

PART B -- ANNUAL DISTRICT CIVIL AND CRIMINAL REPORTS

1. The Annual Civil and Criminal Statement should be compiled with strict attention to the explanatory notes at the foot of the printed forms of each statement. To ensure this being done, reporting officers should each year, on receiving the blank forms, have each note carefully explained to the person whose duty it is to compile the statements, and again, before despatching the statements, satisfy themselves that all instructions as to compilation have been properly observed.

Statements to be prepared strictly according to instructions.

2. (i) The reports which accompany the statements should be as concise as is consistent with the omission of nothing that really requires notice or explanation, and should be written on half sheets of foolscap and on one side of the paper only. Half sheets, with printed headings, will be supplied from the High Court office. Where the subject discussed requires more than one half sheet, other half sheets should be tacked on according to requirements. Where a subject calls for no remarks, the half sheet with the printed heading should still be inserted in its place, and en faced with the words 'no remarks'. The subject headings will ordinarily be as shown in the annexure I to this part.

Reports accompany- ing statements.

(ii) The Annual District Civil and Criminal Reports should be limited to 15 pages, and the Annual Report of District and Sessions Judges on the work of their own Courts should be limited in the case of the Civil Report to 5 pages and in the case of the Criminal Report to 6 pages; and the rest will be in marginal comments on the reports of District Magistrates.

3. District Magistrates Criminal statements and reports should be submitted to the Sessions Judge not later than the 1st February of each year, the office copies being despatched to the High Court at the same time. The Session statements should likewise be despatched to the High Court

Date of submission.

not later than the 15th February, and the Sessions Judges' report, with the fair copies of the District reports and statements, should follow not later than the 15th February.

Date of submission.

4. District Judges' Civil statements and reports for their own and for Subordinate Courts should be submitted to the High Court not later than the 15th February of each year.

Scope of Statements.

5. The statements of Judicial business required annually from the Criminal and Civil Courts of the Punjab comprise :-

- (a) statements prescribed by Government – whether Central or of the State ;
- (b) statements prescribed by the High Court for submission by subordinate Court.

State's statements.

6. No special statements have been prescribed by the State Government, but the States' statements submitted by the High Court with the Annual Notes on Criminal and Civil Justice supply more detailed information under many heads than is required by the Central Government, and have been framed so as to supply all information required by the State Government. Excluding sub-divisions of statements, there are six Criminal and eleven Civil (including five relating to Sikh Gurdwaras Tribunal, five to the other Civil Courts and one to Insolvency cases).

District statements.

7. In order to obtain the information necessary for the State Judicial Statements and the Annual Reports, statements are prescribed for submission by District and Sessions Courts. These are :-

10 Civil Judicial Statements

6 Criminal Judicial Statements (Sessions Judges)

8 Criminal Judicial Statements (Courts subordinate to Sessions Judge).

8. As serious discrepancies often exist between the annual returns submitted by District Magistrates as to the state of crime in their districts, and the reports submitted by the local Police authorities, the attention of all District Magistrates is called to the following points with a view to the prevention of such discrepancies in future :-

Discrepancies between statements submitted by Police and District Magistrates.

- (i) In the District returns, cases which have actually been pending since the previous year, are shown as cases reported during the current year.
- (ii) When a charge is made of one offence, but the accused person is actually convicted of another offence, care is not always taken to note the change, with the result that the returns of the Police and the District Magistrate are mutually inconsistent. Both should, of course, return it as a case of the offence for which the accused stood convicted.
- (iii) When the Police authorities send in cases for cancellation at the end of the year, just before the Annual District and Police returns are due, it sometimes occurs that District Magistrates continue to cancel cases after their own District reports have been despatched. The result is that a case figures as *true* in the District reports and as *false* in the Police returns, which are delayed until every case sent up for cancellation has been received back from the District Magistrate. District Magistrates should either insist on all cases for cancellation being sent in to them in time to allow of the results being incorporated in the District returns, or should decline to continue to cancel cases after the despatch of their own District report.

(iv) District Magistrates should show separately the number of police challans received, disposed of and pending.

(v) Magistrates should not show separate cases when absconders are arrested and sent up after the main challan has been entertained or disposed of.

(vi) A case should not be shown as pending in which actual trial has not been taken up.

List. 9. A list of all the statements required will be found in annexure II to this part. The Provincial Statements are compiled in the High Court.

Form. 10. Forms of the statements will be found in Volume VI of the Rules and Orders of the High Court.

