

FORM No. (M) 2.

Daily Cause list.

In the Court of at

day of 19

Before

Number and class of case fixed for the day. 1	Result or date to which adjourned. 2	Specific orders (if any) in brief. 3	Number and class of cases fixed for the day. 1	Result or date to which adjourned. 2	Specific orders (if any) in brief. 3

Note 1.—The list shall be signed by the presiding Judge whose duty it is to see (i) that it is laid at some conspicuous part of the court room with column 1 filled in, not later than 12-30 p.m. (or 8 a.m. in the case of morning sitting) on the working day preceding that to which it relates and (ii) that proper entries are made in columns 2 and 3 of the list at least half an hour before he is timed to rise on the day to which the list relates.

Note 2.—In column 3 should be entered, in brief, orders requiring any specific action to be taken by the pleaders or parties, e.g., orders for fresh summons or notice, commission, deposit of costs or processes, etc.

Note 3.—Judgement ready for delivery should also be announced in this list.

Note 4.—Cases adjourned for peremptory hearing should be underlined in red.

No.	Name	Address	Occupation	Remarks	Date

FORM No. (M) 3.—Abolished.

This form is to be filled up by the person in charge of the household and should be submitted to the local authority for their use in the preparation of the census returns.

FORM No. (M) 4.

List of cases in which sales of movable/immovable properties are to be held at
 11-30 a.m. on the day of 19 .
 District

In the Court of the at

Serial No. 1	No. and class of case. 2	Remarks. 3

Note.—The lists shall be prepared by the office and after they have been approved and signed by the Presiding Judge sent to the Nazir who shall at the conclusion of the sale, every day, return the lists to the Presiding Judge for inspection.

FORM No. (M) 5.**Notice of Decrees drawn up.**

District

In the Court of the at

Parties and their pleaders are hereby informed that the decrees in the following cases have been drawn up and that they should within three days from date inspect and sign the draft decrees before the Sheristadar in the office between the hours of and . If no objection is made within the above period the decrees will be signed and sealed.

Date of entry in the list. 1	Class and No. of case. 2	Advocate or Pleader for plaintiff or appellant. 3	Advocate or Pleader for defendant or respondent. 4

Note 1.—Entries may be made in the same list from day to day until the form is exhausted. The presiding Judge shall put his dated signature below the last entry for each day.

Note 2.—List of Sale Certificates prepared shall be notified to applicants or their pleaders in a register maintained in this form with suitable modifications as soon as they are ready for delivery.

FORM No. (M) 6.

Diary of Commissioners.

	Work done from day to day.			Remark.
	Day.	Short memorandum of business done daily to be recorded daily.	Hours between which work is done.	
1. No. of case and Court				
2. Names of parties				
3. Date of receipt of commission				
4. Nature of work.				
5. Date of commencement of work.				
6. Particulars of journey to and from locale with dates and hours occupied in each stage.				
7. Original date fixed for return of commission.				
8. Extensions of time, if any, with dates.				
9. Date of submission of report				

Note 1.—A day's work consists of 6 hours.

Note 2.—Particulars of journey and time spent in travelling should be noted.

FORM No. (M) 7.**Form of Inspection.** (See rule 985.)

Attention is invited to the relevant rules in chapter 49, Civil Rules and Orders, Volume I.

Preliminary.

Inspection of the Court of the Subordinate Judge/Munsif of
on

This Court was last inspected by
on

Name or names of presiding Judge or Judges since the last inspection and the period during which each held office.

Date of joining of the present presiding Judge—His special powers, if any.

When was the last annual inspection made by the presiding Judge?

On what dates did he inspect his office during the twelve months preceding the date of the present inspection?

I.—Judicial work and procedure.

1. (a) Is the Judge regular in attendance and does he generally sit for the prescribed hours?

(b) Does he commence judicial work of the day punctually at 10-30 a.m. [rule 1(1) and (2)]? (Note the time when administrative work is ordinarily done.)

(The following questions should be answered after examination of a sufficient number of records.)

(c) (i) Are cases generally taken up for hearing in their chronological order? If not are the reasons for not doing so sufficient?

(ii) Does it appear that simple cases are picked out to make a show of number by putting aside or adjourning difficult work? If the answer be in the affirmative, furnish details in support of the answer.

(iii) Are the instructions in Rule 781, followed in showing cases disposed of without contest and on full trial? Does it appear that cases decided on nominal contest or with show of contest are treated in the returns as contested work?

(d) (i) Is precedence given in the day's work to the cases which are frequently adjourned? If not, is the explanation satisfactory?

(ii) Are cases ordinarily heard piecemeal or *de die in diem*? If the former, state reasons offered by the presiding Judge.

(e) Are issues framed by the Judge himself?

2. (a) (i) Are dates once fixed for peremptory hearing adhered to and where adjournments are granted, are the persons recorded? [Rule 115(2)]

(If too many adjournments have been given in such cases, give instances.)

(b)(i) Where adjournments for arguments are given, are the reasons recorded?

3. (a) Is the diary kept neatly and legibly and cases are entered in advance and arranged in the manner indicated in rule 9?

(b) Does the presiding Judge personally attend to fixing of peremptory dates for hearing? [Rule 115(1)]

(c) Are cases fixed for each day for peremptory hearing and other purposes restricted to such a number as after making allowance for unavoidable postponements the presiding Judge may reasonably expect to be in a position to deal with? [Rule 115(1)(a)].

(d) Are proceedings conducted with regularity and despatch?

4. (a) Are orders for local investigation drawn up in the hand of the Judge (rule 236) and do the proceedings contain full instructions regarding the commissioners' duties? [Rule 237(1)].

(b) Is proper control exercised over the commissioners and does the Judge see that commissions are generally executed within the time fixed without repeated extension?

- (c) Are all commissions distributed in strictly fair order (rules 224, 225 and 241)?
5. Are interlocutory matters finally disposed of within the shortest possible time?
6. (a) Are order-sheets neatly and properly written up? Is the writing legible?
- (b) Is action promptly taken on orders passed and the fact noted with date in the last column of the order-sheet?
- (c) Are orders on petition passed without unnecessary delay?
- (d) Are orders requiring judicial discretion or discrimination generally drawn up in the hand of the Judge and do they contain adequate reasons?
7. (i) Is any attempt made to see that adjournment costs are not diverted to purposes other than that for which they are intended (rule 117)?
- (ii) Are such costs paid into the hands of parties present in court whenever practicable [rule 117(5)]?
- (iii) Do the Court insist on the filing by pleaders of receipts showing that moneys paid to or withdrawn by pleaders on account of adjournments and other costs have been paid to the clients [rule 117(3)]?
8. (*The District Judge should sit for at least half an hour with the presiding Judge.*)
- (a) Does presiding Judge regularly sit correctly robed in court and enforce wearing of robes by pleaders?
- (b) Can the Judge maintain order and discipline in court?
- (c) Is business in court conducted with despatch?
- (d) Is evidence recorded swiftly and properly?
- (e) Can he control irrelevant, prolix and fishing cross-examination?
- (f) How are the members of the Bar, the litigants and witnesses treated?
- (g) When documents are received in accordance with Or. 13, r. 2, does the Judge record the reasons in his own hand?
- (h) Are admissions or denials of documents recorded in the Judge's hand?
9. (a) Do the judgements written in *ex parte* cases state specifically and explicitly which of the reliefs in the plaint are granted and against which of the defendants? (Rule 127). And are *ex parte* cases generally disposed of on the days fixed for such hearing?
- (b) Are entries in the Small Causes book too prolix or too short?
- (c) Are decisions given generally on the days the cases are heard?

[Examine a sufficient number of records in order to be able to determine the following points.]

10. (a) Does the presiding officer exercise proper control over the execution of decrees?
- (b) Are objections filed in execution cases resulting in miscellaneous cases expeditiously disposed of?
11. (*Cause List, etc.*)—
- (a) Is the Daily Cause List exhibited regularly and at the prescribed hour? (Rule 10).
- (b) Is the daily list of appeals and miscellaneous petitions registered with first dates of hearing exhibited regularly at the prescribed hour? (Rule 47.)
- (c) Is the sale list prepared and maintained as required by rule 184?
- (d) Are all other lists and information books written properly and made available to the public every day within the prescribed hour? (Rules 11, 140, etc.)
- (e) Was any complaint made by pleaders, etc., regarding the non-observance of the rules relating to the regular publication of such lists, etc.?

II.—Working of establishment, etc.

12. (a) (i) State number of officers employed.
- (ii) Is the work of each man duly apportioned? Suggest improvements, if any.
- (b) Has the District Judge considered the question of any officer's being transferred to another post or another station if he has been in the same post or at the same station for more than five years continuously? (Rule 903).

13. (a) Duty cards maintained and up-to-date? (Rule 932).
 (b) (i) Are separate files for General and Special Letters and Rules and Circular Orders issued by the High Court, Circulars and Notifications of the Central and State Governments and Circulars of the Accountant-General, West Bengal, maintained? Are they chronologically arranged with date stamp receipt and page mark? (Rule 940.)

(ii) Has an index in alphabetical order been added to the files of General and Special Letters?

(iii) Are all corrections to the Civil Rules and Orders pasted as they are received and the index to the addenda and corrigenda slips regularly written up?

(c) Returns, reports, opinions, replies, indents, etc., sent with promptitude?

(d) Are the register of papers received and the register of papers despatched properly maintained?

(e) Is the pending list (rule 930) regularly written up and put up to the presiding officer and do entries show prompt despatch of business?

14. (a) Are registers more than 12 years old, which are required to be sent to the District Record Room sent there in time?

(b) Unexhibited documents kept separately and returned promptly? (Rule 386).

And those not returned within 6 months—destroyed periodically as required by rule 389?

(c) (i) Records of disposed of cases, transmitted to the record room on due date?

(ii) When was the last date of despatch and when were the records despatched? If not sent on due date, is the explanation satisfactory?

(d) (i) Orders for attachment or release of estates promptly notified to the Collector (rules 168 and 169)?

(ii) Quarterly statement of sales of such estates regularly forwarded to the Collector (rule 197)?

15. (i) Examine some affidavits sworn in regard to facts (i) within the deponent's knowledge and (ii) stated from information or belief and state if they are in proper form (rule 32).

(ii) Commissioner's endorsement contains the particulars required by rules 34-36.

16. (i) Decrees generally drawn up within the prescribed time and with care and in the order of the dates of disposal (rules 138 and 139)?

(ii) Does the sheristadar himself prepare decrees in cases directed by the court under rule 138? Are the directions in Note 1 to rule 390 followed?

(iii) Are decrees properly drawn up and are they self-contained (rule 134)?

(iv) Preparation of decrees announced in the notice board before signature (rule 140)?

(v) Decrees in pauper suits promptly sent to Collector?

