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**PART I** - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**HIGH COURT AT CALCUTTA  
APPELLATE SIDE**

**NOTIFICATION**

**No. 862 – G — Dated, Calcutta, the 9<sup>th</sup> March, 2021**—In exercise of the powers conferred by Clauses (2) and (3) under Article 227 of the Constitution of India and with approval of the Governor of West Bengal, the High Court at Calcutta hereby makes the following amendments by way of substituting the extant rules in the following manner:

1. **Rule 979 to Rule 990 of Chapter - 49 of The Civil Rules and Orders of the High Court, Calcutta, Volume-I** relating to ‘**Inspection of Courts and Offices**’;

&

2. **Rule 459 to Rule 475 of Chapter - XXVIII of The Calcutta High Court Criminal (Subordinate Courts) Rules, 1985** relating to ‘**Inspections**’.

The said Amendment Rule will come into force with effect from 01.01.2016.

**AMENDMENTS**

**A) INSPECTION OF COURTS AND OFFICES OF DISTRICTS BY THE HIGH COURT.**

- i) The object of inspection of the courts and offices of the district by the High Court is to oversee, guide, advice for running the administration of justice of the district in proper way and to solve the problems faced by the District Judges in running the administration of justice.
- ii) There may be three types of inspection to be undertaken by the High Court : (1) Regular Inspection, (2) Casual Inspection and (3) Discreet Inspection.

1. **Regular Inspection:** Regular Inspection of the courts and offices in the district may be done by the High Court once in every two years in two different phases with the prior approval of the Chief Justice, so that the schedule of inspection of one district may not clash with the schedule of inspection of another district.

- 1.1. **First phase of inspection by the Registry:** During first phase the Registrar (Inspection) will carry out the inspection with the assistance of the staff of the Inspection Department of the High Court in working days after consideration of the annual inspection report of the district by the High Court, i.e. after 30<sup>th</sup> April of each year. This regular inspection is to be carried out by following the questionnaire given in Annexure-A.
- 1.2. **Second phase of inspection by Hon'ble Zonal Judge :** The Hon'ble Zonal Judge will visit the district during the second phase on any working day immediately after completion of inspection by the Registry on the basis of the questionnaire given in Annexure-A. If the inspection cannot be completed on ONE working day by the Hon'ble Zonal Judge, the same may be done continuously till completion of inspection of the entire district by the Hon'ble Zonal Judge.
- 1.3. The Hon'ble Zonal Judge will carry out the inspection with the assistance of the Registry by following the check list given in Annexure-B as far as practicable. The Hon'ble Zonal Judge will give the comments on completion of inspection in the format given in Annexure-C.
2. **Casual Inspection:** It would be ideal to undertake casual inspection at least once in every year. The Hon'ble Zonal Judge will visit the district accompanied by Registrar (Inspection) on any working day with prior intimation to the Hon'ble Chief Justice. If the Hon'ble Zonal Judge is willing to visit the Sub-Divisions of the districts apart from District Headquarters, the Hon'ble Zonal Judge may undertake casual inspection in the Sub-Divisions on different working days.
  - 2.1. The Hon'ble Zonal Judge will interact with the judicial officers in order to guide, advice and educate them, so that qualitative and quantitative disposal of the cases may be improved.
  - 2.2. The Hon'ble Zonal Judge will review the existing infrastructure including construction and repair of court buildings, facilities for drinking water and toilets for the litigant public, supply of power by generator during power cuts, availability of transport facilities to the judicial officers, arrangement of security for the judicial officers and the property of the court etc.
  - 2.3. The Hon'ble Zonal Judge will examine whether the monthly, quarterly, half-yearly and annual returns about institution, disposal and pendency of cases are sent to the High Court within prescribed period of time.
  - 2.4. The Hon'ble Zonal Judge will review outturn of work of the judicial officers of the entire district, particularly 5 year old pending cases of last two quarters and suggest remedies.
  - 2.5. The Hon'ble Zonal Judge will examine whether the Institution Register is maintained with unique identification code by taking daily print out of the institution of the cases from Judicial Service Centre as per provision of amended rules.
  - 2.6. The Hon'ble Zonal Judge will examine whether the cause list is generated from server and the print out of the cause list is displayed in conspicuous part of the court room at the prescribed hour on regular basis.
  - 2.7. The Hon'ble Zonal Judge will review the work of the Copying Department to ascertain whether certified copies are promptly supplied within the specified period of time and whether copies are promptly supplied to the accused persons in sessions triable cases before commitment of the case to the court of sessions.

- 2.8. The Hon'ble Zonal Judge will review the existing stock of books in the library to ascertain whether updated text books of important statutes and essential law journals are available in the library.
- 2.9. The Hon'ble Zonal Judge will examine whether orders and judgements passed by each court of the district are uploaded in the server promptly and whether data of all pending cases are already uploaded in the server.
- 2.10. The Hon'ble Zonal Judge will review the vacancy of the judicial officers and court staff and suggest measures to fill up the vacancies and to increase the staff strength of the district, if necessary.
- 2.11. The Hon'ble Zonal Judge will check the pendency of cases in each court and suggest whether there is need for creation of any new court as per norms decided by the Full Court.
- 2.12. The Hon'ble Zonal Judge will review the work of District Legal Services Authority to ascertain how many pending cases have been disposed of by Lok Adalat and by way of mediation and suggest remedies for improvement of alternate dispute resolution mechanism of the district.
- 2.13. The Hon'ble Zonal Judge will review the Minutes of last two meeting of the Monitoring Committee and ascertain whether effective role was played by the District Magistrate and Superintendent of Police for implementation of the decision of the Monitoring Committee.
- 2.14. The Hon'ble Zonal Judge will review the Minutes of last two meeting of the Committee to look after the infrastructure of the court to ascertain whether effective role was played by the Executive Engineer of P.W.D. (Civil) and Executive Engineer of P.W.D. (Electrical) for implementation of the decision of the Committee.
- 2.15. The Hon'ble Zonal Judge will inspect the Malkhana to ascertain whether property seized by the police are being disposed of promptly after passing of the judicial order by the court.
- 2.16. The Hon'ble Zonal Judge may review the pendency of the petty criminal cases and suggest remedies for liquidating the arrears, insisting on the application of the provisions of "Plea Bargaining" as per Cr.P.C.
- 2.17. The Hon'ble Zonal Judge may hold meeting with the District Magistrate, Superintendent of Police, Executive Engineer of P.W.D. and other public authorities for solution of any problem faced by the District Judge or the Chief Judge as the case may be.
- 2.18. The Hon'ble Zonal Judge may examine the total budget allocation of the previous year and the proposal of budget submitted in the current year to ascertain whether proposal for budgetary allocation of the current year was properly made keeping in view the need of development of the infrastructure of the court.
- 2.19. The report of casual inspection undertaken by the Hon'ble Zonal Judge is to be prepared within one month from the date of completion of inspection and a copy of the same is to be given to the concerned District Judge or the Chief Judge as the case may be, for necessary follow up action.
3. **Discreet Inspection** : It would be just and proper for the Hon'ble Zonal Judge to undertake discreet and sudden visit to any court under his control and supervision whether on receipt of any complaint or report from any source or otherwise. The discreet inspection may be undertaken on any date at any time preferably without sacrificing judicial work as far as possible.

