

CHAPTER 23

Reports and Returns

Part GENERAL

A

1. Different kinds of returns—There are four main classes of returns relating to Judicial Work. These are:

(i) The statements attached to the Annual Civil and Criminal District Reports, which are combined into the State's statements for the purpose of making a yearly survey of the Judicial administration.

(ii) Periodical returns, usually monthly or quarterly, made to the High Court in order that the Judges may keep a check on the progress of judicial business.

(iii) Periodical returns made by Subordinate Courts to the District and Sessions Judge or to the District Magistrate for the same purpose.

(iv) Returns made to other departments, such as, the Police for their own use.

2. References—The purpose for which the returns are made should be clearly understood by the officers by whom they are prepared and to whom they are submitted. Annual reports and returns are dealt with in Part B of this Chapter. Classes (ii) and (iii) are dealt with in Part C. Instructions regarding information to be supplied to the police will be found in Part D.

3. References—Appendix I to this Chapter gives a list of the reports and returns which are to be submitted to the High Court, and the dates on which they are due. Appendix II gives a list of returns for which blank forms will be supplied by the High Court without indent.

Part ANNUAL DISTRICT CIVIL AND CRIMINAL REPORTS

B

1. Statements to be prepared strictly according to instructions—The Annual Civil and Criminal Statement should be compiled with strict attention to the explanatory notes at the foot of the printed forms of each statement. To ensure this being done, reporting officers should each year, on receiving the blank forms, have each note carefully explained to the person whose duty it is to compile the statements, and again, before despatching the statements, satisfy themselves that all instructions as to compilation have been properly observed.

2. (i) Reports accompanying statements—The reports which accompany the statements should be as concise as is consistent with the omission of nothing that really requires notice or explanation, and should be written on half sheets of foolscap and on one side of the paper only. Half sheets, with printed headings, will be supplied from the High Court office. Where the subject discussed requires more than one half sheet, other half sheets should be tacked on according to requirements. Where a subject calls for no remarks, the half sheet with the printed heading should still be inserted in its place, and en faced with the words 'no remarks'. The subject heading will ordinarily be as shown in the annexure I to this part.

(ii) The Annual District Civil and Criminal Reports should be limited to 15 pages, and the Annual Report of District and Sessions Judges on the work of their own Courts should be limited in the case of the Civil Report to 5 pages and in the case of the Criminal Report to 6 pages; and the rest will be in marginal comments on the reports of District Magistrates.

3. Date of submission—District Magistrates Criminal statements and reports should be submitted to the Sessions Judge not later than the 1st February of each year, the office copies being despatched to the High Court at the same time. The Session statements should likewise be despatched to the High Court not later than the 15th February, and the Sessions Judges' report, with the fair copies of the District reports and statements, should follow not later than the 15th February.

4. Date of submission—District Judges' Civil statements of reports for their own and for Subordinate Courts should be submitted to the High Court not later than the 15th February of each year.

5. Scope of statements—The statements of Judicial business required annually from the Criminal and Civil Courts of the Punjab comprise :—

- (a) statements prescribed by Government—whether Central or of the State;
- (b) statements prescribed by the High Court for submission by subordinate Court.

6. State's statements—No special statements have been prescribed by the State Government, but the States' statements submitted by the High Court with the Annual Notes on Criminal and Civil Justice supply more detailed information under many heads than is required by the Central Government, and have been framed so as to supply all information required by the State Government. Excluding subdivisions of statements, there are six Criminal and eleven Civil (including five relating to Sikh Gurdwaras Tribunal five, to the other Civil Courts and one to Insolvency cases).

7. District statements—In order to obtain the information necessary for the State Judicial Statements and the Annual Reports, statements are prescribed for submission by District and Sessions Courts. These are:

- 10 Civil Judicial Statements
- 6 Criminal Judicial Statements (Sessions Judges)
- 8 Criminal Judicial Statements (Courts subordinate to Sessions Judge).

