

SUPREME COURT OF INDIA

COMPENDIUM OF
CIRCULARS, GUIDELINES

AND

PRACTICE DIRECTIONS
(AS ON 30.6.2007)

VOLUME II

SUPREME COURT OF INDIA

**COMPENDIUM OF
CIRCULARS, GUIDELINES**

AND

PRACTICE DIRECTIONS

VOLUME II

VOLUME - II

LISTING OF MATTERS BEFORE HON'BLE JUDGE IN CHAMBERS/REGISTRARS

1	23.2.2004	Documents to be placed before the Court/Chamber Judge in appeal against the Order of the Registrar	220
2	9.3.2004	Proper flagging to be done in the matters listed before Hon'ble Chamber Judge	221
3	18.3.2006	Amendments of Order VI Rules 1 and 2 for listing of matters before Registrar/Hon'ble Judge	222-227

INSTRUCTIONS REGARDING PREPARATION OF OFFICE REPORTS

1	23.3.1996	Date of issue of Show Cause Notice and the date of service should be given in the Office Report	228-233
2	29.7.1998	Common office report be prepared in group matters	234
3	10.3.1999	Copy of the Record of Proceedings be kept in each file of the connected matters	235-236

4	29.2.2000	Office report to be given to Court if any earlier matter is filed against the impugned judgment by the same party or any other party	237-238
5	17.5.2000	Period of delay in filing IA for substitution must be pointed out in office report	239
6	11.5.2002	Hon'ble Court be apprised if Bar Council of India is a party in a matter under Advocates' Act	240
7	24.4.2003	Office report should be cohesive and comprehensive with latest service position	241
8	2.9.2003	- do -	242
9	9.10.2003	Office report for directions/compliance of Court order to appear under category IAs/CRMPs etc.	243-244
10	6.8.2004	Timely inclusion of office report in Paper Books	245-246
11	7.3.2006	Office reports should contain all necessary particulars in matters listed before Registrar	247
12	8.5.2006	AR/SO to ensure that office reports should contain all the enclosures mentioned therein	248

DIRECTIONS REGARDING SUMMONING/RETURN OF ORIGINAL RECORDS

1	3.5.1997	Directions regarding summoning of original records in civil matters	249-251
2	18.12.2002	Procedure to be followed for receipt and return of original records	252-259
3	2.2.2007	Directions for safe return of Original Records	260
4	21.2.2007	Directions regarding despatch of original record	261-262
5	28.2.2007	Directions to AR-cum-PS/PAs to immediately return paper books of deleted matters to the Registry	263

REVIEW PETITIONS

1	27.8.1982/ 9.5.1988	IA filed in a dismissed matter for non-compliance should be treated as a Review Petition	264-265
2	20.12.1996	No further application for clarification in a dismissed Review Petition	266-269
3	8.9.1999	Procedure and guidance for circulating Review Petition	270

4	20.1.2001	Status of review petitions should be cross checked by all concerned before circulating and all the connected files be kept upto date	271-272
5	4.8.2006	Review Petitions filed under the caption 'clarification' - directions of Hon'ble Court	273

**INCLUSION/CIRCULATION OF
DOCUMENTS/PAPER BOOKS**

1	31.10.1985	Undated documents not to be accepted	274
2	25.4.1988/ 31.7.1986	List of dates & events -- mandatory	275-277
3	22.9.1995	Inclusion of adjournment proceeding of the Court alongwith the letter of Advocate in the Paper Books	278
4	4.11.1995	Correctness of inclusion of documents to be ensured by Section Officer of the Inclusion Section	279
5	4.11.1995	Indication to be given in the peon book when a sealed cover is sent	280
6	8.11.1995	Inclusion of the documents with proper indexing at the residential office of Hon'ble CJJ and Hon'ble Judges to be ensured by AR-cum-PS	281

7	28.11.1995	Circulation of paper books of main matter alongwith the delinked matters	282
8	27.8.1996	Separate Paper Books of application for impleadment/intervention etc. to be prepared	283
SA	4.4.1997	Paper Books of Hon'ble Judges should not be made available to the Advocates/Clerks	283A
9	27.5.1998	Intimating SLP No. arising out of CC/Cr.M.P. No. to Assistant Registrar-paper books	284
10	18.12.1998	Last minute inclusion/circulation of documents in the paper books to be avoided	285-286
11	19.9.2000	Brief office report should indicate the reasons for not listing the matter despite court's directions	287-288
12	23.11.2000	Common counter affidavit should be included in each file	289-290
13	28.3.2001	Documents circulated with office report should have proper pagination duly flagged and Vol.No. if there is more than one volumes	291-292
14	11.11.2003	Proper and timely inclusion of papers in the paper books	293
15	12.3.2004	Last minute circulation of O.Rs./documents be avoided and timely despatch of written submission	294-295

16	20.11.2004	Regarding timely inclusion of Office Reports in Paper Books	296-297
17	2.8.2005	Directions regarding sending of complete and same Paper Books to the Hon'ble Judges which were sent earlier	298-299
18	6.11.2006	Directions for inclusion of Record of Proceedings by Section IA(Annexe)	300-301
19	16.12.2006	Accepting and Circulating defective Paper Books at the residential offices	302-303
20	28.2.2007	Accepting and Circulating defective paper books/dim impression with the noting at the risk of Advocates, be discontinued forthwith.	304
21	9.4.2007	Paper books sent to Hon'ble Judges should be complete in all respects	305-307

ISSUANCE OF SHOW CAUSE NOTICE/NOTICE

1	8.12.1981	Stay orders, show cause notice and certified copy of the order not to be issued unless process fee is filed	308
2	26.7.1982	Procedure for sealing of court's documents	309-311
3	27.7.1983	After issuance of notice documents received by post from the respondent be circulated	312

4	5.3.1990	Notice to be sent additionally to the standing counsel	313
5	8.3.1991/ 3.4.1991/	Procedure for issue of returnable notice	314-317
6	14.9.1992	Uniform practice for issue of notice	318-319
7	17.9.1992	Service of documents be effected on the intervenor	320
8	8.7.1994	Examination of defective TP, RP, Appeals and Suits by the respective Sections	321
9	15.10.1997	NLPA need not be issued to the respondents already served with notice on IAs	322-323
10	10.9.1999	Service of Notice/Office Reports upon the Advocates	324
11	16.9.1999	Modification of Circular dated 10.9.1999	325
12	9.1.2001	Directions regarding urgent listing of in-person's matter	326
13	7.8.2003	Directions regarding enclosing of note of services of SCLSC in every notice – show cause, rule nisi or NLPA	327
14	9.12.2004	Directions regarding postal inquiry/service of show cause notice/NLPA and maintenance of Peshi registers by Section Officers	328-331

15	20.1.2006	Regarding change in income ceiling of Supreme Court Middle Income Group Legal Aid Society	332
16	20.1.2006	Service of letters/notice/summons through Courier	333
17	31.8.2006	Directions regarding service of notice	334
INSTRUCTIONS REGARDING REGISTRATION OF SLP(CIVIL)			
1	9.5.1989	SLP to be registered even after dismissal of application for condonation of delay	335
2	14.12.1990	Certificate of filing not to be issued where the SLP <u>prima facie</u> is barred by time	336
3	15.10.1992	Orders to be obtained from AR for registration of the main matter after grant of applications for exemption from paying court fee/condonation of delay/permission to file SLP	337
4	20.4.1999/ 23.4.1999	No documents except the counter affidavit in SLP be accepted without permission of the Court	338-339
5	6.9.2006	Directions of Hon'ble CJI regarding listing procedure of SLP (Civil)	340-341

**PROCEDURE REGARDING
SUBSTITUTION**

1	17.8.1984	Procedure where respondent has expired and application for substitution has not been filed	342-344
---	-----------	--	---------

TAGGING OF MATTERS

1	14.2.1996	Procedure to be followed in which court directed to tag the matter with other connected matters	345
2	13.9.2000	Directions regarding sending of files to DR (Tagging) I-B without delay	346
3	28.3.2005	Directions and Practices relating to Coram, Listing and Tagging etc.	347-373

**PROCEDURE REGARDING
TRANSFERRED CASES**

1	14.4.1983	Procedure to be followed for preparation of record in transferred cases	374
---	-----------	---	-----

**INSTRUCTIONS REGARDING
FILING OF FRESH MATTERS/DOCUMENTS**

1	12.1.1996	Format in which the papers are to be kept in the paper books	375
---	-----------	--	-----

2	24.1.1996	Paper books of disposed of petitions/appeals to be filed along with Review Petitions	376
3	27.3.1996	Whether respondents are contesting or proforma to be mentioned in the petition	377
4	10.10.1996	An averment to be made by the Advocate for the petitioner/accused person in the petition that the petitioner/accused person (s) is/are in jail	378
5	2.11.1996	Letters for adjournment etc. for circulation to be signed by the Advocate	379-380
6	29.11.1996	Certificate to be given by the counsel for filing the writ petition where the matter of the party stood disposed of.	381
7	26.3.1997	SLPs from the decision of Tribunal etc. after 18.3.1997 will not lie (L. Chandra Kumar's case vs. Union of India)	382
8	4.4.1997	Income tax matters arising out of reference must be accompanied by order of the Appellate Tribunal and statement of case	383-384
9	25.6.1997	Two separate tags to be used instead of one tag while preparing paper books	385
10	6.8.1997	Furnishing of a certificate in SLPs in view of the amended provisions in SCRs vide notification dated 17.6.1997	386
	1.9.1997	Additions in the certificate notified in the Circular dated 6.8.1997	387

11	19.9.1997	Marking of annexures as P-1, P-2/R-1, R-2 by the petitioners/respondents	388
12	20.11.1997	Production of documentary proof/filing of affidavit is necessary to avail benefit of limitation	389-390
12A	20.11.1997	Directions regarding filing of SLP(Crl.) in the old pattern	390A
13	10.12.1997	All documents to be filed by the Advocate-on-Record himself or his registered clerk or any other Advocate duly authorized by him	391
14	18.12.1998	Directions regarding filing of counter affidavit and rejoinder affidavit in accordance with the Supreme Court Rules/Directions of the Hon'ble Court	392-393
15	28.5.1999	Petition should bear the date of drafting and affidavit should bear the same or subsequent date	394-395
16	13.3.2000/ 27.9.2001	Print of documents accepted at the filing counter should be sharp, clear and legible AND Directions regarding scrutiny of criminal contempt petitions at the time of filing	396-399
17	7.2.2001	Preamble to be properly checked at the time of filing (whether against interim order or final order)	400
18	26.9.2001	Carrying of files by the Advocates/clerks should not be allowed	401-402

19	8.11.2001	Irrelevant and unnecessary defects not to be pointed out and the defects should be notified in the first instance itself	403
20	24.6.2002	Regarding filing of matters by check list	404-414
21	21.11.2003	Regarding scrutiny of affidavits, counter/rejoinder in accordance with Supreme Court Rules and to check service of copy to the necessary parties	415-416
22	4.5.2006	Directions regarding scrutiny of Vakalatnama	417-419
23	5.7.2006	Timely transfer of files by Sections DEU/I-B	420-421
24	19.9.2006	Application for permission to be filed where the party was not before the Court below	422-424
25	29.9.2006	Introduction of e-filing facility	425-426
26	11.10.2006	Revised Listing Proforma	427-429
27	17.2.2007	Circulation of revised Sub-category List	430-443
28	18.6.2007	Separate registration numbers to be given to SLPs/Appeals in accordance with the number of orders challenged.	444

SUPREME COURT OF INDIA

No.F.70/Judl./2004

New Delhi, dated the 23rd Feb.2004CIRCULAR

It has been noticed that when an application by way of an appeal challenging the order of the Registrar under Order XVIII, Rule 5 or under Order X, Rule 6(5) Supreme Court Rules, 1966 is listed before the Hon'ble Court/Hon'ble Chamber Judge, the complete set of documents is not placed before the Hon'ble Court/Hon'ble Chamber Judge. Due to non-circulation of complete set of documents a lot of inconvenience is caused to Their Lordships while hearing the matter.

It is, therefore, directed that henceforth, all concerned should ensure that when such application/appeal against the order of Registrar is listed, the following documents must be placed before the Hon'ble Court/Hon'ble Chamber Judge;

1. Copy of the order of Registrar under challenge.
2. Copy of the application/petition which has been lodged.
3. Copy of the Judgment/Order giving rise to the application/petition.
4. Paper Book, if a matter is lodged.

If the Counsel/Party-in-person has not supplied the copy of the Order of the Registrar despite request, the same be placed before the Hon'ble Court/Hon'ble Chamber Judge by the Registry.

The above directions will be followed scrupulously and any lapse on the part of the concerned officers will be viewed seriously.

Sd/-
(J. K. SHARMA)
REGISTRAR (J-II)

Sd/-
(B.M. GUPTA)
REGISTRAR (J-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

No.F.71/Judl./2004

New Delhi, Dated:March 9, 2004

C I R C U L A R

It has been noticed that while listing the application provided for under Order VI, Rules 2 or 3 and under Order X, Rule 6(5), Supreme Court Rules, before the Hon'ble Judge sitting in Chambers, the application in question and the related documents are not flagged. Similarly, necessary office report as to the service position of the Chamber Summons, if any, taken out by the Counsel to the other parties for hearing of the application or as to the period of delay etc., wherever applicable, is not submitted. This causes inconvenience to the Hon'ble Judge in locating the relevant documents for perusal since the original file itself is placed before the Hon'ble Judge instead of a paper book.

It is, therefore, enjoined upon all concerned that in case of all such applications as are listed for orders before the Hon'ble Judge in Chambers, the application as well as the related documents should be properly flagged and an office report as to the service position of the Chamber Summons, if taken out, or as to the period of delay etc wherever applicable, should also be submitted and flagged. Before sending the files for listing, the index and pagination of the files should invariably be completed.

The above directions should be complied with scrupulously by all concerned.

Sd/-
(J.R.SHARMA)
REGISTRAR(J-II)

Sd/-
(B.M. GUPTA)
REGISTRAR(J-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

No. F.3/Jud1./06
18th March, 2006

C I R C U L A R

Vide Gazette Notification (Extraordinary) No. 76 Part-II-Section 3-Sub section (I) dated 1st March, 2006, Order VI, Rules 1 and 2 of Supreme Court Rules, 1966 have been amended as under:

1. In Rule 1 of Order VI, the following clauses shall be inserted after clause 27:

- (28) Application for condonation of delay in re-filing, provided the delay does not exceed 90 days from the date of notifying the defects.
- (29) Application for condonation of delay in filing process fee.
- (30) Issue of fresh summons and notices.
- (31) Application for extension of time for filing pleadings, provided that the Registrar shall not grant more than two extensions for the same purpose.
- (32) Application for cancellation of date on the written joint request of the appearing parties, provided the matter has not appeared in the final cause-list, on the date of filing of application.
- (33) Application for amendment of pleadings with the consent of all the appearing parties, or where the other side has not appeared.
- (34) Office Report for renewal of Fixed Deposit Receipts and Bank Guarantees.
- (35) Application for exemption from filing official translation.
- (36) Application for exemption from filing process fee and/ or spare copies.
- (37) All uncontested Interlocutory Applications of formal nature.
- (38) Any matter which in accordance with orders or directions issued by the court is required to be dealt with by the Registrar.
- (39) Imposing costs on the party in default of compliance of the orders passed by the Registrar.

2. In Rule 2 of Order VI, the following clauses shall be inserted after clause 30.

- (31) Summons for non-prosecution under Order XV, Rule 30 of Supreme Court Rules.
- (32) Office Report on default.
- (33) Application for exemption from paying court fee.

- (34) Application for condonation of delay in seeking substitution and application for substitution where it would involve setting aside an abatement.
- (35) Application for condonation of delay in re-filing where the delay exceeds 90 days from the date of notifying the defects.
- (36) Application of refund of security.
- (37) Application for withdrawal of any appeal/petition with the consent of all the appearing parties or where the other side has not appeared.
- (38) Application for exemption from surrendering.

3. In Rule 2 of Order VI, clause 14 shall be substituted by the following clause :

(14) Applications for enlargement or abridgement of time of time except applications for condonation of delay in filing Special Leave Petition.

4. Sub-Rule (1) of Rule 13 of Order XVI shall be substituted by the following sub-Rule:

13(1) Respondent to whom a notice in a Special Leave Petition is issued or who had filed a caveat shall be entitled to oppose the grant of leave or interim orders, without filing any written objections. He shall also be at liberty to file his objections within 30 days from the date of receipt of notice or not later than 2 weeks before the date appointed for hearing, whichever be earlier, but shall do so only by setting out the grounds in opposition to the questions of law or grounds set out in the SLP and may produce such pleadings and documents filed before the Court/Tribunal against whose order the SLP is filed and shall also set out the grounds for not granting interim order or for vacating interim order if already granted.

5. In Order XXI the following Rule shall be inserted after Rule 7 :

7A. The Respondent shall be at liberty to file his objections within 30 days from the date of receipt of notice or not later than 2 weeks before the date appointed for hearing, whichever be earlier.

8. In Order XXXV the following Rule shall be inserted after Rule 8:

8A. If the Court, on preliminary hearing, orders issue of show cause notice to the Respondent, he shall be entitled to file his objections within 30 days from the date of receipt of such notice or not later than 2 weeks before the date appointed for hearing, whichever be earlier.

Consequent to the amendment of Order VI, Rules 1 and 2 of Supreme Court Rules, 1966, Hon'ble the Chief Justice of India has been pleased to direct as under:

With effect from 3rd April, 2006

1. The matters which, under Order VI, Rules 1 & 2 of Supreme Court Rules can be heard before the Hon'ble Chamber Judge/Registrar shall not be listed before the Hon'ble Court and shall be listed before the Hon'ble Chamber Judge/Registrar, as the case may be.
2. Wherever an application which can be entertained by the Hon'ble Chamber Judge/Registrar under Order VI, Rules 1 & 2 is to be listed along with main matter or along with an application which can be heard only by the Hon'ble Court, that application will be listed before the Hon'ble Court and not before the Hon'ble Chamber Judge/Registrar.
3. All the Incomplete matters (including Final Disposal matters), viz; in which service is not complete on all the parties or counter/rejoinder has not been filed in terms of the order of

the Hon'ble Court, except matters in which a specific date has been given by the Hon'ble Court, will be listed before the Registrar.

4. No incomplete matter in terms of clause (3) above, except specific date matter shall be listed before the Hon'ble Court unless expressly directed by the Registrar or by the Hon'ble Court.
5. Wherever dates have already been given by the Registry, such matters attempt shall be made to list them before the Registrar on those very dates. However, the matters 'In-Person' shall be listed before the Registrar on after sending three weeks notice to the In-person.
6. As far as possible not more than 100 matters shall be listed before the Registrar on each date.
7. A notice will be issued to the Advocates requesting them to file application for cancellation of dates instead of circulating letters for adjournment in Ready matters. Such applications in respect of the matters scheduled to be listed on a Friday shall be accepted upto previous Thursday and in respect of matters scheduled to be listed on Monday upto previous Monday.
8. The List of Registrar shall be issued one day in advance on the pattern of daily lists for Wednesday and Thursday. Registrar shall hold the Court on every working day from Monday to Friday, from 11.00 A.M. till 4.00 P.M. or till he exhausts the Cause List, whichever is earlier.

9. Ordinarily, Registrar shall not give specific dates for listing the matters in the Court except for adequate and special reasons to be recorded in writing. However, he shall give specific dates in the matters directed to be listed before him.
10. Mentioning before the Registrar General will discontinue and can be made before the Registrar exercising powers of the Hon'ble Court delegated under Order VI, Rule 1 of Supreme Court Rules.
11. The Registrar shall not entertain the application for cancellation of dates in Special Bench matters as dates in such matters are given as per directions of the Hon'ble Presiding Judge of the Special Bench.
12. Application for change of date in fresh matters shall not be entertained by the Registrar.
13. Application for deletion of any Regular Matter which is shown in the Weekly or Daily List will not be entertained by the Registrar. Even at present Registry does not entertain request for adjournment for such matters.
14. If on account of listing the incomplete matters or the matters which can be listed before the Hon'ble Chamber Judge/Registrar under Order VI, Rules 1 & 2, the matters to be listed before the Hon'ble Courts are found inadequate, the dates in other matters noted for future dates shall be preponed in the following order:
- a. Previously deleted matters
 - b. "List after" matters
 - c. Simply Adjourned matters/ Registry Date

If still short of required numbers, the remaining matters shall be listed from the pool of old matters. Chronology shall be followed in the matters of the same category.

All the Joint Registrars/Deputy Registrars are directed to require the Section Officers working under them to identify those matters which are incomplete in terms of their circular and send a list of such cases, after personally verifying the same, to Registrar (J-I) within one week.

Sd/-
(V.K.JAIN)
REGISTRAR GENERAL

COPY TO: All concerned.

SUPREME COURT OF INDIA

No. F.10/Judl./1996
New Delhi, dated 23rd March, 1996

C I R C U L A R

Petitions for special leave to appeal (civil) Nos. 3501-3503 of 1994 were listed before the Court on 22nd March, 1996, when the Hon'ble Court after perusing the office report dated 27th day of January 1996, prepared by the office was pleased to observe that the report without mentioning the date of issue of the notice and the date of service thereof on the parties concerned is incomplete and has been pleased to direct that in future while preparing such reports, the date of issue and the date of service invariably be given in the reports, so that the court may know the exact date of service and the date of issue.

It may be mentioned that on 12th Jan., 1993 a circular enclosing therewith a format giving *service position was circulated to all the sections on 12th Jan., 1993 and printed formats are available in the Admn.(Material & Purchase) Branch. It appears that Judicial sections are not utilising the format regarding service position.

It is therefore enjoined upon all the S.Os./A.Rs. of Judicial sections that in order to avoid inconvenience to the Hon'ble Court in future, the reports on the format, as directed by the Court, must be prepared and circulated accordingly.

Sd/-
(L.C. BHADOO)
REGISTRAR (JUDL-I)

Copy to:
All concerned.

• Format attached.

MATTER FOR
COURT NO.

ITEM NO.

IN THE SUPREME COURT OF INDIA
CIVIL ORIGINAL JURISDICTION

OFFICE REPORT
(REGARDING SERVICE POSITION)

1. Matter No. :
2. Cause title :
3. Issue of Notice directed on :
4. No. of Respondents :
5. Notice issued on :
6. Notice returnable on :
7. Process fee & spare copies filed on :
8. Notice served on :
9. V/A taken on record in respect of Respondents:
10. Envelopes received unserved in respect of Respondents :
11. Neither unserved envelopes nor A/D cards received in respect of Respondents :
12. Whether 30 days have elapsed from the date of issue of notice :
13. Date of despatch of letters regarding postal enquiry :
14. When the ascertainment of completion of service was normally due :

DATED:

Sd/-
ASSISTANT REGISTRAR

P R O F O R M A
 IN THE SUPREME COURT OF INDIA
 CIVIL APPELLATE JURISDICTION

PETITION FOR SPECIAL LEAVE TO APPEAL (CIVIL) NO. _____

- Cause Title -

OFFICE REPORT

This Special Leave Petition has been filed against the Judgment and order dated _____ of the High Court of _____ in _____.

The parties before the High Court were as follows:

All the respondents/respondent Nos. _____ (Delete whichever is not applicable) appeared before the High Court.

The parties before this Court are as follows:

It is clear from the cause title given above that all the respondents/respondent Nos. _____ (Delete whichever is not applicable) are contesting respondents before this Court.

This court has on _____ directed issue of show cause notice to the respondents in the above matter. Show cause notice has been issued on _____ at the address of each of the respondents given by the advocate for the petitioner in the petition for special leave to appeal.

Respondent Nos. _____ have been served with show cause notice and A.D. cards, duly signed by the above-said respondents as proof of service has been received.

In respect of Respondent Nos. _____ neither A.D. card nor unserved envelope containing the notice has been received back so far even though the notice was sent to respondents on the address given in the matter and a period of 30 days from the date of issue of notice has elapsed.

In respect of respondent Nos. _____, the envelope containing the notice has been received back with the postal remark 'refused to receive'.

As far as respondent Nos. _____ are concerned, they are the officers of the Union/State Govt. and they have been made respondents in their official capacity in addition to the Union/State Govt. and the Union/State has already entered appearance through counsel, as such the vakalatnama duly executed by the Union/State Govt. shall ensure for its officers also and it is not necessary to have the service completed on these respondents individually.

In respect of respondents Nos. _____, the envelope containing the notice has been received unserved with the post remark 'No such person at the given address'. It is submitted that these respondents remained ex-parte before the High Court, it does not appear necessary to have the service completed on the respondents.

This petition arises out of writ proceedings before the High Court and Respondents Nos. _____, before this Court were also the petitioners alongwith the petitioner herein, before the High Court, as such the interest of these respondents is with the petitioner before this Court. Therefore, these respondents are proforma respondents and it is not necessary to have the service completed on these respondents.

The matter is listed with this report.

ASSISTANT REGISTRAR

P R O F O R M A

IN THE SUPREME COURT OF INDIA
 CIVIL APPELLATE JURISDICTION
 CIVIL APPEAL NO. _____

- Cause Title -

OFFICE REPORT

This is an appeal by Special Leave filed against the Judgment and order dated _____ of the High Court of _____ in _____.

The parties before the High Court were as follows:

All the respondents/respondent Nos. _____ (Delete whichever is not applicable) appeared before the High Court.

The parties before this Court are as follows:

It is clear from the cause title given above that all the respondents/respondent Nos. _____ (Delete whichever is not applicable) are contesting respondents before this Court.

Notice of Lodgment of Petition of Appeal has been served on all the respondents & respondent Nos. _____ have entered appearance before this Court through Shri _____, advocate.

Respondent Nos. _____ have not entered appearance before this court and appeal has been set down for hearing ex-parte against Respondent Nos. _____.

Original Record shall be called for as and when the Hon'ble Court wants the same for reference.

The appeal is listed before this Court with this office report.

Sd./-

ASSISTANT REGISTRAR

SUPREME COURT OF INDIA

No.F.9/Judl-I/1998

New Delhi, dated the 29th July 1998.

C I R C U L A R

It has been observed that as & when group matters/batch matters are listed before this Court, the office is not preparing a comprehensive office report in order to enable the Hon'ble Court to know the status of each appeal or S.L.P. as to whether the same is ready or not ready, for hearing. As such lot of inconvenience is caused to the Hon'ble Court while hearing the matters.

In order to overcome this difficulty it has been directed that the following procedure may be adhered while preparing the office report:

(1) Office report should be prepared indicating the service position as to whether the matter is ready for hearing or not and in case the matter is not ready, it should be listed with office report for directions.

(2) If the group matters/batch matters belong to the same section, a common office report appeal-wise/S.L.P.-wise should be prepared indicating the service position. In case the matter is not ready, it should be listed with office report for directions.

All the Section Officers are, therefore, directed to follow the above procedures/instructions without fail with immediate effect.

Sd/-
(L.C. BHADOO)
REGISTRAR (JUDL-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

No. F.I/RG(OSD)/1999

New Delhi, dated the 10th March, 1999.

C I R C U L A R

In Special Leave Petition (Civil) No.8220/92 State of Punjab Vs. Amrik Singh & Anr., the Court on 23rd February, 1999 passed the following order:-

"The S.L.P. appears to have been dismissed as early as on 31.7.1992. As such, no further order is required to be passed."

In this matter due to apparent negligence of the then dealing assistant, the Record of Proceedings dated 31.7.92 was not available in the file. Being a fresh matter lying in the Section, the concerned Section sent the file to Computer Cell for listing when the factum of disposal of the matter came to light. However, the date of disposal was shown as 3.8.92 in the computer. Efforts were made by the Branch to locate the relevant Record of Proceedings from the Bound Volume as well as from the Advocate. Letters written to successive Standing Counsel for the State of Punjab did not evoke any response. The request of the Registry to the Advocate to supply paper-books also proved futile. Ultimately the Branch got the matter listed before the Court with photostat paper-books, when the Court passed the above-mentioned order. The Branch, however, did not prepare any Office-Report causing inconvenience to the Court.

250

In order to rule out recurrence of such cases in future it is directed that all the Judicial Sections may immediately bring out the files where Record of Proceedings are not available and the files are lying the Branch. Endeavours may be made to have the Record of Proceedings traced from the Bound Volume or from the concerned Advocate. In any case the matter may not be listed before Court without obtaining appropriate orders from the senior officers. Whenever such a matter is listed a comprehensive Office-report may be given to the Court detailing the steps taken by the Registry.

The entire exercise may be done by the Sections within a month from today. Any file brought out thereafter will entail in serious disciplinary action against the concerned delinquents.

Sd./-

(L.C. BHADOO)
REGISTRAR (JUDL-I)

All concerned.

SUPREME COURT OF INDIA

No. F.24/Jud1/2000
29th February, 2000

C I R C U L A R

It has been observed at times that subsequently filed matters against a particular judgment/order are being listed without bringing to the notice of the Hon'ble Court by way of an Office Report about filing of the previous matter/s with their status against the same impugned judgment/order either by the same or other parties. Resultantly, there are more chances of conflicting orders being passed by, and inconvenience being caused to the Hon'ble Court.

2. For example, one such matter, viz., Crl.M.P. No.6417/99 (now SLP(Crl) No.4298/99 entitled Gopal Mahto Vs. State of Bihar) was listed before the Hon'ble Court on 22.11.1999 with Office Report mentioning therein that the petitioner had earlier filed SLP(Crl) No.432/95 against the same impugned judgment and that the same was dismissed by the Hon'ble Court on 12th February, 1996. This material and cogent fact was not mentioned in the earlier Office Report dated 2.11.1999 when the matter had come up for consideration before the Hon'ble Court on 15.11.1999 consequently causing inconvenience to the Hon'ble Court. Though the concerned Section obtained the information on three occasions from the Computer Cell whether the accused had filed any SLP earlier against the Judgment impugned, the Computer side did report in the negative.

3. Chances of commission of such lapses are more where subsequently jail petition is received from the accused directly or through Jail Superintendent and where previous matter has been filed through an Advocate and vice versa and also where there are more parties in a matter in which impugned Judgment/order has been passed.

4. It may be mentioned here that at the time of filing of the matter/s, the following data is being entered at the Filing Counter:

- (a) Date of the judgment/order under challenge;
- (b) Case No. (with year) of the matter in the Court appealed from;
- (c) Name of the Court/Tribunal having passed the impugned judgment/order;
- (d) Name of the Judge/s having passed the impugned judgment/order;
- (e) Name of the Petitioner(s)/Respondent(s)

5. In order to overcome this difficulty and to obliterate recurrence of such lapse in future, all the Sections on the Judicial Side, i.e., Section IB where the matters are registered and the concerned Judicial Section/s where the matters are being dealt with, are directed to follow the following guidelines scrupulously:

Section IB

Before registration of the matter the concerned registration clerk will check on the basis of the sources/information/data available in the Computer, as indicated above in para 4, as to whether any matter has already been filed in this Court against the impugned judgment/order.

