

**CHAPTER - IV**  
**STATEMENTS AND RETURNS**

**1. CIVIL STATEMENTS AND RETURNS**

**(i) Monthly statements**

**C.L. No. 27/AD (E) dated 6<sup>th</sup> march, 1980 as modified by**

**C.L. No. 4/Admn. (E) dated 11<sup>th</sup> January, 1984**

It prescribes revised proforma of the monthly statement of pending files of the courts of District Judges, Additional District Judges, Civil Judges, Judges of the Small Cause Court and Munsifs.

<b>CHAPTER - XV RULE 415</b> Monthly Statement showing pending file of the Courts of District Judges, Additional District Judges, Civil Judges, Judges of the Court of Small Cause and Munsifs of ..... Judgeship in the .....	Cases pending at the end of the month	Appeals from the decision of	Remarks	22	
			Revision U/s 25 of the J.S.C.C. Act	21	
			Revisions under the Panchayat Raj Act	20	
			Miscellaneous Appeals	19	
			Revenue Appeals	18	
			Ceiling Appeals	17	
			Munsif	16	
			Civil Judge	15	
		Miscellaneous	S.C.C.	14	
			Regular	13	
		Execution	S.C.C.	12	
			Regular	11	
		S.C.C. Suits			10
				References under the Land Acquisition Act	9
				Cases relating to claims under the Motor Vehicles Act	8
				Cases under E.E. Act	7
		Regular suits	Above Rs. 10,000/-	6	
			Upto Rs. 10,000	5	
		Powers exercised	Small Causes Court	4	
			Regular	3	
		Name of Presiding Officers			2
		Name of the Courts			1

**C.L. No. 9/VIII-125 dated 16<sup>th</sup> January, 1986**

The District Judges are required to send monthly statements of the pendency and disposal of cases filed under U.P. Urban Buildings (Regulation of Letting, Rent and Eviction) Act, 1972, to the Court.

**C.L. No. 22/Vh-14 dated 29<sup>th</sup> march, 1962**

The number of Regular Suits and Civil Appeals which are stayed in the Courts of Civil Judges and Munsifs on account of Consolidation of Holdings Act should also invariably be noted in the remarks column of the monthly statement in future in Form no. 146 prescribed under Courts' G.L. no. 17/T (b)-1-49, dated April 30, 1949 and modified by G.L. no. 10/Vh-4, dated May 10, 1952.

**C.L. No. 65 dated 31<sup>st</sup> October, 1962**

Before the courts rise for the annual vacation or the Christmas or other holidays, occurring at the end of the month, monthly statements should be prepared and dispatched to the District Judge concerned on the evening of the last working day in that month. The office of the District Judge will receive the same and incorporate them in the district return, which must be submitted, to the High Court either during the vacation or the holidays if the offices are open or at the commencement of the next month.

**C.L. No. 39/Admn. (E) Sec.: dated 21 August, 1997**

**Regarding mentioning the categorywise total and Grand total of pending cases in the monthly statement of pending Civil and Criminal Cases (Session Court and Magisterial Court)**

I am directed to say that the monthly statements of pending Civil and Criminal cases (Session Court and Magisterial Court) are being sent by your Judgeship without mentioning the categorywise Total and Grand Total of the pending cases for a very long time, which causes inconvenience to the Hon'ble Inspecting Judges.

I am, therefore, to request you kindly to direct the concerned dealing Assistant to furnish the monthly statements of pending Civil and Criminal cases (Session Court and Magisterial Court) mentioning the categorywise Total and Grand Total of the pending Civil and Criminal cases (Session Court and Magisterial Court) in future.

**(ii) Quarterly statements**

**C.L. No. 51 dated 20<sup>th</sup> April, 1976**

The District Judges are required to send quarterly report about institution and disposal of civil cases in the District Courts, in the prescribed proformas, to the Court by the end of the month following the quarter.

**PROFORMA – 1**

Statement showing the general results of trial of civil cases in civil courts of original jurisdiction in State/Union Territory ..... During the quarter ending .....

<b>NUMBER OF CASES DISPOSED OF DURING QUARTER</b>	Pending at the close of the quarter	Miscellaneous cases (Col. 8 minus 18)	20
		Regular suits (Col. 5 minus 17)	19
	Total	Miscellaneous cases (col. 10, 12, 14 and 16)	18
		Regular suits (col. 9, 11, 13 and 15)	17
	By transfer	Miscellaneous cases	16
		Regular Suits	15
	After full trial	Miscellaneous cases	14
		Regular Suits	13
	Without contest, Exparte, Admission of claims, compromised and by arbitration	Miscellaneous cases	12
		Regular suits	11
	Without trial	Miscellaneous cases	10
		Regular Suits	9
	Miscellaneous cases	Total (Col. 6 & 7)	8
		Instituted and otherwise received during quarter including transfer	7
	Pending at the beginning of the quarter	6	
Regular Suits	Total (Col. 3 and 4)	5	
	Instituted and otherwise received during quarter including transfer	4	
	Pending at the beginning of the quarter	3	
No. of courts	Doing both civil and criminal work and approximate time devoted to civil work Doing civil work only and number of days devoted	2	
Class of courts		1*	

\* 1. Munsif/Sub Judge (Junior); \*2. Senior Civil Judge/Subordinate Judge (Senior); \*3. Small Cause Courts; \*4. District /Additional District Judge.

**PROFORMA – II**

Statement showing the business of the Civil Appellate Courts of the State/Union Territory of ..... During the quarter ending .....

No. of Appeals disposed of during quarter	Pending at the close of the quarter	Miscellaneous (columns 8 minus 17)	18	
		Regular columns 5 minus 15	17	
	Total	Miscellaneous (Columns 10, 12 and 14)	16	
		Regular (columns 9, 11, 13)	15	
	After full hearing	Miscellaneous	14	
		Regular	13	
	Transferred to other courts	Miscellaneous	12	
		Regular	11	
	Dismissed or not prosecuted	Miscellaneous	10	
		Regular	9	
	Miscellaneous Appeals	Total (Columns 6 and 7)		8
		Instituted and otherwise received during the quarter including transfer		7
Pending at the beginning of the quarter		6		
Regular Appeals	Total (Columns 3 and 4)		5	
	Instituted and otherwise received during quarter including transfer		4	
	Pending at the beginning of the quarter		3	
Number of courts and number of days devoted in civil work			2	
Class of Courts			1*	

**(a) Stayed cases**

**G.L. No. 9/167-4 dated 28<sup>th</sup> April, 1931**

Suits are frequently postponed because the issue for decision is about to come before the High Court in appeal in some other suit and the trial court, therefore, directs the proceedings to be stayed until the appeal in the High Court is decided. If all District Judges direct trial courts hearing original suits to send them information whenever a suit is adjourned for this reason and to notify to them the number of the suit adjourned and the number of the appeal which is pending before the High Court, it may be possible to have such appeals expedited. If a regular list is maintained by District Judges and forwarded to the High Court with the quarterly statements it is hoped that much more comprehensive arrangements may be made in the High Court in order to prevent unnecessary delays in trial courts.

**C.L. No. 79/VIIIb-74 dated 18<sup>th</sup> August, 1953**

The above list should also contain information with respect to all cases the records of which have been sent to the High Court.

All courts in a judgeship should send the information regarding the records submitted by them directly to the High Court to the Record Room every quarter. The information will be consolidated there and then sent to the High Court.

**G.L. No. 43/167-4 dated 3<sup>rd</sup> October, 1933**

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\* 1. Senior Civil Judge/Subordinate Judge (Senior); \*2. District/Additional District Judge

District Judges should also submit with quarterly statements a list of execution cases pending in their judgship, proceedings in which have been stayed by order of the High Court when stay orders are over a year old. This will enable the Court to expedite the hearing of the appeals in consequence of which proceedings in execution cases have been stayed for a considerable time.

**(b) Cases pending over a year**

**G.L. No. 1/44-5 dated 8<sup>th</sup> January, 1936 as amended by  
G.L. No. 12/44-15 Dated 1<sup>st</sup> May, 1941 and  
G.L. No. 68/VIIIb-236 dated 18<sup>th</sup> October, 1948**

The delay statements of cases pending for over a year which are submitted to the High Court with quarterly returns under Chapter XV rule 414 General Rules (Civil), 1957 take a considerable amount of time of the Hon'ble Judges of this Court and of the ministerial officers in lower courts without any corresponding gain.

The following orders are, therefore, issued with a view to give a better idea about cases pending for over a year and to show if presiding officers have methodically regulated the work in their courts and properly controlled proceedings.

There are two classes of delays in disposal of cases (a) unavoidable and (b) avoidable. The cases falling under class (a) may belong to one of the following categories:

- (i) Death of parties.
- (ii) Restoration of cases towards the end of the year or quarter.
- (iii) Non-service of notices.
- (iv) Where the hearing of a suit has been stayed under section 10 of the Code of Civil
- (v) Procedure or postponed because the issue for decision is about to come before the High Court in appeal.

Where execution or other proceedings have been stayed by order of the appellate court or the High Court.

In these cases the delay is ordinarily beyond the control of the court though vigilance and prompt action on the part of the presiding officer is effective to some extent to minimize delay for causes mentioned in (i) and (iii).

No delay statements need be prepared in such cases. The object would be served equally well by looking through such cases at the time of inspections by the Hon'ble Judges or the District Judges.

In other cases, which fall in class (b), delay statements in Form nos. 91 and 92 should be submitted to the District Judge every quarter and not every month. He will himself scrutinize the statements for officers other than the Munsifs and may ask one or more civil Judges to go through the delay statements of the courts of Munsifs. The Civil Judges should submit a short note to the District Judge for his information and orders about cases in which the proceedings are noticed to be dilatory.

These delay statements will not be sent to the High Court but only a consolidated statement in the following form should be submitted:

Name of the Officer	Number of cases pending more than a year at the close of the quarter of class (a) in which delays are beyond the control of officer		Number of cases pending more than a year at the close of the quarter of class (b) in which delays are within the control of the officer	
	Original suits	Execution applications	Original suits	Execution application
Sri ..... District Judge, Sri ..... Civil Judge, Sri ..... Munsif.				

**NOTE:** (1) The number of suit and date of institution of three oldest cases and execution applications of class (b) should also be furnished in the remarks column.

(2) As an officer who has not been sufficiently long in his post in a district cannot be held responsible for the delay and for an unmethodical work of his predecessor the note of cases in class (b) should be made in the name of the officer, if he has been in particular officer at a place for three months at least, otherwise the figures should be shown against his predecessor and the fact mentioned in the remarks column.

The above statement together with the list of cases delayed owing to proceedings in the high Court as required under General Letter no. 9/167-4, dated April 28, 1931 and 43/167-4, dated October 3, 1933, should be furnished in every quarter to the High Court.

The statement will be submitted to the Honourable Judge in the Administrative Department and if he finds that any case has been pending too long, he would ask for the detailed statement of that case and pass necessary orders.

A large number of cases of class (b) will be taken to indicate not only want of method and proper control on the part of the presiding officer but also inefficient ineffectual supervision on the part of the District Judges. The officers should be informed that the number of old cases of class (b) would be noted against their names and would be one of the factors by which their efficiency, would be judged. Additional information for 25 oldest cases of class (b) in the following form should be submitted to the Court:

Name of the Officer or Court	Particulars of the case	Last date fixed	Next date fixed	Reasons for adjournment and purpose of next date	Remarks
1	2	3	4	5	6

The Presiding officers should be asked to scrutinize the figures of avoidable and unavoidable delays themselves and to further classify cases of unavoidable delays into groups mentioned above. These group wise figures may be indicated in the remarks column of the quarterly statement prescribed above.

**G.L. No. 78 dated 12<sup>th</sup> January, 1898**

In the first column of every form of the explanation of delay submitted with the quarterly civil returns the name of the officer in whose court the case was instituted and the names of officers, if any, to whom the case was from time to time transferred, may be written in red ink.

**G.L. No. 2886/67-8 dated 30<sup>th</sup> June, 1914**

Full particulars of the appeal in connection with which the record of a case pending for over a year has been called for by the High Court and the explanation of delay in respect of which cannot be submitted with the quarterly return, should be submitted in the form of an explanation sheet so that the record may be traced in the office of the High Court without difficulty.

**(c) Out-turn**

**C.L. No. C-37/81 dated 30<sup>th</sup> May, 1981**

Quarterly statements of “out-turn” of work of judicial officers should be sent to the Court within a fortnight after the close of the quarter and the letters forwarding such statements should be addressed to “the Registrar (Confidential Department)”.

**G.L. No. 3/IVh-14 dated 29<sup>th</sup> January, 1955**

Column no. 26 of the Form no. 168 (*Now Form no. 167 vide notification no. 264/VIIIb-1 dated 23.8.61*) of G.R. (Civil) 1957, Volume II is meant only for the purpose of indicating the number of days devoted to judicial work as calculated according to the “Prescribed Minimum”. As such in long cases occupying more than five days, the judicial officers should write the number of days calculated according to the “Prescribed Minimum” in Column no. 26 and the extra number of days the case took should be stated in the remarks column with cogent reasons for the same i.e., indicating the number of witnesses, accused etc. This will be clear from the following illustration. If, for instance, a Sessions Trial which should be finished in 3-1/2 days according to the “Prescribed Minimum” actually takes 10 days for various unavoidable reasons, these 3-1/2 days should be shown in column no. 26 and the remaining 6-1/2 extra days devoted to the case should be indicated in the remarks column with necessary explanation conveying an idea of the length of the case.

With regard to the work done by judicial officers which is not covered by the “Prescribed Minimum” the same should also be shown in the remarks column of the statement. For instance if a District Judge has not been able to finish a case towards the close of the quarter to which the statement relates and the said case is carried over and completed in the next quarter, it should be shown as part-heard in the remarks column of the quarterly statement concerned indicating the actual number of days spent in the quarter in which the case was taken up and the remaining number of days actually taken in the statement of the subsequent quarter, that is, the number of days according to the standard should be shown in Column no. 26 and the balance out of the actual number of days taken in the next quarter should be shown in the remarks column thereof.