8. Discrepancies between statements submitted by Police and District Magistrates—As serious discrepancies often exist between the annual returns submitted by District Magistrates as to the state of crime in their districts, and the reports submitted by the local Police authorities, the attention of all

District Magistrates is called to the following points with a view to the prevention of such discrepancies in future :—

(i) In the District returns, cases which have actually been pending since the previous year, are shown as cases reported during the current year.

(ii) When a charge is made of one offence, but the accused person is actually convicted of another offence, care is not always taken to note the change, with the result that the returns of the Police and the District Magistrate are mutually inconsistent. Both should, of course, return it as a case of the offence for which the accused stood convicted.;

(iii) When Police authorities send in cases for cancellation at the end of the year, just before the Annual District and Police returns are due, it sometimes occurs that District Magistrates continue to cancel cases after their own District reports have been despatched. The result is that a case figures as *true* in the District reports and as *false* in the Police returns, which are delayed until every case sent up for cancellation has been received back from the District Magistrate. District Magistrates should either insist on all cases for cancellation being sent in to them in time to allow of the results being incorporated in the District returns, or should decline to continue to cancel cases after the despatch of their own District report.

(iv) District Magistrates should show separately the number of police challans received, disposed of and pending.

(v) Magistrates should not show separate cases when absconders are arrested and sent up after the main challan has been entertained or disposed of.

(vi) A case should not be shown as pending in which actual trial has not been taken up.

9. List—A list of all the statements required will be found in annexure II to this part. The Provincial Statements are compiled in the High Court.

10. Form—Forms of the statements will be found in Volume VI of the Rules and Orders of the High Court.

ANNEXURE I

SUBJECT HEADINGS

1	2	3	4
No.	SUBJECT		References to Statements
	Printed Head	Points to be noticed	
	A—Administration of Civil Justice		
	<i>Original Suits</i>		
1.	Institutions	Increase or decrease of litigation	Statement IV (Part I)

1	2	3	4
2.	Classification of suits		Statement II (Part I)
3.	Value and cost of suits		Statement III
4.	Details of disposals duration and pending cases		Statement IV and VIII
5.	Agency by which suits were disposed of	Distribution of Civil business	Statement IV (Part I)
6.	Miscellaneous cases		Statements II (Part II) and IV (Part II)
7.	Execution of decrees		Statements VI and VII
8.	<i>Cancelled</i>		
9.	Working of Small Cause Courts		Statements II, III and IV
10.	<i>Appeals</i>	(a) Institutions (b) Details of disposals duration and pending files	Statement V
11.	<i>Procedure</i>	All or any of the following points may be noticed: (a) Issue of summons for final disposal Time allowed for appearance of defendant (b) Cause Lists (c) Adjournment, intimation to parties of time and place of hearing (d) Commissions for local investigations or to examine accounts (e) Recording evidence and preparation and delivery of judgment	Statement VIII

1	2	3	4
		(f) Any point or points of procedure not included in the above	
	<i>Miscellaneous</i>		
12.	Process Fees and Process-serving Establishment	Number of civil, revenue and criminal processes issued, Receipts and expenditure as compared with previous year	Statement IX
13.	Supervision of civil work of subordinate Courts		
14.	Notice of Officers		
15.	Any Subject connected with the Administration of Civil Justice not included in the above		
B—Administration of Criminal Justice			
	<i>Original Jurisdiction</i>		
1.	General review of offences committed and brought to trial	Offences reported, struck of register upon application of the police, and admitted to have occurred	Statement II
		Variation in crime	
		Proportion of offences brought to trial to offences admitted to have occurred	
2.	Offences classified under the Indian Penal	1 Under the heads (<i>viz.</i> 2, 3 and 4) comment should be made, and, if possible, explanation given of	Statement II

