CONTENTS

RULES	PAG	GE No.
	CHAPTER - I Preliminary	
1.	Title	1
2.	Commencement and extent.	1
3.	Repeal.	1
4	Definitions.	1
5.	Administrative Control.	2
6.	High Court Rulings	2
7.	Officers-in-charge.	2
8.	Office hours.	3
9.	Clerks not to take records.	3
10.	Daily sittings of Judges.	3
11.	Administrative work.	3
12.	Absence from court	4
13.	Work on holidays.	4
14.	Attendance register.	4
15.	Court Language	5
16.	Weekly Cause List.	5
17.	Presentation of applications to the Judge.	5
18.	Rubber stamps prohibited	6
18A.	Reader's diary.	6

	CHAPTER - II Jurisdiction and situation of Civil Courts	
19.	Table of Jurisdiction.	7
20.	Jurisdiction and place of sitting of courts.	7
	CHAPTER - III Suits and Appeals in General	
21.	Authority to co-suitor to act.	8
22.	Authority to District Government Counsel or other counsel for Government.	8
23.	Authority to Legal Remembrancer.	9
24.	Certificate for court-fees and stamps filed in suits by or against Government etc.	9
25.	Paper for pleadings and petitions and margin.	9
26.	Heading of pleadings and applications	10
27.	Signature of person presenting application.	10
28.	Separate application for distinct subjects matters and return of application containing argumentative matters.	10
29.	Persons from whom applications may be received.	10
30.	How to deal with applications received by post.	10
31.	Valuation to be noted on petitions.	10
32.	Time for presenting applications.	11
33.	Orders other than routine ones to be made in Judge's notes.	11
34.	Receipt slip	11
35.	Munsarim's duty in respect of plaints.	11
36.	Opposite party to be given copies of written statement, etc.	12

37.	How to make amendment in pleadings.	12
38.	Return of petitions and plaints	13
39.	Return of Vakalatnama with plaint.	13
40.	Who may produce documents?	13
41.	Translation to be filed with certain documents.	13
42.	Opposite party to record admission or denial on documents.	14
43.	List to accompany all documents whensoever filed.	14
44.	Statement about erasures and additions.	14
45.	Small documents and documents of historic value.	14
46.	Affidavit to accompany an application for production of public record.	14
47.	Documents for production of which sanction of head of department is necessary.	15
48.	Registers from Sub-Register's office and production of documents in Police custody, records of Municipal and District Board and of Post-Office.	15
49.	Production of settlement records.	16
50.	Payment of postage fee, etc	16
51.	Covers of documents received by registered post to be retained.	16
52.	Documents produced how to be dealt with.	16
53.	Duty of court upon production of documents.	16
54	Admission of genuineness not to be confused with admission of truth of contents.	17
55.	Proper expression about admissions of documents.	17
56.	Endorsement on documents in suits compromised or dismissed for default.	17
57.	Marking of documents.	17
58.	Marking of documents.	18

59.	Return of unproved documents.	18
60.	Retention of impounded and certain other documents	18
61.	Care of impounded documents.	19
62.	Deleted. (Cost of proving documents)	19
63.	Return of documents.	19
64.	Books of business.	19
65.	Commission to be issued to whom.	20
66.	List of Commissioners.	21
67.	Prohibition of commission fees to Government Officers.	21
68.	Particulars to be given in the order for local investigation.	23
69.	Time for executing commissions.	23
70.	Payment in advance of expenses for issue of commissions	23
71.	Commissioner's responsibilities.	23
72.	Local inspections by presiding officers.	24
73.	Deleted. (Commissions for execution in England)	24
74.	Commissions to foreign courts.	25
75.	Government Examiner of Questioned Documents.	25
76.	Affidavits and facts.	25
77.	Munsarims to verify affidavits.	25
78.	Power of District Judges to appoint lawyers to verify affidavits.	26
78A	Fee and stamp duty paid on affidavits to be taxed in to be taxed in the decree	26
79.	Instruction for dealing with applications for adjournments.	26
80.	Priority to cases to which soldiers, sailors, or airmen are parties and those which are holding up other cases.	27
81.	Priority to cases (uncontested).	27
82.	Fixing of dates and prohibition against fixing of long dates.	27
83.	Party's fault in non-service of summons on witnesses.	28

84.	Party's fault in non-service of summons on witnesses.	28
85.	Judge's notes.	28
86.	Evidence common to two cases.	29
87.	Witnesses in attendance to be examined.	29
88.	Judge's duty during the recording of evidence.	29
89.	Record of parties statements.	29
89A.	Procedure to be followed on transfer or withdrawal of cases.	29
89B.		30
90.	Mode of recording judgment.	31
91.	Provision of C.P.C. to be given in certain judgments.	31
92.	Reference of parties and witnesses in judgments and use of abbreviations.	31
93.	Judges may take records out of courts.	31
94.	Judgments not to be delayed and completed cases to be decided by officer before proceeding on transfer.	32
95.	Decree to contain addresses filed by parties.	32
96.	Decree to be self contained and forms of decree.	32
97.	Taxing of diet money of witnesses	32
97A.	Certain expenditures may be taxed as costs in the decree.	32
98.	Drawing up of decree and contents of decree (Original)	33
99.	Contents of appellate decree.	33
100.	Copy of appellate judgment to be certified to lower court.	33
101.	Information to departmental heads when necessary.	33
	CHAPTER - IV Summonses and Other Processes	
102.	Parties to file summons, its form, etc. and translation when	34
·	1	

