

**LAHORE HIGH COURT, LAHORE.**

No. 12446 MIT/HCI

12004

Dated: 23-07-2004

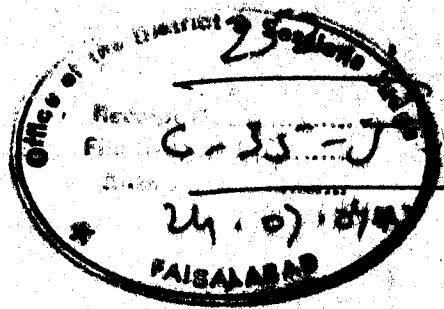
**From,**

**The Registrar,  
Lahore High Court,  
Lahore.**

TQ.

**All the District and Sessions Judges,  
in the Punjab.**

**Subject: MAINTENANCE OF REGISTERS ACCORDING TO THE  
HIGH COURT RULES AND ORDERS VOLIV.  
CHAPTER 24**



**Dear Sir.**

It has come to the notice of this Court that the various registers prescribed under High Court Rules and Orders for the Sub-Ordinate Courts are not being maintained by the courts.

2. I am, therefore, directed to enclose herewith <sup>for</sup> ready reference copy of list of the registers prescribed under High Court Rules and Orders, Vol.VI, Chapter 24, and ask you to ensure strict compliance in this respect.

3. Kindly acknowledge receipt of this letter.

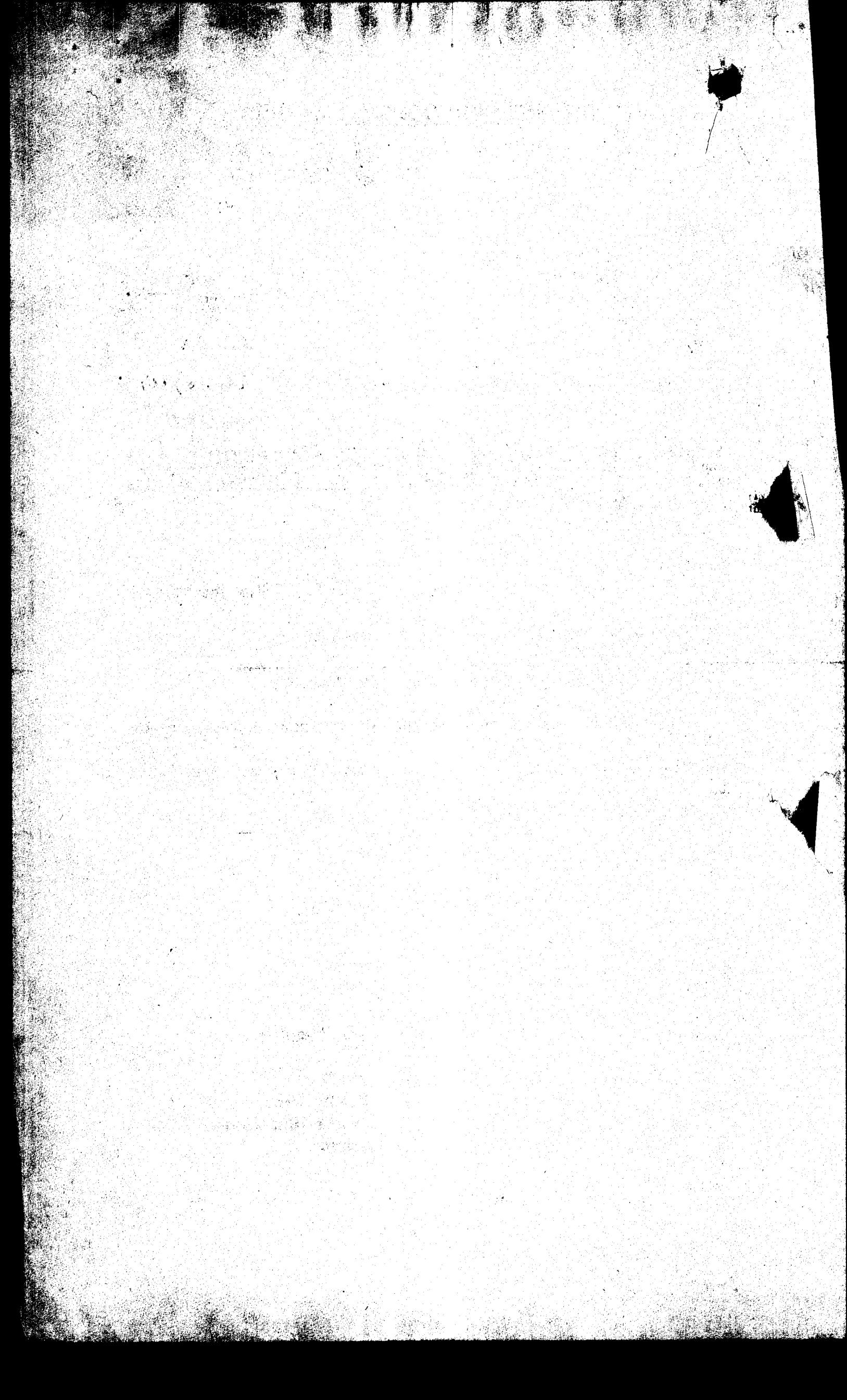
Dear. Office Magistrate to note  
for further proceeding in  
the matter.  
Also circulate amongst all  
the courts in the District for  
information and Compliance.