1	2	3	4
	Code	the pre-dominance, or the increase or decrease of any special offence and of anything that appears unusual in the disposal of any special offence or class of offences	
3.	Offices classified— Local and Special Laws		
4.	Offices classified— Miscellaneous proceedings under the Criminal Procedure Code		Statement III and VIII
5.	General results of inquiries and trials	Cases and persons for disposal and disposed of, with details of disposal, cases pending and duration cases	Statement IV (Part I)
6.	Agency by which Criminal work was disposed of		Statement IV (Part I)
7.	Special jurisdiction	Trials under Section 30, Criminal Procedure Code	Statement VIII
		Summary Trials	Statement IV (Part I)
8.	Trials under Frontier Regulations		
9.	Witnesses	Number Detention Diaries Payment of expenses to witnesses Service of summons by means of Process-serving Establishment and Police	Statement IV, column 37
10.	Punishments	<i>Imprisonment</i> —Rigorous and simple Solitary confinement <i>Fine</i> —Amount imposed and realised	Statement V (Part I)

1	2	3	4
		Compensation awarded and realised	
11.	Appeals	Number of appeals Proportion of appeals to appealable convictions Distribution of appellate business Details of disposal Pending files and duration of appeals	Statement VI
12.	Procedure	Examination of complainant and preliminary investigation by police (Sections 200 and 202, Criminal Procedure Code)	
		Recording of evidence and of examination and confessions of accused persons	
		Habitual offenders and offenders previously convicted	
		Sections 348 and 349, Criminal Procedure Code	
		Section 75, Indian Penal Code	
		Proof of previous convictions, Sections 221 and 511 Criminal Procedure Code	
		Any other points calling for notice	
13.	General	Supervision of subordinate Courts—	
		by means of appeals, by inspection of files and registers	
		Cases referred for revision or criticised	

1	2	3	4
14.	Notice of Officers		
15.	Any other subject connected with the Administration of Criminal Justice	Here insert any subject that is not directly connected with any subject contained in the first twelve heads and yet is connected with the Administration of Criminal Justice	

ANNEXURE
LIST OF ANNUAL STATEMENTS

II

1	2
Number	Brief description of contents
	A—State's Statements
	(a) <i>Civil</i>
I, Part I	Showing the number of Judicial Divisions and numbers of officers exercising appellate or original jurisdiction in the Punjab on 31st December, 19 . . .
I, Part II	Showing the number of cases decided in the Courts of the Punjab for the year 19
II	Showing the number and description of civil suits instituted in the Civil Courts of the Punjab during the year 19 . . .
III	Showing the number and value of civil suits instituted in Civil Courts of the Punjab during the year 19 . . .
IV, Part I	Showing the general result of the trial of civil cases in the Courts of original jurisdiction in the Punjab in the year . . .
IV, Part II	Showing the general result of the trial of civil cases in the Courts of original jurisdiction in the Punjab in the year . . .
V, Part I	Showing the business of Civil Appellate Courts in the Punjab in the year 19. . .
V, Part II	Showing the business of Civil Appellate Courts of the Province of the Punjab in the year . . .
	Supplementary Statement
	Proceedings in Insolvency under the Provincial Insolvency Act, 1920 (V of 1920) in

	the Civil Courts of the Punjab during the year 19 . . .
Part I	Showing number and results of Insolvency Petition presented under Section 7 of the Act and the number of Insolvents before the Courts
Part II	Showing the number of estates in the hands of Receivers and the progress made in winding them up during the year 19 . . .
	(b) <i>Criminal</i>
	Showing the number of Judicial Divisions and number of officers exercising appellate or original jurisdiction in the Punjab during the year
II	Showing the number of cases decided by various classes of Tribunals in the Punjab during the year
III	Showing the general results of trials of Criminal cases in the Punjab during the year
IV	Showing the results of appeals and revisions in (Criminal) cases in the Punjab during the year
V	Showing nature of offences reported and number or persons tried, convicted and acquitted of each class of offence in the Punjab during the year
VI	Showing the punishments inflicted in Criminal cases by various Tribunals in the Punjab during the year
	B—District and Sessions Statements
	(A) <i>District Statements—Civil</i>
I	Showing the number of officers exercising jurisdiction in civil cases on the last day of the year
II, Part I	Showing the number and description of civil original cases instituted in Civil Courts
II, Part II	Showing the number and description of miscellaneous cases instituted in the Civil Courts
III	Showing the value of suits instituted
IV, Part I	Showing the general result of the trial of civil cases in the Civil Courts of original jurisdiction
IV, Part II	Showing the general result of miscellaneous cases
V, Part I	Showing the business of the civil appellate courts

