

## CHAPTER 24

5.

## REGISTERS

1. The registers prescribed for use in all civil and criminal courts will be obtained from the Controller of Printing and Stationery, Punjab at Chandigarh, to whom indents will be submitted by District and Sessions Judges in accordance with the instructions laid down in the Punjab Printing and Stationery Manual.

Indents.

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

Binding size, etc.

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

Suggestions for alterations.

4. The registers which have been prescribed by the High Court, with the sanction of the Provincial Government, for adoption in the subordinate civil and criminal courts of the Punjab are enumerated in the appendix to this chapter in which is also indicated the courts in which each register is to be maintained and the officials who will maintain them. Part I of the appendix enumerates the registers which are reproduced in Volumes VI-A and VI-B, Rules and Orders of the High Court; Part II of the Appendix enumerates the registers which are not reproduced in Volumes VI-A and VI-B but in the other Volumes 1 to IV. The remarks made in the column of remarks in the appendix should be read with the footnotes, where they exist, to the registers reproduced in Volumes VI-A and VI-B for instructions as to the manner in which certain registers are to be maintained.

Explanation of the list given in the Appendix.

Registers to be kept in English.

5. The registers will have headings in English as well as Urdu, and they should be maintained in the former language except when the Presiding Officer of a Court, for reasons to be recorded, permits any of them to be maintained in Urdu.

Common mistakes in filling up registers

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

- (1) Many registers have no *peshani* or heading at all, while some of them are in such a torn and mutilated condition that they are of no practical value. It is impossible to maintain any register correctly unless it has a regular heading in good condition.
- (2) Entries are sometimes made in a running order across several columns. Each individual column must be filled up separately.
- (3) Entries do not follow the column headings, but are made regardless of them. This creates confusion.
- (4) Some entries are written partly in English and partly in Urdu.
- (5) Entries cancelled do not bear any initials.
- (6) Persian *raqums* are used in filling some columns. English numerals should always be used.
- (7) Entries are sometimes made in pencil which is objectionable.
- (8) Separate serial numbers are not given for each calendar year.

- (9) Sometimes the serial number is changed with a change of register; it should only be changed with the new year.
- (10) In the several registers in which an abstract of the orders passed is to be entered, the entry very often merely says “*dakhal dafter ho*” or “consigned to the record room”. This is not sufficient. The particulars of the orders passed should be entered in greater detail so as to show exactly how the case was disposed of or why it was consigned to the record room.
- (11) In the several registers in which the name of the Judge or Magistrate deciding the case is to be entered, the name should always be set out in full. Entries saying “Lala Sahib” or “Sardar Sahib” are meaningless and will not be understood after a few years if and when it becomes necessary to find out the name of the presiding officer. The name of an English Officer, or of an Indian Officer, who has anglicized his name, should be written in English characters, even if the register is kept in Urdu.

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

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

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

*Civil Registers Nos. I and X*

10. The following registers shall be consigned to the Record Room 6 years after their completion:-

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

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

*Miscellaneous Registers A and B*

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

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

*Miscellaneous Registers C, D, E, F, G, H and I.*

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

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

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

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

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

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

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

## APPENDIX

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

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

PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B RULES AND ORDERS-CONTD.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a)LIST OF CIVIL REGISTERS-CONTD.

	Register of Divorce and Matrimonial cases	Courts of District Judge	Ahlmad ..	See foot-notes to form in Volume VI-A, Part A-IV. Petitions under the Special Marriage Act, 1954, or the Hindu Marriage Act, 1955 should be entered in his register.
IV	Register of cases under the Land Acquisition Act.	Courts of District Judge	Do	Ditto
V	Register of Probates, Letters of Administration and Succession Certificates granted.	(a)Courts of District Judge (b)Courts of Sub-Judges where empowered	Do	In compliance with the orders of Government Courts are directed to keep up a register of probates, Letters of Administration and Succession Certificates granted by them and of the amount of stamp duty levied thereon.  The register may be opened as subsidiary to register II and in a part of the same book, if convenient. The information is required annually and the return should be dispatched to the High Court.
VI	Register of Miscellaneous petitions and applications	All Civil Courts ..	Do ..	See foot-notes to form in Volume VI-A, Part A-IV.
VII	Register of applications to sue and appeal as a pauper.	Ditto ..	Do ..	
VIII	Register of rejected and returned plaints and memoranda of appeal.	Ditto	Reader	(i)The entries should be made by the Reader on the order of rejection or of return being made by the Presiding Officer of the Court. It is not correct to wait until the party concerned turns up to take back the papers before making an entry in this register.

PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B RULES AND ORDERS-  
CONTD.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a)LIST OF CIVIL REGISTERS-CONTD.

IX	Register of dates fixed for trial of original suits, appeals, and execution of decrees.	(a)Courts of District Judges. (b)Other Civil Courts.	(a)Ahlmad (b)Reader	(ii)This register must not be used for “documents returned” for which a separate register XXIV is prescribed.  When the number of appeals and execution cases is very large separate registers may be kept for the dates fixed for appeals and execution cases. There should be a separate page for each day of the year and when a cause is set down for hearing on any date, the cause should be entered in the proper page of the register. See also foot-notes to form in Volume VI-A, Part A-IV.
X	Register of execution of decrees.	Ditto	Execution Moharrir	(i)Column 9 for adjustments subsequently to the decrees should be filled up carefully and regularly.  (ii) Column 8 is for the amount decreed and column 10 for the amount for which execution is sought in any particular execution. It is a common mistake to put down the same amount in both the columns. The mistake should be avoided.  (iii)See foot-note to form in Volume VI-A, Part A-IV.

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

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a) LIST OF CIVIL REGISTERS-CONTD.

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



PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B RULES AND ORDERS-  
CONTD.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a)LIST OF CIVIL REGISTERS-CONTD.

XVI	Register of Judgment-debtors imprisoned in execution of decrees	All Civil Courts	Ahlmad	<p>a week expires between the date of decision and the date of filing of any record, the record keeper should bring the delay to the notice of the Deputy Commissioner or the District Judge, as the case may be.</p> <p>(i)Column 10 is for the amount of diet money deposited with the period for which it is deposited and the rate at which it is calculated. All these particulars must be furnished.</p> <p>(ii)The reason of release must be noted invariably in column 13.</p>
XVII	Register of persons punished for Contempt of Courts	Ditto	Reader	..
XVIII	Register of stamp deficiencies to be maintained by Courts and Offices	All Civil Courts	Reader	<p>(i)At the end of every month an extract from this register showing the duties and penalties levied during the month, with the other particulars entered in the register, must be sent to the Deputy Commissioner.</p> <p>(ii)An adequate description of each document must be given in column 6.</p> <p>(iii)Column 22 (Brief Reasons) must be filled up intelligently and not left blank</p>

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

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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## (a) LIST OF CIVIL REGISTERS-CONCLUDED

XIX	Register of Commissions	Ditto	Reader or Clerk of Court.	..
XX	Register of Process-Servers	Courts of- (a)District Judge.. (b)Senior Sub-Judge (c)Small Cause Courts	Nazir ..	..
XXI-A	Register for special qanungo	Special Qanungo..	Special Qanungo	..
XXI-B	Register of Commissions is used to the Special Qanungo	All Civil Courts.	Ahlmad .. Naib Nazir ..	Column 4 is for a brief description of the kind of evidence required. This must be given in detail
XXI-C	Register of inspection notes	(i)District Judge .. (ii)Senior Sub-Judge ..	(i)Superintendent ... (ii)Clerk of Court..	.. ..
XXII	Register of warrants executed by Bailiffs	Senior Sub-Judge ..	Civil Nazir ..	..
XXIII	Register of process served by process-servers	Ditto	Naib-Nazir..	The register should be constantly inspected by the Court to see that there is a proper distribution of work amongst the different process servers.
XXIV	Register of documents returned	(a)All Civil Courts ..  (b)All Record rooms ..	Reader ..  Record-keeper	(i)On the return of a document which has been admitted in evidence a receipt shall be given by the party receiving it in a receipt book kept for the purpose (Order XVI, Rule 9 of Act V of 1908)  (ii)An adequate description of the document returned must be given in column 4  The Record-keeper will maintain this register for return of documents in cases which have been consigned to the Record Room

PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B RULES AND ORDERS-  
CONTD.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a)LIST OF CIVIL REGISTERS-CONTD.

