

CIVIL RULES AND ORDERS OF THE HIGH COURT, CALCUTTA

Volume II

Discrimination necessary in the use of the printed forms included in this volume, and in Schedules I and II of the Code of Civil Procedure.

1. The particular attention of all Civil Courts is invited to the fact that the issue of printed forms under the direction of the High Court, is intended to save clerical labour, and in no way relieves Judicial Officers of the duty of seeing that the standard form prescribed as a general guide sufficiently meets the requirements of the particular case in which the order is to be issued. It must also be understood that neither the forms which are included in the Court's Rules and Orders, nor those which are appended to the first and second Schedules to the Code of Civil Procedure* can in any way be regarded as exhaustive of all possible orders. They only furnish a collection of examples to assist the office of the Court which issues the order in framing it. Great care, therefore, is necessary to see that, in the first place, the proper form is selected, and that any necessary modifications are made before it is issued, and in the second place, where no printed form exists, that a written order is prepared which duly follows the requirements of the law.

Rules Concerning Printed Forms.

2. Indents for the supply of printed forms shall be made by District Judges for all the Civil Courts subordinate to them in accordance with the Rules for the supply and custody of printed forms issued (*see also* Rule 922, Vol. I). If it be ascertained that a direct supply of the forms from the Forms Department to any of the subordinate Courts is cheaper and more convenient, the indent of such Court should be attached to the District Judge's consolidated indent with instructions for direct supply. If distribution from headquarters to outside Courts is cheaper and more convenient, the indent of the subordinate Court should be consolidated with that of the District Judge.

**See in this connection* Order 48, rule 3, C. P. Code.

List of Appendices.

The forms included in the following appendices have been prescribed for use in the civil courts subordinate to the Appellate Jurisdiction of the High Court :—

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APPENDIX A.

I.—List of Account Forms.

Form No. (Old).	Form No. (New).	Description of Form.	Rule by which prescribed.	Period for which to be preserved.
		<i>(a) Occasional.</i>	<i>Volume I.</i>	
(M) 1 ..	(A) 1 ..	Chalan	Rule 654.	
(M) 3 ..	Abolished ..			
(M) 4 ..	(A) 2 ..	Payment Order ..	Rule 674.	
(M) 5 ..	(A) 3 ..	Payment Order (Rent Deposits and deposits under Bengal Money Lender's Act, 1933-1940).	Rule 674.	
(M) 6 ..	(A) 4 ..	Refund of Lapsed Deposits ..	Rule 684.	
(M) 7 ..	(A) 5 ..	Order for refunds of Revenue	Rule 685.	
(M) 8 ..	(A) 6 ..	Certificate for the refund of Stamp Fees.	Rule 686.	
(M) 9 ..	(A) 7 ..	Abolished.		
(M) 10 ..	(A) 8 ..	Advice list to Treasury for cheques issued..	Rule 683(2).	
(M) 11 ..	(A) 9 ..	Daily Advice List from Treasury	Rule 700	4 years.
(M) 12 ..	(A) 10 ..	Subordinate Court's Daily Advice List to District Court.	Rule 711	6 years.
(M) 13 ..	(A) 11 ..	Plus and Minus Memorandum	Rules 719 and 726 ..	6 years.
(M) 14 ..	(A) 12 ..	Statement of Lapsed Deposits	Rule 735	For ever.
(M) 15 ..	(A) 13 ..	Extract Register of Deposit Receipts above Rs. 5.	Rule 724.	

Form No. (Old).	Form No. (New).	Description of Form.	Rule by which prescribed.	By what Courts to be maintained.	Period for which to be preserved.
		<i>(b) Registers.</i>	<i>Volume I.</i>		
(M) 16 ..	(A) 14 ..	Register of Chalans ..	Rule 655 ..	Judge in charge of accounts.	12 years.
(M) 17 ..	(A) 15 ..	Registrar of Chalans for Petty payments.	Rule 661 ..	Ditto ..	Do.
(M) 18 ..	(A) 16 ..	Register of payment orders issued.	Rules 680 and 681.	Ditto ..	Do.
(M) 19 ..	(A) 17 ..	Treasury Pass Book ..	Rules 689 and 695.	Ditto ..	Do.

Form No. (Old).	Form No. (New).	Description of Form.	Rule by which prescribed.	By what Court's to be maintained.	Period for which to be preserved.
		(b) Registers—concl'd.	Volume I.		
(M) 20 (i) and (M) 20(ii)	(A) 18(i) and (A) 18(ii).	Daily Register of Deposits received :— Part I—A Deposits. Part II—B Deposits.	Rule 704 ..	Judge in charge of accounts.	For ever.
(M) 21 (i) and (M) 21(ii).	A) 19(i) and (A) 19(ii).	Daily Register of Deposits repaid :— Part I—A Deposits. Part II—B Deposits.	Rule 704 ..	Ditto ..	12 years.
(M) 22 ..	(A) 20 ..	Clearance Register of A Deposits.	Rule 727 ..	Ditto ..	For ever.
(M) 23 ..	(A) 21 ..	District Judge's Daily Register of Deposits advised by Subordinate Courts.	Rule 715 ..	District Judge	12 years.
(M) 24 ..	Abolished	} See (A) 22.			
(M) 25 ..	Abolished				
(M) 26 ..	Abolished				
(M) 27 ..	(A) 22 ..	Register of judicial deposits (other than civil deposits and peremptory receipts) and refunds therefrom.	Rule 740 ..	Judge in charge of accounts.	12 years.
(M) 28 ..	(A) 23 ..	Register of counterfoils of receipts granted by Cashier for Peremptory Cash Receipts.	Rule 667 ..	Ditto ..	3 years.
(M) 29(i) and (M) 29 (ii)	(A) 24 ..	Peremptory Cash Register ..	Rule 668 ..	Ditto ..	12 years.
(M) 30 ..	(A) 25 ..	Cash book	Rule 670 ..	Ditto ..	Do.
(M) 30 (i) ..	(A) 26 ..	Bill Register	Rule 671 ..	Ditto.	
(M) 31 ..	(A) 27 ..	Register of unclaimed Intestate Property.	Rule 744 ..	District Judge and the courts authorised to take cognizance of proceedings under Bengal Regulation No. V of 1799.	12 years.
(M) 32 ..	(A) 28 ..	Sale Account	Rule 665(2) ..	Judge in charge of accounts.	Do.
(M) 33 ..	} Abolished				
(M) 34 ..					
(M) 35 ..					
(M) 36 ..	(A) 29 ..	Register of Contract contingent charges.	Government Account Rules.	Ditto ..	12 years.
(M) 37 ..	(A) 30 ..	Register of contingent charges	Ditto ..	Ditto ..	Do.
C. P. 76A ..	(A) 31 ..	Receipt with counterfoils ..	Rule 153	3 years from the date of last entry.
(M) 27A ..	(A) 32 ..	Register of Fees, Fines, Penalties and Forfeitures.	Rule 741 ..	All Civil Courts	12 years.
(M) 2 ..	(A) 33 ..	Receipts to accompany cheque of Land Acquisition Officer.	Rule 654 Note 6(b).		
New ..	(A) 34 ..	Receipt in respect of money paid under Or. XXI r. 77(2) C. P. C.	Or. XXI r. 77(2) C. P. C.	All Civil Courts	

PART II REGISTERS. To hold (ii)

(i) List of Primary Registers.

Form No. (Old).	Form No. (New)	Name of Register.	By what Court to be maintained.	Period for which to be preserved.
(M) 38(i) ..	(R) 1(i)	Register of Title and other suits	All Courts other than Courts of Small Causes.	For ever.
(M) 38(ii) ..	(R) 1(ii) ..	Register of suits for money and Movables.	All Courts	15 years.
	(R) 1(iii)	Register of rent suits ..	All Courts other than Courts of Small Causes.	25 years.
New ..	(R) 1(iv)	Register of Rent Suits ..	All Civil Courts in Cooh Behar;	25 years.
		<i>Note.—Same form for the first two registers.</i>		
(M) 39-41 ..				
(M) 43-44 ..				
(M) 48 ..	(R) 2 ..	Register of Miscellaneous Judicial Cases.	All courts	In Courts of Small Causes 12 years, in other Courts 25 years.
(M) 52 ..				
(M) 42 ..	(R) 3 ..	Register of Insolvency petitions under Act V of 1920.	All Courts having jurisdiction in Insolvency matters.	25 years.
(M) 45 ..	Abolished.			
(M) 46 ..	(R) 4 ..	Register of miscellaneous non-judicial cases.	All Courts other than Small Causes.	12 years.
(M) 47 ..	(R) 5 ..	Register of applications for the execution of decrees.	All Courts	Do.
(M) 49(i) ..	(R) 6(i)	Register of Title appeals ..	All District Courts	For ever.
(M) 49(ii) ..	(R) 6(ii) ..	Register of Money appeals ..	Ditto	15 years.
	(R) 6(iii)	Register of Rent appeals ..	Ditto	Do.
		<i>Note.—Same form for the three registers.</i>		
(M) 50(i) ..	(R) 7(i)			
(M) 50(ii) ..	(R) 7(ii)			
	(R) 7(iii)	Abolished.		
	(R) 7(iv) ..			
(M) 51 ..	(R) 8 ..	Register of Miscellaneous appeals.	All District Courts	25 years.
(M) 52 ..	Abolished.			
(M) 53 ..	(R) 9 ..	Register of suits before Courts of Small Causes.	Courts of Small Causes only.	12 years.
(M) 54 ..	(R) 10 ..	Small Cause sheet ..	Courts vested with Small Cause Court powers only.	15 years.
(M) 54 ..	(R) 10A ..	Small Causes Sheet ..	Courts of Small Causes only	Do.
(M) 55 ..	(R) 11 ..	Index to Wills	All District Courts and by District Delegates.	For ever.

(ii) List of Subsidiary Registers.

