**APPENDIX I**

**JUDICIAL FORMS**

**FORM No.1**

**Order requiring parties to put in written statements of their claims**

(Section 145(1), Criminal Procedure Code)

In the Court of the ....................................................... Magistrate of ......................

Miscellaneous Case No ....................... of 20 ....................

To

Whereas it has been made to appear to me, and I am satisfied for the reasons set out below that a dispute likely to cause a breach of the peace exists concerning .......... situate within the local limits of my jurisdiction ...... I do hereby require you to attend at my Court in person or by pleader ........ within ....... days from the receipt of this notice and put in written statement of your claim as respects the fact of actual possession of the property aforesaid.

Reasons:

Given under my hand and the seal of the Court, this ............... day of ...... 20 .......

(Seal) Magistrate

**FORM No.4 APPENDIX I - JUDICIAL FORMS**

**FORM No. 2**

(See Rule 13)

**Letter of request for the appearance of the Presiding Officer of a House of Parliament or of State Legislature or**

**the Chairman of a Committee thereto as a witness**

From

To

The Speaker of the House of the people.

The Chairman of Council of States, Parliament House, New Delhi. The Speaker of the Legislative Assembly.

The President of the Legislative Council of ..................

The Chairman of ............

(Cause title)

In the above proceeding, the complainant/accused proposes to examine you as a witness. I have to request you to be so good as to appear in my court at 11 a.m. on .................

Dated

Designation

Yours Faithfully

**FORM No. 3**

**Notice to surety on breach of a bond for appearance**

(Section 446, Criminal Procedure Code)

In the Court of the ............... Magistrate of ................ Case No. ........... of 20............

To

Whereas on the ............ day of ............ 20 ............ you became surety for ............of ............ that he should appear before this court on the ......... day of ............ 20............ and bound yourself in default thereof to forfeit the sum of Rupees ........ to the Government of Kerala, and whereas the said ........ has failed to appear before this court, and by reason of such default you have forfeited the aforesaid sum of Rupees ...................

You are hereby required to pay the said penalty or show cause, within ................. days from this date, why payment of the said sum should not be enforced against you.

Given under my hand and the seal of the Court, this ............ day of ........... 20 ............

*(Seal) Magistrate*

**FORM No.4**

**Notice to surety of forfeiture of bond for good behaviour or to keep peace**

(Section 446, Criminal Procedure Code)

In the Court of ............ Magistrate of ............ Case No. ............ 20 ............

To

Whereas on the day of ............ 20 ............ became surety by a bond for ............ of ............ that he would be of good behaviour/keep the peace for the period of ............

and bound yourself, in default, to forfeit the sum of Rupees ............ to the Government of Kerala, and whereas the said ............ has been convicted of the offense of ........... committed since you became such surety, whereby your security bond has become forfeited;

You are hereby required to pay the said penalty of Rupees ......... or to showcause within ......... days why it should not be paid.

Given under my hand and the seal of the Court, this ............ day of ............ 20 ............

*(Seal)*  *Magistrate*

**FORM No. 5**

**Notice to the Principal of forfeiture of a bond to keep the peace or to be of good behaviour or to appear before a Court**

(Section 446, Criminal Procedure Code)

In the Court of the ............ Magistrate of............ Case No ............. of 20 ............

To

Whereas on the day ............ 20 ............ you entered into a bond for Rupees ............ to be of good behaviour/to keep the peace (or to appear before the court of ............. on .............) .................... and proof of the forfeiture of the same has been given before me and duly recorded;

You are hereby called upon to pay the said penalty of Rupees ............ or to show cause before me within ............ days why payment of the same should not be enforced against you.

Dated this ............ day of ............ 20 ............

*(Seal)*  *Magistrate*

**FORM No. 6**

**Warrant to bring up a witness after service of summons Clause (b)**

(Section 87, Criminal Procedure Code)

To

Whereas complaint has been made before me that ............ has or is suspected to have committed the offense of ............ and whereas it is proved that the summons issued to ............ who, it appears likely, can give evidence concerning the said complaint, has been duly served in time to admit of his appearing in accordance therewith, but that he has failed to appear without offering a reasonable excuse for such failure.

This is to authorise and requires you to arrest the said ............ and on the ............ day of ............ 20 ............ to bring him before this court to be examined touching the offense complained of.

Given under my hand and the seal of this court, this .............. day of ............. 20 ..........

*(Seal)*  *Magistrate*

FORM No.8 APPENDIX I -JUDICIAL FORMS

If the said ............ shall give bail himself in the sum of Rs ............. with one surety/

two sureties each in the sum of Rs to attend before me on the ............ day of

........... . 20............. and to continue so to attend until otherwise directed by me, he may be

released.

Dated this ............ day of............ 20 ............

*(Seal)*  *Magistrate*

**FORM No. 7**

**Order for the detention in custody of an accused person**

(Section 167, Criminal Procedure Code)

To

…………..

Whereas it appears that a charge against ................. of an offense under Section

................. of the Indian Penal Code/Act No .................. of is under investigation by

the Police under the provisions of Chapter XII of the Code of Criminal Procedure,

that such investigation cannot be completed within the period of 24 hours fixed by

Section 57 of the said Code; and that there are grounds for believing that accusation/

information against the said person is well-founded, and the accused having been

duly forwarded to this court, this is to authorise you to detain the said ................

................. in custody for ................. days and to cause him to be produced before

................. Court sitting at ................. on the ................. day of ................. 20 ................

at ................. O'clock.

Given under my hand and the seal of the Court, this ................. day of .................

20 .................

*(Seal)*  *Magistrate*

Note.- The custody may be such as the Magistrate thinks fit.

**FORM No. 8**

Proceedings of ........................ Magistrate of ........................

Present ...... -................

Dated ........................ 20 .......................

(Under Section 173, Criminal Procedure Code)

**Read. -** Referred charge sheet entered as Serial No. ........................ in Magistrate's

Register.

1. Name of the

(a)Station

(b)Village

(c)Taluk

2. Complainant's name

3. Name of accused

4. Offence, with law and section under which punishable

5. Explanation of any delay evidenced by dates in the docket (outside)

6. Order to the police, regarding making, or refraining from making further investigation and with regard to the bond,

if any, executed by the accused

CRIMINAL RULES OF PRACTICE IN KERALA FORM 9

7. Brief statement of facts of the case and reasons for order

................. Proceedings on Referred Chargesheet .................

Reply of ..............; ... Magistrate entered as Serial No. .................

in Magistrate's ................. Received ................. 20 .................

Register ................. Despatched ................. 20 .................

From

The ................. Magistrate .................

TO

The ................. Magistrate .................

Date of ................

| Date | Month | Year |
| --- | --- | --- |

Offense :

Report to Station :

Receipt of Referred Chargesheet by Inspector :

Receipt of Referred Chargesheet by the Magistrate/ :

Order of the Magistrate :

Despatch :

Remarks of ................. Magistrate ................. :

Received :

Despatched :

20 ................. Magistrate

**FORM No.·9**

Notice to complainant

In the Court of the .................. Magistrate of .......................

(Section 200, Criminal Procedure Code)

To

You are hereby required to appear before this Court ................. on ................. at

........ O'clock on ................. day of ................. 20 ................. to give a sworn deposition

regarding the complaint preferred to you against ..............

Dated ................. 20 ................

(Seal) Magistrate.

**FORM No.10**

**Warrant of commitment of a person charged with an offense**

(Section 209, Criminal Procedure Code)

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

To

The Officer-in-charge of the jail at .................

Whereas ................. is charged with having committed ................. an offense

under Section ................. of ................. and has been committed to take his trial before

the Court Session at ...................... on the ....................... 20 .................’

FORM No.11 APPENDIX I -JUDICIAL FORMS 107

You are hereby required to receive the said ................. into your custody in

the said jail and keep him safely thereto until he shall be thence delivered by the due course of law.

Given under my hand and the seal of the Court, this ................. day of .................

20 .................

(Seal) Magistrate.

**FORM No.11**

**Proceedings of the ................. Magistrate of ...........**

(Section 256, Criminal Procedure Code)

Present ............................................

Dated ...............................................

In Calendar Case No . ......................

Complainant :

Accused :

Offense :

Date of offense :

Date of complaint :

Date of hearing :

**ORDER**

The case was called on for a hearing today to which it had been posted/adjourned.

The Complainant not being present either in person or by pleader, the accused

is acquitted under Section 256, Criminal Procedure Code.

(Seal) Magistrate.

108 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.12

**FORM No.12**

**Proceedings of the ................... Magistrate of ................**

(Section 249, Criminal Procedure Code)

Present ..........................................................................

The ................... day of ..................... 20 .......................

In Calendar Case No . ................... of 20 ......................

Complainant .................................................................

Accused .........................................................................

Offence ....................................................................... ..

The complainant not appearing this day, the date fixed for the hearing of

the case, and it appearing that the alleged offense is one which may be lawfully compounded, the Court directs under Section 249, Criminal Procedure Code, that

the accused be discharged.

(Seal) Magistrate.

**FORM No.13**

**Order for the detention in custody of approvers**

(Section 306, Criminal Procedure Code)

In the Court of

Case no of 20

To

The officer in charge of the jail at

Whereas on the ................... day of ................... 20 ................... a tender of pardon

was made to ........................... under Section 306 of the Code of Criminal Procedure, this

is to authorise and require you to receive the said ................................ into your custody

............................ together with this warrant and to produce him before the Committing

Magistrate and the Court of Session under safe custody at such times and places as

the said courts may require you to do and to keep him in the said jail at such times

as his production before the courts is not required.

Given under my hand and the seal of the Court, this ................... day of

................... 20 ..................

(Seal) Magistrate.

**FORM No.14**

**Form of Remand Warrant**

(Section 309, Criminal Procedure Code)

To

The Officer-in-charge of the jail at ...................

Whereas .............. has/have been forwarded in custody by the Officer-in-charge

of the Police Station, to this Court, charged by the police with offense.......... under

Section ............. and this Court is empowered to take cognizance of the said offense,

FORM No.16 APPENDIX I - JUDICIAL FORMS 109

and whereas the Court has postponed/adjourned the trial/inquiry to the .......... day

of ............... 20 ...........

This is to authorise and require you to detain the said .............. in your custody for ........... days and to cause him/them to be produced before this Court, sitting at

.............. on the .......... day of ............. 20 ............ at ............. O'clock.

Given under my hand and seal of the Court, this ..................... day of ......... 20 ........

(Seal) Magistrate.

**FORM No.15**

(Rule 253, Criminal Rules of Practice)

In the Court of .........................................................

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

List of documents produced in the case by the prosecution/accused/witness.

SI.No. Date of Description of Points Sought Remarks

document documents to be proved

mentioning the

name of parties

| 1. (2) (3) (4) (5) |
| --- |



Date: Signature of party/

Advocate producing the documents.

**FORM No.16**

**Deposition of Witnesses**

(Chapter 1 [XXIII], Criminal Procedure Code)

In the Court of .........................................................

Calendar

Miscellaneous Case No . ............... of 20 ..............

Committal Proceeding Sessions

Deposition of ............... Witness for Prosecution

2[Date of commencement of examination .......... ] Defence

Court

Name .............................

2[Sex .............................. ]

Father's name ...............

Village ............................

Taluk ............................ ...

110 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.16A

Calling ............................

Age .............................

Solemnly affirmed on the ............ day of ................ 20 ...............

**1[FORM No. 16A]**

**Form of seal to be affixed in Exhibits**

(Rule 62(5) Criminal Rules of Practice, Kerala)

Court of the .......................

Case No:

Marked as:

Marked through:

(whether subject to proof) Date:

Judge/Magistrate]

**FORM No.17**

**Examination of the accused**

(Section 281, Criminal Procedure Code)

In the Court of ....................................................... ..

Calendar

Miscellaneous Case No ............... of 20 ..............

Committal Proceedings

Sessions

Statement of .................................................................... accused

Name ............................................................................... ..

2[Sex ................................................................................. ]

Father's name ..................................................................

Village ...............................................................................

Taluk ............................................................................... ..

Calling ...............................................................................

Age ........................................................................... Date ................... 20 .............

Question ......................................................................... ..

Answer ..............................................................................

**FORM No.18**

**Notice of appeal**

(Section 385, Criminal Procedure Code)

In the Court of .........................................................

Criminal Appeal No ....................... of 20 ....................

FORM No.20 APPENDIX 1-JUDICIAL FORM 111

The Appellant ................................................................. .

The Public Prosecutor of ...............................................

The District Magistrate of ..............................................

The Assistant Public Prosecutor of ...............................

The Officer-in-charge of ................................................ .

Notice is hereby given under Section 385 of the Code of Criminal Procedure

that the aforesaid appeal made to this Court by ................... against the finding and

sentence of the .......... Judge/Magistrate of ................... in Calendar Case No ..................

of 20 ................... (Crime No .................... of ................... Police Station) will be heard on

the ................... day of ................... 20 ...................

Dated ................... 20................... Sheristadar/

Head Clerk.