ANNEXURE I TO PART B

SUBJECT HEADINGS

1	2	3	4
Number	SUBJECT		References to Statements
	Printed Head	Points to be noticed	
	A--ADMINISTRATION OF CIVIL JUSTICE		
	<i>Original Suits</i>		
1	Institutions	Increase or decrease of litigation.	Statement IV (Part I).
2	Classification of suits	Statement II (Part I).
3	Value and cost of suits	..	Statement III
4	Details of disposals, duration and pending cases.	..	Statement IV and VIII.
5	Agency by which suits were disposed of.	Distribution of Civil business	Statement IV (Part I).
6	Miscellaneous cases	Statement II (Part II) and IV (Part II).
7	Execution of decrees	Statements VI and VII.
8	<i>Cancelled</i>		
9	Working of Small Cause Courts	..	Statements II, III and IV.
10	<i>Appeals</i>	(a) Institutions .. (b) Details of disposal, duration and pending files.	Statement V.
11	<i>Procedure</i>	All or any of the following points may be noticed:- (a) Issue of summons for final disposal. Time allowed for appearance of defendant. (b) Cause Lists. (c) Adjournment, intimation to parties of time and place of hearing. (d) Commissions for local investigations or to examine accounts (e) Recording evidence and preparation and delivery of judgment. (f) Any point or points of procedure not included in the above.	Statement VIII.

1	2	3	4
Number	SUBJECT		References to Statements
	Printed Head	Points to be noticed	
A-ADMINISTRATION OF CIVIL JUSTICE— <i>concl.</i>			
<i>Miscellaneous</i>			
12	Process Fees and Process-serving Establishment	Number of civil, revenue and criminal processes issued, Receipts and expenditure as compared with previous year	Statement IX
13	Supervision of civil work of subordinate Courts	..	
14	Notice of Officers	..	
15	Any Subject connected with the Administration of Civil Justice not included in the above.	..	
B - ADMINISTRATION OF CRIMINAL JUSTICE			
<i>Original Jurisdiction</i>			
1	General review of offences committed and brought to trial	Offences reported, struck of register upon application of the police, and admitted to have occurred Variations in crime. Proportion of offences brought to trial to offences admitted to have occurred	Statement II.
2	Offences classified - under the Indian Penal Code	Under these heads (viz 2, 3 and 4) comment should be made, and, if possible, explanation given of the predominance or the increase or decrease of any special offence ... and of anything that appears unusual in the disposal of any special offence or class of offences	Statement II
3	Offices classified - Local and Special Laws		
4	Offices classified - Miscellaneous proceedings under the Criminal Procedure Code		
5	General results of inquiries and trials	Cases and persons for disposal and disposed of, with details of disposal, cases pending and duration cases	Statement IV (Part I)
6	Agency by which Criminal work was disposed of	..	Statement IV (Part I)

1	2	3	4
Number	SUBJECT		References to Statements
	Printed Head	Points to be noticed	
	B--ADMINISTRATION OF CRIMINAL JUSTICE- <i>contd.</i>		
	<i>Original Jurisdiction</i> - <i>contd.</i>		
7	Special Jurisdiction ..	Trials under section 30, Criminal Procedure Code	Statement VIII
		Summary Trials ..	Statement IV (Part I)
8	Trials under Frontier Regulations	..	
9	Witnesses ..	Number .. Detention Diaries Payment of expenses to witnesses Service of summons by means of Process-serving Establishment and Police	Statement IV column 37
10	Punishments ..	<i>Imprisonment</i> – Rigorous and simple Solitary confinement <i>Fine</i> – Amount imposed and realised Compensation awarded and realised	Statement V (Part I)
11	<i>Appeals</i> ..	Number of appeals Proportion of appeals to appealable convictions Distribution of appellate business Details of disposal Pending files and duration of appeals	Statement VI

1	2	3	4
Number	SUBJECT		References to Statements
	Printed Head	Points to be noticed	
	B--ADMINISTRATION OF CRIMINAL JUSTICE- <i>concl</i> d		
12	<p><i>Original Jurisdiction</i> - <i>concl</i>d</p> <p><i>Procedure</i> ..</p>	<p>Examination of complainant and preliminary investigation by police (sections 200 and 202, Criminal procedure Code)</p> <p>Recording of evidence and of examination and confessions of accused persons</p> <p>Habitual offenders and offenders previously convicted</p> <p>Sections 348 and 349, Criminal Procedure Code.</p> <p>Section 75, Indian Penal Code</p> <p>Proof of previous convictions, sections 221 and 511 Criminal Procedure Code.</p> <p>Any other points calling for notice.</p>	
13	<p>General ..</p>	<p>Supervision of subordinate Courts –</p> <p>by means of appeals,</p> <p>by inspection of files and registers</p> <p>Cases referred for revision or criticised</p>	
14	<p>Notice of Officers ..</p>	<p>..</p>	
15	<p>Any other subject connected with the Administration of Criminal Justice</p>	<p>Here insert any subject that is not directly connected with any subject contained in the first twelve heads and yet is connected with the Administration of Criminal Justice</p>	

