

## **CHAPTER - VIII**

### **COMMUNICATIONS**

#### **1. COMMUNICATIONS WITH HIGH COURT**

##### **(i) Address**

##### **C.L. No. 16/Vb-18 dated 3<sup>rd</sup> March, 1986**

All correspondence in the matters concerning subordinate courts, mentioned below should be addressed to the Deputy Registrars concerned.

##### **DEPUTY REGISTRAR [JUDICIAL (CIVIL)]**

1. All matters connected with civil cases of all kinds including writ petitions and habeas corpus petitions.
2. Supervision over Receipt and Dispatch Section of all Judicial Records (Civil) including correspondence pertaining to matters dealt with by him.
3. Compliance report about stayed cases on statements received from subordinate courts.

##### **DEPUTY REGISTRAR [JUDICIAL (CRIMINAL)]**

1. All matters connected with criminal cases of all kinds including criminal contempt.
2. Supervision over receipt and dispatch of criminal records and correspondence in matters dealt with by him.
3. Compliance reports about stayed cases on statements received from subordinate courts.

##### **DEPUTY REGISTRAR (GENERAL)**

1. Departmental Appeals and representations from the sub-ordinate courts' staff.
2. Matters relating to Civil Court Employees Association and Anjuman Himayat Chaprasian.
3. All matters pertaining to creation and extension of the terms of posts in the subordinate courts' staff.
4. All matters regarding re-organisation of Civil Courts.
5. All matters of subordinate courts' staff before the U.P. Pay Commission.
6. Reference regarding refund of C.D.S. amount and pay fixation matters of subordinate court staff.
7. All matters concerning recruitment, reservation of vacancies for reserved categories of candidates in subordinate courts including litigation matter of subordinate courts staff.
8. All matters concerning Judicial Officers' Conference, Chief Justices' Conference, Higher Judicial Service Examination, etc.

9. All matters pertaining to closure of subordinate courts due to flood, curfew, sad demise, etc.
10. Service of summons from or upon Courts/persons within the jurisdiction of other High Courts or in other countries.
11. Matters not assigned to any other Deputy Registrars.

#### **DEPUTY REGISTRAR (PROTOCOL & BUILDING)**

1. Tour programmes, reservation of accommodation and other matters of Hon. Judges and State Guests.
2. Annual Report on the Administration of Justice and all kinds of statement of cases of the High Court, and subordinate courts.
3. High Court and subordinate courts' calendars.
4. U.P. Bar Council elections.
5. All matters relating to the staff cars of High Court and subordinate courts.

#### **DEPUTY REGISTRAR (S)**

1. Transfer and posting of judicial officers and maintenance of posting register.
2. All matters pertaining to creation, confirmation, abolition and extension of courts of Additional District Judges, Civil Judges, J.S.C.C., Chief and Special Judicial Magistrates.
3. All matters pertaining to demand for more officers for criminal or civil work or decrease in number of officers in subordinate courts.
4. All matters pertaining to conferment of powers on Munsif Magistrates, Chief Judicial Magistrates, Judicial Magistrates, Civil Judges and Additional District Judges.
5. Training of Munsifs.
6. Matters relating to transfer of cases of subordinate courts including part-heard Sessions Trials.
7. Calculation of vacancies in the cadre of judicial officers and publication of Civil List.
8. All matters relating to Leave, Pension, Gratuity, Fund, Insurance etc.
9. Sitting of subordinate courts including vacation proposals, morning courts etc.
10. Tour programme, casual leave and station leaving permissions of District Judges.

#### **DEPUTY REGISTRAR (BUDGET)**

1. All matters pertaining to construction of buildings ( court rooms, offices and residences), taking buildings on lease/rent, acquisition of land/buildings, maintenance of all types of buildings, allotment of residences and granting of land to Bar Association in the subordinate courts. In other words, all matters relating to all kinds of building and land in the subordinate courts
2. Control and budgetary allotments over subordinate courts and courts of Judicial Magistrates.

3. Resumption of saving, allotment of process, realization of arrears of rent, telephone and electric charges, enhance-ment of permanent advances etc.
4. Matters relating to purchase and supply of photocopier machines, duplicators, typewriters and the like to the District Judges.
5. Allotment of funds for original works, annual repairs, special repairs, electric and telephone installations and whitewashing.
6. Matters relating to local purchase of stationery to the subordinate courts.
7. Supervision over Receipt, Dispatch and Type Section of the Budget Department.
8. Matters relating to income from the court compound and official residences in the subordinate courts.