Concerned Judicial Section

The concerned Assistant at the time of dealing with the matter should always check on the basis of the sources/information/data available in the computer, as indicated above, as to whether any matter has already been filed in this Court against the impugned judgment/order, in all the matters especially in the matters mentioned at para 3.

6. It may be mentioned that the data pertaining to the previously filed matter, upon its disposal, is transferred to the disposal directory and the material information thus remains available in the Computer.

Facility to retrieve information about disposal of matters has been provided to the Sections and the concerned officials while dealing with the matter can cross check in the Section itself.

7. Apart from the above, in such matters, the concerned Assistant will also cross-check about the already filed matters from the main Register maintained in the Section for the purpose. The information regarding case number and date of the impugned judgment shall also be provided in the register wherever applicable. The Section Officers shall ensure due maintenance of the said Register.

8. The above guidelines should be scrupulously followed by all concerned, failing which the matter will be seriously viewed and may even attract disciplinary action.

Sd./-

A.I. CHEEMA)
Registrar (J-II)
Copy to: All concerned

Sd./-

(B.M. GUPTA)
Registrar (J-I)

SUPREME COURT OF INDIA

No. F.31/Judl./2000

New Delhi, dated the 17th May, 2000C I R C U L A R

It has been brought to the notice of the undersigned that I.A. Nos. 5 & 6 (Application for bringing on record Legal Representatives of deceased Respondent No.6 and condonation of delay in filing the said application) in C.A. No.16791 of 1996 entitled Sh. Bhairu Rama Powar (dead) by Lrs. Vs. Sh. Maruti Gundu Kunakekar & Ors. were listed before the Court on 8th May, 2000 without mentioning in the office report the period of delay in filing the said application and, thus, putting the Court to inconvenience. Hon'ble Mr. Justice K.T. Thomas has directed that in such matters, where there is delay, the Registry must point out the period of delay in the Office Report.

It is thus emphasized upon the Dealing Assistants, Section Officers and Assistant Registrars, who are entrusted with the duty of preparing and signing the Office Reports, to ensure that in future such reports must indicate the period of delay and in no circumstances an incomplete office report is circulated to the Hon'ble Court.

Sd./-
(A.I. CHEEMA)
Registrar (J-II)

Sd./-
(B.M. GUPTA)
Registrar (J-I)

Copy to: All concerned

F.No. REF/60/2002/R.S.

Dated: May 11, 2002

SUPREME COURT OF INDIA
(RECORD SECTION)

C I R C U L A R

Sub: Notices sent to Bar Council of India on Statutory appeals under Section 38 of the Advocates' Act, 1961 preferred by punished Advocates.

It is brought to the notice of all concerned that there may be some matters in which the Bar Council of India may be arrayed as a party-respondent by the petitioner. The Hon'ble the Chief Justice of India has been pleased to direct that henceforth the matters in which Bar Council of India has been arrayed as a party-respondent, the Registry shall apprise the Hon'ble Court by way of an Office Report about the fact that the Bar Council of India has been arrayed as a party-respondent in the matter.

It is hereby directed that in future as and when such matters are listed before the Hon'ble Court, the concerned officials shall prepare an Office Report apprising the Hon'ble Court about the fact that the Bar Council of India has been arrayed as a party-respondent.

Sd./-
(B.M. GUPTA)
Registrar (Judl.I)

Circulated to all concerned on Judicial Side

SUPREME COURT OF INDIA

No. F.58/Judl./2003

NEW DELHI, Dated the 24th April, 2003

C I R C U L A R

By Circular No. F.13/Judl-I/1999 dated 11th August, 1999, it was directed that the practice of preparing Office Report in continuation of the earlier one be discontinued and every Office Report including revised Office Report submitted to the Hon'ble Court be cohesive and comprehensive and should specifically indicate in the concluding para on what aspects of the matter the orders are sought from the Hon'ble Court, so as to enable the Hon'ble Court to pass necessary orders. It has, however, been noticed that the latest status regarding service of the notices specifically in After Notice misc. matters are not being mentioned in some of the office reports, causing inconvenience to the Hon'ble Court. The word 'comprehensive' and 'cohesive' used in the earlier circular mentioned above includes, inter alia, the latest status regarding service of the notices on all the respondents.

The Office Reports to be issued in future should, therefore contain, inter alia, latest service position on all the respondents.

This direction also should be scrupulously complied with by all concerned and any lapse, in future, shall be viewed seriously.

Sd./-
Registrar (J-II)

Sd./-
Registrar (J-I)

Copy to: All concerned

Partially modified by Circular dt. 2.9.2003 (Next page)

SUPREME COURT OF INDIA

No. F.63/Judl./2003

NEW DELHI, DATED SEPTEMBER 2, 2003.

C I R C U L A R

In continuation of the Circular No. F.58/Judl/2003 dated the 24th April, 2003 by which it was directed that the Office Reports to be issued in future should contain latest service position on all the respondents specifically in after notice miscellaneous matters, it is further directed that in the after notice matters, in addition to what has been directed in the above Circular, the office report shall contain the details of the mode of service, i.e. in case of service effected by way of A.D. cards, the date of receipt of the notice and particulars of the recipients, with affixing of rubber stamps wherever done and the details of refusal of notice may also be indicated in the same manner. In case of affixing of notice on a place of the residence, the details thereof shall also be indicated. The same shall apply in case of dasti service indicating the date on which such affidavit has been filed.

This direction should also be followed scrupulously by all concerned and any lapse in future shall be viewed seriously.

Sd./-
(SURESH CHANDRA)
REGISTRAR (J-II)

Sd./-
(B.M. GUPTA)
REGISTRAR (J-I)

SUPREME COURT OF INDIA

No. F.64/Judl./2003

NEW DELHI, DATED OCTOBER 9, 2003

C I R C U L A R

Sometimes an Office Report about compliance of the Court's order in a pending or disposed of matter is required to be listed before the Court and as per the software programme for listing the miscellaneous matters, such an Office Report as well as any other Office Report for directions in a pending or disposed of matter hitherto appeared in the list under the category 'Fresh Matters' which is misleading and the Hon'ble Judges are put to unnecessary inconvenience inasmuch as they have to go through the entire paper-books all over again.

Software programme for listing miscellaneous matters has accordingly been modified and hereafter all Office Reports for directions or for compliance of the Court's Order will appear under the category "I.As./Crl.M.Ps. etc.". It is, however, directed that whenever an Office Report regarding compliance of a Court's order is listed before the Court, it should be captioned as 'Office Report about compliance of Court's Order dated' and the concerned Section should invariably flag the Office Report as well as the compliance report received from the concerned authority at the time of including the same in the paper book or

sending the same to paper-book Branch for inclusion, so that the Hon'ble Judges do not have to go through the entire paper book all over again.

The above direction should be followed scrupulously by all concerned and any lapse in this regard shall be viewed seriously.

Sd./-
(SURESH CHANDRA)
REGISTRAR (J-II)

Sd./-
(B.M. GUPTA)
REGISTRAR (J-I)

Copy to:
All concerned.

SUPREME COURT OF INDIA

No. F.74/Judl./2004

Dated 6th August, 2004C I R C U L A R

It has again come to notice that despite instructions issued by Circular Nos. F.9/Judl./99 dated 13.5.1999, F.12/Judl-I/99 dated 29.7.1999, F.57/Judl./2003 dated 20.1.2003 and F.72/Judl./2004 dated 12.3.2004, office reports/documents in cases where service position is known sufficiently in advance and/or the documents are ready for inclusion before the dispatch of the paper books to the residential offices of the Hon'ble Judges are circulated at the last minute. Such lapse causes great inconvenience to the Hon'ble Judges as the Hon'ble Judges have to go through the paper books once again.

It is, therefore, again impressed upon all concerned that the instructions issued by the above mentioned Circulars should be invariably followed and the office report in cases where service position is known sufficiently in advance as well as the document are ready for inclusion should be got included in the paper books by 1 P.M. on Wednesday in case of matters listed on Monday and by 12 Noon on Saturday in case of matters listed on Friday, instead of circulating the same at the last moment.

It has also come to notice that in many cases, office reports are not accurate and it causes great inconvenience to the Hon'ble Judges. It is, therefore, impressed upon all concerned to ensure that the office report must be complete and accurate in every respect.

The supervisory officers must ensure that the above directions are strictly complied with. Any lapse in complying with the above directions will be viewed seriously.

Sd./-
(J.K. SHARMA)
REGISTRAR (J-II)
06.08.2004

Sd./-
(V.K. JAIN)
REGISTRAR (J-I)
06.08.2004

Copy to:

All concerned.

SUPREME COURT OF INDIA

No. F.4/Judl./06

Dated: March 7, 2006

C I R C U L A R

It is hereby circulated for information of all concerned that the matters forwarded for listing under Rule 1 Order VI, of the Supreme Court Rules, 1966 are at times without Office Report and at times with Office Report having incomplete information.

All Section Officers shall ensure that the matters being forwarded shall include Office Report giving all necessary particulars for information of the Registrar.

Sd./-

(Ashok I. Cheema)
Registrar (J-I)

Copy to:

All concerned vide circulation list.

2(a) In cases where the preparation of the appeal record is dispensed with the counsel for the appellant shall be required to file the complete set of paper of the proceeding before the court appealed from. Accordingly, at the time of granting of leave, the Court Masters concerned must inform the counsel to file the complete set of papers within a specific time, given by the Court.

(b) And in cases where the preparation of appeal record is dispensed with, the Court Masters concerned, at the time of granting of leave, shall obtain specific directions of the Hon'ble Court regarding requisitioning of the original record. If such direction is given then and then only the original record should be requisitioned.

3. Save as aforesaid, the original record shall be requisition.

It is made clear that this circular is not applicable in the matters of criminal appeals.

These directions shall be followed scrupulously.

Sd./-

(L.C. BHADOO)
REGISTRAR (JUDL.)

Copy to:
All concerned.

SUPREME COURT OF INDIA

F.No. 56/Judl./2002

New Delhi the 18th December, 2002

C I R C U L A R

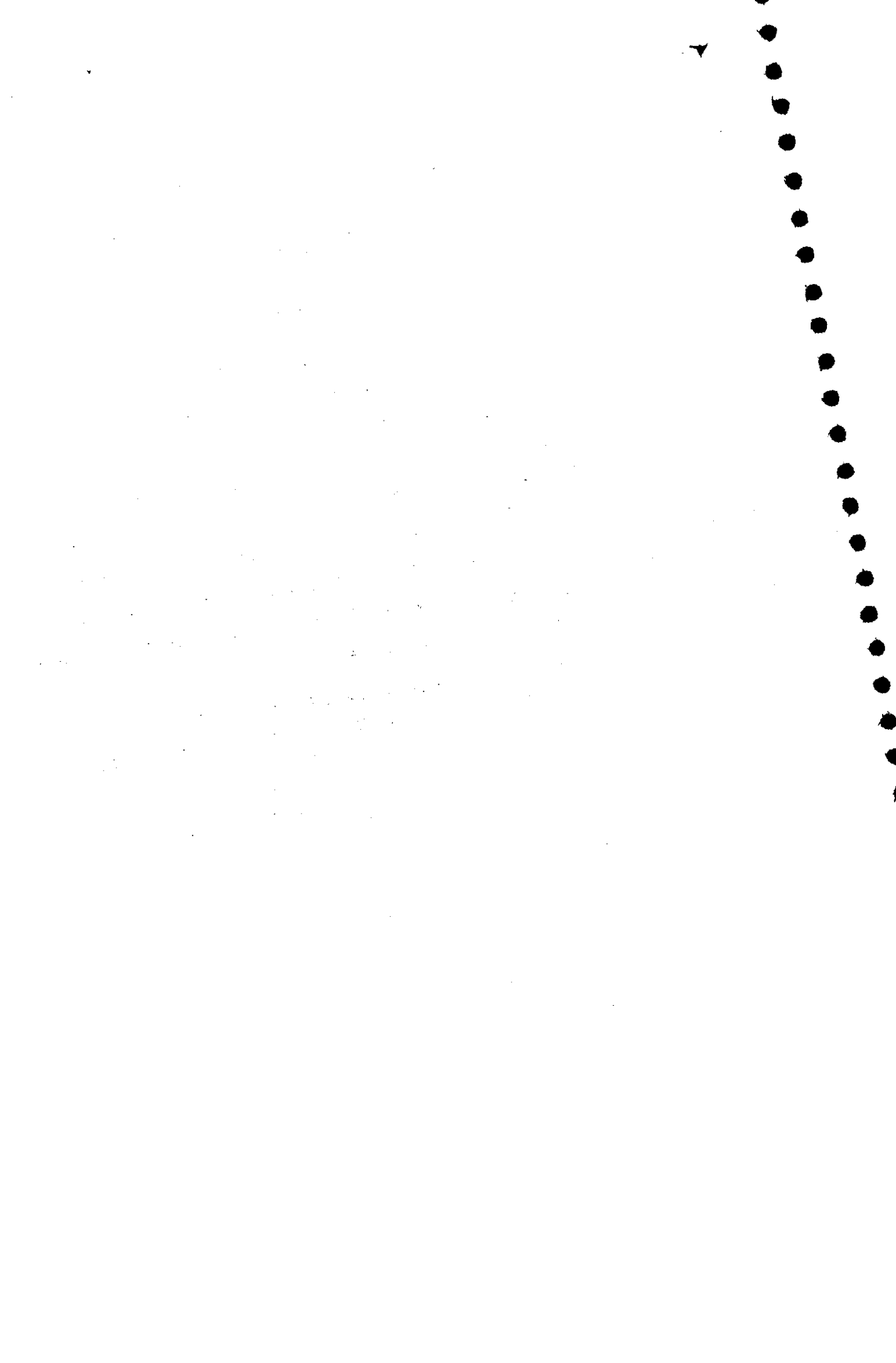
It has been noticed that in Civil Appeal No. 1766/84, Original Record was received from the High Court along with the List of Documents but the same was not returned immediately after disposal of the appeal on 8.10.1996 and the file was consigned to the Record Room. Later, on receiving a communication from the High Court in July 2000 for return of the Original Record, the same was returned on 22.11.2000. The High Court, however, pointed out that on checking the Original Record with the List of Documents, some documents were found to be missing.

In view of the specific instance cited above, it appears that under the existing procedure it is difficult to fix the responsibility in case any part of it is found to be missing as the Original Record passes through different hands/Sections in unsealed condition. It is, therefore, directed that henceforth the following procedure will be followed, for receipt and return of the Original Records so as to ensure that the Original Record remains intact:-

After diarising in R&I Section, the Original Records shall be sent to Section V in the same condition in which it is received and an entry shall be made in the Diary Register of Section V. Diary Register will contain the following columns:-

No. & Date	Date & Diary No. of R&I	Appeal No. & Cause Title in this Court & Section	Name of the High Court/Court concerned	Other remarks, if any
------------	-------------------------	--	--	-----------------------

Contd.....2.



The sealed/packed Original Record shall be opened and checked jointly by two officials, one each from the Section concerned and Section V. In case the Original Record is found unsealed, the same shall be checked jointly by three officials - one each from R&I Section, Section concerned and Section V. After checking the Original Record, appropriate entries shall be made in the Register named "Register of Original Records" in Section V. The above-mentioned register shall contain the columns as given below and shall be maintained yearwise. Register of Original Records in the proposed format shall be maintained from the year 2003 onwards and the Registers for the previous years shall not be disturbed.

REGISTER OF ORIGINAL RECORDS

Sl. No. & date of receipt	Appeal No. with cause title in Supreme Court and Section	Name of the concerned High Court/ Court with its Case No. and Cause Title	Jointly checked by (Names, designation & signature with date) and acknowledgment of the receipt of forwarding letter by official of the concerned Section	Whether O.R. in order or otherwise (mention the deficiencies if any)	Almirah /Shelf No.	Re-checked by (Name, designation & signature with date) for return to High Court/ Court concerned & remarks about condition of O.R.	Other remarks if any
---------------------------	--	---	---	--	--------------------	---	----------------------

On checking if the Original Record is found to be in order, remark O.R. in order shall be recorded on the forwarding letter received from the concerned High Court/Court and in case the Original Record is found in torn/mutilated condition or incomplete the same shall be recorded on the said letter and will be signed by all the officials who jointly checked the Record and Sl.No. of the O.R. Register, Almirah/Shelf No. shall also be mentioned thereon. The official of the Section concerned who checked the Original

Contd.....

who checked the Original Record shall bring the deficiency in the Record, if any, to the notice of his/her A.R. who will promptly point it out to the High Court/Court concerned in the acknowledgement letter and a copy of the said letter along with a copy of the forwarding letter and List of Documents, if any, shall be endorsed to Section V for keeping the same with the Original Record and a copy of the said letter along with the forwarding letter and the list of documents, if any, shall be kept on the concerned file in the Section. If the Original Record is received in the Registry without any List/Index of documents, the Acknowledgement Letter shall mention that "the O.R. has been received without any list/index of documents" and total number of files or sheets contained in the Original Record shall be indicated in the letter.

In addition an yearwise Index Register for the Appeals shall be maintained so as to identify the relevant entry in the Register of Original Records, Movement/Inspection Registers and also the Almira/Shelf No. This Register shall have the following columns:-

INDEX REGISTER

Appeal No.	S.No. & Year of O.R. Register	Almirah/ Shelf No.	Date & Sl.No. of Movement/ Inspection Register	Returned on
------------	-------------------------------	--------------------	--	-------------

As and when the Original Record in a matter is requisitioned by the Court Master, an entry will be made in a Movement Register maintained for the purpose with the following columns:-

MOVEMENT REGISTER

Date	Court No. & Appeal No. of this Court	Sl.No. & Year of O.R. Register	Name & Signature of the official who carried O.R. to Court/R&I	Date of receiving back & Name of the official who brought back the O.R.	Re-checked & kept in almirah by/packed, sealed and passed on to R&I for despatch by (Name, designation & signature)	Name, designation & signature of the official of R&I
------	--------------------------------------	--------------------------------	--	---	---	--

After the Original Record is received back from the Court, the same shall be checked again and put back in the almirah in the presence of S.O./Official incharge in his absence.

Similarly, as and when the inspection of the Original Record in a matter is allowed, the same will be inspected before the A.R. of Section V/Official Incharge in his absence and an entry shall be made in the Register maintained for the purpose with the following columns:-

INSPECTION REGISTER

Date of receipt of application	Appeal No. & date of inspection	Sl.No. & Year of O.R. Register	Time taken	Inspection made in presence of (name & designation)	Signature of Advocate and Officer concerned
--------------------------------	---------------------------------	--------------------------------	------------	---	---

After inspection, the Original Record shall be put back in the same Almirah in the presence of S.O./Official Incharge in his absence.

When the Original Record is returned to the Court concerned after disposal of a matter or otherwise, the forwarding letter shall be prepared by the concerned Section and shall mention that "the O.R. is returned herewith duly verified as per the letter/list of documents received from the said Court"

Contd.....5

and a copy of the List shall also be annexed with the forwarding letter. While returning the O.R. with the forwarding letter, it will be checked, packed and sealed in Section V itself in the presence of S.O./Official Incharge in the absence of S.O. and an official from the Section concerned and the sealed packet shall be sent to R&I Section with an entry in the Movement Register to the effect "Packed, sealed and passed on to R&I for despatch by (name, designation and signature)....." and the same will be acknowledged by the official of R&I with his name, signature and date.

Keys of the almirahs of the Original Records shall remain in the possession of the Section Officer, Section V who shall be the custodian of the Records and the Original Record will always be kept and taken out from the almirahs in his presence. In case the Section Officer is on leave, the official who is deputed to look after the work in his absence for the time being shall be the custodian of Records and the Original Records will be kept and taken out from the almirahs by him, as and when required, in the presence of one more official of Section V whose name and signature will be entered in the relevant Registers also. When S.O., Section V resumes duty from leave, he shall get the O.Rs. kept in the almirahs and handled in his absence checked. A slip signed by the S.O. shall always be pasted on the almirahs sealing both the doors. In the absence of S.O., the slip shall be signed and pasted by the Official Incharge in the presence of one more official of Section V recording his name and designation on the slip.

Contd.....6.

A revised proforma of each of the Acknowledgement letter and the Forwarding letter for return of the Original Record is enclosed herewith to maintain uniformity by all the Sections.

Sd./-

(R.C. GANDHI)
REGISTRAR (J-II)

Sd./-

(B.M. GUPTA)
REGISTRAR (J-I)

Copy to:

All concerned.

Contd.....7.

Section :

No.:

Date:

From: Assistant Registrar

To: (Name & Address of the concerned High Court/Court)

Civil/Criminal Appeal No.

(Cause Title)

Sir,

I am directed to return herewith the entire Original Record in the above-mentioned matter duly verified and sealed as per the List/Index of Documents (copy enclosed) sent with your letter No. dated

Please acknowledge receipt.

Yours faithfully,

Assistant Registrar

- 8 -

Section:

No.

Date:

From: Assistant Registrar
 To: (Name & Address of the concerned
 High Court/Court)

Civil/Criminal Appeal No.
 (Cause Title)

Sir,

I am directed to acknowledge receipt of the Original Record in the above-mentioned matter sent with your letter No. dated

I am, however, to point out that the Original Record has been received unsealed/sealed without any List/Index of Documents and the same contains (Number) files/(Number) sheets.

OR

I am, however, to point out that the Original Record has been received unsealed/sealed and on checking the same, it has been found to be in torn/partly torn/mutilated condition/incomplete inasmuch as the following discrepancies have been noticed:-

- 1.
- 2.
- 3.
- 4.

Yours faithfully,

Assistant Registrar

SUPREME COURT OF INDIA

No.F.1/Jud1/OR/2007

Dated 2nd February, 2007

C I R C U L A R

In order to streamline the procedure and for ensuring safe return of the Original Records, Hon'ble the Chief Justice of India has been directed to direct as under:

After disposal of the case, the concerned Judicial Section, while sending certified copy of the Order/Decree to the concerned Court or Authority, will also request them to depute a Special Messenger to take back the Original Record. A copy of the letter will be endorsed to Section-V/II or IIA, as the case may be, for necessary action.

Section-V/II or IIA will ensure that all the Original Records are returned promptly to the concerned High Court/Tribunal/Lower Court/Authority through the Special Messenger so deputed for the purpose after verifying his identity and noting down particulars of the record in the forwarding letter and getting it signed from the Messenger.

All the Judicial Sections are, therefore, directed to comply with the aforesaid directions and take necessary action for sending Original Records to the concerned High Court/Tribunal/Lower Court/Authority in respect of matters which have been disposed of, but Original Records are yet to be returned.

sd/-
(Sansi)
Registrar (Sec.V)

sd/-
(Ashok J. Cheema)
Registrar (Judicial)

Noted to :- All concerned

SUPREME COURT OF INDIA

No.F.2/Judl/OR/2007

Dated 21st February, 2007

CIRCULAR

In partial modification of Circular No. F.1/Judl./OR/2007 dated 2nd February, 2007, considering the difficulties that may be experienced by High Courts situated in far off places like Cochin, Bangalore, Madras etc. in deputing a competent official to this Hon'ble Court, whenever Original Records are to be sent back to such Courts from this Registry, in view of directions of Hon'ble the Chief Justice of India it is directed as under:-

After disposal of the case, the Original Record pertaining to High Courts in the far off places, i.e. Kerala, Madras, Karnataka, Andhra Pradesh, Guwahati, Orissa, Bombay, Calcutta, Patna, Jammu and Kashmir, Gujarat, Jharkhand and Sikkim be sent by Registered Post/Insured Parcel. However, the Assistant Registrar In-charge of the Section responsible for sending back the record, shall cause to verify that the Original Records are as per the index and that the Records are properly packed, strapped, laminated and sealed before giving it for despatch. In the letter returning the original records, the concerned Section will also request the Registrar of the High Court to get the records, on its receipt, opened, checked and detailed in the presence of an officer not below the rank of an Assistant Registrar of the High Court and to

...2/-

-2-

acknowledge receipt of the Original Records sent from this Hon'ble Court within three days of receipt of record. On receipt of such acknowledgment, the same shall be kept in the respective file. If no acknowledgment is obtained within two weeks of despatch of record, the concerned Assistant Registrar shall bring it to the notice of concerned Joint Registrar/Deputy Registrar, in writing, who shall pursue the matter with the concerned High Court till the acknowledgment is received and will bring the discrepancy/non-receipt of record, if any, to the notice of his Registrar.

The Receipt and Issue Section shall send the said parcels containing the original records by Registered Post/Insured Parcel insuring the same for an approximate amount of Rs.1,000/-.

As regards the return of original records to the rest of the High Courts, the procedure of sending the original record through Special Messenger as mentioned in the circular dated 2nd February, 2007 be continued to be followed.

All the Judicial Sections are, therefore, directed to comply with the aforesaid directions and take necessary action accordingly

sd/-
(T. Sivadasan)
Registrar (J-I)

sd/-
(Ashok I. Cheema)
Registrar (Section V)

Copy to all concerned.

SUPREME COURT OF INDIA

No.F.1/07/I & IA
Dated 28th February, 2007

C E R C U L A R

It has been noticed that the Paper-Books of the deleted matters are not returned immediately to the concerned Section-I or IA when such deleted matters are to be re-listed, it becomes difficult to trace out the Paper-Books of the Hon'ble CJI/Hon'ble Judges for sending the same timely at the residential offices of their Lordships.

All the AR-sum-PSs/PAs to Hon'ble the Chief Justice of India/Hon'ble Judges are, therefore, instructed to ensure that whenever the matter is deleted, paper Books of the same are returned immediately to the concerned Section-I or Section IA after affixing a slip on the Paper-Books mentioning thereon the date, court number and item number and obtain acknowledgment thereof in writing from Section-I or Section IA, as the case may be.

sd/-

(T.N.SANST)
REGISTRAR (AG)

to :
concerned.

SUPREME COURT OF INDIA
RECORD OF PROCEEDINGS

P. No. 21584/82 (In C.A. No.1530/77)

Mr. of Income Tax Kerala ... Petitioner

- Versus -

A Malini Arma (Dead) ... Respondent
for restoration of appeals & Office report;

Date : 27.8.82 : This matter was called on for hearing today.

AM :

HON'BLE MR. JUSTICE S.MURTAZA FAZAL ALI
HON'BLE MR. JUSTICE A. VARDARAJAN

For the petitioner : Mr. B.M. Abdulkhader, Sr. Adv.
Miss A. Subhashini, Adv.

For the respondent : Mr. S. Balakrishnan, Adv.
Mr. P.K. Pillai, Adv.

UPON hearing counsel the Court
made the following ORDER

This application for restoration is not maintainable. The application for restoration should be treated as review and placed in chambers by circulation after registering such petitions as review. Whenever such application is made, the office should register it as review petition. If counsel does not do so, then C.M.P. need not be registered in such cases. We would like to make it clear that where an appeal is dismissed for failure of compliance no question of restoration arise.

Sd/- K.C. Sethi,
Court Master

Copy to all officer of Sections
The directions above must be followed strictly in all cases.

Sd/-
REGISTRAR(JUDL.)

Item No.6

Court No.5

Section III

SUPREME COURT OF INDIA
RECORD OF PROCEEDINGS

Civil Miscellaneous Petition No. 10627-28/88 (In S.L.P. Nos. 274-79/88)

M/s Deep Chand Lal Chand

... Petitioner

- Versus -

State of Haryana
(For extension of time)

... Respondent

Date : 9.5.88 : (This matter was called on for hearing today.)

CORAM :

HON'BLE MR. JUSTICE RANGANATH MISRA
HON'BLE MR. JUSTICE N.D. GUHAFor the Petitioner/Appellants : Mr. Shiv Dayal Srivastava, Sr. Adv.
Mr. S.K. Bagga, Adv.

For the Respondent :

UPON hearing counsel the Court made the following

O R D E R

There was preemptory order which stated that in case of default without reference to this court the special leave petition was to be dismissed. The Registry should have no business to entertain the matter and list it without complying with direction. The period has expired and once time had expired the preemptory order should have been allowed to work out. The Registry should know its jurisdiction to continue the proceedings. The special leave petitions are accordingly dismissed.

Sd/-
(V.K. NIGAM)
COURT MASTER

IN THE SUPREME COURT OF INDIA
CIVIL APPELLATE JURISDICTION

I.A. NO. 3 OF 1996

IN

CIVIL APPEAL NO. 7496 OF 1996

Tamil Nadu Electricity Board & Anr. ... Appellants

Versus

Raju Reddiar & Anr. ... Respondents

O R D E R

It is a sad spectacle that new practice unbecoming of worthy and conducive to the profession is cropping up. Mr. Mariaputhan, Advocate-on-Record had filed vakalatnama for the petitioner-Respondent when the special leave petition was filed. After the matter was disposed of, Mr. V. Salachandran, Advocate had filed a petition for review. That was also dismissed by this Court on April 24, 1996. Yet another advocate Mr. S.U.K. Sagar, has now been engaged to file the present application styled as "Application for clarification", on the specious plea that the order is not clear and unambiguous. When an appeal/special leave petition is dismissed, except in rare cases where

...2/-

error of law or fact is apparent on the record, no review can be filed; that too by the advocate on record who neither appeared nor was party in the main case. It is salutary to note that court spent valuable time in deciding a case. Review petition is not, and should not be, an attempt for hearing the matter again on merits. Unfortunately, it has become, in recent time, a practice to file such review petitions as a routine; that too, with change of counsel, without obtaining consent of the advocate on record at earlier stage. This is not conducive to healthy practice of the Bar which has the responsibility to maintain the salutary practice of profession. In Review Petition No.2670/91 in CA No. 1867/92, a Bench of three Judges to which one of us, K. Ramaswamy, J., was a member, had held as under:

" The record of the appeal indicates that Shri Sudarsh Menon was the Advocate-on-Record when the appeal was heard and decided on merits. The Review Petition has been filed by Shri Prabir Chowdhury who was neither an arguing counsel when the appeal was heard nor was he present at the time of arguments. It is unknown on what basis he has written the grounds in the Review Petition as if it is a rehearing of an appeal against our order. He did not confine to the scope of review. It would be not in the interest of the profession to permit such practice. That part, he has not

obtained "No Objection Certificate" from the Advocate-on-Record in the appeal in spite of the fact that Registry had informed him of the requirement for doing so. Filing of the "No Objection Certificate" would be the basis for to come on record. Otherwise, the Advocate-on Record is answerable in the court. The failure to obtain the "No Objection Certificate" from the erstwhile counsel has disentitled him to file the Review Petition. Even otherwise the Review Petition has no merits. It is an attempt to reargue the matter on merits.

