

Chapter 1-A

- 1. In Rule 1 sub-rule (2) & (3) substituted (Ref.: Book 2009 edition), Prior to substitution the Rule reads as under:-**

(2) Local and Seasonal Changes:-In view of the intensity of heat all civil and criminal courts in the districts of Rohtak, Hissar and Gurgaon shall work from 7 A.M. to 1 P.M with no interval for lunch from 1st May to 15th July. No reference need be made to the High Court for change of court hours during summer in these districts.

(3) Ditto:- The working hours for offices located at the hill stations of Simla, Dharamsala and Kulu Sub-division are sometimes cut short by an hour during certain winter months by instructions issued from time to time.

- 2. In Rule 4 Proviso added vide correction slip No. 17, dated 31st May, 1971.(Ref. Book)**

Chapter 1-E

- 3. In Rule 5 after the words “set-off” and before the words “under Order VIII” the words “counter-claim” inserted and after the words “Rules 6” and before the words “Civil Procedure Code” the words “and 6A to 6G” inserted vide Central Act, 104 of 1976.**

Chapter 1-G

- 4. In Rule 2 existing sub-rule (i) substituted vide correction slip No. 20 Rules.X.D.6, dated 20th September, 1974 after the Part N.(Ref. Book)**

2. (i) Whenever any documents are produced by the parties in the course of a suit, whether with the plaint or written statement, or at a later stage, they must always be accompanied by a list in the form given below. Documents produced must be forthwith compared with the list, and, if found correct, signed by the chief ministerial officer, of the Court. In column 4, the Court should note the manner in which the document was dealt with i.e., whether it was admitted in evidence or rejected and returned to the party concerned or impounded, as the case may be.

Chapter 1-K

- 5. In Rule 4 second paragraph beginning with the words “whenever possible” and ending with the words “dates fixed” deleted vide correction slip No. 32 Rules/II.D.4, dated 7th May, 1988, prior to deletion the Rule reads as under:- (Ref. Book)**

Whenever possible the Presiding Officer should, as soon as may be, fix fresh dates in cases fixed for the date which is declared a holiday or for which he has obtained leave, and issue notices to the parties, their counsel and witnesses, of the fresh dates fixed.

- 6. Rule 8 substituted vide Correction Slip No.**

29/Rules.IX.C.18, dated 19th June, 1980, prior to substitution the Rule reads as under:- (Ref. Book)

8. The progress of old cases should be carefully watched. It is advisable for judicial officers to keep before them a list of all old cases say pending over six months or a year and take proper steps to expedite their disposal. In order to put a stop to bad cases of delay courts are required to submit to the High Court abstracts of order sheets in cases pending over a year.

Chapter 1-N

7. **Part IV inserted vide Correction Slip No. S.O. 34/CA 5/1908/82/78 and Punjab Gaz L &S Pt. III dated 30th June 1978 at P-347.**

Chapter 1-O

8. **In Chapter I Part O added vide correction slip No. 44 Rules/II.D.4., dated 2nd September, 2003 after the Part N. (Ref. Lib.)**
9. **In Part II the Title substituted with the words “MEDIATION AND CONCILIATION RULES” vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to substitution the Title reads as under:-**

“MEDIATION RULES”

10. In this Chapter wherever the word “mediator” appears it is substituted with the words “mediator/conciliator” vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to substitution the Title reads as under:-

11. Rule 3(e) inserted after the existing Rule 3(d) vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008.

12. In Rule 4 clause (b) substituted vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to substitution the Rule reads as under:-

Legal practitioners with at least fifteen years standing at the Bar in the Supreme Court, High Court or District Court.

13. Rule 17 substituted vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to substitution the Rule reads as under:-

On the expiry of sixty days from the date fixed for the first appearance of the parties before the mediator conciliator, the mediation shall stand terminated, unless the Court, which referred the matter, either *suo moto* or upon request by any of the parties and upon hearing all the parties, is of the view that extension of time is necessary or may be useful then he may extend the time but such extension shall not be beyond a further period of thirty days.

14. In Rule 25 Clauses (1), (3) and (4) are substituted, vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to substitution the Rule reads as under:-

(1) At the time of referring the dispute to the [mediator/conciliator], the Court shall after consulting the [mediator/conciliator] and the parties, fix the fee of the [mediator/conciliator].

(2) The expenses of the mediation including the fee of the [mediator/conciliator], costs of administrative assistance, and other ancillary expenses concerned, shall be borne equally by the various contesting parties or as may be otherwise directed by the Court.

(3) Where there are two [mediators/conciliators] as in clause (b) of Rule 2, the Court shall fix the fee payable to the [mediators/conciliators] which shall be shared equally by the parties.

15. In Rule 25 after the existing Clause (1), proviso added, vide Correction Slip No. 58 Rules/II.D.4 dated 10th December, 2009.

16. In Rule 25 Clause (2) deleted and the rest of the clauses are re-numbered, vide Correction Slip No. 54 Rules/II.D.4 dated 9th July, 2008, prior to deletion the Rule reads as under:-

(2) As far as possible, a consolidated summary be fixed rather than for each session or meeting.

Chapter 1-P

17. In Chapter I Part P added vide correction slip No. 52 Rules/II.D.4., dated 12th March, 2008 after the Part O. (Ref. Lib.)

Chapter 3-D

18. In Rule 1 Clause (dd) added vide Haryana Government Notification No. GSR/52/CA7/1887/S.3/74, dated 10th May 1974.(Ref. Book edition 2009)

Chapter 4-A

19. "Scheme for Appointment of Arbitrators" added vide Notification No. GSR/6/C.A.26/96/S.11/97, dated 19th December 1996.

Thereafter

"Scheme for Appointment of Arbitrators" substituted vide Notification No. 271 Rules/XVI.A.129, dated 17th September 2003, prior to substitution the Rule reads as under:-

In exercise of the powers conferred on the Chief Justice of the High Court of Punjab and Haryana, Chandigarh, under sub-section (10) of section 11 of the Arbitration and Conciliation Act, 1996, I hereby make the following scheme:-

Short Title:

1. This Scheme may be called the Appointment of Arbitrators by the Chief Justice of Punjab and Haryana High Court, Chandigarh Scheme, 1996.