#### **DEPUTY REGISTRAR (MISCELLANEOUS)**

1. T.A. Bills, House Building, Motor Car and Scooter advances, G.P.F. advances, Fixation of Pay, counting of previous service, special increment (Family Planning), sale and purchase of moveable and immoveable property, permission to join class or to act as examiners or to deliver lectures or talks.
2. Appointment of arbitrators, umpires, and official receivers.
3. Inspection notes recorded by Hon. Judges, District Judges and Inspector of Government Offices.
4. All matters pertaining to audit reports and objections.
5. Matters relating to loss or theft of record or any other government property and embezzlement in subordinate courts.
6. Matters relating to Oath Commissioners and Notaries in the subordinate courts and issue of coupons.
7. Lapsed accounts of Civil Deposits.
8. Stationery of subordinate courts, except local purchase.
9. Recoveries of dues from judicial officers.
10. Matters relating to deposition money received in subordinate courts.

#### **G.L. No. 4 dated 13<sup>th</sup> January, 1933 as modified by**

#### **G.L. No. 12/B-2 (i) dated 6<sup>th</sup> March, 1935**

When a District Judge asks for the creation or extension to the term of a temporary court of Additional District and Sessions Judge, he should send to the Court a letter with necessary enclosure in triplicate.

#### **C.L. No. 44/B-6 dated 30<sup>th</sup> June, 1949**

All communications involving extra expenditure, such as those relating to the creation of a temporary court or the creation of an extra post of a clerk or menial servant on a permanent basis and all. Letters copies of which may have to be sent to the Accountant General, or the Government, should be sent duplicate. But where copies have to be sent both to Government and the Accountant General, the letters should be sent in triplicate. The enclosures accompanying such letters have also to be sent in duplicate or triplicate, as the case may be.

**C.L. No. 69/VIII-b-71 dated 23<sup>rd</sup> August, 1956**

All letters and requisitions with which postage stamps, etc. are sent to the Court should be addressed to the Deputy Registrar of the Court by name.

Before sending such letters and requisitions to the Court, care should be taken to check the stamps, their number, denomination and total value and this should be clearly written on the left-hand corner at the foot of the forwarding letter.

**C.L. No. C-161/76 dated 15<sup>th</sup> October, 1976**

The letters forwarding statements of outturn should be addressed to the Registrar in the Confidential Department.

**C.L. No. 38/VIIIg-48/Admn. (G) dated 26<sup>th</sup> August, 1988**

The directions issued by the Court should be sent to the outlying courts in tahsils at the earliest.

**C.L. No. 87/VIII b-263 dated 27 August, 1958**

Notices to parties and requisitions of files received from the High Court should not be entered in the Registers of receipts and issues (Form nos. 62 and 63), maintained in the District Judge's office. They should continue to be entered in registers maintained only by the miscellaneous clerks, the Nazirs and the Record Keepers of the courts concerned. Due precautions must, however, be taken to see that they do not remain unattended beyond a reasonable time.

**(ii) Compliance of D.Os.**

**C.L. No. 119/VIII-g-41-29 dated 8/13<sup>th</sup> December, 1951**

District Judges should take steps to ensure that replies to the Court's letter are sent as expeditiously as possible. If for some reason it is not possible to send a complete reply within four weeks, an interim reply should invariably be sent intimating the approximate time within which a complete reply will be sent.

**C.L. No. 155/Admn. (G) dated 12<sup>th</sup> October, 1977**

The District Judge should maintain a separate file of all D.O. letters received from the High Court and instruct the Munsarim to put up that file before him once a week on a fixed day so that he may be able to find out which D.O. letters have been complied with and, if not, for what reason the compliance has not been made.

Necessary instructions in this behalf may also be issued to all the officers, particularly the Chief Judicial Magistrate, for strict compliance.

**C.L. No. 198/Admn. (A) dated 10<sup>th</sup> December, 1976**

While distributing the administrative work, hitherto done by the Chief Judicial Magistrates, between the Chief Judicial Magistrates and Additional Chief Judicial Magistrates, the Court has directed that the correspondence work, compliance of High Court orders etc. and collection of statements will be done by the Chief Judicial Magistrates.