ANNEXURE II

LIST OF ANNUAL STATEMENTS

1	2
Number	Brief description of contents
A-STATE'S STATEMENTS	
<i>(a) Civil</i>	
I, Part I	Showing the number of Judicial Divisions and number of officers exercising appellate or original jurisdiction in the Punjab on 31 st December, 19 ____.
I, Part II ..	Showing the number of cases decided in the courts of the Punjab for the year 19 ____.
II ..	Showing the number and description of civil suits instituted in the Civil Courts of the Punjab during the year 19 ____.
III ..	Showing the number and value of civil suits instituted in the Civil Courts of the Punjab during the year 19 ____.
IV, Part I ..	Showing the general result of the trial of civil cases in the Courts of original jurisdiction in the Punjab in the year 19 ____.
V, Part II ..	Showing the general result of the trial of civil cases in the Courts of original jurisdiction in the Punjab in the year 19 ____.
V, Part I ..	Showing the business of Civil Appellate Courts in the Punjab in the year 19 ____.
V, Part II ..	Showing the business of Civil Appellate Courts of the Province of the Punjab in the year 19 ____.
SUPPLEMENTARY STATEMENT	
Proceedings in Insolvency under the Provincial Insolvency Act, 1920 (V of 1920) in the Civil Courts of the Punjab during the year 19 ____.	
Part I ..	Showing number and results of Insolvency Petitions presented under Section 7 of the Act and the number of Insolvents before the Courts.
Part II ..	Showing the number of estates in the hands of Receivers and the progress made in winding them up during the year 19 ____.
<i>(b) Criminal</i>	
Showing the number of Judicial Divisions and number of officers exercising appellate or original jurisdiction in the Punjab during the year.	
II ..	Showing the number of cases decided by various classes of Tribunals in the Punjab during the year.

1	2
Number	Brief description of contents
	A-STATE'S STATEMENTS- <i>concl.</i> <i>(b) Criminal-concl.</i>
III ..	Showing the general results of trials of Criminal cases in the Punjab during the year.
IV ..	Showing the results of appeals and revisions in (Criminal) cases in the Punjab during the year.
V ..	Showing nature of offences reported and number of persons tried, convicted and acquitted of each class of offence in the Punjab during the year.
VI ..	Showing the punishments inflicted in Criminal cases by various Tribunals in the Punjab during the year.
	B-DISTRICT AND SESSIONS STATEMENTS <i>(a) District Statements - Civil</i>
I	Showing the number of officers exercising jurisdiction in Civil cases on the last day of the year.
II, Part I	Showing the number and description of Civil original cases instituted in civil courts.
II, Part II ..	Showing the number and description of miscellaneous cases instituted in the Civil Courts.
III ..	Showing the value of suits instituted.
IV, Part I ..	Showing the general result of the trial of Civil cases in the Civil Courts of original jurisdiction.
IV, Part II ..	Showing the general result of miscellaneous cases.
V, Part I ..	Showing the business of civil appellate Courts.
V, Part II ..	Miscellaneous Appeals.
VI ..	Showing the result of proceedings on application for the execution of decrees.
VII, Part I ..	Showing the number and result of Insolvency petitions presented under Section 7 of the Act and the number of insolvents before the Courts.
VII, Part II ..	Showing the number of estates in the hands of Receivers and the progress made in winding them up.
VIII ..	Showing the final result of dismissals for default, <i>ex-parte</i> decisions, references to arbitration, and applications for review of judgments with particulars regarding the issue of commissions, attachment before judgment, and the award of interest on decrees.
IX ..	Showing the Income from process-fees and expenditure on account of the service of processes.
X ..	Showing classification of suits.

1	2
Number	Brief description of contents
B-DISTRICT AND SESSIONS STATEMENT- <i>concl</i> d	
<i>(b) Sessions Statements</i>	
I ..	General Sessions Statements.
II ..	Showing the punishments inflicted by the Session Court.
III ..	Showing the result of appeals and applications for revision preferred to the Sessions Court.
IV ..	Showing persons convicted in murder cases.
<i>(c) District statements - Criminal</i>	
I ..	Showing the number of officers exercising jurisdiction in Criminal cases on the last day of the year.
II ..	Showing the offences reported and persons tried, convicted and acquitted during the year.
III ..	Showing miscellaneous proceedings under the Code of Criminal Procedure.
IV, Part I ..	Showing the general result of criminal trials in the various Courts (individual officers).
IV, Part II ..	Showing the general result of criminal trials in the Tribunals of various classes (Classes of Courts).
V, Part I ..	Showing the punishments inflicted by Magisterial Officers.
V, Part II ..	Showing punishments inflicted by the various Criminal Tribunals.
VI ..	Showing the result of appeals and applications for revision in criminal cases.