On these grounds, we dismiss, the Review Petition".

Once the petition for review is dismissed, no Application for clarification should be filed, much less with the change of the advocates and filing repeated petitions should be deprecated with heavy hand for purity of administration of law and salutary and healthy practice.

The application is dismissed with exemplary costs of Rs.20,000/- as it is an abuse of the process of court in derogation of health practice. The amount should be paid to the Supreme Court Legal Aid Services Committee within four months from today. If the amount is not paid, it should be recovered treating this direction as decree of the Court by Supreme Court

★

Legal Services Committee. The Registry is directed to communicate this order to the Supreme Court Legal Services Committee.

Sd/-
(K. RAMASWAMY)

Sd/-
(G.T. NANAVATI)

NEW DELHI,
DECEMBER 20, 1996.

SUPREME COURT OF INDIA

No. F. 16/Judl./1999
New Delhi, dated the 8th Sept., 1999

C I R C U L A R

It has been brought to my notice that on 1.9.1999 Review Petition Nos. 1095-1104/99, (In SLP(C) Nos. 28188-90, 28192-95 & 28107-99/95), Review petition No. 1111/99 (In SLP(C) No. 17058/93) & Review Petition Nos. 1093-1094 (In SLP(C) Nos. 16631-16632/96) were circulated before the Hon'ble Court (Hon. CJI, Thomas and Srinivasan, J) and Review Petition No. 1158/99 in CA No. 4814/97 was circulated before the Hon'ble Court (Hon'ble CJI and Wadhwa, JJ) without the original paper-books on the ground that after due preservation they had been weeded out but no office report was prepared in the matters. This has caused a great inconvenience to the Hon'ble Court.

In order to avoid such recurrence in future, it is hereby directed that all the Judicial Sections and Section I in particular will invariably follow the following directions:

a) While circulating the Review Petitions, the original paper-book of a particular Hon'ble Judge should be circulated to His Lordship;

b) The flying sheet of the paper-book containing the notings of the Hon'ble Judge should remain intact;

c) Limitation Report must find the place in the paper books of the Review Petition;

d) where the original paper-books in the matters (S.L.Ps, CAs, Writ Petitions & T.P.(C)/(CrL.) etc.) are not available, office report should invariably be prepared pointing out therein that the paper-books have been weeded out after due preservation under the rules; and

e) The condition of the paper-books must be thoroughly scrutinised and no paper book should contain shabby and torn pages.

Anyone found lacking in this regard will be seriously viewed and that may even lead to strict action against him.

Sd/-

REGISTRAR (JUDL.)

SUPREME COURT OF INDIA

No. F.40/Jud1/2001

New Delhi, 20th Jan, 2001CIRCULAR

It has been noticed that cases in which there are connected matters, many times the dealing assistants do not take care to keep the connected files complete in all respects. Earlier in this regard Circular No.39/Jud1.1/2000 dated 23rd November, 2000 was required to be issued. Recently in one of the SLPs two Review Petitions were filed. Both the Review Petitions were circulated to the Hon'ble Court and were dismissed on the same day. This fact was recorded in Computer. However, the dealing assistant completed record only regarding one of the Review Petitions. With the result that after some days the other Review Petition was wrongly circulated before the Hon'ble Court. It needs to be considered as to what would have happened if per chance the Review Petition were to be allowed or relief modified. Such negligence of listing or disposed of matters can lead to disastrous results.

It is thus directed that all dealing assistants should (in their own interest) be very careful when there are connected matters, to take care that the connected files are also kept upto date and complete in all respects.

As regards Reviews, it is directed that the Section Officers & dealing assistants should check from the Computer the status of the Review Petition, before sending the same for Listing before Court and entry regarding this should be noted in

the file. In the Listing Branch also, the Assistant Registrar should ensure that even, if the list is being generated manually, before circulating Review Petitions to the Hon'ble Court, status of the Review Petition is got cross checked from the Computer.

It is enjoined upon concerned officials that these directions should be followed scrupulously.

Sd/-

(A.I. CHEEMA)
REGISTRAR (J.II)

Sd/-

(B.M. GUPTA)
REGISTRAR (J.I)

Copy to:

All Judicial Sections

SUPREME COURT OF INDIANew Delhi, the 31st October, 1985.N O T I C E

In a matter which was listed before the Chief Justice's Court it was found that the date on which the affidavit was sworn was not mentioned in the copies of the affidavit which were included in the paper books. The Hon'ble the Chief Justice of India has directed that in future no affidavit shall be taken on file unless at the foot it bears the date on which it is sworn.

The members of the bar are, therefore, requested that before they file any affidavit they must ascertain that the date on which the affidavit is sworn is mentioned in the original affidavit and also on the copies of the same which are filed in the Registry. As per directions of the Hon'ble the Chief Justice of India, in future, no affidavit, counter affidavit or rejoinder filed in a particular matter shall be accepted if the date on which it is sworn is not mentioned on the affidavit, counter affidavit and rejoinder and on all the copies of the same.

sd/-

(A.N. OBERAI)
ADDITIONAL REGISTRAR
31.10.1985

IN THE SUPREME COURT OF INDIANew Delhi, dated 25th April, 1988CIRCULAR

In SLP (Civil) No. 2064/84 listed before the Court on 20.4.1988, during the course of hearing the Court was pleased to pass the following observations/directions:-

"Under the practice of the Court every filing advocate has the responsibility of providing a list of the dates which would not only indicate the chronological history of the litigation but also a cogent summary of the facts as to acquaint the learned judges as to what the litigation is about and what the findings of the different forums through which the litigation has passed are"

At page 3 of this paper book, a list of dates, has been provided which is extracted below for convenience.

LIST OF DATES

15/4/1980	:	Order of the Tahsildar, Maddur Taluk, Maddur in No.HC/CRA/79-80.
24/9/1980	:	Order of the learned single Judge in Writ Petition No.8251 of 1980.
18/3/1983	:	Order of the Division Bench of the High Court of Karnataka in Writ Appeal No.329 of 1983.

This certainly is not compliance with the requirement. The filing advocate says that he himself raised objection to the List of dates as prepared when the Special Leave Petition was filed. This is no explanation for the unhappy situation.

Every filing advocate has the responsibility for the proper shape of the paper book. If the plea that it has been prepared by somebody else is accepted and the filing Advocate's responsibility is over by noticing the defect then no discipline can be maintained. The Registry is directed not to allow registration of any matter where the list of dates is not in order.

Similarly in Writ Petition Nos. 8209 & 8921 of 1988 listed on 21.4-1988, the Court was pleased to pass the following Observations/directions:-

"During the hearing of these writ petitions, Volumes of documents including several affidavits have been placed before us. None of the affidavits bears its date. Undated documents create lot of difficulties in course of hearing and in the absence of dates, the sequences of filing in the Court cannot easily be ascertained.

This difficulty has been pointed out on several occasions but the situation has not improved. We, therefore, direct the Registry not to receive undated documents. The Registrar-General may bring this to the notice of all the sections dealing with the filing of papers."

In this connection the earlier circular dated 31.3.86 issued by this Registry under the directions of Hon'ble the Chief Justice is re-produced as Annexure to this circular.

In view of the directions quoted above and those

contained in circular dated 31-7-1986 the Members of the Bar are requested to comply with these directions of the Court scrupulously to avoid return of the papers by the Registry.

Sd/-
(S.Rai)
Registrar General

Copy to:

1. The Honorary Secretary,
Supreme Court Bar Association,
with the request to kindly bring the contents of this circular to the notice of all the Members of the Bar.
2. One copy to be hung on all the notice-boards outside the Court rooms.
3. All the Sections on the Judicial side.
All concerned to note for due compliance of these directions. Strict action will be taken against those found lacking in observance of these directions in future.

Sd/-
(R.N. Joshi)
Additional Registrar (I-II)

Circular dated 31-7-86 (on the next page)

SUPREME COURT OF INDIA

Dated : 31st July, 1986

CIRCULAR

Hon'ble the Chief Justice of India has given the following instructions regarding the practice direction which are circulated for information of the members of the Bar.

- (1) "On many occasions it has been observed that in the Petitions filed in the Registry proper list of dates is not filed. It has also been observed that some petitions filed are sloppy or slipshod in nature. It is hereby directed that if in future proper list of dates is not filed or sloppy or slipshod petition is filed, the case will be liable to be adjourned with suitable order of costs."
- (2) "If any affidavit or Writ Petition filed on behalf of a party contains blanks in the body or in the affirmation clause, which are not filled in, such affidavit or petition shall be returned by the office."

Sd/-

(H.S. Munjal)
Additional Registrar (J.I.)

SUPREME COURT OF INDIA

No. F.66/Jud1.1/95

New Delhi, dated 22nd September, 1995.

C I R C U L A R

Whenever the adjournment of the matter listed for hearing before the court is on the basis of a letter given by the Advocate, all the sections on judicial side are directed to include the adjournment proceeding along with that letter in the paper books.

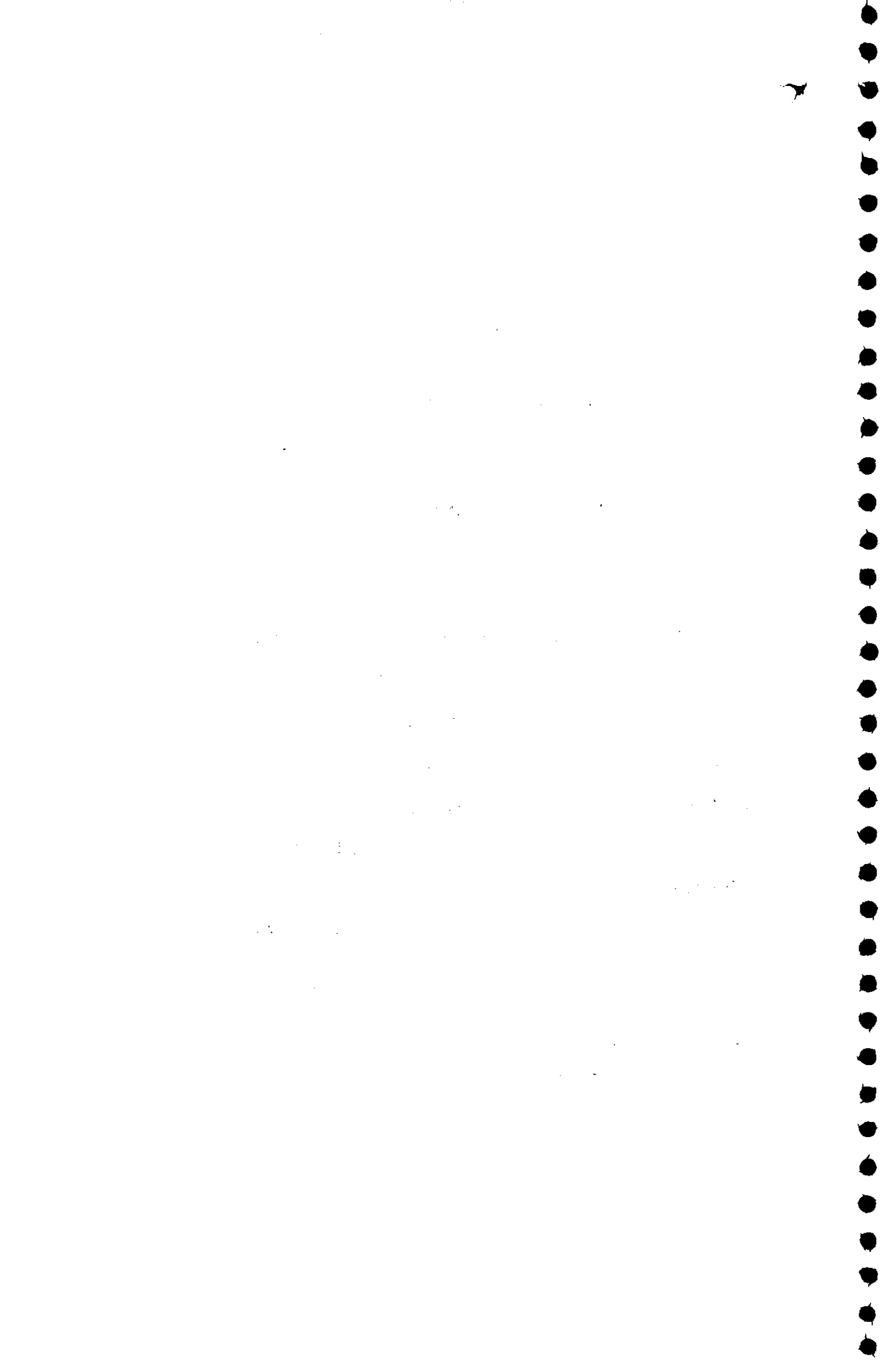
This practice must be followed by all concerned in future.

sd/-

(L.C. BHADOO)
REGISTRAR (JUDGE-1)

Copy to :

All concerned.



SUPREME COURT OF INDIA

No.F.69/Judl.I/95

New Delhi, dated 4th November, 95C I R C U L A R

In Writ Petition (Civil) No. 613 of 1991 entitled Tushar Dedhia Vs. the State of Maharashtra & Ors., listed before the Court on 3rd November, 1995, the inclusion in the paper book was not done and the Court took serious view of this. On scrutiny, I find from the record of the file that the inclusion was done but in the paper books of another Writ Petition bearing No.613 of 1995, which was also listed before the Court on 3rd November, 1995. This shows that the inclusion was done in the paper books of Writ Petition (Civil) No. 613 of 1995 instead of Writ Petition (Civil) No. 613 of 1991. After the inclusion is done by the dealing Assistant, there is no proper check to verify the inclusion either by the section concerned or by the Section Officer in charge of the inclusion section dealing with the inclusion of the documents in the paper books. I also find that an index of the documents included in the paper books is also kept on the file so that section dealing with this matter may also check as to whether the documents in question have been included in the paper books or not.

In future, the Section Officer of the section dealing with inclusion work will supervise the work done by the dealing hands working under him and verify the correctness of the inclusion and in addition, the section dealing with the matter shall also check the index placed on file as to whether the documents in question have been included and any lapse on the part of the officials concerned shall be viewed seriously, which may lead to taking up of disciplinary action.

Sd/-
(L.C. BHADGO)
Registrar (Judl-2)

Copy to :

All concerned.

280

SUPREME COURT OF INDIA

No.F.70/Judl.I/95

New Delhi, dated 4th November, 1995.

C I R C U L A R

It has come to my notice that the documents sent in a sealed cover to the residential office of Hon'ble Judges through R & I Section, no indication is recorded in the Peon Book to the effect that the envelope containing the documents was sealed one or not.

In future, Section Officer, R & I Section shall take every care and note down in the Peon Book the fact that the envelope being sent to the residential office of the Hon'ble Judges is properly sealed one, so that there may not be any confusion in future.

Sd/-

(L.C. BRADOO)
REGISTRAR (JUDL-I)

Copy to :

All concerned.

191

SUPREME COURT OF INDIA

No.F.73/JudL-1/95

New Delhi, dated 8th November, 1995.

C I R C U L A R

In the matters listed before the Court, sometimes the Advocates file documents just like counter affidavit etc., which are meant to be included in the paper books of the matters listed before the Court. The documents which are filed after the despatch of the paper books to the residential office of the Hon'ble Judges are circulated by the listing section to the residential office of the Hon'ble Judges and the Private Secretaries to the Hon'ble Judges are required to include those documents in the paper books with proper indexing. It is sometimes found that those documents are not properly tagged and they are lost due to non tagging of those documents in the paper books and the section concerned are under the impression that these documents have been circulated and must be in the paper books and when these matters are listed again before the Court, these documents do not find place in the paper books, which causes inconvenience to the Hon'ble Court hearing the matter and the explanation is called for of the erring officials.

In order to avoid such lapses, it is once again emphasised strongly on the Private Secretaries to the Hon'ble Judges that they must include such documents in the paper books with proper indexing, so that there must not be any inconvenience to the Hon'ble Judges, hearing the matters. Any lapse found in future shall be viewed seriously.

sd/-
(L.C. BHADOO)
Registrar (JudL-1)

Copy to :

All concerned.

SUPREME COURT OF INDIA

No.F.79/Judl-I/95

New Delhi, dated 28th November, 1995.C I R C U L A R

When the group matters are listed together for hearing and some of them are de-linked and directed to be listed sometime later, the paper-books of the main matter which stands disposed of by this Hon'ble Court should be preserved and kept with the paper-books of the de-linked matters so that when the de-linked matters are listed for hearing, the paper-books of the main matter may also be circulated for reference of the Hon'ble Judges hearing the de-linked matters.

Sd/-
(L.C. BHADOO)
Registrar (Judl-I)

Copy to :

All concerned.

SUPREME COURT OF INDIA

No.F.73/Judl-I/95

New Delhi, dated 27th August, 1996.C I R C U L A R

The Applications for intervention/impleadment etc. filed by third parties are included in the paper books of the substantive matters and after their disposal, these applications have no relevance with the main matter, but they still continue to be in the paper books of the main matters, which causes inconvenience to the Hon'ble Judges and moreover the paper books become voluminous.

In order to avoid inconvenience to the Hon'ble Judge, it is, therefore, directed that in future, whenever applications as mentioned above are filed, the paper books of such applications shall be prepared separately and shall be placed below the paper books of the main matter.

This practice shall be followed invariably and at the Filing Counter also, paper books of such applications with proper index etc. shall be insisted upon.

This practice shall be put into operation forthwith.

Sd/-
(L.C. BHADOO)
Registrar (Judl-I)

Copy to :

All concerned.

283-A

SUPREME COURT OF INDIA

No.F.7/Addl.R/97

New Delhi, dated 4th April, 1997.

C I R C U L A R

The explanations submitted by all concerned in pursuance of the order of this Court dated 3rd March, 1997 in Writ Petition (Criminal) No. 137/95 entitled Supreme Court Bar Association Vs. Union of India & Anr., were placed before the Hon'ble the Chief Justice of India on 4th of April, 1997, when his Lordship was pleased to direct that:-

1. Hon'ble Judges' paper books should not be made available either to Advocates or their Clerks.
2. All concerned are warned that in future such lapse will not be tolerated.

All concerned shall note the directions of Hon'ble the Chief Justice of India and comply with the same strictly and whoever is found lacking in future shall be dealt with seriously.

Sd/-
(V.K.DEORA)
ADDITIONAL REGISTRAR

Copy to :

All concerned.

SUPREME COURT OF INDIA

No.F.8/Judl-I/1998

New Delhi, dated 27th May, 1998.C I R C U L A R

It has been brought to my notice that when the Hon'ble Court passes orders for issue of notice in matters which are listed under 'CC' number in civil matters and under 'Cr.M.P.' number in Criminal matters, DEU-I branch automatically gives S.L.P. numbers in such matters. However, the concerned judicial section invariably do not intimate the Asstt. Registrar (IA Annexe - Paper Book Godown) of the S.L.P. number so given. This results in avoidable inconvenience to the staff working in paper-Book Godown as the paper-books remains as it is, i.e. under 'CC' or 'Cr.M.P. numbers in the absence of S.L.P. numbers.

In order to overcome this difficulty, and also for the smooth functioning of the Registry, it is impressed upon all the Section Officers on the judicial side that in future they should take immediate action to intimate the S.L.P. numbers, so given, in writing to the A.R. Incharge of Paper-Books Godown and simultaneously also send the relevant copies of the record of proceedings/files for appropriate action at his end.

It may also be mentioned here that this requirement was brought home vide circular dated 7th April, 1998 issued under the signatures of Asstt. Regr. (IA Annexe), which is not being adhered to by many sections. It has also been brought to my knowledge that on enquiry by the paper-book godown staff about the S.L.P. numbers of such matters, some of the judicial sections tries to supply the S.L.P. number over telephone, which is not consistent with the practice and also not proper. It is, therefore, once again enjoined upon the concerned officials of the Registry that this direction may be followed by all judicial sections scrupulously.

Sd/-
(L.C. BHADURI)
- REGISTRAR (JUDL-I)

Copy to :

All concerned.

SUPREME COURT OF INDIA

No.F.8/JudI-I/1998

New Delhi, dated 18th Dec., 98.C I R C U L A R

It has been observed that inspite of repeated instructions the judicial sections are not getting the documents included in the paper books even though they are received well in advance and sometimes they are being circulated to the Hon'ble Judges in the evening of penultimate day of hearing of the matter. This last minute circulation of papers/documents causes great inconvenience to the Hon'ble Judges as paper books are circulated to their Lordships four days in advance from the date of hearing and their Lordships would have already gone through the paper books before the additional documents are circulated.

In order to enable despatch of these documents in time and to avoid inconvenience to the Hon'ble Judges, it is hereby enjoined upon all the concerned dealing assistants, Section Officers & Asst. Registrars that in case additional documents are received in the matter which has appeared in advance list or final list then they should ensure that those documents are sent to the Section IA(Annexe Godown) with a remark that "The matter has appeared in the advance or final list. Please take prompt action and include those papers/documents in the paper books if the same are available in their section and

in case the same have already been sent to the Section I or IA as the case may be, then these documents should be included on the same day in the paper books, which are already with Section I or IA. In case the paper books have already been despatched to the residential offices of the Hon'ble Judges then the Section I or IA, as the case may be, should ensure that these additional papers/documents are sent to the residential offices atleast two days in advance so that the papers are included in the paper books before the Hon'ble Judges go through the matter.

It has also been observed that apart from above some Sections are in the habit of sending the circulation even after closure of office, i.e. 1.00 P.M. on Saturdays and 5.00 P.M. on other days, on the penultimate day of hearing of the matter, which is also not correct. Such circulation, by all means, must be sent to the Section I or IA, as the case may be, latest by 12.00 Noon on Saturdays and 3.00 P.M. on other days in order to enable Section I or IA to send those circulation papers to the residential offices well in time.

The supervising officers, i.e. Deputy Registrars, Joint Registrars & Addl. Registrars are also directed to take such steps in order to ensure the compliance of the above directions.

Anyone found lacking in this regard will be viewed seriously and that may even lead to disciplinary action.

Sd/-
(L.C. BHADOO)
REGISTRAR(JUDL.I)

Copy to :
All concerned.

OFFICE ORDER

No. 3/2000/R(J.II)
September 19, 2000.

1. Complaints have been received that at times the paper-Books sent to the residence of the Hon'ble Judges are not up-to-date. Many a times the Record of Proceedings of earlier date/s have remained to be included in the Paper Books. It causes inconvenience to Hon'ble Judges.

It is thus directed that on receipt of concerned files from Court Masters, the Dealing Assistants shall immediately (and in any case within three days, as far as possible) take steps to get prepared the required number of copies of Record of Proceedings/Orders passed by Hon'ble Courts and ensure their inclusion in the Paper Books of the Hon'ble Judges. For the purpose, photostat copies and files in original recording a note therein shall be sent to Section I-A (Annexe Godown). The concerned Dealing Assistant of Sec.I(Annexe) will then include the copies of proceedings in each paper book and return the file within 24 hours as far as possible indicating in it the action taken. It shall be the duty of the respective Section Officers to check and verify compliance on this count.

If above time schedules are not followed, concerned dealing Assistants shall record reasons in the noting part of the file/s.

-2-

2. Sometime a matter, which is adjourned by the Hon'ble Court with a direction to list it on a particular date or before a particular time, is not listed on the returnable/specified date etc. for non-availability of the Bench or for any other reason, and the Listing Branch invariably records the facts in the noting portion of the file. However, these remarks do not find their place in Hon'ble Judges' Paper-Books, as a consequence of which their Lordships while going through the Paper-Books do not find any reason for not listing the matter as per the directions contained in the last Record of Proceedings.
3. To overcome this difficulty, it is directed that in such circumstances, the Assistant Registrar concerned shall ensure that a brief office report, indicating the reasons in short, based on the noting of the listing side, for not listing the matter as per the last Record of Proceedings, is prepared and included in the Paper-Books so that the Hon'ble Judges could establish link between the last Record of Proceedings and the date on which the matter is coming up.
4. Any laxity in this regard shall be seriously viewed and the concerned Dealing Assistant, Section Officer and Assistant Registrar shall stand responsible for the same.

Sd/-
 (A. I. CHEEMA)
 REGISTRAR (J. II)

Sd/-
 (B. M. GUPTA)
 REGISTRAR (J. I)

Copy to:
 All concerned.

SUPREME COURT OF INDIA

No.F.38/Judl-I/2000
New Delhi, Dt. 23rd Nov.2000.

C I R C U L A R

It has been noticed that in SLP Nos. 7391/83, 5641/93 and 7392 of 1983 and connected SLP No.6523 of 1991, a common counter affidavit was filed in the Registry which was only included in the paper books of main matter i.e. SLP No. 6523/81 and copies of the said counter affidavit were not included in the paper books of other connected matters which were dismissed. Subsequently, when those SLPs i.e. 7391/93, 5641/93 and 7392/93 came up before the Hon'ble Court after having been restored, the said common counter affidavit was not included in the paper books which caused inconvenience to the Hon'ble Court and on this score the Hon'ble Court had to adjourn the matter.

In order to overcome this difficulty in future it is directed that the following procedure be adhered to as and when common counter affidavit/rejoinder affidavit/document is filed by the Advocate/parties:-

1. In case the sufficient number of copies of common counter affidavit/rejoinder affidavit/document in a group of matters have not been filed by the advocate/parties, they be asked to furnish the requisite number of copies of counter affidavit/rejoinder affidavit/document in each of the matter for the use of the Hon'ble Court and the same be included in all the paper books as well as in the concerned files.

-2-

2. The personnel at the filing counter should also ensure that as and when a common counter affidavit/rejoinder affidavit/document is filed by the Advocate/parties in a group of matters sufficient number of copies for each of the matter is filed by the concerned advocate/party.

All the concerned officials are therefore directed to follow the above procedure/instructions with immediate effect.

sd/-
(A. I. CHEEMA)
REGISTRAR (J. II)

sd/-
(B. M. GUPTA)
REGISTRAR (J. I)

Copy to:

All concerned.

★

SUPREME COURT OF INDIA

No.F.40/Jud1-I/2001

New Delhi, dated 28th March, 2001

C I R C U L A R

Writ Petition (C) No. 16/1991 entitled Ranjan Dev Vs. Union of India & Ors. was listed as Item No.5 before Court No.4 on 12.3.2001. It was a PIL matter having more than one volume of the paper books. The report received from NEEFI was included in the paper books along with an office report but the papers were not flagged and the volume number or page numbers were not mentioned in the office report which caused inconvenience to the Hon'ble Court.

To avoid such inconvenience to the Hon'ble Judges in future, it is directed that whenever a matter has more than one volume of paper books and some additional papers are received in the matter after last hearing and the paper books are still with the paper books section, it shall be the responsibility of the dealing Assistant and Section Officer of the section dealing with the matter to see that copies of the papers are circulated with an office report after proper paging is done; the papers are flagged with brief description; and volume number and page numbers of the papers are mentioned in the office report. The Assistant Registrar shall ensure compliance on this count before signing the Office Report. The copies shall then be sent to paper Books Section.

-2-

The paper books section will then be responsible for including the papers in the appropriate volume and complete the index at which time earlier flags, if any, shall be removed.

In case the paper books of the matter have already been circulated to the Hon. Judges, it shall be the responsibility of the Private Secretaries to the Hon'ble Judges to see that the papers are included in the appropriate volume and properly flagged as mentioned in the office report as may be there. They will also complete the index of the paper books.

These instructions should be followed scrupulously in future.

Sd/-

(A.I. CHEEMA)
Registrar (J-II)

Sd/-

(B.M. GUPTA)
Registrar (J-I)

Copy to:

All concerned.

CIRCULAR

F.66/Jud1/2003

Dated 11th Nov.2003

It has been observed that the subsequent inclusion of papers in the paper books such as Office Reports, copy of Record of Proceedings, Counter Affidavits, Rejoinder Affidavit etc. is not done properly. Sometimes, even the size of these papers are not of the same length and width, which disturbs the shape of the paperbooks and looks very odd. To avoid this, it is directed that:

1. Inclusion of papers in the paperbooks, in office or at the residence of Hon'ble Judge, such as office report, record of proceedings, counter affidavits, rejoinder affidavits etc. should be done carefully preferably with the help of punching machine and paper cutters so that the shape and size of the paper books are not disturbed and the papers included should not come out of the paper books.
2. The typing/preparation of office reports etc. on a computer sheet/paper is to be done in such a way that after cutting of the extra size of the paper for keeping it in the same shape and size of the paper books, the typed matter should remain in the center at the time of inclusion the same in the paper books.
3. DR paper books is to see that at the time of sending the paper books to the residence of Hon'ble Judges, the shape of the paper books is to be corrected and as far as possible the extra size of the paper should be cut down or folded to maintain the original size of the paper books.

The directions shall be followed scrupulously by every concerned.

(B. M. Gupta)
Registrar J-I

To: All concerned.

SUPREME COURT OF INDIA

No.F.72/Judl-I/2004
New Delhi, dated: March 12, 2004.

C I R C U L A R

A serious note has been taken by Hon'ble Judges about last minute circulation of the Office Reports/documents in cases where service position was known in advance or the documents were ready for inclusion before the despatch of paper books to the residential offices of the Hon'ble Judges. Such practice is clear contravention of the instructions issued vide Circulars dated 13th May, 1999 and 29th July, 1999 and reiterated Circular dated 20th January, 2003 and causes inconvenience to the Hon'ble Judges as the Hon'ble Judges have to read the paper-books again.

Similarly, written submissions or any other documents filed after the hearing of a matter is concluded and the Judgment/Order is reserved, the same are not promptly processed and sent to the residential offices of the Hon'ble Judges which is most likely to cause inconvenience to the Hon'ble Judges as the concerned Hon'ble Judge may be in the process of dictating the Judgment/Order.

It is, therefore, again emphasised that the instructions issued by the above mentioned Circulars should be strictly complied with and the Office Reports in cases where service position is clearly known in advance as well as documents

ready for inclusion should be got included in the paper-books by 1 P.M. on Wednesday in case of matters listed on Monday and by 12 Noon on Saturday in case of matters listed on Friday.

Similarly, as and when any written submission or any other document is filed after the hearing of a matter is concluded and the Judgment/Order is reserved, the same should be immediately processed and sent to the residential offices of the concerned Hon'ble Judges. In case the Hon'ble Court has not directed the parties to file the written arguments/submissions or some other documents and the same are filed by the parties, they should be circulated with the remarks "To be used with the leave of the Hon'ble Judge."