17. (a) Does the sheristadar inspect periodically the registers, etc., kept by the other officers and is the supervision sufficient? (Rule 930).

(b) State general impression about the state of the office, the orderly conduct of business and the efficiency of the staff.

III.—Examination of Records.

(Examine a sufficient number of records of cases disposed of and pending taken at random and state).

18. (i) Does the sheristadar examine the plaints carefully? [Rule 49(1)].

Does he report on each plaint on the sufficiency or otherwise of the stamp? [Rule 49(2)].

(ii) Are the stamp centres duly punched?

(iii) Processes promptly sent to the nazarat? (Rule 91).

19. (a) (i) If petitions are drawn up in accordance with rules 14 and 20?

(ii) If petitions and pleadings in clearly legible writing and with the required margin instead on [rule 14(1)]?

(b) If exhibited document is marked and endorsed in the manner required by Order 13, Rule 4?

(c) Is the document, when rejected, returned after it has been endorsed as prescribed by Or. 13, r. 6? [Rule 388(1)].

20. (i) Are the rules in Part III regarding classification of suits followed?

(ii) Are records split up into requisite number of files and properly indexed?

(iii) Are table of contents written up as papers are filed?

IV.—Registers.

(Compare the entries with some records taken at random and state).

21. Registers of suits—

(a) Registers of title suits, rent suits, money suits correctly and neatly kept?

(b) (i) Entries up-to-date and made in accordance with the instructions at the foot of the registers?

(ii) Is the information noted too prolix or too brief? Suggest proper mode of entry.

(c) (i) Addition or substitution of parties, particulars of claim, cause of action, etc., correctly and regularly entered?

(ii) Names of parties when do not exceed six properly entered?

(iii) Results of disposals of suits and appeals correctly entered?

(iv) Intimation of appeals received regularly from Appellate Courts and results properly entered?

(v) Entries relating to execution cases correct and complete?

(d) Entries made contemporaneously with the passing of orders during the progress of the case or subsequent proceeding, if any?

22. (1) (a) Statistical registers written up properly day by day?

(b) Are these registers properly maintained?—

Register of miscellaneous judicial cases;

Register of appeals;

Register of applications for execution of decrees;

Register of insolvency petitions.

(Take some items from these registers and compare them with the suit register.)

(2) Register of applications for sale-certificates—

(a) Are sale certificates promptly drawn up? State if any undue delay was noticed.

(b) Are sale certificates prepared and made ready for delivery strictly in the order in which the necessary stamps have been filed?

(c) Copies of certificates sent to the registry office in batches, and if so, how often?

(3) Register of application for return of documents—

(a) Applications for return complied with promptly and proper receipts taken?

(b) Documents returned strictly in the order in which applications are made?

(c) All applications entered whether rejected or granted?

(4) Register of stamp duty and penalty—

(a) Copies of impounded documents sent to the Collector promptly (Section 38, Stamp Act and rule 323)?

(b) Sums levied collected at once and remitted to the treasury promptly?

(c) Certificate of realisation promptly sent to the Collector (Section 38, Stamp Act)?

(5) Register of court-fees and petitions—

(a) Are they properly and neatly maintained?

(b) Compare register of court-fees with some petitions, plaints, etc., taken at random and state result.

(c) Order on petitions generally passed on the day they are filed?

(6) Register of decrees sent to or received from other courts for execution—

(a) Register properly maintained?

(b) Have decrees for the execution of which no application has been made promptly returned at the end of 6 months? (Rule 213).

(c) Are results under section 41, Civil Procedure Code, certified without undue delay? (Rule 213).

(7) Register of records received from the record-room or any court—Properly maintained and records returned promptly?

(8) Register of recognised clerks of pleaders—

(a) Is the register properly maintained and revised annually?

(b) Are applications for annual renewal of cards made within the prescribed time and orders passed promptly? (rule 875)?

(c) Is care taken not to issue cards to clerks who writes a bad or illegible hand?

(9) Service Registers—

(a) Are they maintained in respect of every permanent member of the establishment?

(b) Are they in good condition and kept under lock and key by the chief ministerial officer and the Nazir?

(c) Are the entries up-to-date, verified annually and certified to that effect by the presiding officer?

(d) Are leave accounts maintained correctly and in the proper form, up-to-date and periodically checked and attested?

V.—Accounts.

23. (a) (i) Are all account books (with the exception of the Register of Deposits Received) paged throughout and certified before brought into use?

(ii) Are all corrections correctly made and initialled?

(b) Are the following registers properly maintained and up-to-date?—

Register of chalans;

Register of payment orders;

Daily register of deposits (A and B);

Clearance register of A deposits;

Register of judicial deposits (other than civil deposits and peremptory receipts) and refunds herefrom?

24. (i) Compare cashier's cash book with the register of chalans and payment orders and state result (rule 691).

(ii) Compare the register of deposit, receipts and repayments with each other and with the register of chalans and the register of payment orders and state result (rules 704 and 705).

(iii) Compare the clearance register with the register of A deposits received and state result (rule, 727 *et seq.*).

(iv) Is the receipt of daily advice list from the treasury insisted upon?

(v) Compare some treasury advice lists with the register of chalans and payments and state result.

25. Are attachments of amounts or prohibitory orders relating thereto duly noted in the deposit register?

26. (i) Examine the register of payment orders No. (A) 16 and register No. (R) 38 and note whether there has been undue delay in passing and making over payment orders. (Rule 674.)

(ii) Is there any case of undue preference to applicants of later date?

(iii) How many payment orders were returned from the District Record Room without counter-signature on the allegation of defect during the last six months? (Rule 676) If the number is too many, suggest remedy.

Do the cashier and the accountant sit in different rooms?

VI.—Nazir's and Cashier's accounts.

27. (a) (i) Are the following accounts duly maintained:—
Contingent register;
Contract contingent register?
(ii) Are the vouchers duly filed and cancelled?
- (b) (i) Register of service postage stamps.
(ii) Do the entries correspond with the entries in the register of correspondence?
28. (i) Is the cash book written up daily?
(ii) Are the heads of account properly classified?
(iii) Is the daily balance struck written in words as well as figures?
(iv) See that the balances are correctly brought forward to the next day's account.
(v) Is the cash in hand correct on verification with the entries in the register?
(vi) Does the Judge in charge verify the cash balance every day? (Rule 691).
29. (a) Is the cash balance sent to the treasury at the close of each day (rules 651 and 693)?
(b) Is the cash balance at outlying stations reduced by regular remittance to the treasury? Is any difficulty felt in securing police escort when needed? Suggest remedies.
30. (a) Does the cash book show scrutiny by the accountant at the close of each day (rule 672)?
(b) Compare several items in the treasury pass book with the cash book and state result.
(c) Are remittances of Rs. 500 and over signed by the Treasury Officer?
31. (a) Is the peremptory cash register properly maintained and correctly entered?
(b) Does it bear evidence that the accountant examined the entries each day with the counterfoils of receipt books and with payment vouchers? Is the supervision effective?
(c) Compare a few items in the peremptory cash register with the receipt books and state result.
(d) (i) Is the maximum fixed for peremptory cash adhered to and is it adequate?
(ii) Does the cash exceed the limit? If so, how often during the last one year? Suggest remedy.
(e) (i) Is systematic attempt made to reduce excess over the limit by transfer to civil deposits?
(ii) Are transfers made in lump or are the oldest items or items not likely to be soon paid selected for transfer? (Note if such transfers have been made only a few days before the expected inspection).
32. (i) Is the sale account register properly kept and put up before the presiding Judges at the close of the day?
(ii) Is the forfeiture of the earnest money or the payment of the balance of purchase money watched?
33. (i) Are credits to Government (e.g., earnest money forfeited, intestate property unclaimed, sale-proceeds of stores, furniture, etc.) correctly and promptly made?
(ii) Are stamp duties and penalties recovered separately credited?
34. (a) (i) Is the register of movables attached properly maintained? (To be answered with special reference to columns 9, 10, 11, 13.)
(ii) Are the arrangements for keeping attached movables and live-stock satisfactory?
(iii) Is there any movable property in the Nazir's custody available for return to parties but not claimed by them? If so, what steps have been taken to dispose of it?
(b) (i) Is the register of jewellery, securities, etc., properly maintained?
(ii) Examine the register and compare the actual stock in the hands of the Nazir.
(iii) In whose custody are the security deeds? Are they tested periodically?
35. Is application made and is the order of the courts concerned taken by the Nazir before refund of unexpended diet money or other amounts in the peremptory cash? (Rule 688).

36. (i) Do the Nazir's account books show that the sheristadar inspects them periodically as required by rule 750, Note?
 (ii) How often does he inspect?

VII.—Nazarat Department.

37. (a) Are the rules in Section 2, Ch. III regarding arrangement of work and distribution of processes understood and followed?

(b) Examine the division of beats and the villages comprised within each beat and suggest improvements, if any?

(c) (i) Are processes distributed evenly and impartially among the peons with due regard to the number and class of processes and beats?
 (ii) Is there any complaint by the process-servers regarding the distribution of processes?

(d) What procedure does the Nazir adopt to secure such even distribution? Suggest improvements, if any.

(e) (i) Are all the process-servers given both short-beat and long-beat work in order to equalise work?
 (ii) Report if some peons are systematically employed in short-beat work.

(f) Does the Judge in charge preside over the distribution of processes from time to time? (Rule 90).

38. (a) Are processes issued from the nazarat without undue delay (rule 88)? And are they returned after service to the courts concerned within the prescribed time (rule 97)?

(b) Are the dates fixed for return sufficient? And are processes generally returned served within the dates fixed?

(c) Are cases of undue delay brought to the notice of the Judge in charge and dealt with by him? (Rule 84).

(d) Are many processes returned unserved on the allegation of want of time? Ascertain whether the Nazir or the peon was at fault and suggest remedies.

(e) Do the reports of the peons contain the particulars required by the rules? If a process is affixed on a person's house, is it stated in the report what attempt was made to find him out?

(f) Note observance of the rule in Note 2 of rule 64. Are verifications of service obtained from *chaukidars* and *dafadars* as often as possible?

39. (a) Are processes marked "urgent" issued and served with the least possible delay?

(b) Report if there was any negligence or undue delay in effecting service of processes received from courts outside the jurisdiction of the court inspected? (Rule 85, Note 2).

(c) Were there any cases of serious misconduct or neglect of duty on the part of peons? And were the measures taken by the Judge in charge adequate?

(d) (i) Is a copy of the statement in (S) 28 submitted half-yearly to the District Judge?
 (ii) In cases in which it has been found that processes have been suppressed, have any enquiries been made into the conduct of the peons?

40. (a) (i) What is the average number of processes executed during the last three working months by a process-server?
 (ii) How does it compare with the standard fixed by the High Court?

