)

IN ALL APPEALS, BATTAS HAVE TO BE PAID AT THE TIME OF FILING.

Similarly, in Income-tax Tribunal Appeals (I.T.T.As.), when Notice is ordered and served before admission and when the appeal is posted before the Court after admission, the Notice, served earlier, be treated as valid.

Each Notice Assistant will issue Notices in 30 Cases or 100 Respondents. (Old 515)

Immediately on receipt of Cases, except in Writ Petitions and Criminal Cases, the Seat Assistants will enter the Cases in the concerned Registers and hand over the same to the Notice Assistants, who will issue Notice to the parties. (Old 513)

The Notice Assistant shall ensure that the Case number is noted on the Acknowledgement as well on the Cover before sending it to the Current Section for despatch.

After issue of Notices, the Notice Assistant shall prepare docket in the form prescribed. After making necessary entries in the concerned Registers, the Notices prepared will be sent to the Current Section for despatch.

216 – 2: CHECKING OF ISSUANCE OF NOTICES: It is the duty of the Section Incharge to see that Notices in all Cases of urgent nature, as also the Cases wherein specific dates have been fixed for return, are prepared by the Notice Assistants and despatched to the parties on the same day of the receipt of Batta or on the next day. He will also see that Notices in other Cases are issued without delay, the time limit being 7 days. (*Old 512*)

216 – 3: DESPATCH AND ACKNOWLEDGEMENT: After despatch of Notices, the Current Section will send the Office copies of the Notices to the Seat Assistants who will enter in the concerned Registers the actual date of despatch. Soon after receipt of acknowledgments of the Notices sent by Registered Posts, the concerned Seat Assistant will make an endorsement on the docket to the effect that Notices are served. Senior Assistant will finally examine the Cases as to the sufficiency of service of Notices, make the necessary entries in the concerned Registers, and send the Cases to the Section Incharge for his approval. Thereafter, the Cases will be made 'ready'. (*Old 516 & 517*)

If the Section has not received acknowledgments within thirty days from the actual date of despatch of the Notices, the orders of Deputy Registrar must be obtained as to the issuance of fresh Notices free of cost. After obtaining such orders, necessary entries shall be made in the concerned Register and, then, the Cases be given to the Notice Assistants who will issue Notices to the parties. It shall be verified whether acknowledgments have been received before sending the Notices to the Current Section for despatch. (*Old 518*)

If the Notices sent through Court have not been returned served within thirty days from the date of despatch, reminder shall be issued to the concerned Court as to the service of Notices on the parties. (*Old 519*)

216–4: IRREGULARITY IN SERVICE/NON-SERVICE OF NOTICES: Whenever there are any Cases of irregularity in the service of notice by the Subordinate Courts, the matter will be brought to the notice of the concerned District Judge for further action. (*Old 520*)

If the Notices sent by Registered Post with Acknowledgement due are returned unserved, the concerned Seat Assistant shall prepare an intimation to the Advocate concerned as to why the Notices have not been served, and put up in the Notice Board giving fifteen days' time to the Advocate to pay Batta for service of a fresh notice. (*Old 521*)

When a Notice is returned unserved on account of the death of a party, the Seat Assistant shall prepare intimation to the Petitioner's Advocate and put up in the Notice Board for taking steps to bring the Legal Representatives on record. If the date of death of the Party is mentioned on the cover, it should also be mentioned in the intimation. If no action is taken within ninety days from the date of death of the Respondent, it will be posted before the Deputy Registrar for orders. If the Advocate has not taken any steps to bring the Legal representatives of the deceased-Respondent on record even after the posting of the Case before the Deputy Registrar, the concerned Assistant will post the Case before Court 'for Orders', after ascertaining from the Scrutiny Officers' section whether the Advocate has filed L.R. Petition or not, and also after obtaining the orders of the Deputy Registrar. (*Old 521*)

If the Advocate has failed to pay in the Registry, within the prescribed time, the Fee required for the service of Notices on the respondents, the concerned Seat Assistant shall post the Case initially 'for orders' before the Deputy Registrar. After the expiry of the period of four weeks, in all, granted by the Deputy Registrar from the date of putting up Notice on the Notice Board, the Seat Assistant shall obtain the orders of the Deputy Registrar as to the posting of the Case before the Court 'for orders'. The Seat Assistant shall ascertain from the Scrutiny Officer as to whether any Batta has been paid for service of Notice on the Respondents before posting the Case before court 'for orders'. (*Old 521*)

If Notice is ordered on the Misc. Petition filed to bring the Legal representative of the Respondent on Record, the concerned Notice Assistant will send Notices to the Legal Representatives in the Miscellaneous Petition as well as in the Main Case to avoid any delay. (*Old 523*)

216 – 5: REQUISITION FOR POSTING PARTICULAR CASES:

Whenever a requisition has been received from the Posting Section in regard to the posting of a particular Case and when the Case is not ready in the Notice Section, the concerned Seat Assistant will prepare a duplicate docket noting down the stages from the original docket and send the Case to the Posting Section. If the acknowledgements are received after sending the Case to the Posting Section, the Seat Assistant shall make all entries in the duplicate docket and keep it in the rack. If the bundle is received back from the Court, the Seat Assistant, with the help of the duplicate docket, shall take further action. (*Old 522*)

216 – 6: IF ADVOCATE DIES: When an Advocate for any party dies, it will be the duty of the concerned Seat Assistant to prepare a list of the Cases in which such Advocate has been engaged, together with a requisition, calling upon the parties to come forward and substitute another Advocate within one month. A copy of this list must be pasted on the Notice board and copies must also be transmitted to each of the Civil Courts of the Districts from which the Appeals emanated and are pending. (*Old 523-A*)

216 – 7: COURT FEE: Where it is found that the aggrieved party before the High Court has not paid the requisite Court-fee in the Lower Court, the Scrutiny Officers should make a note prominently on the docket in red ink to that effect, mentioning also the amount that is to be collected. The Appeal and the Second Appeal Filing Sections should watch if the said party has entered appearance and as soon as this is done, they should send the English Bundles to the Scrutiny Officers, who will take the necessary steps to realise the amount.

216 – 8: E.Bs., D.E.Bs: In order to curtail the inordinate delay in the issuance of Notices to the Respondents, and with a view to speed up the process of issuance of Notices, it shall be ensured that the papers in E.Bs., D.E.Bs., and Miscellaneous Bundles are arranged in chronological order as prescribed, indexed and stitched separately, as the Case may be, and it shall also be seen that an additional copy of the Petition/Memorandum of Grounds of Appeal, containing the particulars as to the cause-title, prayer etc., so as to enable the Filing Wing to dispense with the practice of retaining the D.E.Bs., in their Section and also to enable the said Wing to make necessary entries in the Filing Ledgers from the Additional Sheets of the Petitioners/Memorandum of Grounds of Appeal (*Vide Circular No. 5/96-Judl., Dt. 01-04-1996*).

216 – 9: PROCESS FEE: As per the Amendment to Item 1 of the Schedule to Sub Rule 1 of Rule 3 of the Process Fee Rules, 1965, Process Fee shall be collected as per the following Schedule (subject to subsequent amendments, if any):

<i>Name of the Process</i>	<i>Amount leviable on other suits in -</i>		
	<i>Small Cause Suits</i>	<i>Jr. Civil Judges' Courts</i>	<i>Sr. Civil Judges' Courts, Dt. Courts & High Court</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>
<i>1. For each summons or Notice.</i>	<i>Rs. Ps.</i>	<i>Rs. Ps.</i>	<i>Rs. Ps.</i>
<i>a) When sent by Registered Post for each Defendant/Respondent or Witness.</i>	<i>20.00</i>	<i>20.00</i>	<i>20.00</i>
<i>b) When served by an Officer or the Court or sent by Post to another Court for service.</i>			
<i>i) On a Defendant/Respondent or Witness.</i>	<i>20.00</i>	<i>20.00</i>	<i>20.00</i>
<i>ii) On every additional Defendant/Respondent or Witness in the Matter, residing in the same locality of a City, if the Process be Applied for at the same time.</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>

NOTE: *In Cases where there are several minor Defendants or Respondents, represented by a single Guardian, there shall be a single service upon such Guardian, and single Fee shall be charged therefor.*



St. Or. No.217: SCRUTINY OFFICERS :GENERAL GUIDELINES.

217 – 1: COURT FEE, Etc.:

- a) The Scrutiny Officers must satisfy themselves as to the correctness of the Court Fee paid, provision of law and the period of limitation.
- b) Where it is found that the aggrieved party before the High Court has not paid the requisite Court-fee in the Lower Court, the Scrutiny Officers should make a note prominently on the docket in red ink to that effect, mentioning also the amount that is to be collected. The Appeal and the Second Appeal Filing Sections should watch if the said parties have entered appearance and as soon as this is done, they should send the English Bundles to the Scrutiny Officers, who will take the necessary steps to realise the amount. (*Old 546(c)*)

- c) When Court Fee payable in a Memorandum of Appeal or Cross-Objections depends on the market value of immovable properties, and if there is nothing on record to show their market value, the parties concerned shall be required to file an affidavit giving, besides the market value and the date on which it has been calculated, a list of the properties, their nature, situation, extent, annual gross and net profits, assessment or rent particulars of any sale and mortgage deeds and copies thereof in respect of the properties and other particulars necessary for checking the valuation. Special orders of the Deputy Registrar should be obtained for accepting market value given in the affidavit. (*Old 547*)
- d) Where there are more than one petitioner, and if there is no common cause of action, payment of proper Court-fee is to be insisted for each petitioner. Such Cases are to be placed by the Scrutiny Officers before the concerned Assistant Registrar/Deputy Registrar before passing, so that the latter will verify/examine the rule position and issue suitable instructions. (*Vide the Circular No. 26/99-Judl., Dated 13-7-1999*)
- e) The Scrutiny Officers shall scrutinise the papers presented with Court Fee Stamps affixed to them and check the value of the Stamps and see that the Stamps have been properly punched and defaced and the High Court rubber stamp has been properly affixed. They shall also see that no un-punched stamps are found in records passing through their hands. (*Old 542 & 550*)
- f) Whenever used Court-fee Stamps are found in a fresh Case filed by the Advocates, the Scrutiny Officer must immediately bring it to the notice of the Registrar (Judl.) for appropriate action. (*Old 568*)
- g) Due to shortage of Court-fee Stamps, Advocates/Litigant Public can pay money in lieu of the Court-fee as per Valuation in the cases that are to be filed in the Scrutiny Officers' Section before the Deputy Registrar in-charge of Scrutiny Officers' Section.

The Advocates and litigant public who pay cash for the value of the stamps to be filed along with the Cases, have to furnish stamps to the Registry, and, after the stamps are placed in the record, take back the amount paid by them. (*Vide Notice dated 27-12-2001 issued by the Registrar (Judicial)*).

S.O. 217 – 2: BATTA: It will be the duty and responsibility of Scrutiny Officers, before passing the papers, to verify as to whether sufficient Batta has been paid for service of notices on the respondents and whether full and complete addresses of the respondents have been furnished. If, in the Batta, there is insufficient and incomplete address of the respondent, the papers should be returned to the Advocate for furnishing full and complete address of the respondent. (*Old 544*)

In all Appeals, Batta has to be paid at the time of filing.

In all Petitions, including Review Petitions, Batta should be insisted.

217-3:VALUATION: The Scrutiny Officers should insist on the particulars of valuation being entered in the Memorandum of Appeals and Objections presented against Decrees and Orders made on the Original Side. (*Old 554*)

217 - 4:OTHER POINTS FOR CHECKING: The Scrutiny Officers shall particularly check up:-

Whether the Case is maintainable?

Whether the array of the Respondents is correct?

Whether the Draft Formats of Interim Orders are there?

Whether the necessary parties are not arrayed as party-Respondents?

Whether the Parties who are not necessary Parties are impleaded as Party-Respondents? Etc.(*Vide Circular issued by Registrar (Judl.) on 20-6-'96*)

(FOR GUIDANCE, CHECK-LISTS (also on aspects like Limitation & Court-fee) ARE PROVIDED, IN RESPECT OF CERTAIN CATEGORIES OF CASES, AS ANNEXURE 12)

Before passing a Writ Petition, the Scrutiny Officer must satisfy himself as to whether the Petitioner has exhausted all other remedies available to him under the provisions of the relevant enactment on the subject. (*Old 569*)

217 – 5:QUOTA: The Scrutiny Officers have to turn out 30 Units of work per day (Main Case as One Unit and Miscellaneous Petition as Half Unit), while, for the Deputy Scrutiny Officers, 40 independent Petitions (W.P.M.Ps and C.M.Ps.) are prescribed.

217 – 6: Proforma of Draft Interim Orders: The Scrutiny Officers shall carefully scrutinise the Proforma (as prescribed from time to time) of the Draft-Interim Order filed by the Advocates/Parties at the time of filing the Case. They must ensure that the Particulars, such as, the Case Number, Names of the Parties, Name of the Petitioner's Counsel, Prayer Portion, Names and Addresses of the Respondents furnished in the "To Address Portion" are in conformity with the particulars mentioned in the Miscellaneous Petition. (*Vide the Circular in No. 2/96-Judl., Dated 8-1-1996*)

217 – 7: RETURNS & REPRESENTATIONS:

- a) When an appeal or petition is returned to the Advocate, who presented it, with a requisition for further information as to payment of additional stamp duty or the like and is re-presented without the requisition being fully complied with, the bundle should again be returned to the Advocate for compliance. If the Advocate fails to comply with the Office requisition even after three returns, the Scrutiny Officer will put up an office note and obtain the orders of the Deputy Registrar as to the posting of the Case before the Court. (*Old 545*)
- b) Where a Memorandum of Appeal or a Petition presented to the High Court is not signed by the Advocate who holds the Vakalath from the party, but is signed 'for' him by another Advocate who holds no Vakalath in the Case, the Scrutiny Officer must return the Memorandum of Appeal, or Petition, as the Case may be, for re-presentation with signature of the Advocate who is authorised to present it. (This order will not apply to routine Applications, e.g., Applications to the Registrar (Judl.) for adjournment). (*Old 548*)

- c) If the descriptive particulars of parties are not shown in the Cause-title, like the name, age, father's name, occupation and postal address of the parties, the Appeals, Petitions, etc., presented to the High Court shall be returned with the objections for compliance. (*Old 549*)
- d) In Cases in which copies of decrees, judgments, orders etc., filed with appeals and petitions require amendment of what is obviously a clerical error or of the date of judgment, the Cases should not be returned to the party presenting them on this ground alone, but a note of the error should be made at the head of the petition-docket and the Cases filed. (*Old 551*)
- e) Every Civil Revision Petition must show, in plain terms, whether it is filed under Section 115, C.P.C. or under any other enactment. Further, any petition presented for admission, which omits to state this distinctly, must be returned to the party or Advocate presenting it with an endorsement requiring it to be stated precisely the provision of law under which the application is made. Every such petition must state only one or the other provision definitely. (*Old 552*)

In the returns and the registers, Civil Revision Petitions "under Section 115 Civil Procedure Code", "under Section 25 of Act IX of 1887" or under any other enactment must be clearly distinguished. (*Old 690*)

- f) If an Appeal from Original Side is presented by an Advocate or Attorney other than the one who conducted the Suit on the Original side, and if no application for change of Advocate or Attorney is filed, the Scrutiny Officer should, unless the appointment of the original Advocate or Attorney was limited to the Suit or matter, only return the Appeal Memorandum with an endorsement that the Appeal Memorandum should be signed by the Original Advocate or Attorney also or that an order allowing change of Advocate or Attorney should be filed. (*Old 553*)
- g) On receipt of an Interlocutory Application, it will be the duty of the Scrutiny Officers to check the names of the parties and the number of the Case given therein with those given in the main Case and to see if it is drawn up in proper form and were necessarily verified, and whether it is presented within the time prescribed by law and along with the necessary enclosures (e.g., Vakalaths and affidavits wherever necessary). If defective in any particulars, the Petition shall be returned with a Note of the Defects endorsed thereon under the signature of the Officer concerned. If correct, the Petition shall be registered after being numbered. (*Old 559*)
- h) Translation and Typing Applications in First Appeals will, if not accompanied by certified copies of documents referred to therein, be returned by the Scrutiny Officers to the concerned Advocate for being represented with all the enclosures. (*Old 562*)
- i) Translation and Typing Applications, which are defective, shall under no circumstances be returned for rectifying the defects without a time limit of not more than ten days being fixed for re-presentation. (*Old 563*)
- j) Whenever a Scrutiny Officer entertains a doubt with regard to the maintainability of a Case, he should return the bundle with the objection

to the Advocate. If he is not satisfied with the clarification given by the Advocate, he will prepare an Office Note and take the orders of the Deputy Registrar as to the posting of the Case before Court. (*Old 570*)

- k) A prayer to receive additional documentary evidence under the Code of Civil Procedure should not be combined with a prayer to translate and type the documents under the rules of the High Court. A separate petition for each purpose should be filed. An application in which both the prayers are combined will be returned with an endorsement requiring two separate petitions to be filed. (*Old 558*)
- l) Scrutiny Officers should see whether sufficient number of copies of affidavit, Memorandum of Grounds, Material Papers, etc., are filed by the Advocates and whether they are legible. If there are no sufficient numbers of copies and they are not legible, the Cases should be returned to the Advocates for compliance. (*Old 572-A*)
- m) Correct and complete Addresses of the Parties/Authorities, made as Parties, are to be furnished; otherwise, those Cases shall be returned. (*Vide the Circular No.5/99-Judl., dated 10-2-1999*)
- n) In every Case passed by the Scrutiny officers, they shall certify that the material papers filed therein are legible and readable by engrossing a Certificate to that effect on the docket-sheet of the Case. (*Vide the Circular issued by Registrar (Judl.) on 19-12-1995 and on 3-9-1996*)
- o) Keeping in mind the decision of the Supreme Court in *Ms. Savitri Devi Vs. District Judge, Gorakhpur & Others* (Civil Appeal No. 932/99), the Scrutiny Officers shall take appropriate objections as and when Judicial Officers who passed Orders in Civil Proceedings are impleaded as parties in the Cases filed against the said Orders before the High Court. (*Vide Circular in ROC 16/99-Judicial, Dt. 5-4-1999*)

Whenever the High Court/Presiding Officer of any Subordinate Court is impleaded as a party, or the action of the High Court or Subordinate Court, on administrative side, is questioned in any proceedings, such Cases shall be posted before a Division Bench. For that purpose, the Case File shall be placed before the Registrar (Judicial) to enable him to obtain orders of the Hon'ble the Chief Justice. While scrutinizing the papers, in such Cases, the Scrutiny Officers shall ensure that the Subordinate Judicial Officers, who passed the impugned orders on the judicial side, are not impleaded in the Cases filed against such orders, as the said practice of Impleading Judicial Officers who disposed of the Civil proceedings as party to the proceedings is deprecated by the Supreme Court.

All defects, if any, must be pointed out in the first endorsement itself.

The Returns Seat Assistant will receive the Cases returned by the Scrutiny Officers with objections and send them for perusal and signature of the Officers concerned. After obtaining the signatures of the Officers concerned, he will make entries in the concerned Register and put up a List of such Cases in the Notice Board the next day before 1-30 P.M. The concerned Advocates or Advocate's Clerks, whose

Cases are returned with objections and listed in the Notice Board, will come to the Returns Seat Assistant and take return of the Cases.

The Advocates or Advocates' Clerks will be permitted to see the Concerned Controlling Officer/Section Officers to rectify the minor mistakes in the Cases filed by them so as to enable the Scrutiny Officers to scrutinise the Cases thoroughly and judiciously. (*Old 572*)

If the papers are found in order, they will pass the Papers with an endorsement on the docket 'May be filed' and send the same to the Chief Docketing Assistants, who, after getting the papers docketed by the Docketing Assistants, will number the Cases and transmit the same to the concerned Filing Wings. (*Old 544*)

217 – 8: ORIGINAL SIDE APPEALS:

- a) Original Side Appeals will be divided into two classes, viz.,-
 - i) Appeals from judgments & Decrees;
 - ii) Appeals from Interlocutory Orders (which are in the nature of judgments)
- b) The Scrutiny Officer will note on the docket sheet whether the Appeal is from an Interlocutory Order. Such Appeals will be expedited as regards preparation, posting, etc.
- c) All Original Side Appeals of a special nature, e.g., Appeals under the Companies Act, Guardians and Wards Act, will also be expedited at every stage. The Scrutiny Officer will note on the docket sheet the nature of the Appeal as in the Case of Appeals from Interlocutory Orders and prior to decree Cases.
- d) All Appeals from Orders of the Subordinate Courts and of the High Court in its Original Jurisdiction rejecting Applications to set aside *ex parte* decrees and all Appeals from Orders of Remand under Order XLI Rule 23 C.P.C., should be expedited at every stage. The Scrutiny Officer will draw attention to every such Case by noting the nature of the Appeal on the docket and marking it 'urgent'; (*Old 556*)
- e) Papers relating to the Original Side Section received by the Receiving Assistant should not be allowed to accumulate till the evening, but should be processed with little delay after appropriate entries are made in the concerned Registers. (*Old 567*)

217– 9: L.P.As.:

- (A) LPA lies in the following Cases:
 - a) Against order disposing of Contempt Case by Single Judge by modifying the impugned order – 1999 (1) ALT 608.
 - b) Against dismissal of petition to condone delay in filing Appeal under Land Acquisition Act. - 1991(1) ALT 496 – 1997 (6) Supreme 106
 - c) Against order dismissing or allowing Appeal filed against Award made under M.V. Act.-- 1995 Mp 244 (FB) – 2001 (3) ccc9 (SC)
 - d) Against order made U/s 17 B of I.D.Act – 2001 SC 883

- (B) LPA does not lie in the following Cases:
- a) Against order of notice only in CMP in main case
 - b) Against order refusing stay of another suit -- 1957 AP 491.
 - c) Against final order in CMA filed against order of lower court in claim petition under 0.21, R.68 CPC.-- 1990 (1) ALT 48 (Short Notes)
 - d) Against order made U/s 11 of Requisitioning and Acquisition of Immovable Property Act in Appeal -- 1968 SC 384
 - e) Against order in Review petition in CMA (Sr 16790/88 dt. 11.4.88)
 - f) Against order granting interim injunction U/s 41 (b) r.w.para 4 of Second Schedule of Arbitration Act – 1993 (3) SCC 1
 - g) Against order disposing of CMA (either allowed or dismissed) -- 1990 AP 19 – 1998 AP 215 – 2000 (3) ICC 566 (SC)

L.P.As., preferred against final judgments shall not be numbered if the Trial Court Judgments are not filed as part of material papers.(*Vide Circular No.27/99-Judl., dated 25-8-1999*)

217– 10: INCOME TAX TRIBUNAL APPEAL: The Cases filed under Section 260-A of the Income Tax Act against the Order of the Income Tax Appellate Tribunal by the Department or the Assesseees will be registered with the nomenclature of “I.T.T.A.” (*Income Tax Tribunal Appeal*), *vide the Circular No. 30/99-Judl., dated 22-9-1999*)

217– 11: WEALTH TAX APPEAL: The Cases filed under Section 27-A of the Wealth Tax Act against the Order of the Income Tax Appellate Tribunal by the Department or the Assesseees, will be registered with the nomenclature of “W.T.A.” (Wealth Tax Appeal), (*Vide the Circular No. 37/99-Judl.*)

217– 12: TAX-MATTERS: In all Tax Matters, the three sets filed therein shall contain the following papers only, apart from dockets and index sheets.

- | | |
|-------------------|---|
| (1) First set | <ol style="list-style-type: none"> (a) Original copy of Memo of Grounds; (b) Vakalat / Memo. Of Appearance; (c) All Original Orders; (d) First Set of Material Papers; (e) Court Fee; |
| (2) Duplicate set | <ol style="list-style-type: none"> (a) Duplicate copy of Memo of Grounds; (b) Duplicate Set of Material Papers; |
| (3) Misc. set | <ol style="list-style-type: none"> (a) All Additional Copies of Memo. of Grounds ; (b) All Additional Set of Material Papers; © Batta Form, Notice Forms, Covers & Acknowledgement Forms; (d) All other Misc. Papers. |

If there is any deviation in preparation of Sets, as stated supra, the Case-Bundles should be returned for proper preparation and compliance.(*Vide the Circular dated ?-09-1999*)

217- 13: REVIEW: Applications for Review of Judgments of the High Court shall be treated in every branch of the Registry as 'urgent' and made ready for posting at the earliest possible date. (Batta to be insisted). (*Old 557*)

217 - 14: CASES REFERRED (*Old 564*):

- a) On receipt of Reference made to the High Court under Order XLVI, Rule 1 of the Civil Procedure Code, the Scrutiny Officer shall, before the Case is numbered, examine the papers to see whether the Reference is competent under that provision. In Cases of doubt, he shall take the orders of the Deputy Registrar as to the posting of those Cases before Court for directions.
- b) When References are received from Subordinate Courts under the Code of Civil Procedure or under any of the Special Acts, such as Indian Divorce Act, the Indian Stamp Act, the Workmen's Compensation Act, the Indian Companies Act and the Guardians and Wards Act, they shall be registered as 'Cases Referred;' in a Register maintained for the purpose.

217- 15: VAKALATHS FILED: Soon after receipt of separate vakalats, Advocate's Fees Certificates and Batta, it will be the duty of the Receiving Assistant to send the same immediately to the concerned Sections. When a petition to vacate stay is filed along with Vakalat, it will be the duty of the Scrutiny Officer to separate the Vakalat from the papers and send it to the Receiving Assistant who will, then, transmit the same to the concerned Filing Section. (*Old 565*)

217- 16: S.R.REGISTER (*J.R.1*): The S.R. Register will be closed every day at 3.30 P.M., subject to Limitation Matters, and sent to the Deputy Registrar for his signature. (*Old 566*)

217- 17: CASES AGAINST HIGH COURT: The Scrutiny Officers shall note that in all matters in which the High Court is impleaded as a party or when actions on administrative side of the High court or Officers of Subordinate Courts are questioned, they shall be posted before a Division Bench and, for that purpose the Case file may be placed before the Registrar (Judl.) for obtaining instructions. (*Vide the Circular issued by Registrar (Judl.) on 12-10-1995 and also on 27-6-1996*)(*Old 571 also*)

217- 18: TIME-BARRED CASES: Where Time-barred Cases are filed along with Delay Condoning Petitions, the main E.B., must be covered with a thick brown wrapper docket neatly stitched. (*Vide the circular issued by Registrar (Judl.) on 31-7-1996*)

Where a Writ Appeal is filed along with a Petition for Condonation of Delay in filing the Writ appeal or the Delay in Representation of the said Appeal and also a Dispense with Petition, the Dispense with Petition shall be numbered first and posted before the concerned Court for orders. It is only after the Dispense with petition is ordered, delay Condonation Petition shall be numbered and after it is ordered writ appeal shall be numbered along with the suspension/Direction Petition, if any. Then, these Matters shall be posted together before the concerned Bench.

Where a Writ Appeal is sought to be filed by a third party with a leave petition seeking leave of the Court to file the Writ Appeal, the leave petition should be numbered in the first instance and posted before the concerned Court, and it is only after the leave petition is ordered, the Writ Appeal shall be numbered along with the suspension/Direction petition, if any, and these matters shall be posted before the concerned Bench. (*Vide Circular issued by Registrar (Judl.) on 18-12-1995 as Clarification to the Circular No.3/Judl,dt. 24-6-1995*)

217-19:CASES CHALLENGING STATUTORY PROVISIONS: In matters where Statutory Provision/s -- may be Sections or Rules or Statute itself -- is/are challenged as being *ultra vires*, unconstitutional, etc., such matters shall be posted invariably before a Division Bench for Admission as well as for Hearing. (*Vide Circular No. 50/9/1996, D/23-7-'96 issued by Registrar (J)*)

217- 20: P.I.L. CASES: The Cases filed by the Individuals/Organisations involving Public Interest and filed as 'Public Interest Litigation Matters', shall be posted before Division Bench having the provision to hear 'Taken up Matters'. The Scrutiny Officers shall scrutinise them and mark those Cases accordingly (*Vide the Circular in ROC. No. 24/98-Judl., dated 9-11-1998*)

The Cases in respect of Taken up Matters, viz., Telegram, Fax, Petition, Representation, etc., received by the PIL Section shall be shown under the Category Code 39.00 as usual.

The PIL Cases filed by Advocates or otherwise before the Scrutiny Officers, shall be shown under the Category Code 39.01.

All the Scrutiny Officers shall mention on the docket the Category Code, and the Data Entry Operators shall feed the same to Computers. (*Vide Circular in ROC.No.2/2000, dated 25-1-2000*)

217- 21: CLASSIFICATION & SUB-CLASSIFICATION: The Scrutiny Officers shall note the relevant classification and sub-classification Code Numbers assigned to particular Category of Cases at the top of the docket of the English Bundles of the respective Cases while passing the Cases after scrutiny. (*Vide Circs. 7/96-Judl.,D/1-6-1996&27-8-1999 issued by Registrar(J)*)

217- 22: E.Bs., & D.E.Bs., - HOW THEY SHALL BE? : In order to curtail the inordinate delay in the issuance of Notices to the Respondents and with a view to speed up the process of issuance of Notices, it shall be ensured that the papers in E.Bs., D.E.Bs., and Miscellaneous Bundles are arranged in chronological order as prescribed, indexed stitched separately, as the Case may be, and it shall also be seen that an additional copy of the Writ Petition/Memorandum of Grounds of Writ Appeal containing the particulars as to the Cause-title, Prayer, Etc., so as to enable the Writ Filing Section to dispense with the practice of retaining the D.E.Bs., in their Section and also to enable the said Section to make necessary entries in the Writ Filing Ledger by culling out the required particulars from the additional Sheets of the Writ Petitions/Memorandum of Grounds of Writ Appeal (*For other particulars -- vide Circular No.5/96-Judl., dt. 1-4-1996*).

217 – 23: REGISTER SHOWING STATEMENT OF COUNTERS, VAKALATHS, CAVEATS, etc., (J.R.38) filed shall be maintained by the Scrutiny Officers, and it shall be submitted to the concerned Officer and Registrar (Judl.) on every Saturday for verification and inspection.

217– 24: SERVICE OF NOTICES ON G.Ps., & STANDING COUNSEL: Before passing the Cases, Scrutiny Officers should invariably insist upon an endorsement on the Petition or Application about service, acknowledging receipt of notice along with copies of Petition, Affidavit, Documents, etc., made by the Government Pleader or Standing Counsel concerned. Such endorsement should contain Seal/Stamp of the concerned Government Pleader or Standing Counsel with time and date of such service. Besides, they should also insist upon a Certificate being furnished on a separate and exclusive sheet by the Advocate filing the Petition or Application having been enclosed thereto to the effect that notice of such Case has been served on the concerned Government Pleader, or Standing Counsel, as the Case may be. The endorsement referred to above may be made either by the Government Pleader himself or Secretary of the Government Pleaders' Office or by some one authorised by him but not below the rank of Superintendent. So also the endorsement may be made by the Standing Counsel himself or by the Registered Clerk of the Standing Counsel or by a person so authorised by the Standing Counsel. (*Vide the Circular in No.16/Judl./95*)

Where such Certificate of service is not filed, but the Advocate for the Petitioner files a statement stating that, inspite efforts, service could not be made on the concerned Government Pleader or Standing Counsel, then, such Cases shall be presented to the Bench at S.R.Stage, without numbering the Writ Petition. (*Vide the Circular in No.17/Judl./AE, Dated 4-8-1995*)

217 - 25 LUNCH MOTIONS / MOTIONS: The Cases in which Lunch Motion Permissions are obtained shall be filed by 11-30 AM., after obtaining the initials from the Deputy Registrar concerned for being placed before the Hon'ble Court by 2-15 PM., on the same day. Papers filed after 11-30 A.M., will be treated as 'Motions' and, if found in order, will be posted the next working day.

All Cases with Motion Letters will be received by the Scrutiny Officers from 10-30 AM., to 1-30 PM., and Cases filed with Motion Letters after 2.00 PM., will not be listed in the next day's Motion List. (*Vide the Circular No. 26/97/Judl., dt. 18-11-1997*)

217 – 26: LETTERS BY JUDL. OFFICERS FOR EXTENSION OF TIME: Where particular time is fixed by the High Court for the disposal of any particular matter by the Lower Court, and if Letters are received in the Registry from Judicial Officers, seeking extension of time, such Letters, along with the concerned bundle, shall be circulated to the Hon'ble Judge, who fixed the time schedule, (and, if the Hon'ble Judge is not available, to the Hon'ble Judge for whom provision is made for that particular category of Case), by way of an Office Note to be signed by the Deputy Registrar concerned. Other things follow, as per the directions of the Hon'ble Judge.

217 – 27: MODEL WRIT PETITION, conforming to certain norms, is introduced under *Circulars Nos. 31/99-Judl., dt. 11-10-1999, 40/99-Judl., dt.13-12-1999 and 41/99-Judl., dt.14-12-1999*)

Writ Petitions shall not be numbered and posted for admission when notices are not served upon the learned counsel for the State or the Standing Counsel of the Central Government, as the Case may be, as required by Rule 7 of the Writ Proceedings Rules framed by the High Court. (*Vide the Circular in Roc. No.10/2001, dated 31-3-2001*)

217- 28 IMPEADING LEGAL REPRESENTATIVES: Where some of the Legal Representatives of Respondent-Defendant to be brought on record are minors, Petition to appoint Guardian for minors, has got to be filed along with L.R. Petition, and the L.R. Petitions shall not be passed without insisting to file a Petition for appointment of Guardian. When once the Court seizes the matter and Cases are pending, the Guardian for Minors has to be appointed only by the Court.

Under Order 32 Rule 3 C.P.C., Petition to appoint Guardian for Minors has to be filed in the name and on behalf of the Minor with an affidavit verifying the fact that ‘the proposed Guardian has no interest in the matters in controversy, adverse to that of the Minor and that he is a fit person to be so appointed’. The provisions of Order 32 Rule 3 C.P.C., shall be scrupulously followed while passing L.R. Petitions (*Vide the Circular in R.O.C. No. 7/2001, dt. 27-02-2001 issued by Registrar Judicial*).

217-29: ADDITIONAL AFFIDAVITS/ADDL.MATERIAL PAPERS:

Advocates will have to obtain prior permission of the Hon’ble Court, by way of a separate Petition accompanied by an affidavit, giving reasons for filing additional affidavits and additional documents at a subsequent stage. Such Applications for leave for filing additional affidavits/additional material papers shall be filed before the Scrutiny Officers concerned. (*Vide the Notice dated 21-7-1999 published in the Cause-List*).

REGISTERS TO BE MAINTAINED SHALL INCLUDE:-

- | | |
|---|-------------------|
| a) S.R. Register (<i>J.R.1</i>) | |
| b) Register of Cases referred (<i>J.R.2</i>) | |
| c) Daily Register of Court Fee realised (<i>J.R.3</i>) | H.Ct.F.No.140 |
| d) Main Cases (and Petition) Distribution Register (<i>J.R.4</i>) | H.Ct.F.No.619 (a) |
| e) Work Statement of the Scrutiny Officer. (<i>J.R.5</i>) | H.Ct.F.No.725 |
| f) Cases Return Register (<i>J.R.6</i>) | H.Ct.F.No.144 |
| g) Check Slip Register (Court Fee Audit Sec.)(<i>J.R.7</i>) | H.Ct.F.No.695 |
| h) Un-Stamped Register (<i>J.R.8</i>) | H.Ct.F.No.725 |
| i) Numbering Register (Tail Book)(<i>J.R.9</i>) | G.C.P.1465 |
| j) Register used in the Computer Wing (<i>J.R.10</i>) | H.Ct.F.No.725 |
| k) Register of Caveats (District-wise) (<i>J.R.11</i>) | |

The following Proforma of Registers for the said Two Wings are now proposed to be maintained:

(a) Docketing and Numbering Wing:Proforma of Register (For Numbering of Cases) (*J.R.9*)

<i>Date</i>	<i>Serial Number of the Case</i>	<i>Stamp Registration Number of the Case</i>
<i>1</i>	<i>2</i>	<i>3</i>

(b) Computer Wing:Proforma of Case-Feeding Register (For use in Computer Wing) (*J.R.10*)

<i>Date</i>	<i>Nature, Number and Year of the Case</i>	<i>Name of the Counsel</i>
<i>1</i>	<i>2</i>	<i>3</i>

* * *

ORIGINAL SIDE SECTION.**St. Or. No.218: MATTERS PERTAINING TO THIS SECTION:**

<u>NATURE OF THE CASES</u> <u>LIMITATION</u>	<u>PROVISION</u>	<u>OF</u>	<u>LAW</u>
1. CIVIL SUITS (CS)	: a) The Admiralty Jurisdiction [India] Act, 1860.(Under Or.XLII of Original Side Rules,1956)		___
	b) Suits Transferred from the Lower Court under the Orders of High Court.		___
	c) IRBI Act		___
2. ORIGINAL PETITIONS [OP] :	a) The Indian Divorce Act 1869 (u/s 18,22, and 32).		___
	b) Designs Act – u/s 51.		___
	c) The Administration General Act, 1963- u/s 52.		___
	d) The Indian Succession Act, u/s 301,273(a),217.		___
	e) The Trade and Merchandise Marks Act, 1958 – u/s.56, 107.		___
	f) O.Ps. Transferred from the Lower Court under Orders Of High Court.		___
3. CONTEMPT CASES [CC]	: The Contempt of Courts Act, 1971. u/s 10 to 12		1 year from the alleged date of contempt.
4. COMPANY PETITIONS [CP] :	The Companies Act, 1956. u/s. 100,101,102,203,237 391,394,433,439,633(2)		___
5. REFERRED COMPANY CASES [RCC]	: Sick Industrial Companies [Special Provision Act 1985 by BIFR u/s.20(1) of the SICA.		___
6. ELECTION PETITION [EP]	: The Representation of the Peoples Act, 1951. – U/s 80 and 81.		45 days

- 7. ARBITRATION PETITION [AA]** : Arbitration and Conciliation Act, 1996 – u/s.11,34. —
- 8. RECREMINATION PETITION [Recr.petn.]** : The Representation of the Peoples Act, 1951 – u/s 97. 14days
- 9. APPLICATIONS [APPL.]** : Under CPC, Admiralty Rules; Indian Succession Act; Contempt Arbitration and Conciliation Act, 1996; Limitation Act. Review, Recall, set aside 30 Days.
- 10. COMPANY APPLICATIONS (CA)** : The Companies Act,1956 and Company [Court] Rules, 1959. U/R. 7,8,9,29,30 etc. Review, Recall, Set Aside 30 Days.
- 11. ALL ORIGINAL SIDE APPEALS:** Under Cl.15 of Letters Patent R/W S.483 of Com. Act, 1956
- 12. CONTEMPT APPEALS.** : U/S.19 (1) of Contempt of Courts Act, 1997 R/W R.36 of C.C.Act.
- CONTEMPT CASE:** U/S.15 of Act (Congnizance of Criminal Contempt.
- 13. COMPANY APPEALS** : U/S.10(F) of Companies Act,1956.

S. O. 219: FILING, PROCESSING, ETC.: As regards the Filing, Scrutinising, Numbering, Processing, and Posting of all Matters relating to this Section, the **common procedure** evolved (in respect of Writ Proceedings, Criminal Matters and all Civil Matters and also Original Side Matters), and shown as *St. Or.215* is to be followed scrupulously *in so far as it is relevant for this Section:*

Plaints and Petitions numbered should be entered in the Register, which shall be open to inspection, by Advocates. The Register shall contain the following particulars: ‘Date of presentation, Name of the Advocate, Action taken, Serial Number.’ (*Old 836*)

After that, Summons be sent to the parties as per the directions of the Court in all cases (*Old 839*)

The Original Side Section, in particular, shall assign a Number to every **Recrimination Petition** filed under Section 97 of the Representation of Peoples Act (Recre. Petition.../2000 and the like) and duly feed the same in the Computer besides making necessary entries in the concerned Registers (*vide the Circular No. ROC No. 6/Judl./2000, dated 23-2-2000*)

Appearance of the Advocate, if any, shall also be fed to the Computer in the concerned Cases. The Case Number in the Lower Court and the Names of the Parties shall also be entered wherever required.

After the detailed data is entered in the Computer, the Cases with Motion Letters shall be sent to the concerned Seat-clerk and other Cases shall be sent to the Filing Seat.

A Register will be maintained by the Registering Assistant on the lines of the Suit Register where should be entered original petitions under the following Heads:

REGISTER OF ORIGINAL PETITIONS (J.R. 20)

<i>Date of filing</i>	<i>Relief sought</i>	<i>Orders made with Dates & Details</i>
(1)	(2)	(3)

The Miscellaneous Petitions or Interlocutory Applications filed shall be entrusted to the Scrutiny Officers for Scrutiny, and they shall verify with reference to the main Cases.

Any papers found defective and received back from the Filing Seats and Notice seats shall be returned after displaying the List of such Cases on the Notice Board in advance.

All papers carrying no Court Fee shall be entered in a separate Register (SR) (*J.R.1*) and they shall be assigned USR Number by the Receiving Assistant and be sent to the respective Sections for being put up with the concerned File on the same day.

The Cases received from the Court shall be attended to immediately on the same day or on the following day and within the time stipulated by the Court.

In the Case of *Transfer Applications*, filed seeking transfer of any Proceeding pending before the Lower Court to be heard along with any other matter pending with High Court, the Lower Court Records received by the V.R.Section shall be sent for, and carefully scrutinised before the Transfer Application is numbered.

Whenever the *High Court is impleaded as a party, or the action of the High Court or Subordinate Court*, on administrative side, is questioned in any proceedings, such Cases shall be posted before a Division Bench. For that purpose, the Case File shall be placed before the Registrar (Judl.) to enable him to obtain orders of the Hon'ble the Chief Justice. While scrutinizing the papers, the Scrutiny Officers shall ensure that the Subordinate Judicial Officers who passed the impugned orders on the judicial side are not impleaded in the Cases filed against such orders, as the said practice of Impleading Judicial Officers who disposed of the Civil Proceedings as party to the Proceedings is deprecated by the Apex Court. (*Please see the procedure specified with regard to 'Court Matters' shown as St. Or.No.2-11 in "Controlling Officers' Duties"*).

St. Or. 220: ISSUANCE OF NOTICES: This Section will issue Notices to the Respondents and summons to the witnesses calling for the Records in the Election Petitions, O.Ps., Civil Suits, and in Implead-Applications, etc. In Company matters notices will be issued as per rule 29 of Company Court rules by the parties/advocates concerned except in applications filed under section 454 of the Companies Act and in R.C.Cs.

The 'Common Procedure' (shown as St. Or. No.216) for the issuance of Notices be followed in so far as it is relevant for this Section.

St. Or. 221: SECTION OFFICER'S DUTIES (Old 826):

- a) The Section Officer is primarily responsible for the proper working of the Section. He will examine the Notes put up 'for orders', Drafts of Letters and Returns prepared by the Assistants in the Section before submission to the Deputy Registrar for orders or signature.
- b) He shall examine the Plaints, Election Petitions, Company Petitions, Company Applications, R.C.Cs., Official Liquidator's Reports, O.S.As., Company Appeals, Arbitration Applications, Recrimination Petitions, Contempt Appeals, Company Appeals, etc., and number the same.
- c) Unless a specific averment is made in the Affidavit regarding the date of commission of Contempt, **Contempt Cases** shall not be numbered in a routine manner. Only such persons or authorities against whom an allegation of violation of the orders passed by the Court is made, can be made a respondent in a Contempt Case and not against all the respondents in the order, the violation of which is complained of. If any clarification is required in any particular Case, also on Limitation aspect, the Section Officer shall place the matter before the Deputy Registrar for placing the same before the Hon'ble Court. (*Vide the Circular in ROC. No. 28/97/Judl., dated 220-11-1997*)
- d) All Registers should be checked regularly by the Section Officer atleast once a month and he should see that they are properly maintained, and for a complete record of the Case. (*Old 861*)
- e) He shall see that final Decrees passed in Suits are drafted on the necessary Stamp-papers according to the rules.
- f) He should also see that disposals are properly entered in the Filing Registers and that Cases not entered in a reasonable time are brought to the Notice of Deputy Registrar.
- g) He shall get a Register maintained for noting down all the orders of the Hon'ble Judges regulating matters coming up for attention in the Section, and instruct all the Assistants to maintain the Register as and when it comes to their notice. Every Assistant who becomes aware of such orders in the course of his duties should take them to the Notice of the Section Officer and enter them in the Note Book under the direction of the Section Officer.
- h) The Original Side Records will be under the immediate supervision of the Section Officer subject to the general control of the concerned officer. (*Old 859*)
- i) Papers relating to the Records will be submitted to the concerned officer through the Section Officer, Original Side Section. (*Old 860*)
- j) The Section Officer shall see that no paper is taken out of any bundle or File of papers, unless and until a printed record-slip, duly filled in by the Assistant taking the record, is pinned to the Index. (*Old 863*)

No paper shall be taken out of the Section unless and until it has also been first entered in the Record Issue Register in the form given below. Initials of the Assistant taking out the papers must be obtained in the Register (*Old 864*):

RECORD ISSUE REGISTER (J.R.31)

<i>No. of the Case or No. of the Proceeding.</i>	<i>Nature of paper taken</i>	<i>Index Number of the paper taken out</i>	<i>To whom given</i>	<i>Date of issue</i>	<i>Date of return.</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>

The concerned Assistant incharge of Records will maintain this Register.

The responsibility of the Assistant signing the record slip will continue as long as the slip remains in the file. The Assistants must see that slips are returned to them when the papers are sent back to the concerned Assistant incharge of Records. (*Old 865*)

In Contempt Cases where punishments are awarded a Register shall be maintained therefor and it shall be watched whether such punishments were complied with, and the said Register shall be placed before the Deputy Registrar periodically for verification.

S. O. 222: FILING LIST OF DOCUMENTS: A party filing a list of documents or other proceedings for which the time for filing is limited by Order of Court, must, unless otherwise ordered by the Deputy Registrar, produce an office copy of the order at the time of presenting the document in order that the Section may ascertain whether it is in time.

PETITIONS BY CREDITOR: A Petition filed by a Creditor in Company Matters should contain the verification at the end as in a Plaint together with the affidavit of verification. (*Old 879*)

S. O. 223: POSTING ASSISTANT – NORMS (*Old 841*): The Posting Assistant is responsible for the proper posting of all Cases of whatever kind and for the examination of all returns of service of Notices and processes and the submission thereof to the Section Officer. The Posting Assistant must post Cases in which Notices have been issued for a fixed day on those days.

He must keep a Diary in which he should, each day, enter from the Minute Books the Cases on the days to which they are adjourned or in which Notices are returnable.

The Posting Assistant will maintain the Hearing Book. He will make necessary entries in the Posting Register every evening regarding the causes appearing in the Daily List. He will check the entries every Saturday and see that posting of cases is not delayed, and bring to the notice of the Deputy Registrar any cases which are delayed owing to the default of any party or for any other cause. (*Old 844*)

The Posting Assistant will be responsible for the circulation of papers to the Judge and shall also check all the papers received back from the Judge after circulation and after orders are made. The Assistant who post the company matters and election petition before the Court shall also to attend the Court to assist the Court Officer. (*Old 874*)

It shall be the duty of the Posting Assistant, before posting a Case, to verify from the Records in the Case, the date of hearing, and not merely rely and act on the entry in the Hearing Book (**A.R.20**). (*Old 845*)

He must prepare and post the General, Monthly, and Daily Lists of Cases mentioned in Order XXX, Rule 4, Original Side Rules. He must note in the General and Monthly Lists of causes, the adjournment, and disposal of Cases. He must see to the transfer of Cases from the undefended to the defended board when leave is given to defend. He must see to the posting of Cases for orders in which no steps were taken for a month from the return of the summons.

The Court Assistant will send to the Posting Assistants a copy of the daily cause-list noted with the orders passed that day.

All Cases on the original side will be placed in the List in the *order of dates*. Cases coming into the List for the first time will not be placed above those already in the Daily List. (*Old 846*)

The order with regard to Cases taking their place in the order of dates will not affect the *Matrimonial Cases* and Cases specially fixed. These Cases will be placed in the Daily List when they are ready for trial or where a date has been specially fixed on that date. When Cases are settled out of Court, the Advocate for the Plaintiff will give Notice of Settlement to the Deputy Registrar and they will be placed in the List forthwith for disposal. (*Old 847*)

As far as possible, a Suit under Order VII of the Original Side Rules should be posted for passing Decree at one and the same time instead of on different occasions against several Defendants. Piecemeal posting should be avoided. (*Old 848*)

ADDITION OF NEW CASES: Immediately on receipt of the intimation in writing of the addition of new Cases from the Posting Assistant, the Court Assistants will satisfy themselves that the papers in the Cases are complete for circulation. If, however, Records are not available or are incomplete in any Case, they will immediately report this, in writing, through the concerned Assistant incharge of Records to the Section Officer. (*Old 871*)

S. O. 224: ADJOURNMENT BOOK (J.R.26) (*Old 842 & 843*): The concerned Assistant should go through the Adjournment Book (**J.R. 26**) and Diary (**A.R. 20**), every day, note the directions contained in the Cause-list

relating to posting and Records respectively. The entries in the Adjournment Book should be made in the Form shown below:

ADJOURNMENT BOOK (J.R. 26)

<i>Date on which Case appeared in the List</i>	<i>Adjourned to</i>	<i>Reason for adjournment</i>	<i>Steps, if any, taken by the Parties</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>

S. O. 225: SERVICE OF SUMMONS: The Posting Assistant will note in red ink on the top of the Judge's Summons whether the party taking out the application has not served any and, if so, which of the parties, whenever notice to any of them has been taken out. This is necessary to draw the attention of the Judge disposing of those applications, before any orders are made, that all the parties are not before the Court. (*Old 849*)

The service of summons on the concerned Parties/Counsel shall be noted on the reverse of the notice docket invariably and the concerned Clerk shall verify the same if the Case is being posted.

S. O. 226: PETITIONS UNDER GUARDIANS AND WARDS ACT: In Petitions under the Guardians and Wards Act, if security is not furnished within the time given by the Order or, if any extension has been granted, within that time, the Posting Assistant should, after obtaining the orders of the Deputy Registrar, post the petition before the Court. (*Old 853*)

S. O. 227: SECURITY BONDS: The Receiving Assistant sends the Security Bond filed in these Cases to the Registering Assistant who, after noting it in the Petition Register, shall send it on to the Posting Assistant and the fact whether the Security Bond was filed or not should, in each Case, be brought to the Notice of the Deputy Registrar. The draft order may be sent to the Deputy Registrar who tests the security required to be furnished. (*Old 854*)

S. O. 228: CONFIRMATIONS OR SETTING ASIDE SALE: Whenever an order for confirmation or setting aside sale is made in a Suit or Matter which has been referred to a Commissioner or an Arbitrator, the material portion or the general purpose of the order shall be communicated to the Commissioner or to the Arbitrator, as the Case may be, by the Deputy Registrar concerned by means of a letter. Further, the concerned Court Officer shall forthwith send to the Section Officer, Original Side Section, the papers containing the orders to enable him to do so. (*Old 855*)

The concerned Assistant should enter the Sale Certificate in the 'Register of Sale Certificates' (**J.R.35**) before giving to the parties, and one copy should be sent to the Registering Officer of the concerned area. The Sale Certificate drafted on the Stamp-paper should be given to the concerned party applied for, after due identification by the Advocate.

S. O. 229: APPOINTMENT OF ARBITRATORS: Whenever the Court appoints an Arbitrator, the concerned Seat Assistant shall enter the Name of the Arbitrator, Arbitration Application Number and the Date of appointment in the Ledger (**J.R.34**) kept separately.

S. O. 230: CANCELLATION OF REGISTERED INSTRUMENT:

When the Court passes a Decree or Order under Section 31 of the Specific Relief Act for the cancellation of an Instrument registered under the Indian Registration Act, the Court shall forthwith cause a copy of the decree or order on plain paper to be forwarded to the Registering Officer in whose Office the Instrument has been so registered. (*Old 856*)

SEAL: The Attender in charge of putting seals on the documents will seal them in the chambers of the Deputy Registrar. He will show the documents sealed to the Section Officer who will see that the sealing is not defective. (*Old 857*)

S. O. 231: VOUCHERS: Vouchers for taxing bills filed by the Advocates shall be received by the Receiving Assistant and forwarded to the Court Officers' Section after scrutiny by the Section Officer, Original Side Section. (*Old 858*)

S. O. 232: AMENDMENTS: Whenever Plaints, Original Petitions, Contempt Cases, Company Petitions, etc., are amended, the concerned Assistants will forthwith send them to the Registering Assistant for making the necessary entries in the File Books and English Bundles, and obtain initials of the Officer concerned against such amendments. (*Old 862*)

As per the Provisions of Order 6 Rule 18 C.P.C., if a Party, who has obtained an Order for Leave to amend, does not amend accordingly within the time limited for the purpose by the Order, or, if no time is thereby limited, then, within Fourteen days from the date of the Order, he shall not be permitted to amend after the expiration of such limited time, as aforesaid or of such Fourteen days as the Case may be, unless the time is extended by the Court.

(For guidance, a Proforma for obtaining the Orders of the Court for Amendment is shown as Annexure 14).

S. O. 233: FINAL DECREE: The Final Decree drafted on the Stamp Papers in the Civil Suits shall not be given to any of the Parties, and it is the Court Document. As and when Parties apply for Certified Copies, the Final Decree drafted on Stamp Papers only shall be sent to the C.D. Section for compliance, and not the draft Final Decree.

S. O. 234: RETURNING PAPERS: When papers are being returned, the date of return shall be entered by the concerned Assistant in the proper column of the Register, and he will check the papers returned and, if in order, cancel the slip and hand it back to the Assistant returning the paper. (*Old 866*)

Parties failing to take documents ordered to be returned to them within a month from the date of the order should file a fresh application for return.

The Receiving Assistant in the Section shall send a List of all papers returned or on which objections are noted for compliance to the Scrutiny Officers' Wing every evening. The Returning Assistant in the Scrutiny Officers' Wing will prepare a list of returned papers and put up the same on the Notice Board the next day. (*Old 833*)

A party filing a list of documents or other proceedings, for which the time for filing is limited by order of Court must, unless otherwise ordered by the Concerned Officer, produce an office copy of the order at the time of presenting the document in order that the Section may ascertain whether it is in time. (*Old 834*)

Any Proceedings presented in time but returned for rectification of defects will not be filed when represented out of the time allowed by the Suit Summons, Rules or Orders of Court without an Order of the court or of the Deputy Registrar excusing the delay or excusing the time on an application presented for the purpose. (*Old 830*)

If the Records returned are not taken back by the Advocates within a reasonable time, then, the matter shall be placed before the Deputy Registrar for posting before the Court.

S. O. 235: CIRCULATION REGISTER (A.R.9) (*Old 868*):

- a) For all papers sent to the Judges from the Record, a 'Circulation Register' (A.R. 9) will be maintained by the Court Assistant with the following columns:
 - 1) Date on which they are sent;
 - 2) Name of the Hon'ble Judge to whom papers are sent;
 - 3) Nature of the papers sent; &
 - 4) Date on which they are received back from the Hon'ble Judge.
- b) The Court Assistant will be responsible for its correctness and will bring to the Notice of the Concerned Officer any Cases in which the papers have to be received from the Hon'ble Judge within a reasonable time for the purpose of reminding the Hon'ble Judge.

A Statement of 'CAV' Cases has to be submitted to the Registrar (Judicial) every month.

S. O. 236: PRODUCTION OF RECORDS: Where parties apply for the production of Records of a Case before a Judge for the purpose of making any application therein, the Case is not to be placed in the list unless there is a written application (Petition or Judge's summons); but the Records are to be produced in Court to enable the party to mention the Case. (*Old 869*)

RECORDS FROM OTHER COURTS: The Records, which are produced from other Courts in High Court, should not be retained beyond such time as is absolutely necessary. (*Old 870*)

The concerned Assistant in charge of records will maintain a 'Record Receipt and Record Issue Register'. He should note that all papers bear the seal 'Filed' before they are indexed and kept in the respective bundles. (*Old 878*)

S. O. 237: APPENDIX OF EVIDENCE: Whenever evidence is being recorded by the Court in a particular Case, the concerned Seat Assistant dealing with the Case, should prepare the 'Appendix of Evidence', and he should also put the Stamp for marking the Exhibits on the reverse of the Document and make necessary entries.

The Appendix of Evidence shall be as follows:

APPENDIX OF EVIDENCE

C.P./E.P. No...../2002.

Witnesses Examined

For Petitioner:

P.W.1: Sri....

P.W.2: Sri....

For Respondent:

R.W.1: Sri....

R.W.2: Sri....

Witnesses examined as 'Court Witnesses'

C.W.1: Sri....

Third Parties Examined

X.W.1: Sri....

Documents marked

For Petitioner/Plaintiff

Ex.A-1:

Ex.A-2:

Ex.C-1:

Ex.X-1:

For Respondents/Defendants

Ex.B-1:

Ex.B-2:

For Court:

For Third Party:

S. O. 238: REGISTER OF PAPERS RECEIVED IN AND ORIGINATING FROM ORIGINAL SIDE SECTION (J.R.32): The Correspondence Assistant should enter all the papers received and or originating from the Original Side Section in the 'Register of Papers Received in and Originating from the O. S. Section' (J.R.32). The concerned Assistants should fill up the disposal column in the Register immediately after disposal. (Old 872)

S. O. 239: FILING BOOK FOR OFFICIAL RECEIVERS: (J.R.37):

All Decrees and Orders relating to the appointments or discharge of Receivers, Official Liquidators, or containing any directions to them shall be entered in the Filing Book. The concerned Assistant shall file no such Decree or Order in the bundle unless it bears the initials of the Section Officer as having been entered. (Old 873)

S. O. 240: INDEXING (Old 875): Applications should be indexed and papers therein sub-indexed as early as possible, and their indexing should not wait until they are finally disposed of. The number of the application and the date of filing should be stated in the index.

The proper order of indexing will be: -

- 1) Petition & Vakalath;
- 2) Judge's Summons;
- 3) Affidavit in support of Judge's Summons, and so on, chronologically.

The sub-index numbers should be stated below the general index number as follows: -

9/1, 9/2, etc.

Petitions Memoranda should also be indexed. No paper should be circulated without being indexed. (*Old 876*)

The concerned Assistant In-charge of Records should see that all papers bear the Seal "Filed" before they are indexed and kept to the respective bundles.

S. O. 241: COMPLIANCE OF COPY APPLICATIONS: The Copy Complying Assistant will follow the instructions relating to the compliance of C.D. Applications on the Original Side. (*The Standing Orders relating to C.D. Section be looked into*) (*Old 877*)

S. O. 242: LIQUIDATION MATTERS: Whenever the winding up of a company is ordered or Provisional Liquidator is appointed, the concerned Assistant dealing with such Cases shall enter the Name of the Company in the Ledger of Half Yearly Accounts (*J.R.33*).

The concerned Assistant, on receipt of Half Yearly Accounts, Miscellaneous Accounts and Annual Statements, shall enter in the Register of Accounts and send the Half Yearly Accounts to the Auditor appointed in respect of the Company in liquidation for auditing the same.

The Half Yearly Accounts, in which period there are no transactions, are called "Nil Accounts", filed under Rule.300. They need not be sent to the Auditor. The Half Yearly Accounts filed under Rule 298 will be 'passed' by the Court. The Half Yearly Accounts, filed under Rule.300, and Annual Statements, filed under Rule 311 read with Sec.551, will be 'recorded' by the Court.

On receipt of Report from the Auditor, the Assistant shall see that the Half Yearly Accounts and Annual Statements are posted before the Court for passing of Half Yearly Accts. and recording the Annual Statements and Misc. Accounts.