**Yours faithfully,**

**REGISTRAR,  
Lahore High Court,  
Lahore.**

*Murphy*  
D & S  
AFsd.  
24/7/04.

**Office of the District & Sessions Judge**  
**FAISALABAD.** **24-7**



## CHAPTER 24

### Registers

1. **Indents.**—The registers prescribed for use in all civil and criminal courts will be obtained from the Superintendent, Government Printing, Punjab, Lahore, to whom indents will be submitted by District and Sessions Judges in accordance with the instructions laid down in the Punjab Printing and Stationery Manual.

2. **Building, size, etc.**—All registers will be made of convenient sizes with all headings and columns printed and ruled. The paper will be country-milled paper, known as *Badami*, and the binding will be of card board with leather backs and corners in the case of registers which are preserved for 12 years or more, and with *Kharwa* cloth in the case of other registers.

3. **Suggestions for alterations.**—Should any officer desire to suggest alteration of a prescribed register, he should address the District and Sessions Judge who will make such recommendations as he thinks fit to the High Court. In no case should be Superintendent, Government Printing, Punjab, be addressed direct in such a matter.

4. **Explanation of the list given in the Appendix.**—The registers which have been prescribed by the High Court, with the sanction of the Provincial Government, for adoption in the subordinate civil and criminal courts of the Punjab are enumerated in the appendix to this chapter in which is also indicated the courts in which each register is to be maintained and the officials who will maintain them. Part I of the appendix enumerates the registers which are reproduced in Volumes VI-A and VI-B, Rules and Orders of the High Court; Part II of the Appendix enumerates the registers which are not reproduced in Volumes VI-A and VI-B but in the other Volumes I to IV. The remarks made in the column of remarks in the appendix should be read with the foot-notes, wherever they exist, to the exist, to the registers reproduced in Volumes VI-A and VI-B for instructions as to the manner in which certain registers are to be maintained.

4-A. The pages of all registers and receipt books relating to the receipt of cash shall be machine numbered. The presiding officer shall also record a certificate of actual count of pages, mentioning the number of pages under his dated signatures on all the registers and receipt books.

<sup>1</sup>[5. **Registers to be kept in English.**—The headings of registers in all Civil and Criminal Courts will be in Urdu and should be maintained in that language.]

25-A. In all registers Challans, Vouchers and receipts in respect of monetary transactions amount should be mentioned both in figures and words in such a manner that it becomes impossible to alter them or make any interpolation without disfiguring the entries. In particular, the amount in words should be in a straight line with the printed word "rupees" and not below the level of the printed matter.

1. (C. S. No. 54/XVIII-D-20 (a), dated the 23rd October, 1948.)

2. (C. S. No. 133-Genl/XII, A-12, dated Lahore the 31st January 1968).

6. Common mistakes in filling up registers.—Presiding Officers must remember that they are responsible to see that the registers of their own office are correctly and regularly written up. The following is a list of the several mistakes made by officials in writing up registers. Mistakes of this kind must be avoided :—

- (1) Many registers have no *peshan* or heading at all, while some of them are in such a torn and mutilated condition that they are of no practical value. It is impossible to maintain any register correctly unless it has a regular heading in good condition.
- (2) Entries are sometimes made in a running order across several columns. Each individual column must be filled up separately.
- (3) Entries do not follow the column headings, but are made regardless of them. This creates confusion.
- (4) Some entries are written partly in English and partly in Urdu.
- (5) Entries cancelled do not bear any initials.
- (6) Persian *raqums* are used in filling some columns. English numerals should always be used.
- (7) Entries are sometimes made in pencil which is objectionable.
- (8) Separate serial numbers are not given for each calendar year.
- (9) Sometimes the serial number is changed with a change of register; it should only be changed with the new year.
- (10) In the several registers in which an abstract of the orders passed is to be entered, the entry very often merely says "dakhal dafier ho" or "consigned to the record room". This is not sufficient. The particulars of the orders passed should be entered in greater detail so as to show exactly how the case was disposed of or why was consigned to the record room.
- (11) In the several registers in which the name of the Judge or Magistrate deciding the case is to be entered, the name should always be set out in full. Entries saying "Malik Sahib" or "Sardar Sahib" are meaningless and will not be understood after a few years if and when it becomes necessary to find out the name of the presiding officer. The name of an English Officer, or of an Pakistan officer, who has anglicised his name, should be written in English characters, even if the register is kept in Urdu.

All civil and criminal registers shall be consigned to the record room to which judicial files are normally consigned; they should be destroyed under the supervision of the Record Keeper in accordance with the rules contained in Chapter 16-F of Volume IV.

The Execution Mobarir of each Court shall be responsible for the safe custody of old volumes of civil Register No. 1 till they are consigned to the Record Room. The officials who maintain the other registers shall be responsible for the safe custody of old volumes of them.