Form No. (Old).	Form No. (New).	Name of Register.	By what Court to be maintained.	Period for which to be preserved.
(M) 58	(R) 12	Diary of Civil Courts	All Civil Courts	3 years.
New	(R) 12-A	Filing Register	Ditto	2 years.
(M) 59	(R) 13	Register of petitions and Court-fees.	Ditto	3 years.
(M) 60				
(M) 61	(R) 14	Register of processes served by the establishment under the Nazir.	By the Nazir	3 years.
New	(R) 15	Abolished.		
(M) 62	(R) 16	Register of process-serving peons	By the Nazir	3 years.
(M) 63		Abolished.		
(M) 64	(R) 17	Process-serving peons Diary	By each peon	Till after the periodical audit is complete.
(M) 64-A	(R) 18	Register of works done by process-serving peons.	By the Nazir	1 year.
New	(R) 18-A	Abolished.		
(M) 25	(R) 19	Register of Instruments Impounded and stamp duty and penalty realised.	All Civil Courts	3 years.
(M) 57-A	(R) 20	Register of securities, jewelries or other valuable articles in the custody of the Nazir.	Ditto	3 years after the disposal of all items.
(M) 57-B	(R) 21	Register of ordinary movables and livestock attached.	Ditto	Do.
New	(R) 22(i) and (R) 22(ii).	Register of Decrees received from and sent to other courts, for execution. Part I—Decrees received for execution. Part II.—Decrees transferred for execution.	Ditto	3 years.
(M) 65	(R) 23	Register of application for copies	All Civil Courts	3 years.
New	(R) 24	Register of application for information.	Ditto	Do.
New	(R) 25	Register of inspection of records	District Record Room	Do.
New	(R) 26	Abolished.		
New	(R) 27	Abolished.		
(M) 66	(R) 28	Register of requisition for documents from copying Department.	All Civil Courts and District Record Room.	3 years.
(M) 67	(R) 29	Register of records issued from the Record Room or Courts.	Ditto	3 years.
(M) 77				
New	(R) 29-A	Register of records or documents received from the Record Room or Courts.	All Civil Courts	Do.
(M) 56	(R) 30	Register of applications for the return of documents.	All Courts and District Record Room.	12 years.
(M) 57	(R) 31	Register of applications for sale certificates.	All Civil Courts	3 years.
(M) 70	(R) 32	List of records sent to the District Record Room.	Ditto	For the same period as the records to which the list relates.

Form No. (Old).	Form No. (New).	Name of Register.	By what Court to be maintained.	Period for which to be preserved.
(M) 71 ..	(R) 33 ..	List of Registers to be permanently preserved.	Ditto ..	For ever in the District Record Room.
(M) 72 ..	(R) 34 ..	Register of commissions issued under Or. 26, rr. 1, 9, 11 or 13, C. P. Code.	Ditto ..	3 years.
(M) 68 ..	(R) 35 ..	Register of pleaders and mukhtears.	Ditto ..	For ever.
(M) 69 ..	(R) 36 ..	Abolished.		
(M) 69 ..	(R) 36A ..	Register of licensed clerks of pleaders and mukhtears.	District Judge's Court and outlying Munsifs.	3 years.
New ..	(R) 37 ..	Register of information regarding process-fees processes, etc., due.	All Civil Courts ..	1 year.
(M) 78 ..	(R) 38 ..	Register of application for payment order.	All Civil Courts and District Record Room.	Do.
(M) 78A ..				
New ..	(R) 38A ..	Pending list ..	All Civil Courts ..	Do.
(M) 75 ..	(R) 39(i) ..	Register of Receipts and Issues of printed forms.	All Civil Courts ..	3 years.
(M) 75A ..	(R) 39 (ii) ..	Abolished.		
New ..	(R) 39A ..	Register of Stationery articles received and issued.	All Civil Courts ..	Do.
Form in Rule 7A, Ch. XIV.	(R) 40(i), (R) 40 (ii), (R) 40 (iii).	Register of furniture and stores in three parts.	6 years.
M(76) ..	(R) 41 ..	Register of casual leave ..	All Civil Courts ..	1 year.
		Register of attendance of ministerial officers (a).	Ditto ..	Do.
		Register of letters issued (a)	Ditto ..	12 years.
		Register of letters received (a)	Ditto ..	Do.

(iii) List of Statistical Registers.

(M) 79 to (M) 81.	(R) 42 ..	Register of suits instituted according to valuation. <i>NOTE.—A separate register shall be maintained for each class of suits.</i>	All Courts ..	2 years.
(M) 80 ..	(R) 43 ..	Register of suits instituted according to classification.	Ditto ..	Do.
(M) 81 ..				
(M) 82 ..	(R) 44 ..	Register of original cases and appeals received by transfer or upon remand, review or revival. <i>Note.—One register shall be maintained for cases and another for appeals.</i>	Ditto ..	Do.
(M) 86 ..				
(M) 83 to (M) 85.	(R) 45 ..	Register of appeals instituted against decrees in suits according to valuation. <i>Note.—A separate register shall be maintained for appeals in each class of suits.</i>	All Appellate Courts. ..	2 years. Do.

From No. (Old).	From No. (New).	Name of Register.	By what Court to be maintained.	Period for which to be preserved.
(M) 87 to (M) 90	(R) 46 ..	Register of suits and Miscellaneous (Judicial) cases disposed of. <i>Note.—A separate register shall be maintained for each class of suits and for miscellaneous (Judicial) cases.</i>	All Courts ..	Do.
(M) 91 to (M) 94	(R) 47 ..	Register of appeals disposed of. <i>Note.—A separate register shall be maintained for each class of appeals and for miscellaneous appeals.</i>	All Appellate Courts ..	Do.
(M) 95 ..	(R) 48 ..	Register showing the results of applications for the execution of decrees disposed of.	All Courts ..	Do.
(M) 96 ..	Abolished			
(M) 97 ..	Abolished			
New	Register of interlocutory injunctions (a).	Ditto ..	4 years.
New	Register of cases in which proceedings have been stayed (b).	Ditto ..	2 years.
New ..	(R) 40 ..	Register of Guardians and Managers and their accounts.	District Judges' Courts ..	25 years.

III.—List of Periodical Returns and Statements.

Form No. (Old).	Form No. (New).	Description of Return, etc.	Office from which due.	Office to which due.
		(a) Monthly Returns.		
(M) 98 to (M) 103.	(S) 1 ..	Statement showing the number of suits and cases disposed of and pending.	Munsifs, Subordinate Judges and Small Cause Court Judges.	District Judges.
(M) 104 ..	(S) 2 ..	*Statement of sales held and confirmed.	All Civil Courts except Small Cause Courts.	Collectors.
(M) 104-A ..	(S) 3 ..	Statement of cases and appeals pending for hearing of arguments and delivery of judgments.	Munsifs and Subordinate Judges. District Judges and Additional Judges.	District Judges. High Courts.
		(b) Quarterly Returns.		
(M) 105 ..	} (S) 4 ..	Statement showing the number and general results of Original suits and Miscellaneous (Judicial) cases.	Munsifs, Subordinate Judges, District Judges	District Judges.
(M) 106.				High Courts.
(M) 107 ..	Abolished.			

(a) Register to be maintained in Form No. (S) 19 for Annual Statement.

(b) Register to be maintained in Form No. (S) 2 for Half-yearly Statement.

*This return has since been made quarterly.

Form No. (Old).	Form No. (New).	Description of Return, etc.	Office from which due.	Office to which due.
(M) 108	(S) 5	(b) Quarterly Returns— <i>concl'd.</i> Statement B showing the result of proceedings on applications for execution of decrees.	Munsifs, Subordinate Judges and Additional Judges. District Judges	District Judge High Courts.
(M) 108 (M) 109.	(S) 6	Statement C showing the number and general results of Regular and Miscellaneous Appeals.	Subordinate Judges and Additional Judges. District Judges	District Judge High Courts
(M) 110	} Abolished			
(M) 111				
(M) 112				
(M) 113	(S) 7	Concise statement of outturn of work of the Courts.	Munsifs, Subordinate Judges and Additional Judges. District Judges	District Judge. High Court
New	(S) 7A	Return of valuation and apportionment cases.	Calcutta Improvement Tribunal.	High Court.
New	(S) 7B	Return of Civil deposit Cases	Ditto	Do.
New	(S) 7C	Abolished.		
		(c) Half-yearly Returns.		
(M) 176	} Abolished.			
(M) 177				
(M) 178				
New	(S) 8	Statement showing the progress made in the disposal of old cases.	Munsifs, Subordinate Judges and Additional Judges. District Judges	District Judges. High Courts.
New	(S) 9	Statement showing the cases of which proceedings have been stayed.	Munsifs, Subordinate Judges and Additional Judges. District Judges	District Judges. High Courts.
		Note.—Statement in forms No. (R) 34 and (S) 28 should also be submitted half-yearly to the District Judge by the Subordinate Courts.		
		(d) Annual statements.		
(M) 117	(S) 10	Statement 1 showing the area and population of judicial divisions, officers employed and the receipts and charges of Civil Courts.	All Civil Courts, District Collectors. District Judges	District Judges. High Court.
(M) 118	(S) 11	Statement 2 showing the number and description of civil suits instituted in Civil Courts.	Ditto	Do.
(M) 119	(S) 12	Statement 3 showing the number and value of suits instituted in Civil Courts.	} All Civil Courts of Original Jurisdiction and District Collectors.	} District Judges.
(M) 120	(S) 13	Statement 4, Part I, showing the general result of the trial of civil cases in Courts of Original Jurisdiction.		
(M) 121	(S) 14	Statement 4, Part II, showing the general result of the trial of civil cases Miscellaneous (Judicial) in Courts of Original Jurisdiction.		

Form No. (Old.)	Form No. (New).	Description of returns, etc.	Office from which due.	Office to which due.
		(d) Annual Statements—concl'd.		
(M) 122 ..	(S) 15 ..	Statement 5, Part I, showing the business of Civil Appellate Courts (Appeals from decrees).	Subordinate and Additional Judges and District Collectors.	District Judges.
(M) 123 ..	(S) 16 ..	Statement 5, Part II showing the business of Civil Appellate Courts (Miscellaneous Appeals—Judicial).	District Judges ..	High Court.
(M) 124 ..	(S) 17 ..	Statement 6 showing the result of proceedings on application for the execution of the Decrees of Civil Courts.	All Civil Courts of Original Jurisdiction and District Collectors. District Judges.	District Judges. High Court.
(M) 125 ..	(S) 18 ..	Statement 7 showing proceedings in insolvency under the Provincial Insolvency Act (V of 1920).	Courts, if any, empowered under Sec. 3(1) of the Provincial Insolvency Act. District Judges.	District Judges. High Court.
(M) 126 ..	Abolished.			
(M) 127 ..	Abolished.			
(M) 128 ..	Abolished.			
(M) 129 ..	Abolished.			
New ..	(S) 19 ..	Statement showing the number of applications for interlocutory injunctions instituted, disposed of and pending.	Munsifs, Subordinate Judges and Additional Judges. District Judges ..	District Judges. High Court.
New ..	(S) 20 ..	Statement showing the number of long pending original suits and Miscellaneous cases remaining undecided at the close of the year.	Munsifs, Subordinate Judges and Additional Judges. District Judges ..	District Judges High Court.
New ..	(S) 21 ..	Statement showing the number of long pending Regular and Miscellaneous Appeals remaining undecided at the close of the year.	Subordinate Judges and Additional Judges. District Judges ..	District Judges. High Court.
		(e) Annual Tables.		
(M) 130 (M) 132 ..	(S) 22 ..	†Table I showing the number of suits instituted, disposed of and pending and the manner of disposal of suits of each class.	District Judges ..	High Court.
(M) 133 ..	(S) 23 ..	†Table II showing applications for the execution of decrees filed, disposed of and pending.	Ditto ..	Do.
(M) 134 (M) 135 ..	(S) 24 ..	†Table III showing the number of Miscellaneous cases (Judicial and non-judicial) instituted, disposed of and pending.	Ditto ..	Do.

