

CHAPTER-18

LIBRARIES

Instructions regulating the supply, care and custody of books of reference, Acts of the Legislature and legal periodicals required for use of Civil Criminal Courts under the High Court.

1. Books of reference, Acts of the Legislature and legal periodicals required for the use of civil and criminal courts are to be obtained as follows :-

- (a) Books of reference and Acts of the Legislature entered in the lists in paragraphs 4 and 5 and in the Appendix to these rules may, subject to budget provision, be purchased from any law publisher in India. Books not on the list cannot be purchased without the previous sanction of the High Court and no book can be added to the lists without similar sanction.
- b) District and Sessions Judges alone have the power to sanction purchase of prescribed books for their own courts and for Courts of Small Causes and Courts of Subordinate Judges under paragraph 20.8 (Serial No. 18) of the Punjab Financial Rules, Volume I. Payment, however, will be made by a District and Sessions Judge only in respect of books required by him or by an Additional District and Sessions Judge, by a Senior Subordinate Judge in respect of books required by him and by all Subordinate Judges in his district, and by a Judge, Court of Small Causes, in respect of books required for that court, the expenditure, in each case being debited to the grants for "Other Contingencies" under "District and Sessions Judges," "Subordinate Judges" for "Courts of Small Causes," as the case may be, in respect of which the officers named are disbursing officers under (paragraph 20.8 (Serial No.1) of the Punjab Financial Rules, Volume I.

[1][-]

- (c) Acts of the Legislature, Codes and Manuals as published by the State Government are supplied free of cost by the Controller of Printing and Stationery, Punjab, to Courts approved by the State Government.
- (d) Acts of the Legislature and all official publications of the Government of India and Governments of other States are obtained on payment from the Superintendent of the Press or Book Depot of the Government concerned, the cost being debited to "57-Miscellaneous—Cost of Books and Periodicals " where payment is required to be made by book adjustment, or as provided in sub-paragraph (b) where cash payment is required to be made such payment being remitted either by money order, or by cheque on the State Bank of India or on any other local bank or Remittance Transfer Receipt, direct to the Superintendent, Government Printing, or to the Book Depot, of the Government concerned. This applied also to all Codes and Manuals, etc., issued by the Comptroller and Auditor General and his subordinate audit officers, and by the Defence Department.
- (e) Indian Law Reports, all series, which are also official publications of the various Governments in India, are obtainable and paid for as provided in sub-paragraph (d).
- (f) The Indian Post and Telegraph Guide and the Telephone Directory are to be obtained on cash payment from the Post and Telegraph Department.

[1] Omitted vide Correction Slip No. 49 dated 17.09.1976

2. Nothing in the foregoing instructions is to be deemed to sanction the purchase of any book from a publisher not in India. Special application must be made to the High Court in the event of it becoming necessary to obtain for any civil or criminal court a book not procurable in India, whether such book is or is not on the lists of approved books. In submitting such applications the District and Sessions Judge [1] should specify the name of the Publisher, the published price, and whether budget provision is sufficient to meet the cost of the book and all incidental charges connected therewith. Such books will not be purchased by placing an order direct with the publisher but by addressing the indent to the Director General, India Store Department, Government Building, Bromyard Avenue, Action, London, W3, it is possible to obtain them at a discount on publishers' prices.

3. The responsibility for the existence of sufficient budget provision to meet the cost of books, Acts and legal periodicals purchased under these rules rests entirely with the disbursing officers, that is, the District and Sessions Judge [2] the Judge Court of Small Causes, and the Senior Judge, Subordinate Judge, as the case may be. These officers are also responsible to see that adequate provision for books admissible to courts under these rules is suggested at the time of the preparation of budget estimates each year.

4. The minimum books have been prescribed by the High Court for the library of every civil and criminal court [3]:

(i) A.I.R. Manual (Civil and Criminal) by Chtelay & Rao.

or

MLJ's Civil Court Manual (Central Acts), 12th Edition. [4]

(ii) Punjab Code for the courts in the State of Punjab, Haryana Code for the Courts in the State of Haryana, and Chandigarh Code for the Courts of U.T., Chandigarh.

[1] Omitted vide Correction Slip no. 49 dated 17.09.1976

[2] Omitted vide Correction Slip no. 49 dated 17.09.1976

[3] Substituted vide Correction Slip no. 84 dated 16.05.1989

[4] Substituted vide Correction Slip no. 92 dated 28.10.1994

(iii) Latest Acts of the Legislatures.

(iii-A) Indian Successions Act by Row, Latest Edition. [1]

(iv) Shorter CONSTITUTION OF INDIA latest edition by Durga Das Basu.

(v) Mulla's Hindu Law.

(v-a) Law of Adoption, Minority, Guardianship and Custody by Paras Diwan 1993 ed., Price Rs 425/- per copy. [2]

(v-b) Law of Maintenance and Custody of Children by Paras Diwan, 1990 ed., Price Rs. 250/- per copy. [3]

(v-c) Hindu Adoption and Maintenance Act by GopalKrishnan, Latest Edition. [4]

(v-d) 'Law of Marriage and Divorce' by Dr. Paras Diwan. [5]

(vi) Mulla's Mohammadan Law.

