FORM NO. (A) 24.

FORM

Dr.

Peremptory Cash Register of the Court of for

Serial No. of deposit.	From whom received.	Particulars and nature of receipt.	On account of								Date.	Amount of repayment.	Initials of the Cashier.
			Prisoner's diet.	Commissioner's travelling allowances and fees.	Witness's expense.	Miscellaneous.				Total.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.				Rs. a. p.		Rs. a. p.	
Opening balance													
Total receipt ..													
Grand Total ..													

Note 1.—Recipients of money should be required to affix their dated signatures in column 26 against each item of money paid to them. The practice of bracketing two or more items and affixing one signature should not be permitted.

Note 2.—When any payment is made by money order the money order receipt, in original, shall be pasted into the column provided for "signature of payee."

No. (A) 24.

Cr.

day of the month of 19 .

To whom paid.	Particulars and nature of receipts.	Serial No. of deposit.	On account of								Signature of payee.	Remarks.
			Prisoner's diet.	Commissioner's travelling allowances and fees.	Witness's expense.	Miscellaneous.				Total.		
15	16	17	18	19	20	21	22	23	24	25	26	27
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.				Rs. a. p.		
Total expenditure												
Closing balance												
Grand Total ..												

Checked and agreed.

Accountant.

FORM No. (A) 25.

Cash Book.

Receipts						Payments.					
Date. 1	Particulars of receipt. 2	Amount creditable to the Treasury. 3	Permanent advance recouped from the Treasury. 4	Amount due to others (received from Treasury or from other sources). 5	Total. 6	Particulars of expenditure. 7	Amount remitted to Treasury. 8	Out of permanent advance. 9	Amount paid to others whether received from the Treasury or other sources. 10	Total. 11	Remarks. (Details of the closing balance, etc.). 12
		Rs.a.p		Rs.a.p	Rs.a.p		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
Total receipts ..						Total of payments					
Opening balance						Closing balance					
Grand Total ..						Grand Total ..					

Clerk in charge.

Officer in charge.

FORM No. (A) 26.

Bill register of the office of

1	2	3									4	5	6	7	8	9	10	11				12
		Amount of the bill.																Amounts disbursed in.				
		Detailed heads of amount, etc.																				
Bill number and date.	Particulars of the bill.	Pay of establishment.	Dearness allowance.	Compensatory allowances.	House rent and other allowances.	Travelling allowance.		Gross amount.	Deductions.	Net amount.	Dated initials of the Gazetted Officer signing the bill.	Date of presentation at the Treasury.	Amount passed by the Treasury.	Date of signing acknowledgment with initials of the officer signing the bill.	Date of receipt from the Treasury.	Date of entry in the Cash Book.	Initials of the Gazetted Officer in charge of the Cash.	Month of encashment.	2nd month.	3rd month.	Balance short drawn.	Remarks.

Note :—Entries in column 11 need not be made if the undisbursed items are extracted and wached through the Cash Book.

FORM No. (A) 27.

Register of Unclaimed Intestate Property received in custody by the Nazir.

Serial No.	Place whence received.	Name of deceased and date of death.	Particulars of property.			Date of—		How disposed of.			Balance left.	Paid into Treasury with date.	Date of final disposal and page of cash book.	Remarks.
			Cash.	Quantity and description of other articles.	Estimated value.	Receipt.	Issue of proclamation.	Amount of sale proceeds or of money recovered on bond, rent, etc., with date.	Charges to be deducted.	Property and value paid to heirs and other persons.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Rs. a. p.		Rs. a. p.			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		

FORM No. (A) 28.

Sale Account.

No. of lot.	Amount of last bid or at which the lot is knocked down.			Name of purchaser.	Amount of earnest money or of purchase money.			Date of credit into Court's accounts.	Balance of purchase money.			Date of credit into Court's accounts or Treasury.	Remarks.
1	2			3	4			5	6			7	8
	Rs.	a.	p		Rs.	a.	p		Rs.	a.	p		

Note 1.—Sales of both movable and immovable property should be entered. In the case of movable property, a short description should be entered in column 1.

Note 2.—The date of payment shown when the money is paid into the Treasury should be that shown in the Advice or Pass Book.

FORM No. (A) 29.

Register of Contract Contingent Charges of the——————Department of the——————District for 19

Registers.—A separate Register must be maintained for each department on account of which there is a separate allotment for contract contingencies. It should be opened with the allotment on 1st April, the blank money columns being filled in with such headings as are peculiar to the department in addition to those printed.

Classification.—The kinds of payments to be recorded under each head are detailed in Appendix C to the Bengal Treasury Manual. Expenditure must be shown as incurred on the account on which it is made.

Permanent advance.—The permanent advance must be recouped on the last working day of each month, as also when the charge of office is transferred in the course of the month.

Contract Contingent Bill.—When it becomes necessary to draw money from the Treasury, the several columns should be totalled, and only the totals of each of the columns should be posted against the printed headings in the contract contingent bill.

Numbering Bills.—There should be a separate annual series of numbers given to the bills drawn against each allotment.

Allotment.—It must be distinctly borne in mind that, for any excess over allotment, the drawing officer is held personally liable, and that unless he can procure exemption from Government, the amount will be recovered from his personal allowances.

Variations in allotment.—Each increase or decrease should be entered in the columns provided therefor immediately it is known.

Date.	To whom paid.	Description of charge.	Number of sub-voucher.	Number given to each contract bill.	Hot and cold weather charges.			Tour charges.			Country stationery.			Repairs to tents.			Purchase and repair of furniture.			Office expenses.			Miscellaneous.			Service postage stamps.			Service Telegram.					
1	2	3	4	5	6			7			8			9			10			11			12			13			14			15		
					Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
						Total of present bill.	Total of all bills drawn up to date.	Allotment on 1st April and thereafter. Allotment as per bill last presented, column 4.	Add.	Deduct.	Net allotment at time of present bill.	Explanation of cash addition and deduction in columns 25 and 26.			
												Transfer from.	Transfer to.	Controlling Officer's No. and date.	Other causes.
Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.			

FORM No. (A) 30.

Register of Contingent Charges of the——————**Department of the**——————**District for 19 .**

Classification.—For heads to be opened by each Drawing Officer, and for kinds of payments falling under each of those heads, *see* Bengal Treasury Manual, Chapter 6, and Appendix C. Expenditure must be shown as incurred on the account on which it is made. Budget provision existing or not has nothing to do with determining the classification of a charge.

Posting Register and preparing Abstract and Detailed Contingent bills.—The principle on which the expenditure is to be posted in the register, and abstract and detailed bills prepared, is laid down in Code, Chapter 6.

Responsibility.—The obligations imposed in Arts. 81 and 83 of the Civil Account Code on officers signing bills in respect of initialling unusual charges, and when the register is sent up with an abstract, initialling the date of each payment, should be scrupulously fulfilled.

Permanent advance.—The permanent advance *must be recouped* on the last working day of each month as also when the charge of office is transferred in the course of the month. Acknowledgment of personal responsibility for the permanent advance must be sent to Accountant-General on transfer of charge, and on 15th April each year.

Month of charge.—The month of charge quoted in abstract and detailed bills must be the month in which the charges are paid *from the Treasury.* As the detailed contingent bill of a month is merely an aggregation of the sums drawn from the *Treasury during that month,* the total of the former should be the sum of the abstracts.

Payment.—Purchases, etc., must be paid for at once. The discharge of liabilities may not be deferred.

Inter/departmental transactions.—The rule regarding posting the amount of inter-departmental receipts in Contingent Register *after the total of the month's cash transaction has been struck* should be carefully carried out.

Closing Register for the month.—At the end of a month the register should be completed thus : 1.—Total cash payments of the months ; 2.—Add amount of the current month's inter-departmental debits ; 3.—Add total cash payments and inter-departmental debits to end of last month ; 4.—Grand total expenditure to date.

Retrenchments.—A disallowance must, without fail, be refunded by short drawal on the first abstract presented after receipt of disallowance order.

Unnecessary or excess drawings.—Should be refunded by short drawal on subsequent abstract bill or in cash. In both cases the original detailed head of charge and the total and date of the abstract on which the amount was drawn should be quoted.

Detailed bills.—Must be submitted for countersignature *by* the 1st of the month following that to which they relate.

Sanction.—Budget provision does not warrant special and unusual expenditure. Sanctions not acted on for a year become void.

Date.	To whom paid. Budget grant for.	Number of Sub-voucher.	Detailed heads of budget.																															
19																																		
			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p

												Unusual charges.				Total of each contingent abstract.			Total of each month's bill.			Date of detailed bill.	Date of admission with initials.	Remarks. (Amount disallowed, etc.).
												Description.	Amount.											
Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.			

FORM No. (A) 31.*

Receipt by peon for money realised in execution of decrees, etc.

of 19

Book No.

Cheque Receipt No.—

The name of Court—

Number and year of the case—

The names of parties—

On what account—

Amount realised—

From whom received—

Date of receipt—

Signature of peon with number—

Note.—The Nazir will see that the carbon paper in the book is giving a clear offset.

*Vernacular versions of this form only have been printed.

FORM No. (A) 32.

Register of Fees, Fines, Penalties and Forfeitures.

Serial No.	Date.	Number of suit.	Name of the party.	Nature of order.	Amount.	Initials of presiding officer.	Remarks.
1	2	3	4	5	6	7	8
					Rs. a. p.		