(b) (i) Is the proportion of personal service of processes and of execution of warrants of arrest and attachment of movables satisfactory?
 (ii) State percentages attained in the last three working months giving figures.

(c) (i) What is the average number of days a process-server was out in the mufassal during the last three working months?
 (ii) Is it capable of improvement?

(d) (i) Is a copy of the statement in (R) 18 submitted monthly to the District Judge and proper disciplinary action taken in the case of offending peons? (Rule 897)?
 (ii) Is the statement prescribed by rule 898 regularly prepared and submitted?

41. (a) Compare some items taken at random from the process register with the peon's diaries and state result.

(b) Is the diary submitted by the peons immediately on return to headquarters and is it regularly scrutinised by the Nazir? [Rule 84(iv) and Note 4 to rule 99].

(c) Report on the general condition of the discipline among the peons and the efficiency of the administration and if the Judge in charge exercises proper supervision and control over the department.

42. (a) Are the rules regarding grant of receipts by peons for money realised in execution of decrees strictly observed (rule 153)?

(b) Examine some receipt books of the peons and compare them with entries in the cash book and state result.

43. (a) Are receipt books for payment into peremptory cash issued by the cashier in conformity with rule 667?

(b) Is the book number attested with the initials of the Judge in charge?

(c) Is a separate stock book maintained of the receipt books and are all receipts and issues correctly entered?

(d) Is the stock verified annually by a gazetted officer?

(e) Compare the balance according to the stock book with the number in actual stock and state result.

VIII.—Copying Department.

44. (a) Examine a number of applications for copies and on a reference to the register of copies ascertain whether the rules in Part IV are strictly observed in every particular step by step before copy is ready. (Each rule should be reported on separately when the prescribed system is not followed.)

(b) Are initial and date invariably put on the application by every clerk through whose hands it passes?

(c) Is the arrangement for lighting, safe custody of records and exclusion of the public satisfactory? Suggest improvement, if any.

45. (a) Examine some of the entries in the register of copies and ascertain whether all the columns are properly and correctly filled up?

(b) Are the entries made contemporaneously with the several stages through which an application for copy passes?

46. (a) Have cases of serious delay occurred—

(i) in furnishing originals from any office;

(ii) in the preparation of copies after receipt of originals;

(iii) in comparing the copies;

(iv) in returning originals after preparation of copies?

(b) Mention the two cases of the longest delay in the preparation of copy and reasons given and whether you are satisfied with the reasons.

(c) Has undue preference been given to applicants of later dates?

(d) Are "Urgent" copies generally given within the prescribed time?

47. (a) Are estimates regarding folios and court-fees properly notified in the prescribed manner (rule 527A)?

(b) (i) Are applications rejected if folios are not supplied within the prescribed time?

(ii) Examine some rejected applications and ascertain whether they were properly rejected.

(c) Do the estimates generally correspond with the folios actually used in the copy?

(d) (i) Are unused folios actually returned?

(ii) Are copies, information sheets, etc., distributed from time to time in the presence of the Judge in charge?

(e) Ascertain the fees levied for copying some of the maps, plans, etc., and report if they are considered proper.

48. (a) Does each page of the copies contain the prescribed number of words?

(b) Is any attempt made to spread the writing or typing over a large number of sheets than is necessary?

(c) Is the number of words written or typed noted on each page and does each page contain the required number of words?

49. (a) Is typed copy of English documents invariably given?

(b) (i) Does each copyist write or type clearly and neatly?

(ii) Does any typewriter give blurred or indistinct impression?

(iii) Are proper ink and ribbon used?

(c) Are the copies free from error?

50. (a) Do the amount of the monthly bill of the copyists and half the total value of the folios of copies delivered or ready for delivery during the month agree (rule 577)? If not, what is the explanation?

(b) Are the columns in the register of copies showing folios supplied, used and returned unused totalled every month?

(c) Does the total number of folios supplied agree with those used and returned unused?

(d) (i) Are applications examined by the sheristadar and a report laid before the Judge in charge at the close of each quarter?

(ii) Was any serious defect or irregularity found during such inspections?

51. (a) What is the average earnings for the previous four quarters of—

(i) a typist copyist;

(ii) an ordinary copyist?

(b) Are the earnings up the average laid down in rule 566?

(c) If the earnings are below the average prescribed what steps should be taken to reduce the number of copyists and typists?

(d) What is the number of typists and copyists? Has any new appointment been made since the last inspection? If so state reason. (Rule 566.)

(e) Should the services of any copyist or typist be dispensed with on account of old age or unsatisfactory work [rule 565(3)]?

(f) When was a new appointment of a typist or a copyist last made? Was the approval of the High Court obtained thereto (Note to rule 566)?

52. (a) Report if the Judge in charge exercises an adequate supervision and control over the establishment.

(b) Was carbon paper found in the possession of the typists?

(c) (i) How many applications for information were filed in each court during each quarter of the last year? What were the figures for the previous year?

(ii) Is the number considered small? Suggest reason.

(iii) Is there any reason to suppose that leakage of information or copy is going on?

IX.—Forms.

53. (a) Is the register of printed forms properly maintained? Are receipts and issues regularly entered and is the balance struck six-monthly and verified by an officer other than the clerk in charge of forms detailed for the purpose by the Judge in charge?

(b) Are the forms neatly arranged and issued with due regard to economy?

(c) Is there any stock of superseded forms or any surplus stock beyond the normal requirements of the office during the current supply year?

(d) (i) Are indents made timely with due regard to the rules in force?

(ii) Was there any supplementary or emergent indent? If so, what was the reason?

(e) Is any form in use in manuscript although the same is available in print? If so, what is the explanation?

(f) Is there any form printed locally? If so, explain its need.

(g) Verify the stock of a few kinds of forms by reference to the balances shown in the stock book and state result.

X.—Stationery.

54. (a) Is the stationery register properly kept and are all receipts and issues regularly entered?
- (b) Is the stationery neatly arranged and are issues made under the supervision of the sheristadar with due regard to economy?
- (c) Is the stock periodically verified?
- (d) Is the supply of stationery sufficient?
- Give the value of last year's supply.

XI.—Furniture, etc.

55. (a) Is a register kept of all furniture and properties of the court properly and are the entries up-to-date?
- (b) Report the condition of the furniture specially in the court room.
- (c) Is the furniture kept in proper repair and periodically varnished?
- (d) Have all unserviceable articles been sold or written off under proper sanction?
- (e) Is the furniture sufficient for the need?
- State the value of the furniture supplied last year.
- (f) Are the witness stand and the pleaders' table at the proper distance from the seat of the Judge and is the general arrangement of the court room satisfactory?
- (g) (i) Is the iron-safe used by the Nazir strong and in proper order?
- State whether the duplicate keys have been sent to the Treasury for safe custody.
- (ii) Is it imbedded in the wall or floor?
- (iii) Is there a fireproof safe for depositing wills?
- (h) Are the seals of court, belts and badges of peons and thumb impression sets supplied to them in good condition?
- (i) Are the stamps and punching machines in proper order?

XII.—Library.

56. (a) Is the catalogue of library books kept up-to-date? Have the books been properly classified and indexed?
- (b) Are the books in proper condition?
- (c) Are the Law Reports and Acts well preserved and are they well and uniformly bound?
- (d) Are there any old and useless volumes which should be weeded out? If so, have necessary instructions been given?
- (e) Is the issue register properly kept and all entries correctly made?
- (f) (i) Is a physical verification of the stock of books made by the Judge-in-charge annually (rule 914)? When was last verification made?
- (ii) Was a certificate of verification entered in the catalogue or stock book?
- (iii) Was any shortage noticed, and, if so, what action was taken and was the fact reported to the High Court?
- (g) (i) Does the court possess annotated editions of Acts which are of frequent use?
- (ii) Are they current editions?

XIII.—Court buildings.

57. (a) Is the court-house in a state of good repair?
- (b) If any repairs and alterations are required, have steps been taken to obtain them?
- (c) Are the instructions issued regarding the precautions to be taken against accidents by fire followed?
- (d) Are the verandahs kept clear of squatters like pleaders' clerks, stall-keepers, vendors, etc.?
- (e) Is the court compound kept clean?

XIV.—Record room (outlying station).

58. (a) Are the Rules in Chapter 21 followed in arranging and dividing the Small Cause Court suit records into groups?
- (b) Are the records neatly placed on the racks and well cared for?
- (c) Is destruction of records carried out monthly? Are there any records the destruction of which is due?

XV.—Pending file and Outturn of work.

59. (1) (a) (i) State the number of cases pending in the files in title suits, money suits, rent suits, Small Cause Court suits, execution cases, appeals, miscellaneous judicial cases, miscellaneous non-judicial cases, and give also the number pending on same date last year.

(ii) To what causes do you attribute the increase or decrease of the pending file?

(iii) Give the disposals (contested and uncontested) of cases in these files during the period of 12 months immediately preceding the inspection and the figures of a similar period of 12 months earlier.

(b) (i) What is the number of suits and appeals more than one year old? Give separately the figures for 2 years old, 3 years old, etc.

(ii) Is the explanation satisfactory?

(c) What is the number of execution cases more than 6 months and 12 months old? Give the dates of two oldest cases.

(2) Remarks of the judicial officer concerned on the state of his file.

(3) Remarks of the District Judge on the state of the file.

60. Note the general outturn of work during the last two years. (In considering whether the outturn of work is sufficient the test suggested in rule 990 should be applied.)

61. (a) Have the thanas been distributed among the several courts at the station so as to secure an even amount of work?

(b) Is any redistribution necessary? If so, suggest what should be done.

(c) (i) Was there any transfer of cases to any additional court or from one court to another?

(ii) Were cases transferred according to the directions in rule 967?

XVI.—Miscellaneous.

62. (a) Was the last annual inspection of the presiding Judge thorough, practical and effective?

(b) Were the material defects and irregularities noted in the last inspection made by the presiding Judge remedied? If not, what is the explanation?

(c) Did the presiding Judge fail to detect errors or omissions in procedure which the District Judge detected and which the officer could, with reasonable care, have detected and rectified in advance?

(d) Is the guard file prescribed by rule 987 properly maintained?

Has necessary action been taken with reference to all the material defects pointed out by the District Judge in previous inspections? If not, what is the explanation? Note any undue delay or omission in this respect.

63. (a) Report any legitimate grievances of the judicial officers, the pleaders, the ministerial officers, the process-serving peons and the litigant public that may have been brought to your notice and suggest remedies.

(b) Report on any questionable practice among the ministerial officers or pleaders or their clerks that may have been detected or noticed by you and suggest remedies.

(c) Note cases of corrupt practice among ministerial officers or peons which came to the notice of the court and the punishment awarded.

(d) Is care taken to see that outsiders are not allowed to enter office or to help the work of the ministerial officers in any way?

Are the control and supervision of the chief ministerial officer in this respect effective (rule 930)?