**FORM No.19**

**Proceedings Calling For Records**

(Sections 385 and 397, Criminal Procedure Code)

Proceedings of the Court of ................... Dated ................... 20 ..................

**Read:**

Extract from the Register of Committal Proceeding in Case No ............... of 20 ............

Judgment in Calendar Case No ....................................... of ................... 20 ..................

Criminal Appeal No .................... of 20 ................... presented against the finding and sentence in Calendar Case No .................... of 20 ................... on the file of the ..................

Magistrate of ...................

**ORDER**

The ................... Magistrate is requested to submit for the consideration of this

Court the record of the proceedings in the above case, with the least practicable delay.

By order,

Sheristadar/

Head Clerk.

**FORM No. 20**

**Warrant of commitment on a sentence of imprisonment or fine or**

**both if passed by a Court**

(See Sections 235, 248 and 255)

To

The Officer-in-charge of the jail at ..........., ...

Whereas on the ................. day of ................. (name and full address of

the prisoner), the (1st, 2nd, 3rd as the case may be) prisoner in Case No .................. of

the calendar for 20 ................. was convicted before me ................. (name and official

designation) of the offence of ................... (mention the offence or offences concisely)

under Section (or Sections) ................. of the Indian Penal Code (or of ................. Act

................ ), and was sentenced to ................. (State the punishment fully and distinctly);

This is to authorise and require you to receive the said .................. (prisoner's

name) into your custody in the said jail, together with this warrant, and thereby carry the aforesaid sentence into execution according to law.

112 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.20

The prisoner named above is classed as\*

The prisoner is/is not fit subject for the special jail for habituals\*\*

1. Diet\*\*\*
2. the diet to which the prisoner was accustomed according to his own

statement ....................

1. The diet recommended by the Sessions Judge/Magistrate ....................
2. Brief reasons if rice or wheat is recommended ....................................
3. The distance (a) by bus from the nearest Jail/Railway station to the bus stand

nearest to the prisoner's residence is ................. miles (b) from the bus stand nearest

to the .............. prisoner's residence to his residence is ..................................... miles.

The amount of bus fare under (a) above is .......................

1. Details of property on the person of the ........................ prisoner ....................
2. I hereby certify that .................... of the fine has been recovered.
3. Descriptive roll:-

Name ............................................

Father's name ...............................

Sex, married or single ..................

Race, religion, and caste ...............

Previous occupation .....................

Age ..................................................

Descriptive marks .........................

**PARTICULARS OF PREVIOUS CONVICTIONS**

| Court | Calendar No. and year | Section and Code | Sentence |
| --- | --- | --- | --- |
|  |  |  |  |

Given under my hand and the seal of the Remission earned upto the end of the

Court, this ........... day of .......... 20......... preceding quarter is ...................... days.

Superintendent.

Sessions Judge/Magistrate. The prisoner was transferred to . ...............

jail on ..........................................................

(Seal of the Court) Remission earned upto the end of the

preceding quarter is ...... .,. .. days.

The prisoner was transferred to ........ jail

on.............. under Inspector-General's

Order No . ............. Dated ............ 20........... Superintendent.

FORM No.21 APPENDIX I -JUDICIAL FORMS 113

**SOLITARY CONFINEMENT**

| From | To | No. of days | Total undergone | Superintendent's Initials |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

I here certify that the within named prisoner has this day been served with

an order directing him to notify his residence to the Police for ................ year ............

from this date.

The following address was furnished by the prisoner on release:-

Street No .......................

Taluk ..............................

Village .............................

District ............................

Superintendent.

The order has been duly served on me .............

Signature or left thumb

impression of the prisoner

.......................... Jail

Dated ....... 20 ............

Date of admission to Jail .....................................

Number ..............................................................

Name .................................................................

Sentence ............................................................

Date of Sentence ................................................

Date of release ...................................................

I hereby certify that the sentence passed on the prisoner named in this warrant has been executed according to law and that he has this day been released from

Custody \*\*\*\* ........................ or having earned ........................ days remission.

...........................jail,

Dated ........ 20............

Jailor /

Superintendent.

Release on bail or escape and readmission ............ may be noted below:-



\*\*\*\*Appeal/Expiry of sentence.

**FORM NO. 21**

**Order of detention of youthful or adolescent offenders**

**in certified or Borstal Schools**

It is hereby found that (name and full address of the offender) ...........convicted

and sentenced to imprisonment in Case No . ........... of ........... Court is youthful/

adolescent offender under ........... years of age. He is hereby directed to be sent to

Junior/Senior/Borstal/Certified School and to be there detained for a period of .........

years.

Date............. Sessions Judge/

Magistrate.

114 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.22

**FORM No. 22**

**Warrant of commitment on a sentence of imprisonment of fine**

**or both in pursuance of an order passed in appeal**

(Sections 248, 255, and 386, Code of Criminal Procedure)

In the Court of ........................................

(Appeal No . .................. of .................. against the conviction and sentence by the

.................. Magistrate of ............... under Section .................. of the Indian Penal Code/

Ac􀀊 No. of in Case No . .......... of the Calendar for .................. 20..................)

To

The Superintendent/Officer-in-charge of the .................. Jail at

Whereas on the ............... day of ............... 20 ............... (name and full address

of the prisoner), the prisoner in the said Case No. of the Calendar for 20 ............... was

convicted before the said ............... Magistrate of ............... of the offence of ...............

punishable under Section ............... of .............. of ................. the Indian Penal Code/

Act ............... of and was sentenced to ............... and where the said sentence has been

modified by me Sessions Judge/Magistrate of ............... on appeal into a sentence of

............................

This is to authorise and require you the said Superintendent/Officer to detain/ receive the said ................. in your custody in the said Jail together with this warrant

and there carry the aforesaid revised sentence into execution according to law.

The warrant of commitment issued by the said .................... Magistrate in regard

to the aforesaid prisoner in the said Calendar case should be returned to me for cancellation.

I hereby certify that ..................... of the fine has been recovered.

The prisoner named above is classed as\*

The prisoner is/is not fit subject for the special jail for the habituals\*\*

Diet\*\*\*

1. the diet to which the prisoner was accustomed according to his own

statement ...........

1. the diet recommended by the Sessions Judge/Magistrate.
2. brief reasons if rice or wheat is recommended ...............................

The distance (a) by bus from the nearest Jail/Railway station to the bus stand

nearest to the prisoner's residence is ................. miles (b) from the bus stand nearest

to the ............. prisoner's residence to his residence is .............................. miles.

The amount of bus fare under (a) above is ..................... Descriptive roll .................

Name ......................................................................

FORM No.22 APPENDIX I -JUDICIAL FORMS 115

Father's Name ......................................................

Sex, married or single ..........................................

Race, religion and caste .......................................

Previous occupation ............................................

Age .......................................................................

Descriptive marks ................................................

**PARTICULARS OF PREVIOUS CONVICTIONS**

| Court | Calendar No. and year | Sections and Code | Sentence |
| --- | --- | --- | --- |
|  |  |  |  |

Given under my hand and the seal of Earned upto the end of the preceding

the Court, this .............. day of ............ quarter is .............. days.

20 .......

(Seal) Superintendent.

Sessions Judge/Magistrate. The prisoner was transferred to ...........

Jail on .....................

The prisoner was transferred to............ Earned upto the end of the preceding

Jail on ....... dated ........ 20 ........ Remission quarter is .............. days.

Superintendent.

**SOLITARY CONFINEMENT**

| From | To | No. of days | Total undergone | Superintendent's initials |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

I hereby certify that the within named prisoner has this day been served with an

order directing him to notify his residence to the Police for ........ year .........from this date.

The following address was furnished by the prisoner on release:-

Street .........................................

Taluk ..........................................

Village ........................................

District .......................................

Superintendent.

The order has been duly served on me ...............

Signature or left thumb

impression of the prisoner

............................... Jail,

Dated ................. 20 .......

Date of admission to Jail .................

Number ..................................

Name .......................................

116 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.23

Sentence .................................

Date of Sentence ....................

Date of release .......................

I hereby certify that the sentence passed on the prisoner named in this warrant

has been executed according to law and that he has this day been released from

custody on \*\*\*\*......... days remission .

......... Jail,

Dated .......... 20.......... Jailor/

Superintendent.

Release on bail or escape and readmission .................. may be rioted below:-



\*\*\*\*Appeal/Expiry of sentence.

**FORM No. 23**

**Warrant of commitment on a sentence of imprisonment or fine or both in**

**pursuance of an order passed on appeal or revision by the High Court**

(Sections 388 and 405, Code of Criminal Procedure)

In the court of ........... Appeal/Criminal Revision Case No . ........ of ..........

198 .......... against the finding, sentence, or order passed by the Sessions Judge/

Magistrate of ............ under Section .................... of the Indian Penal Code/Act ........

of 198 ............. in Case No . ............... of the Calendar for 198 ....... ./Criminal Appeal

No . .............. of .............

To

The Superintendent/Officer-in-charge of the jail at.. ..........

Whereas on the ............ day of .......... 20 ........... (name and full address of

the prisoner) the prisoner in the said Case No . .............. of the Calendar of 20 ..............

was convicted before me, the Sessions Judge/Magistrate of ............ ........of the offence

of ......... punishable under Section ........ of the Indian Penal Code/Act ....................... of

............. was sentenced ................. and whereas the sentence was confirmed/modified

by me the Sessions Judge/Magistrate on appeal; and whereas the said sentence/

said sentence as so confirmed or modified on appeal has been modified by the High

Court of Kerala on appeal/on revision into a sentence of .............

This is to authorise and require you, the said Superintendent/Officer-in-charge

to detain/to receive the said .............. in your custody in the said jail together with

this warrant and there carry the aforesaid modified sentence of the high Court into execution according to law.

The prisoner named above is classed as\*

The prisoner is/is not fit subject for the special Jail for habituals\*\*

1. Diet\*\*\*

FORM No.23 APPENDIX I -JUDICIAL FORMS 117

(a) the diet to which the prisoner was accustomed according to his own

statement ............

(b) the diet recommended by the Sessions Judge/Magistrate

(c) brief reasons if rice or wheat is recommended

II. The distance (a) by bus from the nearest jail/Railway station to the bus stand

nearest to the prisoner's residence is .......... miles (b) from the bus stand nearest to

the .............. prisoner's residence to his residence is ............. miles.

The amount of bus fare under (a) above is

Ill. Details of property on the person of the prisoner ............

IV. I hereby certify thatof the fine has been recovered.

V. Descriptive roll:-

Name ........................................................

Father's name ...........................................

Sex, married or single ...............................

Race, religion, and caste ............................

Previous occupation .................................

Age .............................................................

Descriptive marks .....................................

**PARTICULARS OF PREVIOUS CONVICTIONS**

| Court | Calendar No. and year | Section and Code | Sentence |
| --- | --- | --- | --- |
|  |  |  |  |

Given under my hand and the seal of the Remission earned up to the end of the

Court, this ........ day of.. ...... 20 .... preceding quarter is ............ days

(Court Seal) Superintendent.

Sessions Judge/Magistrate.

The prisoner was transferred to ....... jail The prisoner was transferred to ..... jail on

on .......... under Inspector General's Order ...... Remission earned upto the end of the

No ...... Dated ........ 20.... preceding quarter is ............ days.

Superintendent.

**SOLITARY CONFINEMENT**

| From | To | No. of days | Total undergone | Superintendent's initials |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

I hereby certify that the within named prisoner has this day been served with

an order directing him to notify his residence to the Police for ........ year ........ from

this date.

The following address was furnished by the prisoner on release:-

Street .........................................

Taluk ...........................................

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Village ........................................

District .......................................

Superintendent.

The order has been duly served on me .................

(Signature or left thumb

impression of the prisoner)

.................. Jail,

Dated ....... 20 ......

Date of admission to Jail .....................................

Number ..............................................................

Name .................................................................

Sentence ............................................................

Date of Sentence ................................................

Date of release ...................................................

I hereby certify that the sentence passed on the prisoner named in this warrant

has been executed according to law and that he has this day been released from

custody on (\*) ........... or having earned ................ days remission .

.......... Jail,

Dated ........... 20 ............

Jailor/

Superintendent.

Release on bail or escape and re-admission ............. may be noted below:-

\*Appeal/Expiry of sentence.

**FORM No.24**

**Warrant of release of a prisoner**

(Section 386, Criminal Procedure Code)

In the Court of ............. Appeal No ............. of 20 ............... against the conviction

and sentence by the Magistrate of .............. under Section .............. of the Indian Penal

Code/ Act ............. of .......... in Case No ................. of the Calendar for .....................

To

The Superintendent/Officer-in-charge of the ................ jail at ..............

Whereas on the ................ day of .............. 20 ........... (name and full address of

the prisoner) the prisoner in the said Case No ........... of the Calendar of ...................

was convicted before the said ............... Magistrate of ......... of the offence of ..........

punishable under Section ........... of the Indian Penal Code/Act No ........... of ........... and

was sentenced to ......... and whereas the said sentence was reversed by me Sessions

Judge/Magistrate of .......... on appeal ............