9. The following registers shall be consigned to the Record Room 12 years after their completion :—

*Civil Registers Nos. I and X*

10. The followings registered shall be consigned to the Record Room 6 years after their completion :—

*Civil Registers Nos. II, III, IV, VI, VII, XI, XII, XIII, XIV, XXVI and XXVII.*

(Note)—When Civil Register No. XXVI is sent to the Record Room, entries relating to properties of minors (not accounts) in cases still pending should be copied into the new register.

*Miscellaneous Registers A and B*

11. The following registers shall be consigned to the Record Room 3 years after their completion :—

*Civil Registers Nos. XXV, XXVIII, XXIX, XXX and XXXII.*

*Miscellaneous Registers C, E, F, G, H, I, J, K, L, M and P.*

*Criminal Registers Nos. V, VI, VII, VIII, IX, X and XVIII.*

12. The following registers shall be consigned to the Record Room 2 years after their completion :—

*Criminal Registers Nos. I, II, III, IV, XI, XII and XVII.*

13. The following registers shall be consigned to the Record Room one year after their completion :—

*Civil Registers Nos. V, VIII, IX, XVI, XVII, XVIII, XIX, XX, XXI-A, XXI-B, XXI-C, XXII, XXIII and XXIV.*

14. Criminal Registers Nos. XIV and XV shall be consigned to the Record Room after the expiry of every calendar year ; and criminal register No. XIII shall be consigned when it is finished.

15. No register should ordinarily be retained in a court after the period prescribed for its consignment to the Record Room. If the Presiding Officer of a Court wishes to retain any register for a longer period, he should record his reasons for doing so in writing and communicate them to the Record Keeper concerned.

**APPENDIX**  
**PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUME VI-A  
 AND VI-B, RULES AND ORDERS**

No. of Regis- ter	Name of Register	Court in which to be kept	Official by whom to be kept	Remarks
<b>(a) LIST OF CIVIL REGISTERS</b>				
I	Register of Civil Suits	(a) All Sub-Judges' Courts (honorary and stipendiary). (b) Small Cause Court	Ahmed Clerk of Court	(i) A separate register should be opened in each Court exercising original Civil Jurisdiction. (ii) See foot-notes to form in Volume VI-A, Part A-IV. (iii) Costs should be shown separate from the thing, or substantive sum, decreed in column II. (iv) The names of the Counsel of the parties should be noted in each case together with a remark as to whether or not the Counsel is authorised to receive money in execution. (v) The terms of a decree passed on a compromise should always be entered in detail. A mere note saying "decree on compromise" is not sufficient. In this register should be entered all cases within jurisdiction for which no special register is prescribed, e.g., applications relating to minors under Act VIII of 1890, & applications for Succession Certificates Probates, or Letters of Administration, under the Succession Act. See footnotes to form in Volume VI-A, Part A-IV.
II	Register of Miscellaneous suits cognizable only by a principal Court of original jurisdiction	(a) Courts of District Judge. (b) Courts of Sub-Judges where empowered.	Ahmed	...

III	Register of Divorce and Matrimonial cases	Courts of District Judge	Do.	Do.	...		See foot-notes to form in Volume VI-A, Part A-IV. All petitions under Section 5 of the Muslim Personal Law (Shariat) Act XXVI of 1937, should be entered in this register Ditto ditto
IV	Register of cases under the Land Acquisition Act	Courts of District Judge	Do.	Do.	...		In compliance with the orders of Government, Courts are directed to keep up a register of Probates, Letters of Administration and Succession Certificates granted by them and of the amount of stamp duty levied thereon.
V	Register of Probates, Letters of Administration and Succession Certificates granted.	(a) Courts of District judge (b) Courts of Sub-Judges where empowered.	Do.	Do.	...		The register may be opened as subsidiary to register II and in a part of the same book, if convenient. The information is required annually and the return should be despatched to the High Court. See foot-notes to form in Volume VI-A, Part A-IV
VI	Register of Miscellaneous Petitions and applications	All Civil Courts	Do.	Do.	...		
VII	Register of applications to sue and appeal as a pauper	Ditto	Do.	Do.	...		
VIII	Register of rejected and returned plaints and memoranda of appeal	Ditto	Reader	Do.	...		(i) The entries should be made the Reader on the order of rejection or of return being made by the presiding officer of the court. It is not correct to wait until the party concerned turns up to take back the papers before making an entry in this register (ii) This register must not be used for "documents returned", for which a separate register XXVII is prescribed

**PART I—REGISTERS REFERRED TO PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI.A  
AND VI.B RULES AND ORDERS—CONTINUED**

No. of Register	Name of register	Court in which to be kept	Official by whom to be kept	REMARKS
<b>(a) LIST OF CIVIL REGISTERS—CONTINUED</b>				
IX	Register of dates fixed for trial of original suits, appeals, and execution of decrees.	Courts of District Judge / other Civil Courts	Abimad, Reader	When the number of appeals and execution cases is very large separate registers may be kept for the dates fixed for appeals and execution cases. There should be a separate page for each working day the year and when a cause is set down for hearing on any date, the cause should be entered in the proper page of the register. See also foot notes to form in Volume VI.A, Part A-IV, as amended by Correction Slip No. 6, dated 26th April, 1935
X	Register of execution of decrees.	Ditto	Execution Mohrari	(i) Column 9 for adjustments subsequently to the decrees should be filled up carefully and regularly.  (ii) Column 8 is for the amount decreed and column 10 for the amount for which execution is sought in any particular execution. It is a common mistake to put down the same amount in both the columns. The mistake should be avoided.