The supervisory officers must ensure strict compliance of the above directions. Non-compliance of the said directions by anyone in future will be viewed seriously.

51/-
(J.K. Sharma)
Registrar (J-II)

51/-
(B.M. Gupta)
Registrar (J-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

No.7/JudL/2004
Dated November 20, 2004.

OFFICE ORDER

All concerned are aware that in order to avoid any inconvenience to the Hon'ble Judges matters for Miscellaneous days are circulated at the Residential Offices of Hon'ble Judges 4-5 days in advance. It has been noticed that in fresh matters listed with "Office Report" the Report is not included in the paper Books at the time of circulation and is circulated just before a day or two of the listing date, which causes great inconvenience to the Hon'ble Judges.

Recently, in a fresh matter i.e. SLP(Cri.) ... 2004 entitled Buduy Mahto Vs. State of Jharkhand which was listed before the Hon'ble Court on 15th October, 2004 (Item No.24 Court No.9), the Office Report mentioning therein that a similar matter was dismissed by this Hon'ble Court, was circulated on 14th October, 2004 while the Hon'ble Judge had already gone through the Paper Book on 12th October, 2004. This caused lot of inconvenience to His Lordship. Since this was a fresh matter and the dismissal of the previous matter was already in knowledge, the Office Report should have been prepared well in advance and included in the paper

...2/-

Books before circulation, which could have avoided the inconvenience caused to the Hon'ble Judges.

Needless to mention that in the past too, circulars have been issued on the subject, impressing upon all concerned to prepare Office Reports whenever possible, well in advance and get the same included in the Paper Books before circulation. The instructions are therefore, not being carried out by the Branches.

It is therefore, once again impressed upon all concerned that henceforth, wherever possible, the Office Reports should be prepared and included in advance and where the documents are ready they should invariably be got included in the Paper Books before the Paper Books are sent to the Hon'ble Judges and last minute circulation should always be avoided as this causes lot of inconvenience to Hon'ble Judges.

Non-compliance of the above directions by anyone will lead to strict disciplinary action.

Sd/-
(J.K. Sharma)
REGISTRAR (J-II)

Sd/-
(V.K. Jain)
REGISTRAR (IJ-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

DATED: AUGUST 2, 2005.

In order to bring in efficiency and to avoid any inconvenience to the Hon'ble Judges the following guidelines/directions are to be followed scrupulously by all concerned:

1. Respective paper books of the Hon. Judges to be sent by S.O.I/S.O.IA at the residences of Hon. Judges as per schedule/directions of Hon. Judges strictly. It must be ensured that same paper-books are sent to the Hon' Judges which were sent at the initial stage.
2. All additional documents be got included in their respective paper-books as soon as they are received unless they are sent after sending the paper-book at the residential offices of the Hon' Judges.
3. All papers/additional papers are kept in proper order in the paper-book, no paper comes out of the paper-book and all the papers are of equal size. Officers dealing with in doing this work will supervise the work done by the officials working under them and shall ensure that the work has been done properly.
4. Paper books in matters which are being listed in the Suppl. List to be sent at least two days in advance.
5. S.Os must confirm that paper-books of all the matters sent at the residences of Hon' Judges are in proper order in all respects and no paper-book is left.
6. Documents received from Sections/A.R. (Circulation)/ deletion slips received from J.R. (Listing) A.R. (Listing) must be sent at the residential offices of the Hon' Judges on the same date.

-2-

7. In case there is any special bench matter listed, the concerned S.O. Section I and IA will inform the P.Ss for informing the Hon' Judges.
8. In cases the paper-books are sent at the residences of Hon' Judges in advance on the basis of court-wise draft list received from S.O.DEU-I/II before the final cause list is issued, the same must be brought to the knowledge of DR(CC)/S.O.DEU-I/II.
9. While listing Interlocutory applications for restoration, withdrawal, bail or stay, vacation of bail or stay, clarification/modification of court's order, the paper-books of the substantive matter viz. SLP, Appeal or Writ Petition as the case may be are also to be sent to the Hon' Judges alongwith paper-books of Interlocutory application.

sd/-

JOINT REGISTRAR(I)

COPY TO:

D.R. (PAPER-BOOKS)
D.R. (CC)
A.R. (PAPER-BOOKS)
A.R. (LISTING)
S.O. DEU-I
S.O. DEU-II
S.O. SEC-I
S.O. SEC. IA

Id. Regr. (J-I) for information please.

SUPREME COURT OF INDIA

No.F.4/IW-AA/06

Dated: 6th November, 2006.C I R C U L A R

Hon'ble the Chief Justice of India has been pleased to direct as follows:-

1. The Deputy Registrar(Courts) shall ensure that copies of all Orders/Record of Proceedings are sent to Copying Branch immediately after signing of the same by the Court Masters and also that the Paper-Books of the Hon'ble CJI/Hon'ble Judges are returned immediately to Section-IA Annexe (Paper-Books Godown in the basement) and the same are got received in writing by the Court Clerks/Peons from the staff of Section-IA Annexe, so that inclusion of Orders/Record of Proceedings may be done by the staff of Section - IA Annexe in all such Paper-Books.
2. After receiving copies of Orders/Record of Proceedings from the Court Masters/D.R. (Courts), Copying Branch shall make on the same day five copies of each Orders/Record of Proceedings relating to Writ Petitions and three copies relating to other matters and shall forward the said copies to Section-IA Annexe same day along with Cause List of such Orders/Record of Proceedings under acknowledgment. Delayed copies of Orders/Record of Proceedings shall be sent with a separate list.

3. Section-IA Annexe shall include copies of all Orders/Record of proceedings in the Paper-Books of the Hon'ble CJI/Hon'ble Judges, before keeping them in earmarked racks and shall also maintain record of inclusion.

These directions shall come into force with effect from 6.11.2006. All Judicial Sections will, therefore, dispense with the present practice of sending the copies of Orders/Record of Proceedings along with the files to Section-IA Annexe for inclusion. It is, however, made clear that inclusion of Orders/Record of Proceedings pending in any matter prior to 6.11.2006 shall be got included from Section-IA Annexe by the concerned Judicial Section without any delay.

All concerned are directed to take necessary steps accordingly for the compliance of the said directions. Non-compliance on any part will be viewed seriously.

Sd/-

(T.N.SANSI)
REGISTRAR
(IA ANNEXE)
6.11.2006

Sd/-

(S.G.SHAH)
REGISTRAR
(COPYING BRANCH)
6.11.2006

Sd/-

(A.I.CHEEMA)
REGISTRAR
(JUDICIAL)
6.11.2006

Copy to:

All concerned.

SUPREME COURT OF INDIAOFFICE OF REGISTRAR GENERAL16th December, 2006CIRCULAR

It has been reported that sometimes paper books are being sent late to the residential offices of the Hon'ble Judge, which causes inconvenience to their Lordships. The following directions are, therefore, issued for strict compliance by all concerned:

1. First 15 mentioning matters will be dealt with in all respects by A.R. (Mentioning) who will check the matters, prepare briefs and take all necessary steps to make them ready for mentioning. Paper-books shall be sent to the residential offices of the Hon'ble Judges so as to reach there latest by 7.00 P.M. In case, A.R. (Mentioning) happens to be on leave on a particular day, this work will be done by Mrs. Vijay Luxmi Kapoor, Joint Registrar. If both are on leave, Mr. M.P. Singh, Joint Registrar, will do this work. Difficulty, if any, in adhering to the time schedule will be brought to the notice of Registrar (Judl.I) for information and directions.
2. Mentioning matters beyond 15 upto 30 will be dealt with in all respects by Mrs. Vijay Luxmi Kapoor, J.R., who will check the matters, prepare briefs and take all necessary steps to make them ready for mentioning. Paper-books shall be sent to the residential offices of the Hon'ble Judges so as to reach there latest by 7.00 p.m. In case, Mrs. Vijay Luxmi Kapoor happens to be on leave on a particular day, this work will be done by Mr. M.P. Singh, Joint Registrar. If both are on leave, Mr. Ashok Kumar, Addl. Registrar, will do this work. Difficulty, if any, in adhering to the time schedule will be brought to the notice of Registrar (Judl.I) for information and directions.
3. Mentioning matters beyond 30 will be dealt with in all respects by Mr. Ashok Kumar, Addl. Registrar who will check the matters, prepare briefs and take all necessary steps to make them ready for mentioning. Paper-books shall be sent to the residential offices of the Hon'ble Judges so as to

reach there latest by 7.00 p.m. In case, Mr. Ashok Kumar happens to be on leave on a particular day, this work will be done by Mr. S.C. Malik, Addl. Registrar. Difficulty, if any, in adhering to the time schedule will be brought to the notice of Registrar (Judl.I) for information and directions.

4. Where the request for mentioning is received in a pending matter, the officer dealing with the request shall immediately call for the necessary information from all concerned Section Officer. It shall be the duty of the Section officer to give his report within one hour of receiving the request. Default, if any, on the part of any Section shall be immediately brought to the notice of Registrar (Judl.I) for information and necessary directions.
5. Deputy Registrar (R&I) will ensure, before leaving the office, that the paper-books of the matters in which request for mentioning are received have been sent to the residential offices of the Hon'ble Judges.
6. Any lapse in compliance of these directions shall be viewed seriously and will render the concerned officer to strict disciplinary action.
7. Failure, if any, to observe these directions in all respects, shall be brought by Registrar (Judl.) to the notice of the undersigned.

Sd/-
Registrar General

To all concerned.

SUPREME COURT OF INDIA

No.F.1/Judl./2007

dated: February 28, 2007.

C I R C U L A R

It has been observed that Interlocutory Application Nos. 1 to 6 of 2006 in disposed of Civil Appeals Nos. 767-769 of 1993 (K.Padmaraju @ Padmanabha Raju & Ors. vs. Sr. Regional Manager (F.C.I.A.P. & Ors) were listed before the Hon'ble Court on 4.1.2007 with paper books containing some pages of dim impression and not legible which were accepted and placed before the Hon'ble Court on the instructions of the Advocate to circulate at his risk. The Hon'ble Court while hearing the aforesaid I.As had taken a serious view of the practice followed by the Registry of accepting and circulating paper books with dim impression on some pages on the request of the Counsel to circulate the document at his risk which is not in accordance with mandatory provisions contained in Order X, Rule 1, Supreme Court Rules, 1966.

In view of the specific provisions contained in Order X, Rule 1, Supreme Court Rules, 1966, directions are hereby issued to all concerned not to accept and circulate paper books containing pages with dim impression, at the risk of the Counsel. The practice to accept and circulate defective paper books at the risk of the Advocate be discontinued forthwith.

All concerned are hereby directed to observe and follow these instructions scrupulously and failure to observe these instructions will be viewed seriously.

Sd/-
(T.Sivadasan)
Registrar (Judl.)

Copy to: All concerned.

SUPREME COURT OF INDIA

No.F.3/JUDL/2007
dated: April 9,2007.

C I R C U L A R

It has been noticed that Special Leave to Appeal (Civil) No.9874 of 2006 (The Secretary Renuka S.P. Mandal & Anr. vs. Nanda Maruti Bhalke & Anr.) was listed before the Hon'ble Court on 26.3.2007 without including copies of the proceedings/orders in the paper books sent to the Hon'ble Judges, though the Court on July 7,2008 issued notice and granted stay in the matter.

In Special Leave to Appeal (Civil) No. 3194 of 2007 (Uttar Haryana Bijli Vitran Nigam Ltd. and Ors. vs. Santosh Devi) which was also listed on 26.3.2007, the concerned dealing officials did not take steps to show I.A. No.1 of 2007 filed in the matter either in the Main Cause List or in the Supplementary List.

Again Special leave to appeal (Civil) No. 13185/2006 (Aloke Kanti Choudhury vs. Kalyan Kumar Sarkar & Ors.) was listed before the Hon'ble Court on 30.3.2007 without including copies of the Record of Proceedings dated 21.8.2006 in the paper books sent to the Hon'ble Judges.

The Hon'ble Court has taken a serious note of the repeated omission on the part of the concerned officials.

Attention of all concerned is, therefore, invited to the directions contained in this Registry's Circular No.F.4/IW/1-AA/06 dated

:2:

6th November, 2006, which are reproduced below for strict compliance by all concerned:

1. The Deputy Registrar (Courts) shall ensure that copies of all Orders/record of proceedings are sent to Copy Branch immediately after signing of the same by the Court Masters and also that the Paper-Books of the Hon'ble CJI/Hon'ble Judges are returned immediately to Section I-A Annexe (Paper-Books Godown in the basement) and the same are got received in writing by the Court Clerks/Peons from the staff of Section I-A Annexe, so that inclusion of Orders/Record of Proceedings may be done by the staff of Section I-A Annexe in all such Paper-Books.
2. After receiving copies of Orders/record of proceedings from the Court Masters/D.R. (Courts), Copying Branch shall make on the same day five copies of each Orders/Record of Proceedings relating to Writ Petitions and three copies relating to other matters and shall forward the said copies to Section I-A Annexe same day along with Cause List of such Orders/Record of Proceedings under acknowledgment. Delayed copies of Orders/Record of Proceedings shall be sent with a separate list.
3. Section I-A Annexe shall include copies of all Orders/Record of Proceedings in the Paper-Books of the Hon'ble CJI/Hon'ble Judges before keeping them in earmarked racks and shall also maintain record of inclusion.

These directions shall come into force with effect from 6.11.2006. All Judicial Sections will, therefore, dispense with the present practice of sending the copies of Orders/Record of Proceedings along with the files to Section I-A Annexe for inclusion. It is, however, made clear that inclusion of Orders/Record of Proceedings pending in any matter prior to 6.11.2006 shall be got included from Section I-A Annexe by the concerned Judicial Section I-A Annexe by the concerned Section without any delay."

...3/-

All concerned are once again directed to take necessary steps for the compliance of the aforesaid directions scrupulously and ensure that the paper-books sent to Hon'ble Judges are complete in all respects and copies of Orders/Record of Proceedings **are included** in the paper-Books. Strict disciplinary action will be taken against those who fail in complying with the above directions.

Sd/-

(T.Sivadasan)
Registrar (Judl.)

Copy to :-

All concerned.

SUPREME COURT OF INDIA

New Delhi, December 8, 1981.

N O T I C E

Pursuant to the Court's Order, whenever an ex-parte stay is granted or show cause notice is directed, formal order granting ex-parte stay or the show cause notice is not issued unless the Advocates file process fees and copies of the petitions. However, it has been observed that Advocates take certified copies of the Court's proceedings granting ex-parte stay or directing issue of show cause notice without filing the process fees etc. and thereafter default the filing of the process fees etc. It is, therefore, notified that copies of the Court's proceedings will also not be issued to any Advocate by the Copying Branch unless they produce a slip from the Section Officer concerned to show to the Section Officer Copying Branch that the process fees etc. have been filed.

Sd/-

(R.SUBBA RAO)
REGISTRAR (JUDL.)

Copy to:

1. With a spare copy to the Secretary, Supreme Court Bar Association, with a request to kindly have the copy of this notice affixed on the Notice Board of the Bar Association.
2. To all the Sections Officers on the Judl. side to please give a slip certifying that the process fees and copies have been filed.
3. Section Officer R & I, is directed not to issue any certified copy of the Court's proceedings in matters where ex-parte has been granted or show cause notice has been directed unless he is shown a slip from the Section officer concerned that the process fees and the copies have been actually filed.

SUPREME COURT OF INDIA

New Delhi, July 26, 1982

C I R C U L A R

The undermentioned procedure will be followed in respect of sealing of the Court's Orders and also of the certified copies to be issued to the parties.

I. After the order is fair-copies, the dealing assistant shall indicate on the file the number of copies required to be sealed for the issue at a particular time. The daftry of the said section will affix the red wafer only on such number of copies as may be required to be used that day. The dealing assistant after an order is ready for being signed shall put his full signature on the left hand bottom corner of the original order and on each copy of the Order that is required to be sealed. Then he shall send the file to the Deputy Registrar who after signing the original Order may send it to the Assistant Registrar concerned. The Assistant Registrar shall certify only such number of copies as are required to be issued that day. When the file is received back by the dealing Assistant he shall send the orders to the person incharge of the seal for sealing the original Order and the requisite number of copies.

II. A senior clerk will be incharge of the seal. They shall be assisted by a peon for sealing the Orders of the Court. The clerk incharge of the

seal shall look into the Orders brought for sealing and satisfy himself that they are signed by the Deputy Registrar and the Assistant Registrar. He will mark every body of the Order with a serial number (to be given by a numbering machine). He shall give the serial number on the record to be maintained by him daily of the matters sealed. The same number shall also be given on the right hand top corner of the original as well as of the copy. He will then get it sealed by the person in his presence and below the seal affix a rubber stamp "Sealed in my presence" and sign below in full. He will thereafter hand over the sealed orders to the person who brought the same.

III. The above procedure shall also be followed for certified copies required to be issued by the copying branch.

IV. The orders shall not be stapled as is being done now. They shall be stitched with green thread and the red wafer shall be affixed on the two ends of the said stitched thread.

V. The dealing assistant after checking that the Order has been sealed and signed shall send it to the issue branch for despatch.

VI. The above procedure need not be followed in the case of Show Cause Notices and Rule-Nisi.

BY ORDER

Sd/-

(R. Subba Rao)
Registrar (Judl.)
26.7.1982

Copy to : All concerned for necessary action.
The above procedure will come into effect from August 2, 1982.

SUPREME COURT OF INDIACIRCULAR

JULY 27, 1983.

It has been brought to the notice of the Hon'ble the Chief Justice of India that in some cases when notice has been issued to the respondent and he send some papers by post for being considered by the Court at the time of hearing the matter after notice stating that he will not be able to appear in person and that the said written submission may be taken into consideration, the office has been returning the same stating that there is no application for exemption from personal appearance and also that the papers sent by post cannot be received.

In all cases where papers are received by post stating that the said written submission may be placed before the Court in the absence of the person concerned, Hon'ble the Chief Justice of India has directed that the practice so far being followed i.e. returning the said papers should be discontinued and the papers received must be circulated to the Court for consideration.

Sd/-
Registrar (Judl.)

SUPREME COURT OF INDIA

New Delhi, the 5th March, 1990.

CIRCULAR

The Hon'ble the Chief Justice of India has directed that effective from date, the following practice shall be adopted in all matters where the Court directs issue of notice to the Union of India, State Government or any of its authorities :

"In future, in all matters in which the Court directs the issue of notice to the Union of India or to any State Government or to any of its authorities, the petitioner/appellant shall specify the proper department of the Union of India or the State Government as the case may be, on whom the notice is required to be served. The notice shall be served on the appropriate department and additionally on the standing counsel/advocate of the Union Government or the State Government concerned alongwith a copy of the petition with its Annexures. In addition to the usual mode of service, the petitioner may make a request to the Registrar for dasti service on the appropriate department and standing counsel. The standing counsel of the Union of India or the State Government concerned shall obtain necessary instructions from the appropriate department or authority.

In every matter where an application is filed for an ad interim stay or injunction against the Union of India or any State Government or any of its authorities, a copy of such application shall be served upon the Standing Counsel/Advocate for the Union of India or the concerned State Government before the matter is listed in Court, except when the Court otherwise directs."

As a corollary to the above direction, before a matter is listed for hearing after or before notice as the case may be before the Court, the Listing Section shall ensure that the above practice directions have been complied with.

No. RG/Judl./2/91

SUPREME COURT OF INDIA

New Delhi, dated March 8, 1991

CIRCULAR

IN RE: SLP (C) No. 5352/86 (Union of India v. Banwari Lal)

the Hon'ble Court had, on 19.12.90, directed issue of notice returnable in eight weeks, and, on the advocate filing the process fee and spare copies on 7.1.91, notice was issued to the respondent on 11.1.91, specifying the returnable date as 18.2.91, calculating the same from the date of the Court's Order i.e., 19.12.90. When the matter was placed on Board on 18.2.91, the Hon'ble Court was pleased to make the following Order:

"Notice was made returnable in eight weeks. Although notice was directed to issue by our order dated December 19, 1990 the notice was actually issued, on 11.1.91. The Special Leave Petition should have been put up only eight weeks after the issue of the notice. There are number of similar matters. The Registry should ascertain whether the period of the notice has expired or not before the Special Leave Petition is placed on Board. The order to be shown to the Registrar General for necessary action."

Keeping in view the above Order of the Hon'ble Court, the Hon'ble the Chief Justice of India has directed as under:

1. In cases where the Hon'ble Court directs issue of notices returnable within a specified period, the Advocates-on-Record/Petitioners/Appellants-in-Person who are required to file the process fee/spare copies in such cases shall file the same within seven days from the date of the Hon'ble Court's Order failing which the Registry shall not issue the notice unless the Court which has directed the issue of the notice makes a further order, on a separate application made before it, directing the issue of notice;

2. In cases where the process fee/spare copies are filed within the period stipulated above, the Registry shall issue notice soon thereafter and, in any case, not later than seven days from the filing of the process fee/spare copies, by calculating the returnable date from the date of issue of the notice.

The above directions come into operation with immediate effect.

By way of illustration, if the Hon'ble Court directs issue of notice returnable within six weeks on 8.3.91, the Registry will issue the notice only if the process fee/spare copies are filed on or before 15.3.91 arriving at the returnable date by calculating six weeks from the date on which the notice is being issued, i.e., suppose the process fee/spare copy is filed on 12.3.91 and the notice is being issued on 13.3.91, six weeks from 13.3.91 will expire on 24.4.91 and the returnable date for the notice will be 29.4.91 being the first Monday after the expiry of the notice period of six weeks calculated from the date of issue of the notice. If, however, the process fee/spare copy is not filed on or before 15.3.91, the Registry will not issue the notice unless the advocate/petitioner files an application for condonation of delay in filing the process fee/spare copy and obtains a further direction from the Court for the issue of the notice; and in such cases, the Registry will issue the notice within seven days from the date of such further orders.

Sd/-
(S.RAI)
REGISTRAR GENERAL
08.03.1991.

Copy to all concerned vide Circulation List.

Partially modified by Circular dated 3-4-91 (Next pages)

No.RG/Judl./3/91

Supreme Court of India

Dated: April 3, 1991

Circular

In S.L.P(Civil) No.2911/91 the Hon'ble Court had, on 14.2.91, directed issue of notice returnable in six weeks. The draft notice was approved on 16.2.91, typed fair on 18.2.91, signed by the Assistant Registrar on 21.2.91, and issued by the R&I Section on 22.2.91. The date typed on the notice was 18.2.91 and the returnable date for the notice, which was calculated from that date, was 1.4.91. When the matter was listed on 25.3.91 by mistake, the Hon'ble Court (Hon'ble Sharma and Panchhi JJ.) observed:

"Notice returnable in six weeks time has been issued on 22.2.91. In that view the case should not have been placed on the list today. Let the matter go out of the Board today".

Keeping in view the above observation, the matter could not be listed on 1.4.91 (the returnable date stipulated in the notice) as well, since there was a gap of four days between the date of the notice mentioned in it and the date on which the notice was actually issued and the returnable date arrived at did not fall in line with the observation made by the Hon'ble Court.

The present practice of putting the date of notice when it is being fair-typed will always leave a gap between 'the date of the notice typed in the notice' and 'the date of actual issue of notice by the R&I Section'. In order to bridge this gap direction 2 appearing on page 2 of Circular No.RG/Judl./2/91 dated 8.3.91 shall stand modified as under:

"2. In cases where the process fee/spare copies are filed within the period stipulated above, the Registry shall issue notice soon thereafter and, in any case, not later than seven days from the filing of the process fee/spare copies, by calculating the returnable date from the probable date of issue of the notice by giving a margin of four days for the actual issue of notice".

Sd/-
(S.RAI)
REGISTRAR GENERAL

Copy to all concerned
vide Circulation List.

No.RG/Judl./SLP(C)14266/91
SUPREME COURT OF INDIA

New Delhi, 14th September, 1992

C I R C U L A R

It is observed that no uniform practice is being observed by the Sections in the matter of issuing notices in cases where the notice is accepted by the advocate in Court, e.g., in SLP(C)No.6865/92 (Union of India Vs. IEL L.Co. & Ors.) the Hon'ble Court on 15.5.92 had made the following order:

"Issue Notice.

Mr. Debi Pal Singh, Sr.Adv. accepts notice. He seeks time to file a counter affidavit. This may be done by 30th July, 1992. Rejoinder, if any, may be filed within two weeks thereafter. List this matter in the third week of August, 1992 on a non-misc. day for final disposal. In the meantime the assessment proceedings will remain stayed and consideration of the claim u/s 72A will also remain stayed."

The Section concerned did not issue a notice in writing on the plea that the notice had been accepted by the advocate in Court. The Assistant Registrar (Listing) did not act on the reporting of the Court Master regarding listing of the matter in the third week of August, 1992 on a non-miscellaneous day because a notice had been directed to be issued. In this case, the Section concerned ought to have issued a notice in writing indicating the date of listing of the matter during the third week of August, 1992. It is, therefore, directed that henceforth, in cases where notice is accepted in Court, a notice in writing must invariably be issued to the respondent through the advocate who accepted the notice in Court and thereafter the file should be sent to the Deputy Registrar (Listing) for noting the date indicated in the notice.

2. It is also observed that very often the reporting given by the Court Master to the Assistant Registrar (Listing) is incorrect and incomplete leading to contradiction and confusion, e.g., in SLP(C) No.14266/91 (Tharavil Peedikavil Shahul Hameed & Anr. Vs. Tharavil Peedikavil Noorjahan & Ors.) the reporting given by the Court Master concerned on 3.8.92 was:

"List after four weeks."

However, the record of proceedings dated 3.8.92 stated that the Court had directed issue of notice also. The Assistant Registrar(Listing), acting on the reporting given by the Court Master, included the matter in the Advance List of 7.9.92; but the matter had to be deleted because the Section concerned had not issued notice in the matter. It is once again stressed that Court Masters must, in all cases, give correct and complete reporting to the Assistant Registrar(Listing) and, in case the order recorded in the formal proceeding deviates from the reporting made earlier, the Court Master must inform the Assistant Registrar (Listing) of the same and have the incorrect reporting corrected.

These directions must be scrupulously observed by all concerned.

Sd/-
 (VED PRAKASH SHARMA)
 REGISTRAR (JUDL.)
 14.9.92

Copy to:

All concerned vide Circulation List

SUPREME COURT OF INDIA
RECORD OF PROCEEDINGS

I.A.NO.5 in C.A. No.2336/85

The Food Corpn. of India Staff Union ... Petitioner

- Versus -

The Food Corpn. of India & Ors. ... Respondents
(For vacating stay)

Date : 17/9/92

CORAM :

Hon'ble Mr. Justice A.M. Ahmadi
Hon'ble Mr. Justice M.M. Punchhi
Hon'ble Mr. Justice K. Ramaswamy

For the Petitioner : Mr. Govinda Mukhoty, Sr.Adv.
M/s. Naresh Kaushik & Shankar Diwata, Advs.
M/s. Lalitha Kaushik, Adv.

For rr-1: Mr. D.D. Thakur, Sr.Adv.
Mr. Y.P. Rao, Adv.

For rr-2: Mr. Y.P. Rao, Adv.

For the respondent No.4: Mr. U.R. Lalit, Sr.Adv.
Mr. R.C. Verna, Adv.

For rr: Mr. S.K. Bhattacharya, Adv.
For rr: Mr. S.R. Bhat, Adv.
For rr: Ms. Madhu Moolchandani, Adv.
For intervenor: M/s. PS. Khara, MM. Kashyap, Advs.

UPON hearing counsel the Court made the following
ORDER

The I.A. is dismissed. The grievance of the learned counsel
for the intervenors that he was not served with copy of the
application, is not without substance. Henceforth the Registry should
ensure that the service is effected.

Sd/-
(Sunil Kumar)
Court Master

Sd/-
(Pren Lata Sharma)
Court Master

SUPREME COURT OF INDIA

No. SCI/JUDL.-IB/1/94.
New Delhi, dated 8th July, 1994.

CIRCULAR

According to the new scheme all fresh matters will be registered by Computer w.e.f. 8th July, 1994. S.L.Ps. and W.Ps. will be examined in Section I-B, as in the past, and will be registered in Section I-B itself. In case any S.L.P. or W.P. is found defective, the details of the defects will be fed into the system and will be available for queries. In the case of Transfer Petitions, Review Petitions, Suits and Appeals etc., these matters after being allotted Diary No. through the Computer, will be sent to the concerned branches for examination as per the practice in vogue. After such matters are examined by the branches and are found in order, these shall be sent to Section I-B for Registration through computer. However, the defective matter viz. Appeals, Transfer Petitions, etc. will wait for Registration till the defects are cured by the advocates concerned.

The aforesaid procedure shall be followed by all branches strictly w.e.f. 8th July, 1994.

Sd/-
(REGISTRAR (J-I))

Copy to:

All concerned.

SUPREME COURT OF INDIA

No. F.17/Judl.-I/1997

New Delhi, dated the 15th October, 1997

C I R C U L A R

Under Order XV Rule 11(1), Supreme Court Rules, 1966 the Registrar of the Court appealed from is required to serve Notice of Lodgment of Petition of Appeal on the Respondent and under Order XVI, (Rule 11, on grant of Special Leave, the Petition for Special Leave to appeal is treated as the Petition of Appeal to which the provisions of Order XV are applicable mutatis mutandis. However, recently a new proviso to Rule 11, Order XVI, SCR has been inserted to the effect that if the Respondent had been served with the Notice in the Special Leave Petition or had filed Caveat or had taken Notice, no further Notice is required after the lodging of Appeal.

An Office Report in Civil Appeal No.9315/1994- M/s. Bhor Industries v. Collector of Central Excise, was listed before the Hon'ble Court for directions as to whether the analogy of the proviso could be extended to the Appeals by Certificate or Statutory Appeals in which Chamber Summons/Notice of Motion has already been served before the service of Notice of Lodgment, i.e. in the cases where an application for condonation of delay in filing the Petition of Appeal has been filed, or where ex-parte stay is granted

and Notice is directed to be issued on the Stay Application, or after the filing of the Petition of Appeal one of the Respondents dies and an application for substitution of his Legal Representatives is filed. The Hon. Court has by its order dated 13th October, 1997 directed that the same procedure is to be followed in such cases as is indicated for a Special Leave Petition in the proviso to Rule 11, Order XVI, SCR, 1966.

The above direction of the Hon. Court is being brought to the notice of all concerned so that in future the Procedure for effecting service on Respondents should be followed in the type of cases mentioned above.

Sd/-
(L.C. BHADOO)
Registrar (J-I)

To:

All concerned.

Copy forwarded to all Additional Registrars, Joint Registrars & Deputy Registrars for ensuring compliance of the above directions and will also ensure by sample checking of files personally.