**C.L. No. 146/VIIIa-30 dated 15<sup>th</sup> September, 1977**

The Court has noticed that compliance reports in respect of orders and directions issued by the Court are not submitted with due promptitude and that in most of the cases even after reminders compliance reports are received after inordinate delay.

All judicial officers should ensure that the compliance reports are submitted to the Court without avoidable delay.

**(iii) Reminders to Registrar**

**C.L. No. 50/VIII-g-41 dated 19<sup>th</sup> May, 1951**

District Judges should remind the Registrar demiofficially whenever any letter sent to this Court by them or any officer subordinate to them remains unreplied for a period of two months. They should also send to the Registrar a list of letters which have remained pending for over two months.

**C.E. No. 21 Main L dated 18<sup>th</sup> March, 1972**

Reminders should be issued on printed post cards or Inland letters which may be requisitioned from the Government Press.

**(iv) Channel of representation**

**C.L. No. C-126 dated 26<sup>th</sup> November, 1970**

Officers working under the District Judge should send all their communications to the Court through the District Judge and in the ordinary circumstances no advance copy of a letter or representation need be sent to the Court by them. In extraordinary circumstances an advance copy may be sent by them but to the Registrar and in no case to any Hon'ble Judge of the Court.

**(v) Writing of full name by the Judicial Officers**

**C.L. No. 21/Admn. (A) dated 23<sup>rd</sup> February, 1979**

All the judicial officers should mention their full names invariably in all correspondence, which is made with the Court in future.

The officers may put their signatures in short form but they must mention their full names below their signatures adding, I, II, III etc. if any.

**C.L. No. 1/IVf-103 dated 2<sup>nd</sup> January, 1984 and**

**C.L. No. 24/IVf-103 dated 29<sup>th</sup> March, 1984 and**

**C.L. No. 70/IVf-103 (Admn.-H) dated 24<sup>th</sup> October, 1986**

It encloses a list containing the names and numbers of the judicial officers.

All the judicial officers should write their full names as well as quote their number invariably in all future correspondence with the Court.

## **2. COMMUNICATIONS BY JUDICIAL OFFICERS**

### **(i) Communications with the High Court**

**C.L. NO. C-2/DR (S) 95, Dated January 2, 1995**

All official communications to the high court by judicial officers or others must be addressed only to the registrar of the high court and to none else and no advance copy thereof is to be sent to the Hon'ble Chief Justice.

This may kindly be brought to the notice of all the judicial officers posted in your Sessions Division.

**C.L. No. 40/J.R. (S)/2007; Dated: Alld. September 17, 2007**

In continuation to C.L. No. C-2/D.R.(S)/95 dated: Allahabad: January 2, 1995, in the above reference I am directed to say that no correspondence shall be made directly to the Hon'ble the Chief Justice/Hon'ble Administrative Judge by the Judicial Officers. All the official communication must be routed out through the Registrar General/Registrar of the Allahabad High Court or Lucknow Bench as the case may be.

I am, therefore, to request you kindly to circulate it amongst the Judicial Officers of the Judgeship for strict compliance.

### **(ii) Disposal of applications of the Judicial Officers regarding their service conditions by the office of the Registrar, High Court, Allahabad**

**C.L. No. 88/VIII G-32. ADMN.(H) Dated September 26, 1994**

I am directed to say that by virtue of an amendment in Chapter III of the Rules of court, 1952, now for each district there is one Hon'ble Inspecting Judge w.e.f. 1.8.1994. On account of this arrangement Hon'ble Inspecting Judges pertaining to district falling under the jurisdiction of Lucknow Bench are sitting at Allahabad and vice-versa.

Therefore, the court has decided that henceforth all communications pertaining to Judicial Officers service conditions shall only be done with by the office of the Registrar, High Court, Allahabad.

I am, therefore, to request you kindly to forward the applications of the Judicial Officers regarding their service conditions only to the office of the Registrar, High Court, Allahabad for disposal.

