

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
NEW OBJECTIONS CHECK LIST CODES OF CIVIL WRIT PETITIONS
(AS ON 27.05.2024)

CIS CODE NO.	ISHICO OLD CODE	Objection Description
—	1.	Show the competency of person, who has filed the present appeal/ petition/ review/ revision/ application etc.
—	2.	Correct provision of law should be mentioned in the appeal/petition/ revision/ application etc.
86.	3.	As to how the present case/ application /petition/appeal/revision is maintainable in the present form in this Hon'ble Court?
87.	4.	<p>(a) An affidavit duly attested with correct age/parentage/particulars of the deponent in support of appeal/petition /application/review/ revision should be filed.</p> <p>(b) Handwritten insertions/ corrections made in Application/ Appeal/ Revision/ Petition are not permissible and same should be fairly typed/printed or duly signed by Ld. Counsel/Party.</p> <p>(c) Corrections/insertions made in Affidavit(s) should be duly attested again together with signature of deponent and the attesting Authority or fresh affidavit should be filed.</p>
88.	5.	(a) Each page of affidavit should be signed by the deponent for certification of facts, a certificate regarding the contents of affidavit which have been read over to the deponent in his regional language by the attesting

		authority. (b) Identification seal in the affidavit(s) should be verified/signed with legible and complete name.
—	6.	State case is required to be represented by the authorized person.
—	7.	Required numbers of paper books should be filed and the same should be in order and duly indexed.
—	8.	Authorization/resolution etc. should be filed in case of registered body.
89.	9.	General power of Attorney/Special power of Attorney duly page marked and indexed should be filed.
—	10.	General power of Attorney/ Special power of Attorney and other documents attached with the case, executed abroad should be duly embossed.
—	11.	Correct and complete certified copy of Annexure(s) should be filed.
90.	12.	Title of the case in petition/appeal/revision/application, index etc. should be same as per the Memo of Parties.
91.	13.	(a) Prescribed court fee should be affixed in the appeal/petition /revision/ review/cross- objection/ application etc? (b) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (c) Advocates Welfare Fund Stamp be affixed on POA.
—	14.	Certificate of non-availability of stamp Paper may be obtained from stamp vendor.
—	15.	Court fee stamps affixed should be in the name of applicant.

—	16.	<p>Memo of parties should be filed on a separate page.</p> <p>16(A)(1) The mobile Number as well as the Passport Number/Election Commissioner ID Card (Voter ID Card) Number/Aadhaar Card Number/e-Aadhaar letter downloaded from UIDAI Website or any other identity proof issued by Government belonging to the Petitioner(s)/ Appellants(s)/Applicant(s) be mentioned in the Memo of Parties against his/her/their name(s).</p> <p>(2) Copy of proof of identity i.e. Passport Number/Election Commissioner ID Card (Voter ID Card) Number/Aadhaar Card Number/e-Aadhaar letter downloaded from UIDAI Website or any other identity proof issued by Government, duly attested by the learned counsel filing the case under his seal with Name and Enrolment Number, wherein the residential address of the Petitioner(s)/ Appellant(s)/Applicant(s) has been mentioned, be also annexed with the fresh petition/Appeal /Applicationn for impleadment as party, at the time of filing.</p> <p>(3) Affidavit in support letter downloaded from UIDAI Website or any other identity proof issued by Government belonging to the deponent to the effect that:-</p>
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92.	17.	Serial nos. (given to petitioners/ respondents) should be correctly mentioned in Memo of Party(ies)/POA/ Vakalatnama Appeal/Revision/petition /Application
93.	18.	<p>(a) Complete address with parentage should be mentioned in the memo of parties.</p> <p>(b) Age of the litigant(s) be mentioned in MOP.</p> <p>(c) Mention specifically in the Memo of Parties in all the cases filed in this Hon’ble High Court on Civil side as to which parties is/are the Contesting Respondent(s) and which is/are the Proforma Respondent(s).</p> <p>(d) Name of the natural/legal guardian who represents the minor(s) appellant(s)/petitioner(s)/ respondent(s) should be specifically mentioned in MOP/POA/Paper Book. (e) Name of the authorized signatory who represents the State/ Company/ Firm/Gram Panchayat /Legal Persona etc. should be specifically mentioned in the MOP/ POA/Paper book.</p>