Strict compliance of these directions is the personal responsibility of all judicial officers who should also see that the calculations of judicial work done by them are correctly made by their offices.

**C.L. No. C-34/70 dated 23<sup>rd</sup> March, 1970**

The statements of outturn for the quarter ending March 31 should be sent early so as to reach the Court latest by April 17 each year to enable the Court to give annual remarks in time.

**G.L. No. 1/IV-14 dated 18<sup>th</sup> October, 1960, read with  
C.L. No. C-34/70 dated 23<sup>rd</sup> March, 1970**

The statements are sometimes incomplete and erroneous in as much as the outturn of an officer transferred to another station during the quarter is omitted or part-heard cases of one quarter are shown in both the quarter without specifying the extra time devoted. The office of the Court has to prepare a consolidated annual statement for the financial year on the basis of the quarterly statements and the error consequently creeps in the annual statement too.

In order to avoid such omissions and mistakes it has been decided that in the statement of outturn for the quarter ending March, each year, two column should be added to show the annual outturn of work of each judicial officer and the actual number of days on which he worked during the year excluding those devoted to miscellaneous work and inspections. A note about the extra time devoted, if any, in respect of all the cases disposed of during the financial year and the time spent in hearing part-heard cases during the quarter ending March only should be made in the remarks column of the statement. Particular care should be taken that the outturn of the officers transferred during the quarter is not omitted.

**C.L. No. C-137/74 dated 5<sup>th</sup> September, 1974**

The time devoted to the part-heard cases should be accounted for only in that financial year in which such cases are concluded.

**C.L. No. 11 dated 5<sup>th</sup> December, 1903**

When any change of officers takes place within a quarter, the number of cases left pending by the officer relieved should be shown in the remarks column of the statements.

**(iii) Half yearly statements**

**C.L. No. 54/Ad (E) dated 2<sup>nd</sup> November, 1988 read with**

**C.L. No. 1/Admn. (E) dated 3<sup>rd</sup> January, 1989**

District Judges are required to send half yearly statements for the half-year ending June 30, 1989 and onward periods in the revised proformas nos. 1 to 7, which have been prescribed by Government of India Ministry of Law & Justice vide letter No. 37/32/87-JUS (M), dated 1<sup>st</sup> September, 1988, appended herewith.



**STATEMENT –1**

**Statement showing court strength doing criminal and civil work in the State/Union Territory of ..... during the half year ending .....**

Name of the Court	Total number of courts during the half year		Number of Courts		Number of courts doing both civil and criminal work	Approximate time (in days) devoted by the courts doing both civil and criminal work (Shown in column 6)		Number of working days during the half year
	Sanctioned strength	Working strength	Doing criminal work only	Doing civil work only		On criminal work	On civil work	
1	2	3	4	5	6	7	8	9
1. District Judge/Sessions Judge 2. Additional District/Sessions Judge 3. Senior Civil Judge/Sub-Judge-Class I 4. Metropolitan Magistrates 5. Chief Judicial Magistrates 6. Judicial Magistrates (Class I) 7. Judicial Magistrates (Class II) 8. Special Judicial Magistrates 9. Executive Magistrates 10. Munsifs 11. Judge, Small Cause Courts 12. Any other Judicial Officer								

**NOTE:** If a judicial officer is doing other than court work, the same may please be mentioned with approximate time devoted by him to that work during the half year.

[NOTE:Columnwise instructions for preparing this statement is given at page 265 Ed.]

**STATEMENT – 2**

**Institution, Disposal and Pendency of Criminal Cases in Session Courts in the State/Union Territory of .....for the half year ending .....**

Class of cases	Pending at the beginning of the half year	Instituted during the half year	Disposed of during the half year	Cases pending at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	Six to twelve months old	One to three years old	Three to ten years old	Over ten years old	Total of columns 5-9
1	2	3	4	5	6	7	8	9	10
Cases under Section 302 IPC Other IPC cases Criminal Revisions Criminal Appeals Other Criminal Cases									
Total									

**STATEMENT – 3**

**Institution, Disposal and Pendency of Criminal Cases in Magisterial Courts in the State/Union Territory of ..... during the half year ending .....**

Class of cases	Pending at the beginning of the half year	Instituted during the half year	Disposed of during the half year	Pendency of cases at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	Six to twelve months old	One to three years old	Three to ten years old	Over ten years old	Total of (Columns 5+6+7+8+9)
1	2	3	4	5	6	7	8	9	10
Police Challan cases									
Complaint cases									
Traffic cases									
Food Adulteration cases									
Other cases									
Total									

**STATEMENT – 4**

**Institution, Disposal and Pendency of Civil Cases in District Courts in the State/Union Territory of..... during the half year ending .....  
(Original Jurisdiction)**

Description of cases	Cases pending at the beginning of the half year	Cases instituted during the half year	Cases disposed of during the half year	Cases pending at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	Six to twelve months old	1-3 years old	3-10 years old	Over 10 years old	Total of (columns 5+6+7+8+9)
1	2	3	4	5	6	7	8	9	10
Suits									
Small Cause/Summary Suits									
Land Acquisition Cases									
Rent Control Cases									
Matrimonial Cases									
Other Cases									
Total									

**STATEMENT - 5**

**Institution, Disposal and Pendency of Civil Cases in District Courts in the State/Union Territory of ..... during the half year ending .....**

**(APPELLATE Jurisdiction)**

Description of cases	Pending at the beginning of the half year	Instituted during the half year	Disposed of during the half year	Pending at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	6-12 months old	1-3 years old	3-10 years old	Over 10 years old	Total of (columns 5-9)
1	2	3	4	5	6	7	8	9	10
Regular Appeals Acquisition appeals Rent Control Appeals Matrimonial Appeals Other/Miscellaneous Appeals									
Total									

**STATEMENT - 6**

**Institution, Disposal and Pendency of Civil Cases in Subordinate Courts in the State/Union Territory of ..... for the half year ending .....**

Name of Court	Pending at the beginning of the half year	Instituted during the half year	Disposed of during the half year	Pending at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	Six to twelve months old	One to three years old	Three to 10 years old	Over ten years old	Total of (columns 5-9)
1	2	3	4	5	6	7	8	9	10
Total									

**STATEMENT - 7**

**Institution, Disposal and Pendency of District, Sessions and Subordinate Courts in the State/Union Territory of ..... for the half year ending .....**

Name of cases	Pending at the beginning of the half year	Instituted during the half year	Disposed of during the half year	Pending at the end of the half year					
				(Period-wise break-up of pendency)					
				Less than six months old	Six to twelve months old	One to three years old	Three to ten years old	Over ten years old	Total of (columns 5-9)
1	2	3	4	5	6	7	8	9	10
CIVIL CRIMINAL									
Total									

**Columnwise explanations for preparing Statement No. 1 for Court Strength relating to Districts Courts and Subordinate Courts doing Criminal and Civil Work**

- (1) *Sanctioned strength* (Column 2): Courts (Posts of Judges) sanctioned and it includes the posts vacant also (Working strength + Vacant posts.)
- (2) *Working strength* (Column 3): Courts (Posts of Judges) actually functioning (i.e. Sanctioned Strength – Vacant posts).
- (3) *Doing Criminal work only* (Column 4): the Courts exclusive meant for criminal work and are not doing any civil work.
- (4) *Doing civil work only* (Column 5): the Courts exclusively meant for civil work and are not doing any criminal work.
- (5) *Number of Courts doing both Civil and Criminal work* (Column 6): The Courts having both civil and criminal work.
- (6) *Approximate time (in days) devoted by the courts doing both civil and criminal work* (Column 7) (On Criminal work): Time devoted on criminal work by the courts (shown in column 6) doing both civil and criminal work.
- (7) *Approximate time (in days) devoted by the courts doing both civil and criminal work* (Column 8) (On Civil work): time devoted on civil work by the courts (shown in column 6) doing both civil and criminal work.
- (8) *Number of working days during the half year* (Column 9): Working days means, the actual days for which the courts remained open during the half year.

There are two types of courts namely: (1) Vacational Courts (2) Non-Vacational Courts.

- (1) Working days for Vacational Courts: Days for which Vacational Courts remained open should be in between 110-120 days. (The courts in a month considered to be open only for 25 days and as such there should be  $25 \times 6 = 150$  days during a half year. Excluding vacation of 30 days, 120 days are left for Vacational Courts.  
In case the working days are more than 120 days/less than 110 days, the position may be indicated through a footnote.
  - (2) Non-Vacational Courts: Days for which non-vacational courts remained open during a half year should be in between 130-140 days (The courts in a month considered to be open for 25 days and as such there should be  $25 \times 6 = 150$  days during a half year. Excluding 10 holidays approximately, the working days might be 140 days or less.
- (9) In column 10 the following may be included:
- (i) Time devoted on recording of statements, participation in identification parades, attending to superior courts to give evidences in cases where the statements are recorded; administrative functions such as inspections, participation in Conferences to discuss ways and means of improving the disposals; (+) plus period of leave availed by the Judges.
  - (ii) Information relating to other work may be shown in respect of all courts (shown in columns 4, 5 and 6).

Uniformity in the number of working days (Column no. 9) be maintained in all the Subordinate Courts. As such the number of working days (approximately) for the half years ending 30.6.1988 and 31.12.1988 have been calculated and are being sent herewith for preparing the half yearly statement no. 1.

(i)	For Non-Vacational Courts	-	140 days (approximately) for the Half Year Ending 30.6.1988
(ii)	For Vacational Courts	-	115 days (approximately) for the half year ending 30.6.1988
(iii)	For Non-Vacational and Vacational Courts	-	131 days (approximately) for the half year ending 31.12.1988

It also invites attention to Chapter XI of Subsidiary Rules, and rule 143 of Financial Handbook Volume II at page 256 where it has been mentioned that except the Courts of Civil Judges and Munsifs all other Courts are Non-Vacational Courts.

**C.L. No. 22/Admn. (E) dated 21<sup>st</sup> April, 1989**

The District Judge should give top priority to furnishing the information with regard to Parliament questions and Half Yearly Statements.

**(iv) Annual statements**

**(a) Preparation**

**G.L. No. 2/G-1 dated 19<sup>th</sup> January, 1940**

The following directions are to be carefully observed by all subordinate courts in the preparation of the annual civil returns:

Form nos. 85, 87, 93, 94 and 95

1. Unpaid tribunals. 2. Paid sub-divisional tribunals. 3. Small Cause Courts. 4. District Courts other than Chief Courts of districts. 5. Chief Courts of district

1. (a) In column 1 of these forms the name the office of each judicial officer falling under each of the abovementioned five heads noted in blocs should be shown under the proper head. If, for example, a judicial officer has worked as a Civil Judge and has also exercised the powers of a Judge, Small Cause Court at the time, his name and work as a Civil Judge should be shown under the head “(4) District Courts other than Chief Courts of districts” while his name and work as a Judge, Small Cause Court should be shown under the head “(3) Small Cause Courts.”

(b) The total of each head should be shown under that head and a grand total under all the heads should be shown at the end.

2. A skeleton form is appended below for facility of guidance on the above two points.
3. The number of cases shown as pending at the close of the year in Form no. 85 (i.e. the total of column 28 of the said form) should agree with the total in form no. 86.
4. In submitting returns to the Court only up-to-date forms should be used. The practice of pasting blank paper on the forms should be avoided. If necessary more than one form may be utilized.

(Form referred to at para 2 ante)

**1. Unpaid tribunals (Honorary Munsifs)**

**C.L.No. 2/6 dated 5<sup>th</sup> January, 1949**

Sri ..... Honorary Munsifs ..... Bench of Honorary Munsifs ..... Total.

Paid Sub-divisional tribunals (Munsifs)

Sri ..... Munsifs ..... from ..... to .....

Sri ..... Additional Munsif .....

From .....to .....

**Total.**

**2. Small Cause Courts**

Judge, Small Cause Court, exercising powers up to Rs. 1,000.

Sri ..... from .....to ..... Judge, Small Cause Court exercising powers up to Rs. 500.

Sri ..... from ..... to ... Judge, Small Cause Court exercising powers up to Rs. 250.

Sri ..... from .....to .....

**3. District Courts other than Chief Courts of districts**

(Civil Judges)

Sri ..... Civil Judge ..... from ..... to .....

Sri ..... Additional Civil Judge .....from .....to ..... Total.....

**4. Chief Courts of district (District Judges)**

Sri ..... District Judge ..... from .....to .....

Sri ..... Additional District Judge .....from..... to ..... Total

**5. Grand Total**

**C.L. No. 76 dated 11<sup>th</sup> December, 1963**

While submitting the annual civil returns of the judgeship in Form no. 85 (showing the general result of civil suits in the courts of original jurisdiction in respect of suits pending for more than a year shown in Column nos. 31 and 32) the District Judges will see that the statement should, inter alia, contain the additional detailed information on the following points as well:

- (1) Suits in which service of summonses on parties does not take place or parties die and substitution proceedings have to be taken.
- (2) Suits which are remanded for fresh hearing by appellate or revisional courts.
- (3) Pending suits which are stayed, under orders of superior Courts, and
- (4) Suits which are stayed due to special legislation like the Consolidation of Holdings Act.

**C.L. No. 2/IXg-1 dated 4<sup>th</sup> January, 1969**

While submitting the annual Civil and Criminal statements to the Court, the following further information should also be incorporated in the relevant statement.

- (1) The actual periods for which each temporary court functioned during the year.
- (2) The number of cases pending instituted and disposed of, under Encumbered Estates Act and the Uttar Pradesh Agriculturists Relief Act, separately.