This is to authorise and require you to release the said prisoner from your

custody unless he is liable to be detained for some other cause.

Given under my hand and seal of the Court this ........... day of ......... 20 ...........

(Seal) Sessions Judge/

Magistrate.

FORM No.26 APPENDIX I-JUDICIAL FORMS 119

**N.B.-** The Superintendent........... Jail, should at once return the warrant with which the prisoner was committed to his custody.

**FORM No. 25**

**Warrant of release of prisoner on appeal or revision by the High Court**

(Sections 388 and 405, Criminal Procedure Code)

In the Court of....................

To

The Superintendent/Officer-in-charge of the Jail at ........

Whereas on the ........... day of ........... 20 ........... (name and full address of the

prisoner) the prisoner in Case No ............ of the Calendar for 20 .......... was convicted

before me the Sessions Judge/Magistrate of ........... the offence of ............... of .............

punishable under Section ............. of the Indian Penal Code/Act No ........... of and was

sentenced to ............... and whereas the said sentence was confirmed/modified by

me the Sessions Judge/Magistrate on appeal and whereas the said sentence/as so confirmed or modified on appeal has been reversed by the High Court of Kerala on appeal/in revision.

This is to authorise and require you to release the said prisoner ............... from

your custody unless he is liable to be detained for some other cause.

Given under my hand and seal of the Court, this ........... day of ........... 20 ...........

(Seal) Sessions Judge/

Magistrate.

**N.B:-** The Superintendent ............... Jail, should at once return the warrant with

which the prisoner was committed to his custody.

**Note.-**In the case of a judgment or order passed by the High Court on

a revision petition against the finding, sentence or order of an Appellate Court,

the Appellate Court and not the trial court shall give direction, to the Superintendent

of the Officer-in-charge of the jail.

**FORM No. 26**

**Order for payment of compensation money**

I, ............... Magistrate of ............ hereby certify that ................ complainant in

Calendar Case No ............ of 20 ........... on the file of my court, is entitled to receive

payment of Rs ......... from ............... Treasury being the amount of compensation

awarded to him under Section ................. of ................... from the fine imposed on

the prisoner in the said case and remitted to the above treasury on .................

I further certify that:-

1. the sentence and award are not subject to appeal/the award has been

confirmed by the Appellate Court/the order as to compensation has been modified

on appeal and the payment order is in conformity with such order;

1. that no order has been received from the Court of Revision modifying or

reversing the order of compensation/ the order has been modified in revision and the payment order is in accordance with such order on revision.

(Seal) Magistrate.

120 CRIMINAL RULES OF PRACTICE IN KERALA FORM NO. 27

**FORM No. 27**

**Proceedings of the Chief Judicial Magistrate defining**

**Jurisdiction of subordinate Magistrate**

(Section 14, Criminal Procedure Code)

Dated .......... day of .......... 20 .......... Shri .........

Under Section 14 of the Code of Criminal Procedure, 1973, the Chief Judicial

Magistrate of .................... hereby defines the local area within which Shri. ...........

appointed to be the Presiding Officer of the Court of the Judicial Magistrate of the

.............. Class at ............ may exercise the powers with which he has been invested

under the Code to be as follows:

Chief Judicial Magistrate

Copy to:- 1. The Officer concerned.

2. The Superintendent of Police

The Superintendent, Government Presses for Publication in

the Government Gazette.

**FORM No. 28**

**Summons to produce documents or things**

(Section 91, Criminal Procedure Code)

In the Court of .......... Magistrate of.. ........ Case No . .......... of 20 ..........

Complainan/

Accused

To

.......................................................................... of .................................................................

Whereas a complaint has been made before this Court that the accused has (is

suspected to have) committed the offence of .......... and it has been made to appear to

this Court that the production of the undermentioned document/things now in your

possession or power is necessary/desirable for the purposes of the ........... before this

Court, you are hereby summoned to attend and produce (or cause to be produced) the

said documents/things before this Court at 11 a.m. on the ......... day of .......... 20 .........

Herein fail not.

Given under my hand and seal of the Court this ........... day of ............ 20 ..........

(Seal) Magistrate.

Particulars of documents/things.

FORM No.30 APPENDIX I - JUDICIAL FORMS 121

**FORM No. 29**

[See Rule 252(1 )]

**Letter of request for production of records in the custody of a house**

**of Parliament or of a Legislature of a State**

From

..................................

...................................

To

The Speaker of the House of the People/The Chairman of the Council of States,

Parliament House, New Delhi.

The Speaker of the Legislative Assembly of

The President of Legislative Council of

(Cause title)

Sir,

(Where mere production of documents is required):- In the above proceeding,

the complainant/accused proposes to rely upon the documents specified in

the Annexure, which are in the custody of the House of the People/The Council

of States/Legislative Assembly/Legislative Council. I have to request you to move

the House if you have no objection, to grant leave for the production of documents

in my court and, if such leave is granted, to arrange to send the documents certified

copies of the documents so as to reach me on or before ............. by registered post

(AD) or through an officer in the Secretariat of the House.

(Where oral evidence of an officer in the Secretariat of the House is required) –

In the above proceedings, the complainant/accused proposes to examine ............ an

officer in the Secretariat of the House of the People/the Council of States/Legislative Assembly/Legislative Council (or any duly informed officer in the Secretariat of the

House) as a witness in regard to matter specified in the Annexure. I have to request

you to move the House, if you have no objection to grant leave for the examination

of the said officer in my court, and if leave is granted to direct the officer to appear

in my court at 11 a.m. on ...........

Dated the ............ 20 ..........

Yours faithfully,

**ANNEXURE**

1. **........................ ..**

**FORM No.30**

In the Court of Session ........................

(Section 122, Criminal Procedure Code)

Criminal Miscellaneous Case No . .......................... of ........................

122 CRIMINAL RULES OF PRACTICE IN KERALA FORM NO. 31

To

.......................................

Through the .......................... Magistrate of .........................

Take notice that Miscellaneous Case No . .......................... of .........................

20 .......................... on the file of the ............ Magistrate of .............. in which you are one

of the accused has been laid before this Court for orders under Section 122, Code of

Criminal Procedure, 1973, and will be heard in the Sessions Court at .........................

on .......................... at 11 a.m.

Given under my hand and the seal of the Court, this .......................... day of

.......................... 20 .........................

(Seal) Sessions Judge.

**FORM No. 31**

**Order of remand made by the Magistrate of ...............**

(Sections 167, 309, Criminal Procedure Code)

1. Number of the Case :

2. Name of the accused :

3. Offence charged with :

4. Date on which the accused was first produced

before the Magistrate under arrest :

5. Period of detention ordered already :

Under Criminal days

Section Procedure Code

6. Period of detention now ordered :

Under Criminal days

Section Procedure Code

7. Reasons for the remand

(Seal) Magistrate

**FORM No. 32**

**Notice to Complainant**

(Section 173 or 202, Criminal Procedure Code)

In Referred Case No . ........... of 20 ............

To

Complainant

Take notice that the complaint preferred by you under Section ............... of the

Indian Penal Code/Act ................. of .............. is referred by the Police as ............. and

that if you dispute the correctness of the finding of the police you should appear

before this Court within ....... days from this day.

Day of .............. 20 ............

Magistrate.

FORM No.36 APPENDIX I - JUDICIAL FORMS 123

**FORM No. 33**

**Notice**

(Sections 195 and 340, Criminal Procedure Code)

In the court of the ..........

Civil/Criminal Miscellaneous Petition No ....... in

No .................. of 20 ...............

Between: Petitioner:

and

Counter Petitioner

Take notice that an application has been presented made/Inquiry will be held under Section 340, Criminal Procedure Code, to determine whether a complaint should

not be laid against you for an offence punishable under Section (s) ............ of the Indian

Penal Code, and that the said application will be heard by the Court at ............. a.m.

on the ............. day of .............. 20 .............. You are at liberty to show cause why such

complaint should not be made.

Given under my hand and the seal of the Court, this ......... day of ......... 20 ...........

(Seal) Sessions Judge/Court

Magistrate.

**FORM No. 34**

**Notice to complainant**

(Chapters XX and XXI, Criminal Procedure Code)

Calendar Case No ...... of 20 ...... is informed that the complaint preferred by him/

her under Section .......... is posted for bearing on the ............... day of ............. 20 ........

at 11 a.m.

Office .............

The ............ day of ............ 20 ............

Magistrate.

**FORM No. 35**

**In the Court of Session ..............**

(Section 228, Criminal Procedure Code)

Sessions Case No . ............ of 20 .............

Register Case No ................ of 20 ............. on the file of the .......... Magistrate .........

Name of the accused ..............................

Charge ....................................................

Plea of the accused ................................

Sessions Judge.

**FORM No. 36**

**Warrant to be used when the accused being in custody, the Magistrate stays**

**proceedings under Section 322, Criminal Procedure Code**

To

The Superintendent/The Officer-in-charge of the ................ Jail at ...............

124 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.37

Whereas ................. of .................. is charged before me with ................ and the

evidence appears to warrant a presumption that the case is one which should be

tried or committed for trial by some other Magistrate in this district, the proceedings have been stayed and the case submitted to the Chief Judicial Magistrate/to

the ..................

You are hereby required to receive the said ............. into your custody

and produce him when called upon before the Chief Judicial Magistrate or

such other Magistrate at such place and time as the Chief Judicial Magistrate

shall direct or in the absence of direction from the Chief Judicial Magistrate to

produce him before me at .............. on the ......... day of ............. 20 ........... at ..............

a.m./p.m.

Given under my hand, and the seal of the Court, this .......... day of ............. 20 ........

(Seal) Magistrate.

**FORM No. 37**

**Bail bond**

(Sections 389 and 441, Criminal Procedure Code)

In the Court of ......................

Criminal Appeal/Sessions Case No . .................. of 20 ..............

(Criminal Miscellaneous Petition No . .............. of 20 ..............) Calendar Case/

Sessions No . .................. of 20 ................ on the file of the Magistrate/Sessions Judge

of ...................

The State

Vs

To

The Court of ..........................

Whereas I have been convicted/committed by the Magistrate/Sessions Judge of

............. of the offence/on the charge punishable under Section .............. of the Indian

Penal Code/ Act ............... of and sentenced to rigorous imprisonment for .............. and

to pay a fine of Rs .............. in the above case, and whereas I have, on preferring the

above appeal/petition been admitted to bail by the said court of (a) ........... in its order,

dated the ............. day of ............ 20 ....... I do hereby bind myself to attend before the

said Court ............ at 10 a.m. on ....... day the ........ day of ............ 20 ............... or any

other court to which the appeal or the Sessions Case may be transferred or whenever required by the said Court or the Court of (b) ................ pending execution of the order

of the Court of appeal/trial and in case of my making default herein, I bind myself to

forfeit to the Government of Kera la the sum of Rupees .............

Dated this ....................... day of .................. 20 ..............

(Signature and thumb impression of the accused)

(Signature and thumb impression of the accused)

We, the marginally named persons, hereby declare ourselves sureties for

the above named accused, and we do hereby bind ourselves to produce him before

the said court or any other court to which the appeal or the Sessions Case may be transferred or the Court of (b) on the day fixed or whenever called upon by the said

Court or the Court of (b) ........ pending execution of the order of the Court of Appeal/

FORM No.39 APPENDIX I - JUDICIAL FORMS 125

trial and in case of our making default therein we the said sureties hereby bind

ourselves to forfeit to the Government of Kerala each of us the sum of Rupees

(Signature of the sureties)

**SURETIES**

| No. Name Father’s Name Age Calling Residence Remarks |
| --- |
| 1. (2) (3) (4) (5) (6) (7) |
|  |
|  |

**Note.-** (a) The name of the Court in which the appeal or Sessions Case is

filed should be entered.

(b) The name of the Court to the satisfaction of which bail is furnished

should be entered.

When the appeal or the Sessions Case is transferred to another Court, the Court from which the appeal or the Sessions Case is transferred shall inform the accused

and the sureties of such transfer.

**FORM No. 38**

In the Court of ...............

(Section 403, Criminal Procedure Code)

Criminal Revision Petition No . .............. of 20 .......

To

The Petitioner

The Respondent

The Public Prosecutor

Notice is hereby given that the above petition presented for revision of the order

of the ............. under Section ......... Code of Criminal Procedure, 1973 will be heard at

........... on the ........... day of ........ 20 ........ at 11 a.m.

Dated .............. the .............. day of .............. 20 ......

Sessions Judge/Chief Judicial

Magistrate.

**FORM No. 39**

**Notice**

(Section 452, Criminal Procedure Code)

In the Court of the ........... Magistrate of ........... in CC.No . ........... of ........... 20 ..........

To

Notice is hereby given that the under-mentioned property is ordered by

126 CRIMINAL RULES OF PRACTICE IN KERALA FORM FORM No.40

the Court of ............. to be restored to you and that you should appear and take

possession of it at an early date.