(vii) Rattigan's Digest of Customary Law.

(viii) Rent Restriction in the Punjab, Haryana, Himachal Pradesh and Chandigarh by Sarin

Or

Rent Restrictions in Punjab, Haryana and Himachal Pradesh by J.S. Chawala, 1997 Ed. [6]

(viii-A) Rent Matters on Trial by Dr. D.N. Jauhar [7]

(ix) Commentary on the Punjab Excise Act by Moti Ram and Sukhdev / T. S. Doubia

or

The Punjab Excise Act (Commentary) (Latest Edition) by Bhagatjit Singh [8]

(ix-a) Medical Jurisprudence and Toxicology by Cox, Latest Edition.[9]

(ix-AA) Text book of Forensic Medicine and Toxicology (latest edition) by Dr. Krishanvij. [10]

(ix-b) Commentary on "Punjab Panchayati Raj Act, 1994" by Gurdial Singh Jaswal and Bhagatjit Singh Chawla (for Punjab) and "Haryana Panchayati Raj Act, 1994" by Gurdial Singh Jaswal and Bhagatjit Singh Chawla (for Haryana). Both of latest edition. [11]

[1] Added vide Correction Slip no. 93 dated 29.10.1994

[2] Added vide Correction Slip no. 91 dated 21.7.1994

[3] Added vide Correction Slip no. 91 dated 21.7.1994

[4] Added vide Correction Slip no. 93 dated 29.10.1994

[5] Inserted vide Correction Slip no.166 Liby. LA.2 dated 3.9.2012

[6] Substituted vide Correction Slip no. 103 dated 5.8.1997

[7] Inserted vide Correction Slip no.108 dated 14.9.1998

[8] Substituted vide Correction Slip no. 120 dated 4.12.2001

[9] Added vide Correction Slip no. 93 dated 29.10.1994

[10] Inserted vide Correction Slip no. 179 Rules/11-D4 dated 2.3.2015

[11] Inserted vide Correction Slip no. dated 26.7.2004.

- (x) The Punjab Gram Panchayat Act by Maluk Singh.
- (x-a) 'Crime Prosecution and Defence Investigations Guide' by Sukhdev Kohli. [1]
- (x-b) Commentary on RAPE, KIDNAPPING AND ABDUCTION by R. S. VERMA and I.B. S. THOKCHOM of latest edition. [2]
- (x-c) Law Relating to custodial death human rights by R. S. VERMA AND I.B S. THOKCHOM of latest edition. [3]
- (xi) Commentary on the Punjab Pre-emption Act by Ellis for courts in the State of Haryana and the U.T. Chandigarh.
- (xii) The Code of Civil Procedure By S.M. Mehta.
- (xii-a) Law of Defamation & Malicious Prosecution by V. Mitter. [4]
- (xii-a) Code of Civil Procedure., 1908 by C. K. Thakker and M. C. Thakker (All Volumes). latest edition. [5]
- (xii-b) Suranjan Chakraverti and Bholeshwar Nath's "Cases and Materials on Code of Civil Procedure". Fourth edition revised by Justice M.L. Singhal. [6]
- (xiii) Punjab Civil Services Rules, Vol. 1 to 3 (Govt. Ed.)/ OR Punjab Civil Services Rule (Vol. 1 to 3) (As applicable to Punjab and Haryana) by J. Chandler. [7]
- (xiii-a) Court Fees Act & Suits Valuation Act by Row, Latest Edition. [8]
- (xiii-b) Law of Specific Relief by Banerjee, Latest Edition. [9]
- (xiii-c) Law of Insurance by Banerjee, Latest Edition. [10]
- [(xiii-d) 'Law of Execution' by Banerjee, Latest Edition [11]
- (xiii-e) 'Law of Injunction' by Row. Latest Edition. [12]
- (xiii-f) 'Law of Identification and Discovery' by Mitter, Latest Edition. [13]
- (xiii-g) 'Law of Civil Appeals and Revision' by Banerjee. Latest Edition. [14]
- (xiv) Punjab Police Rules for the State of Punjab, Haryana Police Rules for the State of Haryana.