**(b) Submission of statement with annual return**

**G.L. No. 47/41-78 dated 30<sup>th</sup> December, 1942**

District Judges should submit with the annual statements another statement in the following form showing the work done by judicial officers during the year.

**Statement showing the work done by the judicial officer of the judgeship in U.P. during the year ..... year 19 year 19**

**Statement showing disposal of old and intricate cases**

**C.L. No. 66/VIIh-13 dated 12<sup>th</sup> May, 1952**

In order to induce disposal of old cases, District Judges should require all presiding officers in their judgeships to submit to them in April every year a statement in the form appended to the letter noted in the bloc and pass such orders thereon as they may consider

Name of the judicial officer together with periods during which they worked in different capacities	Original suits decided after full trial	S.C.C. suits decided excluding transfers				Total no. of cases pending over a year at the end of the year in which delay is within the control of the officer	Criminal work done				
		Civil Judge's Appeals	Munsif's Appeals	Revenue Apopeals	Original suits		Execution applications	Session trials or Criminal cases decided by Munsifs	Appeals	Revisions	Remarks*
1	2	3	4	5	6	7	8	9	10	11	12

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the High Court should be submitted to the Court at the same time with full references and particulars of the cases pending in the Court to enable steps to be taken to expedite their disposal. The list should indicate whether the cases in subordinate courts are stayed by orders of this Court or are being delayed merely because the record has been sent for by this Court.

**G.L. No. 1631 dated 22<sup>nd</sup> April, 1913**

District Judges should submit with the annual civil returns of their judgeship a statement showing the period during which each officer worked, in all cases where the work was done by more than one officer during the year.

**G.L. No. 15 dated 16<sup>th</sup> December, 1909**

District Judges should not allow annual statements to be dispatched without satisfying themselves that correct figures have been entered. The High Court looks to District and Sessions Judges and District Magistrates to see that these instructions are fully carried out.

\* This column is to show the nature of any case, which is complicated, and the time it is likely to take. It should also, in such cases, give the section or sections of charge and number of prosecution and defence witnesses.

**C.L. No. 8 dated 6<sup>th</sup> February, 1962 read with  
C.L.No. 13/VIIIa-90 dated 2<sup>nd</sup> February, 1961 and  
C.L. No. 40/Xg-1 dated 26<sup>th</sup> August, 1967**

The annual statements should be submitted to the Court by the prescribed date viz., February 15, each year according to Rules 419 and 420 Chapter XV of the General Rules (Civil) 1957.

**C.L. No. 14/VIIIb-130 dated 2<sup>nd</sup> February, 1961**

Inviting the attention of the District Judges to the provisions of rule 419 of Chapter XV, General Rules (Civil) 1957, Volume I, they are required to submit correct statements positively on or before the 15<sup>th</sup> day of February at the latest each year so that publication of the Report on the Administration of Justice may not be unnecessarily delayed.

## **2. CRIMINAL RETURNS AND STATEMENTS**

### **(i) Monthly statements**

#### **(a) In form no. 39**

**G.L. No. 20 dated 30<sup>th</sup> March, 1948**

The following particulars should invariably be mentioned in the remarks column of the session's statement in respect of each pending sessions trials –

(1) All the dates fixed for the hearing of the case.

(2) If the case has been heard in part, it should be so stated and the reasons for not continuing its hearing from day to day and for its adjournment should also be shown.

(3) Where long dates are fixed in adjourned cases, the remarks column should contain reasons therefore against such cases.

**G.L. No. 67/VIIIa-14 dated 18<sup>th</sup> October, 1948 as amended by**

**C.L. No. 105/VIIIa-14 dated 16<sup>th</sup> October, 1951 and**

**C.L. No. 108/VIIIa-14 dated 23<sup>rd</sup> October, 1951 read with**

**C.L. No. 78/7-T (A-St.)-6-51 dated 25<sup>th</sup> July, 1951 and**

**C.L. No. 63/VIIIa-14 dated 7<sup>th</sup> June, 1972**

The following instructions are issued for careful compliance while preparing monthly statements of sessions trials concluded or pending in the courts of sessions:

(1) In Form no. 39 prescribed under rule 172, Chapter XVIII of the General Rules (Criminal), 1957 (Now 1977 vide notification no. 504/vb-13 dated 5.11.83. (HCJ Part IX, no. 64), additional information should invariably be furnished on the points indicated below.

(2) The decided and pending sessions trials should be divided into three groups:

(a) Decided,

(b) Transferred (to other courts), and

(c) Pending; and

(d) Their particulars given separately on the same sessions statements. Cases transferred shall thus be shown in the above return.



- (3) The first column of the form should contain the original number of sessions trials and they should be arranged serially.
- (4) Column no. 2 should ordinarily contain the name of the first accused and the number of the rest.
- (5) Column no. 8 should give the result of trial of all the accused individually or in groups as may be necessary. The section or sections under which the accused are convicted should also be mentioned in this column.
- (6) Column nos. 9 and 10 should contain the number of witnesses for prosecution and defence already examined in the case in red ink and also the number of witnesses for prosecution and defence likely to be examined in the case on future dates in blue ink.
- (7) Column no. 11 should contain the number of days actually occupied in the trial, with dates of hearing. For example, if the case was taken up on five dates but no work was done on one day and half day's work on another day, the number of days occupied would be only 3-1/2. The entry shall be made as follows:  
March 15, 1948 (1); March 16, 1948 (1); March 17, 1948 (1); March 18, 1948 (0) and March 19, 1948 (1/2); total 3-1/2 days work.
- (8) All the future dates fixed for trial should be noted in the remarks column. If record has not been received or if a date has not been fixed, it should be so noted in this column.
- (9) The remarks column should contain inter alia:
  - (a) in case of adjournments, work done on the previous date and reasons of adjournment and reasons for fixing long dates if that be the case as required above (Court's General letter no. 20, dated March 30, 1948);
  - (b) explanation in brief of Committing Magistrate for not sending the record after commitment within the prescribed period. (The explanation need not be repeated in subsequent monthly returns);
  - (c) the date and substance of the last report received from the mental hospital in cases stayed under section 466\* (Now Section 330 of Cr.P.C. 1973), Criminal Procedure Code and a very brief summary of proceedings taken and the date of last action taken in cases in which the accused is absconding.
- (10) Full particulars of the cases of the High Court on account of which proceedings in sessions trials are held up in the courts of session, i.e., the number, year and the nature of proceeding pending in the Court or the number of the Court's letter, as the case may be, due to which the cases are held up in the courts of session, should invariably be indicated in the remarks column of the statement against cases so stayed.

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\* Now Section 330 of Cr.P.C. 1973

- (11) The result should be tabulated in the following form at the bottom of the statement:
- (i) Pending at the end of the last month .....
  - (ii) Number of cases committed .....
  - (iii) Number of cases received by transfer or otherwise .....
  - (iv) Number of cases decided .....
  - (v) Number of cases transferred to other courts .....
  - (vi) Pending at the end of the month .....
- Fixed in the month of ..... No ..... Date ..... fixed ..... Record not yet received .....
- (12) The certificate of the presiding officer that the statement contains full and correct list of all cases disposed of during the month, as well as those pending at the close of the month as required under Chapter XVIII, rule 172 of General Rules (Criminal), 1957\* (Now 1977 vide notification no. 504/Vb-13 dated 5.11.83) should be appended to the statement, in token of his having checked and verified the statement.
- (13) Copies of judgments in all cases decided during the month bound together with an index should be dispatched before the prescribed date to the Registrar of the High Court at Allahabad, or to the Joint Registrar\*\* of the Lucknow Bench at Lucknow depending upon where an appeal would lie against such decisions.

**C.L. No. 73/VIIIa-14 dated 12<sup>th</sup> May, 1971**

The directions contained in G.L. No. 67/VIIIa-14, dated October 18, 1948, should be strictly followed and Form no. 39 should be correctly filled in the number of the accused, the number of witnesses for prosecution and defence already examined, the number of days actually occupied, all the future dates fixed for trial, etc, must clearly be mentioned.

**(b) In Form no. 36**

**C.L. No. 125/IVh-50 dated 10<sup>th</sup> December, 1952**

Figures of cases under section 6 (1) of the Criminal Law (Amendment) Act, 1952 should also be given separately in Form no. 36 prescribed under rule 172, Chapter XVIII, G.R. (criminal), 1957\*.

**C.L. No. 2 dated 7<sup>th</sup> January, 1964**

Out of the figures of Sessions Trials pending at the end of the month shown in Column no. 7 those triable by an Assistant Sessions Judge are to be shown separately in the remarks column.

**C.L.No. 18 dated 20<sup>th</sup> February, 1968**

Monthly statements of pending criminal cases of the Courts of Chief Judicial Magistrates, Judicial Officers<sup>+</sup> and Munsif magistrates should be prepared and submitted to the Court in the

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\* Now 1977 vide notification no. 504/vb-13, dated 5.11.83

\*\* Now Additional Registrar.

\* Now 1977 vide Notification No. 504/vb-13 dated 5.11.1983

first week of the following month with particulars duly filled in the form prescribed under the C.L.

**C.L. No. 117 dated 11<sup>th</sup> September, 1975 read with**

**C.L. No. 156 dated 23<sup>rd</sup> December, 1975**

Consolidated monthly information of the judgship and magistracy regarding institution and disposal of criminal cases should be furnished to the Court regularly by the 10<sup>th</sup> day of following month in the following forms for onward transmission to the Department of Justice, Government of India, New Delhi:-

**PROFORMA I  
CRIMINAL CASES**

**Sessions Court – Name of the Judgeship.....**

Total no. of courts functioned during the quarter of	Nature of cases	Total no. of cases pending at the beginning of the quarter	Total no. of cases instituted during the quarter	Total	Total no. of cases disposed of during the quarter	Total no. of cases which remained pending at the end of the quarter
1	2	3	4	5	6	7
Original (Sessions Trials)						
Appeals						
Revisions						

- NOTE:**
- (1) Total figures of the judgship should be furnished and not court-wise.
  - (2) The figures should be properly checked before submission. The opening balance must be maintained with closing balance of the previous quarter.
  - (3) Internal transfer of cases should not be treated as disposed of cases and they should not be shown in column no. 6.

**PROFORMA II  
CRIMINAL CASES**

**Subordinate Courts – Names of the Judgeship .....**

Total no. of courts functioned during the quarter	Nature of cases	Total no. of cases pending at the beginning of the quarter	Total no. of cases instituted during the quarter	Total no. of cases brought to trial during the quarter	Total no. of cases disposed of during the quarter	Total no. of cases remained pending at the end of the quarter
1	2	3	4	5	6	7
Police challan cases						
Complaint cases						

- NOTE:**
- (1) Total figures of the judgship should be furnished and not court-wise.
  - (2) Top priority should be given to this work and the statements mentioned above should be sent separately and not stitched along with other monthly or quarterly statements sent to the Court.

**C.L. No. 50/VIIc-8 dated 16<sup>th</sup> April, 1975**

District Judges should instruct all Magistrates and Judges to send a monthly progress report about probation cases under section 360 Cr.P.C., in the prescribed form as given below.

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\* Now Judicial magistrates

The report should be scrutinized by the District Judges concerned to see that the aforesaid provisions of law have been complied with.

Statement showing details of first offenders whose cases were tried during the month of –

1. Serial no.
2. Name of the offender with parentage, religion, caste (if any) and address.
3. Age.
4. Case no.
5. Police Station.
6. Offences with crime, section and Act.
7. Date of decision.
8. Summary of order passed.
9. Let off on ..... Under section 360 of Cr.P.C. or placed under the supervision of the Probation Officer under First Offenders Probation Act and if not state reasons.

**C.L. No. 15 Admn. (E) dated 4<sup>th</sup> March, 1982**

All the presiding officers shall prepare monthly statements relating to the fines imposed and realized, of their respective courts and submit the same to the District Judge latest by the second day of the following month without waiting for the clearance from the Treasury. The statements thus received from the presiding officers should be compiled in the office of the District Judge who, in turn, will prepare quarterly statements of the fines imposed and realized in the Sessions and Magisterial Courts separately and submit the same to the Court latest by the seventh day of the following month of each quarter.

**C.L. No. 4/Admn. (B) dated 18<sup>th</sup> March, 1971**

Munsif Magistrates should submit criminal return/statements to the Sessions Judge through the Chief Judicial Magistrate.

**(ii) Quarterly statements**

**C.L. No. 45 dated 15<sup>th</sup> April, 1976**

The District Judges are required to send quarterly report to the Court, regarding institution and disposal of cases in sessions and subordinate Courts, in the revised proformas.

**CRIMINAL CASES**

**PROFORMA –1**

**Sessions Court – NAME OF THE JUDGESHIP .....**

Total Number of Courts functioned during the quarter of	Nature of cases	Total number of cases pending at the beginning of the quarter	Total number of cases instituted during the quarter	Total	Total number of cases disposed of during the quarter	Total number of cases which remained pending at the end of the quarter
1	2	3	4	5	6	7
Doing criminal	Doing Civil	both and				

work only and number of days devoted	Criminal work approximate time devoted to criminal work						
Original (Sessions Trials) Appeals Revisions Other Criminal Cases							
<p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Total figures of the Judgeships should be furnished and not courtwise.</li> <li>2. The figure should be properly checked before submission. The opening balance must be maintain with closing balance of the previous quarter.</li> <li>3. Internal transfer of cases should not be treated as disposal of cases and they should not be shown in Column No. 6.</li> </ol>							

**PROFORMA – II**

**STATEMENT SHOWING THE NUMBER OF CRIMINAL CASES INSTITUTED, DISPOSED OF, PENDING AND THE RESULT OF TRIAL IN MAGISTERIAL COURTS IN THE STATE/UNION TERRITORY OF ..... DURING THE QUARTER ENDING .....**

No. of Courts	Cases pending at the beginning of quarter			Cases instituted during quarter		No. of Police challan cases disposed of during quarter by					
	Doing both civil and criminal work and approximate time devoted to criminal work	Police challan cases	Complaint cases	Police challan cases	Complaint cases	Final form or final report received and accepted	Compounding or withdrawal	Committed to Sessions Court	Un-contested trial	Contested trial	Total of col. (7+8+9+10+11)
1	2	3	4	5	6	7	8	9	10	11	12

No. of complaint cases disposed of during quarter by						Pending at the end of the quarter						Remarks
Dis-missal	Absence of complaint, withdrawal or compounding	Commit tal to Sessions Courts	Un-contested trial	Con- tested trial	Total (13+14+15+16 and 17)	Police Challan			Complaint cases			
						For want of final report/ final form or charge-sheet	Pending other-wise	Total (19 +20)	Pending on account of enquiries under section 202 Cr.P.C.	Pend -ing other -wise	Total (22 +23)	
13	14	15	16	17	18	19	20	21	22	23	24	25

**(iii) Of stayed criminal cases**

**C.L. No. 75/VIIIa-1 dated 6<sup>th</sup> September, 1956**

A list of cases pending in the High Court on account of which proceedings have been held up in criminal courts should also be submitted along with the quarterly returns to the High Court by Sessions Judges in accordance with the directions contained in G.L. No. 9/167-4 of 1931 and C.L. No. 79/VIIIb-74, dated August 18, 1953.