V, Part II	Miscellaneous appeals
VI	Showing the result of proceedings on application for the execution of decrees
VII, Part I	Showing the number and result of Insolvency petitions presented under Section 7 of the Act and the number of insolvents before the Courts
VII, Part II	Showing the number of estates in the hands of Receivers and the progress made in winding them up
VIII	Showing the final result of dismissals for default, <i>ex parte</i> decisions, references to arbitration, and applications for review of judgments with particulars regarding the issue of commissions, attachment before judgment, and the award of interest on decrees
IX	Showing the Income from process-fees and expenditure on account of the service of processES.
X	Showing classification of suits
	<i>(b) Sessions Statements</i>
I	General Sessions Statements
II	Showing the punishments inflicted by the Session Court
III	Showing the result of appeals and applications for revision preferred to the Sessions Court
IV	Showing persons convicted in murder cases
	<i>(c) District Statements—Criminal</i>
I	Showing the number of officers exercising jurisdiction in Criminal cases on the last day of the year
II	Showing the offences reported and persons tried, convicted and acquitted during the year
III	Showing miscellaneous proceedings under the Code of Criminal Procedure
IV, Part I	Showing the general result of criminal trials in the various Courts (individual officers)
IV, Part II	Showing the general result of criminal trials in the Tribunals of various classes (Classes of Courts)

V, Part I	Showing the punishments inflicted by Magisterial Officers
V, Part II	Showing punishments inflicted by the various Criminal Tribunals
VI	Showing the result of appeals and applications for revision in criminal cases

Part C
PERIODICAL REPORTS AND RETURNS DUE TO DISTRICT AND SESSIONS JUDGES AND DISTRICT MAGISTRATES, AND BY THEM TO THE HIGH COURT

1. Introductory—In addition to the annual statements, certain monthly and quarterly returns have been prescribed by the High Court in order to enable the Judges to exercise a constant check upon the state of business in subordinate Courts and the manner in which that business is disposed of.

2. District and Sessions Judges statements—District and Sessions Courts are required to submit the following monthly returns:—

No. 1.—Statement of Sessions cases, Criminal appeals and Criminal References and of Civil appeals, Original Civil cases. Insolvency and Liquidation cases instituted, disposed of and pending in the Court of the District and Sessions Judge during the month.

No. 2.—Statement of persons punished and acquitted by the Sessions Court during the month.

No. 3.—Statement of persons awaiting trial by the Sessions Court.

No. 4.—Statement showing the number of civil suits instituted, disposed of and pending in the Courts of Subordinate Judges during the month (except for the month of September).

3. Monthly statements to be retained in High Court—All monthly statements submitted to the High Court will be retained in the High Court Office.

4. Subordinate Judge's statements—The following returns are required from Civil Courts subordinate to the District Judge:—

Civil Quarterly District Statements

No. 1.—Showing civil suits and appeals disposed of and pending and execution work, and the number of hearings fixed for civil cases in each Courts.

No. 2.—Showing the number of fresh Civil suits and Execution cases instituted in the Civil Courts.

Note 3.—Quarterly returns must reach the High Court by the 10th of the month succeeding the quarter to which they relate.

5. District Criminal Court's statements—District Criminal Courts are required to submit the following returns:—

Criminal Quarterly District Statements

No. 1.—Showing Criminal cases instituted, disposed of and pending.

No. 2.—Explanation of Criminal cases pending over four months.

No. 3.—Showing convictions of persons previously convicted.

No. 4.—Showing the number of fresh cases instituted.

Note I—Due by District Magistrates to Sessions Judges on the 5th and to High Court on the 10th of the month succeeding the quarter to which they relate.

Note II—The instructions given in Rule 8 of the Part B of this Chapter should, with necessary modifications, be followed by the Criminal Courts in preparing the monthly and quarterly statements.