	necessary.	
103.	Contents of process	35
104.	Time to be allowed in processes to Government Department.	35
105.	Payment of process fees and other expenses.	36
105A.	Other expenses to be allowed to the witnesses	36
106.	Process fees for notice in execution cases, poundage and fee for previous execution not to be used in later executions.	37
107.	Ferry tolls, etc	38
108.	Postage for sending processes.	38
109.	Endorsement on processes sent for service to other courts	38
110.	Service of processes from other courts.	38
111.	Particulars on return of summonses	38
112.	Processes for service by foreign countries.	39
113.	Directions for processes to be sent to foreign courts.	39
114	Deposit of expenses in summons to be sent to foreign countries.	40
115.	Summons to officers and soldiers.	41
116.	Summons to public officers.	41
117.	Intimation to head of office when summons sent to public officer.	41
118.	Intimation for making arrangements for performance of duties of the Public Officer.	42
119.	Public Officer summoned as defendant.	42
120.	Warrant for arrest of public servants.	42
121.	Manner of service of process on a member of Parliament or State Legislature.	43
122.	Establishment of process servers.	43
123.	Number of processes to be served annually by a process	44

	server.	
124.	Process servers to be properly dressed.	44
125.	Processes to be delivered to Nazir for service.	44
126.	Duty of Nazir on receipt of processes for service.	44
127.	Processes for service within outlying Munsifi.	44
128.	Processes issued or received by outlying Munsifi.	45
129.	Nazir's list of inhabited places.	45
130.	Beats of area outside eight Kilometer radius, process almirah and distribution of processes.	46
131.	Issue of processes within eight Kilometers radius.	46
132.	Priority to process servers with long stay.	46
133.	Processes from foreign courts.	47
134.	Attendance of process servers- and their diaries.	47
135.	Service by special messenger and emergent service fee.	47
136.	Boat or ekka hire for emergent service.	48
137.	Prompt service of processes.	48
138.	Mode of service of processes.	48
139.	Witnesses to service.	48
140.	Sufficiency of service and re-issue of processes.	48
141.	Service by publication.	49
CHAPTER - V Preparation of Records		
142.	Particulars of case to be noted on every paper.	50
143.	General index and order-sheet.	51
144.	Contents of order-sheet.	51
145.	Arrangement in order-sheet and Judge's signatures.	51
146.	Information to and signatures of parties.	51

147.	Separate order sheets for separate proceedings.	52
148.	Separate order-sheets for Part I and II records.	52
149.	Entries regarding routine orders etc. on order-sheets.	52
150.	Endorsement on back of applications.	52
151.	Parts of record.	52
152.	Classification of records.	55
153.	Records and files in it.	56
154.	File covers.	56
155.	List of papers to be placed in Files Al, A 2 or B.	56
156.	Papers forming File C.	58
157.	Contents of File D.	59
158.	Papers taken out of a record to be replaced by its copy.	60
159.	Documents forming basis of suit how dealt with.	60
160.	Wrappers.	61
161.	Munsarim's certificate as to papers on record.	61
	CHAPTER - VI Execution	
162.	Prompt disposal of execution cases.	62
163.	Recording of orders in execution.	62
164.	Procedure on receipt of decree from another court.	62
165.	Copy of decree need not accompany execution application.	63
166.	Duty of Munsarim and office.	63
167.	Register of execution applications.	64
168.	Execution in U.P. of decrees passed by courts outside U.P.	64
169.	Serving officer's endorsement on warrants.	64
170.	Mode of certifying under O. X X I, r.2.	65

ed. (Transfer of Decrees to Collector under Section ag of proclamations and orders. cation of notices under 0. XXI, r. 67(2). by court in execution of a decree.	656565
cation of notices under 0. XXI, r. 67(2).	65
, , ,	
ay court in execution of a decree	
y court in execution of a decree.	65
ed. (Non-interference by Court with Collector's dure)	66
nts of sale certificates.	66
postal charges for transmission of decree to another	66
e holder's liability to pay for civil prisoner's detention.	66
d	d. (Non-interference by Court with Collector's ure) Its of sale certificates. postal charges for transmission of decree to another c holder's liability to pay for civil prisoner's detention

CHAPTER - VII Record room and preservation and destruction of records

179.	Racks for each court.	69
180.	Arrangement of records.	69
181.	Transmission of record to record-room.	69
182.	List of records to accompany each bundle.	70
183.	Packing and transmission.	70
184.	Preparation of invoices.	71
185.	Transmission of registers and books.	71
186.	Bundles pending examination.	71
187.	Record Keeper's examination of records received.	71
188.	Record Keeper's certificate of correctness or report to District Judge.	72
189.	Examination when to be completed.	72
190.	Lists to be stitched into books.	72
191.	Second punching of labels.	73
		•

192.	Arrangement of records in bundles.	73
193.	Treatment of miscellaneous case relating to pending cases.	74
194.	Arrangement of records and labeling of bundles.	74
195.	Period of retention of books and registers in courts before consignment to record-room.	74
196.	Preservation and destruction of files.	75
197.	Period of retention of papers.	77
198.	Period of retention (books and registers).	79
199.	Monthly destruction of files.	83
200.	Destruction of books and papers.	83
201.	Destruction of files selected for weeding.	83
201A.	Retention in case of dispute or necessity.	83
202.	Rules for branch - record rooms.	84