Note.—This register shall be maintained by each Court under whose decree or order receipts under sub-heads (*i*) to (*iii*) of head (*A*) of rule 643, Vol. I, are realised.

FORM No. (A) 33.

Receipt to accompany cheque of Land Acquisition Officer.

Name of work for which land has been acquired ——————————

To the Judge of the Court at ——————

The sum of Rupees ——————on account of compensation for land taken up for the above purpose payable as detailed below, is tendered for deposit in Court under section 31(2) of Act I of 1894 :—

Serial No. in Award Statement No.—	Names of parties.	Area of land.	Amount payable to each.			Remarks.
		Acre.	Rs.	a.	p.	Paid by Cheque No.— dated the— on the— Treasury.
	Total					

Land Acquisition Officer.

Dated the ——————*19* .

Received the above amount for credit to Civil Court Deposits.

——————*Judge.*

Note.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposits.

Name of work for which land has been acquired ——————————

To the Judge of the Court at ——————

The sum of Rupees ——————on account of compensation for land taken up for the above purpose payable as detailed below, is tendered for deposit in Court under section 31(2) of Act I of 1894 :—

Serial No. in Award Statement No.—	Names of parties.	Area of land.	Amount payable to each.			Remarks.
		Acre.	Rs.	a.	p.	Paid by Cheque No.— dated the— on the— Treasury.
	Total					

Land Acquisition Officer.

Dated the ——————*19* .

Received the above amount for credit to Civil Court Deposits.

——————*Judge.*

Note.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposits.

Name of work for which land has been acquired ——————————

To the Judge of the Court at ——————

The sum of Rupees ——————on account of compensation for land taken up for the above purpose payable as detailed below, is tendered for deposit in Court under section 31(2) of Act I of 1894 :—

Serial No. in Award Statement No.—	Names of parties.	Area of land.	Amount payable to each.			Remarks.
		Acre.	Rs.	a.	p.	Paid by Cheque No.— dated the— on the— Treasury.
	Total					

Land Acquisition Officer.

Dated the ——————*19* .

Received the above amount for credit to Civil Court Deposits.

——————*Judge.*

Note.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposits.

Form No. (A) 34.

Receipt in respect of money paid under Order XXI, Rule 77(2), Civil Procedure Code.

No.....

Date.....

Received from..... the sum of.....in case No.....on account of.....

(Signed).....

Cashier of the Court.

II.—Registers.

FORMS Nos. (R) 1 (*i*)

I. Register of

II. Register of Money

Court of the

(To be maintained in all Courts of Original

Date of presentation of plaint.	Number of suit.	Plaintiff.			Defendant.			Claim.				Appearance.			Judgment.			Appeal.	
		Name.	Description.	Place of residence.	Name.	Description.	Place of residence.	Particulars.	Amount of value.			When the cause of action accrued.	Day for parties to appear.	Plaintiff.	Defendant.	Date.	For whom.	For what, or amount.	Date of decision of appeal.	Judgment in appeal.
1	2	3	4	5	6	7	8	9	10			11	12	13	14	15	16	17	18	19
									Rs.	a.	p.									

Note 1.—When there are numerous plaintiffs or numerous defendants, the names of the first plaintiff only, or inpleaded, *e.g.*, *A.B.* and seven others.

Note 2.—In column 9 enter facts constituting the cause of action and particulars required by Order 7, rule 1,

Note 3.—In column 12 shall be entered the first date of hearing of the suit and in columns 13 and 14 the names

Note 4.—In column 16 should be indicated whether the decision was *ex parte*, on compromise or on contest

Note 5.—In columns 18 and 19 should also be entered the number and year of the appeal, the name of the Appeal or Revision, if any.

Note 6.—Cases remanded under Order 41, rule 23 or restored to file under Order 9, rule 4 or rule 9 or rule 13 to the number to be entered in column 2 and the date of restoration to file will be noted in column 1.

Note 7.—Cases under the Religious Endowments Act, 1863, under sections 88 and 92, Order 21, rule 99, Order Bengal Alluvial Lands Act, 1920, must be registered as suits.

Note 8.—A note should be made of all parties brought on or struck off the record under Order 1 or 22, Civil Pro- or a portion of the claim against any of the defendants. It is not necessary under this Note to enter the *names* of the or defendant, in whose place they are brought on record, has not been entered in the register by reason of the provi- this:—"On the death of plaintiff/defendant No. 2, plaintiffs/defendants Nos. 2(1), 2(2), 2(3), etc. were substituted

Note 9.—Any amendments or alterations made during the progress of the suit in the value or particulars of the

Note 10.—Courts to which suits are transferred should note the old numbers and the dates of institution in the

Note 11.—When the court of execution is other than the court which passed the decree, the name of the executing

Note 12.—In column 22 the date of the final order is to be entered.

Note 13.—In column 26 the particulars and the date of adjustment or satisfaction otherwise than by execution ing pending, such satisfaction should be entered in column 27.

Note 14.—In column 33 should be entered the order in appeals, revisions or under section 144, Civil Procedure

Note 15.—*The entries in this register shall be made contemporaneously with the passing of orders during the*

and (R) 1 (*ii*).

Title Suits.

and Movable Suits.

of at

Jurisdiction other than Courts of Small Causes.)

Execution.								Return of executions.										Remarks.
Number of execution application as per execution application register and the date of application.	Relief sought, if money, amount claimed.	Order and date thereof. If portion of relief not granted, what portion.	Against whom order made.	For what, amount to be stated.	Amount of costs.			Adjustments and satisfaction reported, if any.	Amount paid into court.			Persons arrested.	Whether judgment-debtor committed to jail, if not, why not? If committed to jail, the period of stay in it.	Minute of other return other than arrest and payment.	Amount of relief still due and why execution petition is closed.	If petition infructuous, why and to what extent.	Appeal, if any, against order in execution and if so, the result.	
20	21	22	23	24	25			26	27			28	29	30	31	32	33	34
					Rs.	a.	p.		Rs.	a.	p.							

the first defendant only, as the case may be, need be entered in the Register with a note of the total number of parties

clauses (*g*) and (*h*) and also the value of the suit for purpose of jurisdiction as required by clause (*i*) that rule.
of the pleaders or vakils or advocates of the parties.
against all or any of the defendants.
Appellate Court and not only the particulars of the order on First Appeal but the particulars of the order on Second

will be readmitted and entered in the Register in their original numbers. In each case the letter "R" will be affixed

36, rule 3, and Schedule II, Paragraphs 17 and 20, Civil Procedure Code, and references made under section 5 of the

cedure Code, or of any alteration in the appointment of guardian *ad litem* and also of any withdrawal of the claim
persons brought on record under Order 22, Civil Procedure Code, in the register, if the name of the person, plaintiff
sions of Note 1; only a note of the substitution is to be made in the register in a convenient form, which may be like
in his place".
claim or as to the date or place of cause of action should appear in column 9.
suit registers within brackets.
court should be entered in column 20.

should be entered. When money payable under a decree is paid into Court without there being any execution proceed-

Code, with date and nameof Court.
progress of the suits or subsequent proceedings, if any, and not after their final disposal.

FORM No. (R)1 (*iii*).

REGISTER OF RENT SUITS.

[Section 146, B.T. Act.]

(*To be maintained in all Courts of Original Jurisdiction other than Courts of Small Causes.*)

1.—Suit No.————	In the————Court of the————at————	2.—Date of presentation.

3.—Plaintiff's name.	4.—Description.	5.—Place of residence.	6.—Appearance.

7.—Defendant's name.	8.—Description	9.—Place of residence.	10.—Appearance.

11.—Date of cause of action.	12.—Particulars of claim and amount.	Rs.	a.	p.
	Arrears of rent, with cess and damages, due from B.S. to B.S. at Rupees per annum for acres of land in C.S. Khatian No. Mauza P.S. Total value of suit Rupees			

13.—Date and summary of judgment with amount.	14.—Date of decision and result of appeal.

Particulars of execution, satisfaction and adjustment.

15.—Number of application.	16.—Date.	17.—Relief sought. If money, amount.	18.—Date of order.	19.—Against whom.	20.—For what, amount to be stated.	21.—Costs allowed.			22.—Adjustment and satisfaction reported.	23.—Amount paid into Court.		
						Rs.	a.	p.		Rs.	a.	p.

24.—Persons arrested.	25.—If J. D. committed to jail, period of stay, if not, why not?	26.—Minute of return other than arrest and payment.	27.—Amount of relief still due.			28.—Number and result of appeal.	29—Remarks (including explanations why petition infructuous).
			Rs.	a.	p.		

Instructions for filling in Form No. (R) 1 (iii).

Note 1.—When the number of plaintiffs is not more than six and the number of defendants also is not more than six, the names of all the parties shall be entered. When, however, the number of plaintiffs or the number of defendants exceeds six, the name of one plaintiff and of one defendant only shall be entered, *e.g.*, A, B, and 7 others *versus* C, D, and 3 others.

Note 2.—In column 12 enter facts constituting the cause of action and particulars required by Order 7, rule 1, clauses (*g*) and (*h*), and also the value of the suit for purpose of jurisdiction as required by clause (*i*) of that rule.

Note 3.—In columns 6 and 10 shall be entered the names of the pleaders or vakils or advocates of the parties.

Note 4.—In column 13 should be indicated whether the decision was *ex parte*, on compromise or on contest against all or any of the defendants.

Note 5.—In column 14 should also be entered the number and the year of the appeal, the name of the Appellate Court and not only the particulars of the order on First Appeal but the particulars of the order on Second Appeal or Revision, if any.