As and when an Auditor has been appointed by the Court on the Applications being filed by Official Liquidator, the Assistant shall enter the Name and Address of the Auditor in the Accounts Ledger (*J.R.33*).

The Seat Assistant shall put up a note before posting the same before the Court, mentioning the period in which the Half Yearly Accounts are filed and Audit Certificates received, and for what period the Annual Statements are filed.

The Seat Assistant shall remind the Official Liquidator about the filing of the Half Yearly Accounts and Annual Statements, if they are not received in time. Even thereafter, if the Half Yearly Accounts and Annual Statements are not received, the matter shall be posted before the Court, for appropriate orders.

Whenever there is a delay in filing the Half Yearly Accounts and Annual Statements by the Official Liquidator, the concerned Seat Assistant shall insist the Official Liquidator to file an Application, seeking the Court to grant time for filing the Half Yearly Accounts and Annual Statements, explaining the delay.

All the Reports filed by the Official Liquidator shall be by way of Applications, supported by Judges' Summons, to receive the Reports. After numbering the same as Applications, the concerned Assistant shall post them before the Court.

S. O. 243: REFERRED COMPANY CASES: The concerned Scrutiny Officer, on receipt of recommendations from the Board for Industrial Finance and Reconstruction, number the same, preparing the Cause-title with the names available in the Order as 'Referred Company Case', and post the same before Court for appropriate orders.

S. O. 244: TRANSFER CASES FROM LOWER COURT: Any Suit or O.P., or other Petitions withdrawn or transferred on being made an application to this Court, the Scrutiny Officer shall quote the particular Case and post before the Court, hearing Original Side matters, or act as per the Court orders on whose instance the Suit or O.P. has been transferred to this Court.

The concerned Assistant shall intimate the concerned Lower Court about the renumbering particulars in this Court. Thereafter, the concerned Lower Court must mention both the numbers in correspondence for easy identification.

Whenever any reference is received in this Section from the Senior Civil Judges' Courts, the concerned Assistant shall transfer the same to the Special Officer Section for taking action on administrative side.

REGISTERS TO BE MAINTAINED:

1. V.S.R. Receiving Register (*J.R. 12*).
2. S.R. Receiving Register (*J.R.13*).
3. Scrutiny Officer's Diary (*J.R.14*).
4. Filing Ledgers for Election Petition (*J.R.15*).
5. Filing Ledgers for Contempt Cases (*J.R. 16*).
6. Register of Contempt Appeals (*J.R. 17*).
7. Filing Ledgers for Applications (*J.R. 18*).
8. Filing Ledger for Civil Suits (*J.R. 19*).
9. Filing Ledger for O.Ps (*J.R. 20*).
10. Filing Ledger for Arbitration Applications (*J.R. 21*).
11. Filing Ledger for Company Petitions (*J.R. 22*).
12. Filing Ledger for Company Applications (*J.R. 23*).
13. Filing Ledger for Company Appeals (*J.R. 24*).
14. Filing Ledger for Original Side Appeals (*J.R. 25*).
15. Adjournments' Register (*J.R. 26*).
16. Disposal Register (*J.R. 27*).
17. Registers to send Cases to other Sections (*J.R. 28*).
18. Note Book of Orders of Judges regulating Procedure and Practice in Original Side matters (*J.R. 29*).
19. Stamp Register (*J.R. 30*).
20. Record Issue Register (*J.R. 31*).
21. Circulation Register (*A.R. 9*).
22. Register of Papers received in and Originating from the Original Side Section (*J.R. 32*).
23. Register of Accounts (or Accounts Ledger) (For Liquidation Matters) (*J.R. 33*).
24. Register of Appointment of Arbitrators (*J.R.34*).
25. Register of Sale Certificates (*J.R. 35*).
26. Numbering Register (*J.R. 36*).
27. Filing Book (For Official Receivers) (*J.R. 37*).

APPEAL FILING SECTION.
(EARLIER CIVIL NOTICE)

This Section deals with First Appeals, Letters Patent Appeals, C.C.C.As., and Special Appeals. It is through this Section that Circulars on judicial side shall be issued. Simultaneously, this Section will make Codification of the said Circulars.

PROCEDURE: With regard to the Receiving, Scrutinizing and Processing the Cases filed each day, the ***Common Procedure*** evolved for such functions (***shown as S.O.215***) is to be followed, in so far as it is relevant for this Section.

S. O. 245: ADMISSION OF APPEALS: The Appeals preferred against the Decrees or Orders of a Civil Court or the Decree or Order which can be treated as that of a Civil Court which come within the purview of Rule 12(3) of the Appellate Side Rules and enumerated hereunder will be admitted by the Deputy Registrar as per Rule 10 of the Appellate side Rules:

- 1) Section 96 of the Code of Civil Procedure;
- 2) Order XLIII Rule 1 of C.P.C.;
- 3) Section 54 of the Land Acquisition Act;
- 4) Section 28 of the Hindu Marriage Act;
- 5) Section 39 of the Special Marriage Act;
- 6) Section 384 of the Indian Succession Act,
- 7) Section 47 of the Guardian and Wards Act;
- 8) Section 75 of the Provincial Insolvency Act;
- 9) Section 83 of the Indian Lunacy Act;
- 10) Section 11 of the Requisition and Acquisition of Immovable Property Act, 1952;
- 11) Section 37 of the Arbitration and Conciliation Act, 1996;

The Appeals preferred against the Decree or Order not of a Civil Court but of a Special Tribunal and which do not satisfy the requirements of Rule 12(3) of the Appellate Side Rules and enumerated hereunder will be posted before the Hon'ble Court, Single Bench or Division Bench, as the Case may be, for admission:

- 1) Section 110-D and Section 173 of the Motor Vehicles Act;
- 2) Section 30 of the Women's Compensation Act;
- 3) Section 82(2) of the E.S.I. Act;
- 4) Section 23 of the Railway Claims Tribunal Act;
- 5) Section 19 of the Family Courts Act;

In Case of an Appeal being preferred under any other provision of law or in the event of a doubt as to admission by the Deputy Registrar or posting an Appeal before the Hon'ble Court for admission, the concerned Section Officers are directed to seek instructions from the Registrar (Judl.).(***Vide the Circular in ROC. No. 24/1997-Judicial, dated 29-9-1997***)

First Appeals, Civil Miscellaneous Appeals, except against orders of remand and Memo of Cross-objections will be placed for orders of the Deputy Registrar for admission. However, Appeals against orders of remand will be posted before Court. (*Old 697*)

**S.O. 246: APPEALS RECEIVED AS PER AMENDED ORDER XLI
RULE 9 C.P.C. :**

Consequent on the Amendment to the provisions of Order XLI Rule 9 C.P.C., for processing the Appeals those are received from the Trial Courts, the following Rules shall be followed:

- 1) The Court from whose decree an Appeal lies shall entertain the Memorandum of appeal and shall endorse thereon the date of presentation if filed within the time and according to the Rules.
- 2) The Court shall Register such Memorandum of Appeal in a Register of Appeals kept separately for this purpose.
- 3) The Appellant shall mention the Order XLI Rule 9 in the column of provision of Law in the Memorandum of Appeal apart from the provision of Laws under which the Appellant is entitled to file the appeal.
- 4) The Court shall issue certified copy of a Decree if not already issued, as soon as Memorandum of Appeal is filed and in any event it shall not be beyond the period stipulated in Rule 6A of Order XX and the same shall be filed by the Appellant in the Court immediately.
- 5) The Court shall transmit the Appeal Record together with the Original Record in Suit to the concerned Appellate Court directing the parties to appear before the Appellate Court either in person or by an Advocate.
- 6) While transmitting the Appeal to the Appellate Court a letter be addressed to the Presiding Officer of the Appellate Court/ the Joint Registrar (Judicial), High Court of Andhra Pradesh, depending on to which Appellate Court the Appeal is transferred mentioning clearly that the said Appeal is filed as per Order XLI Rule 9 of Civil Procedure Code, and that the parties therein were directed by that Court to appear before the Appellate Court.
- 7) The Appellate Court on receiving the Appeal filed under Order XLI Rule 9 from the Court whose Decree is appealed against shall register the same in the Register of Appeals in the Court and assign regular number to the same.
- 8) Where the parties present the appeal directly to the Appellate Court, the Appellate Court shall entertain the Appeal and register the same as per the provisions in existence.

The Appeals received in the High Court filed under Order XLI Rule 9 before the Lower Court shall be sent to concerned Appeal Filing Section. The Section shall enter the same in the Register kept for the Appeals received from the Lower Court. The Section shall maintain separate Register for these cases. After verification send the Original Suit Record to V.R. Section and Appeal Record to Scrutiny Officers Section for numbering the appeal as per rules.

S. O. 247: NOTICES & SERVICE THEREOF: Similarly, in the matter of issuance of Notices and sufficiency or otherwise of service of such Notices issued, the *Common Procedure for Issuance of Notices*, shown as *S.O. No.216* shall be followed, in so far as it is relevant for this Section.

After admission of Cases (or before admission) by the Courts or by the Deputy Registrars, the Cases will be sent by the Filing Sections, Current Section, or other Sections to the Notice Wings for further processing, starting from issuance of Notices to the Parties.

If there is Delay Condoning Petition, the Bundle will be received at the SR stage. If there is Motion Slip, it will be later posted in the Motion List. After the delay is condoned, the bundle goes to the Scrutiny Officers' Wing for numbering the Appeal. Later, steps shall be taken for sending Notices and for calling for records.

Immediately after receipt of Cases, their details shall be entered in the concerned Registers, and issuance of Notices be taken up.

S. O. 248: CIVIL MOTION: It is the duty of the concerned Assistant in the Motion Seat, to send requisition for the back papers, in the individual C.M.Ps., from the Filing Wings, Notice Wing, and E.R.Section. It is also their duty to get all the C.M.Ps., entered in the Ledgers, and fresh Cases (both urgent as well as ordinary) be sent to the concerned Filing Wings, for further steps. All the Motion Cases, in the First Appeals, and C.M.As., are posted through this Wing. (*Previously all ordinary individual C.M.Ps., were sent to Posting but now, they are complied from this seat*).

In disposed of Cases, necessary instructions shall be obtained to post them before the appropriate Benches. Moreover, in Cases where the Judge who passed the orders retires, necessary instructions shall be obtained to post them before the Special Bench as per the direction of the Hon'ble the Chief Justice.

It will be the responsibility of the Miscellaneous Filing Motion Assistant to make a note of all interlocutory and other petitions filed in the main case against the main case in the File Registers and in the Posting Books.

In respect of petitions relating to First Appeals or Second Appeals, the respective Filing Assistants will make similar endorsements in the File Books and in the Posting Books. (*Old 699*)

When petitions to bring on record legal representatives or Guardian or adding or striking out parties are ordered, the Filing Assistant will carry out the amendment in the File Book and in the Memorandum of Appeal or petition (original and typed copies) as the case may be, make an endorsement on the reverse of the C.M.P. to that effect and place it for the signature of the Officer concerned. (*Old 701*)

S. O. 249: COMPUTER FEEDING: Apart from following the above said Procedure, in the matter of issuance of Notices, in such Matters, the Section, shall cause the information to be computerised the Data recording the Vakalaths, Caveats, Motion Cases, Bench Cases, etc., filed, for future verification.

Then, as a first step in the direction of feeding all the pending Cases, first Ledger-wise and, if pages are torn, Bundle-wise into Computer, may be taken up, so that particulars of each year may be preserved in a Floppy/C.D..

S. O. 250: TRANSLATION WORK: On receipt of Vernacular affidavits, the Filing Assistants should send them to the Section Officer, Translation and Press Copy Section for translation. (*Old 700*)

For the purpose of translation, instead of sending the E.B., to the Translation & Press Copy Section, a copy of the impugned Judgement and Decree and Grounds of appeal and Duplicate/Xerox copy of the docket-sheet, may be sent to the Translation & Press Copy Section. An endorsement to that effect shall be made by the concerned Filing Assistant on the original E.B.

An additional Set, called "T & P Set", containing Memorandum of Grounds of Appeal, Copy of Judgment and Decree, and Docket should be insisted to be filed, at the time of filing the Appeal. (*By following the above procedure, the E.B. will be kept at one point, that is at Appeal Filing Seat, from the date of filing till it is posted to Court, either at interlocutory stage or final hearing, so that a lot of time can be saved and an expeditious posting of C.M.Ps. would be possible.*)

S. O. 251: STATISTICS (High Court): The Personnel who operate this Statistics-Seat shall do the following:-

- I) Preparation and submission of the following Statements: -
- a) Daily Statements of Disposal to be submitted to Registrar (Judl.).
 - b) Business of Court (Monthly Statement of Pendency, with Institutions and Disposals).
 - c) Monthly Statement of Pendency of Cases to be submitted to the Supreme Court of India.
 - d) Weekly Statements (Bench-wise).
 - e) Monthly Statement of Disposal to be submitted to the Hon'ble Judges.
 - f) Quarterly Statement to be submitted to the Ministry of Law & Justice, New Delhi.
 - g) Judge-wise Statements (disposals) to be submitted at the end of the year.
 - h) Preparation of Necessary Information for answering Lok Sabha and Rajya Sabha Questions.
 - i) To maintain the Standing Counsel's List and Circulation of the Letters regarding it.
- II) Consolidation of the Circulars issued by the Registrar (Judl.) through various Sections in Judicial Wing.

The Controlling Officer of Appeal Filing Section shall get a List of Cases disposed off (Date-wise & Judge-wise) by the end of every month and shall cause circulation of the copies of such Lists to all the Sections concerned, particularly V.R. Section, for necessary steps at their level.

S. O. 252: VERIFICATION BY OFFICER: The Section shall maintain the following Register (*J.R.38*), make entries therein regularly, and submit the

same to the concerned Assistant Registrar and the Registrar (Judicial) on every Saturday for the purpose of verification and inspection (*Vide the Circular No.1 issued by Registrar (Judl.) on 8-5-1995*):

Register of Counters, Vakalaths, Caveats, etc., received in Writ Filing/Judicial Filing/Notice Sections (J.R.38):

<i>Sl. No.</i>	<i>Case No.</i>	<i>Date on which received</i>	<i>Whether filed in bundle or not</i>	<i>If not filed reasons therefor</i>	<i>Initials of the concerned Assistant</i>	<i>Initials of the Section Officer</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>

The Registers maintained by the Section shall include the following:

C.M.Ps. REGISTERS (J.R.39)

<i>Date of Presentation/Date of filing</i>	<i>No. Of the Petition</i>	<i>No. Of Main Case</i>	<i>District</i>	<i>Name of Petitioner's Advocate</i>	<i>Prayer</i>	<i>Name of Respondents' Advocate</i>	<i>Respondents' Names</i>	<i>Nature of disposal of Main Case</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>

MAIN CASES APPEAL FILING LEDGER (J.R.40)

<i>Single/Bench</i>	<i>Motion/Ordinary</i>	<i>District</i>	<i>Cause-Title</i>	<i>Name of the Lower Court</i>	<i>Nature of Suit</i>	<i>Value of Appeal</i>	<i>Names of Counsel for Appellants & Respondents</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>

NOTICE LEDGER (MAIN CASES) (J.R.41)

<i>No. Of Cases</i>	<i>Date of Order of Notice</i>	<i>Date of receipt in Section</i>	<i>No. Of Respondents</i>	<i>Steps taken</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>

REGISTER OF CAVEATS (District - Wise) (J.R.11)

<i>S.R. NO.</i>	<i>Date of Presentation</i>	<i>Date of Filing</i>	<i>Appellant / Respondents</i>	<i>Lower Court details</i>	<i>No. of the Appeal</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>

CASES RECEIVING REGISTER (J.R. 42)

<i>Sl. No.</i>	<i>Admitted notice ordered on</i>	<i>Date of receiving in the A.F Section</i>	<i>Number of the Respondent</i>	<i>Steps taken</i>	<i>Date of return of E.B.</i>	<i>Date of service of Notice</i>	<i>Initial of Clerk of whom notice papers are delivered after service with date.</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>

REGISTER OF BATTAs RECEIVED (J.R.43)

<i>Sl. No.</i>	<i>No. of the Case</i>	<i>Date of Receipt</i>	<i>Date of issue of notices of return of batta</i>	<i>REMARKS</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

REGISTER OF CIRCULARS ISSUED ON JUDICIAL SIDE
(J.R.44)

<i>S.No.</i>	<i>Subject (in brief)</i>	<i>Section from which it is issued</i>	<i>No. & Date</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)

* * *

**SECOND APPEALS
&
MISCELLANEOUS FILING SECTION**

S. O. 253: MAIN FUNCTIONS: This section deals with the filing, receiving, scrutinising, numbering, and processing of the following categories of Cases, by adopting the *common procedure* evolved therefor and for issuance of Notices also (specified in *Standing Orders Nos. 215 & 216*, respectively):

Second Appeals;
Tax Revision Cases (T.R.Cs);
Referred Cases (R.Cs);
Wealth Tax Cases;
Wealth Tax Appeals;
Wealth Tax Tribunal Appeals (W.T.T.As);
Income Tax Tribunal Appeals (I.T.T.A);
Gift Tax Cases (G.T.C);
Central Excise Revision Cases (C.E.R.C);
Central Excise Tax Cases (C.E.T.C);
E.D.C;
G.C.C.;
Civil Revision Petitions;
Civil Miscellaneous Appeals;
Civil Misc. Second Appeals (C.M.S.A);
Transfer C.M.Ps;
Caveat Petitions.

Concisely, the above said Cases will be processed thus: After receipt of Cases from the Scrutiny Officers, entries will be made in the concerned Registers. Then, verification will be made in the Caveats Register. Only Second Appeals and Civil Revision Petitions will be circulated to the concerned Portfolio Judges. After obtaining posting orders, a List will be prepared and sent to the Posting Section. Cases, in which there are 'urgent' Petitions, will be given to the Motion Seat to be posted on the next day before the Civil Admissions Court. Ordinary Matters will be posted within one week or ten days. If interim orders are passed, the bundle goes to Current Section, and if only notice is ordered, the bundle will be received in the Section.

The Filing Assistants will call for the records from the lower Court immediately an Appeal or Revision Petition is admitted. But, in the case of Appeals or Revision Petitions against Interlocutory Orders prior to decree, the records of the case need not be called for, except at the instance of the Court hearing the Appeal or Civil Revision Petition concerned. The Filing Assistants will enter the date on which the records have been called for in the File

Registers as well as on the docket-sheet of the case. The Filing Assistants should watch the receipt of the records called for and, for this purpose, a separate Book should be maintained showing the Number of the Case and the Dates on which records were called for and received, respectively. The Filing Assistants will initially send memos to lower Courts calling for the records, copies of which will be marked to Vernacular Records Section. (*Old 688*)

Where Lodgement Schedules, by payment of Rs.50, are filed, such Matters will be referred to Translation & Press Copy Section.

Where any matter has been once heard and an explanation and finding is called for, the return of the lower court is to be first communicated to the Advocates, if any, and the case or petition is then to be reposted for a further hearing before the Judges by whom the explanation was called for. The date of receipt of lower court's reply should be noted by the Filing Assistants in the Posting Book as also the date of notice to the Advocates of its receipt. (*Old 704*)

In matters where Reports are called for from the Lower Courts/Authorities, such matters shall be watched by this Section, and, after their receipt, they shall be clubbed with the concerned Cases and be brought to the notice of the Court by way of an Office Note.

After fulfilling all the formalities, namely, issuance of notices, recording of appearances, calling for records, if any, and translation work, if any, the Matters will be made 'ready', and 'ready' Lists shall be prepared, Category-wise, and kept in the Notice-board, and also shall be placed before the Registrar (Judicial) for appropriate orders.

Civil Revisions and Second Appeals may be posted for admission before the Hon'ble Portfolio Judges, while Civil Contempt Matters before the Hon'ble Judge/Judges whose orders are allegedly violated. (*Vide Minutes dt. 7-7-1995 of Full Court, communicated by Registrar (Admn.) on 13-7-1995*)

Therefore, for processing the Cases, the Section shall discharge the following functions:

1. Receiving C.M.P. Slips from Motion Seat, and causing their immediate compliance.
2. Carrying out amendments in Cases as ordered by the court.
3. Putting up Cases received for 'extension of time' from the Lower Courts.
4. Transmitting Cases to the Posting Section as per Court direction and complying with posting slips.
5. Feeding Cases "for Admission", including Interlocutory Matters as per the directions of the Port Folio Judges.
6. Receiving Caveats and putting them up with the bundle while sending them to Posting 'for admission'.
7. Marking "disposals" in the Ledgers, and supplying the necessary information to the Statistics Seat for submitting Periodical Statements.
8. Receiving Vakalats, Cross Objections, Counters, Material Papers, Memos of Appearance, and keeping them in the respective Case-files.
9. Calling for records from the Lower Courts.
10. Feeding all the categories of Cases filed and made 'ready' in the Computers, date-wise.
11. Causing compliance of C.D. Applications.

S. O. 254: SECOND APPEALS AND C.R.Ps.: In respect of Second Appeals and Civil Revision Petitions, the papers will be circulated to the Hon'ble Port Folio Judge concerned, 'for admission', or otherwise, as the Hon'ble Judge may direct.

In the Returns and Registers, Civil Revision Petitions, "under Section 115, Civil Procedure Code", "Under Section 25 of Act IX of 1887", or under any other enactment, must be clearly distinguished.

If any Note has been made by the Judge admitting of Civil Revision Petition, a copy thereof shall be prepared by the Miscellaneous Filing Assistant and supplied to the Posting Section for circulation with the papers in the C.R.P. to the Judge before whom it comes up for final hearing. (*Old 703*)

L.P.As/C.M.Ps.: Whenever an Appeal under the provisions of the Letters Patent or a Civil Miscellaneous Petition for review of the judgment of the High Court or for leave to appeal to the Supreme Court has been filed, the Appeal Filing Assistant and the Miscellaneous Filing Assistant, respectively, should give notice of the filing of such cases at once to the English Records Section. (*Old 706*)

SECOND APPEALS, IN PARTICULAR:

- (a) When, in an unadmitted Second Appeal, an application is filed for an urgent motion in that appeal, such application, and Second Appeal will be circulated to the Portfolio Judge of the District from which the Second appeal has arisen, and orders of the Judge taken as to when the Application will be heard. (*Old 693*)
- (b) Where Second Appeals have been directed to be posted under Order 41, Rule 11, Schedule 1, Civil Procedure Code, before an Hon'ble Judge, who is proceeding on leave, every possible effort should be made to see that such Cases are disposed of by his Lordship before proceeding on leave. If, however, such Judge proceeds on leave without disposing them of, such Appeals should not be kept pending till the return of that Judge from leave, but they should be re-circulated to the Judge to whom the concerned Districts are re-allotted and should be dealt with according to the orders. (*Old 694*)
- (c) When a Second Appeal is filed together with an application for leave to appeal as indigent person, such application and Second appeal will be circulated to the Portfolio Judge of the District from which the Second Appeal has come. There upon, the Judge will allow or reject the Application, provided that, if he does not reject the Application, and considers further inquiry necessary in respect of the alleged indigence, he will confine himself to ordering that the Application be posted for disposal in the Admission Court. In such Cases, it will aid that Court if the Judge indicates his reason for not acting under the proviso to Order XLIV, Rule 1 of Schedule 1 of the Code of Civil Procedure. (*Old 695*)
- (d) Second Appeals and Civil Revision Petitions will be circulated by the Filing Assistants 'for orders' of the Hon'ble Judge incharge of the District as early as possible after they are filed and entered in the respective Registers. A list of Second Appeals, and Civil Revision

Petitions admitted by the Hon'ble Judges and Cases that are directed to be posted 'for orders' shall be posted in the daily cause-list. (*Old 696*)

S. O. 255: 'READY' CASES: After a Case is admitted, the Filing Seat Assistant sends, Bundle (D.E.B) to the Notice Wing for causing issuance of Notices to the Respondents. As and when notices are served, on the Respondents, returned back to the concerned Filing Seat, with proof of service of Notice. Then only, a Case will be 'ready' for final hearing.

S. O. 256: CALLING FOR RECORDS: The Filing Assistants will call for the Records from the lower Court immediately an Appeal or a Revision Petition is admitted. Nevertheless, in the Case of Appeals or Revision Petitions against Interlocutory Orders prior to Decree, the Records of the Case need not be called for, except at the instance of the Court hearing the Appeal or Civil Revision Petition concerned. The Filing Assistants will enter the date on which the Records have been called for in the Filing Registers as well as on the docket-sheet of the Case. The Filing Assistants should watch the receipt of the Records called for, and, for this purpose, a separate Book should be maintained, showing the Number of the Case and the Dates on which Records were called for and received, respectively. The Filing Assistants will initially send memos to lower Courts calling for the Records, copies of which will be marked to Vernacular Records Section.

S. O. 257: Misc. FILING MOTION SEAT (*Old 699*):

- (a) It will be the responsibility of the Miscellaneous Filing Motion Assistant to make a note of all interlocutory and other petitions filed in the main Case against the main Case in the File Registers and in the Posting Books.
- (b) In respect of petitions relating to First Appeals or Second Appeals, the respective Filing Assistants will make similar endorsements in the File Books and in the Posting Books.

S. O. 258: LOWER COURT'S FINDING: Where any matter has been once heard and an explanation or finding is called for, the return of the lower Court is first to be communicated to the concerned Advocates, if any, and the Case or petition is then to be reposted for a further hearing before the Judges by whom the explanation was called for. The date of receipt of the lower Court's reply should be noted by the Filing Assistant in the posting book as also the date of notice to the Advocates of its receipt.

S. O. 259: LETTERS BY JUDL. OFFICERS FOR EXTENSION OF TIME: Where particular time is fixed by the High Court for the disposal of any particular matter by the Lower Court, and if Letters are received in the Registry from Judicial Officers, seeking extension of time, such Letters, along with the concerned bundle, shall be circulated to the Judge, who fixed the time schedule, (and, if the Hon'ble Judge is not available for any reason, before the Hon'ble Judge to whom provision is made for that particular category of Case) by way of an Office Note to be signed by the Deputy Registrar concerned. Other things follow, as per the directions of the Hon'ble Judge.

REGISTERS TO BE MAINTAINED

1. Register for C.M.Ps. (*J.R.39*)

2. Register for Main Cases (Category Wise). (**J.R.40**)
3. Register of Caveats. (**J.R.11**)
4. Register Showing 'Statement of Counters, Vakalaths, Caveats, etc., received'. (**J.R.38**)
5. Notice Ledger (Main Cases) (**J.R.41**)
6. Cases Receiving Register (**J.R.42**)
7. Register of Batta Received (**J.R. 43**)
8. Register of Circulars issued on Judicial Side (**J.R. 44**)

WRITS DIVISION.

It consists of two Wings, namely, *Writ Filing*, and *Writ Notice*.

S. O. 260: PROCEDURE: The '*common procedure*' for Filing, Receiving, Processing, etc., evolved and specified in *S.O. No.215* is to be followed in this Writs Division too, as far as it is material.

The Section shall deal with Writ Petitions and their offshoots, namely, W.P.M.Ps., W.V.M.Ps., Writ Appeals, W.A.V.Ps., etc.

Soon after receipt of the Cases from the Scrutiny Officers, it will be the duty of the Filing Assistant to enter in the Filing Book full particulars regarding Case No., Description of the Petitioners, Name of the Advocate for the Petitioners, Description of the Respondents, etc. (*Old 888*)

If the Advocate files a Motion Letter along with the Case, it will be the duty of the concerned Assistant to post the Case before Court as per the directions given by the Registrar (Judl). (*Old 889*)

After admission of the Writ Petition by the Court, the same procedure, as laid down in the Standing Orders issued in respect of the "Notices" issuing and service thereof", (*S.O. No. 216*) will apply to Writ Notice Wing also. (*Old 890*)

Soon after receipt of the bundle from the Writ Notice Wing, the Filing Assistant shall enter in the Register about the 'readiness' of the Case and keep the bundle in serial number in the rack. Soon after receipt of the vakalats and counters filed by the Advocates, it will be the duty of the concerned Assistant to enter in the Filing Book the appearance of the Advocates and keep the vakalats and counters in the bundle. (*Old 891*)

When the vakalats and counters are received subsequent to the transferring of the Cases to the Posting Section, it will be the duty of the concerned Assistant to keep them in the rack year-wise and send the same to the Posting Section as and when called for. (*Old 892*)

Therefore, for processing the Writ Petitions, Writ Appeals, etc., the Section shall discharge the following functions: -

- a) Attending to the preparation of Motion List and Posting of all Writ Petitions, W.P.M.Ps., Writ Appeals, W.A.M.Ps., etc., in Motion List for admission before various Courts;
- b) Docketing of ordinary Cases and Marking cross entries in the Posting Ledgers;

- c) Receiving Cases from Courts and other Sections, attending to the preparation of Bench and Full Bench Cases, Noting of Court directions, and issuance of Notices to the Parties, if the Advocate on record dies;
- d) Making entries in relevant Registers in respect of each category of Cases dealt with by the Section;
- e) Calling for back papers for W.P.M.Ps., W.A.M.Ps., etc;
- f) Attending to compliance of Posting and Court direction Cases;
- g) Receiving Cases from Court, Current Section and other Sections, and giving the Cases to the Writ Notice Wing for issuance of Rule Nisi;
- h) Carrying out Amendments and marking Appearances of Counsel in the concerned Ledgers;
- i) Attending to Classification of Writ Petitions and marking of disposals in the concerned Ledgers;
- j) Making compliance of C.D. Applications.

S. O. 261: WRIT MOTION AND CAVEATS: Soon after the Cases are received from Scrutiny Officers, it shall be verified whether the Departments mentioned in the Cases are as per the existing provisions, and then, the Cases be handed over to the Caveats Seat, for verification.

The Assistant, who looks after Caveats, as soon as he receives them daily from the Scrutiny Officers in the evening, shall make necessary entries in the Caveats Register (*J.R.11*) to be maintained, District-wise. Immediately after receipt of fresh Writs during the day, the Caveats Assistant has to verify each and every Case and find out whether any Caveats are pending in respect of Case on hand from the Caveats Register (*J.R.11*). In Case, any Caveat entry is found in the concerned Caveat Register (*J.R.11*), he has to make necessary entries with regard to the particulars of such fresh Cases in the Caveat Register (*J.R.11*) as well as in the concerned Writ Petition Ledgers (*J.R.45*). He shall, then, put up the Caveat in the said Case and feed the Name of the Counsel who filed the Caveat in the computer. In Case of non-availability of the Caveat, he has to endorse on the docket of such Cases about the non-availability of the Caveat as “No Caveat”.

It is also his duty to verify the expiry of ‘time limit’, as envisaged in Section 148-A C.P.C, and he has to make necessary entries in the Caveat Register (*J.R.11*) to that effect. Then, the Cases will pass on for recording Case particulars.

The Cases, in which Lunch Motion permissions are obtained, shall be filed by 11.30 A.M., after obtaining the initials from the Deputy Registrar concerned for being placed before the Hon’ble Court by 2.15 P.M. on the same day. Papers filed after 11.30 A.M., will be treated as ‘Motions’ and, if found in order, will be posted the next working day.

All Cases with Motion letters will be received by the Scrutiny Officers from 10.30 A.M., to 1.30 P.M., and Cases filed with Motion letters after 2.00 P.M., will not be listed in the next day’s Motion List. (*Vide Circular No. 26/97/Judl. dt.18-11-1997*).

All Lunch Motion Cases should be placed before the Registrar (Judl.) before sending them to the concerned Courts (if any doubt is entertained by the Section). (*Vide Circular No. 13/97 – Judl. Dt.? -1997*).

Model Writ Petition, conforming to certain norms, is introduced under *Circulars Nos. 31/99 – Judl. Dt.11-10-1999, 40/99–Judl. Dt. 13-12-1999 and 41/99 – Judl. Dt.14-12-1999*).

S. O. 262: FURTHER PROCESSING: Before passing the Cases, Scrutiny Officers should invariably insist upon an endorsement, on the Petition or Application, about service, acknowledging receipt of notice, along with copies of Petition, Affidavit, Documents, etc., made by the Government Pleader or Standing Counsel concerned. Such endorsement should contain Seal/Stamp of the concerned Government Pleader or Standing Counsel, with time and date of such service. Besides, they should also insist upon a Certificate being furnished on a separate and exclusive sheet by the Advocate filing the Petition or Application having been enclosed thereto, to the effect that notice of such Case has been served on the concerned Government Pleader or Standing Counsel, as the Case may be. The endorsement referred to above may be made either by the Government Pleader himself or Secretary of the Government Pleaders' Office or by some one authorised by him, but not below the rank of Superintendent. So also, the endorsement may be made by the Standing Counsel himself or by the Registered Clerk of the Standing Counsel or by a Person so authorised by the Standing Counsel. (*Vide the Circular No.16/Judl/95*).

Where such Certificate of service is not filed, but the Advocate for the Petitioner files a statement stating that, inspite of his/her efforts, service could not be made on the concerned Government Pleader or Standing Counsel, then, such Cases shall be presented to the Bench at S.R.Stage without numbering the Writ Petitions. (*Vide the Circular No.17/Judl/AE, Dt. 04-08-1995*).

The Assistants dealing with the recording of Case- particulars in the filing Registers will make necessary entries of the particulars of each and every Case, with regard to main Case Number, Number of the Miscellaneous Petitions, if any, Name of the District, Name of Petitioners, Names of the Counsel for the Petitioners and Respondents, and the relief sought for. After completion of recording, he has to arrange the said Cases in serial order and to assist the Computer Operator for posting of these Cases as per the provision made in the weekly Cause-list and to ensure that the same are enlisted before the concerned Courts. He is to follow all the Circulars issued from time to time in this regard.

The Assistant dealing with enlisting of the fresh Cases for admission will cross check each and every Case with regard to the details of the particulars fed into computer by Scrutiny Officers, particularly, the date of posting and the coram of the Hon'ble Judge. It is his duty to bring to the notice of the Computer Operator to correct the details if found that the particulars fed are not in accordance with the existing provisions. It is his duty to prepare the final Motion List of the Cases 'for admission' every day as per the existing provisions in co-ordination with Posting Section, with regard to posting of such of those Cases already adjourned and stand posted for that day. He has to obtain back papers from other Section in the Cases of pending Writ Petitions and Writ Appeals as well as disposed of Cases and to post the same. The Miscellaneous Petitions filed in pending Cases are to be posted as per existing provision and according to the direction of the Courts. With regard to Miscellaneous Petitions initiated freshly in disposed of matters, such as 'For Being Mentioned', 'Extension of Time', 'Restoration', 'Set aside', 'Clarification' and 'Review' Petitions, etc., they are to be posted as per the existing procedure or as per the direction of the Registrar (Judicial), as the Case may be.

The Assistants dealing with the recording of the particulars of the Miscellaneous Petitions, namely, W.A.M.Ps, W.P.M.Ps and W.V.M.Ps in the concerned Registers, has to verify the said Miscellaneous Petitions from the Computer, whether the main Case of the said Miscellaneous Petition is in the Fair List or not. If it is in the Fair List, he has to find in which Court the same was posted and to ensure that the said M. P. is clubbed in the main Case.

S. O. 263: ARRANGEMENT OF FILES AND CIRCULATION: The duty of Record Assistants in this wing is to arrange the files in seriatim, as per the Cause-list, and to circulate the same to the residence of the Hon'ble Judges, strictly following the special directions, if any, given by the Hon'ble Judges, from time to time. They assist in getting the back-papers from the E.R. Section, C.D. Sec., Court Officers' Section, etc., for making 'ready' the Case-file, in full. They have to attend to all other work entrusted to them by the Section Officer.

S. O. 264: CLASSIFICATION: The Assistant dealing with Classification of Cases shall make an entry with regard to particulars of the Classification, category-wise, in the concerned Register. He prepares Monthly Statement List of Full Bench Cases for the purpose of posting of the same for Final Hearing. It is his duty to take necessary action when the Court specifically directed to post Cases relating to particular Departments. He shall also make necessary entries in the Classification and Filing Ledgers about the restoration of Cases and maintain Statements, month-wise, of restored Cases.

S. O. 265: WRIT APPEALS: The Assistant dealing with Writ Appeals shall receive Cases from Motion seat and make entries with regard to particulars of the Case in the Filing Ledger and send the Writ Appeals 'for admission' to the Posting Section and shall make ready the Cases for Final Hearing. He shall issue Notices to the Parties or Counsel, wherever necessary, in case, the Petitioners or Counsel on record died, and in the Cases where the Counsel is elevated to the Bench. He calls for records and back-papers from the concerned Sections in the Registry and from other Departments too, as the case may be.

Where a Writ Appeal is filed along with a Petition for Condonation of delay in filing the Writ Appeal, or the delay in representation of the said Appeal and also a Dispense with Petition, the Dispense with Petition shall be numbered first and posted before the concerned Court 'for orders'. It is only after the Dispense with Petition is ordered, that the Writ Appeal shall be numbered along with the Delay Condoning Petition and the Suspension/Direction Petition, if any. These matters shall be posted together before the concerned Bench.

Where a Writ Appeal is sought to be filed by a third party with a Leave Petition seeking leave of the Court to file the Writ Appeal, the Leave Petition should be numbered, in the first instance, and posted before the concerned Court. It is only after the Leave Petition is ordered that the Writ Appeal shall be numbered along with the Suspension/Direction Petition, if any. These matters shall be posted before the concerned Bench. (*Vide Circular issued by Registrar (Judl) on 18-12-1995, as clarification to Circular No.3/Judl., Dt. 24-06-1995*).

S. O. 266: APPEARANCES BY COUNSEL: The Assistant dealing with Vakalats Seat will receive daily Vakalats and Memos of appearance from Scrutiny Officers, and mark the filing of Vakalats and Memos of appearance in concerned Ledgers and feed into the Computer all the information connected with Vakalats and memos of Appearance in the said Cases and see that the same

is clubbed in the said Case-files. If the Vakalat or Memo of appearance is filed subsequent to transfer of the Case to the Posting Sec., he has to transfer the same to the Posting Section and see that the same is filed in the concerned Case-file.

S. O. 267: COUNTERS, MATERIAL PAPERS ETC.: The Assistant dealing with Counters is to receive daily the Counters, Reply-Affidavits, Memos, and Additional Material Papers from Scrutiny Officers, and make necessary entries in the concerned Ledgers and, further, feed the particulars into the Computer and, then, file the same in the concerned Case-file. He should be careful in filing the Counters, etc., with regard to Fair List Cases and matters already pending hearing in the Court. The Circulars issued from time to time are to be followed strictly with regard stitching of the Caveats, Vakalats, Counters, etc. The Additional Affidavits and Additional Material Papers shall not be received directly unless there is leave of the Court for presentation of the same.

In order to curtail the inordinate delay in the issuance of Notices to the Respondents, and with a view to speed up the process of issuance of Notices, it shall be ensured that the papers in E.Bs., D.E.Bs., and Miscellaneous Bundles are arranged in chronological order as prescribed, indexed and stitched separately, as the Case may be, and it shall also be seen that an additional copy of the Writ Petition/Memorandum of Grounds of Writ Appeal, containing the particulars as to the cause-title, prayer etc., so as to enable the Writ Filing Wing to dispense with the practice of retaining the D.E.Bs., in their Section and also to enable the said Wing to make necessary entries in the Writ Filing Ledgers from the Additional Sheets of the Writ Petitions/Memorandum of Grounds of Writ Appeal (*Vide Circular No. 5/96-Judl., Dt.01-04-1996*).

Register of Counters, Vakalaths, Caveats, etc., received (J.R.38) shall be maintained making the entries therein regularly, and it shall be submitted to the concerned Deputy Registrar and also to the Registrar (Judl) on every Saturday for the purpose of verification and inspection. (*Proforma indicated in the Circular No. 1/95-Judl., dated 8-5-1995*).

S. O. 268: AMENDMENTS: The Assistant dealing with 'Amendments' Seat shall receive Miscellaneous Petitions with regard to amendment of Prayers, Cause-Title, Implead Petitions and L.R. Petitions ordered by the Courts, and carry out the Court directions properly, making the necessary amendments, as ordered by the Courts in the concerned Case-file and Ledgers, and get the same approved by the concerned Officer. He has to take necessary steps with regard to Calling for Reports, as directed by the Court, and is responsible for proper filing of the same in concerned Case-file, and to give information with regard to the receipt of the Report in order to take steps for posting the Case as per Court directions.

As per the Provisions of Order 6 Rule 18 C.P.C., if a Party, who has obtained an Order for Leave to amend, does not amend accordingly within the time limited for the purpose by the Order, or, if no time is thereby limited, then, within Fourteen days from the date of the Order, he shall not be permitted to amend after the expiration of such limited time, as aforesaid or of such Fourteen days as the Case may be, unless the time is extended by the Court. (*For guidance, a Proforma for obtaining the Orders of the Court for Amendment is shown as Annexure 14*).

S. O. 269: PIL CASES: The Assistant dealing with P.I.L. Cases shall receive orders passed on the Office Note and make necessary entries in the Register of PIL Cases (*J.R.58*), and Taken-up Cases. He shall send the said Note along with papers to the Scrutiny Officers for preparation of Taken up Writ Petition. The Cases received from Scrutiny Officers, after proper drafting of cause-title, passing and numbering of the said Case, he shall enter the Case Number against the entry already made in the Personal Register (*A.R. 2*) at the time of receiving the Case. He shall send the entire Case-file to the Xerox Section for obtaining required number of copies of the said Case and serve the copies to the Offices of the Advocate General and of Government Pleader. After service of copies of the Cases, he feeds the Coram and Date of Posting into the Computer, as per existing provision for 'posting of P.I.L Cases', and then, sends to the Posting Section. (*Please also see the Standing Orders relating to 'PIL Cell', framed exclusively, as also the guidelines shown as Annexure 15*)

S. O. 270: C.D. COMPLIANCE: The Assistant dealing with compliance of C.Ds shall receive fresh C.D (Certified Documents) Applications daily from C.D Section in the pending Writ Petitions and Writ Appeals. He shall make necessary entries in the Personal Register. He has to verify the stage of the Case, in the Computer and locate the Case-file, and then, comply. In Case where a "No Draft Order " is to be complied, he shall send the said Order to the Court Officers' Section for drafting the Order for C.D purpose, and, after receiving back the same, he has to comply the C.D. He shall receive back the original Orders returned by C.D.Section after compliance, and put the same in the concerned Case-files.

S. O. 271: TRANSFER OF CASES: The Assistants dealing with transfer of Cases to the Posting Section for Final Hearing shall pick up daily the Case-files from the serial as per Direction Book maintained by the Receiving Assistant. They shall also receive daily from the Writ Notice the Cases for Final Hearing and 'Notice Before Admission' Cases, and also receive direction slips from Posting Section for transfer of Cases including Batch Cases. Such Cases will be transferred to the Posting Section after proper verification and making necessary entries in the concerned Register.

WRIT NOTICE WING:

S. O. 272: PROCEDURE: The *common procedure* evolved for issuance of Notices and for service thereof, shown at *St.Or.No.216* shall be followed (in so far as it is material for this Wing).

Each Notice Assistant has to issue Notices in 30 Cases or 75 respondents per day.

GENERAL REGISTER FOR WRITS (J.R.45)

<i>Number</i>	<i>Admitted Notice Ordered on</i>	<i>Date of Receipt in the Notice Section</i>	<i>Number of Respondents</i>	<i>Steps Taken</i>	<i>Date of return of E.B.</i>	<i>Date of Service of Notice</i>	<i>Initials of Clerk to Whom Notice Papers are delivered after service with date</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>

DISTRIBUTION REGISTER (A.R.12)
(TO BE OPENED).

<i>Sl.No.</i>	<i>Main Case No.</i>	<i>Date of Receipt in Section</i>	<i>Date of issue to issue clerk</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)

* * *

CRIMINAL APPELLATE SECTION

S. O. 273: MATTERS DEALING WITH: The Criminal Appellate Section is a compact Section dealing with the Receipt, Preparation and Posting of all Criminal Matters, viz., -

1. Criminal Petitions:

- (a) Anticipatory Bails under Sec.438 Cr.P.C.;
- (b) Regular Bails under Sec.437 & 439 Cr.P.C.;
- (c) Quash Petitions under Sec.482 Cr.P.C.,

2. Criminal Appeals:

- (a) Conviction Appeals, including Jail Appeals, under Sec.374(2) Cr.P.C.;
- (b) Acquittal Appeals 378(4) Cr.P.C., with Special Leave Petition;
- (c) Bail Petitions in Pending Criminal Appeals, under Sec.389 (1) Cr.P.C.;
- (d) Criminal Appeals on Surety Bonds under S.446 & S.449 Cr.P.C.;
- (e) Criminal Appeals on Return of Properties U/s 457 Cr.P.C.
- (f) Criminal Appeals on Orders for disposal of property at conclusion of Trial U/s 454 Cr.P.C
- (g) Under Sec.341 Cr.P.C., where Complaint was made U/S. 340 Cr.P.C.;
- (h) Under Sec.377 Cr. P.C., (filed by Public Prosecutor) for Enhancement of Sentence;
- (i) Under Sec. 454 Cr.P.C., against Orders on Petitions under Sec. 452 & 453 Cr.P.C.,

3. Criminal Revision Cases:

- (a) Regular Crl.R.C., under Sec.397 & 401 Cr.P.C.;
- (b) Referred Cases under Sec.395 Cr.P.C., numbered as Crl.R.Cs.
- (c) Taken up Crl.R.Cs., on Calendar & Judgment received from Lower Courts under Sec.397 & 401 Cr.P.C.;
- (d) Bail Petitions in pending Crl.R.Cs., under Sec.397 (1) Cr.P.C.,

4. Transfer Crl.M.Ps., under Sec.407 Cr.P.C., (with affidavit);

Stay Petition pending Transfer Crl.M.P., under Sec.407 (6) Cr.P.C.,

5. Criminal Miscellaneous Petitions:

- a) Stay Petitions pending Quash Petitions under Sec.482 Cr.P.C.;
- b) Modifications of Orders under Sec.482 Cr.P.C.;
- c) Clarifications of Orders under Sec.482 Cr.P.C.,;
- d) Release of Vehicles under Sec.482 r/w Sec.457 Cr.P.C.;
- e) Release of Property pending trial under Sec.482 r/w Sec.451 Cr.P.C.;
- f) Release of Property on the conclusion of trial under Sec.482 r/w Sec. 452 Cr.P.C.;
- g) Recall N.B.Ws., pending under Sec.482 Cr.P.C. R/w Sec. 70 (2) Cr.P.C (If the Petition U/s 70 (2) Cr.P.C. is dismissed by the Court below then the Criminal R.C. lies).
- h) Cancellation of Bail granted (filed by Public Prosecutor) under Sec.439 (2) Cr.P.C.,

i) Direction/Suspension Petition U/s 482 Cr.P.C.

6. Referred Trial (R.T.)

(R.T. received through District & Sessions Judge, under Sec. 366 Cr.P.C.,)

S. O. 274: COMMON PROCEDURE: As regards the filing, numbering and processing of all Matters dealt with by this Section, the COMMON PROCEDURE evolved for *Original Side Matters, Writ Proceedings, Criminal Matters & the Civil Matters (shown as St. Or. 215)* shall be followed scrupulously, in so far as it is relevant for this Section.

S.O.275: CALLING FOR RECORDS: Immediately after the Memorandum of Grounds is copied, it will be the duty of the concerned Assistant to issue Notice and call for Records, and he will issue reminders, periodically, in cases of non-receipt of Records.

After the Criminal Section issues notices, they should be sealed with the seal of the High Court and sent to Current Section for despatch. The Current Section will affix the despatch seal on the office copy of the Notices. The Criminal Section will then enter the dates of issue of Notices on E.Bs (763).

Criminal Revision Cases, in which Notice cannot be served, despite issuance of Notices thrice for service, should be submitted 'for orders of Court' dealing with Criminal work.

In the Case of Transfer CrI.M.Ps., filed seeking transfer of any Proceedings pending before the Lower Court to be heard along with any other matter pending with High Court, the Lower Court-Records received by the Section shall be carefully scrutinised before the Transfer Criminal Appeal is numbered.

On termination of Criminal R.Cs and Criminal Petitions, the Lower Court Records shall be retransmitted to the concerned Courts. Separate Registers shall be maintained for CrI.R.Cs. and CrI. Petns. (Preparation Books) for this purpose.

S.O. 276: STATE BRIEF (AMICUS CURIAE): The Andhra Pradesh State Legal Services Authority will be addressed for issuing Proceedings where the Court directs to provide Advocate as Amicus Curiae to defend the accused (not represented by Counsel) in Division Bench or Single Judge Appeals or in other Cases.

S. O. 277: PRIORITIES: Referred Trials referred under Section 366 Cr.P.C., by Sessions Judges for confirmation of Capital punishment of death sentence are to be given priority over all the other work, whatsoever. Second Priority is to be given to Criminal Appeals against conviction in murder Cases and Single Judge Appeals, where bail was not granted to the accused, and third priority to the Appeals against Acquittal in murder Cases and Single Judge Matters.

In the 'Register of Referred Trials' (*J.R.57*), the Sessions Case Number and the Date of Judgement in the Lower Court should invariably be noted in red

ink in the prescribed column. Not more than five Cases shall be entered in each page of the Book.

Petitions for revising the Order of a Magistrate regarding the transfer of a Criminal Case for revision of any Order of the Court made in a Case pending before it shall be treated as 'urgent'.

VERY URGENT CASES: In every Reference under Section 366 Cr.P.C., for confirmation of a sentence of death, in every Appeal under Sec.378 Cr.P.C., on a capital charge, and in every Revision Case in which Notice has been issued under Sec.401 Cr. P.C., to the accused to show cause against enhancement of a sentence of imprisonment for life to one of death, the Criminal Section will treat those Cases as 'VERY URGENT' and ensure preparation and posting of those Cases for hearing within 60 days from the date of Judgment of Sessions Court.

S. O. 278: A P P E A L S:

S.O.278-1: APPEALS FROM ACQUITTALS: In Appeals from Acquittals by Sessions Judges, Notice to the accused should be sent to the concerned Court from which the appeal has been preferred, directing for service. The Preliminary Register Case Number as well as the Sessions Case Number should always be given. (726)

S. O. 278-2: APPEALS AGAINST ACQUITTALS: Whenever an Appeal against Acquittal by the Public Prosecutor is preferred, after the expiry of the period of limitation from the date of acquittal, along with a Petition to condone the delay, the concerned Assistant will make a note in red ink in a prominent place on the docket sheet that "the Appeal is presented so many days (i.e., specifying the number of days) after the expiry of the period of limitation". (727)

It is relevant to note that under Sec.378 (5) Cr. P.C., no Application under Sub-Section (4) for the grant of special leave to appeal from an order of acquittal shall be entertained by the High Court after the expiry of six months where the complainant is a Public Servant, and sixty days in every other case, computed from the date of the order of acquittal.

In every Case of Appeal against Acquittal in which the Accused is entitled to be defended by the Counsel engaged by the State under the Rules, the Legal Services Authority, High Court, will be addressed to issue Proceedings providing Legal Aid by appointing an Advocate. (728)

In Crl.Appeals against Acquittal filed by the Public Prosecutor, it shall be verified whether the provision of law is correctly mentioned as 'S.378 (3) Cr.P.C'. Similarly, in all other Criminal Appeals against acquittal, it shall be seen whether they are filed u/s.378 (4) Cr.P.C., with Special Leave Petition.

If the Public Prosecutor files the Appeal, then, Sanction for Prosecution by Government is necessary as well as furnishing G.O. RT.Number.

The *Defacto* Complainant is entitled to file Crl.R.C., against the Order of Acquittal.

S. O. 278-3: CONVICTION APPEALS:

- a) If a Convict is sentenced for Life Imprisonment or Death Sentence, the Appeal shall go before a Division Bench. In all other Cases, they are 'Single Judge Matters'.
- b) Every appeal from a judgment of a Criminal Court in which a sentence of imprisonment for life has been passed on the appellant or on a person tried with him shall be posted for admission before the Criminal Bench after circulation of the papers (*Old 742*).
- c) If the Convict is sentenced to imprisonment for 7 years or below by an Assistant Sessions Judge, then, no Criminal Appeal will lie in High Court. It should be filed before Sessions Court.

S. O. 278-4: ENHANCEMENT OF SENTENCE (Crl. Appeal): It is filed by the Public Prosecutor as Criminal Appeal under Section 377 Cr.P.C., if the sentence passed by the Lower Court is inadequate in the eye of the Government. (*Same procedure will be followed as followed in regular Conviction Criminal Appeals*)

S. O. 278-5: APPEALS PREFERRED BY ACCUSED SEPARATELY:

In Cases where there are more than one accused, if a Jail Appeal by one of the accused under Section 383, Cr.P.C., is pending and a regular Appeal is filed by another accused against the same judgment under Sec.383 Cr. P.C., both the Appeals shall be clubbed together and posted for final hearing. (*Old 741*)

S. O. 278-6: CONNECTED CASE: When a Criminal Appeal, which is in any way connected with a pending Referred Trial, is presented, special orders of the Registrar (Judicial) shall be taken at once regarding the posting of both the Cases.

S.O. 278-7:CASES FROM PRISON (*Old 740*):

- a) Except Appeals against sentence of imprisonment for life or death, all Appeals and all Revision Cases from Prisoners in Jail, who are not represented by Advocates, shall, in the first instance, after translation, if necessary, be circulated to the Hon'ble Portfolio Judge concerned. If they are marked 'for summary dismissal', they shall be posted immediately before the Judge who perused them. If they are marked 'for Notice', they shall be posted for final hearing in the usual course after service of Notice and typing, if any, before the Judge or Judges to whom the Hon'ble the Chief Justice has assigned the disposal of Criminal work.
- b) Cases referred by Sessions Judges for revision shall be circulated in the manner stated above 'for orders.'

S.O. 278-8: DIVIDED OPINION: Where an Appeal under Chapter XXIX Cr.P.C., is heard by the High Court before a Bench of Judges, and they are divided in opinion, the Appeal, with their opinions, shall be laid before another Judge, and that Judge, after such hearing as he thinks fit, shall deliver his opinion, and the judgment or order shall follow that opinion (vide Sec.392 Cr.P.C.)

Where any case is heard before a Bench of Judges and such Judges are equally divided in opinion, the case after being laid before, another Judge under

Section 392, Criminal Procedure Code, shall again be posted for pronouncing judgment before the Judges, who composed the Bench or such other Bench as the Hon'ble Chief Justice may nominate. (*Old 729*)

S. O. 279: REVISIONS :

In every Criminal Revision Case or Criminal Miscellaneous Petition preferred from the Judgement or Order of a Sessions Court, and in every Reference by a Sessions Judge U/S.395 (2) Criminal Procedure Code, and in every Criminal Miscellaneous Petition, for stay of proceedings or for bail, two copies of the Grounds of the Petition (including affidavits, if any) or of the Letter of Reference shall be sent to the Public Prosecutor along with the Notice issued to him in the Case. (*Old 734 + 739*)

Every Criminal Revision Case shall be posted for admission at the earliest possible opportunity after it is filed. When the party has presented an application specifically asking for typing of either pleadings or evidence, the same will be typed at the expense of the party. (*Old 735*)

In Criminal Revision Cases posted before a Bench for disposal, Copies of the Judgement and Reference (if any) are to be got typed by the Section for the use of the Judges. (*Old 736*)

One Criminal Case should not be received in respect of two separate Proceedings or Orders. Two separate Revision Cases must be filed. (*Old 749*)

When Court in a Criminal Appeal or Criminal Revision Case has ordered Notice to the Public Prosecutor, Records shall be called for, from the concerned Court. (*Old 733*)

Criminal Revision Cases, in which notices cannot be served, despite issuance of notices thrice for service, should be submitted for orders of Court dealing with Criminal work. (*Old 747*)

279-1: CRIMINAL REVISIONS IN MAINTENANCE MATTERS: If the Maintenance Case is the one disposed of by a Magistrate, then, the CrI.R.P. will be filed before the Sessions Judge.

The same Revision Petitioner should not file CrI.R.C., in the High Court, as there is no second revision. The party must state in the affidavit that no Petition is filed earlier. The Criminal Section also must verify that aspect and then post it. However, a CrI. Petition U/s.482 Cr.P.C. can be filed for quashing.

In CrI.R.Cs., regarding the Proceedings U/s.145 Cr.P.C., before the Executive Magistrate, it shall be seen whether the Certified Copy of the Order passed by the Executive Magistrate is filed along with the Memo of Appearance of the Counsel.

Cases referred to High Court through Sessions Judge, u/s.395 Cr.P.C., be numbered as ' CrI.R.Cs '.

CrI.R.Cs., also are entertained on Calendar & Judgments of Lower Courts under Section 397 & 401 Cr. P.C. In such Cases, the Calendar and Judgment will be circulated to the Hon'ble Portfolio Judges, and, on the orders of their Lordships, those 'Taken-up CrI.R.Cs.,' will be numbered.

When a Criminal Revision Case, which is in any way connected with a pending Referred Trial, is presented, the Special Orders of the Registrar (Judl.) shall be taken at once regarding the posting of both the cases. (*Old 738*)

S. O. 280: REFERRED TRIALS & CASES U/S 302 I.P.C.: TWELVE Copies of the Record shall be typed or cyclostyled in all Referred Trials, and SIX Copies in appeals against Acquittals on charges under Sec.302 I.P.C., and Revision Cases in which the passing of a sentence of death is possible. In Cases where they're are more than one accused, an additional copy for each of the accused shall be prepared. (*Old 744*)

In the R.T. Register, the Sessions Case No., and the Date of Judgment in the lower Court should invariably be noted in red ink in the prescribed column. Not more than 5 cases shall be entered in each page of the Book. (*Old 767*)

S. O. 281: Recalling N.B.Ws - CRL. PETITIONS U/S. 482 r/w Sec, 70(2) Cr.P.C. : Section 70(2) Cr.P.C., clearly ordains that it is the Court which issued the Warrant that shall cancel it. Therefore, in the ordinary course, the Magistrate who ordered the issuance of the Non-bailable Warrant alone should cancel it. Such Applications to recall Warrants should not be entertained under the inherent powers of High Court. (*Vide the Judgment in Crl. Petition No. 5066/2000, Dt. 8-12-2000 by T.Ch.S.R., J.*)

However if the Application is made before the Lower Court U/s 70 (2) Cr.P.C. to recall N.B.W. pending and if the same is rejected by the Lower Court, the aggrieved party got an alternative remedy of filing Crl.Revision U/s 397 and Sec.401 Cr.P.C.

S. O. 282: BAIL APPLICATIONS: Where applications for bail of one or more of several persons convicted in one Case had already been dealt with by a Judge or Judges, any subsequent applications for bail on behalf of the other accused in that Case filed on the same day or on different days, shall be posted, as far as possible, before the same Judge or Judges who heard the prior application.

As per the latest instructions of the Hon'ble Chief Justice Bail Applications filed for the Second time need not be posted before the same Hon'ble Judge, who passed the dismissed Orders earlier in view of the Judgment of the Supreme Court in Shahzad Hasan Khan Vs Ishtiaq Hasan Khan (AIR 1987 SC 1613). Such Bail Applications shall be listed before the Regular Court having provision of Bail Petition.

S.O. 283: QUASH PROCEEDINGS: All applications under Section 482, Cr. P.C., for the quashing of a Committal to a Sessions Court and all References recommending that a commitment should be quashed, must be treated as 'Urgent Cases', i.e., they must be made ready expeditiously and posted for hearing as soon as possible, by placing high up in the Criminal Cause-list. (730)

S. O. 284: TRANSFER OF CASES:

Applications put in by Prisoners through Jail for transfer of criminal Cases or for quick disposal shall be received and processed by this Section, after obtaining necessary instructions from Registrar (Judicial). (*Old 766*)

The Tappal Assistant shall deliver applications issued from District & Sessions Judges for transfer of Criminal Cases from one Court to another in the same Sessions Division to 'E-OP' Section in the Administrative Department.