CHAPTER - VIII Production, Return and Transmission of records

203.	Prohibition against issue of records.	85
204.	Forms of requisition.	85
205.	Procedure for sending requisitions out of U.P.	85
206.	No charges payable on requisition by court suo motu.	86
207.	Charges payable by a party for requisition.	86
208.	Provision governing issue of record.	86
209.	Requisitions for wills.	86
210.	Office procedure on requisitions.	87
211.	Register of requisitions.	87
212.	Return of records.	87
213.	Procedure on return of record.	88

Г		
214.	Check on delay in return of records.	88
215.	Records of cases appealed to the High Court.	88
216.	Loss of record.	88
217.	Records pertaining to foreign courts	89
218.	How to send records.	89
219.	Examination of records on arrival.	90
220.	Applicability of the rules for records to registers and books.	90
	CHAPTER - IX	

CHAPTER - IX Inspection and Search of records

221.	Separate room for inspection.	91
222.	Surprise inspections.	91
223.	Prohibition against giving surreptitious information.	91
224.	Application for information.	91
225.	Application for information in pending cases.	92
226.	Power of Judges to examine records.	92
227.	Taking charge of a record by the Judge for examination at his residence.	92
228	Papers excepted from inspection.	92
229.	Inspection of papers in office and free inspection by Government servants.	92
230.	Applications for inspection.	93
231.	Applications for inspection by party to a suit.	93
232.	Application for inspection by a stranger.	93
233.	Form and fees for application for inspection.	93
234.	Application for inspection by a party.	94
235.	Court-fee on inspection applications for registers.	94
236.	Order for inspection.	94

237.	Order for inspection.	94
238.	Duty of record-keeper.	95
239.	Duty of Munsarim.	95
240.	Duty of Munsarim.	95
241.	Use of pen and ink during inspection prohibited.	95
242.	Munsarim not to allow any other person to have access to the record.	95
243.	Inspection of registers.	96
244.	Inspection by or on behalf of the High Court.	96
244A.	Fee prescribed by this Chapter shall be in addition to the court fee payable under the Court-Fees Act.	96
	CHAPTER - X Copies and Copying Department	
245.	Copies to be made only under an order on an application.	97
246.	Details necessary in application for copy.	97
247.	Pleader's clerk may apply for copy.	98
248.	Procedure for prisoner to apply for copies.	98
249.	Parties to suit.	98
250.	Stranger to suit.	99
251.	Supply of copies free of charge.	99
252.	Supply of copies free of charge.	99
253.	Mode of presenting applications and copies from a case under hearing.	100
254.	Duty of Head Copyist when application is received.	100
255.	Copies to be made on stamped paper provided by applicant.	102
256.	Scale of copying charges.	103
257.	Use of stamped sheet for copy	104

258.	Copies of maps, etc.	104	
259.	Signing, examination and certification of copies.	105	
260.	Notice of copies ready for delivery.	106	
261.	Order of compliance with applications.	106	
262.	Urgent copies.	106	
263.	Copies prohibited.	106	
264.	Application to subordinate court when record is go to headquarters	106	
265.	Register of application for copies.	107	
266.	Difficulty to be referred to Judge.	107	
267.	Standard of work for copyists.	107	
267A.	Distribution Register.	108	
267B.	Register of break numbers.	108	
268	Register of outturn of copyists.	108	
268A.	Fortnightly statement of copying work done.	108	
269.	District Judge to be informed when work increases for copyists.	109	
270.	District Judge to be informed when work not sufficient for copyists.	109	
CHAPTER - XI Civil Court Accounts			
271.	Definitions (Civil Court Accounts).	110	
272.	Courts keeping separate account.	111	
273.	Heads of account.	111	
274.	Use of Indian numerals.	112	
275.	Payments to or through a court	112	
276.	Remittance by money order.	113	

277.	Deposits in cash.	113
278.	Deposits in cash.	114
279.	Time for receipt of deposits.	114
280.	Registers.	114
281.	Registers.	115
282.	Erasures prohibited.	115
283.	Mode of payment of money into court.	115
284.	Verification of particulars of tenders.	116
285.	Order to receive payment.	116
286.	Munsarim or clerk to prevent delay.	117
287.	Acknowledgement	117
288.	Pass book and Register of Petty Receipts.	117
289.	Remittance of receipts to the Treasury.	117
290.	Remittance by money order or letter	118
291.	Advice list.	119
292.	Correspondence between court and Treasury Accounts.	119
293.	Entry of receipts under heads of Account 1 and 2.	119
294.	Repayment of petty receipts.	119
295.	Repayment of other than petty items.	120
296.	Repayment of other than petty items.	121
297.	Repayment of other than petty items. (by money order).	121
298.	Repayment to Cooperative Societies.	122
299.	Repayment applications to be compared with record of case.	122
300.	Procedure on repayment applications when the record is in record-room.	123
301.	Receiving Officer's Report.	123
302.	Order of presiding Judge.	123
303.	Repayment Order.	123

304.	Bilingual forms for repayment of deposits.	124
305.	Procedure on transfer of the officer and custody of repayment order books.	125
306.	Specimen signature.	125
306A.	Manner of drawing a Repayment Order.	125
307.	Delivery of Repayment order to applicant.	125
308.	Duty of Munsarim or clerk of the court.	126
309.	Lapse of Repayment order, issue of fresh Repayment order and procedure on loss of Repayment Order.	127
310.	Advice List.	127
311.	Entries after receipt of advice list.	127
312.	Application for repayments to be filed with case.	128
313.	Exclusion from accounts of direct payments by one to another party.	128
314.	Initialling of Registers by Munsarim and Judge.	128
315.	Daily extracts from outlying courts.	128
316.	Cash-book	129
317.	Excessive balance in Receiving Officer's hand.	130
318.	Original vouchers to be produced before the Judge.	130
319.	Correspondence between court and Treasury accounts.	131
320.	Method of maintaining correspondence between court and Treasury Accounts	132
321.	Memo of receipts and repayments.	133
322.	Monthly accounts to be submitted by subordinate courts.	133
323.	Consolidated monthly returns.	134
324.	Consolidated monthly returns.	134
325.	Quarterly certificate.	134
326.	Unclaimed balances and checking of cash balance.	135
327.	List of deposits about to lapse.	135