94.	19.	<p>(a) Memo of parties should correspond according to impugned judgment/order.</p> <p>(b) Deceased person(s) should be impleaded correctly in Memo of Parties as per the instructions given in the daily cause list i.e. name(s) of LR(s) of deceased person should be mentioned below the name(s) of deceased person(s), and accordingly the title of the case should be mentioned/corrected in the whole paper book.</p> <p>(c) A specific para should be given in the LR application/impleading application regarding application has been drafted after ascertaining upto date Memo of Parties of Main Case from the Registry.</p> <p>(d) Caste or Religion shouldn't be mentioned in the Memorandum of parties of a petition/proceedings.</p>
—	20.	Correct nomenclature of the case should be given.
—	21.	Memo of parties should be signed by the Learned Counsel/Parties.
—	22.	Urgent form should be filed wherever necessary.
95.	23.	An affidavit in support of Appeal/Revision/Petition/Application should be filed.
96.	24.	<p>(a) Complete and correct page marking at the top right corner should be done.</p> <p>(b) Para Nos. be correctly mentioned in the grounds of Appeal/Revision/Petition /Application/Reply/ Written Statement etc.</p>
—	25.	Grounds should be duly verified and signed by the Learned Counsel/Parties.
—	26.	Law points should be formulated

		with the brief synopsis.
—	27.	Impugned orders/annexure etc. should be correctly mentioned with dates in the paper-book, head note, prayer clause.
97.	28.	(a) Head note and prayer clause complete in all respects should be filed. (b) Head note and prayer clause of the Petition/Appeal/ Revision/Application etc. should be specific and same
98.	29.	Complete name of Learned Counsel(s)/Parites be mentioned against his/her signature in whole paper book.
—	30.	Duly verified and correctly typed copy of annexure(s) should be filed. 30 (A) (1) Where the self attested true typed copy of pictorial and/or photograph is being annexed with any case or application as an Annexure, the self attested photocopy of the original documents be also annexed.
99.	31.	(a) Complete Vernacular as well as complete translation of the annexure(s) should be filed. (b) Complete Photostat copies of all the documents with back side page(s), like Sale Deed/Agreement to Sell/GPA etc. whereupon something is inscribed or stamp etc. is fixed should also be filed on separate page. (c) Each document should be page marked and mentioned in the Index accordingly including vernacular copies and certified copies and Court Fee Stamp Papers etc.

<p style="text-align: center;">100</p>	<p style="text-align: center;">32.</p>	<p>(a) Every pleading(s) including application(s), annexure(s) etc. in the High Court shall be in English language duly typed in black ink on both side of superior quality legal size paper of 80 GSM and above. The font shall be Thorndale or Times New Roman in size 14 with double space. Margins on the top and bottom of the page shall be 1.25 inches and 0.75 inch, respectively. The left side and right side margins shall be 1.25 inches. The numbering shall be at the top middle of each page and will run through both sides of the page, in accordance with rule 2(a) Chapter-1, Part A(a) High Court Rules and Orders Volume-V.</p> <p>(b) The certified copy(ies) on both sides of pages shall be permitted to be filed. However, the certified copy(ies)/ photocopy(ies) dim printed/not legible shall also be filed with legible printed/ typed copy of Annexure(s)/ Judgment(s)/Order(s).</p> <p>(c) Index/Application/Appeal/Revision/ Petition should be fairly typed and should not be dim printed or illegible.</p> <p>(d) As far as practicable no set/bunch of documents shall be annexed as a single annexure and each document shall be annexed as a separate annexure.</p>
<p style="text-align: center;">101</p>	<p style="text-align: center;">33.</p>	<p>(a) Vakalatnama/Power of Attorney should be duly signed with date by the parties, accepted and properly identified by the Learned Counsel(s).</p> <p>(b) In case, signature (s) of Petitioner (s)/Appellant(s)/Respondent(s)/</p>

		Applicant is/are obtained on back side of Power of Attorney, then it should be signed and accepted by the Ld Counsel(s).
102	34.	<p>(a) Power of Attorney should be duly filled in with enrolment no., address and contact number of the advocate, with e- mail address.</p> <p>(b) Correct Serial Numbers and names in capital letters in English Language should be mentioned against the signatures of parties in Power of Attorney /Vakalatnama.</p> <p>(c) Name of the Ld. Govt. Pleader should be mentioned in the whole paper book with full name and signatures.</p>
103	35.	<p>(a) Index should be properly prepared and duly filled in all columns i.e. serial nos. particulars, date, page no. and court fee etc.</p> <p>(b) A typed/printed note/certificate that 'Contents of Hard Copy and Soft Copy are same' should be mentioned in the Index.</p> <p>(c) Following note be given at the bottom of the index in all cases relating to MP/MLAs: <i>"Whether any sitting/formber MP/MLA is involved in the case or not? Yes/No"</i></p>
104	36.	Index should be signed by the advocate(s)/parties with enrolment no. and contact no.
—	37.	Instructions regarding scrutinizing/filing available on website of this Hon'ble High Court should be complied with.

105	38.	<p>(a) An advance copy of misc. application along with documents i.e. written statement / reply etc. should be supplied to all the opposite party/counsel and acknowledgement of the same be affixed with complete legible name.</p> <p>(b) Advance copy should be supplied to opposite party (ies) through Registered Post if notice of motion issued and no one appeared.</p> <p>(c) Name, age and parentage of the Person/ Employee /Authorized signatory with designation in case of Govt. Servant should be mentioned in the Reply/Written Statement/ Application etc., who files the Reply/Written Statement/ Application etc.</p>
106	39.	<p>(a) Section 148-A CPC should be complied with (Caveat Note be given in Index)and if Caveat received, then acknowledgement of supply of advance copy of petition/appeal etc. should be obtained on Index with complete name etc.</p> <p>(b) Regd. Postal Receipt(s) of sending advance copy of caveat petition to the proposed/expected Petitioner(s)/ Appellant(s) should be affixed with the Caveat Petition.</p>
107	40.	Court fee of Rs.50/- per petitioner should be affixed.
108	41.	Concise list of dates and events should be filed.
109	42.	Civil Writ Petition should have correct para numbering
110	43.	Certified copy of order of Central

		Administrative Tribunal should be filed
111	44.	Complete copy of paper book before the Central Administrative Tribunal should be filed.
112	45.	Secretary of the concerned department should be impleaded as a respondent
113	46.	Petition and Vakalatnama should be signed by all the petitioners.
114	47.	<p>(a) Statement in terms of Rule-20 (I) (IV, V) Chapter-4, Part-F High Court Rule and Orders Volume-V regarding alternative remedy, similar petition and result thereof should be made/incorporated in the Petition.</p> <p>(b) Para regarding remedy of Appeal/Revision should be incorporated in the Petition.</p> <p>(c) Para regarding no such or similar petition has been filed by the petitioner, be incorporated in the petition.</p>
115	48.	Notes below index should be made in terms of Rule 19, Part (III) of Part F, Chapter-4 High Court Rule and Orders Volume-V
116	49.	Note regarding relevant/specific Act/Rule involved in the case should be given below in index
117	50.	Note regarding page no. and para no. of the petition for law points should be given below in index
118	51.	Note regarding particulars of the similar case, pending or decided with brief statements of facts and point of law involved in the said case should be given below in Index. Copy of order(s) of decided case(s) should be appended as

		Annexure.
119	52.	<p>PIL should be filed in terms of instructions issued by this Hon'ble Court as mentioned below:- (a) What is the personal interest of the petitioner(s) involved in the instant petition? If the instant petition has been filed as Public Interest Litigation, then petition be filed according to P.I.L. Rules and comply with the following informations:-</p> <ol style="list-style-type: none"> 1. Is the present Public Interest Litigation falling under PIL Rules, 2010? 2. How the present writ (PIL) is maintainable under Clause 6 of PIL Rules, 2010.? 3. Writ Petition be filed according to directions passed by Hon'ble Division Bench in case titled Ajaib Singh Vs. State of Pb. & Ors. 2013 (4) PLR, 367, which is available on High Court Website. 4. Petitioner has to specifically disclose his credentials and his direct or indirect personal motive or interest involved in the case, if any, by way of an affidavit. 5. Registration Certificate of the Society be filed with the Petition. 6. Has the Petitioner approached the concerned authorities with a representation for redressal of his grievances? 7. Documentary proof be also attached with the petition regarding information Nos. 4 to 7 above, with proper reply.
120	53.	No separate exemption or other such like application(s) is/are admissible in civil writ petition and request if any should be made in the main prayer clause of the civil writ petition, if it pertains to exemption from filing

		certified copy of document(s)/annexure(s) etc. or for placing on record document(s)/annexure(s) etc.
121	54.	Certificate regarding complete copy of original application in CAT cases should be filed by Learned Counsel.
122	55.	An application along with affidavit should be filed for placing on record additional documents in CAT cases and in the petitions under Industrial Disputes Act against Labour Court
123	56.	In Civil Writ Petition(s) of tax matters, PAN Number of the Petitioner(s) should be mentioned in Memo of Parties
124	57.	A Certificate of counsel should be filed in the petitions under Industrial Disputes Act against Labour Court Award regarding all the documents of petition have been duly produced before the Labour Court and no additional documents have been attached with the petition.
125	58.	Para regarding sufficient grounds should be given in the Review Application in terms of Rule 10 Chapter 1 Part A(a) of High Court Rules and Orders, Volume V.
126	59.	Index, List of Events, Grounds of Petition and all annexures and vernaculars should be signed by Ld. Counsel/Parties.
127	60.	Whether Vires of Rules have been challenged in the petition by way of Notification/amendment of rules/clause? If so, the same be specifically mentioned in the Head Note and Prayer Clause of the Petition

		and second set of petition be also filed, being DB Case.
128	61.	As to how the authority (ies) not made party in the petition, who has passed the orders?
129	62.	As to how deceased persons(s) has have been impleaded party (ies) in the petition?
130	63.	Complete permanent address with parentage of petitioner(s)/ respondent(s) should be given in affidavit(s) as well as in Memo of Parties instead of 'C/o' address.
	64.	Synopsis of the case:- After the index and the Court fee with every case (petition, appeal etc.) to be filed in the High Court a brief synopsis of the case (concise statement of relevant facts) in chronological order with dates, shall be annexed. Reference to document(s) in such synopsis shall specifically mention (in bold letters in the page margin at the relevant place) the annexure number and the relevant page at which such document is annexed.