(iii) See foot-note to form in Volume VI.  
Part A-IV.

XI	Register of miscellaneous petitions in execution proceedings	Ditto	Do.	... Column 8 is for the "specification of the property, if any, to which the claim in the petition relates." These specifications must be given in sufficient details. Such entries as "Jaidad Maqra" or "property attached" are meaningless. The Khasra Numbers of agricultural land, boundaries of house properties, and a description of the cattle in dispute should be given. ....
XII	Register of applications for review in suits and appeals and for amendment of decrees.	Ditto	Abinad	... When a memorandum of appeal is admitted, the appellate Court shall endorse thereon the date of presentation, and shall register the appeal in a book to be kept for the purpose; such books shall be called the Register of Appeals. (Order XL, Rule 9, of Act V of 1908).
XIII	Register of appeals from decrees	Courts invested with appellate powers	Do.	... In this register should be entered all appeals from orders which do not appear Register XIII
XIV	Register of miscellaneous appeals	Courts invested with appellate powers	Do.	... Record Rooms of— (a) Courts of District (b) Judges (c) Small Cause Courts (d) Other Civil Courts
XV	Record-keeper's General Register of suits and appeals disposed of.	Record-keeper	... The entries in this register should be made as the file of each decided case is received in the record room by the record-keeper. If more than a week expires between the date of decision and the date of filling of any record, the record-keeper should bring the delay to the notice of Deputy Commissioner or the District Judge, as the case may be.	

PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A  
AND VI-B, RULES AND ORDERS—CONTINUED

Vol. IV.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	Remarks
<b>(e) LIST OF CIVIL REGISTERS - CONTINUED</b>				
XVI	Register of Judgment-debtors imprisoned in execution of decrees	All Civil Courts	Ahmed ...	(i) Column 10 is for the amount of diet money deposited with the period for which it is deposited and the rate at which it is calculated. All these particulars must be furnished (ii) The reason of release must be noted invariably in column 13 ...
XVII	Register of persons punished for Contempt of Court	Ditto	Reader ...	(i) At the end of every month an extract from this register showing the duties and penalties levied during the month, with the other particulars entered in the register, must be sent to the Deputy Commissioner ...
XVIII	Register of stamp deficiencies to be maintained by Courts and Offices	All Civil Courts	Reader ...	(ii) An adequate description of each document must be given in column 6. (iii) Column 22 (Brief Reasons) must be filled up intelligently and not left blank ...
XIX	Register of commissions	Ditto	Reader or Clerk of Court	...

		Courts of—	Nazir		
		(a) District Judge ...	...		
		(b) Senior Sub-Judge	...		
		(c) Small Cause Courts	Reader Sc	...	
XX	Register of Pro- cess-Servers	Special Qanungo	Special Qanungo	Qa- nungs	
		All Civil Courts	Ahmad	... ...	
					Column 4 is for a brief description of the kind of evidence required. This must be given in detail.
XXI.A	Register for Speci- al Qanungo	(I) District Judge ...	Clerk of Court	...	
XXI.B	Register of Com- misions issued to the Special Qan- ungo	(II) Senior Sub-Judge	Civil Nazir ...	...	
XXI.C	Register of ins- pection notes	Senior Sub-Judge	Naib-Nazir ...	...	The register should be constantly inspect- ed by the Court to see that there is a pro- per distribution of work amongst the different process-servers
XXII	Register of warrants executed by Bailiffs	Ditto	...		
XXIII	Register of process- eserved by pro- cess servers				
XXIV	Register of docu- ments returned	(a) All Civil Courts ...	Reader	...	(i) On the return of a document which has been admitted in evidence a receipt shall be given by the party receiving it in a receipt book kept for the purpose (Order XVI, Rule 9, of Act V of 1908)
					(ii) An adequate description of the docu- ment returned must be given column 4.

PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUME VI-A  
AND VI-B, RULES AND ORDERS—CONTINUED

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	Remarks
(a) LIST OF CIVIL REGISTERS—CONCLUDED				
(b) All Records Rooms	Record-keeper			
	(a) Courts of District Judge	Reader	...	
	(b) All other civil courts	Ahmad	...	
XXV	Register of deposits and refunds of commission on sale of property in execution proceedings	(a) District Judge (b) Sub-Judge, where empowered	Do.	Special attention must be given to filling up the entries in part 2 of the Register
XXVI	Register relating to the property of minors and annual accounts of their estates	(a) District Judge (b) Sub-Judge, where empowered	Do.	
XXVII	Register of persons adjudicated insolvents and administration of their estates	All Courts exercising insolvency jurisdiction	Do.	
XXVIII	Register of applications under Section 31 of the Punjab Relief of Indebtedness Act, 1934	All Civil Courts	Reader or Ahmad	

