

**LAHORE HIGH COURT, LAHORE.**

No. 12446 MIT/HCI 12004

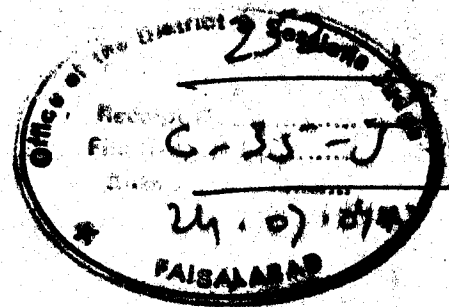
Dated: 23-07-2004

From,

**The Registrar,  
Lahore High Court,  
Lahore.**

To,

**All the District and Sessions Judges,  
in the Punjab.**



Subject: **MAINTENANCE OF REGISTERS ACCORDING TO THE  
HIGH COURT RULES AND ORDERS VOL. IV,  
CHAPTER 24**

Dear Sir,

It has come to the notice of this Court that the various registers prescribed under High Court Rules and Orders for the Sub-Ordinate Courts are not being maintained by the courts.

2. I am, therefore, directed to enclose herewith <sup>for</sup> ready reference copy of list of the registers prescribed under High Court Rules and Orders, Vol. VI, Chapter 24, and ask you to ensure strict compliance in this respect.

3. Kindly acknowledge receipt of this letter.

*Seen. Office/Magist to note for further proceeding in the matter.  
Also circulate amongst all the courts in the District for information and compliance.*