(e) Is the arrangement in the office for the conduct of business with the public satisfactory? Suggest improvements.

FORM No. (M) 7-A.

Form of inspection of the district record rooms. (See rule 981).

1. When was the record room last inspected—
 - (a) by the District Judge?
 - (b) by an officer deputed by him for the purpose?
2. Who is the present Judge-in-charge and how long has he been in charge?
3. Who were the officers who successively held charge since the previous inspection by the District Judge? State the period during which each officer held charge.
4. What is the name of the record-keeper and how long has he held the appointment?
5. Does the Judge-in-charge inspect the record room from time to time?
6. Is a note-book kept in the record room in which all important orders are recorded?
7. Are inspection notes of the record room put in a guard file arranged chronologically and has prompt attention been paid to previous inspection notes and the defects noticed remedied? If not what is the explanation?
 8. (a) Is a plan of the record room hung up in a conspicuous place?
 - (b) And does it (or does an index connected with the plan) show the number of rooms, racks and the shelves and the class and age of papers to be found on each?
 - (c) Is it prepared and corrected up-to-date? Are corrections made yearly after the periodical destruction of records?
 9. (a) Is a statement hung up in the record room showing how to find where a particular document is deposited?
 - (b) Take a few records or documents and report whether they were quickly found out by following the instructions.
 - (c) Report after a practical test whether each clerk in the record room knows where to find a particular record.
 10. (a) Are work cards for each maintained and hung up showing particulars of work done? Are they up-to-date and are dates of assumption of charge of each clerk noted?
 - (b) Is the distribution of work fair? If not, have you given necessary instructions?
 11. Does the record-keeper admit keeping or allowing to be kept any unauthorised registers? If so, should they be continued?
 12. Is there any arrear in any branch of the work of the record room? If so, state the reason?
 13. Are records carefully examined as they arrive batch by batch (rule 424) and are they arranged and deposited on proper racks without undue delay?
 14. Take the lists of the bundles of records received during the last six months and note—
 - (a) if they were received on due dates from all courts;
 - (b) were the different classes of records accompanied by lists in due forms?
 - (c) by what dates were the records of each month—
 - (i) examined?
 - (ii) deposited on racks?
 15. Examine a number of records with a view to see whether—
 - (i) the rules relating to classification and arrangement have been carried out;
 - (ii) the contents of each file correspond with the table of contents;
 - (iii) the title pages are properly attached to each record;
 - (iv) table of contents are properly written out.

16. (a) Does the record-keeper on receiving records from the courts ascertain that every plaint, document, petition, etc., bear sufficient stamp?

(b) Are all court-fee stamps contained in the record properly punched as required by section 30, Court-fees Act?

(c) Are records punched a second time in the record room with a triangular punch and dates of punching duly recorded upon the title page?

17. Have proper precautions been taken under rules 405 and 406?

18. Is the register of records sent out from the record room properly maintained and every entry correctly made?

19. (a) Are steps taken to secure the prompt return of records? (Note 2 to rule 438 and rules 449, 450, 451.)

(b) Are reminders regularly sent and noted?

(c) Are quarterly reports made to the Judge in charge of records not returned within three months?

20. How many records returned after requisition are there remaining to be restored? Why? (in each case)?

21. Are removal slips invariably used when records and papers are removed (rule 440)?

22. Are the racks properly used (rule 415)?

23. (1) What system of depositing records (system of flat bundles or system of tying up bundles in cloth) is in vogue in the Record Room? How long that system has been in force?

(2) Examine 3 or 4 bundles of examined records with a view to ascertaining whether:—

(a) if the system of flat bundles is in vogue the bundles are of proper size [rules 429 and 432(2)];

(b) if the system of cloth bundles is in vogue, the indexing on the bundles is legible [rule 432(5)];

(c) the indexing on the rack index, the plan and bound index is accurate [rules 416, 434];

(d) the records are arranged in the manner prescribed in rules 427 and 428;

(e) the records are arranged in numerical order as they appear in the bound list;

(f) there was any delay in the transmission of records (rules 395, 396 and 426) the lists should be referred to in this regard;

(g) any defects have been found during the examination in the record room and is proper action taken under rule 426?

24. (a) Are requisitions for records promptly attended to and records sent for by the copying department and other offices and courts despatched within the prescribed time (rules 437 and 438)?

(b) Examine the register of applications for copies specially with regard to correct and prompt action being taken under rule 438.

(c) Take fifty consecutive entries in the register of requisitions and note—

(i) In how many cases were the records sent after time?

(ii) In how many cases were the records not sent at all? What was the cause in each case? Is the explanation satisfactory?

(iii) State two cases of longest delay in complying with requisitions with reasons.

(d) Take all pending requisitions and note if in each case there is an order of the Judge in charge.

(e) What is the percentage of return of requisitions on the allegation that correct date or fuller information is wanting?

(f) When requisitions are returned without compliance are the defects or omissions specifically noted?

25. (a) Are applications for return of documents promptly attended to and documents returned by the record-keeper himself within the prescribed time? (Rule 439).
 (b) Take a number of consecutive entries in the register of return of documents and state result of examination.
 (c) Take all the pending applications for return of documents and note if in each case there is an order of the Judge in charge.
26. Is the index sheet hung up in a conspicuous place at the end of each rack and is it up-to-date (rule 416)?
27. Are all the registers prescribed properly maintained by the record-keeper?
28. Is rule 426 followed and are the entries correctly made?
29. Are the progress report and the statement prescribed in rule 411 properly maintained and regularly submitted?
30. The accuracy of the progress reports should be tested by making a comparison with the information in the various registers to which these reports relate paying particular attention to all figures relating to work pending.
31. (a) Is destruction of records carried out quarterly (rule 466)? When was the last destruction due and when was it made?
 (b) Are entries regarding the class of records destroyed made on the index board simultaneously with the destruction of records?
32. (a) Are notices issued and exhibits not taken back destroyed after the prescribed period? (Rules 464 and 465).
 (b) Is the register relating to such exhibits properly maintained and dates of destruction regularly noted? (Rule 463).
 (c) Are there bulky exhibits or other papers which are liable to destruction or should have been deposited upon the racks, lying on the floor? If so, what is the explanation? (Rule 463).
33. (a) Is the register of inspection of documents properly kept? Is inspection allowed under proper conditions?
 (b) How many applications for inspection were filed during the last four quarters?
34. (a) Is the register of applications for information properly kept? Are information sheets delivered within the prescribed time with the required information?
 (b) How many applications for information were filed during the last four quarters?
 (c) Is there any reason to suppose that there is leakage of information?
35. Is A class correspondence transferred to the record room at the close of each year with the flat index properly written up?
36. In addition to the daily supervision of the record room and staff, does the Judge-in-charge make a thorough inspection at least once a year?
37. What is your opinion of the work of the record-keeper? Is the work done intelligently and in a businesslike manner? Is the supervision sufficient?
38. Was any case of corrupt practice reported since the last inspection? If so, state its nature and what action was taken?
39. Is the floor regularly kept clean?
40. Is proper precaution taken against ravages by rats, white ants, etc.?
41. Are the fire extinguishers in proper order and do the persons in charge know how to use them?
42. Is a copy of Government instructions in the case of fire kept in the guard file?
43. Who keeps the key of the record room? Is it easily available if there is an outbreak of fire?
44. How many buckets are kept and where? Are they easily and promptly accessible in the event of fire breaking out? Are the buckets kept full of water?

FORM No. (M) 7-B

Extract from the report of.....
 District/Additional District Judge of.....
 on his inspection of the Court of/District Record Room at.....
 held on.....

Previous Inspections...

By....., District/Additional District Judge.

Date.....

By....., Presiding Officer or Judge-in-charge.

Date.....

Serial number of question in form No. (M) 7 or (M) 7A, as the case may be. 1	Tabulated statement of defects noticed by District Judge. 2	Defects noticed at last inspection and again found. 3	Orders of the High Court. 4	Action taken by District Judge to remedy defects. 5

V.B.—In column 2 each defect noted must be separately numbered. In column 3 numbers with reference to column 2 should only be noted.

Form No. (M) 8.

Form for submission to the High Court of confidential reports* regarding
Munsifs, etc., (rule 812).

(To be filled up entirely in the reporting officer's own hand.)

1. Name of officer reported on
2. Post held under reporting officer with special powers, if any.
3. Total service as— Munsif. Subordinate Judge.
4. Period under observation of reporting officer.
5. Remarks as to quantity of work disposed of. <i>Note 1.</i> —The remarks should, if possible, be supported by figures showing the number of cases disposed of, increase or decrease of arrears, etc. <i>Note 2.</i> —In judging of the adequacy or otherwise of the outturn regard should be had to the instructions in rule 807, Vol. I. If the numerical disposal appear to be small, the features, if any, present to explain it should be noted.
6. Remarks as to quality of judicial work disposed of and as to promptitude of disposal. <i>Note 1.</i> —It should be noted whether the remarks are based on the reporting Judge's own knowledge of the officer's work as the result of hearing a sufficient number of appeals, or on information obtained from other appellate courts (name to be given) or on both <i>Note 2.</i> —It should be noted whether evidence is recorded properly, the officer has a grasp of facts and knowledge of law and judgments are well reasoned and not unduly long. <i>Note 3.</i> —The number of regular and miscellaneous appeals heard, together with the percentages of such appeals, confirmed, modified and reversed should be shown here.
7. Remarks as to administrative work and ability.
8. Remarks as to character or reputation.
9. General remarks, if any

Station

Dated.....19

District Judge.

FORM No. (M) 10.

Requisition for records.

No.

District

In the Court of

at

CIVIL JURISDICTION.

Present :

Under the provisions of Or. 13, r. 10(1), C. C. P.*/In the circumstances set forth below§ it is hereby ordered that the† be requested to forward the record of suit/case No. of decided by on the day of 19 , to this Court by‡

(Signature and office of Requiring Officer.)

Dated

*Where Court sends for record of its own motion.

†Here insert title of addressee.

‡Here insert definite date.

§Examples.

- (a) On an application by Bansi Das, Plaintiff, for review or re-hearing ; a copy of application annexed.
- (b) On an application by Jagannath Saha, decree-holder, in execution case No. of this Court ; a copy of application annexed.

FORM No. (M) 11.**Letter advising the despatch of a record.**

No.

From

To

Dated , the , 19

Sir,

I have the honour to advise the despatch this day by¹ to your address of the original record of the case, noted below, called for in/received with your

No. , dated the , 19 . The parcel bears the number and date of the letter enclosed therein, viz., No. , dated the , 19 . The return, duly signed, of the form of acknowledgment annexed to the forwarding letter above quoted is requested.

Yours faithfully,

¹Here state method of despatch.**FORM No. (M) 12.****Letter to accompany record.**

No.

