

**[1]Model Case Flow Management Rules in High Court
Punjab and Haryana High Court Rules, 2007**

In exercise of the power conferred by Article 225 of the Constitution of India, and Chapter X of the Code of Civil Procedure, 1908 (5 of 1908) amended up to date and all other powers enabling, the High Court of Punjab and Haryana hereby makes the following Rules :-

I. DIVISION OF CASES INTO DIFFERENT TRACKS:

1. Writ Petitions.- The High Court shall, at the stage of admission, or at the stage of issuing notice before admission, categorise Writ Petitions other than Writ of *Habeas Corpus*, into three categories depending on the urgency with which the matter should be dealt with : the Fast Track, the Normal Track and the Slow Track. The petitions in the Fast Track shall invariably be disposed of within a period not exceeding six months while the petitions in the Normal Track should not take longer than a year. The petitions in the Slow Track, subject to the pendency of other cases in the Court, should ordinarily be disposed of within a period of two years.

Where an interim order of stay or injunction is granted in respect of liability to pay tax or demolition or eviction from public premises etc. the case shall be put on the Fast Track. Similarly, all matters involving admission to educational institution, tenders would also be put on the Fast Track. These matters cannot brook delays in disposal.

2. Senior officers of the High Court, nominated for the purpose, shall at monthly interval, monitor the stage of each case likely to come up for hearing before each Bench (Division Bench or Single Bench) during that month, which have been allocated to the different tracks. The details shall be placed before the Chief Justice or Committee nominated for that purpose as well as the concerned Judge dealing with the cases.

3. The Judge or Judges referred to in Clause (2) above may shift the case from one track to another, depending upon the complexity, urgency and other circumstances of the case.

4. Where computerization is available, data will be fed into the computer in such a manner that the Court or Judge or Judges, referred to in Clause (2) above will be able to ascertain the position and stage of every case in every track from the computer screen.

[1] Chp.-4 Part I, inserted vide Correction Slip No.122 Rules/II.D.4, Dated 12.03.2008.

5. Whenever the roster changes, the Judge concerned who is dealing with final matters shall keep himself informed about the stage of the cases in various tracks listed before him during every week, with a view to see that the cases are taken up early.

6. **Other Matters.-** The High Court shall also divide Civil Appeals and other matters in the High Court into different tracks on the lines indicated in Sub-clauses (2) to (5) above and the said clauses shall apply, *mutatis mutandis*, to the Civil Appeals filed in the High Court. The High Court shall make a subject-wise division of the appeal/revision applications for allocation into different tracks.

II. WRIT OF HABEAS CORPUS :

Notices in respect of Writ of Habeas Corpus where the person is in custody under orders of a State Government or Central Government shall invariably be issued by the Court at the first listing and shall be made returnable within 48 hours. State Government or Central Government may file a brief return enclosing the relevant documents to justify the detention. The matter shall be listed after notice on the fourth working day after issuance of notice, and the Court shall consider whether a more detailed return to the Writ is necessary, and if so required, shall give further time of a week and three days' time for filing a rejoinder. A Writ of Habeas Corpus shall invariably be disposed of within a period of fifteen days. It shall have preference over and above fast-tracks cases.

III. MODE OF ADVANCE SERVICE :

¹[The Court rules will provide for mode of service of notice by electronic means as well as by other mode on the standing counsel for respondents wherever available, against whom, interim orders are sought. Such advance service shall generally relate to Governments or public sector undertakings who have Standing Counsel.]

IV. FIRST APPEALS TO HIGH COURT :

1. **Service of Notice of Appeal :** First Appeals being appeals on questions of fact and law, Courts are generally inclined to admit the appeal and *it* is only in exceptional cases that the appeal is rejected under Order XLI Rule 11 at the admission stage. In view of the amendment in CPC, a copy of the appeal is required to be filed in

the Trial Court. It has been clarified by the Supreme Court that the requirement of filing of appeal in the Trial Court does not mean that the party cannot file the appeal in the Appellate Court (High Court) immediately for obtaining interim orders.

In addition to the process for normal service as per the Code of Civil Procedure, advance notice should simultaneously be given by the counsel for the party who is proposing to file the appeal, to the counsel for the opposite party in the Trial Court itself so as to enable them to inform the parties to appear if they so choose even at the first hearing stage.