XXV	Register of deposits and refunds of commission on sale proceeds in execution proceedings	(a)Courts of District Judge (b)All other civil Courts	Reader Ahlmad ..	..
XXVI	Register relating to the property of minors and annual accounts of their estates	(a)District Judge .. (b)Sub-Judge, where empowered	} Do	Special attention must be given to filling up the entries in part 2 of the Register
XXVII	Register of persons adjudicated insolvents and administration of their estates	All Courts exercising insolvency jurisdiction	}Do	
XXVIII	Register of applications under Section 31 of the Punjab Relief of Indebtedness Act, 1934	All Civil Courts ..	Reader Ahlmad	..
XXIX	Diary Register for Process-servers and Baillifs	All Civil Courts ..	Process-server or Bailiff	..
XXX	Register of declarations under the Muslim Personal Law (Shariat) Application Act, 1937	All Civil Courts..	Reader	..
XXXI	Register of records under the Muslim Personal Law (Shariat) Application Act, 1937	Record Rooms under the control of Deputy Commissioners	Record Keeper	..
XXXII	Register of Appeals under the Muslim Personal Law (Shariat) Application Act, 1937	District Judge ...	Ahlmad ..	..

PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B RULES AND ORDERS-  
CONTD.

No. of Register	Name of Register	Court in which to be kept	Official by whom to be kept	REMARKS
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(a)LIST OF CIVIL REGISTERS-CONTD.

XXXIII	Register showing the decrees transferred to other courts and vice-versa	All Civil Courts ...	Ahlmad	..
XXXIV	Register of applications for revision under section 65 of the Punjab Gram Panchayat Act, 1952 (P.Act No. IV of 1953)	Court of the District Judge or any Court to which these powers may be delegated under sub-section (4) of Section 95 of the Act	Reader or Ahlmad at the discretion of the Court	..

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

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

I	Register of cognizable and non-cognizable offences instituted on complaint or on Magistrate's own motion or reported by the Police under sections 157 and 173 of Criminal Procedure Code	Courts empowered to receive complaints or reports	Ahlmad ..	(i)Under section 157, Criminal Procedure Code, intimation is to be sent to the Magistrate having jurisdiction of all complaints or information preferred to the Police of all cognizable offences, Columns 1 to 13 of the Register should be filled up by the proper Officer of the Court as soon as orders have been passed by the Magistrate on the complaint or report submitted by the police (ii)entries in Column 3 should be classified as "Alif" or "Be" according to the instructions given in the printed heading (iii)Column 11 should not be left blank as is often done. See foot-notes to form in Volume VIB, Part B-IV (iv)Summary cases should be entered in this register as soon as these are received in Court. When the accused appears the case can then be entered in Register No. XVII
II	Register of cases under the Indian Penal Code	All Magistrates' Courts	Do	(i)In this register should be entered all cases under the Indian Penal Code sent up for trial by the Police, or entertained

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

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

III	Register of cases under Special and local Laws and under the Code of Criminal Procedure	All Magistrates' Courts	Do	<p>by the Magistrates on complaint preferred directly to themselves</p> <p>(ii)Appealable cases should always be marked as such</p> <p>(iii)Column 15 should mention the "Head of Crime" applicable as given in the police statement A, Part B-V of the Rules and Orders Volume VI-B</p> <p>All cases of offences punishable under Special and local Laws and security cases under Chapter VIII of the Code of Criminal Procedure should appear in this register</p>
IV	Register of Miscellaneous Criminal Cases	(a)Sessions Courts (b)All Magistrates Courts	} Ahlmad ..	<p>In this register should be entered all cases under the Code of Criminal Procedure not involving offences and miscellaneous cases not forming the subject of a regular trial, such as inquiries into claims to suspected property, claims to restore property declared to be forfeited under Sections 87 and 88 of the Criminal Procedure Code, rights to unclaimed property under sections 25 to 27 of Act V of 1861 etc.</p>