SUPREME COURT OF INDIA

No. F.17/Judl./1999

New Delhi, dated the 10th Sept., 1999

C I R C U L A R

It has been brought to my notice that whenever the Notices/Office Reports or other documents are sent to the R & I Section for their service upon the advocates who have their chambers or those who have no chambers or the party-in-person, at the address furnished by them, the Special Messenger/Class IV staff delivers the aforesaid documents through peon-book/delivery register to the above-mentioned parties but they do not write the names of the receiver and his relationship with the addressee.

The following instructions are issued for future guidance to be strictly followed by the R & I Section. Their Peon Book/Delivery Register shall contain :-

- i) Initial of the receiver;
- ii) Name of the receiver;
- iii) Relationship of the receiver with the addressee
- iv) In case no body is available at the address furnished the R&I Officials shall leave or push under the locked door the letter/notice/document at the above said address but the Peon-Book/delivery register must contain a report regarding the non-availability of the addressee or his clerk/agent or anybody else at the given address.

Inobservance of these instructions shall attract to strict/disciplinary action.

Sd/-
11.9.99
REGISTRAR (JUDL.)

SUPREME COURT OF INDIA

No. F.18/Judl./1999

New Delhi, dated the 16th Sept., 1999

C I R C U L A R

ITAs 2-4 in Writ Petition (C) No. 399/98 (for restoration etc.) were listed before the Hon'ble Court on 13.9.99 when the Hon. Court inter alia passed the following order :-

".....When the court directs notice to be issued to a party-in-person, it must be served on the party-in-person, regardless of the fact that he may be an advocate and that other notices delivered to advocates are served upon employees or associates of such advocates. Due attention will be paid to these observations in regard to the future."

In partial modification of the Circular No.F.17/Judl./1999 dated 10.9.1999 it is hereby directed that when any notice/summons/document is directed to be issued or served on a party in person, it must be served on the party in person only and nobody else, regardless of the fact that the party-in-person happens to be an advocate. These instructions shall be strictly followed by the R & I Section. All judicial Sections are accordingly directed to obtain the service report from the R & I Section and whenever the matter pertaining to a party-in-person is listed before the Hon. Court an office report, bringing to the notice of the Hon. Court the fact that the notice/summons/document has been served on the party-in-person personally, should invariably be prepared in the matter.

Sd/-
(B.M. GUPTA)
Registrar (Judicial)
16.9.99

Copy to : All concerned

IN THE SUPREME COURT OF INDIA

No.F.39/Judl.1/2001

Dated, January 9, 2001

CIRCULAR

It has been observed that when a petition is filed by a petitioner-in-person, defects are communicated to him/her and he/she attends the Registry personally to cure the defects. After the defects are cured the matter is registered and notice of the date of hearing of the matter is sent to the petitioner-in-person by post. Besides causing unnecessary inconvenience to the petitioner-in-person, sometimes the matter requires urgent hearing, but since the notice is sent by post and a date after a long period is given for hearing, the urgency of the matter is lost.

In order to overcome the above difficulties, it is directed that when a matter filed by a petitioner-in-person is defective and the petitioner-in-person cures the defects by attending the Registry, the file should be sent by the concerned Section for registration of the matter on the same day and the petitioner-in-person should be requested to get a date of hearing of the matter from Joint Registrar (Computer Cell) who will give a date to the petitioner-in-person as per previous practice/harms and get it noted from him/her.

Sd/-
(B.M. Gupta)
Registrar (J.I)

Copy to :
All concerned.

OF THE SUPREME COURT OF INDIA

No.F.61/Jud:11/000

New Delhi, dated, 7th August, 2003

CIRCULAR

In the Year 1998 Hon'ble the Chief Justice of India was pleased to direct that in every notice - Show Cause Notice, Rule nisi or Notice of Lodgment or Petition of Appeal issued by the Registry to the respondent a note may be appended at the bottom below the signature of the officer informing about the availability of Supreme Court Legal Services Committee and Supreme Court Middle Income Group Legal Aid Society in the Supreme Court. Accordingly a Circular dated 21st January, 1999 was issued in which the note to be appended with the notice was incorporated. Subsequently on 18th January, 2003 and 26th March, 2003 the Hon'ble Mr. Justice Syed Shah Mohammod Quasri directed that with every notice issued by the Registry a brochure about the Supreme Court Legal Services Committee be dispatched to the respondent and this direction was communicated to the concerned Officers on 29th March, 2003. However, it has been observed that some of the sections have discontinued the practice of appending the note as mentioned in the circular dated 18th January, 1999 and they are dispatching only the brochure of the Supreme Court Legal Services Committee. It is hereby clarified that the brochure was to be sent in addition to the note to be appended to the notices and it was not meant to be a substitute for the note.

It is, therefore, directed that henceforth all concerned should append the note mentioned in the circular dated 18th January, 1999 with every notice to the respondent and also send the brochure Supreme Court Legal Services Committee.

Sd/-
(Suresh Chandra)
Registrar (J-II)

Sd/-
(B.M. Gupta)
Registrar (I)

328
IMMEDIATE

CIRCULAR

No.80/Judl./2004/
Dated 9th December, 2004

It has been noticed that many a times, postal enquiries in respect of unreturned registered envelopes are not made promptly. It has also been found that when a process is returned unserved, concerned Advocate is not immediately requested to take suitable steps for completion of service. It has been further noted that Notices of Lodgment of Appeal sent to the High Courts for service are not returned either served or unserved for quite sometime and reminders are not sent promptly. Sometimes record of Courts below, requisitioned in terms of the orders of this Court, is not received promptly but no reminder is sent to the concerned court. These factors cause delay in further processing of the matters. The following directions are hereby issued for strict compliance by all concerned:

1. If the process sent by Registered Post is not returned either served or unserved, within 15 days from the date of issue, letter to Post Office to ascertain the service position shall be written immediately thereafter and simultaneously the concerned Advocate shall also be requested to take suitable steps for completion of service.

2. If no reply is received from the Post Office within 30 days of issue of letter to it and no steps are taken by the Advocate towards completion of service, within 30 days of issue of communication by the Registry, the matter in which no date

3. If Notice of Lodgment of Appeal sent to the High Court for service, is not received back either served or unserved within 60 days from the date of issue, a DO letter shall immediately thereafter be sent by the concerned JR to an appropriate officer in the Registry of the High Court. While endorsing copy of Notice to the Counsel, an option shall be given to him to seek service by registered post, directly to the party, by submitting additional copies & requisite Process Fee.

4. If the Notice of Lodgment of Appeal is not received either served or unserved within 30 days of writing of DO letter by the JR, the matter shall immediately be put up to the concerned Registrar for sending a DO letter to the RG/Registrar of the concerned High Court and for bringing the matter to his personal knowledge on telephone.

5. If and when any process is received back unserved for want of complete/correct address or it is reported that addressee was avoiding service, a letter shall immediately be sent to the counsel requesting him to take necessary steps for completion of service. If no steps are taken by the Advocate towards completion of service within 30 days of issue of communication by the Registry, action for non prosecution shall immediately be initiated in case of Appeals and the matter shall be listed before the Hon'ble Court along with suitable Office Report in other cases.

6. If record of Courts below requisitioned in terms of Order of the Hon. Court is not received within 60 days of issue of requisition, a D.O. letter shall immediately thereafter be sent by the concerned Joint Registrar to the concerned Court with a request to send the record immediately.

7. If the record of Courts below is not received within 30 days of writing of D.O. letter by the JR, the matter shall immediately be put up to the concerned Registrar for sending a DO letter to the RG/Registrar of the concerned High Court and for bringing the matter to his personal knowledge on telephone.

8. Every S.O. shall maintain a register for his Section on the lines of Peshi Register. All the matters in which notices/letters in terms of this Circular are issued shall be entered in that register against a date after 40 days from the date of issue by the Section e.g. the matters in which notices/reminders are issued on 1st December shall be entered in the register against the date of 10th January. However, the matters in which process is sent by registered post shall be noted after 25 days and the matters in which Notice of Lodgment of Appeal is initially sent to the High Court for service shall be noted after 70 days from the date of issue by the Section. On that date, S.O. shall ensure that suitable further action is taken in all such matters. Further date, after 40 days, shall again be noted in that Register.

9. The requisite steps, wherever required in terms of this Circular shall be taken in respect of all the cases in which the date of listing has been fixed, as well as in respect of 'Not Ready Matters' latest by 31st January, 2005.

10. JR. Incharge of the Section shall check the Registers of his Sections at least once in a week and shall immediately report non-compliance if any, of these instructions.

Sd/-
(J.K. Sharma)
Registrar (Judl.II)

Sd/-
(V.K. Jain)
Registrar (Judl.I)

7

332

SUPREMA COURT OF INDIA

NO.F.2/JUD.112

Dated: January 20, 1986

C I R C U L A R

The Honorary Secretary, Supreme Court Middle Income Group Legal Aid Society has, vide his letter dated 17th January, 1986, informed that the Society has increased the income ceiling of the litigants from Rs.1,20,000/- per annum to Rs.2,00,000/- per annum for availing of the services of Advocates from the aforesaid Society.

All the Judicial Sections are, therefore, required to make the necessary amendment in the Note appended in the Notices issued by the Registry, with immediate effect.

Sd/-
(S.K. Sharma)
Registrar (Judl.II)

Sd/-
(A.I. Cheema)
Registrar (Judl.I)

Circulated to:

All concerned.

Copy for information to: Shri Ranjit Kumar, Hony. Secretary,
109, Lawyers Chambers, Post Office Wing, Supreme Court Compound,
New Delhi.

SUPREME COURT OF INDIADated 20th January, 2006C I R C U L A R

It is circulated for information of all concerned that Courier has been engaged for providing courier services in the Supreme Court for delivery of letters, notices, summons, parcels, packets etc. to all the destinations. The Courier service provider will furnish the Proof of Delivery (POD)/ Delivery Run Sheet (DRS) or return unserved envelopes with proper report to R & I section which will be sent to the Sections concerned for their record and further process/ necessary action.

Sd/-
(J.K. Sharma)
Registrar (Judl.II)

Sd/-
(A.I. Cheema)
Registrar (Judl.I)

Copy to:

All concerned.

As directed by Hon'ble the Chief Justice of India, in Special Leave Petitions against interlocutory orders, which remain incomplete for want of service, the petitioner be asked to take dasti notice and serve it upon the advocate, if any, of the unserved respondent, in the Court/Tribunal against whose order the leave to appeal is sought for. This course will be in addition to usual mode of service of notice.

Sd/-
REGISTRAR GENERAL
31st August, 2006

Registrar (J-I)

Addl. Reqr. Mr. Malik

Discuss.

Sd/-
(A.I. Cheema)
31.8.06

Spoken/discussed.

All JRs/DRs/ARs/SOs to take note of the above direction and act accordingly.

JRs/DRs to ensure compliance.

SUPREME COURT OF INDIA

New Delhi, dated the 9th May, 1989

C I R C U L A R

Members of the staff are aware that under Orders of the Court passed recently, in Petitions for Special Leave to Appeal which are time barred, the application for condonation of delay alone is registered and listed for orders before the Court alongwith the Special Leave Petition without registering the latter to enable the Court to consider the application as well as the Special Leave Petition. It has been noticed that in many cases the Court while declining to condone the delay has passed orders dismissing the Special Leave Petitions. In view of the specific order of the Court dismissing the Special Leave Petition a question has been raised whether the SLP has to be registered and further whether in such cases a communication to the Court/Tribunal appealed from intimating it the dismissal of the SLP has to be issued. The matter has been duly considered and in order that a uniform practice is followed by all the branches in this behalf, it is hereby directed that on the dismissal of the SLP in the circumstances, the same will then be registered and usual letter intimating the dismissal of the Petition on the ground of limitation must go to the concerned High Court/Tribunal.

Sd/- (YOGINDER LAL)
REGISTRAR (JUDL.)

Sd/ (R.N. Joshi)
REGISTRAR

SUPREME COURT OF INDIA

New Delhi, the 14th Dec. 1990.

C I R C U L A R
No.4/Judicial/90.

Further to this Registry's Circular dated 9.5.89 it is hereby further directed that ;

(1) Where a petition for Special Leave to Appeal listed alongwith application for condonation of delay in filing the Special Leave Petition and taken up by the Court for preliminary hearing, is dismissed, the Lower Court whose order has been impugned shall be informed that the petition filed against the impugned order has not been admitted.

(2) Moreover no certificate of filing shall be issued under any circumstances where the S.L.P. is prima facie barred by time.

Sd/-
(S.Rai)
REGISTRAR GENERAL
14.12.90.

Copy to: All concerned.

No.F.SLP(C)No.11646/92
SUPREME COURT OF INDIA

October 15, 1992.

C I R C U L A R

It has come to notice that in a case where the Hon'ble Court allowed an application for exemption from paying Court fee in a fresh matter, the dealing assistant registered the petition without obtaining a formal order in writing of the Assistant Registrar for such registration. The computer was updated with reference to the date on which the application for exemption was allowed, although the petition was registered later, by reason of which the petition received undue priority in automatic listing over matters which had been registered earlier. In order to avoid recurrence of such undue priority being accorded in other cases in future, and, to follow a uniform practice, it is hereby directed that, after an application for exemption from paying court fee, or, condonation of delay in filing a Petition, or, permission to file a petition is granted, orders of the Assistant Registrar concerned should invariably be obtained for the registration of the petition before the file is sent to the Computer Cell for noting the matter for automatic listing. The date on which the Assistant Registrar orders registration of the petition will govern its priority in automatic listing. It is, therefore, incumbent on the dealing assistant concerned to enter such matters in the main register on the same day, note the registration number at the relevant place on the file cover after scoring off the earlier entry, if any, and pass on the file to the Computer Cell, the same day or the next day positively. This, direction should be scrupulously followed by all concerned.

Sd/-
(S. Rai)
Registrar General.

Circulated to all concerned vide
circulation list.

SUPREME COURT OF INDIA

No. F.6-Judl.-I/99

New Delhi, dated the 20th April, 1999

CIRCULAR

Civil Appeal No.1854/98 was filed by the employer and CA No.1855/98 by the employees against the same judgment of the High Court. An additional affidavit was filed on behalf of the employees in which facts were pleaded in addition to the facts pleaded before the High Court and Counsel for the employees sought to place reliance on the affidavit. The Hon. Court observed that no such affidavit could have been filed and taken on record without the express permission of the Court. The Hon'ble Court has, therefore, issued a practice direction that in future the Registry shall ensure that no affidavits are taken on record in pending appeals, if they set out facts, unless orders of the Court permit them to be filed.

In order to ensure strict compliance of the above orders of the Hon'ble Court it is enjoined upon all concerned that no affidavit of any sort - Counter, Rejoinder, Reply or additional affidavit will be accepted and taken on record unless it is accompanied by a copy of the Hon'ble Court's order permitting the same to be filed and taken on record and in the absence of such an order, there is a specific averment in the concerned affidavit to the effect that no facts which were not pleaded before the Courts below have been pleaded in the affidavit.

If after scrutiny it is found that additional facts have been pleaded in the affidavit concerned the same shall not be taken on record unless the Advocate-on-Record in the matter files an application for permission to plead the additional facts and obtains orders of the Hon'ble Court thereon permitting the affidavit to be taken on record. The Deputy Registrar/Joint Registrar of the concerned Section will be responsible for strict compliance of the above orders of the Hon'ble Court.

Sd/-

(B.M. Gupta)

Registrar (Judicial)

Copy:

1. The Secretary, Supreme Court Bar Association.
2. The Secretary, Supreme Court Advocate-on-Record Association.
3. All concerned in the Registry.

Supreme Court of India

No. F. 7/Judl - I/1999

New Delhi, Dated April 23, 1999

C I R C U L A R

The Petition for Special Leave to Appeal (Civil) No.13598 of 1998 entitled Vadodara Gramya P. Nivaran Samiti and another vs. Gujarat State Fertiliser Corporation Ltd. and others was listed before the Hon'ble Court on 19th April, 1999 when the Court was pleased to direct that :

"Registry should not accept any document except the counter without leave of the Court in any case. The rejoinder can also be taken on record only with the permission of the Court. The Registry should be careful in future."

The above Order of the Hon'ble Court is circulated to all concerned and it is directed that in future no document or rejoinder except the counter affidavit in Civil SLPs should be accepted and taken on record without permission of the Hon'ble Court in view of the above Order.

Sd/-
(B.M. GUPTA)
Registrar (Judl.)

To : 1) The Secretary, Supreme Court Bar Association
 ii) The Secretary, Supreme Court Advocate-on-Record
 Association
 iii) All concerned on the Judicial Side.

SUPREME COURT OF INDIA

No.F.13/Jud1/06

Dated 6th September, 2006OFFICE ORDER

Ref : (1) Circular No.F.3/Jud1./06 dated 18th March, 2006
(2) Office Order No.F.5/Jud1./06 dated 8th May, 2006

Hon'ble the Chief Justice of India has been pleased to direct that Special Leave Petitions (Civil):-

- 1) If the respondent who has been (a) duly served with notice does not enter appearance within 30 days from the date of receipt of notice and (b) also does not file any application for extension of time to enter appearance and/or to file written objections/reply/counter, the matter shall not be treated as incomplete only on account of non-filing of written objections/reply/counter by him.
- 2) If appearance or an application for extension of time to enter appearance and/or to file written objections/reply/counter is filed at any time before finalisation of Final Cause List, the matter shall be treated as incomplete qua that respondent and shall be listed before the Registrar.
- 3) If, however, the appearance or an application for extension of time to file appearance and/or to file written objections/reply/counter is filed after issue of final cause list, the matter shall remain listed before the Hon'ble Court but an appropriate Office Report shall be given.

All the Joint Registrars and Deputy Registrars of the concerned Sections are required to direct the Section Officers and Assistant Registrars working under them to identify those matters which are covered under the above-mentioned directions and if found 'Complete', immediately send the file to A.R. (Listing) to obtain a future date of listing.

The Dealing Assistants be cautioned to keep watch of the matters in terms of above clause 2 and 3 of the directions, and any change shall be informed to J.R. (CC) immediately.

In view of recent changes in listing procedures, as already directed, every Dealing Assistant and Section Officer handling files of Special Leave Petitions (Civil) shall be responsible to ensure that at all times in all Special Leave Petitions (Civil), due care is taken for immediately sending files of Special Leave Petitions (Civil) to J.R. (CC) to ensure that computer is updated whenever there is change in the status of such matters from 'Incomplete' to 'Complete' and vice-versa.

Sd/-
(Ashok I. Cheema)
Registrar (J-I)

Copy to : All Judicial Sections.

SUPREME COURT OF INDIA

New Delhi

DATED 17th AUGUST, 1984

C I R C U L A R

This relates to the procedure to be adopted in Civil Appeals in which the High Court has informed this Court that notice of lodgment of the petition of appeal could not be served on one of the several respondents due to the fact that the said respondent is reported to be dead and seeking further instructions in the matter. As and when such an intimation is received from the High Court, the section concerned has in the first instance to send a letter to counsel for the appellant informing him of the death of the said respondent and asking him to take steps for substitution of the legal representatives of the deceased respondent within a specified period, failing which a remark to the effect "dead-legal representatives not brought on record" would be made as against the said deceased respondent. If the advocate does not take any steps within, say, a period of 90 days from the date of intimation, the aforesaid remark shall be made in the record of the appeal as against the deceased respondent and the advocate for the appellant informed accordingly. This does not preclude the appellant from filing an application for substitution subsequently. The appellant could file such an application at any

time before the hearing of the appeal and if such an application is filed subsequently, it should be dealt with according to the rules governing substitution. Copy of the letters addressed to the counsel for the appellant should also be endorsed to the High Court concerned for their information and record.

The procedure mentioned above would apply to appeals in which there are several respondents out of whom one respondent is reported to be dead and the right to proceed survives against the surviving respondents which question would be decided by the Court at the hearing of the appeal. In case of appeals in which there is only one respondent who is reported to be dead, counsel for the appellant would initially be informed of the same and he has necessarily to take steps for bringing on record the Lrs. of the deceased sole respondent as the appeal cannot proceed against a dead person. If the counsel does not take the requisite steps for substitution within 90 days from the date of intimation or if the counsel informs the Registry that there is no surviving L.R. of the deceased sole respondent, then the appeal may be listed before the Court with an office report in that behalf for such orders as the Court may deem fit to pass.

It is understood that same procedure is not adopted by all the sections and the above circular is being

issued to all the sections on the Judicial side to bring about uniformity of procedure in a given set of circumstances as mentioned in the circular.

Sd/-
ADDITIONAL REGISTRAR.

Circulated to Joint Registrar, Deputy Registrars, Assistant Registrars, and all Sections on the Judicial side.

SUPREME COURT OF INDIA

No.F.6/Judl.I/96

New Delhi, dated 14th February, 1996.

C I R C U L A R

It has come to my notice that the circular No.F.71/Judl.I/95 dated 8th November, 1995 is not being complied with by the sections concerned. In future the following action will be taken by the sections as well as D.R. (Courts) :-

- (1) Whenever the Court directs the tagging of the matters the D.R.(Courts) shall send a copy of the record of proceedings to the Joint Registrar (categorisation), Shri Suresh Chandra.
- (2) The Section concerned on receipt of the record of proceedings directing the tagging of the matters shall send all the relevant files to the J.R. (categorisation) without any loss of time.

If the matters so tagged related to some other section the section receiving the record of proceedings shall send immediately a copy of the record of proceedings to that section and that section shall send the requisite files to the J.R. (categorisation).

These directions must be followed scrupulously by all concerned and any lapse in this behalf shall be taken seriously.

Sd/-
(L.C. BHADOO)
REGISTRAR (JUDL-I)
14.02.1996

Copy to : All concerned.

SUPREME COURT OF INDIA

No. JR (IB)/1/2000

13th September, 2000

C I R C U L A R

Relevant extract of Circular No.F.6/Judl.I.96 dated

14th February, 1996 issued by Ld. Registrar(J-I) reads :

The Section concerned on receipt of the record of proceedings directing the tagging of the matters shall send all the relevant files to the J.R. (categorisation) without any loss of time.

It has been noticed that Sections are not sending the files for tagging despite repeated requests from J.R. (I-B) much less taking the requisite action on their own and the matters remain untagged for weeks/months together. The direction is reiterated with the rider that it is the responsibility of the Assistant Registrars concerned to get their matters tagged at the earliest and in case of anything wanting they will be answerable for their inaction.

Sd/-
(S. MALIK)
JOINT REGISTRAR
SECTION - IB

CHAPTER XIDIRECTIONS AND PRACTICES RELATING TO
CORAM & LISTING:

The following practices are being followed by the Registry in the matter of grant of coram and listing of matters. The practices are based on directions, sometimes verbal sometimes written, or, on precedents, if there is no direction governing a particular situation. The practices are subject to change, even without intimation in general or in particular matters, where so ordered by the Hon'ble the Chief Justice of India from time ^{to} time.

A. CORAMFresh Matters :

(i) Fresh matters are allocated as per subject category, unless coram is given by Hon'ble the Chief Justice of India or by Filing Counter. The guidelines approved by Registrar General and presently being followed by Filing Counter in the matter of grant of coram are :

(a) If two or more fresh matters arise out of the

same/common judgment of the Court below.

Computer indicates similarity of matters. Such matters are ordered to be tagged together after scrutiny of both files.

(b) If one or more of such matters arising out of the same judgment of the Court below has/have already been listed/disposed of by this Hon'ble Court, coram of that matter is being given in the matters in hand and they are listed with Office Report giving the updated position of the similar matter(s) already listed/disposed of.

(c) If the High Court has disposed of two or more matters by separate orders solely relying upon a judgment, then Special Leave Petitions arising against those orders are tagged together.

(d) If one or more of such matters (item no.3) have already been listed/disposed of by this Hon'ble Court, coram of that matter is being given in the matters in hand and they are listed with Office Report giving the updated position of the matters(s)

already listed/disposed of.

(e) If it is stated in the petition/synopsis that an identical/similar matter has been disposed of by or is pending before a bench, and on scrutiny of the files it is confirmed that the matter referred in the petition/synopsis is identical to the newly filed matter, coram is given accordingly and the matter is listed before the Court with Office Report giving updated position of the matter stated to be identical/similar matter.

(f) If the matter is arising out of the same cause of action against which the Special Leave Petition has already been listed/disposed of (i.e., earlier the matter was remanded, or the earlier matter was against the interim order passed by the court below, or earlier the matter was against the main petition and now it is against the order passed in reviews) then Bench of that matter is allocated and the matter is listed before the Court with Office Report giving the updated position of the earlier matter.

(g) If earlier the matter was dismissed as withdrawn then Bench of the earlier matter is allocated and the matter is listed before the Court with Office Report.

(h) Matters are tagged, if cross parties are involved e.g. in transfer petitions, criminal matters, matrimonial matters and eviction petition.

(i) In accordance with the revised Listing Proforma dated 27th July, 2006, the following method is evolved in order to identify identical matters :-

1. Service matters GO No. or Notification No., if available, is given so that cases of other persons affected by the GO/Notification may be listed before the same Bench e.g. Mass suspension is challenged or there is a Common/Combined Seniority List.
2. Similarly, in Motor Accident Claim Matters, Vehicle No. etc. are used as catchwords in order to identify matters filed by or against the victims.

3. In a Criminal Matter - No question of law is extracted and FIR/RC/etc. with date of Registration and name and place of Police Station and Trial Court, case No. of Trial Court with date of Judgment, name and place of First Appellate Court with case No. and date of Judgment are fed so that matters filed subsequently by co-accused or complainant arising out of same proceedings are identified.

4. In Land Acquisition Matters - Particulars of land, Government Notifications, Government Order No. (u/s 4,6) its date, issued by Centre/State, exact purpose of acquisition and village involved are fed as catchwords so that matters filed subsequently and involving same land/same village/covered by same notification/purpose of acquisition are identified.

5. In Tax Matter - Name of the product which is taxable is given as a catchword with notification and date, if available, and whether similar Tax Matters of same parties filed earlier may be for earlier/other

assessment year) is also fed, so that matters relating to same, product and notification are identified.

In matters of Public Interest Litigation unique catchwords, like Taj/Forest/CNG are given so that matters involving same issue can be identified.

In Writ Petitions, if validity of an Act or its provision is challenged, they are used as catchwords, and also on the basis of the catchword of other similar matters.

8. In Civil matters Suit No., name of Lower Court with date of Judgment are also fed as catchwords in order to identify subsequently filed identical matters.

(ii) Important/sensitive fresh matters are put up by filing Counter, through Registrar (Judl.) to Hon'ble the Chief Justice of India for granting coram, if any, if coram is given, the matter is listed accordingly. If no coram is given, Registrar (Judl.) makes an endorsement accordingly on the note and returns it with direction to list the matter through computer as per subject category.

(iii) It has been decided on optional basis that if a fresh matter is filed along with a Check List duly signed by Advocate-on-Record, the matter will be accepted at the Filing Counter and shall be processed for registration, after scrutiny only of mandatory requirements. The Advocate shall be responsible for any wrong information being given in the Check List signed by him/her. It has also been decided in the matters filed along with Check List as well as in the matters which are refiled after removing objections, order for registration will be passed on the same day. On first listing of a fresh matter, if it is adjourned, coram of the Hon'ble Judges adjourning the matter, is noted in the computer. The first coram is of the Hon'ble Presiding Judge and second coram is of the other Hon'ble Judge member of the Bench.

(iv) When notice is issued in a fresh matter, coram of the Hon'ble Judges issuing notice is updated in that matter. The first coram is of the Hon'ble Presiding Judge and second/third coram is of the other Hon'ble Judge(s), member of the Bench. The same coram continues till either leave is granted or the matter is dismissed.

(v) When either leave is granted or the matter is dismissed, coram of Hon'ble Judges constituting the Bench which granted leave/dismitted the matter, as the case may be, is updated in the computer. The same coram continues in future whenever the matter is listed vide Part-I of the List.

(vi) If the Hon'ble Court directs listing or tagging with a matter pending in another Court, and the matter is listed accordingly, the coram of the matter, with which this matter is listed/tagged is given.

(vii) If a Miscellaneous Matter becomes part heard, coram of Hon'ble Judges who heard the matter partly is updated in the computer.

(viii) In Review Petition, coram of Hon'ble Judges who passed the order sought to be reviewed, is updated in the computer. After issue of notice the matter is listed before the Bench which issued the notice. On retirement of one of the Hon'ble Judges the matter is listed before the Hon'ble Judge constituting second/third coram. In case of retirement of both/all the Judges constituting coram in the matter, the case is listed through computer as per subject category.

(ix) If coram has been given in a fresh matter either by Hon'ble the Chief Justice of India or by Filing Counter, it is listed as per coram. Otherwise, the matter is listed before the Hon'ble Judge to whom it is allocated through computer as per subject category.

(x) If the first coram is not available on a particular day on account of non-sitting or retirement, the matter is listed before the Hon'ble Judge constituting the second coram. If second coram is also not available, the matter is not listed on that day.

(xi) If it is directed by the Hon'ble Court that the matter be listed before some other Bench, it is listed accordingly, through computer, as per subject

category. If the subject category is not allocated to any other Hon'ble Judge, the file is put up to Hon'ble the Chief Justice of India for coram.

(xii) If it is directed in writing that the matter be not listed before a particular Hon'ble Judge (constituting first coram), it is to be listed before the Hon'ble Judge constituting the second coram, if available. If, however, the Hon'ble Judge constituting the second coram is regularly sitting with the Hon'ble Judge before whom the matter is not to be listed, it is then to be listed before some other Hon'ble Judge through computer as per the subject category.

(xiii) If only one coram is available in a matter, due to retirement or there being a written direction not to list the matter before the Hon'ble Judge constituting the first coram and it is directed, in writing, not to be listed before the Hon'ble Judge constituting single coram, it is to be allocated through computer, as per subject category.

(xiv) Whenever any application is filed in a pending

matter after grant of leave it is listed before the Hon'ble Judge constituting the first coram of the Bench which granted the leave. If, however, the Hon'ble Judge constituting first coram has retired or is not available, the application is listed before the Hon'ble Judge constituting second coram.

(xv) If any application is filed in a disposed of matter, it is listed before the Hon'ble Judge constituting first coram of the Bench which disposed of the matter. If, however, the Hon'ble Judge constituting first coram has retired or is not available, the application is listed before the Hon'ble Judge constituting second coram. If, however, both/all the Hon'ble Judges constituting coram have retired, it is listed through computer, as per subject category.