- B) INSPECTION OF COURTS AND OFFICES BY DISTRICT JUDGE AND OTHER JUDICIAL OFFICERS.**
- i) The District & Sessions Judge will inspect the Courts and Offices attached to him in the District Headquarters once in every year within the month of December of the said year by following the questionnaire given in Annexure-D and Annexure-E.
- ii) The Chief Judges will inspect the Courts and Offices attached to them once in every year within the month of December of the said year. For such annual inspection the Chief Judge, City Sessions Court will follow the questionnaire given in Annexure-E and other Chief Judges will follow the questionnaire given in Annexure-D.
- iii) The Additional District and Sessions Judge and the Judges of the Special Courts will inspect the Courts and offices attached to them once in every year by following the questionnaire given in Annexure-D and Annexure-E as far as practicable once in every year within the month of December of the said year and submit the report to the District and Sessions Judge or the Chief Judge as the case may be within the month of January of the next succeeding year.
- iv) The Civil Judge (Senior Division) and the Civil Judge (Junior Division) will inspect the Courts and offices attached to them once in every year by following the questionnaire given in Annexure-D as far as practicable within the month of December of the said year and submit the report to the District Judge or the Chief Judge as the case may be within the month of January of the next succeeding year. However, the Civil Judge (Sr. Division) having Sessions Power will also follow the questionnaire given in Annexure-E.
- iv) a) Officers shall ensure recording in the title page of a case record, of the information, whether the case relates to any senior citizen or not.
- v) The Chief Judicial Magistrate, the Chief Metropolitan Magistrate and the Senior Municipal Magistrate will inspect the courts and offices attached to them and the courts of Judicial Magistrate, Metropolitan Magistrates and Municipal Magistrate as the case may be once in every year by following the questionnaire given in Annexure-E as far as practicable within the month of December of the said year and submit the report to the Sessions Judge or the Chief Judge as the case may be within the month of January of the next succeeding year.
- vi) The Additional Chief Judicial Magistrate, the Additional Chief Metropolitan Magistrate, the Judicial Magistrate, the Metropolitan Magistrate, the Municipal Magistrate and the Juvenile Justice Board will inspect the courts and offices attached to them once in every year by following the questionnaire given in Annexure-E as far as practicable within the month of December of the said year and submit the report to the Chief Judicial Magistrate or the Chief Metropolitan Magistrate or the Senior Municipal Magistrate as the case may be, except the Additional Chief Judicial Magistrate and the Additional Chief Metropolitan Magistrate who will submit the report to the Sessions Judge or the Chief Judge as the case may be within the month of January of next succeeding year.
- vii) The District and Sessions Judge or the Chief Judge as the case may be will deal with the report of inspection of each court under his establishment and send an extract of the defects along with suggested remedies to the concerned court and to the High Court within 15<sup>th</sup> day of March of the next succeeding the year of inspection.

- viii) The Registrar (Inspection) will deal with the note of inspection of each district and submit a detailed note highlighting the points where intervention of the High Court is required or where intervention of the State Government is required and place the same before the Hon'ble Zonal Judge within 30<sup>th</sup> April of the year next succeeding the year of inspection.
- ix) The monthly, quarterly and half-yearly statements of institution, pendency and disposal of the cases with proper identification of 5 year old cases of each class of the entire district will be uploaded directly on the website of the High Court by the District & Sessions Judge and the Chief Judge on or before 15<sup>th</sup> day of the month next succeeding the period to which they relate. The annual statements of institution, pendency and disposal of the cases with proper identification of 5 year old cases of each class of the entire district will be uploaded on the website of the High Court by the District & Sessions Judge or the Chief Judge as the case may be on or before 15<sup>th</sup> day of February of the next succeeding year. Pending finalization of the process of uploading the statement of return on the website of the High Court, the District & sessions Judge and the Chief Judge will submit monthly, quarterly and half-yearly statements to the High Court within 15<sup>th</sup> day of the month next succeeding the period to which they relate and annual statement of the year within 15<sup>th</sup> day of February of the year next succeeding the year to which they relate by e-mail, so that the soft copy of the statement may be stored in the computer and the printout may be put up before the Hon'ble Zonal Judge by the Registrar (Inspection) within one month from the date of receiving the statement or 31<sup>st</sup> March of the year next succeeding the year to which they relate, whichever is earlier.

#### **Annexure-A**

#### **Questionnaire**

#### **I-Review of Infrastructure**

The object of review of infrastructure is to prepare plan, accelerate the process of construction and renovation of building, modernize existing infrastructure to cater the need of the district in the next ten years.

1. Examine the need of acquiring new land for construction of court building and quarters of judicial officers and staff members.
2. Examine the need of construction of new building or renovation of the existing court building including construction of boundary wall, taking into account the provisions of making adequate arrangement for keeping the Under Trial Prisoners before production in Court.
3. Examine why the existing project, if any, for construction of new building is not completed.
4. Examine whether there are sufficient facilities for toilets and drinking water for the litigant public and court staff.
5. Examine whether there is facility for supply of power by generator during power cut, so that normal working of the court is not disrupted.
6. Examine whether infrastructure for use of information technology in all the courts and offices needs to be upgraded for uploading the existing judgements and orders and uploading of data of the pending cases.



7. Examine the existence of unauthorised structure and unauthorised occupants inside the court premises and steps taken for eviction of unauthorised occupants and demolition of unauthorised structure inside the court premises.
8. Examine whether the transport facility is available to all the judicial officers and whether fund is provided by the Government for the purpose on regular basis.
9. Examine the necessity of setting up of Family Court and Gram Nayalayas in the district and to take steps in that matter.

### **II-Review of Judicial Administration of Each Court**

1. Name of presiding officer of the court with date of joining.
2. Annual inspection done by the presiding officer for the last time.
3. The date of last inspection by the High Court.
4. Number of staff employed in the court.
5. Is the duty card maintained and the duties are properly apportioned for each of the staff.
6. Whether monthly, quarterly, half-yearly and annual statements of return are sent to the office of the District Judge/High Court without delay.
7. Examine 5 records of pending cases to ascertain whether the Sheristadar examines the plaint and endorse the certificate with regard to sufficiency of court fees.
8. Examine the following essential registers in the civil court with reference to records of 5 pending cases and 5 disposed of cases to ascertain whether the registers are maintained properly.
  - 8.1. **Suit Register**: Whether the registration was done serially according to the date of filing; whether names of parties, schedule of property, claim prayed for, substitution of parties and amendment, if any, result of suit, result of execution, result of appeal, if any, whether either of the parties to the litigation is a senior citizen or not, have been duly noted.
  - 8.2. **Register of Misc. Case**: Whether original suit/case number against Misc. Case has been noted. To see whether disposal was duly noted.
  - 8.3. **Register of Commission Issued**: Whether writs are prepared and received by the commissioner. To ascertain how many commissioner's report are pending; whether commissioner's report are submitted within reasonable time.
  - 8.4. **Register of Copying**: To see whether estimate and supply of document promptly done and whether restoration of documents to original records promptly made.
  - 8.5. **Register of Record Issued**: To see whether despatch of records promptly done, whether there is note of return and restoration of records.
  - 8.6. **Register of Records Received**: Whether the records are returned promptly when the purpose is over.

- 8.7. **Register of Return of Documents**: Whether the documents are returned under Court's Order and to see whether description of documents have been properly noted.
- 8.8. **Register of Information**: Whether information is made ready and delivered to the parties promptly.
- 8.9. **Register of Court Fees and Petitions**: Whether court fee presented before the court are properly noted and signed by the P.O. daily.
- 8.10. **Register of Appeal**: Whether particulars of appeal have been properly noted in prescribed column and registration serially according to the date of filing and disposal order duly noted.
- 8.11. **Register of Execution**: Whether order of suits against which the execution has been filed, was properly noted. Is result of execution duly noted?
- 8.12. **Register of Stay**: Whether entries of suits and cases have been made showing date of stay order and by which court.
- 8.13. **Register of M.A.C. Cases**: Whether the cases are registered with section of law.
- 8.14. **Register of Mat Suits**: Whether name of the parties with address, section of law and result of the suit has been properly noted. Is there any note in case of transfer of any such suit?
- 8.15. **Register of O.S.**: Whether name of the parties with address properly noted; whether date of application, connected case number and section of law have been noted. Whether the final order and result of appeal, if any, have been noted. Is there name of the party who executed the Will with date?
- 8.16. **Register of Act VIII**: Whether the name of the applicant and address, age of the minor has been duly noted. Whether inventory/accounts have been submitted by the guardian periodically. Is the accounts audited?
- 8.17. **Register of Misc. Appeal**: Whether the original case/suit number has been noted against which the Misc. Appeal arose. Whether the result has been properly noted. Is there any note of sending the records to trial court?
- 8.18. **Register relating to drawing up of Decree (M-5)**: Whether decree is drawn up within the time limit or not.
9. Examine the following essential registers in the criminal court with reference to records of 5 pending cases and 5 disposed of cases to ascertain whether the registers are maintained properly.
- 9.1. **Register of Sessions Case** : To see whether particulars of the accused, Trial number, name of the committing court with G.R. case number have been properly noted ; whether the result of sessions cases have been noted properly ; whether order of conviction has been written by the P.O. himself. Is there any note in case of any appeal before appellate court and the result, if any?
- 9.2. **Register of Criminal Appeal** : Whether particulars of the appellant and respondent ; Order of the trial court and section of law have been properly noted ? Is order of appeal noted? Is there noting of order of High Court, if any?
- 9.3. **Register of Criminal Revisions** : Is the order in brief and name of court against which the revision preferred duly noted ? Is result of revision properly noted?