## **3. COURIER SYSTEM**

**C.L. No. 10/Admn. G. dated 11<sup>th</sup> January, 1977**

It encloses a chart showing the names of judgeships and the day fixed for each judgeship. The District Judges should send an employee of their judgeship (Courier) to the office of the Court at Allahabad or Lucknow Bench (mentioned in remarks column) on the fixed day of each month with a big box carrying therein all the daks and papers (excluding urgent ones ready for dispatch to) the High Court up to the day of his departure from the judgeship. On his return from Allahabad or Lucknow, he will carry with him in the same box all the daks and papers, ready for dispatch to his judgeship. The judgeship within the jurisdiction of Lucknow Bench may continue to send their papers to Allahabad, if any, by post.

This system of receipt and transmission of dak has been introduced in the interest of the daks and papers reaching the destination safely, without any chance of their loss or misplacement in the course of transit and to ensure economy.

Name of Judgeship	Day fixed for the dak Messenger to bring dak of the Judgeship to High Court and to Collect dak from the High Court during each month	Remarks
1	2	3
1. Agra	1 <sup>st</sup> Day of the Month	At Allahabad
2. Aligarh	2 <sup>nd</sup> " " " "	"
3. Allahabad	3 <sup>rd</sup> " " " "	"
4. Almora	4 <sup>th</sup> " " " "	"
5. Azamgarh	5 <sup>th</sup> " " " "	"
6. Baharaich	1 <sup>st</sup> " " " "	At Lucknow
7. Ballia	6 <sup>th</sup> " " " "	At Allahabad
8. Banda	7 <sup>th</sup> " " " "	"
9. Bara Banki	2 <sup>nd</sup> " " " "	At Lucknow
10. Bareilly	8 <sup>th</sup> " " " "	At Allahabad
11. Basti	9 <sup>th</sup> " " " "	"
12. Bijnor	10 <sup>th</sup> " " " "	"
13. Budaun	11 <sup>th</sup> " " " "	"
14. Bulandshahr	12 <sup>th</sup> " " " "	"
15. Dehradun	13 <sup>th</sup> " " " "	"
16. Deoria	14 <sup>th</sup> " " " "	"
17. Etah	15 <sup>th</sup> " " " "	"
18. Etawah	16 <sup>th</sup> " " " "	"
19. Faizabad	3 <sup>rd</sup> " " " "	At Lucknow
20. Farrukhabad	17 <sup>th</sup> " " " "	At Allahabad
21. Fatehpur	18 <sup>th</sup> " " " "	"
22. Ghazipur	19 <sup>th</sup> " " " "	"
23. Gonda	4 <sup>th</sup> " " " "	At Lucknow
24. Gorakhpur	20 <sup>th</sup> " " " "	At Allahabad
25. Hamirpur	21 <sup>st</sup> " " " "	"
26. Hardoi	5 <sup>th</sup> " " " "	At Lucknow
27. Jalaun at Orai	22 <sup>nd</sup> " " " "	At Allahabad
28. Jaunpur	23 <sup>rd</sup> " " " "	"
29. Jhansi	24 <sup>th</sup> " " " "	"
30. Kanpur	25 <sup>th</sup> " " " "	"
31. Kheri	6 <sup>th</sup> " " " "	At Lucknow
32. Kumaun at Nainital	26 <sup>th</sup> " " " "	At Allahabad
33. Lalitpur	27 <sup>th</sup> " " " "	"
34. Lucknow	7 <sup>th</sup> " " " "	At Lucknow
35. Mainpuri	28 <sup>th</sup> " " " "	At Allahabad
36. Mathura	29 <sup>th</sup> " " " "	"
37. Meerut	30 <sup>th</sup> " " " "	"
38. Mirzapur	13 <sup>th</sup> " " " "	"
39. Moradabad	14 <sup>th</sup> " " " "	"

40.	Muzaffarnagar	15 <sup>th</sup>	”	”	”	”	”
41.	Pauri	16 <sup>th</sup>	”	”	”	”	”
42.	Pilibhit	17 <sup>th</sup>	”	”	”	”	”
43.	Pratapgarh	8 <sup>th</sup>	”	”	”	”	At Lucknow
44.	Rae Bareli	9 <sup>th</sup>	”	”	”	”	”
45.	Rampur	18 <sup>th</sup>	”	”	”	”	At Allahabad
46.	Shahjahanpur	19 <sup>th</sup>	”	”	”	”	”
47.	Saharanpur	20 <sup>th</sup>	”	”	”	”	”
48.	Sitapur	10 <sup>th</sup>	”	”	”	”	At Lucknow
49.	Sultanpur	11 <sup>th</sup>	”	”	”	”	”
50.	Tehri Garhwal	21 <sup>st</sup>	”	”	”	”	At Allahabad
51.	Unnao	12 <sup>th</sup>	”	”	”	”	At Lucknow
52.	Varanasi	22 <sup>nd</sup>	”	”	”	”	At Allahabad
53.	Gyanpur	23 <sup>rd</sup>	”	”	”	”	”
54.	Ghaziabad	24 <sup>th</sup>	”	”	”	”	”