[1] Inserted vide Correction Slip No. 96 dated 26.4.1995

[2] Inserted vide Correction Slip No. 132 dated 12.3.2005

[3] Inserted vide Correction Slip No. 132 dated 12.3.2005

[4] Substituted vide Correction Slip No. 101 dated 13.8.1996

[5] Inserted vide Correction Slip No.133 dated 30.7.2005

[6] Inserted vide Correction Slip No. 136 dated 16.12.2006

[7] Substituted vide Correction Slip No.99 dated .31.7.1995

[8] Inserted vide Correction Slip No. 93 dated 29.10.1994

[9] Inserted vide Correction Slip No. 93 dated 29.10.1994

[10] Inserted vide Correction Slip No. 93 dated 29.10.1994

[11] Inserted vide Correction Slip No. 95 dated 1.4.1995

[12] Inserted vide Correction Slip No. 95 dated 1.4.1995

[13] Inserted vide Correction Slip No. 95 dated 1.4.1995

[14] Inserted vide Correction Slip No. 95 dated 1.4.1995

- (xv) Punjab Jail Manual by Jindal.
- (xvi) Concise Oxford Dictionary or the Random House Dictionary.
- (xvii) Aiyer's Judicial Dictionary. Latest edition.
- (xviii) Black's Medical Dictionary. Latest edition.
- (xviii-A) All volumes of 'All India Fifteen Years Digest 1985-1999' published by M/s Vinod Publications Pvt. Ltd., Delhi. [1]
- (xix) Punjab Civil Services Rules Vol. 1 to 3 (Govt. Edn.)
or
Punjab Civil Service Rules Vol. 1 to 3 by J. Chander (As applicable to Punjab and Haryana)
or
Pun-jab Civil Services Rules Vol.1 to 3 by J.S. Chawala (As applicable to Punjab) [2]
- (xix-a) The Standards of Weights and Measures Act with Rules by S.L. Tripathi. [3]
- (xix-b) General Clauses Act by Swamikamu. [4]
- (xix-c) Digest of Food Adulteration Cases. Edited by Bhatia and Nijhawan.[5]
- (xix-d) Indian Contract Act by Singhal & Subrahmanyam.[6]
- (xix-e) Probation of Offenders Act by K.L.Sethi. [7]
- (xix-f) Encyclopedia of Petroleum Laws by H.L. Sarin and M.L. Sarin.[8]
- xix-f(i) Encyclopedia of Petroleum Laws' by H.L. Sarin and M.L. Sarin. Tenth Edition, 2005 [9]
- (xix-g) Payment of Wages Act and Minimum Wages Act by H.L. Sarin and M.L. Sarin. [10]
- xix-g(i) A Commentary and Digest on The Factories Act, 1948 by K.K. Khandelwal. [11]
- (xix-h) The Legal Services Authorities Act with Rules & Regulations by Srivas-tava. (Latest edition) [12]

[1] Inserted vide Correction Slip No. 121 dated 4.1.2002
 [2] Substituted vide Correction Slip No. 124 dated 15.4.2002
 [3] Inserted vide Correction Slip No. 106 dated 1.5.1998.
 [4] Inserted vide Correction Slip No. 106 dated 1.5.1998.
 [5] Inserted vide Correction Slip No.109 dated 10.5.1999
 [6] Inserted vide Correction Slip No. 111 dated 28.8.1999
 [7] Inserted vide Correction Slip No.112 dated 12.10.1999
 [8] Inserted vide Correction Slip No. 113 dated 16.12.1999
 [9] Inserted vide Correction Slip No. 134 dated 16.12.2006
 [10] Inserted vide Correction Slip No. 113 dated 16.12.1999
 [11] Inserted vide Correction Slip No. 135 dated 10.2.2006
 [12] Inserted vide Correction Slip No. 119 dated 27.7.2001

- (xix-i) Law of Wills by Mantha Ramamurti (latest edition.) [1]
 (xix-j) The Partition Act by Basu (latest ed.) [2]
 [xix-J(a)] Commentaries on the Prevention of Food Adulteration Act, 1954 with Rules (Central & States) by Kumar (Published by Law Publishers, Allahabad). [3]
 (xix-K) 'Commentary on the Right to Information Act, 2005 by S.K. Awasthi [4]
 (xix-L)'Commentary on the Juvenile Justice Act' by Suman Nalwa and Haridev Kohli.[5]
 (xix-M) "Law of Estoppel and Res-Judiate" by Chief Justice M. Monir and A.C. Moitra. [6]
 (xx) Punjab Law Reporter.
 (xx-A) Punjab Law Journal. [7]
 (xxi) Lahore Law Times from 1974 onwards.
 (xxii) Recent Criminal Reporter or All India Criminal Law Reporter w.e.f. 1984 and onwards.
 (xxii-A) "Recent Criminal Reports- Digest" (1950-1998) (Vol. 1 to 6) by Bhagatjit Singh [8]
 (xxiii) Rent Control Reporter or Rent Law Reporter w.e.f. 1984 and onwards.
 (xxiv) Punjab Delhi Digest, Civil, Criminal and Revenue 1976-87.
 (xxv) I.L.R. (Punjab and Haryana) series w.e.f 1977 onwards.
 (xxvi) 'Law Herald' a weekly Journal of Law Times Publications.[9]
 (2) A Central Library shall be set up and maintained at the headquarters of each Sessions Division under the control of the District and Sessions Judge concerned, from which every judicial officer working in that Sessions Division can draw books. The Central Library shall contain two sets of books, i.e. one for the use of the District & Sessions Judge and Additional District and Sessions Judge(s); and second for the use of the Senior Subordinate Judge and other Subordinate Judges. One set of books may be kept at a suitable place near the Court of Senior Subordinate Judge, where such court is situated at some distance from the Court of District and Sessions Judge. [10]