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

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

V	Register of cases decided in each Court.	All Magistrates' Courts	Do	<p>This and register VI are intended to furnish materials for the compilation of the annual returns.</p> <p>The entries in this register are to be made at once on the conclusion of the trial. In columns 38 to 41 a distinctive mark should be used to show whether the imprisonment was rigorous or simple. At the close of the year the persons and cases in the pending file must be added in the appropriate columns 5 to 10 and 20 to complete the figures for the annual statements.</p> <p>When a case is transferred from one Court to another in the same District, the case will not be entered in the register of the transferring Court, but will be shown as if it had been originally instituted in the Court, which eventually disposed it of. When a case is transferred to another District or State a note in the column of remarks should show the District or State to which the case has been transferred. In cases in which a complainant is required to pay compensation to the accused, the fact should be noted in the column of remarks. A note in the column of remarks should also show whether the persons entered in columns 29 to 31 were imprisoned in default; and if so, for how many days they remained in prison, the amount of security or recognizance demanded being specified</p>
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PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B, RULES AND ORDERS – CONTINUED

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

VI	Register showing the number of offences reported and brought to trial and of persons discharged, acquitted or convicted	District Magistrate ...	Statistical Clerk.	<p>Cases on which orders have been passed will be entered under the proper head of crime from time to time. To enable the Statistical Clerk to write up this register, all courts will furnish a return in vernacular form No. C.O.124 to reach him on the 7<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and the last day of each month. Pending cases will be added at the end of the year in order to complete the entries to be made in the annual statement II. It must be remembered that cases committed or referred to a higher Court are to be entered when the result in the higher Court has been ascertained; until then they will be treated as pending. In such cases the Court entered in Column I will be the Court which finally disposed of the case and the number of the case in the register of that Court will be entered in column 2. Cases transferred to another Court in the Punjab will not be entered until the case has been finally disposed of.</p> <p>To ensure this register being properly brought up to date at the close of each year Sessions Judges should take care that the results of all cases (whether received on commitment of reference) decided during the year are duly intimated to the Magistrate of the District concerned before the close of the year. Similarly care should be taken that the results of all references under Section 374, Criminal Procedure Code, and of committals to the High Court disposed of during the year, are duly communicated before the close of the year.</p>
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PART I- REGISTERS REFERRED TO IN PARAGRAPH 4 AS BEING REPRODUCED IN VOLUMES VI-A AND VI-B, RULES AND ORDERS – CONTINUED

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

VII	Register of Sessions trial and of references made to the Court of Sessions under section 123, Criminal Procedure Code.	Sessions Courts..	Ahlmad ..	
VIII	Register of trials of European British subjects			Discontinued in view of Act XVII of 1949
IX	Registers of complaints against, or inquiries into, conduct of the servants of the Government	(a)District Magistrates.. (b)Sessions Courts..	} Superintendent..	
X	Register of appeals and revisions in Criminal cases	(a)District Magistrate (for revisions only) (b)Other Magistrates empowered to hear revisions (c)Sessions Courts..	} Ahlmad..	Separate registers for appeals and for revisions will be maintained. Revision cases under section 51 of the Punjab Gram Panchayat Act, 1952 will be entered in this register.
XI	Register of dates fixed for trial of Criminal cases including dates of receipt of cases sent up for trial by the Police	(a)All Magistrates' Courts (b)Sessions Courts	(a)Reader .. (b)Ahlmad	Section 344 of the Code of Criminal Procedure limits to a maximum of 15 days the period for which an adjournment or remand can be granted and under section 247 summons should always fix a date.
XII	Register of Prisoners under trial	All Judicial lock-ups	Officer-in-charge..	This Register is intended to keep the Magistrate informed of the number of persons in the lock-up and to serve as a check on the illegal detention of any persons in custody and should be carefully maintained registers XII and XIII need not be kept by the lock-ups attached to Jails
XIII	Register of persons admitted to and removed from the lock-up in the District	All Judicial lock-ups..	Officer-in-charge..	