†These Tables are to be incorporated by District Judge in their Annual Reports.

Form No. (Old).	Form No. (New).	Description of returns, etc.	Office from which due.	Office to which due.
(M) 136 (M) 139	.. } (S) 25 ..	(e) Annual Table—concl'd. †Table IV showing the number of appeals from decisions in Regular suits, instituted, disposed of and pending and the manner of disposal of appeals of each class.	District Judges ..	High Court.
(M) 140	.. (S) 26 ..	†Table V showing the number of Miscellaneous Appeals, instituted, disposed of and pending.	Ditto ..	Do.
(M) 137	.. (S) 27 ..	†Table VI showing the number of appeals preferred from decisions in Original suits the ratio of appeals to appealable decisions; the number of decisions affirmed; reversed and the ratio of affirmed, etc., to decided.	Ditto ..	Do.
(M) 138	.. Abolished ..			
(M) 141	.. (S) 28 ..	††Table VII showing the number of applications for an order to set aside an <i>ex-parte</i> judgment, or a judgment in default, preferred, disposed of and pending. <i>Note.—This statement should also be submitted half-yearly to the District Judge by Munsifs, Subordinate Judges and Small Cause Court Judges.</i>	Munsifs, Subordinate Judges and Small Cause Court Judges. District Judges ..	District Judges. High Court.
(M) 142	.. (S) 29 ..	††Table VIII, showing the number and value of suits and appeals of each class instituted.	Munsifs, Subordinate Judges, Small Cause Court Judges and Additional Judges.	District Judges.
(M) 143	.. Abolished.		District Judges ..	High Court.
(M) 144	.. Abolished.			
(M) 145	.. Abolished.			
(M) 146	.. (S) 30 ..	††Table IX showing the receipts and disbursements on account of Commissioners employed in the execution of Commissions under Or. 20, C. P. Code.	Munsifs, Subordinate Judges, Small Cause Court Judges and Additional Judges. District Judges ..	District Judges. High Court.
(M) 147	.. (S) 31 ..	††Table X showing the immovable property held, acquired, or disposed of, etc., by Uncovenanted Judicial Officers.	Uncovenanted Judicial Officers.	To High Court through the District Judge.
		Annual Table (Financial year).		
(M) 149	.. (S) 32 ..	Table XI showing the number of Probates, Letters of Administration, Certificates and extended certificates and the duty levied thereon.	District Judge ..	High Court.
(M) 150	.. Abolished.			
		Annual Returns (Calendar Year).		
(M) 148	.. (S) 33 ..	Annual Return of Legal Practitioners enrolled.	District Judges ..	High Court.

†These Tables are to be incorporated by District Judges in their Annual Reports.
 ††These Tables should accompany the Annual Report.

No. of Form (Old).	No. of Form (New).	Description of Form.
(M) 151 ..	(J) 1 ..	Heading of deposition.
(M) 153 ..	} Abolished.	
(M) 154 ..		
New ..	(J) 1(A) ..	Heading of deposition and judgement in Small Cause Court Suits.
(M) 157 ..	(J) 2 ..	Heading of deposition in original suits.
(M) 158 ..	(J) 3 ..	Heading of deposition on appeal.
(M) 163 ..	(J) 4 ..	Title page of File A of class I of records.
(M) 164 ..	(J) 5 ..	Title page of File B of Class II of records.
(M) 165 ..	(J) 6 ..	Title page of File C, C ₁ , C ₂ , of Class I, II and III of records.
(M) 166 ..	Abolished.	
(M) 167 ..	(J) 7 ..	Title page of File D of Class I, III and III-A of records.
	(J) 8 ..	Title page of File E of Class III-A of records.
(M) 168 ..	(J) 9 ..	Title page of File B of Class IV of records.
(M) 169 ..	(J) 10 ..	Title page of File C of Class IV of records.
New ..	(J) 11 ..	Title page of File E of Class IV-A of records.
(M) 170 ..	(J) 12 ..	Table of contents of records.
(M) 162 ..	(J) 13 ..	Order Sheet (first sheet).
	(J) 13(a) ..	Order Sheet (second and subsequent sheets).
New ..	(J) 14 ..	} Abolished.
New ..	(J) 15 ..	
New ..	(J) 16 ..	
(M) 171-A ..	(J) 17 ..	Form of registered address of a party.
C. P. 18 ..	(J) 18 ..	Order for delivery of interrogatories (Or. 11, r. 1). Interrogatories (Or. 11, r. 4).* Answer to interrogatories (Or. 11, r. 9).*
		Order for affidavit as to documents (Or. 11, r. 12).*
		Affidavit as to documents (Or. 11, r. 13).*
C. P. 19 ..	(J) 19 ..	Order to produce documents for inspection (Or. 11, r. 14). Admission of facts pursuant to notice (Or. 12, r. 5).*
C. P. 99 ..	(J) 20 ..	Order of reference to Arbitration under sections 20(4) and 23(1) of the Arbitration Act, 1940.
C. P. 100 ..	(J) 21 ..	Order for appointment of Arbitrator/Arbitrators or Umpire under sections 8(2) and 12 of the Arbitration Act, 1940. Special case†. Award†.

*For forms, see Appendix C of C. P. Code.

†For forms, see Appendix to Rule 340, Vol. I.

No. of Form (Old).	No. of Form (New).	Description of Form.
C. P. 90 ..	(J) 22 ..	List of documents produced by plaintiff/defendant (Or. 13 r. 1).
C. P. 171 ..	(J) 23 ..	List of documents admitted in evidence.
C. P. 75 ..	(J) 24 ..	Appointment of a Receiver (Or. 40, r. 1).
C. P. 20 ..	(J) 25 ..	Decree in original suits (Or. 20, rr. 6, 7).
C. P. 21 ..	(J) 26 ..	Simple money decree (S. 34, C. P. Code).
New ..	(J) 27 ..	Decree under Or. 21, r. 11(I).
C. P. 22 ..	(J) 28 ..	Decree in original suits between landlord and tenant for the recovery of rent.*
New ..	(J) 28B ..	Decree in original suits between landlord and tenant for the recovery of rents (framed under the Cooch Behar Tenancy Act 1910).
C. P. 23 ..	(J) 29 ..	Decree for recovery of land and mesne-profits, (Or. 20, r. 12).
C. P. 24 ..	(J) 30 ..	Preliminary decree for foreclosure [Or. 34, r. 2 (I) (a)].
C. P. 24(i) ..	(J) 30(i) ..	Preliminary decree for foreclosure [Or. 34, r. 2(I) (b)].
C. P. 25 ..	(J) 31 ..	Final decree for foreclosure [Or. 34, r. 3 (2)].
C. P. 25(i) ..	(J) 31(i) ..	Final decree for foreclosure in a redemption suit on default of payment by mortgagor [Or. 34, r. 8(3)].
C. P. 26 ..	(J) 32 ..	Preliminary decree for sale [Or. 34, r. 4(I)].
C. P. 26(i) ..	(J) 32(i) ..	Preliminary decree for sale [Or. 34, r. 4(I)].
C. P. 26(ii) ..	(J) 32(ii) ..	Preliminary decree for sale [Or. 34, r. 4(4)].
C. P. 27 ..	(J) 33 ..	Final decree for sale [Or. 34, r. 5(3)].
C. P. 27(i) ..	(J) 33(i) ..	Final decree for sale in a redemption suit on default of payment by mortgagor [Or. 34, r. 8(I)].
C. P. 27(ii) ..	(J) 33(ii) ..	Final decree in a suit for foreclosure, sale or redemption where the mortgagor pays the amount of the decree [Or. 34, rr. 3(I), 5(I) and 8(I)].
C. P. 27(iii) ..	(J) 33(iii) ..	Preliminary decree for foreclosure or sale [Or. 34, rr. 2(3) and 4(4)].
C. P. 28 ..	(J) 34 ..	Decree against mortgagor personally [Or. 34, rr. 6 and 8-A].
C. P. 29 ..	(J) 35 ..	Preliminary decree for redemption [Or. 34, r. 7(I) (a)].
C. P. 29(i) ..	(J) 35(i) ..	Preliminary decree for redemption [Or. 34, r. 7(I) (a)].
C. P. 29(ii) ..	(J) 35(ii) ..	Preliminary decree for redemption [Or. 34, r. 7(I) (b)].
C. P. 29(iii) ..	(J) 35(iii) ..	Preliminary decree for redemption [Or. 34, r. 7(i) (v)].

*The decree is framed under the Bengal Tenancy Act, 1885.

No. of Form (Old).	No. of Form (New).	Description of Form.
C. P. 29(iv) ...	(J) 35(iv) ..	Preliminary decree for redemption of prior mortgage and foreclosure or sale on subsequent mortgage [Or. 34, rr. 2(3) and 4(4)]. Decree for rectification of instrument.* Decree to set aside a transfer in fraud of creditors.* Injunction against private nuisance.* Injunction against building higher than old level.* Injunction restraining use of private road.* Preliminary decree in an administration suit.* Final decree in an administration suit by a legatee.* Preliminary decree in an administration suit by a legatee where an executor, is held personally liable for the payment of legacies.*
		Final decree in an administration suit by next of kin.
		Preliminary decree in a suit for dissolution of partnership and the taking of partnership accounts.*
		Final decree in a suit for dissolution of partnership and the taking of partnership accounts.*
		Letter of request (Or. 26, 2, 5).†
C. P. 91 ..	(J) 36 ...	Commission to examine absent witness (Or. 26, rr. 4, 18).
C. P. 92 ..	(J) 37 ...	Commission for a local investigation or to examine accounts (Or. 26, rr. 9, 11).**
(M) 155 ..	(J) 38* ..	Proceeding in connection with the issue of commissions under Or. 26, r. 9.
C. P. 93 ..	(J) 39 ...	Commission to make a partition (Or. 26, r. 13).
C. P. 84 ..	(J) 40 ...	Decree on appeal (Or. 41, r. 35).
		Application to appeal in <i>forma pauperis</i> (Or. 44, r. 1).‡
C. P. 77 ..	(J) 41 ..	Memorandum of appeal (Or. 41, r. 1).
		Memorandum of cross-objection (Or. 41, r. 4).‡
C. P. 96 ..	(J) 42 ..	Report to High Court of service of notice on respondent in special appeal (Or. 41, r. 14).
C. P. 31 ..	(J) 43 ..	Order sending decree for execution to another Court. (Or. 21, r. 6).
C. P. 32 ..	(J) 44 ..	Certificate of execution of decree transferred to another court (Or. 21, r. 6).