6. Criminal Courts Statement No 2—Magistrate's statement No. 2 should be prepared according to the following directions:—

(a) Columns 1 to 6 should be filled in by the official concerned.

(b) the cases should be entered in the order in which they were instituted.

(c) The Magistrate should sign the statement and he will be responsible for the correctness of the entries thereof.

(d) In column 7 the explanation for delay in the disposal of a case should be given in some detail. The circumstances in which service on witnesses or accused could not be effected, the time actually taken by the appellate Court in disposing of transfer application, etc., should be given. If the record was sent to some Court, the number and date of the letter by which it was requisitioned and also the number and date of the letter by which it was sent should be given.

(e) History sheets containing abstracts of orders passed on different dates in all cases pending over one year (provided they are not stayed) should be furnished with the Statement.

7. Remarks—District Magistrates and District and Sessions Judges should carefully scrutinize the monthly statements of their Districts, as they come before them, in order to enable them to remark, upon anything that may appear to be irregular or unsatisfactory, and to take immediate steps to correct what is amiss. Their remarks and orders should be communicated at once to the officer concerned. The District Magistrate should forward a copy of his remarks and orders with the statements, to the Sessions Judge, the original draft being retained with the office copies of the statements in the District office for record.

8. Submission to High Court—On receipt of the District Criminal Statements, the Sessions Judge should carefully review them, notice and take measures to correct any irregularities which have been passed over by the District Magistrate and forward at once a copy of his remarks to the District Magistrate, for communication to the officer concerned. When the Sessions Judge has thus disposed of the District Criminal Statements he will submit them, with the District Magistrate's remarks, and a copy of his own to the High Court, retaining a copy of his own remarks for record in his office.

The Sessions Judge should note in the covering letter whether a copy of the remarks recorded by him was sent to the District Magistrate.

9. Statement No. III—With reference to quarterly statement No. III of convictions of persons previously convicted, it is directed that, when intimation is received by a District Magistrate from the Sessions Judge or the High Court that the sentence passed by a subordinate Magistrate on a second conviction is light, without the records being called for, the District Magistrate shall look into the case himself and make such communication as he thinks proper to the Magistrate concerned; or, if he considers the punishment awarded completely inadequate, report the case for revision in the usual way.

10. Forms—Forms of the statements required in paragraphs 2, 4 and 5 above will be found in the Books of Forms given in the Rules and Orders, Volume VI.

11. Reference—Detailed instructions regarding the annual reports and returns required for the preparation of the annual notes on the Administration of Civil and Criminal Justice will be found in Part B of this Chapter.

12. Certificate as to delivery of judgement—(i) All District and Sessions Judges should, in their monthly statements of work, furnish a certificate to the following effect:

“Certified that judgments have been delivered within a month of the final hearing of arguments in all suits and appeals except in the following cases.....”

They should also append a certificate in the following form on the Subordinate Civil Courts statement referred at paragraph 2(4) above :—

(1) Certified that all Subordinate Judges have pronounced judgments within a month of the final hearing of arguments in all suits and appeals, except in the cases for which explanations are attached.

(2) Certified that the provisions of Section 4 of the Punjab Regulation of Accounts Act were duly complied with in all suits for debts tried by all the Civil Courts.

(ii) A certificate in the following form should also be furnished with the statements showing the work instituted, disposed of and pending in the Court of the District Judge and the Courts of Subordinate Judges during the month of August each year:

“Certified that decrees have been drawn up in all suits and appeals decided by the undersigned all Subordinate Judges before the vacation and that the records of all suits and appeals have been consigned to the Record Room except in the following cases for which explanations are attached—“

13. Remarks by District Judge on monthly statements—It is the duty of the District Judge to control and adjust to the best advantage and equalize the work in subordinate Courts. He should watch institutions and disposals and see that each officer's outturn is normal. He should therefore make his remarks on the monthly pending file statements under the following heads:

(i) Subordinate Judges who in his opinion have not given sufficient outturn and have therefore been warned.

(ii) Steps taken or proposed to be taken to equalize work in different Courts.

(iii) Suggestions for investiture of or enhanced Small Cause powers in order to quicken of petty cases.