[1] Inserted vide Correction Slip No. 119 dated 27.7.2001
 [2] Inserted vide Correction Slip No. 122 dated 15.4.2002
 [3] Inserted vide Correction Slip No. 127 dated 5.12.2002
 [4] Inserted vide Correction Slip No. 150 dated 2.6.2010.
 [5] Inserted vide Correction Slip No.157 Liby. L. A. 2 dated 2.11.2011
 [6] Inserted vide Correction Slip No. 166 Liby. L. A. 2 dated 3.9.2012
 [7] Inserted vide Correction Slip No.107 dated 23.7.1998
 [8] Inserted vide Correction Slip No. 115 dated 6.9.2000
 [9] Inserted vide Correction Slip No. 137 dated 19.1.2007
 [10] Substituted vide Correction Slip No. 49 dated 17.9.1976

The following minimum books are prescribed for every Central Library in addition to the books mentioned in para (1):--

- (i) A.I.R. Commentary on the Constitution of India by Chitaley & Rao.
Or
Constitution of India by Paras Diwan & Pam Rajput [1]
Or
A Commentary on Indian Constitutional Law 1st (1982) edition, price 140/- by Dr. S.M.Mehta. [2]
- (ii) A.I.R. Commentary on Code of Civil Procedure by Chitaley & Rao.
- (iii) Commentary on Indian Evidence Act by Monir or Sarkar.
- (iii-a) "Appreciation of Evidence in Criminal Cases" by Justice (Retd.) U.L. Bhat.[3]
- (iii-b) "Cases and Materials on Evidence Law" by Sarda and Chopra.[4]
- (iv) A.I.R Commentary on the Transfer of Property Act by Chitaley & Rao.
- (v) A.I.R. Commentary on the Limitation Act, 1963, by Chitaley & Rao.
- (vi) "The Law of Maintenance ' by S.N. Aggarwal [5]
- Vi(a) "Cases and Materials on Contract Law & Specific Relief" by D.s. chopra [6]
- (vii) Commentary on the Sale of Goods Act by Pollock and Mulla.
- (viii) Commentary on the Negotiable Instrument Act by Kherganwala.
- (ix) Commentary on the Specific Relief Act by O.P. Aggarwal.
- (x) Commentary on the Court Fees and Suits Valuation Acts by A.N. Khanna/ J.L. Jain.
- (xi) Commentary on Stamp Act by J.L. Jain.
- (xii) Commentary on the Provincial Small Cause Courts Act by Moti Ram and Sukhdev.
- (xiii) Commentary on the Registration Act by Mulla.
- (xiv) Commentary on the Motor Vehicles Act by Mathur.
- (xv) Industrial Law by P.L. Malik.
- (xvi) Workmen's Compensation Act by Chakravarti.
- (xvii) Payment of Wages Act by Chopra/ Srivastva.
- (xviii) Arbitration Act by Basu or Dass.

[1] Added vide Correction Slip No. 58 dated 3.4.1980

[2] Added vide Correction Slip No. 69 dated 8.9.1982

[3] Inserted vide Correction Slip No. 152/ Liby. L. A. 2 dated 6.4.2011

[4] Inserted vide Correction Slip No. 170/ L. A. 3 dated 20.4.2013

[5] Added vide Correction Slip No.81 dated 20.7.1988

[6] Inserted vide Correction Slip No. 170/ Liby. L. A.3 dated 20.4.2013

- xxxviii(a) "Digest of Accident Claims Cases" by K.T.S.Tulsi. [1]
 (xxxix) Law Lexicon by Venkatramaya.
 Xxxix(a) "Judicial Officers Law Lexicon" by Justice C.K.Thakker. [2]
 (xl) Maxwell on Interpretation by Statutes.
 (xli) P.C.F.C. Supreme Court Services Laws Judgments- 1953-73 by Chakravarti & Kharbanda.
 (xlii) S.L.R. Digest, 1967 to 1975.[3] and All India Service Law Digest 1950-1979 by K.P. Chakravarti.
 (xlili) A.I.R. (from 1951 onwards).
 xlili (a) The Accident Claims Journal, published from 12, Malka Ganj, Delhi-7 w.e.f. 1966 to onwards.[4]
 (xliv) S.L.R. (from 1967 onwards).
 (xlv) Rules and Orders of High Court, Volume I to IV.
 xlv(a) "Punjab University Law Review" 1984-85 and onwards by Chief Editor, Department of Laws, Punjab University, Chandigarh 160001.[5]
 (xli) Law of Regulated Markets in Punjab and Haryana Vol. I & II by S.S. Sodhi.
 (xlvii) 'Disputed Documents' Examination and Finger Prints Identification" by Hardless. [6]
 (xlviii) 'Societies Registration Act' (Central & State) by L.S. Sastri.[7]
 (xlix) 'Law of Parental Control, Guardianship and custody of Minor Children' by Dr. Paras Diwan.[8]
 xlix(a) 'Principles of Civil Service by G.L. Sadana.[9]
 L.) The Food Adulteration Journal by M/s Vinod Publishers, Kashmiri Gate, Delhi w.e.f. January 1981 onwards. [10]
 Liv.) 'Firearms investigator Identification and Evidence'- Hatcher, Jury & Weller (1987-edition) [11].