**C.L. No. 14/Admn. (G) dated 25<sup>th</sup> January, 1977**

In case the date noted against each judgeship/station in the chart enclosed to the aforesaid circular letter happens to be Sunday or any other holiday, the dispatch shall be made on the next working day.

**C.L. No. 80/Xf-51 dated 14<sup>th</sup> April, 1977**

The monthly and other statements shall continue to be dispatched to the Court by post as before.

**C.L. No. 86/Xf-51 dated 9<sup>th</sup> December, 1985**

The District Judges should see that the courier system introduced by the aforesaid Circular Letter is strictly followed and henceforth, the lower court records and other papers are sent to the Court through Courier and not by Rail, to save time, extra expenditure and risk of loss and damage of important records.

**C.L. No. 54/Admn. (G) dated 14<sup>th</sup> March, 1977**

The following statements for each class of cases separately should be furnished to the Court a week ahead of the date fixed for the arrival of the courier :-

1. Statement showing cases in which proceedings are stayed.
2. Statement showing cases in which copies of judgments had been received but record and decree were awaited.
3. Quarterly statement of requisitioned records (if due)

A Copy each of the statements should be sent through the courier also who should be directed to take back the statements after due verification by the Court's office.

**C.L. No. 75/VIII-h-39 Admn. (G) dated 4<sup>th</sup> April, 1977**

Timely submission of such statements should be ensured so that they can be verified before the courier arrives, and made over to him on his arrival at the office of the Court.



#### **4. RECEIPT AND DESPATCH**

##### **(i) Receipt and dispatch register**

**C.L. No. 18/VIIIb dated 7<sup>th</sup> March, 1960**

The 'Register of Letters received' in Form no. 62 and the 'Register of Letters issued' in Form no. 63 General Rules (Civil), 1957, should be maintained separately, one set being used for criminal side and the other for civil side.

**C.L. No. 7/IXc-28 dated 27<sup>th</sup> January, 1961**

With a view to ensure proper maintenance of the account of service postage stamps, the dispatch register maintained by the Nazir in State (Provincial) Form No. 52 should be checked and signed by the Munsarims once in every month.

##### **(ii) Acknowledgement of money order**

**G.L. No. 3379/3-0-4(14) dated 12<sup>th</sup> October, 1916**

A Munsif should not sign an acknowledgement on money order until it bears the counter-signatures of the Munsarim and of the Nazir in full and not their initials only.

##### **(iii) Receipt for papers**

**G.L. No. 45/44-23(9) dated 6<sup>th</sup> September, 1935 as amended by**

**G.L. No. 13/44-13 dated 12<sup>th</sup> February, 1936**

The form of receipt given below should be sent with all-important papers sent out of station when it is necessary to obtain a receipt for them. As letters and papers sent to the High Court are usually acknowledged, the form of receipt should be sent to the High Court only on exceptional occasions.

Sl. No.	Description of paper or record	Number of heets	Signature of recipient with date
1	2	3	4

**C.L. No. 7/X-f-34 dated 23<sup>rd</sup> January, 1968**

All District Judges and Additional District Judges and Munsifs not at headquarters and Magistrates subordinate to the High Court will issue strict directions to their staff to send the railway receipt by registered post promptly and an intimation thereof also through ordinary post to the Registrar thereby eliminating payment of heavy demurrage by the Court due to non-receipt of railway receipt.

##### **(iv) Envelopes to be properly stamped**

**G.L. No. 1794 dated 8<sup>th</sup> July, 1901**

Under the rules of the Post Office, communications such as notices, summonses and other papers of a similar nature must be stamped as letters.

All envelopes issuing from the subordinate courts should be properly closed and stamps of the required value affixed on the cover.

