

SUPREME COURT OF INDIA

No. F.12/Jud/2008

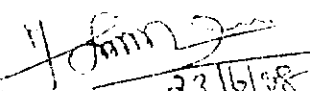
Dated 23.6.2008

OFFICE ORDER

It has come to notice that the documents like counter affidavit, rejoinder, additional documents, Office Reports etc. filed in a case are not included in the chronological order and event wise in the main paper-book of that case after making legible entries in the index with continuous page numbers. When one of the documents, namely counter affidavit or the rejoinder is filed as a separate volume, the documents/affidavits filed subsequently are added to the main paper-book without adding them in continuation of the document filed as separate volume. This has been causing avoidable inconvenience to the Hon'ble Court in the matter of locating the documents filed in the case.

In order to ensure that uniform practice is followed in the matter of adding of documents such as counter affidavit, rejoinder, additional documents, Office Reports etc. filed in a matter in the main paper-book, and to avoid any inconvenience to the Hon'ble Court, it is hereby enjoined upon all concerned that henceforth documents like counter affidavit, rejoinder, additional documents, Office Reports etc., filed in the case shall be incorporated in the main paper-book, in the chronological order and event wise, after giving continuous page numbers and after making legible entries in the index kept in the main paper-book. If any document is filed in a matter as a separate volume and any affidavit or document is filed in the matter thereafter, the same will be added to that volume in the chronological order after giving continuous page numbers and making proper legible entries in the index portion of the main paper book.

The above instructions shall be followed by all concerned without fail.


23/6/08
(T. Sivadasan)
Registrar (Judi.)

Copy to: All concerned

SUPREME COURT OF INDIA

No. F-27/Judl./2008

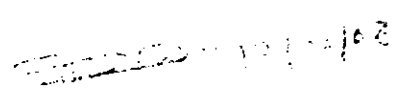
Dated: 12-6-2008

CIRCULAR

The Competent Authority has been pleased to order that an Advocate-on-Record shall mandatorily submit appearance slip to the Court Master concerned in the prescribed proforma in terms of Circular dated 6th February, 2008, before the matter is taken up by the Court indicating therein the names of counsel/advocate appearing on behalf of his/her party. On the basis of the appearance slip so submitted by the advocate-on-Record, the Court Master shall record the names of the advocates as per the appearance slip. In case no appearance slip is furnished by the Advocate-on-Record, the Court Master concerned shall record appearance of only those advocates whom he recognises by face and name. The appearance slip so furnished shall be signed by the Advocate-on-Record or an advocate authorized in this behalf by him/her alongwith his/her name written legibly under the signature. No appearance slip shall be accepted in the absence of the signature of Advocate-on-Record or an advocate acting on behalf of the Advocate-on-Record.

Accordingly, all the Advocates-on-record are requested to act in accordance with the directions of the competent authority.

The above instructions will come into force w.e.f. 7th July, 2008.


(T.N. SANSI)
REGISTRAR (JUDLII)

Copy to :

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.

Contd.....2

2. The Secretary, Advocates-on-Record Association with five spare copies of the Circular with a request that this 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.

SUPREME COURT OF INDIA
SECTION I-B

No.F.22/Judl./2008
Dated: 7th February, 2008


CIRCULAR

In order to facilitate categorization, classification and grouping of matters involving identical question of law, it is necessary that complete and accurate information is given in all the clauses of the revised Listing Proforma (copy enclosed) already circulated along with Circular No. F.9/IB/06 dated 11.10.2006.

All the Advocates-on-Record are therefore requested to furnish w.e.f. 11.02.2008 complete and accurate information against all the clauses, particularly clauses 8, 10, 12 to 17A and 24 of the Listing Proforma and include one copy of duly typed or at least legibly filled Listing Proforma, in the main file as well as in each Paper Book.

The scrutiny officers/officials have been instructed to ensure that the required information has been given against each clause of the Listing Proforma, before a fresh matter is registered.

(By order)



(T. Sivadasan)
Registrar (Judl.)

Copy to :

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, 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 Association for the information of the Members of the Association.
3. All concerned vide circulation list.
4. At 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:-
 - i) Notification/Govt. Order No.(u/s 4,6)
 - Dated.....issued by Centre/State of
 - ii) Exact purpose of acquisition & village involved.....
 -
- 8C. In Civil Matters:-
 - i) 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) G.O./Circular/Notification, if applicable or in question
- 8G. In Labour Industrial Disputes Matters:
 I.D. 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 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

13. Title of the Act involved (Centre/State).....
14. (a) Sub-Classification (indicate Section/Article of the Statute).....
 (b) Sub-Section involved
 (c) Title of the Rules involved (Centre/State)
 (d) Sub-classification (indicate Rule/Sub-rule of the Statute)
15. Point of law and question of law raised in the case
16. Whether matter is not to be listed before any Hon'ble Judge?
 Mention the name of the Hon'ble Judge
17. Particulars of identical/similar cases, if any
 a) Pending cases
 b) Decided cases with citation
- 17A. 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/decreed 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 with Act
 c) Sentenced awarded
 d) Sentence already undergone by the accused
24. e) (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 Judgment
- (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)

IN THE SUPREME COURT OF INDIA

No.F.21/Judl./2008

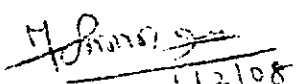
Dated: 6-2-2008

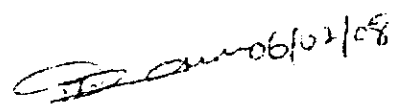
C I R C U L A R

It has been noticed that a uniform practice is not followed by advocates in the matter of furnishing appearance slips in court, which causes inconvenience in noting their physical presence in Court. It has therefore been decided to make printed appearance slips in the prescribed proforma annexed to this circular available to the Advocates- on-record, from the Court itself. The slips should be duly filled up, signed and given by them to the Court Masters of the concerned Court before the matter is taken up by the Hon'ble Court.

Accordingly, all the Advocates-on-record are requested to collect the appearance slips in the prescribed proforma from the Court Master of the court concerned and give the same duly filled up and signed to the Court Master before their matter is taken up by the Hon'ble Court.

The above instructions will come into force w.e.f. 11.02.2008.


1/2/08
[T.SIVADASAN]
REGISTRAR(JUDL.I)


06/02/08
[T.N. SANSI]
REGISTRAR[JUDL.II]

Copy to :

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, Advocates-on-Record Association with five spare copies of the circular with a request that this 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.


SUPREME COURT OF INDIA

F. 9/Judl/2008
4th February, 2008

OFFICE ORDER

It has come to notice that when the Registrar's Court directs to list before it, on a future date, the matter which was not ready either on account of non-completion of service or of pleadings, and before that date the matter becomes complete and ready in all respects, such matter is again listed before the Registrar's Court in order to comply with the direction given by the Registrar's Court. To avoid such unnecessary listing of complete matters before the Registrar's Courts, it is enjoined upon all concerned that when a matter which was not complete and ready for listing before the Hon'ble Court and was, therefore, directed to be listed before the Registrar's Court on a future date, such matter need not be listed again before the Registrar's Court and should be updated for listing before the Hon'ble Court, if it becomes complete and ready before the date given by Registrar's Court.

The above direction may be complied with by all concerned without fail.


04/02/08
(T.Sivadasan)
Registrar (Judl.)

Copy to :

All Judicial Sections

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SUPREME COURT OF INDIA
(Section - IB)

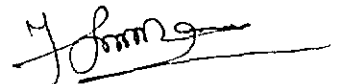
F.20/Judl/2008
31st January, 2008

CIRCULAR

In partial modification of this Registry's Circular No.F.19/Judl./2008 dated 11th January, 2008 and to facilitate easy identification of the matters which are filed beyond the prescribed period of limitation, it has been decided to have the office report on limitation in green paper only in those matters which are filed beyond the prescribed period of limitation. The Office Report on Limitation in matters which are filed within the prescribed period of limitation, will however, be typed on white paper. All the Advocates-on-Record are, therefore, required to use green paper for printing/typing the office report on limitation (as per prescribed proforma) only in matters which are filed beyond the prescribed period of limitation.

This requirement will come into force w.e.f. 4th February, 2008.

(By Order)



(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.

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SUPREME COURT OF INDIA

No. F.19/WPPB/IAA/08


Dated : 11th January, 2008

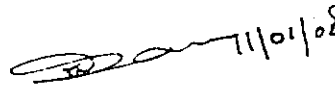
C I R C U L A R

In regard to receiving and maintaining the number of copies of Paper-Books of Writ Petitions, the Competent Authority has been pleased to issue the following directions :-

1. Sets in excess of three sets of Paper-Books, except the Paper-Books relating to the matters referred to the Constitution Bench and the sets bearing notings of Hon'ble Judges shall be returned to the Counsel after obtaining the orders from the Registrar concerned, so as to get additional space in the Paper-Book Godown.
2. The Registry shall accept only three sets of Paper-Books of Writ Petitions at the Filing Counters.
3. When a Writ Petition is referred to the Constitution Bench, additional sets of Paper-Books shall be got prepared by the Section, preferably with assistance from the concerned Counsel(s), for providing the same to the Hon'ble Judges.

The aforesaid directions shall be strictly followed by all concerned with immediate effect.


(T. SIVADASAN)
REGISTRAR(J-I)
11.1.2008


(T.N. SAN SI)
REGISTRAR (J-II)
11.1.2008

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SUPREME COURT OF INDIA

No. F.18/IW/IAA/08

Dated : 4th January, 2008

CIRCULAR

In supersession of the instructions contained in Circular No. F.4/IW/IAA/06 dated 6.11.2006, the Competent Authority has been pleased to issue the following directions :-

1. The work of inclusion of Record of Proceedings in the Paper-Books is hereby decentralised as per the practice prevailing prior to 6.11.06.
2. The Joint Registrar(Courts) will send, on returnable basis, a copy of each Record of Proceeding of every Court to the Copying Branch for making out requisite number of copies.
3. The Copying Branch will thereafter send Section-wise copies of the Record of Proceedings to the concerned Judicial Section for getting the same included in the Paper-Books kept in the Godowns of Section-IA Annexe.
4. The concerned Judicial Section will send to Section-IA Annexe, under acknowledgment, copies of Record of Proceedings and other documents such as Counter Affidavits, Rejoinder Affidavits, etc. along with Office Reports after ensuring that all the documents required to be included in the Paper-Books are being sent, after making

necessary entries in a register. Section-IA Annexe will then ensure timely inclusion of all such documents in Paper-Books before sending them to the residential offices. Deficiency, if any, shall be immediately brought to the notice of concerned Branch Officer, who shall make it up without any delay. File will not be sent by the concerned Section to Section-IA Annexe, unless specifically required. It is made clear that inclusion of Record of Proceedings for the period from 6.11.2006 to 3.1.2008 shall be done by Section-IA Annexe.

All concerned are directed to take necessary steps accordingly for the strict compliance of the aforesaid directions, with immediate effect.


(T. SIVADASAN)
REGISTRAR(J-I)
4.1.2008


(T.N. SANSI)
REGISTRAR(J-II)
4.1.2008

Copy to :

All concerned.

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SUPREME COURT OF INDIA
SECTION I-B

No.F.16/Judl./2007
Dated: 8th December, 2007

CIRCULAR

On the request made by Supreme Court Advocates-on-Record Association, Hon'ble the Chief Justice of India has been pleased to direct that hereafter only the Advocates-on-Record or their registered clerk or advocates having special authority in writing from the concerned Advocate-on-Record and the petitioner-in-person or his/her duly authorised attorney/agent shall be permitted for the purpose of filing/refiling, defect curing, certified copies and any other work in the Judicial Sections.

All concerned are directed to comply with the above direction without fail.

(By order)



(F. Sivadasan)
Registrar (Judl.)

Copy to :

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, 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 Association for the information of the Members of the Association.
3. All concerned vide circulation list.
4. At all the Notice Boards.

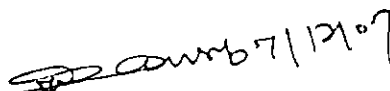
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SUPREME COURT OF INDIA
(I.A. ANNEXE)

No.F.15/Judl/2007
Dated December 7, 2007

C I R C U L A R

It is circulated for general information of all concerned that, for the purpose of tallying the Index of their Paper Book with that of the Paper Books of the Hon'ble Courts, the Advocates-on-Record and / or their registered clerks are allowed to inspect the Index of the Paper Books of the Hon'ble Courts available in Branch I.A. Annexe.



(T.N. Sansi)
Registrar (Jud-II)

Copy to:

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, Advocates-on-Record Association with five spare copies of the Circular with a request that this 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.

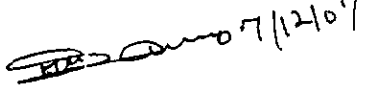
SUPREME COURT OF INDIA
(COPYING BRANCH)

No.F.14/Judl/2007

Dated December 7, 2007

C I R C U L A R

It is made clear and circulated for general information of all concerned that the Copying Branch of the Registry is receiving unlimited applications for supplying the certified / ordinary copies of the Record of Proceedings/ Orders/Judgments/ documents from the Advocates /parties/ persons throughout during the office hours.

 7/12/07

(T.N. Sansi)
Registrar (Judl-II)

Copy to:

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, Advocates-on-Record Association with with five spare copies of the Circular with a request that this 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.

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SUPREME COURT OF INDIA
SECTION I-B

No.F.13/Judl./2007
Dated: 29th November, 2007

CIRCULAR

It is hereby notified for the information of all concerned that in order to simplify the existing procedure and to have the whole information regarding period of limitation in the filing/refiling of the matter at one place, the competent authority has decided that the existing proforma regarding period of limitation used at the time of filing of matters stating that the petition filed is within time, be revised with the proforma enclosed, which can be used at the time of filing/refiling of all the Civil/Criminal matters.

The revised proforma will be counter checked and signed by the Branch Officer of the Filing Branch at the time of passing of the orders for registration after scrutiny on the basis of the computerised limitation report prepared by the Filing Branch at the initial stage.

(By order)



(T. Sivadasan)
Registrar (Judl.)

Encl: Revised Proforma

Copy to:

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, 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 Association for the information of the Members of the Association.
3. All concerned vide circulation list.
4. At all the Notice Boards.

SUPREME COURT OF INDIA
(Section - IB)


F.12/Judl/2007
22nd November, 2007

CIRCULAR

It is hereby notified for the information of all concerned that if, at the time of scrutiny of fresh civil matters, it is found that copies of relevant orders referred to in the impugned order or the copies of Order/Judgment of the Trial Court/First Appellate Court/Tribunal are also required to be filed, but have not been filed along with the matter, then an undertaking as per the proforma enclosed is required to be given by the Advocate-on-Record/Petitioner-in-Person to the effect that copies of such orders will be filed at least one week prior to the date of publication of the final cause list and that the matter be not listed until copies of such orders are filed. After receiving such an undertaking, the matter will be registered and noted for listing.

At the time of registration of such matter appropriate gate information will be given in the computer regarding the undertaking given by the counsel for production of additional documents. If after allocation of matters to be included in the final cause list, it is found that copies of the orders are not filed as per the undertaking, one week in advance prior to the date of publication of the final cause list, such matters will be deleted from the draft final cause list, maintaining the coram given in the allocation, and will be listed before the Court within one week, from the date of compliance of the undertaking given.

(By Order)


(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.

PROFORMA OF UNDERTAKING

The Registrar,
Supreme Court of India,
New Delhi.

Sub: Cause Title: _____

D.No. _____

Sir,

I hereby undertake to file the copies of the judgment/orders required to be filed as additional documents at least one week prior to the date of publication of the final cause list. I also agree that the matter be not listed before the Court until the copies of the required additional documents are filed at least one week in advance.

Dated this _____ day of _____ 2007.

Yours faithfully,

(Name of the Counsel)

SUPREME COURT OF INDIA

No.F.11/Judl./2007

Dated : 29th October, 2007

C I R C U L A R

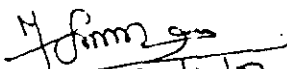
In order to ensure expeditious communication of bail orders and release orders, Hon'ble the Chief Justice of India has been pleased to direct as under :-


- (1) The Joint Registrars, in-charge of the Criminal Sections shall keep the directory of the Prison officials in India, published by the Bureau of Police Research and Development Ministry of Home Affairs, New Delhi.
- (2). Besides, immediately after communicating the operative part of the order through Wireless Communication to the concerned jail authorities as well as Registrar of the concerned High Court and to the Trial Court, the concerned Joint Registrars/Deputy Registrars will ensure that authenticated copies of the formal order are sent to the concerned High Court, Trial Court and jail authorities, by fax, wherever possible, and by speed post, on the same day. The Registrar of the concerned High Court will also be requested to communicate the order to the concerned Trial Court as well as the Jail authority as expeditiously as possible.