[1] Added vide Correction Slip No. 58 dated 3.4.1980.

[2] Inserted vide Correction Slip No. 173 Liby.L.A. 3 dated 1.5.2013.

[3] Added vide Correction Slip No. 57 dated 5.2.1980.

[4] Added vide Correction Slip No. 62 dated 2.6.1980.

[5] Added vide Correction Slip No.76 dated 4.4.1986.

[6] Inserted vide Correction Slip No. 98 dated 31.7.1995.

[7] Inserted vide Correction Slip No. 98 dated 31.7.1995.

[8] Added vide Correction Slip No. 58 dated 3.4.1980.

[9] Added vide Correction Slip No. 63 dated 19.8.1980.

[10] Added vide Correction Slip No. 66 dated 19.3.1981.

[11] Added vide Correction Slip No. 79 dated 6.4.1988.

(Lv.) A.C. Moitra; The Law of Private Defence, revised Y Mr. Justice B.L. Yadav 5th (1987) edition [1]

(Lvii) 'Citizenship-Rights and Duties by Justice E.S.Venkataramiah.[2]

5. The books may be purchased in accordance with paragraph 1 and 2 for the common libraries and libraries of Civil and Criminal Courts in addition to those mentioned in paragraph 4 with the approval of the High Court. A new edition or publication or vernacular edition of any work may be substituted for the edition or work specified in the lists. [3]

6. The following minimum books have been approved by the High Court to be supplied under the direction dated 24th August, 1993 of Hon'ble Supreme Court of India in Review Petition No. 249 of 1992 in Civil Writ Petition No.1022 of 1989 to each library meant for Superior Judicial Officers and Subordinate Judicial Officers respectively at each station. These books shall be of latest edition and in addition to the books already on the approved list. [4]

List of Books for Superior Judicial Officers:-

1. Latest Bare Acts of the Legislatures:-

(i) Central Acts;

(ii) Punjab Acts, for the State of Punjab;

iii) Haryana Acts, for the State of Haryana;

(iv) Punjab/Haryana Acts (As applicable for U.T., Chandigarh).

2. A.I.R. Manual, 5th edition.

3. "PUNJAB LOCAL ACTS" BY DOABIA (For Punjab)

OR

"PUNJAB LOCAL ACTS & RULES" (ALL VOLUMES) (BY BHAGATJIT SINGH CHAWLA).[5]

4. "HARYANA LOCAL ACTS" BY DOABIA (For Haryana)

OR

"HARYANA LOCAL ACTS & RULES" (For Haryana) (BY BHAGATJIT SINGH CHAWLA). (All Volumes)[6]

5. Encyclopaedia of Statutory Rules by Malik & Manchanda.

6. Central Criminal Minor Acts and Rules by Singh & Bagga.

6-A. "Criminal Major Acts" by Justice A.R.Lakshmanan.[7]

7. Contempt of Courts Act by Jagdish Swarup.

8. Conveyancing: Deeds Forms Precedents, by Jai Lal.

[1] Added vide Correction Slip No. 79 dated 06.04.1988.

[2] Added vide Correction Slip No. 82 dated 27.7.1988.

[3] Substituted vide Correction Slip No. 49 dated 17.9.1976

[4] Inserted vide Correction 90/Liby./II-A dated 21.03.1994

[5] Substituted vide Correction Slip No.116 dated 4.12.2000

[6] Substituted vide Correction Slip No. 145 Library. L.A.2, dated 22.04.2008

[7] Inserted vide Correction Slip No. 172 Liby. L.A.3 dated 29.04.2013

9. Transfer of Property Act by Mitra or by C.L.Gupta.

9-A. "The Transfer of Property Act" by Mulla.[1]

10. Essential Commodities Act by Sarjoo Prasad.

Or

Essential Commodities & Central Control Orders by Ansari. Latest edition.[2]

11. Limitation by Mitra.

12. Adverse Possession by Mantha Rama Murti.

13. Cr.P.C. by Aiyar (Revised by Jagmohan Lal Sinha) in 3 Volumes or by Sohni.

13-A. "The Code of Criminal Procedure" by Rattan Lal and Dhiraj Lal.[3]

14. Evidence by Rattan Lal & Dhiraj Lal.

15. I.P.C. by Rattan Lal & Dhiraj Lal.

16. I.P.C. by H.S.Gaur.

17. Concise Oxford Dictionary.

18. Chamber's English Dictionary.

19. Black's Medical Dictionary.

20. Judicial Dictionary by Iyer.

21. Narcotic Drugs & Psychotropic Substances Act, by S.N.Katju or by Banerjee Or by P.K. Jain. [4]

22. Shorter Constitution of India by Basu.

23. C.P.C. by Sarkar or by Mehta.

24. Law of Bails by Rama Krishna or by Iye.

24-A. Bail Referencer by Justice M.L.Singhal.[5]

25. Medical Jurisprudence by Lyon or by Modi.

26. Art of Writing Judgements by Malik.

27. Hindu Law by Mulla or Hindu Code by Gaur.

28. Rent Restriction in Punjab, Haryana, H.P. by Doabia or by Sarin.

or

The Haryana Urban (Control of Rent & Eviction) Act by Sukhdev Aggarwal or by S.K.S.Bedi.