		1
328.	Preparation of list of lapsed sums and information of lapsed sums to Treasury Officer.	136
329.	Refund of lapsed sums.	136
330.	Rules regarding forfeitures.	137
331.	Clearance Register.	137
332.	Duty on applications for certificate under the Indian Succession Act.	138
333.	Payments to Amins.	138
334.	Payments to Amins.	138
335.	Payments to Amins.	138
336.	Amin's cash register.	139
337.	Remittance of receipts to the Treasury.	139
338.	Extract from Amin's pass-book to be sent to court.	139
339.	Returns to be sent by Amins.	140
340.	Check of Amin's cash return.	140
341.	Repayment of Deposits by Amin.	140
	CHAPTER - XII Departmental Cash Accounts	
342.	Departmental cash accounts.	141
343.	Departmental cash accounts-to be kept by Central Nazir and Nazirs.	141
344.	All moneys to be entered in accounts and-unauthorized funds disallowed.	141
345.	Observance of Financial Handbook, Vol. V, Part I.	142
346.	Establishment order book.	142
347.	Fixed stationery allowance.	142
348.	Stationery and miscellaneous expenses of subordinate courts.	143

350. Mode of obtaining postage stamps. 144 351. Custody of cash and articles of value. 144 352. Submission of bills to District Court. 146 353. Deleted. (Monthly Checking of pay bills) 147 354. Encashment of bills and disbursement. 147 355. Registers. 147 356. Travelling allowance bills. 148 357. Retention and destruction of receipts for fixed stationery allowance. 148 358. Vouchers for contingent charges. 148 359. Instructions for entry in the Day-book. 149 360. Instructions for entry in the Day-book. 149 361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 150 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. 150 CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 153 366. Exemptions. 160 367. <th></th> <th></th> <th></th>			
351. Custody of cash and articles of value. 144 352. Submission of bills to District Court. 146 353. Deleted. (Monthly Checking of pay bills) 147 354. Encashment of bills and disbursement. 147 355. Registers. 147 356. Travelling allowance bills. 148 357. Retention and destruction of receipts for fixed stationery allowance. 148 358. Vouchers for contingent charges. 148 359. Instructions for entry in the Day-book. 149 360. Instructions for entry in the Day-book. 149 361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 150 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. 150 CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 153 366. Exemptions. 160 367. Pro	349.	Check over postage.	143
352. Submission of bills to District Court. 353. Deleted. (Monthly Checking of pay bills) 354. Encashment of bills and disbursement. 355. Registers. 356. Travelling allowance bills. 357. Retention and destruction of receipts for fixed stationery allowance. 358. Vouchers for contingent charges. 359. Instructions for entry in the Day-book. 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 368. Unexpended process-fee. 369. Poundage. 370. Poundage.	350.	Mode of obtaining postage stamps.	144
353. Deleted. (Monthly Checking of pay bills) 354. Encashment of bills and disbursement. 355. Registers. 356. Travelling allowance bills. 357. Retention and destruction of receipts for fixed stationery allowance. 358. Vouchers for contingent charges. 359. Instructions for entry in the Day-book. 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 368. Unexpended process-fee. 369. Poundage. 160 370. Poundage.	351.	Custody of cash and articles of value.	144
354. Encashment of bills and disbursement. 147 355. Registers. 148 356. Travelling allowance bills. 357. Retention and destruction of receipts for fixed stationery allowance. 358. Vouchers for contingent charges. 359. Instructions for entry in the Day-book. 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	352.	Submission of bills to District Court.	146
355. Registers. 147 356. Travelling allowance bills. 148 357. Retention and destruction of receipts for fixed stationery allowance. 148 358. Vouchers for contingent charges. 148 359. Instructions for entry in the Day-book. 149 360. Instructions for entry in the Day-book. 149 361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 150 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. 150 CHAPTER - XIII Process fees and Court-fees 153 366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162	353.	Deleted. (Monthly Checking of pay bills)	147
356. Travelling allowance bills. 357. Retention and destruction of receipts for fixed stationery allowance. 358. Vouchers for contingent charges. 359. Instructions for entry in the Day-book. 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	354.	Encashment of bills and disbursement.	147
357. Retention and destruction of receipts for fixed stationery allowance. 358. Vouchers for contingent charges. 359. Instructions for entry in the Day-book. 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	355.	Registers.	147
allowance. 358. Vouchers for contingent charges. 148. 359. Instructions for entry in the Day-book. 149. 360. Instructions for entry in the Day-book. 149. 361. Grouping of entries in the registers of Central Nazirs. 149. 362. Initialling by Judge and Munsarim. 150. 363. Register of contingent charges 150. 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 160. 367. Process fee on commissions. 161. 368. Unexpended process-fee. 161. 369. Poundage. 162.	356.	Travelling allowance bills.	148
359. Instructions for entry in the Day-book. 149 360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 160 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	357.	1	148
360. Instructions for entry in the Day-book. 361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 150 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 160 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	358.	Vouchers for contingent charges.	148
361. Grouping of entries in the registers of Central Nazirs. 149 362. Initialling by Judge and Munsarim. 150 363. Register of contingent charges 150 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. 150 CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 153 366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162	359.	Instructions for entry in the Day-book.	149
362. Initialling by Judge and Munsarim. 363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 160 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	360.	Instructions for entry in the Day-book.	149
363. Register of contingent charges 364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 367. Process fee on commissions. 160 368. Unexpended process-fee. 369. Poundage. 162 370. Poundage.	361.	Grouping of entries in the registers of Central Nazirs.	149
364. Necessary rules for Nazirs to know, report about new structures and handling of private funds. CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 162 370. Poundage.	362.	Initialling by Judge and Munsarim.	150
CHAPTER - XIII Process fees and Court-fees 365. Scale of process fee and poundage. 153 366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage.	363.	Register of contingent charges	150
Process fees and Court-fees 365. Scale of process fee and poundage. 153 366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162	364.		150
366. Exemptions. 160 367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162			
367. Process fee on commissions. 161 368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162	365.	Scale of process fee and poundage.	153
368. Unexpended process-fee. 161 369. Poundage. 162 370. Poundage. 162	366.	Exemptions.	160
369. Poundage. 162 370. Poundage. 162	367.	Process fee on commissions.	161
370. Poundage. 162	368.	Unexpended process-fee.	161
+	369.	Poundage.	162
371. Mode of paying poundage. 162	370.	Poundage.	162
	371.	Mode of paying poundage.	162