**(iv) Half yearly statements**

**C.L. No. 8 dated 23<sup>rd</sup> January, 1970**

Total number of sessions' cases disposed of by the Sessions Judges should be furnished to the Court after every six months i.e., at the end of September and March, alongwith the statement of criminal work.

**(v) Annual criminal statements**

**(a) In Form No. 35**

**C.L. No. 62 dated 11<sup>th</sup> November, 1954**

While preparing the annual statement in Form no. 35, General Rules (Criminal), 1957 (Now 1977 vide notification no. 504/Vb-13 dated 5.11.83) showing general result of the trials in original criminal courts, the figures relating to cases under the Criminal Law Amendment Act, 1952 should be shown separately below the figures of cases under the Indian Penal Code and other laws.

**(b) In Form no. 20**

**C.L. No. 19/Xg-1 dated 21<sup>st</sup> February, 1957**

The figures relating to each of the three categories, namely, persons who died, escaped or were transferred to another district required to be entered in Column 11 of the annual statement in Form no. 20 of G.R. (Criminal), 1957 (Now 1977 vide notification no. 504/Vb-13 dated 5.11.83), showing the general result of criminal trials in the tribunals of various classes, should be given separately and not collectively.

**G.L. No. 15 dated 16<sup>th</sup> December, 1909**

District and Sessions Judges and Magistrates should not allow the statements to be dispatched without satisfying themselves that correct figures have been entered. The Court looks to District Judges and District Magistrates to see that these instructions are fully carried out.

**C.L. No. 41/Admn. (B) dated 3<sup>rd</sup> April, 1975**

Statement of Criminal cases pending trial should be sent to the Court after ensuring its correctness with the figures submitted by the Superintendent of Police.

**3. GENERAL DIRECTIONS**

**(i) Monthly report of pending civil and criminal cases**

**C.L. No. 68/T(b) dated 12<sup>th</sup> August, 1968**

District Judges should invariably submit monthly report about pendency of civil and criminal cases in their judgements so as to reach the Court by the 7<sup>th</sup> of the succeeding month, which is possible only when they dispatch the same from their office by the 3<sup>rd</sup> of that month.

**C.L. No. 26 dated 1<sup>st</sup> March, 1976**

As required by rule 172 of General Rules (Criminal) and rule 415 of General Rules (Civil) monthly statements of pending cases in Form nos. 36 and 146 of Criminal and Civil cases should be sent to the Court by the 7<sup>th</sup> of the following month. Directions contained in the Courts letter referred to above should be strictly followed.

**(ii) Preparation of statement of pending cases**

**G.L. No. 69/viiiib-236 dated 18<sup>th</sup> October, 1948**

Cases pending for more than six months or a year are prima facie of a duration exceeding three months and consequently should be included in the lower time groups.

**C.L. No. 66 dated 21<sup>st</sup> October, 1964**

As such cases, pending for more than one year should be included in the two groups of more than six months and three months duration and cases pending for more than six months in those pending for more than three months.

**(iii) Submission of statements on due dates**

**C.L. No. 13/VIIIa-90 dated 2<sup>nd</sup> February, 1961 read with**

**C.L. No. 9 dated 6<sup>th</sup> February, 1962 and**

**C.L. No. 40/Xg-1 dated 26<sup>th</sup> August, 1967 and**

**C.L. No. 7/Xg-1 dated 21<sup>st</sup> January, 1970**

Annual civil and criminal statements as provided under rules 177 and 178 of General Rules (Criminal) and rule 419 of General rules (Civil) should be submitted to the Court positively by the February 15, next after the close of the year and in no case later than the February 15, each year so that the publication of the Report on the Administration of Justice may not be delayed unnecessarily. Failure to do so will be viewed with great concern. The statements should be prepared correctly in the prescribed forms.

**C.L. No. 75/Xg-1 dated 13<sup>th</sup> December, 1967**

The officers concerned should take up and finish the work of compilation positively by January 31, each year. If necessary they should not be allowed winter holidays and asked to do compilation work during the holidays. The submission of correct annual civil and criminal statements by the prescribed date is the personal responsibility of the District Judges and the Additional District Judges not at headquarters.

**C.L. No. 362/Xg-1 dated 1<sup>st</sup> March, 1977**

It invites attention to the aforesaid circulars and to rule 178 of the General Rules (Criminal) and rule 419 of the General Rules (Civil) regarding submission of annual civil and criminal statements to the High Court.

The annual statements should be sent to the Court invariably by the 15<sup>th</sup> February every year.

**C.L. No. 2/Ten-E-5/Admn. 'Ga' dated 10<sup>th</sup> November, 1976**

Annual returns and periodical statements should be submitted in Hindi (Devanagri).

**C.L.No. 1/VIII-g-47/AD (E) dated 1<sup>st</sup> April, 1978**

All the District Judges are requested to pay a personal attention to see that all statements are submitted on the due dates. If for any reason any particular statement is not furnished, they should immediately apprise the Court of the reason. In case any statement is submitted with delay, it should be accompanied with an explanation for the delay.

**C.L. No. 158/71 dated 22<sup>nd</sup> December, 1971**



The court feels that not only the disposal of an officer according to standard prescribed but also the nature of the cases decided by him during a particular year should be looked into for purposes of annual remarks. It is, therefore, necessary that a statement showing the total number of various types of cases decided by the officer during the year be also submitted to the Court. The statement should show the number of sessions trials, criminal appeals, criminal revisions, regular suits, civil appeals, miscellaneous appeals, civil revisions, etc. In case of criminal revisions and civil revisions the number of revisions dismissed summarily should also be indicated. The statement containing these particulars may be sent along with the quarterly statement of outturn for the last quarter of the year ending March 31.

#### **4. BUDGET ESTIMATES, STATEMENTS AND RETURNS**

##### **(i) Submission of budget estimates**

##### **C.L. No. 6/X-B-2 (New Demands) dated 22<sup>nd</sup> January, 1968**

Budget estimates and list of new demands are to be submitted to the Court invariably by the first week of August every year after thorough examination and fully justifying the demand item-wise. The new proposal of demands should not be submitted direct to the Government.

##### **C.L. No. 69/Budget-Xb-2 dated 12<sup>th</sup> October, 1984**

The preparation of annual budget, including supplementary budgets is an important matter. It is necessary that budget estimates are prepared and sent to the Court well in time for consideration, so as to enable the court to submit the consolidated budget to the Government within the prescribed date.

In case proper budget estimates are not received from the District Judges in time, correct position cannot be ascertained and proper demands cannot be made to Government. These results in, inadequate budget provision by the Government. In these circumstances it becomes difficult for the Court to allot funds demanded by the District Judges.

District Judges should ensure that the budget estimates are realistic and correct leaving only small margins relatable to unexpected exigencies.

The importance of maintenance of correct accounts and proper and timely compliance of the requirements of the Budget Manual should be impressed upon the officer-in charge and officials entrusted with the work and strict control over the same should be kept by the District Judge, so that the budget estimates prepared and submitted by him are fairly realistic.

##### **G.L. No. 19/73-59 (2) dated 7<sup>th</sup> July, 1941 read with**

##### **G.O. No. A-1365/X-301 (a) dated 14<sup>th</sup> May, 1941**

The Government has, with effect from the April 1, 1942, transferred to the High Court, the duty of controlling the expenditure under the heads "Civil and Sessions Courts", "Courts of Small Causes' and Water tax on residential buildings" subordinate to the head "27-Administration of Justice-Works-Maintenance and Repairs", in accordance with paragraph 90-95 of the Budget Manual. The budget provision for the heads mentioned above, will, with effect from the financial year 1942-43, also be placed at the disposal of the High Court for distribution to subordinate courts.

*Abstract from G.O.*

District Judges should forward the budget estimates under the heads in question so as to reach the court by the August 7, each year.

**G.L. No. 7/CC dated 24<sup>th</sup> January, 1947**

While submitting their budget estimates District Judges should see that separate figures are given under “Works Maintenance and Repairs” (a) for Civil and Sessions Courts and (b) for Small Cause Courts.

**C.L. No. 49/Xb-2 dated 31<sup>st</sup> August, 1964**

The budget estimates should be submitted in the usual budget form in accordance with the Government Nyaya (Ka-1) Endorsement no. 4236 (ii) VII-A-1, dated April 2, 1964.

**C.L. No. 38/CC dated 1<sup>st</sup> June, 1966**

District Judges should invariably forward latest by the 7<sup>th</sup> day of October the budget estimates for annual repairs, taxes, maintenance of electric installation, etc. to the Court mentioning clearly and separately the amounts required for each of the aforesaid items. In this connection it is also added that the amounts to be demanded for annual repairs should, as far as possible, be based on the measurement book or Public Works Department schedule of rates.

**C.L. No. 56/Xb-6 dated 28<sup>th</sup> May, 1968**

Directions contained in G.Ls. and C.Ls. noted below should be strictly followed and it should be ensured that demands are placed with the Court at the earliest and savings invariably reported latest by the second day of March every year to facilitate allotment of funds in time and appropriation of unutilized amounts for some urgent work elsewhere or ultimate surrender of savings to the Government before the 25<sup>th</sup> day of March as required under paragraph 141 of the U.P. Budget Manual:

1. C.L. no. 105, dated November 22, 1957
2. C.L. no. 11-73-41, dated March 22, 1939
3. C.L. no. 68/U, dated November 17, 1955
4. G.L. no. 19/73-59 (2), dated July 7, 1941 read with G.O. no. A-1365/X-301 (a), dated May 14, 1941
5. C.L. no. 2/Xb-6, dated February 23, 1967

**C.L. No. 147/Xb-2 (Budget) dated 29<sup>th</sup> November, 1971**

Budget estimates should invariably be submitted to the Court in time so as to reach the Court by the 7<sup>th</sup> of August each year and demands relating to new items of expenditures e.g. purchase of furniture, typewriters, in addition to the existing stock should not be included in the budget estimates and should invariably be submitted to the Court separately through the “Schedule of New Demands” giving full facts and figures in justification of the demands.

**NOTE:** Please see Chapter III for instructions regarding budget estimates for court compound and buildings etc.

**(ii) Savings and expenditure to be reported to Court**

**C.L. No. 3 dated 6<sup>th</sup> January, 1949**

District Judges should report annually the savings out of the allotments for maintenance and repairs, maintenance of court compound and any other grant, which may be placed at their disposal by this Court during the year. This information should reach the Court every year by 2<sup>nd</sup> March, or latest by 15<sup>th</sup> March, in exceptional cases.

**C.L. No. 52/Xb-6 dated 13<sup>th</sup> July, 1965 read with**

**C.L. No. 11/Xb-9 dated 18<sup>th</sup> January, 1952**

As provided in paragraph 141 of the U.P. Budget Manual (Fourth Edition) the District Judges should surrender the savings to the Court as soon as they are known and in any case by March 2.

**C.L. No. 74/Xb-9 dated 30<sup>th</sup> October, 1950**

As prescribed in paragraph 98 of the Uttar Pradesh Budget Manual (3<sup>rd</sup> Edition) it is incumbent on the office of the High Court to send to the Accountant General each month a statement showing totals of expenditure under each primary unit of grant of which the Court is the controlling authority. District Judges should, therefore, submit statements of expenditure of the grants allotted by the Court in the form appended hereto, before the 3<sup>rd</sup> of each month instead of sending it once at the close of financial year as directed in the Court's circular letter no. 3 of 1949. Each allotment should be shown in the statement whether or not any expenditure has been incurred against it.

District Judges should take immediate steps, when funds are allotted for a particular work-other than annual repairs to have the work completed as early as possible and savings, if any, reported immediately to the Court.

Name of grant	Courts' allotment order with date	Amount allotted	Expenditure for the month of			Balance available in the grant	Remarks
			Name of treasury	Number and date of voucher	Amount		

**NOTE:**Such as 'Temporary establishment', 'Court Compound', 'Contingencies' other than that for temporary courts, 'Petty and Electrical Works', 'Maintenance and repairs', 'Annual repairs on buildings', 'Annual repairs on Small Cause Courts buildings', 'Water-tax on residential buildings'.

**C.L. No. 61/Xb-91 dated 28<sup>th</sup> June, 1968**

Monthly statements of expenditure in respect of the allotments made from the head "21-Administration of Justice – H. Works – (1) Original Works (2) Repairs (3) Other Charges" should be submitted regularly in the proforma given below before the 3<sup>rd</sup> day of each month.

Head of account to which a charge is debitable should invariably be mentioned in the voucher sent to the A.G. through the treasury and also in the statement of expenditure.