(xvi) A Part Heard matter is to be listed before the Hon'ble Judges who heard it in part unless it is released, in writing, from part heard. If released from part heard in writing by the Hon'ble Judges constituting the Bench, the matter is to be listed

before the senior Judge who heard the matter in part, alongwith a suitable Office Report regarding its having been released from part heard. If there is specific written direction to list the matter before some other Court, the matter is to be put up to Hon'ble the Chief Justice of India for orders.

(xvii) We have directions from some Hon'ble Judges not to list certain matters before their Lordships. The information has been fed in computer. While allocating fresh matters the computer excludes the Court in which the concerned Hon'ble Judge is sitting on that date.

(xviii) If there is a direction from an Hon'ble Judge not to list the matter of a particular Advocate before His Lordship and Vakalatnama of that Advocate filed at any stage after first listing the matter is to be brought to the knowledge of Hon'ble the Chief Justice of India, but unless ordered otherwise by His Lordship, it is to be listed before the same coram along with an Office Report indicating filing of

Vakalatnama.

(xix) If single coram is available in a matter and the matter is not to be listed before the other Hon'ble Judge, Member of the Bench in which the Hon'ble Judge having coram in the matter is sitting, the Hon'ble Judges are apprised and if it is directed in writing that the matter may be listed before some other Bench, it is to be listed through computer as per subject category.

(xx) If a matter is adjourned pursuant to a letter circulated by the counsel; the proceedings does not indicate the period of adjournment and does not contain any direction for further listing, the matter is listed on the next available slot.

(xxi) On retirement of an Hon'ble Judge, the matters of the Bench presided by His Lordship are listed before the Hon'ble Judge constituting second coram in the matter. If the Hon'ble Judge constituting the second coram has retired, and there is no third coram in the matter, it is listed through computer as per subject category. This practice also applies

to Final Disposal matters. On retirement of an Hon'ble Judge, matters bearing sole coram of His Lordship are allocated through computer as per subject category unless the coram was given by the Hon'ble the Chief Justice of India. The matters in which coram of His Lordship was given by Hon'ble the Chief Justice of India are put up for obtaining fresh coram.

(xxii) If a fresh matter is listed before a Court and the Hon'ble Court directs listing before some other Bench or before a Bench of which one of the Hon'ble Judges before whom the matter is listed, is not a member, it is treated as a fresh matter and is listed through computer as per subject category, in the next final Cause List.

(xxiii) If there is change in the Sitting List, after issue of final Cause List and consequently some Bench(s) is constituted, that Bench takes up the cases shown in the final Cause List, in that Court.

(xxiv) If the Court directs listing of a Miscellaneous Matter as early as possible, the matter is listed through computer on the next available slot.

(xxv) If the Hon'ble Court issues notice and directs listing after 2/3/4 weeks, the matter is listed through computer on the first slot available after 2/3/4 weeks.

(xxvi) On Regular Side, the matters are listed as per subject category. If, however, a matter becomes part heard, coram of Hon'ble Judges who heard the matter partly is updated in the computer.

(xxvii) In Contempt Petition, coram of Hon'ble Judges who passed the orders alleged to have been disobeyed, is updated in the computer.

(xxviii) Whenever a matter is referred by a Bench of two Judges for decision by a larger Bench, the coram is allocated by Hon'ble the Chief Justice of India and is updated accordingly.

(xxix) In Curative Petition, coram of Hon'ble the Chief Justice of India two senior most Hon'ble Judges and the Hon'ble available Judges who decided the

matter, is updated in the computer.

(xxx) If a matter is referred to the Larger/Constitution Bench and is then referred back by the Constitution/Larger Bench to the Regular Bench, it is listed before the Hon'ble Presiding Judge who initially referred the matter to a larger Bench. If the Hon'ble Presiding Judge has retired by that time, the matter is listed before the second Hon'ble Judge Member of the Bench which initially referred the matter to the larger Bench. If the Hon'ble Judges who initially referred the matter have retired, it is listed as per subject category.

(xxxi) If a Regular Matter is kept awaiting the decision in another matter, it is listed after that decision, before the Presiding Judge and in case of his retirement, before the second Judge member of the Bench which rendered the decision, but, it is done with the approval of Hon'ble the Chief Justice of India. However, on Miscellaneous Side, the practice is to list the matter before the Hon'ble Judge having

coram in the matter, without putting the file to Hon'ble the Chief Justice of India.

(xxxii) If an application for early hearing of a Regular matter is listed/mentioned before Hon'ble the Chief Justice of India and is directed to be listed 'before appropriate Court', it is listed before the Hon'ble Presiding Judge to whom subject category of the appeal has been allocated. If the application is allowed, the appeal is also listed before the same Hon'ble Judge. If the category on regular side has been allocated to more than one Judges, the matter is listed through computer, by allocation amongst those Hon'ble Judges.

(xxxiii) If a Regular matter is directed to be listed in a particular month, it is shown in the first Weekly List of that month, through computer as per subject category.

(xxxiv) If a Regular matter is directed to be listed in month S/Y, it is shown in the last Weekly List of

month X.

(xxxv) Regular matters directed to be listed in the first half of an year are to be shown in the Weekly list in the first week of April that year, if the matters have already been not taken up by that time, irrespective of whether they are ready at that time or not. The matters which have been directed to be listed in a year without specifying in which part of the year they have to be listed, are to be shown in Weekly List in the last week of August that year, unless they have already been taken up, irrespective of whether the matters are ready by that time or not. Such matters have also to be treated as expedited matters and have to be included in the Terminal List as and when they are ready.

(xxxvi) If a Regular matter is adjourned without any direction as to its future listing, it is treated as adjourned for 4 weeks.

(xxxvii) If a specific date has been given by the Court in a matter, and it cannot be listed for reasons such as non-sitting/sitting in Constitution Bench/Special

Bench of the Hon'ble Judge constituting sole coram in that matter, the matter is deleted and the Hon'ble Judge is apprised. If any direction is given regarding its future listing, it is noted in the file and is complied.

(xxxviii) If a Three Judges matter is adjourned without direction as to its future listing, it is listed as and when the required Bench is first available.

(xxxix) Three Judges matters are not listed unless 3 Judges Bench of the required coram is available. If a specific date has been given by the Hon'ble Court and Three Judges Bench of the required coram is not sitting on that date, the Hon'ble Presiding Judge is apprised and further direction, if any, is noted in the file and complied.

(xii) If a Three Judges Bench matter is directed to be listed before a Court other than the coram given in that matter and it is not taken up by that Bench, the matter reverts back to its coram.

(xii) The matters in which coram was granted by Hon'ble the Chief Justice of India at miscellaneous stage is listed before the same coram even after grant of leave/rule nisi/admission of appeal.

(xiii) Regular matters are shown in the Weekly List in the following order :

1. Part-Heard (if any)
2. Group matters (10 onwards)
3. Three Judges Bench matters
4. Death cases
5. Jail matters
6. Election matters of Parliament Constituency and Assembly Constituency
7. Specially directed and adjourned matters
8. Prevention of corruption matters
9. Matters in which employees/workmen have become out of job due to dismissal, removal, compulsory retirement and retrenchment.
10. Matters relating to Senior Citizens of the age from 65 onwards.
11. Matrimonial matters
12. Old matters
13. After decision matters
14. Short matters

15. Expedited matters.

(xliii)The matters of high-up categories, which were not included in the Terminal List and become ready during the course of the year are also listed high-up.

(xliv)Fresh Matters registered from Monday to Wednesday are listed on next to next Monday and Fresh Matters registered from Thursday to Saturday are listed on next to next Friday. However, it has now been decided that Fresh Bail Matters where the accused is in custody and Habeas Corpus petition if registered between Monday to Wednesday will be listed on next Monday and if registered between Thursday to Saturday will be listed on next Friday, by way of Supplementary List/Final List.

(xlv)Once a Jail Petition/Bail Matter in which the accused is in custody, is adjourned, and the Hon'ble Court has not directed listing on a particular date or in a particular week/month etc. and notice has not been issued for a particular date, it will subject to order of the Hon'ble Court, be listed by way of next

Advance List. The same practice will be followed for listing of applications for early hearing/preponement of hearing.

(xlvi) Jail Petitions/Bail Matters where the accused is in custody, Habeas Corpus petitions and applications for early hearing will not be deleted on account of excess matters, except in unavoidable circumstances. It has also been decided that the concerned Sections shall complete processing of Jail petitions, where the accused is in custody, within one week and such applications shall be listed on the very first Miscellaneous day immediately after two weeks from the date on which the file is sent for listing.

(xlvii) Dates in After Notice miscellaneous matters are given in the following order of priority through computer :

- 6 Specific Date matters
- 7 "Adjourned for" matters
- 8 Matters directed to be listed in a particular month

15. Expedited matters.

(xliii) The matters of high-up categories, which were not included in the Terminal List and become ready during the course of the year are also listed high-up.

(xliv) Fresh Matters registered from Monday to Wednesday are listed on next to next Monday and Fresh Matters registered from Thursday to Saturday are listed on next to next Friday. However, it has now been decided that Fresh Bail Matters where the accused is in custody and Habeas Corpus petition if registered between Monday to Wednesday will be listed on next Monday and if registered between Thursday to Saturday will be listed on next Friday, by way of Supplementary List/Final List.

(xlv) Once a Jail Petition/Bail Matter in which the accused is in custody, is adjourned, and the Hon'ble Court has not directed listing on a particular date or in a particular week/month etc. and notice has not been issued for a particular date, it will subject to order of the Hon'ble Court, be listed by way of next

Advance List. The same practice will be followed for listing of applications for early hearing/preponement of hearing.

(xlvi) Jail Petitions/Bail Matters where the accused is in custody, Habeas Corpus petitions and applications for early hearing will not be deleted on account of excess matters, except in unavoidable circumstances. It has also been decided that the concerned Sections shall complete processing of Jail petitions, where the accused is in custody, within one week and such applications shall be listed on the very first Miscellaneous day immediately after two weeks from the date on which the file is sent for listing.

(xlvii) Dates in After Notice miscellaneous matters are given in the following order of priority through computer :

- 6 Specific Date matters
- 7 "Adjourned for" matters
- 8 Matters directed to be listed in a particular month

9 Notice matters where returnable date is given by branch

10 "Listed after" matters

11 Simply Adjourned matters/Registry Date

(xlviii) Registry gives dates in 25 matters on a Monday and 18 matters on a Friday so that fresh matters and the matters directed to be listed on mentioning, may be, accommodated. Usually about 60-65 Miscellaneous Matters are listed on a Monday and about 45-48 matters on a Friday. This is subject to specific directions, if any, as to number of matters to be listed in a particular Court through computer.

(i) Excess Miscellaneous matters are deleted/shifted in the following order through computer:

1. Matters taken from pool of 45/60 days old matters (Not applicable to Final Disposal matters)
2. Simply Adjourned matters/Registry Date matters
3. "Listed after" matters
4. Notice matters where returnable date is given by a branch
5. Matters directed to be listed in a particular month
6. "Adjourned for" matters

12. If sufficient deletable matters of the above referred categories are not available, matters which have already been deleted ones, in person matters and bail matters are also deleted in chronological order.

(ii) Miscellaneous matters directed by Hon'ble Courts to be listed on Non-Miscellaneous Days are listed in terms of the Court Orders. At the end of each month, a statement is submitted to Hon'ble the Chief Justice of India giving particulars of such matters.

(iii) If date in a matter has been given by the Registry as per availability of slot and thereafter it is mentioned before the Hon'ble Court and is directed to be listed after 2.. weeks, it is treated as specific date matter for the miscellaneous day falling immediately after the week(s) specified in the order.

(iii) For the purpose of giving dates in those matters where no coram is available due to retirement of Hon'ble Judges, we take the date of next Advance List as dummy date, give coram through computer as per subject category and then give actual date as per the slot available at the Court of which coram has been given by the Hon'ble Court. This is done because computer cannot

give coram without date having been given first and dates in Miscellaneous matters are given as per availability or slot before a particular coram.

(liv) If a Court is cancelled after issue of Final List, the fresh matters listed before that Court on that day are listed on the next miscellaneous day for which Final List has not been issued. The same procedure is followed if a fresh matter is not taken up and is directed to be listed before another Court. However, in old matters, next date is given through computer as per availability of slot.

(lv) Dates in Arbitration matters, which are listed in Chambers are either indicated by the Hon'ble Judge or are given on the base of record or proceedings.

(lvi) If a matter which is connected with other matter(s) is mentioned and is directed to be listed, the connected matters are not listed unless there is a specific order to this effect.

(lvii) If the Hon'ble Court directs that it is desirable that the appeal be posted for hearing at an early date, such a matter, when ready is treated as specially directed matter and is listed in the next Weekly List before the appropriate Bench.

(viii) If a fresh matter filed by petitioner-in-person is eliminated due to non-sitting of the same coram, it is deleted after apprising the Hon'ble Judge and next date of the matter is given by the Registry. Usually such matter is included in the next Advance List, if the petitioner is a local resident. However, a fresh date after four weeks is given if the petitioner-in-person is residing outside Delhi.

(lix) The officer/official has to seek written instructions/order, whenever a direction is given to him by his superior. If urgent directions are given verbally, written confirmation is to be obtained at the earliest.

B. SPECIAL BENCH MATTERS :

(i) Special Bench matter in which there is no direction for listing, is listed on the first available Miscellaneous day on which the Hon'ble Judges, members of the Special Bench, do not have to sit in any other Special Bench, and the Hon'ble Judges are apprised. If any direction is given on appraisal, it is noted in the file and is complied.

(ii) Dates in other Special Bench matters is given in terms of the proceedings, subject availability of Bench.

(iii) If the Registry has already given date on a particular Miscellaneous day in a Special Bench matter, another Special Bench matter is to be listed on that day in terms of the order of the Hon. Court, and composition of Benches is not the same, the matter in which date has been given by the Registry is deleted and shifted to another date and the Hon. Judges are apprised. If there is clash of dates given in terms of Court's order, in Special Bench matters, verbal directions are taken from the Hon. Presiding Judge and are recorded in the file. Further action is taken in terms of directions of the Hon. Judges.

Submitted for information and directions, if any.

Sd/-
(V.K. JAIN)
Registrar (Judl.)
28.03.2005

HON'BLE THE CJI

EXTRACT OF REGISTRAR'S ORDER PASSED IN

TRANSFERRED CASE NO. (1983)
(High Court W.P. No. 1)

M/s Tej Ram Sain Cotton Ginning
Factory & Ors. etc. etc.

... Petitioners

Versus

State of Madhya Pradesh & Ors. etc.

... Respondents

I have reconsidered the matter and discussed it with Joint Registrar. In Writ Petitions we must follow the procedure prescribed in our rules i.e. no printing is necessary in Writ Petitions. The same procedure may also be followed when Writ Petitions are transferred to this Court. In appeals transferred to this Court procedure laid down in Order XV may be followed.

In these cases the Original Records need not be returned. In fact they have to be renumbered in this Court and treated as our Original file.

The Advocate may be asked to file spare copies of Writ Petitions wherever not received from High Court. If they are identical for Court's purpose use only one set.

Sd/-
(Mr. R. Supra Rao)
Registrar (Judicial)
Dated : 14.4.1983.

-5-
C I R C U L A R

12.1.1996

It has been observed that sometimes the documents in the Paper Books are not put in the proper order in as much as SLP is put before the Impugned Judgment etc. and this causes great inconvenience to the Hon'ble Judges. All the Advocates are henceforth requested to ensure that the papers put in the Paper Books are in the format given hereunder:-

1. White blank sheet
2. Index
3. Office Report on Limitation
4. List of Dates
5. Trial Court Judgment
6. Appellate Court Judgment
7. Impugned Judgment
8. Special Leave Petition with Affidavit
9. Annexures referred to in the SLP
10. Applications

Sd/-
JOINT REGISTRAR
Sec. IB

C I R C U L A R

24.1.1996

The Paper Books of disposed of SLPs/Writ Petitions are preserved for a six months and Paper Books of Civil Appeals/Criminal Appeals are preserved for one year from the date of order of dismissal/disposal. Whenever a Review Petition in such a matter is fixed after expiry of period mentioned above, of its dismissal/disposal, the same has to be circulated to the Hon'ble Judges with Paper Books of substantive matters. As such Paper Books of the substantive matters are also to be filed failing which the Review Petition will not be accepted.

All the Advocates are henceforth requested to file Review Petitions along with the required number of Paper Books of substantive matter so that inconvenience is not caused to Hon'ble Judges.

sd/-

JOINT REGISTRAR

Sec. IB

SECTION IB

No. Sec. IB/4/1996

27.3.1996

It has been observed that in substantive matters filed at the Filing Counter, it is not being mentioned against respondents whether respondents are Contesting Respondents or Proforma Respondents, which is causing inconvenience. In future, it shall be done in the manner given below:-

- 1.
- 2.
- 3.
- 4.
5. Contesting Respondents
- 6.
7. Proforma Respondents

If all the respondents are Contesting Respondents that should also be mentioned.

It may also be mentioned the respondent numbers who had not appeared in the High Court.

In case, this information is not given it shall be taken as a defect.

Sd/-
JOINT REGISTRAR
Sec. IB

378
SUPREME COURT OF INDIA

New Delhi, dated 10.10.1996

C I R C U L A R

It has been observed that sometimes in the matters filed by and on behalf of the accused persons, the Courts hearing such matters find it difficult to ascertain as to whether the accused person/persons is/are in jail or on bail. In order to obviate this problem, it has been directed that henceforth, the Advocate for the petitioner(s)/accused person(s) shall make an averment as contemplated under Rule 6, Order XXI of the Supreme Court Rules, 1966, in the SLP/Appeal itself about each petitioner(s)/accused person(s) to the following effect.

"That the petitioner(s)/accused persons is/are in jail."

Sd/-
(KRISHNA BALA SOOD)
JOINT REGISTRAR
SECTION IB

SUPREME COURT OF INDIA

No. Sec. 18/7/1996
New Delhi, Dated 2.11.1996

C I R C U L A R

It has been found that sometimes letters praying for adjournment given by the Advocates for circulation to the Hon'ble Judges are signed but copies thereof are not signed and the copies when circulated to the Hon'ble Court, the Hon'ble Judges find it difficult to identify the Advocates. Sometimes, the Advocates other than the Advocate-on-Record also gives such letters for circulation giving their own reason therefor and when such letters are circulated and placed before the Hon'ble Judges, it is not known to the Hon'ble Judges whether the Advocate circulated the Letter is Advocate-on-Record for the parties whose matter is being heard by the Hon'ble Court.

It has, therefore, been decided that the following information must be contained in the letters given for circulation:

1. No letter for adjournment shall be accepted and circulated until and unless it contains a statement of the Advocate to the effect that he is Advocate-on-Record for the Petitioner or the respondent, as the case may be, in the matter listed before the Hon'ble Court and this letter may be circulated at his risk.
2. All the copies of the letter shall be signed by the Advocate.
3. In case an Advocate other than the Advocate-on-Record requests for circulation then he must mention in the letter reason why the concerned Advocate-on-Record is not circulating the same.

380
If any advocate, who is not an Advocate on behalf of any of
the parties in the matter requests for circulation of a
letter for judgment of the matter which is already
pending before the Court he shall obtain orders from the
Court for this prayer and only then the letter
shall be circulated.

Sd/-
(KRISHNA BALA SOOD)
JOINT REGISTRAR

No.F.37/Judl-I/1996
New Delhi, dated the 29th Nov., '96.

C I R C U L A R

This Court (Hon'ble Mr. Justice K. Ramaswamy & Hon'ble Mr. Justice S.P. Kurdukar) while delivering the judgment dated 25th October, 1996 in Writ Petition (Civil) No.794 of 1996 entitled Sub-Inspector Sadhan Kumar Goswami & Ors. vs. The Union of India & Ors., was pleased to observe as follows:

"XXXXXXXXXXWe are constrained to take the view that the learned counsel who are advising them (Petitioners) to move this court under Article 32 should certify to the court that though they advised the petitioners that the judgment of this Court binds them and cannot canvass its correctness and still, inspite of such, advice, the party insisted upon filing the writ petition."

The Hon'ble Court further observed:

"It would then be for this Court to consider and deal with the case appropriately."

In future whenever the correctness of the judgment of this Court is involved in a writ petition, the certificate by the counsel filing the petition shall invariably accompany the writ petition, as under:

"Though they advised the petitioner that the judgment of this Court binds them and cannot canvass its correctness and still, in spite of such advice, the party insisted upon filing the writ petition."

In the absence of the certificate referred to above the writ petition shall not be accepted.

sd/-
L.C.BHADOO
REGISTRAR (JUDL-I)

Copy to:
All concerned

-14-

SUPREME COURT OF INDIA

NO.9/SEC.IB/97

C I R C U L A R

26.3.1997

The Constitution Bench of this Hon'ble Court in its Judgment dt. 18.3.97 in C.A. No.481/89 (L. Chandra Kumar Vs. Union of India & Ors.) etc. etc. was pleased to observe as under:

"The directions issued by us in respect of making the decisions of Tribunals amenable to scrutiny before a Division Bench of the respective High Courts will, however, come into effect prospectively, i.e., will apply to decisions rendered hereafter. To maintain the sanctity of judicial proceedings, we have invoked the doctrine of prospective over-ruling so as not to disturb the procedure in relation to decisions already rendered".

All the Section Officers and members of the staff are hereby informed that in view of the above observations of this Hon'ble Court, Special Leave Petitions against the decision rendered by the Central Administrative Tribunal/ State Administrative Tribunal on 17.3.97 or prior to 17.3.97 will be accepted in this Registry. No SLP from the decision of a Tribunal dt. 18.3.97 onwards will directly lie before the Supreme Court under Article 136 of the Constitution; but instead, the aggrieved party will be entitled to move the High Court under Articles 226/227 of the Constitution and from the decision of the Division Bench of the High Court the aggrieved party could move this Court under Article 136 of the Constitution.

Sd/-
JOINT REGISTRAR
SECTION IB

-15-

SUPREME COURT OF INDIA

No.F.7/Judl./97
New Delhi, dated the 4th April, 1997

C I R C U L A R

This Court on 2nd April, 1997, while hearing Civil Appeal No.1743 of 1984 entitled C.I.T., Gujarat Vs. Sercon Pvt. Ltd., Ahmedabad directed as follows:-

"We are of the view that in all income tax and allied tax matters which come up before this Court, it is essential for the appellant or the petitioner, as the case may be, to file the order rendered by the appellate tribunal in the appeal and also the statement of the case in cases where such a statement of the case is drawn up."

The Section dealing with the income tax matters and the Filing Counter are therefore directed to see that in all income tax matters arising out of reference proceedings, already filed and to be filed in future, the following two documents:-

- (i) Order of the Appellate Tribunal and
- (ii) Statement of case in cases where such a statement of the case is drawn up

shall form part of the record for hearing of the matter by this Hon'ble Court.

The matters which are already in the Weekly List or Daily List of this nature, the section concerned shall take immediate action for requiring the Advocate to file the two documents mentioned above, if not already filed.

-16-

Strict compliance of this circular is required and any failure shall make the defaulting or erring official liable to disciplinary action.

sd/-
(L.C. BHADOO)
REGISTRAR (JUDICIAL)

Copy to:

All concerned

21-

SUPREME COURT OF INDIA

No.10/Sec. IB/1997
Dated : 25th June, 1997.

C I R C U L A R

Pursuant to the directions of Hon'ble the Chief Justice of India, the Record of Proceedings are to be kept at one place in the Paper Book for convenience of the Hon'ble Court. Henceforth, all the Advocates-on-Record are requested to use two separate tags instead of one tag while preparing Paper Books in order to facilitate insertion of documents/record of proceedings on both sides of the Paper Books.

Sd/-
(MRS. K.B. SOOD)
JOINT REGISTRAR

-22-

SUPREME COURT OF INDIA
(SECTION IB)

No.Sec.IB/12/1997
Dated : 6.8.1997

C I R C U L A R

Reference Registrar (J-II) Circular No. F.No.2/SCRs. Amdt./Regs. (J-II)/97 dated 30th July, 1997 regarding implementation of the Notification dated 17.6.1997 published in the Gazette of India on 28.6.1996 relating to the amendment of the Supreme Court Rules, 1966 including filing of Special Leave Petitions on the new proforma (Form No.28) by 1st September, 1997, the Advocates-on-record are requested to furnish a Certificate in view of the amended provisions of sub-clause (1) of Rule 4 of Order XVI, sub-clause (5) of Rule 3 of Order XXI, in the Special Leave Petition on the following lines:-

"Certified that the Special Leave Petition is confined only to the pleadings before the Court/Tribunal whose order is challenged and the other documents relied upon in those proceedings. No additional facts, documents or grounds have been taken thereon or relied upon in the Special Leave Petition. It is further certified that the copies of the documents/annexures attached to the Special Leave Petition are necessary to answer the question of law raised in the petition or to make out grounds urged in the Special Leave Petition for consideration of this Hon'ble Court".

Sd/-
(KRISHNA BALA SOOD)
JT. REGISTRAR

Partially modified by Circular dated 1-9-1997 (Next Page)

SUPREME COURT OF INDIA
(SECTION IB)

No.Sec.IB/13/1997

Dated : 1.9.1997

C I R C U L A R

Reference Joint Registrar's Circular No.12/Sec.IB/97 dated 6.8.97 regarding furnished a Certificate in view of the amended provisions of sub-Clause (1) of Rule 4 of Order XVI, Sub-clause (5) of Rule 3 of Order XXI of the Supreme Court Rules, 1966 in the Special Leave Petition, it is hereby informed to all the Advocates-on-Record that there is an addition in the Certificate which will now read as under:-

"Certified that the Special Leave Petition is confined only to the pleadings before the Court/Tribunal whose order is challenged and the documents relied upon in those proceedings. No additional facts, documents or grounds have been taken or relied upon in the Special Leave Petition. It is further certified that the copies of the documents/ annexures attached to the Special Leave Petition are necessary to answer the question of law raised in the petition or to make out grounds urged in the Special Leave Petition for consideration of this Hon'ble Court. This certificate is given on the basis of the instructions given by the petitioner/person authorised by the petitioner whose affidavit is filed in support of the S.L.P."

Sd/-
JT. REGISTRAR
SECTION IB

-24-
SUPREME COURT OF INDIA

No. Sec. IB/14/1997
Dated : 19.9.1997

C I R C U L A R

On the request made by the Advocates-on-Record Association, the Hon'ble the Chief Justice of India has been pleased to direct that with a view to identify the Annexures filed by the parties, it has been decided that the Annexures filed by the parties will be marked as under:

Annexures Filed by petitioner/appellant	P-1, P-2, P-3
Annexures filed by Respondent No.1	R-I/1,2,3
Annexures filed by Respondent No.2	R-II/1,2,3
Annexures filed by Respondent No.3	R-III/1,2,3

Henceforth, all the Advocates-on-Record are, therefore, requested to mark the Annexures filed by the parties as mentioned hereinabove.

Sd/-

JT. REGISTRAR
SECTION IB

-25-

SUPREME COURT OF INDIA
(SECTION 1B)

No. Sec. IB/Misc./1997
New Delhi, dated the 20th Nov., 1997

C I R C U L A R

Instances have come to notice that the advocates-on-record are filing petitions for special leave to appeal without certified copy of the judgment/order appealed from beyond the prescribed period of limitation of 90 days with an application for exemption from filing the certified copy of the impugned judgment/order and alleging in the application that the certified copy of the impugned judgment/order has been applied for within the period of limitation of 90 days and the same has not been delivered to the petitioner, as such claiming that the petition for special leave to appeal is within time.

According to Rule 5(i) Order XVI & Rule 4(1) Order XXI, S.C.R., 1966, a certified copy of the judgment/order appealed from is required to be filed alongwith petition for special leave to appeal and while calculating the limitation period time in obtaining certified copy of the impugned judgment/order is to be excluded from the period of limitation of 90 days.

Where a certified copy of the judgment/order appealed against has not been filed alongwith the petition for special leave to appeal, the benefit from the date of applying for certified copy of the judgment in the Court appealed from cannot make the petition for special leave to appeal within time.

- 27 -

I am directed to inform all concerned that if any petitioner wants to avail of the benefit of limitation from the date of filing of an application for certified copy in that case documentary proof from the Court appealed against is required to the following effect:

"(1) that the party has applied for certified copy on _____"

(2) Certified copy is not ready. The concerned Court has not been able to deliver the certified copy of the judgment order so far and the applicant has taken all the steps which were required to be taken by him."

On the production of the documentary proof or filing of an affidavit containing the above particulars, then & only then the benefit of limitation from the date of applying for certified copy of the judgment/order will be taken into consideration by the Hon'ble court. This will be followed strictly from today onwards.

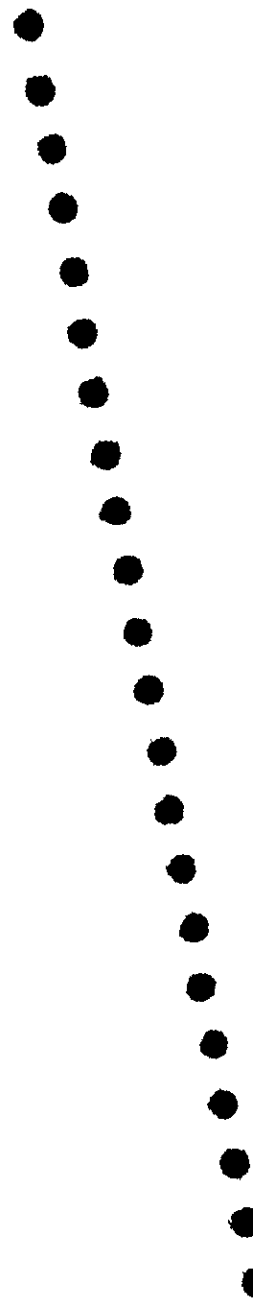
Sd/-
(JOINT REGISTRAR
SEC. IB)

SUPREME COURT OF INDIA
(Section IB)
No. Sec. IB/Misc./1997
New Delhi, dated the 20th Nov., 1997

CIRCULAR

It is notified to all concerned that vide notification dated 17th June, 1997, the Registry asked all concerned to file the petitions for special leave to appeal (civil) on the format as per amended provisions of Order XVI of the Supreme Court Rules, 1966. But some advocates are filing petitions for special leave to appeal (criminal) on the same format as of the petition for special leave to appeal (civil). It is, therefore, clarified that from today onwards petitions for special leave to appeal (criminal) are to be filed on the old patterns as per provision contained in Order XXI of S.C.R., 1966 and not as per Order XVI, S.C.R., 1966. However, a certificate in view of the amended provisions of sub-clause 5 of Rule 3 of Order XXI of the Supreme Court Rules, 1966 is required to be filed.

Sd/-
Joint Registrar (Sec. IB)



- 28 -

SUPREME COURT OF INDIA

No.F.22/Judl-I/97

New Delhi, dated the 10 Dec., 97.