- 9.4. **Trial Register** : To see whether all cases for trial are entered and section of offence and the name of the accused person are duly noted. Whether order of conviction is written by P.O. himself..
- 9.5. **Complaint Register** : Whether entries are made on the date of filling or receipt with name of complainant, accused person and section of offence for which summons are issued.
- 9.6. **Register of Warrant of Imprisonment** : Whether the term of imprisonment has been noted with date and return of warrant after execution has been duly noted. Is jail warrant returned in time, if so, whether note has been made.
- 9.7. **Register of Witnesses** : To see whether there is note of witnesses examined and not examined and whether cost of witness was paid or not.
- 9.8. **Misc. Case Register** : To see whether Misc. Cases u/s.125 Cr.P.C. and cases arising out of it, cases under 446 Cr.P.C. are properly dealt with.
- 9.9. **Register of process Issued** : To see whether process of W.A. properly despatched after court's order and whether returned in time after execution of the same.
- 9.10. **Register of Copying** : To see whether estimate and supply of documents done promptly ; whether documents are promptly restored to its original file.
- 9.11. **Register of Cases Decided** : To see whether day to day entry of cases which are disposed of on contest and without contest.
- 9.12. **Register of Stay** : To see how many cases are stayed by the Appellate Court and whether the order of the Appellate Court has been duly noted.
- 9.13. **Register of Letters Received and Letters Issued** : To see whether the register is maintained properly.
10. Ascertain whether the records are consigned to district record room at regular interval after disposal of the case.
11. Ascertain whether the records are destroyed at regular interval as per rules after disposal of the case.
12. Examine the statement showing institution, disposal and pendency of cases with proper classification preceding three years from the year of inspection and state whether sufficient number of cases have been disposed of.
13. Examine the statement showing institution, disposal and pendency of five year old cases preceding four quarters from the quarter of the year in which inspection takes place and ascertain whether sufficient number of old cases have been disposed of.
14. Ascertain whether the Presiding Judge is properly robed and whether he takes up seat in court punctually and whether he gets co-operation from members of Bar and court staff for discharge of duty punctually.
15. Inspection of judicial records is to be done only by Registrar (Inspection) and not by staff attached to the Inspection Department :
- 15.1. Examine the entries made in the diary of five different dates at random with reference to the records which were taken up for hearing on those dates to ascertain whether the judicial hour was properly utilized on those dates.



- 15.2. Examine five records where interlocutory applications were taken up for hearing on contest to ascertain how promptly the order was passed after hearing of the application.
- 15.3. Examine the record of two pending cases where evidence of the witnesses was recorded and make cross verification of the entries made in the diary, daily cause list, register of petitions and court fees and the witness register to ascertain whether the entries have been made properly in these registers and the cases are brought forward and posted on the next date in the diary and cause list.
- 15.4. Examine five case records fixed for recording of evidence at random and ascertain whether adjournment was granted liberally or on extreme urgency.
- 15.5. Examine two execution proceeding to ascertain whether those cases are dealt with promptly.
- 15.6. Examine three disposed of case records where voluminous evidence was adduced by the parties and ascertain whether judgment was delivered within reasonable period of time after hearing of argument.
- 15.7. Examine three disposed of case records where voluminous evidence was adduced to ascertain whether the Presiding Judge could control prolix and irrelevant cross-examination.
- 15.8. Examine five disposed of cases of the criminal court to ascertain whether order is passed for disposal of seized property at the time of final disposal of the cases.
- 15.9. Examine a few records of cases of succession, probate, adoption etc. to ascertain whether those cases are taken up for hearing at regular interval.
- 15.10. Examine ten records of pending criminal cases which are fixed for recording of evidence to ascertain whether provisions of Section 309 of the Code of Criminal Procedure are followed.
- 15.11. Examine some entries in the register of examination of the witnesses and make cross verification of some records to ascertain whether certificate is issued by the presiding officer to the official witnesses for giving evidence in the court.
- 15.12. Examine ten records of criminal cases at random where warrant of arrest is pending against the accused persons to ascertain what steps have been taken by the presiding officer of the court to expedite the hearing of the case and to compel the attendance of the accused persons who are not co-operating with the trial court.
- 15.13. Examine five records at random to ascertain whether uncontested cases are shown as contested for earning more units on outturn of work.
- 15.14. Examine whether an indication is made on the title page of a Judicial record, so as to ascertain if the litigation relates to any senior citizen or not.

### **III - Inspection of Nezarat Department**

1. Examine ten entries of different dates made in the register of process received and make cross verification of the same with the relevant records to ascertain whether the processes have been distributed promptly and the same are returned to the court within the returnable date.
2. Examine the diary of one process-server at random to ascertain whether the same is verified by the Nazir at regular interval.

3. Examine some processes pending in the Nezarat at random to ascertain whether the processes are being served promptly and if not, what steps are taken by the Nazir.
4. Examine two log books of the cars used by the judicial officers at random to ascertain whether the judicial officers are availing the facilities of the cars and the bills of the cars are being prepared promptly and paid to the owner.
5. Examine the cash book and the peremptory cash register to ascertain whether the cash book is duly verified and signed by the Accountant and Judge-in-Charge and money is disbursed from peremptory cash promptly after passing of judicial order.
6. Examine the register of movable property and ascertain whether the movable properties are promptly returned to the parties after judicial order.

#### **IV - Accounts Department**

1. Examine all the registers maintained in the Accounts Department including Register of Payment Orders, Daily Register of Deposits and Clearance Register of A Deposits etc.
2. Examine some entries of the cash book with register of challan and payment of order and ascertain the result.
3. Examine the budget allocation of the previous year and the proposal of budget submitted in the current year to ascertain whether proposal for budgetary allocation of the current year was properly made keeping in view the need of development of infrastructure of the court.
4. Examine a few applications for preparation of medical bill of the sitting judicial officers and retired judicial officers to ascertain whether the medical bills are promptly prepared and submitted and encashed by the Accounts Department.
5. Examine some entries made in the register of payment to ascertain whether the payment orders have been passed without delay and whether there is any undue preference in passing the payment order of earlier dates.
6. Examine some lapsed deposits in order to ascertain whether the same are forwarded to the office of the Accountant General, West Bengal promptly.
7. Examine whether TDS is submitted in time and hardcopy and softcopy of the same are preserved.

#### **V - District Record Room**

1. Examine the registers maintained in the district record room and state the result.
2. Examine the racks of the district record room to ascertain whether the records are properly kept and maintained for the district record room.
3. Examine some entries made in the register to ascertain whether the requisition for documents or records sent for by the copying department and other offices and courts despatched within the prescribed time.

4. Ascertain whether destruction of record and registers is done at regular interval.
5. Ascertain whether there is sufficient space in the district record room to cater the need of next ten years of all the courts in the district.
6. Take the lists of bundles of records received during last six months and note –
  - (i) if they were received on due dates from all courts ;
  - (ii) by what dates were the records of each month examined and deposited on racks.
  - (iii) if records are splitted in proper files with index with pagination.

#### **VI - Copying Department**

1. Examine the entries made in the register to ascertain whether the applications are sent to the concerned court or district record room on the date of filing of the application.
2. Examine the entries made in the register to ascertain whether the estimates regarding folios and court-fees are promptly notified.
3. Examine some entries made in the register to ascertain whether the applications for copies are rejected for not submitting the folios and court-fees within the prescribed date.
4. Examine some entries made in the register with reference to some pending applications and records to ascertain whether the original records are returned promptly to the concerned court or district record room after supply of copy.
5. Examine some entries made in the register to ascertain whether any undue preference is given to the application of latter dates for supply of copy.
6. Ascertain whether number of photocopy machine in the copying department are sufficient and whether the same are in good working condition to cater the need for supply of copy in next five years.
7. Mention three cases of the longest delay in the preparation of copy and reasons given for the same and whether you are satisfied with the reasons.
8. Examine three applications for urgent copies or Xerox certified copies and ascertain whether the copies are generally supplied within the prescribed time.

#### **VII - Forms and Stationery**

1. Examine register of forms to ascertain whether sufficient number of all categories of forms are available.
2. Examine the register of stationery to ascertain whether all types of stationery articles are entered in the register before supplying to the respective courts and offices.
3. Ascertain whether indent of forms are sent on regular basis to the Government Press of West Bengal. If forms are not supplied as per requirement, suggest how the problem can be solved by preparing the forms in the computer or by way of printing locally.

4. Ascertain whether there is shortage in supply of stationery to cater the needs of the courts and offices of the district.

#### **VIII - Library**

1. Is the catalogue of the books and journals in the library properly maintained?
2. Are the updated text books of important statutes available in the library?
3. Are the essential law journals subscribed and supplied by the publishers and circulated among the judicial officers by the librarian or the person in charge of the library?
4. Are the Judicial Officers facing any problem in using web-based version of law journals subscribed by the High Court?
5. How many books have been purchased in the last financial year?
6. How many law journals have been subscribed in the current year?