S. O. 285: MATERIAL OBJECTS (Old 751 & 754):

A) When jewels or other valuables are received as Material Objects or Exhibits in a Case, the boxes or packets containing them must be opened by the concerned Assistant dealing with Material Objects in Criminal Section in the presence of the Controlling Officer concerned and the contents checked with the List received from the Lower Court.

If, on examination, the Controlling Officer discovers any discrepancies, the matter should at once be brought to the Notice of the Lower Court for verification and remarks.

The Valuables will then be sealed up again in the presence of the said Officer and handed over to the Accounts Officer for safe custody.

When the Case in which the valuables are exhibited is posted for hearing, the concerned Assistant in the Criminal Section must take charge of the box or packet containing the valuables from the Accounts Officer on the day of hearing for delivery to the Court Officer in charge of the Case along with the Records. As soon as the hearing is over, the Court will return them to the concerned Assistant in the Criminal Section. If the seals have been broken in Court, the valuables must be checked once again with the list and resealed in the presence of the Controlling Officer without any delay. They will then be handed over to the Accounts Officer for safe custody until they can be despatched to the Lower Courts.

The Material Objects sent for reference in Criminal Cases should not be destroyed in the High Court but should be sent back to the Lower Court. (Old 732)

B) **REGISTER OF MATERIAL OBJECTS (J.R.50) (Old 753):** The Assistant concerned in the Criminal Section will maintain a proper bound Register of Material Objects (**J.R.50**) regarding Criminal Cases in the prescribed form. The following instructions will be typed and prefixed to each Register.

- 1) Valuable properties shall be returned to the Lower Court by insured post. The postal acknowledgement will be filed separately and numbered in the order of receipt in the High Court.
- 2) In the remarks column, the date of despatch and the serial number of the postal acknowledgement when received back shall be noted.
- 3) The Register will be in two fragments: -
 - a) For valuables;
 - b) For non-valuables.
- 4) When items of non-valuable properties are handed over to the Overseer for disposal, his initials with date shall be obtained.
- 5) If any accused is absconding, the Material Objects shall be returned to the Court concerned and should not be disposed of in the High Court. In Cases where the accused is reported to be

absconding, necessary entries should be made in the remarks column.

- 6) The Controlling Officer concerned will check all the valuables.
- C) **NOTICES TO P.P. ABOUT M. Os. NOT SENT:** In Cases where Material Objects have not been sent up, a Notice will be made in red ink on the outside of the typed papers supplied to the Public Prosecutor about the Material Objects that have not been sent up by the Lower Court to enable the Public Prosecutor to give information in time to the Registrar (Judicial) to take out of the rough list of any Cases in which the production of Material Objects is essential. A similar Note will be made on the typed papers supplied to the Counsel for the accused. (*Old 755*)
- D) **DISPOSAL OF MATERIAL OBJECTS:** The attention of the Material Objects Assistant, Criminal Section, will be drawn to Rules 229 and 230 of the Criminal Rules of Practice and regarding the disposal of Material Objects. Articles of trivial value, like, sticks, stones, earth, etc., will be handed over to the Overseer, High Court, for destruction after the expiry of the Appeal-time to the Supreme Court. Knives, Bill hooks, axes and other weapons used for the commission of the crime shall be handed over to the Overseer after the lapse of the period referred to above for being sent to the Public Works Dept. for disposal while all the fire arms and ammunitions shall be returned to the Lower Courts concerned. (*Old 756*)
- E) **MONTHLY REPORT ABOUT MATERIAL OBJECTS** (*Old 757*):
- (a) The Section Officer, Criminal Section, will submit to the Deputy Registrar a monthly statement of pendency of material objects for the preceding month on or before the 10th of each month showing the following particulars viz., -

<i>M.Os. Pending at the beginning.</i>	<i>Received during the month</i>	<i>Disposed of</i>	<i>Pending at the end of the month.</i>
(1)	(2)	(3)	(4)

- (b) In Cases where action is possible but are not taken, the Section Officer, Criminal Section, will see that steps are taken expeditiously concerning the disposal of the material objects.

S. O. 286: CALENDAR & JUDGMENTS:

A) The Calendar & Judgments received from the Subordinate Court, will be circulated to the Hon'ble Port-folio Judge for perusal. If the Hon'ble Port-folio Judge endorses to take up the Calendar & Judgment as CRL Revision Case, then, it will be numbered as 'Taken up CRL RC' U/s 397 & 401 of CR.P.C and will be posted as usual in routine course.

The concerned Assistants in the Criminal Section should take special care to see that all the columns of the calendar statement attached to the judgments of Lower Courts are duly filled in. In calendars of Sessions Cases, the name and designation of the committing Magistrates should always be given. Any calendar statement not duly filled in should be returned to the Lower Courts for supply of the omission.

Whenever a judgment is received without the statement containing description of the prisoners etc., the Sessions Judge should be requested to supply the omission. (*Old 759*)

Calendars for perusal will be circulated to the Judge in charge of the District concerned through the Assistant Registrar concerned. (*Old 760*)

A separate Register, known as 'Register of Calendar Cases' (**J.R. 49**) shall be maintained to watch the receipt of Calendar Cases and further correspondence, if any.

B) EXPLANATION FOR DELAYS IN CALENDARS (*Old 761*):

- i) Rule 258 of the Criminal Rules of Practice requires that an explanation should be submitted whenever more than three months' time has elapsed between the apprehension of the accused and the closure of the trial in the Sessions Court.
- ii) In submitting calendars for the perusal of the Hon'ble Judges, the Section Officer will draw the attention of the Hon'ble Judge in-charge of the District to any instance of such a delay by marking the explanation and the relevant dates in red pencil.
- iii) Any other delays, which have taken place at any stage between the apprehension of the accused and the close of the trial in the Sessions Court, will also be marked in red pencil so as to attract the Notice of the Hon'ble Judge perusing the calendar.
- iv) If the Judges make any remarks on calendars, such remarks should be brought to the Notice of the Deputy Registrar through the Assistant Registrar concerned and, if considered necessary, to the Registrar (Judl.) as well, before the issue of necessary proceedings to the Lower Court.

C) JUDGE'S REMARKS ON CALENDARS (*Old 762*): When a Judge perusing the calendar and judgment in a Sessions Case makes any remarks on the propriety of acquittal of the accused and directs the Office to ascertain from the Public Prosecutor whether the State Government intend to present an appeal to the High Court against the order of acquittal, a copy of the judgment alone shall be sent to the Public Prosecutor together with a letter in the following form:

“ I am directed to forward a copy of the judgment in Sessions Case No.....for examination and such further action as you consider, is called for in the Case.”

When the High Court takes up a Calendar for revision *Suo Motu* or admits a Criminal Appeal for hearing, if Notice is ordered to be given to the Public Prosecutor, such Notice should contain a short note of the reasons or remarks, if any, recorded by the Judge for taking up the Revision Case or admitting the Appeal unless, in any Case, the Registrar (Judl.), directs otherwise. (*Old 731*)

S. O. 287: REASONS EXPRESSED AT ADMISSION STAGE:

- (a) Copies of Orders admitting Crl. Revision Cases & Crl. Appeals where they indicate reasons for admission shall invariably be sent to the Judges before whom the Cases or Appeals are posted for disposal.
- (b) In Criminal Cases, no appearance shall be accepted or entered in the Cause-list on behalf of a complainant to whom the Court has not ordered Notice to be issued.

S. O. 288: FOR BEING MENTIONED: Letter given by Advocates for being mentioned shall not be circulated by the Registry to the Honourable Judges for listing the matters in the Cause-list, for making oral requests for modifications, Recall or Review of the orders already passed or for extension of time granted under an order. Matters for such relief will be posted only on regular *Miscellaneous Petitions* filed for the said purpose.

However, letters for being mentioned for the purpose of rectification of any clerical, arithmetical or typographical errors will be circulated to the Hon'ble Judges, provided reasons and purpose, with particulars, are mentioned therein. (*Vide Circular dated 20-8-1996, issued by Registrar (Judl.)*).

N.B. : Check-lists are given (as Annexure 13) in respect of every Criminal Proceeding to be processed by the Section, for guidance)

REGISTERS & FORMS:

- | | |
|--|---------------|
| 1. Daily Register of Court fee Realised (SR)(<i>J.R.51</i>) | H.Ct.F.No.140 |
| 2. SR Returns Register (<i>J.R.52</i>) | General Book |
| 3. Work Statement of the Scrutiny Officer (<i>J.R.53</i>) | H.Ct.F.No.725 |
| 4. Criminal Appeals Numbering Book. (<i>J.R.46</i>) | H.Ct.F.No.71 |
| 5. Criminal Revision Cases Numbering Book (<i>J.R.47</i>) | H.Ct.F.No.437 |
| 6. Criminal Petitions / Crl.M.P. Numbering Book (<i>J.R.48</i>) | H.Ct.F.No.441 |
| 7. Criminal Appeals' Preparation Book (<i>J.R. 54</i>) | H.Ct.F.No.321 |
| 8. Criminal Revision Cases' Preparation Book (<i>J.R.55</i>) | H.Ct.F.No.671 |
| 9. Criminal Petitions' Preparation Book (<i>J.R.56</i>) | General Book |
| 10. Register of Calendar Cases (<i>J.R.49</i>) | |
| 11. Distribution Register (<i>A.R.12</i>) | |
| 12. Register of Material Objects (<i>J.R.50</i>)
(for <i>Valuables and Non-Valuables</i>). | |
| 13. Register of Referred Trials (<i>J.R.57</i>) | |

**REGISTER OF MATERIAL OBJECTS (*J.R.50*)
(TO BE MAINTAINED IN 2 PARTS -
FOR VALUABLES AND NON-VALUABLES).**

Sl.No. & Case No. in Sessions Court and in High Court.	Date of Receipt	Number of Items	Whether any Omission detected, if so the date of addressing Sessions Court.	Date of Receipt of Omission	Acknowledgement of Accounts Officer.	Date of Disposal of Case.	Date of Despatch of Valuables to Lower Court (Ackd. To be pasted).	Date of Sending Non-Valuables to Overseer.	Initials of Overseer with Date.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

REGISTER OF CALENDAR CASES FOR THE YEAR ... (J.R.49)

Sl. No.	C.C. No.	Sessions Court & Station.	Date of Apprehension of Accused.	Date of Closure of Trial	Date of Circulation to Judge	Date of Receipt in the Section	Remarks of the Judge	Date of Sending copy of Judgment to P.P.	Date of Issue of Notices.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

DISTRIBUTION REGISTER (A.R.12)

Date	Nature of Case Distributed	To Whom it is Distributed	Acknowledgement of Receiver with Date	When Received back	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

PERSONAL REGISTER (A.R.2)

NAME OF THE STAFF MEMBER

DATE.....

Date	Nature of Case received	When Resubmitted to Section Officer	Reasons if any for Retention	Remarks
(1)	(2)	(3)	(4)	(5)

* * *

PUBLIC INTEREST LITIGATION CELL
(P.I.L.)

* * *

S. O. 289: When a current is received in the office of the Hon'ble the Chief Justice; it will be marked to the Legal Services Authority. The said Authority, in turn, retains the currents pertaining to the Legal Service Authority and sends away the rest of them to the Cell.

S.O.290: PROCEDURE TO BE FOLLOWED IN PIL CELL: A Scrutiny Officer as Incharge of Cell, assisted by a Clerk, shall handle the P.I.L. Cell.

Applications or Letters or Telegrams relating to Public Interest either received by the Office of the Hon'ble Chief Justice or by Hon'ble Judges will be marked to this Section through the Legal Services Authority. The following are the stages the current shall undergo:-

- i) After the P.I.L. Cell receives the current relating to P.I.L., it shall be gone through by the Cell Incharge and he shall verify whether it comes under the **guidelines** (*Shown as Annexure 15*) given for P.I.L. Cases. Then, it shall be entered in a Register called "Register of P.I.L. Cases" (*J.R.58*), duly assigning an R.O.C. Number to it, in the following Proforma:

REGISTER OF P.I.L.CASES (J.R.58)

Sl. No.	Date of Receipt of Complaint.	Particulars of Complaint.	Nature of Grievance (in brief).	Date of Circulation to Hon'ble Judge.	Stage of the Case.	Ultimate Result.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- ii) If the contents of the Current so require that any remarks are required to be called from any Branch of the Registry, or from Subordinate Judiciary, or from any Authority, the Cell Incharge may do so, through the Registrar (Judicial).
- iii) If the current or the material papers appended to it are in vernacular language, the Cell Incharge must see that it is translated into English.
- iv) Then, a brief Office Note is to be prepared, by the PIL Cell, quoting the relevant Rules/Circulars, if any, the principles of precedence, if any, as also the remarks of the concerned authority. Then, the said Note is to be placed before the Hon'ble Judge, heading the P.I.L. As per the directions of the Hon'ble Judge, a (taken-up) Writ Petition is to be drafted by the Cell Incharge, get it approved by the Controlling Officer, and send it to the concerned Filing Section for further processing. He shall also ascertain the Case Number and shall see that every stage of the Case is recorded in the Register, mentioned supra, till it is disposed of. After the Writ Petition is numbered, it shall be fed into the computer under the relevant Code Number (Code NO.39).
- v) If the direction of the Hon'ble Judge is such that any Instruction is to be given to the Authority concerned, the Cell Incharge may do so, by drafting a Letter therefor, with the approval of Registrar (Judicial).
- vi) It is also the duty of the Cell Incharge of the PIL Cell to preserve and maintain the copies of the important judgments relating to PIL after obtaining the same from the concerned Sections of the Registry. He shall be diligent enough to invite the attention of the Hon'ble Judge heading the PIL Cell to the principles of precedence, if any, laid down in such judgments in the Office Note being prepared by him.
- vii) If the ultimate decision rendered in such PIL Cases, is such that it requires a Rule to be evolved or amended, the Cell Incharge shall mark copies of such Judgments to the Special Officer's Section and other relevant Sections for appropriate steps.

Reregisters to be maintained:

- 1) Register of PIL Cases (*J.R.58*),
- 2) Register of Statistics of PIL Cases (*J.R.59*),
- 3) Personal Registers (*A.R.2*).

REGISTER OF STATISTICS OF PIL CASES (J.R.59):

<i>Month</i>	<i>No. of Cases Received</i>	<i>No. of Cases Processed</i>	<i>No. of Cases Disposed off</i>	<i>Results of the Cases</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

* * *

POSTING SECTION

S. O. 291: MAIN FUNCTIONS: It is this Section, which causes the posting of all Categories of Cases before different Benches of the High Court, as per the provision made/changed, from time to time, after observing necessary precautions, and taking due instructions, every hour from the Registrar (Judicial) under whose direct control the Section works. The Section will have rapport and co-ordination with all the Filing Wings of the Registry.

The Section Officer will obtain Posting instructions from the Registrar (Judl), check up Daily and Weekly Cause-lists prepared by the concerned Posting Assistants with reference to the Original Cause-list, in the evening, and give final 'strike' order to the Computer Centre for getting 'upload' instruction to the concerned Computer Operators to feed into the Internet. He will also check up in the Computer Cell whether all the Cause-lists, intended to be made ready for the next day, are in order. He will obtain directions from the Registrar (Judl) as to constituting Special Benches, Full Benches, or Larger Benches, as the case may be, and the sitting arrangements of the Hon'ble Judges. (*Old 811*)

Under the instructions of the Hon'ble the Chief Justice, all those Cases, which ought to be included in the Cause-list on a particular day, but which could not be listed, for reasons like the Cases being not ready due to delay in drafting, typing and despatch and due to not sending the bundle in time to the concerned Filing Section and such other reasons, shall be listed before a particular Bench specifically assigned by the Hon'ble the Chief Justice. The concerned staff, where the delay occurred due to which the Case could not be listed, shall be answerable before the Hon'ble Judge so assigned (*Vide the Circular No. 79/Judl., dt.19-6-1995*)

The filing Sections will be sending the bundles to the Court directly as per the list except the case bundles, which are to be, circulated to the Hon'ble Judges residences.

After the process being made in the Filing Sections, viz., the scrutiny, numbering, etc., the particulars of Cases will be transmitted to this Section through the respective Motion Seats, by way of Motion Lists.

For an accurate and accelerated posting of Cases, the Section will attend to the following duties:

- 1) To prepare a list of Special Benches to be constituted.
- 2) To feed cases to the Hon'ble Judges sufficiently.
- 3) To call for the cases in the 'ready' list and also those cases where there are Court directions, check up the bundles and post them serial-wise in the Cause-lists, as per the directions.
- 4) To mark day-to-day disposals in the Computer.
- 5) To note down day-to-day adjournments in the 'Adjournments Register' (*J.R. 26*) and post them on the due dates in the Cause-lists.

(Nature of Cases to be heard by a Bench of Two Judges have been listed as Annexure-16)

After the days work the case bundles will be sent to the concerned filing sections from the courts.

S. O. 292: PRECAUTIONS:

- (a) Before posting the main case for hearing, the concerned Assistant shall –
- (i) Ascertain from the Vernacular Records Section whether Records have been received from the Lower Court and also whether there are any Cases connected with the said main Case; (*Old 781*)
 - (ii) Ascertain from all the concerned filing Sections whether any vakalats or Counter-Affidavits are filed in those cases and also shall place the Vakalats or Counters in the concerned bundles; (*Old 783*)

- (iii) Verify from the concerned Filing Sections whether Notices have been returned served or unserved, and whether fair copies of the typed Papers are made ready;
 - (iv) Bring the Appeals or Petitions on the 'ready' List of which due notice should be displayed on the Notice board; (*Old 784*)
 - (v) Verify whether Affidavits in the Petitions have been translated or the time for payment for translation charges expired without payment. (*Old 790*)
- (b) If the main case is posted for hearing even with out its being made 'ready', and if it is adjourned for a long period, the bundle shall be returned to the Notice Wing of the concerned Filing Section, only to ascertain whether all the Respondents have been served and the Case is 'ready' for being posted. (*Old 782*)

Any application for sending papers in an indisposed of Case to another Court for any purpose whatever will be submitted 'for orders' through the Posting Assistant, who will note on the application whether the case is 'ready' or not for posting. The application will be returned with orders through the posting Assistant who, if the case is otherwise ready and the application is granted, will note the fact in the Posting Book. (*Old 808*)

- (c) The Sitting List will be settled and published as directed by the Hon'ble the Chief Justice. (*Old 785*)
- (d) CIRCULATION: Papers in the cases posted for Monday should be circulated to the Hon'ble Judges with the Cause-lists on the previous Friday evening and not on Saturday evening.
- (e) TRANSLATION AND TYPING: Applications for dispensing with the translation and typing, which have been numbered and filed in the concerned Register, when disposed of by the Court, shall be entered in the Filing Registers and Posting Books.

S. O. 293: CAUSE-LIST:

- (i) A Weekly List of Cases ready for posting should be prepared by the Posting Section, from which Cases will be taken out for the Daily Cause-lists. (*Old 786*)
- (ii) In each week, the Posting Assistant will put up on the Notice board the proposed Cause-list for the following week. In preparing the Daily Cause-list, the Posting Assistant will take up Cases from the Weekly List according to the serial order, and strictly adhere to the directions.
- (iii) Orders of the Registrar (Judl.) must always be obtained before any Case is taken out of its place in the Cause-list, what ever may be the reason. (*Old 786*)
- (iv) Cases 'for withdrawal' or 'for Orders' etc., should be posted at the top of the List. (*Old 797*)

The procedure above narrated will be common for all the filing sections with regard to the posting of cases and generating the cause ;list.

In order to facilitate accelerated and accurate processing of the Cases on Computers and for administrative convenience, only SIX Captions are to be used for exhibiting the Cases in the Cause List, as –

- 1) ***'For Judgment'***;
- 2) ***'For being mentioned'***;
- 3) ***'For Withdrawal'***;
- 4) ***'For Orders'***; and
- 5) ***'For Admission'***.
- 6) ***'For Dismissal'***

The order of posting Cases may be, after showing Cases under the Captions specified above, Interlocutory Matters, Cases remanded from Supreme Court, Part-heards, Final Hearing Cases (Year-wise, showing old Cases first), etc.

In Cases posted 'For being mentioned', two copies of the Note to the Judges containing the points of reference should be prepared and sent to the Advocates on either side. (*Old 802*)

The old Cases may be shown only Year-wise, and not Department-wise.

It is enough if the 'Onwards Lists' were prepared, with regard to Final Hearing Matters, only for FIVE Pages, at a time.

- (v) Any cases postponed from the previous Court-day, because of insufficient time for hearing them, shall maintain their position in the next day's Cause-list, unless there are special orders to the contrary. (*Old 798*)
- (vi) If, in passing orders on a Stay Petition, the Court directs the Main Case to be posted for the hearing on a particular day, such Case should appear in the Cause-list of that day after Part-heard Cases, and the Court Officers should obtain clear orders of the Court in each Case. In other cases where no particular date is fixed but a Case is directed to be posted after a specified period, it should be added to the List at the end of the specified period. (*Old 798*)
- (vii) The posting Assistant will see that, in the printed Cause-lists, accurate and complete information is given as to the party/parties for whom Advocates or Attorneys appear. (*Old 800*)
- (viii) Before beginning their day's work, the Posting Assistants should examine the fair Cause-lists so as to satisfy themselves, that the Computer has not inserted any wrong matter there in. (*Old 801*)
- (ix) Unless a case is already in the day's Cause-list before a Judge or Judges, any request to adjourn it shall be made to the Court. (*Old 804*)

All the concerned Staff Members in the Posting Section, who are engaged in preparing the Cause-lists, shall prepare a List of Additions or Deletions of Cases from the Cause-list of previous day in the following day's Cause-list, to be fed or fed into Computer and place before the Section Officer, Posting Section for his scrutiny and approval. The Section Officer shall verify whether these Additions are in accordance with the norms already fixed or whether they are covered by any Judicial Directions, and he shall be personally responsible in this regard. The Officer in charge of Posting Section is equally responsible. (*Vide the Circular issued by Registrar (Judl.) on 25-10-1995*)

S. O. 294: CAUSE-LISTS SUPPLY WING: The Assistant/Record Assistant in charge of this Wing shall compile the Cause-lists relating to each Court and distribute them to the Personnel/Offices (*the List of which is shown as Annexure 17*). It is also his duty to collect the original Cause-lists wherein the Court Officers mark the disposals, adjournments, etc.

The Computer Floppy given to the Contractor by the Posting Section at the end of each day for taking out the prints of Cause-lists shall again be collected after receiving Copies of Cause-lists on the following day, and be retained with the Assistant/Record Assistant in the Cause-lists Wing.

The said Assistant, after collecting the Cause-lists from the Court Officers, shall see that the disposals/ adjournments marked therein are carried out in the Floppy relating to each Court's Cause-lists. After carrying out such disposals in the Floppies the Cause-lists Assistant shall preserve them carefully and he shall be the custodian thereof and is accountable for them. A Copy of the Floppy shall be sent to the Library. The original cause lists shall be preserved for 3 years and then destruction process can be taken up after issuing notice to the concerned.

Apart from carrying out the current day's duty cast on them, the Computer Assistant and the Reader shall also go on feeding the Cause-lists of yester years, by leaps and bounds, and bring the branch up to date, as indicated earlier.

The Controlling Officer of Posting Section shall monitor this issue daily with the help of the Section Officer and certify the authenticity of the Court Officer's Cause-list after computerisation of it.

S. O. 295: SECURITY FURNISHING:

- (i) Cases in which Applications for Security for costs have been ordered, but the time within which security should be furnished has not expired, should not be posted for hearing until the expiry of the time. (*Old 791*)
- (ii) When an order has been made, directing a party to an Appeal or other proceeding on the appellate side of the High Court to furnish Security, or do any other action to the satisfaction of a Lower Court within the given time, the Report of the Lower Court in the matter shall be posted before the Court or before the Bench which made the Order, if it was made by a Bench. (*Old 792*)
- (iii) When an Appeal is posted 'for orders', under Order XII Rule 10 C.P.C., owing to non-compliance with an Order to furnish Security, the Application on which the Order was passed should also be posted with the Appeal. (*Old 793*)

S. O. 296: STAYED MATTERS: The Cases in which the High Court granted Stay of the orders of the Subordinate Courts in pending Matters shall be identified and posted for expeditious disposal.

The preparation and posting of Cases reported to be causing delay in the disposal of cases pending before the lower courts should be advanced with all possible expedition at all stages. (*Old 795*)

(The procedure prescribed for dealing with 'Stayed Matters' and specified in S.O. 2-12 supra shall be carefully noted and followed scrupulously).

S. O. 297: PRIORITIES:

- a) 'Specially important Cases' should be brought to the notice of the Registrar (Judicial) by the Section Officer for making special arrangements for getting them posted. (*Old 794*)
- b) The directions as to the posting of Letters Patent Appeals and Civil Miscellaneous Appeals (Bench Cases) with Single Judge, and Cases, such as Second Appeals, Civil Miscellaneous Second Appeals, and Civil Revision Petitions should be noted in the concerned Registers. These Cases should be posted as soon as both are made 'ready' irrespective of the Order of the Single Judge Cases, in the General List. (*Old 799*)
- c) The Civil Revision Petitions and Second Appeals 'for admission' may be posted before the Hon'ble Portfolio Judge concerned, *Vide the Minutes of Full Court dt.7-7-1995*
- d) The posting of any case shall not be delayed on the ground that it is connected with some other Case or Cases, except by order of the Court or by written order of the Registrar (Judl.). (*Old 788*)
- e) Reversed and Remanded Cases that come up for second time may be posted before any Bench. (*Old 789*)
- f) **IF PARTY DIES:** Any Case which has once been in the 'ready' List, but has become temporarily 'not ready' for posting owing to the death of party/parties, shall nonetheless be retained in its place in the 'ready' List, but a note must be made against such Case in the remarks column, explaining that it is not to be posted until the Legal Representatives of the deceased are brought on record (and, if necessary, served with notice), or until the time for bringing them on record has expired. (*Old 787*)
- g) **REFERRED MATTERS:** In Cases where the Judges direct a matter to be posted before a Bench or a Larger Bench, two copies of the Note to the Judges containing the points of reference should be prepared and sent to the Advocates on either side.

S. O. 298: MOTION CASES (Old 803):

- (a) In all cases of motion, the necessary papers should be circulated to the Judges concerned the previous evening.
- (b) When there are several Motions on a day, they shall be arranged in the order in which they are received.

S. O. 299: LETTERS BY ADVOCATES TO REGISTRAR (Judl.):

All Letters received from Advocates for posting of Cases, etc., after obtaining the endorsement of the Registrar (J.), shall be entered by the Personal secretary to the Registrar (Judl.) in the prescribed Register and handed over the Register to the Section Officer, Posting Section for distribution among the concerned Staff Members. The Section Officer, Posting Section, shall hand over the Letters to the concerned Posting Assistants and see that the orders of the Registrar (Judl.) are complied with. The Section Officer, Posting Section, shall place the Register before the Registrar (Judl.) once in a week for scrutiny. *(Vide the Circular issued by the Registrar (Judl.) on 29-9-1995)*

The Section Officers of Posting Section & Filing Sections shall furnish information to the Registrar (Judl.) positively on every Saturday at 12 Noon (if any Saturday happens to be holiday, on the preceding day, i.e., Friday at the same hour), in the prescribed Proforma, (appended to the Circular) as to the action taken by them for posting of the cases as per the Court directions pursuant to the letters addressed to the Registrar (Judl.) by Advocates, and also setting out the detailed reasons for not posting the cases, wherever the Cases could not be posted, as per the Court directions, so as to enable the Registrar (Judl.) to offer timely and effective solutions to the problems or difficulties coming in their way in the matter of posting such Cases. *(Vide the Circular No.3/96-Judl.. Dated 26-2-1996)*

The Section shall make every endeavour to see that every stage of each Case is available on the Computer Screen.

* * *

TRANSLATION & PRESS COPY SECTION

S. O. 300: MAIN STAGES OF WORK: The main work of the Section is to *translate and type* the Vernacular Records on payment of charges by the Advocates representing the parties.

Rules 72 to 90 and 102, etc, (as amended on 29-4-1995) in Chapter IX of the Appellate Side Rules extensively deal with the printing, typing, translation, and preparation of the record of First Appeals. The collections of the charges are also specified in the said Rules.

The main stages of the work of this Section will be: -

- a) Pleadings Preparation;
- b) Pleadings Editing;
- c) Documents pointing-out;
- d) Documents Preparation
- e) Documents Editing
- f) Typed Records & Challans

- g) Criminal, Miscellaneous & Disposals;
- h) Taxation, Arrears & Refunds, etc.

All the Stages of Preparation will be entered in the respective 'File Books' (*J.R. 60*), as they are called. Similarly, the Sale Particulars of the said Record will be made in the 'Sales Registers' (*J.R. 61*).

According to Rule 72, all the Bench Cases are compulsorily typed at the cost of the parties for the purpose of hearing. An amount of Rs.50/-, termed as 'Lodgement Schedule Deposit' under Rule 75(1) of the A.S. Rules will be paid by the Appellant concerned for typing the required record, as stipulated in R. 73.

If there are any Plans to be copied, they will be sent to the Press Copy Wing of the Section for taking the required number of Copies, the amount of which will be paid by the concerned Advocates, as assessed and sanctioned by the Section Officer and Assistant Registrar concerned.

S. O. 301: P R O C E D U R E :

- (a) **Pleadings Preparation:** First of all, E.Bs will be called for, from Appeal Filing, basing on the Year-wise Ledger Entries (which will be made by the Appeal Filing Section). From each EB, Lodgement Schedule Form will be separated and transferred to Documents Preparation Seat. The concerned Pleading Part will be called for, from V.R.Section for every EB. Charges for the typed record, i.e., T & P Bill will be prepared. If the cost is below Rs.50/-, EB + Pleadings will be transferred to the Pleadings Editing Seat.

If the cost exceeds Rs. 50/- (Lodgement Schedule Amount) and is already paid by the Appellant's Advocate at the time of filing, a Bill will be issued to the Advocate for the Appellant. If the amount is paid within the stipulated period of 3 weeks, EB + Pleadings will be transferred to Pleadings Editing Seat.

If the amount, after calculating the typing and translation charges, exceeds the initial deposit, a Bill for excess payment after deducting the said deposit, will be issued, and, on deposit of the same in the Accounts Section, the necessary Records will be given. If the calculated amount falls below the initial deposit, Records will be issued and the balance of amount will be refunded according to Rule 90 (4) of A.S. Rules.

If the amount has not been paid, the Case will be posted to the Court with the caption - 'For Orders of Court – Non-payment of T & P Charges'. The Case will be posted thrice to the Court and, then, if it remains without compliance, it will be given effect to as 'dismissed for default'.

- (b) (i) **Pleadings Editing:** Pleadings shall be verified with the Lower Court's Judgment. Then, the Decree and Memo of Grounds are removed from the EB to mix them with the Pleadings-part received from V.R. Section, and, on arranging them in an order, an Index will be prepared and the pages are numbered.

An entry will be made in the Ledger and sent to the Press Copy Wing for copying.

After the Copies are prepared and received from Press Copy Wing, the bundle is checked and re-arranged, i.e., Pleadings-part will be separated and sent to the V.R.Section, E.B. to Appeals Filing and Typed Record will be transferred to the Typed Record Seat after making the 'ready' entry in the Leger, i.e., "the Record is made ready".

(ii) PLEADINGS – RESPONSIBILITY:

- a) All Pleadings will be delivered to the Pleadings Assistant directly who will give acknowledgement therefor and will have them in custody in a separate almyrah and be responsible for their typing and safe return to the Filing Assistants with stamp-papers complete in each Case. (*Old 314*)
- b) The Pleadings & Typed Papers Sales Assistants will be held responsible for the accurate selection and typing of all the papers required to make up the Pleadings, as defined by the Rules in force, and they should, for this purpose, examine the Records and ascertain what papers are required. (*Old 315*)
- c) In every Case, the Pleadings Paper should be complete in itself, and any essential matter should not be omitted on the ground that it has already been typed in some previous Case. (*Old 322*)

(c) & (d) Documents Pointing out & Preparation: Basing on the Ledger Entries and L.S. Forms given by the Pleading Preparation Clerk, Notices will be issued to the Advocates to point out the documents in which copies are required for arguments in the Court. This will be intimated to the Advocates by display of Notices on the Board. Time limit is 7 days for compliance. On receiving the pointing letter from the Advocate, documents will be called for, from V.R. Section. T & P Charges will be assessed and 3 weeks' time is given for payment of the charges. After the payment, the Case is transferred to Miscellaneous Seat if there is requisition for translation of any document. If all the documents are in English, the bundle is straight away transferred to Documents Editing Seat. If the T & P charges are not paid 'TE' (Time Expired) mark is made in the Ledger and the documents are returned to V.R.Section. The information of payment of T & P charges by the Advocate will be ascertained from the Accounts Section Cashier, who makes an entry in the Intimation Book.

The following points will be borne in mind in the preparation of the record (*Old 321*): -

- a) The index should not be prolix but should be brief;
- b) There should be a heading for each part of the index. If a Part of the index extends over the end of a page, the heading of the 'part' should be repeated at the top of the new page.
- c) If any document, which is specifically asked for by the Advocate to be typed, is not available in the record sent by the Lower Court, the Translation and Press Copy Section will send a requisition to the Vernacular Records Section to call for such document from the Lower Court. After receipt of the said document from the Lower Court, the Vernacular Records Section will send the same to the Translation & Press Copy Section.

- (e) & (f) **Documents Editing & Typed Records and Challans:** If the documents, received from 'Documents Preparation Seat' are in English, they are to be arranged in chronological order, i.e., date-wise order. The Oral Evidence will be arranged according to the rank of the Witness and the Evidence for each party shall be grouped separately. An Index will be prepared and pages are numbered after docketing and stitching them. Entry will be made in the concerned ledger and transferred to Press Copy Wing. Some Cases containing any documents in Vernacular language will be received from Miscellaneous Seat. The originals, which are in Vernacular language, be separated and the translated matter and the English documents be arranged chronologically and sent to Press Copy Wing. On receiving the prepared copies from Press Copy Wing, miscellaneous papers and the translated papers may be sent to A.F, Original documents to V.R., and Typed Record to Typed Record Seat. A Ledger Entry will be made. Ready Entry is also made in Tail-Book.

PORTIONS OF DOCUMENTS (*Old 320*): When Advocates or their clerks wish to point out portions of documents to be typed, that must be done in the presence of the Section Officer, T & P Section. Each Assistant in the T & P Section will be provided with a separate almyrah with safe locks and will be held responsible for their safe return to record. The Vernacular papers in each Case will be returned to record as soon as the translation is over, and the English papers as soon as copying is over, except where there are only a very few mixed papers in a Case, when all may be returned after the preparation is over. All papers should be returned to the Vernacular Records Section. The Voucher should be taken back from the Vernacular Records Section.

- (g) **Criminal, Miscellaneous and Disposals:** On receiving Criminal Cases from Criminal Section, Telugu pages are to be assessed and written in the Translation Ledger with the Case Number and Telugu pages. Then, the Cases will be issued to the Translation Wing. The Section Officer, after making an entry in the Distribution Book, causes the said cases to be allotted to the Translators, for translation. On receiving back the translated documents from the Translators, the seat clerk sends the Criminal Appeal bundles along with the translated papers to Criminal Section.

Civil Appeals will be received from the Documents Preparation Seat. Vernacular documents and English documents will be separated. A docket will be prepared to the Case bundle with the particulars of the documents. Vernacular pages will be entered with the Case number in the Translation Ledger. The Case will be entrusted to the translator. On completion of the translation, the Case bundle with the translated papers will be transferred to the Documents Editing Seat.

Bill payment entries will be made in the concerned Ledger from the Accounts Section Book.

- (h) Second Appeals will be received from the Judicial Section – (Tax matters and Christian Divorce Cases) - If any vernacular documents are to be translated, it will be allotted to the Translators. Then, an Index will

be prepared and sent to Press Copy Wing for copying. Receiving back the same from Press Copy Wing, E.B. along with the typed record will be sent to S.A. Appeal Filing Section.

S. O. 302: TYPED RECORDS: Typed Record will be received in the Section from different Seats, and Criminal Record from Criminal Section. Entries will be made in the Typed Record Ledger (*J.R. 69-A*) that the Record is 'ready'. Whenever an Advocate applies for a copy of the Typed Record, cost of the Record will be calculated at the rate of Rs.3.50 per page for translated Papers and @ Re.2/- per Xerox copy, if it is a Bench Appeal, and at the rate of Rs.1.50 if it is a Single Case. The same rate will be followed in the Pleadings and Documents Preparation Seat. If the value of the Case is above Rs.5, 00,000, it will be Bench Case and if the value is below that, it will be a Single Case. (Valuation to be made subject to the amendments, if any, to the Appellate side Rules)

Since the assessment is made before the Record is typed, it will be an approximate Bill. Finally, T & P Charges will be assessed in the Typed Record Seat. If an excess amount is to be paid, a Challan (two copies) will be issued and the same will be paid by the Advocate in the Accounts Section. On payment of the amount in the Accounts Section, Advocate is supposed to show the Challan to the Typed Record Seat Clerk. Then, a copy will be issued either to the Advocate or his Clerk by obtaining his signature in the Typed Record Ledger. The Advocate for the opposite party will be charged only one rupee per page, for any copy. If any documents are prepared on the request of the Respondents, they will be charged same as the Appellant, i.e., at Rs. 3.50 for Bench Case and Rs. 1.50 for Single Case. An amount of Rs.3.50 is to be paid for each translated page. Typed Record in the disposed of Cases is to be sent to the dump-room.

S. O. 303: SECTION OFFICER'S DUTIES:

- i) The Section Officer will cause it to be distributed among the Translators Pleadings, Documents and the Papers required to be translated. Old and difficult Documents will be distributed to Senior and Experienced Translators. No Translator is to be supplied work at one time with more than what he can execute in two days. (*Old 341*)
- ii) He shall have custody of the confidential papers sent for translation and copying until they are sent back to the respective Sections. (*Old 342*)
- iii) He will help the Translators in difficult Cases and check the work turned out by them. He will bring to the Notice of the Officer concerned any bad work of the Translators. He will see that Translators will not postpone any work. (*Old 343*)
- iv) He will attend to the distribution of Records (Originals) for typing to the Typists and Copyists after making relevant entries in the Registers concerned. He will prepare monthly statements, in the following Proforma, showing the pendency of copying and examining work, and submit the same to the Registrar (Judl.) and obtain appropriate instructions

STATEMENT OF MONTHLY / WORK ATTENDED
IN T & P SECTION
FROM

1. *No. of cases already pending in the section (both Pleadings and documents) Civil and Criminal Cases* :
2. *No. of Cases received from VR Sec.* :
3. *No. of Cases sent to VR Section* :
4. *No. of cases (both Pleadings and Documents) to be edited* :
5. *No. of EBs to be attended to (already received from Appeal Filing Section)* :
6. *No. of EBs received from Appeal Filing Section.* :
7. *No. of EBs sent to Appeal Filing Section.* :
8. *No. of EBs pending by evening* :
9. *No. of Pleadings sent to the Press Copy Section* :
10. *No. of Documents sent to the Press Copy Section* :
11. *No. of Pleadings received from the Press Copy Section* :
12. *No. of Documents received from the Press Copy Section* :
13. *No. of Cases where bills were issued to the Advocates after assessment* :
14. *Remarks* :
15. *No. of Criminal Cases Received from Criminal Section* :
16. *No. of Cases Translated* :

SECTION OFFICER, T & P SECTION

- v) He shall also see that daily statements with regard to the Cases 'made ready' and also Cases pending are prepared and placed before the concerned Officer. He will sort out the civil and criminal plans before giving them to typists and copyists for copying of the plans. While preparing copies of the plans (Civil & Criminal) in the Section, the Plan Charges will be assessed by the Section-In-charge.
- vi) The Section Officer should take note of the non-production of Security in Cases in which security has been ordered and stop translation and typing. (*Old 304*)
- vii) The Section Officer shall verify the accounts in all disposed of Cases and it shall be his duty to certify that the translation and typing charges have been properly levied according to rules, that the accounts have been properly closed in all Cases and that refund and arrears orders are correctly issued. (*Old 310*)
- viii) A Weekly Statement showing the amount of work done by each Translator shall be submitted to the Registrar (Judl.) by the Section Officer every Monday or on the next working day, if Monday happens to be a Holiday. (*Old 354*)
- ix) A weekly Statement showing the pendency of translation and typing applications will be prepared on the last working day of each week and submitted to the Registrar (Judl.) on Monday or the next working day as the Case may be. (*Old 353*)

- x) Separate File-books will be kept for Appeals, Second Appeals, and Miscellaneous Cases etc. (*Old 302*)
- xi) PREPARING ESTIMATES: In preparing the estimates, care should be taken, as far as may be, to avoid refunds or collect excess cost. The indices, which cannot be fully estimated before hand, will invariably entail a further deposit. A proper discretion should be used in each Case. (*Old 329*)
- xii) ADDITIONAL PAPERS: Lists of additional papers to be translated and typed, presented with the memorandum of objections under Order XLI, Rule 22 of the Code of Civil Procedure, or within the time allowed for putting in such objections, shall be received and complied with without special Orders. (*Old 330*)
- xiii) ORIGINAL DOCUMENTS: Where the typing of original documents is applied for, such copies will be made and examined in this Section. Such copies, when prepared, shall be charged at such rate as may be determined by the Registrar (Judl.), from time to time.
- xiv) SPECIALLY POSTED CASES: Challans in Cases specially posted should be specially treated and issued without delay. This Section will return no Case as 'ready' till the Section Officer has checked and appropriated the typing charges, between the Appellant and the Respondent. (*Old 305*)
- xv) PREFERENCES: Appeals from the original side and under Special Enactments, Guardian and Wards Act, Land Acquisition Act, etc., shall be given preference in preparation over ordinary Appeals. In other Cases, the Preparation shall be in the order of payment unless the Controlling Officer in any special Cases finds it necessary to advance the preparation. (*Old 328*)
- xvi) SPARE COPIES: When an Application is made for spare copies of typed papers on paper charge, the Section Officer is authorised to comply with the Application provided that each party in the Case has already purchased one copy of the papers on full charge and that the number of copies required does not exceed the number of practitioners engaged for the party requiring spare copies. In all Cases, he will obtain the orders of the Controlling Officer. (*Old 307*)

Translation and Typing Charges shall not be levied in respect of Copies of Records supplied to the Law Officers of Government in Cases where the Government is a party, but they shall be entered in the Account maintained for the purpose. (Old 317)

S. O. 304: NORMS FOR TRANSLATORS:

- (i) As a general rule, a Translator must do all his work himself. He may consult the Section Officer or in some Cases (with the latter's permission) another Translator. But, in no Case, a party or his Advocate is to be consulted as to the translation. Translators are not, on any account, to take out of the Office any papers given to them for translation,. Any transgression of this order will be severely dealt with. (*Old 344*)

<i>to Translator or Copyists/Copyist.</i>
<i>b) Under translation or Press Copy</i>
3. After translation			
<i>Awaiting transmission to Press Copy wing of T&P Section.</i>
4. After transmission to Press Copy wing Awaiting Preparation of typed sets.

S. O. 306: FORMS (Old 306): This Section will sell the following printed Forms at the rates that may be fixed from time to time:

1. Main Case Notice Forms	100 nos.	Rs.3/-
2. Translation & printing Forms	100 nos.	Rs.3/-
3. Lodgement Schedule	100 nos.	Rs.3/-
4. Copy Application	100 nos.	Rs.3/-
5. C.C. Forms	100 nos.	Rs.3/-
6. Batta Forms	100 nos.	Rs.3/-
7. Rule Nisi Forms	100 nos.	Re.1/-

Docket Sheets are supplied *free of cost*

S. O. 307: FINAL PAYMENT (Old 308): In addition to transmitting every day duplicate Challans, after noting payments made, the Accounts Section shall also enter all final Challan payments relating to the Translation and Press Copy Section received each day in an authorised Register opened for the purpose with columns as shown below, and named "T & P Section Challan Payments Register" (A.R. 78). The Accounts Officer shall verify the entries therein and, after duly vouching for their authenticity, shall send the Register each day before Noon to the Translation and Press Copy Section.

The T & P Assistant will compare and check the entries in the new Registers, with the entries already made in T & P Sales Registers by the concerned Assistant. Further, when the Advocates produce the duplicate Challans issued by the Accounts Section, the entries will again be verified in the respective Registers in the Translation and Press Copy Section. The concerned Assistant of the Translation and Press Copy Section should also certify to the Section Officer every day, the fact of his having so compared and checked the entries. Only on the basis of payments so verified, shall typed copies be issued to Advocates or their Registered Clerks. The Advocates or their Clerks must also be required to produce a copy of the receipt issued by the Accounts Officer for inspection by the Typed Papers Sales Assistant before taking delivery of the typed papers.

In Cases of special urgency, the Advocates concerned may get a copy of the receipt vouched urgently by the Accounts Officer after obtaining orders of the concerned Officer therefor and may take delivery on production of the said

receipt. The Typed Papers Assistant shall not issue papers to any one who fails to produce such receipts for the payments made.

S. O. 308: T. & P. BILLS (Old 309):

- a) Similar authorised Registers, with Columns as shown below, and named “T & P Bill Payment Register” (A.R.79) shall be opened by the Accounts Section for entering payments on T. & P. Bills issued after estimates are made. These Registers, after verification and check by the Accounts Officer, shall be transmitted to the Translation and Press Copy Section for noting every week or twice a week as the occasion may demand.
- b) With the exception of the current Volumes of the Register referred to above, all the back Volumes shall be in the custody of the Section Officer, T & P Section, and he will be held responsible for the safe custody of these Registers.
- c) The Disposal Assistant, when closing the Accounts of a Case, shall verify if all payments, by way of Bills, Challans, etc., and other payments noted in the Sales Register, are supported by payments, as noted in the T & P Challans Payment Register (A.R. 78) and T & P Bill Payments Register (A.R. 79). (Old 310)

T & P CHALLAN PAYMENTS REGISTER (A.R.78):

<i>Date of Payment</i>	<i>Number of the Case</i>	<i>Name of the Advocate</i>	<i>For whom appearing</i>	<i>Amount Paid Rs.</i>	<i>Accounts Section Receipt Number / T & P Challan Number</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

T & P BILL PAYMENT REGISTER (A.R. 79)

<i>Date of Payment</i>	<i>Whether pleadings or documents</i>	<i>Number of the case</i>	<i>Name of the Advocate</i>	<i>For whom appearing</i>	<i>Amount paid Rs.</i>	<i>Accounts Section receipt number</i>	<i>Remarks</i>
						<i>T & P Bill Number</i>	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

N.B.: *To avoid delay in the preparation of Criminal Cases, the Bills for Pleadings & Documents should be issued simultaneously.* (Old 318)

All classes of Cases should be prepared simultaneously, Cases being ordinarily taken in the order of file and payment both being considered. (Old 319)

S. O. 309: REGULAR MAINTENANCE OF ACCOUNTS (Old 311):

The Accounts must be regularly kept. All transactions must be recorded therein immediately after they occur, so that the amount paid in by each party, the amount of charges incurred and the amount for which he has received typed papers in each Appeal or Petition may always be readily ascertainable to avoid delay in selling papers or calling for further deposits or taking costs. On a Case being disposed of, the account will be closed immediately and a Return Bill or a Memorandum calling upon the Advocate to pay the arrears, if any, will be

issued. In making the entries in the Ledger, the Assistant concerned will also test the correctness of the figures he enters.

S. O. 310: REFUNDS (*Old 312 & 313*):

- a) Refunds will be made only in Cases finally disposed of, after due verification by the concerned Officer as to the disposal of the Case.
- b) The T & P Section shall prepare every month a list of amounts due to be refunded to the Advocates in respect of the Cases finally disposed of and submit it to the Deputy Registrar. For this purpose, the Refund Assistant shall maintain a Statement of Account, which will be checked by the Section Officer, as and when the Deputy Registrar issues memos once a month along with the list.

S. O. 311: PRECAUTIONS FOR TYPING:

- a) The Issues shall be typed from the notes taken at the first hearing and not simply extracted from the Judgment. The Issues will, of course, appear in the Judgment as well. (*Old 323*)
- b) The Cause-title should be typed in Complaint, Issues, Decree, and Judgment but need not be repeated in the Written Statements, B. Diary, Finding, Order, etc. (*Old 324*)
- c) In the typing of Pleadings, the Papers shall be arranged according to the rank of the Defendants in the Court of first instance. (*Old 325*)

In the case of First Appeals and Original Side Appeals, the documents to be typed should be in chronological order. The oral evidence will be arranged according to the rank of the witness and the evidence for each party shall be grouped separately. (*Old 316*)

- d) When portions are pointed out, care should be taken to see that 'headings' etc., are inserted in the proper places, so as to make the portions selected intelligible. (*Old 326*)
- e) In Cases where there has been a remand to the Court of first instance from the lower Appellate Court, the record of proceedings prior to remand should be treated as part of the pleadings. But, if they have already been typed in a previous Appeal, and if copies of the typed papers in that Appeal are available for the judicial scrutiny and the parties, they need not be typed again. (*Old 327*)
- f) Each Typist or Copyist will type 20 pages daily, each page consisting of 28 to 32 lines (350 words) or according to the quantum fixed by the Registrar (Judl.), from time to time. Each Typist or Copyist will maintain a Register, showing the daily out-turn of work and showing the particulars of the Cases and the number of pages typed, and shall place it before the Controlling Officer. (*Old 294*)
- g) When the Typists or Copyists feel any difficulty in deciphering any manuscripts, the same should, after consulting the Section Officer, be sent to the Lower Court concerned and certified copies obtained. (*Old 295*)
- h) As soon as the work is allotted to the Copyist/Typist, he will sort out the copies. Where it is found that the Xerox copies are not legible for

reading and also when it is found that a particular document is in hand-writing and though the Xerox copy is legible but the script itself is bad, the Typist will type those papers and replace the Xerox copies with those typed copies. He will give page- numbers afresh, and type the chronological index and docket sheet.

S. O. 312: EXAMINERS:

- a) Each set of Examiners will examine 60 pages daily or according to the quantum fixed by the Registrar (Judl.) from time to time. Each set of Examiners will maintain a daily statement of work showing the number of Cases examined and the total out-turn of work for the day and also showing the number of pages to be examined at the end of the day. (*Old 296*)
- b) The fair copies of the originals shall be signed by both the Examiners after the examination is over. (*Old 297*)

S. O. 313: REGISTRATION OF AUTHORISED ADVOCATES' CLERKS:

- a) The T. & P. Section shall maintain a Register (*J.R.67*) containing bio-data of the persons registered as Authorised Advocate-Clerks in High Court and allot Register Numbers in seriatim.
- b) Any person intending to get himself registered as Authorised Clerk of a particular Advocate in High Court, has to submit an Application, through A.P. High Court Advocates' Clerks Association, in the prescribed form by affixing a (Rs.5/-) Court-fee stamp signed by the Clerk and the Advocate concerned with full particulars including postal address of both.
- c) Photo identity cards to the Registered Authorised Clerks containing the signature of the concerned Advocate, the Advocate's Clerk, and the Assistant Registrar in charge of the T. & P. Section will be issued at their cost, through the A.P. High Court Advocates' Clerks' Association.
- d) Every such Registered Clerk of Advocate shall display the Identity Card by pinning it to his shirt without which he will not be allowed entry into the Office or permitted to collect copies of the Orders.
- e) When a particular Clerk is working for more than one Advocate, the application should be signed by such Advocates whom he intended to represent as a Clerk and the same should be recorded in the Identity Card and the Registers in the T. & P. Section and the A.P. High Court Advocates' Clerks' Association.
- f) When there is a change, the concerned Advocate as well as the Clerk should intimate the Registry as well as their Association, and the same will be recorded in the relevant Registers, and suitable correction will be made in the Identity Card or a fresh Card will be issued as may be necessary.
- g) The Identity Cards shall be got renewed every year through the A.P. High Court Advocates' Clerks Association.
- h) The Identity Cards will be issued at the cost of the applicant.

The Joint Registrar shall be the Disciplinary Authority regarding matters pertaining to the Registration, discipline, and official conduct of Advocate Clerks. (*Vide Circulars No.5/Judl. /97, dated 5-2-1997 & ROC. 7/Judl. /2000, dated 23-2-2000 + Rules framed by Special Officer's Section*)

REGISTERS TO BE MAINTAINED:

1. **Separate File Books** (for A.Ss, S.As. Misc. Cases etc. (Form No.442)(*J.R.60*) Deals with the stages of preparation of the printed or typed record. (Charges for Translation and Typing).
2. **Sales Registers (*J.R.61*)** (Form No.676) Deals with the Accounting of Sales, Distribution and Disposal of remaining Records when a Case is finally disposed off.
3. **Bill Books. (*J.R.62*)** (171) (1) Deals with the issue of amounts as initial deposits for the preparation of the record.
4. **Notice Books (*J.R.63*)** (Form No.171 (4)) Deals with the issue of Notice to Advocates U/r.77 of Appellate Side Rules for 'pointing out' the documents.
5. **Notice Form** (Form No.174) Notice Form requesting the Advocate for printing out the documents.
6. **Challan Payment Register** (Form No.172)(*A.R. 78*) Deals with the Challans, which will be issued for the Advocates for payment of the excess money, if any.
7. **Refund Certificates Register** (H.F.173)(*J.R.64*) Book used for drawing the refunds in excess deposits.
8. **Arrears Memo Form** (211-B) Form used for collecting the arrears from the Advocates.
9. **G.P. Book (*J.R.65*)** Book showing the particulars regarding the supply of printed or typed record for the Government Pleaders.
- 10 **P.P. Book (*J.R.66*)** . Book showing the particulars regarding the supply of printed or typed record for the Public Prosecutors.
- 11 **Register of Authorised Advocates' Clerks. (*J.R.67*)** .

PRESS COPY REGISTERS:

12. B1, B2, Registers (*J.R. 68*) or Criminal and Civil Cases with regard to the receipt of Cases in the Section, and also entries with regard to the despatch of Cases.
13. Distribution Register (*A.R.12*)
14. Plan Estimation Distribution Register (*J.R. 69*).
15. Despatch Register (*A.R. 8*).
16. Personal Registers (*A.R. 2*) (To be maintained by each Typists / Copyist showing the daily out-turn of work).

* * *

VERNACULAR RECORDS SECTION

S. O. 314: MAIN FUNCTION: The V.R. Section keeps the Lower Courts' Records in the Cases against which an Appeal, Second Appeal, Appeal Against Order, Appeal against Appellate Order, etc., are preferred or a Civil Revision Petition or a Writ Petition is presented to the High Court of A.P. This Section deals with only Civil Matters of Lower Courts' Records.

Suits, Petitions or appeals transferred from the Lower Court under orders of the High Court or the cases filed under order XLIII Rule 1 of C.P.C shall be transmitted to the concerned filing section for renumbering on the file of the High Court or as per the directions of the court.

S. O. 315: NOTICES: Notices Receiving Assistant receives Notices from Judicial Filing Sections for obtaining Lower Court-Records in the Cases against which an Appeal is preferred or a Petition is presented on the file of High Court. Two such Notices will be prepared in all the Cases, out of which, one is Original, and the other is Duplicate. Immediately after receipt of the same, the Assistant makes an entry of the particulars in the concerned Ledger with regard to the Nature of Case, Number of Case on the file of High Court and the Number of the Lower Court in which record is required and the Name of the Court to which the Notice is to be sent. Then, he sends both Original and Duplicate Notices to the Current Section for despatch of the Original Notice to the concerned Lower Court. He keeps the Duplicate Notice, on which the Current Section impresses a seal or stamp, the date of despatch of such original Notice to the concerned Lower Court, in serial order, and hands over the same to the Tappals Receiving Assistant.

S. O. 316: RECORDS RECEIVED: Tappals Receiving Assistant receives the Lower Court Record daily from Tappals Section. He makes necessary entries in the concerned Ledgers with regard to particulars of Cases received. He picks up the Duplicate Notice, inserts the same in the concerned Case-record and distributes such Cases to the Checking and Docketing Assistants for verification of the correctness of the record so received from Lower Court and for docketing the same.

Whenever a change takes place in the Office of the Section-Incharge, the Relieving Officer shall take charge of every Voucher or Register, which explains the absence of any paper, received into the Record-room. (*Old 404*)

The Assistant Section-Incharge shall note the Case Number, the Name of the District and the Date of Receipt in the Record Register and hand over the Record to the Record-checking Assistant, who shall forthwith compare it with the list of papers sent therewith and fill up columns 4 and 5 of the Record Register. If any paper entered in the List as sent has not been received or if any exhibit or deposition, the existence of which is clear on the face of the List, or any material paper (such as B Diaries, original judgments and Decrees in Second Appeals, etc.) has not been sent, and the omission has not been explained in the remarks column of the list, the Record-Checking Assistant will at once have a draft put up by the Section-Incharge calling for the papers. When these papers, or papers called for by the Translation and Press Copy

Section or under Orders of Court, are received, the Record Checking Assistant will examine them and the Assistant Section-Incharge will make a further entry in Columns (4) and (5) below the original entry. When the record of a Case remitted for framing of Issues is received back, the receipt shall be entered in red ink below and in substitution of the original entry. (*Old 399*)

CAUTION FOR OPENING THE RECORD-BUNDLES: The Attenders in the Vernacular Records Section should not under any circumstances be allowed to open any bundles of Vernacular Records. The Section-Incharge and the other members of the Section are all warned that any breach of this standing order will be severely dealt with, both the Attender and the person for whom he is opening the bundle, being liable therefor. The Section –Incharge should report at once to the Deputy Registrar any infringement of the above order. (*Old 403*)

S. O. 317: RECORDS IN APPEALS UNDER ORDER XLI RULE 9 (AMENDED), C.P.C.

As per the new Rule 34 (B) of the Appellate Side Rules the Appeals received in the High Court filed under the amended Order XLI Rule 9 C.P.C. before the Lower Court shall be sent to the concerned Appeal Filing Section. The said Section shall enter the same in the Register kept for the Appeals received from the Lower Court and it shall maintain separate Register for these Cases. After verification the said Section shall send the Original Suit Record to the V.R. Section and Appeal Record to the Scrutiny Officers Wing for numbering the Appeal as per Rules.

S. O. 318: TRANSLATED VERSIONS OF VERNACULAR RECORDS:

In view of the amendment to Order XLI, as per the Code of Civil Procedure (Amendment) Act, 1999 (Act 46 of 1999), substituting Rule 9, as per which the Appeals have to be presented in the Court from whose Decree an Appeal lies, the translated versions of Vernacular Documents in Appeals that are to be heard by the High Court are filed that to be sufficient. The Courts where such Appeals are being filed have to insist for filing of Translated Versions of the Vernacular Documents by the Party/Advocate that is filing the Appeals.

While transmitting Records to the High Court, the Sub-ordinate Courts shall ensure that translated and typed English Versions of Vernacular Documents are also sent to the High Court. (*Vide the Circular in R.O.C. NO. 15/2002/AF Dt.0 2-08-2002*)

S. O. 319: ACKNOWLEDGEMENT (*Old 405 & 406*): No paper or record shall be delivered by any member of the staff to another without the acknowledgement of the latter being taken in a Book to be kept for the purpose. Each entry should be vouched for. The practice of bracketing several entries and writing one signature to apply to them all is forbidden. The Officer, receiving the paper or record before giving his acknowledgement, shall examine the paper or record and satisfy himself as to its correctness. *If he omits so to examine and takes it on trust, he does so at his own risk and will be held responsible for any missing sheet or paper on the record and will be subject to such punishment as the Registrar (Judl.) shall deem fit in the circumstances.*

No Assistant in whose custody a paper ought to be by virtue of his Office or to whom it may have been given, will be relieved from liability to account for

it, unless and until he shall have shown satisfactorily, by written vouchers, that it has passed from him to another Assistant.