*For form, see Appendix D, C. P. Code.

**See also form No. (J) 38.

†For form, see Appendix H, C. P. Code.

‡For form, see Appendix G, C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of form.
C. P. 88 ..	(J) 45 ..	Letter transmitting decree for execution to another Court (S. 39, C. P. Code).
C. P. 33 ..	(J) 46 ..	Certificate for non-satisfaction of decree (Or. 21, r. 6).
C. P. 34 ..	(J) 47 ..	Application for execution of decree (Or. 21, r. 11).
C. P. 61 ..	(J) 48 ..	Certificate to judgment-debtor authorising him to mortgage, lease or sell property (Or. 21, r. 83).
C. P. 68 ..	(J) 49 ..	Precept (S. 46, C. P. Code).
C. P. 62 ..	(J) 50 ..	Application by judgment-debtor to set aside sale on deposit of debt (Or. 21, r. 89).
C. P. 63 ..	(J) 51 ..	Abolished.
C. P. 65 ..	(J) 52 ..	Certificate of sale of land (Or. 21, r. 94).
<i>Indian Succession Act.</i>		
C. P. 107 ..	(J) 53 ..	Grant of Probate of Will (S. 289, Succession Act).
C. P. 108 ..	(J) 54 ..	Grant of Letters of Administration (S. 90, Succession Act).
C. P. 109 ..	} See (J) 53 .. and (J) 54	
C. P. 110 ..		
C. P. 127 ..	(J) 55 ..	Succession Certificate (S. 377, Succession Act).
C. P. 128 ..	(J) 56 ..	Extended Succession Certificate (S. 377, Succession Act).
<i>Provincial Insolvency Act.</i>		
C. P. 137 ..	(J) 57 ..	Debtor's petition (S.13).
C. P. 139 ..	(J) 58 ..	Order of adjudication (S. 27).
C. P. 141 ..	(J) 59 ..	Order annulling adjudication (S. 35).
C. P. 145 ..	(J) 60 ..	Order of discharge subject to conditions as to earnings after acquired property and income [S. 41 (2), (a), (b) or (c)].
C. P. 148 ..	(J) 61 ..	Order appointing a Receiver (S. 56).
<i>Guardian and Wards Act.</i>		
C. P. 132 ..	(J) 62 ..	Application for guardianship (S. 10).
New ..	(J) 63 ..	Order of appointment or declaration of Guardian (S. 7).
<i>Bengal Money-lenders Act, 1940.</i>		
New ..	(J) 64 ..	Substance of Order [S. 20(1)/20(3)].
New ..	(J) 65 ..	Substance of Order [S. 20(4)].
New ..	(J) 66 ..	Substance of Order [S. 20(4), proviso].

V.—Process.

No. of Form (Old).	No. of Form (Now).	Description of Form.		
C. P. 1 ..	(P) 1 ..	Notice to person who, the Court considers should be added as co-plaintiff (Or 1, r. 10, C. P. C.).		
C. P. 5 ..	(P) 1-A ..	Return of service of Summons, Notice, etc.		
C. P. 94 ...	(P) 2** ..	Notice to minor defendant of application for appointment of the guardian to be guardian for the suit (Or. 32, r. 3).		
	(P) 2A ..	Notice to guardian of application for appointment of the guardian, to be guardian for the suit (Or 3 2, r. 3).		
	(P) (2) (i) ..	Notice to minor defendant of application for appointment of another person to be guardian for the suit (Or. 32, r. 3).		
	(P) 2(i)A ..	Notice to guardian of application for appointment of another person to be guardian for the suit (Or. 32, r. 3).		
C. P. 95 ..	(P) 3 ..	Notice to opposite party of day fixed for hearing evidence of pauperism (Or. 33, r. 6).		
C. P. 2 ..	(P) 4 ..	Summons to appear in person (Or. 5, r. 3).		
C. P. 3 C. P. 4 C. P. 4(1) ..	(P) 5 ..	Summons for final disposal or for ascertaining whether a suit is contested or for settlement of issues (Or. 5, rr. 1, 5).		
C. P. 16 ..			(P) 6 ..	Summons to legal representative of a deceased defendant (Or. 22, r. 4).
C. P. 17 ..			(P) 7 ..	Summons in summary suits on negotiable instrument (Or. 37, r. 2).
C. P. 9 ..	(P) 8 ..	Notice to defendant (Or. 9, r. 6).		
		Notice to produce document (Or. 11, r. 16).*		
		Notice to inspect document (Or. 11, r. 17).*		
		Notice to admit document (Or. 12, r. 3).*		
		Notice to admit facts (Or. 12, r. 5).*		
C. P. 98 ..	(P) 9 ..	Notice to show cause (General form).		
C. P. 10 ..	(P) 10 ..	Summons to witness (Or. 16, rr. 1, 5).		
C. P. 13 ..	(P) 11 ..	Warrant of arrest of witness (Or. 16, r. 10).		
		Warrant of committal (Or. 16, r. 16).†		
		Warrant of committal (Or. 16, r. 18).†		
C. P. 11 C. P. 12	(P) 12 ..	Proclamation requiring attendance of witness (Or. 16, r. 10).‡		
C. P. 14 C. P. 15			(P) 13 ..	Warrant of attachment of the property of witness (Or. 16, r. 10). Notice to parties of the day fixed for examination of a witness about to leave the jurisdiction (Or. 18, r. 16).§

**For form of notice to minor defendant under Or. 32, r. 3, C. P. Code. and natural guardian of minor defendant under 148(h), B. T. Act, in suit for arrears of rent see (P) 61.

*For form, see Appendix C, C. P. Code.

†For form, see Appendix B, C. P. Code.

‡Forms Nos. 14 and 15, Appendix B, C. P. Code combined.

§For form, see Appendix H, C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of Form:
C. P. 70 ..	(P) 14 ..	Warrant of arrest before judgment (Or. 38, r. 1).
C. P. 71 ..	(P) 15 ..	Summons to defendant to appeal on sureties, application for discharge (Or. 38, r. 3). Order for committal (Or. 38, r. 4).*
C. P. 72 ..	(P) 16 ..	Order to call for security with conditional attachment before judgment for fulfilment of decree (Or. 38, r. 5.)
C. P. 73 ..	(P) 17 ..	Attachment before judgment on proof of failure to furnish security (Or. 38, r. 6).
C. P. 74 ..	(P) 18 ..	Temporary injunction (Or. 39, r. 1).
New ..	(P) 19 ..	Notice of deposit of decretal amount under Or. 21, r. 1.(2) Notice of payment into Court (Or. 23, r. 1).†.
C. P. 30 ..	(P) 20 ..	Notice to show cause why a payment or adjustment should not be recorded as certified (Or. 21, r. 2).
C. P. 35 ..	(P) 21 ..	Notice of application for execution of a decree transferred for assignment (Or. 21, r. 16).
C. P. 36 ..	(P) 22 ..	Notice to show cause why execution should not issue (Or. 21, r. 22)
C. P. 38 ..	(P) 23 ..	Warrant to the bailiff to give possession of land, etc., (Or. 21, r. 35).
C. P. 37 ..	(P) 24 ..	Warrant of attachment of movable property in execution of a decree for money (Or. 21, r. 30). Warrant of seizure of specific movable property adjudged by decree (Or. 21, r. 31).‡ Notice to state objections, to draft documents (Or. 21, r. 34).‡
C. P. 39 ..	(P) 25 ..	Notice to show cause why warrant of arrest should not issue (Or. 21, r. 37).
C. P. 40 ..	(P) 26 ..	Warrant of arrest in execution (Or. 21, r. 38).
C. P. 41 ..	(P) 27 ..	Warrant of committal of judgment-debtor to civil prison (Or. 21, r. 40).
C. P. 54 ..	(P) 28 ..	Order for the release of a person imprisoned in execution of a decree (Sections 58 and 59, C. P. C.).
C. P. 42 ..	(P) 29 ..	Attachment in execution—(1) Prohibitory order, where the property to be attached consists of movable property to which the defendant is entitled subject to a lien or right of some other person to the immediate possession thereof [Or. 21, r. 46(f). (c)].

*For form, see Appendix F, C. P. Code.

†For form, see Appendix H, C. P. Code.