C I R C U L A R

I have been directed to draw the attention of all the learned advocates-on-record to the provision contained in Rule 5, Order X, S.C.R., 1966, by which all the documents are required to be filed by the plaintiff, petitioner, applicant, appellant, defendant or respondent in-person or by his duly authorised agent or by an advocate-on-record, duly appointed by him for the purpose. Hereinafter the Registry has been directed to adhere to the said provision strictly at the filing Counter. Therefore, henceforth the Registry shall accept the filing of the documents either by the concerned advocate-on-record himself or his registered clerk or through any other advocate-on-record duly authorised by him or the parties in-person. Except as said above, no other person shall be allowed to file the documents at the Filing Counter of the Registry of this Court.

This shall be followed with immediate effect.

Sd/-
(L.C. BHADOO)
REGISTRAR (JUDL-I)

Copy to:
All concerned.

-29-

IN THE SUPREME COURT OF INDIA

No. Sec. IB/15/1998

Dated the 18th December, 1998.C I R C U L A R

In order to facilitate the Id. Advocates to get themselves ready with the matters listed on various dates, weekly, Advance and Daily Lists are taken out well in time. The Paper Books of the matters shown in the daily list are sent to the residential office of Hon'ble Judges 4-days in advance for kind perusal. However, the learned Advocates file documents for circulation including letters for adjournments etc. till the evening of the previous day of the date of hearing of the matter making the Hon'ble Judges to go through the paper books, over and again as and when such additional documents (such as counter affidavits, rejoinder affidavits, additional affidavits and applications etc.) are circulated to the residential offices of Hon'ble Judges by the Registry.

According to the Supreme Court Rules, counter affidavits are to be filed five days in advance and rejoinder affidavits two days in advance before the date of hearing of the matter. In view of the above the learned Advocates are requested to ensure that:

1. Counters are filed 5-days prior to the actual date of hearing;
2. Rejoinders are filed before two days of the actual date of hearing and
3. Other documents including letters for adjournment be filed within two days prior to the actual date of hearing.

-30-

Any departure from the above will be entertained only with the permission of the Hon'ble Court to be obtained by the learned Advocates. The learned Advocates are hereby requested to co-operate and adhere to the time schedule

By Order:

Sd/-
JOINT REGISTRAR
SECTION-IB

Copy to:

1. Secretary, Supreme Court Bar Association.
 2. Secretary, Supreme Court Advocate-on-Record Association.
-

SUPREME COURT OF INDIA

No. SEC. IB/Misc./99
Dated : May 28, 1999.

C I R C U L A R

It has been observed that Affidavits of back dates in support of petitions are being filed by the Advocates-on-Record and the same are being accepted by the Registry. This creates a confusion that petition filed is of subsequent date while Affidavit in support of petition is of prior date. Secondly, petition do not contain the date of drafting. Thirdly, at the time of re-filing of petitions after rectification of defects if some material facts, paras or pages are added by the Advocates, no fresh affidavits with regard to material changes are being filed by the Advocates.

It has, therefore, been decided that the Advocates-on-Record must give the following information ⁱⁿ the petitions with immediate effect.

- a. The petition should contain the date of drafting that may be of the same or prior to the date of filing.
- b. that the Affidavit enclosed with the petition is of the same or subsequent date of the drafting of the petition and is containing the date, the number of paras and pages of the petitions.
- c. The vakalatnama is of the same or prior date to the drafting date of the petition.
- d. When a matter is returned by the Filing Counter to the Advocate for curing the defects the flying sheet should have

- 32 -

indicating that the Special Leave Petition originally filed contains such number of pages consisting of so many paragraphs. At the time of re-filing if some material facts, paras or pages are added then the fresh affidavit of the same or subsequent to the date of change should also be filed. If the Special Leave Petition is re-filed with some material changes by an Advocate other than the one who had originally filed it then the Advocate should give a certificate to the effect that he is only re-filing the same petition after curing the defects pointed out by the filing counter of the Registry and he has not made any addition or alternations in the SLP as originally filed. If some material changes are needed and done by the new Advocate then the affidavit of the same or subsequent to the date of changes made should also be filed.

Sd/-
(BRIJ MORAN GUPTA)
REGISTRAR (JUDL.)

SUPREME COURT OF INDIA

No.2/Jud1/2000
New Delhi,
March 13, 2000.

C I R C U L A R

It has been observed that at times documents which are hazy or with dim print are being accepted at the Filing counter. Recently, in S.L.P. (C) No.16872/1999, Amarchandra Jain & Ors. Vs. Krishi Upaj Mandi Samiti & Ors., the Hon'ble Court (Hon'ble Mr. Justice S.P. Bharucha & Hon'ble Ms. Justice Ruma Pal) passed following orders on 28.2.2000.

"Just after four weeks so that a readable copy of the judgment under challenge can be filed.

It is a matter of regret that though the identical order was passed on 29th November, 1999, the copy of the judgment that has been filed pursuant thereto is as bad, if not worse. This is a reflection not only upon the Advocate-on-record for the petitioner but also upon the Registry.

Learned counsel mentioned the matter again to say that he has done what is needful, that he has filed readable copies with the Registry and that, therefore, the order that we have just passed should be expunged. We have shown him the paper book. It contains another copy of the impugned judgment, which is as unreadable. It is, therefore, recorded that the application now made by the Advocate was uncalled for and an attempt to shift the blame on the Registry."

Registry needs to take care that legible and neat documents, properly prepared as per Supreme Court Rules only are accepted and acted upon. Although with the introduction of Computers and Printers we are accepting Computer prints, it is necessary that the contents of the documents should be clear, sharp and legible.

- 2 -

It is, thus, directed that all concerned accepting, processing & acting upon the Documents filed shall ensure that the impressions (print) of the documents are clear, sharp and legible.

It is further directed that in such matters where Hon'ble Court gives directions to Parties in compliance of which party will have to approach Filing Counter, copy of the proceeding be sent by Dy. Registrar (Courts) to Section I-B also for keeping watch.

In the Office Circular dated 23rd January, 1995, the following be added in the Check List as sub-para of point No.2:-

"It shall be ensured that the contents (print) of the petition and accompanying documents are clear, sharp and legible. If any original document or certified copy is of dim impression, the same shall be accompanied by clear, sharp and legibly written/typed copy certified to be true copy by the Advocate-on-record or by the party-in-person, as the case may be."

Sd/-
(A.I. CHEEMA)
REGISTRAR (J-II)

Sd/-
(B.M. GUPTA)
REGISTRAR (J-I)

Copy to: All concerned.

SUPREME COURT OF INDIA

No.F.3/IB/2001

Dated : September 27, 2001.

C I R C U L A R

This Hon'ble Court in Judgment dated 28th August, 2001 in Contempt Petition (Crl.) No.2/2001 titled "J.R. Parashar, Advocate & Ors. Vs. Prashant Bhushan, Advocate & Ors." observed that the said Contempt Petition was 'shabbily drafted and procedurally grossly defective', as instead of giving the place of residence of the petitioners and alleged contemnors the petitioners had given the Bar Library or Lawyers' Chamber as their address. Secondly, although there were five petitioners yet except for Petitioner No.1 no one else had either signed the petition or affirmed the Affidavit. Thirdly, although the Attorney General has specifically declined to deal with the matter, petitioner was not asked to make a request to the Solicitor General to give his consent for filing the Contempt Petition (Criminal). The Court took a serious note of the same.

The Assistant Registrar, Section Officers and all the officials are hereby directed that in future while dealing with the Contempt Petitions (Crl.) filed under the Rules to Regulate Proceedings for Contempt of Supreme court, 1975, they should be more and more careful in future and ensure:

(1) That the name, description and place of residence of the petitioner or petitioners and of the persons charged is given (as per Rule 4(a) of the said Rules) and the addresses that of Bar Library or the Lawyers' chamber should not be accepted.

-2-

(ii) If there are more than one petitioners then either the the petition should be signed by all the petitioners and supported by an Affidavit or there should be an Affidavit of all the petitioners affirming it as per Rule 4(b) of the said Rules.

(iii) There should be consent in writing of the Attorney General or Solicitor General.

(iv) It should also be ensured that the petition is not shabbily drafted and that the impression of the petition is clear, sharp and legible.

If the matter is defective for any of the above reasons it should be placed before the Learned Registrar (Judicial) for appropriate orders.

It is further directed that at the time of receiving other petitions and appeals, staff should be meticulous in ensuring that they are in order as per the rules applicable to those petitions and appeals.

The aforementioned instructions should scrupulously be complied with by all the officials/offices of Section IB. Any lapse in future, shall be viewed seriously and stern action will be initiated against the erring officials/officers.

Sd/-
(JAGDISH CHANDER)
D.R. (IB)

Sd/-
(SUBHASH MALIK)
J.R. (IB)

SUPREME COURT OF INDIA

No.F.41/Judl.I/2001
New Delhi, 7th February, 2001.

Circular

On 25-1-2001 S.L.P. (C) Nos.1006/2001 and 6853-54/2000 were listed before the Hon. Court (Hon. Mr. Justice S.R. Sath and Hon. Mr. Justice K.G. Balakrishnan). SLP (C) No.1006/2001 was filed against an interlocutory order passed by the High Court in a pending matter refusing to grant the interim relief. The preamble available on the covering page of the paper books wrongly indicated as "Arising out of the Judgment and final order dated 27-11-2000 passed by Bombay High Court in Writ Petition No.6489 of 2000", whereas it was not a final order but an interlocutory order.

Office Report dated 24.1.2001 prepared in SLP (C) Nos.6853-54/2000 indicated the completion of service on the respondent but without mentioning the date on which the service was effected/completed. This has caused inconvenience to the Hon'ble Court.

In order to obliterate such recurrence in future the following guidelines be strictly followed:-

1) At the time of filing the matter, the filing counter officials should invariably be cautious enough to ensure the correctness of the preamble given by the advocate relating to the nature of the impugned order and they should ensure that the nature of the order whether it is a final or an interlocutory point is specifically mentioned.

2) Whenever an office report is prepared regarding service position it should specifically be mentioned as to on which date the service on each respondent was effected/completed.

Sd/-
(A.I. CHEEMA)
REGISTRAR (J-II)

Sd/-
(B.M. GUPTA)
REGISTRAR (J-I)

Copy to all Judicial Sections.

SUPREME COURT OF INDIA
(Section IB)

No.F.4/IB/2001
Dated : 26th September, 2001

C I R C U L A R

In C.A. D. No.9877/2001 titled Commissioner of Central Excise Versus M/s. Ishaan Research Laboratories (P) Ltd. an application for condonation of delay in refiling the matter was filed wherein the Advocate sought exemption from filing affidavit in support thereof. At the time of curing of the defects, the Dealing Assistant insisted upon the Affidavit but Advocate holding docket persisted upon seeking an exemption in connection therewith. The Advocate wanted to see the Assistant Registrar to request for ignoring the defect and the Dealing Assistant placed Part-II of the file before the Assistant Registrar and went back to the counter as there was rush with the Assistant Registrar as well as at the Counter. The Assistant Registrar did not ignore the defect and the Advocate himself took the Part II of the file to the Deputy Registrar and Joint Registrar, but they also did not accede to the request of granting exemption of the affidavit.

The Advocate, alongwith Part-II file, walked away to Id. Registrar (J-II) raising the same point of waiver of the affidavit. His plea fell through there as well. Simultaneously, learned Registrar took a very serious view of the factum as to how an Advocate was himself going around carrying the file out of the Section and how the Section had parted with the file to custody of the Advocate. The Advocate was also communicated displeasure on this count by Id. Registrar.

- 2 -

Strict instructions are hereby issued to all the Officers/Officials of the Filing Counter that in no case the file should be handed over to any Advocate/Petitioner and in case of any doubt or ignoring of any defect, the Dealing Assistant/Section Officer should personally go or forward through peon the file to the officer concerned for action. Any lapse in this regard will be viewed seriously.

(SUBHASH MALIK)
JOINT REGISTRAR

SUPREME COURT OF INDIA

No.F. 6/IB/2001

Dated: 8th November, 2001.C E R C U L A R

A letter dated 5th November, 2001 has been received from Sunil K. Jain, Secretary, Supreme Court Advocates-on-Record Association stating that a number of complaints are being received by him that a lot of objections are being put up at the screening level at the Filing Counter before registration of the Special Leave Petitions. He has also mentioned about a S.L.P. No.19908/2001 (sic) filed by Mr. Anarot Sangal, Advocate in which various defects have been notified including:

"Page Nos.16 to 28, 60,61,66,69,75 to 81, 85 to 87, 89 to 119 and 127 are of dim impressions."

On the checking of the Paper Books, it was found that the impression of some of the pages was not so bad and the defect regarding those pages had to be ignored. In this connection time and again it has been impressed upon the Dealing Assistant's as well as the Section Officers that they must ensure that irrelevant defects are not pointed out and that all the defects should be notified in the first instance itself.

All the Dealing Assistants and Section Officers working in Section I-B are therefore, once again directed that they should strictly adopt the practice of checking the fresh matter thoroughly at the first scrutiny itself and the Section Officers should ensure that irrelevant defects are not notified.

Sd/-
(JAGDISH CHANDER)
DEPUTY REGISTRAR

SUPREME COURT OF INDIANo. Sec. IB/1/2002
24th June, 2002C I R C U L A R

Please find enclosed herewith a copy of the Check List which has been prepared on the basis of the rules, practice and procedure for the convenience and guidance of Advocates. Not only some more defects which were previously being handwritten under the Residuary Clause have been codified, the Check List has now been made subject/topic-wise in order to ensure the least number of defects in the Residuary Clause.

It is, therefore, requested that before the filing of a matter, the filing Advocates should ensure that the matter is defectless to enable the Registry to process/register the same expeditiously. It is earnestly hoped and believed that by adopting this procedure, the matter will be registered quickly and consequently listed for hearing before the Court at an early date.

sd/-
(B.M. GUPTA)
REGISTRAR (J-1)

Circulated to:

1. The Secretary, Supreme Court Bar Association with five spare copies of the Notice with a request that the Notice may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Advocate-on-Record Association with five spare copies of the Notice with a request that the Notice may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. All concerned vide circulation list.

CHECK LISTPETITION/APPEAL :

1. The petition/appeal & applications are properly addressed to the Court, signed and are typed/cyclostyled in double space on one side of the paper of 29.7 cm x 21 cm size. the contents are clear, sharp and legible. The paragraphs and pages are numbered consecutively and correctly noted in the index (Order XVIII, Rule 1)
2. Particulars of the Court below i.e., name, date of judgment, case no. etc. are correctly mentioned in the Preamble and prayer of the petition/appeal/applications (Order XVIII Rule 1)
3. Proper certificate in view of the amended provisions of O.XVI/O.XXI of Supreme Court Rules that the Petition is confined only to the documents/pleadings before the Court below, is filed (Circular dated 6.8.1997/1.9.1997).
4. The Petition contains a statement in terms of O.XVI R-4 (2)/O.XXI R-3(2) S.C.R. whether the petitioner had filed any petition against the impugned judgment/order earlier and if he had filed such a petition, the particulars and result thereof, have been given.

CAUSE TITLE:

5. Addresses of all the petitioners and respondents alongwith their representation (in case of firms/companies) are complete and set out properly. (Order XVIII Rule 1).

- 2 -

6. Cause title corresponds to that of the impugned judgment/order and is correctly spelt. Memo of parties is filed where detailed cause title has not been mentioned in the impugned judgment. Separate case-wise cause title is given in case more than one matter has been challenged. Application for permission to file petition/appeal is filed if any petitioner was not party before the court below. (Order XVIII Rule 1)

7. Correct status of the parties in the court below is given (Order XVI Rule 4(1) (a), Form 25).

8. Judicial Authorities are not made party respondents if they have passed the order in their judicial capacity (Judgment dated 18.2.1999 of this Hon'ble Court titled Savitri Devi Vs. District Judge, Gorakhpur).

IMPUGNED ORDER:

9. Either certified copy of the impugned judgment/order or application for its exemption is filed. [Order XVI Rule 5 (1)/Order XXI Rule 4, Order VI Rule 1(27)].

10. Copy of the judgment relied upon (in terms of which the impugned judgment has been disposed of) by the High Court/Tribunal etc. is filed and placed after the impugned judgment.

11. Copies of annexures are either certified or affirmed to be true upon affidavit. (Order XVI Rule 6/Order XXI Rule 5).

- 3 -

12. If certified copy is not ready, documentary proof of having applied for the copy or affidavit giving date on which copy was applied for etc., is filed and office report on limitation is corrected accordingly. (Circular dated 20.11.97)

13. Certificate granted by the High Court and order granting the said certificate (in case of appeals by certificate) are filed [Order XV Rule 3(2)/Order XXI Rule 13(2)]

14. Certified copy of the judgment/order or typed copy affirmed to be true copy on affidavit of the Court immediately below is filed (in the case of appeals by certificate against orders passed by the High Court, dismissing the matter summarily/without recording reasons for grant of certificate and appeals under Section 19(1) (b) of the Contempt of Courts Act) [Order XV Rule 3(2)].

AFFIDAVIT

15. The Petition/appeal/applications are supported by an affidavit of petitioner or any person authorised by the petitioner. The affidavit is sworn to giving full particulars (Para nos., page nos. etc.). (Order XI, Order XVI Rule 5(ii)/Order XXI Rule 4(2)).

16. Rubber stamp of the attesting authority is put on the affidavit (Circular dated 18.07.2001).

17. Date of verification of affidavit is of the same or prior to date of drawn of petition/appeal (Circular dated 28.5.1999).

18. Affidavit of valuation is filed in case of civil appeals by certificate and the appeals challenging orders passed by CEGAT (Order X Rule 8).

19. Interlineations and alterations in the affidavit are duly initialed/words or figures erased/re-written in the margin of affidavit are duly initiated (Order XI Rule 10).

VAKALATNAMA

20. Vakalatnama properly executed by all the parties and accepted by the Advocate is filed. The rubber stamp of the petitioner (if company/association etc.) is put on the vakalatnama. Power of Attorney is filed if the vakalatnama has been executed by the power of attorney-holder. Advocates' Welfare Fund Stamp is affixed on all the Vakalatnamas (Order IV Rule 6).

21. Memo of appearance is filed duly signed (Order IV Rule 6).

COURT FEE

22. Proper Court fee is paid. The court fee stamps are purchased in Delhi and are not more than six months old. (Order X Rule 3).

CRIMINAL MATTERS:

23. The petition should contain the relevant section under which petitioner has been convicted and sentence awarded thereunder. (Circular dated 23.1.1995)

24. Proof of surrender or an application for exemption from surrendering is filed (Order XXI Rule 6).

25. Vakalatnama is attested by Jail Authority, if the petitioner is in jail. (Circular dated 23.1.1995).

26. Separate certificate from the Jail Authority regarding surrender proof is filed (Circular dated 14.8.1998).

27. (i) The statement is made in the bail application/SLP that the accused persons are in jail. (Circular dated 10.10.1995).

(ii) Application for bail should mention to whose satisfaction bail is to be granted.

28. An affidavit of the person restrained stating that the petition is made at his instance and setting out the nature and circumstances under which he is detained, is filed (Order XXXV Rule 3).

ANNEXURES :

29. All the annexures referred to in the petition/appeal are filed. The annexures are either certified copy of documents or their copies are affirmed to be true upon affidavit. The annexures are dated and are in chronological order. The description of annexures given in the index and list of dates tallies and if no annexures have been filed, para 4 of the SLP and certificate is corrected. If any annexure is shown as Colly, the details of documents are given in the index. [Order XVI Rule 4(1)(d), Order XXI Rule 3(4) & 5(1) and Circular dated 11.09.2001].

30. SLP is confined only to the pleadings before the Court/Tribunal below; otherwise application for taking additional grounds/documents on record is filed. Additional documents are placed after the said application and para 4 of the SLP and certificate are corrected accordingly. [Order XVI Rule 4(1)(c) & (d)/ Order XXI Rule 3(4) & 5(1)].

INTERLOCUTORY APPLICATIONS :

31. If the petition/appeal is time-barred, an application for condonation of delay is filed and number of days of delay are mentioned in the application for condonation of delay (Limitation Act).

- 7 -

32. (i) If any party is dead, application for substitution of LRs. of the party is filed (Circular dated 23.1.1995 r/w Order XVI Rule 8).

(ii) The relationship, address and age of the LRs. are given in the application for substitution (Circular dated 23.1.1995 r/w Order XVI Rule 8).

33. Application for impleadment of respondent is filed in a separate paper book (Circular dated 27.8.1996).

34. English translation of vernacular documents/portions/lines is filed alongwith application for exemption from filing official translation (Order X Rule 2).

GENERAL :

35. List of dates/events is filed. It is in chronological order and is not very lengthy (Order XVI Rule 4(1)(b)/ Order XXI Court's order dated 13.5.99.)

37. Copy of the order passed by the Income Tax Appellate Tribunal and/or statements of the case drawn are filed (in SLP/appeal coming under reference jurisdiction in the tax matter) (Circular dated 4.4.1997).

- 3 -

39. i) Proper and requisite number of paper books are filed/
extra paper books (in Tada and Advocates' Act Appeals) are
required to be filed.
- ii) Pages containing handwritten corrections are replaced
with typed pages (Order XVII Rule 1).
39. Whether the SLP is filed against the final order/interim
order is written appropriately (Circular dated 7.2.2001).
40. Nature of the order passed by the High Court is given in
the 1st para of SLP (form 28 Order XVI Rule 4(1)(a)).
41. Listing Proforma is complete and signed (Circular dated
13.6.1997 & 11.2.2002).
42. Office Report on Limitation/white sheet/Index of
proceedings is filed (Circular dated 23.1.1995).
43. Cause title of the matter is given in the affidavit,
office report on limitation and certificate (Circular
dated 18.7.2001).
44. Contesting/proforma respondents are mentioned in the
cause title of the SLP (Circular dated 27.3.1996).

45. All the applications are written on the cover page of the paper books.
 46. Date of drawn/filing is mentioned in the petition and applications.
 47. 'With prayer for interim relief' (if interim relief sought) is written on the cover page of paper books and preamble of the SLP.
 48. Advocates' Welfare Fund Stamp is affixed on vakalatnama (Circular dated 10.1.2002).
 49. Record of proceedings/Court's Order mentioned in the List of Dates/petition is filed.
 50. Advocate to clarify against how many matters the petition is filed, if necessary.
-

APPENDIX X

Practice Direction with regard to SLPs barred by time

SUPREME COURT OF INDIA

New Delhi dated the 7th March, 1989

Circular

The Full Court in its meeting held on February 23, 1989 has given the following practice direction with regard to the SLPs barred by time:

When a Petition for Special Leave to Appeal is prima facie barred by time and is not accompanied by an application for condonation of delay, it should be returned by the Registry to the party or the counsel filing it, giving a period of six weeks for its representation with an application for condonation of delay duly supported by an affidavit. If the petition is represented along with an application for condonation of delay and accompanied by an affidavit within the period of six weeks fixed by the Registry, then the original date of filing of the Petition shall be reckoned as the proper date of filing for the purpose of calculating the limitation.

On the re-filing of the Petition with an application for condonation of delay duly supported by an affidavit, the application for condonation of delay alone shall be registered and listed before the Court along with the Special Leave Petition without registering the latter, to enable the Court to consider the application for condonation of delay as well as the Special Leave Petition".

The above direction comes into force with immediate effect. As regards the time-barred petitions already registered without an application for condonation of delay in accordance with the earlier procedure, the same will not be returned but they shall not be listed for hearing unless an application for condonation of delay duly supported by an affidavit is filed by the party or the counsel who had filed the same. Office will inform the party/counsel in writing in all such matter.

Sd/- R.N. Joshi
Registrar 7.3.89

SUPREME COURT OF INDIA

No.68/Jud1./2003

NEW DELHI, DATED NOVEMBER 21, 2003

C I R C U L A R

It has been noticed that affidavits filed by any of the parties in a matter are being taken on record in some of the sections and circulated to the Hon'ble Court even if its copy is not served on all the parties. Such practice is contrary to the provisions of Order VIII, Rule 5, S.C.R., 1966, which, inter alia, provides:-

".....The affidavits in opposition shall be filed in this Registry not later than five days before the day appointed for the hearing and affidavits in reply shall be filed not later than two days before the day of hearing. The affidavits in opposition or reply shall be served on the opposite party or parties and shall not be accepted in the Registry unless they contain an endorsement of service signed by such party or parties".

Recently, in Writ Petition (C) No.476/1998 entitled M.C. Menta Vs. Archeological Survey of India & Ors., an affidavit filed on behalf of respondent No.1 was not served on all the parties and was circulated to the Court with an Office Report and the Hon'ble Court on 10-11-2003 inter alia passed the following order:-

"Along with the office report an affidavit on behalf of the Archeological Survey of India has been circulated. Learned counsel appearing on behalf of M.C.D. and the petitioner who is appearing in person state that the copy of this affidavit was served on them only on Saturday i.e. 8th November, 2003 night.

learned counsel appearing on behalf of D.D.A. states that he has not yet been served with a copy of the affidavit. It is surprising that the office has taken on file the affidavit which has not been served on all the other parties. It is further surprising that the office then circulates that affidavit along with the Office Report. The concerned officer to explain his conduct in taking such an affidavit on record and why it was thought necessary to circulate an affidavit which has not been served on all parties with the office report."

In view of the above, it is directed that in future provisions of Supreme Court Rules, 1966 should be followed scrupulously and no affidavit, counter affidavit or rejoinder affidavit etc. should be taken on record unless it contains an endorsement or service signed by all the parties and in case its copy has not been served on any of the parties, counsel for the party filing the said affidavit etc. should be asked to serve a copy of the affidavit etc. on the unserved parties and file proof of service thereof immediately, failing which the affidavit etc. should not be taken on record.

Filing Counter (Section I-3) is also directed to insist for an endorsement on the filing memo of the affidavit etc. signed by the Advocate-on-Record to the effect that copy of the document being filed has been served on all the parties.

This practice should be followed scrupulously by all concerned and any lapse in this regard will be viewed seriously.

Sd/-
(Suresh Chandra)
Registrar (J-II)
21.11.2003

Sd/-
(B.M. Gupta)
Registrar (J-I)
21.11.2003

Copy to : All concerned.

SUPREME COURT OF INDIA

No.F.7/Judl./2006
New Delhi, dated the 4th May, 2006.

CIRCULAR

while deciding Civil Appeal No.6701 of 2005 entitled Uday Shankar Triyar vs. Ram Kalewar Prasad Singh and Anr., the Hon'ble Court in its Judgment dated 10th November, 2005, has expressed its concern in regard to the manner in which defective Vakalatnama are routinely filed in Courts, as follows:

Vakalatnama, a species of power of attorney, is an important document, which enables and authorises the pleader appearing for a litigant to do several acts as an agent, which are binding on the litigant who is the principal. It is a document which creates the special relationship between the lawyer and the client. It regulates and governs the extent of delegation of authority to the pleader and the terms and conditions governing such delegation. It should, therefore, be properly filled/attested/accepted with care and caution. Obtaining the signature of the litigant on blank vakalatnamas and filling them subsequently should be avoided. We may take judicial notice of the following defects routinely found in vakalatnamas filed in courts:

- a) Failure to mention the name(s) of the person(s) executing the vakalatnama and leaving the relevant column blank.
 - b) Failure to disclose the name, designation or authority of the person executing the vakalatnama on behalf of the grantor (where the vakalatnama is signed on behalf of a company, society or body) by either affixing a seal or by mentioning the name and designation below the signature of the executant (and failure to annexe a copy of such authority with the vakalatnama.)
-

: 2 :

c) failure on the part of the pleader in whose favour the vakalatnama is executed, to sign it in token of its acceptance.

d) Failure to identify the person executing the vakalatnama or failure to certify that the pleader has satisfied himself about the due execution of the vakalatnama.

e) Failure to mention the address of the pleader for purpose of service (in particular in cases of outstation counsel).

f) Where the vakalatnama is executed by someone for self and on behalf of someone else, failure to mention the fact that it is being so executed. For example, when a father and the minor children are parties, invariably there is a single signature of the father alone in the vakalatnama without any endorsement/statement that the signature is for "self and as guardian of his minor children". Similarly, where a firm and its partner, or a company and its director, or a trust and its trustee, or an organisation and its office-bearer, execute a vakalatnama invariably there will be only one signature without even an endorsement that the signature is both in his/her personal capacity and as the person authorised to sign on behalf of the corporate body/firm/society/organisation.

g) Where the vakalatnama is executed by a power of attorney holder of a party, failure to disclose that it is being executed by an attorney-holder and failure to annexe a copy of the power of attorney.

h) Where several person sign a single vakalatnama, failure to affix the signatures serially, without mentioning their serial numbers or names in brackets. (Many a time it is not possible to know who have signed the vakalatnama where the signatures are illegible scrawls.)

i) Pleaders engaged by a client, in turn, executing vakalatnamas in favour of other pleaders for appearing in the same matter or for filing an appeal or revision. (It is not uncommon in some areas for mofussil lawyers to obtain signature of a litigant on a vakalatnama and come to the seat of the High Court and engage a pleader for appearance in a higher court and execute a vakalatnama in favour of such pleader.)

: 3 :

We have referred to the above routine defects, as Registries/offices do not verify the vakalatnamas with the care and caution they deserve. Such failure many a times leads to avoidable complications at later stages, as in the present case. The need to issue appropriate instructions to the Registries/offices to properly check and verify the vakalatnamas filed requires emphasis."

It is thus enjoined upon all concerned to properly check and verify the Vakalatnamas filed in the Registry and ensure scrupulous compliance of the above directions. Any lapse in this behalf shall be viewed seriously.

Sd/-
(J.K. Sharma)
Registrar (J-II)

Sd/-
(A.I. Cheema)
Registrar (J-I)

copy to:

1. All concerned
2. The President, Supreme Court Bar Association with five spare copies of the Circular, with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
3. The President, Advocates-on-Record Association with five spare copies of the Notice with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
4. The Hony. Secretary, Supreme Court Legal Aid Society, 109, Lawyers' Chambers, Post Office Wing, Supreme Court Compound, New Delhi.

SUPREME COURT OF INDIA

No. F.8/13/06

Dated: 5th July, 2006C I R C U L A R

It has been observed that soon after registration, the original files are not being sent to the concerned Sections from Section - IB. Even in the Sections, requisite Office Reports relating to identical and/or related cases are sent to the Hon'ble Judges only at the last minute by way of circulation and not along with the Paper Books. The result is that Hon'ble Judges are put to avoidable inconvenience.