#### **IX - Computer Section**

1. Are all cases filed on a single day in Judicial Service Centre uploaded in the server and transferred to the respective courts on the same day?
2. Are the orders and judgments passed by each court of the district uploaded in the server and if not, what steps are taken for uploading the same in the server?
3. Are the data of all pending cases already uploaded in the server and if not, what steps have been taken to upload the data of all the existing cases in the server?
4. Are the existing PCs and Printers installed in the courts and offices sufficient to cater the need of the courts and if not, what steps have been taken to improve the infrastructure for better utilization of information technology?
5. Are all the dealing assistants and the court staff trained to handle the computer?
6. Are the monthly, quarterly, half-yearly and annual statement of cases sent to the High Court through e-mail or uploaded directly in the website of the High Court?
7. Is the daily cause list containing all cases generated from the server and exhibited regularly on conspicuous part of the court at the prescribed hour?
8. Is the server connected with the internet or is the facility of internet available in the court premises sufficient to cater the need of all courts and if not, what steps have been taken to improve the infrastructure in this regard?
9. Are the soft copies of pleadings filed along with hard copy at the time of filing of the cases as per amended provisions of the rules?
10. Is the assistance of technical manpower available for prompt repair of the computers?
11. Whether video conferencing facility for trial of under trial prisoners is available?

**X - District Legal Services Committee**

1. Examine the statement about holding number of Lok Adalats, legal awareness camp, providing legal aid to the litigant and number of pending cases disposed of through Lok Adalats during preceding four quarters from the quarter in which inspection is held.
2. Ascertain the number of mediators trained in the district for holding conciliation and mediation for disposal of the cases.
3. Steps required to be taken for strengthening the functioning of District Legal Services Committee for more disposal of the pending cases.

**XI - Police office and Malkhana.**

1. Examine the Registers maintained in the police office, lock up and malkhana and ascertain whether proper entries are made.
2. Does the Court Inspector devote full time on each working day to supervise the work of the police office?
3. Ascertain whether the police cases are promptly entered in the server from the Judicial Service Centre after filing of the charge sheet.
4. Examine whether the goods in the malkhana can be promptly traced out for production in the court during trial in connection with a particular case.
5. Examine copy of five FIRs to ascertain whether the FIRs have been put up before the Magistrate promptly on the same date or on the following date.
6. Examine five police reports in final form to ascertain whether the charge sheet/final report is placed before the Magistrate promptly after its arrival in the police office on the same date or on the following date.
7. Examine five entries made in the malkhana register in connection with disposed of cases and make cross verification of the entries with the relevant record of the case to ascertain whether the order is passed on disposal of property and ascertain whether the properties have been disposed of promptly after passing of the judicial order.
8. Examine five records of pending cases whether copies have been supplied and five records of pending cases whether copies have not been supplied to ascertain whether copies have been supplied promptly to the accused persons by the police authority immediately after submission of the charge sheet and if not what steps have been taken by the Chief Judicial Magistrate or the Additional Chief Judicial Magistrate for prompt supply of copies to the accused persons for hearing of the cases?
9. Ascertain whether food and drinking water are provided to the under trial prisoners on each working day?
10. Examine whether police office has the infrastructure to issue summons to the official witnesses through e-mail as per amended provision of the rules?



**XII - Pending File and Outturn of Work**

1. State the number of cases pending in the files of the court with proper classification of cases including 5 years old cases and the total number of pending cases from the last year.
2. To what causes do you attribute the increase or decrease of the pending file?
3. Give the disposal (contested and uncontested) of cases in these files during the period of 12 months immediately preceding the inspection and the figures of a similar period of 12 months earlier.
4. What is the number of suits and appeals more than 5 years old? Give separately the figures for 2 years old, 3 years old cases.
5. What is the number of execution cases more than one year old? Give the dates of two oldest cases.
6. Are the number of pending cases sufficient for full utilization of judicial hour for next one year?
7. Have the police stations been distributed among the several courts at the station so as to secure an even amount of work?
8. Will the number of pending cases justify for recommendation of new court as per the guidelines approved by the High Court to liquidate the arrears within next 5 years?
9. Was there any transfer of cases to any additional court or from one court to another?
10. Remarks of the Presiding Judge on the state of his file.

**XIII - Miscellaneous**

1. Was the last annual inspection of the Presiding Judge thorough, practical and effective?
2. Were the material defects and irregularities noted in the last inspection made by the Presiding Judge remedied? If not, what is the explanation?
3. Report any legitimate grievances of the staff members, the members of the Bar, the ministerial officers, the process-serving peons and the litigant public that may have been brought to your notice during inspection and suggest remedies.
4. Report on any questionable practice among the ministerial officers or members of Bar or their clerks that has been detected or noticed by you and suggest remedies.
5. Is care taken to see that outsiders are not allowed to enter office or to help the ministerial officers in performance of duty in any way?
6. Review of the minutes of the last two meeting of the Monitoring Committee and ascertain whether effective role was played by the District Magistrate and Superintendent of Police for implementation of the decision of the Monitoring Committee.
7. Review of the minutes of the last two meeting of the committee to look after infrastructure of the court and ascertain whether effective role was played by the Executive Engineer of PWD for implementation of the decision of the Monitoring Committee.
8. Review of the minutes of meeting of other important Committees like Vigilance Committee, Committee to look after sexual harassment of working women etc. and suggest the remedy.

**Annexure - B**

1. Review of the infrastructure of the court including construction of court building, quarters of judicial officers and maintenance of the existing court building.
2. Review of the staff strength of the court and the steps taken to fill up the existing vacancy and the need to increase staff strength.
3. Review of facilities for toilet and drinking water for the litigant public, staff members in the court premises and for undertrial prisoners inside the lock-up.
4. Review of facility for uninterrupted power supply for functioning of the court without interruption.
5. Review of facilities for transport of the judicial officer and payment of bills of the vehicles in proper time.
6. Review of security provided to the judicial officers and for protection of property of the court.
7. Review of uploading of data of pending cases and orders and judgements in the server and generation of cause list from server and connectivity of the server with Internet.
8. Review of facilities for use of computer by the staff members and registration of the cases in the Judicial Service Centre.
9. Review of the note of inspection prepared by the Registry to ascertain –
  - (i) Whether the officer is utilizing judicial hour properly ;
  - (ii) Whether the interlocutory orders are passed promptly ;
  - (iii) Whether the judgements are delivered without delay ;
10. Review of the note of inspection prepared by registry to ascertain whether adjournment is granted in a liberal way and dates for recording of evidence are fixed by the Judge himself without delegating the same to the Bench Clerk.
11. The Hon'ble Zonal Judge may sit in the court room along with the presiding officer of the cadre of District Judge for about fifteen minutes to 30 minutes to ascertain how the evidence is recorded by the presiding officer and how he is managing the affairs of the court.
12. Review of the note of inspection prepared by the Registry to ascertain whether the officer is giving priority to old cases and execution proceedings and cases of senior citizens.
13. Review of the statement of disposal of the cases of last four quarters by each officer to ascertain whether the quantity of disposal of the cases is satisfactory. If not, suggest for improvement.
14. Examine the total number of pendency in each court to ascertain the need of creation of new courts as per norms laid down by the High Court.
15. Examine the note of inspection of the Nazarat to ascertain whether the processes issued by the courts are distributed promptly by the Nazir and served by the process-server and returned to the court within the returnable date.
16. Examine the note of inspection of the peremptory cash register to ascertain whether the cash is paid promptly after the order of the court.

17. Examine the note of inspection of the register of payment order to ascertain whether the payment order is passed without undue delay.
18. Examine the note of inspection of the register of the district record room to ascertain whether records are being destroyed at regular interval and the records are sent to the courts and the copying department for supply of copy promptly.
19. Examine the note of inspection of the register of copying department to ascertain whether undue preference is given to the application of latter dates for supply of copy and whether records and documents are returned to the court promptly after supply of copy.
20. Examine the note of inspection of the register of stationery to ascertain whether the entries of the stationery are made in the register before distribution to the courts and offices and whether the stock is sufficient to cater the day-to-day need of the stationery of the court and offices.
21. Examine the note of inspection of the catalogue of the library to ascertain whether updated law books are purchased and sufficient number of law journals are subscribed and law journals are circulated among the officers on regular basis.
22. Examine a few judgments of each officer of the cadre of District Judge to ascertain the quality of judgments and suggest improvement, if required.
23. Examine the note of inspection with regard to disposal of the cases through Lok Adalat and by way of mediation and suggest for improvement.
24. The Hon'ble Zonal Judge will review the Minutes of last two meeting of the Monitoring Committee and ascertain whether effective role was played by the District Magistrate and Superintendent of Police for implementation of the decision of the Monitoring Committee.
25. The Hon'ble Zonal Judge will review the Minutes of last two meeting of the Committee to look after the infrastructure of the court to ascertain whether effective role was played by the Executive Engineer of P.W.D. for implementation of the decision of the Committee.
26. The Hon'ble Zonal Judge will inspect the Malkhana to ascertain whether property seized by the police are being disposed of promptly after passing of the judicial order by the court.