‡For form, see Appendix E, C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of Form.
C. P. 43	(P) 30	Attachment in execution—(2) Prohibitory order, where the property consists of debts not being negotiable instruments or of movable property not in the possession of the judgment-debtor [Or. 21, r. 46 (1) (a) and (c)].
C. P. 44	(P) 31	Attachment in execution—(3) Prohibitory order, where the property consists of shares in the capital of a Corporation [Or. 21, r. 46(1) (b)].
C. P. 45	(P) 32	Order to attach salary of Public Officer or servant of Railway Company or local authority (Or. 21, r. 48).
C. P. 46	(P) 33	Order of attachment of negotiable instrument (Or. 21, r. 51).
C. P. 47	(P) 34	Attachment—(4) Prohibitory order, where the property consists of money or of any security in the custody of a court of justice or officer of Government (Or. 21, r. 52).
C. P. 48	(P) 35	Notice of attachment of a decree to the court which passed it (Or. 21, r. 53 (1) (b)).
C. P. 49	(P) 36	Notice of attachment of a decree to the holder of the decree or to the judgment debtor [Or. 21, r. 53(4) and (6)].
C. P. 52	(P) 37	Order for payment to the plaintiff, etc., of money, etc., in the hands of a third party (Or. 21, r. 56).
C. P. 63	(P) 38	Notice to attaching creditor (Or. 21, r. 58).
C. P. 50	(P) 39	Attachment in execution (5)—Prohibitory order, where the property consists of immovable property [Or. 21, r. 54(1)].
C. P. 51	(P) 40	Notice to Collector forwarding a copy of order of attachment (or sale proclamation) to be hung up in his office [Or. 21, r. 54(2)].
C. P. 57	(P) 41	Order on the Nazir for causing service of sale proclamation (Or. 21, r. 66).
C. P. 58	(P) 42	Notice of the day fixed for settling a sale proclamation (Or. 21, r. 66).
C. P. 55	(P) 43	Warrant of sale of property in execution of a decree for money (Or. 21, r. 66).
C. P. 56	(P) 44	Proclamation of sale of immovable property (Or. 21, r. 66).
New	(P) 45	Proclamation of sale of movable property.
C. P. 60	(P) 46	Prohibitory order against payment of debts sold in execution to any other than the purchaser (Or. 21, r. 79).
		Prohibitory order against the transfer of shares sold in execution (Or. 21, r. 79).*
		Notice to person in possession of movable property sold in execution (Or. 21, r. 79).*

*For form, see Appendix E, C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of form.
C. P. 64 ..	(P) 47 ..	Notice to show cause why sale should not be set aside (Or. 21, r. 90,91, 92),
C. P. 66 ..	(P) 48 ..	Order for delivery to certify purchaser of land at a sale in execution (Or. 21, r. 95).
C. P. 67 ..	(P) 49 ..	Summons to appear and answer charge of obstructing execution of decree (Or. 21, r. 97). Warrant of committal (Or. 21, r. 98).*
C. P. 85 ..	(P) 50 ..	Notice of appeal in <i>forma pauperis</i> (Or. 44, r. 1).
C. P. 82 ..	(P) 51 ..	Notice to respondent of the day fixed for the hearing of the appeal (Or. 41, r. 14).
C. P. 83 ..	(P) 52 ..	Notice to a party to a suit not made party to the appeal but joined by the Court as a respondent (Or. 41, r. 20).
C. P. 86 ..	(P) 53 ..	Notice to show cause why a review should not be granted (Or. 47, r. 4).
C. P. 87 ..	(P) 54 ..	Notice of application for the transfer of a suit to another court for trial (Sec. 24, C. P. Code).
C. P. 89 ..	(P) 55 ..	Notice of surety of his liability under a decree (Sec. 145 C. P. Code).
(M) 172 ..	(P) 56 ..	First notice to take back documents.
(M) 173 ..	(P) 57 ..	Final notice to take back documents.
<i>Bengal Tenancy Act.</i>		
C. P. 113 ..	(P) 58 ..	Notice to landlord of deposit of rent in Court [see 63(2), B. T. Act] (vernacular).
C. P. 114 ..	(P) 59 ..	Notice to co-sharers of deposit of rent in Court [see 63 (2), B. T. Act]] (vernacular).
C. P. 115 ..	(P) 60 ..	Notice of deposit of rent in court to persons believed to claim or to be entitled to the rent, or who are entitled to it (S. 63, B. T. Act) (vernacular).
C. P. 115A ..	(P) 61 ..	Notice to minor defendant under Or. 32, r. 3, C. P. Code, and natural guardian of minor defendant under S. 148(h) B. T. Act, in suit for arrears of rent.
C. P. 116 to C. P. 121	} Cancelled.	
C. P. 122 ..	(P) 62 ..	Notice to third person of payment into court of rent due to him (S. 149) (vernacular).
C. P. 124 ..	(P) 63 ..	Order of attachment, proclamation of sale of tenure or holding with power to annual incumbrances in execution of a decree [S. 163(2) (b)].
C. P. 125 ..	(P) 64 ..	Order of attachment and proclamation of sale of tenure or holding subject to incumbrances in execution of a decree [S. 163(2) (a)].

* For form, see Appendix E. C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of form.	Notes to be made (S.D.)
Cooch Behar Tenancy Act.			
New ..	(P) 64B ..	Notice to landlord of deposit of rents in Court [sections 70(a) and (b) and 72(2), Cooch Behar Tenancy Act] (vernacular).	
New ..	(P) 64C ..	Notice to co-sharers of deposit of rent in Court [sections 70(c) and 72(2), Cooch Behar Tenancy Act] (vernacular).	
New ..	(P) 64D ..	Notice of deposit of rent in Court to persons believed to claim or to be entitled to the rent, or who are entitled to it [sections 70(d) and 72, Cooch Behar Tenancy Act] (vernacular).	
New ..	(P) 64E ..	Notice to third person of payment into Court of rent due to him [section 42, Cooch Behar Tenancy Act] (vernacular).	
New ..	(P) 64F ..	Order of attachment of tenure or under-tenure in execution of a decree [section 53, Cooch Behar Tenancy Act] (vernacular).	
New ..	(P) 64G ..	Proclamation of sale of under-tenure free from incumbrances in execution of a decree [section 53(2), Cooch Behar Tenancy Act].	
C. P. 126 ..	Cancelled.		
<i>Regulation V (Bengal) of 1799.</i>			
C. P. 101 ..	(P) 65 ..	Notice calling for claimants to property in intestate cases (sec. 7).	
<i>Land Acquisition Act I of 1894.</i>			
C. P. 103 ..	(P) 66 ..	Notice to claimants of date fixed for the determination of objection (sec. 20).	
C. P. 104 ..	(P) 67 ..	Notice to Collector of date fixed for hearing his reference (sec. 20).	
<i>Court-fees Act.</i>			
C. P. 105 ..	(P) 68 ..	Notice to Collector of application made for probate of will or letters of administration (Sec. 19H, C. I. (1)).	
<i>Indian Succession Act XXXIX of 1925.</i>			
C. P. 106 ..	(P) 69 ..	Notice of date fixed for hearing probate or letters of administration cases (sec. 283).	
C. P. 129 ..	(P) 70 ..	Notice calling on holder of succession certificate for accounts (vernacular).	
C. P. 130 ..	(P) 71 ..	Order transmitting notice to other courts for publication of notice of application for succession certificate (s. 373).	
C. P. 131 ..	(P) 72 ..	Notice inviting other claimants to representation to come forward (S. 373) (vernacular).	

No. of Form (Old).	No. of Form (New).	Description of form.
		<i>Guardian and Wards Act VIII of 1890.</i>
C. P. 133 ..	(P) 73 ..	Notice of application made for guardianship and of a date fixed for hearing (S. 11).
		<i>Transfer of Property Act IV of 1882.</i>
C. P. 135 ..	(P) 74 ..	Notice of deposit (S. 83).
		<i>Provincial Insolvency Act I of 1920.</i>
C. P. 138 ..	(P) 75 ..	Notice to creditors of the date of hearing of an insolvency petition (S. 19).
C. P. 140 ..	(P) 76 ..	Notice of application by unscheduled creditor [S. 33(3)].
C. P. 142 ..	(P) 77 ..	Notice to creditors of the date of consideration of a composition or scheme of arrangements [S. 38(1)].
C. P. 144 ..	(P) 78 ..	Notice to creditors of application for discharge [S. 41(1)].
C. P. 149 ..	(P) 79 ..	Notice to persons claiming to be creditors of intention to declare final dividend (S. 64).
C. P. 160 ..	(P) 80 ..	Summary administration notice to creditor (S. 74).
		<i>Bengal Alluvial Lands Act (Bengal Act V of 1920).</i>
C. P. 158 ..	(P) 81 ..	General notice under section 5(2).
		<i>Indian Lunacy Act (IV of 1912).</i>
C. P. 159 ..	(P) 82 ..	Notice of time and place of inquisition (S. 40).
C. P. 160 ..	(P) 83 ..	Notice for attendance of the alleged lunatic for personal examination (S. 41).
		<i>Village Self-Government Act (Bengal Act of ..).</i>
C. P. 161 ..	(P) 84 ..	Notice calling for records under S. 74.
		<i>Bengal Money Lenders Act (Bengal Act VII of 1933 and Bengal Act X of 1940).</i>
New ..	(P) 85 ..	Form of notice of deposit under S. 9(1) of Bengal Act VII of 1933 and S. 39(2) of Bengal Act X of 1940.

VI.—Miscellaneous.

No. of Form (Old).	No. of Form (New).	Description of form.
New ..	(M) 1 ..	Daily List of plaints, petitions and appeals registered.
New ..	(M) 2 ..	Daily Cause List.
New ..	(M) 3 ..	Abolished.
New ..	(M) 4 ..	List of cases in which sales of movable and immovable properties are to be held.
New ..	(M) 5 ..	Notice of decrees drawn up.
(M) 73 ..	(M) 6 ..	Diary of Commissioner.
(M) 74 ..		
New ..	(M) 7 ..	Form for inspection of Courts.
New ..	(M) 7A ..	Form for inspection of Record Room.
New ..	(M) 7B ..	Extract from inspection report of District Judge.
New ..	(M) 8 ..	Form of confidential reports regarding Munsifs, etc.
(M) 183 ..	(M) 9 ..	Memorandum form from District Judge to other judicial officers and <i>vice versa</i> .
New ..	(M) 9(i) ..	Memorandum form from District Judge to other judicial officers and <i>vice versa</i> (short form).
C. P. 97 ..	(M) 10 ..	Requisition for records.
(M) 175 ..	(M) 11 ..	Letter advising the despatch of a record.
(M) 174 ..	(M) 12 ..	Letter to accompany a record.
(M) 182 ..	(M) 13 ..	Charge letter for District Judge proceeding on circuit duty.
(M) 184 ..	(M) 14 ..	Letter from the District Judge to the Registrar of the High Court regarding the enrolment of legal practitioners.
—	(M) 14A ..	Application for admission as a Pleader or Mukhtar.
—	(M) 14B ..	Application for renewal of certificate or for permission to resume practice as a Pleader or Mukhtar.
—	(M) 14C ..	Application for permission to hold extraneous employment or to engage in trade or business while practising as a Pleader or Mukhtar.
C. P. 69 ..	(M) 15 ..	Letter of authority to Collector to stay public sale of land (Sec. 72, C. P. C.).
(M) 156 ..	(M) 16 ..	Intimation to Collector of the withdrawal from attachment of an estate or share of an estate.
C. P. 6 ..	(M) 17 ..	Order for transmission of summons for service in the jurisdiction of another Court (Or. 5, r. 21).