## (c) LIST OF CIVIL REGISTERS

XXXIX	Diary Register for Process-servers and Bailiffs.	All Civil Courts	Process-server for Bailiff	...
XXX	Register of declarations under the Muslim Personal Law (Shariat) Application Act, 1937	All Civil Courts	Reader	...
XXXI	Register of records under the Muslim Personal Law (Shariat) Application Act, 1937	Record Rooms under the control of Deputy Commissioners	Record-Keeper	...
XXXII	Register of Appeals under the Muslim Personal Law (Shariat) Application Act, 1937	District Judge	Ahmad	...
XXXIII	Register owing the decrees transferred to the other courts and vice versa.	All Civil Courts	Ahmad	...
XXXIV	Register of application for revision under the Conciliation Courts Ordinance, 1961	District/Additional Judges court or courts of Sub-Judges/Civil Judges	Ahmed	Power or Ahmed at the discretion of the Court

**PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A  
AND VI-B, RULES AND ORDERS 5—CONTINUED**

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
I	Register of cognizable and non-cognizable offences instituted on complaint or on Magistrate's own motion or reported by the Police under sections 157 and 173 Criminal Procedure Code	Courts empowered to receive complaints or reports	Abhimad ...	(i) Under section 157, Criminal Procedure Code, intimation is to be sent to the Magistrate having jurisdiction of all complaints or information preferred to the police of all cognizable offences. Columns 1 to 13 of Register should be filled up by the proper officer of the Court as soon as orders have been passed by the Magistrate on the complaint or report submitted by the police
II	Register of cases under the Penal Code	All Magistrates' Courts (Honorary and stipendiary)	Do. ...	(ii) Entries in column 3 should be classified as "Aif" or "Be" according to the instructions given in the printing heading (iii) Column 11 should not be left blank as is often done. See foot-notes to form in Volume VI-B, Part B-IV (i) In this register should be entered all cases under the Penal Code sent up for trial by the Police, or entertained by the Magistrates on complaint preferred directly to them.

**(b) LIST OF CRIMINAL REGISTERS**

	(iii) Column 15 should mention the "Head of Crime" applicable as given in the police statement A, on pages 40—43, Part B-V of the Rules and Orders, Volume VI-B.	
III	All Magistrates' Courts (honorary and honorary), Register of cases under Special and Local Laws and under the Code of Criminal Procedure.	Do. ...
IV	Register of Miscellaneous Criminal Cases	In this register should be entered all cases under the Code of Criminal Procedure not involving offences and miscellaneous cases not forming the subject of a regular trial, such as inquiries into claims to suspected property, claims to restore property declared to be forfeited under Sections 87 and 88 of the Criminal Procedure Code, rights unclaimed property under sections 25 to 27 of Act V of 1861 etc.
V	All Magistrates' Courts (honorary and stipendiary).	This and register VI are intended to furnish materials for the compilation of the annual returns
	Register of cases decided in each Court	The entries in this register are to be made at once on the conclusion of the trial. In columns 28 to 41 a distinctive mark should be used to show whether the

PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A  
AND VI-B, RULES AND ORDERS—CONTINUED

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
(b) LIST OF CRIMINAL REGISTERS—CONTINUED				

imprisonment was rigorous or simple. At the close of the year the persons and cases in the pending file must be added in the appropriate columns 5 to 10 and 20 to complete the figures for the annual statement. When a case is transferred from one Court to another in the same District, the case will not be entered in the register of the transferring Court, but will be shown as if it had been originally instituted in the Court which eventually disposed of it. When a case is transferred to another District or Province a note in the column of remarks should show the District or Province to which the case has been transferred. In cases in which a complainant is required to pay compensation to the accused, the fact should be noted in the column of remarks. A note in the column of remarks should also show whether the persons entered in columns 29 to 31 were imprisoned in default; and if so, for how many days they remained in prison, the amount of security or recognizance demanded being specified.

	District Magistrate	... Statistical Clerk
VI	Register showing the number of offences reported and brought to trial and of persons discharged, acquitted or convicted.	Cases on which orders have been passed will be entered under the proper head of crime from time to time. To enable the Statistical Clerk to write up this register, all courts will furnish a return in vernacular form No. C.O. 124 to teach him on the 7th, 15th, 22nd and the last day of each month. Pending cases will be added at the end of the year in order to complete the entries to be made in the annual statement II. It must be remembered that cases committed or referred to a higher Court are to be entered when the result in the higher Court has been ascertained; until then they will be treated as pending. In such cases the Court entered in Column I will be the Court which finally disposed of the case and the number of the case in the register of that Court will be entered in column 2. Cases transferred to another Court in the Punjab will not be entered until the case has been finally disposed of.

To ensure this register being properly brought up to date at the close of each year, Sessions Judges should take care that the results of all cases (whether received on commitment or reference) decided during the year are duly intimated to the Magistrate of the District concerned before the close of the year. Similarly care should be taken that the results of all references under section 374, Criminal Procedure Code, and of commitments to the High Court disposed of during the year.