#### Annexure - C

#### Comments of the Hon'ble Zonal Judge/Judge-in-Charge

1. Name of the Officer and designation.
2. Period of posting.
3. Quality of judgment & suggestion if any for improvement.
4. Quantity of judgement & suggestion if any for improvement.
5. Grasp of fact and knowledge of law.
6. Promptitude.
7. Administrative ability.
8. General remarks.
9. Character and reputation gathered during inspection.

**Annexure - D**  
**Questionnaire**  
**I - Preliminary.**

1. Inspection of the Court of ..... From ..... to.....
2. This Court was last inspected by ..... on .....
3. Name or names of Presiding Judge or Judges who held the office during the year of inspection.
4. Date of joining of the present Presiding Judge – His special powers, if any.
5. When was the last annual inspection made by the Presiding Judge?
6. On what dates did he inspect his office during the twelve months preceding the date of the present inspection?

**II - Judicial Work and Procedure**

1. Are the number of cases posted in the diary in reasonable manner for proper utilisation of judicial hour on each working day?
2. Does the Presiding Judge get the co-operation of members of the Bar and staff members for discharge of his judicial work punctually?
3. Are cases generally taken up for hearing in their chronological order? If not, state the reasons.
4. Are the simple cases picked up to make a show of number by putting aside or adjourning the hearing of difficult and complicated cases?
5. Are the cases decided on nominal contest or with show of contest, and treated in the returns as contested disposal?
6. Are dates once fixed for recording of evidence adhered to and dates of hearing are fixed by the Presiding Officer till conclusion of hearing?
7. Are cases posted in the diary for each day for peremptory hearing and other purposes restricted to such a number as after making allowance for unavoidable postponements the Presiding Judge may reasonably expect to be in a position to utilise the entire judicial hour?
8. Is there excessive delay between the hearing of arguments and the delivery of judgement?
9. Are orders on interlocutory applications passed without unnecessary delay?
10. Are ex-parte cases generally disposed of on the date fixed for such hearing?
11. Are the execution proceedings taken up for hearing by giving priority?
12. Are objections filed in execution cases resulting in miscellaneous cases expeditiously disposed of?
13. Does the examination of records show that the Presiding Judge has controlled irrelevant, prolix and fishing cross-examination?

14. Is the Daily Cause List containing all cases exhibited regularly and at the prescribed hour?
15. Are the cases filed up to 1.30 p.m. listed before the concerned court on the next day and those filed after 1.30 p.m. listed before the concerned court the day thereafter?
16. Is there any complaint from members of the Bar regarding publication of cause list?
17. Is there any complaint from members of the Bar regarding late sitting or early rising without devoting sufficient time for the judicial work?
18. Are the orders and judgements uploaded in the server within 48 hours from the date of delivery of judgement or passing of the order?
19. Does the sheristadar report on each plaint on the sufficiency or otherwise of the stamp?
20. Are the exhibited documents properly marked and list of exhibited documents prepared contemporaneously?

### **III - Working of Establishment**

1. State number of staff employed in the court.
2. Is there any staff member working in the same post for more than five years at a stretch?
3. Are the duty cards maintained and updated?
4. Are separate files for Letters, Rules and Circulars issued by the High Court, Circulars and Notifications of the Central and State Governments and Circulars of the Accountant-General, West Bengal, maintained?
5. Is the Institution Register maintained with unique identification code by taking daily print out of the institution of cases from Judicial Service Centre as per provisions of amended rules?
6. Are the monthly, quarterly, half-yearly and annual statement of cases given within prescribed period of time?
7. Is the separate statement of 5 years old cases submitted to the District Judge or to the High Court as the case may be in every quarter?
8. Are registers more than 12 years old sent to the District Record Room in time?
9. Are the un-exhibited documents kept separately and returned promptly to the party?
10. Are the records of disposed of cases transmitted to the record room on due date?
11. What was the last date of despatch of the records to the district record room?
12. Are the decrees generally drawn up within the prescribed time and in the order of the dates of disposal of the case?
13. Are the soft copies of pleadings and applications filed in the Judicial Service Centre?
14. Are the processes issued in connection with the cases returned within the returnable date?
15. State general impression about the state of the office, the orderly conduct of business and the efficiency of the staff members.



**IV - Registers.**

(Compare the entries with some records taken at random and state whether the following Registers are properly maintained)

1. **Suit Register** : Whether the registration was done serially according to the date of filing ; whether names of parties, schedule of property, claim prayed for, substitution of parties and amendment, if any, result of suit, result of execution, result of appeal, if any, have been duly noted.
2. **Register of Misc. Case** : Whether original suit/case number against Misc. Case has been noted. To see whether disposal was duly noted.
3. **Register of Commission Issued** : Whether writs are prepared and received by the commissioner. To ascertain how many commissioner's report are pending; whether commissioner's report are submitted within reasonable time.
4. **Register of Copying** : To see whether estimate and supply of document promptly done and whether restoration of documents to original records promptly made.
5. **Register of record Issued** : To see whether despatch of records promptly done, whether there is note of return and restoration of records.
6. **Register of Records Received** : Whether the records are returned promptly when the purpose is over.
7. **Register of Return of Documents** : Whether the documents are returned under Court's order and to see whether description of documents have been properly noted.
8. **Register of Information** : Whether information is made ready and delivered to the parties promptly.
9. **Register of Court fees and Petitions** : Whether court fee presented before the court are properly noted and signed by the P.O. daily.
10. **Register of Appeal** : Whether particulars of appeal have been properly noted in prescribed column and registration serially according to the date of filing and disposal order duly noted.
11. **Register of Execution** : Whether order of suits against which the execution has been filed, was properly noted. Is result of execution duly noted?
12. **Register of Stay** : Whether entries of suits and cases have been made showing date of stay order and by which court.
13. **Register of M.A.C. Cases** : Whether the cases are registered with section of law.
14. **Register of Mat Suits** : Whether name of the parties with address, section of law and result of the suit has been properly noted. Is there any note in case of transfer of any such suit?
15. **Register of O.S.** : Whether name of the parties with address properly noted ; Whether date of application, connected case number and section of laws have been noted. Whether the final order and result of appeal, if any, have been noted. Is there name of the party who executed the will with date?
16. **Register of Act VIII** : Whether the name of the applicant and address, age of the minor has been duly noted.

Whether inventory/accounts have been submitted by the guardian periodically. Is the accounts audited?

17. **Register of Misc. Appeal** : Whether the original case/suit number has been noted against which the Misc. Appeal arose. Whether the result has been properly noted. Is there any note of sending the records to trial court?

**V - Accounts.**

1. Are all account books (with the exception of the Register of Deposits Received) paginated throughout and certified before brought into use?
2. Are all corrections correctly made and initiated?
3. Are the following registers properly maintained and up-to-date?
  - (i) Register of chalans;
  - (ii) Register of payment orders;
  - (iii) Daily register of deposits (A and B);
  - (iv) Clearance register of A deposits;
  - (v) Register of judicial deposits (other than civil deposits and peremptory receipts) and refunds therefrom.
4. Compare cashier's cash book with the register or chalans and payment orders and state result.
5. Compare the register of deposit, receipts and repayments with each other and with the register of chalans and the register of payment orders and state result.
6. Compare the clearance register with the register of A deposits received and state result.
7. Compare some treasury advice lists with the register of chalans and payments and state result.
8. Examine the register of payment orders No.(A) 16 and register No.(R) 68 and note whether there has been undue delay in passing and making over payment orders.
9. Examine the register of payment order to ascertain whether there is any case of undue preference to applicants of later date?
10. How many payment orders were returned from the District Record Room without counter-signature on the allegation of defect during the last six months?

**VI - Nezarat and Cash.**

1. Are the following accounts duly maintained :
  - (i) Contingent register,
  - (ii) Contract contingent register,
  - (iii) Are the vouchers duly filed and cancelled?