Note 6.—Cases remanded under Order 41, rule 23, or restored to file under Order 9, rule 4 or rule 9 or rule 13, will be re-admitted and entered in the Register in their original numbers. In each case the letter "R" will be affixed to the number to be entered in column 1 and the rate of restoration to file will be noted in column 2.

Note 7.—In column 12 enter the section of the Act under which the suit falls.

Note 8.—In suits for arrears of rent with prayer of enhancement, both (*a*) the amount of the claim for arrears, etc., and (*b*) the amount of rent for one year, should be noted in column 12.

Note 9.—A note in red ink should be made of all parties brought on or struck off the record under Order 1 or 22, Civil Procedure Code, or of any alteration in the appointment of guardian-*ad-litem* and also of any withdrawal of the claim or a portion of the claim against any of the defendants. It is not necessary under this Note to enter the names of the persons brought on record under Order 22, Civil Procedure Code, in the register, if the name of the person, plaintiff or defendant, in whose place they are brought on record, has not been entered in the register, by reason of the provisions of Note 1; only a note of the substitution is to be made in the register in a convenient form which may be like this :—"On the death of plaintiff/defendant No. 2, plaintiffs/defendants Nos. 2(1), 2(2), 2(3) etc., were substituted in his place."

Note 10.—Any amendments or alterations made during the progress of the suit in the value or particulars of the claim or as to the date or place of cause of action should appear in column 12.

Note 11.—Courts to which suits are transferred should note the old numbers and the dates of institution in the suit registers within brackets.

Note 12.—When the court of execution is other than the court which passed the decree, the name of the executing court should be entered in column 15.

Note 13.—In column 18 the date of the final order is to be entered.

Note 14.—In column 22 the particulars and the date of adjustment or satisfaction otherwise than by execution should be entered. When money payable under a decree is paid into court without there being any execution proceeding pending such satisfaction should be entered in column 23.

Note 15.—In column 28 should be entered the order in appeals, revision or under section 144, Civil Procedure Code, with date and name of court.

Note 16.—The entries in this register shall be made contemporaneously with the passing of orders during the progress of the suits or subsequent proceedings, if any, and not after their final disposal.

FORM No. (R) 1 (iv)

Register of Rent Suits for Civil Courts in Cooch Behar.

		Plaintiff.			Defendant.			Claim.				Mode of disposal.			Judgment.					Appeal.		Execution.					Return of Execution.			Ajournment.
												Decided.																		
1 Date of presentation of plaint.	2 Serial No. of suit.	3 Name.	4 Description.	5 Place of abode.	6 Name.	7 Description.	8 Place of abode.	9 Particulars.	10 Annual rent.	11 Amount of value.	12 When the cause of action occurred.	13 Ex-parte.	14 After contest.	15 On compromise.	16 Date.	17 For whom.	18 Amount of Annual Rent decreed.	19 Amount decreed.	20 Relief given.	21 No. and date of appeal.	22 Date and purport of judgment in appeal.	23 No. and date of application.	24 Date of order.	25 Against whom.	26 For what, and amount, if any.	27 Amount of costs.	28 Amount paid into Court.	29 Arrested.	30 Purport of other returns than payment or arrest, and date of every return.	31 Date or dates, if any, on which the case was adjourned.

Instructions for filling in Form No. (R)1(iv).

Note 1.—When the number of plaintiffs is not more than six and the number of defendants also is not more than six, the names of all the parties shall be entered. When, however, the number of plaintiffs or the number of defendants exceeds six, the name of one plaintiff and of one defendant shall be entered, *e.g.*, A. B. and 7 others *versus* C. D. and 3 others.

Note 2.—In column 9 enter particulars required by Order 7, rule 1, clauses (*g*) and (*h*) and also the value of the suit for purpose of jurisdiction as required by clause (*i*) of that rule.

Note 3.—In columns 21 and 22 should also be entered the name of the Appellate Court and not only the particulars of the order on First Appeal but the particulars of the order on Second Appeal or Revision, if any.

Note 4.—Cases remanded under Order 41, rule 23, or restored to file under Order 9, rule 4 or rule 9 or rule 13, will be readmitted and entered in the register in their original numbers. In each case the letter "R" will be affixed to the number to be entered in column 2 and the date of restoration to file will be noted in column 1.

Note 5.—A note in red ink should be made of all parties brought on or struck off the record under Order 1 or 22 Civil Procedure Code, or of any alteration in the appointment of guardian-*ad-litem* and also of any withdrawal of the claim or a portion of the claim against any of the defendants. It is not necessary under this Note to enter the names of the persons brought on record under Order 22, Civil Procedure Code, in the register, if the name of the person, plaintiff or defendant, in whose place they are abrought on record has not been entered in the register, by reason of the provisions of Note 1; only a note of the substitution is to be made in the register in a convenient form, which may be like this:—

"On the death of plaintiff/defendant No. 2, plaintiffs/defendants Nos. 2 (*1*), 2(2), 2(3), etc., were substituted in his place."

Note 6.—Any amendments or alterations made during the progress of the suit in the value or particulars of the claim or as to the date or place of cause of action should appear in column 9.

Note 7.—When the court of execution is other than the court which passed the decree, the name of the executing court should be entered in column 23.

Note 8.—In column 24 the date of the final order is to be entered.

Note 9.—The entries in this register shall be made contemporaneously with the passing of orders during the progress of the suits or subsequent proceedings, if any, and not after their final disposal.

FORM No. (R) 2.

Register of Miscellaneous Judicial Cases in the Court of District.

Serial No.	Date of application, reference or proceeding.	No. of connected case, if any.	Name, of petitioner.	Name, of opposite party.	Purport of case and section of law.	Name of objector, if any, and purport of objection.	Purport of final order passed with date.	No. of appeal or revision with result and date.	Remarks.
1	2	3	4	5	6	7	8	9	10

Note 1.—In this register should be entered all miscellaneous judicial cases enumerated in rule 762 of the Civil Rules and Orders, Vol. I, excepting insolvency cases for which a separate register No. (R)3 has been prescribed.

Note 2.—The name of the principal applicant and the opposite party only need be entered in columns 4 and 5 and of the principal objector, if any, in column 7. When there are more parties than one to a case, the fact may be indicated by the words "and 5 others, 6 others, etc." as the case may be..

Note 3.—In the matter of reference under the Land Acquisition Act, enter in column 3 the number and date of letter of reference, in column 4 the designation of the officer making the reference, in column 5 the name of the claimant, and in column 6 the section of the Act under which the reference is made as also the amount of compensation tendered or awarded by the Collector and the amount of compensation claimed.

Note 4.—In the case of applications for probate or letters of administration or succession certificate under the Succession Act (XXXIX of 1925), enter in column 4 also the name of the deceased and in column 8 also the date on which the probate or letters of administration or certificate was delivered to the party concerned. The following information should also be noted in the Remarks column:—

(*a*) The action taken by the court in cases in which an estate has been found to have been undervalued in the first instance.

(*b*) The date of filing of the inventory mentioned in sec. 317 of the Succession Act (XXXIX of 1925).

(*c*) The date or dates of the submission of accounts referred to in the same section.

(*d*) Value of estates and value of court-fees paid thereon.

Note 5.—In the case of applications in respect of minors and lunatics under Act VIII of 1890 and Act IV of 1912, enter in column 4 also the name of the minor or lunatic and in column 8 also the date of the issue of the certified copy of the order. The following information should also be entered in the Remarks column:—

(*a*) The date of filling the inventory mentioned in sec. 34 of Act VIII of 1890 and sec. 76 of Act IV of 1912.

(*b*) The date or dates of submission of the accounts referred to in the same sections.

(*c*) In regard to Act VIII of 1890, if no inventory or accounts have been required by the court, the fact should be stated.

(*d*) The order requiring proof to be furnished within a certain time of the manner of disposal of the sale-proceeds of a minor or lunatic's property should be quoted, and a note made when it has been complied with.

(*e*) Value of the estate.

Note 6.—In the case of applications to sue or appeal as a pauper, enter in column 3 the corresponding number of the suit or appeal as the case may be and in the Remarks column the following particulars:—

(*a*) Amount of court-fee which would have been paid by the applicant if he had not been permitted to sue or appeal as a pauper.

(*b*) Date on which copy of decree was sent to the Collector.

FORM No. (R) 3.

Register of Insolvency Petitions under Act V of 1920 (Provincial Insolvency Act), in the Court of ....., District.....

Serial No.	Date of receipt by institution or transfer.	Name and description of petitioner (and whether debtor or creditor, and if debtor, whether under arrest or imprisonment or not).	Name and description of contesting opposite party (and whether debtor or creditor).	Circumstances under which the petition is presented.	Whether for summary disposal under sec. 74 or regular procedure.	Total amount of debts according to petition.			Total amount of proved debts.			Total amount of assets according to petition.			Total amount of assets realised.			Order passed regarding adjudication or dismissal or on petition for withdrawal (if any) with date.	Time fixed for applying for discharge.	Date of application for discharge.	Name of Receiver, if any, and fees paid to him with dates.	Purport of order of discharge (whether conditional or absolute) or order of annulment (whether under sec. 35 or sec. 43) with date.	Dates of dividend and dates of distribution.	Final order and date.	No. of appeal or revision with result and date.	Remarks.
1	2	3	4	5	6	7			8			9			10			11	12	13	14	15	16	17	18	19
						Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.									

FORM No. (R) 4.