No. of Form (Old).	No. of Form (New).	Description of form.
C. P. 7 ..	(M) 18 ..	To accompany return of summons (or notice) of another Court [(Or. 5, r. 23) (a)]. Order for transmission of summons to be served on a prisoner (Or. 5, r. 24).†
C. P. 8 ..	(M) 19 ..	Order for transmission of summons to be served upon a public servant or soldier who is a defendant in a suit.
C. P. 102 ..	(M) 20 ..	Order transmitting notices in intestate cases to be posted in other Courts.
(M) 159 ..	(M) 21 ..	Abolished.
(M) 160 ..	(M) 22 ..	Abolished.
C. P. 81 ..	(M) 23 ..	Intimation to Lower Court of admission of appeal.
C. P. 59 ..	(M) 24 ..	Certificate by officer holding a sale of the deficiency of price on a re-sale of property by reason of the purchaser's default (Or. 21, r. 71). Security for appearance of a defendant arrested before judgment (Or. 38, r. 2).* Security for production of property (Or. 38, r. 5).*
C. P. 76 ..	(M) 25 ..	Bond to be given by a Receiver (Or. 40, r. 3).
C. P. 78 ..	(M) 26 ..	Security bond to be given on order being made to stay execution of decree (Or. 31, r. 5).
C. P. 79 ..	(M) 27 ..	Security bond to be given during the pendency of appeal (Or. 41, r. 6).
C. P. 80 ..	(M) 28 ..	Security for costs of appeal (Or. 41, r. 10).
New ..	(M) 29 ..	Bond for safe custody of movable property and left in charge of any person and sureties [Or. 21-A, rr. 3(a) and 5].
C. P. 134 ..	(M) 30 ..	Bond from appointed guardian (S. 34, Guardian and Wards Act).
C. P. 136 ..	(M) 31 ..	Bond for the appearance of a person before a Magistrate's Court in connection with an offence committed before a Civil Court (S. 476, Cr. P. Code). Agreement of parties as to issue to be tried.†
(M) 152 ..	(M) 32 ..	Descriptive roll of lunatics.
(M) 161 ..	(M) 33 ..	Court's certificate to be given to Government or local fund servants who attend court as witnesses.
(M) 179 ..	(M) 34 ..	Statement to be submitted with application for addition to the judicial staff.
(M) 185 ..	(M) 35A ..	Form of licence for Pleaders' and Mukhtears' clerks.
New ..	(M) 36 ..	Application for inspection of record.
New ..	(M) 36A ..	Abolished.

*For Form, see Appendix F, C. P. Code.

†For Form, see Appendix H, C. P. Code.

‡For Form see Appendix B, C. P. Code.

No. of Form (Old).	No. of Form (New).	Description of form.
<i>Record Room.</i>		
(M) 186 ..	(M) 37 ..	Annual statement of records received in the Record Room.
(M) 187 ..	(M) 38 ..	Index to plan.
(M) 188 ..	(M) 39 ..	Index sheet for racks.
(M) 189 ..	(M) 40 ..	Defect report.
(M) 190 ..	(M) 41 ..	Form to be used on front flat board for indexing bundles of records.
(M) 191 ..	(M) 42 ..	Index to Index Register or Despatch list.
(M) 192 ..	(M) 43 ..	Removal slip.
(M) 193 ..	(M) 44 ..	Reminder Post-card for Records.
(M) 194 ..	(M) 45 ..	Reminder list.
(M) 195 ..	(M) 46 ..	Index to guard file.
(M) 196 ..	(M) 47 ..	Fortnightly progress report.
<i>Bengal Tenancy Act.</i>		
C. P. 111 ..	(M) 48 ..	Receipt granted by Court for deposit of rent (S. 62, B. T. Act) (vernacular).
C. P. 112 ..	(M) 49 ..	Notification of receipts by the Court of deposit made [S. 63(1), B. T. Act] (vernacular).
C. P. 123 ..	(M) 50 ..	Receipt for payment into Court by defendant of rent due (Sec. 152, B. T. Act) (vernacular).
<i>Provincial Insolvency Act.</i>		
C. P. 146 ..	(M) 51 ..	Proof of Debt; General form (S. 49).
C. P. 147 ..	(M) 52 ..	Proof of Debt of workmen (S. 49).
C. P. 143 ..	(M) 53 ..	List of creditors for use at meeting held for consideration of composition or scheme [S. 38(2)].
<i>Saleable Forms.</i>		
(M) 181 ..	(M) 54 ..	Application for copies.
(M) 180 ..	(M) 55 ..	Application for information.
<i>Bengal Money Lenders Act, 1933 (Ben. Act VIII of 1933).</i>		
Part I.		
	(M) 56 ..	Form of demand by debtor for the supply of particulars concerning a loan under sec. 7(1).
Part II.		
		Particulars concerning a loan. [Sec. 7(1)].
	(M) 57 ..	Receipt granted by Court under sec. 9(1) for deposit of money due to money lender (vernacular).

I—Account Forms

FORM No. (A) 1.

(a) Occasional Form.

Chalan.

Part I.—To be filled in at Court by the payer.

Name of person or persons on whose behalf the money is tendered.	Name of person or persons to whose credit the amount is to be placed in the Court's book.	No. of suit or date of decree or order (if any) under which the amount is tendered.	Particulars of receipt.	Amount tendered.	Remarks (if any).
1	2	3	4	5	6

*Signature of Chief Ministerial Officer.**Signature of person tendering the money.**Part II.—To be filled in by the Court or under its orders.*

No. and date in the register of chalans.	No. and date of the item in the register of deposit receipts.	Account to be credited, whether civil suit deposits, fines or forfeitures, stamp duty and penalties, or miscellaneous or other receipts.	Remarks.
1	2	3	4

Signature of Accountant.

To

Officer in charge of the Treasury.

Receive and credit the above sum if tendered to you before 2-30 p.m. to-day/
to-morrow.*Signature of Judge in charge.*

Dated

Part III.—To be filled in at Court by Cashier, or at Treasury by Treasury Officer.

Received notes ¹			
Received silver and copper			
Received Total			

Cashier of Court or of the Treasury.

Accountant of the Treasury.

Certificate.

Examined and entered in the books of the Treasury/Court on the

Signature of Treasury officer/Judge in charge

Note.—This form is furnished in triplicate free of cost.
¹Enter here Nos. of the notes.

Date
 8

FORM No. (A) 2.

Payment order.

Part I.—Application for payment of judicial deposits to be filed in by the applicant.

Name of applicant, etc.	Date and purport of the Court's decree or order.	Names of the parties in the case and number of the suit.	Court's No. and date of the original deposit.	Amount to be paid.	Remarks.
1	2	3	4	5	6
				Rs. a. p.	

Signature of applicant.

Date

Examined and found correct.

Signature of Chief Ministerial Officer.

Signature of Presiding Officer.

Note.—In the case of repayment of deposits in favour of a Ward's Estate or of a privileged landlord mentioned in Note 2 to rule 681 in Volume I, the manager of the estate or the said privileged landlord or the duly authorised agent of either, as the case may be, should insert the words "By transfer" in column 6 of the form. If the personal ledger account of the Estate or the privileged landlord is maintained at a treasury other than that from which the repayment of the deposit is made a money-order form duly filled in for remitting the amount less money-order commission should accompany the application. (Accountant-General's No. T. M. 1011, dated the 13th January, 1917.)

Note.—2. Column 4 should be filled in by the chief ministerial officer of the Court at the time of comparing under rule 675 of the Civil Rules and Orders, Volume I, the application with the records of the case.

Part II.—To be filled in by the Court or under its orders.

Serial No. and date of payment order.		Courts' chalan No. and chalan date of the original deposit from which the payment is sought.		Amount in deposit ¹ .	At whose credit in deposit.
1	2	3	4	5	6

To the Officer in charge of the Treasury at

/Cashier of

The

Court.

Please pay as above to

or order Rupees²*Signature of Court's Accountant.**Signature of Judge in charge.*¹As per Court's Register of Deposit Received [Form No. (A) 18].²Words and figures.

Note 1.—This order is not payable more than ten days after date without a renewal enforce-
ment by the Court, and it absolutely lapses and ceases to have effect on the 31st March next.

Note 2.—Payee is hereby to take notice that after tender and payment of this order, the
Treasury Officer will admit no further responsibility. It is the duty of the payee to see to the
proper custody of this document until it is cashed.

Note 3.—The signature below the words "Examined and found correct" in Part I of this
Form and in Form No. (A) 3 must of course be held to indicate that the officer signing the certi-
ficate has satisfied himself "that the applicant is the proper party to receive payment of the
amount claimed", and that the particulars stated are correct; while the Judge in charge will
be responsible that the amount claimed is in deposit, that there is no bar to payment, and that
the name of the claimant corresponds with that of the payee entered in his Register.
(Accountant-General's No. 45-T.M., dated 28th April, 1882.)

Note 4.—The authority to the Treasury Officer should be modified as follows in the case of
repayments of deposits in favour of a Ward's Estate or of a privileged landlord mentioned in
Note 2 to rule 681 in Volume I—"Please pay as above by transfer credit to the personal
ledger account of Ward's Estate or of a privileged landlord" or "please pay as above by transfer
credit to Post Office for remitting the amount less money order commission to the Treasury
Officer for credit to the personal ledger account of the Ward's Estate, or of a privileged landlord"
as the case may be. (Accountant-General's No. T. M.-1011, dated 13th January, 1917.)

Part III.—To be filled in at Treasury (or at Court if payable there).

Received contents, Rupees

Stamp of one anna if for more than Rs. 20.

Signature of Disbursing Cashier.

Payee's signature.

Treasury No.

Pay Rupees

The

19 .

Officer in charge of Treasury.

Examined and entered.

Accountant.

For use in Accountant-General's office.

Admitted in full.

Auditor.

Admitted Rs. ; Objected Rs.

Grounds of objection.

Auditor.

Note.—The pay order should be modified as follows in the case of repayment of deposits in favour of a Ward's Estate or of a privileged landlord mentioned in Note 2 to rule 681 in Volume I :—"Pay Rs. by transfer credit to the personal ledger account of Ward's Estate or of a privileged landlord" or "Pay Rs. by transfer credit to Post Office for remittance less money-order commission to the Treasury Officer for credit in the personal ledger account of Ward's Estate or of a privileged landlord," as the case may be. (Accountant-General's No. T.M.-1011, dated 13th January, 1917.)

Payment order.

Part I.—Application for payment of ^{rent deposits} deposits under the Bengal Money Lenders Act, 1933
(to be filled by the applicant).