2. Register of service postage stamps. Do the entries correspond with the entries in the register of correspondence?
3. Cash Book.
  - (i) Is the cash book written up daily?
  - (ii) Are the heads of account properly classified?
  - (iii) Is the daily balance written in words as well as figures?
  - (iv) See that the balances are correctly brought forward to the next day's account.
  - (v) Is the cash in hand correct on verification with the entries in the register?
  - (vi) Does the Judge-in-Charge verify the cash balance and sign everyday?
4. Is the cash balance sent to the treasury at the close of each day?
5. Is the cash balance at outlying stations reduced by regular remittance to the treasury? Is any difficulty felt in securing police escort when needed?
6. Does the cash book show scrutiny by the accountant at the close of each day?
7. Compare several items in the treasury pass book with the cash book and state result.
8. Is the peremptory cash register properly maintained and correctly entered?
9. Does it bear evidence that the accountant examined the entries each day with the counterfoils of receipt books and with payment vouchers? Is the supervision effective?
10. Compare a few items in the peremptory cash register with the receipt books and state result.
11. Is the sale account register properly kept and put up before the Presiding Judges at the close of the day?
12. Are stamp duties and penalties recovered separately credited?
13. Is there any movable property in the Nazir's custody available for return to parties but not claimed by them? If so, what steps have been taken to dispose of it?
14. Is application made for refund of money and order passed by the court taken into consideration by the Nazir before refund of money from the peremptory cash?
15. Do the Nazir's account books show that the sheristadar inspects them periodically as required by rule 750, Note?

**VII - Nezarat Department.**

1. Examine the division of beats and the villages comprised of each beat and suggest improvements, if any?
2. Are processes distributed evenly and impartially among the process servers with due regard to the number of class of processes and beats?
3. Is there any complaint by the process-servers regarding the distribution of processes?
4. What procedure does the Nazir adopt to secure such even distribution? Suggest improvements, if any.
5. Are all the process-servers given equal work in both short-beat and long-beat?
6. Are the processes issued in civil cases sent to the Nezarat promptly?
7. Are processes issued from the nezarat without undue delay? And are they returned after service to the courts concerned within the returnable date?
8. Are the dates fixed for return sufficient? And are processes generally returned served within the dates fixed?
9. Are cases of undue delay brought to the notice of the Judge-in-Charge and dealt with by him?
10. Are many processes returned unserved on the allegation of want of time? Ascertain whether the Nazir or the process-server was at fault and suggest remedies.
11. Are processes marked "urgent" issued and served with the least possible delay?
12. Report if there was any negligence or undue delay in effecting service of processes received from courts outside the jurisdiction of the court inspected?
13. What is the average number of processes executed during the last three working months by a process-server?
14. What is the average number of days a process-server was out in the mufassal during the last three working months?
15. Compare some items taken at random from the process register with the process-server's diaries and state result.
16. Is the diary submitted by the process-server immediately on return to headquarters and is it regularly scrutinized by the Nazir?
17. Are the rules regarding grant of receipts by process-server for money realised in execution of decrees strictly observed?
18. Are receipt books for payment into peremptory cash issued by the cashier in conformity with rule 667?

**VIII - Copying Department.**

1. Examine a number of applications for copies and on a reference to the register of copies ascertain whether the copies have been made ready within time.
2. Examine some of the entries in the register of copies and ascertain whether all the columns are properly and correctly filled up?
3. Are the entries made contemporaneously with the several stages through which an application for copy passes?
4. Have cases of serious delay occurred –
  - (a) in furnishing originals from any office;
    - (i) in the preparation of copies after receipt of originals;
    - (ii) in comparing the copies;
    - (iii) in returning originals after preparation of copies;
5. Mention the two cases of the longest delay in the preparation of copy and reasons given and whether you are satisfied with the reasons.
6. Has undue preference been given to applicants of later dates?
7. Are “urgent” copies generally given within the prescribed time?
8. Are estimates regarding folios and court-fees properly notified in the prescribed manner?
9. Are applications rejected if folios are not supplied within the prescribed time?
10. Are unused folios actually returned?
11. Ascertain the fees levied for copying some of the maps, plans, etc., and report if they are considered proper.
12. Does the total number of folios supplied agree with those used and returned unused?
13. Are applications examined by the sheristadar and a report laid before the Judge-in-Charge at the close of each quarter?
14. Was any serious defect or irregularity found during such inspections?
15. What is the number of typists and copyists? How the services of the typists and copyists are utilised?
16. Can the services of any copyist or typist be utilised in better way in the judgeship?
17. Report if the Judge-in-Charge exercises adequate supervision and control over the establishment by making casual inspection.



**IX - Forms & Stationery.**

1. Is the register of printed forms properly maintained? Are receipts and issues regularly entered and is the balance stock of six months verified by an officer other than the clerk-in-charge of forms detailed for the purpose by the Judge-in-Charge?
2. Are the forms neatly arranged and issued with due regard to economy?
3. Are indents made timely with due regard to the rules in force?
4. Was there any supplementary or emergent indent? If so, what was the reason?
5. Is any form in use in manuscript although the same is available in print? If so, what is the explanation?
6. Is there any form whose print out is taken from computer? If so, explain its need.
7. Is the stationery register properly kept and are all receipts and issues regularly entered?
8. Is the stationery neatly arranged and are issues made under the supervision of the sheristadar with due regard to economy?
9. Is the stock of stationery sufficient to cater the need of the courts and offices of the station?
10. Give the value of last year's supply of stationery.

**X - Library.**

1. Is the catalogue of library books kept up-to-date? Have the books been properly classified and indexed?
2. Are the text books and law reports sufficient to cater the need of judges of the station throughout the year?
3. Are the Law Reports and Text Books well preserved and are they in good condition and in uniformly bound volumes?
4. Are there any old and useless volumes which should be weeded out? If so, have necessary instructions been given?
5. Is the issue register properly kept and all entries correctly made?
6. Is the physical verification of the stock of books made by the Judge-in-Charge annually by taking into consideration the books kept in residential library of the judges?
7. Is a certificate of verification entered in the catalogue or stock book?
8. Is any shortage noticed, and, if so, what action is taken and is the fact reported to the High Court?
9. Does the Library possess annotated editions of the important statutes which are of frequent use?
10. Are the current editions of useful text books available in the library?

**XI - Court Buildings & Furniture.**

1. Is the Court Building sufficient to accommodate all courts and offices?
2. Is the court building in a state of good repair?
3. If any repair and alteration is required, what steps have been taken to obtain them?
4. Is there any need to construct new building to cater the need of courts and offices in next 10 years?
5. Are the court premises and the verandahs kept clear of squatters like pleaders' clerks, stall-keepers, vendors, etc.?
6. Is the court compound kept clean and surrounded by boundary wall and gate?
7. Is a register kept for all furniture and properties of the court properly and are the entries up-to-date?
8. Report the condition of the furniture in the court room and in the offices.
9. Is there any need to modernize the furniture and replace the old furniture by new ones?
10. Have all unserviceable articles been sold or written off under proper sanction?
11. Is the furniture sufficient for the need? State the value of the furniture supplied last year.
12. Are the witness stand and the pleaders' table kept at the proper distance from the seat of the Judge and is the general arrangement of the court room satisfactory?
13. Is the iron-safe used by the Nazir in proper order?  
  
State whether the duplicate keys have been sent to the Treasury for safe custody. Is it imbedded in the wall or floor?
14. Is there a fireproof safe for depositing wills?
15. Are the seals of court, belts and badges of peons and thumb impression sets supplied to them in good condition?
16. Are the stamps and punching machines in proper order?

**XII - Record Room.**

1. Who is the present Judge-in-Charge and how long has he been in charge?
2. What is the name of the record-keeper and how long has he held the post?
3. Does the Judge-in-Charge inspect the record room from time to time?
4. Is a note-book kept in the record room in which all important orders are recorded?
5. Are inspection notes of the record room put in a guard file arranged chronologically and has prompt attention been paid to previous inspection notes and the defects noticed remedied? If not, what is the explanation?
6. Is a plan of the record room hung up in a conspicuous place?
7. Is a statement hung up in the record room showing how to find out a particular document?