29. Jail Manual by Jindal.

30. Decennial Digest (Supreme Court) by Malik.

[1] Inserted vide Correction Slip No. 171 Liby. L.A.3 dated 26.04.2013.

[2] Substituted vide Correction Slip No. 100 dated 7.8.1996

[3] Inserted vide Correction Slip No. 171 Liby. L.A.3 dated 26.04.2013

[4] Substituted vide Correction Slip No.97 dated 14.7.1995

[5] Inserted vide Correction Slip No.149 dated 6.5.2010.

31. Punjab Excise Act by Doabia
32. Arms & Explosives by Saxena
33. Punjab Civil Service Rules (all volumes) for Punjab.
34. Punjab Civil Service Rules (all volumes) as applicable to Haryana (for Haryana)
35. Motor Vehicles Laws & Rules by Jaggi or by Lal
36. Firearms and Forensic Ballistics by Gaur or by B.R. Sharma.
37. Punjab Financial Rules (all volumes)
38. Indian Succession Act by Paruck
39. Digest of Customary Law by Rattigan
40. Partnership Act by C.L. Gupta.

OR

Law of Partnership in India by S.D. Singh & J.P. Gupta Revised by V.P. Verma, latest edition [1]

- 40-(A). Law Relating to Offences against Women by V.K. Dewan. Latest edition. [2]
- 40-(B). Law Relating to Dowry Deaths, Dying Declarations, Suicides and Cruelties to Women by J.D. Chandna [3]
41. Law of Arbitration and Conciliation by B.P. Saraf and S.M. Jhunjunawala, Latest Edition. [4]

REPORTS

1. A.I.R. w.e.f. 1990 and onwards.
 - 1-A. "SUPREME COURT CASES" published by Eastern Book Co. 34, Lalabagh, Lucknow (w.e.f. 2002 & onwards.)[5]
 - 1-B. "SUPREME COURT REPORTS" (w.e.f 2008 & onwards) [6]
2. Punjab Law Reporter w.e.f. 1990 and onwards.
3. Service Law Journal w.e.f. 1990 and onwards.
4. Lahore Law Times w.e.f. 1990 and onwards
5. I.L.R. (Pb. & Har. Series w.e.f. 1994 and onwards)
6. Criminal Law Journal w.e.f. 1990 and onwards.
7. Accident Claim Journal w.e.f. 1990 and onwards.

[1] Substituted vide Correction Slip No 104 dated 3.9.1997
 [2] Inserted vide Correction Slip No. 104 dated 3.9.1997.
 [3] Inserted vide Correction Slip No. 151 dated 10.12.2010
 [4] Inserted vide Correction Slip No.114 dated 11.5.2000
 [5] Inserted vide Correction Slip No.125 dated 25.11.2002
 [6] Inserted vide Correction Slip No.146 Library. L.A. 2 dated 31.07.2008.

8. Food Adulteration Cases w.e.f. 1990 and onwards.

List of Books for Subordinate Judicial Officers.

1. Latest Bare Acts of the Legislature:

(i) Central Acts.

(ii) Punjab Acts for the State of Punjab .

(iii) Haryana Acts for the State of Haryana.

(iv) Punjab/Haryana Acts (As applicable for UT. Chandigarh)

2. A.I.R. Manual, 5th edition.

3. Punjab Local Acts by Doabia (for Punjab)

4. "HARYANA LOCAL ACTS" BY DOABIA

Or

"HARYANA LOCAL ACTS AND RULES" (for Haryana) by BHAGATJIT SINGH CHAWLA. (All Volumes) [1]

5. Central Criminal Minor Acts & Rules by Singh & Bagga.

5-A "Criminal Major Acts" by Justice A.R. Lakshmanan. [2]

6. Conveyancing: Deeds Forms Precedents by Jai Lal

7. Transfer of Property Act by Mitra or by C.L.Gupta

7-A. "The Transfer of Property Act: by Mulla [3]

8. Essential Commodities Act by Satjoo Prasad

9. Limitation by Mitra

10. Cr.P.C. by Aiyar (Revised by Jagmohan Lal Sinha in 3 Vols.) or by Sohni.

10-A. "The Code of Criminal Procedure" by Rattan Lal and Dhiraj Lal.[4]