Name of grant (purpose)	Number and date of Courts Allotment order	Amount allotted	Head of Account to which the charge is debitable	Name of Treasury	Expenditure for the month of			
					Number and date of voucher	Amount	Balance available	Remarks
1	2	3	4	5	6	7	8	9

### 21-Administration of Justice –H-Works-

1. Original works
2. Repairs
3. Other charges

**NOTE:**

- (1) In column 4 strike out which is not applicable.
- (2) In column 6 mention the voucher number and date as mentioned in the voucher submitted to the Accountant General, U.P. through treasury.
- (3) Separate statements be sent in respect of the expenditures desirable to the head “21 – Administration of Justice – District and Sessions Court and E - Court of Small Causes.”

#### C.L. No. 37/Xb-2 dated 1<sup>st</sup> June, 1966

All the savings anticipated under the various items should be surrendered to the Court invariably and the demand for additional grants, if any, under other items may be made to the Court separately.

#### C.L. No. 3/Xb-6 dated 23<sup>rd</sup> February, 1967

District Judges should see that in respect of all surrenders made to the Court after March 2, every year, reasons for the delay with respect to each such item of surrender are reported to the Court in the prescribed proforma either along with the proposal for surrender of savings itself or immediately thereafter by the third week of March each year.

### PROFORMA

**Statement showing the Class in which savings were surrendered to Government after the prescribed date**

Serial No.	Grant no. and Major and Minor head	Name of item under which surrender made	Number and date of letters in which surrender was made	Amount surrendered	Reasons why savings should not be reasonably foreseen and surrendered by the prescribed date
1	2	3	4	5	6

**C.L. No. 128/Xb-6 dated 28<sup>th</sup> November, 1970**

All savings must be reported to the Court as soon as they are known and should reach the Court latest by the 1<sup>st</sup> of February. Non-reporting of the savings by the scheduled date or late surrender of savings is a grave financial irregularity. Under the provisions of paragraph 141 of the U.P. Budget Manual (IV Edition) and instructions issued by the Court, officers making belated surrenders will be held responsible for the resultant financial irregularity. Works for which money has been allotted should as far as possible be completed within a month from the date of allotment order and a fortnightly progress report be sent to the Court. Where the work cannot be completed within the stipulated time, reasons and justification should be furnished. Non-utilization of allotted funds or their lapse to Government will be treated as administrative inefficiency. As soon as the allotment order is received an acknowledgement maybe sent to the Court. If the progress report is not received by the Court within a month, the money allotted will be presumed as savings. Report regarding belated surrenders should be submitted in the proforma prescribed by C.L., dated February 23, 1967 (given at preceding page).

**C.L. No. 14/Xb-1 dated 9<sup>th</sup> February, 1970**

For submission of monthly statements of expenditure the directions contained in C.L. nos. 61/Xb-9, dated June 28, 1968 and 34/31 s(i)-63 dated May 9, 1963 should be strictly followed. Expenses incurred on rent are chargeable to the head "Contingencies" only when buildings are acquired on rent for short periods. Such expenses are otherwise debitible to the head "H-Works-Repairs"-Special attention should be paid for debiting expenditures to proper heads and sub-heads and the savings must be reported to the Court immediately after it is known.

**C.L. No. 102/Xb-6 (Budget) dated 16<sup>th</sup> September, 1972**

In compliance with Court's direction all final savings should invariably be surrendered to the Court so as to reach the Court by 7<sup>th</sup> February each year positively.

**C.L. No. 1/Xb-9 dated 3<sup>rd</sup> January, 1973**

Strict compliance of directions contained in C.L. no. 61/Xb-9, dated June 28, 1968 and 14/Xb-9, dated February 9, 1970 for debiting the expenditure to proper heads and sub-heads should be made. The statements of expenditure (both monthly and consolidated) in respect of the allotment made by the Court from the head "21-Administration of Justice-G-Works" should invariably be submitted by the 3<sup>rd</sup> day of each month in the prescribed proforma.

**C.L. No. 101/Xb-6 (Budget) dated 16<sup>th</sup> September, 1972**

Under G.O. no. B-1-3985/X-12-1971 (A), dated September 30, 1971, preliminary statement of anticipated excess and savings is to be submitted by the Nyaya (High Court) Anubhag to the Vitta Vibhag latest by 25<sup>th</sup> November each year. Utmost care should, therefore, be taken in the preparation of such statement because any error may result in loss and inconvenience to Government and also avoidable excess expenditure. The statement should, therefore, be carefully prepared and sent to the Court latest by 15<sup>th</sup> November.

**C.L. No. 73/Xb-9 dated 30<sup>th</sup> November, 1963**

In the monthly reports about expenditure sent to A.G. and the Court the head from which the allotment is actually made should be shown correctly.

**(iii) Application for additional grant**

**C.L. No. 51/Xb-2 dated 7<sup>th</sup> July, 1965 read with  
G.O. No. (i)/VII-610 (51)/62 dated 24<sup>th</sup> June, 1963**

Applications for additional grants should in no case be submitted earlier than November and should invariably be accompanied by a statement in the prescribed form, showing the position of excess/savings under the various heads and the detailed reasons therefore.

**(iv) Full description of works**

**C.L. No. 51 dated 23<sup>rd</sup> May, 1957**

Full description of the work and particulars of the grants to which the expenditure is debitible and which is specified in every allotment order issued by the Court should be given in each bill sent to the treasury.

**(v) Grants for purchase of books and furniture**

**C.L. No. 37/IXg-8 dated 26<sup>th</sup> May, 1955**

A list of books and furniture required for each court along with their prices should be submitted to the Court by the District Judges every year by 15<sup>th</sup> of May positively.

This list should contain only such items as are of urgent nature and cannot be met from the provision made in the budget for the current financial year.

**C.L. No. 29 dated 2<sup>nd</sup> May, 1964**

Requirement for Bastas are also to be included in the estimate for furniture. As the funds at the disposal of the Court are meager only minimum demand for essential articles is to be included in the budget estimates.

**C.L. No. 74/IXg-8 dated 13<sup>th</sup> May, 1971**

During the period of shortage of furniture attempt should be made to make complete pieces of furniture out of the defective or damaged ones.

**(vi) Estimate for house building advance**

**C.E. No. 79/X6-28 dated 18<sup>th</sup> September, 1968**

According to G.O. no. B-25629/ten-184/64, dated February 28, 1967, para 3 District Judge should ensure that the estimate of amount needed for house building advance is sent to Finance (Budget) Department direct.

**(vii) Budget Estimate of Local Purchase of Stationery**

**G.L. No. 4270/budget-II dated November 21, 1991**

***Budget estimate of Local Purchase of Stationery***

I am directed to invite your attention to the G.O. No. 1750/VII-Nayaya-2-86-G/91; dated 27.4.91 addressed to all heads of department and to say that the Government has authorized all the heads of department to purchase the stationery locally. Only few items will be supplied by the Government Press directly every year.

I am also to request you to send your annual demand of stationery with number of Courts for the year 1992-93 and onwards according to the monetary allotment of your judgeship as fixed by the Government press alongwith requirement of articles of stationery itemwise with lowest market price, to the Court within 15 days from the date of the receipt of the letter.

The matter may please be treated as most urgent.

**(viii) शासन स्तर पर उपलब्ध करायी जाने वाली सूचनाओं का सही होना।**

**C.E. No. 41/VIIIe-15/Admn.(F) dated April 5, 1990**

उपर्युक्त विषयक मंत्रि परिषद की दिनांक 6-12-1989 को हुई बैठक में पारित आदेशों के उद्धरण की एक प्रति संलग्न करते हुए आपसे यह कहने का मुझे निदेश हुआ है कि शासन स्तर पर उपलब्ध करायी जाने वाली सूचना एवं आकड़ों के प्रेषण के विषय में यह सुनिश्चित कर लिया जाये कि ये सभी सूचनाएं/एवं आंकड़े सही हैं।

कृपया इस सम्बन्ध में विभिन्न स्तरों पर संबंधित अधिकारियों को जिम्मेदारियों भी सौंपी जाय और इनकी शुद्धता की जाँच के लिए समय-समय पर निरीक्षण भी किए जाये। कृपया इन आदेशों को कठोरता पूर्वक अनुपालन सुनिश्चित करें तथा कृत कार्यवाही से शासन को तत्काल अवगत कराएं।

**5. STATEMENTS OF EXPENDITURES, ACCOUNTS**

**(i) Expenses**

**(a) *Exhibition of losses in Government accounts and appropriation accounts***

**G.L. No. 6/46-146 dated 16<sup>th</sup> November, 1934**

The annual statement relating to the extra-statutory remissions of revenue and abandonment of claims to revenue sanctioned during each financial year concerning District Judges' courts should always be submitted to the Court before the 30<sup>th</sup> April each year. The statement should include the figures for small causes courts also. In case there are no remissions of revenue or abandonment of claims during any year 'nil' statement for that year should be sent.

**C.L. No. 64/Xb-2 (E-S) dated 27<sup>th</sup> April, 1974**

For explaining the reasons for excesses and savings shown by the Accountant General in the Appropriation Accounts it is necessary to ascertain if there were variations between the number of courts for which provision was made in the budget estimates and the number of courts which actually functioned during the year and the amounts for which provisions was made in the budget estimates and the amount of actual expenditure during that year, a statement in the form prescribed under this C.L. should be sent to the Court after the close of each financial year.

**(b) *Expenditure over temporary and additional District and Sessions Courts.***

**C.L. No. 42-B/50 dated 29<sup>th</sup> July, 1950**

Under the Constitution of India no expenditure can be incurred unless and until a provision for it has been made in the budget and sanctioned through an Appropriation Act. It is, therefore, necessary that a strict watch should be kept over the progress of expenditure made over temporary courts of Additional District and Sessions Judges.

In order to enable the Court to control the expenditure and take necessary action at the proper time it is necessary that District Judge should intimate to the Court at the end of each month in the form given below, the expenditure incurred over temporary courts of Additional District and Sessions Judges in his judgeship. The columns of the form are based on the budget grant, and the exact expenditure under each head should be given separately and accurately under the head.

This statement should be sent by the 7<sup>th</sup> of the month following the month to which it relates.

***Statement showing the expenditure incurred over the temporary Court of Additional District and Sessions Judge for the month of ..... 19 .....***

Name of the temporary court with the name of its Presiding Officer	Pay of the Presiding Officer	Pay of the Establishment	Allowances and Honoraria			Contingencies	Total
			House Rent	Dearness Allowance	Other Allowance		
<b>Grand Total</b>							



**(c) Expenditure over temporary and additional civil courts**

**C.L. No. 82/15-A dated 6<sup>th</sup> August, 1951**

To enable the Court to control the expenditure incurred over the staff, contingencies, etc. of the additional courts of Civil Judges and Munsifs, the District Judges should submit a statement in the form appended below by the 7<sup>th</sup> of the month following that to which it relates:

Statement showing the expenditure incurred over the temporary Courts of Civil Judges/Munsifs for the month of ..... 19 .....

Name of the temporary Court	Pay of establishment with details of staff	ALLOWANCES		Contingencies.
		Dearness Allowances	C.C.	

**Grand Total**

**(d) Quarterly statement of payments made by disbursing officers**

**C.L. No. 53/IXa-16 dated 31<sup>st</sup> May, 1957**

Each disbursing officer should forward to the Assistant Director, Collation Branch, Poonamalee, High Court, Madras, quarterly statements of payment of Rs.250/- and above made by them to the contractors and other non-officials with full addresses of the payees, dates of payments etc. in the proforma sent with the C.L. noted in the bloc.

**(e) Proper maintenance, preparation and submission of the accounts of expenditure pertaining to courts**

**G.L. No. 746/Budget B-2 dated February 24, 1990**

**Proper maintenance, preparation and submission of the accounts of expenditure pertaining to court below under the Head 2104-Admn. Of Justice of each month positively by the 5th of the succeeding month to the High Court**

With reference to Court's Circular Letter issued from time to time on the subject noted above, I am directed to invite your attention to the provisions contained in the Budget Manual and to say that the statement of expenditure of each month relating to your Judgeship must be sent by the Fifty of the succeeding month positively. The Statement should be clear, correct and accurate and complete and should include all the sub-heads i.e. District Judge, Civil Judge, Munsif, P.S. charges, R.R. & copying making charges, Judge Family Court, Judge Anti-corruption, Criminal Courts, Railways Magistrates, J.S.C.C. Each and every item of the sub-heads be mentioned separately.

I am further to say that quarterly statements of expenditure of each three months i.e. April to June, July to September, October to December and January to March be also sent to the Court regularly. In each statement whether monthly or quarterly, the items under District Judges Sub-Head i.e. "O.E.", "T.E.", "Maintenance of Motor Vehicles and Petroleum Charges", "Original Works", "Repairs", "Improvement of Court Compound" and "Rent Rates and Taxes" should be, at any Cost, be omitted.

I am further to say that any lapse in this regard will be the personal responsibility of the District Judge/Officers Incharge, Nazarat.

(ii) **Accounts**

**C.L. No. 47/Xb-2 dated 16<sup>th</sup> April, 1976**

In order to maintain correct accounts, it is necessary that the District Judges should invariably report the figures of expenditure to the Treasuries and take care to debit the expenditure under the correct heads strictly in conformity with those specified in the allotment orders. A chart showing the different heads under which the expenditure has to be booked and reported to the Court is enclosed herewith. Separate statements are to be sent in respect of expenditure pertaining to the Courts of District Judges and Additional District Judges under the head "District and Sessions Judges" subordinate to the main head "214-Administration of Justice. Non-plan-B-Civil and Sessions Court". Similarly expenditure pertaining to Civil Judges and Additional Civil Judges and Munsifs and Additional Munsifs has to be shown in the respective statements of 'Civil Judges' and 'Munsifs'. There will be separate statements for Judge Small Causes, process-serving staff, record room and copy-making charges.