Description of the property

Dated ........... day of ........... 20 ............

Magistrate/judge.

Executed this ........... day of ........... 20 ............

To

The Superintendent ........... Jail.

(To obtain the signature of the accused and return the bail bond for record in

this office.)

**FORM No.40**

**Proclamation relating to unclaimed property**

(To be issued under S.457, Code of criminal procedure)

Proclamation is hereby made that ........... has been seized under the provisions

of Section ........... of the Code of Criminal Procedure at the house of ........... in the street

of ....... in the village/town of ........... and is now lying at ........... in charge of ............

Any person having a claim to the aforesaid property is hereby required to appear before me and establish the same within six months of this date, failing which the said property will be held at the disposal of Government and will be sold.

Dated this ........... day of ........... 20 ...........

Magistrate.

**FORM No.41**

**Notice**

(Section 409, Criminal Procedure Code)

In the Court of the .......... Magistrate of .......... Petitioner ........... Respondent ...........

Complainant/Accused in C.C. Accused/Complainant in C.C.

No ....... of .... 20 ....... on the file No ....... of ...... 20.... on the file

of the Magistrate of ............. of the Magistrate of ................

To

Take notice that an application has been made to this Court for the transfer of C.C.

No . ............ of 20 ......... on the file of ....... Magistrate of ............. and that the application

will be heard on the .......... day of .............. 20 ............ at ................. a.m.

Station..............

Date ...............

Judge/Magistrate.

**FORM No. 42**

**Bond for probation of good conduct**

(Section 360, Criminal Procedure Code)

In the Court of the ........... Magistrate of ............

Calendar Case No . ........... of ........... 20 .............

Whereas I, ........... resident of ........... have been convicted of the offence of ............

under Section ........... of the Indian Penal Code;

FORM No.44 APPENDIX I -JUDICIAL FORMS 127

And whereas, I, being a first offender, have been ordered to be released on

probation of good conduct on entering into a bond with .................. surety/sureties

during the period of ........... months under the provisions of S.360 of the Code of

Criminal Procedure, I hereby bind myself to appear and receive sentence when

called upon and in the meantime to keep the peace and be of good behaviour to

the Government and to all the people of India during the said term of .............. months

and in case of my making default therein I bind myself to forfeit to the Government

of Kerala the sum of Rupees ........... Dated this ............. day of ........ 20 .........

(Signature)

Executed before me .............

Magistrate.

I/We hereby declare myself surety/ourselves sureties for the above named

.................... that he will appear and receive sentence when called upon and in

the meantime will keep the peace and be of good behaviour to the Government

and to all the people of India during the said term; and in case of his making

default therein, I/We hereby bind myself/ourselves jointly and severally to forfeit

to the Government of Kerala the sum of rupees ................ dated this .......... day

of ........ 20 .........

(Signature)

Executed before me .............

Magistrate.

**FORM No.43**

(Section 356, Criminal Procedure Code)

In the Court of ............

Present ......................

The ........... day of ........... 20 ........... Sections/Calendar Case No .......... of 20 ............

Offence ..............

Sentence ...........

**ORDER**

Under S.356 of the Code of Criminal Procedure, 1973, the accused is further

ordered to notify his residence and any change of residence after release to the police

for period of ........... from the date of his release ............

Sessions Judge/

Magistrate.

(Seal)

To

The Superintendent ................ Jail

**FORM No.44**

**Memorandum**

Sentenced to years/months rigorous

imprisonment and to pay a fine of Rs ..............

and in default of payment to ........ years/

months further rigorous imprisonment.

128 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.45

With reference to the warrant issued

by this Court, dated the ....... day of

...... 20 ...... directing the execution of

the marginally noted sentence passed

on ............. prisoner in Calendar Case

No ....... of 20 ........ intimation is hereby

given that the sum of Rupees .........

being the whole/part of the fine

imposed on the said .......... has been

realised. Receipt of this intimation

should be acknowledged and the

information endorsed on the warrant.

Sessions Judge/

Magistrate.

To

The Superintendent of the ........... .

**FORM No. 45**

In the Court of Session ........... .

Sessions Case No . .......... of 20 .........

Dated ............ 20 ........

Despatched ............ 20 ........

From

Shri. ......... Sessions Judge.

To

The Superintendent,

................ Jail.

Sir,

I request that you will be good enough to cause the production before this Court at 10 a.m. on the ......... day of ........ 20 ....... of the under-trial prisoners in the cases noted below.

Yours faithfully,

Sessions Judge.

| Number of  the Sessions Case | Number of  the register case | Name of  the committing Court | Name and address of the accused |
| --- | --- | --- | --- |
|  | | | |

**FORM No.46**

**Letter accompanying a record and memorandum of**

**acknowledgement**

................. No . ............................. dated the 20 .......

From

To

Sir,

I have the honour to forward/return herewith by\* .......... the original record of

FORM No.48 APPENDIX I - JUDICIAL FORMS 129

the case, noted on the margin\*\* called for in/received with your ......... No . ....... dated

the 20 ..............

\* Here state method of despatch.

\*\* Note also on the margin the number of files and pages in each file.

**Memorandum of acknowledgement**

Received the record forwarded with letter No . .............. dated the .......... 20 ........

from the .............. of. Dated .......... 20 ......

(Signature and designation of

Receiving Officer)

**FORM No.47**

**Court's certificate to be given to Government or Local Fund Servants who attend**

**Court as witnesses**

In the court of .............. ..

Certified that .......................... Name .............. Designation ........... appeared before

me as a\* witness on behalf of .............. in a Criminal Case for ............ days from .... ..

to ........... in his ............ capacity to depose to facts within his ............... knowledge and

that has been paid\*\* the undermentioned allowances:-

As travelling allowance ........................ Rupees

As subsistance allowance ........................ Rupees

Dated ....................... .

Presiding Officer of the Court.

\* Here state whether official or private.

\*\* If nothing is paid under either head it should be clearly stated.

**Note**.- Government officers summoned to give evidence in their private

capacity, ie., to depose to facts not coming to their knowledge in the course of their official duties or with which they have not had to deal officially are not entitled to travelling allowance from Government.

**FORM No.48**

**Calendar and Judgment**

................... District of ................ Calender of cases tried by the ............ Magistrate

..............

| Date of | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Offence | Report of complaint | Apprehension of accused | Release on bail | Commencement of trail | Close of trail | Sentence or order | Explanation of delay and remarks |
|  |  |  |  |  |  |  |  |

130 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.49

Judgment in Calendar Case No . ................ of 20 .......... on the file of the ....................

Magistrate J of ..................... .

Complainant

| Name of accused | Age | Father's name | Calling | Residence | Taluk |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Offence:

Finding:

Sentence: Magistrate.

**DOCKET**

Date of receipt From

The ......... Magistrate of ......

To

Remarks of the Chief Judicial Magistrate ............... . The Chief Judicial Magistrate

Date of despatch } ............. 20 .... Calendar Case No ........ 20....

Date of receipt

Reply of the ................ Magistrate

Date of Despatch Date of Judgment

Date of Receipt Date of Despatch of } ....................... 20 ....

Date of Calendar

Date of Receipt

**FORM No. 49**

**Monthly statement to be submitted by the Magistrate to the Chief Judicial Magistrate**

**(See Rule 151)**

1. Calendar Case No. ......
2. Nature of Offence (with section of law) ......
3. Name and address of the accused .....
4. Age .....
5. Date of offence ......
6. Date of filing .......
7. Date of apprehension ........
8. Commencement of trial .........
9. Close of trial .........

FORM No.5O APPENDIX I -JUDICIAL FORMS 131

1 0. Date of judgment ..............

11. Verdict and sentence .......

12. Explanation of delay, if any .........

13. Remarks .........

Station:

Date: Magistrate.

**FORM No. 50**

In the Court of the .............................................. :

Judgement in Calendar ·case No ......................... of 20 ............... on the file of

.............. the .............................. Magistrate of ........................... .

complainant ................................... ..

Accused ........................................... ..

Offence ........................................... ..

Finding ............................................. .

Sentence .......................................... .

**Description of the accused**

| SI.No. | Name | Father's name | Occupation | Residence | Age |
| --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) | (6) |
|  |  |  |  |  |  |

| **Date of** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Occurrence | Complaint | Apprehension of appearance | Release on bail | Commencement of trail | Close of trail | Sentence or order | Explanation of delay |
| (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

132 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.51

**1[FORM NO. 51]**

In the Court of the ....................................................

The ..................... day of ..................... 20 ........

**Present**

...............................................................................................................

(Judgment in Criminal Appeal No . ............................... of 20 ............... )

From which Court the appeal is preferred ........................................... .

Number of case in that Court ................................................................ .

Name and description of the appellant ................................................ .

Name and description of the respondent ............................................ .

The sentence and the provision of law under which it was imposed by

The sentence and the provision of law under which it was imposed by

Whether confirmed, reversed or modified and if modified, the modification

...................................................................................................................................

..........................................................



1. Substituted by Notification No. D1-17892/1991 (2). dt.17 /06/2015 in K. G. Ext. No. 28

dt.14/0712015. Prior to substitution it read as:

**"FORM No.51**

In the Court of the

The ............................ day of ................... 20 ....................

**Present**

Shri.......................... Sessions Judge/

Magjstrate.

(Judgment in Criminal Appeal No . ............... 20.......... 20..............)

From what Court the appeal is preferred ........................................

Number of the case in that Court ....................................................

Number of Appeal ............. Name and description of the appellant ..............

The sentence and law under which it was imposed in the lower Court .........

Whether confirmed, modified or reversed and, modified, the modification.

|  |  |  | Date of or on which | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Presentation | Filling | Notice issued by court to appear | Bail bond if appellant has been let out on bail | Appellant or dered to appear | Hearing | Order |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
|  |  |  |  |  |  |  |

This appeal coming on for bearing before me, upon perusing the petition of appeal and the record of the evidence and proceedings, and upon duly considering the

same after hearing the .......... I do adjudge and pass the following:

JUDGMENT

FORM No.53 APPENDIX I - JUDICIAL FORMS 133

| Date of or on which | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Presentation | Filing | Issuance  of notice  to the  respondent | Appearance  Of  respondent | Appellant ordered to appear | Release on execution  of bail bond | Final  hearing | Judgment |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

This appeal coming on for hearing before me, upon perusing the appeal and

the record of the evidence and proceedings and upon duly considering the same after

hearing the ................................................................................... .

.- I do adjudge and pass the following:

JUDGMENT]



**FORM No. 52**

**Appointment of a Receiver**

In the Court of the ................. Magistrate of ............................... .

(S. 146(2), Criminal Procedure Code)

To

Whereas ................. has been attached ............... you are hereby (subject

to your giving security to the satisfaction of the Court) appointed receiver of

the said property under sub-section (2) of Section 146 of the Code of Criminal

Procedure, 1973.

You are required to render a due and proper account of your receipt and

disbursements in respect of the said property on ...................

Given under my hand and the seal of the Court, this ................. day of ............. .

20 .............

**(Seal) Magistrate.**

**FORM No. 53**

**Bond for return of property**

(Section 452, Criminal Procedure Code)

In the Court of the Sessions Judge/Magistrate ........................... of

Calendar/Case No ......................, 20 ............

....................................... Complainant ................................. versus ........................... .

Accused

Whereas ................................ has received the property or documents noted below

in pursuance of the order of the Court ................................ dated ......................... .

We (1) ................. residing at ................. and (2) ................. residing at ................. ..

do hereby bind ourselves jointly and severally that the said .................... , ...... will return

the said property or documents to the Court when called on to do, if the order passed

in the case is modified or set aside on appeal; and in case of the said ................. making

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default herein, we the said (1) ................. and (2) ................. bind ourselves jointly and

severally to forfeit to the Government of Kerala State the sum of Rupees ................ .

(Signature) (1)

(2)

List of properties or documents executed before me

Sessions Judge/Magistrate.

**FORM No. 54**

**Order of acquittal of accused on compounding offences out of Court under S.320 (8), Criminal Procedure Code**

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

Proceedings of the .............................. Magistrate ............................. ..

Present ................................................ District ...................................... .

The ........... day of.. ......... 20 ........ Complainant ......... Accused ........... Offence .......... .

**ORDER**

The offence having been compounded out of Court, the accused is/are acquitted under sub-section (8) of Section 320, Criminal Procedure Code.

Magistrate.

Section of the Code under which punishable ................ ..

Date of offence ................................................ .

Date of complaint ............................................ ..

Date of appearance .......................................... .

Date of Order .................................................... .

**FORM No. 55**

**Summons under Section 36 of the Indian Registration Act, 1908**

In the Court of the ....................... Magistrate of .................. ..

To,

Whereas the Sub Registrar of ..................... requires your presence for the purpose

of registering a document under the Indian Registration Act, 1908, you are hereby

ordered to appear before the said Sub Registrar at 11 a.m. on the ................ day of

...........

Herein fail not

(Seal) Magistrate.