**PART I - REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A  
AND VI-B, RULES AND ORDERS - CONTINUED**

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	RULES
<b>(b) LIST OF CRIMINAL REGISTERS CONTINUED</b>				
VII	Register of Sessions trial and of references made to the Court of Sessions under section 123, Criminal Procedure Code.	Sessions Courts	Ahmed ...	are daily communicated before the close of the year.
VIII	Register of trials of European British subjects.	Sessions Courts	Clerk of Court. ...	
IX	Registers of complaints against, or inquiries into, conduct of the servants of the State.	(a) District Magistrates... (b) Sessions Courts	(a) Superintendent. ... (b) Clerk of Court.	
X	Register of appeals and revisions in Criminal cases.	(a) District Magistrate ... (b) Other Magistrates empowered to hear appeals. (c) Sessions Courts	Ahmed ...	Separate registers for appeals and for revisions will be maintained.

XI	Register of dates fixed for trial of criminal cases including dates of receipt of cases sent up for trial by the Police.	(a) All Courts (stipendiary and honorary. (b) Sessions Courts	Reader ... Abimad ... ...	Section 344 of the Code of Criminal Procedure limits to a maximum of 15 days the period for which an adjournment or remand can be granted and under section 247 summons should always fix a date. Every criminal case should be decided on the first day that it is brought to Court or adjourned to a fixed date.
XII	Register of prisoners under trial.	All Judicial Lock-ups	Officer-in-charge ... ...	This register is intended to keep the Magistrate informed of the number of persons in the lock-up and to serve as a check on the illegal detention of any persons in custody and should be carefully maintained.
XIII	Register of persons admitted to and removed from the lock-up in the District.	All Judicial lock-ups	Officer-in-charge ... ...	
XIV	Register of Judicial fines.	(a) All Magistrates' Courts (stipendiary and honorary). (b) Sessions Courts	See next column. --	(i) In every criminal and civil court the Reader of the Court will keep up a separate fine register. (ii) In addition to this register there will be kept up in the same form at the headquarters of each district a general register of fines by the District Fine Moharrir. (iii) The amount of fine realized should always be entered in column 12 in the Magistrate's own handwriting as required by Rule 5 (iii) of Chapter II, Volume IV, of the Rules and Orders. (iv) The number and date of the Treasury Receipt should always be given in column 13.

**PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A  
AND VI-B: RULES AND ORDERS—CONTINUED**

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
<b>(b) LIST OF CRIMINAL REGISTERS—CONCLUDED</b>				
XV	Register of Judicial and re-lations.	District Magistrate	... District Fine Moharrir.	See Chapter II, Volume IV, Rules and Orders.
XVI	Record Keeper's General Register of decided cases.	Record Rooms of— (a) Sessions Courts ... (b) Other Criminal Courts.	Record Keeper	The entries in the register should be made in the order in which the files are deposited in the Record Room; and if more than a week expires between the date of decision and the date of filing the record, the delay should be brought to the notice of the District Magistrate or the Sessions Judge, as the case may be.
XVII	Register of Sum- mary Trials.	All Magistrates exercis- ing summary powers.	Reader	It is unnecessary to enter in this register cases dismissed under section 203 of the Code of Criminal Procedure, or cases under the Police, Hackney and Stage Carriages, Contractors, Cattle, Trespass, Workmen's Contract, Punjab Municipal, Cruelty to Animals, and Vaccination Acts. Columns 7—14 should be filled in by the Magistrate himself.
XVIII	Register of Road and Diet money of witness.	(a) Sessions' Courts ... (b) Magistrates' Courts	Nazir Reader	See Chapter 9-B, Rules and Orders, Volume III. This register should be checked by the Magistrate or the Sessions Judge, at least once a week and column 10 initialled.

Vol. IV.

XIX	Register of prisoners who are released or whose punishment is reduced on appeal or revision.	Ahmad of any other official to be nominated by the Court.	(a) All Magistrates Courts. (b) Sessions Courts ...	Ditte ...	This register should be checked once a week by the Presiding Officer of the Court who should see that all warrants are being complied with or received in the jails. He should verify this from the detachable portion of each warrant.
XX	Register of applications for transfer of criminal cases.	District Magistrates and Sub-Divisional Magistrates.	All Magistrates appointed to try traffic cases.	Ahmad	(1) All cases relating to traffic filed by the Police under any Act other than the Pakistan Penal Code shall, after entry in the Police Traffic Register, be handed over to the Ahmad of the Magistrate appointed to try traffic cases. The Ahmad shall sign the Police Traffic Register in token of receipt of the cases shown in the plaints and other papers shown in the Police Traffic Register, and shall within 24 hours enter these cases in the Court Register of Traffic Cases (Register No. XCIII).
XXI	Register of traffic cases.				(2) Cases entered in this register shall not be entered in Criminal Registers Nos. I and III (prescribed in Volumes VI, Part A and B of Rules and Orders of the High Court). For purposes of statistical return, etc., pending and old cases, figures relating to traffic cases which were formerly taken from Criminal Registers Nos. I and III will now be taken from the Register of Traffic Cases.

- (3) The Traffic Magistrate shall check once a month the Register of Traffic Cases maintained in the Court Register Office.

**PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI.A  
AND VI.B. RULES AND ORDERS—CONTINUED.**

No.	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
<b>(b) LIST OF CRIMINAL REGISTERS</b>				

concluded

of his check he shall have before him the Police Traffic Register. He shall, in particular, satisfy himself that all cases and licences shown in the Police Traffic Register have been entered in the Court's Register. At the conclusion of his check, he shall sign both the registers.

(4) If in any case it has been impossible to obtain the appearance of the accused, the Magistrate before consigning the records to the Record Room shall satisfy himself that any licence shown as having been impounded and attached to the report is still present. He shall then forward the impounded licence to the Licensing Authority by whom it was originally issued, through the Police by attaching it to the "Conviction Slip" in which a reference should be made to it.

(5) As far as possible, the records of traffic cases which are not actually being heard by the Magistrate should be kept under lock and key, the keys being retained either by the Magistrate himself or some particular court official on whom individual responsibility can be fixed in the event of any loss.

(6) This register will be maintained only in courts to be selected by the District Magistrate.

TC. S. No. 13/XXVII-D-20 (s) dated the 1st May 1937.

## (e) LIST OF MISCELLANEOUS REGISTERS FOR EITHER OR BOTH CIVIL AND CRIMINAL COURTS

A	(a) Court of District and Sessions Judge. (b) Court of Senior Sub-Judge. (c) Small Cause Court	Naik or Cashier under the Supervision of the Clerk of Court.
B	Register of files taken from the Record Room for reference.	Record Rooms of — (a) District and Sessions Courts. (b) Small Cause Courts. (c) Other Civil and Criminal Courts.
C	Register of miscellaneous proceedings received from other Districts or Courts.	All Civil and Criminal Courts. Ahmad Do.
D	Register of despatch of packets or letters.	Ditto
E	Register of general orders issued in the judicial department.	(a) District Magistrate. (b) District and Sessions Judges. Reader of the Court.

In this register should be copied all orders issued for the guidance of Subordinate Courts in the order and dates on which they were issued.

**PART I—REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B, RULES AND ORDERS—CONCLUDED**

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
<b>(c) LIST OF MISCELLANEOUS REGISTERS FOR EITHER OR BOTH CIVIL AND CRIMINAL COURTS—CONCLUDED</b>				
F	Register of property received into the store	(a) Criminal Courts at headquarters. (b) Civil Courts at headquarters. (c) Civil and Criminal Courts at Tahsils. (d) Small Cause Courts.	(a) District Nazir. (b) Civil Nazir. Nazir.	See Chapter 10-A, Rules and Orders, Volume IV.
G	Register of ministerial officers.	(a) District and Session Courts and Subordinate Judges' Courts. (b) Small Cause Courts	(a) English Clerk. Reader (b) Clerk of Court.	At the beginning of each year a list of officials should be made out in the prescribed form, the names of officers who have been removed or transferred being omitted. ...
H	Register of petition writers.	District and Sessions Court.	English Clerk.	See Chapter 17-A, Rules and Orders, Volume I, Rule 2.
I	Register of affidavits.	All Civil and Criminal Courts.	Reader	See Chapter 12-B, Rules and Orders, Volume IV.
J	Register of general Correspondence.	District and Sessions Judge Courts.	English Clerk.	...

**PART II—REGISTERS REFERRED TO IN PARAGRAPH 4 AS NOTE  
BEING REPRODUCED IN VOLUMES VI-A, AND VI-B, BUT IN  
VOLUMES I TO IV**

Name of Register	By whom to kept	Reference to Rules and Orders, Volumes I to IV
Register of decrees in which the Collector is authorised to provide for satisfaction	Collector	Volume I, Chapter 12-M
Register of officials required to furnish security and the amount of security deposited	Clerk of Court to District and Sessions Judge, Senior Sub-Judge and Small Cause Court	Volume I, Chapter 18-C
Register B of Guardians ...	Ahmad	Volume II, Chapter 2-B
Insolvency registers ...	Do.	Volume II, Chapters 4 and 5
Official Receivers' registers ...	Official Receivers	Volume II, Chapter 5
Civil Court Deposit Registers...	Civil Nazir & Nazir	Volume II, Chapter 8-E
Sheriffs Petty Accounts Registers	Civil Nazir and Nazir or Cashiers	Volume II, Chapter 8-D
Note Book of Bailiffs ...	Bailiffs	Volume II, Chapter 8-E
Note Book of Process-servers	Process-servers	Volume II, Chapter 8-D
Register of maintenance orders made by Courts outside British Pakistan for enforcement in British Pakistan	Presiding Officer of Court	Volume III, Chapter 7-B
Register of Arms and Ammunition	Officer-in-charge of Nazarat	Volume IV, Chapter 10-B
Supply of copies registers ...	Independent Examiner where such officer exists or senior copyist in—  (a) District and Sessions Judges Courts  (b) Small Cause Courts	Volume IV, Chapters 17-D and 17-E

## CHAPTER 25

### Supply of Forms

#### PART A--SUPPLY OF FORMS

**1. Indents.**—The forms prescribed for the use of Courts are printed by the form work contractors to the Punjab Government and despatched direct to indenting officers. All indents for such forms should be addressed to the Superintendent, Government Printing, Punjab, who has been appointed the medium of communication between the indenting officers and the printers.