S. O. 320: DEFICIENCY IN RECORD: Checking and Docketing Assistants receive the Cases distributed to them by the Tappals Receiving Assistant and verify the correctness of the Records sent by the Lower Court pursuant to the Notice issued by the High Court and with index sheet enclosed therewith. If any deficiency is found out in the record so received, he has to endorse the same on the docket sheet and send the entire Case-files to 'Call for seat Assistant' to write letter to the concerned Lower Court for getting the deficient record. The Assistant shall ensure that the record received is covered with wrapper-sheet properly and docketed carefully keeping the index-sheet and the duplicate Notice, and write on the docket sheet the Name of the District, No., of the Case on the file of High Court and Number of Enclosures received.

Reminders Issue Assistant and Record Call for Assistant issue reminders, after periodical verification of Duplicate Notices for which Records are not received from the concerned Lower Courts. He shall also call for the missing part of the record from the Lower Court, as mentioned by the Checking Assistants. He shall also receive Court-slips and call for the Records required by the Hon'ble Courts. In Case of urgency, he has to obtain the record by sending fax message or by contacting through telephone.

S. O. 321: CORRESPONDENCE: Correspondence Asst. receives letters daily from Tappal Section and, some times, from the Registrar (Judicial). He has to note down the particulars, in detail, in the concerned Ledger (*J.R.72*) and as to what action he has taken in each Case. He is responsible for prompt reply and to put up Office Notes for getting necessary direction to comply the same.

S. O. 322: REQUISITION FOR RECORDS: Requisitions for Records must state the purpose for which the records are wanted. In the case of T. & P. and C.D. Sections, the mere transmission of the applications shall be deemed a requisition. In all other cases, the requisition must be made by means of a printed record slip duly filled up. On receipt of a requisition for papers from any Section, the Section-Incharge or the Assistant Section-Incharge shall take out from the record, the papers required and mark on each of them in red ink the Case Number on the file of the High Court and, in regard to requisitions from the T & P. Section, shall enter the papers in detail in record slip. The slip shall be signed in full by the Assistant who receives the papers and shall be placed in the record-file instead of the papers taken out. In the case of papers given to the C.D.Section, the particulars shall be entered in a separate Register maintained for the purpose. In other cases, i.e., the requisitions made through the record slips, they will themselves be placed on file. In all cases of issue of records, an entry must be made in the Record Register. When the record comes back, the slip shall be returned to the person returning the record as a voucher and an entry shall be made simultaneously in the appropriate column. The Record Register will be maintained in the presence of the Section-Incharge by the Assistant Section-Incharge who will be responsible for noting therein the receipt, issue, return and despatch of any record from the room. (*Old 400*)

On receipt of a requisition from the T. & P. Section for pleadings and other papers for translation, the slip will be placed on record and a Note-book containing particulars of all the papers so selected for translation will be sent to the concerned Assistant in the T. & P. Section, who will acknowledge receipt

thereof and return the Note-book to the Vernacular Records Section. The Section Incharge will not recognise return of papers to any one but himself or his Assistant. The Section-Incharge or his Assistant will mark in red ink or blue pencil on each paper taken out of the record the number of the High Court case to which it relates before sending it to the T. & P. Section and will be responsible for arranging and replacing on file the record of the case handled by him and for correctness of the papers therein. The Section-Incharge or the Assistant will call for the papers not on record or ordered to be called for on translation application and will attend to them on receipt. Reminders should be sent if such records are not received promptly. (Old 401)

In any document, which is specifically asked for by an Advocate to be typed, is not available in the record sent by the lower court, the Vernacular Records Section, on a requisition made by the T. & P. Section, will call for such document from the lower court. After receipt of the said document from the lower court, the Vernacular Records Section will send the same to the T. & P. Section. (Old 402)

On a requisition made by T. & P. Section, the concerned Assistant will send pleadings to the T. & P. Section expeditiously. If any document, which is specifically asked for by the T. & P. Section for typing, is not available in the record, he will call for the same through the concerned Seat Assistant. He will receive back the pleadings and documents from the T. & P. Section and place them in the concerned bundles. He will also attend to the issuance of reminders to the lower courts for getting the records periodically. (Old 423)

Pleading & Documents Seat Assistant receives requisitions from T & P Section for sending originals in pleadings and documents required and marked by the concerned advocates preparing typed copies and also receives the same back from T & P Section after compliance of typed copies, and places the same in the concerned Case-record. He has to mention the particulars of record sent to T & P Section in the Ledger (*J.R.71*) provided for that and also on the docket sheet for 'ready-made' information and makes necessary endorsement immediately after receiving back the said record.

For Pleadings/Documents etc., to be sent to T & P Section, the following Register may be maintained:-

REGISTER FOR T & P PURPOSE (*J.R. 71*)

<i>Sl. No.</i>	<i>Case No.</i>	<i>Requisition from T & P to VR regarding Pleading/ Documents</i>	<i>When Pleadings / Documents sent to T & P (with date)</i>	<i>When Pleadings / Documents received back from T & P</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>

S. O. 323: REQUISITIONS FROM CURRENT SECTION: Records Despatching Assistant daily receives requisitions from Current Section for return of the Lower Court record in the disposed off Cases so as to despatch the same along with the copy of the Order of the High Court. He has to carefully verify the record before sending the same to Current Section and make necessary entries in all the concerned Registers.

The concerned Assistant will send the records, which are not requisitioned by the Current Section, to the lower courts after due verification of the disposal of

the cases in the English Records Section and the Posting Section, and make necessary entries in the concerned ledgers. He will list out the lower court records arranged in the racks of the record room and see that they are sent to the lower courts after making necessary entries in the concerned ledgers. (*Old 424*)

S. O. 324: RECORDS MADE READY: ‘Ready Seat Assistant’ is to check and verify daily the Cases ‘ready’ for posting the same on the Cause-list for hearing. The concerned Filing Section will call the Cases in which the entire Lower Court record is available for perusal by Courts at the time of hearing such Cases.

The concerned Assistant daily attends to 15 to 20 Cases and verifies whether the entire record received from the Lower Court is correct and tallies with the index of the Judgment of the said Lower Court. If the record is ready, he makes an endorsement on the docket of the said Case as “the Case is ready for posting”, basing on which endorsement the ‘Ready Cases’ information will be given to the Filing Sections.

Before making such ‘ready’ endorsement, the concerned Assistant has to verify whether the original pleadings and documents are received back from the T & P Section or not and the original record sent for compliance of CD application are received back or not. If any record is not received back, he has to take necessary steps for getting back the same and place in the concerned Case-bundles. If any record is due from Lower Court, he has to inform the same to the concerned Seat Assistant to take necessary steps. After satisfying himself on thorough verification, he has to make ‘ready’ endorsement on the said record.

The Court Assistants in the Vernacular Records Section will always examine and have ‘ready’ with them the Records in atleast **twenty** Appeals and **thirty** Second Appeals in advance of the Appeals or Second Appeals being heard on any given date and in all ready Miscellaneous Cases. (*Old 409*)

The examination of the Records in Cases in the ‘Ready List’ must not be postponed until such Cases actually appear in the List. (*Old 410*)

To ensure the daily examination of Records in advance, and that being done systematically, the Senior Court Assistant, Vernacular Records Section, will maintain a Personal Register (**A.R.2**) in the following form and submit to the Section-in-charge, daily (*Old 411*):

PERSONAL REGISTER (A.R. 2)

<i>Date of examination</i>	<i>Number & Nature of the Case</i>	<i>Whether record is in order or what paper is missing</i>	<i>Remarks</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>

S. O. 325: RECORDS SENT TO COURT-HALLS: Record Assistant attends office daily by 9.30 A.M. and picks up the concerned record as per daily Cause-list for sending the same to the concerned Courts before 10.15 A.M. without fail. After receipt of the same from concerned Courts and from various Seat-Assistants in the Section, it is his duty to keep the same record in serial order, Case-wise, in the racks provided in the Section.

The Court Assistant supervises the movement of the record to various Courts as per daily Cause-list. He is responsible for sending the Lower Court

record to the concerned Courts as per daily cause-list before 10.15 A.M. and receiving back the same from the Courts after Court work is over. He has to make necessary entries of the Records sent daily to each Court in the Ledger and strike out the same after its receiving back. If any record is not received back from the Courts he has to contact the concerned Court Officer immediately, bring to his Notice, get necessary information from him, and insist for Court-slip of the Records, circulated to the residence of the Hon'ble Judge, and affix the same in the concerned Ledger.

The Section Officer shall see that a list of cases in which the lower court records are not received from the respective courts be prepared and served on the concerned Court Officer to arrange for return of those records immediately after the disposal of the respective cases. If the Court Officer fails to take necessary action and if he fails to return the record, the matter shall be reported to the Registrar (Judicial) for taking necessary action.

He has to verify each Case, separate the disposed off Cases from those of adjourned Cases, and hand over the same to the concerned record assistants so as to file them in the appropriate serial order in the concerned racks. He shall ensure that the Lower Courts Records are being sent to the concerned Courts duly within time and following carefully the directions of the Hon'ble Courts given from time to time and act accordingly without any lapse on his part.

S. O. 326: RECORDS SENT TO LOWER COURTS:

When papers are sent to lower courts on summons or letters, the fact should be noted in the Record Register, and when they are received back, a similar note should be made. (*Old 407*)

In sending back records to lower courts in respect of cases in which Appeals are pending before this Court, great care must be taken that only those papers that are absolutely required should be sent after obtaining permission of the Court and that they are returned sufficiently before the time for hearing of the Appeal, etc., before the High Court. (*Old 408*)

When records are to be returned to the lower courts, the Section-Incharge will check such records with the index and satisfy himself of their completeness. Before sending records so checked to the Despatching Assistant for despatch, the Section-Incharge will see that the bundle is strongly secured with tape or string. At the end of the strip which lies over the knot, the following be printed:

Records in.....

Checked and found correct.

*Section-Incharge.
Vernacular Records Section.*

S.O. 327: C.D. COMPLIANCE: C.D's Compliance Seat Assistant receives every day the C.D. Applications from C.D. Section in which certified copies of Lower Court record is required in the pending Cases on the file of High Court. He has to make necessary entries of such C.D. Applications with all details in the C.D. Compliance Register. If the given particulars are not tallied, he has to return the same for further compliance. In the Cases in which the Lower Court record was already sent back, the C.D. Application is to be

returned with an endorsement to that effect. He has to receive back the original record form C.D. Section after compliance of the C.D. Application and file the same in the concerned record after making necessary entries in the concerned Ledgers.

S. O. 328: DISPOSED OF CASES: The Assistant who deals with Records which are no longer required, prepares a list of disposed of Cases periodically in which the Records are not called for by the current Section since a long time. He has to verify the date of disposal of each of such Cases with the available information fed to the Computer and ensure that the same are disposed of and the record is no longer required in any Case in the High Court. He has to verify the same with the date of disposal of the said Case in the Filing Register in the E.R. Section and confirm that the said Case was received in the V.R. Section. Such Records which remained in the V.R. Section after disposal and despatch of the order of the concerned Case on the file of the High Court to be sent back to the concerned Lower Courts under the caption of 'No Longer Required Cases', he has to verify thoroughly before sending the same to the concerned Lower Court, ensuring that the said Record is no longer required in any Case on the file of the High Court and obtain necessary orders from the concerned Controlling Officer.

The Controlling Officer of Appeal Filing Section shall get a List of Cases disposed off (Date-wise & Judge-wise) by the end of every month and shall cause circulation of the copies of such Lists to all the Sections concerned, particularly V.R. Section, for necessary steps at their level.

After receipt of such Lists, the Section Officer of this Section shall cross-check the entries in the Registers maintained in the Section with the entries in such Lists, and find out if any Records in disposed of Cases of lower Courts remained in the Section, and shall take immediate steps for transmission of those records to the concerned Courts, after obtaining Copies of Judgments/Orders in such disposed Cases.

REGISTERS TO BE MAINTAINED:

- a) Records Call for Register (*J.R.70*) (along with the despatching N.L.R. entries etc.)
- b) Correspondence and sending Records through other Sections (Noting Court direction received from Special Cell and Current Section and other Sections – Ledger Book No. HCF 684 (a))(*J.R.72*)
- c) For C.D. Application Receipts and C.D. Compliance search Applications – Return of original document, Return to Advocates as per Court Directions etc., - Ledger No. HCTF 242.(*J.R.73*)
- d) Register for T & P purpose. (*J.R.71*)

COURT OFFICERS' SECTION

S. O. 329: MAIN FUNCTION OF SECTION: The Court Officers' Section will be under the control of the Section Officer subject to the general control of the Deputy Registrar and Registrar (Judicial).

The Section Officer will be responsible for the punctual and efficient performance of the work of the Section. He will arrange for the posting of the Court Officers to the various Courts. (*Old 587*)

The Court Officers, besides some of them attending the Courts and assisting the Hon'ble Judges in conducting the Court Proceedings, will have to attend to the checking-work of Drafts prepared by the Drafters. They also draft the operative portions of the Decrees, where they are required, while working at the desk. Further, they shall attend to the drafting work of Writ Petitions and Single Drafts. They will attend to issuing 'C.O. Proceedings' and Amended Orders and comply with queries to which Cases they have attended earlier.

In Case the Court Officer attending to the Court regularly, i.e., 'Attached Court Officer', happens to be on leave, any one among the Court Officers shall be attending the Court in the place of regular Court Officer.

The Sanctioned Strength of the Court Officers is to be 2 : 3, i.e., three Court Officers for each of the Two Hon'ble Judges.

S. O. 330: RECEIVING, DISTRIBUTION & DRAFTING, ETC.:

As soon as the Cases disposed of are received from Courts or Court Masters' Section by the Distributing Assistant in the Court Officers' Section, he will, before distributing them to the Drafters, invariably examine the Papers with the Index of each Case and note, with his initials, on the docket-sheets of the English Bundle that the Papers, including Judges' Papers, Autograph Judgments, etc., are correct. If any Paper or Papers are missing, he will at once bring the fact to the Notice of the Section Officer. The Section Officer will direct steps to be taken for tracing out the missing Papers, if any, and cause them to be traced. (*Old 595*)

ORDER OF PREFERENCE: Except Criminal Cases, or Cases marked as 'emergent', work in Court Officers' Section should be taken up and disposed of in the Order in which it reaches the Section, and by each Drafter in the Order in which it reaches him/her. However, the Judgments or Orders of earlier dates, though received late in the Section, should be given preference.

The Section shall attend to the drafting of very urgent Orders (Orders relating to demolition, arrest, interviews, conduct of elections, etc.) in preference to the other interim orders.

After the draft Orders are approved by the Officers, necessary entries shall be made in the respective Registers, and the draft orders shall immediately be sent to the Current Section after making necessary entries in the relevant Registers. The Section will receive Wire Orders, Bail Orders, 'Issue Today' Orders, etc., after approval by the Officers and send them to the Current Section.

The Distributing Assistant shall identify 'urgent' matters, i.e., interim Orders, interim & final orders in Consumer Protection Cases, Notices before admission of the main Cases, notices in Contempt Cases, Non-Bailable Warrants, Bail Orders, etc., and cause them to be entered in the concerned Register (*J.R.79*) and distribute them immediately to all the Drafters equally.

The Bail Orders, Wire Orders and 'Issue today' orders will be drafted on the same day on which the orders are passed. (*Old 466*)

The interim orders and urgent Orders in all other Cases should be drafted as expeditiously as possible (*Old 467*), and separate coloured dockets shall be used for them for easy identification and processing.

The Deputy Section Officers will attend to the **drafting** of Cases, such as urgent, ordinary, Advance Orders, and all other important Cases. They will also attend to the **checking** of all the single draft-Cases and drafts, Writ Petitions, and hand over to the Approval Seat. They will attend to all types of **drafting-cum-checking** of the Cases in the Case of urgency and if pendency is heavy in the Section, and further they will also attend to Courts, as additional hands and also as attached D.S.Os. to the Courts, just as attached Court Officers, according to the advice of Higher Officers and they will give preference to urgent Cases over the ordinary Cases.

The Drafters will attend to the drafting of Cases, such as 'urgent', 'ordinary' and 'Advance Orders', and Preamble-portion, Cause-Title and prayer-portions and addresses of Respondents. They will have to give priority and preference to all the urgent/slip-Cases, and if they find that the endorsements/slips are missing, they have to bring the said fact to the Notice of the concerned Seat-Clerks.

'Drafting' means not only actually drafting but also putting the bundle and papers in the order, putting tags, tying them, etc., so that they may not get mixed up. It is only after completing and closing one bundle that the Drafter has to go for another one.

Each Drafter will draft 15 Drafts daily and each Court Officer will check 25 drafts daily or according to the quantum fixed by the Registrar (Judicial) from time to time. (*Old 468*)

**S. O. 331: 'DISTRIBUTION SEAT', 'APPROVAL SEAT',
CHECK-ING SEAT' & 'COURT-CLERK':**

DISTRIBUTION SEAT

The above Seat Clerks will receive the cases from the Courts, Court Masters' Section, and Higher Officers and from other Sections. They make entries of the Cases in the respective Registers (Main Ledgers) (*J.R.74*) day-to-day (As per Court-Order-date-wise). They also distribute the Cases to Drafters and Court Officers (Restricted Single Drafts). After the Drafts are approved by the respective Approving Officers, they will make the necessary entries in the respective columns of the Registers [i.e., Urgent Cases will be entered in the 'Urgent Registers' (*J.R.79*) and Ordinary Cases will be entered in the 'Ordinary Registers' (*J.R. 80*)]. Then, the drafts will be sent to the Current Section, after enclosing Carbon Copies. They will keep a special watch on the Advance Orders and Urgent Orders. They will stay late even after 5.00 P.M., to send the Cases of Urgent nature to Current Section and, if necessary, on the Public Holidays also they will be working.

In addition to the above said work, they have also to attend allotment and closing of the work of C.D. Cases, 'Dismissed for default cases' and Lok

Adalath Cases received from the concerned Filing Sections, or E.R. Section, as the case may be. They have also to call for the cases for Amendments on the receipt of letters with endorsements from the Higher Officers and enter in the concerned Registers and watch the movements and close the entries while sending to the concerned Sections after they are duly attended by the Drafters or Court Officers. They have also to attend to urgent Slips of other Sections/Courts and Phone Calls of the Higher Officers with regard to movements of the case-bundles.

Whenever the Drafter/Court Officer returns the Bundles for want of covered decisions to put up the Papers, which were not available, they must necessarily attend on them so as to speed up the movements of the cases.

CHECKING SEAT

All the Drafters will return the bundles to this Seat-clerk after completion of drafting work. It is the responsibility of the seat clerk to allot the cases to the Court Officers for checking purposes, and he will maintain separate Registers (*A.R.12*) for the purpose. He will also have a close watch over the urgent cases and distribute the cases to the Court Officers immediately for checking purpose. He will also receive the bundles in cases where the court awards costs while condoning the delays and send the bundles to the concerned Sections after their compliance or otherwise. In particular, he has to maintain Checking Work-Allotment Register (*J.R.90*), Conditional Orders Register (*J.R.91*), receipt of payments of costs and Fee Certificates and Statements of Costs from A.P. State Legal Services Authority, perfectly. He has also to consign the cases even if the court orders are not complied with to the posting Section after putting up necessary notes to that effect on the cases and make correspondence with the concerned authorities through the approving officers, if necessary. He has also to maintain C.O. Proceedings Register (*J.R.92*), and allot such Proceedings to the concerned and send them, after approval, to the Current Section.

APPROVAL SEAT

All the Court Officers, after checking the Drafts or drafting the Drafts of Writ Petitions, will handover the Cases to this Seat-clerk. The Deputy Section Officers also will hand over the cases straight away to his Seat, according to the allotment of work. It is the responsibility of this Clerk to send those bundles to the Higher Officers for their approval after making entries in the respective Registers. He will have a close watch over the cases of 'urgent nature' and send the 'urgent cases' for approval immediately after the cases are handed over. On receipt, after the Officers check them, he will make such an endorsement in the Register (*J.R.79*). He, then, hands over the bundles to the Distribution Seat-clerk who will, in turn, send them to the Current Section. In case, the drafts are returned with queries, it is the duty of this Seat-clerk to re-allot them to the concerned Court Officers/Drafters, as the case may be. He will have a special eye over those cases, re-allot the cases and resubmit them to Higher Officers after the receipt of the drafts, after the queries are answered by the concerned. He will watch till the entry is closed finally in the case of returns also.

S. O. 332: CASES DIRECTED TO BE POSTED ON SPECIFIC DATES: To facilitate easy identification of the 'posting direction Cases', *coloured urgent slips* are introduced, such as, **Red** Coloured slips, **Blue** coloured slips and usual **White** coloured slips.

The **Red** coloured slips shall be used for the Cases directed to be posted on the next day or on the second succeeding day or the third succeeding day.

Blue coloured slips shall be used for the Cases directed to be posted on the fourth, fifth, or sixth day to be reckoned from the day on which the posting direction has been issued by the Courts.

The usual **White** Coloured slips shall be used in respect of the Cases directed to be posted after one week and also to indicate the urgent nature of the Cases.

The Section Officer of Court Officers' Section shall identify the posting direction Cases as soon as the Cases are received in the Section and immediately apprise the concerned Assistant Registrar (In charge of Posting Section) on intercom as regards the posting direction Cases.

The Distribution Clerks working in the above said Section shall place the coloured slips relevant to the nature of the posting directions issued by the Courts atop the Case bundles for easy identification of the posting direction Cases.

The Drafters, Approving Officers, Typists, Comparers and the Section Officers who are authenticating the typed Cases of the orders, shall accord top priority to such coloured slip Cases and attend to them with utmost expedition.

The Section Officer of Current Section shall arrange to send the Case records in the posting direction Cases to the Posting Section immediately after the despatch of the orders in the said Cases.

The Approving Officers shall, as soon as they notice any posting directions in any Cases in the process of the approval of the Cases, draw the attention of the designated Assistant Registrar over intercom as regards the posting direction in the said Cases. The said Assistant Registrar shall coordinate the work pertaining to the posting direction Cases in the concerned Sections and ensure that the Cases are posted as per the court directions. (*Vide the Circular issued by Registrar (Judicial) on 20-6-1996*)

S. O. 333: PRECAUTIONS TO BE TAKEN BY SCRUTINY OFFICERS, DRAFTERS & CHECKING OFFICERS:

The Scrutiny Officers shall scrutinise, with scrupulous care, the Proforma of the draft-Interim Order/Orders filed by the Advocates/Parties at the time of filing of the Case. They must ensure that the particulars, such as, the Case Number, the Names of the Parties, Name of the Petitioners' Counsel, Prayer Portion, Names & Addresses of the Respondents furnished in the "To address Portion" are in conformity with the particulars mentioned in the Miscellaneous Petition/Petitions. The Drafters and the Court Officers, as the Case may be, working in the "Special cell (drafting) Wing" shall attend to the residuary drafting work, by incorporating the further particulars, such as, the Date of the Order/Orders, Name/Names of the Hon'ble Judge/Judges, Name of the Advocate appearing for the Respondent/Respondents, if any, etc., and, then, extract the interim Order, as passed by the Court, in verbatim, at the appropriate places in the above said Proforma of the draft interim Order. They shall mark copy of the interim Order to the Advocate/Parties, in Case they apply for the same, and also mark Copy to the concerned Government Pleader/Public

Prosecutor, wherever necessary. The Drafters shall check the particulars furnished in the Proforma of draft Interim Order with reference to the particulars set out in the concerned Miscellaneous Petition and ensure that the particulars in question are in conformity with the particulars set out in the Miscellaneous Petition.

The said drafted interim Orders shall then be sent to the Officer concerned for approval, and the said Officer will approve the same with scrupulous care, keeping in view, the fact that the system of checking of the drafted interim Orders by the checking officers is dispensed with. (*Vide Circular dated 8-1-1996 issued by the Registrar (Judicial)*).

Instructions have already been issued under the *Circular dated 1-12-1995* to the Drafters that they shall –

- *go through, before drafting, the order/Judgment with more than ordinary care and caution;*
- *incorporate all the above said particulars in the Drafts with absolute precision and exactitude;*
- *note the appearance of the Advocates for the respective parties in the Drafts, as endorsed by the Court Officers on the dockets of the Notice Papers in the main Cases;*
- *make sure that, in the prayer portion in the duplicate copy of the cause-title annexed to the Draft as also in the printed forms of different Drafts, the portions not relevant to the subject matter in issue are struck off;*
- *ensure that the description of the parties, as shown in the Cases before the trial courts as well as the lower appellate courts is suffixed to their description in the Cases before the High Court, in the preamble portion of the cause title of the Drafts;*
- *ensure neatness and clearness in their handwriting, and make the appearance of the Drafts more legible;*
- *verify whether the contents or subject matter, as reflected in the Drafts, are in conformity with the very spirit of the original orders;*

The Court Officers while sending the urgent Cases, the Current Section while attending to such Cases, and the Distribution Clerks in the said Sections shall note the time at which they received the bundles and completed its work on 'first come first served' basis, of course giving preference to bail orders, furnish today orders, wire orders, etc.

No Drafter or Checking Officer or Typist or Comparer shall ask for allotment of any particular Case to him for execution.

Covers containing the copies of the interim orders shall be sent to the Current Section after duly closing them in the sending Sections. (*Vide the Circular issued by the Registrar (Judicial) on 7-3-1995*)

The Format for issuing interim orders and Bails and the amended wording in the Notice before admission in Writ Petitions are indicated in the *Circular in Judl.No.19/99, dated 23-3-1999*.

S. O. 334: WORK STATEMENTS: Every Court Officer shall maintain a Work Statement in the prescribed form and enter in it, the Cases received by the Section in the Order of receipt. The Statement shall be submitted to the Deputy Registrar through the Section Officer every day. At the time of submission, the balance of work remaining with the Court Officers, with reasons for pendency or delay in each Case, shall be shown separately. (*Old 597*)

The Section Officer, Court Officers' Section, will scrutinize the individual Work Statements of Court Officers and Drafters, and prepare a Consolidated Statement and submit the same to the Deputy Registrar concerned daily, showing the following data, in particular: -

- No. of Cases sent for Approval;*
- No. of Cases sent to Current Section;*
- No. of Officers;*
- No. of Court Officers;*
- No. of Court Officers attended to Court;*
- No. of Court Officers on leave;*
- No. of Court Officers on Desk;*
- No. of Drafters;*
- No. of Drafters on Leave;*
- No. of Cases drafted;*
- No. of Cases given for checking;*
- No. of Cases pending in Section, etc.*

S. O. 335: REGISTER OF C.D.APPLICATIONS (J.R. 81): A Register will be maintained in the Court Officers' Section wherein will be noted the filing of C.D. Applications, without delay, soon after intimation by the English Records Section, Vernacular Records Section and the Filing Section.

The Section Officer shall make entry of copy applications for carbon copies of the orders in the prescribed Register without fail and give the serial number of that application to the concerned Advocates/Advocate-Clerk on enquiry. (*Vide the Circular issued by the Registrar (Judicial) on 26-9-1995*)

Advocates have to make copy applications in duplicate and submit the original copy application in the concerned Section and obtain the signature of the Receiver on the duplicate Copy Application. The concerned Receiving Clerk in the Court Officers' Section shall, while acknowledging the receipt of the copy application, scribe the serial number of the copy application and the date of its submission in the Section and then take prompt follow up action in the matter as per the prescribed procedure. [*Vide the Circular in No. 6/96-Judl., dated 30-6-1996 issued by the Registrar (Judicial)*]

S. O. 336: REGISTER OF ACKNOWLEDGEMENTS (J.R.89):

There shall be maintained a permanent Register of Acknowledgements in each Court, wherein it will be noted, date-wise, the Cases sent to various Sections of the High Court, with the signatures of the concerned Section people, in acknowledgement of their receipt. The said Register shall be retained in the Court-Hall itself, till the end of the Calendar Year. At the end of the Year, the said Register shall be transmitted to the Section Officer, Court Officers' Section for being preserved for future verification, if any.

S. O. 337: PETITIONS POSTED 'FOR DISMISSAL FOR DEFAULT', ETC.: Whenever an Appeal or Petition is posted 'for dismissal for default' or 'for extension of time', a brief Note showing the dates on which the various steps in the matter should have been taken by the party concerned and the facts in regard to any allegation against the Office should be prepared by the Section concerned for the information of the Court. The Note should not be circulated to the Judge, but should be taken to Court by the Court Officer concerned and submitted through the Deputy Registrar, if present. (*Old 604*)

S. O. 338: ALTERATION OF RECORDS OR AMENDMENTS:

The practice of altering or permitting the alteration of any portion of the pleadings or/of any paper after the same has been filed into Court or any Order, is irregular and contrary to Rules, unless the correction is carried out under the express Order of the Judge of the Registrar (Judicial). In Case of any doubt, the Court Officer should take the Orders of the Deputy Registrar concerned.

As per the Provisions of Order 6 Rule 18 C.P.C., if a Party, who has obtained an Order for Leave to amend, does not amend accordingly within the time limited for the purpose by the Order, or, if no time is thereby limited, then, within Fourteen days from the date of the Order, he shall not be permitted to amend after the expiration of such limited time, as aforesaid or of such Fourteen days as the Case may be, unless the time is extended by the Court.

(For guidance, a Proforma for obtaining the Orders of the Court for Amendment is shown as Annexure 14).

S. O. 339: JUDGMENT OF A BENCH: When one Judge delivers a Judgment of a Bench, and his Lordship uses the Singular Person as "I" in his Judgment, the fair copy of the Judgment must show that the other Judges have agreed. If the Judge delivering the Judgement uses the Plural Person "We", it is not necessary that the remarks of the other Judges should be added in the fair copy. *(Old 628)*

S. O. 340:**(A) MARKING COPIES OF JUDGMENTS/ORDERS****(Concerning Judicial Issues):**

Whenever a judgment of this High Court criticises any of the rules in the First Schedule of C.P.C., or in the Civil Rules of Practice or offers suggestion for revision or amendment of those rules, a copy of the judgment should be sent to the Administrative Department (viz., Special Officers' Section) *(Old 639)*

Copies of Judgment/Orders be furnished to the Hon'ble Judges who passed/made such Judgments/Orders as per the instructions of the said Hon'ble Judges, conveyed through Personal Secretaries in Cases where **L.R. Copies** are directed to be marked. In Case, the instructions are to furnish copies of Judgments/Orders irrespective of whether L.R. Copies are marked or not, the same may be complied with. *(Vide the Circular) (Old 589 too)*

In the matter of marking of L.R. Copies of the Judgments, they shall be gone through meticulously, and whenever it deals with questions of importance or law, the same may be marked for typing L.R. Copies, despite the fact that there is no endorsement made by Hon'ble Court in this behalf. *(Vide the Circular No.22/Judl (J.1)/ 95, dated 7-9-1995)*

Whenever L.R. Copies are directed to be marked, one Copy may be sent to the Secretary. A.P. High Court Advocates' Association's Library, High Courts Buildings, Hyderabad. *(Vide the Circular dated 22-4-1995)*

When any Judgment is reviewed, the Court Officer concerned must bring to the notice of the Officer in charge of Judicial Indexing, who will make a note of it on the Law Reports' Copy of the Judgment. *(Old 627)*

All Judgments, in which there is a direction for preparation of L.R. Copies, shall be treated as 'urgent' in nature, and their preparation at every stage, viz., Drafting, Approval, Despatch, etc., shall be expedited. (*Vide the Circular dated 3-12-1996*)

The number of L.R. Copies to be marked shall be '8' (*Vide the Circular in ROC No.906/95/Estt., Dated 22-4-1995*).

In Case of R.Cs., referred by the Income-tax Appellate Tribunal, and I.T.Cs., W.T.Cs., a Copy of the Judgment/Order be marked to the Assistant Registrar Income-Tax Appellate Tribunal (with Records), besides the Authorities who passed the impugned Orders, and also to the Secretary, Central Board of Revenue, New Delhi.

In Case of T.R.Cs., arising from the Orders of the Sales Tax Appellate Tribunal, a Copy of the Judgment/Order be marked to the Chairman of the said Tribunal besides the Authorities whose Orders are impugned. (*Vide Circular dated 22-12-2000*)

In Cases in which *two Judges differ* on any point and refer the Matter to a third Judge, the Judgment of the third Judge should be circulated to the differing Judges for their Lordships' perusal and information. (*Old 590*)

In Case of Company Matters, a Copy of the Judgment/Order be marked to the Registrar of Companies, Hyderabad, and the Official Liquidator, Hyderabad.

In Case of Taken up Cases, a Copy of the Judgment/Order may be marked to the Member Secretary, A.P. State Legal Services Authority, Hyderabad.

In Case of Habeas Corpus Matters, a Copy of the Judgment/Order may be marked to the Secretary to the Government, Home Department, besides the others concerned. (*Vide the Circular in ROC.No.1/Judl/2000, dated 22-1-2000*)

Whenever the High Court has ordered proceedings in any Lower Court to be *stayed* pending the disposal of an Appeal or Revision Petition, the Final Order on the Appeal or Revision shall be communicated to the Lower Court whose Proceedings have been *stayed*, with least delay, along with Records. (*640*)

In Cases where *Conditional Orders* are passed by the High Court and the Conditions are to be complied with, in the High Court, the Court Officer concerned shall, while transmitting the Order after examination, issue specific directions for the return of the Papers with the Draft-Order back to the Court Officers' Section. The Section Officer, Court Officers' Section shall retain the Papers with him, watch for the compliance of the Conditions and, if the Conditions are complied with, intimate the Lower Court concerned and transfer the Papers to the respective Sections. If the Conditions are not complied with, such a Report shall be sent to the Lower Court and the Counsel on Record be informed of the default and the Papers will be posted 'for default' before Court. (*Old 641*)

TRANSFER CMPs. & RESTORATION PETITIONS: When a Transfer C.M.P. is ordered to transfer a Case from the Lower Court to be heard and

disposed of along with the Case on the File of the High Court, Copies of such Order will be marked to the Vernacular Records Section, Original Side Section, and the concerned Filing Section. Likewise, when a Petition to restore the Case, dismissed for default/non-prosecution, is ordered, Copies of the Order will be marked to the Vernacular Records Section, Original Side Section, and the concerned Filing Section. (*Old 591*)

INTERIM ORDERS IN O.S.As. & CONTEMPT APPEALS: The Interim Orders passed in the O.S.As., filed against a Company Petition and the Interim Orders passed in Contempt Appeals filed against the Contempt Case, should be marked to the Original Side Section without fail. (*Old 591-A*)

RECEIVERS / OFFICIAL LIQUIDATORS APPOINTMENT: In Cases where Court appoints Receivers or Official Liquidators, the Order Copy should be drafted and despatched without any delay whatever, the maximum limit being one week. (*Old 591-B*)

(B) MARKING COPIES OF JUDGMENTS/ORDERS
(On Administrative Issues):

Directions of general nature issued by High Court while disposing of Cases as regards the procedure and practice to be followed by the Subordinate Courts, shall be brought to the notice of the Registrar (Judicial), in the first instance, instead of straight away marking such copies directly to the Subordinate Courts. (*Vide the Circular in No.08/96-Judl., dated 1-6-1996*)

The Court Officers / D.S.Os., while drafting the Judgments/Orders and while marking copies to the concerned, should see that the copies of such Judgments/Orders are marked to the concerned Sections in the Registry also for taking up follow-up action, if any, Subject-wise/ Section-wise, some of which are specified below :

S U B J E C T	SECTION
Postings & Transfers of Judl.Officers.	B.Spl.Section
Fixations of Pay of Judl.Officers, etc.	B.Section
A.P.J.M.S. Matters.	C.Section
Administrative Appeals	C.Section
Budget & Buildings	D. Section
Jurisdiction/Transfer Cases/Creation of Courts or Posts/Official Receivers/Inspections/Statistics, etc.	E.Section
Conferment of Powers/Clarifications sought for by Judicial Officers or Advocates/Contempt Matters/ Revision or Amendment of Acts & Rules/Pecuniary Jurisdictions, etc.	Spl.Officer
Recruitment Matters.	Recruitment Cell

Vigilance Matters

Vigilance Cell

(The above list is not exhaustive. The Drafters should apply their mind or seek instructions of higher Officials as to whom the copies are to be marked in particular)

(C) DIRECTIONS OF GENERAL NATURE ISSUED BY COURT:

While disposing of the Cases as regards the procedure or practice to be followed by Subordinate Courts, if any observation is made by the Court, it shall be brought to the Notice of Registrar (Judicial), in the first instance, instead of straight away marking such copies directly to the Subordinate Courts. (*Vide Circular in ROC No. 08/96-Judl. D/1-6-1996*).

S. O. 341: ADVANCE ORDER: The Cases in which Advance Orders are to be sent are given below:

- a) When the Accused is in Jail and the Sentence of Imprisonment is set aside;
- b) When the Sentence of Imprisonment is confirmed, but the Accused is on Bail;
- c) When the Sentence of Imprisonment is reduced to a considerable Period, when the Accused is not granted any Bail;
- d) When the Acquittal of the Accused is reversed, and he is (they are) sentenced to Imprisonment.

In every Referred Trial Case, when disposed of by the Court, the Advance Order must necessarily be sent irrespective of the Result of the R.T., after obtaining the signatures of the Hon'ble Judges on the Draft of the Advance Order. If the Court Officer attending the Court thinks that there is no possibility of getting the Drafts in the R T. signed by the Hon'ble Judges, it would always be necessary for the Court Officer to obtain the Judges' initials atleast on the Advance Order-Sheet before sending the Bundle to the Court Officers' Section for drafting.

All Advance Orders are to be communicated on the same day to the following Addresses:

1. Sessions or Additional Sessions Judge (i.e., who tried the Case)
2. Committal Magistrate
3. Jail Authority
4. Public Prosecutor
5. Spare Copy.

However, Advance Orders in R.Ts., should be communicated on the same day. Before checking the Draft of the Advance Order, the Court Officer must verify whether all the Convictions made by the Lower Court are dealt with by the High Court. If there is any omission to a particular offence, the Court Officer must immediately take steps for rectification of the same. If there are more Sentences of Imprisonment against a particular Accused, it should be mentioned in the Draft that the Sentence of Imprisonment should run 'concurrently' or 'consecutively', as the Case may be. If this aspect is silent either in the Judgment or in the Advance Order, the same may be got clarified.

S. O. 342: COURT OFFICERS' DUTIES:

S.O. 342 – 1: As per the '*Important Instructions*' given under *Circular dated 16-6-1989*, the Court Officers shall –

- attend the Office in time and report to the Section Officer by 10 A.M., and sign the Attendance Register before they leave for the Court;
- wear Black-coat while on Court-duty (including Lady Court Officers) (*Old 664-A*)
- if the Hon'ble Judge is not attending the Court for the day, at once report to the Section Officer so that drafting / checking work can be allotted to them.
- not leave the Court-hall if the Hon'ble Judge is sitting in the Division Bench for a short spell.
- see that the lower court records, if any, called for from VR Section are returned to the said Section properly in a secure manner. In case any LC records or documents are circulated to the Hon'ble Judges, the same shall be noted in the Tail-book informing the Section Officer of the VR Section on the same day. The LC Records shall not be mixed with the High Court Records.
- send the Judgment or Orders to the concerned Sections without any loss of time immediately after the signatures of the Hon'ble Judges are obtained. No record shall be kept by the Court Officer without intimation to Section Officer of the concerned Section.
- send the petitions to the Scrutiny Officers Section if they are disposed of at SR stage for numbering the same, if necessary.
- allow the advocates who move Lunch Motions to use the prescribed slips.
- allow parties to make applications personally, unless they receive instructions from the Court (*Old 606*)
- acquaint themselves thoroughly with the reasons for the delay in the posting of cases in their charge and must be able to explain all such delays at the time of hearing of the Cases. (*Old 605*)
- note the Appearance of the counsel for both parties, the result of the Case, the date of disposal and the name(s) of the Hon'ble Judge(s), and put their initials and date on the docket and the Proceedings sheet also, without fail. (*Vide Circular issued by Registrar (Judl) on 24-8-1996*)

If the Respondents are Corporate Bodies/Central Government and are represented by Standing Counsel, the name of the said Counsel must invariably be noted (*vide the Circular dated 16-6-1999*)

- make the Cause-list ready, by filling it fully, for being passed on to the Posting Section once at 1-30 p.m., and again at 4-15 p.m., so that they can be fed into Computer for transmission to WEB SITE. (*Vide the Circular issued on Judicial Side on 7-3-2000*).

Orders of urgent nature shall be sent to the Court Officers' Section at 11-45 a.m., 1-30 p.m., and at 4-15 p.m., to facilitate the prompt processing and despatch of such Orders on the same day.

S.O. 342-2: ACQUAINTANCE WITH CASES, BOOKS, ETC.: The Court Officers on duty in Court must get themselves acquainted with the Cases in their Charge before hand. They shall verify whether the Respondents have been served with Notices. They must be familiar with the Acts, Rules, and other Books in the Court Library and be ready to hand over to the Hon'ble Judges Books of Reference promptly. They are expected to assist the Court in translating documents, if so required at the time of hearing of a Case. Normally, they should send for Translator, only if the document is in a language, which they do not know. Notes of Cases and books of reference cited in the course of arguments must be carefully kept by the Court Officers. (*Old 598 & 610*)

The Court Officers shall not remove any book from the Court-hall, unless there is a direction from the Court to circulate that particular book. (*Old 611*)

S.O. 342 – 3: CHECKING THE BOOKS IN THE COURT HALLS

(*Old 612 to 617*):

- i) The Section Officer will depute a Court Officer to be in charge of each Court. The Court Officers so deputed will check the books in the Courts assigned to them during Vacations/Saturdays and furnish a Certificate of having done so to the Officers concerned who are in charge of supervisory work. They will also report to the Officers concerned about the defects, if any, noted, for taking prompt action. The Check Reports, by the Officers, should be sent to the Registrar (Administration).
- ii) Two separate Registers of the books in each Court-hall will be maintained. The Librarian in the Library will keep one and the other will be kept in the concerned Court-hall.
- iii) All the books in the Court Hall should be kept in Almyrahs provided with locks and keys. The Almyrahs should be opened only a few minutes before the Court assembles for the day and only after the Court Officer who is on duty comes to Court. They should be locked as soon as the Court rises for lunch or for the day. During the lunch interval, the Court Officer on duty will entrust the Court Hall to the Court Attender. At the end of the day, he will see that the Almyrahs are locked up.
- iv) The Court Officers should also check every morning and at the end of the day the books on the Judge's Table.
- v) Books should not be handed over to the Advocates except under the written direction of the Court Officer in charge of the Court who will be solely responsible for such books.

- vi) All new books will be entered in the Register maintained in the Court-Hall.
- vii) The Court Officers shall see that all books, Records, etc., are correctly sent to the Judge's Chambers or Residences. If any such Books are to be circulated to the Residences of the Hon'ble Judges, the said fact has to be notified to the Library with the list of the Books.
- viii) Whenever Books are requisitioned from the Library, they shall be returned immediately to the Library after the purpose is over. He shall not send for books from the Library if the books are already available in the Court Hall.

S. O. 342 - 4: CAUSE-LIST: The Court Officer attending the Court should verify daily whether the Case Numbers printed in the Cause-List tally with the Case Numbers noted on the Docket-sheets of the Case-bundles. If there is any mistake in the printing of a particular Case number in the Cause-list, he must get it corrected in Red Ink and send the Cause-list to the concerned Section. He must also ensure that the E.Bs. and necessary papers are available in the Bundles. (Old 593)

All orders as to the posting of cases in Court shall be noted in the Cause-list by the Court Officer, who will also draw the special attention of the concerned Sections to such orders. (Old 608)

Every day, the Court Officer must verify the next day's List in the Posting Section as to the Cases that are to come up the next day, as per the directions of the Hon'ble Court, and report to the Joint Registrar. The Court Officers shall also check the Computer print-out of the next day's List. (Cir.D/15-7-'98) (Old 603 also)

The Court Officers must pay proper attention to the Court work and watch the progress of the List and call for and secure the balance of the Case-Records from the Posting Section through Court Attender sufficiently in advance, so that the Court work does not suffer for want of Case Records.

While making note of the directions of the Hon'ble Judge/Judges for posting a particular Matter on a particular day, 'For Orders', 'For Being Mentioned', 'For filing Report', etc., the Court Officer shall note in the Cause-list only under the FIVE Captions specified therefor. They shall not make notings in their own way (since such innumerable types of notings are causing delay for the Posting Section in processing such Cases on Computers and while exhibiting such Cases in the Cause-lists).

If, in passing orders on a Stay Petition, the Court directs the Main Case to be posted for the hearing on a particular day, such Case should appear in the Cause-list of that day after Part-heard Cases, and the Court Officers should obtain clear orders of the Court in each Case. In other cases where no particular date is fixed but a Case is directed to be posted after a specified period, it should be added to the List at the end of the specified period.

The disposals of the Case shall be marked in red ink in the Cause-list, and the total number of Cases disposed of on the day at the top of the List. (Vide Circular in ROC No.20/98-Judl., dated 15-7-1998).

The work schedule of the Court would be week-specific but not day-specific. A comprehensive weekly Cause-list containing all the matters to be taken up in the week would be published and circulated by every Monday. Commencing from Tuesday, every week, a daily supplemental list containing only new matters not covered by weekly list would be printed. The daily supplemental list would contain the page number and serial number of the Case in the weekly list (Monday-list) from which that day's work would begin. Whenever Cases relating to the same subject matter are directed to be posted in batches, they would appear only in the weekly list on Monday.

In the event of adjournment of matters (including batches) appearing in the weekly list to any other day in the same week, the concerned Officers would prepare lists of such adjourned Cases and display such lists in the Notice Boards of the respective Court on the same day for the information of the Advocates and the parties. Further, a copy of the same would be sent to the High Court Advocates' Association. Such matters would not appear in the daily Case-list of the relevant day.

The weekly list copy maintained by the Court Officer marking directions, adjournments and disposals has to be sent to the Posting Section for the purpose of updating the disposals and adjournments and complying with the directions and the said List will be sent back to the Court Officer concerned by the Posting Section. The same procedure has to be followed every day regarding the weekly list. While re-transmitting the weekly list to the Court every day, the Section Officer, Posting Section shall retain a Xerox Copy of the portion relating to the previous day. *-(Vide the Notice dated 3-4-98, issued by Registrar (Judl), & the Circular in Roc.No.11/98-Judl., dated 4.4.98)*

When the sittings are so arranged that a Bench, which sits on the last day of week, is to sit again the following week but for a different class of cases, the Court Officer in Court at the end of the day should bring the matter to the notice of the Court and ascertain whether the Hon'ble Judges wish the balance of the work for the day to be posted the following week before the work fixed for that week. *(Old 609)*

S. O. 342-5: SENDING FOR RECORDS FROM E.R. SECTION *(Old 592)*: When a Judgment or an Order in a particular Case is required for reference in Court, the Court Officer will send a slip to the English Records Section, mentioning the reference number in which the Judgment or Order is required. It should be returned to the English Records Section as early as possible, preferably on the same day or the next day.

When a Judgment or Order taken from the English Records Section is circulated to the residence of the Hon'ble Judge, the Court Officer must note down the reference number in which that Judgment or Order is required to be circulated in a separate Register maintained for that purpose. After receipt of that Judgment or Order from the residence of the Hon'ble Judge, the Court Officer should return the same to the English Records Section, after making an entry of its receipt in the said Register and take back the slip from the English Records Section. Even if the concerned Court Officer is on leave, the Court Officer, who is posted in his place, will strictly follow the procedure laid down in this Standing Order.

Alternatively, it is suggested to obtain the permission of the Hon'ble Judge, circulate only Xerox copy of the Judgment or the required portion, and return the original judgment to E.R.Section forthwith. Procedure will be the same when the judgment/order is summoned from other Sections of the Registry.

S. O. 342-6: ORIGINAL SIDE MATTERS: The Court Officer, who attends the Court where Original Side Matters are posted, will continue to be there and attend to the Original Side Work, taking the assistance of the Members of the Original Side Section, if necessary. (*Old 594*)

The Court Officers shall invariably send the adjourned Contempt Case-Bundles to the Original Side Section, and, in no event, to the Posting Section (*Vide the Circular No.14/97-Judl., dated 5-4-1997*)

When the Court has allowed an Application to receive certain evidence, it will be the duty of the Court Officer personally to see that the *admitted document is marked and placed with the record.* (*Old 621*)

S. O. 342-7: MATERIAL OBJECTS IN CRL. MATTERS (*Old 599*):

- a) The Court Officers in the Court should see that material objects in Criminal Cases are obtained, kept and are available for inspection by the Court before a Case is taken up for hearing, and, for this purpose, they should send requisition slips to the Criminal Section sufficiently early to enable their being sent up in time to Court. Any delay in getting the material objects after issue of such slips should be brought to the Notice of the Deputy Registrar.
- b) As soon as the hearing of a Criminal Case is over, the Court Officer shall return the material objects, if any, received by him to the Criminal Section with a Note regarding the hearing of the Case being over and get back the slip issued by him for getting the Material Objects.

S. O. 342-8: MISCELLANEOUS PETITIONS: The Court Officers, at the time of disposal of the main Case, will bring it to the Notice of the Court, Miscellaneous Petitions or other connected matters posted with the Case, such as, L.R. Applications, Impleading Petitions, etc., so that they will also be closed simultaneously. (*Old 600 & 623*)

S. O. 342-9: INSTRUCTION FOR TRANSLATION: The Court Officer will communicate to the Section Officer, Translation & Press Copy Section, all urgent Orders, regarding translation and typing, passed in Court, by means of a separate slip, noting therein the number and the nature of the main Case and the nature of the Order, for immediate action being taken by the concerned Assistants in the Translation & Press Copy Section. (*Old 624*)

S. O. 342- 10: REMARKS ON JUDICIAL OFFICERS (*Old 625*):

It is the duty of the Court Officer, on the disposal of Cases to place the opinion form before the Hon'ble Judge.

At the end of the day, the Court Officer shall send the Opinion Forms, filled up and signed by the Hon'ble Judges, to the Registrar (Vigilance) for further action.

Further, whenever the Hon'ble Judges pass any remarks or strictures against Judicial Officers while reversing or upholding the decisions of the Lower Court, they will be entered in the *Opinion Forms (shown below)* and, if specially ordered so by the Hon'ble Judges, a Copy of Judgment shall be sent to the Registrar (Vigilance) for further Action.

OPINION FORM

OPINION OF THE HON'BLE JUDGES OF THE HIGH COURT REGARDING JUDGMENTS OF JUDICIAL OFFICERS

*In.(Case No. on the file of High Court)
Decided on.....,2003.*

*By
The Hon'ble Mr. Justice.....
The Hon'ble Mr. Justice.....*

*Case against the decision of.....(Name of Judicial Officer),
District Judge/Senior Civil Judge/Junior Civil Judge,.....(Station)*

- 1. Quality of Judgment: .. Good/Average/Below Average.*
- 2. Appreciation of Evidence: .. Good/ Satisfactory/ Unsatisfactory*
- 3. Legal acumen: .. Good/ Average/ Below Average.*
- 4. Sentence Awarded: .. Severe/ Sufficient/ Inadequate*
- 5. Power of expression:.. Good/ Average/ Below Average.*
- 6. Result of Appeal/ Revision: .. Set aside/ Varied/ Confirmed*
- 7. Remarks, if any: ..*
- 8. Is the Judgment such that]
it should be brought to the]
notice of the Chief Justice]
for action?]*

*Chief Justice
Justice
Justice*

At the end of the day, the Court Officer shall place the Opinion Forms, filled up and signed by the Hon'ble Judges, before the Registrar (Judicial), who shall cause them to be transmitted to the B.Spl. Section to be clubbed with the Confidential Reports of the concerned Officer.

S. O. 342 - 11: CUSTODY/RESPONSIBILITY OF RECORDS:

The Court Officers will be responsible for the custody of the Records of the Cases received by them from the Sections. After the Case is disposed of in Court, the Court Officer will send the Records in the Case to the concerned Sections. If any record or enclosure is missing, the Court Officer will at once report the matter to the Deputy Registrar. (Old 620)

All errors and mistake in translation or typing noticed by the Judges or the Court Officers during the hearing of cases must be reported at once by the Court Officer concerned to the Deputy Registrar who will inquire into the matter, fix the responsibility for the error or mistake and report to the Registrar (Judl). (Old 601)

The Court Officers must see that no unpunched stamps are to be found in records passing through their hands. (Old 602)

S. O. 342 – 12: CHECKING OF DRAFTS, ETC.:

- a) The Court Officers attending Courts will also attend to the checking of draft Judgments or Orders and drafting of Decrees and Writs Absolute on all Saturdays and when there is no Court work. (662)
- b) Each Drafter will draft 15 Cases daily and each Court Officer will check drafts in 25 Cases daily. (663)
- c) The Deputy Section Officers will draft Decrees and Decretal Orders in the dismissed First Appeals, Second Appeals, Civil Miscellaneous Appeals, Civil Miscellaneous Second Appeals and Civil Revision Petitions and also draft Advance Orders in both civil and Criminal Cases; but they should not be posted for Court work normally. (664)

S. O. 342 - 13 PROCEEDINGS SHEET: The Court Officers, in particular, attending the Courts doing Final Hearing Matters, shall record the particulars regarding the directions “*to print the name of a particular Advocate/Government Pleader’s Name*”, etc., and the particulars regarding other miscellaneous directions, if any, given by the Hon’ble Judges, in the **Proceedings Sheet**, on the same day.

In the Admission Courts, the Clerk deputed to assist the Court Officer shall do the above duty. In addition, he shall extract short Draftable and non-Draftable Orders in the relevant columns of the Proceedings Sheets, depending on the length of the Orders passed and mark them as enclosures, and enclose the same to the Proceedings Sheets of the respective Cases listed for hearing on the same day, after recording the relevant particulars in the Proceedings Sheet. (*Vide Circular No, NIL, Registrar Judicial dated 2-7-1996*).

Proceedings shall be kept in folders made of thick brown paper, in chronological Order, and the category and the main Case number shall be put in the space provided on the folders. The main Case number shall be noted at the top of the Proceedings Sheet also in the space provided therefor. The number of the Interlocutory Matter shall be noted correctly while noting the Orders, if any, passed thereon, securing it with a tag to the folder. (*Vide Circular in ROC No.,29[98,Judl. dt.23-12-1998*)

S. O. 343: GUIDELINES FOR DRAFTING DECREES: (629 – 638)

- a) Decrees and Orders must be drawn up with care.

The relief granted must be set out with due precision and accuracy.

The Forms prescribed by the Code of Civil Procedure Code must be strictly adhered to with only such variations as may be necessary in the circumstances of the Case.

The Decree must be self-contained, and reference to the plaint schedule or documents outside the Decree, must be avoided. It must be clear and free from ambiguity.

- b) There are two elementary Rules, which should be invariably observed in preparing Decrees: -
 - i) The Decree shall always be a direct and explicit Order or direction. Such expression as ‘The Court doth Order and Decree

that the Decree of the Lower Court be modified by directing that A do pay B, etc.,’ are not appropriate. The fact that the Decree is modified is unimportant, though there is no objection to the recital that the Court Decree ‘in modification of the Decree of the Lower Court’ that A do pay B, etc.;

- ii) The Decree (with the exception of a purely Declaratory Decree) should invariably be a direction to the person upon whom the duty or obligation is laid, and not to the party who gets benefit by the Decree. Hence, such expression as ‘doth Decree that A do recover from B the lands in B’s possession’ are objectionable. The proper form is ‘that B do surrender to A’.
- c) The rough draft of Decrees in intricate and important Cases or where there are difficulties may be shown to Advocates, but Cases are not to be detained indefinitely on account of any information required from an Advocate. No Case should be detained for more than a week for want of such information. The Order should be drafted on such information as is available.
- d) In Decree and Orders of the High Court, the number of the Case in the Lower Court and the date of the Order of the Decree appealed from shall invariably be shown.
- e) If the sheets containing the names of the parties in the typed copies of the memorandum of appeal are prefixed to the Decree, the Court Officers will compare such sheets, carry out the corrections, if any, and initial them.
- f) In Civil Revision Petitions, the opposite parties shall be described as ‘Petitioner’ and ‘Respondent’.
- g) When a Second Appeal is dismissed under Order XLI, Rule 11 of Schedule I of the Code of Civil Procedure Code, or is dismissed, with or without costs, under Section 101 or 102, C.P.C., the Decree to be drawn should not be to the effect that the ‘Decree of the lower Appellate Court is confirmed’, but should be a formal one ‘dismissing the appeal with or without costs’, as the Case may be.
- h) In drafting Orders *calling for findings*, the time for return of the findings will run from the date of the receipt of the Records in the Lower Court.
- i) In Cases where *time is given for furnishing security*, the time will run from the date of the Order of the High Court unless otherwise ordered. The Lower Court must be asked to report if security has been furnished in all Cases where the Appellant is asked to furnish security for costs.
- j) Section 77 of the Indian Registration Act requires that, if Decree is made, *directing the registration of a document*, whose registration has been refused, the document has to be again presented for registration ‘within thirty days of the date of the Decree’. The Court Officers should, therefore, draw up and otherwise complete such Decrees without any delay, so that, the party concerned may be enabled to obtain a copy of the Decree sought to be registered.
- k) The Court Officers should be particularly careful in the matter of *entering the names of Advocates* in Decrees and Orders as being present at the hearing of a Case. (642)

- i) Where another Advocate appears for the Advocate on record, the name of the former shall be entered as “for” the latter. (643)
- ii) When an Advocate appears at the request of the Court in unrepresented Jail Appeals, Revision Cases, etc., his Name should be entered as AMICUS CURIAE on the E.B. and in the Cause-list by the Court Officer and in the Register by the Filing Assistant. The Orders and Judgements drawn up in these Cases should show that the Advocate was heard as AMICUS CURIAE. (644)
- l) The *Memorandum of Costs* appended to Decrees and Orders should show Advocate’s Fee calculated under the appropriate Rules. The Court Officers should see that no item is omitted which ought to be included in the taxation and that none is included which ought to be excluded. Where proportionate costs are allowed, they should calculate such costs on the proper amounts allowed and disallowed. Each item of costs and the total should be checked and initialled by the Court Officers. (645)
- m) (i) When a Case is *remanded*, an Order and not a Decree shall be drawn up. If the Court directs the costs to abide the result, the Orders to be drafted shall provide for costs of the High Court Appeal or Revision in the following form:
- “That the costs of the parties do abide by and follow the result and be provided for in the revised Decrees of the Lower Court.”* (646)
- (ii) Where any suit is remanded, a statement of the costs incurred in the High Court is to be appended in order that the same may be charged to the proper parties in the revised Decree of the Lower Court.
- n) The sums paid on account of *typed charges* at the time of putting in the pleadings in First Appeals are to be charged to the losing party in the Statement of Costs annexed to the Court’s Decree, when Costs are awarded by the Court against the losing party. (647)
- o) The *value of the stamps* used for the attested copies of Decrees, produced by Appellants, is to be included in the Costs in Appeals, where the Decree is in the Appellant’s favour. (648)
- p) Under Rule 50 of the Rules relating to the *Fees payable to the Advocates*, Fees shall not be entered as recoverable in a Decree or Order except on production of a Certificate from the Advocate that he has received such Fees. (649)

No Certificate is to be acted upon unless it specifies an actual sum as having been received. Certificates not complying with this requirement will be returned for amendment. (650)

In all Cases, which are referred to the Deputy Registrar for fixing Advocate’s Fees, the Rules framed by the High Court under the Advocate’s Act under which the reference is made, shall invariably be quoted by the Court Officer. (651)

- q) When a *refund* is Ordered *of the excess Court Fee paid* in Cases filed in the High Court, the Court Officer, who issues the Certificate for the

refund of the excess Court-fee, will note and initial the fact of the refund in the docket sheet and the memorandum of the English Bundle in the Case. (652)

- r) (i) The *preamble* in the draft Judgment of the High Court *in Criminal appeals* shall be as follows: -

“Appeal against the Order of the Additional Assistant Sessions Judge of the Court ofSession Division in Case No..... of the Calendar for 200.....”