Register of Miscellaneous non-Judicial Cases in the Court of..... District.....

Serial No.	Date of application.	Name, residence and status of applicant.	Purport of case and section of rule or law under which made.	final order.	Substance of final order.	Remarks. [*The particulars of any order passed on appeal or revision shall be entered in this column (with date of order).* Note also each case in which an agreement to pay enhanced rent is executed and filed by a raiyat under sec. 46(3) of Act VIII of 1885].
1	2	3	4	5	6	7

NOTE—In this register should be entered all miscellaneous non-judicial cases mentioned in rule 777, Voume I, and cases under section 7 of the Bengal Wills and Intestacy Regulation, 1799 (Bengal Regulation V of 1799) in which no claimant appears [*vide* Note to Rule 844(*1*)(*d*)(*viii*)].

FORM No. (R) 5.

Register of applications for the execution of decrees.

Date of application.	Serial number allotted to application.	Name of first petitioner and of first opposite party. (A *vs.* B)	Number, class, year and (where received by transfer in red ink) Court of Original suit.	First date fixed and purpose for which first date fixed.	Date of final disposal and result.	Remarks. (Or. 21, rr. 95, 96, uncontested applications, etc.)
1	2	3	4	5	6	7

NOTE 1.—All applications for execution must be entered, whether rejected as defective at once or not.

NOTE 2.—Notes of stay orders and of Miscellaneous Judicial cases and appeals arising out of execution cases, should be made in the Remarks column.

NOTE 3.—Applications for transfer of decrees to other courts for execution should be entered in column 2 in red ink for the purpose of omitting them from the returns in view of Rule 788, Volume I.

NOTE 4.—This register will also serve the purpose of a daily list of execution applications filed. It should be laid at some conspicuous place in the Court room every day at a fixed time for inspection by parties and pleaders.

Forms Nos. (R) 6 (i), (R) 6 (ii) and (R) 6 (iii).

I.—Register of Title Appeals.

II.—Register of Money Appeals.

III.—Register of Rent Appeals.

In the Court of the District Judge of.....

Register of Appeals from Decrees in the year 19 .

Date of Memo. of Appeal.	No. of Appeal.	Name of 1st Appellant.	Name of 1st Respondent.	Court against whose order Appeal is filed.	No. and year of Original Suit.	Result of Original Suit, i.e., Dismissed or Decreed in part or Decreed in full.	Date of disposal of Appeal and name of court by which disposed of.	Result of Appeal.	Remarks. (The number of applications for review or of second appeal or revision with purport of order and date shall be entered in this column.)
1	2	3	4	5	6	7	8	9	10

NOTE 1.—In the case of appeals transferred to the courts of Additional District Judges and Subordinate Judges for disposal, the particulars required for columns 8 and 9 should be filled in the District Judge's office after the return of the record from those courts.

NOTE 2.—When an appeal is remanded, reviewed or revived it should be re-entered in this register.

NOTE 3.—The name of the transferee court and the date of sending copies of judgment and decree to the lower court shall be entered in the Remarks column.

FORM Nos. (R) 7 (*i*), 7 (*ii*), 7 (*iii*), and 7 (*iv*).—*Abolished.*

FORM No. (R) 8.

Register of Miscellaneous Appeals instituted in the Court of....District.

Serial No.	Date of appeal.	Name and residence of appellant.	Name and residence of respondent.	Order appealed from.				Judgment in appeal.		Remarks. [*The No. of second appeal or revision with result and date shall be entered in this column.*]
				Court which passed the order.	No. and year of suit or proceeding.	Date of order.	Particulars of order.	Date and name of Court.	Result.	
1	2	3	4	5	6	7	8	9	10	11

Note 1.—In this register are to be included only appeals from orders under sec. 104, C. P. Code, and appeals in miscellaneous judicial cases. Applications to withdraw or transfer, or for the readmission or rehearing of an appeal, and application for review of judgment are miscellaneous judicial cases, and should not be entered in this register.

Note 2.—The names of the pleaders, or advocates of the parties should also be entered in columns 3 and 4.

Note 3.—The name of the transferee court and the date of sending copies of judgments and decrees to the lower court should be entered in the Remarks column.

FORM No. (R) 9.

Register of Suits before Courts of Small Causes in the year 19

Date of presentation of plaint.	No. of suit.	Plaintiff.			Defendant.			Claim.			Mode of disposal.	Judgment.			Execution.		Remarks. [*The No. of any application for revision and the purport of order passed with date shall be entered in this column.*]
		Name.	Description.	Place of abode.	Name.	Description.	Place of abode.	Particulars.	Amount of value.	When the cause of action accrued.	Whether decided without trial or *ex parte* or on admission or on compromise or after full trial or on rehearing.	Date.	For whom.	For what, or amount.	Date of application.	Particulars.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
									Rs.a.p.								

Note.—This register is for use by Courts of Small Causes proper, and not by Subordinate Judges and Munsifs vested with Small Cause Court powers.

High Court Form No. (R) 10.

Small Cause Sheet.

Small Cause Court of.....Suit No.....of 19.....

Date of filing..... Date of cause of action..... (According to Gregorian Calendar.)	Plaintiffs.	Description and address.	Appearance.
Claim— Rs. a. p. **Principal** .. **Interest** .. Total ..	Defendants.	Description and address.	

Cost— Rs. a. p. Amount of court-fees of all sorts incurred by plaintiff/defendant .. Other costs (if any) .. Pleader's fee .. Total ..	Particulars of claim.
Nature of service.	Substance of defence, if any. To be noted in the Judge's own hand.
Decree— Rs. a. p. **Amount** .. **Costs** .. Total ..	
By whom payable..... To whom payable..... *Date*..... *Judge.*	Subsequent proceedings, if any, under Order 9, Rules 4,9,13 ; Order 47, Civil Proceudre Code.

Note.—If more space is required for any purpose, an additional sheet of foolscap paper appended to this form should be used and pasted, each page being signed by the Judge.

Execution, Satisfaction and Adjustment.

Number and date of application.	Date and nature of order.	Against whom.	For what amount including costs.			Date of adjustment or satisfaction reported.	Amount paid into court or adjusted.		
1	2	3	4			5	6		
			Rs.	a.	p.		Rs.	a.	p.

Persons arrested.	Whether J. D. committed to jail.	Minute of other return than arrest.	Balance due.			Remarks. (Result of appeal under section 24 and of cases under section 25, Provincial Small Cause Court Act, if any.)
7	8	9	10			11
			Rs.	a.	p.	

FORM No. (R) 10A.

Small Cause Sheet.

Small Cause Court of..... Suit No.....of 19.....

Date of filing.....No. in Register.....	Names of plaintiffs.
Date of cause of action..... (according to Gregorian Calendar.)	
Rs. a. p.	
Claim—	Names of defendants.
Principal ..	
Interest ..	
Total ..	
Rs. a. p.	
Costs—	Particulars of claim.
Amount of court-fees of all sorts incurred by plaintiff/defendant ..	
Other costs (if any)	
Pleader's fee	
Total ..	Substance of defence, if any.
Nature of service.	

Substance of evidence.

FORM No. R (10)A.

(*Reverse page.*)

Judgment or Order.

Decree.	Subsequent proceedings, if any, under Or. 9, rr. 4, 9, 13 ; Or. 47, etc.
Rs. a. p.	
Amount	
Costs	
Total	
By whom payable	
To whom payable	

Note.—If more space is required for any purpose, an additional sheet of foolscap paper appended to this form should be used and pasted, each page being signed by the Judge.

FORM No. (R) 11.

Index to Wills.

Name of testator.	Residence, etc.	No. and year of register.	Page.	Date of removal and return.	Note showing whether Probate or Letters of Administration have been granted.

Note.—Whenever an original Will is removed from the custody of the officer responsible for it, a note of the dates of despatch and return should be made in the last column of this Register, and the same particulars, with the place of removal, should be noted on the envelope in which the Wills are kept, this envelope being retained in its place.

FORM No. (R) 12.

Diary.

Date.....
Day.....

District Judge.
Subordinate Judge.
Munsif.

Attended office at....a.m.
Took seat for judicial work at..a.m.

Petitions Nos. to received.

The follwing cases fixed for the day were then dealt with in the manner indicated in columns 2 and 3 :—

[To be maintained in all Civil Courts and to be preserved for three years.]

1	2	3	4	
Class and No. of suits, appeals, cases, etc., under headings showing purpose for which fixed.	Purport of proceedings.	Date to which adjourned.	Number of witnesses examined.*	
			After full trial.	Uncontested.

Note 1.—As to how entries are to be made in the Diary, *see*, rule 9, Volume I.

Note 2.—*A running total in red ink should be inserted, from day to day, in order to show the total number of witnesses examined during each quarter of the year, a new serial number for them being started at the beginning of each quarter [Rule 9(7) Volume I].

Note 3.—The hours entered as those on the sitting and rising of the Court should be those between which the Judge was actually sitting on the Bench for judicial work and those spent in administrative or other work should be noted separately.

Hours of attendance, rising, etc., shall be inserted by the presiding Judge with his own hand and the hour of sitting or rising, if unusually late or early on any day, shall be accompanied by a short note, explaining the reasons for such late or short sitting.

FORM No. (R) 12.

(*Reverse page.*)

Diary.

1 Class and No. of suits, appeals, cases, etc., under headings showing purpose for which fixed.	2 Purport of proceedings.	3 Date to which adjourned.	4 Number of witnesses examined.	
			After full trial.	Uncontested.