Submission of request:

2. The request to the designate person/institution under sub-section (4) or sub-section (5) or sub-section (6) of Section 11 shall be made in writing in the format prescribed in appendix I and shall be accompanied by-

- (a) The original arbitration agreement or a duly attested/photocopy thereof;
- (b) An affidavit supported by the relevant document or photo-true copies thereof to the effect that the condition to be satisfied under sub-section (4) or sub-section (5) or sub-section (6)

Authority to deal with the request:

3. For the purpose of dealing with the request made under para 2, the Chief Justice may designate Civil Judge (Senior Division) of the concerned District or Tehsil or Sub-division as the case may be.

Seeking further information:

4. The person designated herein may seek such further information or clarification or documents, from the party making the request under the scheme, as he may deem fit.

Rejection of request:

5. Where the request made by the party is not in accordance with the provisions of this scheme, the person designated may reject the same.

Notice to affected person(s):

6. Subject to the provisions of paragraph 5 the person designated shall direct that notice of the application be given to all the parties to the arbitration agreement and to such other person or persons as may seem to him likely to be affected by such proceedings to show cause within the time specified in the notice, as to why the appointment of the arbitrator(s) or the measures proposed to be taken should not be made or taken and such notice shall be accompanied by copies of all documents referred to in para 2 or, as the case may be, the information or clarification or copies of documents, if any, sought under paragraph 4.

Withdrawal of authority:

7. If the Chief Justice, on receipt of a complaint from either party to the arbitration agreement or otherwise is of opinion that the person designated by him under paragraph 3 has neglected or refused to act or is incapable of acting, he may withdraw the authority given by him to such person and either deal with the request himself or designate another person for that purpose.

Intimation of action taken on request:

8. The appointment made or measures taken by the person designated in para 3 or para 7 in pursuance of the request under paragraph 2 shall be communicated in writing to-

- (a) the parties to the arbitration agreement;
- (b) the arbitrators, if any, already appointed by the parties to the arbitration agreement;
- (c) the person or institution, if any, to whom or to which any function has been entrusted by the parties to the arbitration agreement under the appointment procedure agreed upon by them;
- (d) the arbitrator appointed in pursuance of the request.

Requests and communications to be sent to Authorised Officer:

9. All requests under the scheme and communications relating thereto shall be presented to the officer authorized by the person designated in para 3 or para 7 and the said officer shall maintain a separate register of such requests and communications. Whenever requests under para 2 are received, the authorized officer shall, as soon as may be, place the same before the person designated in para 3.

Delivery and receipt of written communications:

10. The provisions of sub-section (1) and (2) of section 3 of the Arbitration and Conciliation Act, 1996 shall, so far as may be, apply to all written communications received or sent under this scheme.

Costs for processing requests:

11. The party making a request under this Scheme shall alongwith the request for arbitration pay an amount of Rs. 500 towards the costs involved in processing the request.

The amount be deposited in the State Bank of India under the Head of Account "0070-other Administrative Services-01-Administration of Justice and the receipt thereof shall be filed alongwith requests.

Interpretation:

12. If any question arises with reference to the interpretation of any of the provisions of this Scheme, the question shall be referred to the Chief Justice whose decision shall be final.

Power to amend the Scheme:

13. The Chief Justice may, from time to time, amend by way of addition or variation any provision of this Scheme.

20. In Scheme for Appointment of Arbitrators Rule 3 & 10 substituted vide Correction Slip No. 185/Rules/XVI.A 129, dated 9th June, 2009, prior to substitution the Rules read as under:-

3. Authority to Deal with the Request:- (1) For the purpose of dealing with the request made under para 2 the Chief Justice hereby designates the District Judge to the Court of District Judge, where the value of the subject matter does not exceed 25 lakh rupees;

(2) the request involving the subject matters exceeding 25 lakh rupees shall be dealt with by the Chief Justice himself or he may designate any Judge of the High Court for this purpose by a general or special order;

(3) the requests falling under sub-para (1) shall be placed before the District Judge for appropriate allotment and the requests falling under sub-para (2) shall be placed before the Chief Justice or his designate.

10. Cost for Processing Requests:- A request under para 3(1) shall be accompanied by Court fee stamps of Rs. 500 and under

para 3(2) Rs. 1,000.

Chapter 4-B-1

21. Part B-1 added after the existing Part B, Vide Correction Slip No. 45 Rules/II.D.4, dated the 8th September, 2003.

Chapter 6-B

26. In the Indian Soldiers (Litigation) Rules, 1938, Rule 3 substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Rule reads as under:-

Prescribed authority.

The prescribed authority for the purposes of sub clause (iv) of clause (b) of section 3 and section 6, 7 and 8 of the Act shall be the Officer Commanding the Unit or the Depot of the unit to which the soldier belongs.

27. Rule 5 substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Rule reads as under:-

The notice given by the Court under section 6 of the Act shall be in Form B of the Schedule and shall be sent to the prescribed authority care of the General Officer Commanding-in-Chief of the Command in which the Courts is situated, and the certificate of the prescribed authority, under section 7 of the Act, shall be in Form C of the Schedule.

28. Rule 8 substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Rule reads as under:-

The prescribed authority for the purposes of section 12 of the Act shall be the General Officer Commanding-in-Chief of the Command in which the Court is situated.

29. In the Schedule Form B, for the words and brackets

“The Officer Commanding (enter name of unit _____ depot of unit”

the words “The Prescribed Authority %” AND

for the words “Care of the General Officer Commanding-in-Chief, Command” the words “Care of the General Officer Commanding-in-Chief..... Command.

the Assistant Chief of the Air Staff (Personnel), Air Headquarters, New Delhi” substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Form reads as under:-

FORM B.

(See Rule 5)

Notice under section 6 of the Indian Soldiers (Litigation) Act, 1925.

In the.....

.....No.....of.....

.....

Versus

.....

To

The Officer Commanding (enter name of unit)

depot of unit

Care of the General Officer Commanding-in-Chief,

..... Command.

Please take notice that [upon the certificate of the Collector of under Section 5 of the Indian Soldiers (Litigation) Act, 1925 (IV of 1925)][having had reason to believe]* that....., son of..... an Indian Soldiers who is a party in the above-mentioned proceeding now pending in this Court and is not represented by any person duly authorised to appear, plead or act on his behalf, is unable to appear therein, this Court has, under section 6 of the said Act, suspended the proceedings, if within the period prescribed in section 8 of the said Act, no certificate is received from you under section 7 thereof, the Court will, if it thinks fit, continue the proceeding.