8. Take a few records or documents and report whether they were quickly found out by following the instructions.
9. Report after a practical test whether each clerk in the record room knows how to find out a particular record.
10. Are duty cards for each staff maintained and hung up showing particulars of work done? Are entries in duty cards up-to-date and are dates of assumption of charge of each clerk noted?
11. Are records carefully examined as they arrive batch by batch and are they arranged and deposited on proper racks without undue delay?
12. Take the lists of the bundles of records received during the last six months and note –
  - (i) if they were received on due dates from all courts ;
  - (ii) by what dates were the records of each month examined and deposited on racks.
13. Is the register of records sent out from the record room properly maintained and every entry correctly made?
14. How many records returned after requisition are there remaining to be restored?
15. Are requisitions for records promptly attended to and records sent for by the copying department and other offices and courts despatched within the prescribed time?
16. State two cases of longest delay in complying with requisitions with reasons.
17. Are applications for return of documents promptly attended to and documents returned by the record-keeper himself within the prescribed time?
18. Is the index sheet hung up in a conspicuous place at the end of each rack and is it up-to-date?
19. Are all the registers prescribed properly maintained by the record-keeper?
20. Is destruction of records carried out quarterly?
21. When was the last destruction due and when was it made?
22. Are entries regarding the class of records destroyed made on the index board simultaneously with the destruction of records?
23. Are notices issued and exhibits not taken back destroyed after the prescribed period?
24. Is the register relating to such exhibits properly maintained and dates of destruction regularly noted?
25. Is the register of applications for information properly kept? Are information sheets delivered within the prescribed time with the required information?
26. How many applications for information were filed during the last four quarters?
27. What is your opinion of the work of the record-keeper? Is the work done intelligently and in a professional manner ? Is the supervision sufficient?
28. Are the fire extinguishers in proper order and do the persons in charge know how to operate them?
29. Who keeps the key of the record room? Is it easily available if there is an outbreak of fire?

**XIII - Computerisation.**

1. Are sufficient number of PCs installed and connected with LAN for uploading all orders in the server?
2. Are the records of cases filed in the Judicial Service Centre received by the court on the same day?
3. Are the court staff trained to handle the computers?
4. Are all pending cases uploaded in the server? if not, how many cases are yet to be uploaded in the server?
5. Is the cause list generated through computer and the print out of the case list displayed in conspicuous part of the court room?
6. Is the server connected with the internet and the result of the cases available in the internet?
7. Are the judgements uploaded in the server on the date of delivery of judgment?
8. Is the assistance of System Officer available for prompt repair of the computer?
9. Is the CIS sufficient to cater the existing need? If not, give suggestion for improvement.
10. Is the stationery for use of computer supplied promptly?

**XIV - Pending File and Outturn of Work.**

1. State the number of cases pending in the files of the court with proper classification of cases including 5 years old cases and the total number of pending cases from the last year.
2. To what causes do you attribute the increase or decrease of the pending file?
3. Give the disposals (contested and uncontested) of cases in these files during the period of 12 months immediately preceding the inspection and the figures of a similar period of 12 months earlier.
4. What are the number of five year old suits, appeals and execution proceedings which are pending for hearing? Give separately the figures for 2 years old, 3 years old cases.
5. What is the number of execution cases more than one year old? Give the dates of two oldest cases.
6. Are the number of pending cases sufficient for full utilisation of judicial hour for next one year?
7. Have the police stations been distributed among the several courts at the station so as to secure an even amount of work?
8. Will the number of pending cases justify for recommendation of new court as per the guidelines approved by the High Court to liquidate the arrears within next 5 years?
9. Was there any transfer of case to any additional court or from one court to another?
10. Remarks of the Presiding Judge on the state of his file.

**XV - District Legal Services Committee**

1. Examine the statement about holding number of Lok Adalats, legal awareness camp, providing legal aid to the litigant and number of pending cases disposed of through Lok Adalats and mediations during preceding four quarters from the quarter in which inspection is held.
2. Ascertain the number of mediators trained in the district for holding conciliation and mediation for disposal of the cases.
3. Steps required to be taken for strengthening the functioning of District Legal Services Committee for more disposal of the pending cases.

**XVI - Miscellaneous.**

1. Was the last annual inspection of the Presiding Judge thorough, practical and effective?
2. Were the material defects and irregularities noted in the last inspection made by the Presiding Judge remedied? If not, what is the explanation?
3. Report any legitimate grievances of the staff members, the members of the Bar, the process-serving peons and the litigant public that may have been brought to your notice and suggest remedies.
4. Report on any questionable practice among the ministerial offices or members of Bar or their clerks that has been detected or noticed by you and suggest remedies.
5. Is care taken to see that outsiders are not allowed to enter office or to help the ministerial officers in performance of duty in any way?
6. Review of the minutes of the last two meeting of the Monitoring Committee.
7. Ascertain whether effective role was played by the District Magistrate and Superintendent of Police for implementation of the decision of the Monitoring Committee.
8. Review of the minutes of the last two meeting of the committee to look after infrastructure of the court.
9. Ascertain whether effective role was played by the Executive Engineer of PWD for implementation of the decision of the Monitoring Committee.
10. Review of the minutes of meeting of other important Committees like Vigilance Committee, Committee to look after sexual harassment of working women etc.



**Annexure - E**  
**Questionnaire**  
**I - Preliminary**

1. Inspection of the Court of ..... from ..... to .....
2. This Court was last inspected by ..... On .....
3. Name or names of Presiding Judge or Judges who held the office during the year of inspection.
4. Date of joining of the present Presiding Judge – His special powers, if any.
5. When was the last annual inspection made by the Presiding Judge?
6. On what dates did he inspect his office during the twelve months preceding the date of the present inspection?

**II - Judicial Work and Procedure**

1. Are the number of cases posted in the diary in reasonable manner for proper utilization of judicial hour on each working day?
2. Does the Presiding Judge get the co-operation of members of the Bar and staff members for discharge of his judicial work punctually?
3. Are cases generally taken up for hearing in their chronological order? If not, state the reasons.
4. Are the simple cases picked up to make a show of number by putting aside or adjourning the hearing of difficult and complicated cases?
5. Are the cases decided on nominal contest or with show of contest treated in the returns as contested disposal?
6. Are the dates of recording of evidence fixed on day to day basis by following the dictum of Section 309 of the Code of Criminal Procedure?
7. Does the Presiding Judge while postponing the commencement of trial or adjourning the same and remanding the accused under Section 309(2) of the Code record the reasons for doing so?
8. Is there excessive delay between the hearing of arguments and the delivery of judgement?
9. Are orders on interlocutory applications passed without unnecessary delay?
10. Are ex-parte cases generally disposed of on the date fixed for such hearing?
11. Is sufficient time allowed for service of summons? Are many summonses found to have been returned/ unserved? If so, state reasons therefor.
12. Does the officer-in-charge of the police station send a pending list of all processes stating the reasons for non-service of summons or the non-execution of warrant of arrest?

13. Does the examination of records show that the Presiding Judge has controlled irrelevant, prolix and fishing cross-examination?
14. Is the Daily Cause List containing all cases exhibited regularly and at the prescribed hour?
15. Are the cases filed up to 1.30 p.m. listed before the concerned court on the next day and those filed after 1.30 p.m. listed before the concerned court the day thereafter?
16. Is there any complaint from members of the Bar regarding publication of cause list?
17. Is there any complaint from members of the Bar regarding late sitting or early rising without devoting sufficient time for the judicial work?
18. Is excessive delay found in the submission of charge-sheet in police cases? Is unnecessary delay in this respect on the part of any police officer brought to the notice of the Sessions Judge and of the High Court through the Sessions Judge?
19. Are copies of orders detaining a person in police custody by the Magistrate forwarded to the Chief Judicial Magistrate as required under sub-section (4) of Section 167 of the Code?
20. Are copies of entries in the case diary transmitted to the Magistrate by the Officer-in-Charge of a police station as required under Section 167(1) of the Code? If not, does the Magistrate insist on the same?
21. Whether there has been undue delay in the matter of submission of report of inquiry or investigation under Section 202 of the Code?
22. How does the Presiding Judge deal with the undefended accused persons facing the trial?
23. Does the examination of records show that the Presiding Judge has controlled irrelevant, prolix and fishing cross-examination?
24. Are the requirements of Section 278 of the Code complied with and do the depositions contain certificate to this effect?
25. Are the reasons for dismissal of complaints under Section 203 of the Code properly recorded?
26. When the record shows that a witness has been detained for several days, does the Witness Register show correctly each appearance of the witness?
27. Are the provisions of Section 299 of the Code followed for splitting up the case after exhausting the process against the accused persons?
28. When the Magistrate does not deal with a person under Section 360 of the Code or the provisions of the Probation of Offenders Act, for the treatment, training or rehabilitation of the convicts, does he record in his judgement the special reasons for not doing so?
29. Are the names of the sureties enlisted after proper verification about the financial soundness and the general fitness of the applicants?
30. Are the documents and articles exhibited properly marked and the list of documents correctly prepared and signed by the Presiding Judge?