Separate statements will also have to be sent to the High Court in regard to the expenditure on criminal courts, viz., those of Chief Judicial Magistrates, Judicial Magistrates, Honorary Magistrates and Railway Magistrates.

The Court may be moved in all such matters together with estimates etc., duly verified by the competent (P.W.D.) authorities for obtaining necessary sanction of the Court.

**APPENDIX 'A'**

Statement of expenditure incurred in the month of ..... 19 ..... relating to the judgeship .....

Head and items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

214 – Administration of Justice – Non- Plan

**B. Civil and Sessions Courts – District & Sessions Judges**

1. Pay
2. Wages of Servants
3. Dearness Allowance
4. Travelling Expenses
5. Other Allowances
6. Office Expenses
7. Expenses on Telephone
8. Other Charges –Diet to Witnesses

-----  
**TOTAL**  
-----

**(b) Civil Judges**

1. Pay
2. Wages of Servants
3. Dearness Allowance
4. Travelling Expenses

- 5. Other Allowances
- 6. Office Expenses
- 7. Expenses on Telephone

-----  
**TOTAL**  
 -----

**(d) Munsifs**

- 1. Pay
- 2. Wages of Servants
- 3. Dearness Allowance
- 4. Travelling Expenses
- 5. Other Allowances
- 6. Office Expenses
- 7. Expenses on Telephone

.....  
**TOTAL**  
 .....

**Process serving charges (Judicial)**

- 1. pay
- 2. Dearness Allowance
- 3. Travelling Expenses
- 4. Other Allowances
- 5. Office Expenses

.....  
**TOTAL**  
 .....

**(g) Record Room and Copy Making Charges**

- 1. Pay Dearness Allowance
- 2. Dearness Allowance
- 3. Travelling Expenses
- 4. Other Allowances
- 5. Office Expenses

.....  
**TOTAL**  
 .....

**DISTRICT JUDGE**

**(c) Anti-corruption Judge**

- 1. Pay
- 2. Dearness Allowance
- 3. Travelling Expenses
- 4. Other Allowances
- 5. Office Expenses

.....  
**TOTAL**  
 .....

**JUDGE, ANTI-CORRUPTION, LUCKNOW**

**APPENDIX 'B'**

*Statement of expenditure incurred in the month of ....19... relating to the judgeship ...*

Head and Items	Treasury Challan	Amount	Remarks
----------------	------------------	--------	---------

	Voucher Number	Date		
--	-------------------	------	--	--

214 – Administration of Justice – Non-Plan

C. Judges Small Cause Courts.

1. Pay
2. Dearness Allowance
3. Travelling Expenses
4. Other Allowances
5. Office Expenses

.....

**TOTAL**

.....

**DISTRICT JUDGE**

**APPENDIX ‘C’**

*Statement of expenditure incurred in the month of ..... 19 .....  
relating to the judgeship .....*

Head and Items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

214 – Administration of Justice – Non-Plan

B. Civil and Sessions Courts

(a) District & Sessions Judges

8. Original works
9. Repairs
  - (a) Annual
  - (b) Special
  - (c) Quadriennial
  - (d) Improvement of Court Compound

10. Rent, Rates and Taxes

11. Other Charges

(Agra, Faizabad and Kanpur)

.....

**TOTAL**

.....

C. Judges Small Causes Courts

6. Rent, Rates and Taxes

.....

**TOTAL**

.....

**DISTRICT JUDGE**

**APPENDIX ‘D’**

*Statement of expenditure incurred in the month of ..... 19 .....  
relating to the judgeship .....*

Head and Items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

- 289 – Special and Backward Areas, Hill Areas,  
(d). Other Expenses  
10. Administration of Justice -  
8. Original works  
9. Repairs  
(a) Annual Repairs  
(b) Special Repairs  
(c) Quadriennial Repairs  
(d) Improvement of Court Compound  
10. Rent, Rates and Taxes  
11. Other Charges

.....  
**TOTAL**  
.....

**DISTRICT JUDGE**

**APPENDIX ‘E’**

*Statement of expenditure incurred in the month of .... 19 ...relating to the court of ...*

Head and Items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

**214 – Administration of Justice – Non-Plan**

**D. Criminal Courts**

**I. Permanent Establishment**

1. Pay
2. Dearness Allowance
3. Travelling Expenses
4. Other Allowances
5. Office Expenses
6. Other Charges-Diet to witnesses

.....  
**TOTAL**  
.....

**II. Courts of Honorary Magistrates**

1. Pay
2. Dearness Allowance
3. Other Allowances
4. Office Expenses

.....  
**TOTAL**  
.....

**III. Railway Magistrate Establishment**

1. Pay
2. Dearness Allowance
3. Travelling Expenses
4. Other Allowances
5. Office Expenses

.....

**TOTAL**

.....

**Grand Total of Criminal Courts**

.....

**DISTRICT JUDGE**

**APPENDIX 'F'**

*Statement of expenditure incurred in the month of ..... 19 ..relating to the court of .....*

Head and Items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

- 299 – Special and Backward Areas -  
 Hill Areas (d) Other Expenses  
 (10) Administration of Justice  
 Civil Court  
 1. Pay  
 2. Wages  
 3. Dearness Allowance  
 4. traveling Expenses  
 5. Other Allowances  
 6. Office Expenses  
 7. Expenses on Telephone  
 (11) Payment for Professional and Special Services  
 (12) Other Expenses – Diet for Witnesses

.....

**TOTAL**

.....

**DISTRICT JUDGE**

**APPENDIX 'G'**

*Statement of expenditure incurred in the month of ..... 19 ..relating to the court of ...*

Head and Items	Treasury Challan		Amount	Remarks
	Voucher Number	Date		

- 299 – Special and Backward Areas,  
 Hill Areas (d) Other Expenses  
 (10) Administration of Justice-Criminal Court  
 1. Pay  
 2. Wages  
 3. Dearness Allowance

4. Travelling Expenses
5. Other Allowances
6. Office Expenses
7. Expenses on Telephone
- (11) Payment for Professional and Special Services
- (12) Other Expenses – Diet for Witnesses

.....  
**TOTAL**  
 .....

DISTRICT JUDGE

**NOTE\***

The various heads and sub-heads mentioned in the aforesaid circular letters have been changed by Government Order No. B1-165/10-118/82 dated 1.2.1987 and the heads and sub-heads etc. have been numbered as follows. This mode of indication has been made operative with effective from 1.4.1987. Illustrative examples are given at the foot of the list. A list of standard items of expenditure is also appended indicating their new heads.

**न्याय विभाग से सम्बन्धित लेखा शीर्षकों का विवरण**

**राजस्व लेखा**

(अ) राजस्व व्यय:

- |    |                                       |                      |
|----|---------------------------------------|----------------------|
| 1- | मुख्य लेखा शीर्षक                     | 2014 - न्याय प्रशासन |
| 2- | उप मुख्य लेखा शीर्षक                  |                      |
| 3- | लघु शीर्षक                            |                      |
|    | (अ) 102 उच्च न्यायालय                 |                      |
|    | (ब) 105 सिविल और सत्र न्यायालय        |                      |
|    | (स) 106 लघुवाद न्यायालय               |                      |
|    | (द) 108 दण्ड न्यायालय                 |                      |
|    | (य) 110 महाप्रशासक और शासकीय न्यासी   |                      |
|    | (र) 114 कानूनी सलाहकार परिषदें        |                      |
|    | (ल) 800 अन्य व्यय                     |                      |
| 4- | उप शीर्षक                             |                      |
|    | (अ) 102 उच्च न्यायालय                 |                      |
|    | 01 उच्च न्यायालय                      |                      |
|    | (ब) 105 सिविल और सत्र न्यायालय        |                      |
|    | 01 जिला तथा सेशन न्यायाधीश            |                      |
|    | 02 दीवानी न्यायाधीश                   |                      |
|    | 03 भ्रष्टाचार उन्मूलन न्यायाधीश       |                      |
|    | 04 मुंसिफ                             |                      |
|    | 05 आदेशिका वाहन व्यय                  |                      |
|    | 06 अभिलेखाकार और प्रतिलिपिकरण के व्यय |                      |
|    | 07 पारिवारिक न्यायालय                 |                      |
|    | (स) 106 लघुवाद न्यायालय               |                      |

- (द) 01 अधिष्ठान  
108 दण्ड न्यायालय  
01 नियमित अधिष्ठान  
02 अवैतनिक मजिस्ट्रेटों के न्यायालय  
03 रेलवे मजिस्ट्रेटों का अधिष्ठान
- (य) 110 महाप्रशासक और शासकीय न्यासी  
01 अधिष्ठान
- (र) 114 कानूनी सलाहकार परिषदें  
01 महाअधिवक्ता  
02 विधि परामर्शी तथा सरकारी अधिवक्ता
- (ल) 800 अन्य व्यय  
01 न्यायिक प्रशिक्षण एवं अनुसंधान संस्थान  
02 पंडित गोविन्द बल्लभ पन्त शोध पीठ

उपर्युक्त पुनरीक्षित लेखा वर्गीकरण के अनुसार अब प्रत्येक मुख्य लेखा शीर्षक हेतु चार अंकों का कोड, उप मुख्य शीर्षक हेतु दो अंकों का कोड तथा प्रत्येक लघु शीर्षक हेतु तीन अंकों का कोड निर्धारित किया गया है। पुनः लघु शीर्षकों को उप शीर्षकों में विभाजित करते हुए प्रत्येक उप शीर्षक के लिए दो अंकों के कोड निर्धारित किये गये हैं। यदि उप शीर्षकों के अधीन विस्तृत शीर्षक भी हो तो उन्हें उप शीर्षक के कोड के अंकों सहित दो अंकों के अतिरिक्त कोड द्वारा प्रदर्शित किया जाता है। अन्त में दो अंकों के कोड द्वारा मानक मदें उल्लिखित की जाती हैं।

उदाहरणार्थ - यदि किसी माह में किसी जिले के सिविल और सत्र न्यायालय का व्यय विवरण प्रेषित करना है तो उसमें लेखा शीर्षकों का उल्लेख निम्न प्रकार किया जाना चाहिए:-

सिविल और सत्र न्यायालय ----- का माह ----- का व्यय विवरण

अनुदान संख्या ----- 42  
मुख्य लेखा शीर्षक 2014 न्याय प्रशासन  
उप मुख्य शीर्षक 00 -----  
लघु शीर्षक 105 सिविल और सत्र न्यायालय  
उप शीर्षक 01 जिला तथा सेशन न्यायाधीश  
अथवा  
02 दीवानी न्यायालय  
अथवा  
03 भ्रष्टाचार उन्मूलन न्यायाधीश  
अथवा  
04 मुन्सिफ  
अथवा  
05 आदेशिका वाहन व्यय  
अथवा

06 अभिलेखागार और प्रतिलिपिकरण व्यय

अथवा

07 पारिवारिक न्यायालय

उपर्युक्त उप शीर्षकों के अधीन वेतन, मंहगाई भत्ता एवं कार्यालय व्यय इत्यादि मानक मदों पर हुए व्यय का मदवार उल्लेख किया जायेगा। शासनादेश संख्या - बी-1-165/दस-118/82 दिनांक 1 फरवरी, 1987 द्वारा निम्नलिखित मानक मदें उनके साथ उल्लिखित कोड संख्या के साथ शासन द्वारा अंगीकृत की गई है।

(ब) राजस्व प्राप्तियों:

- 1- मुख्य लेखा शीर्षक 0070 अन्य प्रशासनिक सेवायें  
2- उप मुख्य लेखा शीर्षक 01 न्याय प्रशासन



- 3- लघु शीर्षक  
 (अ) 102 जुमाने और जब्तियों  
 (ब) 501 सेवार्ये और सेवा फीस  
 (स) 800 अन्य प्राप्तियों
- 4- उप शीर्षक  
 (अ) 102 जुमाने और जब्तियों  
 01 उच्च न्यायालय के जुमाने  
 02 अधीनस्थ दीवानी न्यायालयों के जुमाने  
 03 मजिस्ट्रेटों द्वारा किए गए जुमाने और जब्तियों
- 04 जुमाने जिनके संबंध में गाँव पंचायतों से भिन्न अन्य स्थानीय निकायों को प्रतिकर दिए जाते हैं।  
 05 अन्य मदें
- (ब) 501 सेवार्ये और सेवा फीस  
 01 की गई सेवाओं के लिए भुगतान की उगाही  
 02 आदेशिका निवृत्ति (हुक्मनामें तामील करने वाले) की फीस  
 03 दीवानी न्यायालयों में अमीनों की फीस  
 04 कुर्क अमीन की फीस  
 05 अकिंचन वादों के संबंध में वसूलियाँ  
 06 भू-राजस्व देने वाली भूमियों के बेचने की फीस  
 07 उच्च न्यायालय के पेपर बुकों के संपादन की फीस  
 08 अदालती अभिलेखागारों से प्राप्तियाँ  
 09 फौजदारी न्यायालयों के अभिलेखागारों से प्राप्तियाँ  
 10 नोटरीज एक्ट 1952 के अधीन प्राप्तियाँ  
 11 महाप्रशासक तथा राज्य न्यासी की फीस और कमीशन
- 12 सरकारी सेवकों द्वारा गवाही के संबंध में यात्रा तथा उन्हें देय फीस के व्यय से सम्बन्धित जमा धनराशियाँ  
 13 नोटरीज रूल्स के अधीन प्रमाण पत्र नवीनीकरण फीस
- 14 निजी निकायों के लिए काम करने वाले सरकारी कर्मचारियों द्वारा प्राप्त फीस
- 15 उच्च न्यायालय के साक्ष्य पुस्तकों आदि की छपाई के लिए कमीशन तथा डाक व्यय जो पक्षों से लिया गया  
 16 अन्य मदें
- (स) 800 अन्य प्राप्तियाँ  
 01 उच्च न्यायालय के अहाते में खाद्य पदार्थ बेचने के लिए अनुज्ञप्ति फीस  
 02 उच्च न्यायालय लखनऊ शाखा के उद्यानों से प्राप्तियाँ  
 03 उच्च न्यायालय से सम्बद्ध बार और वकीलों के कार्यालयों का किराया  
 04 उच्च न्यायालय की प्रकीर्ण प्राप्तियाँ  
 05 दीवानी न्यायालयों की उपज की बिक्री तथा खाद्य पदार्थ बेचने की अनुज्ञप्ति फीस  
 06 अधि भुगतानों की वसूलियाँ  
 07 जालसाजी के दीवानी वादों जिनमें सरकार प्रतिवादी होती है न्यायालयों द्वारा दिलाया गया वाद व्यय  
 08 भूमि और घरों की बिक्री  
 09 इमारतों का किराया  
 10 आवासीय भवनों पर जलकर  
 11 अनध्यर्पित और राजसात सम्पत्ति की बिक्री  
 12 दीवानी न्यायालयों की प्रकीर्ण प्राप्तियाँ  
 13 फौजदारी न्यायालयों की प्रकीर्ण प्राप्तियाँ  
 14 लोक सेवा अधिकरण की प्राप्तियाँ