From

To

Dated , the , 19

Sir,

I have the honour to forward/return herewith by¹ the original record of the case² noted on the margin, called for in/received with your No. , dated the , 19 .

Your's faithfully,

Memo. of Acknowledgment.

Received the record forwarded with letter No. , dated the , 19.., from the of

(Signature and Designation of Receiving Officer.)

Dated , the , 19 .

¹Here state method of despatch.²Note also on the margin the number of files and pages in each file.

FORM No. (M) 13.

Charge Letter for District Judge proceeding on Circuit Duty.

DISTRICT JUDGE'S COURT,

The of 19 .

Memo.

Shri , Judge of the District of , reports for the information of , that he has this day made over charge of the current duties of his office to , Subordinate Judge, for the purpose of preceeding on circuit duties to

Delivered.

Judge.

Received.

Subordinate Judge.

No.

DISTRICT JUDGE'S COURT,

The of 19 .

Memo.

Shri , Judge of the District of , reports for the information of , that he has this day resumed charge of his office from

Subordinate Judge of

Received.

Judge.

Delivered.

Subordinate Judge.

FORM No. (M) 14.

Form of letter from the District Judge to the Registrar of the High Court, regarding the enrolment of Legal Practitioners.

No.

From

THE DISTRICT JUDGE OF

To

THE REGISTRAR,

High Court, Appellate Side, Calcutta.

Dated the 19 .

Sir,

I have the honour to forward the accompanying application, together with its enclosures, presented by Shri , son of Shri , for enrolment as a Pleader/Mukhtar, entitling him to practise in the Civil and Criminal Courts of the district.

2. Under rule 830, Volume I, Civil Rules and Orders, a notice has been posted in a conspicuous place of the Court-house here, and a copy is forwarded for publication in the High Court as required by the rules.

*3. The applicant has been identified by Shri a pleader of this Court.

Yours faithfully,

District Judge.

FORM No. (M) 14A.

Form of application for admission as a Pleader/Mukhtar.

To

THE REGISTRAR, HIGH COURT, APPELLATE SIDE, CALCUTTA.

(Through the District Judge.....)

Sir,

I request you to admit me as a.....(a) and authorise me to practice as such in the district of.....(b) for.....(c).

2.....(d).

[3. I have served as a probationer with a pleader of the required standing for.....(e) months.]

4. A stamp paper of the value of Rs.(f) is submitted herewith along with the following papers:—

- (i)
(ii)
(iii)
(iv)

Yours faithfully,

Dated Name.....

The 19.... Address.....

Father's name.....

(a) Write here "Pleader" or "Mukhtar,"

(b) State the district.

(c) State the year for which certificate is wanted,

(d) Write here, in your own hand, whether or not you hold any appointment or employment or are engaged in any trade or business, and if so, the exact date of acceptance of such appointment or of engagement in such trade or business,

(e) Write here 10 or 12 months, as the case may be.

(f) State the value of the stamp paper filed.

[] Does not apply to persons applying for enrolment as Mukhtars,

FORM No. (M) 14-B.

Form. of application for renewal of certificate or for permission to resume practice as a Pleader/Mukhtar (see Rules 840 and 843, Vol. I.)

To

THE REGISTRAR, HIGH COURT, APPELLATE SIDE, CALCUTTA.

(Through the District Judge/Chief Judge, Court of Small Causes, Calcutta).

Sir,

I request the permission of the Court to resume practice as a Pleader/Mukhtar from.....(a).

2. I was enrolled as a Pleader/Mukhtar on.....(b) and last renewed my certificate of practice for the year.....(c). My last renewed certificate is furnished herewith for inspection.

3.(d).

4. Two up-to-date certificates of character from two respectable persons are submitted herewith.

Your's faithfully,

Name.....

Address.....

Dated.....

The.....19....

(a) State when you desire to resume practice.

(b) Give the date of your enrolment as a Pleader/Mukhtar by the High Court, as given in your first certificate of practice.

(c) State the year for which your certificate of practice was last renewed.

(d) State here clearly how you have been occupied during the period of your suspension from practice.

Note 1.—If suspension from practice has been with the permission of the Court and at your request, give reference to the number and date of the Court's order. In such cases one certificate of character will do. If not, explain your failure to obtain the permission of the Court and furnish an affidavit (executed on a non-judicial impressed stamp paper of proper value) in corroboration of your explanation and stating that you have not practised as a Pleader/Mukhtar in any court during the period for which you have not renewed your certificate.

Note 2.—If you suspended practice owing to your having held any appointment or engaged yourself in any trade or business with or without the permission of the Court, state the date thereof and furnish a certificate from your employer showing that you are no longer in his employ and the date from which you ceased to be in his employment or adequate evidence of your having severed connection with the trade or business in which you engaged yourself.

FORM No. (M) 14-C.

Form of application for permission to hold extraneous employment or to engage in trade or business while practising as a Pleader/Mukhtar (see Rule 842, Vol. I.).

To

THE REGISTRAR, HIGH COURT, APPELLATE SIDE, CALCUTTA.

(Through the District Judge/Chief Judge, Court of Small Causes, Calcutta.)

Sir,

I request the permission of the High Court to hold an appointment as..... (a)/to engage myself in the trade or business of..... (b), while practising as a Pleader/Mukhtar.

2. The particulars of the appointment/trade/business are given below :— (c).

3. I have accepted/started or propose to accept/start the appointment/business/trade from..... (d).

4. My last renewed certificate is submitted herewith.

Your's faithfully,

Name.....

Address.....

Dated.....

The.....19....

(a) and (b), Give the description of the appointment, trade or business.

(c) State here, in detail, (i) the nature of the appointment, trade or business, (ii) what specific duties you will have to perform, (iii) what time you will have to devote to the appointment, etc., and at what hours of the day, (iv) if it is an appointment, whether it is a whole time appointment and what salary it carries, (v) whether the appointment, trade or business involves touring and, if so, where and how often, (vi) the distance between your place of appointment, trade or business and the court in which you practice and the means of communication.

Note.—If it is an appointment in an educational or a like institution, furnish a routine of your duties countersigned by the head of the institution.

(d) Give the date.

FORM No. (M) 15

Authority to the Collector to stay public sale of land

(Section 72, Civil Procedure Code.)

District

In the Court of

at

Suit No. of 19 / Execution case No. of 19

of

versus

of

To

Collector of

Sir,

In answer to your communication No. , dated
 representing that the sale in execution of the decree in this suit of land
 situate within your district is objectionable, I have the honour to inform you that
 you are authorized to make provision for the satisfaction of the said decree in the
 manner recommended by you (on security to the amount of Rs.
 decreed to the in the above suit, being given to
 your satisfaction).*

Yours faithfully,

Judge.

*The bracketed portion has been omitted from Form No. 42 of Appendix E, Schedule I, C. P. Code.

FORM NO. (M) 16.

Intimation to Collector of the withdrawal from attachment of an estate or a share of an estate.

Execution Case No. of 19 .

inhabitant of *Decree-holder.*

versus

inhabitant of *Judgment debtor.*

No.

From

THE

To

THE COLLECTOR OF

Dated the 19 .

Sir,

With reference to the Notice dated the forwarding a process of attachment issued in the abovementioned case, I have the honour to inform you that the attachment has been withdrawn.

Yours faithfully,

(Signature and designation of Presiding Officer of the Court.)

FORM NO. (M) 17.

Order for transmission of summons for service in the jurisdiction of another court.

(Or. 5, r. 21, C. P. Code.)

District

In the Court of _____ at _____

No. _____ of 19 _____

of _____ Plaintiff

versus

of _____ Defendant.

The _____ day of _____ 19 _____

Whereas it is stated that defendant/witness in the above suit is at present residing in _____

: It is ordered that a summons returnable on the _____ day of _____ 19 _____, be forwarded to the _____ Court of _____ for service on the said defendant/witness with a duplicate of this proceeding.

The court-fee of _____ chargeable in respect to the summons has been realized in this Court in stamps.

Dated _____ 19 _____

_____ Judge.

FORM NO. (M) 18.

to accompany return of summons (or notice) of another court.

(Or. 5, r. 23, C. P. Code.)

District

In the Court of _____ at _____

Suit No. 19

of

Plaintiff,

versus

of

Defendant.

The _____ day of _____

19 .

Read proceeding from the

forwarding

for service on

in

Suit No. _____

of 19 _____

of that court.

Read serving officer's endorsement stating that the

and proof of the above having been duly taken

by me on the oath of or proof of the above having been duly made by the
declaration of _____

and

it is ordered

that the

be returned to the

with a copy of this proceeding.

Judge.

Note 1.—This form will be applicable to process other than summons, the service of which may have to be effected in the same manner.

Note 2.—The attention of Judicial officers is drawn to the procedure prescribed by Or. 5, r. 19, for the examination of the serving officer in the event of a summons (or notice) being returned unserved. [See also Order 41, rule 14(1).]

Note 3.—In the case of processes issued by the High Court the court causing service shall satisfy itself that a valid service has been made or that there has been a failure of service and shall append a certificate recording such opinion with the reasons in case of failure of service (See rule 79, Vol. I.)

FORM NO. (M) 19.

Order for transmission of summons to be served on a public servant or soldier who is a defendant in a suit.

(Or. 5, rr. 27 and 28 C. P. Code.)

District

In the Court of _____ at _____

Suit No. _____ of 19 _____

To

Under the provisions of Or. 5, r. 27 (or 28, as the case may be), of the Code of Civil Procedure, 1908, a summons in duplicate is herewith forwarded for service on the defendant,

_____, who is stated to be serving under you. You are requested to cause a copy of the said summons to be served upon the said defendant and to return the original to this Court signed by the said defendant, with a statement of service endorsed there by you.

Judge.

FORM NO. (M) 20.

Order transmitting notices in intestate cases to be posted in other courts.

[Section 7, Regulation V (Bengal) of 1799.]

ORDER OF THE COURT OF THE DISTRICT OF

Present :

Mr.

Judge.

Case No. of 19 .

The 19 .

In the matter of the estate of
the late of ,
who died intestate on or
about the day of
19 , leaving
personal property.

Whereas it is necessary to affix notices at the spot where the property was found, at the District Judge's Court, and at the dwelling-house of the abovenamed deceased, announcing that one year's time will be allowed for the appearance of the claimants and the heirs of the said deceased person, it is therefore ordered that copies of the said notice, together with lists of the said properties of the abovenamed deceased, be, with a copy of this order, orwarded to

in order that he may affix a copy of the said notice at the spot where the property was found, and another copy at the dwelling-house of the abovenamed deceased person, and, in the event of the said dwelling-house not being known, at conspicuous place in his Court-house, and that he will thereafter intimate to this Court that the said notice has been duly affixed ; and it is also ordered that another copy of the said notice with another copy of this order be forwarded to the¹

in order that it may be hung up at the place of the death of the said deceased, and that he do intimate to this Court that the said notice has been duly hung up.