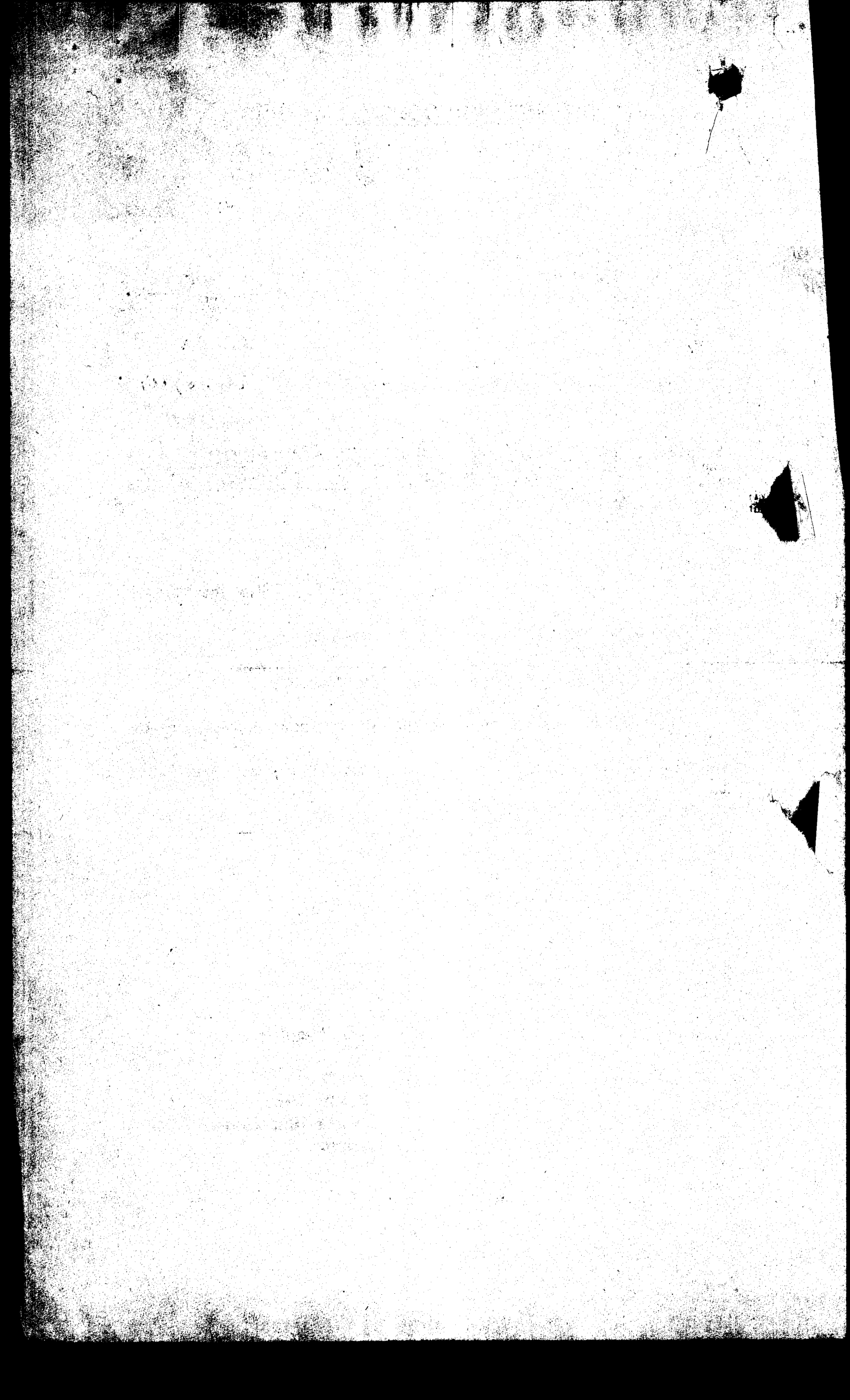
Yours faithfully,

*M. H. Luce.*  
**REGISTRAR,  
Lahore High Court,  
Lahore.**

*M. H. Luce  
D & SJ  
Fsd.  
24/7/04*

Office of the District & Sessions Judge  
FAISALABAD.

No. 2675 Dated 24-7-04



## CHAPTER 24

## Registers

1. **Indents.**—The registers prescribed for use in all civil and criminal courts will be obtained from the Superintendent, Government Printing, Punjab, Lahore, to whom indents will be submitted by District and Sessions Judges in accordance with the instructions laid down in the Punjab Printing and Stationery Manual.

2. **Building, size, etc.**—All registers will be made of convenient sizes with all headings and columns printed and ruled. The paper will be country-milled paper, known as *Badami*, and the binding will be of card board with leather backs and corners in the case of registers which are preserved for 12 years or more, and with *Kharwa* cloth in the case of other registers.

3. **Suggestions for alterations.**—Should any officer desire to suggest alteration of a prescribed register, he should address the District and Sessions Judge who will make such recommendations as he thinks fit to the High Court. In no case should be Superintendent, Government Printing, Punjab, be addressed direct in such a matter.

4. **Explanation of the list given in the Appendix.**—The registers which have been prescribed by the High Court, with the sanction of the Provincial Government, for adoption in the subordinate civil and criminal courts of the Punjab are enumerated in the appendix to this chapter in which is also indicated the courts in which each register is to be maintained and the officials who will maintain them. Part I of the appendix enumerates the registers which are reproduced in Volumes VI-A and VI-B, Rules and Orders of the High Court; Part II of the Appendix enumerates the registers which are not reproduced in Volumes VI-A and VI-B but in the other Volumes I to IV. The remarks made in the margin of remarks in the appendix should be read with the foot-notes, where they exist, to the registers reproduced in Volumes VI-A and VI-B for instructions as to the manner in which certain registers are to be maintained.

4-A. The pages of all registers and receipt books relating to the receipt of cash shall be machine numbered. The presiding officer shall also record a certificate of actual count of pages, mentioning the number of pages under his dated signatures on all the registers and receipt books.

15. **Registers to be kept in English.**—The headings of registers in all Civil and Criminal Courts will be in Urdu and should be maintained in that language.]

25-A. In all registers Challans, Vouchers and receipts in respect of monetary transactions amount should be mentioned both in figures and words in such a manner that it becomes impossible to alter them or make any interpolation without disfiguring the entries. In particular, the amount in words should be in a straight line with the printed word "rupees" and not below the level of the printed matter.

1. (C. S. No. 54/XVIII-D-20 (a), dated the 23rd October, 1948.)

2. (C. S. No. 133-Genl/XII, A-12, dated Lahore the 31st January 1968).