Name of applicant. 1	Court's No. and date of the original deposit. 2	Amount to be paid. 3
		Rs. a. p.

Signature of applicant.

Date

¹Examined and found correct.

Signature of Chief Ministerial Officer.

Signature of Presiding Officer.

¹As per Court's Register of Deposits received [Form No. (A) 18.]

Note.—In the case of repayment of deposits in favour of a Ward's Estate or of a privileged landlord mentioned in Note 2 to rule 681 in Volume I, the manager of the estate or the said privileged landlord or the duly authorised agent of either, as the case may be, should insert the words "By transfer" in column 3 of the form. If the personal ledger account of the Estate or the privileged landlord is maintained at a treasury other than that from which the repayment of the deposit is made a money-order form duly filled in for remitting the amount less money-order commission should accompany the application. (Accountant-General's No. T.M.—1011, dated 13th January, 1917.)

Part II.—To be filled in by the Court or under its orders.

Serial No. and date of payment order.		Court's chalan No. and chalan date of the original deposit from which the payment is sought.		Amount in deposit ¹ .	At whose credit in deposit ¹ .
1	2	3	4	5	6
				Rs. a. p.	

To the Officer in charge of the Treasury at _____ /Cashier of
the _____ Court.

Please pay as above to _____ or order Rupees²

Signature of Court's Accountant.

Signature of Judge in charge.

¹As per Court's Register of Deposits Received [Form No. (A) 18.]

²Words and figures.

Note 1.—This order is not payable more than ten days after date without a renewal enforcement by the Court, and it absolutely lapses and ceases to have effect on the 31st March next.

Note 2.—Payee is hereby to take notice that after tender and payment of this order, the Treasury Officer will admit no further responsibility. It is the duty of the payee to see to the proper custody of this document until it is cashed.

Note 3.—The signature below the words "Examined and found correct" in Part I of this Form and in Form No. (A)2 must of course be held to indicate that the officer signing the certificate has satisfied himself "that the applicant is the proper party to receive payment of the amount claimed," and that the particulars stated are correct; while the Judge in charge will be responsible that the amount claimed is in deposit, that there is no bar to payment, and that the name of the claimant corresponds with that of the payee entered in his Register. (Accountant-General's No. 45-T.M., dated 28th April, 1882.)

Note 4.—The authority to the Treasury Officer should be modified as follows in the case of repayments of deposits in favour of a Ward's Estate or of a privileged landlord mentioned in Note 2 to rule 681 in Volume I—"Please pay as above by transfer credit to the personal ledger account of Ward's Estate or of a privileged landlord" or "Please pay as above by transfer credit to Post Office for remitting the amount less money-order commission to the Treasury Officer for credit to the personal ledger account of the Ward's Estate or of a privileged landlord," as the case may be. (Accountant-General's No. T. M.-1011, dated 13th January, 1917.)

Part III.—To be filled in at Treasury (or at Court if payable there).

Received contents, Rupees.

Stamp of one anna if for more than Rs. 20.

Payee's signature.

Signature of Disbursing Cashier.

Treasury No.

Pay Rupees

Officer in charge of Treasury.

The 19

Examined and entered.

Accountant.

Note.—The pay order should be modified as follows in the case of repayment of deposit in favour of a Ward's Estate or of a privileged landlord mentioned in Note 2 to rule 681 in volume I :—"Pay Rs. by transfer credit to the personal ledger account of Ward's Estate or of a privileged landlord " or "Pay Rs. by transfer credit to Post Office for remittance less money-order commission to the Treasury Officer for credit in the personal ledger account of Ward's Estate or of a privileged landlord," as the case may be. (Accountant-General's No. T.M.-1011, dated 13th January, 1917.)

FORM No. (A) 4.

Refund of Lapsed Deposit.

To

The ACCOUNTANT-GENERAL, _____

Sir,

The following refunds of lapsed deposits aggregating Rs. _____ (in words) have been claimed by _____, of whose identity and title to the money I have satisfied myself. I request your sanction to the refund :—

Class of deposit.	Particulars of original deposit.		Balance credited to Government.			Date of lapsed statement.	Amount claimed.			Remarks.
	Year.	No.	Rs.	a.	p.		Rs.	a.	p.	

The 19

Judge, Magistrate or other Officer.

Accountant-General's Office No. _____

dated _____

Sanctioned.

Received payment

Accountant-General.

Date _____

Receipt Stamp.

Claimant.

Pay rupees () only.

The 19

Treasury Officer

Examined.

Accountant.

Note.—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

FORM No. (A) 5.

Orders for refunds of revenue.

District of.			Refunds of revenue.							Voucher No. of List of payment for 19 ..	
Head of service chargeable.			Refunds and drawbacks.							Certificate of Departmental Note of refund.	
1	2	3	4	5	6	7	8	9	10		
In whose name credited.	On what account received.	Amount realised.	Date of payment into Treasury.	Amount in which included and head to which credited.	Treasury Officer's signature in token of verification of treasury credit.	Name of payee.	Amount to be refunded.	Reasons and authority for refund.			
		Rs. a p		Rs. a p			Rs. a p	Reasons.			
								Authority. Sanctioned. Controlling officer or	This order of refund has been registered and noted against the original receipt entry in the departmental account under my initials and previous order for refund of the same sum has not been issued.		
								No. dated	Signature Designation Date		

Received payment.

Claimant's signature.

The 19

Examined.

Accountant.

Stamp if required.

Passed for payment.

Magistrate or other Officer.

Pay Rupees () only.

Officer in charge of Treasury.

Note 1.—This order is not payable more than ten days after date without a renewal enforce- ment by the Court, and it absolutely lapses and ceases to have effect on the 31st March next.

Note 2.—No useful check can be exercised over refunds of revenue in the Account Office, except in cases where full details of the collections of such revenue are received in that office, either in the treasury accounts or in other documents, e.g., Fine statements. It is therefore essential that every refund should be noted against the original credit in the departmental accounts, where all sums are entered in detail. This voucher for refunds provides for a certificate of such note having been made. The officer who received the amount should fill in columns 1 to 5 of the form and sign the certificate in column 10, while the Treasury Officer or the Sub-Treasury Officer should verify the credit by means of the particulars in columns 4 and 5 and affix his signature in column 6 in token of his having done so.

The sanction necessary for refunds of revenue is regulated by the orders of the Local Government. This sanction may either be given on the voucher itself or quoted in it, a certified copy being attached when such orders are not separately communicated to the Audit Office.—Articles 113 and 114 of the Civil Account Code, Volume I, 8th edition—(H. C. Progs., October 1895, No. 302. Amended, 1909-10.)

FORM No. (A) 6.

Certificate for the refund of stamp fee.

No.

District of	Certificate for the refund of the stamp fees levied on the petition specified below.				Voucher No. of List of for 19 .
Head of service chargeable.	Refunds and Drawbacks ; Revenue Refunds. Stamp—Miscellaneous Stamps Refunds.				
Number of suit or petition and names of the parties.	Value of stamp and description of paper:	Amount of claim in suit.	Names of the parties receiving refund's.	Amount to be refunded.	Under what Act, section, and clause the amount is refunded.
1	2	3	4	5	6
	Rs. a. p.	Rs. a. p.		Rs. a. p.	

The

19 .

To the Collector of

Receipt stamp if above Rs. 20.

Claimant's Signature.

Pay Rupees net

The 19

Officer in charge of Treasury.

Examined.

Accountant.

Certified that
or his order is entitled under the order of the Court (dated the 19 , to the refund of Rs. 1

Judge.

'To be stated in words also.

Certificates for refund of the value of court-fee stamps.

Serial number of certi- ficate.	To whom payable.	Amount.			Date of payment.	Amount paid.			Initials of Treasury Officer checking issue.	Remarks.
		Rs.	a.	p.		Rs.	a.	p.		

Note.—If no certificate is issued by the Court on any day, the references thereto should be panned through to avoid any possible misunderstanding.

FORM No. (A) 9.

Daily Advice List of receipts and payments at the Treasury at _____ on the requisition of the _____ on the _____ day of 19 ____.

Date of last prior transaction—

The _____ of 19 ____.

1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17	
Court's No. of chalan.		Court's date of chalan.		Civil Court deposits.		Detailed heads of receipts.		Total receipts.		Court's No. of the payment order.		Court's date of payment order.		Repayment of Civil Court deposits.		Refund of stamp penalties.		Refund of unclaimed property.		Miscellaneous refunds.		Total payment.											
Total receipts and payments at the Treasury.																																	
Total as per Pass Book dated ..																																	
Grand Total																																	

The date of last prior transaction should invariably be filled in.

FORM No. (A) 10.

Subordinate Court's Daily Advice List of sums received and paid under the orders of the Court of _____ on the _____ day of _____ 19____, being the date of actual receipt or actual disbursement at the Court or at the Treasury.

Date of last prior transaction¹—The _____ of _____ 19____

[N. B.—This statement is to be compiled from Registers Nos. (A) 18, (A) 19 and (A) 22.]

Receipts.	Rs.	a.	p.	Payments.	Rs.	a.	p.
Judicial deposits exceeding Rs. 5 each				Repayment of deposits exceeding in amount Rs. 5 each received in all previous years, as per detailed register attached [Form No. (A) 19].			
Judicial deposits of Rs. 5 and under				Repayment of deposits exceeding in amount Rs. 5 each received in last year.			
Fines and forfeitures				Repayment of deposits exceeding in amount Rs. 5 each received during the previous months of the current year.			
Stamp duty and penalties				Repayment of deposits exceeding in amount Rs. 5 each received during the current month.			
Miscellaneous and petty receipts				Repayment of B deposits received during the year of account.			
				Repayment of B deposits received during the year preceding the year of account.			
Total				Total			

Certified that this statement has been examined with the Cash books and Registers of Chalang and Payment Orders and is correct.

Certified that I have examined the Register of "B" deposits of this Court and found them to be written up to date and to be in order.

Judge in charge.

To the District Judge of _____

¹The date of last prior transaction should invariably be filled in.

Note.—This Daily Advice List will be furnished only by the Judge in charge of accounts of the Courts at other than the sadar station, who may either be a Subordinate Judge or a Munsif, but no such list will be sent by any of the Courts at the sadar station.

FORM No. (A) 11.

Plus and minus memorandum of deposits in the Court of _____
for the month of _____ 19__

	Rs.	a.	p.
Balance of last month
Amount of A deposits received during the month—			
Repaid during the month
Not repaid during the month
Amount of B deposits received during the month—			
Repaid during the month
Not repaid during the month
Total			
Amount of A deposits repaid during the month—			
Received in all previous years
Received last year
Received during current year—			
Previous months
Current month
Amount of B deposits repaid during the month—			
Received during 19 -19
Received during 19 -19
Total			
Balance of deposits outstanding	..		