11. Evidence Act by Rattan Lal & Dhiraj Lal

12. I.P.C. by Rattan Lal & Dhiraj Lal

13. I.P.C. by Gaur

14. Concise Oxford Dictionary

15. Chamber's English Dictionary

16. Judicial Dictionary by Iyer

17. Black's Medical Dictionary

18. Narcotic Drugs & Psychotropic Substances Act by S.N. Katju or by Banerjee

19. Shorter Constitution of India by Basu

20. C.P.C. by Sarkar

or

C.P.C. by Mehta

21. Medical Jurisprudence by Lyon or by Modi

[1] Substituted vide Correction Slip No.145 Library. L.A. 2 dated 22.04.2008

[2] Inserted vide Correction Slip No.172 Liby. L.A. dated 29.04.2013

[3] Inserted vide Correction Slip No.172 Liby. L.A. dated 29.04.2013

[4] Inserted vide Correction Slip No.171 Liby. L.A. 3 dated 26.04.2013

22. Art of Writing Judgments by Malik
23. Rent Restriction in Punjab, Haryana & H.P. by Doabia or by Sarin

Or

The Haryana Urban (Control of Rent & Eviction) Act by Sukhdev Aggarwal or by S.K.S. Bedi.

24. Jail Manual by Jindal
25. Punjab Excise Act by Doabia
26. Punjab Civil Service Rules (all Volumes) for Punjab.
27. Punjab Civil Service Rules (all Volumes) As applicable to Haryana (for Haryana)
28. Punjab Financial Rules (all Volumes)
29. Digest of Customary Law by Rattigan
30. Partnership Act by C.L. Gupta.

REPORTS

1. AIR w.e.f. 1990 & onwards.
- 1-A. "SUPREME COURT CASES" published by Eastern book Co. 34, Lalbagh, Lucknow (w.e.f. 2002 & Onwards) [1]
- 1-B. "SUPREME COURT REPORTS" (w.e.f. 2008 & Onwards) [2]
2. Punjab Law Reporter w.e.f. 1990 and onwards
3. Service Law Journal w.e.f. 1990 and onwards
4. All India Rent Control Journal w.e.f. 1990 and onwards.

Or

Rent Law Reporter w.e.f. 1990 and onwards

Or

Haryana Rent Control Reporter w.e.f. 1990 and onwards.

5. Lahore Law Times w.e.f. 1990 and onwards.
6. I.L.R. (P.&H.) series w.e.f. 1994 and onwards
7. Criminal Law Journal w.e.f. 1990 and onwards
8. Food Adulteration Journal w.e.f. 1990 and onwards.

Or

Food Adulteration Cases w.e.f. 1990 and onwards

[1] Inserted vide Correction Slip No.125 dated 25.11.2002

[2] Inserted vide Correction Slip No.146 Library, L.A.2 dated 31.7.2008.

Explanation.- A new edition of the same publication and subsequent Supplement volumes of the Journals/Reports including serial publications be purchased regularly for items specified in the lists in Para 6, subject to the budget provision.

6-A. The following minimum books have been approved by the High Court to be supplied for residential libraries under the direction, dated 6th April, 1999 of Hon'ble Supreme Court of India in Civil Writ Petition No. 1022 of 1989 to all the Judicial Officers. These books shall be of latest edition. [1]

List of books:-

1. Central Government and respective State Government Bare Acts;
2. Code of Crl. Procedure by Aiyer (in 3 vols.) or by Sohni (in 4 vols.);
3. Code of Civil Procedure by Mulla (in 3 vols.);
4. Indian Penal Code by Rattan Lal & Dhiraj Lal;
5. Evidence Act by Rattan Lal & Dhiraj Lal
6. Dictionary
7. The purchase of software for use of Judicial Officers would be on the recommendation of relevant/concerned Committee as approved by Hon'ble the Chief Justice. [2] [3] [4] [5]
7. An accession register shall be maintained in all District and Sessions Courts and Courts to Small Causes in respect of books, Acts and other publications supplied or obtained for their use, and all Senior Subordinate Judges' Courts for these courts and all Subordinate Judges in the same district. The accession register maintained in Senior Subordinate Judges' Courts shall contain separate lists for each Court of Subordinate Judge to which books, etc., have been Supplied by the Senior Subordinate Judge, a copy of such lists being supplied to the presiding officer of each such court; similar procedure will be adopted where a District and Sessions Judge's court supplies books to an Additional District and Sessions Judge and where a Court of Small Causes supplies books to an Additional Judge of such court. The accession register which should be a blank register carefully ruled out, will contain the following columns:-
 - (a) Serial number.
 - (b) Name of work.
 - (c) The edition or date of publication.
 - (d) The cost, if any.
 - (e) Date of receipt.
 - (f) Date when it ceases to be in the Court Library and reason for same, e.g., transfer, weeded out, lost; etc.
 - (g) Remarks.
8. As soon as a new book is received either by purchase or otherwise it must be stamped on the title page and in several places in the volume with the seal of the purchasing or receiving (if not by purchase) office and entered in the accession register and when any book has from any cause ceased to be in the library of any court a note should be made in the accession register of the manner in which it has been disposed of.

[1] Inserted vide Correction Slip No.110/Lib./II.A. dated 21.7.1999.

[2] Substituted vide Correction Slip No.167 Liby/L.A.2 dated 10.10.2012.

[3] Inserted vide Correction Slip No.156 Liby/L.A.2 dated 30.9.2011.

[4] Substituted vide Correction Slip No.178 Rules/11 D.4 dated 29.1.2015.