**न्याय विभाग के लोक लेखा से सम्बन्धित लेखा शीर्षक**

- 1- मुख्य लेखा शीर्षक 8443 सिविल जमा राशियाँ  
 2- उप मुख्य लेखा शीर्षक - -

- 3- लघु शीर्षक (अ) 103 प्रतिभूति जमा  
(ब) 104 सिविल न्यायालय जमा  
(स) 105 आपराधिक न्यायालय जमा  
(द) 121 चुनाव के सम्बन्ध में जमा  
(य) 800 अन्य जमा
- 4 उप शीर्षक  
(अ) 103 प्रतिभूति जमा  
(ब) 104 सिविल न्यायालय जमा  
01 सिविल न्यायालय  
02 उच्च न्यायालय  
(स) 105 आपराधिक न्यायालय जमा  
(द) 121 चुनाव के सम्बन्ध में जमा  
01 राज्य विधान मण्डल के लिए उम्मीदवारों द्वारा किए गए जमा  
02 संसद के लिए उम्मीदवारों द्वारा किए गए जमा  
03 चुनाव याचिकाओं के लिए किए गए जमा  
04 चुनाव अपीलों के लिए किए गए जमा  
05 स्थानीय निकायों के निर्वाचन के लिए जमा  
(य) 800 अन्य जमा  
01 गैर सरकारी निकायों के लिए किए गए कार्य के लिए सरकारी कर्मचारियों द्वारा प्राप्त शुल्कों की जमा  
व्योरेवार शीर्षक वर्गीकरण के निम्न स्तर पर आय-व्यय अनुमानों में अंगीकृत की गई व्यय की मानक मर्दे इस प्रकार हैं-

**व्यय की मानक मर्दे**

**संख्या संख्या-बी-1-3334/दस-2005-12(2)/2006 के अनुसार वर्तमान में लागू)**

मानक मद	विवरण
01- वेतन	इसमें अधिकारियों व कर्मचारियों के वेतन जैसा कि मूल नियम (21) में परिभाषित किया गया है और बोनस सम्मिलित होंगे।
02- मजदूरी	इसमें आकस्मिक व्यय से संदत्त श्रमिकों और कर्मचारियों की मजदूरी / पारिश्रमिक सम्मिलित है।
03- मॅहगाई भत्ता	शासन द्वारा समय समय पर स्वीकृत / देय मॅहगाई भत्ता की व्यवस्था सम्मिलित होगी।
04- यात्रा व्यय	इसमें ड्यूटी पर यात्रा के फलस्वरूप सभी प्रकार के व्यय, किन्तु अवकाश यात्रा सुविधा, स्थानान्तरण यात्रा-व्यय तथा प्रशिक्षण हेतु यात्रा-व्यय न सम्मिलित हो, आते हैं।
05- स्थानान्तरण यात्रा-व्यय	स्थानान्तरण के फलस्वरूप यात्रा-व्यय।
06- अन्य भत्ते	इसमें सरकारी कर्मचारियों को देय मकान का किराया, नगर प्रतिकर भत्ता, वाहन व्यय प्रतिपूर्ति भत्ता एवं नियत यात्रा भत्ता तथा विकलांग भत्ता आदि सम्मिलित हैं।
07- मानदेय	मानदेय के रूप में दी जाने वाली धनराशि की व्यवस्था इस मद के अन्तर्गत सम्मिलित है।
08- कार्यालय व्यय	इनके अन्तर्गत किसी कार्यालय को चलाने के लिए अपेक्षित आकस्मिक व्यय यथा डाक व्यय, सज्जा की खरीद और उनका अनुरक्षण, वर्दियों, ग्रीष्म और शरद कालीन व्यय सम्मिलित हैं।
09- विद्युत देय	सरकारी कार्यालयों / कार्यात्मक भवनों / अतिथि गृहों आदि के विद्युत देयों के व्यय हेतु व्यवस्था सम्मिलित है।
10- जलकर/ जल प्रभार	सरकारी कार्यालयों / कार्यात्मक भवनों / अतिथि गृहों आदि के जलकर / जल प्रभार के भुगतान की व्यवस्था सम्मिलित हैं।
11- लेखन-सामग्री और फार्मों की छपाई	कार्यालय के उपयोगार्थ फार्मों की छपाई और अन्य लेखन-सामग्री (सम्पूटर स्टेशनरी के अलावा) की व्यवस्था सम्मिलित है।
12- कार्यालय फर्नीचर एवं उपकरण	इसके अन्तर्गत कार्यालय फर्नीचर के अतिरिक्त कार्यालय मशीन जैसे - टाइपराइटर, फोटोकॉपीयर, फैक्स आदि के व्यय सम्मिलित होंगे। इसमें कम्प्यूटर का क्रय सम्मिलित नहीं है।

13- टेलीफोन पर व्यय	सरकारी कार्यालयों / सरकार की तरफ से आवासों में लगे टेलीफोन आदि के देयकों का भुगतान। इसमें सेल्यूलर फोन पर अनुमोदित व्यय भी सम्मिलित होगा।
14- कार्यालय के प्रयोग के लिए स्टॉफ कारों और अन्य मोटर गाड़ियों का क्रय	सरकारी कार्यालयों / कार्यात्मक भवनों / अतिथि गृहों आदि के प्रयोगार्थ तथा उपयोग की जाने वाली मोटर वाहनों के क्रय की व्यवस्था।
15- गाड़ियों का अनुरक्षण और पेट्रोल आदि की खरीद	सरकारी कार्यालयों / कार्यात्मक भवनों / अतिथि गृहों आदि के प्रयोगार्थ उपयोग की जाने वाली मोटर वाहनों के सम्बन्ध में पेट्रोल / डीजल तथा अनुरक्षण सम्बन्धी व्यय की व्यवस्था।
16- व्यावसायिक और विशेष सेवाओं के लिए भुगतान	इसमें विधिक / विशेषज्ञ सेवा का व्यय, परामर्शदात्री सेवा की फीस, परीक्षाओं के संचालन के लिए परीक्षकों और कक्ष निरीक्षकों आदि को देय पारिश्रमिक सम्मिलित है।
17- किराया, उपशुल्क और कर स्वामित्व	इसमें किराये पर लिये गये भवनों के किराये, उपशुल्क और कर आदि पर व्यय सम्मिलित है। इसमें भूमि के पट्टे पर व्यय भी सम्मिलित है।
18- प्रकाशन	इसमें कार्यालय संहिता और नियम संग्रह तथा अन्य मूल्य सहित और बिना मूल्य लेख्यों के मुद्रण पर होने वाला व्यय सम्मिलित है किन्तु इसमें विख्यापन सामग्री का मुद्रण सम्बन्धी व्यय सम्मिलित नहीं है। इसमें अभिकर्ताओं को देय विक्री पर छूट भी सम्मिलित होगी।
19- विज्ञापन, बिक्री और विख्यापन व्यय	इसके अन्तर्गत अभिकर्ताओं का कमीशन और विज्ञापन सामग्री की छपाई से सम्बन्धित व्यय सम्मिलित होगा।
20- सहायक अनुदान / अंशदान / राज सहायता	मानक मद संख्या 43 तथा 48 में परिभाषित सहायक अनुदान की धनराशियों को छोड़कर अय सभी प्रकार की सहायक अनुदान / अंशदान / राज सहायता, जिसमें समाज सुरक्षा योजनाओं के अधीन पेंशन भी सम्मिलित हैं।
21- छात्रवृत्तियाँ और छात्र वेतन	विभिन्न शैक्षिक कार्यक्रमों के अन्तर्गत दी जाने वाली छात्रवृत्ति / छात्र-वेतन की व्यवस्था।
22- आतिथ्य व्यय / व्यय विषयक भत्ता आदि	इसके अन्तर्गत अनुमन्य आतिथ्य व्यय / मनोरंजन भत्ते सम्मिलित होंगे। अन्तर्विभागीय बैठकों, कान्फ्रेन्सों आदि में दिये जाने वाले, जलपान को "कार्यालय व्यय" के अन्तर्गत अभिलिखित किया जायेगा।
23- गुप्त सेवा व्यय	गुप्त सेवा सम्बन्धी व्यय।
24- वृहद् निर्माण कार्य	जैसा कि वित्तीय नियम संग्रह खण्ड-VI के पैरा-314 में परिभाषित किया गया है। इसमें भूमि अधिग्रहण और संरचनाओं से सम्बन्धित लागत भी सम्मिलित होगी।
25- लघु निर्माण कार्य	जैसा कि वित्तीय नियम संग्रह खण्ड-VI के पैरा-314 में परिभाषित किया गया है।
26- मशीनें और सज्जा / उपकरण संयंत्र	इसमें किसी कार्यालय के संचालन के निमित्त अपेक्षित मशीन, सज्जा, साधित्र (एपरेटस) आदि से भिन्न मशीनें, सज्जायें और साधित्र आदि तथा विशिष्ट निर्माण कार्य के लिए अपेक्षित विशेष उपकरण और संयंत्र सम्मिलित है।
27- मोटर गाड़ियों की खरीद	यह मानक-मद समाप्त कर दिया गया है।
28- मोटर गाड़ियों का अनुरक्षण और पेट्रोल आदि की खरीद	यह मानक-मद समाप्त कर दिया गया है।
29- अनुरक्षण	इसके अन्तर्गत निर्माण कार्य, मशीनें और सज्जा (जो मद 24, 25 और 26 के अन्तर्गत आते हैं) के अनुरक्षण व्यय को अभिलिखित किया जाता है। इसमें अनुरक्षण सम्बन्धित मरम्मत भी सम्मिलित है।
30- निवेश / ऋण	सार्वजनिक संस्थाओं / निगमों आदि में अंशपूँजी विनियोजन अथवा ऋण दिये जाने की व्यवस्था।
31- सामग्री और सम्पूर्ति	उस मद के अन्तर्गत खाद्यान्न, बीज, खाद, राजकीय मुद्रणलयों के लिए कागज एवं अन्य मुद्रण सामग्री, खनिज अन्वेषण से सम्बन्धी सामग्री, पुष्टाहार कार्यक्रम के अन्तर्गत वितरित की जाने वाली खाद्य सामग्री आदि का क्रय सम्मिलित होगा।
32- ब्याज / लाभांश	इसके अन्तर्गत पूँजी / ऋण पर ब्याज सम्मिलित होगा।
33- पेंशन / आनुतोषिक /	पेंशन / आनुतोषिक तथा तत्सम्बन्धी भुगतान एवं सेवानिवृत्ति के समय अवकाश के नकदीकरण