**(v) Filing of addresses**

**G.L. No. 22/45-18 dated 6<sup>th</sup> May, 1929**

In order to avoid the delay and inconvenience arising out of the non-delivery of communications sent by registered post containing incorrect name of postal town, the post office has issued a rule providing for the non-acceptance of any article for registration unless the postal town is clearly mentioned on the cover.

The Court also desires that no address for service or notice of change of address furnished by parties for purposes of Orders VII, VIII, XLI, XLVI And LII (see Book of Rules framed by the Court), shall be accepted for registration, or any letter of any description issued for registration, or any letter of any description issued by registered post to an address which does not clearly mention the name of the postal town. In Form no. 17, Appendix H, of the Civil Procedure Code, column 4 is provided for name of post office and all the clerks of civil courts shall be instructed to make certain that this column is properly and legibly filled up by every person who furnishes an address in this form.

**(vi) Use of polite language**

**C.L. No. 75/VIII-a-58 dated 19<sup>th</sup> July, 1951.**

District Judges should issue instructions to all offices subordinate to them to use polite language in all correspondence, and where the English form hitherto in vogue is translated into Hindi, to use the correct Hindi form and correct Hindi equivalents of English words.

**C.L. No. 10/VIII-a-58 dated 24<sup>th</sup> February, 1965**

In all vernacular forms of notices and summonses etc., the words "TUM" and "TUMHARE" should be changed by the words "AAP" and "AAPKE" and necessary corrections should invariably be made before issuing it.

**5. GENERAL**

**(i) Private Communication**

**G.L. No. 38/46-30-42 dated 19<sup>th</sup> November, 1929 and**

**G.O. No. 243/XVIII-590 dated 25<sup>th</sup> January, 1926**

A telegram from an officer, applying for casual leave is of a private or personal character and should not be sent as a "State" message at government expense. In the event of a reply to a private telegram being required by telegram, a reply paid message at the officers' own expense should be sent.

Such telegram sent at state expense render the sender liable not only to refund of actual cost but also to such disciplinary action as may be considered necessary.

**G.L. No. 44-46/23-98 dated 1<sup>st</sup> December, 1931**

Communications by a government servant regarding his leave, pay, transfer, leave, allowances, fund subscriptions and analogous matters are private and not official, and should not, therefore, be sent at public expense.

**G.L. No. 30/X-f-19 dated 7<sup>th</sup> May, 1954**

Government stationery and service postage stamps should not be used for sending communications which are wholly private or personal.

**(ii) Economy in expenditure over postage and telegrams**

**C.L. No. 85/X-b-2-(Budget) dated 9<sup>th</sup> August, 1972**

Utmost economy should be affected in expenditure over postage and telegrams and ordinary letters should not be sent in registered cover unless there be any important enclosure.

**C.L. No. 176/9-G-19 Admn. (B) dated 13<sup>th</sup> December, 1976**

All the letters or monthly statements etc., except important and confidential, should be sent by ordinary post.

**(iii) Classification of criminal correspondence**

**C.L. No. 19/VIII-a-34 dated 26<sup>th</sup> March, 1966**

The following heads of classification should be strictly adhered to in regard to correspondence relating to criminal matters:-

1. Commitment
2. Appeals and Revisions in Sessions Courts
3. Appeals and Revision in High Court
4. Assessors and Jurors
5. Reports and Returns
6. Application for copies
7. Rules and practice
8. Miscellaneous

**(iv) Correspondence with the Supreme Court**

**C.L. No. 26/VIII-f-7 dated 16<sup>th</sup> April, 1955**

No Sessions Judge, Additional Sessions Judge, Assistant Sessions Judge, or a Magistrate should enter into direct correspondent with the Supreme Court specially in pending cases. If any submission has necessarily to be made to Supreme Court it should always be communicated to the counsel for the State Government in the Supreme Court.

**(v) Communications with Accountant General**

**C.L. No. 33 dated 2<sup>nd</sup> April, 1957**

All communications to the Accountant General, U.P., Allahabad, relating to pay and allowances of gazetted officers should be addressed as under: -

**“THE ACCOUNTANT GENERAAL (G.A.D.),  
UTTAR PRADESH,  
ALLAHABAD.”**

In case there is a correspondence in response to any communication from the G.A. Section of the said office, the name of the particular gazetted section should also be inserted in the aforesaid address.