Did administrative and other work between.....p.m.

Rose at.....p.m.

Left Court at.....p.m.

Judge.

Form No. (R) 12-A.

Filing Register.

Registration No. 1	Date of filing. 2	Name of first plaintiff. 3	Name of first defendant. 4	First date fixed. 5	Purpose (e.g., final disposal, ascertaining contest, notice, etc.). 6

NOTE 1.—All plaints must be entered in the register on the day they are filed, in the order in which they are received, except that entry of plaints filed on the tamadi day shall not ordinarily take longer than four days and if necessary, special arrangements shall be made for registration within the quickest possible time.

NOTE 2.—A separate volume shall be opened for each class of suit, from the beginning of January each year. The number in this register will be the same as the number in the General Register of Suits.

NOTE 3.—As soon as possible after registration of the plaint, the first date fixed for the suit and the purpose for which it has been fixed shall be entered in columns 5 and 6 of the register, which should be laid at some conspicuous place in the court room at the prescribed hour for inspection by parties and pleaders.

FORM No. (R) 13.

Daily Register of Petitions, etc., and Court-fees in the Court of.....

Date. 1	Serial No. 2		No. of case, if any, to which petition relates. 3	Nature of document. If a petition, what for. 4	Process-fees. 5	Affidavit fees. 6	Boat-hire fees. 7	All other fees. 8	Total. 9	Remarks. 10
	(a)	(b)			Rs. a.	Rs. a.	Rs. a.	Rs. a.	Rs. a.	

Note 1.—In column 4 for stating nature of document use *P* for petitions, *Pl* for plaints, *E. P.* for Execution petitions, *O. P.* for Original petitions, *Ap* for appeals, *A* for affidavits, *V* for vakalatnamas, etc. A separate register is maintained in the copying department, court-fees for certified copies need not be entered. The entries in columns 5, 6, 7 and 8 are to be totalled and initialled daily by the presiding Judge and daily totals are to be added up and entered in column 9. They are to be added up monthly and the total is to be carried forward to the next month and so on.

Note 2—Petitions, etc., returned should be noted in the remarks column with date.

Note 3.—In column 2a a running serial number is to be given to all petitions, etc., and court-fees while in 2b a separate serial number is to be assigned only to petitions. On each petition its serial number shown in column 2a, and the corresponding serial in column 2b, the former below the latter, separated by a line, should be noted.

FORM No. (R) 14.

Register of Processes served by the Establishment under the Nazir of the Court of .....District.

Serial No. of process.	Court from which process is issued.	No. and year of case and class of case.	Nature of process.	Number of duplicate processes accompanying the original.	Number of processes by beat system.		Place and distance from Court.	Date of filing of—		Date of receipt by Nazir.	Date of delivery to peon.	Name of peon.	Date when returnable.	Date of actual service.	Date of return to Nazir.	Date when sent to office concerned.	Signature of clerk receiving with date.	Remarks.
					Within five miles.	Beyond five miles.		Processes.	Process-fees.									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Note 1.—Number of emergent processes should be noted in the remarks column.

Note 2.—Processes received from outside the jurisdiction of the Nazarat should be entered in red ink. (*See* Note 2 to rule 85 Vol. I).

FORM No. (R) 15—Abolished.

FORM No. (R) 16.

Register of process-serving peons.

Serial No.	Name of peon.	Age of peon at date of appointment.	Place of abode.	Father's name.	Date of appointment.	Permanent or temporary.	Signature of Nazir.	Signature of Judge in charge.	Remarks.
1	2	3	4	5	6	7	8	9	10

NOTE.—The dates of security bonds for peons and the names of sureties should always be noted in the "Remarks" column and the Nazir should test the entries once in two years and note the result with the date in the same column of the register. If the security bond is invalid, the Nazir should bring the fact to the notice of the Presiding Officer for the execution of a fresh bond

FORM No. (R) 17.

Process-serving peons' Diary.

Date of journey.	From.	To.	Distance in miles.	How travelled (on foot, by rail, bus, boat, steamer, etc.).	Nature of processes to be served.	Number of processes to be served.		How served.			Un-served.		Date on which returnable.	Date on which served.	Amount realised.			Signatures of two well-known residents of each village visited by the peon or of the *dafadar* or *choudkidar* if available, with date	Remarks
						Original.	Duplicate.	Personally as defined in the Civil Rules and Orders	Affixed for temporary absence from residence when service attempted	Otherwise	Having died or having no residence	For other reasons (to be stated)			Rs.	a.	p.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			17	18

Note 1.—Memorandum of business done and distance travelled daily must be recorded daily. If a journey is completed partly on foot and partly by rail and other conveyance, particulars of the different stages of the journey and the distance travelled by each mode should be entered in columns 1 to 5.

Note 2.—Halts and the reasons for them and names of places where the night is spent should be noted in the remarks column.

Note 3.—This diary must be made over to the Nazir simultaneously with the processes immediately after the peon's return to headquarters from the mufassil. (*See* Note 4 to Rule 99 Vol. I).

FORM No. (R) 18.

Register of Works done by process-serving peons for the month of.....

Serial No.	Name of peon.	Number of days spent in mufassil in serving processes	Number of original processes given for service.	Actual number of processes (including duplicate copies) to be served.	How dealt with.		Summons on defendant and notices of appeal.							Summonses on witnesses, other processes and notices for personal service.						Warrants of arrest.		Attachment of movables.		Emergent processes.		Remarks of Judge in charge and disciplinary action taken, if any.
							Personally served.		Hung up in the absence of the person to be served					Personally served.												
					Number served.	Number returned unserved.	Acknowledgment taken.	Hung up.	Pardanashin.	Others.	Total.	Returned unserved.	Percentage of personal service.	Acknowledgment taken.	Hung up.	Hung up in the absence of the person to be served.	Total.	Number returned unserved.	Percentage of personal service.	Total for service.	Number successful.	Total for service.	Number successful.	Total for service.	Number successful.	
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

Note 1.—In column 27 should be noted separately the number of process for (1) attachment of movables, (2) delivery of possession, (3) warrant of arrest (4) injunction and attachment before judgment, (5) sale proclamation and (6) other original processes made over to each peon up to the preceding month of the year and also such processes made over during the month.

Note 2.—A copy of this statement shall be forwarded to the District Judge every month (*See* Rule 897 Vol. I).

FORM No. (R) 18-A—Abolished.

FORM No. (R) 19.

Register of instruments impounded and Stamp Duty and Penalties realised in the Court of

Serial No	No and year of suit, appeal or petition and name of court impounding.	Nature and date of instrument impounded	Value of stamp, if any, on which the instrument was written	Name and residence of person by whom produced	Stamp duty.	Penalty.	Date on which impounded	Date of collection.	No of chalan.	Date of remittance to the Treasury and No and date of Treasury receipt	Date of sending copy of instrument and certificate of realisation to the Collector.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13
			Rs. a. p.		Rs. a. p.	Rs. a. p.						

Note 1.—A copy of the impounded instrument and the certificate of realisation of stamp duties and penalty must be sent together to the Collector on the same date and the date should be noted in column 12. The certificate should be in a loose form of this register.

Note 2.—Whenever penalty is paid by a person other than the person who produced the instrument, enter in column 3 the name of the payer also.

Note 3.—The register shall be examined from time to time by the presiding officer and the fact of such examination having been made together with such instructions or remarks as appear necessary, shall be entered by him.

FORM No. (R) 20.

Register of securities, jewellery, or other valuable articles in the custody of the Nazir of

Serial No.	Date of receipt.	No. and description of connected suit or proceeding and name of Court.	Details of securities, jewellery or other valuable articles deposited.	Signature of the court concerned at foot of list.	Where kept and on what conditions.	Signature of the Nazir.	How dealt with.			Signature of the person to whom returned with date.	Remarks.
							Sold or released with date.	Amount of sale-proceeds.	Otherwise dealt with and date.		
1	2	3	4	5	6	7	8	9	10	11	12

Note 1.—The register shall be examined from time to time by the Judge in charge and the fact of such examination having been made together with instructions or remarks as may appear necessary shall be entered by him.

Note 2.—The serial number given in the register should be written on a ticket and attached to the article.

FORM No. (R) 21.

Nazir's Register of ordinary movables and live-stock attached.

Serial No.	No of suit/execution case in which attached.	Name of Court.	Name of person at whose instance attached.	Description of property attached with serial No. and approximate value.	Date of attachment.	Name of attaching officer.	Date of receipt in Malkhana If not there, where kept and on what conditions?	Court's orders affecting it prior to release or sale.	How dealt with.			Signature of person to whom returned with date.	Remarks
									Sold or released with date.	Amount of sale-proceeds.	Otherwise dealt with and date.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note 1.—The register shall be examined from time to time by the Judge in charge and the fact of such examination having been made together with such instructions or remarks as may appear necessary, shall be entered by him.

Note 2.—When articles which admit of ticketting are kept in court, the serial No. given in the register should be written on a ticket and attached to the articles.

Form Nos. (R) 22 (i) and (R) 22 (ii)

Register of Decrees received from and sent to other courts for execution under sections 38 and 39, C. P. Code.

PART I.

(Decrees received for execution.)

Date of receipt.	Serial No.	No. and class of case and court from which received.	Date of certification to original court under section 41, Civil Procedure Code.	Remarks.
1	2	3	4	5

NOTE 1.—Date of application for execution to this court (if any) should be entered in the remarks column.

NOTE 2.—The number and the date of reminder received should also be noted in the remarks column.