(iv) Steps taken or proposed to be taken to prevent accumulation of execution cases where such work is heavy.

(v) Steps taken to ensure that 3rd and 4th class cases are not neglected owing to higher class cases.

14. In order to put a stop to bad cases of delay in subordinate Courts, abstracts of order-sheets shall be submitted by each Subordinate Judge to his District Judge in respect of all original suits, appeals and execution cases pending over for more than a year. The District Judge shall examine them and after recording his remarks thereon, with details of action, if any taken, by him to prevent a recurrence of the same mistake, shall forward them to the High Court. They shall not be forwarded simply “for examination by the Judges”. District Judges shall similarly submit abstracts of order-sheets for their own Courts.

15. Date of submission of abstract—Abstracts for the whole division shall be submitted at one and the same time and by the 15th of the month following the quarter to which they relate which shall be clearly specified in the forwarding letter.

Part D
INFORMATION TO BE SUPPLIED TO THE POLICE IN
REGARD TO CRIMINAL STATISTICS

1. Statements to be supplied to Police—The Judges are pleased to direct, in accordance with the letter No. 277 (Home—Police), dated the 24th October, 1905, from the Secretary to Government, Punjab, that certain statements giving criminal statistics shall be supplied by each District Magistrate to the District Superintendent of Police in his district, as soon after the 1st January in each year as possible. The forms of these statements will be found in Volume VI-B, Part B-V.

2. Columns to be filled in by Magistrates—It should be noted that the only columns of State A, Parts I and II, which Magistrates are required to fill up, are columns 1, 2, 3, 15 and 16 of Part I, and columns 1, 2, 3, 13, 14 and 15 of Part II. But Magistrates are required to fill up the whole of Statement B, Parts I and II, and the whole of Statement C, which only refers to property stolen and recovered in cases taken up direct by Magistrates.

3. Directions as to certain columns—Columns 15 and 16 of Statement A, Part I, should show all cognizable offences taken up direct by Magistrates otherwise than on a Police report. Columns 13, 14 and 15 of Statement A, Part II, should show all persons concerned in cases taken up direct by Magistrates, otherwise than on a Police report.

4. Final order to be entered—It should be noted that the order to be shown in these returns as the result of a trial is the final order in the case, and therefore the order in force at the close of the year should be shown. If the order of the Lower Courts has been reversed or modified within the year, it is the order of the Appellate or Revisional Court which must appear in the statement.

Part

E

INFORMATION TO BE SUPPLIED TO THE CANAL AUTHORITIES

The annual return showing the number and nature of judicial cases disposed of by the Canal Deputy Collectors and Sub-Divisional Officers during a year has been discontinued as a result of the withdrawal of Magisterial Powers from Canal Officers. It is, however, necessary, that the Irrigation Department should still continue to get information as to the number of cases instituted under the Canal Act, Section VIII of 1873, should be supplied by the District Magistrates to the Superintending Engineers of the Irrigation Department annually, as soon after the close of the calendar year as possible to enable the latter to submit the cases to the Chief Engineer by the 1st February.

Part

F

RETURNS IN CASES IN WHICH THE COLLECTOR
ACTS AS MINISTERIAL OFFICER IN THE
EXECUTION OF DECREES

The Civil Courts should submit periodical returns concerning all cases in which the execution remains in the hands of the Court and the Collector only assists as a Ministerial Officer of the Court. Collectors have also been directed by the Financial Commissioners to furnish periodical returns relating to such cases. The Judges have, with the concurrence of Financial Commissioners, drawn up three forms of quarterly returns. In this connection see Chapter 12-M of High Court Rules and Orders, Volume I and the forms printed in Part A-V of High Court Rules and Orders of the High Court to execution of decrees in which the Collector is consulted.