**C.L. No. 51 dated 6<sup>th</sup> April, 1971**

Correct and complete name of judicial officers should be mentioned in all correspondence with the Accountant General, U.P., Allahabad.

**(vi) Correspondence with inspectors of stamps**

**G.L. No. 27/67-3 dated 13<sup>th</sup> May, 1935**

Correspondence in matters arising out of the inspection notes of Inspector of Stamps regarding deficiency of court-fees should not be carried on by Munsarims. It is the duty of the presiding officer of the court concerned to deal personally with such correspondence, and all letters in this connection should be issued under his signature.

**(vii) Correspondence with soldiers**

**C.L. No. 36/VI-f-50 dated 21<sup>st</sup> May, 1966**

All correspondence in connection with Indian Soldiers (Litigation) Act, 1925 in respect of courts in the State of Uttar Pradesh should be round through the G.O.C.-in-C, Central Command (Vide Government of India, Ministry of Home Affairs, letter no. F. 19/24/65-J-II, dated March 26, 1965).

**(viii) Replies to Assembly questions**

**G.L. No. 51/30-16(2) dated 28<sup>th</sup> November, 1938, reaffirmed by**

**C.L. No. 30/X-f-2 dated 13<sup>th</sup> April, 1949**

The attention of District Judges is drawn to G.O.No. F.67/XX-1938, dated April 21, 1938 relating to the procedure about furnishing draft replies to Council and Assembly Questions. In no circumstances whatsoever are replies to be sent direct to Government. All replies must go through the Court.

**C.L. No. 9/X-f-2 dated 20<sup>th</sup> January, 1966**

In case of extreme urgency and where the communication regarding replies to Assembly and Council Questions has directly been addressed to the District Judges, they are advised to follow the instruction as laid down in G.O. No. 1046-M/XX-E-18-54, dated December 15, 1954 and send the reply direct to Government under intimation to the Court.

**C.L. No. 85/X-f-2 dated 23<sup>rd</sup> August, 1969**

Replies to Parliament questions containing classified information may either be transmitted as a telegram or through post when time permits. The officer responsible for originating a radiogram in reply to a Parliament question must ensure that its transmission over the radio does not constitute breach of security.

**(ix) Communication with Pakistan**

**C.L. No. 33/X f-20 dated 3<sup>rd</sup> November, 1947**

The above-noted letter deals with the procedure to be observed in regard to communications with Pakistan and points out that there shall ordinarily be no communication between subordinate authorities in the two countries except where specially authorized or in the execution of the ordinary processes of law in accordance with the agreement between the two Governments.

**C.E. No. 26/VIII-b-31 dated 17<sup>th</sup> April, 1964**

The Government of India, Ministry of External Affairs letter no PII/54/895157, dated May 19, 1955 lays down that the following requirements should be fulfilled before processes intended for execution in Pakistan are transmitted to the Government of India:-

- (i) Letters of Request should be issued under Rule 5 of order XXXVI in the First Schedule to the Code of Civil Procedure, 1908. Commissions should be issued under rule 4 of the said order.
- (ii) The Letters of Request should be drawn up in accordance with form no. 8 Appendix H, in the First Schedule to the Code of Civil Procedure, 1908. The writ of commission should be drawn up in accordance with Form no. 7 in the said Appendix.
- (iii) The date for the return of the Letter of request, if at all specified, should be sufficiently long. Preferably, no such date should be specified in order to avoid the need for extension of the date by the issuing court from time to time.
- (iv) Separate Letters of Request or writs of Commission for examination of witnesses should be drawn up when witnesses reside in different districts.
- (v) The Letters of Request or writs of commission should begin with the name of the court issuing it and the title of the suit in which it is issued.
- (vi) The full and correct addresses of the witnesses should be given in the Letter of Request or the writ of commission.
- (vii) The Letter of Request, interrogatories, cross-interrogatories and other accompanying documents should be drawn up in duplicate and signed and sealed by the Presiding Officer of the court.
- (viii) All the documents and enclosures should be signed and sealed by the Presiding Officers of the court.
- (ix) The interrogatories and Cross-interrogatories should also be signed by the parties and their counsel.
- (x) Letters of Request and other accompanying documents should be sewn together in a parchment paper cover down the left hand side, the ends of the silk, tape or thread with which they are sewn being brought out to the front cover and the ends appropriately sealed.