PART II.

(Decrees transferred for execution.)

Date of transmission.	Serial No. in Register (R) 5.	Court to which sent.	Date of receipt of certificate under section 41, Civil Procedure Code.	Remarks.
1	2	3	4	5

NOTE 1.—Date of receiving back decree when no execution was applied for in the court to which sent should be entered in the remarks column.

NOTE 2.—The number and the date of reminder sent should also be noted in the remarks column.

FORM No. (R) 23.

Register of Application for copies of documents.

Serial No.	Date of application.	Name of applicant.	Description of paper to be copied and No. of case, if any, in which filed.	Whether certified or uncertified.	Date on which—						Filed with application/ Filed afterwards.					Given to Copyists		Copy ready.							Other charges incurred.									Date on which original was returned.	Date of making over copy and unused stamps to applicant.	If rejected, date with reason in brief.	Remarks.
																			Used.			Unused.															
					Application sent to the record room or office concerned for estimate of folios.	Application received back with estimate.	Number of folios and stamps required were notified.	Requisite stamp sheets and stamps were filed.	Originals were sent for.	Originals were received for being copied.	Number of stamp sheets of 4 annas.	Number of adhesive stamps of 4 annas.	Amount of court-fee for authentication.			Name of copyist and date.	Initials.	Date.	Number of stamp sheets of 4 annas.	Number of adhesive stamps of 4 annas.	Total number of folios of 4 annas.	Number of stamp sheets of 4 annas.	Number adhesive stamps of 4 annas.	Total number of folios of 4 annas.	Extra fee for urgent copy.			Court-fee for certified copy.			Searching fee.							
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
													Rs.	a	p										Rs.	a	p	Rs.	a	p	Rs.	a	p				

Note 1.—The date to be entered in column 2 is the date of receipt of application in the copying department.

Note 2.—In the column for remarks should be noted any copies which, though originally applied for and granted as "uncertified," are subsequently converted into "certified" copies. Searching fees should also be shown in column 8 of the daily Register of Court-fees realised [(R) 13] and treated as fees payable under Schedule II, Act VII of 1870.

Note 3.—Applications for copies of or for inspection of, Wills or the Register of Wills, should be entered in this register.

Note 4.—In columns 12 to 14 put an asterisk against the items filed with the application.

Note 5.—When additional stamps are called for and deposited, make additional entries in columns 12 to 14 putting *A* against them and also corresponding entries in columns 8 and 9.

Note 6.—In typewritten copies (English and Vernacular) one stamped sheet should contain 300 words. (*i.e.*, 2 folios).

Note 7.—In English manuscript copies one stamped sheet should contain 150 words (*i.e.*. 1 folio).

Note 8.—In vernacular manuscript copies one stamped sheet should contain 200 words (*i.e.*. 1 folio).

N.B.—(*a*) Entries in the several columns of this register shall be made contemporaneously with the various stages through which an application passes

(*b*) This register shall be examined from time to time by the Judge in charge and the fact of such examination having been made together with such Instructions or remarks as may appear necessary, shall be entered by him.

FORM No. (R) 24.

Register of application for information.

No	Date of application.	Name.	Nature of information required and No. of case, if any, to which it relates.	Date when information—		Ordinary searching fee paid in court-fee stamp.			Extra searching fee paid in court-fee stamp.			Total of columns 7 and 8.			Signature of the officer receiving the application with date.	If application rejected, date with reason in brief.	Remarks.
				Is ready.	Is supplied with initial of person to whom delivered.												
1	2	3	4	5	6	7			8			9			10	11	12
						Rs.	a.	p	Rs.	a.	p	Rs.	a.	p			

Note.—This register shall be examined from time to time by the presiding Judge or the Judge in charge as the case may be and the fact of such examination having been made together with such instruction or remarks as may appear necessary, shall be entered by him.

FORM No. (R) 25.

Register of inspection of records in the Record Room of

Serial No. and Date.	Name of applicant.	No. of the case of which the record is wanted.	Searching fee paid in court-fee stamp.			Date on which inspected.	Remarks.
1	2	3	4			5	6
			Rs.	a.	p		

FORMS Nos. (R) 26 and (R) 27—Abolished.

FORM No. (R) 28.

Register of requisitions of document from the Copying Department.

Serial No.	Date of receipt of application in the record room or office concerned.	Serial No. of application for copy.	Description of record or document.	Date of return of application containing estimate of folios with initial of estimating clerk.	Date of receipt of requisition for originals from copying department.	Date of sending original to copying department with initial of the receiving clerk.	Date of receipt of original with initial of the clerk receiving back the document.	Date of restoration of the document or record to its place with intial of the clerk replacing.	Remarks.
1	2	3	4	5	6	7	8	9	10

Note.—If the application is rejected or otherwise disposed of, a note to that effect with date shall be entered in the remarks column against the particular entry.

FORM No. (R) 29.

Register of records issued from the Record room/Court of

Serial No.	Date of receipt of requisition.	Name of the court or office requisitioning the record or document and No. and date of requisition.	Nature, year and No. of case.	Names of parties.	Description of record or document.	Date of removal of the record with initial of the clerk who removed it.	Date of compliance, or (in the case of defective requisition) of return with initial of Record-keeper or the clerk in charge.	Date of return of record from court or office.	Date of restoration of record to its proper place with initial of the officer replacing it.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

Note.1.—Reminders issued with dates should be noted in the remarks column.
Note. 2.—A register in this form shall be maintained in the office of every court.

FORM No. (R) 29-A.

Register of records or documents received from the Record room or courts and offices in the Court of

Serial No	Date on which requisition sent and No. of requisition.	Number of case, if any, in which the record or document is called for.	Name of court or office to which requisition sent.	Description of record or document requisitioned.	Date of receipt of record or document with initial of officer receiving.	Date of disposal of the matter in connection with which the record or document was called for.	Date of returning record or document with initial of officer returning.	Remarks.
1	2	3	4	5	6	7	8	9

Note 1.—Records or documents received from the District Record-room or any court or office shall be returned as soon as the matter in connection with which they were called for are disposed of.

Note 2.—The register shall from time to time be examined by the presiding Judge in order to see that records which are no longer required have been returned without any delay and the fact of such examination having been made together with such instructions or remarks as may apper necessary, shall be entered by him.

Note 3.—Reminders received for records shall be noted with their dates in the remarks column.

FORM No. (R) 30.

Register of applications for return of documents.

Serial No.	Date of application.	Name of applicant and his connexion with the case.	No. and year of the connected case in which the document was filed.	Nature of document and whether produced by applicant.	Court's order with date (granting or rejecting the application)	Signature of party or pleader receiving document with date.	Whether certified copy was substituted for the original under Or. 13, r. 9.	Remarks.
1	2	3	4	5	6	7	8	9

Note.—If the application is rejected the reason in brief should be noted in the remarks column.

FORM No. (R) 31.

Register of Applications for Sale Certificates.

Serial No. of application.	Date of application.	Name of applicant.	No. and year of connected case.	Date of confirmation of sale.	Amount of sale.	Value of non-judicial stamp filed with application.	Value of deficit stamp, if any, filed with date of filing.	Date of calling for connected record from Record-room.	Date of receipt of record from Record-room.	When certificate ready.	Date when copy sent to Registration Office.	Signature of person taking delivery, with date.	If application rejected, date and reason.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					Rs. a. p.	Rs. a. p.	Rs. a. p.							

Note 1.—If the sale is set aside, the fact should be noted in the remarks column with date and number of Miscellaneous judicial case.

Note 2.—Sale certificates ready for delivery shall be notified by making necessary entries in Form No. (M) 5 with suitable modifications (*see* Note 4 to Rule 199 Volume I).

Note 3.—Only those applications for sale certificates which have been filed with the requisite stamps or with insufficient stamps shall be entered in serial order. When such applications are rejected, the stamps originally filed with them shall be returned to the applicant whose dated receipt shall be taken in the remarks column of the register.

Note 4.—This register shall be examined at least once a week by the presiding Judge who should particularly see that no undue delay is made in calling for records from the Record-room or in the preparation of sale certificate, and the fact of such examination having been made together with such instructions or remarks as may appear necessary shall be entered by him.

FORM No. (R) 32.

List of Records of class suits/appeals/cases sent to the District Record room from the Court of

Serial number of record according to date of disposal.	No. of case in court's register.	Description of case and class under Record Rules.	Names of parties.	Date of decision.	Files (A, B, C, D or E) of which the record consists	Date when disposed of and shelved in the District Record-room.	No. of shelf and rack in the District Record-room.	Date of destruction of files and initials of officer superintending destruction.	Remark.
1	2	3	4	5	6	7	8	9	10

Serial No.

Date of despatch.

Date of receipt.

Date on which due.

Date when examined.

Number of records received.

Signature of Officer of despatching Court.

Signature of District Record-Keeper.

Note.—Each list is to be prepared in duplicate by means of clean carbon paper, the duplicate copy being retained by the issuing court for one year from the date of despatch, after it is returned by the Record-keeper with his signature in acknowledgment of receipt.

FORM No. (R) 33.

List of Registers to be permanently preserved.

(To be sent by subordinate Courts to the District Record-room when forwarding Registers to be permanently preserved).

Serial No.	From whom received.	Name and No of. register.	Period to which it refers.	No. of entries in each volume	Date received in Record room and initial of Record-keeper.	Room, rack and shelf No.	Remarks.
1	2	3	4	5	6	7	8

Serial No.