Given under my hand and the seal of the Court, this the day of..... +19 .
Presiding Officer of the Court Registrar.

30. In the text of the form, in line 3 for the word “that” the word “that @” substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972.

31. In the Schedule Form B the existing footnotes substituted vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972.

This notice should be sent by post in a registered cover, or by hand, and an acknowledgement should be obtained for it.

**One of the two portions within square brackets, should according to the circumstances of each case, be penned through.*

32. In the Schedule Form C, for the words and brackets “The Officer Commanding (enter name of unit/depot of unit” the following shall be substituted,

“
_____”

_____” and for the words “Officer Commanding” below the words “Yours faithfully” the words “Prescribed Authority” substituted, vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Form reads as under:-

FORM C.
(See Rule 5).

Certificate under section 7 of the Indian Soldiers (Litigation) Act, 1925.

From

The Officer Commanding,
(enter name of unit/depot of unit)

.....
.....
.....

.....No.....of 19.....

.....
Versus
.....

No....., dated.....
Sir,

I HAVE the honour to acknowledge receipt of your notice dated....., under section 6 of the Indian Soldiers (Litigation)

Act, 1925 (IV of 1925), in the above mentioned proceeding, and to certify under section 7 of the said Act that.son of, in respect of whom the above mentioned notice has been given, is serving under special conditions and that a postponement of the proceeding in respect of that soldier is necessary in the interest of justice.

..... Yours faithfully,
Officer Commanding.

33. In the Schedule Form D, for the words "Officer Commanding" below the words "Yours faithfully" the words "Prescribed Authority" substituted, vide Correction Slip No. 19 Rules/XXVIII.6, dated 21st September, 1972, prior to substitution the Form reads as under:-

FORM D.

(See Rule 6).

Certificate under rule 6 of the Indian Soldiers (Litigation) Ruls, 1938.

From

.....
.....

To

.....
.....
.....

In re.....No.....of 19.....

.....
Versus
.....

No....., dated.,.....

Sir,

I HAVE the honour to invite a reference to my letter No....., dated....., and to certify under rule 6 of the Indian Soldiers (Litigation) Rules, 1938. that circumstances no longer exist for the postponement of the above mentioned (enter suit appeal, application or other proceeding), now pending in (enter name of court), wherein, son of.....an Indian Soldier, is a party.

Yours faithfully,
Officer Commanding.

Chapter 8

34. Rule 6 substituted vide Correction Slip No. 28, dated 9th May 1979, prior to substitution the Rule reads as under:-

To avoid delays in the disposal of suits and proceedings against the Government and to prevent inconvenience to the law Officers of the Government the following directions should be observed:—

- (1) No suit against the Government or Public officer as such should be heard by a Court away from the headquarters of the District.
- (2) Suits and proceedings in which Government is a party should be given priority of hearing; and such cases should, when possible, be heard continuously until completion; and
- (3) If a date is fixed in a suit affecting the Government, and the Court is not prepared to hear the case on that date, timely notice if necessary by telegram, should be given to the Law Officer concerned by the Court.

Timely notice
of
adjournment.

35. Rule 7 substituted vide CPC (Amendment) Act, 1976 (Act 104 of 1976), prior to substitution the Rule reads as under:-

Where in a suit by or against the Government or a public officer in his official capacity a decree is passed against the Union of India or the State or as the case may be, the public officer; the Court shall specify a time within which the decree shall be satisfied (Section 82). As regards the execution of such decrees see paragraph 7 of Chapter 12-C.

36. At the end of Rule 8, paragraph XVI and XVII added vide Correction Pamphlet No. 2, dated 3rd January, 1966.

Chapter 9

37. **Rule 5(iii), substituted vide correction slip no. 13, dated 7th August 1968, prior to substitution, the rule reads as under:-**

Fees.

(iii) Whenever an application is sent to the Special Kanungo or Patwari Muharrir he must, at the same time, be summoned, as a witness, and the applicant must at once deposit into Court the fee for evidence which is Rs.3/ and the excerpt, fee which is also Rs.3.

38. **Rule 5(vii), substituted vide correction slip no. 13, dated 7th August 1968, prior to substitution, the rule reads as under:-**

(vii) The fee for the preparation of the excerpt will be a consolidated one of Rs. 3 which will cover the cost of search and preparation of the excerpt. Any extra fee fixed should be recovered at the hearing.

Chapter 10

39. **In Rule 4, sub-paragraph 5 & 6, The word state Substituted with the word (India) by the CPC Act No. 2 of 1951, prior to substitution the rule reads as under:-**

178. When a letter of request to be issued.—Order XXVI, Rule 5, of the Code of Civil Procedure lays down that a court may issue a letter of request if it is satisfied that the evidence of a person residing at any place not within the State is necessary.

179. Letter of request under Section 77 of Civil Procedure Code.—When a court issues a letter of request under section 77 of the Code of Civil Procedure, to examine a witness or witnesses residing at any place outside the State, it shall send therewith a list of the questions to be asked the witness or witnesses and a translation of the letter of request and of questions into English and where possible into the language of the court to which the letter of request is sent. In cases where both the parties are to be represented at the examination the court may, if so desired by the parties ask in the letter of request that the agents of the parties be permitted to put such further questions in examination and cross examination as they may be advised. The party on whose application the letter of request is issued shall give an undertaking to be responsible for the expenses incurred in its execution. Nothing in this rule prohibits a court issuing a commission from enlarging from time to time the period within which the return may be made.

Chapter 11-A

- 40. Punjab and Haryana Civil Courts Preparation and Supply of Certified Copies of Type Written Judgments Rules, 1982 added vide Notification No. GSR. 85/257/CA/1908/R6B and 20, Order XX/82 dated 5th August, 1982.(reference from Vol. II edition 2004)**

Chapter 12-L

41. For Sub-Rule (ii) of Rule 20, substituted vide correction slip no. 21/Rules XI.C.4(a), dated 20th November 1974, prior to substitution, the rule reads as under:-

(ii) In every district, save as otherwise prescribed, the Official Receiver should ordinarily be appointed Court Auctioneer.

Further substituted vide Correction Slip No.26/Rules XI.C.4(a), Dated 17th September, 1976

At the head quarters of each sub-division in a district, save as otherwise directed, the District Judge shall, with the prior approval of the High Court, appoint a Court Auctioneer to conduct sales in execution of decrees within the limits of the sub-division. The official Receiver shall ordinarily be appointed as the ex-officio Court Auctioneer for the sub-division which has its headquarters at the place where the headquarters of the District are located.

42. For Sub-Rule (ii) of Rule 22, substituted vide Correction Slip No.26/Rules XI.C.4(a), Dated 17th September, 1976, prior to substitution, the rule reads as under:-

(ii) If the sale is conducted by the Court Auctioneer, 80 per cent of the Commission will be paid to him and 20 per cent will be paid into the Treasury to the credit of Government. All incidental expenditure shall be met by the Auctioneer.

Chapter 12-R

43. Rule 4, substituted vide insertion of Section 35-B in C.P.C. by Amending Act 1976 prior to substitution, the rule reads as under:-

The Court can order that a party who knowingly puts forward any false or vexatious claim or defence in execution proceedings shall pay costs by way of compensation to the opposite party who objects to the claim or defence on these grounds. The amendments of Section 35A of the Code of Civil Procedure by Act No. 66 of 1956 may be studied in this connection.

Chapter 16-B of Volume I

44. For rule 1, substituted vide correction slip no. 33 Rules II. D.4, dated 27th February 1991, prior to substitution, the rule read as under:-

In suits for the recovery of specific property or a share of specific property, whether immovable or moveable, or for the breach of any contract or for damages:—

- (a) if the amount or value of the property debt or damages decreed shall not exceed Rs. 5,000 at 7½ per cent on the amount or value decreed;
- (a) if the amount or value shall exceed Rs. 5,000 and not exceed Rs. 20,000 on Rs. 5,000 at 7½ per cent and on the remainder at 3 per cent.
- (c) if the amount or value shall exceed Rs. 20,000 and not exceed Rs. 50,000 on Rs. 20,000 as above, and on the remainder at 1½ per cent;
- (d) if the amount or value shall exceed Rs. 50,000 on Rs. 50,000 as above and on the remainder at ¾ percent:

Provided that in no case shall the amount of any fee exceed Rs. 4,500.

Note.—In suits for land the Pleader's fees should be calculated on the value of the suit as determined for purposes of jurisdiction by the Rules made by the High Court under section 9 of the suits Valuation Act, 1887*, and not on the value as determined for the purposes of the Court-fees Act. Other suits.

45. For rule 2, substituted vide correction slip no. 33 Rules II. D.4, dated 27th February 1991, prior to substitution, the rule read as under:-

In suits for injuries to the person or character of the plaintiff, such as for assault or defamation, or for injuries to property, or to enforce rights, where the pecuniary value of such injury or right cannot be exactly defined, as in suits for interference with a right to light or water, or to enforce a right of pre-emption, or suits for the partition of joint property, where partition is improperly resisted, or any other suit of the kinds specified in the rules made by the High Court under section 9 of the suits Valuation Act, 1887, *

for the valuation of suits which do not admit of being satisfactorily valued, if the plaintiff succeeds, the court may order the fee allowed to the plaintiff, to be calculated with reference either to the amount decreed, according to the valuation of the suit, or according to such a sum, not exceeding the valuation, as the Court shall think reasonable, and shall fix with reference to the importance of the subject of dispute. In any such case the amount of the fee shall be calculated according to rule 1.

Note.—The words "Valuation of the suit" in the above rule mean the value of the suit as determined for purposes of jurisdiction by the rules made by the High Court, under section 9 of the Suits Valuation Act, 1887* (See Chapter 3 of this Volume)

46. For rule 8, deleted vide correction slip no. 33 Rules II. D.4, dated 27th February 1991, prior deletion, the rule read as under:-

In any miscellaneous proceedings or for any matter other than that of appearing, acting or pleading in a suit prior to decree, the fee shall not exceed.—

- (i) rupees two hundred and forty in the court of a District Judge, or of an officer exercising the powers of a Subordinate Judge of the 1st, 2nd, 3rd and 4th class or in a Court of Small Causes;
- (ii) rupees forty eight in the Court of an officer exercising the powers of a Subordinate Judge in respect of cases the value of which is below Rs. 1,000.

Chapter 16-C of Volume I

47. Rule 2, substituted vide correction slip no. 33 Rules II. D.4, dated 27th February 1991, prior substitution, the rule read as under:-

2. Several appeals have had to be admitted to a hearing by this Court solely on the ground that counsel's fees, which should have been fixed by rule, had been fixed at the discretion of the District Judge, at a rate higher than that allowed by the rules. Although rules 2 and 15 of Part B of this Chapter permit District Judges to exercise their discretion in allowing fees which appear just and equitable, it must be remembered that the fee to be allowed is to be calculated in accordance with scale laid down in Rule 1 of that Part, and any fee not exceeding the sum so arrived at may be allowed.

For instance:—

- (i) in a suit for an injunction where the plaintiff values the relief sought at Rs. 110, the maximum fee which can be allowed is Rs. 8.25 nP.

in a suit for declaration that an alienation of land of which 30 times the land revenue is Rs. 300 and where the consideration is Rs. 1,000 shall not affect the plaintiff's reversionary rights, the maximum fee allowable is Rs. 22.50 calculated upon the jurisdictional value and not Rs. 75 calculated upon the consideration.

Chapter 17-B of Volume I

48. For rule 1, paragraph 1, added vide notification no. G.S.R. 85 P.A. 6/1918/S. 46A/Amd./74., dated 19th July, 1974, prior to addition, the rule read as under:-

‘Petition’ means a document, written for the purpose of being presented to a Court or a Judicial or Revenue Officer, as such, and includes a plaint and memorandum of appeal.

49. For rule 1 after paragraph 3 the explanation added vide Notification No. G.S.R. 85 P.A. 6/1918/S. 46A/Amd./74., dated 19th July, 1974.

50. Rule 19(i), substituted vide correction slip no. 6/Rules XIV.8, dated 11th October 1966, prior substitution, the rule reads as under:-

- a. Subject to the provisions of rule 25, every licensed Petition-writer may make his own terms with his employer as to the remuneration to be paid for his services.

51. Rule 25, deleted vide correction slip no. 6, dated 11th October 1966, prior deletion, the rule reads as under:-

Any Judicial or Revenue Officer or Court, who, upon the representation of any person employing a Petition-writer after hearing such petition-writer, if he desires to be heard, finds that the fee charged for writing a petition presented in his office or Court was excessive, may by order in writing, reduce the same to such sum as appears to be, under the circumstances, reasonable and proper, and may require the petition-writer to refund the amount received in excess of such sum. An order passed under this rule shall not be revised, except by the Officer or Court, who made it.

52. In Rule 28, words occurring “and rule 25” deleted vide correction slip no. 6, dated 11th October 1966, prior deletion, the rule reads as under:-

Any person who practises as a Petition-writer contrary to the provisions of rule 2 or who fails to obey the orders of a competent authority passed under rule 17 and rule 25, shall be liable to a penalty not exceeding rupees fifty.

Failure to obey orders.

Punishment for violation of rules.

Punishment for inefficiency, misconduct etc.

Chapter 18-A of Volume I

53. Chapter 18-A, substituted vide correction slip No. 40 Rules/II.D.4., dated 5th February, 1999.

CHAPTER 18

PART A.—Control

Rules framed by the High Court under Section 35(3) of the Punjab Courts Act for subordinate Services attached to Civil Courts other than the High Court.

I. *Application*.—These rules shall apply to the following:-

- (a) Ministerial and menial establishment of District and Sessions Judges, including establishment of Record Offices and Sessions Houses.
- (b) Ministerial and menial establishment of Sub- Judges stipendiary and honorary.
- (c) Ministerial and menial establishment of Courts of Small Causes.

Note.—The term 'menial' used in this rule and the other rules in this chapter includes all inferior Government servants other than process-services, who have been classed as ministerial officers for the purpose of these rules.

II. *Classification.*—(a) The following officers, together with such others as the High Court may from time to time direct, shall be considered as ministerial officers, forming a joint cadre :—

“A joint seniority list of Assistant Nazirs in the Process Serving Establishment and Clerks and Steno-typists in the general line shall be prepared for purposes of promotion to the post of Assistant at every district headquarter in the States of Punjab and Haryana and Union Territory, Chandigarh subject, however, to the provisos that not more than 20 per cent of the promotion posts of Assistants in any District/Sessions Division would at any particular point of time be filled by promotion from amongst the Assistant Nazirs borne on the Joint Seniority list; and that none from amongst those Assistant Nazirs would be considered for promotion as Assistant unless he is a matriculate.”

- (1) Clerks of Court to Senior Subordinate Judges and Judges of Courts of Small Causes;
- (2) Readers;
- (3) Record keepers;
- (4) English and Vernacular Clerks (Ahlmads and Muharrirs, paid Candidates and Leave Reserve Clerks);
- (2) Stenographers;
- (3) Translators and Assistant Translators;
- (4) Copy Clerks, and Copyists, English and Vernacular;
- (5) District and Sessions Judges' Nazirs;
- (6) Civil Nazirs, Naib-Nazirs and Madad Naib-Nazirs;
- (2) European and Execution Bailiffs;
- (3) Process-servers.

Nos. (1) to (8) shall be classed as General Line; Nos. (9) to (11) shall be classed as Process-serving Establishment.

Posts, the initial pay of which is less than Rs. 75 (old) Rs. 60 (new) shall be classed as Lower Grade Posts, all other shall be classed as High Grade Posts.

Posts of Clerks of Court to District and Sessions Judges shall be classed as selection posts and shall be on a provincial cadre-

(b) There shall be a separate cadre for each Revenue District and a separate cadre for; each Court of Small Causes :

Provided that in those divisions, where one District and Sessions Judge has charge of more than one Revenue District, the following practice shall be observed:—

Unpaid candidates shall be recruited from each district separately. A joint list shall be kept in the office of the District and Sessions Judge, in which the name of the District to which each candidate belongs shall be clearly mentioned. As a general rule, a post in a particular district shall be given to an unpaid candidate of the district. This rule may, however, be departed from in those cases where it is considered that such an appointment will be prejudicial to the interests of the senior most unpaid candidate of the other district. In such cases, the latter may be appointed in the district other than his own till his turn comes for appointment in his own district, when he should be sent back, and an unpaid candidate belonging to the other district appointed in his place. The prospects of a candidate shall not be prejudiced through his declining an appointment in a district other than his own.

In making appointments in his own office, the District and Sessions Judge shall take into consideration the claims of clerks working in either district.

- (ii) The appointing authority shall in all such cases record his reasons for holding that a departure from the rule is justified.

Provided further that in those districts in which there is a separate Small Cause Court, the District Judge and the Judge of the Small Cause Court may take into consideration the claims of both establishments in making appointments in the establishments of their respective courts.

Note.—The term 'ministerial' used in this rule is not intended to overrule the definition of a ministerial Government servant given in Fundamental Rule 9(17). Bailiffs and process-servers will, therefore, continue to be regarded as non-ministerial and inferior Government servants, respectively, for the purpose of the rules relating to retirement, as contained in Fundamental Rule 56 for Bailiffs and Articles 481 to 485 of the Civil Service Regulations for process-servers. Bailiffs and other officials appointed to posts in the Punjab on pay not exceeding Rs. 25 per mensem on or after the 19th November, 1934, will be treated as inferior Government servants and their retirement governed by Articles 481 to 485 of the Civil Service Regulations.

III. *Qualifications.*—(1) No person shall be accepted as a candidate for the clerical ministerial staff if he is over 25 years of age, or if there is no prospect of his getting a permanent Government post, or a post of paid candidate, or a post of section copyist, before attaining the age of 25 years.

(2) No person shall be appointed to, or accepted as a candidate for, any clerical ministerial post, unless he has passed the Matriculation Examination of the Punjab University or an equivalent examination:

Provided that the member of the non-clerical ministerial staff, who joined service before November, 1929, may be appointed to a post of Madad Naib-Nazir, Naib-Nazir or Civil Nazir, if he has shown special ability, has a working knowledge of English and is able to examine and keep accounts.

Provided further that a non-matriculate, who joined service before 17th July, 1926, may, if he was actually accepted as a candidate for a clerical post, be appointed to any of the posts enumerated in Schedules I, II and III to this part, if it is certified by the District and Sessions Judge, that he is efficient and fit for such appointment.

(3) Preference shall be given in the recruitment of new candidates to those who are competent stenographers, and such candidates should be freely employed as court stenographers, while working as unpaid candidates.

(3) No person shall be appointed as Process-server or Execution Bailiff unless he has passed the Lower Middle School examination which is equivalent to 6th Class Promotion Examination provided that the High Court may relax this rule in the case of ex-soldiers and provided further that a Process-server who joined service before 2nd June, 1934, may be appointed as Execution Bailiff if he is considered otherwise fit for promotion, although he may not have passed the lower Middle School Examination.

(4) No person shall be appointed Civil Nazir who is not able to keep and examine accounts both in English and in Urdu.

(5) No person who is sickly, old or incapable of much physical exertion, and has not a good knowledge both of Urdu and of the language current in the district of his employment shall be appointed as Execution Bailiff or Process-server.

(4) For posts of menials the officers empowered to make appointments shall appoint the best man, provided that preference be given to ex-soldiers competent to do the duties required.

(5) All appointments shall be subject to a medical certificate of fitness.

IV. *First appointments.*—First appointment shall be made as follows :—

(1) By the District Judge:—

- (a) Ministerial officers in his own court and in all courts controlled by the District Court, other than courts of Small Causes;
- (b) Menials in his own court.

(2) By the Senior Sub-Judge:—

Menials in his own court and the courts of other Sub-Judges in the same district

(3) By the Judge of a Court of Small Causes:— Ministerial officers and menials in his own court.

Note 1.—A District Court may under the provisions of section 37 of the Punjab Courts Act, 1918, with the previous sanction of the High Court, delegate the power of appointment given above to any Subordinate Judge, to be exercised by him in any specified portion of the district, subject to the control of the District Court.

Note 2.—This delegation has been made to the Senior Sub-Judge, 1st Class, in each district in regard to the process-serving establishment of all courts in the district except that of the District Judges court and the court of the Judge, Small Causes, Lahore, Amritsar and Delhi.

V. *Appointment.*—(1) Appointment to ministerial posts shall ordinarily be made either by open competition or by selection from a list of qualified candidates or apprentices accepted by the District Judge, Judge of a Small Cause Court, or Sub-Judge to whom powers of appointment have been delegated, as the case may be. Any departure from either of these methods should be reported to the High Court for confirmation.

(2) No person shall be admitted to work in any Court as an apprentice unless his name is entered on the register of candidates by the written order of the District and Sessions Judge, Senior Subordinate Judge or Judge, Small Cause Court, as the case may be, who shall in addition to the qualifications specified above satisfy himself by personal inspection that each candidate is otherwise qualified and suitable and has adequate means of subsistence. Each apprentice shall have his place and duty distinctly assigned to him in the office and shall work under the supervision of a recognised superior clerk.

(2) When appointment to a permanent post is made from candidates, preference must be given to the senior candidate unless, he has shown himself unfit, provided that when candidates possessing higher educational qualifications for a post, for which an examination standard is fixed, such as graduates, are available they should be given preference over less well qualified candidates.

VI. *Promotion.*—(1) Appointments to the higher grades of the ministerial establishment should ordinarily be made by seniority from lower grades, provided that the official who would thus receive promotion possesses the prescribed educational qualifications and is otherwise fit to perform the duties to which he will be promoted, for which purpose tests may be imposed. This rule does not apply to such posts as that of stenographers for which special qualifications are needed ; but preference should be given to officers with such qualifications who are already working in the lower grades :

Provided that permanent vacancies in the 75-5-125 grade shall be filled by the District and Sessions Judges in the following rotation :—

- (i) By selection on merit out of graduates who have at least two years' experience in the work of the office, if there is no suitable graduate who fulfils this condition an 'outsider' graduate may be appointed, but he must be one who normally resides within the jurisdiction of the District and Sessions Judge.
- (ii) & (iii) By normal promotion in the office, i.e., the appointment of the next senior man whether graduate or non-graduate subject to his fitness:

Provided further that the rotation may be modified in very exceptional cases when the direct appointment of a graduate would mean the ousting of a man, who had been officiating quasi-permanently in the post concerned for an appreciable period. What is, an appreciable period will depend on the circumstances of each case. After such a modification, the rotation should be restored as soon as possible.

(2) In making promotions, preference may invariably be shown to officials who are known to be strictly honest. No promotion should be given and no recommendation for promotion made in the case of an official who does not possess and maintain a reputation for strict integrity. Efficiency without honesty is not to be regarded as constituting a claim to promotion.

VII. *Security*.—All officers having any dealings with public money or holding posts of particular trust shall on appointment give such security as the High Court may from time to time prescribe.

VII. *Conditions of service*.—(1) The establishment other than Process-servers mentioned in rule II in each district shall consist of so many posts as the High Court may fix from time to time by an order under this rule. The number of posts and the rates of pay of such, posts as they stood on 1st April, 1934, are as enumerated in Schedules I—III annexed to these rules.

(2) The remuneration of Process-servers and the number of their appointments are governed by rules issued by the High Court under sections 20 and 22 of the Courts Fees Act, 1870.

(3) Service shall ordinarily be within the Civil Division within which the officer was first appointed, but may be anywhere within the jurisdiction of the High Court.

(4) Members shall be governed by the provisions of the Fundamental and the Subsidiary Rules as framed from time to time.

Note.—Clauses (1) and (3) of this rule and the Schedules referred to in clause (1) do not apply to Delhi Courts.

IX. *Punishment*.—(1) The following penalties may for good and sufficient reasons be imposed upon members of the ministerial staff:—

- (i) Censure,
- (i) Fine of an amount not exceeding one month's salary for misconduct or neglect in the performance of duties,
- (i) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders,
- (ii) Withholding of increments or promotion including stoppage at an efficiency bar,

- (iii) Reduction to a lower post or time scale or to a lower stage in a time scale,
- (iv) Suspension,
- (i) Removal, and
- (ii) Dismissal.

(2) (a) Any of the above penalties may be inflicted by the District Judge, on the ministerial officers of his own court or any Court subordinate to him other than a court of Small Causes, and on the menials of his own Court.

(b) The Judge of a Court of Small Causes may inflict any of the above penalties on the ministerial officers menials of his own Court.

(c) The District Judge may, with the previous sanction of the High Court, delegate to any Subordinate Judge the power to inflict penalties given in clause (a) to be exercised by the Subordinate Judge in any specified portion of the district subject to the control of the District Court.

Note.—This delegation has been made to the Senior Sub-Judge, 1st Class, in each district in regard to the process-serving establishment of all courts in the district except that of the District Judge's Court and the court of the Judge, Small Causes, Lahore, Amritsar and Delhi.

(d) Any Subordinate Judge may fine, in an amount not exceeding one month's salary, any ministerial officer of his own Court for misconduct or neglect in the performance of his duties.

(e) The Senior Subordinate Judge may inflict any of the above penalties on menials of his own court or the courts of other Subordinate Judges in the same district.

X. *Appeals.*—(1) The District Judge may on appeal or otherwise reverse or modify any order made under rule IX(2) by any Court under his control including a Court of Small Causes, and his order shall be final :

Provided that nothing in this rule shall preclude the High Court from altering where it deems fit any such appellate order of a District Judge on petition by an aggrieved person or otherwise:

Provided further that the District Judge shall not enhance any punishment but should, if he considers enhancement desirable, refer the case to the High Court for orders.

(2) Appeals against penalties inflicted by a District Judge shall lie to the High Court in the following cases only:-

- (a) Penalties mentioned in Rule IX(iii) to (viii) in respect of ministerial servants, holding permanent and pensionable posts ;
- (a) Orders of substantive appointment by promotion or otherwise to a permanent and pensionable post the maximum pay of which is Rs. 75 or more per mensem.
- (c) Orders of temporary appointment which is to last more than three months or has in fact lasted more than three months in respect of posts the maximum pay of which is Rs. 75 or more per mensem.

(3) Persons appealing to the High Court under this rule shall do so by petition, such petition, accompanied by a copy of the order complained against, shall be presented to the District Judge who passed the order within one month of the date of such order (the period between the date of application for the copy and the date on which it is supplied being excluded). The District Judge will forward the petition to the Registrar of the High Court without unnecessary delay, and in forwarding the same he will be at liberty to record any remarks which he may wish to make concerning any matter stated in the petition.

After reading the petition, the High Court may either:-

- (a) summarily reject it without hearing the petitioner;
- (b) refer it to the District Judge for report and on receipt of such report reject the petition without hearing the petitioner; or
- (c) hear the petitioner, and in cases where other persons are held to be concerned in the subject of the petition, such other persons in open court.

Nothing in these rules shall debar the High Court or a District Judge, from, altering, if deemed fit, any order of punishment or appointment not provided for above which may be passed by a District Judge, Senior Subordinate Judge, or the Judge of a Small Cause Court in respect of ministerial or menial establishment when an aggrieved person petitions or otherwise. District and Sessions Judges should not, therefore, withhold any petition addressed to the High Court whether an appeal lies to it in the case or not under these rules. In a case in which no appeal lies the District and Sessions Judge should forward it without any comments and relevant documents unless he wishes to do so or is so required by the High Court.

(4) Petitioners are forbidden to attend personally at the High Court unless summoned to do so. Orders on their petitions will be communicated to them through the District Judge concerned.

(5) In order that a dismissed official may be able to exercise his right of appeal, the charge against him should be reduced to writing, his defence should either be taken in, or reduced to writing and the decision on such defence should also be in writing. The record of the charge, defence and decision should in all cases be such as to furnish sufficient information to the appellate authority to whom the dismissed official may prefer an appeal.

(6) Establishment orders, in which an appeal lies to the High Court as a matter of right, should state briefly the claims of the persons appointed as well as those of their seniors, if any, who are considered unfit for the appointments in question, and where the order of seniority has not been followed the reasons for departure from it should be stated.

XI. *Appointments, transfers, etc., of Clerks of Courts.*—(1) All orders in regard to the appointments, suspension or removal of Clerks of Court attached to District and Sessions Judges Offices should be reported to the High Court for confirmation.

(2) A Clerk of Court to the District and Sessions Judge will not be regarded a fixture in a district, but will be liable to transfer under the orders of the High Court from one district to another within the same province.

XI. *General orders, regarding discipline, etc.*— Whenever any official (whether paid or unpaid) is personally interested in a case to be heard by the Court to which he is attached he must bring the fact to the notice of the presiding officer.

XII. *Conduct.*—(1) Members shall observe the Government Servants Conduct Rules and such other rules as may be framed by the Provincial Government from time to time.

(2) No candidate (whether paid or unpaid) shall undertake any business, trade or other employment without obtaining the previous permission in writing of the District Judge.

SCHEDULE I
District and Sessions Judges' Courts Establishment
as it stood in the 1st April, 1934

Designation of appointment	Number	Rates of pay	REMARKS
Clerical		Rs.	
Clerks of Courts	21	150-5-225	
Readers	24	100-5-175	
Stenographers	24	100-5-150	
English Clerks	21	75-5-100/5-125	
Record Keepers	21	75-5-100/5-125	
Translators	24	75-5-100/5-125	
Assistant Translators	6	40-2-80/2-90	
Ahlmads	24	40-2-80/2-90	
Guardian Clerks	4	30-1½-60/2-70	
Insolvency Muharrir	1	30-1½-60/2-70	
Copy Clerks	65	30-1½-60/2-70	
Liquidation Clerk	1	75-5-100/5-150	
Paid Candidates	69	Rs. 25 per mensem	
Total	<u>305</u>		
Process-Serving Establishment			
Nazirs	21	30-1-50	
Total	<u>21</u>		
Record Office Establishment.			
Inspection Muharrirs	22	30-1½-60/2-70	
Assistant Muharrir	1	30-1-50	
Total	<u>23</u>		
Grand Total	<u>349</u>		

SCHEDULE II
Subordinate Judges' Courts Establishment
as it stood in the 1st April, 1934

Designation of appointment	Number	Rates of pay	REMARKS
Clerks			
Clerks of Court	27	75-5-100/5-150	
Readers to Senior			
Sub-Judges	28	75-5-100/5-125	
Reader to Sub-Judge	123	40-2-80/2-90	
Ahlmads, Guardian			
Clerk and Insolvency			
Muharrirs	165	30-1½-60/2-70	
Total	<u>343</u>		
Process-Serving Establishment			
Civil Nazirs	30	50-1-70	
Naib-Nazirs	201	30-1-40/1-50	
Madad Naib Nazirs	103	25 per mensem	
Execution Bail ffs	284	25 per mensem	
Total	<u>681</u>		
Grand Total	<u>972</u>		

SCHEDULE II
Small Cause Courts Establishment as it stood
On 1st April, 1934

Designation of appointment	Number	Rates of pay	REMARKS
Clerical			
Clerks of Court	1	75-5-100/5-150	
Ditto	2	75-5-100/5-125	
Reader to Sub-Judge, Small Cause Courts	3	75-5-100/5-125	
Insolvency Clerks	3	40-2-80/2-90	
Readers to Registrars	2	40-2-80/2-90	
Cashiers	2	50-1-70	
Ahlmads	6	30-1½-60/2-70	
Total	<u>19</u>		
Process-Serving Establishment			
Naib-Sheriff	2	30-1-40/1-50	
Bailiffs	6	At Rs. 25 per mensem	
Total	<u>8</u>		
Grand Total	<u>27</u>		

54. Chapter 18-A, Rule 2(f) the words “Bailiffs, Drivers” occurring after the words “other than” and before the words “Process Servers” are deleted vide correction slip No. 43 Rules/II.D.4., dated 25th April, 2003, Prior to deletion the Rule reads as under.

(a) “Ministerial servant” means a member of service whose duties are entirely clerical and any other class of service specially defined as such by general or special order by the High Court and shall include members of class II and III service other than Bailiffs, Drivers, Process Servers and Class IV employees.

55. Chapter 18-A, Rule 7(vi) after the words “Transcription of the same” and before the words “The Select List,” the words “and have proficiency in computers(Word Processing and Spread Sheets)”, added vide correction slip No. 55 Rules/II.D.4., dated 14th May, 2009, Prior to deletion the Rule reads as under.

(vi) Steno-typists:

Appointment to the post of Steno-typist shall be made by direct recruitment from;

Candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised university and pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same. The select list so prepared on the basis of merit shall remain in force for one year from the date of declaration of result.

56. Chapter 18-A, in Rule 7 Sub-rule (vii) (c) and (e) the words 'qualifies the type with minimum speed of 30 W.P.M.' and 'qualifying the type test in English with a minimum speed of 30W.P.M.' respectively substituted as "having proficiency in operation of computers" vide correction slip No. 49 Rules/II.D.4., dated 6th February, 2008, prior to substitution the Rule reads as under:

(c) No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and qualifies the type test with minimum speed of 30 W.P.M.

(e) 10% vacancies in the cadre of Clerks shall be filed up by promotion from amongst the Bailiffs, Process Servers, Daftri and Record Lifter possessing minimum Matric qualification or equivalent thereto having 5 years service as such subject to his qualifying the type test in English with a minimum speed of 30 W.P.M.

57. Chapter 18-A, Rule 7 Sub-rule (ix) is re-numbered as Sub-rule (x) and will come after the title Class IV and sub-rule (x) is re-numbered as sub-rule (ix) vide correction slip No. 43 Rules/II.D.4., dated 25th April, 2003.

Chapter 18-B

58. **Chapter 18-B, inserted after Chapter 18-A and existing Chapter 18-B and 18-C will be renumbered as 18-C and 18-D, vide Correction Slip No. 39 Rules/XXII.D.4 dated 17th October, 1998(Refer to 2004 edition of Volume I)**
59. **Chapter 18-B, Rule 7(vi) after the words “Transcription of the same” and before the words “The Select List,” the words “and have proficiency in computers(Word Processing and Spread Sheets)”, added vide correction slip No. 56 Rules/II.D.4., dated 14th May, 2009, Prior to deletion the Rule reads as under.**

(vi) Steno-typists:

Appointment to the post of Steno-typist shall be made by direct recruitment from;

Candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised university and pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same. The select list so prepared on the basis of merit shall remain in force for one year from the date of declaration of result.

60. In Rule 7 sub-rule (vi-a) inserted, vide Correction slip No. 46 dated 15th September, 2003.

61. Chapter 18-B, in Rule 7 Sub-rule (vii) (c) and (e) the words ‘qualifies the type with minimum speed of 30 W.P.M.’ and ‘qualifying the type test in English with a minimum speed of 30W.P.M.’ respectively substituted as “having proficiency in operation of computers” vide correction slip No. 50 Rules/II.D.4., dated 6th February, 2008, prior to substitution the Rule reads as under:

(c) No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and qualifies the type test with minimum speed of 30 W.P.M.

(e) 10% vacancies in the cadre of Clerks shall be filed up

by promotion from amongst the Bailiffs, Process Servers, Daftri and Record Lifter possessing minimum Matric qualification or equivalent thereto having 5 years service as such subject to his qualifying the type test in English with a minimum speed of 30 W.P.M.

62. In proviso to sub-rule (x) of Rule 7 the word 'and' occurring after 'Hindi' and before 'Punjabi', the word 'or' is substituted, vide correction slip No. 53 Rules/II.D.4 dated 13 March, 2008, prior to substitution the Proviso reads as under:-

Provided that no candidate shall be eligible for appointment/promotion unless he is a matriculate with knowledge of Hindi and Punjabi.

Chapter 18-C

63. Chapter 18-C, inserted after Chapter 18-B and existing Chapter 18-C and 18-D will be renumbered as 18-D and 18-E, vide Correction Slip No. 41 Rules/XXII.D.4 dated 29th November, 1999. (Refer to 2004 edition of Volume I)

64. Chapter 18-C, Rule 7(vi) after the words “Transcription of the same” and before the words “The Select List,” the words “and have proficiency in computers(Word Processing and Spread Sheets)”, added vide correction slip No. 55 Rules/II.D.4., dated 14th May, 2009, Prior to deletion the Rule reads as under.

(vi) Steno-typists:

Appointment to the post of Steno-typist shall be made by direct recruitment from;

Candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised university and pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same. The select list so prepared on the basis of merit shall remain in force for one year from the date of declaration of result.

65. Chapter 18-B, in Rule 7 Sub-rule (vii) (c) and (e) the words ‘qualifies the type with minimum speed of 30 W.P.M.’ and ‘qualifying the type test in English with a minimum speed of 30W.P.M.’ respectively substituted as “having proficiency in operation of computers” vide correction slip No. 51 Rules/II.D.4., dated 6th February, 2008, prior to substitution the Rule reads as under:

(c) No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and qualifies the type test with minimum speed of 30 W.P.M.

(e) 10% vacancies in the cadre of Clerks shall be filled up by promotion from amongst the Bailiffs, Process Servers,

Daftri and Record Lifter possessing minimum Matric qualification or equivalent thereto having 5 years service as such subject to his qualifying the type test in English with a minimum speed of 30 W.P.M.