Dated this day of in the year 19 .

District Judge.

¹Assistant, Joint, or other Magistrate of the District.

FORM NO. 21

FORMS NOS. (M) 21 AND (M) 22—ABOLISHED.

FORM NO. (M) 23.**Intimation to lower court of admission of appeal.**

(Or. 41, r. 13, C. P. Code.)

District

In the Court of the _____ at _____
 *Suit/Case No. _____ of 19 _____.

To

You are hereby directed to take notice that _____ the
 _____ in the above suit/case, has preferred an appeal to this
 Court from the decree/order passed by you therein on the
 day of _____ 19 _____.

You are requested to send with all practicable despatch all material papers
 in the suit.

Dated the _____ day of _____ 19 _____.

*Specify class of case.

Judge.

N. B.—This form may be used in giving intimation of and calling for records in all classes
 of appeals.

FORM NO. (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, C. P. Code.)

District

In the Court of _____ at _____
 Suit No. _____ of 19 _____.

versus

Judgment-debtor,

Decree-holder.

Certified that at the re-sale of the property in execution of the decree in
 the above-named suit, in consequence of default on the part of _____
 purchaser, there was a deficiency in the price of the said property amounting
 to Rs. _____, and that the expenses attending such re-sale amounted
 to Rs. _____ making a total of Rs. _____, which sum
 is recoverable from the defaulter.

Dated the _____ day of _____ 19 _____.

Officer holding the sale.

FORM NO: (M) 25

Bond to be given by receiver.

(Or. 40, r. 3, C. P. Code.)

District

In the Court of _____ at _____

Suit No. _____ of 19 _____ / Execution Case No. _____ of 19 _____

of _____

versus _____

of _____

Know all men by these presents that we,

and _____

and _____

are jointly and severally

bound to _____

of the Court of _____

in Rs. _____

to be paid to the said _____

or his successor in office for the time being. For which payment to be made we bind ourselves, and each of us, in the whole, our and each of our heirs, executors, and administrators, jointly and severally, by these presents.

Dated this _____ day of _____ 19 _____

And whereas a plaint has been med in this Court by _____

against _____

for the purpose of¹ _____

And whereas the said _____

has been appointed, by order of the above-mentioned Court, to receive the rents and profits of the immovable property and to get in the outstanding movable property of _____ in the said plaint named ;

Now, the condition of this obligation is such, that if the above-bounden _____

shall duly account for all and every the sum and sums of money which he shall so receive on account of the rents and profits of the immovable property, and in respect of the movable property, of the said _____

at such periods as the said Court shall appoint, and shall duly pay the balances which shall from time to time be certified to be due from him as the said Court hath directed or shall hereafter direct, then this obligation shall be void, otherwise it shall remain in full force.

Signed and delivered by the above-bounden in the presence of _____

¹Here insert the object of suit.

Note.—If deposit of money is made, the memorandum thereof should follow the terms of the condition of the bond.

FORM NO. (M) 26.

Security bond to be given on order being made to stay execution of decree. (Or. 41, r. 5, C. P. Code.)

District

In the Court of

at

Plaintiff.

versus

Defendant.

To

This security bond on stay of execution of decree executed by witnesseth :—

That , the plaintiff in Suit No. of 19 , having sued , the defendant, in this Court and a decree having been passed on the day of 19 in favour of the plaintiff, and the defendant having preferred an appeal from the said decree in the Court, the said appeal is still pending.

Now the plaintiff decree-holder having applied to execute the decree the defendant has made an application praying for stay of execution and has been called upon to furnish security. Accordingly I, of my own free-will, stand security to the extent of Rs. mortgaging the properties specified in the schedule hereunto annexed, and covenant that if the decree of the first Court be confirmed or varied by the Appellate Court the said defendant shall duly act in accordance with the decree of the Appellate Court and shall pay whatever may be payable by him thereunder, and if he should fail therein then any amount so payable shall be realized from the properties hereby mortgaged, and if the proceeds of the sale of the said properties are insufficient to pay the amount due, I and my legal representatives will be personally liable to pay the balance. To this effect I execute this security bond this day of 19

Schedule.

Witnessed by

(Signed).

1.

2.

FORM No. (M) 27.**Security bond to be given during the pendency of appeal.**

(Or. 41, r. 6, C. P. Code.)

District

In the Court of

at

*Plaintiff**versus**Defendant.*

To

This security bond on stay of execution of decree executed by
witnesseth :—

That _____, the plaintiff in Suit No. _____ of 19 _____,
having sued _____, the defendant, in this Court and a decree
having been passed on the _____ day of _____ 19 _____,
in favour of the plaintiff, and the defendant having preferred an appeal from
the said decree in the _____ Court, the said appeal is still pending.

Now the plaintiff decree-holder has applied for execution of the said decree
and has been called upon to furnish security. Accordingly I, of my own free-will
stand security to the extent of Rs. _____ mortgaging the
properties specified in the schedule hereunto annexed, and covenant that if the
decree of the first Court be reversed or varied by the Appellate Court, the plaintiff
shall restore any property which may be or has been taken in execution of the said
decree and shall duly act in accordance with the decree of the Appellate Court and
shall pay whatever may be payable by him thereunder, and if he should fail therein
then any amount so payable shall be realised from the properties hereby mortgaged,
and if the proceeds of the sale of the said properties are insufficient to pay the
amount due, I and my legal representatives will be personally liable to pay the
balance. To this effect I execute this security bond this _____ day of

19 .

Schedule.

Witnessed by

(Signed).

1.

2. (Signed)

FORM No. (M) 28.

Security for costs of Appeal.

(Or. 41, r. 10, C. P. Code.)

District

In the Court of

at

Plaintiff-

versus

Defendant.

To

This security bond for costs of appeal executed by witnesseth :-

This appellant has preferred an appeal from the decree in Suit No. of 19 against the respondent, and has been called upon to furnish security. Accordingly I, of my own free-will, stand security for the costs of the appeal, mortgaging the properties specified in the schedule hereunto annexed. I shall not transfer the said properties or any part thereof, and in the event of any default on the part of the appellant, I shall duly carry out any order that may be made against me with regard to payment of the costs of appeal. Any amount so payable shall be realised from the properties hereby mortgaged, and if the proceeds of the sale of the said properties are insufficient to pay the amount due, I and my legal representatives will be personally liable to pay the balance. To this effect I execute this security bond this day of 19

Schedule.

Witnessed by

1.

2.

(Signed).

FORM No. (M) 29.

Bond for safe custody of movable property attached and left in charge of any person and sureties.

[Or. 21A, rr. 3(a) and 5.]

In the Court of

at

Civil Suit No. of

A. B. of

against

C. D. of

Know all men by these presents that we, I. J. of , etc., and K. L. of , etc., and M.N. of , etc., are jointly and severally bound to the Judge of the Court of in Rupees to be paid to the said Judge, for which payment to be made we bind ourselves, and each of us, in the whole, our and each of our heirs, executors and administrators, jointly and severally, by these presents.

Dated this day of 19 .

And whereas the movable property/livestock specified in the schedule hereto annexed has been attached under a warrant from the said Court, dated the day of 19 , in execution of a decree in favour of in suit No. of 19 on the file of and the said property has been left in the charge of the said I. J.

Now the condition of this obligation is that, if the above bounden I. J. shall duly account for any loss, which the owner of the property/live stock may suffer due to wilful negligence of the bounden and produce when required before the said Court all and every the property/livestock aforesaid [and shall properly maintain and take due care of the livestock aforesaid] and shall obey any further order of the Court in respect thereof, then this obligation shall be void: otherwise it shall remain in full force and be enforceable against the above bounden I. J. in the execution proceedings.

I.J.

K.L.

M.N.

Signed and delivered by the above bounden in the presence of

FORM No. (M) 30.

Bond from appointed guardian.

(Section 34 of the Guardians and Wards Act, VIII of 1890.)

Know all men by these presents that I (1)
 (2) _____ of _____, of _____
 _____, am held and firmly bound to (3)
 the District Judge of _____, in the sum of
 Rs. _____, to be paid to the said (3)
 or to his successors in office, and we (4)
 _____, son of _____, of _____
 _____, and (4) _____, son of _____
 _____, of _____, are jointly and
 severally held and firmly bound to the said (3)
 in the sum of Rs. _____, to be paid to the said
 (3) _____, or to his successors in office, for the
 payment of which the said sum of Rs. _____ to be
 faithfully and truly made, I, the above bounden (1)
 _____, bind myself, my heirs, executors, administrators
 and representatives, and for the payment of the said sum of Rs.
 we the above bounden (4)
 and (4) _____ bind
 ourselves and each of us jointly and severally, and our and each of our heirs,
 executors, administrators, and representatives firmly by these presents. Signed
 by ourselves and sealed with our respective seals this
 day of _____ 19 .

Whereas by an order of the Court of the District Judge of _____
 made on the _____ day of _____
 under section 7 of the Guardians and Wards Act
 (VIII of 1890) the above named (1) _____ has, sub-
 ject to his entering into a bond in Rs. _____ as the case with

- (1) Name of guardian.
- (2) Son or daughter, as the case may be.
- (3) Name of District Judge.
- (4) Names of sureties.

(5) sureties in the same sum (or sum of Rs. as the case may be), been appointed guardian of the property movable and immovable of (6) minor son of

And whereas the said (1) has agreed to enter into the above-written bond and the said (4) and

(4) have agreed to enter into the above written bond as sureties for the said (1) . Now the

condition of the above-written bond is such that if the said (1) do and shall justly and truly account whenever called upon to do so, for what he may receive in respect of the property of the said (6)

and do and shall carefully observe, perform, and keep all orders and directions of the said Court of the District Judge of touching

or concerning the estate and effects of the said minor and his property and touching and concerning all such monies and estates as he, the said (1)

, shall receive as such guardian as aforesaid and in all things conduct himself properly, then the above-written bond or obligation shall be void and of no effect, otherwise the same shall remain in full force and virtue.

Signed and sealed by the

abovenamed (7) _____

in the presence of

Seal.

Seal.

Seal.

(5) Number of sureties.
 (6) Here state the name of minor.
 (7) Name of guardian and sureties.

FORM No. (M) 31.

Form under the Criminal Procedure Code.

Bond for the appearance of a person before a Magistrate's Court in connection with an offence committed before a Civil Court.

(Section 476 of the Code of Criminal Procedure.)

I(1) _____ of (2) _____ having been brought before the Court of (3) _____ in a proceeding under section 476, Criminal Procedure Code, regarding the offence of _____ and required to give security for my attendance in the Court of the Magistrate of _____ do bind myself to attend at the Court of the said Magistrate on the _____ day of _____ 19 _____, and on such other day as I may be required to attend, and in case of my making default herein, I bind myself to forfeit to Government, the sum of Rs. _____

Dated this _____ day of _____ 19 _____

(Signature).