**FORM No. 56**

**Form of Police Charge**

| District………. | Charge Sheet No……… |  |
| --- | --- | --- |
| Dated ............. 20……. |  |  |
| Police Station………….... | First information No…………………. | Dated……….20…………… |
| Number of charges: |  |  |
| Number and date of first information: | |  |
| Name of complainant or informant: | |  |

FORM No.57 APPENDIX I -JUDICIAL FORMS 135

Accused persons :

(a) Forwarded in custody

(b) Admitted to bail

(c) Not sent for trial

Charge

Names of witnesses :

Property found :

Date and hour of despatch :

Signature of investigating officer :

| (i) Name, address and occupation of complainant or informant | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name and addresses of accused pe rsons sent up for trial | | |  | | Witnesses | |  | |
| Name and address of accused persons not sent up for trial whether arrested or not arrested, including absconders (show absconders in red ink ) | | In custody | On bail or recognisance | Property (including weapons) found with particulars of where, when and by whom found and whether forwarded to Magistrate | Name and address | | What points each witness is called to prove | | Charge or information. Name of offence and circumstances connected with it in concise detail and under what section of law charged . |
| (1) | | (2) | (3) | (4) | (5) | | (6) | | (7) |
|  | |  |  |  |  | |  | |  |

Despatched at ............. on ............... 20 ..............

Signature of Investigating Officer.

**FORM No.57**

**Vakkalath**

In the Court of .............. .

c.c.

M.C.

C.P.

Appeal No ................. of 20 ......

S.T.

(Cause title)

I/We ................ do hereby appoint and retain Shri. .............. Advocate, to appear

for me/us in the above and to conduct and prosecute or defend the same and all proceedings that may be taken in respect of any application therein. I/We empower the said Advocate to appear in all miscellaneous proceedings in the above matter and

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to produce in court any money, document or valuable security on my/our behalf, to apply for their return and to receive back the same, to apply for and obtain copies of all documents in the record of the proceedings, to draw any moneys that may be payable to me/us in the above and I/We do hereby agree that everything lawfully done or made by the said Advocate in the conduct of the matter shall be as valid and binding on me/us as if done by me/us in person.

Signed this the ................... day of ..................... 20 .................

Witnesses:

1.

2.

Accepted.

Sd/­

Advocate.

[Roll Number]

Date ..................... ..

**FORM No. 58**

**Affidavit or Solemn Affirmation**

(Cause-title)

1 . I, A.B., son of C.D. and of .................... years of age (here state occupation) residing

at .................. do solemnly and sincerely affirm/make oath and say as follows.

1.

2.

3.

'What is stated above in paragraphs ............. is true to my knowledge and what

is stated in paragraphs .......... is stated on information and belief derived from records

and/or obtained from ............ and I believe the same to be true.

Solemnly affirmed or sworn at the office of. .... this day of

............ by the deponent who is known to me personally

I by the deponent whose identity has been testified

by ................... who is personally known to me (Signe d ) AB.

Before me

(Signed) Designation.

**FORM No. 59**

**Certificate to be Endorsed on an Exhibit to an Affidavit**

(Short cause-title)

This is the exhibit marked "P" referred to in the affidavit of A.B. sworn (or

affirmed) before me this .................. day of ................. ..

(Signed)

Designation.

**FORM No. 60**

**Certificate when deponent is unacquainted with the language of the affidavit or is blind or illiterate**

Solemnly affirmed or sworn at the office of the .................... this .................. day of

FORM No. 62 APPENDIX I - JUDICIAL FORMS 137

................ before me, the contents of this affidavit and the exhibits therein referred to

having been first truly and audibly read over to the deponent in Malayalam, he being unacquainted with English/being blind and he appeared perfectly to understand the same, and made his mark thereto/signed the same in my presence.

(Signed)

Designation.

**FORM No.61 Proceedings Paper**

(See Rule 73)

In the Court of

Calendar I Miscellaneous / Sessions Case No . ........... of

Accused .................. .

Note below in the handwriting of the The entries in this column are to be made

Judge or Magistrate the Proceedings of by the concerned clerks

the case from the first hearing till disposal

Date of filing ............................................ ..

Date of issue of summons or warrant ..... .

Date of first hearing ................................. .

**[FORM No. 62**

List of Prosecution/Defence/Court Witnesses

(Rule 134 Criminal Rules of Practice, Kerala)

A. Prosecution Witness

| Rank | Name | Whether Eye witness, Police witness, Expert witness, Medical witness, Other witness |
| --- | --- | --- |
| PW1 |  |  |
| PW2 |  |  |

B. Defence Witness

| Rank | Name | Whether Eye witness, Police witness, Expert witness, Medical witness, Other witness |
| --- | --- | --- |
| PW1 |  |  |
| PW2 |  |  |

C. Court Witness

| Rank | Name | Whether Eye witness, Police witness, Expert witness, Medical witness, Other witness |
| --- | --- | --- |
| PW1 |  |  |
| PW2 |  |  |

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List of Prosecution/Defence/Court Exhibits

A. Prosecution Exhibits

| SI.No. | Exhibit Number | Description |
| --- | --- | --- |
| 1 | Exhibit P1 /PW1 |  |
| 2 | Exhibit P2/PW2 |  |

B. Defence Exhibits

| SI.No. | Exhibit Number | Description |
| --- | --- | --- |
| 1 | Exhibit D1 /DW1 |  |
| 2 | Exhibit D2/DW2 |  |

C. Court Exhibits

| SI.No. | Exhibit Number | Description |
| --- | --- | --- |
| 1 | Exhibit C1/Ct.W1 |  |
| 2 | Exhibit C2/Ct.W2 |  |

D. Material Objects

| SI.No. | Exhibit Number | Description |
| --- | --- | --- |
| 1 | MO1 |  |
| 2 | MO2 |  |

By order

Registrar General]

**APPENDIX II**

**Administrative Forms**

(Criminal Registers and Statements)

Form No. and description

1. Register of occurrences report

2. Register of applications for remand

3. Register of referred charges

4. Register of calendar and committal proceeding cases

5. Register of Miscellaneous and maintenance cases

6. Register of criminal miscellaneous petitions

7. Statement showing number of crimes committed, number of criminal cases disposed of and criminal cases awaiting trial

8. Register of particulars of sentences

9. Register of long pending cases

10. A Diary Register

11. Hearing Book

12. Register of court fees and process fees

APPENDIX 11 APPENDIX II - ADMINISTRATIVE FORMS 139

13. Process Register

14. Register of witness batta collected

15. Register of batta paid

16. Register of orders fixing witness batta

17. Register of attendance of witnesses

18. Register of summary trials

19. Register of warrants issued in execution of sentences

20. Register of fines

21. Refund Register

22. Register of disposal of referred charge sheet

23 Register of property

23A. Permanent Register of Property Produced in long Pending, Undetected and

Unknown Cases

23B. Property Auction Register

24. Register of unclaimed property

25. Register of Sessions Cases received and disposed of

26. Register criminal appeals

27. Register of criminal revision petitions

28. Register of calendars submitted

29. Register of calendars received

30. Register of remarks on calendars

31. Register of applications for return of documents

32. Statements of fines imposed, collected and refunded

33. Statement of cases in which sanction to write-off is requested

34. Register of applications for copies (A Register)

35. Daily Register of copying work (B Register)

36. Day book of receipt and expenditure of copying sheets (C Register)

37. Revenue refund register

38. Refund order

39. Calendar of cases tried by Sessions Court

40. Statement of appeals heard and disposed of

41. Calendar of summary cases

42. Form of receipt

43. Form of receipt for valuables

44. Register of Committal proceedings

45. Statement of pending cases by subordinate Magistrates

1[46. Register of confession/statement/dying declaration.]

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**Appendix II**

**Administrative forms**

(Criminal Registers and Statements)

**FORM No.1**

Register of Occurrences Reported to the Magistrate at during the year 20.……….

| Serial No. in the register | Number in the police register and the name of the police station | Date of occurrence | Date ofccurrence report | Date of receipt of report by the Magistrate | Name and rank of reporting police officer | Full name of complainant (if any) age and the full address of the complainant | Full Name of accused (if any age and the full address of the accused | Particulars of event reported | Proceeding taken by the Magistrate on the report | Nature of the final report of the police | Date of final report of the police | Date of receipt of final report by the Magistrate | Final order of the Magistrate | Date of Magistrate's final order | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**FORM No. 2**

Register of Applications for the Remand of Accused Person to Custody made by the

Police to the Magistrate’s Court ........... of ............. during the year 20 .......

| Serial number in the Register | No. and year of the case in the station Register | Name of Police Station | Name, description and place of residence of the accused for whose detention remand is applied for, particulars of the offence under investi-gation with law and section | Date of offence | Date and hour of arrest of accused | SI.No. or Nos. of the previous application for remand of the same person. | Period for which the accused has already been in police custody | Name of officer making the present application | Date and hour of making the application | Date and hour of receipt of application by Magistrate | A short summary of the evidence collected against the accused especially after the last remand | Order of the Magistrate with signature and date | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM No. 4 APPENDIX II – ADMINISTRATIVE FORM 141

**FORM No. 3**

**Register of Referred charges received on the ...... Magistrate’s Court of ... during the year ...**

| Serial Number in the Register | Number in the occurrence Register | Date of occurrence report | Date of referred charge | Date of receipt of referred charge by the Magistrate | Name and rank of Police Officer making reference | Full name and description of complainant | Full name and description of accused | Summary of facts of the case | Proceedings taken by the Magistrate on the Reference | Nature of final order on the referred charge | Date of final order | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**FORM No. 4**

**Register of Calendar and Committal proceeding cases received**

| Number of Calendar case | Name of complainant or station from which charge sheet was received with date and number of charge sheet . | Number and name of accused with age and address | Offence complained of and section of law |  | Date of | | | Result | Date of implementation of the sentence if any | Date of delivery of record into record- room with Record Keeper's initials | Remarks (if a case has been treated as a long pending one, note the fact here in red ink) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt of report of complaint | Apprehension of the acused or of the appearance in court. | Commencement of Trial | Decision |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

Instructions:- 1. The first few page should be set apart for committal proceeding cases which should be numbered separately from calendar cases. In murder cases it should be started in the Remarks Column whether the accused can afford to pay a pleader.

2 . The despatch seal should be obtained in the last column of the register on token of transmission of the Chief Judicial Minister of copies of judgements and orders. In case required to be included in the monthly statement prescribed, the fact of their inclusion should also be noted in the last column.

3 . The Register should be check by the Presiding Magistrate every month and omissions rectified.

4 . The entries in column 9 shall be attested by the Presiding Magistrate.

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**FORM No. 5**

**Register of Miscellaneous and Maintenance Cases received**

| Number | Name and residence of petitioner, if any of designation of officer whom reported | Name of the residence of defendant/Counter petitioner | Section and chapter of the Criminal Procedure Code under which proceeding are instituted | Result | Date of | | | Date of delivery record into Record room with Record Keeper’s initials. | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt of petition of report | Commencement of inquiry | Order |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

Instrutions:- 1. Applications for transfer of criminal cases and all proceedings under the Code of Criminal Procedure which are not entered in Form Nos.2 to 4 and 23 should be entered in this Register.

2 . The despatch seal should be obtained in the last column of the register in token of transmission to the Chief Judicial Magistrate of copies of judgments and orders. In cases required to included in the monthly statement prescribed in Rule 142, the fact of their inclusion should also be noted in the last column.

3 . The Register should be checked by the Presiding Magistrate every month and omissions rectified.