372.	Mode of paying poundage.	163
373.	Mode of paying poundage.	163
374.	Poundage less than a paisa.	163
375.	Amin's fees.	163
376.	Mode of paying Amin's fees.	164
377.	Wages of chainmen and incidental charges.	164
378.	Amin's deputation fee when sale is not held.	164
379.	Process fees taxable as costs.	165
380.	How to file process fee.	165
381.	Classification of court fees.	165
382.	Classification of court fees.	166
383.	Rules and remissions under the Court-fees Act.	166
384.	Punching and cancellation of stamps.	167
385.	Aggregate value and number of stamps to be noted.	168
386.	First punching of labels on copies etc.	168
387.	Destruction of pieces punched out.	168
388.	Report by District Judge to Board when probate is found to have been granted on insufficient duty.	168
389.	Forgery of stamps to be reported to Government.	169
390.	Use of adhesive and impressed stamps.	169
391.	Manner of denoting additional court-fee payable under section 19 of Act VII of 1870.	169
392.	Refund certificate.	170
393.	Refund of court-fees on order of remand.	170
394.	Order of refund.	170
395.	Fee on delayed applications in outlying courts.	170
396.	Certificate of refund.	171
397.	Note of refund certificate.	171

398.	Parts of refund certificate and their disposal.	171
399.	Parts of refund certificate and their disposal.	172
	CHAPTER - XIV Civil Court Registers	
400.	Registers to be maintained in all courts.	173
401.	Memorandum books for all civil courts.	174
402.	Additional registers for appellate courts and register of references from revenue courts.	175
403.	Insolvency registers.	175
404.	Gradation List.	176
405.	Nazir's registers and dispatch register.	176
406.	Register of orders to Amin.	177
407.	Registers to be kept by Amins.	178
408.	Register of process fees and court-fees.	178
409.	Registers to be kept by Honorary Munsif.	178
410.	Register of casual leave.	178
411.	Duty of filing up registers and inspection of registers.	178
412.	Work under new legislation.	178
	CHAPTER - XV Returns and Reports	
413.	Annual statements.	180
414.	Quarterly statements.	181
415.	Monthly statement of pending files.	182
416.	Submission of quarterly statements.	182
417.	Submission of quarterly statements.	182

418.	Delay in judgments.	182
419.	Submission of annual statements.	183
420.	Annual report.	183
421.	Contents of annual report.	183
422.	Contents of annual report.	184
423.	District Judge's notes for his successor.	184
424.	Prohibition against calling for extra returns by the District Judge.	185
425.	Return of acquisition and parting of landed property by Judicial Officers.	185
426.	Examination of adequacy of securities.	186
427.	Statement showing receipts under head "Administration of Justice".	187
428.	Defalcation or loss of public money.	188
	CHAPTER - XVI Administrative Correspondence	
429.	Classification of Administrative Correspondence.	189
430.	Arrangement of files.	189
431.	Register of letters received.	189
432.	Register of letters issued.	190
433.	Marking of serial number of letter.	190
434.	Connected files.	190
435.	Division of files into two classes.	190
436.	Correspondence press.	190
437.	Closed files.	191

Pending files.

File Index.

438.

439.

191

191

440	Reopening of closed files.	191
441.	Register of Circulars.	192
442.	Supply of copies of General and Circular letters.	192
443.	Correspondence originating from a Circular.	192
444.	Lists of Returns and Reports due and Register of pending files.	192
445.	Dispatch book	193
446.	Correspondence with High Court.	193
447.	Correspondence relating to suits and cases	194
448.	Confidential Letters.	195
449.	Weeding of correspondence	195

CHAPTER - XVII Library 450. Catalogue. 201 451. Classification of books. 201 Room for Library and its use by lawyers. 452. 202 453. Librarian and his duties. 202 Receipt for books taken out. 454. 203 455. Check of books. 203 Loss of books. 204 456. 204 457. Books for different courts. 204 458. Binding of books. 204 459. Communication with Government Press by subordinate courts. Purchase of suitable books by District Judges. 460. 205 461. Gazettes. 205