Certificate.

Certified that on a comparison of Treasury Advices with postings therefrom in the Registers of chalans, of payment orders, of deposit receipts, and of repayments, the amount entered above as received and paid are correct.

The

19

Judge in charge.

Note.—The re-payments of B deposits received in the year of account and in the year next preceding should be shown separately.

FORM No. (A) 12.

Statement of lapsed¹ deposits of the Treasury for the
year 19 -19

Particulars of deposits.			For use in Accountant-General's Office.				Remarks.			
Year.	Number.	Balance lapsed.			Number and date of refund order.	Amount of refund sanctioned.			Initials.	
		Rs.	a.	p.		Rs.		a.		p.

¹Civil or Criminal Courts.

Note—A separate statement must, under rule 735, Vol. I, be rendered for each of the three kinds of balances therein indicated to be transferred to credit of Government, and only one item should be entered in each page of this form, i.e., this page should contain six items.

Extract Register of Receipts of _____ deposits at the

Details of repayments (to be posted in

1	2	3	4	5	In the Year of Receipt.											
					6	7	8	9	10	11	12	13	14	15	16	17
Date.	Number of each deposit.	From whom received.	Nature of each deposit.	Amount of each deposit.	April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.
				R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.

*The name of the person from whom, not that of the office

No. (A) 13.

Treasury in the month of _____

19

Accountant-General's Office).

In the following year.													Total repayment of each deposit.	Balance of each Deposit.	
April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	Loaned and credited to Government.		Transferred to Clearance Register.	
18	19	20	21	22	23	24	25	26	27	28	29	30		31	32
R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	R.a.p.	

through whom, the deposit is received, must be given.

FORM No. (A) 14.

Register of Chalans for money tendered in the Court of _____ in the
month of _____ 19 .

Date.	Consecutive number of items in chalans.	From whom received.	Nature of receipt with name of payee (if any). Particulars.	Amount received in		Initials of Judge in charge.	Date of credit in the Collector's account.	Initials of Judge in charge.	Remarks.
				Court.	Treasury.				
1	2	3	4	5	6	7	8	9	10

Note 1.—Column 5 should be totalled and compared with the figures in the debtor side of the Cash-book

Note 2.—After receipt of the Treasury Advice for the last day of the month, the monthly totals of this Register shall be compared with the monthly totals of the several separate Registers of receipts kept by the Accountant. The difference, if any, will be due to chalans issued, but not presented in time to the Treasury, and the amount of such must be written off from the account of the month.

Note 3.—A note in red ink should be made against the particular items not deposited in the Treasury during the month. A short memorandum in the following form should also be entered in this register in red ink at the end of each month.

Memo. for the month of—

							Rs. a. p.
Total of the Chalan Register			X Y Z
Total of receipts in several registers	Rs.		
Add amount not deposited during the month	Rs.		
			Total	..	Rs.		
Deduct amount on account of chalans issued last month but deposited during the month.					Rs.		

Rs. X Y Z

FORM No. (A) 16.

Register of Payment Orders issued by the _____ of _____ in the
month of _____ 19 .

1 Date.	2 Consecutive No. of payment orders.	3 To whom paid.	4 Nature of repayment and number of item in the Register of receipts against which it is to be taken.	Amount to be cashed in						7 Initials of Judge in charge.	8 Date of payment by Cashier or Treasurer.	9 Initials of Judge in charge.	10 Remarks.
				Court.			Treasury.						
				Rs.	a.	p.	Rs.	a.	p.				

Note 1.—Column 5 should be daily totalled and compared with the figures on the creditor side of the Cash-book.

Note 2.—After the receipt of the Treasury Advice for the last day of the month the monthly totals of this Register should be compared with the monthly totals of the Registers of repayments of deposits, and of any refunds of fines or miscellaneous receipts granted. The difference, if any, will be due to orders, granted but not cashed, and the amount not cashed during the month should be written off from the account for the month.

Note 3.—Against the particular item not encashed during the month, a note in red ink in the remarks column should be entered. A memo. in the following form should also be entered in red ink at the end of each month's account:—

Total of the Register of Payment Orders	.. Rs.	X Y Z
Monthly totals of Register of repayment deposits and miscellaneous receipts.	Rs.	
Payment Orders not cashed during the month	.. Rs.	
	Total	Rs. _____
Deduct Payment Orders issued in previous months but cashed during the month.		_____
	Rs.	X Y Z.

Note 4.—Entries in the case of refunds of court-fee stamps must be made in red ink.

Note 5.—The signature of recipient with the date of receipt of the payment order should be taken in the remarks column.

FORM No. (A) 17.

Treasury Pass Book.

The court of _____ in account current with the Treasury

Dr.

(Payments and remittances from Courts).

Cr.

1 Date of payment.	2 Court's No. of payment order.	3 Head of account under which to be scheduled at Treasury.	4 Amount.			5 Signature or Initials of Treasury Officer.		6 Date of receipt.	7 Court's No. of entry in chalan.	8 Head of account under which to be scheduled at Treasury.	9 Amount.			10 Signature or Initials of Treasury Officer.
			Rs.	a.	p.						Rs.	a.	p.	

Note.—When the Court remits to a Branch Bank direct, the Agent of such Bank should acknowledge the receipt of the remittance in this book, and should sign or initial the several entries in it.—(H. C. Progs., February 1893, No. 243).

FORM Nos. (A) 18 (i) and (A) 18 (ii).

Daily Register of Deposits received in Court or advised as having been received in the Treasury of _____ in the month of _____ 19____

Part I.—A Deposits.

Part II.—B Deposits.

(a) Date of posting.	(b) Date of receipt.	No. of Annual consecutive No. of each deposit.	No. of chains and dates.	From whom received.	Nature of deposit, with name of payee.	Amount of each deposit.	Initials of Judge in charge or local officer.	Monthly total.	Details of repayment.																						
							10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1	22		
							Rs	Date.	Rs	Rs	Amount of each repayment.	Date.	Rs	Rs	Amount of each repayment.	Date.	Rs	Rs	Amount of each repayment.	Date.	Rs	Rs	Amount of each repayment.	Date.	Rs	Rs	Amount of each repayment.	Date.	Rs	Rs	

Note.—A separate Register in this form will be maintained for each of the two classes of deposits A and B. Each entry in this Register should be initialed by the Judge after comparison with the corresponding entries in the Register of Chains issued. This form should be used for two years only, after which the unpaid balances should be transferred to the statement of "Clearance Register," as required by Rule 727, Vol. I.

FROM Nos. (A) 19 (i) and (A) 19 (ii).

Daily Register of Deposits repaid at the Treasury of _____ or repaid at the Court and advised to the Treasury during the _____ month of _____ 19 _____.

Part I.—A Deposits.

Part II.—B Deposits.

Details of deposit.		Dates as to present Repayment.		No. of repayment voucher.	Amount repaid.	Received in all previous years.	Received last year.	Received during current year.		Initials of Accountant.	Initials of Judge in charge.	Remarks.	
Date of Receipt.	No. as per Register of Receipts.	Amount or balance of deposit.	Date of cashing payment order, whether at Court or at Treasury.					Date of granting payment order, as per Court's Register.	Previous months.				Current month.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Rs. a. p.				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.			

Note 1.—Separate Registers must be maintained for each of these two classes of deposits.
Note 2.—Columns 12 and 13 need not be filled up in the copy sent to the Accountant-General.
Note 3.—Each entry in this Register should be compared with the corresponding entry in the Register of Payment Orders.

FORM No. (A) 21.

District Judge's Daily Register of Deposits advised as having been received and repaid under orders of the Subordinate Courts.

1 Date of actual receipt or repayment as advised.	Deposits exceeding in amount Rs. 5 each.					Deposits of Rs. 5 and under.				Initial of District Judge.	
	2 Total amount received.	3 Repaid on account of all previous years.	4 Repaid on account of past year.	5 Repaid on account of current year.		7 Total amount repaid.	8 Amount received.	Amount repaid.			11 Daily balance B.
				5 Previous months.	6 Current month, A.			9 Previous year.	10 Current year.		
1	2	3	4	5	6	7	8	9	10	11	12

Note.—The column marked A should be proved monthly by comparing the difference between it and the column "Total amount received" with the statement of outstanding deposits mentioned in rule 720, Vol. I. The column marked B should be tested by comparing the balance on the last day of each official year with the list of unpaid deposits mentioned in rule 731, *ibid.*

Register of Judicial Deposits (other than civil deposits and Peremptory

1	2	3	4	5	6	7	8	Other general fees, fines and forfeitures.			Stamp duty and penalty.	
								9	10	11	12	13
Consecutive No.	Name of the Court, date of order and where necessary, particulars.	Name of the person from whom realised.	Date of realisation.	No. of chalan and part of the Register of chalans.	Date of remittance to the Treasury.	Sale-proceeds of the unclaimed property of the intestate and others credited to Government.	Fine under Criminal Procedure Code and section under which imposed.	Fees.	Forfeiture and fine under Civil Procedure Code.	Forfeiture of earnest money by defaulting bidders.	Amount of duty levied.	Amount of penalty levied.
						Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Note 1.—The entries in this register should be compared daily with the corresponding entries in the

Note 2.—The details of items in column 5 should be forwarded to the Treasury Officer when remitting

No. (A) 22.

52 (A) 24 8203

receipts) and refunds therefrom in the court of

14 Court-fees realised in cash.	Miscellaneous.				19 Total.	20 Initial of Judge in charge.	Refund in cases where admissible.				25 Remarks.	
	15 Sale-proceeds of forms.	16 Sale-proceeds of old furniture and stores, etc.	17 Fees and travelling allowance of Government servants.	18 Other items.			21 Date.	22 Amount refunded.	23 Particulars of refund with No. of case in which refund was ordered and date.	24 Initial of Judge in charge.		

Register of chalans.
the amounts to the Treasury.

FORM No. (A) 23.

No. (A) 23.

To issue and to be used by the Cashier of the Court

Register of Receipts granted by Cashier for Peremptory Cash.

No.

Dated _____

Received from

the sum of

on account of

Signed

Cashier of the Court of

at

*Note.—The unperforated form below this sheet is to be used as the counterfoil and to be prepared with carbon paper.

*To be printed on every alternate sheet.