(4)

for the above said _____ that he shall attend at _____ in the Court of _____ on (5) _____ further to answer the charge pending against him ; and in case of his making default therein (6) to forfeit to Government, the sum of Rupees _____

Dated this _____ day of _____ 19 _____

(1) Name.

(2) Place.

(3) Name of officer and designation of Court.

(4) I hereby declare myself (or we jointly and severally declare ourselves, and each surety (or sureties).

(5) The day of next (or on such day as he may hereafter be required to attend).

(6) I hereby bind myself (or we hereby bind ourselves).

FORM No. (M) 32.

Form of descriptive roll of lunatics.

N. B.—The ultimate responsibility for the preparation of this form rests with the committing officer, who must see that the requisite information is supplied by the Police and the Medical Officer without undue delay.

(If any of the particulars in this statement are not known, the fact should be so stated.)

(Entries to be made by the Police alone.)

Name of patient in full.	Father's name.	Race.	Caste.	Religion.	Sex.	Age.	Married or single.
1	2	3	4	5	6	7	8

2. Marks whereby the patient may be identified. 2.
 3. Condition of life and previous occupation (if any). 3.
 4. Place of birth, recent place of abode or domicile and length of residence in each. 4.
- Village.
Police-station.
District.
Length of residence.
5. Whether homeless or living with relatives.* 5.
 6. Duration of existing attack. 6.
 7. Whether the present attack is the first attack of insanity or not. 7.
 8. Mode of life, habits and insane acts (with dates) or other reasons for detention.† 8.
 9. In the case of a criminal lunatic, the nature of the crime (with dates) and the detailed circumstances under which it was committed. The section under which the lunatic was charged and the result of the trial should also be stated in addition to any other particulars. 9.

Birth place.	Recent abode.
1	2

*This heading should show the names and addresses of the relatives or persons legally bound to maintain the lunatic (if any) and whether they are able and willing to take charge of him or to bear the cost of his maintenance in the asylum and, if not, why not.

†A statement of any ascertainable facts which may throw light on his past or present condition is required.

10. Suppose exciting cause of present attack.* 10.
11. Duration and nature of any previous attack. 11.
12. Age (if known) at onset of first attack. 12.
13. Supposed cause of insanity.† 13.
14. Whether suicidal. 14.
15. Whether dangerous to others.‡ 15.
16. Whether any member of patient's family has been or is affected with insanity. 16.

Signature and designation of Police or other Compiling Officer

Date

*Under this heading should be stated whether the lunatic suffered from loss of property, loss of relatives, domestic trouble, or ill-health immediately before the attack.

†State here whether he is addicted to any spirits or drugs, and, if so, for how long he has been so addicted and what is the quantity habitually taken; also whether he is a member of any particular religious or political society.

‡Unless the answer is in the negative or "not known" a detailed statement of this shall invariably be furnished. Such answers as "possibly," "said to be" "may be" or "yes" only are prohibited.

(Entries to be made by Medical Officer alone.)

1. Period under observation.
2. State of bodily health.*
3. Symptoms exhibited.
4. Whether subject to epilepsy or any other kind of fits or any other disease
5. Whether suicidal.†
6. Whether dangerous to others.‡

Signature and designation of Medical Officer.

Date

*The general health of the patient as well as any abnormality of feature or development should be entered. It is desirable that special mention be made whether the patient is, or is not, suffering from tubercular disease.

†Unless the answer is in the negative or "not known" a detailed statement of this shall invariably be furnished

Forwarded to the Superintendent of the Lunatic Asylum at

Magistrate.

Date

FORM No. (M) 33.**Court's Certificates.**

(To be given to Government or Local Fund Servants who attend Court as witnesses.)

Court of the

Certified that¹

²appeared before

me as a witness on behalf of

in a civil/criminal case for

days from

o

in his

capacity to depose to facts within his³ knowledge,

and that he has been paid⁴ the undermentioned allowances :—

Rs.

As travelling allowance

As subsistence allowance

Presiding Officer of the Court.

Date

1. Name
2. Designation
3. Here State whether official or private
4. If nothing is paid under either head, it should be clearly stated.

Note—In granting this certificate regard should be had to rule 601, Volume I.

FORM No. (M) 34.

Statement to be submitted with applications for addition to the Judicial staff.

A.

Pending files : Civil Original.

Court. 1	Title. 2		Money. 3		Rent. 4		Other suits. 5		Remarks. 6
	Total.	Over one year.	Total.	Over one year.	Total.	Over one year.	Total.	Over one year.	

1. The number of cases pending for final decree, stayed by Appellate Court, pending with Commissioner, part heard, or pending for judgment to be shown in Remarks column.
2. If the District Judges or Additional Judges have any Probate, or Land Acquisition or Insolvency cases pending, a note is to be made to that effect giving figures according to year of institution, in the Remarks column

B.

Pending files : Civil Appellate.

Court. 1	2	Title. 3		Money. 4		Rent. 5		Remarks. 6
		Total.	Over one year.	Total.	Over one year.	Total.	Over one year.	
	From Sub-Judge							
	From Munsif ..							

1. In the case of District Judges' and Additional District Judges' courts the number of appeals from decisions of Subordinate Judges to be shown separately.
2. Groups of analogous appeals to be mentioned in the Remarks column.

A-13(1) C. 4 1917

Disposals : Civil.

Court.	Name of Presiding Officer.	Number of days employed.	Original.			Total of columns 4 to 6.	Appellate.			Total of columns 8 to 10.	Remarks.
			Title.	Money.	Rent.		Title.	Money.	Rent.		
1	2	3	4	5	6	7	8	9	10	11	12
		Contested									
		Uncontested									

1. Probate and section 92 suits to be shown as title but indicated in Remarks column.
2. Appeals from decisions of Subordinate Judges to be separately shown.

D.

Pending file : Criminal (Original and Appellate, etc.)

Court.	Sessions cases.			Appeals.		Revision.		Remarks.
	Section.	Prosecution witnesses.	Defence witnesses.	Total.	Over one month.	Total.	Over one month.	
1	2	3	4	5	6	7	8	9

E.

Disposals : Criminal.

Court.	Name of Presiding Officer.	Number of days employed.	Sessions cases.		Appeals.		Revision.		Remarks
			Plea of guilty.	Contested.	Dismissed summarily.	Contested or after perusal of record.	Dismissed summarily.	Rule issued.	
1	2	3	4	5	6	7	8	9	10

N.B.—In cases of applications for the appointment or retention furnished in Forms A, B, C, D and E, in those of Additional Subor of Munsifs in Forms A and C.

Additional Judges figures should be udgesi Forms A, B and C and in those

Form No. (M)35A.

Form of license for pleaders' and Mukhtears' clerks.

LICENSE.

(Not transferable.)

No.

This is to authorise.....
son of.....of village.....
thana.....district....., now
residing at.....to act as the licensed clerk
of.....pleader/mukhtear, during the year.....

Dated.....19....

Licensing Authority.

To be produced when required and returned for renewal on.....

FORM No. (M)36.

Space for
court-fee stamp.

Application for Inspection of Record.

District

In the Court of/Record room

at

Description of case.	Number.	Year.	Name of the pleader/advocate who will inspect the record.

Signature of Pleader/Advocate.

Dated

19 .

FORM NO. (M) 36A

STATE OF MICHIGAN

FORM No.(M)36A.—

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FORM No. (M)40.

Defect Report.

District Judge's record-room.

Begs to report that on examining the undermentioned records, the following defects* are found :

Particulars of the record.	Defects or irregularities found with definite particulars.	How to be remedied.

District.

The

19

Record-room clerk.

Order—

No.

R.D., dated

19

Send in original to the

of the

Court of

for enquiry and report on the reverse.

Judge in charge.

Record-keeper

FORM No. (M)41.

Form to be used on front flat board for indexing bundles of records.

Rack.

Shelf.

NAME OF COURT.
_____Class of Record.

Years of decision	19**
B papers to be destroyed		19**
C papers to be destroyed		19**
D papers to be destroyed		19**
E papers to be destroyed			19**

Note.—On the blank portion of this form, the numbers of records removed and the dates of their removal and return to the bundles are to be noted.

FORM No. (M)42.

Index to index register or despatch list.

Date. 1	Serial No 2	Court. 3	Period. 4	Room, rack and Shelf No. 5	Remarks. 6

FORM No. (M)43.

Removal slip for documents and records.

Date of re- moval. 1	Name of Court. 2	No. of suit or case. 3	Date of disposal. 4	Number, date, and description of document. 5	For what pur- pose removed. 6

Note.—Column 5 will be used for documents only.

FORM No. (M)44.

Reminder post card.

Please return Record of	Suit/Case No.	of 19
sent to you on the _____ 19____ or state— (1) the purpose for which you are retaining it, and (2) the approximate date on which you will return it.		
<i>Date</i>	<i>(Signature.)</i>	

FORM No. (M)45.

Reminder List.

The following records despatched on the _____ have not been received back.

Consecutive number.	Number of the record called for.	Number of the case for which called for.	Date of transmission.	Date of return.	If not returned, state reason and give probable date of return.	Remarks, if any.
1	2	3	4	5	6	7

Memo.

Forwarded in original to the _____ with the request that he will return the same, after filling up columns 5, 6 or 7. All other records sent and now done with, should also be forthwith returned.

Record-keeper.

Judge in charge.

N.B.—The above list should be sent every two months to Courts who have failed to return records.

Progress Report.

Statement of work done by the record-room staff during the 1st half/2nd half of 19

Name of officer.	NUMBER OF										Number of records for replacement.	Number of papers to be filed.	Remarks.																					
	Number of records received for examination.	Number of records destroyed.	Number of records repunching Court-fee stamps.	Applications for payment orders.	Applications for returning documents.	Applications for information.	Applications for copies.	Requisitions for records.	Applications for records.	Requisitions for records.																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
	Remaining on 19	Received during the fortnight.	Examined.	Pending.	Wholly.	Only the part due.	Remaining on 16th June 19	Received.	Repunched.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.	Received including	Dealt with.	Pending.

The.....19.....

Submitted.

Record-keeper.

Judge in charge.

FORM No. (M) 48.

Receipt granted by the Court for deposit of rent.

(Section 62 of the Bengal Tenancy Act, VIII of 1885.)