**III - Working of Establishment**

1. State number of staff employed in the court.
2. Is there any staff member working in the same post for more than five years at a stretch?
3. Are the duty cards maintained and updated?
4. Are separate files for Letters, Rules and Circulars issued by the High Court, Circulars and Notifications of the Central and State Governments and Circulars of the Accountant-General, West Bengal, maintained?
5. Is the Institution Register maintained with unique identification code by taking daily print out of the institution of cases from Judicial Service Centre as per provisions of amended rules?
6. Are the monthly, quarterly, half-yearly and annual statement of cases given within prescribed period of time?
7. Is the separate statement of 5 year old cases submitted to the District Judge or to the High Court as the case may be in every quarter?
8. Are registers more than 12 years old sent to the District Record Room in time?
9. Are the unexhibited documents kept separately and returned promptly to the party?
10. Are the records of disposed of cases transmitted to the record room on due date?
11. What was the last date of despatch of the records to the district record room?
12. Are the seized articles disposed of with promptness after order of disposal passed by the court?
13. Are the soft copies of pleadings and applications filed in the Judicial Service Centre?
14. Are the processes issued in connection with the cases returned within the returnable date?
15. Are the summons to the witnesses like government officials, police officers sent through e-mail as per provision of amended rules?
16. Are the warrants of arrest issued in criminal cases executed by the police within the date fixed by the Court?
17. Are the proclamation and attachment issued in connection with the criminal cases executed within the date fixed by the Court?
18. Are the process issued in the criminal cases sent to the police office promptly?
19. State general impression about the state of the office, the orderly conduct of business and the efficiency of the staff members.

#### **IV-Registers**

(Compare the entries with some records taken at random and state whether the following Registers are properly maintained)

1. **Register of Sessions Case** : To see whether particulars of the accused, Trial number, name of the committing court with G.R. case number have been properly noted ; whether the result of sessions cases have been noted properly ; whether order of conviction has been written by the P.O. himself. Is there any note in case of any appeal before appellate court and the result, if any?
2. **Register of Criminal Appeal** : Whether particulars of the appellant and respondent ; Order of the trial court and section of law have been properly noted ? Is order of appeal noted? Is there noting of order of High Court, if any?
3. **Register of Criminal Revision** : Is the order in brief and name of court against which the revision preferred duly noted ? Is result of revision properly noted?
4. **Trial Register** : To see whether all cases for trial are entered and section of offence and the name of the accused person are duly noted. Whether order of conviction is written by P.O. himself.
5. **Complaint Register** : Whether entries are made on the date of filing or receipt with name of complainant, accused person and section of offence for which summons are issued.
6. **Register of Warrant of Imprisonment** : Whether the term of imprisonment has been noted with date and return of warrant after execution has been duly noted. Is jail warrant returned in time, if so whether note has been made.
7. **Register of Witnesses** : To see whether there is note of witnesses examined and not examined.
8. **Misc. Case Register** : To see whether Misc. Cases u/s.125 Cr.P.C. and cases arising out of it, cases under 446 Cr.P.C. are properly dealt with.
9. **Register of process Issued** : To see whether process of W.A. properly despatched after Court's order and whether returned in time after execution of the same.
10. **Register of Copying** : To see whether estimate and supply of documents done promptly ; whether documents are promptly restored to its original file.
11. **Register of Cases Decided** : To see whether day to day entry of cases which are disposed of on contest and without contest.
12. **Register of stay** : To see how many cases are stayed by the Appellate Court and whether the order of the Appellate Court has been duly noted.

#### **V - Accounts and Cash**

1. Are all account books (with the exception of the Register of Deposits Received) paginated throughout and certified before brought into use?
2. Are all corrections correctly made and initiated?

3. Are the following registers properly maintained and up-to-date?
  - (i) Register of challans;
  - (ii) Register of payment orders;
  - (iii) Daily register of deposits (A and B);
  - (iv) Clearance register of A deposits;
  - (v) Register of judicial deposits (other than civil deposits and peremptory receipts) and refunds therefrom?
4. Compare cashier's cash book with the register or challans and payment orders and state result.
5. Compare the register of deposit, receipts and repayments with each other and with the register of challans and the register of payment orders and state result.
6. Compare the clearance register with the register of A deposits received and state result.
7. Compare some treasury advice lists with the register of challans and payments and state result.
8. Examine the register of payment orders No.(A) 16 and register No.(R)68 and note whether there has been undue delay in passing and making over payment orders.
9. Examine the register of payment order to ascertain whether there is any case of undue preference to applicants of later date?
10. How many payment orders were returned from the District Record Room without counter-signature on the allegation of defect during the last six months?
11. Examine the cash book and ascertain –
  - (i) Is the Cash Book written up daily?
  - (ii) Are the heads of account properly classified?
  - (iii) Is the daily balance struck, and is the amount of balance written in words as well as in figures?
  - (iv) Are the balances correctly brought forward to the next day's account?
  - (v) Is the cash in hand correct on verification with the entries in the register?
  - (vi) Does the Judge-in-Charge verify the cash balance everyday?
12. Does the Cash Book show scrutiny by the accountant at the close of each day?
13. Compare several items in the treasury pass book with the cash book and state result.
14. Are the Register of Criminal fines (A)21 and the Subsidiary register of Outstanding fines (A)23 checked properly ?
15. Are fine cheques prepared and sent to the clerk-in-charge of the Fine Register quickly?



16. Is a proper receipt given by the clerk-in-charge of the Fine Register to the accused person paying a fine?
17. Are the following accounts duly maintained :
  - (i) Contingent register,
  - (ii) Contract contingent register,
  - (iii) Are the vouchers duly filed and cancelled?
18. Register of service postage stamps. Do the entries correspond with the entries in the register of correspondence?

#### VI - Copying Department

1. Examine a number of applications for copies and on a reference to the register of copies ascertain whether the copies have been made ready within time.
2. Examine some of the entries in the register of copies and ascertain whether all the columns are properly and correctly filled up?
3. Are the entries made contemporaneously with the several stages through which an application for copy passes?
4. Have cases of serious delay occurred –
  - (i) in furnishing originals from any office;
  - (ii) in the preparation of copies after receipt of originals;
  - (iii) in comparing the copies;
  - (iv) in returning originals after preparation of copies.
5. Mention the two cases of the longest delay in the preparation of copy and reasons given and whether you are satisfied with the reasons.
6. Has undue preference been given to applicants of later dates?
7. Are “urgent” copies generally given within the prescribed time?
8. Are estimates regarding folios and court-fees properly notified in the prescribed manner?
9. Are applications rejected if folios are not supplied within the prescribed time?
10. Are unused folios actually returned?
11. Ascertain the fees levied for copying some of the maps, plans, etc., and report if they are considered proper.
12. Does the total number of folios supplied agree with those used and returned unused?

13. Are applications examined by the sheristadar and a report laid before the Judge-in-Charge at the close of each quarter?
14. Was any serious defect or irregularity found during such inspections?
15. What is the number of typists and copyists? How the services of the typists and copyists are utilised?
16. Can the services of any copyist or typist be utilised in better way in the judgeship?
17. Report if the Judge-in-Charge exercises adequate supervision and control over the establishment by making casual inspection.

#### **VII - Forms and Stationery**

1. Is the register of printed forms properly maintained? Are receipts and issues regularly entered and is the balance stock of six months verified by an officer other than the clerk-in-charge of forms detailed for the purpose by the Judge-in-Charge?
2. Are the forms neatly arranged and issued with due regard to economy?
3. Are indents made timely with due regard to the rules in force?
4. Was there any supplementary or emergent indent? If so, what was the reason?
5. Is any form in use in manuscript although the same is available in print? If so, what is the explanation?
6. Is there any form whose print out is taken from computer? If so, explain its need.
7. Is the stationery register properly kept and are all receipts and issues regularly entered?
8. Is the stationery neatly arranged and are issues made under the supervision of the sheristadar with due regard to economy?
9. Is the stock of stationery sufficient to cater the need of the courts and offices of the station?
10. Give the value of last year's supply of stationery.

#### **VIII - Library**

1. Is the catalogue of library books kept up-to-date? Have the books been properly classified and indexed?
2. Are the text books and law reports sufficient to cater the need of judges of the station throughout the year?
3. Are the Law Reports and Text Books well preserved and are they in good condition and uniformly bound volumes?
4. Are there any old and useless volumes which should be weeded out? If so, have necessary instructions been given?
5. Is the issue register properly kept and all entries correctly made?

6. Is the physical verification of the stock of books made by the Judge-in-Charge annually by taking into consideration the books kept in residential library of the judges?
7. Is a certificate of verification entered in the catalogue or stock book?
8. Is any shortage noticed, and, if so, what action is taken and is the fact reported to the High Court?
9. