

FORM NO. 8
Register of Punishments

(Criminal Register No.8)

Number of Head of crime

Nomenclature of offence

Number of persons sentenced to

Imprisonment

Number of the case disposed.	Number of persons convicted.	imprisonment for life	15 days and under		Over 15 days but not exceeding. One month		Over one month but not exceeding six months		Over six months but not exceeding two year		Over one months but not exceeding one year		Over two years but not exceeding seven years		Over seven years.	
			Rigorous	simple	Rigorous	simple	Rigorous	simple	Rigorous	simple	Rigorous	simple	Rigorous	simple	Rigorous	simple
			4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Number of persons sentenced to(contd)													Amount paid as compensation (Section 357, Criminal Procedure Code)	Number of persons (1) released on probation or with admonition under the Probation of offenders act or the Reformatory Schools Act or (2) whose guardians are bound over under the Children Act or under the Railways Act or (3) who are subjected to an order under Section 22 of the Cattle Trespass Act	Number of boys whose sentences were commuted to detention in a certified school.	Remarks	
Rs.10 and under		Above Rs.10 but not more than Rs.50		Above Rs.10 but not more than Rs.100		Above Rs.100 but not more than Rs.500		Above Rs.500 but not more than 1000		Aove Rs.1,000							
Alone	With other punishment	Alone	With other punishment	Alone	With other punishment	Alone	With other punishment	Alone	With other punishment	Alone	With other punishment	Amount imposed	Amount realised				
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Note:- "Juvenile" or others" to be noted in manuscript against the relevant entries

FORM NO.11
Dairy Register (sessions and Magistrate Courts)

(Criminal Register No.11)
Court-

Date (1)	Number of case, appeal or petition (2)	Purport of proceedings (3)

FORM NO.12.
Register of Court –Fees and Process Fees Received

(Criminal Register No.12)

Date (1)	Serial Number in the register (2)	Nature of document and reference to connected case (3)	Court fees in stamps		Non-Judicial Stamps (6)	Remarks (7)
			Process fees (4)	Other fees (5)		
			Rs.P.	Rs.P		

*Column (3) – If there are enclosures, the number and nature of those documents also to be specified in this column

FORM NO.12-A
Process Register

{Criminal Register No.12-A)

(Register of processes issued to the Police Stations by the Magistrate)

Name of the Police Station.

Serial Number	Number of the case.	The crime number	Nature of process with Identifying particulars	Date when issued of process was ordered	Date when sent to Police Station.	Date when received bank.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Instructions

1. A register in this form should be maintained in each of the Magistrate's Courts in the districts and an extract from this register should be attracted to the monthly statement in Criminal Register No.30
2. Every Inspector of Police in-charge of the Circle should often as possible, and at least once in two months, take the registers of the Police Station under him to the concerned Magistrate's Court, check up the entries with those in the registers and if necessary, the records maintained by the Courts and make a report to the Superintendent of Police about the cases involving serious delay or omission.
3. The above register should also be maintained in ledger form, one section being allotted to one Police Station.
4. The Register prescribed above should be maintained with care and should be scrutinized periodically by the Head Ministerial Officer and the Magistrate.
5. In Column (4) of the register, the issue of processes to witnesses for the prosecution and for the defence should be shown separately. It is not necessary to show the name of each of the witnesses but only their.....total number, eg., 10 summons P.s ; 8 summons D.Ws. issue ofailable warrants and non-ailable warrants being specifically recorded in red ink .
6. In column (7) of the register, the date of hearing should also be shown under the date of return, if the date of return of sthe processes to the issuing court is later than the date of hearing.
7. In column (8) of the register should be entered the following, namely, (a) with reference to column (4) the number of process served personally and the number of processes returned unserved, and (b) particulars as to whetherailable warrants and non-ailable warrants were executed or not.

FORM NO.13
For the month of....

(Criminal Register No.13)
Corut

Date	Camp	Case posted	Remarks	Date	Camp	Case Posted	Remarks
(1)	(2)	(3)	(4)	(1)	(2)	(3)	(4)

Note: (1) When cases adjourned, the date.....and place of the adjourned should be shown in column (4).

(2) Cases disposed of on the date of hearing should be.....

FORM NO.13-A
Fair Copy Register

(Criminal Register No.13-A)

Serial Number	Number of the case	Date of judgment	Date on which judgment was given for fair copy	Date on which fair copy was ready	Date on which fair copy was signed by the Presiding Magistrate.	Date of Dispatch of calendar Statement
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM NO.15**Register showing the disposal of property produced in inquiries and trials****(Criminal Register No.15)****Court-- Year**

Number of case or date and number of charge sheet and name station.	Serial No.	Description of property		Initials of the Judge or Magistrate	Particulars of orders for disposal and section of law with date.	If returned to party producing it, or his agent, signature and date.	Initials of the Judge or Magistrate.	If sold by auction the date of auction and the amount realised.	Date of remittance of sale proceeds to Treasury.	Initials of the Judge or Magistrate.	Remarks of Inspecting Officers, if any
		Valuable property.	Other property								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

INSTRUCTIONS

1. The register shall be inspected at least once in the three months by the presiding Judge or Magistrate who will check the valuables and record the result of this inspection in the column for remarks.
2. A fresh register shall be opened every year and the outstanding items shall be brought forward from the register of the pervious year.
3. When valuables are sent to the Chief Judicial Magistrate for disposal, a triplicate form of receipt shall be used, one part of which will be the office copy, the other two will be sent to the Magistrate of which one will be checked and signed by him and pasted in this register on receipt in the Sessions Court
4. Along with its quarterly returns each Criminal Court will send a certificate of having checked the valuables with their register.
5. Deposits and such other items, being case properties should properly be accounted for being brought to this register. The chalan and the numbers and dates of the deposit may also be noted in the register so that deposit adjustment vouchers column may readily be prepared and sent to the connected Sub-treasuries for adjustment, and the fact noted in the last column relating to the remarks.

FORM NO.16
Register of Unclaimed Property
(Magistrate's Court)

(Criminal register No.166)

Serial Number	Reference to the current with which property is received.	Description of property.	When where and by whom found	Intermediate references with dates*	How disposed when and amount realised at sale (if sold)	Date of remittance of amount to treasury.	Disposal number with which the file closes	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

*Here enter particulars, such as-

- (1) Date of submission of the notice to the District Press
- (2) Date of Publication of the notice in the District Gazette
- (3) Date of reference to Sessions Judge and of orders thereon, etc.

FORM NO.17
Register of Calendars Received
(Sessions Courts)

(Criminal Register No.17)
Court-

Calendars received from theClass Magistrate of.....Year

Serial Number of the Case	Date of		If records called for number on Revision file	Remarks
	Receipt of Calendar	Perusal of Calendar		
(1)	(2)	(3)	(4)	(5)

FORM NO.18

Register showing the Remarks on Calendar and Judgments and Replies Received from

(Criminal Register No.18)

(Name) (Class of Magistrate) District

Name of Court and number of the case	Remarks of the Munsif Magistrate and Chief Judicial Magistrate and replies of the Magistrate with dates

INSTRUCTIONS

- 1. The register should be written separately for each Magistrate by name both in the Chief Judicial Magistrate' Court and in the Munisf Magistrate's Court.**
- 2. The register need not be kept sa loos sheets.,**