- (ii) Whenever the word “Sessions Judge” occurs in the Judgment of their Lordships, the words “Additional Sessions Judge or Assistant Sessions Judge” may be substituted in appropriate places. (653)

- (iii) Copies of all Judgments and Final Orders in Appeals and Revision Petitions against the decisions of Metropolitan Magistrates will be communicated to them and also to the Chief Metropolitan Magistrate. (654)

- s) When the High Court makes an *Order admitting accused persons to bail*, a copy of such Order shall be immediately communicated direct to –

- (i) The officer who is to take the security,
(ii) The Magistrate who disposed of the Case or before whom the Case is pending; and
(iii) The officer in charge of the jail in which the accused is confined. (655)

A copy of the *Order dismissing an application for bail* pending the disposal of a Criminal Revision Case or an Appeal or other proceedings in the High Court shall be sent only to the prisoner through the Superintendent of the Jail in which he is confined and to no other person. (656)

- t) Where, *in a Criminal Appeal or Revision Petition* presented by an accused person undergoing a sentence of imprisonment, the High Court has made an *Order directing his release on bail*, and the *sentence is subsequently confirmed or modified*, the special attention of the Original Court shall be drawn to the fact, when the Judgment or Order of the High Court is communicated, by a Note in the following words written *in red ink* and attached to the front page of the Judgment or Order: -

“The Appellant / Petitioner was directed to be released on bail by Order of the High Court dated.....in Criminal Miscellaneous Petition No.....of 20....” (Old 657)

Rules 158 to 168 of the Criminal Rules of Practice enumerate the *procedure for the despatch of Judgments and Orders*. A copy of every Order of the High Court modifying a sentence or Order passed by a Subordinate Criminal Court shall be sent direct to the Superintendent or

Officer in-charge of the Jail in which the prisoner is confined in addition to the Officers to whom it is sent under those Rules. (*Old 659*)

All Orders in Referred Trials must be despatched as soon as possible and within 24 hours. (*Old 660*)

- u) Whenever the High Court calls for an *explanation of delay in the disposal of Criminal Case by a Magistrate*, the Sessions Judge will be requested to get the explanation of the Magistrate and submit it with his own opinion as to its sufficiency or otherwise. (*Old 658*)
- v) In matters filed by parties as *indigent persons*, Copy of the Decree shall be sent to the Collector of the concerned District for recovery Court fee under Revenue Recovery Act.

In Partition Matters, etc., where the Parties report *compromise*, after passing of Compromise Decree, the concerned Advocates must be called upon to deposit the required number of Non-judicial Stamps for engraving the Decree thereon. On such deposit, the Registry will engrave the Compromise Decree on such Stamps, and make the Decree ready for delivery.

While drafting Decrees in *M.V.O.P. Matters*, the Court Officer must go through the entire judgment carefully, calculate the amount of compensation awarded under each Head, correctly. Aspects like apportionment among the claimants, on what amount interest has to be paid, at what rate, and from what date, etc., are to be made specific. If the judgment is silent on such important aspects, appropriate orders are to be obtained from the Hon'ble Judge/Judges who delivered the judgment by bringing the same to their Lordships' notice.

S. O. 344: ISSUE OF CERTIFICATES OF APPEARANCE TO PUBLIC PROSECUTOR (*Old 661*):

- i) Certificates should be drawn up on the basis that each Certificate represents a separate fee.
- ii) Certificates should be drawn up by the Court Officer attending Court, as far as possible and when Cases are disposed of. In no Case should a Certificate due for a month be delayed longer than the second working day of the succeeding month.
- iii) The fact of appearance of the Public Prosecutor or of an Advocate appearing on behalf of either of them will be noted in the original Cause-list by the Court Officer initialling against the entry in the Cause-list. A second initialising will be made with the date to indicate the preparation of a Certificate. The Section Officer will sign the Certificate and send the same to the Deputy Registrar, for his/her signature.
- iv) No Certificate will be issued unless a specific demand is made for it.
- v) On receipt of a demand by the Public Prosecutor, the Certificates for a month will be collected, numbered in seriatim in accordance with the list furnished and submitted for counter-signature of the Deputy Registrar as

soon as possible after the receipt of such demand. They will be issued immediately when ready.

- vi) If, in any Case, it becomes necessary to issue a Certificate after the issue of the batch for a month, a clause should be embodied in the Certificate to the effect that 'no previous Certificate was issued' in respect of it.
- vii) No Certificates should be issued in interlocutory applications e.g., for bail, stay, suspension of Orders, etc., when the main petition or appeal is pending.
- viii) No Certificates will be issued in Cases that are not finally disposed of. The following are instances:
 - a) Where a Case is referred to a Full Bench or a third Judge;
 - b) Where additional evidence is called for from a Lower Court or directed to be taken in the High Court.

Note: *A Case reversed or remanded for further enquiry by a Lower Court is a final Order (disposing it of) in the High Court.*

- c) Where a report is called for on the sanity of the accused.
- ix) No Certificates will be issued in Cases posted "to be mentioned" or for "further Orders" etc., apart from the Certificate issued for the original disposal of the Case.
- x) In the following Cases, Certificates will be issued as noted against them:
 -
 - a) In Cases where there is a single trial or enquiry in the Lower Court what ever the number of charges or accused persons or number of petitions filed in the High Court –
 - i) When disposed of on the same occasion by a common Order or separate Order in the High Court - One Certificate.
 - ii) Cases in clause (i) when disposed of on different occasions in the High Court by separate Orders. - As many Certificates as there are different dates of disposal.
 - b) Number of applications relating to a single Case e.g., for bail and transfer: -
 - i) When disposed of on the same date through/ by different Orders – one Certificate.
 - ii) When on different dates - same as in (x) (a) (iii).
 - c) Where, in Case preferred by several accused, the Case of one or more is disposed of, one, one day, and the rest on other days – As many Certificates as there are different dates of disposal and separate Orders of disposal.

- d) A number of revision petitions arising from a single calendar Case but in respect of which several appeals were preferred to the lower Appellate Court including revisions from Orders of discharge—same as in (c) supra.
- e) i) Applications for bail, etc., separately or jointly filed (but not interlocutory) disposed of on the same day by a common or separate Order – one Certificate.
- ii) Applications as in item (i) supra by the same or different accused persons repeated or preferred by separate applications and disposed of on different dates – As many Certificates as there are separate dates of disposal and separate Orders.

In all Cases of doubt, Orders of the Deputy Registrar should be obtained before issue of Certificates.

REGISTERS TO BE MAINTAINED:

- a) Main Registers (date of Order wise) (*J.R.74*)
- b) Distribution Registers (*A.R.12*)
- c) Other Sections Registers (*J.R.75*)
- d) Lok Adalat Cases Register (*J.R.76*)
- e) C.D. Cases Registers (*J.R.77*)
- f) Dismissed for Default Cases Registers (*J.R. 78*)
- g) Current Section Urgent Cases Registers (*J.R.79*)
- h) Current Section Ordinary Cases Registers (*J.R.80*)
- i) Copy Application Registers (*J.R.81*)
- j) C.O. Proceedings Registers. (*J.R.82*)
- k) Payment of Costs (Receipts & Fees Certificate Register. (*J.R.83*)
- l) Conditional Orders Register. (*J.R.84*)
- m) Statement Registers (Tail Books) (To be kept in concerned courts) (*J.R.85*)
- n) Dairy Registers (C.Os). (*J.R.86*)
- o) Statement Books (Tail Books – 25 Drafts checking)(*J.R.87*)
- p) Statements Books (Tail Books –15 Drafts drafting)(*J.R.88*)
- q) Register of Acknowledgements. (*J.R.89*)
- r) Checking Work Allotment Register (*J.R.90*)
- s) Conditional Orders Register (*J.R.91*)

* * *

PERSONAL SECRETARIES TO HON'BLE JUDGES AND COURT MASTERS' SECTION.

(Court Masters will be deputed to the Courts as well as to the Residences of the Hon'ble Judges from this Section. Concisely, the incumbent who attends the Court is the 'Court Master', while the one who is attached to the Hon'ble Judge, and is designated as such, is the 'Personal Secretary to the Hon'ble Judge').

DRESS: *While on Duty, the Court Masters, including Lady Court Masters and Personal Secretaries must wear Black Coats.*(Old 10 & 683-A)

S. O. 345: SECTION OFFICER'S DUTIES:

- a) The Section Officer will supervise and control the work of the Section. Requisitions from Courts for Personal Secretaries and Court Masters should be sent to him, and it will be his duty to arrange for the equal distribution of work among the Personal Secretaries and Court Masters.
- b) The Section Officer will also be responsible for arranging to send the Court Masters to the Judges' Residences on Holidays and out of Court hours, when the concerned Personal Secretaries are on leave or when they are entrusted with any special work by the Hon'ble Judges. In doing so, regard should be had to the distance between the residence of the Court Master and the Residence of the Hon'ble Judges.
- c) When all the Court Masters and Personal Secretaries are engaged in Court and further requisitions are received, the Section Officer will utilise the services of the Personal Secretaries to the Registrars and also of those members in the Office who have passed Shorthand Higher Grade Examination.
- d) It will be the duty of the Section Officer to see that the draft Judgements or Orders prepared by the Personal Secretaries to the Hon'ble Judges and Court Masters and intended for Circulation to the residences of the Hon'ble Judges are promptly circulated,
- e) When Judgments or Orders are received back from the residences of the Hon'ble Judges after signature, necessary entries will have to be made in the Circulation Register by the Section Officer. (Old 673)
- f) The Section Officer will send to the Concerned Sections the Judgments and Orders received back in the Section after approval by the Hon'ble Judges and get the acknowledgements therefor. (Old 674)
- g) To curb the practice of Personal Secretaries in not attending the Office for Weeks/Months together and in Order to minimise the inconvenience being caused to the Courts on account of their absence, the Section Officer shall watch and record the absence of such Personal Secretaries, prepare monthly Statements thereof, and submit the same to the Hon'ble Judge, concerned through the Registrar (Judl.) for his Lordship's information/ confirmation, in the following Proforma:-

<i>Name of Personal Secretary</i>	<i>Hon'ble Judge</i>	<i>Dates of absence</i>	<i>Reasons shown</i>	<i>Remarks</i>
(1)	(21)	(3)	(4)	(5)

- h) Any Court Master/Personal Secretary, who is habitually in arrears, will be kept on observation and it is the duty of the Section Officer to bring to the Notice of Registrar (Judicial), the conduct of such incumbents.
- i) If there is any requisition/instruction from any of the Hon'ble Judges to depute any Court Master in addition to the Personal Secretaries already provided, the Section Officer has to obtain the Orders of the Hon'ble the

Chief Justice, therefor, through the Registrar (Judl), mentioning the reasons and the difficulty, if any.

- j) At the end of each Calendar Year, all the used shorthand notebooks and the Circulation Registers should be consigned to the E.R. Section's Record Room.

The *Controlling Officer for Court Masters' Section* shall see that Holiday-duties are assigned to one Court Master, one Court Officer/Scrutiny Officer, one Drafter, one Typist/Copyist/Computer Operator and one Approving Officer for attending to the House-Motions, if any, entertained by the Hon'ble Judges. They must act as per the instructions of the Registrar (Judicial). The Section Officer shall prepare the above said Office Order and place it before the Controlling Officer for his approval.

S. O. 346: COURT MASTERS' DUTIES (in particular) (Old 686):

- a) The Court Masters shall attend the Office daily by 10-15 a.m., and attend the Courts in the forenoon or after noon, as directed by the Section Officer.
- b) They shall give prior Notice of their intention, if any, to be absent from Office. In Case of sudden illness or the like, intimation must be sent to the Section Officer by 10-15 a.m. (Old 4 (4))
- c) They shall circulate transcribed matter to the Residences of the Hon'ble Judges concerned within three days from the date of their taking down the dictation for the signatures of the Hon'ble Judges.
- d) They shall attend the Residences of the Hon'ble Judges as and when required.
- e) "In cases where ADVANCE ORDERS are to be issued in Criminal/habeas Corpus matters, setting aside/ modifying/altering the sentence awarded by the Lower Courts pending issuance of detailed Order/ Judgment, the Court Master/P.S to Hon'ble Judge who attends the court and takes down the dictation, shall immediately **obtain the signature(s) of the Hon'ble Judge/Hon'ble Judges** on the operative portion of the Order/Judgment and send the same to the Court Officers' Section for immediate dispatch of such advance order, pending dispatch of the detailed Judgment/Order".

S. O. 347: PERSONAL SECRETARIES' DUTIES (Old 686):

- a) They shall attend the residences of Hon'ble Judges in the mornings and evenings, as and when required, and also on holidays to take down dictations from the Hon'ble Judges.
- b) They shall attend the High Court Office at 1.30 P.M. on all Court working days and report to the Section Officer. In Case they fail to report for duty at 1.30 P.M., due to any work assigned by the Hon'ble Judge, they should invariably inform the Section Officer before 1.45 P.M., enabling him to make alternative arrangement for Court duty. However, in such Cases, they shall produce a slip in writing to the Section Officer, to the said effect on the same day, if not, on the next day.
- c) They shall attend the Courts in the afternoon, take down dictations transcribe, and circulate the Judgements or Orders to the Hon'ble Judges concerned for signatures.
- d) They may not attend the Office on Saturdays, provided they have work at the residence of the Hon'ble Judge. However, they will attend the Office on Saturdays as per the directions of the Hon'ble Judges and due to exigencies of work.

- e) When the Hon'ble Judges are out of station and when the Personal Secretaries are not attending the residences of the Hon'ble Judges, they shall report themselves for duty at 10.15 A.M. in the office and make themselves available for being posted to Courts.
- f) The concerned Personal Secretary will take clear instructions from the Hon'ble Judge with regard to any personal/Official works entrusted to him, and get them executed with least delay. He may forward requisitions to the concerned Section Heads and take necessary follow up action with the said Sections. In Case the matter is not solved within three days, the matter may be brought personally before the Registrar concerned for suitable action. The Personal Secretaries are further instructed not to address any letter to the Registrars, and they are directed to meet the latter personally to place any matters before them. They are also instructed not to direct the Section Heads to leave their Sections to meet them without the Orders of Registrar concerned (*Vide Circular in ROC. No. 1908/95-Estt., Dated 14-4-1995*).
- (g) Whenever the Hon'ble Judges visit any place, either on Official work or on L.T.C., requisition has to be sent to the Protocol Section in the prescribed form (Please see the Standing Orders relating to Protocol Section).
- (h) In the matter of Journeys by the Hon'ble Judges by road/train the P.S's shall act as liaison Officers in coordination with the Protocol Section by sharing the responsibility of the later for the comfortable Journey of the Hon'ble Judge instead of throwing the entire burden on the Protocol Section. He shall see that an attendar doing residential/chamber duty follows the Hon'ble Judges to the station and also receive Hon'ble Judge on return.
- (i) It is the primary duty of the Personal Secretary to keep with him the entire data, like, the Telephone Numbers of all the Officers concerned (Executive and Judicial) including those of the Officials of Electricity, Water Board, Telephones, etc. In the first instance, he shall make his own attempt to comply with the instructions of the Hon'ble Judge concerning the Residence of the Hon'ble Judge with regard to those matters, and, if he is in need of any help, then only, he should contact J.Spl. Section, Protocol Section, etc., *without shirking his own responsibility*.
- (j) The Personal Secretaries to the Hon'ble Judges shall further see that Library Books, Records, Administrative Files, etc., are returned to the concerned Sections soon after their purpose is over, duly obtaining the instructions of the Hon'ble Judge therefor. It is also part of their duty to remind the Hon'ble Judge as to the proposed Meetings/Inquiries, etc., scheduled to take place on a particular day, and further keep the material thereof ready on the scheduled day.
- (k) **LEAVES BY PERSONAL SECRETARIES TO HON'BLE JUDGES:** The Personal Secretaries to Hon'ble Judges shall endorse on their Leave Applications that his Lordship has been informed and has no objection. The Section Officer, shall process such application if only there is such endorsement, and, they show the arrears as indicated earlier (if it is Earned Leave), (*Vide Circular in ROC No.8/97-Judl., dated 7-7-1997*).

- (l) “DEFAULTERS’ BOOK” (*J.R.95*): The Private Secretary to the Hon’ble the Chief Justice and Personal Secretaries to the Hon’ble Judges will maintain a *Defaulters’ Book (J.R.95)* at the Residences of their Lordships in which they will enter the names of those Attenders or chobdars who are found by them to be dirty or untidy in their dress or disobedient or otherwise troublesome in their conduct. The said Secretaries will send a report to the Office immediately for taking appropriate action by the Registrar (Administration). (*Old 45*)

They shall also maintain Attendance Register at the residence of the Hon’ble Judge and mark the presence/absence of the Attenders, Gardeners, and also contingent employees, if any, who are deputed to work there, and intimate the Establishment Section about any irregular attendance/discharge of duties by them.

- (m) LETTERS GIVEN BY ADVOCATES TO REGISTRAR (JUDICIAL) – DUTY OF P.S. TO REGISTRAR (Judl.): All Letters received from the Advocates for posting of Cases, etc., after obtaining the endorsement of the Registrar (Judl.), shall be entered by the Personal Secretary to Registrar (Judl.), in the prescribed Register and hand over the Register to the Section Officer, Posting Section for distribution among the concerned staff members. The Section Officer, Posting Section, shall hand over the letters to the concerned Posting Clerks and see that the Orders of the Registrar (JUDL.) are complied with. The Section Officer, Posting Section shall place the Register before the Registrar (Judl.), once in a week for scrutiny. (*Vide Circular issued by Registrar (Judl.) on 29-9-95*)
- (n) In the matter of journeys by the Hon’ble Judges, the Personal Secretaries shall act as liaison Officers in co-ordination with the Protocol Section by sharing the responsibility of the latter for the comfortable journey of the Hon’ble Judge instead of throwing the entire burden on the Protocol Section

S. O. 348: RESIDENTIAL DUTIES:

The Court Masters, Personal Secretaries to Hon’ble Judges, who are required to attend at the Residences of the Hon’ble Judges can claim conveyance allowance as per the orders of the Government vide G.O.Ms.No.21, Dt: 21.3.2000 which may change from time to time.

S.O. 349: IMMEDIATE SUBMISSION OF TRANSCRIPTS:

- a) Personal Secretaries and Court Masters deputed to Courts and Residences of Hon’ble Judges should submit the transcripts of the Judgments and Orders for the approval of the Hon’ble Judges without undue delay. Priority should be given to all urgent Orders, particularly in all matters where the dates of pronouncing judgments are fixed, in the matter of submission of transcripts. They should, as far as possible, be submitted for approval on the same day they are dictated. (*Old 672*)
- b) No Court Master or Personal Secretary to the Hon’ble Judge shall apply for leave while a Case or other proceeding in which he has taken down Notes of Evidence or has taken down judgment in part remains part-heard, unless there are strong grounds for so doing. But, if it becomes

imperative that he should take leave, he must obtain the necessary sanction for leave from the Deputy Registrar. He must apply sufficiently early, if possible on the previous day or at the latest by 10-15 a.m., on the day on which the Court Master or Personal Secretary to the Hon'ble Judge has to be absent. In such Cases, care should be taken to see that the Note Books containing the Notes taken down by the Court Master or Personal Secretary to the Hon'ble Judge in Court previously or the last portion of the judgment typed by him are made available to the Court through the Section Officer. (Old 6)

Personal Secretaries and Court Masters applying for leave of any kind will be required to certify the Number of Pages awaiting transcription and the Date of the Oldest Case. (Old 675)

- c) **URGENT ORDERS:** Orders of urgent nature shall be sent to Special Cell at 11.45 a.m., 1.30 P.M., 3.15 P.M., and at 4.15 P.M., so as to facilitate the prompt processing and despatch of such Orders on the same day. (Vide Circular in ROC. No.Judl.No.13/87 dated 10-12-1987.

S. O. 350: CIRCULATION REGISTER (A.R.9) (Old 673): A Circulation Register in the following Form will be maintained in the Section. This Register is intended only for circulation of the Judgments or Orders sent each day from the Section to the Residences of the Hon'ble Judges for approval.

Court Masters and Personal Secretaries to Hon'ble Judges shall invariably enter all Judgments/Orders other than those written in the Court Hall, either written or typed in the Circulation Register on the very day on which they have taken down the dictation. (Vide Circular No.17/97/Judl., dated 2-6-1997).

<i>S. No.</i>	<i>No. of the Case.</i>	<i>Date of Judgment of Order</i>	<i>Name of the Hon'ble Judge by whom dictated</i>	<i>Date of Circulation of Judgment or Order</i>	<i>Name of the Personal Secretary or Court Master</i>	<i>Date of receipt after signature</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

S. O. 351: ORIGINAL SIDE MATTERS (Old 676 to 679):

- a) If, during the course of the hearing of Original Side Matters, Election Petitions or Company Petitions, any Party desires that the Evidence taken in Shorthand should be transcribed immediately, at his expense, and that Copy thereof should be furnished to him, he should obtain orders of the Presiding Judge and present an Urgent Copy Application. The Court Officer will make on the application a Note of the Order of the Judge and return it for being filed in the Office.
- b) On deposit in the Accounts Section by the Party or his Advocate of the approximate charges fixed by the concerned Assistant Registrar in cash, the Section Officer, Original Side Section, will forthwith forward the Urgent Copy Application with the endorsement of the Order of the Judge to the Section Officer, Personal Secretaries and Court Masters' Section. Then, the Section Officer will arrange to have the Notes of Evidence

transcribed very urgently. One Original and as many Carbon Copies as are required shall be prepared and sent to the Original Side Section. The Court Master or Personal Secretary shall not deliver them direct to the Parties. Copying Charges at the prescribed rates per folio of 175 words shall be paid in Stamps and necessary Transcript Charges shall be paid in cash. The number of folios at 175 words per folio and the exact charges will be calculated and noted on the original.

- c) The Party or his Advocate will then pay the sum necessary to make up the amounts so ascertained and receive the copy or copies duly certified. The Court Master or Personal Secretary will, out of the sum deposited as aforesaid, be paid at the rate prescribed per folio and the balance, if any, will be refunded to the party.
- d) The Court Masters or Personal Secretaries concerned shall attend to the urgent work of preparing such transcript of shorthand notes of evidence without detriment to their official duties. After the copies are made ready and delivered to the parties, they shall apply for payment to the Registrar (Judl.). While forwarding such an application for payment of remuneration, the Section Officer of this Section, shall certify thereon that the urgent transcript work for which remuneration is claimed was done without detriment to the normal work assigned to the Court Master or Personal Secretary concerned.
- e) If an application for a copy of the evidence taken in shorthand is received in an Original Side Matter, the trial or hearing of which has concluded, the Court Master or Personal Secretary concerned shall forthwith proceed to transcribe the notes of evidence taken by him and he shall not ordinarily delay the transcription beyond a period 15 days. If, however, the notes of evidence are so voluminous that the transcription cannot be completed within that period, the Court Master/Personal Secretary shall obtain necessary instructions from the Hon'ble Judge and endeavour to complete the work early.
- f) The Shorthand notes of the oral evidence taken in any proceeding on the Original Side should be in the form of questions and answers or in the form of narration in the proper sequence.
- g) Whenever documents are put to witnesses or referred to by them during the course of their examination, the Court Masters or Personal Secretaries shall record the exhibit numbers in the shorthand notes and reproduce the same correctly in their transcript.

S. O. 352: PARTLY DELIVERED JUDGMENTS (*Old 680*):

- a) When a Judgment is only partly delivered at the time when the Court rises for the day, the Court Master or Personal Secretary must have the transcript ready before the Court sits again next morning, so that the Judge can refer to the earlier part of the Judgment while dictating the latter part.
- b) Where however the portion dictated happens to be long, the Court Master or Personal Secretary may obtain the permission of the Hon'ble Judge for transcribing the last portion alone.

S. O. 353: MAINTENANCE OF COMPUTERS:

They should maintain the Computers in good condition and see that the Computer is switched off after the day's work and before leaving the Office.

S. O. 354: L.R. COPIES: In all Judgments where L.R. Copies are marked, the concerned Court Master/Personal Secretary has to type the Docket-sheet in the prescribed format, and the Judgments taken in floppy has to be given in Judicial Index Section.

S. O. 355: PERSONAL REGISTERS (A.R.2): Every Court Master/Personal Secretary shall maintain a Personal Register (Work Statement) in the prescribed form shown below. It will be checked by the Section Officer and submitted to the Deputy Registrar once a week on Saturdays.

PERSONAL REGISTER

Date	Court or residence attended	WORK RECEIVED					TRANSCRIBED					WORK PENDING					REMARKS
		EVIDENCE			JUDGMENT		EVIDENCE		JUDGMENT			EVIDENCE			JUDGMENT		
		Duration	Case No.	No. of shorthand pages	Case No.	No. of shorthand pages	Case No.	No. of typed or manuscript pages	Case No.	No. of typed or manuscript pages	Case No.	No. of shorthand pages	Date of copy application	Case No.	No. of shorthand pages	Date of Judgment	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

S. O. 356: PROCEEDINGS SHEET:

- a) Where Orders/Judgments pronounced by the Final Hearing Courts are short Orders/Judgments, the concerned Court Masters/Personal Secretaries shall extract the same in the relevant columns of the Proceedings Sheet or extract the same on separate sheets, depending upon the length of the Orders pronounced, and mark the same as 'Enclosure' and enclose the same to the Proceedings Sheets of the respective Cases after recording the relevant particulars in the Proceedings Sheets.
- b) Where the Orders/Judgments pronounced are lengthy, the concerned Court Master/Personal Secretary shall take out an additional copy of the Order/Judgment while transcribing the same or get them Xeroxed, mark the same as enclosures and enclose them to the Proceedings Sheets of the respective Cases after recording the relevant particulars in the Proceedings Sheets. (*Vide Circular dated 2-7-1996 issued by the Registrar (Judl.)*).
- c) Proceedings Sheets shall be kept in folders made of thick brown papers, in chronological order, and the category and main Case number shall be put in the space provided on the folders. The main Case number shall be noted at the top of the Proceeding-sheet also in the space provided therefor. The Number of the Interlocutory Matter shall be noted correctly while noting the Orders, if any, thereon securing it with a tag to the folder. (*Vide Circular Instructions in ROC. No.29/99-Judl. Dt.23-12-1998*).

Pagination of serial number is to be maintained for the Proceedings Sheet invariably.

- d) Orders of the Court shall be written on the Proceedings Sheet continuously and chronologically without using different sheets for different Orders. In Case, the Order is typed on Judgment- Paper separately, they should put the Date of the Order and note that 'the Order is typed separately', in the appropriate column on the Proceedings Sheet. (*Vide Circular in ROC. No.27/97-Judl., dated 21-11-1997*).
- e) **ORDERS IN WHICH DIRECTIONS ARE GIVEN:** Whenever there is a direction in the Orders passed by the Hon'ble Judges for supply of copies of Reports, etc., to the Sections, it must also be noted below the Court Order, and a Note may also be made on the main docket, so that there may be verification as to whether the follow up action is taken. (*Vide Circular in Judl.No.106/92, dated 15-10-1992*).
- f) **DRAFTABLE ORDERS:** Final Orders in all Cases, including orders for dismissal for default or dismissed as withdrawn, irrespective of the length of Orders and all Draftable Orders, and Interim Orders, should be typed on Judgment-paper only. No final Order or Interim Order or any Draftable Order should be written in manuscript whether on Proceedings Sheet or any separate Sheet, except one-line Orders, such as 'Notice' or 'Interim Direction and Notice' and the like. (*Vide Circular in ROC. No. 27/97, JUDL., Dated 21-11-1997*).

S. O. 357: FLY-SHEETS: The Court Masters and Personal Secretaries to the Hon'ble Judges shall type the particulars as to the Date of Order/Judgment, Case Number, Name/Names of the Hon'ble Judge/Judges, Names of Parties, Names of the Advocates appearing for the respective parties in the relevant fly-sheet and attach the same as the first sheet of the Order/Judgment. Further, they shall attach the Proforma of description and addresses of the Respondents already furnished by the Advocates at the time of filing of Cases, as the last sheet of the Order/Judgment adopting the same with such modifications as may be necessary having regard to the nature of Case. (*Vide Circular No.1/96/Judl., dated 8-1-1996*).

REGISTERS TO BE MAINTAINED:

- 1) Circulation Register (*A.R.9*);
- 2) Consignment Register (*J.R.92*);
- 3) Personal Registers (*A.R.2*);
- 4) Personal Secretaries Watch Register (*J.R.93*);
- 5) Defaulters' Book (*J.R.95*);
- 6) Daily Turns Register (*J.R.94*).

CURRENT SECTION

S. O. 358: MAIN FUNCTIONS & WINGS: This is the Section which receives Draft Judgments, Decrees, Orders, Decretal Orders, Writ Absolutes, Bail Orders, Advance Orders, Interim Orders, Notices in Contempt Cases and Criminal Cases from the Court Officers' Section for fair copying after approval by the Officers, and for despatch of such orders to the concerned

authorities/Parties. It also attends to the despatch work of the entire Registry. (Old 357)

It mainly consists of the following Wings:

1. Distribution Wing;
2. Typing / Computer / Roneo Operator /Xerox, etc., Wing;
3. Fair Copy Examining Wing; and
4. Despatching Wing.

S. O. 359: URGENT MATTERS: An active and responsible Deputy Section Officer and an Assistant of equal calibre are to be placed Incharge of this important Wing. Their primary duty is to carefully go through all the Orders/Judgments received in the Section, bifurcate the ‘Urgent’ and ‘Ordinary’ Matters into two lots and, then, hand over ‘Ordinary’ Cases to the Distribution Assistant. For this purpose, two Registers, one for ‘urgent’ (**J.R.79**) and another for ‘Ordinary’ (**J.R.80**) Cases, have to be maintained, the former by the said Deputy Section Officer and the latter by the Distribution Assistant, in Proformae (shown at the end under the ‘Registers’ Caption), showing the progress of the papers from the date of the receipt to the date of despatch (Old 362)

‘Urgent’ Orders include – Interim Orders, Interim & Final Orders in Consumer Protection Cases, Advance Orders, Wire Orders, ‘Issue today’ Orders, etc.,

All Judgments, in which there is a direction for preparation of L.R. Copies, shall be treated as ‘urgent’ in nature and their preparation at every stage, viz., Drafting. Approval, Despatch, etc., shall be expedited. (**Vide Circular issued by Registrar (Judl.) on 3-12-1996**)

The Deputy Section Officer and his Assistant, after making entries of the particulars of ‘Urgent’ Cases, shall cause them to be distributed through the same Distribution Assistant. However, it is their responsibility to see that ultimately all ‘Urgent’ Orders are despatched on the same day or atleast on the following day, subject to specific directions by Court or Instructions, if any, by Registrar (Judicial).

After despatch of the orders, they will send the bundles to the concerned Sections.

The concerned Assistant who receives “Ordinary” Cases shall, after causing necessary entries to be made in the Register of Ordinary Cases, get them distributed through the same distribution assistant.

S. O. 360: DISTRIBUTION OF CASES: The Distribution Assistant, after receiving Cases, shall distribute all ‘Urgent’ Cases, equally, among all the available Typists/Copyists/ Computer Operators, after making due entries in the Distribution Register (**A.R. 12**).

It is also his duty to collect all the distributed Cases (both Urgent and Ordinary) immediately after they are Typed/Computerised and, then, further distribute them to the examiners for comparing work, after duly making entries in same Register. Later, he hands them over to the Despatch Wing after duly making entries in the Distribution Register (**A.R.12**). If the Typists/Copyists

omit to complete the typing quota of 'ordinary' / 'urgent' Cases, or refuse to receive them, or fail to clear off the Cases allotted, he shall immediately bring it to the notice of the Section Officer, who, in turn, intimates the controlling officer about the conduct of the individual for appropriate action. At the same time, the Section Officer shall cause the 'urgent' orders etc., typed by someone else, and cause them to be despatched on the same day.

S. O. 361: TYPING / COMPUTER / RONEO OPERATORS / XEROX / RESOGRAPH WINGS: Each Typist or Copyist will type 45 pages daily, or according to the quantum fixed by the Registrar (Judicial) from time to time, in addition to the 'urgent' Cases allotted to them. Each Typist or Copyist will maintain a Register showing the daily out-turn of work, noting the particulars of the Cases and number of pages typed. (*Old 381 & 482*)

All Typists, Copyists, and Computer Operators must take special care to keep the machines in their charge scrupulously clean and in good working order. (*Old 382 & 483*)

Typists/Copyists/Computer Operators shall indicate their initials at the end of the matter they type, invariably.

All the Roneo Operators/Resographers in this Section will be primarily responsible for the proper upkeep of the duplicators. They will attend to the duplicating work relating to the Administrative Sections as well as Judicial Sections. They will maintain Registers showing the daily out-turn of work, noting the particulars of the Cases and the number of pages cyclostyled. They should submit their Registers for check and inspection by the Section Officer. (*Old 383*)

The duties of the Copier Machine Operators include, besides operating on the machines, the maintenance of the Stock Book, Daily Statement of work, and Machine Maintenance Register. They should register all Cases received from other Sections for purposes of taking copies on the Photostat, make necessary entries in the relevant Registers, and return the originals to the respective Sections after the Photostat copies are taken. They will be primarily responsible for the proper upkeep of the machines. (*Old 384*)

S. O. 362: FAIR COPY EXAMINING WING: The Assistants and Examiners will see to the correctness of the fair copies when compared and see that the comparison work is kept up-to-date as far as possible. Preference shall be given to 'special' and 'urgent' matters in comparing work, and it will be the responsibility of the Assistants and Examiners to see that the fair copies are duly signed or approved by the Section Officer before their despatch. (*Old 484*)

Each set of Assistant and Examiner will examine **100 pages** daily or according to the quantum fixed by the Registrar (Judicial) from time to time. Each set of Assistant and Examiner will maintain a daily statement of work showing the number of Cases examined and the total out-turn for the day and also showing the number of pages to be examined at the end of each day. (*Old 387 & 485*)

The furnishing of carbon copies to the Advocates will mainly rest with the Current Section. If the carbon copies are not taken delivery of by the Advocates or their Registered Clerks within one month from the date of making

the copies ready for delivery, they shall be consigned to the English Records Section. (Old 379)

The **Carbon Copy Applications Register (J.R.101)** will be maintained in the following form:

<i>Sl. No.</i>	<i>Case No.</i>	<i>Advocate's Name</i>	<i>Application when filed</i>	<i>Amount paid</i>	<i>Date of Compliance</i>	<i>Signature of the recipient</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>

After receipt of carbon copies, the concerned Assistant shall prepare a list of such cases in the Proforma prescribed (*shown below*), specifying, in particular, the Court-fee payable for each copy and the Number of folios at the rate prevailing:

Xerox Copy - Rs. 2/- per page.
 Typed Copy - Rs. 3/- per page.

On compliance thereof, he will issue carbon copy. Necessary entries shall be made in the concerned Register at the time of issuance of carbon copy, duly obtaining the signatures of Advocate / Authorised Advocate Clerks acknowledging, the receipt thereof, thus -

<i>Sl. No.</i>	<i>Date</i>	<i>Case No.</i>	<i>Advocate's Name</i>	<i>Amount payable</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>

The Assistant specified by the Section Officer will issue carbon copies to the Advocates and Government Pleaders, and send L.R. copies to the Judicial Indexing Section and arrange for sending the cyclostyled copies of the Office Circulars through the Attenders to all the Sections in the High Court. He will also attend to the comparing work. (Old 387)

S. O. 363: DESPATCH (Old 369): On receipt of papers for despatch, the Despatching Assistants shall see if the papers are in order, that is, if they are duly signed and sealed and are accompanied by the requisite enclosures.

In Case where the Party desires that the Final Order should be despatched by Registered Post to the Addressee/s, the Party or Advocate, while filing application for the carbon copy, shall indicate to which of the Respondents, copy of the orders is to be despatched by registered post and pay the requisite amount of postal charges (at present Rs.25/- per cover) by affixing court fee label on the Copy Application.

In all Cases where carbon copy applications are filed indicating the respondent/s to whom the copy of the order is to be despatched by registered post and requisite charges are paid by affixing court fee label, the orders shall be despatched by registered post. (*Circular in ROC No.64/99-Judl. Dt.30-3-1999*)

After despatching the necessary papers, the Despatching Assistants shall send the Office Files or Bundles to the concerned Sections. All letters, judgments, orders and decrees intended for the same District Court should be sent in one cover. If there is any urgent communication to be sent, a separate cover can be utilised.

The Despatching Assistant should affix the despatch seal on the office copy of the letters or on the docket sheet of the order/decreed and judgment only at the time of actual despatch (i.e. on the day when the papers are despatched). He should initial over the despatch seal immediately after the papers are despatched. (*Old 372*)

All packets containing original records, certificates, service registers and the like will, as a rule, be sent by registered post acknowledgment due unless there are orders to the contrary. (*Old 373*)

The Despatching Assistant shall attend to packing and despatch of all articles sent by rail or sea and see to the reception and unpacking of packages received by rail or sea. He shall arrange for the purchase of minor articles out of contingencies, which may be sanctioned for packing of all articles. (*Old 374*)

Local letters should be prepared and despatched as soon as possible through Messengers. Local letters, which are marked 'urgent', should be attended to promptly. Letters, notices etc., intended for Advocates or Offices in or near High Court buildings should be served through Special Messenger deputed for the purpose with directions that he should deliver them expeditiously and without any delay. (*Old 375 & 391*)

All pages in a judgment, order, or decree shall be sewn together in the form of book and not merely tied together by a thread at the top left hand corner. (*Old 376*)

The number of postage stamps to be affixed should be minimised by using highest denominations in each Case. (*Old 366*)

The records shall be sent to E.R.Section/other concerned Sections after despatch of the orders. The Section Officer, while sending the Records to the E.R.Section after despatch, will arrange to take out the C.D. Copies from the Case-record and send them to the C.D.Section by entering them in a tail book and maintain proper record. (*Circular No.1205/97-Estt.,Dt.6-3-1997*)

SEAL: The Seal of High Court will be placed in the Current Section under the custody of the Section Officer. All Orders and other Papers, which have to bear the Seal of the High Court, will be sealed with the Seal. (*Old 377*)

To avoid improper use of the Seal, the fair copies or certified copies of the judgments, orders, notices and other papers, both on the Appellate Side and on the Original Side, should be taken by a responsible Attender, deputed by the Section Head for affixing the Official Seal of the High Court kept therein. It shall be the duty of the Assistant concerned to see that the Attender promptly affixes the Court seal on such authorised papers entrusted to him by the Head of the Section. (*Old 378*)

CALLING FOR RECORDS (*Old 370 & 371*): A 'Register for Calling for Records' (*J.R.103*) should be maintained in the Section.

Orders and Notices in Criminal Cases, intimations calling for Records, Orders calling for Findings and Reports and the like, letters to Government, urgent Proceedings, etc., must be despatched on the very day they are given for despatch and should on no account be kept over for the next day. One specified Assistant would call for the records from the V.R.Section and Criminal Section to be

despatched to the lower Courts by registered parcels, along with the Judgments/Orders.(Old 389)

S. O. 364: SECTION OFFICER’S DUTIES:

The Section Officer is primarily responsible for the proper working of the Section. He will sign the Fair Copies of the Judgments, Decree, Orders, Decretal Orders, Writ Absolutes, etc. (Old 360)

The Section Officer will see that there is a fair and even distribution of work among the Typists, Copyists, Assistants and Examiners. He must watch the work turned out by them and, personally, see that their daily out-turn is raised whenever there is a rush of work. He is responsible for seeing that arrears are not allowed to accumulate and that the typing, comparison and despatch work is reasonably up-to-date. (Old 361)

The Section Officer will maintain a ‘Progress Report showing all non-urgent judicial orders, pending for over two weeks’ (J.R.104), and submit the same to the Registrar (Judl.) fortnightly in the prescribed Form, thus:

<i>Statement for the period from</i>	<i>to</i>	<i>(Working Days)</i>
<i>Record Cases</i>		<i>No Record Cases</i>
<i>(1)</i>		<i>(2)</i>
<i>Pending at the commencement:</i>		_____
<i>Received during the Period:</i>		_____
<i>Total:</i>		_____

Dealt with during the period:
Pending at the end of the period:
(includes also cases in which orders have been despatched but records have not been returned and the papers sent to E.R. Section)

<i>Fair copying work</i>	<i>Previous balance.....</i>		<i>Pages</i>
	<i>Received during the period.</i>	<i>1. Cases....</i>	<i>Pages</i>
		<i>2. Files....</i>	<i>Pages</i>
		<i>3. Miscellaneous...</i>	<i>Pages</i>
		<i>Total: ...</i>	<i>Pages</i>
	<i>Disposed of</i>	<i>... ..</i>	<i>Pages</i>
		<i>Balance:</i>	<i>Pages</i>

- Number of cases pending for more than two Weeks with the Assistants and Examiners :*
- Pending with the Despatch in Assistants :*
- Number of cases pending with the typists :*
- Date of the oldest Record Cases :*
- Case pending in the Current Section. No Record Cases :*
- Number of cases in which records have to be despatched to Lower Courts :*
- Number of cases in which records have to be called for from V.R. and Criminal Section :*

*Number of cases in which records are awaited
From V.R. and Criminal Section :*

*No. of cases in which E.B. etc., have to be sent
to E.R. after receipt of records from V.R. and
Criminal Sections :*

The Section Officer should everyday check the Despatch Register (**A.R.8**) and the papers and records received for despatch once at 3 P.M. and again at the end of the day, and satisfy himself that all papers received on a particular day are despatched the same day. He should, at the end of the day's entries in the Despatch Register (**A.R.8**) endorse that the papers and records noted therein have, in fact, been despatched and indicate those that have not been so despatched. (*Old 364*)

The Section Officer shall keep the Service Stamps under lock and key in his personal custody and give the Despatch Assistant such mount, as he requires daily. He should daily check the Stamp Accounts with the greatest care and regularity. (*Old 365*)

Once a week, the Section Officer will examine the machines in his Section and see that they are kept properly clean. If any Typist or Copyist or Computer Operator is found to be careless in this matter, he should report the matter to the Registrar ((Judl.). (*Old 382*)

Original judgments should not be taken away from the Current Section. When, however, such judgments are taken away, the Section Officer will make a note in a Rough Book to be kept by him and call for such original judgments if they are not returned to the Current Section within three days. (*Old 366*)

REGISTERS to be maintained by this Section shall include:

1. Register for Ordinary Cases (**J.R.80**)
2. Register for Urgent Cases (**J.R.79**)
3. Distribution Register (**A,R,12**)
4. Despatch Register (**A.R.8**)
5. Examiners Comparing Register (**J.R.96**)
6. Register Showing Out-turn of Work by Roneo Operators/Resograph (**J.R.97**)
7. Register showing Out-turn of Work by Copier Machine Operators (**J.R.98**)
9. Stock Book (to be maintained by Copier Machine Operators) (**J.R.99**)
10. Machine Maintenance Regr. (Copier Mach. Operators maintains) (**J.R.100**)
11. Carbon Copy Application Registers (**J.R.101**)
12. Service Stamps Register (**J.R.102**)
13. Local Tappals Book (**A.R.8-A**)
14. Register for calling for Records (**J.R.103**)
15. Progress Report showing non-urgent Judl. Orders pending for over two weeks (**J.R.104**)

REGISTER FOR 'URGENT' CASES (J.R.79)

<i>Date</i>	<i>Sl. No</i>	<i>No. of Case (MP & Main Case)</i>	<i>Judge's Name/s</i>	<i>Date of Order / Judgment</i>	<i>Time of Receipt in Section</i>	<i>Time and Date of Allotment to Typist / Computer Operator</i>	<i>Time & Date of Return by Typist</i>	<i>Time & Date of allotment to Examiner for Comparing</i>	<i>Time & Date of Return by Examiner</i>	<i>Time & Date of Despatch</i>	<i>Re-marks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>

REGISTER FOR 'ORDINARY' CASES (J.R.80)

<i>Date</i>	<i>Sl. No</i>	<i>No. of Case (MP & Main Case)</i>	<i>Judge's Name/s</i>	<i>Date of Order / Judgment</i>	<i>Time of Receipt in Section</i>	<i>Time and Date of Allotment to Typist / Computer Operator</i>	<i>Time & Date of Return by Typist</i>	<i>Time & Date of allotment to Examiner for Comparing</i>	<i>Time & Date of Return by Examiner</i>	<i>Time & Date of Despatch</i>	<i>Re-marks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>

ENGLISH RECORDS SECTION

The subjects being dealt with by the English Records Section, and the Procedure to be adopted thereon, may be noted, thus: -

S. O. 365: RECEIVING & FILING FINALLY DISPOSED OFF CASES: The Receiving Assistant shall receive the Records in finally disposed off Cases from Current Section and Scrutiny Officers' Section and from the Courts (where there are no draft orders), on proper verification. He shall not receive the Cases in which some of the papers are found missing, and, then, he shall return back the same to the concerned Section for proper compliance. In Case of specific posting direction by the Court, such Cases shall not be received. He shall not keep pending in receiving the Cases.

After receipt of the Cases by the Receiving Assistant, the Posting Assistant shall make an entry of each Case received in the concerned Posting Ledgers (**J.R.105**) with regard to the date of disposal of the Case, date of despatch of the Order by Current Section and date of receiving the Case in the Section.

Whenever necessary he shall also make cross entries against the connected Cases. He shall note down the C.D. Number already posted in posting ledgers pending receipt of the Case, and pick-up the same and insert the said C.D. Application in the Case bundle before giving the same to C.D. Compliance Seat.

Whenever Records in the Cases disposed of at SR stage are received in the Section, the entries shall always be made first in 'SR-Number Register' (**J.R. 1**) and entered the connected CMP number as cross entry against the said SR number. The number of the CMPs subsequently filed in the said main SR Case, the cross-entries of such number, should also be mentioned against the said SR but not in the CMP Register.

It is the duty of the Filing Assistant / concerned Record Assistants for proper filing of the Cases in serial order of the concerned year and category of the Cases received in the Section, and they shall make them ready for filing after duly indexed.

The Originals Receiving Assistant shall receive back regularly the original record returned by the C.D. Section after compliance of certified copies. He shall verify the correctness of the original record received back and hand over the same to the concerned Filing Assistant to file the same in the appropriate Case bundle.

On being informed by the Filing Assistants that an Appeal under clause 15 of the Letters Patent or a Civil Miscellaneous Petition for Review of a Judgment of the High Court or for Leave to Appeal to the Supreme Court has been filed, the Section Incharge shall make a note of such filing. Further, he shall take steps to see that the connected Records are not destroyed until such Letters Patent appeal, Civil Miscellaneous Petitions or Supreme Court Appeal is disposed of. A cross entry of such appeal shall be made against the Case Number in the Filing Register. (*Old 346*)

The Record Assistants will file the Original Judgements received from the Sections and the Courts in the concerned bundles on every Saturday without fail and submit a report to the concerned Assistant Registrar about the compliance and the pendency, if any, on Monday. (*Old 440*)

S. O. 366: CORRESPONDENCE: Correspondence Assistant shall receive daily Tappals from Tappal Section and maintain Correspondence Register (*J.R.110*). He shall enter in the said Register the particulars as to where from the letter is received, for which purpose the letter is addressed and the action taken in the matter.

S. O. 367: COMPLIANCE OF C.D. APPLICATIONS: The Assistant looking after CD applications, shall receive the CD applications daily sent by the CD Section for compliance of the ORIGINAL record in the finally disposed off Cases, after proper verification with regard to date of disposal, Case number and year of the Case in which record the certified copies are required. The defective application shall not be received but be returned to the CD Section immediately. The Assistant who received the CD Application shall make an entry of number of the CD applications given by CD Section against the Case numbers in the posting Ledgers. The CD applications, in which Records are already received in the E.R. Section and the entries of receipt of the record available in the Posting Ledger, shall be given to the concerned record Assistant for compliance of papers required in the Case record after noting down the number of C.D. applications against the Case number in the concerned category ledger. The CD applications, in which the Case Records are not received in the E.R. Section, shall be filed in serial order in the concerned category file. He/she shall verify periodically the receipt of the Cases in Section and compliance of C.Ds in the old pending C.D. applications.

Verification Assistants of C.D. Applications have to verify the Posting Ledgers daily with regard to receipt of the record in the Section for compliance of pending CD applications piled up in the Section. In Case the record is found to have been not received in the Section even after verification of the same on number of occasions, it is the duty of the concerned Assistants to go over to

concerned other Sections and verify the stage and speed up the compliance of old pending CDs. It is their duty to bring to the Notice of higher authorities with regard to the Cases, which are not traced out in the concerned other Sections.

The Records Assistants must comply with atleast 20 C.D. Applications every day. They are also responsible for keeping the Records received back, in serial order in the racks. If they come across any Cases where the dockets are torn or worn out, they must immediately put another docket, making due entries thereon, and keep it in the bundle along with the old docket. They should not take out any paper from the Section without the express permission of the Section Officer. (Old 439)

S. O. 368: COMPLYING WITH COURT SLIPS: The Slips Compliance Assistant shall receive the Court slips from the Hon'ble Courts and the record slips from the Filing Section for compliance of Records, for perusal of the Hon'ble Courts and for posting, respectively. After receiving such slips, he shall verify the Case number with the entries in the posting ledgers, and note down the date of disposal, date of despatch and the date of receipt of the said record in E.R. Section, and give the same to the concerned Record Assistant for compliance of such slips. He shall maintain Compliance of Court Slips Register (**J.R. 108**), separately, in which he shall make entries with regard to the particulars of the record sent to the Court and Sections, whichever may be the Case, and he shall tag on the said record/Court slip in the docket-sheet of the Case-file after compliance of the same. He shall make entries of return of record in the Compliance Register (**J.R.108 & J.R. 109**) immediately after receiving back the said record and see that the Record Assistant should file the same in the concerned Case-bundle. He shall ensure the signature of the Court Master, Court Officer in the Court slips and of the Assistants of the Filing Section in the record slip. He shall ensure that the Record slip is tagged on to docket of the concerned Case bundle.

Requisitions for papers from the English Records Room must state the purpose for which the Records are required and the reference number and must be made by means of prescribed Records- slip duly filled up. (Old 435)

S. O. 369: 'SEARCH APPLICATIONS' OF ADVOCATES: The Section entertains the Search Applications (duly affixed Rs.2/- Court fee stamp) and permitted by the Deputy Registrar to go through the Records by the concerned Advocates. The Section returns the original documents to the concerned Advocates filed by them, when there is a direction of the Court / Registrar. (Old 441)

In all Cases wherein the Records are not typed, the certified copies of the judgments and decrees or orders of the Lower Court filed at the time of admission also with such Appeals or Revision Petitions will not be returned to the Advocates. (Old 437)

The Section In-charge will attend to the above said work or his Assistant deputed in this regard.

S. O. 370: INDEXING: The Cases received and posting entries made in the concerned Ledgers, shall be endorsed by the Indexing Assistants. The papers available in the Case record shall be mentioned in the Index sheet in the E.B. The Index Sheet shall consist of 5 main columns as follows:

1. Case Number;
2. Serial number of papers of record, with three sub-columns, such as:- **(1) Part – I; (2) Part – II; & (3) Part – III**
3. Date of paper/Order or date of filing of the paper.
4. Description of the paper.
5. Remarks.

The Indexing Assistant shall write neatly and clearly the description of papers and be careful in mentioning the date of Orders. He shall return the bundle to the Receiving Clerk if all the concerned papers are not available in the Case record. He has to maintain the Indexing Register with regard to the Cases indexed by him every day.

S. O. 371: DESTRUCTION OF RECORDS: The destruction of Records will be done as per the High Court Destruction Rules issued from time to time. The work shall be done regularly as per the rules in force. The Section In-charge shall take necessary steps in Case of accumulation of work in this wing.

SAFETY MEASURES: Every month, the Records in the Record Room should be sprayed with insecticide or pesticide to guard against the Records being eaten away by white ants. (*Old 442*)

S.O. 372: TELANGANA RECORDS WING (*Old 924 to 926*): The Records in appeals, original suits etc., and the judgments, decrees and orders passed by the erstwhile Darul-Khaz Court (High Court) prior to 1950 and the erstwhile Hyderabad High Court upto 31-10-1956 will be preserved in the Section.

The Pleaders Certificates issued before the formation of the Andhra Pradesh High Court will also be preserved.

The duty of the Assistant in charge of the Section is that, whenever a C.D. application is filled for compliance of the judgments, decrees or Orders of the erstwhile Darul-Khaz Court prior to 1950 and of the erstwhile Hyderabad High Court upto 31-10-1956, the same shall be complied with as expeditiously as possible.

REGISTERS TO BE MAINTAINED:

1. S.R. Number Register (***J.R.1***)
 - a. Case File Registers (Posting Ledgers) (***J.R.105***)
 - b. Indexing of Cases Register (***J.R.106***)
 - c. CD's Compliance Register (***J.R.107***)
 - d. Compliance of Court Slips Register (***J.R.108***)
 - e. Compliance of Record Slips Register (***J.R.109***)
 - f. Correspondence Register. (***J.R.110***)

C. D. SECTION

{This Section deals with receiving C.D. applications from the Advocates, or their authorised Clerks, for furnishing certified copies of the Judgements, Orders Decrees etc., and (Under Rule 70 of the Appellate Side Rules of the High Court)}

S. O. 373: RECEIPT OF C.D. APPLICATIONS: The C.D. Applications Receiving Assistant, sitting at the counter, shall receive C.D. Applications from the Advocates, or their Authorised Clerks between the hours of 11.30 A.M. and 3.00 P.M. He shall ensure that the C.D. applications received contain the name of the applicant and his position, etc., in the Case or proceedings. An application, which is not in a proper form, shall be returned for rectification. The said Assistant shall enter the particulars in 'A' Register (*J.R.111*), give C.D. Number, and endorse the same on C.D. Application in bold letters. He shall also put the seal 'Urgent' 'Special Order' in Urgent Case of which a Court Fee Stamp of Rs.2.25 Ps. is affixed and obtain signature of the Officer concerned. In Ordinary Cases, 0.25 Ps Court Fee Stamp is enough. (*Old 488*)

The said Clerk shall also ensure that application by a person who is not a Party to the Proceedings shall be accompanied by an Affidavit setting forth the grounds on which he claims to be furnished with a copy along with Vakalath, and duly signed by the Controlling Officer.

S. O. 374: 'A' REGISTER (*J.R.111*): The Section In-Charge is responsible for seeing that this Register is properly kept. The C.D. Applications Receiving Assistant must fill-up columns 1 to 5. The concerned Assistant who is deputed for returning C.D. Applications shall fill up columns 6 and 7. Columns 8 and 9 shall be filled-up by the Originals Receiving Assistant and Column 10 by the Stamps Receiving Assistant and Columns 11, 11-A, 16, 17 and 18 shall be filled up by the Ready Seat Assistant. The Copyists/Typists receiving the papers must fill in Columns 12 and 13, and the Examiner who receives the papers shall fill up columns 14 and 15. The Advocate or his Clerk will fill up Column 19 and 20. When copies are sent by post, the Section In-charge should fill in columns 16, 17 and 18 and initial in column 20. The Attender must not make any entries in this Register.

S. O. 375: 'B' REGISTER (*J.R.112*): All the C.D. Applications received and entered in the 'A' Register (*J.R.111*) shall be given to the Attender to deface Court fee stamps by putting stamp of the Section and punching the Court fee label. Thereafter, the Attender shall give the same to the Assistant who maintains 'B' Register (*J.R.112*). On receipt of C.D. Applications duly stamped and punched, the said Assistant shall enter the particulars in 'B-Register' (*J.R.112*). Thereafter, he sends the C.D. Applications to various Sections (i.e., to E.R. Section in Case of finally disposed of matters, to Filing Sections in Case of pending matters, to O.S. Section for the record in Original Side matters, to V.R. Section for compliance of Lower Court Record, to Criminal Section for criminal Case-record) to get the connected matters for compliance. Separate 'B-Registers' (*J.R.112*) shall be maintained for each and every Section concerned. The concerned Assistant shall also receive the letters from the Advocates. After making proper entries in 'A-Register' (*J.R.111*) and in 'B-Register' (*J.R.112*), he sends the same to the concerned Sections to take follow up action and for speedy compliance of C.D. Applications pending in those Sections.

Any delay in furnishing originals to the Section-Incharge of the C.D.Section will be severely dealt with. The senior most Assistant assisting the Section-Incharge shall properly maintain the 'B' Register and see that all the originals are returned to the concerned Sections when no longer required. But, when they are required for complying with the copy applications received subsequently and pending, then, such of the originals as are required for compliance shall be retained. (*Old 490(d)*)

S. O. 376: VERIFICATION, ASSESSMENT, Etc.: The Originals-receiving-and-Assessment Assistant shall receive originals from E.R. Section, V.R. Section, Writ Filing, Appeal Filing, Miscellaneous Filing, Second Appeal Filing, Original Side and Criminal Section, etc., and verify whether the original record complied is tallying with the requirement of C.D. Application. Thereafter, he shall make entries in the 'B-Register' (*J.R.112*) with regard to the particulars of the record received from other Sections against C.D. Application Number. The Assistant shall make an assessment of Stamps or folios required for compliance of Certified Copies, i.e., either typed copies or Xerox copies, as the Case may be.

Then, he shall prepare, everyday, a list showing the number of C.D. Applications in which the Records have been received and number of stamps required or the amount to be paid in the Accounts Section where a Bill is to be presented in Case of compliance of Xerox copies.

He shall also affix the same on the Notice Board between 3.00 and 5.00 P.M., and display in front of the Section. Necessary entries in that regard shall be made in "A-Register" (*J.R.111*). The concerned Assistant shall ensure that the list affixed to the Notice Board shall remain suspended for three days or if the last day is a Holiday, till the next Court-working-day.

The Assessment Assistant shall hand over the Originals along with C.D. Applications to the Receiving Assistant who keeps the same in serial order under his custody.

S. O. 377: STAMPS DEPOSIT: The Assistant who receives Copy Stamps and Court Fee Stamps shall receive them every day by sitting at the Counter. He shall receive the Copy Stamps and Court Fee Stamps deposited by the Advocates or their Authorised Clerks as per the list displayed by the Assessment Assistant. He shall make entry of such deposit in the Deposit Register (*J.R.113*) and in the relevant columns of 'A-Register' (*J.R.111*) specified for that purpose. The said Assistant, on receiving the papers, can endorse on the reverse of the first stamp the total number of Stamps deposited with date and the number of the Copy Application. The Cases in which the matter is to be typed on the deposited copy stamps will be given to the Section-In- Charge for proper and equal distribution of typing work among the Copyists in the Section. In Case typed copies are available and required Court fee is deposited, such Cases will be given to the Attender, for putting 'ready' Stamp and Office Seal on the Copy, after making proper entries in the concerned Register. (If the required Stamp-papers/Court fee/charges have not been deposited within the time limit by the concerned, the application shall be struck off, and Originals be returned to the Originals Return Seat for retransmission of the originals to the concerned Section.