462.	Books etc. not to be weeded.	205
463.	Publications which may be weeded.	206
464.	Weeding of valuable books.	206
465.	Sale of books etc.	206

CHAPTER - XVIII Testamentary and Intestate Jurisdiction

466.	Definitions.	207
467.	General heading.	207
468.	Non-contentious business.	207
469.	Notice to Collector.	207
470.	Application for probate.	208
471.	Application for letters of administration.	208
472.	Application for letters of administration with will annexed.	208
473.	Certificate that no other grant has been made.	209
474.	Certificate as to court-fee.	209
474A.		209
475.	Proof of identity.	209
476.	Interlineations, alterations, etc. in will to be sworn to by attesting witness.	209
477.	In absence of attesting witness what other evidence must be produced.	210
478.	Attempted cancellation must be accounted for	210
479.	Unsigned or unattested will.	210
480.	Renunciation.	210
481.	Application for administration by creditor.	210
482.	Production of deed; pacer, etc. referred to in will.	210
483.	Persons consenting to an application for letters of	211

administration shall do so on affidavit 484. Citation to rightful parties 211 485. Citations. 486. Citations. 487. Proof of publication. 488. Proof of power of attorney. 489. Grant when to have effect in the State 490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 216 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 215 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills. Charge of European or Anglo-Indian's property after death. 216		1 1 1 1 001 1	1
485. Citation on application by creditor. 486. Citations. 487. Proof of publication. 488. Proof of power of attorney. 489. Grant when to have effect in the State 490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 214 504. Conversion of application into suit. 505. Proof in solemn form. 215 506. Trial of preliminary issue. 216 217 218 219 219 210 210 211 212 212 213 214 215 215 216 217 218 219 219 219 210 210 211 211 212 213 214 215 215 215 215		administration shall do so on affidavit	211
486. Citations. 211 487. Proof of publication. 211 488. Proof of power of attorney. 211 489. Grant when to have effect in the State 212 490. Grant when to have effect through out India. 212 491. Administration bond. 212 492. Guarantee Society as surety. 212 493. Representation of Guarantee Society by agent. 212 494. Filing of annual balance-sheet by such Society. 212 495. Attestation of bond. 213 496. Consequence of neglect to proceed with petition or to furnish security. 213 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 213 498. Extension of grants. 213 499. Inventory and account. 213 500. Caveats. 214 501. Affidavit in support of caveat. 214 502. When caveat is entered before application for grant is filed. 214 503. Consequence of non-compliance. 214 504. Conversion of application into suit. 215 505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	484.	Citation to rightful parties	
487. Proof of publication. 488. Proof of power of attorney. 489. Grant when to have effect in the State 490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	485.	Citation on application by creditor.	
488. Proof of power of attorney. 489. Grant when to have effect in the State 490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	486.	Citations.	211
489. Grant when to have effect in the State 490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	487.	Proof of publication.	211
490. Grant when to have effect through out India. 491. Administration bond. 492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	488.	Proof of power of attorney.	211
491. Administration bond. 212 492. Guarantee Society as surety. 212 493. Representation of Guarantee Society by agent. 212 494. Filing of annual balance-sheet by such Society. 212 495. Attestation of bond. 213 496. Consequence of neglect to proceed with petition or to furnish security. 213 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 213 498. Extension of grants. 213 499. Inventory and account. 214 500. Caveats. 214 501. Affidavit in support of caveat. 214 502. When caveat is entered before application for grant is filed. 214 503. Consequence of non-compliance. 214 504. Conversion of application into suit. 215 505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills.	489.	Grant when to have effect in the State	212
492. Guarantee Society as surety. 493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 213 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 216 217 218 219 219 210 210 211 211 211 212 213 214 215 215 216 217 218 219 219 219 210 210 211 211 212 213 214 215 215 216 217 217 218 219 219 219 219 210 210 211 211	490.	Grant when to have effect through out India.	212
493. Representation of Guarantee Society by agent. 494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	491.	Administration bond.	212
494. Filing of annual balance-sheet by such Society. 495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	492.	Guarantee Society as surety.	212
495. Attestation of bond. 496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	493.	Representation of Guarantee Society by agent.	212
496. Consequence of neglect to proceed with petition or to furnish security. 497. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	494.	Filing of annual balance-sheet by such Society.	212
furnish security. Schedule of property to accompany certificate under section 274 of the Act or section 24 of the Administrator General's Act, 1913. Extension of grants. Inventory and account. Caveats. Affidavit in support of caveat. When caveat is entered before application for grant is filed. Consequence of non-compliance. Conversion of application into suit. Conversion of preliminary issue. Preservation and inspection of Wills.	495.	Attestation of bond.	213
274 of the Act or section 24 of the Administrator General's Act, 1913. 498. Extension of grants. 499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	496.		213
499. Inventory and account. 500. Caveats. 501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 215 506. Trial of preliminary issue. 216 507. Preservation and inspection of Wills.	497.	274 of the Act or section 24 of the Administrator General's	213
500. Caveats. 214 501. Affidavit in support of caveat. 214 502. When caveat is entered before application for grant is filed. 214 503. Consequence of non-compliance. 214 504. Conversion of application into suit. 215 505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	498.	Extension of grants.	213
501. Affidavit in support of caveat. 502. When caveat is entered before application for grant is filed. 503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 215 506. Trial of preliminary issue. 507. Preservation and inspection of Wills.	499.	Inventory and account.	213
502. When caveat is entered before application for grant is filed. 214 503. Consequence of non-compliance. 214 504. Conversion of application into suit. 215 505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	500.	Caveats.	214
503. Consequence of non-compliance. 504. Conversion of application into suit. 505. Proof in solemn form. 215 506. Trial of preliminary issue. 216 217 218 219 219 219 210 210 210 210 211 211	501.	Affidavit in support of caveat.	214
504. Conversion of application into suit. 215 505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	502.	When caveat is entered before application for grant is filed.	214
505. Proof in solemn form. 215 506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	503.	Consequence of non-compliance.	214
506. Trial of preliminary issue. 215 507. Preservation and inspection of Wills. 215	504.	Conversion of application into suit.	215
507. Preservation and inspection of Wills. 215	505.	Proof in solemn form.	215
507. Treservation and hispection of wins.	506.	Trial of preliminary issue.	215
508. Charge of European or Anglo-Indian's property after death. 216	507.	Preservation and inspection of Wills.	215
	508.	Charge of European or Anglo-Indian's property after death.	216

509.	Notice of application for grant of Succession Certificate.	216
	CHAPTER - XIX	
R	ules relating to certain enactments of the Legislat	ure
510.	List of rules relating to certain enactments of the	217
210.	Legislature.	
	CHARTER VV	
	CHAPTER - XX Forms, Stationery and their Indents	
	Tornis, Stationery and their indents	
511.	Sanctioned forms.	221
512.	Form of indent for printed forms.	221
513.	Stock of printed forms.	222
514.	Stock of printed forms.	222
515.	Arrangement of printed forms.	223
516.	Deleted. (Stock-book forms)	223
517.	Charge of saleable forms.	223
518.	Surplus stock of forms.	223
519.	Prohibition of unauthorized forms.	223
520.	Stationery indents.	223
521.	Register of stationery.	224
	CHAPTER - XXI	
	Amins	
522.	Qualifications for appointment as Amins	225
523.	Instrument for Amin's work	225
524.	Additional Amins	226

525.	Grades of Amins	226
526.	Drummer's fees	226
527.	Circles and beats of Amins .	226
528.	Amins to work personally	226
529.	Work for Amins.	227
530.	Day's journey of Amins	227
530A.	T.A. to Amins.	227
531.	Programme of Amins.	227
532.	Information by Amin to Decree-holder.	227
533.	Instruction for measurement and mapping.	228
534.	Procedure for police help to Amin.	228
535.	Statement of work done by Amin.	229
536.	Scrutiny of the Amin's statement of work.	229
	Duties of Munsarim	
537.	Munsarim to be the Chief Ministerial officer.	230
538.	Date of presentation to be noted on paper.	230
539.	Duties of Munsarim.	230
540.	Exception of duties to be delegated.	231
	CHAPTER - XXIII Security by Civil Court officials	
541.	Security to be taken from certain officials.	232
542.	Nature of security.	233
543.	Officiating incumbents of above posts.	234
544.	Verification of security.	234

545.	Custody of security bonds.	234
546.	Registers of securities.	234
547.	Retention of securities.	235
548.	Deleted. (Annual Inquiry into sufficiency of security)	235
	CHAPTER - XXIV Legal Practitioners	
549.	Interpretations.	236
550.	Advocate holding vakalatnama and brief-holder.	236
551.	Pleaders.	236
552.	Pleader of the first grade.	237
553.	Pleader of the second grade.	237
554.	Pleader of the third grade.	237
555.	Mukhtar of the first grade.	237
556.	Mukhtar of the second grade.	237
557.	Mukhtar of the third grade.	237
558.	Right of a Mukhtar entitled to a practice as a Mukhtar.	238
559.	No right to practice without enrolment.	239
560.	Admission as pleader.	239
561.	Admission of pleader of another High Court.	240
562.	Application for Admission.	240
563.	Certificate under Section 7 of the Legal Practitioners' Act, 1879	240
564.	Application for enrolment.	240
565.	Enrolment in more than one district.	241
566.	Legal training.	241
567.	Submission of certificate of training to the High Court.	241

568.	Choice of senior and his fee.	242
569.	Right of trainee.	242
570.	Change of district of enrolment.	242
571.	Re-enrolment after discontinuing practice.	243
572.	Right of certain persons to practice as Mukhtar in the Kumaun Division.	243
573.	Right of certain persons belonging to the former States of Samthar and Charkhari to be enrolled as pleader.	243
574.	Rights of certain persons to be enrolled as pleader or Mukhtar in Rampur Judgeship.	244
575.	Rights of certain persons to be enrolled as pleader or Mukhtar in Tehri District.	244
576.	Pleader or Mukhtar not to take up appointment or engage in trade or business.	245
577.	Application for renewal of certificate of practice.	245
578.	Order on application for renewal.	246
579.	High Court's power of the renewal when application made after 15 th December.	246
580.	Forms of original and renewed certificates.	246
581.	Returns.	246
582.	Taxation in decree of Legal Practitioners' fees and the certificate for such fees.	247
583.	Conditions governing taxation of lawyer's fee.	249
584.	Right to handover briefs.	250
585.	Fees allowable on taxation in suits and appeals from decrees.	250
586.	Fees allowable on taxation in uncontested cases	252
587.	Fees allowable on taxation in miscellaneous cases and miscellaneous appeals	252
588.	Fees allowable on taxation where application to sue an indigent person is rejected	253

589.	Fees allowable on taxation in proceedings for execution of decrees and orders or objections therein	253
590.	More fees taxable in special cases	254
591.	Determination of the valuation for the purposes of computing the amount of fees allowable on taxation	254
592.	Rounding of the fees of legal practitioners allowable on taxation	254
593.	Court's discretion in taxing fees	254
594.	Fees allowable on taxation in cases not admitting of valuation in terms of money	254
595.	Fees in cases of common defence	255
596.	Fees in cases of separate defence.	255
597.	Costs of stamps on Vakalatnama in above cases.	255
598.	Fees allowable on taxation for clerks of legal practitioners and taxation of typing charges and other costs.	255
599.	Pleader's clerk to issue memo of account.	257
600.	Not printed.	257
601.	Authority for withdrawing client's money.	257
602.	Conditions on bidding at auction sales.	257
602A.	Preliminary	257
602B.	Procedure for inquiries.	258
602C.	Framing of charges and issue of notice.	258
602D.	Issue summons.	289
602E.	Summoning of records.	289
602F.	Power to reject application to summon witnesses, etc.	289
602G.	Commission.	289
602H.	Representation of parties.	260
602I.	Absence of parties.	260
602J.	Record of evidence.	261

602K.	Commencement of inquiry.	261
602L.	Prosecution.	261
602M.	Defence.	261
602N.	Finding.	262
602O.	Application of the Code.	262
	Charles of Logal Practitioners	
	Clerks of Legal Practitioners	
603.	Registration.	263
604.	Qualifications.	263
605.	Disqualifications.	263
606.	Application for registration	264
607.	Acts which a registered clerk may perform.	264
608.	Cancellation of registration.	265
609.	Fee for registration.	265
	CHAPTER - XXVI	
	Inspection of courts and offices	
610.	Inspection of subordinate courts by District Judges.	267
611.	Inspection by judicial officers of their offices.	267
612.	Inspection of common offices.	267
613.	Munsarim's authority to inspect his office.	267
	CHARTER VVVII	
	CHAPTER - XXVII Miscellaneous	
614.	Dress of Military Officers and Soldiers appearing in courts.	268

614A.	Restriction on carrying Arms within the Court's premises.	269
615.	Court dress for officers and lawyers.	269
616.	Government servants prohibited from participation in political movement.	270
617.	Compliance with certain instructions in M.G.'s.	270
618.	Report of casualty among judicial officers.	271
619.	Prohibition against becoming arbitrator.	271
620.	Obligations of public officers.	271
621.	Permission to District Judge to leave district.	271
622.	Permission to subordinate officers to leave district.	271
623.	Channel of correspondence for Judicial Officers.	271
624.	Application for leave.	272
625.	Contents of application for leave.	272
626.	Information about casual leave of transferred officer.	272
627.	Security Bonds requiring registration.	272
628.	Paid apprentices.	273
628A.	Appointment of paid apprentices.	273
629.	Claims of apprentice to posts.	273
630.	Work for apprentices.	273
631.	Register of apprentices.	273
632.	Posts prohibited for apprentices.	274
633.	Prohibition against employment of public servants in making purchases.	274
634.	Annual examination of safes.	274
635.	Custody of duplicate keys of safes.	274
636.	Disposal of weeded papers.	274
637.	Rules relating to fire in buildings.	275
638.	Applications for buildings or additions or alternations to buildings.	275

639.	Gratifications prohibited (Notice).	275
640.	Application by ministerial staff for leave.	276
641.	Casual leave.	276
642.	Service books and character rolls.	277
643.	Publications necessary for judicial Officers.	277
644.	Report regarding absence of Judicial Officers.	278
645.	Communication of adverse remarks to Judicial Officers.	278
646	Proceedings under the Indian Companies Act in subordinate courts.	280
647.	Petition Writer.	280
648.	Stock Register.	280
649.	Court seals.	280
650.	Use and custody of seals.	281
651.	Responsibility for custody of seals.	281
652.	Officers certificate of reading General Rules (Civil).	281
653.	Upkeep of the book of General Rules (Civil).	281

CHAPTER - XXVIII Procedure under the Guardians and Wards Act, 1890

653A.	Definitions	282
654.	Application for appointment of guardian and its particulars	282
655.	Statement as to unfitness of father.	282
656.	When property proposed to be dealt with.	282
657.	Declaration of willingness to act.	283
658.	Application to be laid before judge.	283
659.	Notice of application.	283
660.	Notice to Collector.	283

661.	Proof by affidavit.	283
662.	Ministerial Officer of Judicial Department not to be appointed guardian.	284
663.	Security of guardian	284
664.	Determination of amount of Security	284
665.	Security Bond	284
666.	Inventory of property of Minor	285
667.	Diminution or increment to property of ward to be reported to Court	285
668.	Accounts to be kept by guardian	285
669.	Submission of accounts	285
670.	Inspection of accounts	286
671.	Audit of accounts	286
672.	Report of auditor to be placed before Court	287
673.	Subsequent applications to be interlocutory	287
674.	Application to deal with immovable property	287
675.	Sale of property	287
676.	Payment into Court pf proceeds of sale	288
677.	Order as to application of proceeds	289
678.	Payment into Court by Guardian	289
679.	Investment	289
680.	Discharge or removal of a guardian	289
681.	Guardian not to be discharged till accounts passed	290
682.	Allowance of guardians	290
683.	Costs	290
684.	Cases to be pending till discharge of guardian	290
685.	Register of guardians and accounts	291
686.	Application for appointment as guardian	291

687.	Power of Attorney	292
688.	Biological Parents	292
689.	Process of Application	293
690.	The Child Study Report	293
691.	Age	294
692.	Remuneration	294
693.	Notice	294
694.	Hearing of Case	294
695.		294
696.		295
697.	Home Study Report	295