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

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

XIV	Register of Judicial fines	(a)All Magistrates' Courts.. (b)Sessions courts..	See next column	(i)In every criminal and civil court the Reader of the Court will keep up a separate fine register (ii)In addition to this register there will be kept up in the same form at the headquarters of each district a general register of fines by the District Fine Moharrir (iii)The amount of fine realized should always be entered in column 12 in the Magistrate's own handwriting as required by Rule 5(iii) of Chapter II, Volume IV, of the Rules and Orders (iv)The number and date of the Treasury Receipts should always be given in column 13
XV	Register of Judicial fine realizations	District Magistrate	District Fine Moharrir..	See Chapter 11, Volume IV, Rules and Orders
XVI	Record keeper's General Register of decided cases	Record Rooms of- (a)Sessions Courts (b)Other Criminal Courts	Record Keeper..	The entries in the register should be made in the order in which the files are deposited in the Record Room; and if more than a week expires between the date of decision and the date of filling the record, the delay should be brought to the notice of the District Magistrate or the Session Judge, as the case may be. It is unnecessary to enter in the register cases dismissed under section 203 of the Code of Criminal Procedure, or cases under the Police, Hackney and Stage Carriage, Cantonments, Cattle Trespass, Workmen's Contract, Punjab Municipal Cruelty to Animals, and Vaccination Acts.
XVII	Register of Summary Trials	All Magistrates exercising summary powers	Reader..	Columns 7-14 should be filled in by the Magistrate himself.

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

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

XVIII	Register of Road and Diet-money of witnesses	All Criminal Courts..	Do..	See Chapter 9-B, Rules and Orders, Volume III-This Register should be checked by the Magistrate or the Sessions Judge, at least once a week and column 10 initialled
XIX	Register of prisoners who are released or whose punishment is reduced on appeal or revision	(a)All Magistrate's Courts (b)Sessions Courts	Ahlmad or any other official to be nominated by the Court	This register should be checked once a week by the Presiding Officer of the Court who should see that all warrants are being complied with or received in the jails. He should verify this from the detachale portion of each warrant
XX	Register of applications for transfer of criminal cases	(a)District Magistrates and Sub-Divisional Magistrates (b)Sessions Courts	Ditto	..
XXI	Register of traffic cases-	All Magistrates appointed to try traffic cases	Ahlmad	(1)All cases relating to traffic filed by the Police under any Act other than the Indian Penal Code shall, after entry in the Police Traffic Register, be handed over to the Ahlmad of the Magistrate appointed to try traffic cases. The Ahlmad shall sign the Police Traffic Register in token of receipt of the complaints and other papers, shown in the Police Traffic Register, and shall within 24 hours enter these cases in the Court Register of Traffic Cases (Register No. XXI) (2)Cases, entered in this Register shall not be entered in Criminal Register Nos. I and III (prescribed in Volume VI, Part B-IV of Rules and Orders of the High Court) For purposes of statistical returns, e.g., pending and old cases, figures relating to traffic cases, which were formerly taken from Criminal Registers Nos. I and III will now be taken from the Register of Traffic Cases.