To overcome the difficulty, it is directed that Section - IB/DEU-I shall coordinate and transfer the original files to the concerned Sections immediately after registration. The classification work be done before registration of the matters. After being put-up, the Deputy Registrars (Classification) shall not hold-up the file for more than a day. On registration, the files shall also not be held-up for caveat checking for more than half day.

.....P/2

: 2 :

All Section Officers and Dealing Assistants of concerned files shall ensure that, henceforth, Office reports in fresh matters shall be prepared immediately on receipt of the files from Section - IB, where any identical and/or related case is notified by Section I-B to be indicated in the Office Report and/or mentioned by the Advocate concerned or otherwise. Such Office Report shall be got included in the Paper Books when the same are being sent to the residence of Hon'ble the Chief Justice of India/Hon'ble Judges. However, if any subsequent event is to be pointed out, the same shall be intimated by way of revised Office Report.

The direction shall be complied with immediate effect.

Sd/-

(ASHOK I. CHEEMA)
Registrar (J-I)
5.7.2006

Copy to:-

All concerned.

SUPREME COURT OF INDIA
NEW DELHI.

No.14/Judl./2006
September 19th, 2006

OFFICE ORDER

On 11th September, 2006 Assistant Registrar Mr. V.P. Tyagi attached to Court of Hon'ble the Chief Justice has sent the following note:-

1) I.A.13 for urgent directions in Civil Appeal No.5077 of 2005 was listed before Court No.1 as Item No.9 today. The instant interlocutory application was filed by an applicant, who was not a party in the Civil Appeal. The civil appeal was allowed on 16th August, 2005 and the interlocutory application filed by a third party was registered in a disposed of matter. The Hon'ble the Chief Justice of India has observed that the instant interlocutory application was wrongly registered by the Registry as the applicant therein was not a party in the proceedings in civil appeal. The advocate concerned withdrew the interlocutory application.

2) S.L.P(Crl.) No.4325/2006 was listed before Court No.1 today as Item No.20. The special leave petition has been filed by one Mangi Lal, who was not a party before the High Court. The petitioner herein has not filed a criminal miscellaneous petition seeking permission to file the special leave petition. The Hon'ble Court has observed, "in fact, the Registry should not have registered the special leave petition since the petitioner was not a party before the High Court".

The Record of Proceedings of both the matters are attached herewith.

The note received from Shri V.P. Tyagi, Assistant Registrar and the Record of Proceedings may be taken note of and in such matters as mentioned above, it may henceforth be ensured that application in the nature of application for permission to file Special Leave Petition I.A. is also filed and acted upon first.

This may be strictly followed in future.

Sd/-
(A.I. Cheema)
Registrar (Judl.)

Encl: As above

Copy to : All S.Os, A.Rs, D.Rs, J.Rs on Judicial side.

ITEM NO.9

COURT NO.1

SECTION XV

S U P R E M E C O U R T O F I N D I A
R E C O R D O F P R O C E E D I N G S

I.A.No.13 IN CIVIL APPEAL NO.5077 OF 2005

MANISH UJWAL AND ORS.

Appellant(s)

VERSUS

MAHARISHI DAYANAND SARASWATI UNIV. & ORS.

Respondent(s)

(For urgent directions and office report)

Date: 11/09/2006 This Matter was called on for hearing today

CORAM :

HON'BLE THE CHIEF JUSTICE

HON'BLE MR. JUSTICE C.K. THAKKER

HON'BLE MR. JUSTICE P.K. BALASUBRAMANYAN

For Appellant(s)

Mr. K.S. Bhati, Adv.

For Respondent(s)

Mr. Bhupender Yadav, Adv.

Mr. R.C. Kohli, Adv.

UPON hearing counsel the Court made the following
O R D E R

The learned counsel seeks leave to withdraw the interlocutory application. It is, accordingly, dismissed as withdrawn.

sd/-
[T.I. Rajput]
A.P.-cum-P.S.

sd/-
[V.P. Tyagi]
Assistant Registrar

ITEM NO.20

COURT NO.1

SECTION (SIC)

S U P R E M E C O U R T O F I N D I A
R E C O R D O F P R O C E E D I N G S

Petition(s) for Special Leave to Appeal (Crl.) No(s).4325/2006

(From the judgment and order dated 28/02/2006 in SBCRL.No.39/2006
of The HIGH COURT OF RAJASTHAN AT JODHPUR)

MANGI LAL

Petitioner(s)

VERSUS

MOHAN RAM AND ORS.

Respondent(s)

(With appln(s) for exemption from filing O.T.)

Date: 11/09/2006 This Matter was called on for hearing today.

CORAM :

HON'BLE THE CHIEF JUSTICE
HON'BLE MR. JUSTICE C.K. THAKKER
HON'BLE MR. JUSTICE P.K. BALASUBRAMANYAN

For petitioner(s) Ms. Madhurima Tatia, Adv.
Mr. Pradyot Kumar Chakravarty, Adv.

For Respondent(s)

UPON hearing counsel the Court made the following
O R D E R

The petitioner is permitted to file a criminal miscellaneous petition seeking permission to file the special leave petition. In fact, the Registry should not have registered the special leave petition since the petitioner was not a party before the High Court.

List the petition after filing ^{of} criminal miscellaneous petition seeking permission to file the special leave petition

Sd/-
(T. I. Rajput)
A.R. -cum-P.S.

Sd/-
(V.P. Tyagi)
Assistant Registrar

425
SUPREME COURT OF INDIA

September 29, 2006

CIRCULAR

E-Filing

Website: www.supremecourtindia.nic.in

Commencing 2nd October, 2006 it will be possible for any Advocate-on-Record or petitioner-in-person to file his matter through internet, sitting anywhere in the world. This is for the first time that E-Filing is made available by any Court in the country. A user friendly program with interactive features has been prepared by N.I.C. for this purpose. Detailed step by step guidelines for E-Filing are being made available on the website of Supreme Court of India. The prescribed court fee and printing charges @ Rs.1.50 per page can be paid through any Visa/master credit/debit card. No additional court fee or processing fee would be required for E-Filing. Every Advocate-on-Record will be given a password by the Registry. It will be possible for him to change the password by accessing the website. Since password will be known only to the concerned Advocate-on-Record, it will not be possible for any other person to file any matter or document on his behalf. Petitioner-in-person will, however, have to submit proof of his identity such as Ration Card/PAN Card/Identity Card/Driving Licence/Voter I.Card by scanning the document. The text can be typed on the computer whereas documents including affidavits and vakalatnamas can be submitted by scanning them. Counter/rejoinder/fresh applications/cavest/additional documents can also be filed through internet either by Advocate-on-Record or by petitioner-in-person. It will be possible to make any modification/changes before the matter is finally submitted to the Court. A matter will have to be in conformity with Supreme Court Rules and free from filing defects before it is registered through computer. A unique reference No. will be given to every user, for each

- 2 -

case. Every matter shall be scrutinized to identify the filing defects, if any. The defects found by the Registry will be communicated to the petitioner-in-person/Advocate-on-Record, as the case may be, through E-mail and it will be possible for him to remove the defects by accessing his matter through internet, using the reference No. given to him by the system. The notices/communications to the parties shall be sent through E-mail wherever E-mail I.D. is provided.

E-filing will obviate the need to visit Supreme Court for filing and refiling. It is expected that the advocates as well as in person will make liberal use of the facility and make it a big success.

For further details, access website or contact Mr. S.G. Shah, Registrar (CC) - Tel No.: 91-11-233 68 556 : E-mail: shahsg@msn.com

sd/-

Joint Registrar (Listing)

Copy to:

1. All Advocates
2. Secretary, Supreme Court Bar Association with 5 spare copies
3. Secretary, Supreme Court Advocate-on-Record Association with 5 spare copies.
4. All Officers as per the attached list.

SUPREME COURT OF INDIA
SECTION I-B

No.F.9/I-B/06

Dated: 11th October, 2006

CIRCULAR

In continuation of Circular Nos. Sec. 1B/4/1997 dated 20th June, 1997 and 27th July, 2006, Items 8E, 8F, 8G, 10(d) and 17A have been added in the existing Listing Proforma, as per order of the Competent Authority.

The revised Listing Proforma is being brought to the notice of all concerned for information/compliance.

Sd/-

(Ashok I. Cheema)
Registrar (J-I)

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Supreme Court Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Association.
3. All concerned vide circulation list.
4. All the Notice Boards.

**LISTING PROFORMA
IN THE SUPREME COURT OF INDIA**

1. Nature of the matter.....
2. Name(s) of Petitioner(s)/Appellant(s).....
3. Name(s) of Respondent(s).....
4. Number of case.....
5. Advocate(s) for Petitioner(s).....
6. Advocate(s) for Respondent(s).....
7. Section dealing with the matter.....
8. Date of the impugned Order/Judgment.....
- 8A. Name of Hon'ble Judges.....
- 8B. In Land Acquisition Matters:-
 - 1) Notification/Govt. Order No. (u/s 4, 5).....
Dated..... issued by Centre/State of.....
 - ii) Exact purpose of acquisition & village involved.....
- 8C. In Civil Matters:-
 - 1) Suit No., Name of Lower Court.....
Date of Judgment.....
- 8D. In Writ Petitions:-
"Catchword" of other similar matters:-.....
- 8E. In case of Motor Vehicle Accident Matters:
Vehicle No.....
- 8F. In Service Matters
 - (i) Relevant service rule, if any.....
 - (ii) S.O./Circular/Notification, if applicable or in question.....
- 8G. In Labour Industrial Disputes Matters:
1D. Reference/Award No., if applicable.....
9. Nature of urgency.....
10. In case it is a Tax matter:
 - a) Tax amount involved in the matter.....
 - b) Whether a reference/statement of the case was called for or rejected.....
 - c) Whether similar tax matters of the same parties filed earlier (may be for earlier/other Assessment Year).....
 - d) Exemption Notification/Circular No.....
11. Valuation of the matter.....
12. Classification of the matter:
(Please fill up the number & name of relevant category with sub category as per the list circulated.)
No. of Subject Category with full name.....
No. of sub-category with full name.....

- Title of the Act involved (Centre/State).....
- (a) Sub-Classification (indicate Section/Article of the Statue).....
- (b) Sub-Section involved.....
- (c) Titled of the Rules involved (Centre/State).....
- (d) Sub-classification (indicate Rule/Sub-rule of the Statue).....
- Point of law and question of law raised in the case.....
- Whether matter is not to be listed before any Hon'ble Judge?
- Mention the name of the Hon'ble Judge.....
- Particulars of identical/similar cases, if any
- (a) Pending cases.....
- (b) Decided cases with citation.....
- A. Was S.L.P./Appeal/Writ filed against same impugned
Judgment/Order earlier. If Yes, particulars.....
18. Whether the petition is against interlocutory/final order/
decree in the case.....
19. If it is a fresh matter, please state the name of the High
Court and the Coram in the impugned Judgment/Order.....
20. If the matter was already listed in this Court:
- a) When was it listed?.....
- b) What was the Coram?.....
- c) What was the direction of the Court.....
21. Whether a date has already been fixed either by Court or on
being mentioned, for the hearing of matter? If so, please
indicate the date fixed.....
22. Is there a caveator? If so, whether a notice has been issued
to him?.....
23. Whether date entered in the Computer?
24. If it is a criminal matter, please state:
- a) Whether accused has surrendered.....
- b) Nature of Offence, i.e., Convicted under Section of the Act.....
- c) Sentence awarded.....
- d) Sentence already undergone by the accused.....
24. a) (i) FIR/RC/etc.....
Date of Registration of FIR etc.....
Name & place of the Police Station.....
(ii) Name & place of Trial Court.....
Case No. in Trial Court and Date of Judgement.....
(iii) Name and Place of 1st Appellate Court.....
Case No. in 1st Appellate Court & date of Judgment.....

Date.....

Advocate for
Petitioner(s)/Appellant(s)/Respondent(s)

SUPREME COURT OF INDIA
SECTION IB

No.1/1B/07

Dated 17th February, 2007C I R C U L A R

In continuation of Circular No.6/1B/2005 dated 1st September, 2005, it is hereby informed that the subject category list of the matters has been revised with immediate effect. The revised category list of the matters is enclosed for the information of all concerned.

Sd/-

(T. Sivadasan)

Registrar (Judl.)

Copy to:

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular along with revised category list with a request that the Circular alongwith revised category list may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Supreme Court Advocate-on-Record Association with five spare copies of the Circular alongwith revised category list with a request that the Circular alongwith revised category list may be displayed on the Notice Board of the Bar Association for the information of the Members of the Association.
3. All the Notice Boards outside the Court.
4. All concerned vide circulation list.
5. N.I.C., Supreme Court of India with a request to initiate action for programming according to the revised subject categories.
6. Addl. Registrar (CC)/S.O(DEU-I, II & III)
7. JR(L)/AR(L)/JR(1B)/DR(Tagging)/ARs(1B)

LIST OF REVISED SUBJECT CATEGORIES

- 01 LABOUR MATTERS
- 0101 Dismissal
- 0102 Retrenchment
- 0103 Contract Labour
- 0104 Matters relating to wages, bonus, ad-hoc, casual daily
wages & their regularisation.
- 0105 Matters relating to Workmen Compensation Act
- 0106 ESI
- 0107 Factory Act
- 0108 Conditions of Service & Industrial Employment
(Standing Order Act, 1946).
- 0109 Matters under various States Act
- 0110 Others
- 0111 Matters relating to Provident Fund
- 0112 Payment of Gratuity Act, 1962
- 0113 Trade Unions Act, 1926
- 0114 Other matters under Industrial Disputes Act, 1947
- 02 RENT ACT MATTERS
- 0201 Eviction matters of personal necessity
- 0202 Eviction matters for re-building and material alteration
- 0203 Eviction matters of sub-letting
- 0204 Eviction matters of disclaimer of title
- 0205 Arrears of rent
- 0206 Others
- 0207 Eviction on the ground of misuse
- 0208 Enhancement of rent
- 0209 Eviction on the ground of non-payment of rent

03 DIRECT TAXES MATTER

- 0301 Income Tax Reference under Section 257
- 0302 Appeals under Section 261 of Income Tax Act upon a certificate granted by the High Court.
- 0303 Other matters under Income Tax Act, 1961
- 0304 Cases relating to Excess Profit Tax Act, 1940
- 0305 Business Profit Tax Act, 1947
- 0306 Agricultural Income Tax
- 0307 Reference under Section 27(3)(a) of the Wealth Tax Act, 1957
- 0308 Appeals under Section 29(1) of the Wealth Tax Act, 1957 upon a certificate granted by the High Court
- 0309 Gift Tax Act, 1958
- 0310 Property Tax
- 0311 Valuation
- 0312 Capital Gains
- 0313 SLPs relating to Wealth Tax
- 0314 Income from salaries
- 0315 Income from House Property
- 0316 Income from Business/Profession
- 0317 Income from other sources
- 0318 Deductions/exemptions
- 0319 Penalties/Prosecution/Settlement Commission
- 0320 Re-assessment/Revisional Power/Rectification
- 0321 CBDT Circular
- 0322 Registration
- 0323 Others

04 INDIRECT TAXES MATTERS

- 0401 Interpretation of the Customs Act, Rules & Regulations
- 0402 Interpretation of exemption notification under Customs Act
- 0403 Interpretation of other notification under Customs Act
- 0404 Valuation of Goods under the Customs Act
- 0405 Sales Tax Act (Central & various States)
- 0406 Cess Acts (Rubber, Coffee, Tea, Sugar, etc.)
- 0407 Entry Taxes
- 0408 Motor Vehicles Taxation
- 0409 Purchase Tax
- 0410 Licence Fee
- 0411 Classification under the Indian Tariff Act, 1934 & Customs Tariff Act, 1975

- 0412 Reference under Section 82C of the Gold Control Act
- 0413 Hotel Receipts Tax Act
- 0414 Entertainment Act
- 0415 Terminal Tax
- 0416 Octroi
- 0417 Valuation
- 0418 Toll Tax
- 0419 Interpretation of the Central Excise Act & the rules
- 0420 Interpretation of exemption notifications under Central Excise Act
- 0421 Interpretation of other notifications under Central Excise Act
- 0422 Valuation of goods under the Central Excise Act
- 0423 Tariff classification under the Central Excise Act, 194 and Central Excise Tariff Act, 1985
- 0424 Import/Export Control Act, 1947
- 0425 Import Control Order
- 0426 Open General Licence
- 0427 Import/Export Policy
- 0428 Others
- 0429 Professional Tax
- 0430 Water & Sewage Tax
- 0431 Service Tax
- 0432 Appeals u/s 130E of the Customs Act, 1962
- 0433 Appeals u/s 35L of the Central Excise and Salt Act, 194

- 0434 Anti Dumping Duty

- 0435 Value Added Tax

- 05 LAND ACQUISITION & REQUISITION MATTERS

- 0501 Matters challenging the acquisition proceedings
- 0502 Matters challenging compensations
- 0503 Requisition & De-requisition of property
- 0504 Others

- 0505 Acquisition for Defence purpose

- 06 SERVICE MATTERS

- 0601 Retiral benefits
- 0602 Regularisation of ad-hoc employees etc.
- 0603 Removal/Dismissal/Termination from Service or other major penalties

- 4
- 0604 Suspension
- 0605 Compulsory retirement
- 0606 Disciplinary proceedings
- 0607 Condition of service
- 0608 Promotion
- 0609 Seniority
- 0610 Pay scales
- 0611 Reservation in service for SC/ST/OBC
- 0612 Equal pay for equal work
- 0613 Others
- 0614 Medical Facilities
- 0615 Recruitment/Transfer/Compassionate Appointment
- 0616 Minor penalties
- 0617 Back Wages
- 0618 Voluntary Retirement
- 0619 Allotment of Accommodation
- 0620 Probation & Confirmation
- 0621 Temporary Appointments
- 0622 Use of forged/false document(s) for securing employment
- 07 ACADEMIC MATTERS
- 0701 Matters relating to examination
- 0702 Introduction/Abolition of languages
- 0703 Matters relating to syllabi
- 0704 Matters relating to withholding/cancellation of results, evaluation of marks, expulsion of students
- 0705 Others
- 0706 Tuition Fee
- 0707 Matters relating to management of Educational Institutions
- 08 LETTER PETITION & PIL MATTERS
- 0801 Child labour matters including neglected children
- 0802 Air pollution matters, i.e., industrial, Vehicular, Power stations etc.

- 0803 Water Pollution: Industrial, domestic, sewage, rivers and sea
 0804 Noise Pollution: Industry, vehicular
 0805 Ecological imbalance: Protection and conservation of forests throughout the country, protection of wild life, ban on felling of trees and falling of underground water level
 0806 Bonded labour matters
 0807 Matters relating to custody harassment, Jails, complaint of harassment, custodial death, speedy trial, premature release, inaction by police, etc.
 0808 Matters relating to harassment of SC/ST/OBC and women
 0809 Matters relating to unauthorised constructions including encroachments, sealing, demolitions, urban planning
 0810 Matters relating to Election Commissions
 0811 Scam matters
 0812 Others
 0813 Essential Amenities or Services
 0814 Housing
 0815 Natural & Man-made Disasters including Riots
 09 ELECTION MATTERS
 0901 Matters challenging election of President & Vice-President of India
 0902 Elections relating to Gram-Panchayats and Zila Parishad
 0903 Matters under Representation of People's Act involving corrupt practices
 0904 Matters relating to re-counting of votes
 0905 Matters under the Co-operative Societies Act
 0906 University election matters
 0907 Delimitation of Constituency
 0908 Others
 0909 Matters challenging Elections of MPs and MLAs
 0910 Elections relating to Municipal Councils
 0911 Appeals u/s 116A of the Representation of People Act, 1951
 0912 Disqualification & expulsion of MPs/MLAs
 10 COMPANY LAW, MRTTP & ALLIED MATTERS
 1001 Matters relating to winding up
 1002 Matters relating to Sick Industries
 1003 Matters arising out of orders of Company Law Board under

- Section 397 & 398 of Companies Act, 1956
- 1004 Reference under Section 7(2) of the MRTF Act, 1969
- 1005 Appeals under Section 55 of the MRTF Act, 1969
- 1006 Others
- 1007 Matters relating to disinvestment
- 1008 Appeals u/s 153 of the Securities and Exchange Board of India Act, 1992.
- 1009 SLPs challenging the orders passed under MRTF Act, 1969
- 11 ARBITRATION MATTERS
- 12 COMPENSATION MATTERS
- 1201 Motor accident claim matters involving permanent disability/death of persons
- 1202 Motor accident claim matters relating to the others injuries
- 1203 Insurer/owners liability matters
- 1204 Matters relating to railway accident including other railway compensation matters
- 1205 Matters relating to accidentants other than those covered by M.V. Act
- 1206 Matters relating to telephone, electricity etc.
- 1207 Others
- 13 HABEAS CORPUS MATTERS
- 14 CRIMINAL MATTERS
- 1401 Matters relating to capital punishment
- 1402 Matters relating to maintenance under Section 125 of Cr.P.C.
- 1403 Matters relating to harassment, cruelty to woman for dowry, dowry death, eve-teasing, domestic violence etc.
- 1404 Matters relating to sexual harassment, kidnapping & abduction
- 1405 Matters relating to Prevention of Corruption Act
- 1406 Matters relating to Bank scams, cheating, forgery etc.
- 1407 Matters relating to Essential Commodities Act
- 1408 Criminal matters relating to State Excise Law
- 1409 Criminal matters relating to bail/interim bail/anticipatory bail and against suspension of sentence

- 1410 Criminal matters in which sentence awarded is up to five years
- 1411 Criminal T.P. Under Article 139(A)(1) of the Constitution of India
- 1412 Criminal T.P. Under Section 406 of the Cr.P.C.
- 1413 Criminal matters arising out of Securities Act, 1992
- 1414 Criminal matters relating to Drugs and Cosmetics, NDPS Act
- 1415 Criminal matters relating to Food Adulteration
- 1416 Criminal matters relating to preventive detention, TADA/POTA & national security-COFEPOSA-SAFEMA
- 1417 Matters relating to SC & ST (Prevention of atrocities) Act, 1989; Untouchability (offences) Amendment & Misc. Provision 67 Act, 1976
- 1418 Others
- 1419 Scam matters other than relating to Banks
- 1420 Appeal under Section 2 of the Supreme Court Enlargement of Jurisdiction Act
- 1421 Police atrocities matters
- 1422 Matters relating to Foreign Exchange Regulation Act
- 1423 Matters challenging sentence till rising of the court and/or fine only
- 1424 Appeals u/s 10 of the Special Courts (Trial of Offences relating to transactions in Securities) Act, 1992
- 1425 Appeals u/s 19 of the Terrorist and Disruptive Activities Act, 1987
- 1426 Matters filed by State against Acquittal
- 1427 Matters filed by complainant Against Acquittal
- 1428 Matters under State Police Acts
- 1429 Matters for/against quashing of criminal proceedings
- 1430 Matters challenging prosecution under Income Tax Act
- 1431 Matters challenging Prosecution under Negotiable Instruments Act
- 1432 Criminal matters relating to Central Excise and Salt Act, 1944
- 1433 Criminal matters relating to Customs Act, 1962
- 1434 Matters relating to Foreign Exchange Management Act (FEMA)

15 APPEALS AGAINST ORDERS OF STATUTORY BODIES

1501 Bar Council of India
1502 Others

1503 Tribunals

16 FAMILY LAW MATTERS

1601 Mutual consent divorce matters
1602 Other divorce matters
1603 Restitution of conjugal rights
1604 Child custody matters
1605 Adoption & Maintenance matters
1606 Minority & guardianship matters
1607 Matters under Hindu Marriage Act
1608 Matters under Muslim Marriage Act
1609 Matters under Christian Marriage Act
1610 Alimony
1611 Others

17 CONTEMPT OF COURT MATTERS

1701 Suo Moto civil contempt matters
1702 Suo Moto criminal contempt matters
1703 Other civil contempt matters
1704 Other criminal contempt matters
1705 Appeals u/s 19(1)(b) of the Contempt of Court Act, 1971

18 ORDINARY CIVIL MATTERS

1801 I.P. Under Article 139A(1) of the Constitution of India
1802 I.P. Under Section 25 of the C.P.C.
1803 Civil matters arising out of Securities Act, 1992
1804 Original Civil Suit under Article 131 of the Constitution of India
1805 Matters relating to specific performance of contract
1806 Matters relating to allotment, cancellation, fixation of prices of plots/flats
1807 Others
1808 Market fee under the APMC Act

- 1809 Matters relating to Lotteries
 1810 Dealership and distributorship of petroleum products
 1811 Benami transactions
 1812 Royalty on coal etc.
 1813 Stage carriage permits
 1814 Freedom Fighters' Pension
 1815 Matters relating to Electricity Dispute (connection/
 disconnection etc.)
 1816 Appeals u/s 10 of the Special Courts (Trial of offences
 relating to Transactions in Securities) Act, 1992
 1817 Appeals u/s 18 of the Telecom Regulatory Authority of
 India Act, 1997
- 19 THREE JUDGES BENCH MATTER
- 20 FIVE JUDGES BENCH MATTER
- 21 ELEVEN JUDGES BENCH MATTER
- 22 SEVEN JUDGES BENCH MATTER
- 23 NINE JUDGES BENCH MATTER
- 24 APPOINTMENTS ETC. OF CONSTITUTIONAL FUNCTIONARIES
- 2401 Appointment of High Court Judges
 2402 Appointment of Members, Chairman & Vice-Chairman of CAT,
 SAT
 2403 Appointment of Advocate General & Attorney General or
 any other Law Officer
- 2404 Appointment of Members of Election Commissions
- 2405 Appointment of Members and Chairman of State Public
 Service Commission and UPSC
- 2406 Appointment of Governors & Lt. Governors
- 2407 Others
- 23 STATUTORY APPOINTMENTS
- 2501 Appointment of Chairman, Vice-Chairman & Members of
 Statutory Corporations/Bodies
- 2502 Appointment in Zila Parishad

- 2503 Appointment of Vice-Chancellors of University
2504 Others
- 26 PERSONAL LAW MATTERS
- 2601 Matters relating to inheritance & succession
2602 Matters relating to Gift
2603 Matters relating to partition
2604 Matters relating to testamentary succession
2605 Others
- 27 RELIGIOUS & CHARITABLE ENDOWMENTS
- 2701 Matters relating to management, administrative disputes
of Temples etc. (Priest, Pujari, Mahant)
2702 WAKF Board matters
2703 Others
- 28 MERCANTILE LAWS, COMMERCIAL TRANSACTIONS INCLUDING
BANKING
- 2801 Partnership
2802 Sale of Goods Act
2803 Contract Act
2804 Trade Marks/Copy Rights/Patents/Design Act
2805 Negotiable Instruments Act
2806 Banks mortgage disputes
2807 Hypothecation, Pledge
2808 Others
2809 Matters relating to recovery of debts/bank loans due
under the banks and financial institutions
2810 Bank Guarantee matters
- 2811 Matters relating to Securitisation and Reconstruction
of Financial Assets and Reinforcement of Security
Interest Act, 2002
- 29 SIMPLE MONEY & MORTGAGE MATTERS ETC.
- 2901 Money Lending Act
2902 Mortgage private
2903 Others
- 30 MATTERS RELATING TO JUDICIARY
- 3001 Matters pertaining to Judicial Officers

- 3002 Matters pertaining to Employees of Supreme Court and High Courts
- 3003 Matters pertaining to Employees of District Courts and Tribunals
- 3004 Others
- 31 ADMISSION TO EDUCATIONAL INSTITUTIONS OTHER THAN MEDICAL & ENGINEERING
- 32 ESTABLISHMENT AND RECOGNITION OF EDUCATIONAL INSTITUT
- 33 EVICTION UNDER THE PUBLIC PREMISES (EVICTION) ACT
- 3301 Delhi Development Authority (DDA)
- 3302 Municipal Corporation of Delhi (MCD)
- 3303 Govt. of NCT of Delhi
- 3304 Union of India
- 3305 New Delhi Municipal Corporation (NDMC)
- 3306 Other States/Union Territories
- 3307 Others
- 34 MINES, MINERALS AND MINING LEASES
- 35 LAND LAWS AND AGRICULTURAL TENANCIES
- 3501 Matters relating to sale/transfer of land by SC/ST
- 3502 Matters relating to agricultural land ceiling
- 3503 Matters relating to urban land ceiling
- 3504 Pre-emption matters
- 3505 Others
- 36 ADMIRALTY AND MARITIME LAWS
- 37 MATTERS RELATING TO COMMISSIONS OF ENQUIRY

- 38 **MATTERS RELATING TO CONSUMER PROTECTION**
- 3801 Appeals u/s 23 of the Consumer Protection Act, 1986
3802 SLPs relating to Consumer Protection
3803 Others
- 39 **MATTERS PERTAINING TO ARMED FORCES & PARAMILITARY FORCES**
- 40 **ADMISSION/TRANSFER TO ENGINEERING AND MEDICAL COLLEGES**
- 4001 Medical admission matters
4002 Engineering admission matters
4003 Others
- 41 **ALLOCATION OF 15% ALL INDIA QUOTA IN ADMISSION/
TRANSFER TO MEDICAL COLLEGES**
- 42 **MATTERS RELATING TO LEASES, GOVT. CONTRACTS & CONTRACTS
BY LOCAL BODIES**
- 4201 Tenders invited or contracts awarded/leases granted
or determined by Central Govt.
- 4202 Tenders invited or contracts awarded/leases granted
or determined by public sector undertakings
- 4203 Tenders invited or contracts awarded/leases granted
or determined by State Governments/Union Territories
- 4204 Tenders invited or contracts awarded/leases granted
or determined by local bodies
- 4205 Others
- 43 **STATE EXCISE-TRADING IN LIQUOR-PRIVILEGES, LICENCES-
DISTILLERIES BREWERIES**

- 44 REFERENCE UNDER ARTICLE 143 OF THE CONSTITUTION OF INDIA
- 45 REFERENCE UNDER ARTICLE 317(1) OF THE CONSTITUTION OF INDIA

SUPREME COURT OF INDIA
(SECTION I-B)

No.F.3/Judicial/2007
Dated: 18.06.2007

CIRCULAR

In view of directions received and in supersession of the Circulars dated 24th January, 2006 and 3rd April, 2007, it is hereby circulated for information of all concerned that the practice of accepting one SLP/Appeal against a common judgment/order passed by the High Court/Court below/Tribunal in more than one cases, shall continue but henceforth separate registration number(s) shall be given in accordance with the number of orders challenged in the petition/appeal.

(By order)

Sd/-
(T. Sivadasan)
Registrar (Judl.)

Copy to:

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. All the Notice Boards outside the Court.
4. All concerned vide circulation list.