S. O. 378: C.D.APPLICATIONS IN TYPED COPIES:

In case E.R. Section/Filing Sections supply Typed copies of Orders to the C.D.Section for compliance, the concerned Assistant shall assess the Folio Charges required, at the prescribed rate, and direct the Party to deposit the amount in Accounts Section by way of Lodgement Schedule. After receipt of Lodgement Schedule, the Section shall proceed to comply with the C.D. by furnishing the same typed copy as 'Certified Copy', by following the procedure. (*Rule 203(a) of the Civil Rules of Practice be looked into in this regard*).

S. O. 379: QUOTA FOR TYPING & EXAMINERS: The Section In-Charge shall distribute everyday the Cases to the Copyists in the Section for typing. *Each Copyist has to type 50 Copy Stamps daily, or according to the quantum fixed by the Registrar (Judl) from time to time.* Each Copyist or Typist shall maintain Personal Register showing the daily out-turn of work. (Old 509)

The Cases typed and returned to the Section-In-charge by the Copyist/Typists shall be distributed to the Examiners for comparing the typed matters with the Original record and to make corrections wherever necessary. *Each set of Examiners shall examine 120 copy stamps daily or according to the instructions by higher-ups.* Each set of Examiners shall maintain a Personal Register showing the number of Copy Stamps examined daily. (Old 510)

While examining a copy, the Examiner shall verify whether the page on which the matter has been copied is duly stamped. (Old 496)

S. O. 380: COPIES MADE READY: The Certified Copies typed and examined shall be given to the concerned Attender, who will put 'Certified Copy-ready Stamp' bearing an endorsement showing the following details:

- 1) *Application made.*
- 2) *Stamp Papers (or charges) called for.*
- 3) *Stamp Papers (or charges) deposited.*
- 4) *Copy Ready,*
- 5) *Copy delivered (or posted in Case of applications received from Lower Court).*

The Attender shall also affix the Office Seal on every Certified Copy, separate the Original record, and give the same to the Assistant who is looking after the return of Originals to the concerned Section.

The Certified Copies properly stamped shall be given to the Assistant who shall make proper entries of dates in the 'ready' copies and shall obtain the signature of the Section-In-charge, and also make proper entries in relevant Columns of 'A' Register (*J.R.III*) specified for that purpose. He shall also prepare every day a list of such Cases in which copies are made ready and the same will be displayed on Notice board. The Section In-charge of C.D. Section should comply with Copy application in the strict order of their receipt, subject to urgency aspect, if any, as mentioned above. Copy applications on the Original Side should also be dealt with in the strict order of receipt, unless the Assistant Registrar concerned, on an oral or a written application from the party, directs that a copy application should be given preference.

S. O. 381: ORIGINALS RETURN: After compliance of the copy applications, the Originals-Return Assistant shall return the applications along with the Original Judgement, Order, Decree, and other material papers to the concerned Sections forthwith. But, when they are required for complying with the copy applications received subsequently and pending, then, such of the originals as are required for compliance shall be retained. (Old 493)

S. O. 382: DEFECTIVE APPLICATIONS:

- i) Applications, which are found defective, shall be returned for amendment or for rectifications of defects, after duly entering them in 'A' Register (*J.R. 111*).
- ii) C.D. Applications in W.As., L.P.As., and in C.Cs., shall contain Case Number and Date of Order. The C.D. Applications which do not contain the said particulars will not be accepted in the Section. (*Vide the Circular No.02/99-Judl.*).
- iii) Copies of orders, which are in manuscript, shall not be furnished. (*Vide Circular No.8/99-Judl., dated 13-2-1999*).
- iv) The concerned Assistant shall put a Stamp on the reverse of the C.D. application, by fixing a time limit of 7 days for their representation. A list of such defective C.D. applications shall be prepared and displayed in Notice board by fixing time limit of 7 working days for representing the same.

Defective applications, which are not taken back by the parties or not represented within seven working days, shall be struck off. (Old 492)

S. O. 383: LOWER COURT RECORD: The concerned Assistant from Tappal Section shall receive C.D. applications of the Lower Courts, in which Records were transmitted to the High Court, and he shall see that the particulars are entered in 'A' Register (*J.R. 111*) and C.D. numbers are given. Such C.D. applications shall be sent to V.R.Section for compliance of Lower Court Record. In Case the Copy Stamps are not sent along with the application, the concerned Assistant has to call for stamps, required, after the assessment of the pages is made, from the concerned Lower Court. The ready copies and defective applications shall be despatched forthwith.

S. O. 384: RESPONSIBILITY OF SECTION IN-CHARGE: The Section In-charge will be responsible for authenticating Copies, for seeing that all Registers are maintained properly, for the distribution of copy stamps to the Copyists, for the distribution of work to the Examiners and for the custody of unused stamps and originals.

The Section In-charge is personally responsible for seeking that all original papers and all copies not delivered to the parties as well as all stamp papers not used for copies are locked up. If the Section In-charge is not the last to leave the office, he must nominate each day a person who is responsible for locking the almyrah. The person so nominated will not be allowed to delegate this responsibility to anyone else. He must himself see that the almyrah is locked (*Old 489 (b)*).

The Section Incharge of the C.D. Section should comply with copy applications in the strict order of receipt. Copy applications on the Original Side should also be dealt with in the strict order of receipt unless the Assistant Registrar concerned, on an oral or a written application from the party, directs that a copy application should be given preference. (*Old 4394*)

He shall ensure that copies of Judges' Minutes, Correspondence (not strictly Judicial) or any Confidential Proceedings are not granted. In Cases where it is doubtful, whether a document of which a copy is applied for, as one of which a copy can or ought to be granted and in all Cases where the applicant is not a party to the Suit or Proceeding, the application shall be placed before

the Deputy Registrar. The said Officer shall decide whether it should be granted or refused. If the Deputy Registrar refuses the application, it shall be returned to the applicant with the Order of Deputy Registrar. All copies furnished by the Section shall be certified to be true copies and shall be sealed with the Seal of the C.D. Section. (*Old 486 & 489*)

All Copies granted by the Section In-charge shall be sealed with the seal of the High Court. (*Old 497*)

When Copyists or other members of the C.D. Section are entrusted with the preparation of copies of original Plans, the work must be done in the Office itself. Original plans and other Records must, on no account, be allowed to leave the Office, except under the written orders of the Registrar (Judl). (*Old 495*)

WEEKLY & DAILY STATEMENTS: A Statement showing the total pendency of C.D. Applications has to be prepared and submitted to the Registrar (Judl), every week, or as per the instructions given from time to time. Failure to submit the above statement will be taken very serious note of. The statement shall contain the particulars with regard to year-wise pendency, number of Cases pending with each Section and the Cases under process in the Section. The concerned Assistant has to prepare a detailed list of C.D., applications pending with each Section, and furnish a Copy of it to the Filing Section and In-charge Officer to take follow up action and clear of the Pending Cases. (*Old 491*)

Daily Statements of work turned out by each Copyist and Examiner shall be given to the Registrar (Judicial).

S. O. 385: COPIES TO P.P.: When the Public Prosecutor applies for copies of Criminal Records, the Copyists should as a rule, make such copies on plain paper. (*Old 498*)

S. O. 386: C.Ds., IN SUMMER VACATION: During Summer Vaca-tion, no C.D. Application filed earlier will be struck off for non-deposit of necessary stamps and the concerned will be permitted to deposit the stamps within three days from the date of re-opening, and 'Struck-off' follows in Case of default thereon. In Cases where necessary stamps are deposited pursuant to notification calling for stamps, the Office would furnish the copies.

Similarly, the Cases returned by the Scrutiny Officers' Section also would be allowed to be represented within ten days from the date of re-opening of the Court. (*Vide the Circular No.16/96-Judl., dated 29-4-1999*)

Registers To Be Maintained In C.D. Section:

1. Applications Receiving Register ("A" Register)(*J.R.111*)
(GCP 1174-30,000-14-12-98)
2. Originals Receiving Register ("B" Register) (*J.R.112*)
(H.C.T.F.No.68)
3. Stamp Deposit Register. (*J.R.113*)
(C.C.P.1797-27.1.96-10, 000)
4. Typists Distribution Registers (*J.R.114*)
(H.C.T.No.190-H)
5. Examiners Distribution Registers (*J.R.115*).
(G.C.P.1581-22-2-97-7-7, 000)
6. Xerox Operators Statement Book (*J.R.116*)
(G.C.P.1187-14-12-98)

JUDICIAL INDEX-CUM-JUDIS

S. O. 387: MAIN FUNCTIONING (IN BRIEF): In all Cases where, in the Judgments, L.R. Copies are marked, the Court Masters' Section, before those Judgments are drafted and approved by the concerned Officers, immediately after the Judgments/Orders are signed by the Hon'ble Judges, will transmit the Copies of Judgments to this Section. This Section, in its turn, makes an entry in the 'Prime Register' (*J.R. 117*), takes Copies thereof, and sends back the Original Copies of Judgments to the Court Masters' Section.

Later, with the help of the Copies retained, the Section prepares the Preamble, Head-note, etc., for the Report and prepares Sets of '**Judicial Index of the Decisions of the High Court of A.P.**,' every month, and circulates one such Set to all the Hon'ble Judges and Officers (Up to Deputy Registrars' Cadre in the hierarchy from top) of High Court. Others will be supplied on requisitions to peruse them and return.

Simultaneously, the Section prepares the Subject-wise (brief) Index of all such Decisions and keeps them in the 'Index Box-files' (*J.R.120*) (to be maintained in respect of State Acts and Central Acts, separately, in alphabetical order, year-wise), for ready reference either by the Registry or by the Judges.

The Original Judgments (Copies of which are immediately supplied to the Judicial Index Wing), sent by the Court Masters' Section to the Court Officers' section will be drafted and approved by the concerned Officers and will be sent to the Current Section where the L.R.Copies are also taken. Such L.R.Copies will be transmitted to the Judicial Index Wing for making them available to the Law Reporters. Weekly Lists of such 'ready matters' will be displayed in the Notice board after making necessary entries in the 'L.R.Copies Distribution Register' (*J.R.118*). To the recognised Law Reporters, 'free' copies will be supplied. The List of Law Reporters, who are presently supplied with 'free' Copies, includes the following:

1. Andhra Pradesh Law Journal;
 2. A.L.D.;
 3. Andhra Law Times;
 4. A.P. High Court Notes;
 5. The Law Summary;
 6. All India Reporters;
 7. Indian Law Reporter;
- + Office Copy.

Other Law Reporters, who aspire to have one such Copy, will approach the Registrar (Judl.) with an application therefor, and, on the orders of the Registrar (Judl.), such Reporters will be supplied with the Copies of Judgments at their cost.

The Law Reporters shall be called upon to feed back after the Judgments are reported in Law Journals as to the Page Number and other particulars whereat the decisions, handed over to them, have been reported. All concerned shall again enter such Citations in the Prime Register in its relevant column for ready reference.

The Court Masters' Section will be making Floppies after carrying out the corrections, if any, made by the Hon'ble Judges, and transmits such Floppies to this Section, which, in its turn, will be feeding those Floppies into Internet through NIC, and, for this purpose, the Section shall maintain 'Floppy Register'.

S. O. 388: METHOD OF JUDICIAL INDEXING: The usual method of reporting decisions in all the acclaimed Law Journals be followed, by observing their day to day modifications and modernisations. In any case, the decisions to be reported in the Judicial Index prepared by the High Court, shall contain the following main particulars:-

- a) Names of the Hon'ble Judges;
- b) Case Number;
- c) Date of the Judgment;
- d) Cause-Title;
- e) Provisions of Law, the decision has dealt with;
- f) Brief Head-note, depicting the Case presented before the Court, and the decisions held by the Court thereon, point wise, using catch-words sufficiently explicit to indicate the same;
- g) Decisions, if any, referred to by way of precedence;

The Set of Judicial Index shall also contain Index of the decisions as follows:

<i>Sl.No.</i>	<i>Case No.</i>	<i>Case Law</i>	<i>Name of the Hon'ble Judges</i>	<i>Page Nos.</i>
(1)	(2)	(3)	(4)	(5)

The Officer kept incharge of this Section, will not only monitor every stage of Judicial Indexing but also finally scrutinises the Judicial Index Books, prepared every month, and ensures coverage of all the important Judgments of all the Hon'ble Judges. A 'Correspondence File' shall also be maintained in respect of the Currents received in the Section for appropriate action, on being instructed by the Registrar (Judl.). Personal Diaries are to be maintained in the Section.

S. O. 389: COMPUTERISATION: The Section shall make every endeavour to get developed, through NIC, the software showing the Subject-wise Index. Nominal Index (Parties-wise), Judge-wise Index, Case-wise Index, etc., irrespective of the software already developed for feeding into the Internet, and the necessary programme shall be caused to be made, so that the purpose of continuing the Judicial Index Wing even after the advent of I.L.R., will be better served.

REGISTERS TO BE MAINTAINED:

- a) Prime Register (*J.R.117*);
- b) L.R. Copies Distribution Register (*J.R.118*);
- c) Floppies Register (*J.R.119*);
- d) Box Index Files (*J.R.120*);
- e) Correspondence Files (*J.R.121*);
- f) Personal Registers (*A.R.2*).

SUPREME COURT SECTION

S. O. 390: SUBJECTS, DEALING WITH (Old 430 to 434): This Section mainly deals with the Filing of Supreme Court Leave Petitions and S.C.C.M.Ps., filed before this High Court or directly before the Supreme Court. In addition to it, it deals with the following SUBJECTS: -

- i) Receiving fresh Cases (S.C.L.Ps. & S.C.C.M.Ps.) from Scrutiny Officers, filing and posting them before the concerned special Benches and marking disposals;
- ii) Correspondence with the Supreme Court, duly complying with the directions issued, from time to time, by the Supreme Court;
- iii) Receiving, Filing and Posting of Bank Guarantees before the Registrar (Judicial).
- iv) Transmitting the High Court Records to the Supreme Court in response to the notices in S.C.L.Ps., by calling for such Records from the concerned Sections;
- v) Giving replies to the Letters received from Supreme Court and lower Courts;
- vi) Calling for Original Records from the Lower Courts, and transmitting the same to the Supreme Court.
- vii) To assess the vernacular documents pointed out by the counsel for parties for translation.
- viii) To attend to communication of Stay Orders and Final Orders, and arranging them in serial order after despatching.
- ix) To attend to complying with the C.D. Applications, and to file the Originals in the concerned bundles, on receiving the same from C.D.Section
- x) To intimate the Advocates about the despatch of Records of Supreme Court.
- xi) To attend to Notice Work, including putting up Certificate of Service of Notice.
- xii) The certificate as to the service of the petition or Appeal on the Respondent impleaded in the Civil Appeals on the file of the Supreme Court shall be despatched to the Supreme Court as required under Order xv, Rule 11(iii) of the Supreme Court Rules;(Old 427)
- xiii) To check and return the back papers and Original records in all disposed of cases to E.R. Section and the Lower Courts respectively (Old 432 (4)).

For the purpose of discharging the above functions, the Supreme Court Rules, 1966 (as amended) be followed.

The Section Officer, Supreme Court Section and his Assistants must acquaint themselves with the Rules and Orders which have been or may be framed from time to time relating to the preparation and despatch of records to the Supreme Court. The Section officer will be primarily responsible for the proper working of the Section and will see that there is no delay in the preparation of the records (Old 426).

A 'Register of Appeals to the Supreme Court from Decrees and Orders of the High Court' (*J.R.122*) will be maintained in form prescribed for the purpose.

A 'Register for Supreme Court Petitions' (*J.R.130*) will also be maintained (*Old 425*).

At the top of the dockets of the Petition relation to Supreme Court matters, a red printed label 'Supreme Court Urgent' shall be affixed (*Old 428*).

S.O. 391: S.C.L.Ps. etc., FILED BEFORE THIS HIGH COURT:

After a particular S.C.L.P. is filed before Scrutiny Officer (in Civil Misc. Filing Wing), it will be checked, numbered, and sent to this Section. Thereafter, necessary entry will be made in the Filing Register and, after calling for back-Records from the concerned Sections, the entire Case-file will be sent to the Posting Section, after making an entry thereof in the Filing Register. The Posting Section causes the matter to be posted before the concerned Bench. The result of the said matter shall be noted by this Section in the concerned Register. If the matter stood adjourned, this Section shall keep the said Case-file with it, and make it ready to be sent to Court on the next date of adjournment. After the disposal of the Case, the result shall be noted in the Filing Register.

S. O.392: S.C.L.Ps. Etc., DIRECTLY BEFORE THE SUPREME COURT:

After receipt of information about the filing of S.C.L.P., etc., from the Supreme Court, by way of a Certified Copy of the Petition for Special Leave to appeal filed by the Appellant along with the relevant Record of Proceedings granting Special Leave to appeal to the Appellant therein, this Section shall, as required under Rule 11 of Order XV of the Supreme Court Rules, 1966, cause the enclosed Notice of Lodgement of Petition of Appeal to be served on the Respondents in the Case. Further, it shall transmit the served or unserved Notice to the Supreme Court by way of a Certificate, mentioning the date on which the said Notice has been served on the respondent. This process shall take place as early as possible, but, in any Case, not later than 3 months, or within the time specified by the Supreme Court, and if the same is likely to take more time, this Section shall send a letter of request for extension of time, which will be placed before the Supreme Court for further directions.

If the Notice is not served, or returned unserved, intimation thereof has to be sent to the Supreme Court.

Notices relating to the City shall be served through the Court of the Chief Judge, City Small Cause Court, Hyderabad. Those relating to the mofussils shall be served through the concerned District Courts.

If, in the said Notice, or in any further correspondence, the Supreme Court desires the Original Records to be sent to it, every endeavour should be made to see that the Original Records are transmitted by the Trial Court concerned directly to the Supreme Court under intimation to this Court. The provisions of Rule 11 of Or. XV of the Supreme Court Rules 1966 shall be strictly adhered to.

After the disposal of Civil Appeal and after receipt of the Judgment of the Supreme Court, its copy will be filed, after communicating the same to the Courts concerned and to the Governmental authorities.

In remanded matters, if any directions are given it shall immediately be placed before the Registrar (Judicial), by way of an Office Note, in addition to sending copies to the Governmental authorities who are parties to the litigation, the District Collector concerned, Writ Filing Section, E.R. Section, Posting Section, and the concerned Courts as well.

At the top of the Dockets of the Petition relating to Supreme Court matters, a Red Printed Label 'Supreme Court - Urgent' shall be affixed.

S. O. 393: BANK GUARANTEES: In matters where the Supreme Court directs Bank Guarantees to be furnished by the parties, after receipt of such Orders from the Supreme Court, and after the party furnishing such Guarantees before this Registry, it shall be checked and be verified whether the said Guarantee is in consonance with the terms of the Orders of the Supreme Court. On such verification, necessary Orders shall be obtained from the Registrar (Judicial), and, then, the Bank Guarantee shall be filed, after making necessary entries in the concerned Registers (*J.R.126*).

The fact that the Bank Guarantee is furnished by the party in terms of its Order shall be communicated to the Supreme Court forthwith. After the disposal of the said Case, the Bank Guarantee shall be released as per the Orders of the Supreme Court. For this purpose, the Section has to prepare Cause-list, showing the Case Numbers, the Names of Advocates/Parties, etc., and place it before the Registrar (Judicial).

The Registrar (Judicial) holds the Court, hears the parties, and passes appropriate orders. Then, the Section will take up further proceedings.

The Bank Guarantees furnished by the Parties shall be kept in the Personal Custody of the Section Officer.

S. O. 394: JUDGMENTS CONTAINING INSTRUCTIONS: All the Judgments received in the Section from Supreme Court shall invariably be gone through by the Section Officer/Controlling Officer, and the directions, if any, contained therein shall be noted and communicated to the concerned Sections for compliance, if necessary, by feeding back the information to Supreme Court.

S. O. 395: RETURN OF RECORDS: After receipt of Records from Supreme Court in the disposed of matters, the Section shall carefully analyse them. If the Records relate to High Court, they shall be transmitted to E.R.Section. If the order of the Supreme Court is the one remanding the matter to High Court, the Record shall be sent to E.R.Section, under intimation to the concerned Filing Section. If the Records relate to the lower Court, they shall be sent to the concerned lower Court.

REGISTERS TO BE MAINTAINED:

1. Register – Before granting leave to appeal to S.C. (*J.R.122*);
2. Supreme Court Cases Preparation Register (New Cases Received from the Supreme Court after granting leave) (*J.R.123*);

3. Supreme Court Orders Communication Register (*J.R.124*);
4. Certified Copy Applications Compliance Register (*J.R.125*);
5. Bank Guarantee Certificates Entry Register (*J.R.126*);
6. Register Of Records in Disposed of Cases Sent to Other Secs. (*J.R.127*);
7. Cases Involving Larger Public Interest Register (*J.R.128*);
8. Personal Register (*A.R.2*);
9. Supreme Court Cases Disposed of at Admission Stage Register (*J.R.129*).
10. Register of Supreme Court Petitions (*J.R. 130*)

* * *

ANNEXURES

ANNEXURE - I

LIST OF CASES USUALLY FILED IN HIGH COURT OF ANDHRA PRADESH

[Please see Part-I, 'Preliminary' – (B) (viii)]

NATURE OF CASES

PROVISION OF LAW

I. ORIGINAL SIDE (CIVIL) :

- | | | |
|---------------------------------|---|--|
| 1. Civil Suits (CS) | { | a) Under Admiralty Rules.&IRBI ACT
b) Transferred Civil Suits from the Lower Courts. |
| 2. Original Petitions (OP) | { | a) Matrimonial Petitions U/S. 18 of the Indian Divorce Act.
b) Testamentary and Intestate matters U/S. 217 of the Indian Succession Act.
c) U/S. 11 of Arbitration and Conciliation Act, 1996.
d) Designs Act, U/S. 51.
e) Transferred Ops from the Lower Court. |
| 3. Contempt Cases (CC) | : | Under Sec. 10 to 12 of the Contempt of Courts Act. |
| 4. Company Petitions (CP) | : | Under Companies Act, 1956. |
| 5. Referred Company Cases (RCC) | : | U/ Sec. 20 of Sick Industrial Companies (Special Provisions) Act, 1951. |
| 6. Writ Petitions | : | Under Art.226 of the Constitution of India. |
| 7. arb appl | : | Arbitration & conciliation act,1996 |

II. APPELLATE SIDE (CIVIL) :

- | | | |
|------------------------------------|---|---|
| 1. Contempt Appeals (CA) | : | U/Sec. 36 of the Contempt of Courts Act. |
| 2. Original Side Appeal (OSA) | : | Under Clause 15 of the Letters Patent against judgment in Civil Suit. |
| 3. First Appeal (AS) | : | U/Sec. 96 CPC and U/Sec. 54 of Land Acquisition Act. |
| 4. City Civil Court Appeals (CCAS) | : | - do - |
| 5. Second Appeals (SA) | : | U/Sec. 100 C.P.C. |
| 6. Special Appeals(spl A) | { | a) U/Sec. 23 (1) of APGST Act in Form No.IV .
b) U/Sec. 8 – E (1) of A.P. Entertainment Tax Act.

c) U/Sec. 116 (A) of the Representation of the People Act against Election Tribunal's Order. |

7. Writ Appeals (WA) : Under Clause 15 the Letters Patent against the Judgment in Writ Petitions and WPMPs.
8. Special Tribunal Appeals (STA) : U/Sec. 54 (A) & U/Sec. 42 of S.T.A.
9. Letters Patent Appeals (LPA) : Under Cl. 15 of the Letters Patent against the Judgment in First Appeal or C.C.A.
10. Income Tax Cases (ITC) : U/Sec. 256 (2) of I.T. Act, 1961. (or) U/Sec. 66 (2) of I.T. Act, 1921.
11. Gift Tax Cases (GTC) : U/Sec. 26 (3) of Gift Tax Act.
12. Wealth Tax Cases (WTC) : U/Sec. 27 (3) of Wealth Tax Act.
13. Estate Duty Cases (EDC) : U/Sec. 64 (3) of the E.D. Act, 1953.
14. Excess Profit Tax Cases : - - -
15. Central Excise Tax Cases : - - -
16. Gold Control Cases : - - -
17. company appeals (CA) : U/Sec.10 of Companies Act.
18. Civil Miscellaneous Appeal (CMA) : a) U/Sec. 28 of Hindu Marriage Act.
b) U/Sec. 110 – D of Motor Vehicles Act.
c) U/Sec. 39 of Arbitration Act.
d) U/Sec. 39 of Spl. Marriage Act.
e) U/Sec. 82 (2) of Employee’s State Insurance Act.
f) U/Sec. 39 of Workmen’s Compensation Act.
g) U/Sec. 11 of Requisitions & Acquisition of Immovable Property Act, 1952.
h) U/Sec. 383 of Indian Succession Act.
i) U/Sec. 47 of Guardians & Wards Act, 1890.
j) U/Sec. 75 of Prov. Insolvency Act.
k) U/Sec. 83 of Indian Lunacy Act.
19. C.M.S.A. : U/Sec. 287 of Hyderabad Municipal Act, 1955.
20. Income Tax Appeals. :
- 21 ELECTIN PETETION R P ACT
- 22 RECR PETN (RECRIMINATION PETETION) R P ACT
- III REVISION CASES (CIVIL) :**
1. Civil Revision Petitions (CRP) a) U/Sec. 115 of C.P.C.
b) U/Art. 227 of the Constitution of India.
c) Sec. 22 of the A.P. Buildings (Lease, Rent and Eviction) Control Act, 1960.
d) Sec. 21 of the A.P. Land Reforms (Ceiling on Agricultural Holdings) Act, 1973.

- e) Sec. 91 of the A.P. (Telangana Area) Tenancy and Agricultural Lands Act, 1951.
- f) Sec. 25 of the Small Causes Courts Act.
- g) Revisions Under Jagirdars Debt Settlement Act, U/Sec. 115 C.P.C.
- h) U/Sec. 75 of Provincial Insolvency Act.

Tax Revision Cases (TRCs) : U/Sec. 21 (1) of APGST Act, 1957.

IV. CRIMINAL CASES:

- 1. Criminal Appeals (Crl. A) : U/Sec. 374 (2); 378 (3); 377; 446; 449 and 378 (4) of Cr.P.C.
- 2. Criminal Revision Cases (Crl.R.C.)
 - a) Regular Crl.R.Cs. U/S.397 & 401.
 - b) Referred Cases U/Sec. 395.
 - c) Taken up Cases U/S. 397 & 401.
- 3. Referred Trials (R.Ts) : U/Sec. 366 Cr.P.C.
- 4. Criminal Petitions (Crl.P.) :
 - i) Anticipatory Bails U/S. 438 Cr.P.C.
 - ii) Regular Bails U/S. 437 & 439 Cr.P.C.
 - iii) Petitions to quash proceedings (Inherent powers of the High Court U/Sec. 482 of Cr.P.C.)
- 5. Criminal Miscellaneous Petitions (Crl.M.P.) : U/Sec.482; 439 (2); 389 (1); 397 (1) of Cr.P.C.

V. MISCELLANEOUS MATTERS:

- 1. W.P. Misc. Petitions (WPMP) : U/Sec. 151 C.P.C. for grant of interim orders pending W.Ps.
- 2. W.V. Misc. Petitions (WVMP) : U/Sec. 151 C.P.C. to vacate interim.
- 3. W.A. Misc. Petitions (WAMP) : U/Sec. 151 C.P.C. to grant interim orders pending Writ Appeals.
- 4. Civil Misc. Petitions (CMP) : U/Sec. 151 C.P.C.
- 5. Review C.M.P. : U/Order 47; R-1 & Sec. 104 C.P.C.
- 6. Applications : Under CPC, Admiralty Rules, Indian Succession Act, Arbitration Act, Contempt of Courts Act and Representation of People Act, Indian Divorce Act.
- 7. Arbitration Applications (AA) : Arbitration and Conciliation Act, 1996.
- 8. Tr.C.M.P. : U/Sec. 24 of C.P.C.
- 9 COMPANY APPLICATION (COMP A) : COMPANY ACT AND COMPANY COURT RULES

- 6) Reporting Officer while handing over charge of his post shall bring up-to-date the Confidential reports and hand them over to his successor. Where the Officer/Employee is transferred to serve under another Reporting Officer, the file shall be brought up-to-date and sent to the concerned Reporting Officer in a sealed cover addressed by name who shall be responsible for its custody thereafter.
- 7) The Confidential Reports shall be written or typed by the Reporting Officer himself. The entries against items 1 to 4 of the Form may however be made and figures supplied by the office before he makes entries against the other items.
- 8) The name and designation of the Reporting Officer shall be written in block letters or typed immediately below the signature, and the date on which the Report is written shall be indicated.
- 9) The Confidential Reports shall set out distinctly and clearly sufficient particulars to show the merits and defects of the Officer/Employee so that a definite and correct opinion may be gathered about him on scrutiny of the Confidential Reports whenever occasion so requires.
- 10) The remarks shall be full and clear and based on adequate grounds and not on off-hand impressions of the Officer/Employee concerned. The Report shall be frank and outspoken and should be such as will be of real assistance in deciding the relative merits of the employees for the purpose of promotion and the suitability for appointment where the promotion post is a selection post.
- 11) Adverse remarks in the Confidential Reports regarding the character and integrity of the employee shall be supported by specific evidentiary examples or instances, if any, and, as far as possible, impressions based on adequate knowledge may also be recorded.
- 12) Vague and inconclusive remarks shall be avoided. The Report should be the considered opinion found on knowledge of the work, conduct and behaviour of the employee.
- 13) Every adverse remarks made in the Confidential Report or the substance thereof shall be transmitted to the Registrar (Administration) keeping Xerox copy in the file, within two months from the date on which the adverse remarks were made. While communicating adverse remarks, neither the name of the Reporting Officer nor the actual remarks need be communicated.
- 14) If any Officer/Employee is aggrieved by the adverse remarks communicated to him, he may submit a representation to the Registrar (Admn.) within one month from the date on which the remarks are communicated to him. Representation shall be confined strictly to the merits of the question couched in proper language and not to contain any personal attacks against the superior officers.
- 15) Officers/Employees who wish to make representations against adverse remarks communicated to them may inspect the relevant records, if any, after obtaining necessary permission.
- 16) When a representation is made against the adverse remarks, the Registrar (Admn) shall place the same before the Hon'ble the Chief Justice, and his Lordships may decide the scope of the enquiry to be held on the representation having regard to the Reporting Officer's remarks and the contentions contained in the representation. The Hon'ble the Chief Justice, after due consideration of the memorandum and remarks of the Reporting Officer and the result of the enquiry, if any, may reject the memorandum or alter or expunge the adverse remarks in the event of the finding that the remarks are actuated by malice or with basis. The order directing the expunction of adverse remarks shall be given a place or noted permanently in juxtaposition with the adverse remarks, so that they may not affect the Officer's/Employee's career even after they are deleted or expunged.
- 17) The representation with the final remarks shall be filed with the annual confidential report.
- 18) The Officer/Employee making the representation may be informed of the result or the action taken on his representation with a specific indication that no further representation shall be entertained in that regard.

19) A copy of every order imposing punishment under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 upon an employee shall ordinarily be kept in the Confidential File of such employee.

20) A copy of the warning, if any, issued to any Officer/Employee, after calling for his explanation, shall also be filed where such warning is directed to be kept in the Confidential File.

ANNEXURE – I

Annual Confidential Report of the Officer/Employee for the Year 200.....

1. Name:
2. Post held under Reporting Officer:
3. Date of birth:
4. Date of entry into Government Service and total service:
5. Knowledge of Branch or Service:
6. Personal conduct and character:
7. Power of taking responsibility:
8. Ability to draft and note:
9. Initiative:
10. Judgment and accuracy:
11. Promptness:
12. Conduct and temper:
13. Power of supervising staff and capacity for control:
14. Zeal and industry:
15. Punishment, censures or special commendations:
16. Fitness for confirmation in the post:
17. Fitness for promotion to the higher post:
18. Date of communication of adverse remarks, if any, to the employee:
19. Indebtedness:
20. General remarks:

Station:

Date:

Signature:

Name (In block letters):

Designation:

ANNEXURE II

Index

Personal File of Sri appointed on

<i>Sl. No.</i>	<i>Period/ year for which report was written</i>	<i>Name of the Reporting Officer</i>	<i>Period/ Year for which there were adverse remarks</i>	<i>Period/ Year for which report was not written</i>	<i>Remarks</i>
1	2	3	4	5	6

ANNEXURE – 2 B**THE RULES AND INSTRUCTIONS FOR MAINTENANCE & SCRUTINY OF CONFIDENTIAL REPORTS (PERSONAL FILES) OF THE JUDICIAL OFFICERS IN THE ANDHRA PRADESH STATE JUDICIAL SERVICE.**

(Please see “B-Special Section” – S.O.152)

R.O.C. No. 18/SO/72: - In exercise of the powers under Article 227 of the Constitution of India and of all other powers hereunto enabling and in supersession of the instructions and orders issued on the subject, and with the previous approval of the Governor of Andhra Pradesh, the High Court of Andhra Pradesh hereby makes the following Rules and Instructions for Maintenance and Scrutiny of Confidential Reports (Personal Files) of Judicial Officers:

1. These rules may be called ‘The Rules for Maintenance and Scrutiny of Confidential Reports (Personal Files) of the Judicial Officers in the Andhra Pradesh State Judicial Service’.

2. (i) District Judges shall submit, in the form prescribed in the Annexure, on or before 15th January each year a separate Confidential Report for the period from 1st January to 31st December of the previous year on the work and character of all the Judicial Officers serving under them.

(ii) The Confidential Reports on the work and character of the Junior Civil Judges shall be written by the concerned Additional District and Sessions Judges and shall be handed over to the District and Sessions Judge who shall append his own remarks regarding each Officer and transmit the reports to the High Court.

(iii) In case where a Subordinate Judicial Officer is transferred from the District during the year, the District Judge shall write a Confidential Report on the work and character of the Officer from the period of his stay in the District. Unless otherwise considered it necessary by the Reporting Officer, no such Report is necessary if the Judicial Officer has worked in the District for less than one month during that year.

(iv) The District Judge or Additional district Judge, as the case may be, before handing over charge of his post on transfer or on retirement, shall write Confidential Reports on the work and character of all the Judicial Officers serving in the district and submit the same to the High Court.

3. (i) The Confidential Reports shall be written or typed by the Reporting Officer himself. Entries against Items 1 to 4 of the Form may, however, be made and figures supplied by his office before entries against other items are made by him.

(ii) The name and designation of the Reporting Officer shall be written in block letters or typed immediately below his signature.

4. Confidential Reports shall set out distinctly and tersely sufficient particulars to show special merits or defects so that the High Court may form a definite and correct opinion regarding the Officer.

5. Adverse remarks in the Confidential Reports regarding character and integrity of an Officer shall be supported by specific evidentiary examples or instances, if any. As far as possible, impressions based on adequate knowledge may also be recorded.

6. If the Confidential Report on the work and character of a Subordinate Judicial Officer contains any adverse remarks, which in the opinion of the High Court should be communicated to him for his guidance and correction, the substance of such remarks shall be communicated by the Registrar, directly to the concerned Officer. While communicating adverse remarks to the concerned Officer, the substance of such report and not its actual wording shall be mentioned. The name of the Officer from whom the adverse remarks emanated shall on no account be conveyed.

7. (i) If an Officer is aggrieved by the adverse remarks communicated to him, he may submit a representation to the High Court within one month from the date on which the remarks are communicated to the Officer. Representation shall be confined strictly to the merits of the question, couched in proper language and not to contain any personal attacks against superior Officers.

(ii) Officers who wish to make representations against adverse remarks communicated to them may inspect relevant records, if any, after obtaining necessary permission.

8. When representation against the adverse remarks is made by the Officer, the High Court may decide the scope of enquiry to be held on the representation having regard to the reporting Officer's remarks and the contentions contained in the representation.

9. The High Court after due consideration of the memorandum and remarks of the Reporting Officer and the result of the enquiry, if any, may reject the memorandum or alter or expunge the adverse remarks in the event of the finding that the remarks are actuated by malice or without basis. The Order directing the expunction of adverse remarks shall be given a place or noted prominently in *juxtaposition* with the adverse remarks so that the adverse remarks may not affect an Officer's career even after they are deleted or expunged.

10. The representation with the final remarks of the High Court shall be filed with the Annual Confidential Report.

11. The Officer making the representation may be informed of the result of action taken on his representation against the adverse remarks communicated to him, with a specific indication that no further representation shall be entertained in that regard.

12. (i) A copy of any punishment imposed under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 upon an Officer shall ordinarily be kept in the Confidential File of such Officer.

(ii) A copy of the warning issued after calling for the explanation or remarks of the Officer, on any specific incident or matter, shall also be filed when such warning is by an order to be kept in the Confidential File.

INSTRUCTIONS

1. The Annual Confidential Report should be a general assessment of the work for the year, as required in columns (1) to (9) of the Form.

2. District and Sessions Judges should form a clear and reasoned estimate of the merits or demerits of the Officers under them and express their views clearly and fully. It is not mere opinion that is to be recorded but a considered and definite opinion founded on a real knowledge of the Officer and his work based not merely on cases, which have come up on appeal but on scrutiny of cases and proceedings, which have not come up in appeal. The report should be frank and out-spoken and should be such as will be of real assistance to the High Court in deciding the relative merits of the Officers for the purpose of promotion and their suitability for appointment to particular posts.

3. Vague and inconclusive remarks are not very helpful and defeat the object with which such report is prescribed. In reporting unfavourably of an Officer, the use of vague expressions as 'bad', 'unsatisfactory', etc., is not desirable. It is necessary to know, if possible, wherein the badness consists. The report should state whether the Officer is 'perverse', 'untrustworthy', 'perfunctory' or whatever the particular characteristic of his work may be; and it is proper to illustrate briefly the unfavourable trait. The report should be a considered opinion founded on a knowledge of the Judicial Officer and his work, the methods and practices followed by him, his ability to apply intelligently the law, rules, practice and procedure in deciding the cases and his conduct and behaviour inside and outside the Court.

4. In cases where the District Judge has reason to doubt the integrity of an Officer and he is not in a position to make a specific adverse entry about integrity, he may leave that column (column No.9 (a) in the Form) blank and submit a secret report to the High Court stating the reasons for his suspicions. The High Court after receiving such secret report may take suitable steps to find out the correctness or otherwise of the report.

5. The report shall be a correct assessment of the Officer without any bias, prejudice or favour. Fairness and impartiality in writing the Confidential Report would serve the main object of maintaining the confidential records so as to enable the High Court to assess the relative merits of the Subordinate Judicial Officers and to create a sense of security among the honest and efficient Officers and fear among the dishonest or inefficient.

6. One of most important duties of every Presiding Officer of the Court is to create and maintain confidence in the Administration of Justice. It is as much their duty to preserve outward appearances of impartiality as to maintain internal freedom from bias which is

incumbent on all Judicial Officers, and if they fail to do so, they are sure to create a feeling of distrust in the minds of public. The District Judge, being the head of the Judiciary in the District, should bear this in mind in exercising his control and supervision over the Subordinate Judicial Officers in his District.

ANNEXURE

**FORM FOR CONFIDENTIAL REPORTS REGARDING JUDICIAL OFFICERS
IN ANDHRA PRADESH STATE JUDICIAL SERVICE.**

1. Name of Officer reported on
2. Post held under Reporting Officer
3. Total Service as (Designation of post held at the time of report)
4. Period under observation of Reporting Officer
5. Remarks as to quantity of work disposed of
Note: - See figures on reverse
6. Remarks as to quality of judicial work disposed of and as to promptitude of disposal
7. Remarks as to administrative work
8. Indebtedness (if indebted, the extent of personal responsibility for incurring the debts)
9. Remarks as to character or reputation:
 - (a) Integrity of Officer
 - (b) Tact and temper
 - (c) Punishments, Censures or special commendations... ..
 - (d) Fitness for confirmation in the present post
 - (e) Fitness for promotion to higher post
 - (f) Date of communication to the Officer of any Adverse remarks
 - (g) General Remarks

Signature:

Station:

Name (In Block Letters):

Date:

Designation:

Remarks of the High Court: _____

Station:

HIGH COURT JUDGE:

Date:

Nature of Case	Pending at the beginning of the period		Institution	Disposal		Pending at the end	
	Total	Old		Total	Old	Total	Old
(1)	(2)		(3)	(4)		(5)	

The number of cases disposed of after full trial should be shown in brackets.

RESULTS OF APPEALS

Confirmed. Modified. Reversed. Remanded.

District and Sessions Judge.

High Court of Andhra Pradesh,
Hyderabad, 21st May 1975.

Sd/-

Registrar.

B.SPL. SECTION

**THE HON'BLE THE CHIEF JUSTICE
 THE HON'BLE SRI JUSTICE
 THE HON'BLE DR. JUSTICE
 THE HON'BLE SRI JUSTICE
 THE HON'BLE SRI JUSTICE
 THE HON'BLE SRI JUSTICE**

- o **O** o -

SUB: DISTRICT AND SESSIONS JUDGES – Confidential Reports – Assessment of work – Entries in Confidential Files – Regarding.

REF: Statement of work, High Court's Review etc.

- o **O** o -

MAY IT PLEASE YOUR LORDSHIPS,

Sri/Smt./Kum. _____

The Statement showing the Work done, the High Court's Review (Extracts) and information from Vigilance Section (if any) of the above Office are put up herewith for orders of Your Lordship as to the entries to be made in the Officer's Confidential File for the Year.

SUBMITTED

ASSISTANT REGISTRAR.

SECTION OFFICER

ASST.

REGISTRAR

(VIGILANCE)

CONFIDENTIAL REPORT OF HON'BLE JUDGE

1. WORK
2. CONDUCT
3. OTHER REMARKS

HON'BLE JUDGE

- (1) EXTRACTS FROM HIGH COURT'S REVIEW
SECTION 'E'
NAME OF THE OFFICER

PERIOD	DESIGNATION	ASSESSMENT
I		(A) QUANTITATIVELY (B) QUALITATIVELY
II		(A) QUANTITATIVELY (B) QUALITATIVELY

ASSISTANT

SECTION OFFICER

DEPUTY REGISTRAR

- (II) DISCIPLINARY MATTERS:
SECTION VIGILANCE

SECTION OFFICER

ANNEXURE –2 C**Judicial (Other than Officers) Employees Confidential Reports.**

(Please see “C-Section – S.O. 113)

INSTRUCTIONS FOR MAINTENANCE AND SCRUTINY OF CONFIDENTIAL REPORTS (PERSONAL FILES) OF THE EMPLOYEES WORKING IN THE SUBORDINATE COURTS AND OTHER OFFICES UNDER THE ADMINISTRATIVE CONTROL OF HIGH COURT OF ANDHRA PRADESH:

R.O.C.NO. 1463/SO/2003: In exercise of powers conferred by Article 235 of the Constitution of India and of all other powers hereunto enabling, and in supersession of the instructions and orders, if any, issued on the subject, the High Court of Andhra Pradesh hereby issues the following instructions for maintenance and scrutiny of Confidential Reports (Personal files) of the employees working in the Subordinate Courts and other Offices under then Administrative Control of the High Court.

INSTRUCTIONS

- (1) The instructions shall apply to all the employees (other than Judicial Officer) working in the Subordinate Courts and other offices under the administrative control of the High Court.
- (2) Every Judicial Officer or Head of the Office and every Law Officer attached to the Court (hereinafter referred to as the ‘Reporting Officer’) shall maintain confidential reports (Personal Files) in the form prescribed in Annexure – I separately for each of the employees serving under him and keep them in his personal custody:

Provided that in the case of the Government Pleaders attached to the High Court, the confidential reports shall be maintained by the Secretary of that Office.

- (3) The confidential reports (Personal Files) shall be prepared in the form prescribed on or before 15th January of each year for the period from 1st January to 31st December of the previous year on the work and character of all the Employees. Whenever the Reporting Officer retires from service or relinquishes charge of his office during the year on whenever an employee is transferred to serve under another Officer, the Reporting Officer shall write the confidential report for the period the Employees happens to work under him. Unless otherwise considered it necessary by the Reporting Officer no such report is necessary, if the Employees has worked for less than one month during that year.

- (4) The reports shall be in loose sheets arranged year-wise with an outer docket or a paper folder on which the full name and qualifications of the employee shall be entered. Qualifications acquired and tests passed subsequently shall also be noted on the docket or folder. An index in Annexure–II shall be kept at the beginning of each confidential file giving the details of the year for which reports are written and the adverse remarks. All the Reporting Officers shall ensure that the existing confidential reports conform to this requirement.

- (5) Reporting Officer while handing over charge of his post shall bring up-to-date the conditional reports and hand them over to his successor. Where the Employee is transferred to serve under another Reporting Officer, the file shall be brought up-to-date and sent to the concerned Reporting Officer in a sealed cover addressed by name who shall be responsible for its custody thereafter.

- (6) The confidential reports shall be written or typed by the Reporting Officer himself. The entries against items 1 to 4 of the form may however be made and figures supplied by the office before entries against the other items are made by him.

The name and designation of the Reporting Officer shall be written in block letters or typed immediately below the signature and the date on which the report is written shall be indicated.

- (7) The confidential reports shall set out distinctly and clearly sufficient particulars to show the merits and defects of the Employee so that a definite and correct opinion may be gathered about him on scrutiny of the confidential reports whenever occasion so requires.

- (8) The remarks shall be full and clear and based on adequate grounds and not on off-hand impressions of the Employee concerned. The report shall be frank and outspoken and

should be such as will be of real assistance in deciding the relative merits of the employees for the purpose of promotion and the suitability for appointment where the promotion post is a selection post.

(9) Adverse remarks in the confidential reports regarding character and integrity of the employee shall be supported by specific evidentiary examples or instances, if any, and as far as possible impressions based on adequate knowledge may be also be recorded.

(10) Vague and inconclusive remarks shall be avoided. The report should be the considered opinion found on knowledge of the work, conduct and behaviour of the employee.

(11) Where the Reporting Officer has reason to doubt the integrity of the Employee, but he is not in a position to make specific adverse entry about the integrity, he may forward a confidential report to the District Judge if he is an Officer subordinate to the District Judge or if he is an Additional District Judge and in other cases to the High Court. The District Judge or the High Court, after receiving such report, may take suitable steps to find out the correctness or otherwise of the report.

(12) Every adverse remarks made in the confidential report or the substance thereof shall be communicated by the Reporting Officer directly to the Employee concerned with a copy to the District Judge or the Registrar, High Court (as the case may be) within two months from the date on which the adverse remark or remarks were made. While communicating adverse remarks neither the name of the Reporting Officer nor the actual remarks need be communicated.

(13) If any Employee is aggrieved by the adverse remarks communicated to him, he may submit a representation to the District Judge or the High Court (as the case may be) within one month from the date on which the remarks are communicated to him. Representation shall be confined strictly to the merits of the question couched in proper language and not to contain any personal attacks against the superior officers.

(14) Employees who wish to make representations against adverse remarks communicated to them may inspect the relevant records, if any, after obtaining necessary permission.

(15) When a representation is made against the adverse remarks, the District Judge or the High Court may decide the scope of the enquiry to be held on the representation having regard to the Reporting Officer's remarks and the contentions contained in the representation. The District Judge or the High Court, after due consideration of the memorandum and remarks of the Reporting Officer and the result of the enquiry, if any, may reject the memorandum or alter or expunge the adverse remarks in the event of the finding that the remarks are actuated by malice or with bias. The order directing the expunction of adverse remarks shall be given a place or noted permanently in juxtaposition with the adverse remarks may not affect the Officer's career even after they are deleted or expunged.

(16) The representation with the final remarks to the District Judge or the High Court (as the case may be) shall be filed with the annual confidential report.

(17) The Employee making the representation may be informed of the result or the action taken on his representation with a specific indication that no further representation shall be entertained in that regard.

(18) A copy of every order imposing punishment under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 upon an employee shall ordinarily be kept in the confidential file of such employee.

(19) A copy of the warning issued to any Employee after calling for his explanation shall also be filed where such warning is directed to be kept in the confidential file.

(20) The Inspecting Judge shall at the time of inspecting the subordinate Officers, scrutinise atleast some of the confidential sheets to they ensure that they are being maintained correctly and regularly and that the adverse remarks are being communicated in time. In cases where the Inspecting Judge disagrees with any entry in the confidential sheet maintained by the Reporting officer, he may record his own views. The confidential sheet of all the Attenders and Process Servers working in the District Court and Additional District Court shall be written by the Sheristadar/Superintendent of the District Court and shall be submitted to the Judge concerned. The District Judge or the Additional District Judge (as the case may be) may append his own remarks. Where the remarks of the Judge are at variance with the report written by the Sheristadar/ Superintendent the report shall be deemed to have been modified in the form and to the extent of the remarks of the Judge concerned.

(21) In respect of employees working in the Subordinate Courts other than district Court in each district, the Reporting Officers shall furnish to the District Judge concerned a certificate in the form prescribed in Annexure – II to the effect that adverse remarks in the personal files of which they are custodians have been communicated to the employees concerned. All such certificates should reach the District Judge by the 10th of June every year. After obtaining the certificates, the District Judge of each district shall send a consolidated certificate in respect of his unit to the High Court. Similarly the Law Officers and Heads of other Offices under the control of the High Court should reach the High Court at the latest by 30th of June every year.

ANNEXURE – I

**Annual Confidential Report of the Ministerial and other Employees for
Year 20.....**

1. Name
2. Post held under Reporting Officer.
3. Date of birth
4. Date of entry into Government Service and total service.
5. Knowledge of Branch or Service.
6. Personal conduct and character.
7. Power of taking responsibility.
8. Ability to draft and note.
9. Initiative.
10. Judgment and accuracy
11. Promptness.
12. Conduct and temper.
13. Power of supervising staff and capacity for control
(In case of Chief Ministerial Officers and Heads of Branches).
14. Zeal and industry.
15. Punishment, censures or special commendations.
16. Fitness for confirmation in the post.
17. Fitness for promotion to the higher post.
18. Date of communication to the employee to any
Adverse remarks.
19. Indebtedness.
20. General remarks.

Station :

Date:

Signature:

Name(In block letters):

Designation:

ANNEXURE II

Index For Personal File

Of Sri appointed on

<i>Sl. No.</i>	<i>Period/ year for which report was written</i>	<i>Name of the Reporting Officer</i>	<i>Period/ Year which there were adverse remarks</i>	<i>Period/ Year for which report was not written</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

ANNEXURE 3

Advocate Fee for the Counsel on Record for High Court is payable as follows, with effect from 1-10-998, (Vide Order in ROC 347/SO/97, dt.1.12.1998. (The revised Scales, if any, shall be noted): (Please see "Controlling Officers' Duties" – S.O. 2-11)

1. W.Ps/ W.As. Disposed of at the admission stage after notice: Rs.800/-
Rs.400/-
 2. Fee for drafting of Pleadings
 3. If the case is disposed of after it is listed for final hearing Rs.1000/-
 4. If no work is done other than a formal appearance Rs.350/-
 5. Writ Petitions, if any, filed by the High Court Rs.2000/-
- In case of change of Counsel, the fee shall be Apportioned in the ratio of 50 :50*
6. *In case W.P./W.A. filed by High Court becomes infructuous or withdrawn by the time it came up for final hearing:*

If the same counsel has attended up to the final Stage, Rs.1,000/- should be paid.
 7. *In the cases involving same subject matter and similar issues, if disposed of together by a common Judgment or on the same date on contested basis, for the first case fee should be allowed as aforesaid and fee should be allowed as aforesaid and for other cases in the batch, one-third of the normal fee be allowed.*
 8. a) *In Civil Appeals, fee as per the Advocates' Fee Rules;*

b) *In C.R.Ps., fee of Rs.750/- to be paid*
 9. *For filing Vakalat or appearance, clerkage and other miscellaneous expenses, Rs.100/- per case*
 10. *Criminal matters arising out of Court complaints etc.,*

a) *CrI.As./CrI.R.Cs, in which Public Prosecutor is engaged, the fee of Rs.1000/- to be fixed.*

b) *In the case of Criminal Petitions, the fee should be Rs.500/-*

c) *In a batch of cases disposed of exceeding 2, for the first two cases, fee should be as stated above, and for the remaining cases, 1/3rd thereof.*
 11. *Contempt Cases and Contempt Appeals* ..Rs.1000/-

(To be apportioned between the two counsel as decided by the Hon'ble Chief Justice or nominated Judge)
 12. *If the hearing of the cases takes considerable time and the counsel is required to attend hearings on several dates, the claim for extra fee will be considered by the Hon'ble the Chief Justice according to his discretion.*

ANNEXURE – 4**CHECK LIST***(Please see 'Protocol Section' – S.O. 20)*

COMMUNICATION	FAX	DESPATCH
State Government	Yes/No	Yes/No
District Judge	Yes/No	Yes/No
ADJ, Tirupati.	Yes/No	Yes/No
Registrar, High Court of	Yes/No	Yes/No
Concerned Officer	Yes/No	Yes/No
DIG Security	Yes/No	Yes/No
Others	Yes/No	Yes/No

Accommodation:

Govt. Guest House Room No.

TRANSPORT:

<i>Govt./ High Court Car Driver Card</i>	<i>Car No.</i>	<i>Letter &</i>
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Air Ticket Booking:

<i>Onward Ticket</i>	<i>OK/WL</i>	<i>Date</i>
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<i>Return Tickets</i>	<i>OK/WL</i>	<i>Date</i>
-----------------------	--------------	-------------

<i>Tickets Handed over to</i>		<i>Date</i>
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<i>Railway Reservation:</i>	<i>Class</i>	<i>Confirm / RAC</i>	<i>Coach No.</i>
		<i>WL. No.</i>	<i>Seat No.</i>

*Amount Received Rs.**Tickets & balance amount handed over to*

<i>Return Tickets</i>	<i>Class</i>	<i>Confirm / RAC /</i>	<i>Coach No.</i>
		<i>WL. No.</i>	<i>Seat No.</i>

*Intimation to Railway Court**& Received by Date**Deputation of Protocol Staff:*

<i>Arrival / Departure</i>	<i>Boarding Point</i>	<i>Time</i>
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<i>Departure / Arrival</i>	<i>Alighting Point</i>	<i>Time</i>
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Special Request of the Hon'ble Judge / Guest

ANNEXURE - 5**B U D G E T***(Please see 'D Section' – S.O. 32)*

INTRODUCTION: The Administrative Reforms Commission of Government of India defined the term 'Budget' as "Pre-discipline of public spending as audit is the post discipline".

In Britain, the Chancellor of Exchequer carries an attractive leather bag to the Parliament with Annual Statement of the Governmental needs and resources. In fact, the word 'Budget' is derived from the old French word 'BOUGETTE', which means 'a leather bag'! The expression used in our Constitution for the Budget is an 'annual financial statement', which contains the estimated receipts and expenditure of the State for that year.

The need for a Budget arises on account of the Constitutional obligation laid down under Article 229/3, which envisages Parliamentary and Legislative control over the expenditure.

For Financial Management, control of money operations and implementing the developmental plans is an important instrument. The Annual Financial Statement shall be laid before the Legislature for approval before incurring any expenditure from within the Consolidated Fund of the State. There are two types of expenditure, viz., CHARGED & VOTED. The Charged Expenditure does not require the approval of the Legislature, whereas the other requires the approval.

The Expenditure of the High Court comes under the Charged Expenditure, whereas that of Subordinate Courts is under 'Voted Expenditure'.

F U N D S:

The Annual Financial Statement or Budget consists of the following divisions:

1. Consolidated Fund of the State;
2. Contingency Fund of the State;
3. Public Accounts of the state.

1. **CONSOLIDATED FUND OF THE STATE:** It is formed out of all revenue received by the State. Approval of the Legislature is necessary for incurring any expenditure from the Consolidated Fund of the State.

Transactions relating to the Consolidated Fund are accounted for in three different Sections. They are--

1. Revenue Accounts.
2. Capital Accounts, and
3. Loan Account.

2. **CONTINGENCY FUND OF THE STATE:** Since it is not possible to draw the money from the Consolidated Fund of the State without the approval of the Legislature for supplementary or additional expenditure not contemplated in the Budget for the year, the Legislature of State, by law, established a 'Contingency Fund' in the nature of 'imprest'/'permanent advance' into which shall be paid such sums as determined by law and the said Fund will be placed at the disposal of the Governor of the State to enable him to sanction advances for meeting unforeseen expenditure arising during the course of the year pending authorisation of the Legislature.

3. **PUBLIC ACCOUNTS OF THE STATE:** It relates to the transactions in respect of which the Government acts as a Banker.

CLASSIFICATION: The new Budget Classification, which came into force from 1974-75, is given below:

A distinction has been made between Capital Expenditure and Revenue Expenditure to achieve uniform pattern of codification at Centre and State. The classifications of budgeted Heads are revised up to the level of Minor Heads. In the revised classification, there are sectoral classifications, Major Heads, Minor Heads, Sub Heads and Detailed Heads.

MAJOR HEADS: It is to indicate the functions of the Government, such as – Health, Education, Administration of Justice, etc., and to correspond to the Heads of Development in Plan Classifications.

MINOR HEADS: To denote the various Plan and Non-Plan Programmes under each Functions.

SUB-HEADS: To denote the Schemes or Organisations under each programme or Minor Head.

DETAILED HEADS: Detailed Heads are such as salaries, travel expenses, which are 28 in number.

SERVICES: In the revised classification, the functions and services of Government have been grouped into three main sectors, viz., General Services, Social Services and Community Services and Economic Services.

GENERAL SERVICES: ‘General Services’ include Services that are indispensable of an organised State, such as, Judiciary, Police, Jails, etc. The Services and Departments that are essential for running the administration of Government come under this Head, such as:

- Legislature – Parliament / State Legislature
- Executive -- Governor – Other State Executive
- Judiciary -- Administration of Justice.

SOCIAL SERVICES: ‘Social Services’ deal with programmes connected with the provisions of basic social services to consumers, such as -- Education, Health, Housing, Social Security, Welfare Services, Urban Development, Information and Publicity, etc.

ECONOMIC SERVICES: ‘Economic Services’ deal with programmes and activities in the fields of production and trade towards economic growth of the State/Nation.

The Revenue Receipts of Government flow from the following sources:

1. Tax Revenues: Taxes on income and expenditure, taxes on property and capital transactions, taxes on commodities and services.
2. Non-tax Services: The income received from Medical, Education, Judiciary, Police, Jails, etc., Departments.
3. Grant in aid: Grants received from Central Government and State to share in union excise duties.

BUDGET ESTIMATES:

DATES: The Budget is based on Departmental Estimates forwarded by the Chief Controlling Officers or Heads of the Institutions or the Departments. These estimates are based on the estimates submitted by the District Officers under their control. The District Estimating Officers, who prepare their estimates in duplicate on the skeleton forms furnished by the Finance Department, send one copy to the Finance Department and the other to the Administrative Department of the Secretariat. The estimates from the Chief Estimating Officers are to reach the concerned Administrative Departments of the Secretariat by the 1st or October. The Administrative Department has to forward these estimates before 15th October to the

Finance Department. The Accountant General will also forward the figures of the previous Budget Year and the actuals for the First five months of the current Financial Year in batches between 10th October and 31st October.

NOTE: An explanatory Note to justify the provisions under each Sub-Head of Account should be given, covering the following:-

- a) The Objective and the Schemes of the Department;
- b) The quantum of work turned out by the Department;
- c) The physical targets achieved under the Schemes during the previous Year;
- d) The physical targets proposed to be achieved during the current year and the next year;
- e) The justification for various Categories of Posts, and the number of Posts in each Category;
- f) Relevance of the programme to the over-all objectives in the present context; and
- g) The consequences of its non-funding.

CONTINGENCY EXPENDITURE: The Estimates for Contingent Expenditure shown under Office Expenses should be prepared with reference to the Instructions laid down in Para 16 - 16 of the A.P. Budget Manual.

The details of Contingent Expenditure with reasons and figures should be furnished along with the actuals for the past three years in respect of each Item. Proper attention must be paid while estimating Water, Electricity, Telephones, Travel, Tours, Rents, Fuel, etc. Care should be taken to clear all pending arrear Bills also. Any increase in tariff rates, payable in the year, the likelihood of price rise, to be taken care, while furnishing the Explanatory Note.

Provisions should be made in the Budget Estimates for the coming year for all sanctioned schemes but not for schemes yet to be sanctioned. Inclusion of lump sum provisions in the estimates should be avoided. Provisions for the maintenance of Office motor vehicles should be made under sub detailed Head keeping in view the present prices and the likelihood of price rise while preparing the Estimates.

APPLICATION OF MIND: It is very important that the District Estimating Officers should ensure that provisions are included in the Budget estimates for all the items of expenditure, which can be foreseen and avoided obtaining supplementary grants during the course of the present financial year. They should prepare the estimates very accurately and include the schemes and the provisions therefor which will definitely be spent during the year so as to avoid surrender of huge sums at the end of the year.

NUMBER STATEMENTS: According to Para 16.20.1 of the A.P. Budget Manual, the Heads of the Institutions/Departments and the other estimating Officers are required to submit their Statements by 1st of August, every year.

This is a Statement giving particulars of posts, both permanent and temporary, in each establishment (both Gazetted and non-Gazetted), the sanctioned monthly pay, special pay, if any, the fixed allowance attached to posts or individuals, the number of Officers, their Pay etc. The provision required under Pay of Officers, Pay of Establishment, Dearness Allowance, House Rent Allowance and other Allowances shall be exhibited separately under the Detailed Head - Salaries, Medical Reimbursement Charges, Educational Concessions, Leave Travel Concessions will also be shown under this Head.

In nutshell, the Number Statement reflects the amount required for salaries and allowances of the Establishment. Great care is therefore required to be taken in the preparation of Number Statements so as to avoid insufficient budget under the relevant Heads and their timely presentation.

BUDGET ESTIMATES IN JUDICIARY: The Budget that relates to Judiciary is a non-plan under Grant No. III Administration of Justice – Major Head 2014 Administration of Justice.

The Budget relating to High Court is charged on the Consolidated Fund of the State. The Budget of State Judiciary is voted.

The Major Head 2014 – Administration of Justice which is controlled by the High Court consists of the following Minor Heads (M.H) and Sub Heads (S.H).

MINOR HEAD (M.H)	SUB HEAD (S.H)
102. - High Court	04 - High Court
103 - Spl. Courts Court.	04 - Economic Offences
	05 - Prohibition Courts.
105 - Civil & Sessions Courts.	04 - Civil & Sessions Courts.
	05 - Family Courts.
	06 - Mahila Courts.
106 - Small Causes Court.	04 - Small Causes Courts.
108 - Criminal Courts.	04 - Railway Courts.
	05 - Other Criminal Courts.
	06 - Essential Commodities Court.
Act	07 - RTC Mobile Courts.
	10 - Municipal Mobile Court.
	11 - CBI Courts.
	12 - Mobile Courts.
110 - Administrator General Official Trustee.	
112 - Official Receiver.	

BUDGET ESTIMATES FROM THE UNIT HEADS: The Budget Estimates are to be forwarded to the Government by the Chief Controlling Officer by 1st October each Year. The Unit Heads are required to forward the Estimates to this Registry sufficiently in advance and, in any case, not later than 10th September, so that, there will be time for the Chief Controlling Officer to verify the Statements before forwarding the requirements to the Government. The Statements are to be prepared separately for each Minor Head so as to see that the Estimates are not clubbed with other Minor Heads. The appropriation under the Head Contingencies should be carefully calculated and exhibited in the Estimates by keeping in a view the expenditure on hand and the probable expenditure, which can be foreseen even on tentative base.

In doing so, the Unit Heads may add 10 to 15 appropriation under each Head and the Registry is adding another 10%, so that, even after presuming reduction at any government leave, there will be sufficient appropriation to meet the expenditure. We are able to achieve in securing the necessary funds for Judiciary since last two years with proper management of finances at the High Court level and if the Unit Officers also apply their mind, we will be able to run the administration most effectively.

REVISED ESTIMATES: The Revised Estimates is an estimate of the probable receipt of disbursement under each Head for that year with reference to the actual transactions recorded for the month of that year for which complete accounts have become available.

The Revised Estimates are prima facie the best guide to the coming year's Estimates. They would enable the Government to arrive at the approximate closing

balance for the current financial year, which will become the opening balance for the next year. It is, therefore, essential that revised Estimates are prepared with great care and should be as close as possible to the actuals.

There are three methods for the calculation of the revised estimates under Para 16-6 of the A.P. Budget Manual. One of the three methods, which is considered to be most suitable for each particular case, can be adopted. It should be noted that the Revised Estimates do not authorise any expenditure. If provision is made for additional expenditure in the Revised Estimates, it is necessary to apply separately for an additional appropriation required. Similarly, a reduction in the provision of funds for the Revised Estimates does not obviate the necessity of, or formal surrender of, any amount provided in the Budget Estimates.

BUDGET DISTRIBUTION CONTROL AND EXPENDITURE: The expenditure incurred during the year should be kept within the provision authorised in the demands for Grants and the Appropriation Act. The Chief Controlling Officer (High Court) will ensure control of expenditure with reference to details of expenditure reported by the Disbursing Officers in Form 'B' every month. The Chief Controlling Officer consolidates the figures of expenditure received from the Disbursing Officers in Form 'C'. The Treasuries in the District and the Pay & Accounts Officer in the Twin Cities render compiled account of receipts and expenditure to the Acct. General, every month.

Our experience has revealed that though the allotments are being made commensurate with the demands of the Unit Heads, the re-distribution of funds among the Sub Unit Officers is under the control of Unit Heads. Close scrutiny of records reveal that the Unit Officers, while forwarding Budget Estimates, are indicating the amounts required for Sub Unit Heads, i.e., by the High Court as per their demand, the Unit Officers are keeping maximum amounts under each Head with them and distributing very nominal amounts to the other Courts. This will definitely hamper the smooth and speedy administration of Justice. The High court deprecates such type of re-distribution. In order to have the control on this aspect, the Controlling Officers are now directed to forward the re-distribution statements to the High Court so as to have centralised control for effective Financial Administration.

EXPENDITURE STATEMENT: The Unit Officers are also required to send the Quarterly Expenditure Statement, Head-wise, as requested in Proforma 1 and 2 to the High Court, as per the letter ROC. No. 932/95-D.1, Dt: 3-3-1996. This Expenditure Statement is to be sent sufficiently in advance so as to have a clear picture of the provision available, expenditure incurred and the balance position in each Court. The Quarterly Expenditure Statement will help the Chief Controlling Officer to monitor, guide and control the finances throughout the State.

RECONCILIATION: According to Para 9 of the A.P. Budget Manual, the Chief Controlling Officer should watch the progress of expenditure continuously and, for this purpose, he should require the Disbursing Officers to report every month the figures of actual expenditure during previous month and the liabilities incurred but not yet paid.

Each Disbursing Officer should, therefore, maintain a 'Register of Disbursement and Liabilities' and, as soon as the Bill is encashed at the Treasury, it should be posted in the appropriate column of the Register. The Disbursing Officer and the Chief Controlling Officer shall reconcile the figures of expenditure with those booked in the Treasury by sending their clerks to the D.T.Os or P.A.O., and this work must be completed on or before 4th day of every month, for the expenditure incurred in the previous month.

After completion of this exercise, the Disbursing Officer has to forward the extract of his account to the Chief Controlling Officer. From the Chief Controlling Officer's Office, a Clerk will attend the Accountant General's Office to reconcile with their Registers.

SUPPLEMENTARY GRANTS: Unavoidable and unforeseen circumstances may however sometimes arise in the course of the financial year making it necessary to incur urgently fresh expenditure under one or more Detailed Head or after incurring expenditure on new services not contemplated in the original Budget Estimates. Appropriation from one account to another account may be possible. Otherwise, a supplementary statement of expenditure should be presented, and '15th February' is fixed as the Latest for submission of each statement by Controlling Officers to the Government for surrender of savings in appropriations and for re-appropriation of settlement appropriations.

RE-APPROPRIATION OF FUNDS:

Not Permissible: Re-Appropriation of funds as between different grants or between revenue, capital, loans, within the same grant or between the charged and voted sections of the said grant are not permissible. Re-appropriation should not be sanctioned from plan to non-plan expenditure and *vice versa*.

Permissible re-appropriation of funds is permissible from all the detailed heads of Accounts other than salaries and travel expenses. Re-appropriation is permissible from one Sub Head of Account within the same Sub Head. In respect of the salaries, re-appropriation can be made from salaries to salaries or from travel expenses to travel expenses. The re-appropriation is permissible under the Heads of Office expenses from one sub Head to another Sub Head.

ACHIEVEMENTS:

MORE FINANCIAL POWERS OF THE HIGH COURT:

1. The age-old practice of treating the High Court as Head of the Government is reviewed for the first time, and the Government acknowledged the Constitutional status, and the High Court enjoys in respect of the financial matters also. With the present Government orders, the High Court being the Chief Controlling Officer of the State- Judiciary is able to regulate its own Budget as well as the Budget of the Subordinate Courts in a manner best suited to serve the needs and requirements of effective Judicial Administration through re-appropriation from one Head to another Head or in any permissible manner. (Memo No. 25097-E/739/BG/A1/95-2, Fin. Dept, D/7-12-1995).

2. The Government have exempted the Judiciary from the purchase procedure issued by the Government from time to time in respect of various items purchased from the Official purpose. (G.O. Rt. No. 3149 (Home), Dt: 28-11-1995).

3. The Government have excepted the Judiciary from Treasury authorisation from the Director of Treasuries and Accounts. (Memo No. 25079-E/739/BG/A1/95-3, Finance Department, Dt: 7-12-1995).

Now the High Court is vested with more Financial Powers and is having sufficient funds in respect of purchase of any Office items and can provide more financial facilities to the Courts under its control.

RECONCILIATION AND AUDIT REPORTS: -The High Court, as a Chief Controlling Authority, endowed with the prime task of watching the expenditure under each Minor Head of appropriation, issued instructions to all the Unit Officers to co-operate with the High Court in furnishing the reconciled figures of expenditure to the High Court in time under each Head of appropriation in its Circular ROC No. 2822/95 -D1, Dt: 18-8-1995.

In order to streamline the Audit Reports and objections on the accounts of the Subordinate Courts, the High Court has taken several steps for early compliance of Audit Paras.

ANNEXURE – 6**The High Court subscribes the following Law Journals to each District Unit for the Calendar Year.***(Please see 'D' Section – S.O. 38)*

S.No.	Name of the Journals	Name of the Firm	No. of Copies
01.	All India Reporter-2001	M/s Andhra Legal Decisions, Opp.High Court of A.P. Hyd.	16 Copies (Except District Courts).
02.	A.L.R. Supreme Court-Weekly	- Do -	2 Copies (District Courts).
03.	ALD Fortnightly (Civil)-2001	- Do -	18 Copies (All Courts).
04.	ALD (Criminal)-2001	- Do -	18 Copies (All Copies).
05.	A.P. High Courts Notes	Sri D.K.R. Murthy, Plot No.1 & 2, RAI Colony, Mohannagar, Kothapet, Hyd.	5 copies (Dist. & Prl Sr. Civil Judge Courts).
06.	Law Summary-2001	Law Summary Publications, Santhapeta, Annavarappadu, Post Office Road, Ongole.	16 Copies (Except District Courts).
07.	ALT Fortnightly (Civil)-2001	M/s. Andhra Law House, H.No.16.11.41, Sadan, Dilsukhnagar.	18 Copies (All Courts).
08.	ALT (Criminal)-2001	- Do -	18 Copies (All Courts).
09.	ALT Yearly Digest Vol.14.	- Do -	16 Copies (Except Dist. Courts).

Further the High Court has purchased and supplied the following Law Books and Continuation volumes in the year 2001.

S.No.	Name of the Book	Publisher Name	No. of Copies
01.	Civil Court Manual (MLJ) Continuation Volumes from 34 to 37 (Central Acts) i.e., 4 Volumes.	Professional Book Publishers New Delhi through ALT.	8 Sets
02.	ALT 41 years Digest Continuation Volumes from 8 to 10 i.e., 3 Volumes	ALT Hyderabad.	8 Sets
03.	Manual of Civil Laws (State Laws) from 6 to 16 Volumes i.e., 11 Volumes	ALT Hyderabad.	3 Sets
04.	AIR Manual 1 to 45 Volumes i.e., 45 Volumes	AIR/Nagpur through ALD Hyderabad.	1 Set
05.	Evidence Act 2000-Edition 4 Volumes	ALD, Hyderabad.	1 Set
06.	Law Relating to Limitation in 2 Volumes-2001 Edition	ALH, Hyderabad.	5 Sets
07.	A.P. Motor Vehicles Manual-2001	ALH, Hyderabad.	2 Books

ANNEXURE – 7**RULES:****ANDHRA PRADESH CHIEF JUSTICE'S RELIEF FUND**

(As amended upto 6-8-1993)

(Please see 'Accounts Section' – S.O. 93)

WHEREAS the High Court, in its Circular in Roc. No. 6897/84 B.Spl., D/18-10-1984, decided to constitute a Fund to be known as "Andhra Pradesh Chief Justice Relief Fund", the said Fund to be constituted by the voluntary contributions from the members of the A.P. State Judl. Service and the A.P. State Judl. Ministerial Service, in the manner provided hereinafter.

WHEREAS the said contributions had been collected at the rate of Rs. 5/- per month from the Officers of the Gazetted rank and Rs. 1/- per month from the ranks of Non-Gazetted Officers;

WHEREAS the High Court had been collecting the contributions from its employees and maintaining and administering the sanction, extending financial help in deserving cases as decided by the Hon'ble the Chief Justice;

WHEREAS it is presently thought fit to frame the rules for the Administration of the said fund so as to place it on a regular basis.

NOW, THEREFORE, the High Court, after consultation with the various Associations in the Judicial Department and discussions with the Office-bearers and other persons interested in the administration of the said Fund, frames the following rules: -

1. Short Title, Commencement and Application: -

- (i) These rules may be called "The Andhra Pradesh Chief Justice's Relief Fund Rules."
- (ii) They shall be deemed to have come into force on the 1st day of May, 1999.
- (iii) They shall apply to such of these employees who regularly subscribe to the Chief Justice Relief Fund.
- 1 (a) (i) The Relief Fund shall be administered by a Board of Trustees consisting of not more than three Judges including the Chief Justice of the High Court nominated by the Chief Justice.
- (ii) The Chief Justice shall be the chairman of the Board to Trustees.
- (iii) The Board of Trustees may frame rules regulating conduct of its business.

(1(a) is added as per the Minutes of the meeting of the Hon'ble Judges held on 6-8-1993)

2. For the purpose of these Rules:

- (a) 'Distress' shall mean circumstances necessitating financial assistance either due to the death of any contributor to the said Fund or his voluntary retirement or removal from service on account of such disability as to render such voluntary retirement or removal from the service necessary according to the rules of service governing the cadre.
 - (i) Provided the Hon'ble the Chief Justice may, in his discretion, grant such relief as he deems fit in cases where an employee whose case is placed before the Lordship for consideration as exceptionally deserving to receive aid from the Chief Justice Relief Fund in serious ailments. E.g.,
 - (1) Cerebral thrombosis,
 - (2) Paralysis,
 - (3) Serious accidents causing permanent disability etc.,
 - (4) It may be within the discretion of the Chief Justice (Board of Trustees) to grant such relief as may be called for in exceptional cases.

Provided further that the Hon'ble the Chief Justice may, in his discretion, grant such ad-hoc amount/interim relief as deemed reasonable, in case of necessity for financial aid, from the A.P. Chief Justice Relief Fund for treatment of serious ailments needing immediate medical care on the recommendation of the concerned District Judge. Such ad-hoc amount/interim relief sanctioned shall be deducted from the final amount of financial aid granted by the Board of Trustees, and if the final amount of financial aid granted by the Board of Trustees is less than the ad-hoc amount/interim relief already sanctioned, the excess amount shall be deducted from the amount to be refunded at the time of retirement of the employee concerned. *(As per the Amendment in ROC 1492/2000-c1/5, DATED 5-7-2001)*

(5) Except as provided in these rules, no relief will be granted, including the relief for medical reimbursement.

- (ii) Provided further that in exercising discretion the Hon'ble the Chief Justice shall take into consideration the following factors, viz.,
- (1) Financial Status with reference to the earning members of the family,
 - (2) Nature of Ailment,
 - (3) Expenditure involved,
 - (4) Service record of the individual.

(Added as per the minutes of the meeting of the Committee of the Hon'ble Judges constituted for General Administration and other General Matters held on 17-7-1990 & as per the Minutes of the meeting of the Hon'ble Judges held on 6-8-1993.)

- (iii) The Board of Trustees may grant temporary advance of such amount as is deemed reasonable from out of the A.P. Chief Justice Relief Fund in appropriate cases for all serious diseases irrespective of the diseases specified in G.O.Ms.No. 86, Finance & Planning (FW.EXPR. EM & FW) Department, DT: 1-6-1992, which will have to be repaid by the applicant soon after the sanction of reimbursement of the medical expenses, incurred by him for such disease by the State Government. However, in case of rejection of such claim for reimbursement of medical expenses by the Government, the applicant shall repay the said amount in such instalments as may be fixed by the Board of Trustees. *(Added as Amendment dated 5-7-2001)*
- (b) 'Employee' shall mean and include every Officer borne on the cadre of the Andhra Pradesh High Court Service, Andhra Pradesh State Higher Judicial Service and Andhra State Judicial Service, Andhra Pradesh State Judicial Ministerial Service, Andhra Pradesh General Subordinate Service and Andhra Pradesh Last Grade Service, who is a member of the said Fund and contributes such amount as may be prescribed according to these rules, but excludes contingent employees.
- (c) 'Fund' shall mean the Andhra Pradesh Chief Justice Relief Fund.
- (d) 'Officer' shall mean all Gazetted Officers.
- (e) 'District Judge' shall mean with reference to the City Civil Court, the Chief Judge and the Additional Chief Judges, the Chief Judge of the Court of the Small Causes, Hyderabad, and Additional Chief Judge of the said Court, the Metropolitan Sessions Judge, Hyderabad, and any Judicial Officer of rank of a District Sessions Judge including the Chairman or presiding Officer of any Tribunal under the Administrative control of the High Court.
- (f) 'Subscription' means those contributions as may, be prescribed by these Rules as payable by any employee from time to time and in such manner as the Hon'ble the Chief Justice shall think fit.
- (g) The term 'Chief Justice' includes 'The Acting Chief Justice'.

- (h) 'Voluntary retirement' for purposes of these rules means such retirement sanctioned by the appointing authority after the employee completes the obligatory period of 20 years qualifying service.

(Added as per the Minutes of the meeting of the Hon. Judges held on 6-8-1993).

3. The Corpus of the Fund shall consist of the contributions made by the employees under the control of the High Court at such rates as may be prescribed under these rules.
4. The Corpus of the Fund shall be invested in such manner as the Chief Justice may decide from time to time so as to secure the highest rate of interest.
5. Every Officer, who is a Member of the Fund belonging to the Andhra Pradesh High Court Service, Andhra Pradesh State Higher Judicial Service and Andhra Pradesh State Judicial Service, shall contribute Rs.10/- per month to the Fund from the month of commencement of these Rules. As per the Amendment in ROC 1825/97-C1 (5), dt. 19-1-2000, they shall contribute @ Rs.40/- per month from the month of January, 2000.
6. Every other Member of the Andhra Pradesh High Court Service, Andhra Pradesh State Judicial Ministerial Service, Andhra Pradesh General Subordinate Service shall contribute a sum of Rs. 5/- per month from the time he becomes a Member of this Fund, provided however that the Last Grade Employees shall contribute Rs. 3/- per month from the month of commencement of these Rules. As per the Amendment dated 19-1—2000, except Last Grade Service, others shall contribute a sum of Rs.30/- per month, and the Last Grade Employees shall contribute Rs.10/- per month from the month of January, 2000.
7. All Employees in the Judicial Service and Subordinate to the High Court of Andhra Pradesh shall make the contribution every month regularly to the corpus of the Fund administered by the High Court.
8. Every Employee shall be entitled to aid and assistance from the Fund in the manner hereinafter provided.
9. Every Employee may nominate any person to be his nominee to receive the said sum on his death, and, if there is no such nomination, the said amount shall be paid to his/her heirs as per law.
10. Whenever any Officer, who was a member of the fund, dies, then, his or her nominee, and, in case there is no nominee, his or her heirs in law shall be entitled to be paid a sum of Rs. 10, 000/-, provided she had paid regularly the contribution till the month preceding his death from out of the Fund or the interest which has accrued by the investment of the corpus of the Fund. As per the Amendment dated 19-1-2000, the amount is raised to Rs.50,000/- with effect from 1-2-2000.
11. Whenever any member belonging to the Andhra Pradesh High Court Service, the Andhra Pradesh Judicial Ministerial Service and Andhra Pradesh General Last Grade, who was a member of the Fund dies, then, his or her nominee, and in case there is no nominee, his or her heirs in-law shall be entitled to be paid a sum of Rs. 7,500/-, provided he had paid contribution regularly till the month preceding his death from out of the Fund or the interest which has accrued by the investment of the Corpus of the Fund.

As per the Amendment dated 19-1-2000: -

Whenever any member belonging to the Andhra Pradesh High Court Service, the Andhra Pradesh Judicial Ministerial Service and Andhra Pradesh General Subordinate Service, not being an employee of the Last Grade, who was a member of the Fund dies, then, his or her nominee, and, in case there is no nominee, his or her heirs in law shall be entitled to be paid a sum of Rs.40, 000/-, provided he had paid contribution regularly till the month preceding his death from out of the Fund or the interest which has accrued by the investment of the corpus of the Fund. (The above Rule shall come into force with effect from 1-2-2000).

12. Whenever any person, who is deemed to be a Last Grade Employee contributing Rs. 3/- per month to the Fund, dies, his or her nominee, and in case there is no nominee, his or her legal heirs shall be entitled to receive Rs. 5,000/-, provided he had paid regularly the contribution till the month preceding his death from out of the corpus of the Fund or the interest securing there upon.

As per the Amendment dated 19-1-2000:-

Whenever any person, who is deemed to be a Last Grade employee contributing Rs.10/- per month to the Fund, dies, his or her legal heirs shall be entitled to receive Rs. 20,000/- provided he has paid regularly the contribution till the month preceding his death from out of the corpus of the Fund or the interest accruing thereupon. (The above Rule shall come into force with effect from 1-2-2000).

Rule 12-A: - An amount of Rs. 5,000/- shall be sanctioned immediately after the demise of the employee in case a request is made by the nominee or the wife or the eldest son/ daughter, and the said amount shall be adjusted against the ultimate relief to be granted, and the District Judges shall forward such requests without delay. (The above new rule shall come into force with effect from 1-1-2000).

13. The Board of Trustees/Chief Justice may waive the requirement of contribution for a period not exceeding 6 months in exceptional cases when the employee was on extraordinary leave without allowances. This applies to Rules 10 to 12 above.(Added as per the minutes of the meeting of the Hon'ble Judges held on 6-8-1993).
14. The Contribution made to the Fund is voluntary and shall be made till such time as the service comes to an end either by retirement or by death or by removal from service, which ever is earlier.
15. Every member or his legal heir or nominee who seeks financial aid in circumstances amounting to 'distress' within the meaning of these rules, shall submit an application to the Hon'ble Chief Justice through proper channel, and all such applications shall be forwarded to the Register (Admn.), High Court of Andhra Pradesh, as expeditiously as possible and shall be disposed of in about 15 days after they are received by the Registrar (Admn.).
16. In the case of all employees who contribute to the Fund and who are found not entitled to any financial aid, for the reason that the conditions amounting to distress are not present in their case, the Chief Justice may decide to pay them their entire contribution without interest in the event of the said employee ceasing to be a member of the Fund or a member of the Service for any reason whatsoever.

As per Amendment dated 19-1-2000:-

The Principal amount contributed by the employees to the A.P. Chief Justice Relief Fund shall be refunded to those employees, who retire from service after Superannuation or otherwise cease to be in service subject to deduction of relief that may have been granted earlier. (The above covenant shall come into force with effect from 1-1-2000).

17. The Registrar (Admn.) of High Court and the Principal District Judge, and the Presiding Officer of the Tribunal in all other cases shall aid and assist the Chief Justice in the maintenance of the accounts relating to the contributions made by the employees and, for such purpose, may maintain such Registers as are necessary and forward every month the amounts received, and the members, from whom the amounts were so received to the High Court for entry against their names in the Register maintained for the said purpose, so as to enable the Chief Justice to administer the Fund and make payments in satisfaction of the applications for the grant of the relief, as mentioned above.
18. (a) In the event of any employee being transferred from one District to the other, his or her account be transferred to the District of Transfer.

- (b) In the event of the employee being transferred from the Judicial Department to some other Department he/she is entitled to claim the amount contributed by him/her by the date of transfer.
- (c) In the event of any employee being sent on deputation to other Department, it is the Employee's personal responsibility to continue to contribute to the Fund and stoppage of contribution disentitles the employee from claiming the benefits under the scheme, and the employee will only be entitled to the refund of the amount already contributed.
- (d) Each Court (excluding the Principal District Court) shall remit the monthly collections to the Principal District & Sessions Judge with the relevant particulars. The District Judge shall, after consolidation and verification, enter the same in the Register to be maintained by him in Form No. II (given in Appendix) and remit the money to the High Court. As and when the claim arises or is made, the concerned District Judge has to furnish the necessary particulars to the High Court enabling the Registry to answer the claim.

(Existing Rules 13 to 17 are re-numbered as Rules 14 to 18 as per the minutes of the meeting of the Hon'ble Judges held on 6.8.1993)

FORM OF NOMINATION

(See Rule 9 of A.P. Chief Justice Relief Fund Rules)

I, _____, hereby nominate the person(s) mentioned below who is / are members of my family and confer on him / her / them the right to receive to the extent specified below any amount that may be sanctioned from out of the Chief Justice Relief Fund in the event of my death while in service.

Name(s) and Address (es) of nominee(s)	Relationship with the employee	Age(s)	Amount of share of relief Fund payable to each.	Contingencies on the happening of which the nomination shall become invalid	Name, Address and relationship of the person or persons if any to whom the right conferred on nominee shall pass in the event of the nominee predeceased the employee or the nominee dying after the death of employee but before receiving payment of the relief fund.	Amount of share of relief fund payable to each
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Dated this _____ day of _____ 200__ at _____.

Note No.1:- This column should be filled in so as to cover the whole amount of Relief Fund.

Note No.2:- The amount / share of the relief of fund shown in this column should cover the whole amount / share payable to the original nominee.

Witnesses:-1

2.

Signature of the employee.

(to be filled in by the Head Office in the case of N.G.Os)

Nomination by:

Signature of Head of Office

Designation:

Date:

Office:

Designation.

Contd..

ANNEXURE –8**LIST OF INDIAN JOURNALS SUBSCRIBED IN JUDGES' LIBRARY***(Please see 'Library' – S.O. 130)*

S.No.	Name of the Journal	No. of Copies
1.	All India Reporter	50
2.	Allahabad Law Journal	1
3.	All India Services Law Journal	2
4.	All India Rent Control Journal	2
5.	All India Land Acquisition and Compensation Cases	2
6.	Andhra Pradesh High Court Notes	4
7.	Andhra Legal Decisions	40
8.	Andhra Legal Decisions (Criminal)	5
9.	All India Arbitration Law Reporter	2
10.	All India High Court Cases.	10
11.	Accidents and Compensation Cases	2
12.	Accidents Claims Journal	5
13.	Academy Law Review	1
14.	Andhra Pradesh Sales Tax Journal	10
15.	Andhra Pradesh Law Journal	45
16.	Andhra Pradesh Law Journal (Criminal)	2
17.	Andhra Pradesh Law Journal (Suppl.)	15
18.	Andhra Law Times	65
19.	Andhra Law Times (Supplement)	15
20.	Andhra Law Times (Criminal)	6
21.	Andhra Weekly Reporter	40
22.	AIR Supreme Court Weekly	2
23.	Bombay Cases Reporter	2
24.	Calcutta Weekly Notes	1
25.	Company Cases	4
26.	Consumer Protection Judgments	1
27.	Consumer Protection Reporter	1
28.	Crimes	2
29.	Criminal Appeals Reporter (S.C.)	2
30.	Criminal Law Journal	4
31.	Current Civil Cases	2
32.	Current Central Legislation	2
33.	Central India Law Quarterly	1
34.	Cochin University Law Review	1
35.	Company Law Journal	1
36.	Excise & Customs Cases	1
37.	Excise & Customs Reporter	2
38.	Economic & Political Weekly	1
39.	Excise Law Times	4
40.	Food Adulteration Cases	1
41.	Family Law Cases	2
42.	Gujarat Law Reporter	2
43.	Hindu Law Reporter	1
44.	Income Tax Reporter	8
45.	Indian Civil Cases	5
46.	Indian Factories Journals & Reporter	2
47.	Indian Factories & Labour Reports	2
48.	Industrial Court Reporter	1
49.	I.L.R. Kerala	5
50.	I.L.R., Madras	1
51.	I.L.R., Punja & Haryana	1
52.	I.L.R. Himachal Pradesh	1
53.	Judgments Today	16
54.	Journal of The Constitution & Journal of the Indian Law Institute	1

55.	Journal of the Indian Law Institute	1
56.	Karnataka Law Journal	1
57.	Kerala Law Times	1
58.	Law Reports of India	10
59.	Labour Law Journal	4
60.	Labour Law Notes	1
61.	Labour & Industrial Cases	4
62.	Lawyer	1
63.	Lawyers Collective	1
64.	Law Summary	20
65.	Law Weekly	2
66.	Madras Law Journal	2
67.	Madhya Pradesh Law Journal	1
68.	March of Law	1
69.	Orissa Law Review	2
70.	Patent & Trade Mark Cases	1
71.	Punjab Law Reporter	Q
72.	Rajasthan Law Weekly	1
73.	Rashtriya Panchang	1
74.	Sales Tax Cases	8
75.	Services Law Reporter	6
76.	Scale	4
77.	Supreme Court Cases	40
78.	Supreme Court Cases (Supplement)	40
79.	Supreme Court Cases (Criminal)	4
80.	Supreme Court Cases (Labour & Services)	2
81.	Supreme Court Journal	1
82.	Supreme Court Reports	4
83.	Supreme Court Criminal Rulings	1
84.	Supreme Today	23
85.	Swamy's News	2
86.	Taxation	2
87.	Taxation Law Reports	2
88.	Taxman	2

LIST OF FOREIGN JOURNALS SUBSCRIBED IN JUDGES' LIBRARY (2002)

S.No.	Name of the Journal	No. of Copies
1.	All England Law Reports	2
2.	American Journal of Comparative Law	1
3.	American Journal of International Law	1
4.	Cambridge Law Journal	1
5.	Common Wealth Law Reports	1
6.	Cornell Law Review	1
7.	Domino Law Reporter	Q
8.	Harvard Law Review	1
9.	International Comparative Law Quarterly	1
10.	Law Quarterly Review	1
11.	Law Reports (Appeal Cases)	1
12.	Law Reports (Chancery & Family Division)	1
13.	Law Reports (Queen's Bench)	1
14.	Modern Law Review	1
15.	New Law Journal	1
16.	Public Law	1
17.	Supreme Court Review	1
18.	Tax Cases Reports	1
19.	Weekly Law Reports (Retire Series (Includes Items 11, 12 & 13))	1
20.	Yale Law Journal	1
21.	Time (Magazine)	1

ANNEXURE – 9**STAFF PATTERN PROPOSED TO THE VARIOUS CATEGORIES OF COURTS.***(Please see 'E-Section' – S.O. 164)***I. ADDL. DISTRICT & SESSIONS COURTS/ ADDL. METRO. SESSIONS COURTS:**

1. District Judge (Grade.II).	One	Rs. 7070-10,000
2. Administrative Officer (Cat.I).	One	Rs. 5980-12,100
3. Head Clerk	One	Rs. 5000-10,600
4. Translator	One	Rs. 4430-9300
5. U.D. Bench Clerk	One	Rs. 4190-8900
6. Junior Assistants	Five	Rs. 3290-6550
7. Steno – Typist	One	Rs. 3290-6550
8. Typists	Two	Rs. 3290-6550
9. Record Assistants	One	Rs. 2870-5470
10. Attenders	Five	Rs. 2550-4550
11. Full time Masalchi	One	(Paid for Contingencies). Rs. 16,80,000

II. SPL. SESS. CRT. FOR TRIAL OF CASES FILED U/ SCs.& STs. (POA) ACT., '89.:

1. Sessions Judge. Grade-II	One	Rs. 7070-10,100
2. Administrative Officer	One	Rs. 5980-12,100
3. Head Clerk	One	Rs. 5000-10,600
4. Translator	One	Rs. 4430-9300
5. U.D. Bench Clerk	One	Rs. 4190-8900
6. Steno-Typist	One	Rs. 3290-6550
7. Typists	Two	Rs. 3290-6550
8. Jr. Assistants.	Five	Rs. 3290-6550
9. Record Assistant	One	Rs. 2870-5470
10. Driver	One	Rs. 2990-5810
11. Attenders	Five	Rs. 2550-4550
12. Full time Masalchi	One	(Paid from contingencies).

III. SPECIAL COURT FOR TRIAL OF CASES UNDER N.D.P.S. ACT.:

1. Sessions Judge in the Cadre of District Judge (Grade.II).	One	Rs. 7070-10,100
2. Administrative Officer (Category-I).	One	Rs. 5980-12,100
3. Head Clerk	One	Rs. 5000-10,600
4. Translator	One	Rs. 4430-9300
5. U.D. Bench Clerk	One	Rs. 4190-8900
6. Junior Assistants	Five	Rs. 3290-6550
7. Steno – Typist	One	Rs. 3290-6550
8. Typists	Two	Rs. 3290-6550
9. Record Assistants	One	Rs. 2870-5470
10. Attenders	Five	Rs. 2550-4550
11. Full Time Masalchi	One	(Paid from Contingencies).

IV. LABOUR COURTS AND INDUSTRIAL TRIBUNALS:

1. Presiding Officer of the rank of District and Sessions Judge, Grade- I	One	Rs. 8140-10,380
2. Superintendent	One	Rs. 5000-10,600
3. U.D. Accountant/Clerk	One	Rs. 4190-8900
4. L.D. Clerks (Jr. Assistants)	Three	Rs. 3290-6550
5. Steno – Typist	One	Rs. 3290-6550
6. Typists	Two	Rs. 3290-6550
7. Attenders	Four	Rs. 2550-4550
8. Watchman	One	Rs. 2550-4550
9. Full Time Masalchi	One	(Paid from contingencies)

V. ADDL DISTRICT COURTS AWAY FROM DISTRICT HEAD-QUARTERS:

1. District Judge (Grade.II)	One	Rs. 7070-10,100
2. Administrative Officer (Cat.I)	One	Rs. 5980-12,100
3. Head Clerk	One	Rs. 5000-10,600
4. Central Nazir	One	Rs. 5000-10,600
5. Translator	One	Rs. 4430-9300
6. U.D. bench Clerk	One	Rs. 4190-8900
7. Jr. Assistants	Five	Rs. 3290-6550
8. Steno – Typist	One	Rs. 3290-6550

9. Typists	Two	Rs. 3290-6550
10. Examiner	One	Rs. 3130-6150
11. Copyist	One	Rs. 3130-6150
12. Amins	Three	Rs. 2870-5470
13. Record Assistant	One	Rs. 2870-5470
14. Attenders	Five	Rs. 2550-4550
15. Process Servers	Five	Rs. 2550-4550
16. Full Time Masalchi	One	(Paid from Contingencies). 24,35,000

VI SENIOR CIVIL JUDGE'S COURT:

1. Senior Civil Judge	One	Rs. 5040-8700
2. Sheristradar Cat. II	One	Rs. 5000-10,600
3. Head Clerk	One	Rs. 4190-8900
4. U.D. Bench Clerk	One	Rs. 4190-8900
5. Jr. Assistants	Five	Rs. 3290-6550
6. Steno – Typist	One	Rs. 3290-6550
7. Typists	Two	Rs. 3290-6550
8. Examiner	One	Rs. 3130-6150
9. Copyist	One	Rs. 3130-6150
10. Amins	Two	Rs. 2870-5470
11. Record Assistants	One	Rs. 2870-5470
12. Process Servers	Four	Rs. 2550-4550
13. Attenders	Four	Rs. 2550-4550
14. Full Time Masalchi	One	(Paid from contingencies.)

VII. ADDL. SENIOR CIVIL JUDGE'S COURT:

1. Senior Civil Judge	One	Rs. 5040-8700
2. Head Clerk	One	Rs. 4190-8900
3. U.D. Bench Clerk	One	Rs. 4190-8900
4. Jr. Assistants	Three	Rs. 3290-6550
5. Steno – Typist	One	Rs. 3290-6550
6. Typist	One	Rs. 3290-6550
7. Record Assistant	One	Rs. 2870-5470
8. Attenders	Three	Rs. 2550-4550
9. Process Servers	Three	Rs. 2550-4550
10. Full Time Masalchi	One	(Paid from Contingencies).

VII. JUNIOR CIVIL JUDGE'S COURT:

1. Junior Civil Judge	One	Rs. 3880-8140
2. Head Clerk	One	Rs. 4430-9300
3. Deputy Nazir	One	Rs. 4190-8900
4. Jr. Assistants	Seven	Rs. 3290-6550
5. Steno – Typist	One	Rs. 3290-6550
6. Typists	One	Rs. 3290-6550
7. Examiner	One	Rs. 3130-6150
8. Copyist	One	Rs. 3130-6150
9. Amins	Three	Rs. 2870-5470
10. Record Assistant	One	Rs. 2870-5470
11. Process Servers	Four	Rs. 2550-4550
12. Attenders	Four	Rs. 2550-4550
13. Full Time Masalchi	One	(Paid from Contingencies).

IX. ADDL. JUNIOR CIVIL JUDGE'S COURT:

1. Junior Civil Judge	One	Rs. 3880-8140
2. Head Clerk	One	Rs. 4430-9300
3. U.D. Bench Clerk	One	Rs. 4190-8900
4. Jr. Assistants	Three	Rs. 3290-6550
5. Steno – Typist	One	Rs. 3290-6550
6. Typist	One	Rs. 3290-6550
7. Record Assistant	One	Rs. 2870-5470
8. Attenders	Three	Rs. 2550-4550
9. Process Servers	Three	Rs. 2550-4550
10. Full Time Masalchi	One	(Paid from Contingencies).

ANNEXURE –10**STATEMENTS BEING CALLED FROM LOWER COURTS AND SUBMITTED TO THE CONCERNED AUTHORITIES. (Please see "O.P.Cell" – S.O. 177)**

S.No	PARTICULARS OF STATEMENTS	DUE DATE OF RECEIPT IN HIGH COURT	DUE DATE OF SUBMISSION/ TRANSMISSION	AUTHORITY TO WHICH TO BE SENT/ SUBMITTED	PROFORMAE
1.	Half yearly Statements Civil Criminal	30 th of June 31 st of December	31 st of July 31 st of January	Dy. Secretary, Govt. of India, Ministry of Law Jus. & Com. Affairs, Dept. of Justice, North Block, New Delhi & To: Secretary to Govt. Home (Crts. A) Dept., Secretariat, A.P., Hyderabad.	Received in 7 proformae, i.e., Statement No.2; then, to be prepared in 32 statements and to be sent in 7 proformae i.e., Statement No.2
2.	Half- Yearly Statements, Special Mobile Courts	30 th of June 31 st of December	31 st of July 31 st of January	Commissioner, Social Welfare Dept., Govt. of A.P., Hyderabad.	Received in Statement No.III to be sent in consolidated Statement Annexed thereto
3.	Half yearly statements special sessions courts	30 th of June 31 st of December	31 st of July 31 st of January	Commissioner, Social Welfare Dept., Govt. of A.P, Hyderabad.	Received in Statement No.III to be sent in consolidated statement annexed thereto
4.	Consolidated District-wise abstract of Civil Cases for every Financial Year	31 st March	30 th April	The Director, Directorate of Economics and Statistics, Govt.of A.P., Hyderabad.	Received in Stmt. No.IV prepared in 6 proformae & sent in 1 Proforma (Table 23.1)
5.	No. of Applns. for release of abandoned children, filed, disposed of & pending in Juvenile Crts.	Every Month	Each Month	It is for reference of High Court in view of the Supreme Court's direction	Received in Statement No.V and sent in one consolidated to S.O. Section
6.	Under-Trial Prisoners (Half -yearly statement)	30 th of June 31 st of December	31 st of July 31 st of January	1. Prl. Secy, Home Dept, Govt. of A.P., Secretariat, Hyd.; 2. Dy. Secy. to Govt, Home (Crts. C) Dept. Secretariat, Hyd.; 3. Dir. General of Police, Govt. of A.P., Hyd.; 4.Dir.Genl. & Ins. Genl. of Prisons; & Dir. of Corr. Services Govt. of A.P., Hyderabad	Statement No.VI
7.	Atrocities on Women (Half-yearly Statement)	30 th of June 31 of December	31 st of July 31 st of January	Secretary, Women Development, Child Welfare &Labour Dept. Govt. of A.P., Secretariat, Hyd.	Statement VII (i)
8.	Equal Property rights for women (Hindu Succession Act 1986) Half Yearly Statement	30 th June 31 st of December	31 st of July 31 st of January	--Do--	Statement No. VII (ii)
9.	Narcotic Drugs and Psychotropic Substance Act, 1985, Half Yearly Statement	30 th of June 31 st of December	31 st of July 31 st of January	Dir. Genl., Narcotic Central Bureau, Govt.of India, Mini. of Finance (Dept. of Rev.), West Block-1,Wing-5, 1 st Flr, R.K.Puram, New Delhi.	Statement No. VIII
10.	Quarterly report about children whose Guardianship has been awarded in favour of Foreign Parents	31 st March 30 th June 30 th September 31 st December	30 th April 31 st July 31 st October 31 st January	Secy, Ministry of Social Welfare, Govt. of India, New Delhi; & to: Secy., Ministry of Social Welfare Govt. of A.P. Hyderabad.	Statement No. IX
11.	State Administration Report for the Financial year (yearly)	31 st March	30 th April	Secy. to Govt., General Admn. (Genl. C) Dept., Secretariat. Hyderabad	Statement No. X (In 15 Forms)
12.	Half Yearly statistics of Lr. Crts. (Category-wise & Court-wise)	30 th of June 31 st of December	31 st of July 31 st of January	Scrutiny by High Court and follow up Action.	Consisting of about 25 statements
13.	List of Stayed Matters	As per Groups along with Work Rev. Statements		Registrar (J.); Later,communicated to Dt. Crts, & also to concerned Courts.	Received in Statement No. Communicated by letters.

ANNEXURE-11

**STATISTICAL DATA OF MAIN CASES (CIVIL & CRIMINAL)
IN THE SUBORDINATE COURTS OF THE STATE OF A.P.
FROM 1-1-200.. TO 30-6-200...**

A N A L Y S I S

(Please see 'O.P.Cell' – S.O. 177)

1. Total Number of Courts from 1992 to 2000...
2. Consolidated Court-wise Pendency of Cases as on 30-6-2000...
3. Statement showing the Institution, Disposals and pendency of both Civil & Criminal Cases in the State of Andhra Pradesh from 1-1-92 to 30-6-200...
 - a) District Courts
 - b) Sub – Courts
 - c) Munsif Magistrate Courts
 - d) Total Pendency in All District Courts, Subordinate Courts, M. M. Courts.
4. Statement showing the Institutions, Disposals and pendency of Civil (Main) Cases in the State of Andhra Pradesh from 1-1-200... to 30-6-200...
 - a) District Courts
 - b) Sub – Courts.
 - c) Munsif Magistrate Courts
 - d) Total Pendency of all District Courts, Subordinate Courts, M. M. Courts.
5. Statement showing the Institutions, Disposals and pendency of Criminal (Main) Cases in the State of A.P. from 1-1-20... to 30-6-200....
 - a) District Courts
 - b) Sub – Courts.
 - c) Munsif Magistrate Courts.
 - d) Total pendency of all District Courts, Subordinate Courts, M. M. Courts.
6. Institutions & Disposals of Cases PER OFFICER from 1992 to 200....
7. Comparative Statement of District-wise pendency of Civil & Criminal (main) Cases as on 1-1-200... & 30-6-200....
8. Consolidated Comparative Statement of District-wise pendency of Civil Cases as on 1-1-200... & 30-6-200....
9. Consolidated Comparative Statement of District-wise pendency of Criminal Cases as on 1-1-200... & 30-6-200....
10. Consolidated Comparative Statement of District-wise and Court-wise pendency of Civil and Criminal Cases as on 1-1-200... & 30-6-200....
11. Comparative Statement showing District-wise pendency of pre-1995 (both Civil and Criminal) Cases.
12. Comparative Statement showing the District-wise pendency of EXCISE CASES as on 1-1-200... & 30-6-200....

ANNEXURE - 12**CHECKLISTS – CIVIL
&
LIMITATION ASPECT***(Please see Scrutiny Officers' – S.O. 217 – 4)***CHECKLIST FOR COMPANY APPEAL**

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Grounds			
2.	PL – 10F of Companies Act			
3.	Limitation – 60 days (Mention Page No. & Para No.)			
4.	Court Fee			
5.	Bench			
6.	Certified Copy of Judgment 1			
7.	Material Papers (Typed copies of Judgment and any other Documents)			
8.	Service on other side grounds			

CHECKLIST FOR SPECIAL APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Limitation – 60 days (Mention Page No. & Para No.)			
2.	Court Fee (As per amended APGST Act Minimum)	Rs.500/-		
3.	Grounds			
4.	Duplicate + Copies			
5.	Enclosure – Commissioner's Order. In case of common Order Leading Case No.			
6.	Material Papers			
7.	Batta (Main Case delay in filing and other CMPs)			
8.	Vakalat			
9.	Notice Papers			
10.	Dockets			
11.	Covers + Ack. Forms with addresses			
12.	Any other Document(s)			
13.	Provision of Law: U/s 23(1) of (APGST) Act in Form No.IV C.M.Ps.			

CHECKLIST FOR CIVIL REVISION PETITION

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee	Rs. 10/-		
2.	Grounds			
3.	Vakalat Rs. 8 + 5 =	Rs. 13/-		
4.	Batta (Main Case delay in filing and other CMPs). @ Rs. 13 per Respondent			
5.	Enclosures			
6.	Material Papers			
7.	Certified Copy of Judgment (2sets)			
8.	Notice Papers			
9.	Typed Copy of Judgment (2 sets)			
10.	Value			
11.	Limitation – 90 days (Mention Page No. & Para No.)			
12.	Covers and Ackmnt. Forms with addresses			

13. Dockets
14. Duplicate + copies
15. Any other Document (s)
16. Provision of Law:
U/s 115 of CPC,
U/s 21 of Land Reforms Act,
U/s 22 of Rent Control Act,
U/s 91 of APTA Tenancy, C.M.P

CHECKLIST FOR SECOND APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee – (As per value of the X.S.A.) Grounds of Appeal			
2.	Limitation – 90 days (Mention Page No. & Para No.)			
3.	Value			
4.	Duplicate + Copies			
5.	Batta (Main Case, delay in filing and other CMPs)			
6.	Vakalat Rs. 8 + 5 =	Rs. 13/-		
7.	Certified copy of Judgment and Decree in OS and AS			
8.	Substantial Question of Law (Mention Page No. & Para No.)			
9.	Material Papers (Judgment & Decree OS + AS 4 – Sets)			
10.	Notice Papers			
11.	Covers + Ackment. Forms with addresses			
12.	Dockets			
13.	Any other Document (s)			
14.	Provision of Law: U/s 100 of CPC			

CHECKLIST FOR INCOME TAX CASE

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Reference application			
2.	Limitation-6 Months from the (Mention Page No. & Para No.)			
3.	Certificate – as to the service of notice and refund of deposit			
4.	Court Fee	Rs. 2/-		
5.	Batta @ Rs. 13/- per Respondent			
6.	Vakalat Rs. 8 + 5 = Memo of appearance	Rs. 13/-		
7.	Enclosures: i) Assessment order of ITO ii) Commissioner of Income Tax iii) Income Tax Officer iv) Applt. Asst. Commissioner v) I.T. Appellate Tribunal			
8.	Material Papers, Typed Copies of all the above 4 sets			
9.	Dockets			
10.	Covers with Ack. Forms			
11.	Assist Year.			
12.	Verification			
13.	Any other Document(s)			
14.	Provision of Law S. 256 (2) of I.T. Act <u>CMP</u>			

CHECKLIST FOR CROSS OBJECTIONS

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee	Rs. 10/- or as per value		
2.	Value			
3.	Grounds			
4.	Vakalat Rs. 8 + 5 =	Rs. 13-		
5.	Service			
6.	Material Papers (Judgment & Decree; & Order of AS/CMA and any other Documents)			
7.	Batta @ Rs. 13/- per Respondent			
8.	Dockets			
9.	Limitation – 30 days. (Mention Page No. & Para No.)			
10.	Duplicate + Copies			
11.	Provision of Law Or.41 R.22 of CPC <u>C.M.P</u>			

CHECKLIST FOR LETTERS PATENT APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee			
2.	Grounds CMP CMA			
3.	Limitation – 30 days (Mention Page No. & Para No.)			
4.	Service			
5.	Certified copy of the Judgt. & Decree			
6.	Material Papers (Grounds of Appeal for Verification of Value: Typed copies of Judgment, decree)			
7.	Memo of Appearance (Rs. 5 + 8)	Rs. 13/-		
8.	Duplicate Set + Copies			
9.	Name of Judge			
10.	Dockets			
11.	Any Other Document(s)			
12.	Provision of Law U/Clause 15 of Letters Patent Act.			

CHECKLIST FOR SCLP (BENCH)

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Grounds			
2.	Court Fee	Rs. 12/-		
3.	Name of the Judge			
4.	Date of Order			
5.	Provision of Law – 133(1)Constitution S.261 IT Act1961 S.28 Gift Tax Act, S.291 Wealth Tax Act.			
6.	Memo of Appearance/ Vakalath	Rs. 13/-		
7.	Certified Copies of Judgment Decree			
8.	Grounds + Copies			
9.	Material Papers (Typed copies of Judgmt, Decree and any other documents)			
10.	Service			

11. Dockets
12. N.Form
13. Question of Law

CHECKLIST FOR ORIGINAL SIDE APPEAL (BENCH)

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Memo of Grounds			
2.	Limitation – 30 days (Mention Page No. & Para No.)			
3.	Court Fee	Rs.100		
4.	Service			
5.	Certified copy of Judgment			
6.	Material Papers (Typed copy of Judgment and any other Document)			
7.	Memo of Appearance (Rs. 5 + 8)	Rs. 13/-		
8.	Duplicate + Copies			
9.	Name of Judge			
10.	Dockets			
11.	Any other Document(s)			
12.	Provision of Law U/Clause 15 of Letters Patent. C.M.P.			

CHECKLIST FOR WEALTH TAX CASE

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Original Order of Wealth Tax Commissioner.			
2.	Limitation – 90 days (Mention Page No. & Para No.)			
3.	Memo of Appearance/Vakalat Rs.8+5=	Rs.13/-		
4.	Batta @ Rs. 13/- per Respondent.			
5.	Enclosures : 4 Sets i) Original Order in R.A. ii) Original Order in W.T.A. iii) Original Order of Assessment			
6.	Material Papers, Typed Copies – 4 sets of all the above Certificates – as to the service of notices.			
7.	Grounds – Duplicate + Copies			
8.	Verification			
9.	Notice Papers.			
10.	Covers along with Ack. Forms with addresses thereon.			
11.	Dockets			
12.	Assessment Year			
13.	Any other Document(s)			
14.	Provision of Law u/s27 (3) of W.T.Act. C.M.P.			

CHECKLIST FOR CIVIL MISCELLANEOUS APPEAL (C.M.A.)

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee	Rs. 10/-		
2.	Grounds			
3.	Value			
4.	Limitation – 90 days (Mention Page No. & Para No.)			
5.	Batta (should be paid main case, delay petition in filing and other MPR)			

- | | | |
|-----|--|----------|
| 6. | Vakalat Rs. 8 + 5 = | Rs. 13/- |
| 7. | Certified copy of Judgment & Decree | |
| 8. | Duplicate + Copies | |
| 9. | Material Papers next Xerox copies | |
| 10. | Notice Papers | |
| 11. | Covers + Ack. Forms with addresses | |
| 12. | Dockets | |
| 13. | Any other Document(s) | |
| 14. | Provision of Law | |
| 15. | Provision Certificate in
M.V. Act and W.C. Act Cases.
C.M.P. | |

CHECKLIST FOR GIFT TAX CASE

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Reference Application			
2.	Limitation – 90 days (Mention Page No. & Para No.)			
3.	Court Fee	Rs. 3/-		
4.	Batta @ Rs.13/- per Respondent			
5.	Vakalat (Rs. 8 + 5) = Memo of Appearance	Rs. 13/-		
6.	Enclosures: i) Assessment Order of I.T.C. ii) Order of Commissioner of Income Tax iii) Income Tax Officer Order iv) I.T. Applt. Tribunal's Order			
7.	Material Papers – Typed Copies of all the above 4 sets			
8.	Dockets			
9.	Covers along with acknowledgment forms with addressed thereon			
10.	Assessment Year			
11.	Verification			
12.	Certificate – as to the Service of notice and refund of deposit			
13.	Any other Document(s)			
14.	Provision of Law 26(3) C.M.P.			

CHECKLIST FOR FIRST APPEAL/ C.C.C. APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee – (As per the value of the A.S.)			
2.	Limitation – 90 days (Mention Page No. & Para No.) (In the case of pauper appeal, limitation – 60 days)			
3.	Grounds			
4.	Duplicate + Copies			
5.	Batta (should be paid in A.S., and in Petitions for condoning delay in filing and other CMPs).			
6.	Certified Copy of Judgment	Rs. 1/-		
7.	Certified Copy of Decree From Single 2-12-89 onwards One lakh & above	Rs. 2/-		

Bench

Three lakh & above

- | | | |
|-----|--|----------|
| 8. | Vakalat Rs. 8 + 5 = | Rs. 13/- |
| 9. | Typed copy of Judgment and Decree (4 sets) | |
| 10. | Notice Papers + Acknowledgements with addresses thereon | |
| 11. | Dockets | |
| 12. | Lodgement Schedule (LS) | |
| 13. | Translation & Printing Form (T&P Form) | |
| 14. | Covers + Acknowledgement Cards together with addresses | |
| 15. | Any other Document(s) | |
| 16. | Single/ Bench | |
| 17. | Provision of Law:
(U/s. 96 of CPC, U/s 54 of L.A. Act.)
<u>Civil Misc. Petitions</u> | |

CHECKLIST FOR CONTEMPT APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	No Court Fee			
2.	Limitation – 30 days			
3.	PL – U/s 19 (1) Contempt Court Act			
4.	Grounds. Memo of Appeal/ Vakalat			
5.	Duplicate + Copies			
6.	Against – Contempt Case			
7.	Encl: C.C. of Judgment			
8.	Material Papers (Judgment copy of Judgment and any other documents)			
9.	Service on other side			

CHECKLIST FOR CMSA

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee	Rs. 10/-		
2.	PL – U/s 287 of MCH Act			
3.	Limitation – 30 days (Mention Page No. & Para No.)			
4.	Grounds			
5.	Substantial Question of law			
6.	Certified copy of Judgment Decree			
7.	Material Papers			
8.	Vakalat/Memo of Appearance Rs.(8+5) =	Rs. 13/-		
9.	Batta @ Rs. 13/- per Respondent			
10.	N.Form, Ack, forms with addresses			

CHECKLIST FOR WRIT APPEAL

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee	Rs. 100/-		
2.	Grounds of Appeal			
3.	Mem of Appearance/Vakalat Rs8+5=	Rs. 13/-		
4.	Limitation – 30 days (Mention Page No. & Para No.)			
5.	Certified copy of Judgment			
6.	a) Material Papers including W.Ps.&			

Affidavit of W.A. against W.P. or else the material papers against which the Appeal is preferred

b) Service/Typed Copies (Do) (Original E.B., & Duplicate E.B. shall be in ledger sheets)

7. Batta (if W.P. dismissed of in Admission) at Rs13/- per Respondent
8. Notice Papers
9. Covers + Acknowledgment Forms
10. Any other Document(s)
11. Provision of Law, Under Clause 15 of Letters Patent

NB: All the Material Papers in all cases shall be neatly typed and be filed (No Xerox copies will be allowed)

CHECKLIST FOR TAX REVISION CASE (T.R.C.)

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee.			
	(If Govt. files) -----	Rs. 10/-		
	(By Private Party) -----	Rs. 100/-		
2.	Grounds			
3.	Verification			
4.	Batta @ Rs. 13/- per Respondent			
5.	Form – Form No.3 Verification (Question Of Law raised by decision of Court).			
6.	Limitation – 90 days (Mention Page No. & Para No.)			
7.	Mem of appearance/Vakalat Rs.8+5=	Rs. 13/-		
8.	Enclosures – Original Order of Appellate Tribunal, if common Order – Leading Case No.			
9.	Material Papers – 4 sets of 1. Assessment Order 2. Appellate Order of Dy. Commissioner			
10.	Grounds – Duplicate + Copies			
11.	Notice Papers			
12.	Covers + Ackment Form with address			
13.	Dockets			
14.	Verification			
15.	Any Other Document(s)			
16.	Provision of Law U/s 22 APGST Act All Tax matters are Bench			

COMMON FOR MISCELLANEOUS PETITION

W.P.M.P

1. Petition
2. Batta
3. Notice Forms
4. Covers with Acknowledgment forms
5. Docket
6. Draft Order Proforma
7. Petition Copies (No. of Respondents +1)
Duplicate in case of Bench Cases.