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

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

XXI	Register of traffic cases-conclcd	All Magistrates appointed to try traffic cases-conclcd	Ahlmad-conclcd	<p>(3)The Traffic Magistrates shall check once a month the Register of Traffic Cases maintained in his Court and in the course of his check he shall have before him the Police Traffic Register. He shall in particular, satisfy himself that all cases and licences shown in the Police Traffic Register have been entered in the Court's Register. At the conclusion of his check, he shall sign both the registers.</p> <p>(4)If any case it has been impossible to obtain the appearance of the accused, the Magistrate before consigning the records to the Record Room shall satisfy himself that any licence shown as having been impounded and attached to the report is still present. He shall then forward the impounded licence to the licencing authority by whom it was originally issued through the Police by attaching it to the "Conviction Slip" in which a reference should be made to it</p> <p>(5)as far as possible, the records of traffic cases-which are not actually being heard by the Magistrates should be kept under lock and key, the keys being retained either by the Magistrates himself or some particular court official on whom individual responsibility can be fixed in the event of any loss.</p> <p>(6)This register will be maintained only in court to be selected by the District Magistrate</p>
XXII	Register of bail application	All Criminal Courts	Ahlmad	<p>Every entry in the register should be signed and dated by the Presiding Officer</p>

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

A.	Register of Contingent expenditure.	(a)Court of District and Sessions Judge, (b)Court of Senior Sub-Judge. (c)Small Cause Courts	Nazir or Cashier under the Supervision of- (a)Superintendent (b)Clerk of Court (c)Clerk of Court	
B.	Register of files taken from the Record Room for reference.	Record Rooms of- (a)District and Sessions Courts. (b)Small Cause Court. (c) Other civil and Criminal Courts.	Record Keeper..	
C.	Register of miscellaneous proceedings received from other Districts or courts.	All Civil and Criminal Courts.	Ahlmad	
D.	Register of despatch of packets or letters.	Ditto	Ditto	
E.	Register of general orders issued in the judicial department.	(a)District Magistrates. (b)District and Sessions Judges.	Reader of the Court..	In this register should be copied all orders issued for the guidance of Subordinate Courts in the order and date on which they were issued
F.	Register of property received into the Nazir's store room.	(a)Criminal Courts at head-quarters. (b)Civil Courts at head-quarters. (c)Civil and Criminal Court at Tahsils. (d)Small Cause Courts.	(a)District Nazir .. (b)Civil Nazir Nazir	See Chapter 10-A, Rules and Orders, Volume IV
G.	Register of ministerial officers.	(a)District and Sessions Courts and Subordinate Judges' Courts. (b)Small Cause Courts.	(a)English Clerk.. (b)Clerk of Court	At the beginning of each year a list of officials, should be made out in the prescribed form, the names of officers who have been removed or transferred being omitted.
H.	Register of petition writers.	District and Sessions Courts	English Clerk ..	See Chapter 17-A Rules and Orders Volume I Rules 2
I.	Register of Affidavits.	All Civil and Criminal Courts.	Reader..	See Chapter 12-B, Rules and orders, Volume IV
J.	Register of General Correspondence.	District and Sessions Judges, Courts.	English Clerk	

PART II-REGISTERS REFERRED TO IN PARAGRAPH 4 AS NOT BEING REPRODUCED IN VOLUMES VI-A AND VI-B BUT IN VOLUMES 1 TO IV

Name of Register	By whom kept	Reference to Rules and Orders. Volumes I to IV
Register of officials required to furnish security and the amount of security deposited.	Superintendent to District and Sessions Judge and Clerk of Court to Senior Sub-Judge and Small Cause Court	Volume I, Chapter 18-C
Register E of Guardians	Ahlmad	Volume II, Chapter 2-B
Insolvency registers..	Do	Volume II, Chapter 4
Official Receiver's registers..	Official Receivers..	Volume II, Chapter 4-E
Civil Court Deposit Registers..	Civil Nazir and Nazir	Volume II, Chapter 8-E
Sheriffs Petty Accounts Registers	Civil Nazir and Nazirs or Cashiers	Volume II, Chapter 8-D
Note Book of Bailiffs	Bailiffs	Volume II, Chapter 8-E
Note Book of Process-servers.	Process-servers	Volume II, Chapter 8-D
Register of maintenance orders made by Courts outside India for enforcement in India	Presiding Officer of Court	Volume III, Chapter-7-B
Register of Arms and Ammunition	Officer-in-charge of Nazarat	Volume IV, Chapter 10-C
Supply of Copies Registers..	Senior Copyist	Volume IV, Chapter 17