আমানতী ঋজানা সহক্বে আদালতের প্রদত্ত রসীদ।

(বঙ্গদেশীয় প্রজাস্বত্ব সংক্রমণ ১৮৮৫ সালের ৮ আইনের ৬২ ধারা।)

মোকাম

আদালত

যেহেতু ১৮৮৫ সালের ৮ আইনের ৬১ ধারা

প্রকরণের

লিখিত অবস্থায়

র কথিত দেনা ঋজানা

আমানত করণ জন্য তৎকর্তৃক উক্ত ধারানুসারে দরখাস্ত হইয়াছে, এবং যেহেতু এ আদালতের প্রতীতি হইতেছে যে উক্ত

উক্ত ধারানুসারে ঐ ঋজানা আমানত করণের অধিকারী, অতএব ইহা লিখিয়া দেওয়া যাইতেছে যে নিম্নলিখিত টাকা

কর্তৃক এ আদালতে আমানত হইয়াছে।

যেত বা জমার ও যে বোজা বা মহলে তাহা অবস্থিত তাহার পরিচয়।	কথিত দেনা ঋজানার পরিমাণ।	যে সময়ের বাবৎ ঋজানা দেনা কথিত হয়।	কোন সুদ দেওয়া হইলে তাহা।	মোট টাকা।
১	২	৩	৪	৫

তারিখ :

আদালতের
মোহর।

FORM No. (M) 49.

Notification of receipt by the Court of deposits made.

(Sections 61 and 62 of the Bengal Tenancy Act, VIII of 1885, as amended by Bengal Act IV of 1928).

[Section 63, clause (ii) of Act VIII of 1885.]

১৮৮৫ সালের ৮ আইনের ৬১ ও ৬২ ধারানুসারে আদালতে টাকা আমানৎ হওয়ার এস্তাহার।

(১৮৮৫ সালের ৮ আইনের ৬৩ ধারার ১ প্রকরণ।)

জেলা _____ আদালত। এতদ্বারা জ্ঞাপন করা যাইতেছে যে এতলিখিত তারিখে বঙ্গদেশীয় প্রজা সঞ্চয়ী (১৮৮৫ সালের ৮) আইনের ৬১ ও ৬২ ধারার বিধানানুসারে এ আদালতে নিম্নলিখিত টাকা সকল আমানৎ হইয়াছে।

আমানতের তারিখ।	আমানতকারি প্রজার নাম ও তাহার পিতার নাম ও বাসস্থান।	আমানতি টাকার পরিমাণ।	৬১ ধারানুসারে আমানৎ করা ঋজানা।		মন্তব্য।
			(সি) প্রকরণ।	(ডি) প্রকরণ।	
১	২	৩	৪ ঋজানা যে যে সরিকের পাওনা তাহাদিগের নাম।	৫ ইতিপূর্বে যাহাকে ঋজানা দেওয়া হইয়াছে তাহার ও এইক্ষণে যে ব্যক্তি বা যাহারা ঋজানা দাবি করে তাহাদিগের নাম।	৬

তারিখ।



জজ।

Note.—Form on the reverse as in (P)1—A and at the top of the front page as in (P)1.

FORM No. (M) 50.

Receipt of payment into Court by defendant of rent due.

(Section 152 of the Bengal Tenancy Act, VIII of 1885.)

প্রাপ্য খাজানা প্রতিবাদী কর্তৃক আদালতে আনা হওয়ার রসিদ।

(বঙ্গদেশীয় প্রজাবন্ধন সন্থকীয় ১৮৮৫ সালের ৮ আইনের ১৫২ ধারা।)

নোকাদম

আদালত।

সন ১৯ সালের

নং নোকাদমা বাহাতে

বাদী

এবং

প্রতিবাদী।

যেহেতু উপরোক্ত নোকাদমাম প্রতিবাদী

স্বীকার করিতেছে যে তাহার জ্যেত বা জন্মার খাজানা বাবৎ তাহার নং

টাকা দেয়া এবং যেহেতু উক্ত

উক্ত নং

টাকা আদালতে দাখিল করিয়াছে

অতএব ইহা প্রকাশ করা যাইতেছে যে উক্ত টাকা এ আদালত কর্তৃক গৃহীত হইয়াছে।

তারিখ

আদালতের
মোহর।

FORM No. (M) 51.

Proof of debt : General form.

(Section 49 of the Provincial Insolvency Act, V of 1920.)

In the Court of the District Judge/Subordinate Judge at

Insolvency Application No. of 19 .

Applicant.

In the matter of No. (a) I, of (b)

make oath and say (or solemnly and sincerely affirm and declare) :—

1. That the said was/ were at the date of the petition, viz. the day of 19 and still is/are justly and truly indebted to me in the sum of Rs. a. p. for(c) as shown by the account endorsed hereon (or the following account) viz., for which sum or any part thereof I say that I have not, nor hath or any person by order to my aknowledge or belief for use had or received any manner of satisfaction or security whatsoever save and except the following (d).

Admitted to vote for Rs. Judge or Official Receiver.	}	Sworn at this day of before me.	{	Deponent's Signature.
---	---	--	---	--------------------------

Commissioner.

- (a) Here insert number given in the notice.
- (b) Address in Full.
- (c) State consideration and specify the vouchers (if any) in support of the claim.
- (d) Here details of securities, bills, or the like.

FORM No. (M) 52.

Proof of debt of workmen.

(Section 49 of the Provincial Insolvency Act, V of 1920.)

In the Court of the District Judge/Subordinate Judge at

Insolvency Application No. of 19 .

Applicant.

I(a) of(b) make oath and say or
(solemnly and sincerely affirm and declare) :—

That (c) was/were at the date of the adjudication
viz., the day of of 19. and still am/are justly and truly
indebted to the several persons whose names, addresses and descriptions appear
in the schedule endorsed hereon in sums severally set against their names in
the sixth column of such schedule for wages due to them respectively as workmen
or others in (d) in respect of services rendered by them res-
pectively (e) during such period before the date of the receiving order
as are set out against their respective names in the fifth column of such schedule,
for which said sums, or any part thereof, I say that they have not nor hath any
of them had or received any manner of satisfaction or security whatsoever.

Admitted to vote for Rs.
Judge or Official Receiver.

Sworn at
this day of
before me
Deponent's
Signature.

Commissioner.

- (a) Fill in full name, address and occupation of deponent.
(b) The abovenamed debtor or the foreman of the abovenamed debtor, or on behalf of the workmen and others employed by the abovenamed debtor.
(c) "I" or "the said".
(d) "My employ" or "the employ of the abovenamed debtor".
(e) "Me" or "the abovenamed debtor".

HIGH COURT FORM No. (M) 54.

Application for urgent/Ordinary copy.

Space for searching fee.

One anna
Two annas* Court fee stamps on application.

Space for expedition fee.

*In Bengal only.

Serial No.

In the Court of.....

It is requested that one certified/uncertified copy of each of the documents in the under-mentioned case which was disposed of on...../is still pending may be furnished. The following stamp-sheets and stamps are med nerewith :—

Class of case, number and year.	Names of parties.	Date of final decree or order, if passed.	Description of documents with date where necessary.	Object of copy if applicant is not party or his Pleader /Advocate.

Date.

Signature of applicant.

	Rs. a.	
Office Report.	Estimate costs (excluding what has been filed)—	Estimated Stamp, etc., notified on—
The copy will cover....stamp-sheets at 4 as.	Applicant's signature.
.....English foliosCourt-fee stamps at 4 as.	Estimated stamps, etc., supplied on—
.....Vernacular folios.	Stamps for authentication ..	Applicant's signature.
folios.	Extra stamp for urgency ..	Extra stamps, etc., notified on—
Searching fee is/ is not required.	Searching fee in stamps ..	Applicant's signature.
Date	Total ..	
Clerk.	Head Comparing Clerk.	Extra stamps, etc., supplied on—
 Extra stamp-sheets at 4as.	Applicant's signature.
 Extra court-fee stamps at 4as	Record received on
 Extra stamps for authentication.	Copy will be ready on....
	Total ..	Copy actually ready on..
	Date
	Head Comparing Clerk.	Copy delivered on.....

Serial No.

Received an application for copy bearing the above number. To attend for estimate
on.....

Estimated stamps and stamp-sheets valued at Rs. a. supplied.
on.....

Extra stamps and stamp-sheets valued at Rs. a. supplied
on.....

To attend for copy on.....

Date..... *Head Comparing Clerk.*

(On the reverse.)

Received copy with.....unused stamp-sheets at 4 as. and.....
stamps valued at Rs. a.

Date.... *Applicant.*

Initials of the clerks handling the applica- tion.	Date and hour of receipt.	Date and hour of passing on.	To whom passed on.

Note.—The application will not be considered complete until stamps and costs have been supplied in full which must be done within three days of the notification of the estimate.

All enquiries and complaints shall be accompanied by the counterfoil. It will be given up when the copy is delivered.

FROM No. (M) 55.

Application for Information.

Serial No. and date. 1	Name and residence of the applicant. 2	Nature of information required. 3	Date on which information is to be ready. 4	Signature of officer receiving the application. 5	Remarks. 6

Received information on.....

Received from.....application

No.....of date.....for information which will be ready on.....

Date.....

Applicant.

Clerk-in-Charge.

Space for: searching fee, (To be affixed: so as to leave half the stamp: over the pricked line.)

Note.—Applicant is to fill up columns 1 (except the No). 2 and 3 and present it to the officer. appointed to receive such applications, who, if the information required cannot be immediately supplied, will fill up, tear off and return the bottom part with the necessary entries on the right side. It will be given up when the upper part is delivered with the information noted in column 6.

(See back).

(On the reverse).

Initials of the clerks handling the application.	Date and hour of receipt.	Date and hour of passing on.	To whom passed on.

FORM No. (M) 56

Part I.

Form of demand by debtor for the supply of particulars concerning a loan.

[Sec. 7(I) of the Bengal Money-lenders Act, Beng. Act VII of 1933.]

Name of money-lender—

Address—

Under section 7(I) of the Bengal Money-lenders Act, 1933 (Ben. Act VII of 1933), I request the following particulars concerning any loan or loans made by you to me on which any amount is at present outstanding.

Signature of debtor—

Address—

Date—

Part II.

Particulars concerning a loan.

[Sec. 7(I) of the Bengal Money Lenders Act, Beng. Act VII of 1933.]

Name of debtor—

Address—

Date of demand for particulars—

1. Date of loan—
2. Amount of loan—
3. Rate of interest per annum (state whether simple or compound, and if compound what the period of rest is)—
4. Total repayments made by the debtor up to date—
 - (a) Principal
 - (b) Interest
 - (c) Total
5. Amount outstanding on the date on which information is given :—
 - (a) Princial
 - (b) Interest
 - (c) Total
6. Any special conditions on which the loan has been made—

Signature of money-lender—

Address—

Date—

N.B.—The above particulars should be furnished regarding each and every loan on which any amount is outstanding, and it will be understood that no amount save what is entered in the particulars furnished is due from the debtor at the date on which the information is supplied by the money-lender.

The money-lender may retain the portion marked Part I and return Part II to the debtor after filling in the requisite details.