[5] Substituted with insertion vide Correction slip no. 188 dated 27.05.2021 as per the decision of the Hon'ble Full Court dated 03.04.2019.

9. Presiding Officers of Courts will be held personally responsible for arrangement made in accordance with these rules for the custody of books and the maintenance of accession register and lists. The following officials shall hold charge of the library of a court under the control of the Presiding Officer:-

Court	Official-in-charge
(i) District and Sessions Judge's Court	Superintendent & English Clerk.
(ii) Court of Small Causes	Clerk of Court.
(iii) Senior Subordinate Judge's Court	Clerk of Court.
(iv) Subordinate Judge's Court	Reader.

In the cases of (i) to (iii), the presiding officer may appoint any other clerk to assist the official-in-charge without any lessening of the responsibility of the latter, provided that the Reader in each case shall hold charge of books kept in a court room for the presiding officer's daily use and provided further that in no case shall a menial be required to perform any responsible duty connected with the custody of books other than what may ordinarily be expected of a menial. These officials shall be personally responsible to the presiding officer for the proper arrangement of books, for their receipt and issue, and for their protection from insects, etc. They should ensure that all books are removed from almirahs or other place of keep at least once a quarter and thoroughly dusted; the most convenient way to do this where large libraries are maintained is to remove the contents of shelves in rotation at fixed intervals, say, of a week or ten days, so that the turn of each shelf will come round at least once in three months.

10. It will be the duty of the Reader to each Court to see that no unauthorized persons are allowed to remove or otherwise tamper with the books in the court room. He shall see that the court room is locked before he leaves for the day.

11. A peon or an orderly of each court will be responsible for the dusting of the books of the library or the court room and he shall see that the dusting is done without disturbing the order of books.

12. No book shall be issued from the library without a written requisition for it. The requisition will be placed where the book was and should be destroyed or returned when the book is restored to its place. If a book is not returned, the official-in-charge as described in paragraph 9 will enquire for it and invariably submit monthly reports to the presiding officer of books removed and not returned.

13. Each series of Law Reports and other legal periodicals published serially will be kept on a separate file till the series is complete and when it is complete be bound into volumes and brought on to the accession registers and lists.

14. All correction slips to various Acts, Manuals, Codes and Rules and Orders of the High Court, shall be inserted as soon as they are received. To ensure that this is done in respect of the Rules and Orders of the High Court, a register shall be maintained in each court by the officials named in paragraph 9 in which the number and date of every correction slip received shall be entered with the date of receipt also noted therein: they will have the entry, attested by the presiding officer of the Court in token of the correction slips having been pasted in the relevant volumes, and the presiding officer must see that no undue delay occurs in such pasting.

15. When a change of presiding officers of a Civil or Criminal court takes place, the relieving officer will satisfy himself on taking over charge of office that the library of the court is complete, that the books are in good condition and that the accession registers or lists, as the case may

be are up-to-dated. Any deficiencies will at once be brought to the notice of the court to which he is subordinate.

16. Once a year, as soon after the 1st January as possible, every presiding officer of a civil court shall submit through the District and Sessions Judge for the orders of the High Court, a list of books and publications which he thinks should be weeded out of his library. Books so weeded out with the sanction of the High Court shall be sold in the local market and the proceeds credited in the local treasury under the head "XXI-Administration of Justice - Miscellaneous." All books sold to private persons must be endorsed 'sold' with signature on the title page. Care must be taken by all concerned that no book is suggested for weeding out unless it is quite clear that it is of no use and that orders by the High Court for the sale of weeded out books is subject to the condition that the books are not of any use to other courts or officers in the District Criminal courts will act in this matter as provided in Chapter 7 of the District Office Manual.

17. The books in the library of every court shall be checked annually in the month of March by the Presiding Officers who shall report the result thereof to the District and Sessions Judge. The District and Sessions Judge shall then by the 31st of the same month, report to the High Court the result of the check including that of his own Court. All presiding Officers should remember that these annual inspections must not be performed perfunctorily. [1]

18. Personal responsibility must be fixed for all losses of books and in doing so regard shall be paid whether the rules for the care, custody and checking of books have or have not been observed by all concerned. The State Government have decided that they will not hesitate to recover the cost of missing books from those concerned where the loss is found to be due to any failure even on the part of a presiding officer, to comply with rules. It will only be when personal responsibility is not enforceable that losses will be written off by the High Court where District and Sessions Courts and [1] Courts subordinate thereto.

19. Inspecting Officers should be careful to satisfy themselves that the accession registers or lists prescribed in these rules or in the District Office Manual, as the case may be in regard to a Civil Court or a Criminal Court, respectively are properly kept up, that the books, Acts and periodical publications are complete and in good condition, and that where Acts and periodical publications are required by these rules to be bound, they are duly bound into volumes

[2][Appendix]

[1] Substituted vide Correction Slip No.49 dated 17.9.1976.

[1] Substituted vide Correction Slip No.49 dated 17.9.1976.

[2] Omitted vide Correction Slip No.49 dated 17.9.1976.