CHECKLIST FOR WRIT PETITION

Sl. No.	Item	Court Fee	Scrutiny Officer Verification	Remarks
1.	Court Fee (If the cause of action is not common and the number of Petitioners is more than one, the Court Fee is to be paid at the rate of Rs. 100/- per Petitioner)	Rs. 100/-		
2.	Annexure I, II in chronological Order			
3.	Affidavit a) If any previous Proceedings (Mention Page No. & Para No.) b) Averment regarding alternative relief (Mention Page No. & Para No.)			
4.	Petition			
5.	Impugned Order	Rs. 2/-		
6.	Vakalat – Rs. 8/- (Welfare Stamp) Rs. 5/- (Court Fee)	Rs. 13/-		
7.	Material Papers with reference to the Affidavit			
8.	Duplicate + Copies Duplicate Misc. – Bundle Batta at Rs. 13/- per Respondent Notice Forms – copies of affidavit, petition and Material Papers – No Respondents + 1 Additional Bundle – Petition + Affidavit – One Copy			
9.	Dockets for W.P. and WPMPs			
10.	Covers (with Acknowledgment forms)			
11.	Sheet of Respondent(s) Addresses			
12.	Any other Document(s)			
13.	a) Service/Non – Service b) Department c) Bench/Single			
14.	a) Subject Matter of the W.P. b) Concerned Govt. Pleader/Name of Standing Counsel			
15.	Proof of Service NB 1. If any of the Material Papers are in Vernacular Language, they have to be translated into English and filed. 2. Required No. of sets (Affidavit, WP, WPMP and Material Papers) to be filed in booklet form			

* * *

**PERIOD OF LIMITATION
AND
COURT FEE
IN THE CASES TO BE FILED IN THE HIGH COURT**

Nature of Case	Provisions of law for limitation	Limitation	Provision of law for Court Fee	Court Fee	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Writs other than Habeas	Art.226 of	No	Art. 11(5) of	Rs.100/-	

Corpus U/A.226 of the Constitution	Constitution	Limitation	Sch.II of APCF & SV Act r/w Sec.4 of A.P. C.F. Act.			
Review of Writ Petitions	Art.124 of Limitation Act.	30 days	Sec.151 C.P.C.	Rs. 2/-		It was held in ILR 53 All 535 that U/s. 141 the provisions of CPC apply to all High Courts in the exercise of their entire civil jurisdiction, under letters patent. So, if the jurisdiction is directed from special Acts, that act can give power of review and the Provisions of sec.114 and Or.47 CPC cannot be involved. According to 1963 S.C.1909 review lies u/s.151 CPC in W.Ps.
Writ of Habeas Corpus	Art.226 of Constitution	No Limitation	Sec.67 (1) and (X) of A.P.C.F & S.V. Act	No CF		In a Writ of Habeas Corpus filed by Advocate to release the accused in Jail, no Court Fee need be paid on the petition and Vakalat. (1979 (1) A.N.W.R. 225; AIR 1978 A.P. 297 (D.B.)). It is sufficient if the Memo. of appearance is filed by an advocate in such petitions.
Writ appeals U/s.15 of Letters Patent	R. 51 (1) of A.P.H.C. Appellate-side rules r/w Art.117 of Limit. Act	30 days	Sec. 6(4) of A.P.C.F. Act r/w Art. 3 (iii) (A) (2) (b) of Sch. II, of APCF ACT	Rs.100/-	-----	
WAMPS	-----	-----	Rule 23(c) of Writ Proceedings rules, 1997 r/w Art.11 (4) of Sch. II of APCF Act	Rs.2/-	-----	
CRPs U/A. 227 of the Constitution (vide R. 2 of the Rules to regulate the proceedings u/A 227 of Constitution).	Art.131 of the Limitation Act.	90 days	Art.11(s) of Sch. II of APCF Act	Rs.100/-	-----	
Appeals U/s.96, O.41 R.1 of CPC	Art. 116(a) of Limitation Act.	90 days	Sec. 6(4) of APCF Act r/w S. 49 of CF Act r/w rule 36 of AP.HC Appellate side rules	The CF payable in appeals on valuation of the subject matter in the appeals		If the subject matter of the appeal is less than that of the suit in the trial court, appeal can be valued on the value of the subject matter in appeal. For example: - The Suit may be valued at Rs.20,000/- but if the decree is passed only for Rs.10,000/- if first appeal is preferred for Rs.10,000/-,C.F. on Rs.10,000/- only has to be paid.
C.C.C. Appeals u/s 96 CPC	- Do -	- Do -	- Do -	- Do -	-----	
(1) Pauper Appeal Suits U/o.44 R.1 CPC	(2) U/A. 130(a) of Limitation Act (from	(3) 60 days	(4) Art.13 (11) of Sch.II of APCF Act.	(5) Rs.2/-	(6) -----	

Second Appeals 100 CPC; Or.42 CPC	U/s. Art.116 of R.1 Limitation Act.	90 days	Sec.6(4) of APCF Act R/w Sec.49 r/w R.36 of A.P. H.CT Appellate side rules.	The C.F. payable is on the value of subject matter in Second Appeal	-----
L.P. Appeals Letters Patent	U/r. 51(1) of APHCT Appellate side rules r/w Art.117 of the Limitation Act.	30 days	Se. 49 of ASCF Act r/w R.51(2) of APHC Appellate side rules. (value of the LPA is the same as that of the first appeal against which the LPA is preferred)	C.F is payable in L.P.As as in the case of First Appeals	L.P.As can be brought u/s.49 and Art.3(iii) (A)(2)(b) of the Sch.II of the AOCF Act. But by virtue of Sec.9 of the Act, the highest fee charged under Art.3 has to be passed. (1961 An.WR 113) Special provision overrides general provision i.e. Sec.49 of the Act (1963 (1) ANWR 33). See T.Suryanarayana's Hand Book on Court Fees at P.237.
First Appeal L.A. Act	u/s. 54 of Art.116 of Limitation Act.	90 days	Art.1 of Sch.I of A.P.C.F Act	Advalo- rem c.f. has to be paid on appor- tioning the compens ation	(Appeals about apportionment of compensation amount are permitted by treating the Orders as a decree u/s.2(9) CPC, though it is not appealable as an award u/s.54 of the Act. Such an appeal is governed by Art.1, of Sch.I of APCF Act and Advalorem C. F. is payable there on. Appeal also lies u/s.96 CPC. The forum of appeal is determined by the A.P.Civil Court Act, according to the value of the subject matter in dispute.

CIVIL REVISION PETITIONS TO BE FILED U/S. 115 C.P.C.

When there is no Appeal, under O.43 CPC revision lies. From the order and decretal order in appealable orders, the revision lies to the High Court. Revisional powers are given to the District Courts only in some enactments. According to Rule 41 – B of the A.P.H.C. Appellate Side Rules, the provisions of Rules 11(2), 17, 18, 19, and 21 of O.XLI of the CPC Shall apply *mutatis mutandis* to all C.R.Ps. Limitation and C. F. payable under various Acts and CPC are:

Nature of Case	Provisions of law for limitation	Limitation	Provision of law for Court Fee	Court Fee	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Revision to High Court U/s. 115 CPC r/w Sec.22 of A.P. (Lease, Rent &Eviction) Control Act.	U/s. 22(1) of A.P.(L.R&E) Control Act.	No limitation	Art. 11(q)(i) of Sch.II of APCF Act.	(i) Rs.5/- (ii) Rs.10/-	(If the value of the suit or proceeding to which the order sought to be revised relates does not exceed Rs.1000/- (If such value exceeds

U/s.115 CPC r/w Sec.21 of APLR(CAH) Act, 1973	R.17 of APLR(CAH) Rules, 1974	90 days	- Do -	- Do -	Rs.1000/-). (Vide GOMs No.13 (Rev) dt.4-1-85 limitation is raised from 30 days to 90 days.
U/s.115 CPC r/w Sec.91 of A.P T&A. Lands Act.	Sec.93 of AP (TA) T&A Lands Act.	60 days	- Do -	- Do -	-----
U/s.115 CPC r/w 35(d) of A.P.(TA) Rules,1975	Art.131 of Limitation Act	(3) 90 days	(4) Art.11(q)(i) of Sch.II of A.P.F.F. Act.	(5) (i) Rs.5/- (ii) Rs.10/-	(6) (if value does not exceed Rs.1000/-) (if value exceeds Rs.1000/-).
U/s.115 CPC r/w of A.P.(TA) C.C. Act.	Sec.12 - Do -	-Do -	- Do-	- Do-	
U/s.115 CPC r/w of S.R. Act.	Sec.6 - Do-	- Do-	- Do-	- Do-	
Petitions u/s.115 CPC	Art.131 of the Limitation Act.	90 days	Art.11(q) of Sch.II of APCF Act.	(i) Rs.5/- (ii) Rs.10/-	(If the value does not exceed Rs. 1000/-). (If value exceeds Rs.1000/-).

CIVIL MISCELLANEOUS APPEALS (AACS)

Or.43 R.1 r/w Sec.104 CPC provided for appeals against orders enumerated therein. So, whenever an Order in a suit is made and the aggrieved party intends to challenge the same, it has to be seen whether an appeal is provided for in Or.43 R.1 and if so, he can prefer an appeal to the District Court or High Court which is competent to entertain an appeal against the decree that may be passed in the said suit. If no appeal is provided as stated above the aggrieved party can only approach the High Court by way of revision U/s.115 CPC.

Nature of Case	Provisions of law for limitation	Limitation	Provision of law for Court Fee	Court Fee	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
U/s. 19(1) of Family Courts Act.	Sec. 19(3) of family Courts Act.	30 days	Art.1 of Sch.II of APCF Act has to be seen for filing the CF for different categories.		
<u>CMA/AAO</u> U/s.28 of Hindu Marriage Act.	U/s. 28(4) of H.M. Act, 1955.	30 days	Art. 1(vii) of Sch.II of APCF Act.	Rs.10/-	(If damages are claimed, separate fee @ rates specified in Art.1 of Sch.I shall be charged).
CMA Sec. 55 of Indian Divorce Act.	Art.116 of Limitation Act.	90 days	Art. 1(iii) of Sch.II of APCF Act	Rs.30/-	
(Appeal procedure of Civil Courts is applicable. There shall be no appeal from a decree of a District Judge for dissolution of marriage or nullity of marriage, nor from the order of the High Court confirming or refusing to confirm such decree, vide proviso to Sec.55 of Indian Divorce Act).					
CMA U/s.39 of Marriage Act	Sec. 39(4) of Marriage Act.	30 days	Art. 1(vi) of Sch.II of A.P.C.F. Act	Rs.30/-	
CMA U/s.47 of Guardian & Wards Act.	Art.116 of Limitation Act.	90 days	Art.3(iii)(A)(1) (a)or(b)of Sch.II of APCF Act.	(i)Rs.10/- (ii)Rs.5/-	(If value exceeds Rs.1000/-) (If any other case)

(The Procedure to be followed in respect of appeals and the period of limitation, the Act is silent. The procedure laid down in CPC

was intended to be followed under this Act. Hence, limitation is 90 days from the date of the Order under appeal).

CMA U/s. 75(1) of Provincial Insolvency Act.	Sec. 75(4) of Provincial Insolvency Act, 1920.	90 days	Art. 11(1)(iii) of Sch.II of APCF Act.	Rs.20/-	An order passed U/s.4 by a District Court constitutes 'Misc. Case' and a formal order should be prepared U/o. 43 R.3 CPC AIR 1946 Oudh 242(243&244).
CMA U/s. 23 of Railway claims Tribunal Act.	Sec. 23(3) of Rly. Claims Tribunal Act.	90 days	Art.3(iii)(A)(1) (a) or (b) of Sch.II of APCF Act.	(i)Rs.10/- (ii)Rs.5/-	(If value exceeds Rs.1000/-) (In any other case)
CMA U/s.82 of ESI Act.	S. 82(3) of ESI Act, ((Provisions of Ss..5 & 12 of Limitation Act applies to Appeals under this Section)	60 days	Art. 3(iii)(A)(1) (a) or (b) of Sch.II of APCF Act.	(i)Rs.10/- (ii)Rs.5/-	(If value exceeds Rs.1000/-) (In any other case)
(1) CMA U/s.173 of M.V. Act.	(2) U/s. 173(i) of M.V. Act	(3) 90 days	(4) - Do -	(5) - Do -	(6) (In case, if no appeal is numbered and it is rejected, CRP lies).
CMA U/s.27 of AP (TA) Abolition of Inams Act.	U/s.27 of the A.P. (TA) A.I Act.	90 days	- Do -	- Do -	
CMA U/s.11 of Requisition & Acquisition of Immovable Property Act.	Sec.11 of R. & A. of Immovable Property Act.	30 days	Sec.48 r/w Art.1 of Sch.I of A.P.C.F. Act.	Court Fee is required to be paid claimant-wise.	The Court Fee should be paid claimant-wise. Value of claim for each of the appellants is the basis for assessing c.f. payable in the appeal. Aggregate of the Court Fee assessed would be the C.F. payable on the Memo. of Appeal.(T.Suryanarayana murthy's Hand Book on Crt. Fee @ P.166).
CMA U/s.384 of Indian Succession Act.	Sec. 384(2) of Indian Succession Act, r/w Art.116 of Limitation Act.	90 days	Art.1 of Sch.I of A.P.C.F. Act.	An amount of one half of the scale fee specified in Art.1 on the amount/value of the subject matter	

SPECIAL LAWS

<u>Nature of Case</u>	Provisions of law for limitation	Limitation	Provision of law for Court Fee	Court Fee	Remarks
CASES UNDER VARIOUS TAX MATTERS:					
Special Appeal of APGST Act.	Sec.23 of APGST Act (from the date of order communicated to dealer)	60 days	Sec. 23(2) of APGST	Minimum of Rs.500/- and Maximum of Rs.2000/-	Fee has to calculated @ 2% of the disputed tax and surcharge or penalty subject to a minimum of Rs.500/- and maximum of Rs.2000/- (Substituted by G.O.Ms.No. 588

Tax Rev. Case U/s.22 of APGST Act	Sec.22 of APGST Act r/w R.39 of APGST Rules 1957	120 days	Sec. 22(2) of APGST Act	Rs.500/-	Rev. Dt.31.10.88 w.e.f. 6.9.88(vide Act No.25/1988)
Review by the High Court U/s. 22(7) of APGST Act	Rule 42, AP GST Rules 1957 (One year from the date of communication of order sought to be reviewed by the dealer)	1 year	Sec. 22(7)(a) and (b) of APGST Act	Rs.100/-	Enhanced fee from Rs. 100/- to Rs. 500/- w.e.f. 6.9.1988 by Act. No. 25-1988
Reference to the High Court U/s.256	Sec.256 of I.T. Act.	60 days	Sec.256 of I.T. Act	Rs.200/-	Consequent on the introduction of Sec.260 – A (direct Appeal to the High Court vide Fin (No.2) Act, 1988), the reference to High Court was allowed in respect of any order made by the Appellate Tribunal before 1-10-1998.
(1) Income Tax Tribunal Appeal U/s.260 – A	(2) Sec.260 – A (2)(a) of I.T. Act	(3) 120 days	(4) Relevant Law relating to Court fee for filing appeals to High Court Sec.260 – A (7) of I.T. Act	(5) Rs.200/-	(6) Vide Finance Act, 1999. Cl.(b) of Sub-Sec.2 of Sec.260–A was omitted. As per omitted clause, a fee of Rs.10,000/- was fixed. Now, Court fee has to be fixed similar to Appeals in High Court under CPC. Sub-Sec (7) of Sec.260–A was inserted by the Finance Act, 1999 w.e.f. 1-6-99, providing that the relevant provisions of the CPC shall apply mutatis mutandis to appeals under Sec.260–A.
Reference to High Court U/s.27 of W.T.Act	Sec. 27(1) of W.T.Act	60 days	Sec. 27(1) of W.T.Act (in case of assessee)	Rs.200/-	As per Finance Act, 1999 the applicability of the Provisions of Sec.27 has been restricted to orders passed before 1.6.1999.
(The Assessee or the Chief Commr./Commr. has to submit an application to the Appellate Tribunal to refer the case to H.C. The Appellate Tribunal within 120 days of the receipt of application has to draw up a statement of the case and refer it to the H. C.). Appeal to High Court U/s.27 – A of W.T.Act	Sec.278 –A(1) of W.T.Act	120 days	Sec.27 – A(8) of W.T.Act. The Provisions	Fee similar to present appeals	Appeal Provision to the High Court is made available

of CPC under CPC relating to appeals to High Court shall apply in the case of Appeals under this Section U/s.27-A w.e.f. 1-10-1998. By the Finance Act, 1999, the fee of Rs.5000/- fixed U/s.27-A(3) is deleted w.e.f. 1.6.99. As per Sub-Sec.8 of Sec.27-A the provisions of CPC relating to Appeals shall apply in the case of Appeal under this Section w.e.f. 1-6-99 (vide Fin. Act. 1999)

Statement of Case to High Court U/s.82 – B of Gold Control Act.	Sec.82 – B(1) of Gold Control Act, 1968(The Collector of Central Excise or Customs or the other party may within 60 days submit an Appln. to the App. Tribunal to refer to High Court. The Appellate Tribunal shall within 120 days of the receipt of Appln. has to draw up a statement of the case and refer to High Court.	60 days	Sec.82 – B (1) of Gold Control Act.	Rs.200/-
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Note: The above provision of law applies to only pending cases, as Gold (Control) Act, 1968 has been Repealed by Act No.18 of 1990 i.e. The Gold (Control) Repeal Act, 1990, dt.6.6.1990.

Revision by the High Court U/s 9–D of A.P Entertainment Tax Act.	Sec.9 – D (1) of APET Act.	60 days	Sec.9 – D (2) of APET Act (In case of proprietor) (Sec. 9 – D(7))	Rs.100/-
Appeal to High Court I/s. 9 – E of APE Tax Act.	Sec.9 – E(1) of APE Tax Act.	60 days	Sec.9 – E(2) of APE Tax Act.	Rs.100/-

ANNEXURE-13
CHECKLISTS FOR CRIMINAL CASES
(Please see 'Criminal Appellate Section' – S.O. 288)

CHECK SLIP FOR BAIL APPLICATION

Sl. No	Item	Checking officer's verification	Remarks
1.	Provision of Law		
2.	Court Fee on Petition		
3.	Grounds (sufficient copies)		
4.	Cause Title		
5.	Vakalat/ Memo of Appearance as per High Court's Circular Orders		
6.	Affidavit, if any F.I.R./ Complaint (Crime No. should invariably be furnished)		
7.	(If Crime is not registered – Complainant's name and a copy of complaint to be furnished).		
8.	Service to the Public Prosecutor is compulsory		
9.	Material Papers. (If bail is rejected by the Lower Court, a copy to be furnished).		
10.	Bail to the satisfaction of Station House Officer of..... Police Station, District...../ J.F.C.M. of		
11.	Draft Proforma		
12.	Docket		

CHECK SLIP FOR CRIMINAL REVISION CASE

1. Provision of Law
2. Court Fee
3. Grounds (Sufficient copies to be furnished)
4. Cause title
5. Vakalat/ Memo of Appearance
6. Affidavit, if any
7. Material Papers – Certified Copies of Lower Appellate Court 's Judgment and Trial Court's Judgment and typed copies.
8. Service to the Public Prosecutor / Special Public Prosecutor is compulsory.
9. Limitation
10. If no bail is granted, it should invariably be mentioned the Jail in which accused is confined.
11. Docket.

CHECK LIST FOR GENERAL SCRUTINY OF CRIMANAL CASES

Sl. No.	Item	Page no.	Checking officer's verification	Remarks
1.	Provision of law			
2.	Court fee			
3.	Grounds (sufficient copies to be furnished for review)			
4.	Cause-title			
5.	Affidavit (Compulsory in case of Tr.Crl.M.P).			
6.	Vakalat /. Memo of Application			
7.	Service to the Public Prosecutor is compulsory			
8.	Material papers			
9.	Certified copy of lower court's Order, if any			
10.	Limitation			
11.	Draft Proforma (in case of Miscellaneous Petitions)			
12.	Docket			

CHECK SLIP FOR CRIMINAL PETITION
(Quash petition)

Sl. No	Item	Checking officer's verification	Remarks
1.	Provision of law		
2.	Grounds (sufficient copies to be furnished for review)		
3.	Cause title		
4.	Vakalat / Memo of appearance (As per High Court's circular-orders)		
5.	Affidavit, if any		
6.	Lower court's order, if any		
7.	F.I.R. / Charge-sheet with Crime No. & CC Number / Material Papers		
8.	Service to the Public Prosecutor is compulsory		
9.	Draft Proforma		
10.	Docket		

CHECK LIST FOR TRANSFER CrI.M.P.

Sl. No.	Item	Page no.	Checking officer's verification	Remarks
1.	Provision of Law			
2.	Court Fee			
3.	Grounds (sufficient copies to be furnished) plus Affidavit is compulsory			
4.	Cause Title			
5.	Vakalat/ Memo of Appearance			
6.	Material Papers – Certified Copy of Lower Court's Order, if any, with two typed copies			
7.	Service to the Public Prosecutor/ Special Public Prosecutor is compulsory			
8.	Draft Proforma			
9.	Docket			

2. CRIMINAL APPEALS:

(a) Conviction Appeals:

If the conviction and sentence is for 'Life imprisonment' or 'Death' sentence, it should go before DIVISION BENCH.

In all other cases Single Judge matters.

If the conviction and sentence passed by Asst. Sessions Judge, is 7 years or below, then, no Criminal Appeal will lie in High Court. It should be filed before Sessions Court

Requirements:

Memorandum of Grounds:

Provision of law: U/s. 374(2) Cr.P.C.

Original copy of Judgment + copy of Judgment.

Limitation - - 60 days.

If there is delay in filing CrI. Appeal, there should be a CrI.M.P. (condone delay petition) with Affidavit U/s. 5 of Limitation Act.

Cause Title

P.P. Service is compulsory

Memo or appearance (Advocate' Welfare Stamp Rs.8/-)

Bail petition, pending disposal of CrI. Appeal U/s. 389 (1) CrI.P.C.

P.P. Service is compulsory

Prayer may be: To suspend the execution of sentence passed in S.C.No. and enlarge/release the petitioner on bail pending disposal of

and Crl.Appeal and pass such other Order as the Court deems it fit necessary in the circumstances of the Case.

Bail to the Satisfaction of Magistrate_____

Accused confined in Jail _____ District _____.

If there is suspension of sentence, it should be clearly stated: The sentence of the accused is suspended by the Sessions Judge U/s.389 (3) Cr.P.C. upto _____

If the bail is granted by the Court, a copy of the Order should be communicated to the jail Superintendent and also the concerned Police Station immediately.

(b) Acquittal Appeals:

CrI. Appeals against acquittal filed by Public Prosecutor U/s.378 (3) Cr.P.C. In all other cases CrI.Appeals against acquittal is filed U/s. 378 (4) Cr.P.C. with Special Leave Petition.

Provision of Law - - If filed by P.P. U/s. 378 (3) Cr.P.C.

- - In other cases U/s. 378 (4) with Special Leave Petition.

Requirements:

Grounds

Court Fee Rs.2/- on the grounds

Cause Title

Judgment copy of Lower Court (Certified copy plus two copies typed)

Memo of Appearance (with Advocates' Relief Fund Stamp Rs.8/-)

LIMITATION - - 90 days

If the appeal is filed by P.P., then, sanction of Govt. is necessary and to furnish G.O.Rt.NO. _____

Limitation starts from the date of Dis.No. of Lower Court or from the Date of Judgment.

The Defacto complainant is entitled to file CrI.R.C. against the order of Acquittal.

JAIL PETITIONS (CrI. Appeals) received though Jailer.

On scrutiny, if necessary, after translation of the papers, it will be circulated to the concerned Portfolio Judge, and, on Orders of the Hon'ble Judge, the matter will be placed before Regular Court. A State-brief will be appointed in such cases. (Note: now the files are being transferred to Legal Aid Board, High Court, for appointment of Advocates from Legal Aid Panel)

CHECK-SLIP FOR CRIMINAL PETITION

(Regular Bail)

Sl. No	Item	Checking Officer's Verification	Remarks
1.	Provision of Law		
2.	Grounds (sufficient copies to be furnished)		
3.	Cause Title		
4.	Vakalat/ Memo of Appearance (as per High Court Circular Orders).		
5.	Affidavit, if any		
6.	F.I.R./ Charge Sheet/ Remand Report		
7.	Service to the Public Prosecutor is compulsory		
8.	Material Papers – If bail is rejected by the Lower Court, a copy to be furnished		
9.	(a) Bail to the satisfaction of the Magistrate.... (b) Accused confined in Jail _____		
10.	Draft Proforma		
11.	Docket		

ANNEXURE-14

FOR ORDERS OF THE HON'BLE COURT

WRIT PETITION NO.....OF 200?

- -

It is respectfully submitted that Writ Petition No.....of 200? was disposed of on.....by the Honourable Court after having permitted the Petitioner(s) to amend the prayer portion in the Writ Petition sought through W.P.M.P. No..... of 200?

The disposal of the Writ Petition was in terms of the amended prayer portion. As per Rule 18 of Order 6 of the Code of Civil Procedure, the Writ Petitioner(s) or his/their Counsel should amend the prayer portion within 14 days failing which the amendment order ceases to be in force for want of extension of time in this regard.

In the Case on hand, no such extension was sought for nor the amendment granted was carried out by the learned Counsel for the Petitioner(s) in terms of Order 6 Rule 18 of the Code of Civil Procedure.

In the circumstances, it is submitted for orders regarding carrying out of the amendment which is permitted in W.P.M.P. No.....of 200?

Submitted.

ANNEXURE –15**GUIDELINES BY SUPREME COURT OF INDIA TO BE FOLLOWED FOR ENTERTAINING LETTERS/ PETITIONS RECEIVED IN THIS COURT AS ‘PUBLIC INTEREST LITIGATION’:**

No Petition involving individual/personal matter shall be entertained as a PIL matter except as indicated hereinafter.

Letter–Petitions falling under the following categories alone will ordinarily be entertained as Public Interest Litigation: -

- (1) Bonded Labour Matters.
- (2) Neglected Children.
- (3) Non–payment of minimum wages to workers and exploitation of casual workers and complaints of violation of Labour Laws (except in individual Cases).
- (4) Petitions from jails complaining of harassment, for pre-mature release and seeking release after having completed 14 years in jail, death in jail, transfer, release on personal bond, speedy trial as a fundamental right.
- (5) Petitions against police for refusing to register a case, harassment by police, and death in police custody.
- (6) Petitions against atrocities on women, in particular, harassment of bride, bride–burning, rape, murder, kidnapping etc.
- (7) Petitions complaining of harassment or torture of villagers by co–villagers or by police from persons belonging to Scheduled Castes and Scheduled Tribes and Economically Backward Classes.
- (8) Petitions pertaining to environmental pollution, disturbance of ecological balance, drugs, fraud, adulteration, maintenance of heritage culture, antiques, forest, wild and other matters of public importance.
- (9) Petitions from riot–victims.
- (10) Family Pension.

All letter–petitions received in the PIL Cell will first be screened in the Cell, and only such petitions as are covered by the above mentioned Categories will be placed before a Judge to be nominated by Hon’ble the Chief Justice of India, for directions, after which, the case will be listed before the Bench concerned. To begin with, only one Hon’ble Judge may be assigned this work and the number increased to two or three later depending on the workload.

Cases falling under the following categories will not be entertained as ‘Public Interest Litigation’, and these may be returned to the petitioners or filed in the PIL Cell, as the case may be:

- (1) Landlord–Tenant matters.
- (2) Service Matters and those pertaining to Pension and Gratuity.
- (3) Complaints against Central/ State Government Departments and Local Bodies except those relating to item Nos: (1) to (10) above.
- (4) Admission to medical and other educational institutions.
- (5) Petitions for early hearing of cases pending in High Courts and Subordinate Courts.

In regard to the Petitions concerning maintenance of wife, children and parents, the petitioner may be asked to file a petition under Sec. 125 of Cr.P.C or a suit in the Court of competent Jurisdiction, and, for that purpose, to approach the nearest Legal Aid Committee for legal aid and advice.

NEW DELHI:
December 1, 1988

Sd/-
..... CJI.

Court.

Sd/-
All other Judges of the

Contd.,

MINUTES OF THE MEETING OF THE COMMITTEE OF THE HON'BLE JUDGES COSTITUTED TO DEAL WITH THE SUBJECT OF "STREAMLINING OF PUBLIC INTEREST LITIGAITON" HELD ON 19TH DAY OF SEPTEMBER, 91:

The following guidelines prescribed by the Committee are to be followed for entertaining letters/ petitions received in this Court as 'Public Interest Litigation'. No petition involving individual/ personal matter shall be entertained as a PIL matter except as indicated hereinafter.

Letter-Petitions falling under the following categories alone will ordinarily be entertained as Public Interest Litigation: -

- (1) Bonded Labour Matters.
- (2) Neglected Children.
- (3) Non-payment of minimum wages to workers and exploitation of casual workers and complaints of violation of Labour Laws (except in individual Cases).
- (4) Petitions from jails complaining of harassment, for pre-mature release and seeking release after having completed 14 years in jail, death in jail, transfer, release on personal bond, speedy trial as a fundamental right.
- (5) Petitions against police for refusing to register a case, harassment by police and death in police custody.
- (6) Petitions against atrocities on women, in particular harassment of bride, bride-burning, rape, murder, kidnapping etc.
- (7) Petitions complaining of harassment or torture of villagers by co-villagers, or by police, from persons belonging to Scheduled Castes and Scheduled Tribes and economically backward Classes.
- (8) Petitions pertaining to environmental pollution, disturbance of ecological balance, drugs, fraud, adulteration, maintenance of heritage, culture, antiques, forest, wild and other matters of public importance.
- (9) Petitions from riot-victims.
- (10) Family Pension.

Resolved to follow generally the above guidelines prescribed by the Supreme Court of India in the Andhra Pradesh High Court also.

Sri C.V. Subbayya, Assistant Registrar be entrusted with the work in addition to the regular work. One Assistant be given to him to assist him in the work.

REGISTRAR (MANAGEMENT)

ANNEXURE – 16**NATURE OF CASES TO BE HEARD BY A BENCH OF TWO JUDGES
IN HIGH COURT**

Sl. No.	Nature of Case	Provision of Law
<u>I. WRIT PETITIONS</u>		
1.	Petitions for a Writ in the nature of Habeas Corpus.	Rule 2–A of the Appellate Side Rules, r/w Rule 14(a)(i) of Writ Proceedings Rules, 1977.
2.	Petitions relating to Elections under the Representation of Peoples Act, 1951.	Rule 14 (a) (ii) of Writ Proceedings Rules, 1977.
3.	Petitions relating to Income-tax, Gift Tax, Wealth Tax, Estate Duty, Excise Acts & other Allied Acts. (State & Central Taxation Cases).	Rule 14 (a) (iii) of Writ Proceedings Rules, 1977.
4.	A.P. Land Grabbing (Prohibition) Act 1982. Administrative Tribunals Act, 1985. A.P.Lokayukta & UpaLokayukta Act, 1983. The Consumer Protection Act, 1986.	Rule 14 (a) (iv) of Writ Proceedings Rules, 1977.
5.	All Writ Petitions received as PIL Matters, and as taken up matters.	High Court's Circular in R.O.C. No. 24/98, Judl., dated 9-11-1998.
6.	The Cases filed by individuals/ Organisations involving interest and filed as 'Public Interest Litigation' matters have to be posted before the Division Bench having the provision to hear 'Taken up matters'.	
7.	All matters (Petitions) in which the High Court is impleaded as a Party, they shall be posted before a Division Bench and for that purpose the case file has to be placed before the Registrar (Judl.) to obtain the instructions of the Hon'ble Chief Justice to indicate the Bench where they are to be posted.	(i) Registrar(Judl.'s) Circular D/12-10-1995. (ii) High Court's Circular in ROC 25/08 – Judl., dated 18-11-1998.
8.	Petitions in the Matters where statutory provisions, may be Sections or Rules, or Statute itself is/are challenged as being ultra vires, unconstitutional, etc., such matters have to be posted invariably before a Division Bench for admission as well as for hearing.	High Court's Circular No. S. 0/1/1996, dated 23-7-1996
9.	All other Writ Petitions shall be posted before a Single Judge, who may, if he thinks fit, refer any of them to a Bench of two Judges.	Rule 14 (b) of Writ Proceedings Rules, 1977.
<u>II. APPEALS, REFERENCES UNDER SPECIAL ACTS</u>		
10.	All References, Appeals & Applications under the Company Secretaries Act, 1980, have to be posted before a Division Bench of not less than two Judges.	Rule 11 of the Rules framed under Company Secretaries Act, 1980 (Published in A.P. Gazette No.2, dt. 12-3-1998 – rules Supplement to Part – II).
11.	Reference to the High Court U/S.256 of Income Tax Act, 1961.	S.259(1) of Income Tax Act, 1961.
12.	Appeals to the High Court U/S.260-A of Income Tax Act, 1961.	S.260 – B of Income Tax Act, 1961.
13.	Reference to the High Court U/s.26 of the Gift Tax Act, 1958.	S.27 of the Gift Tax Act, 1958.
14.	Reference and Appeal to the High Court U/S.27 and S.27-A, respectively, of the Wealth Tax Act.	s.28 of Wealth Tax Act, 1957.
15.	Reference to the High Court U/s.64 of the Estate Duty Act, 1953.	S.64 (10) of the Estate Duty Act, 1953.
16.	Petitions/ Application and appeal under Sec.22 & 23, respectively of the A.P. General Sales Tax Act, 1957.	S.24 of the A.P.G.S.T. Act., 1957.
<u>III. CIVIL CASES</u>		
17.	Suits or Appeals as shown in the Appellate Side	Rules 1& 2 of Chapter I (under Part I) of the

	Rules of the High Court.	Appellate Side Rules of High Court.
18.	Appeal to the High Court Under Sec. 19(1) of the Family Courts Act.	Sec.19 (6) of the Family Courts Act.
IV. CRIMINAL CASES		
19.	Every Reference under Sec.366 of the Code (Cr.P.C.) and every Appeal from the Judgment of Criminal Court in which sentence of death or imprisonment for life has been passed on the Appellant or on a person tried with him.	Rule 154 (1) of the Criminal Rules of Practice & Circular Orders 1990, read with Rule 2 (2) (b) of Appellate Side Rules of the High Court.
20.	Every Appeal against Acquittal on a capital charge.	Rule 154 (2) of the Crl. Rules of Practice & Circular Orders, 1990.
21.	Every Case of Enhancement of Sentence to one of Death.	Rule 154 (3) of the Criminal Rules of Practice & Circular Orders, 1990.
22.	Every Appeal, Application, Reference or Revision Petition, which may be referred to Bench by a Single Bench.	Rule 154 (4) of the Criminal Rules of Practice & Circular Orders, 1990.
23.	Every other Case marked at the time of admission for a Bench of two Judges.	Rule 154 (5) of the Criminal Rules of Practice & Circular Orders, 1990.
24.	For the confirmation of a Death Sentence.	Rule 2 (3) (b) of the Appellate side Rules of the High Court and Rule 154(1) of the Criminal Rules of Practice & Circular Orders.

ANNEXURE – 17**CAUSELISTS ARE TO BE SUPPLIED MAINLY TO THE FOLLOWING:***(Please see 'Posting Section' – S.O.294)*

S.No.	NAME
1.	The Hon'ble the Chief Justice
2.	P.S. to the Hon'ble the Chief Justice
3.	The First Court
4.	All the Hon'ble Judges
5.	Registrar General & Other Registrars
6.	All Joint Registrars
7.	All Deputy Registrars
8.	All Assistant Registrars (working on Judicial side.
9.	Assistant Registrar (Library)
10.	Special Officer
11.	All Judicial Sections
12.	All Court Halls & Chambers
13.	Stationery Section (For Bills)
14.	Computers Section (Main Lab)
15.	Protocol Section
16.	J. Special Section
17.	Legal Services Authority
18.	Library
19.	Overseer
20.	Office of A.I.R.
21.	G.Ps. Office
22.	All Posting Clerks(Relevant portions of the cause list concerning to the respective clerks

ANNEXURE - 18**FREE FURNISHED OFFICIAL RESIDENCE FURNISHING OF ARTICLES SUPPLIED TO THE HIGH COURT JUDGES - WRITING OFF, SELLING AND UTILISATION OF FURNISHING ARTICLES RULES, 1989. (ROC. NO. 165/89/SO/1990).***(Please see 'Stores Section' – S.O. 194)*

Whereas the Judges of High Court are entitled to a free furnished Official Residence at the time of entering upon the Office;

Whereas the Conference of the Chief Justices held in December 1989 expressed the view that the retiring Judges shall have the option to purchase the furniture and accessories supplied to them on payment of their book value:

And whereas the furnishing articles supplied to the High Court Judges consists of both articles, which are subject to wear and tear, and articles which can be used for considerable time:

And whereas the Judges of the High Court who vacate the Office on retirement or transfer are returning all articles supplied to them in whatever condition they are, thus causing inconvenience in storing them and accounting for them:

And whereas the returned articles invariably deteriorate in value and utility:

And whereas the articles so returned are not accepted by the incoming Judges, thus creating problem for their safe custody:

And whereas, in the above circumstances, it is considered desirable to make rules for the writing off, selling or proper utilisation of the said articles:

Now, therefore, in exercise of the general powers of Administration, superintendence, the Chief Justice of the High Court of A.P., hereby makes the following rules:

HIGH COURT JUDGES (Writing off, Selling and Utilisation of furnishing Articles) RULES 1989:

Title: - These rules may be Called 'The High Court Judges (Writing Off, Selling and Utilisation of Furnishing Articles) Rules, 1990.

2. The expression "High Court Judge" shall include the Chief Justice also.

3. *Categorisation of articles:* - Furnishing articles supplied to the High Court Judges under Rule 2B of the High Court Judge Rules shall be categorised into.

1. Articles subject to wear and tear and eventual writing off specified in Annexure I to these Rules.

2. Articles specified in Annexure II, which may be either returned or retained by Judges on payment while demitting office.

4. *Writing off of articles falling within Annexure I:* The articles specified in Annexure I need not be returned by the High Court Judges after they are used for a period of two years. Articles, which are so utilised for a period of two years or more, shall be written off.

5. *Option to purchase articles of permanent use:* - Option may be given to a High Court Judge demitting office to purchase any of the articles specified in Annexure II for a consideration near to its original price less depreciation of 15% on the purchase price for each year of use or part thereof determined in the like manner under Section 32 of the Income Tax Act. A High Court Judge not willing to purchase the articles may return the same to the Registrar, High Court.

ANNEXURE - I

- | | |
|------------------|---|
| 1. Door mats | 12. Mosquito Curtain |
| 2. Teapots | 13. Door and Window curtain |
| 3. Flower Vases | 14. Curtain-rings/curtain-rods/curtain-material |
| 4. Floor matting | 15. Table cloths |

5. Cane–chairs & Hanging cane chairs
6. Cane sofas
7. Ash–Trays
8. Waste paper baskets
9. Carpet pieces
10. Cushion Mattresses
11. Chicks

22. Dinner set
23. Cups & Saucers
24. Tea trays
25. Milk Jugs

29. Table Lamps

16. Sofa covers
17. Blankets, bed sheets and all variety of linen
18. Modas
19. Rubber and plastic tubes for watering
20. Puffs
21. Towels

CUTLERY AND CROCKERY

26. Sugar Basins
27. Glass Tumbler/Jug/Salt & pepper set/glass flower pots
28. Flask

ELECTRIAL APPLIANCES

30. Gate Lights

ANNEXURE – II

1. Chairs
2. Iron chairs/PVC chairs/Aluminium folding chairs
3. Revolving chairs
4. Easy chairs
5. Dressing Chairs
6. Rooming chairs/folding chairs
7. Armless chairs
8. Sofa–sets
9. Executive chairs
10. Executive table
11. Central tables
12. Writing tables
13. Dining tables
14. Dressing tables
15. Service tables
16. Side board tables
17. Corner tables
18. Round tables
19. Book racks/filing racks/filing cabinets/book case
20. File trays
21. Stools
22. Benches – wooden
23. Benches – cushion
24. Box and locker for confidential papers
25. Telephone stand
26. Electrical light stands
27. Decorative brass lights
28. Diwan (Bed–sofa)
29. Glass–Almyrah for cutlery
30. Almyrah

31. Decorative glass Almyrahs
32. Corner pieces of furniture
33. Dinner wagon/ service trailly
34. Cots
35. Wardrobes
36. Towel stand
37. Woollen carpets
38. Steel towel rack
39. Coat/Hat stand
40. Wooden chowki
41. Wall clocks
42. Meat safe
43. Electrical inverters or generators and emergency lights.
44. Air – coolers
45. Air – conditioners with stabilizer
46. Vacuum cleaners
47. Television sets
48. Radios
49. Cooking mage/hot case/hotplate/L.D.stove/sandwich toasters.
50. Geysers
51. Electric fans-table/cabin/pedestal/wall/ceiling etc.
52. Iron
53. Pump – sets
54. Refrigerator with stabilizers
55. Steel drums
56. Water filter
57. Swings
58. Planters – brass
59. Garden Umbrella

Hyderabad
26th December, 1989.

T.H.B. CHALAPATHI.
Registrar (Judicial).

Annexure -19

ADMINISTRATIVE REGISTERS (A.R.)

Reg. No.	Name of Register (COMMON FOR ALL ADMN. & JUDL. SECTIONS.)	Standing Order
1.	Attendance Register.	2-1,3-2,65,72
1-A.	Late Attendance Register.	2-1,65
2.	Personal Registers (of Staff).	2-5,3-1,2-18,215-3,215-19,324,355
3.	Inward Register.	3-2
3-A.	Register of Confidential Correspondence.	1-3,2-3
4.	Leave Register.	3-7
5.	Movement Control Register.	3-13
6.	Register of Court Cases.	2-11,3-21,61,174
7.	Stock File of G.Os.	
8.	Despatch Register.	30,364
8-A.	Local Tappal Register.	
9.	Circulation Register.	235,350
10.	Register of Circulars Issued.	2-4
11.	Stock File of Circulars.	2-4,3-6
12.	Distribution Register.	3-18,3-19,215—3,272,215-19,331,360
13.	Register of Court Slips.	3-22
14.	Periodical Register.	3-18,3-19,3-20
15.	Register of Library Books.	
16.	Work Distribution Chart.	3-1,131
17.	Register of Proposals pending with Govt.	
18.	Notifications Register.	
19.	File Movement Register.	3-4
20.	Hearing book.	2-11,3-21,223
21.	Disposal Numbering Book.	3-29
ESTABLISHMENT SECTION		
22.	Casual Leaves Register.	72
23.	Earned Leave Register.	
24.	Service Registers.	2-19,74
25.	Service Book Watch Register.	74
26.	Register of Increments/Spl. Grades...	71
27.	Register of Loans and Recoveries.	
28.	Register of Inquiries. (Estt. & V.C)	77
29.	Register of Recruitments made (H.C. Staff).	
29 – A.	Register of Bio data of Staff/ Officers	1-2,67
30.	Register of Probationers.	
31.	Registers of Seniorities.	73,75
32.	Register of Pensions, Family Pensions, Gratuity, etc.	76
33.	Register of Re-Employments made.	
34.	Register of Bank Loans.	
35.	Register of Official Correspondence.	
36.	Register of Allotment of Work to Officers.	70
37.	Regr.of Resignations,Vol./Complsry. Retirmnts.,Dismissals..	
38.	Register of Deputations.	
39.	Register of Recovery of Premiums of A.P.G.L.I.C., L.I.C.,	
40.	Register of Staff Pattern (Section Wise.)	66
41.	Register of G.P.F., Pass Books.	
42.	House Building Advances Register.	
43.	Festival Advances Register.	
44.	Miscellaneous Recoveries Register.	
45.	Vehicle Advance Recovery Register.	

46.	Marriage Advance Recovery Register.	
47.	Register of Applications for Loans and Advances.	88
47-A	Register of Salary Certificates	78
ACCOUNTS SECTION		
48.	Cash Book.	2-18
49.	Register of Un-disbursed Amounts.	2-18,85
50.	Register for P.D. Accounts	83
51.	Bank/D.T.O. Pass Book.	
52.	Budget Control Registers.	
53.	Registers for A.C. and D.C. Bills	85
54.	Register for Van Hire Charges	
55.	Register for Judges' Parties Account.	
56.	Register for Salary Recoveries.	
57.	Rents Register.	86
58.	Register of Conveyance to Personal Secretaries.	
59.	Register for Telephone, Electricity and Water Charges	
60.	Chief Justice Relief Fund Day Book.	93
61.	C.J.Relief Fund – D.Ds. & Cheques Register (District wise).	
62.	C. J. Defence Fund Account Register.	93
63.	C.J. Cyclone Relief Fund Account Register.	93
64.	Permanent Advance Account.	
65.	Monthly Statement for Reconciliation.	
66.	L.I.C. Statements.	
67.	Monthly Expenditure Statement (Accounts.)	
68.	Quarterly Statement for A.C. Bills.	
69.	Weekly Statements for Un-Disbursed Amounts.	
70.	Register of Attachment Orders of Courts.	
71.	Register of Court Deposits.	88
72.	Register of Audit Objections.	
73.	Register of Residential Accommodation for Judges/Officers/Staff.	92
74	Register for Centrally/ State Sponsored Schemes.	92
74-A	Register for Buildings and Centrally Sponsored Scheme	92
75.	Register Showing Stages of Construction of Court Buildings. & Quarters for Judicial Officers.	
76.	Register of Registers.	
77.	Contingent Register.	2-18
78.	Translation Challan Payment Register.	89,307
79.	Translation Bills Payments Register.	89,308
80.	Treasury Bill Register.	2-18
81	Pay Bill Register.	2-18
J. SPECIAL		
82.	Register of Requisitions.	6,13
83.	Register of Amenities to Judges.	10
84.	Register of H.C.Js. & Hon'ble Judges Adorned.	10
85.	Leave Register of Hon'ble Judges	
86.	Loans Register of Hon'ble Judges.	
87.	G.P.F. Pass books of Hon'ble Judges.	
88.	Regr. of Telephone Nos. of Judges, Registrars, & Officers.	
89.	Register of Bio-data of Hon'ble Judges.	
90.	Register of Committees of Hon'ble Judges.	
91.	Register of Portfolios of Hon'ble Judges.	
92.	General Register.	30
93.	R.O.C. Register.	30
94.	Misc. R.O.C. Register.	30
95.	Railway Requisitions Register.	30

95-A.	Railway Court Register.	30
96.	Diary.	
D SECTION.		
97.	Budget Allotment Register.	
98.	Register of Audit Objections/ Observations.	41
99.	Register of Loans and Advances.	
100.	Register of Furniture to Lower Courts.	
101.	Regr. of Library Books/Law Journals supplied to Lower Crts.	
102.	Register of Stationery supplied to Lower Courts.	
103.	Register of Reconciliation.	
104.	Register of Permanent Advances to Lower Courts.	
105.	Register of Part-Time & Full-Time Contingent Employees.	
106.	Number Statements.	32
SPECIAL OFFICER'S SECTION.		
107.	Subject Index Register.	
108.	Register of Spl. J.S.C.Ms./Spl. M.Ms.	
109.	References Register (Holidays).	
110.	Full Court Minutes Register.	
111.	Register of Contempt of Court Cases.	50
112.	Register Showing Amendments / Fresh Rules Made.	
113.	Register of Senior Counsel of High Court.	
RECRUITMENT CELL.		
114.	Regr. of Applicants for D.Js., Grade – II (Direct Recruit.).	58
115.	Register of Applicants for J.C.Js., (by Direct Recruitment).	59
116.	Register of Candidates for J.C.Js., (by Transfer)	59
117.	Inter-Se Seniority of Jr. Civil Judges.	60
118.	Roster Register for Recruitment of D.Js.	58
119.	Roster Register for Recruitment for Junior Civil Judges.	59
120.	Recruitment particulars of Officers Posts under A.P.J.M.S. (Dist Wise)	62
A.D. RECORDS SECTION.		
121.	Records Issuance Register.	96
122.	Numbering Register (For Disposals).	
123.	Regr. for Disposals from Admn. Secs.(i.e.,P-Dis., R-Dis.& D-Dis.).	
B – SECTION.		
124.	Register of Property Statements by Judicial Officers.	
125.	Increments Watch Register.	
C – SECTION.		
126.	Register of Appeals.	113
127.	Unit Transfers Register.	
128.	Register Communicating Writs to Other Sections.	
129.	Register of Compassionate Appointments.	
130.	Register of Full-time Contingent Employees for Conversion into Last Grade Servants.	
131.	House Building Advance Register.	
132.	Vehicles Advance Register.	
133.	Marriage Advance Register.	
COMPUTER SECTION & LAB.		
134.	Stock Register for Systems.	127
135.	Stock Register for Computer Consumables.	
136.	Register of Trainees in Computers (H.C.).	126
137.	Register of Trainees in Computers (Lr Courts).	126
138.	Register of Complaints.	
139.	Warranty & A.M.C. Register (Computers).	
140.	Register of Computer Hardware to District Courts.	
141.	Register of Computer Software to District Courts.	

142.	Log Book.	129
143.	Day Dairy for each Server.	129
LIBRARY.		
144.	Register of Journals and Periodicals.	
145.	Register of Newspapers and Magazines.	
146.	Register of Disposal of old Newspapers, Magazines, etc.	
147.	Accession Register.	131
148.	Books Issue Register (Courts).	
149.	Books Issue Register (Residences & Chambers).	
150.	Register showing Binding Works.	
151.	Stock – Taking Register.	
152.	Central Gazette Maintenance Register (i) Index Register; (ii) Subject-wise.	
153.	A.P. Gazette – (i) Index Register; (ii) Subject-wise.	
154.	Register of Bills & Cheques of Hon. Judges.	
155.	Hardware Procurement Register.	
156.	Hardware Maintenance Register.	
157.	Register for CDs., DATs., Floppies, etc.	
158.	Software Register.	
159.	File Maintenance Register.	
160.	Catalogue.	134
A.R.12	Distribution Register.	
TAPPALS SECTION.		
161.	Tappals Distribution Register for each Section.	140,141
VIGILANCE CELL.		
162.	Dossier Register for Judl. Officers.	147
163.	Register of Inquiries against Judl.Officers.	150
B – SPECIAL SECTION.		
164.	Annual Confidential Reports Register.	
165.	C.T.C. Register.	
166.	Deputations to Training.	
167.	Casual Leaves Register for D.Js.	
168.	Register of Court Deposits.	
169.	Service Particulars Registers of Judl. Officers.	
E – O.P. SECTION.		
170.	Register of Courts/Posts Sanctioned.	164
171.	Register for Notes of Inspection (Subordinate Courts)	170
172.	Register for Inspections of District Courts.	170
173.	Register of Conferences held by the D.Js.	171
174.	Register of Conferences at State Level.	171
175.	Register of Official Receivers.	172
176.	Register of Boycotts.	175
177.	Register of Representations.	180
178.	Register of Jurisdictions of Courts.	168
179.	Register of Court Fee Examiners.	182
WORK REVIEW CELL.		
180.	Register of Work Reviews of Judicial Officers.	183
181.	Chart Showing stage of Circulation of Work Review Files.	185
BUILDINGS SECTION		
182.	Register of Requisitions.	187,195
183.	Stock Register of Air Conditioners.	
184.	Register of Residential Accommodation to Hon'ble Judges.	191
185.	Register for Allotment of Chambers to Judges/ Officers & Accommodation to Sections.	188,191
186.	Register for Allotment of Law Chambers to Advocates.	189,191

187.	Register of Rents for Law Chambers.	189,191
188.	Register for Allotment of Govt. Quarters to Staff/ Officers.	191
189.	Regr. of A.C. Units in Court-halls/Chambers/Residences.	
190.	Register of Fire Extinguishers.	192
191.	Regr. of Allotment of Qtrs. for Judl. Officers (Twin Cities).	
192.	Register of Private Buildings (State Wide).	
193.	Register of Minor Works (Estimates from Unit Heads & Sanction of Minor Works).	
194.	Register of Crt. Buldgs. & Quarters for Judl. Officers, under Centrally Sponsored Scheme.	
STORES SECTION.		
195.	Stock Register.	196,208
196.	Stock Register Miscellaneous.	196
197.	Stock Regr. For Judges' Rent Free Furniture/ Furnishings.	
198.	Furniture Outgoing Register.	196
198-A.	Furniture Incoming Register.	196
199.	Furniture Distribution Register For Judges' Residences/Chambers, Court- Halls & Sections.	
200.	Budget Register.	
STATIONERY SECTION.		
195.	Stock Registers; Volume I, II, and III.	196
201.	Typewriters Register.	
202.	Livery Stock Register.	
203.	Register of Xerox.	3-30
OVERSEER SECTION.		
204.	Muster Rolls (Last Grade & Contingencies).	
182.	Requisitions Register.	
205.	Phone Calls Register.	
206.	Vehicles Register.	
207.	Duty Charts (For Courts, Chambers & Residences).	

JUDICIAL REGISTERS.

Regr. No.	Name of Register	Standing Order
SCRUTINY OFFICERS.		
1.	S.R. Register (Scrutiny Officers).	217-16,219,365
2.	Register of Cases Referred (Scrutiny Officers).	
3.	Daily Register of Court Fee Realised.	
4.	Main Cases (& Petns.) Distribution Register.	
5.	Work Statement of the Scrutiny Officer.	
6.	Cases Return Register.	
7.	Check Slip Register (Court Fee Audit Sec.)	
8.	Un-Stamped Register.	215-23
9.	Numbering Register (Tail Book).	217-29
10.	Register used in the Computer Wing.	217-29
11.	Register Of Caveats (District-wise).	252,261
ORIGINAL SIDE SECTION.		
12.	U.S.R. Receiving Register (O.S. Section).	
13.	S.R. Receiving Register.	
14.	Scrutiny Officer's Diary.	
15.	Filing Ledgers for Election Petitions.	
16.	Filing Ledgers for Contempt Cases.	
17.	Register of Contempt Appeals.	
18.	Filing Ledgers for Applications.	
19.	Filing Ledger for Civil Suits.	
20.	Filing Ledger for O.Ps.	219
21.	Filing Ledger for Arbitration Applications.	
22.	Filing Ledger for Company Petitions.	
23.	Filing Ledger for Company Applications.	
24.	Filing Ledger for Company Appeals.	
25.	Filing Ledger for Original Side Appeals.	
26.	Adjournments' Register.	224
27.	Disposal Register.	
28.	Registers to send Cases to other Sections.	
29.	Note Book of Orders of Judges regulating Procedure & Practice in Original Side Matters.	
30.	Stamps Register.	
31.	Record Issue Register.	3-15,221,236
32.	Register of Papers received in & Originating from O.S.Section.	238
33.	Regr. of Accounts/Accounts Ledger(For Liquidations Matters).	242
34.	Register of Appointment of Arbitrators	229
35.	Register of Sale Certificates.	228
36.	Numbering Register.	
37.	Filing Book for Official Liquidator	239
APPEAL FILING SECTION. & SECOND APPEALS & MISC.FILING SECTION.		
38.	Statement of Counters, Vakalath, Caveats, Etc., received in Writ Filing/ Judicial Filing/ Notice Sections (A. F. Sec.).	217-2,252.215-12, 215-14
39.	C.M.Ps. Registers.	252
40.	Main Cases Appeal Filing Ledger.	252
41.	Notice Ledger (Main Cases).	252
42.	Cases Receiving Register.	252
43.	Register of Batta Received.	252
44.	Register of Circulars issued on Judicial Side.	252

45.	General Register for Writs.	261,272
A.R.12	Distribution Register.	
CRIMINAL SECTION.		
46.	Criminal Appeals Numbering Book.	
47.	Criminal Revision Cases Numbering Book.	
48.	CrI. Petitions/ CrI. M.Ps. Numbering Book.	
49.	Register of Calendar Cases.	286,288
50.	Register of Material Objects.	286,288
51.	Daily Register of Court Fee Realised (S.R. receiving).	
52.	S.R. Returns Register.	
53.	Work Statement of Scrutiny Officers.	
54.	Criminal Appeals Preparation Book.	
55.	Criminal Revision Cases Preparation Book.	
56.	Criminal Petitions Preparation Book.	
A.R-12	Distribution Register.	
57.	Register of Referred Trials.	277
PUBLIC INTEREST LITIGATION CELL.		
58.	Register of P.I.L. Cases.	269,290
59.	Register of Statistics of P.I.L. Cases.	269,290
POSTING SECTION.		
	- NIL -	
TRANSLATION AND PRESS COPY SECTION.		
A.R.12	Distribution Register.	
60.	Separate File Books (for A.Ss., S.As., Misc. Cases, etc.) (Form No.442).	
61.	Sales Registers (Form No.676).	300
62.	Bill Books (F.171) (1).	
63.	Notice Books (Form No. (4)).	
	Notice Form (Form No.174).	
A.R-78.	T & P Challan Payment Register (F.172).	
64.	Refund Certificate (H.F.173).	
	Arrears Memo Form (211-B).	
65.	G.P. Book.	
66.	P.P. Book.	
67.	Register of Authorised Advocates' Clerks.	313
68.	B1, B2, Registers for Criminal and Civil Cases.	
69.	Plan Estimation Distribution Register.	
69-A	Typed Record Ledger	302
VERNACULAR RECORDS SECTION.		
70.	Records Call for Register.	
71.	Register for T & P Purpose.	322
72.	Ledger Book No. H.C.T.F. 684 (a) (Correspondence & sending Records through other Sections) - (Noting Court Directions received from Current Section and other Sections.	358
73.	Leger Book No. H.C.T.F. 242 (For C.D. Appln. Receipts and C.D. Compliance Search Applications – Return of Original Documents, return to Advocates as per Court Directions etc).	
COURT OFFICERS SECTION.		
74.	Main Registers (Date of Order wise).	331
A.R.12	Distribution Registers.	
75.	Other Sections Registers (C.O. Section).	
76.	Lok Adalat Cases Register.	
77.	C.D. Cases Registers.	
78.	Dismissed for Default Cases Registers.	

79.	Urgent Cases Register (Current Section).	330,331,359,364
80.	Ordinary Cases Register (Current Section)	331,359,364
81.	Copy Applications Registers.	335
82.	C.O. Proceedings Registers.	
83.	Receipts & Fees Certificate Register (Payment of Costs).	
84.	Conditional Orders Register.	
85.	Statement Registers (Tail Books) (To be kept in concerned Courts).	
86.	Dairy Registers (C.Os.).	
87.	Statement Books (Tail Books – 25 Drafts Checking).	
88.	Statements Books (Tail Books – 15 Drafts Drafting).	
89.	Register of Acknowledgements.	336
90.	Check Work Allotment Register.	331
91.	Conditional Orders Register.	331
PERSONAL SECRETARIES & COURT MASTERS SECTION		
92.	C.O. Proceedings Register	331
93.	Personal Secretaries Watch Register.	
94.	Daily Turns Register.	
95.	Defaulters' Book.	347
CURRENT SECTION.		
80.	Register for Ordinary Cases.	
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REGISTRAR GENERAL

Deputy Registrar-1
Special Officer
Assistant Registrar-1

REGISTRAR (ADMINISTRATION)

Deputy Registrar
(Drawing Officer)
Assistant Registrar-3
Assistant Registrar
(Library)

REGISTRAR (JUDICIAL)

Joint Registrar -2
Deputy Registrar - 1
Assistant Registrar -11

SECTIONS

1. Estt. Sec. (Officers)
2. Recruitment Cell
3. J.Spl. (Admn. & Med.)
4. Special Officer's
Section
5. D Sec. (Budget & ExP.)
6. Computer Section

SECTIONS

1. Estt. Section
2. Accounts Section
3. A.D.Records Section
4. B.Section
5. C Section
6. Library
7. I.L.R

SECTIONS

1. O.S. Section
2. Appeal Filing
3. S.A. & M.F. Sec
4. Writs Division
5. Criminal Section
6. PIL
7. Posting Section
8. Court Officer's Section
9. P.S.s&Court Masters Sec.
10.T & P. Section & Press
Copy Section
11.Supreme Court Sec.
12.Spl.Cell (Draft& Typing)
13. Current Section
14.C.D.Section
15.Vernacular Records Sec.
16.E.R & T.R. Section
17.Scrutiny Officer's Section

REGISTRAR (VIG.)

Deputy Registrar -1
Assistant Registrar-1

REGISTRAR (MANAGEMENT)

Deputy Registrar -1
Assistant Registrar -2

REGISTRAR (PROTOCOL)

Assistant Registrar-1
Asst. Registrar(Prot.)

SECTIONS

1. B.Spl.
2. Vigilance Cell
3. E. Section
4. Work Review Cell
5. O.P. Cell

SECTIONS

1. Buildings Section
2. Stores section
3. Stationery Sec.
4. Overseer wing

SECTIONS

1. Protocol Section
2. J.Spl. (Telephones
(HC&LC); LTC Bills
of Sitting Judges)
3. R.J-Spl. Section
4. Judicial Indexing
5. Tappals Section