APPENDIX

I

LIST OF PERIODICAL REPORTS AND RETURNS SUBMITTED
TO THE HIGH COURT AND THE DATES
ON WHICH THEY ARE DUE

Description of Report or Return	Latest date of submission of High Court	Remarks
Yearly		
Statement of probates and letter of administration	10th April	By District Judge.
List of Legal Practitioners	10th January	Ditto
List of Pleaders and Mukhtars whose certificates have been renewed	Ditto	Ditto
Criminal report and statements	1st February	By District Magistrate to Sessions Judge not later than 1st February, officer copies being sent to High

Description of Report or Return	Latest date of submission of High Court	Remarks
		Court at the same time. Fair copies are to be sent by Sessions Judge to High Court not late than 15th February.
Civil Report and Statements	15th February	By District Judge.
Confidential list of certain persons who are considered fit to exercise or fit to be tried with certain judicial powers	15th February	By District Judge.
Report on the conditions of Libraries of Subordinate Courts.	1st April	Ditto
Reports on civil judicial work	2nd April	Ditto
Reports on the Magisterial work of officers of the I.A.S. and P.C.S.	21st April	By Sessions Judge to whom they will be sent by District Magistrate by 2nd April.
Estimate of Expenditure for Stationery	15th July	By District Judge.
Annual return of licensed Petition-writers	1st October	Ditto
Budget estimate.	15th September	Ditto
Annual indent for Stationery for Subordinate Courts	1st September	Ditto
Recommendations for the issue of licenses to Petition-writers	15th November	Ditto
Cinage statement	15th January	By District Magistrate direct.
List of Judicial buildings	1st July	By District Judge.
Statement showing grants of probate and administration in estates of persons of European extraction	7th of month succeeding quarter for which due	By District Judge.

Description of Report or Return	Latest date of submission of High Court	Remarks
District Civil Statement No. I	10th of month succeeding quarter for which due	Ditto
District Criminal Statements I to III	Ditto	By District Magistrate to Sessions Judge on 5th and to High Court on 10th
Abstract of order sheets of cases pending over a year.	15th of the month succeeding the quarter for which due	District Judge and Subordinate Judge.
Notes about inspection of their Courts by the presiding officers	Ditto	Ditto
Monthly		
Statement of Civil and Criminal work of District and Sessions Courts	15th of next month	By District and Sessions Judge.
District Criminal Statements I to III	7th of next month	By District Magistrate to Sessions Judge.
Return of suits pending in Courts of Subordinate Judges.	10th of next month.	By District Judge.

Note—It is discretionary with District and Sessions Judges to call for either monthly or quarterly Civil Statements from Courts subordinate to them.

APPENDIX II
LIST OF PERIODICAL RETURNS OF WHICH BLANK FORMS
WILL BE SUPPLIED BY THE HIGH COURT
WITHOUT INDENT

Description of Return	Number of copies supplied	
	To District or Sessions Judge	To District Magistrate
Yearly		

District Criminal Statements Nos. I to VI, in English	...	4
District Criminal Statements Nos. I to VI, in Vernacular	...	30
District Civil Statements Nos. I to X, in English	4	...
District Civil Statements Nos. I to X, in Vernacular	30	...
Sessions Statements Nos. I to IV, in English	3	...
Sessions Statements Nos. I to IV, in Vernacular	3	...
Civil Appeal Statements Nos. I to IV, in English	3	...
Civil Appeal Statements Nos. I to IV in Vernacular	3	...
Subject headings for Civil and Criminal reports	3	...
Statement of probates and letters of administration	3	...
Coinage Statement in English	...	3
Coinage Statement in Vernacular	...	30
Statement of Cognizable Crimes, A, B, and C, in English	...	3
Statement of Cognizable Crimes A, B, and C, in Vernacular	...	50
Quarterly		
Statement of fines realized in Sessions cases	...	11
Statement of grants of probate or letter of administration	8	...
Monthly		
District Criminal Statement Nos. I to IV, in English	...	22
District Criminal Statements Nos. I to IV, in Vernacular	...	43
District Civil Statement No. I, in English	16	...
District Civil Statement No. I, in Vernacular	45	...
Statement of Civil and Criminal work of District and Sessions Judge, Nos. I to III	30	...

Return of suits pending in the Courts of Subordinate Judges	30	...
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1. Delete if necessary.