**2. Date of submission of indent.**—The annual consolidated indent for such forms is due with the Superintendent, Government Printing, Punjab, by the 15th March and District and Sessions Judges are enjoined to see that this date is strictly adhered to or the Press will not be responsible for any delay that may occur in the supply of printed forms. District and Sessions Judges are included in the list of officers entitled to indent direct for Departmental English forms,—*vide Appendix D of the Punjab Printing and Stationery Manual (Punjab Financial Handbook No. 4).*

**3. Instructions for preparing indents.**—The indents will be prepared in duplicate in the prescribed form. One copy will be retained by the Press and the other will be forwarded by the Press to the High Court, at the close of the year for examination and record.

**4. Indenting officers should so frame their annual indents as to obviate the necessity for a large or frequent supplementary indents.** Notice will be taken of any case in which these instructions are found to have been neglected.

**4. Chalan of forms despatched.**—When despatching packages containing forms to indenting officers, the Contractors will also forward by a letter-post a despatch note or chalan. On receipt of the package the officer concerned should examine the contents carefully, and, after ascertaining that they are correct, return the chalan, duly signed, to the despatching officer.

**5. Periodical returns.**—These instructions do not apply to periodical returns, forms for which will be supplied by the High Court without indents, according to the Appendix II attached to Chapter 23 of this Volume—"Reports and Returns."

**6. List of forms. Stocked forms.**—Lists of the Civil and Criminal forms which have been prescribed by the High Court for general use in the Punjab will be found in the Books of Civil and Criminal Forms given in the Rules and Orders, Volumes VI-A and B.

It will be observed that only such forms as are in most general use and are marked "Stocked" will be supplied in print: the others must be prepared in manuscript whenever required. Books containing complete sets of Civil and

Criminal forms are supplied to each Court, and should be kept carefully up to date.

7. Establishment and contingent bills.—Forms of establishment and contingent bills will be supplied by the Accountant-General.

8. Civil Nazir to stock forms.—All civil forms will be stocked by the Civil Nazir whose duty it will be to supply them to Subordinate Judges and Extra Assistant Commissioners when required.

9. Universal forms and envelopes.—Instructions for the submission of indents for universal forms and envelopes are contained in chapter 3 of the Punjab Printing and Stationery Manual and should be carefully followed by officers entitled to indent direct for such. (Appendix D to the Manual).

#### *Vernacular Forms for Judicial Purposes*

10. Vernacular forms.—Vernacular forms used by subordinate Courts are obtained locally by District Courts. Vernacular forms are to be printed on paper of the size of official petition paper; or a quarter of a sheet of the standard jail paper, as may be most convenient. The paper prescribed is "B" quality paper as supplied by the Jail Department.

11. Forms should be correctly prepared.—Care should be taken to adhere strictly to the wording of judicial forms prescribed by law or by the orders of the High Court.

12. Indents.—Officers who used to obtain their vernacular forms from the Central Jail, Lahore, will in future submit their indents yearly to Superintendent Government Printing, Punjab Lahore, by the 15th April of each year, so as to enable that officer to comply with all indents in proper time. In preparing the indent care should be taken to form a proper estimate of the probable requirements for the year, so as to avoid the necessity of submitting supplementary indents.

## PART B—PAINTING

1. **Lithographed forms.**—All lithographic printing has, under the orders of the Punjab Government, to be done, as far as possible, at the Central Jail Press at Lahore. Lithographed forms, a revised list of which has been prepared by the Superintendent, Government Printing, Punjab, and will be supplied to departments concerned, are to be obtained from the Jail Press on indent to cover the annual requirements of each Department. Supplementary indents must be avoided as far as possible.

2. **Date of submissions of indents.**—The annual indent of Civil and Criminal Vernacular forms District and Sessions Judges, to cover the requirements of the District, is due with the Superintendent, Government Printing, by the 15th April. This date must be strictly adhered to or the Press will not be responsible for any delay that may occur in the supply of printed forms.

3. **Printing at private press direct prohibited.**—Unless Government has specially permitted a deviation from the rule, no work must be sent direct to a private press. All indents for printing of every description whether typographic or lithographic should be sent to the Superintendent, Government Printing, Punjab, who will decide with regard to the state of work in the various Government Presses whether to carry out the work himself or place it at a private press. In the latter case he will pay the bill himself from the allotment for printing at private presses or lithography, as the case may be.

4. **Emergent printing.**—Heads of Departments and District and Sessions Judges have been delegated powers to sanction expenditure in emergent cases on account of printing—typographic or lithographic—at a private press, to a limit of Rs. 10 in each case. These orders will be paid for by the officers concerned but a duplicate copy of the bill, together with a voucher copy of the work, should be forwarded to the Superintendent, Government Printing, Punjab, for examination and record. Such expenditure should be charged to the head "56—Stationery and Printing" Minor heads, "Printing at Private Presses" or "Lithography" and should not be met from the contingent grant.

5. **Complaints against Jail Press.**—If the work supplied by the Jail Press proves unsatisfactory or if it is not done promptly the fact should be reported to the Superintendent, Government Printing, Punjab, and the High Court informed at the same time.