**FORM No. 6**

**Register of Criminal Miscellaneous petitions in the ....... Court of ...... the year ...... 20 ........**

| Serial No. of the petition | Date of receipt of petition in court | Number and year of the case or proceeding to which the petition relates together with the name of court of station | Name and description of the petitioners and his position in the case of proceeding | Short abstract of the petition | Order of the court with signature and date | How the order was executed with date of exécution |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 143

**FORMNo.7**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 ..........**

| Description of offence | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter VI Offences against the State .....  do. VII Offences relating to the Army ......  do. VIII Offences against the public  tranquillity .........  do. IX Offences by or relating to the public servants ...........  do X Contempt of the lawful authority of public servants ..........  do. XI False evidence and Offences  against public Justice ..........  do. XII Offences relating to Coin  and Government Stamps .......  do. XIII Offences relating to Weights  and Measures .......  do. XIV Offences affecting the public health, safety, convenience decency and morals ......  do. XV Offences relating to religion ...... |  |  |  |  |  |  |  |  |  |  |

144 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter VI Offences against the State .....  do. VII Offences relating to the Army ......  do. VIII Offences against the public  tranquillity .........  do. IX Offences by or relating to the public servants ...........  do X Contempt of the lawful authority of public servants ..........  do. XI False evidence and Offences  against public Justice ..........  do. XII Offences relating to Coin  and Government Stamps .......  do. XIII Offences relating to Weights  and Measures .......  do. XIV Offences affecting the public health, safety, convenience decency and morals ......  do. XV Offences relating to religion ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 145

**FORM No. 7 (Contd.)**

| Description of offence | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter VI Offences against the State .....  do. VII Offences relating to the Army ......  do. VIII Offences against the public  tranquillity .........  do. IX Offences by or relating to the public servants ...........  do X Contempt of the lawful authority of public servants ..........  do. XI False evidence and Offences  against public Justice ..........  do. XII Offences relating to Coin  and Government Stamps .......  do. XIII Offences relating to Weights  and Measures .......  do. XIV Offences affecting the public health, safety, convenience decency and morals ......  do. XV Offences relating to religion ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

146 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | | | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XV Offence affecting human body | Offences affecting life | Murder, attempt at murder and abatement of murder.......  Culpable homicide not amounting to murder......  Attempt at and abatement of suicide Causing death by rash or negligent acts......  Causing miscarriage, injuries to unborn children, exposure of infants and concealment of birth........  Hurt.......  Grievous hurt.........  Wrongful restraint and wrongful confinement....  Criminal force and assault....  Kindnapping, abduction, slavery and forced labour....  Rape and attempt at rape.....  Unnatural offence..... |  |  |  |  |  |  |  |  |  |  |
|  |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 147

**FORM No. 7 (Contd.)**

| Description of offence | | | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XV Offence affecting human body | Offences affecting life | Murder, attempt at murder and abatement of murder.......  Culpable homicide not amounting to murder......  Attempt at and abatement of suicide Causing death by rash or negligent acts......  Causing miscarriage, injuries to unborn children, exposure of infants and concealment of birth........  Hurt.......  Grievous hurt.........  Wrongful restraint and wrongful confinement....  Criminal force and assault....  Kidnapping, abduction, slavery and forced labour....  Rape and attempt at rape.....  Unnatural offence..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |
|  |

148 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XV Offence affecting human body | Offences affecting life | Murder, attempt at murder and abatement of murder.......  Culpable homicide not amounting to murder......  Attempt at and abatement of suicide Causing death by rash or negligent acts......  Causing miscarriage, injuries to unborn children, exposure of infants and concealment of birth........  Hurt.......  Grievous hurt.........  Wrongful restraint and wrongful confinement....  Criminal force and assault....  Kidnapping, abduction, slavery and forced labour....  Rape and attempt at rape.....  Unnatural offence..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
|  |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 149

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | | | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XVII | Offences affecting Property | Extortion ........  Robbery .........  Dacoity .........  Criminal misappropriation of property .........  Criminal breach of trust.......  Receiving stolen property.....  Cheating .......  Fraudulent deeds and  disposition of  property ........  Mischief by fire ........  Mischief by killing or maiming animals .........  Other mischief ..........  Lurking house-trespass or house- breaking .........  Criminal trespass and other offences relating to possession of property .....  Chapter XVIII, offences relating to documents and trade and property marks .... |  |  |  |  |  |  |  |  |  |  |

150 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XVII | Offences affecting Property | Extortion ........  Robbery .........  Dacoity .........  Criminal misappropriation of property .........  Criminal breach of trust.......  Receiving stolen property .....  Cheating .......  Fraudulent deeds and  disposition of  property ........  Mischief by fire ........  Mischief by killing or maiming animals ......  Other mischief .......  Lurking house-trespass or house- breaking .....  Criminal trespass and other offences relating to possession of property .....  Chapter XVIII, offences relating to documents and trade and property marks ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 151

**FORM No. 7 (Contd.)**

| Description of offence | | | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under the Indian Penal Code, (Act XLV of 1860) | Chapter XVII | Offences affecting Property | Extortion ........  Robbery .........  Dacoity .........  Criminal misappropriation of property .........  Criminal breach of trust.......  Receiving stolen property .....  Cheating .......  Fraudulent deeds and  disposition of  property ........  Mischief by fire ........  Mischief by killing or maiming animals ......  Other mischief .......  Lurking house-trespass or house- breaking .....  Criminal trespass and other offences relating to possession of property .....  Chapter XVIII, offences relating to documents and trade and property marks ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

152 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under special Offences under  And local laws the Indian penal  Code (Act XLV of 1860) | Chapter XIX Criminal breach of contract of service .......  Chapter XX Offences relating to marriage .......  do. XXI Defamation ......  do. XXII Criminal Intimidation, insult and annoyance ......  do. V & Abetments and  XXIII attempts to commit offence .......  Abkari Acts ......  Ancient Monuments ......  Preservation Act ......  Arms Act .....  Boilers Act .....  Cattle Trespass Act ......  Census Act .....  Chitty Acts ......  Companies Act .......  Copyright Act .......  Child Marriage  Restraint Act ....... |  |  |  |  |  |  |  |  |  |  |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 153

**FORM No. 7 (Contd.)**

| Description of offence | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| Offences under special Offences under  And local laws the Indian penal  Code (Act XLV of 1860) | Chapter XIX Criminal breach of contract of service .......  Chapter XX Offences relating to marriage .......  do. XXI Defamation ......  do. XXII Criminal Intimidation, insult and annoyance .......  do. V & Abetments and XXIII attempts to commit offence ......  Abkari Acts ......  Ancient Monuments ......  Preservation Act ......  Arms Act .....  Boilers Act ......  Cattle Trespass Act ......  Census Act ......  Chitty Acts .....  Companies Act .....  Copyright Act .....  Child Marriage  Restraint Act ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

154 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under special Offences under  And local laws the Indian penal  Code (Act XLV of 1860) | Chapter XIX Criminal breach of contract of service .......  Chapter XX Offences relating to marriage .......  do. XXI Defamation ......  do. XXII Criminal Intimidation, insult and annoyance .......  do. V & Abetments and XXIII attempts to commit offence ......  Abkari Acts ......  Ancient Monuments ......  Preservation Act ......  Arms Act .....  Boilers Act ......  Cattle Trespass Act ......  Census Act ......  Chitty Acts .....  Companies Act .....  Copyright Act .....  Child Marriage  Restraint Act ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 155

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under special and local laws | Dangerous Drugs Act ..........  Electricity Acts .........  Epidemic Diseases Act..........  Explosives Act ..........  Factories Act .........  Food Adulteration Act..........  Forest Act .........  Game and Fish Protection Act ........  Hackney Carriages Act........  Income-tax Acts .........  Irrigation Act ........  Lunacy Act ........  Market Act ........  Motor Vehicles Act ........  Motor Vehicles  Taxation Act ........  Municipal Acts .........  Opium Act ........ |  |  |  |  |  |  |  |  |  |  |

156 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| Offences under special and local laws | Dangerous Drugs Act .........  Electricity Acts .........  Epidemic Diseases Act..........  Explosives Act ..........  Factories Act .........  Food Adulteration Act..........  Forest Act .........  Game and Fish Protection Act ........  Hackney Carriages Act........  Income-tax Acts .........  Irrigation Act ........  Lunacy Act ........  Market Act ........  Motor Vehicles Act ........  Motor Vehicles  Taxation Act ........  Municipal Acts .........  Opium Act ........ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 157

**FORM No. 7 (Contd.)**

| Description of offence | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under special and local laws | Dangerous Drugs Act .........  Electricity Acts .........  Epidemic Diseases Act..........  Explosives Act .........  Factories Act .........  Food Adulteration Act..........  Forest Act .........  Game and Fish Protection Act ........  Hackney Carriages Act........  Income-tax Acts .........  Irrigation Act ........  Lunacy Act .......  Market Act ........  Motor Vehicles Act ........  Motor Vehicles  Taxation Act ........  Municipal Acts ........  Opium Act ........ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

158 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under special and local laws | Petroleum Act .......  Police Act .......  Prevention of  Corruption Act .......  Prevention of Cruelty to Animals Act ........  Prisons Act ........  Post Offices Act ........  Prohibition Act ........  Public Canals and Public Ferries Act ........  Public Gambling Act ........  Registration Act ........  Revenue Recovery Act ........  Rubber Control Act ........  Central Excise and Salt Act....  Sea Customs Act .....  Stamp Act .......  Suppression of Immoral Traffic Act .......  Tea Cultivation  Restriction Act ........  Tobacco Acts ........ |  |  |  |  |  |  |  |  |  |  |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 159

**FORM No. 7 (Contd.)**

| Description of offence | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| Offences under special and local laws | Petroleum Act .......  Police Act .......  Prevention of  Corruption Act .......  Prevention of Cruelty to Animals Act ........  Prisons Act ........  Post Offices Act ........  Prohibition Act ........  Public Canals and Public Ferries Act ........  Public Gambling Act ........  Registration Act ........  Revenue Recovery Act .......  Rubber Control Act ........  Central Excise and Salt Act....  Sea Customs Act .....  Stamp Act .......  Suppression of Immoral Traffic Act .......  Tea Cultivation  Restriction Act ........  Tobacco Acts ........ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

160 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under special and local laws | Petroleum Act .......  Police Act .......  Prevention of  Corruption Act .......  Prevention of Cruelty to Animals Act ........  Prisons Act ........  Post Offices Act ........  Prohibition Act ........  Public Canals and Public Ferries Act ........  Public Gambling Act ........  Registration Act ........  Revenue Recovery Act .......  Rubber Control Act ........  Central Excise and Salt Act....  Sea Customs Act .....  Stamp Act .......  Suppression of Immoral Traffic Act .......  Tea Cultivation  Restriction Act ........  Tobacco Acts ........ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 161

**FORM No. 7 (Contd.)**

**Statement showing the number of Crimes committed, number of Criminal Cases disposed of and Criminal Cases awaiting trial during the year 20 .........**

| Description of offence | |  | Number of offences | | | Cases found to be true of offences reported | | Brought to trial during the year | Disposed of during the year | Pending at the end of the year | Under trial during the year including those pending from the previous year |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pending from the previous year | Reported during the present year | Complaints under S.181 Criminal Procedure Code | Other cases found to be false, frivolous and vexatious |
| Previous year | Present year |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Offences under special and local laws | Toll Recovery Act ......  Treasure Trove Act ........  Weights and Measures Act.. Wrecks and Salvage Act .....  Wireless Telegraphy Act......  **Note**: The Acts mentioned above  are not exhaustive and additions may be made  when necessary.  Total ........  Grand Total .... |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

162 CRIMINAL RULE SOF PRACTICE IN KERALA FORM No.7

**FORM No. 7 (Contd.)**

| Description of offence | | Number of persons sentence to | | | | | | Number of persons acquitted or discharged | No. of persons confined being insane | Died, escaped or transferred | Found guilty and placed on probation | Convicted | | | | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprison-ment | | Imprison-ment fine | | Fine only | Total | Adults | | Juveniles | | |
| Simple | Rigorous | Simple | Rigorous | Males | Females | Male | Females | |
| 1 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| Offences under special and local laws | Toll Recovery Act ......  Treasure Trove Act ........  Weights and Measures Act.. Wrecks and Salvage Act .....  Wireless Telegraphy Act......  **Note**: The Acts mentioned above  are not exhaustive and additions may be made  when necessary.  Total ........  Grand Total .... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

FORM No 7 APPENDIX II – ADMINISTRATIVE FORMS 163

**FORM No. 7 (Contd.)**

| Description of offence | | Forms of Imprisonment | | | | | | | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | From six to twelve months | From one to two years | From two to three years | From three to five years | Above five years | Imprisonment for life |
| Under one month | From one to two months | From two to three months | From three to six months | Capital punishment | No. of persons committed and referred for enhance punishment | Remaining under trial | Remarks |
| 1 | | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| Offences under special and local laws | Toll Recovery Act ......  Treasure Trove Act ........  Weights and Measures Act.. Wrecks and Salvage Act .....  Wireless Telegraphy Act......  **Note**: The Acts mentioned above  are not exhaustive and additions may be made  when necessary.  Total ........  Grand Total .... |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Form No. 8 CRIMINAL RULES OF PRACTICE IN KERALA 164

**FORM No. 8**

**Number of Head of Crime, Nomenclature of Offence, Act and Section**

| Number of the case disposed of | Number of persons convicted | Death penalty | Life imprisonment | 15 days and under | |  | Number of Persons sentenced to | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Imprisonments | | | | | | | | | | | |
| 1 month to 15 days | | 6 months to 1 month | | 1 year to 6 months | | 2 years to I year | | 7 years to 2 years | | Above 7 years | |
| Rigorous | Simple | Rigorous | Simple | Rigorous | Simple | Rigorous | Simple | Rigorous | Simple | Rigorous | Simple | Rigorous | Simple |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM No.8 APPENDIX II – ADMINISTRATIVE FORMS 165