2. **Printing/Typing of Paper Book :** Printing and preparation of paper books by the High Court should be done away with. After service of notice is effected, counsel for both sides should agree on the list of documents and evidence to be printed or typed and the same shall be made ready by the parties within the time to be fixed by the Court. Thereafter, the paper book shall be got ready. It must be ensured that the paper books are ready at least six months in advance before the appeal is taken up for arguments. (Cause lists must specify if paper books have been filed or not).

3. **Filing of written submissions and time for oral arguments:** The appellants and the respondents shall be required to submit their written submissions, with all relevant pages as per the Court paper book marked therein, within a month of preparation of such paper books, referred to in para 3 above.

Cause list may indicate if written submissions have been filed. If not, the Court must direct that they be filed immediately.

After the written submissions are filed, (with due service of copy of the other side) the matter should be listed before the Registrar or any other officer so appointed/authorized, for the parties to indicate the time that will be taken for arguments in the appeal. Alternatively, such matters may be listed before a Judge in chambers for deciding the time duration and thereafter to fix a date of hearing on a clear date when the requisite extent of time will be available.

In the event that the matter is likely to take a day or more, the High Court may consider having a Caution List/Alternative List to meet eventualities where a case gets adjourned due to unavoidable reasons or does not go on before a Court, and those cases may be listed before a Court where, for one reason or another, the scheduled cases are not taken up for hearing.

4. **Court may Explore Possibility of Settlement:** At the first hearing of a First Appeal when both parties appear, the Court shall find out if there is a possibility of a settlement. If the parties are agreeable even at that stage for mediation or conciliation, the High Court could make a reference to mediation or conciliation for the said purpose.

If necessary, the process contemplated by Section 89 of CPC may be resorted to by the Appellate Court so that the hearing of the appeal is not unnecessarily delayed. Whenever the ADR process is adopted, the Court should fix a date for a report on the ADR two months from the date of reference.

V. **APPEALS TO DIVISION BENCH FROM JUDGMENT OF SINGLE JUDGE OF HIGH COURT [LETTER PATENT APPEALS (LPA) OR SIMILAR APPEALS UNDER HIGH COURTS ACTS] :**

An appeal to a Division Bench from judgment of a Single Judge may lie in the following cases:-

- (1) Appeals from interlocutory orders of the Single Judge in original jurisdiction;
- (2) Appeals from final judgments of a Single Judge in Original jurisdiction;
- (3) Other appeals permitted by any law to a Division Bench.

Appeals against interlocutory orders falling under category (1) above should be invariably filed after advance notice to the opposite counsel (who has appeared before the Single Judge) so that both the sides will be represented at the very first hearing of the appeals. If both parties appear at the first hearing, there is no need to serve the opposite side by normal process and at least in some cases, the appeals against interlocutory orders can be disposed of even at the first hearing. If, for any reason, this is not practicable, such appeals against interim orders should be disposed of within a period of a month.

In cases referred to above, necessary documents should be kept ready by the counsel to enable the Court to dispose of the appeal against interlocutory matter at the first hearing itself.

In all appeals against interim orders in the High Court, in writs and civil matters, the Court should endeavor to set down and observe a strict time limit in regard to oral arguments. In case of Original Side Appeals/ LPAs arising out of final orders in a Writ Petition or arising out of civil suits filed in the High Court, a flexible time schedule may be followed.

The practice direction in regard to First Appeal should *mutatis mutandis* apply in respect of LPAs/Original Side Appeals against final judgment of the Single Judge.

Writ Appeals/Letters Patent Appeals arising from orders of the Single Judge in a Writ Petition should be filed with simultaneous service on the counsel for the opposite party who had appeared before the Single Judge or on service of the opposite party.

Writ Appeals against interim orders of the Single Judge should invariably be disposed of early and, at any rate, within a period of thirty days from the first hearing. Before Writ Appeals against final orders in Writ Petitions are heard, brief written submission must be filed by both parties within such time as may be fixed by the Court.

VI. **SECOND APPEALS :**

¹[Even at the stage of admission, the questions of law with a brief synopsis and written submission on each of the propositions should be filed so as to enable the Court to consider whether there is a substantial question of law. Wherever the Court is inclined to entertain the appeal, apart from normal procedure for service as per rules, advance notice shall be given to the counsel, electronically or by other mode, who had appeared in the first Appellate Court. The notice should require the respondents to file their written submissions within a period of eight weeks from service of notice. Efforts should be made to complete the hearing of the Second Appeals within a period of six months.]

VII. **CIVIL REVISION :**

A revision petition may be filed under section 115 of the Code of Civil Procedure under any special statute. The petitions under Article 227 of the Constitution of India are registered as civil revision petitions as well in some cases. The practice direction in regard to LPAs and First Appeals to the High Courts, should *mutatis mutandis* apply in respect of revision petitions.

VIII. **CRIMINAL APPEALS :**

Criminal Appeals should be classified based on offences, sentence and whether the accused are on bail or in jail. Capital punishment cases, rape, sexual offences, dowry death cases should be kept in Track I. Other cases where the accused have not been granted bail and are in jail, should be kept in Track II. Cases which affect a large number of persons such as cases of mass cheating, economic offences, illicit liquor tragedy, food adulteration cases, offences of sensitive nature should be kept in Track III. Offences which are tried by special courts such as POTA, NDPS Act, Prevention of Corruption Act etc. should be kept in Track IV whereas all other offences should be kept in Track V.

1. Amended vide Correction Slip No. 178 Rules/II.D.4 dated 27.11.2018.

The endeavor should be to complete Track I appeals within six months, Track II appeals within nine months, Track III within a year, Track IV and V within fifteen months.

Wherever an appeal is filed by a person in jail, and also when appeals are filed by the State, the complete paper-books including the evidence, should be filed by the State within such period as may be fixed by the Court.

In appeals against acquittals, steps for appointment of *amicus curie* or State Legal Aid counsel in respect of the accused, who do not have a lawyer of their own, should be undertaken by the Registry/(State Legal Services Committee) immediately after completion of four weeks of service of notice. It shall be presumed that in such an event the accused is not in a position to engage counsel, and within two weeks thereafter counsel shall be appointed and shall be furnished all the papers.

¹.**[VIII-A**

The writ petitions, miscellaneous or other petitions in which the High Court has stayed investigations pursuant to the lodging of FIRs or the trials shall be put through track-I and shall be finally disposed of as early as possible and preferably within six months from the date when the respective orders of stay are issued.]

IX. SAVINGS & REPEAL :

Where there is any inconsistency between these rules and the provisions of either the Code of Civil Procedure, 1908 or the Code of Criminal Procedure, 1973 or the High Court Rules and Orders, or any other statute, the provisions of such Codes and statute shall prevail.

1. **Inserted vide Correction Slip No. 156 Rules/II.D.4, Dated 21.11.2012.**

APPENDIX – A

SUMMONS TO APPEAR IN PERSON

(Order V, Rule 3, of the Code of Civil Procedure: Schedule I, Appendix E, Form 3)

In the Court of
Suit No..... of 20.....

Plaintiff

Of.....

Against

Of.....Defendant

To

WHEREAS.....has
instituted a suit against you for.....

You are hereby summoned to appear in this Court in person on the..... day of..... at..... o'clock in this forenoon to answer the claim for set off and further a list of all other documents (whether in your possession or power or not) which are relied upon as evidence in support of your defence or claim for set off, which list shall be added or annexed to the written statement. You are also apprised that the Code of Civil Procedure, 1976 as amended in 2002 prescribes a maximum period of 30 days to file Written Statement.

Take notice that in default of your appearance on the day before mentioned, the suit will be heard and determined in your absence.

Given under my hand and seal of the Court, this..... day..... of 20...

(Seal)

.....

APPENDIX D
DECREES
(O. 20, RR, 6, 7)

Plaintiff	Amount	Defendant	Amount
1. Stamp for plaint		1. Stamp for counter-claim	
2. Stamp for power		2. Stamp for power	
3. Stamp for petitions and affidavits		3. Stamp for petitions and affidavits	
4. Costs of exhibits including copies made under the Banker's Books Evidence Act, 1891.		4. Costs of exhibits including copies made under the Banker's Books Evidence Act, 1891.	
5. Pleader's fee on Rs.		5. Pleader's fee	
6. Subsistence and travelling allowance of witnesses (including those of party, if allowed by Judge)		6. Subsistence and travelling allowance of witnesses (including those of party, if allowed by Judge)	
7. Process fee		7. Process fee	
8. Commissioner's fees		8. Commissioner's fees	
9. Demi-paper		9. Demi-paper	
10. Cost of transmission of records		10. Cost of transmission records	
11. Other costs allowed under the Code and General Rules and Orders: (a) for time spent by the successful party (b) the transportation and lodging if any, other incidental costs @ typing charges and other incidental costs in relation to the litigation.		11. Other costs allowed under the Code and General Rules and Orders.	
12. Total		12. Total	