अन्य सेवानिवृत्ति हितलाभ	तथा अंशदायी भविष्य निधियों / पेंशन निधियों को अंशदान सम्मिलित है, लेकिन समाज सुरक्षा योजनाओं के अधीन पेंशन सम्मिलित नहीं है।
34- अवमूल्यन	मूल्य ह्रास के सम्बन्ध में व्यवस्था।
35- अन्तर्लेखा संक्रमण	समेकित निधि से लोक लेखे में व्यवस्थित निधियों तथा कतिपय विशिष्ट मामलों में लोक लेखे से समेकित निधि में संक्रमित / स्थानान्तरित की जाने वाली धनराशि की व्यवस्था। निर्माण एवं अनुरक्षण सम्बन्धी “अधिष्ठान व्यय” और “मशीनरी तथा उपस्कर व्यय” को प्रतिशतता के आधार पर एक लेखाशीर्ष से दूसरी लेखाशीर्ष में संक्रमित करने तथा राज्य व्यापार योजनाओं (स्टेट ट्रेडिंग स्कीम) से सम्बन्धित राजस्व व्यय की धनराशि को पूजीकृत करने के लिए भी इस मानक मद का उपयोग किया जा सकता है।
36- बट्टा खाता / हानियाँ	इसके अन्तर्गत वसूल न होने वाले बट्टे खाते में डाले गये ऋण आते हैं। हानियों में व्यापार सम्बन्धी हानियाँ सम्मिलित होंगी।
37- उचन्त	उचन्त से सम्बन्धित व्यय वर्गीकृत होगा।
38- अन्तरिम सहायता	शासन द्वारा समय-समय पर स्वीकृत अन्तरिम सहायता की व्यवस्था।
39- औषधि तथा रसायन	चिकित्सालयों आदि के लिए औषधि तथा रसायन के क्रय के लिए व्यवस्था, जिसमें रूई पट्टी आदि भी सम्मिलित है।
40- औषधालय सम्बन्धी आवश्यक सज्जा	चिकित्सालयों आदि में सफाई एवं साज-सज्जा हेतु व्यवस्था।
41- भोजन व्यय	विभिन्न विभागों में शासन की ओर से की जाने वाली भोजन व्यवस्था से सम्बन्धी व्यय।
42- अन्य व्यय	यह अवशिष्ट शीर्षक है जिसमें पारितोषिक और पुरस्कार सम्बन्धी व्यय तथा विवेकाधीन कोष से व्यय भी सम्मिलित है।
43- वेतन-भत्ता आदि के लिए सहायक अनुदान	इसमें मूल वेतन, मंहगाई वेतन, समाय समय पर जारी शासनादेशों द्वारा अनुमन्य मंहगाई भत्ता एवं अन्य भत्ते पर व्यय सम्मिलित होगा। शासन के आदेशों के अन्तर्गत संविदा पर रखे गये कार्मिकों का पारिश्रमिक आदि भी इस मद के अन्तर्गत वर्गीकृत होगा।
44- प्रशिक्षण हेतु यात्रा व्यय एवं अन्य प्रासंगिक व्यय	इसमें समय समय पर जारी शासनादेशों के अन्तर्गत होने वाली प्रशिक्षण से सम्बन्धित यात्रा-व्यय, शुल्क तथा अन्य प्रासंगिक व्यय सम्मिलित होंगे।
45- अवकाश यात्रा व्यय	इसके अन्तर्गत अवकाश यात्रा से सम्बन्धित व्यय वर्गीकृत होगा।
46- कम्प्यूटर हार्डवेयर / साफ्टवेयर का क्रय	इसके अन्तर्गत कम्प्यूटर से सम्बन्धित हार्डवेयर / साफ्टवेयर से सम्बन्धित व्यय वर्गीकृत होगा।
47- कम्प्यूटर अनुरक्षण / तत्सम्बन्धी स्टेशनरी का क्रय	इसके कम्प्यूटर से सम्बन्धित अनुरक्षण एवं कम्प्यूटर स्टेशनरी, प्रिन्टर रिबन / कार्ट्रिज आदि पर होने वाला व्यय सम्मिलित होगा।
48- पूँजीगत व्यय के लिए सहायक अनुदान	अनुदान के रूप में दी गई धनराशि से यदि पूँजीगत कार्यों पर व्यय यिका जाता है तो इस प्रकार का व्यय इस मानक मद के अन्तर्गत वर्गीकृत होगा।
49- चिकित्सा व्यय	इसके अन्तर्गत चिकित्सा सम्बन्धी व्यय वर्गीकृत होगा।
50- मंहगाई वेतन	मूल वेतन के 50 प्रतिशत के समतुल्य मंहगाई भत्ता का अंश।

### राजस्व प्राप्तियों

मुख्य लेखा शीर्षक	0070 अन्य प्रशासनिक सेवायें
उप मुख्य शीर्षक	01 न्याय प्रशासन
लघु शीर्षक	102 जुमानें और जब्तियाँ
उप शीर्षक	02 अधीनस्थ दीवानी न्यायालयों के जुमाने।

सिविल कोर्ट डिपाजिट्स से सम्बन्धित धनराशियों के व्यवहार में उपर्युक्त लोक-लेखा से सम्बन्धित लेखा शीर्षकों का विवरण दिया जाना चाहिए।

**C.I. No. 116/Xb-2/Budget dated 5<sup>th</sup> July, 1977**

Since the courier system has been introduced, accounts knowing man maybe sent to the Court who, after handing over the dak in the Court, may go to the office of the Accountant General, U.P. with complete and verified accounts (from treasury accounts) and verify the figures of expenditure of the whole judgship and income from court compound with those booked in that office. After removing all the differences between the accounts (of Distt. Judge's Office and that of A.G.'s Office) hand over the verified figures to the office of the Court. The office of the Court will then compile the figures of all the judgships and verify the same with those booked in the office of the Accountant General, U.P. The District Judges who send the dak under courier system to Lucknow Bench may send the accounts knowing assistant to the office of the Accountant General, U.P., Allahabad with the direction that he should verify the figures in question with those booked in that office and after verification hand over the same to the office of the Court.

**C.L. No. 118/Xb-2/B-II dated 21<sup>st</sup> October, 1978**

The statement may be sent to the court through the dealing assistant so that mistakes, if any, may be told to him and he may be able to remove the differences in the account and mistakes may not occur again.

**C.L. No. 110/Xb-2 (Budget) dated 25<sup>th</sup> September, 1979**

The accounts in respect of the 24 courts of Additional Sessions Judges and 84 courts of Munsifs Magistrates in the State to be established w.e.f. October 1, 1979, on the recommendation of the VII Finance Commission report should be maintained separately.

The progressive figures of expenditure of the said courts with voucher number and date may also be sent to the Court regularly by 5<sup>th</sup> of each month.

**C.L. No. 64/Xb-2/Budget-II dated 11<sup>th</sup> June, 1980**

Statement showing figures of expenditure under each sub-head should be submitted to the Court positively by 5<sup>th</sup> of each month.

**C.L. No. 78/Budget/Xb-2 dated 10<sup>th</sup> December, 1981**

In order to avoid the chances of wrong classification and to minimize the difficulties in verification and reconciliation of accounts it is necessary that each and every voucher should bear separate seal with correct head OR sub-head viz., District Judge, Civil Judge, Munsif, Process Serving Charges, Record Room and Copy Making Charges, Criminal Courts, Honorary and Special Criminal Courts, Railway Magistrates, Judge Small Causes Courts and Judge Anti-Corruption, Higher Criminal Courts and Lower Criminal Courts created on the recommendation of the VII Finance Commission, so that correct booking under proper heads of Account may be made in accounts and records maintained in the office of A.G., U.P., Allahabad.

The statements of expenditure should be submitted to the Court in the prescribed proforma positively by the 5<sup>th</sup> of each month, duly prepared in accordance with the above directions.

**C.L. No. 27/Budget/Xb-2, dated 27<sup>th</sup> April, 1983**

It is very essential that each and every voucher should bear separate seal with correct heads or sub-heads of account viz. "District Judge", OR District and Sessions Judge-VII Finance Commission", "Munsif" OR "Munsif-VII Finance Commission".

The account in respect of the "District and Sessions Judge VII Finance Commission" and "Munsif Magistrate-VII Finance commission" should invariably be maintained separately and properly.

In future the statements of expenditure should be submitted to the Court in the prescribed proforma by the 5<sup>th</sup> of each month positively so that there may not be delay in the work of reconciliation of figures of expenditure with those booked in the office of the A.G., U.P.

**6. MISCELLANEOUS STATEMENTS AND RETURNS**

**(i) Annual stock returns and statements**

**C.L. No. 35/IXg-46 dated 9<sup>th</sup> April, 1951**

Stock registers of furniture should be properly kept in all districts, showing court wise, the number of articles of each kind in hand at the beginning of the year, the number of articles purchased during the year, the number of articles condemned during the year and the number remaining in hand with a brief note as to the condition and location of each article.

It is essential that the stock is carefully checked every year. A report about such checking should be communicated to the Court by April 15, each year.

In this connection, reference is invited to the rules relating to the maintenance of stock books of government property forwarded to all District Judges under G.O. no. 3128/XVIII-340-30, dated November 24, 1934.

**C.L. No. 31 dated 2<sup>nd</sup> May, 1962**

A separate number for each article of furniture should be given in the stock book maintained in the judgeship. For example, if there are 238 chairs they should bear 238 different numbers and similar should be the case with all other articles of furniture. This procedure facilitates checking because it is easy to note in the stock book the serial number of the particular article which are allotted to a particular Court-room or to the residence of a particular officer.

The expenses involved in numbering the articles of furniture are to be met from the contingent grant.

**C.L. No. 25 dated 11<sup>th</sup> April, 1962**

In order to facilitate verification of the furniture and other government property supplied to one particular room or office, a separate page should be allotted to each room or office in the

distribution list maintained under rule 8 of paragraph 801 of the M.G.Os. and on that page all kinds of furniture and other government property supplied to that room or office should be entered.

**C.L. No. 92/Main L dated 8<sup>th</sup> September, 1969**

Statement of local purchase of stationery, in duplicate should be submitted to the Court latest by April 15, each year as required under the amended para 67 (5) of the Printing and Stationery Manual.

**(ii) Employment returns and statements**

**(a) To the Adviser and director of Statistics**

**C.L. No. 5100/Xf dated 9<sup>th</sup> May, 1950 as modified by**

**C.L. No. 65/Xf-35 dated 14<sup>th</sup> October, 1950**

District Judges should send direct to the Economic Adviser and Director of Statistics, Uttar Pradesh, Sarojini Naidu Marg, Lucknow, information regarding the number of persons employed under them (including themselves) on the last working day of March and September. The number of persons employed should be classified in the pay groups as indicated below. For this purpose the pay should be taken as actual pay including special pay and personal pay, if any, but excluding allowances. Persons on leave as well as those working in leave vacancies should be included but a person who worked for a part of the month but was not employed on the last day of the month should not be included. Part time government servants working on the last day of the month should be included. Statements should be sent regularly in the form given below so as to reach the Economic Adviser and Director of Statistics by the 15<sup>th</sup> of April and the 15<sup>th</sup> of October respectively every year.

Any difficulty or doubt in the matter may be referred to the Economic Adviser and Director of Statistics, Uttar Pradesh, Lucknow.

**NUMBER OF PERSONS EMPLOYED IN THE OFFICE OF ...ON...19...**

Group No.	Pay groups (Pay includes special pay and personal pay but excludes all allowances)	Number of persons employed
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- (i) Below Rs. 50 per month
- (ii) Rs. 50 or above but below Rs. 100 per month.
- (iii) Rs. 100 or above but below Rs. 200 per month.
- (iv) Rs. 200 or above but below Rs. 300 per month.
- (v) Rs. 300 or above but below Rs. 400 per month.
- (vi) Rs. 400 or above but below Rs. 500 per month.
- (vii) Rs. 500 or above but below Rs. 750 per month.
- (viii) Rs. 750 or above but below Rs. 1000 per month.
- (ix) Rs. 1000 or above.

**[Note: The pay groups have since been changed to the ones given below]**

- (i) Below Rs. 201 per month.
- (ii) Rs. 201 and above but below Rs. 251 per month.

- (iii) Rs. 251 and above but below Rs. 301 per month.
- (iv) Rs. 301 and above but below Rs. 401 per month.
- (v) Rs. 401 and above but below Rs. 501 per month.
- (vi) Rs. 501 and above but below Rs. 701 per month.
- (vii) Rs. 701 and above but below Rs. 901 per month.
- (viii) Rs. 901 and above but below Rs. 1001 per month.
- (ix) Rs. 1001 and above but below Rs. 1201 per month.
- (x) Rs. 1201 and above but below Rs. 1601 per month.
- (xi) Rs. 1601 and above but below Rs. 1801 per month.
- (xii) Rs. 1801 and above but below Rs. 2001 per month.
- (xiii) Rs. 2001 and above but below Rs. 2251 per month.
- (xiv) Rs. 2251 and above but below Rs. 2501 per month.
- (xv) Rs. 2501 and above but below Rs. 2751 per month.
- (xvi) Rs. 2751 and above but below Rs. 3001 per month.
- (xvii) Rs. 3001 and above but below Rs. 3501 per month.
- (xviii) Rs. 3501 and above but below Rs. 4001 per month.
- (xix) Rs. 4001 and above but below Rs. 5001 per month.
- (xx) Rs. 5001 and above.

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**TOTAL**  
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**(b) To High Court**

**C.L. No. 79 dated 15<sup>th</sup> September, 1956**

District Judges should submit to the Court by the first week of August each year the particulars in the following form about each member of the staff that may be working in their judgship with the Courts of Additional Civil Judges or Additional Munsifs created either under the Greevan scheme or as a result of increase in the Provincial Judicial cadre. If there is no such court in the judgship, a blank statement should be submitted.

**FORM**

Name of Court	Name of post	Date of appointment of present occupant	Rate of pay	Rate of pay to which the official would be entitled in the next financial year

**C.L. No. 45 dated 19<sup>th</sup> September, 1967**

Annual statements of establishment should be sent strictly in accordance with G.O. no. AI/5641/X-15 (7)-62, dated February 24, 1965 in the prescribed form.

**(c) To Government**

**C.L. No. 51/Ve-94/Admn. (D) dated 24<sup>th</sup> July, 1987**



Whenever any informations or statements are sought for by the Government or the Commissioner, Scheduled Castes and Scheduled Tribes the same should be sent to the Government direct under intimation to the Court.

**C.L. No. 84/Admn. (E) dated 20<sup>th</sup> December, 1982**

It invites attention to Government letter no. 7451/VII-SC-82, dated November 25, 1982, which requests all the District Judges to submit monthly statements of monitoring cell meetings to the Government latest by the 10<sup>th</sup> of every succeeding month positively.

**(iii) Annual statement regarding loss of documents**

**C.L. No. 114 dated 21<sup>st</sup> December, 1957**

In order to have full information of the comparative position regarding loss of papers from the record of cases in subordinate courts prevailing in respective judgeships, the Court has decided that District Judges should submit a statement showing the loss of papers and files during the preceding year and the action taken thereon by 15<sup>th</sup> January each year in the following proforma:

Particulars of the case	Details of loss	Remarks

**(iv) Report regarding inspection of courts**

**C.L. No. 30/H dated 6<sup>th</sup> April, 1956**

While submitting their annual statements District Judges should report to the Court whether all the courts in their judgeship and all the branches of their offices have been inspected in that year. If not, reasons for the omission should be given.

**(v) Submission of quarterly statement to vigilance commission**

**C.L. No. 18 dated 5<sup>th</sup> March, 1965**

Attention of District Judges is invited to Government's C.L. (Secret) No. 4939/VIII-A-II-591/64, dated November 13, 1964 and they are directed to send the statements in the proforma prescribed by the vigilance commission direct to the Commission every quarter under intimation to the Court.