Date on which due.

Date of despatch

Date of receipt.

Signature of Officer of despatching Court.

Signature of District Record-Keeper.

FORM No. (R) 34.

Register of Commissions issued in the Court of.....District.....

Serial No. for the year.	No. and year of case.	Name of party applying and whether plaintiff or defendant.	Date of order allowing the application.	Nature of commission and section of law under which issued.	Court addressed or name and employment of person appointed	Number of witnesses to be examined.	Place where commission is to be executed and distance from Court.	Costs deposited with dates.	Costs allowed and expenditure incurred in executing.						Time occupied in executing the commission in days.	Date of issue of commission.	Original date fixed for return.	Extensions of time, if any with dates.	Date of actual return.	Whether or not executed. If not, reason in brief.	Manner of performance of work.	Remarks.
									Fees paid with dates.			Other expenses paid with dates.										
1	2	3	4	5	6	7	8	9	10			11			12	13	14	15	16	17	18	19
									Rs.	a.	p.	Rs.	a.	p.								

Note.—A statement in this form should be submitted half-yearly by the subordinate courts to the District Judge showing all commissions issued and received during the period.

Instructions.

1. All kinds of commission isuued should be entered in this register.

2. Commissions received from other courts for execution should also be entered in this register in red ink with the nmae of the court from which received written in column 2 and the date of receipt in column 4. The date on which the commission is returned to the issuing court should be noted in the remarks column.

3. In column 5 enter *A* for Accounts, *P* for partition, *S* for Survey and local investigation, *W* for examination of witnesses, *M* for mesne profits, etc.

4. All instances of dilatoriness or unsatisfactory work or any adverse remarks regarding a commissioner's work or conduct in the court's judgement or order should be noted in column 18.

5. This register shall from tome to time be examined by the presiding Judge and the fact of such examination having been made together with such instructions or remarks as may appear necessary, shall be entered by him,

FORM No. (R) 35.

Register of Pleaders and Mukhtears enrolled in the Court of the at

No. in the High Court's Register and year of admission.	Name and degree, if any, with address.	Father's name.	Place where practising and courts authorised to practise in.	Value of stamp on certificate.			Renewing officer's initials.	Date of last renewal.	Remarks.
1	2	3	4	5			6	7	8
				Rs.	a.	p.			

Note 1.—District Judges should forward annually to District Magistrates a list of the names of any pleaders or mukhtears who have been enrolled or have renewed their certificates.

Note 2.—The names of not more than two practitioners should be entered in one page of this register, and as each renew his certificate from year to year, the date of such renewal and the value of the stamp duty paid by him should be entered on the same page against his name.

FORM No. (R) 36—*Abolished*

FORM No. (R) 36A.

Register of licensed clerks of pleaders/mukhtears in the court of.....

Serial No.	Name.	Father's name.	Residence.	Date of registration.	Name of pleader/mukhtear under whom employed.	Courts in which the pleader/mukhtear is authosed to practise.	Date of removal from this register.	Remarks
1	2	3	4	5	6	7	8	9

Note 1.—This register shall be kept in two parts, the first for pleaders' clerks [and the second for mukhtears' clerks.

Note 2.—Not more than two or three names should be entered on each page of the register and as each renews his card from year to year, the date of such renewal should be entered on the same page in column 5.

FORM No. (R) 37.

Register showing Processes, Processes-fees and other costs due for information of parties in the Court of.....

Date of entry in this register.	Class and No. of of cases.	Amount of process-fee due.	Process due.	Others costs due, *e.g.*, commissionter's fee, witness's expense, postage, etc., due.	Latest date for filing.
1	2	3	4	5	6
		Rs. a.		Rs. a.	

Note 1.—This register is to contain information regarding all classes of suits and proceedings including appeals and shall be written up daily by the clerks concerned. It shall be laid at some conspicuous place in the court room every day between the hours of 12-30 and 4-30 p.m. (or 8 and 11 a.m. in the case of morning sitting). The presiding Judge shall put his dated signature below the last entry for each day.

Note 2.—In column 5 use *C* for costs of commission, *D* for diet money, *P* for postage, etc.

FORM No. (R) 38.

Register of applications for payment-order.

Serial No.	Name of applicant.	No. and year of the connected case and name of court.	Date of application.	Amount.	When sent to the record-room.				Date of audit by the chief ministerial officer.	Date when sent to the Accountant.	Date when payment order passed, or rejected, with reason in brief.	Date of Accountant's making it over to the party.	Remarks.
					Date when sent to the Record-room.	Date of receipt in the record room with initial of Record-keeper.	Date of return by the Record-keeper wth his initial.	Date of receipt in the office.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				Rs. a. p.									

Note 1.—This register should be kept by every Sherlstadar and the Record-keeper. The Record-keeper will be required only to fill up columns 1 to 4 and 7 and 8. For further instructions, *see* rule 674(3), Vol. I.

Note 2.—The register shall be examined by the presiding Judge or the Judge-in-charge of the record-room as the case may be, from time to time with a view to satisfy himself that payment orders are being passed and issued promptly and the fact of such examination having been made together with such instructions or remarks as may appear necessary, shall be entered by him.

FORM No. (R) 38A.

Pending List.

Court———————

Year———————

Purport of description of work. 1	Amount of arrear, if any. 2	Officer with whom pending. 3	When disposed of. 4	Reason for delay, if any 5	Remarks. 6

Note. 1.—This register shall be laid before the presiding Judge for his examination at least once a week and the fact of such examinations having been made together with such instructions or remarks as may appear necessary shall be entered by him.

Note 2.—All arrears of work in the office at the end of the preceding week regarding entries in the various registers noting of result of suits and execution cases, writing of table of contents, drawing up of decrees, return of documents, periodical despatch of records, preparation and delivery of payment orders, succession certificates, probates or letters of administration, sale certificates, copies, information, etc., etc., should also be briefly noted in columns 1 and 2 of this register. *see* rule 930 (2) Vol. I.]

FORM No. (R) 39 (i).

Register of Receipts and Issues of Printed Forms.

Description of Form Number

Department Name

Date. 1	From whom received or to whom issued. 2	No. of copies received. 3	Number issued. 4	Balance. 5	Signature of receiver. 6	Date. 1	From whom received or to whom issued. 2	No. of copies received. 3	Number issued. 4	Balance. 5	Signature of receiver. 6

Note 1.—In order to preserve uniformity of arrangement, forms should be entered in this register in the order in which they are shown in the printed forms of indent. A page index should be prefaced to each volume, the printed "description of form" in the annual indent being conveniently pasted at the commencement of the volume, with the page numbers upon which each form will be found, shown against each entry.

Note 2.—The balance should be struck after each transaction and the balance on the 30th June and 31st December of each year shall be verified by counting all the forms and a note of verification made in the remarks column on each page of the stock book.

Note 3.—Receipts in red ink and issues in black ink.

Note 4.—The "forms year" differs for different classes of form. It is shown in Appendix F, Bengal Forms Manual, and abstract of which (for the forms in use) should be kept pasted on a card in the Forms Room.

Note 5.—Running annual totals of receipts and issues to be kept. This facilitates the preparation of indents, showing at once the annual consumption.

Note 6.—The balances to be checked periodically by the Judge in charge and the fact of such examination having been made together with such instructions or remarks as may appear necessary shall be entered by him.

Column 6.—This, in the case of forms received on indent, will be the signature of the officer-in-charge of forms; in the case of forms issued for use, it will be the signature of the officer to whom the forms are made over.

FORM No. (R) 39 (ii)—*Abolished.*

FORM

Register of articles of Stationery received or issued

Serial No.	From whom received or to whom issued.	Date of receipt or issue.	Description of Articles											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Opening balance ..													
	Receipts ..													
	Total ..													
	Issues													
	Total ..													
	Closing balance													

Note 1.—Columns 4 to 29 are left blank to be filled in with names of articles received and issued.

Note 2.—The opening and closing balances will be struck monthly by the clerk in charge of the recorded which will be initialled by the presiding officer.

No. (R) 39A.

during **19** **in the office of**

received or issued.														Initial of issuer.	Initial of receiver.	Remarks.
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

stationery articles. The stock of stationery will be verified half-yearly and a certificate to this effect

FORM No. (R) 40(i).

Register of Furniture and Stores.

Form I.

(Showing receipt and issue of new articles.)

Receipts.						Issues.			
Serial No.	Number of articles.	Description.	Date received.	Value.	Court to which issued.	Date of issue.	Page in Form III.	Serial No.	Number of articles.
1	2	3	4	5	6	7	8	9	10
				Rs. a. p.					
Total purchase for year									

Note 1.—If any articles are not "issued" but kept by Nazir, they should be entered in Form III in a special list kept to show stock actually with Nazir and the Officer-in-charge of the Nazarat will initial Form I for them.

Note 2.—Vouchers of purchase will bear the serial numbers as in this form and be kept serially in a separate file till after audit.

Note 3.—A register should be maintained in this Form, a new series of serials being used each year. The total purchase for the year should be struck.

FORM No. (R) 40(ii).

Form II.

(Showing disposal of articles written off or Sold.)

Serial No.	No.	Description.	Date.	Received from—	Page Form III.	Value realised.	Chalan No. and date of order of writing off.
1	2	3	4	5	6	7	8
						Rs. a. p.	
					Total realised ..	Rs. a. p.	

Note 1.—All articles written off or sold to be entered here. Damaged worthless articles must be entered, value realised being shown as nil. There must be a written order of a responsible officer for the disposal or writing off of each article. These will be numbered and kept in a separate file.

Note 2.—A register should be maintained in this form, with a fresh series for each year. Orders and chalans will be kept till audit.

Note 3.—The total realised by sale yearly should be struck.

FORM No. (R) 40(iii).

Form III.

Page 1. (*Name of court.*) Description. 1	Number in stock on the first day of the year. 2	Received (number of articles). 3	Serial No. in Form I, column 9. 4	Initials of officer. 5	Written off. (Number of articles.) 6	Serial No. in Form II, column 1. 7	Initials of officer. 8	Stock on the first day of the next year. 9	Remarks. 10
	Initials of officer.							Initials of officer.	

Note 1.—This should show the actual stock in any one court or office at any time. Stock must be checked once a year and initialled by the head ministerial officer of the court or office concerned. A register should be maintained in this form, the side headings under column 1 and the top headings (columns 2—10) being contained on wide flaps. Five pages or as many as possible up to that number, will be set apart for each court or office ; in this way the description heading will last for a number of years.

Note 2.—The serial numbers in columns 4 and 7 will tally with the Nazir's numbers in Forms I and II.

Note 3.—If articles are transferred from one court or office to another, they may be shown in the receipt or written off column of the respective courts, with cross reference to the page number, the receiving officer initialling both entries : any further explanation of this or any other transaction may be shown in column 10.

FORM No. (R) 41.

Register of Applications for Casual Leave.

Name and rank of officer. 1	Leave granted. From 2	To 3	Cause of absence. 4	Address while on leave. 5	Initial of head of office. 6

FORM

Statistical Register of Title/Money and Movable/Rent Suits

Number of suit in register of suits.	Serial number of this suit in register.	Not exceeding Rs.10.		Not exceeding Rs. 50.		Not exceeding Rs. 100.		Not exceeding Rs. 500.		Not exceeding Rs. 1,000.	
		Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.
1	2	3	4	5	6	7	8	9	10	11	12

Note 1.—A separate register in this form shall be maintained for each class of suits.
Note 2.—To avoid inconveniently high figures a fresh series of consecutive numbers may be started
Note 3.—Fraction of a rupee amounting to less than annas 8 may be omitted and when it amounts

No. (R) 42.

Instituted according to valuation in the Court of

Not exceeding Rs. 2,000.		Not exceeding Rs. 5,000.		Not exceeding Rs. 10,000.		Not exceeding Rs. 1,00,000.		Exceeding Rs. 1,00,000.		Not estimated.
Serial No.	Actual value Rs.	Serial No.	Actual value Rs.	Serial No.	Actual value Rs.	Serial No.	Actual value Rs.	Serial No.	Actual value Rs.	Serial No.
13	14	15	16	17	18	19	20	21	22	23

at the beginning of each month.
to annas 8 or over, it may be counted as a rupee.

FORM No. (R) 43.

Statistical Register of.....suits instituted according to Classification in the Court of.....

Number of suit in the register of suits.	Serial number of rent suits under the following heads.				Number of suit in the register of suits.	Serial number of title and other suits under the following heads.				Remarks.
	Arrears of rent with or without ejectment.	Enhancement or abatement of rent.	For ejectment or recovery of possession alone.	All other suits under the Rent Law.		Suits for immovable property.	Suits for specific relief.	Mortgage suits.	Other suits not falling under any of the preceding heads.	
1	2	3	4	5	6	7	8	9	10	11

FORM No. (R) 44.

Statistical Register of Original Cases/Appeals received by Transfer, or upon Remand, Review or Revival.

Number of case/appeal in the primary register concerned.	Serial number of case/appeal in this register.	Received by transfer.				Received on Remand.				Admitted to Review.				Revived.				Remarks.
		Money or movables.	Rent.	Title and others.	Miscellaneous iusjdicial.	Money or movables.	Rent.	Title and others.	Miscellaneous judicial.	Money or movables.	Rent.	Title and others.	Miscellaneous judicial.	Money or movables.	Rent.	Title and others.	Miscellaneous judicial.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Note 1.—The numbers in the first column cannot obviously be in a consecutive series.
Note 2.—Separate registers in this form should be maintained for original cases and appeals.

FORM

Statistical Register of Title/Money and Movables/Rent Appeals

Number of appeal in the register of appeals.	Serial number of appeal in this register.	Not exceeding Rs. 10.		Not exceeding Rs. 50.		Not exceeding Rs. 100.		Not exceeding Rs. 500.		Not exceeding Rs. 1,000.	
		Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.
1	2	3	4	5	6	7	8	9	10	11	12

Note 1.—A separate register in this form shall be maintained for each class of appeal.
Note 2.—Fraction of a rupee amounting to less than annas 8 may be omitted and

No. (R) 45.

instituted according to valuation in the Court of.....

Not exceeding Rs. 5,000.		Not exceeding Rs. 10,000.		Not exceeding Rs. 1,00,000.		Exceeding Rs. 1,00,000.		Not estimated.
Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.	Actual value. Rs.	Serial No.
13	14	15	16	17	18	19	20	21

where it amounts to annas 8 or over it may be counted as a rupee.

FORM No.

Statistical Register of.....Suit/Miscellaneous

Number of suit/case in register of.....suits/.....cases.	Serial number of suit/case in this register.	Without trial.				*Ex-parte.*		On admission.		Com-
		Dismissed for default or want of prosecution.	Otherwise.	Total (of columns 3 and 4).	Duration of cases in days.	Number.	Duration of cases in days.	Number.	Duration of cases in days.	Number.
1	2	3	4	5	6	7	8	9	10	11

Note 1.—To avoid inconveniently high figures, a fresh series of consecutive numbers

Note 2.—A separate register in this form shall be opened for each class of suits and

(R) 46.

cases disposed of in the Court of.....

promised.	After full trial.				On reference to arbitration.		By transfer.		
Duration of cases in days.	Judgment for plaintiff.	Judgment for defendant.	Number (total of columns 17 and 18).	Duration of cases in days.	Number.	Duration of cases in days.	Number.	Duration of cases in days.	Remarks.
12	13	14	15	16	17	18	19	20	21

be started at the beginning of each month.
fiscellaneous cases.

FORM No. (R) 47.

Statistical Register.....Appeals disposed of in the Court of.....

Number of appeals in the register of appeals.	Serial number of appeal in this register.	Dismissed or not prosecuted.		Confirmed.	Modified.	Reversed.	Remanded for retrial.	Duration of appeals in columns 5 to 8 in days.	Decided after full trial (number out of columns 5 to 8).	By transfer.		Remarks.
		Number.	Duration in days.							Number.	Duration in days.	
1	2	3	4	5	6	7	8	9	10	11	12	13

Note.—A separate register in this form shall be maintained for each class of appeals and for Miscellaneous appeals.

FORM No. (R) 48.

FORM

Statistical Register showing the result of applications for the execution of

Number of application in the register of application for execution of decrees.	Serial number of application in this register.	Transferred—		Satisfaction obtained—		Wholly infructuous.		Amount realised.	Judgment debtor was—	
		To another Court.	To Collector.	In full.	In part.	Withdrawn, not prosecuted or rejected.	Otherwise.		Imprisoned.	Arrested but released.
1	2	3	4	5	6	7	8	9	10	11

Note.—(*a*) To avoid inconveniently high figures, a fresh series of consecutive numbers may be started at

(*b*) *Columns 10 to 20.*—When upon an application a decree is executed in two or more of the modes whole decree being taken as executed in the way in which the bulk of it is executed.

(*c*) When salaries of public officers, etc., are attached and decretal amounts are remitted month by month entered in column 9.

No. (R) 48.

decree disposed of in the Court of.....

Movable property was—		Immovable property was—			Possession was given of—		Specific performance was enforced.	Partition was effected (section 54, C. P. Code).	Execution was otherwise effected.	The days for which the applications in columns 5 to 8 were pending.	Remarks.
Sold.	Attached but released (Or. 21, r. 55).	Sold.	Attached but released (Or. 21, r. 55).	Otherwise dealt with (section 72, Or. 21, r. 83, Schedule III, paragraph 2, C. P. Code).	Movables (Or. 21, r. 31).	Immovables (Or. 21, rr. 35 and 36).					
12	13	14	15	16	17	18	19	20	21	22	23

the beginning of each month.
detailed in these columns, the case should be shown only in the column which seems most appropriate, the
until the whole is satisfied or when decretal amounts are realised in instalments, all such receipts are to be

FORM No. (R) 49.

Register of guardians and managers and their acceunts.

Register to facilitate the scrutiny of accounts of estates of minors and lunatics.

Part I.

No. of petition.	Name and other particulars of minor or lunatic.	Date of birth.	Name and address of guardian or manager appointed and relationship to minor or lunatic.	Date of appointment.	Date for submission of accounts.	Date of the minor attaining majority or of release of lunatic's estate from management under the District Court.
1	2	3	4	5	6	7

Guardians' or Managers' accounts.

Part II.

Year.	Due dates.	Date of call for overdue accounts.	Date of submission of accounts.	Judge's orders on accounts (briefly).
1	2	3	4	5

Instructions.

1. Part I of the Register should be filled up as soon as the appointment of a guardian or manager is made, while Part II should be filled up periodically.

2. Each page of the Register should be allotted to one petition.

3. In order to show more conspicuously the dates on which minors attain their majority, column 7 of Part I of the register should be filled in in red ink immediately an application for the appointment of guardian is allowed.