**FORM No. 8**

**Number of Head of Crime, Nomenclature of Offence, Act and Section**

| Number of Persons sentenced to | | | | | | | | | | | | | | | Released on Probation | Sentenced to Borstal School | Released on bail or bond | Delivered to guardians | Released after admonition | No. of persons subjected to S.21 of Kerala Act26/1961 (Cattle Trespass Act, 1961) | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fine | | | | | | | | | | | | | | |
| Rs.IO and under | | Rs. 50 to Rs. 10 | | Rs. 100 to Rs. 50 | | Rs. 500 to Rs. 100 | | Rs. 1000 to Rs. 500 | | Above Rs.1000 | | Amount imposed | Amount realised | Amount paid as compensation (S.357 Criminal Procedure Code) |
| Alone | With other punishment | Alone | With other punishment | Alone | With other punishment | Alone | With other punishment | Alone | With other punishment | Alone | With other punishment |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Instructions - Mention in the remarks: column 40 the name of Act under which accused is dealt with while entering the column 34 to 19

166 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.9

**FROM No. 9**

**Register of long pending cases**

| Serial number | Date and number of the order authorising the transfer to this register | Date of entry in this register | No. and year of the case | Description of the accused | Description of the offence | Date of the offence | Date of issue of proclamation under Section 82 of the Criminal Procedure Code | Date fixed for appearance | Date of attachment under Section 83 Criminal Procedure Code | Description of property attached | Method and date of disposal of the property attached | Date of recording evidence under Section 299 Criminal Procedure Code | Date of appearance or death of accused | Date on which the insane accused is found capable of making his defence | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM No.113 APPENDIX II - ADMINISTRATIVE FORMS 167

**FORMNo.10**

**A Diary Register**

Date:

| SI. No. Number of proceedings Purport of proceedings   1. (2) (3) |
| --- |
|  |
|  |

**'FORMNo.11**

**Hearing Book**

Day of the week............. Date .......... .

| SI.  No. | Number of  proceedings | Previous  Posting Date | Date to which  adjourned |
| --- | --- | --- | --- |
| (1) | (2) | (3) | (4) |
|  |  |  |  |

**FORMNo.12**

**Register of Court Fees and Process Fees Received**

| Case number | Court fees in stamps | | | | Remarks |
| --- | --- | --- | --- | --- | --- |
| Process fees  Rs. P. | | Other fees  Rs. P. | |
| (1) | (2) | | (3) | | (4) |
|  |  |  |  |  |  |

**FORMNo.13**

**Process Register - Police Station**

| Serial number | Number of the case | Crime number | Nature of processes with identifying particulars | Date when issue of process was ordered | Date when sent to Police Station | Date when received back | Manner of service | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

**Note.- (**i) Each of the Magistrate's Court shall maintain a register containing particulars of summons issued to each Police Station in the above fonn.

(ii) This register shall be maintained in Ledger from one Section being allotted to one specified Police Station.

|  |
| --- |

168 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.14

**FORM No. 14**

**Register of Witnesses' Batta collected from parties**

| Date | Number of cases | Name of the party | Opening balance | Amount of deposit | Total of columns 4 and 5 | Amount paid to witnesses | Amount refunded to parties | Signature or mark of witnesses or party | Total of columns 7 and 8 | Closing balance, i.e. difference between columns 6 and 10 | Initials of the head of the office | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**FORM No. 15**

**Register of Batta and Travelling Allowance to witnesses in Criminal Case No......... on the**

**file of the...... Court for.....**

| Name of witnesses | What class | Travelling allowance Batta | | | | | | | | Certificate of Head Clerk or Magistrate of comparison with RegisterNo.16 or 17 | Receipt of party to whom payable | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of class by rail or rate of mileage by road | Number of miles by road | Amount of railway fare or mileage by road or actual expenses by sea or canal | Amount of actual expenses of carriage by road | Actual cost of carriage hire to and from court of first class witness on days of attendance (See Criminal Rules of Practice Chapter XXIV) | Number of days | Date per diem | Total batta and travelling allowance |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM No.17 APPENDIX II - ADMINISTRATIVE FORMS 169

**FORM No.16**

**Register of Orders of Judge or Magistrate on Witnesses' Batta and Travelling Allowance**

| Number of case | Name of witness | Signature of the witness  on the first day of his appearance | Whether the witnesses was present on | | | | | Judge's order fixing the | | | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Second day | Third day | Fourth day | Fifth day | Class of the witness | Number of days for  which batta is payable | Distance for which mileage  is the payable with the name of the village and the nearest railway station | Initials of the Judge |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**FORM No.17**

**Register of Witnesses' attendance in the........... Court of.........................for the year 19............**

| Date and month | No. of year and nature of the case | Name of witness present | Whether produced by the party or attending in pursuance to summons, proclamation or attachment or arrest and brought | Occupation of the witness | Date or dates of previous attendance in court, if any | Whether examined, dispensed with or required to appear on another day | Reasons for adjourning the examination of the witness | Date fixed for further attendance | Fact of service of processes in court for further attendance | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

170 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.18

**FORM No. 18**

**Register of Summary trials held before Magistrate of ....**

**(S.263, Criminal Procedure Code)**

| Serial number | Date of the commision of the offence | Date of the report or complaint | Name of the complainant | Name, parentage and residence of the accused person | Offence complained of | Offence proved if any | Value of property in 00 respect of which offence committed | Accused's plea | Finding, and in the case of a conviction, a brief statement of the reasons thereof | Sentence or other order | Date on which the proceedings terminated, name and signature of Magistrate | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 |
|  |  |  |  |  |  |  |  |  |  |  | |  |

**FORM No. 19**

**Register of warrants issued in Execution of sentences including sentences of fine by the**

**........ court of ....... during the year ...............**

| Serial number of warrant | Number and year of the case or proceeding | Name, description and place of residence of the person against whose property the warrant is issued | Full particulars of the requisition made in the warrant | Date of warrant | Date of delivery or despatch of warrant, to the Officer-in-charge of the jail or any other officer entrusted with its execution | Official designation of the person to whom the warrant is addressed | Date fixed for return of warrant | Date of return of warrant | The mode of execution of warrant or reason for non-execution | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

**Notes .-** (1) In case of conviction and sentence of imprisonment, warrant of commitment of the accused shall be written up and necessary entries be made in the register

(2) In cases of modifications or alterations of convictions made in appeal/revision, the same shall be noted in the remarks column.

(3) The execution of sentence shall be watched by the Presiding Officer .

FORM No.20 APPENDIX II - ADMINISTRATIVE FORMS 171

**FORM No. 20**

**Register of fines, imposed, levied and refunded (See Rule 191)**

| Date of imposition of the | Number of case | Name of the accused |  | Demand, i.e., balance uncollected (in cases of previous months) or fines  imposed (in case of current month) | | | | Collections | | | Amount credited in Sub  Treasury | | | | | | Irrecoverable  amounts and  remissions | | | Refund | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fines to be credited eventually to local bodies etc. | | | | Initials of Judge or Magistrate | Amount collected | Date of collection | Initials of Judge or Magistrate Credited to the Governmen |  | To be credited eventually to  local bodies etc. | | Compensation and other amounts described in column 7 | Date of credit in Sub-Treasury | Initials of Judge or Magistrate | Amount written off | Number and date of sanction to write off | Balance uncollected | Amount refunded | Number and date of refund order | Remarks |
| Amount of fines to be credited to the Government | Amount | Name of the Body or Association concerned and the provisions of law under which the fine is imposed | Compensation awarded under Ss 250, 357 or 358 Code of Criminal Procedure and compensation and all other sums recoverable like fines which cannot be entered in Cols.4 or 5 | Credited to the Government | Amount credited | Name of the body or Association concerned and the provision of law under which the fine is imposed |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note**.-{l) The word "fines" includes any amount recoverable as fine, and forest and excise composition fees or expenses of prosecution.

(2) If a fine is collected while the person on whom it has been imposed is in jail intimation of its collection must be sent at once to the Superintendent of the Jail and the fact noted in column 23 -See Rule 168 of the Criminal Rules of Practice.

(3) In the case of a remission entered in columns 18 and 19 a note "Remitted on appeal" should be made against the entry in column 23.

( 4) The attention of Judges and Magistrates initialling under columns 8, 11 and 17 is invited to the fact that such initials show that they have satisfied themselves that the fines imposed are taken to demand, collected and credited to the treasury. No entry shall be expunged from the register without attestation by the Judge or Magistrate.

( 5) If suspension of sentence is ordered or time for payment of fine is granted, it must be stated in column 23 (Remarks).

170 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.21

**FORM No. 21**

**Register of Refund Certificates and Deposit Vouchers issued**

| Month and date of certificate or voucher | Name of Court which imposed the fine and number of case on its file | Name of Court which sanctioned the refund or compensation and date of judgment and number of the cas | Name and residence of the individual to whom the refund or compensation order was granted | Amount ordered to be paid | Date on which the refund certificate or deposit voucher was delivered to the party or his  agent, if before, the court of its despatch to him and the lower court | Signature of the party or agent in token of having received the certificate or voucher | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

**FORM No. 21**

**Register showing the disposal of Referred Charge Sheets**

| Number | Name of Police Station | Number of referred charge sheets and section of law | Date of receipt by Magistrate | Purport of order with date | Date of communication of the order to Superintendent of Police | Date of delivery of record into record room with record keeper's initials |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

FORM No.23 APPENDIX II - ADMINISTRATIVE FORMS 173

**FORMNo.23**

**Register of Property Produced in Inquiries and Trials**

| Serial number | Number of case of date and number of charge sheet with name of station | Description of property | Initials of the Judge or Magistrate | Particulars of order for disposal and section of law with date | If returned to party producing it, or his agent, signature and date | Initials of the Judge or Magistrate | If sold by auction the date of auction and the amount realised | Date of remittance of sale proceeds to Treasury | Initials of the Judge or Magistrate | Remarks of Inspecting Officer (if any) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

INSTRUCTIONS

1. This register shall be inspected at least once in three months by the presiding Judge or Magistrate who shall check the valuables and record the result of his inspection in the column for remarks.

2. A fresh register shall be opened every year and the outstanding items shall be brought forward from the register of the previous year.

3. When valuables are sent to the Chief Judicial or other Magistrate for disposal, a triplicate form of receipt shall be used, one part of which shall be the office copy, the other two shall be sent to the Magistrate of which one shall be checked and signed by him and pasted in this register on receipt in the Sessions Court.

4. Along with its quarterly returns each criminal court shall send a certificate of having checked the valuables with the register.

5. The Chief Ministerial Officer shall conduct a physical verification of the properties once in six months and record the result of his verification in the remarks column.

**174 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.23-A**

**[FORM No. 23-A**

**Permanent Register of Property Produced in long Pending, Undetected and Unknown**

**Cases**

1.Serial No.

2.Date and Number of order authorising the transfer of the case to the Register of long pending cases

3.Date of entry in this register

4.Number of cases, date and number of Charge Sheet/final report of police with name of station

5.Description of Property

6.Initial of the Judge or Magistrate

7.Particulars of order for disposal and section of Law with date

8.If returned to party producing it, or his agent, Signature and date

9.Initials of the Judge or Magistrate

10.If soled by auction the date of auction and the amount realised

11.Date of remittance of sale proceeds to treasury

12.Initials of the Judge or Magistrate

13.Remarks of the Inspecting Officer (if any)

**FORM No. 23-B**

**Property Auction Register**

COURT YEAR

1.Serial Number

2.Case No.

3.Date of Notification

4.Date of Auction

5.Property No.

6.Description of Property

7.Name and Addresses of bidders who participated in the auction

8.Upset Price

9.Highest bid accepted

10.Signature or Thump impression of the Participants

11.Amount of sale proceeds Rs. Ps.

12.Sales Tax Rs. Ps.

13.Additional Sales Tax Rs. Ps.

14.Total Rs. Ps.

15.Name, Signature and acknowledgment of the Highest bidder

16.Order, date and Signature of the Magistrate confirming the bid amount

17.Remarks, if any.

Kochi By order,

(Sd.)

Registrar (Subordinate Judiciary)]

1 Inserted by Notification No.Dl{A)-19687/1980 dt. 25/10/2006 in K. G. No. 47 dt. 28/11/2006.

FORM No.25 APPENDIX II - ADMINISTRATIVE FORMS 175

**FORM No-24**

**Register of Unclaimed property**

(Criminal Courts)

| Serial number | Reference to the court with which property is received | Description of property | When, where and by whom found | Intermediate references with dates\* | How disposed of and when and amount realised at sale (If sold) | Date of remittance of amount to Treasury | Disposal number with which the file closes | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

\*Note. Here enter particulars, such as

1. Date and manner of publication of the notice.

2. Date of reference to the Sub-divisional or Chief Judicial Magistrate and of orders

Thereon etc.

**FORM No-25**

**Register of Sessions Cases received and disposed of**

| Number of Session cases | Name of committing court and P.R.No. | Number, name and  residence of the accused | Nature charged of and offence section of  law | Commitment |  |  |  | Result and date of disposal | Date of delivery of  record into Record Room with Record Keeper's initials | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt of record | Commencement of trial | Close of trial |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

**176 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.26**

**FORM No. 26**

**Register of Criminal Appeals in the......... Court of ............ during the year 20........**

| **Number of appeal** | **Date of filing of appeal** | **Name, description and place of residence of appellants** | **Name of the original court and the number of case on its file** | **Name of officer who decided the original case and his power** | **Nature of offence of which appellant was convicted by the original court and the law and section under which it falls** | **Sentence of original court** | **Date of original decision** | **Date fixed for hearing of appeal** | **Name, description and place of residence of party, if any, to whom notice of appeal was given** | **Date of disposal of appeal** | **Result of appeal** | **Explanation for delay in disposal of the appeal** | **Date of submission of appeal statement for revision** | **Result of revision** | **Remarks showing whether appellant was in custody or on bail and what steps were taken to give effect to the judgment in appeal, etc.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM No.28 APPENDIX II - ADMINISTRATIVE FORMS 177

**FORM No.27**

Register of Criminal Revision Petitions received in the

Court of ........................ during the year 20..............

| Serial number of the petition | Date of receipt of petition in court | Nature of the original court and the number and year of the case or proceeding on the file | Name and description of petitioner and his position in the case or proceeding | '[Name, description and place of residence of the party, if any, to whom notice of revision was given] | Prayer in petition | Prayer in petition | Date and manner of execution of the order |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 4A | 5 | 6 | 7 |
|  |  |  |  |  |  |  |  |

**FORM No. 28**

**Register regarding the submission of the calendars**

| The number of case or proceedings | The date of judgment or order | The date of submission of the calendars | The court to which the calendars have been n sent | The date of return of the calendar after review | Orders if any on the review | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

178 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.29

**FORM No.29**

**Register of Calendars received**

(Sessions Courts and Chief Judicial Magistrate of ..............................................

····················································(\*) ...................................................................

| Serial No.  Of case | Date of | | If records called for number on Revision file | Remarks |
| --- | --- | --- | --- | --- |
| Receipt of calendar | Perusal of calendar |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

\*Here enter Calendar Cases and Summary Trials or Appeals

**FORM No.30**

**Register showing the remarks on Calendars and Judgments and the**

**replies received from .................................. ( name) .................................**

**Class of (Magistrate) District**

| Name of Court and number of case | Remarks of the Judicial Magistrate of the First Class or Chief Judicial Magistrate and his initials and date | initials and date with date |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

**FORM No.31**

**Register of applications for the return of document kept in the...................................**

**Magistrate's Court**

| Serial Number | Date of application | Position of the applicant in the case or proceeding in which the documents were originally filed | Description of the documents applied for | The Court's order on such application | Date of return of the document to the applicant | Acknowledgement by the applicant of the receipt of the document with his full signature or mark attached thereto | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

FORM No.32 APPENDIX II - ADMINISTRATIVE FORMS 179

**FORM No.32**

**Statement of fines imposed, collected and refunded in the Court of the Sessions .......................**

**Magistrate**

**during the month of ..........................................................**

[See Rule 196(i)]

| No and your of the case | Name of party |  | | | Collection in the month | Compensation granted under Sections 250 and 357, Criminal Procedure Code and credited to depostit | Fines creditable to local bodies | Net amount credited to Magisterial fines | Amount written off | No. and date of the order sanctioning the writing off | Fines cancelled on appeal before realisation | Balance | Amount refunded | Year, month and date of refund | Initials of the officer in token of refund | Details of fines which remain uncollected for 3 months | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Upto the month and remaining uncollected | | In the month |
|  | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* If any portion of the amount shown in this column was collected in the previous month after the date of last remittance to the Treasury, the date of Collection with the amount collected shall be shown in the column of remarks.

I ................ Sessions Judge/Magistrate of ................... hereby certify that the above is a correct statement of fines imposed

and levied in my court during the month of ........................................................

180 CRIMINAL RULES OF PRACTICE IN KERALA

**FORM No. 33**

**Statements of cases In which sanction to write off is requested**

| Number and year of case | Name of accused | Amount of fine | Date of sentence | Steps taken to realise the fine | Number and date of the order sanctioning the writing off | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

**FORM No. 34**

(A Register)

**Register of applications for copies kept in the ........... Magistrate’s Court of .......... for the year 20.........**

| Serial No. of the application | Date of receipt of application | Name of the applicant and his position (if any) in the case or proceeding | Description of the document copy of which is applied for | Order of compliance or refusal | Date of notice calling for impressed sheets | Date on which sheets were produced | Number of sheets produced | Date of notice calling for additional impressed sheets | Date of production of additional impressed sheets | No. of additional sheets produced | Date fixe d for applicant's appearance to take delivery of the copy | Date of copy being ready | Date of notice put up | Date on which delivery of the copy was taken by the applicant | Acknowledgement of the applicant | Date on which the unused impressed sheets were returned to the applicant | No. of sheets returned | Acknowledgement of the applicant receiving the unused sheets | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:- Total number of sheets used and written shall be shown in column 20**

**FORM No. 35**

(B Register)

**Daily Register of copying work done in the........... Magistrate’s Court of..........**

**during the year 20.........**

| Month and date | Register No. of the applications | No. of pages copied by | | | | Total No. of pages copied | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

**FORM No. 36**

(C Register)

**In the....... Court of......... Day Book of receipts and expenditure of impressed sheets (used and unused)**

| Unused | | | | | | | | | Used | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Previous day's balance | Serial No af application or memo | No. of impressed sheets produced with daily total | Total of column 2 and daily total in column 4 | Used for preparation of copies | Return to parties or pleader with serial No. of the application | Total of columns 6 and 7 | Balance in hand | Previous day's balance | Serial No of application or in which copy is prepared | No used for peppering copies with daily total | Total of column 10 and 12 | Issued to the parties or pleaders | Destroyed | Total of columns 14 and 15 | Balance in hand | Signature of record keeper and initial of the Head Minidrial Officer |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

180 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.37

**FORM No.37**

**Refund of Revenue Register**

| District of | | | |  | Refund of Revenue  I-Refunds and drawbacks | | | | Voucher No .............. of  List of payments  for ............... 20 ............ | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Head of service chargeable | | | |
| In whose name credited | On what sccount received | Amount realised | Day of payment into Treasury | Amount in which inchided and head to which credited | Treasury Officer's signature in miken of verification of Treasury Credit | Name of payee | Amount to be refunded | Reasons and authority for refund | Certificate of Departmental Note of refund | Signature of party |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  | Reasons Authority sanctioned Controlling Officer or  No Dated:........ | This order of refund has been registered and noted against the original receipt entry in the departmental account under my initials and previous order for refund of the same same sum has not been issued.  Signature .............  Designation .......  Date ........ |  |

Passed for payment Magistrate or other officer

Pay Rupees ............................................................. ( ............................................ ) only

Accountant

The ............... .20........ (Officer-in-charge of Treasury)

FORM No.39 APPENDIX II - ADMINISTRATIVE FORMS 183

**FORM No.38**

**Refund Order**

Case ................................. of 20 ............................ on the file of the ............................................................. .

...................................................................................Judge of ................................................................................... .

Magistrate

I, ...................... hereby certify that ................... accused in the above case is entitled to a refund of Rupees .................................... being the amount of fine imposed by the sentence of the Court of the ............. . Class .................................................................. .

Magistrate reversed On appeal by this Court. 

On reference to the High Court.

By the High Court as a Court of Revision.

.............. 20 ................ Judge/

Magistrate

**FORM No. 39**

**Calendar of Cases tried at Sessions Court of ................. .**

| Serial No | Compla- inant | Accused | | | Charge | Offence | | | | | Date of | | | | | | | | | | | | | Name of the committing officer | | No. of witnesses examined | | Finding and sentence or other onder | | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of | | | | |  | |  | | |  | | Close of trial | | Sentence or order | | | |
| Name and description of | Name and age of | Occupation and Sex | | Law and Section | Occurrence | | Complaint | | Apprehension | Commitment | | | Commencement of trial | | |
| 1 | 2 | 3 | | | 4 | 5 | | | | | 6 | | | | | | | | | | | | 7 | | 8 | | 9 | | 10 | |
|  |  |  | |  |  |  | |  | |  |  | | |  | | |  | |  | |  |  |  | |  | |  | |  | |

**Note**.-This form is to be used only for individual case.

184 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.40

**FORM No.40**

**Statement of Appeals heard and disposed of by the ........ Court of ........... .**

| Serial No | Name, age and description: of appellant | Name and official designation of Magistrate whose sentence or order is appealed against | Law and section under which offender had been punished by the lower court | Punishment inflicted by lower court | Date of | | | |  | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Presentation | Filing | hearing | Order | | Order | | Remarks | |
| 1 | 2 | 3 | 4 | 5 | 6 | | | | 7 | | 8 | |
|  |  |  |  |  |  | | | |  | |  | |

**FORM No.41**

**Calendar of Summary Cases on the file of the .................. Class Magistrate of .............. .**

| File No. | Accuser’s | | Offence and Section of the art | Filing | Date of | | | | | | Explanation of delay and remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Age and adders | Sentence or final order | Offence | Report of complaint | Apprehension of accused | Commencing trial | Sentence or final order |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**FORM No. 42**

**Form of Receipt to be granted by the Court**

In the Court of the.......................... Received this.................... day of ........... 20 ............

from................................... son of .................. the sum of Rs .................... being the whole/part of the

fine/ compensation directed to be paid by ...... the accused ......... complainant in C.C. No............. .

on the file of this Court ..... Rs........................

Magistrate/Judge.

FORM No.43 APPENDIX II - ADMINISTRATIVE FORMS 185

**FORM No. 43**

**Form of Receipt to be used when Valuables are sent for Disposal**

| No ............................... Sessions Court,  ...................................  Dated ........ 20 ..........  From  The Sessions Judge,  ...............................  To  The Chief Judicial...  Magistrate,......................  Sir,  Criminal Under Procedure Section Code,....................... I have the honour to forward herewith for ....... the under mentioned properties in sessions Case No...........of 20 ...........  (No...............of 20 .............. on the file of the ............... Magistrate.................)  and to request that the accompanying acknowledgement may be returned to me after your verification and  signature.......................................  Yours faithfully,  Sessions Judge | No ............................... Sessions Court,  ...................................  Dated ........ 20 ..........  From  The Sessions Judge,  ...............................  To  The Chief Judicial...  Magistrate,......................  Sir,  Criminal Under Procedure Section Code,....................... I have the honour to forward herewith for ....... the under mentioned properties in Sessions Case No...........of 20 ...........  (No...............of 20 .............. on the file of the ............... Magistrate.................)  and to request that the accompanying acknowledgement may be returned to me after your verification and  signature.......................................  Yours faithfully,  Sessions Judge | Acknowledgement  (to be returned after verification and signature)  No..................................  Chief Judicial Magistrate’s Court,  ..................................................  Dated .............20...........  From  The Chief Judicial Magistrate,  ....................................  To  The Sessions Judge,  ...........................................  Sir,  I have the honour to acknowledge the receipt of the properties noted below that accompanied your letter No............  Dated ............20...............................  (Sessions Case No........... of 20 ........  on the file of the .......... Magistrate......)  Yours faithfully,  Chief Judicial Magistrate |
| --- | --- | --- |

186 CRIMINAL RULES OF PRACTICE IN KERALA FORM No.44

**FORM No. 44**

**Register of Committal Proceedings held before the...................................................................**

**Magistrate's Court of ...... 􀀂 .................. during.........................................................................**

| Number of the case | Name of the accused | Substance of the complaint | Name of the complainant or the Police Station from which the charge sheet was received with the date and number of the charge sheet | Result of the enquiry | Offence | Complaint | Apprehension or appearance | Closing proceeding | Explanation for delay |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**FORM No. 45**

**Statement showing the number of cases pending at the end**

**of ................................. in the court of the Magistrate of ...........................**

| Calendar as well as Register number | One month | Three months | Six months | Date of filing | Description of offence | Cause of pendency |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

**Note:-** The number of the last Calendar Case, Miscellaneous Case or Committal Proceeding

Case should be entered.

**1FORM No.46**

**Register of confession/statement/dying declaration**

| SI No. | Crime No., if any | Requisition particulars | Name  and address of the maker | Date of recording | Name of the Officer |
| --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) | (6) |
|  |  |  |  |  |  |

FORM No. 1 APPENDIX IIA- GENERAL FORMS 187

**1[APPENDIX IIA**

**General Forms**

**FORM No.1**

**FORM OF MEDICAL RECORD/REPORT**

(Under Section 54 of Criminal Procedure Code)

Crime No. Police Station

I Details of the Medical Officer or Medical Practitioner

(a) Name :

(b) Qualification :

( c) Designation :

(d) Present Posting :

(e) Specialization, if any :

(f) Registration No. :

(g) Place of Practice :

(In case of registered practitioner)

II Details of Person Arrested

(a) Name :

(b) Age :

(c) Sex :

(d) Father's/Mother's Name :

(e) Identification Marks :

III Date, Time & Place of Arrest :

IV Date, Time & Place of Examination :

V Whether Examination and Report prepared :

on Consent of person arrested

VI Any reported history of diseases or injury :

VII Cause of injury, if any, alleged by the accused :