- (3) The practice of confirming the authenticity of the contents of the Wireless Message by contacting over phone, the Joint Registrar in-charge of the Criminal Sections of this Court, by the Registrar of the concerned High Court, before taking action on the basis of the wireless message, will continue.

The Joint Registrar (Courts) will ensure that the Court Masters send the Record of Proceedings/Orders of the Hon'ble Court in such matters immediately after pronouncement of the Order.

Any non-compliance or delayed compliance of these instructions will be viewed seriously and render the concerned officer/official to strict disciplinary action.


29/10/07
(T. Sivadasan)
Registrar (J-I)


29/10/07
(T.N. Sansi)
Registrar (J-II)

Copy to all concerned.

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SUPREME COURT OF INDIA


No: F. 10/ Judl./2007
Dated: 14th August, 2007

C I R C U L A R

Attention is invited to the provisions of Rules 35 to 40 of Order XV and Rule 2 of Order XIX of Supreme Court Rules, 1966, relating to lodging of Statement of Case, as inserted by the Supreme Court (Amendment) Rules, 1997 published vide Notification GSR No. 407 dated 09/12/97 in the Gazette of India dated 20/12/97.

The Hon'ble Court has been pleased to decide that the provision for filing of Statement of Case be implemented in the matters in which the record is authenticated, printing of record is dispensed with or leave is granted on or after 01/11/07, and that the Advocates be informed accordingly.

It is therefore, impressed upon all the Advocates that they are required to file the Statement of Case as prescribed by the afore-mentioned Rules, in the matters in which the record has been authenticated, printing of the record has been dispensed with or leave is granted on or after 01/11/07.


(T. Sivadasan)
Registrar (J-I)

Copy to:

- (1) The Secretary, Supreme Court Bar Association with ten spare copies of the Circular as well as of the Notification as published in the Gazette of India on 20th December, 1997 for being put on the Notice Boards at several places in order to give wide publicity, to all the Advocates.
- (2) The Secretary, Advocate-on-Record Association with ten spare copies of the Circular as well as of the Notification as published in the Gazette of India on 20th December, 1997 for being put on the Notice Boards at several places in order to give wide publicity, to all the Advocates.
- (3) All the Notice Boards.
- (4) All concerned vide circulation list.

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SUPREME COURT OF INDIA

No. F9/JudL/2007
July 3, 2007

C I R C U L A R


It has come to notice that while verifying the information furnished in the Listing Proforma, endorsements are made by the officials working in the Section concerned randomly, haphazardly and illegibly and that too without any uniformity as to the place where such endorsement is being made. This has caused avoidable inconvenience to the Ld. Registrars holding courts.

In order to avoid such instances in future and to have a uniform pattern in the matter of dealing with Listing Proformae, the following directions are issued to all concerned for compliance without fail:-

- 1 After verifying the information furnished in the Listing Proforma, endorsements shall be made in legible words, in sequence, on the blank space available on the reverse side of the Listing Proforma and, if no such blank space is available, on the sheet of paper to be added to the Listing Proforma.
- 2 The Assistant Registrar (Mentioning) shall ensure that the advocate or his representative who makes the endorsement of having noticed the request in the Listing Proforma should not only sign on the Listing Proforma, but also put his name in legible hand with date.

- 2
- 3 If there is any doubt about any endorsement made on the Listing Proforma, the Assistant Registrar (Mentioning) shall seek clarification from the concerned and make sure that there is proper and complete endorsements regarding service of notice of the mentioning etc.

Non-compliance of the above directions, whenever noticed, will be viewed seriously.


3/7/09
(T. Sivadasan)
Registrar (Judl.)

Circulated to :

All concerned on Judicial side.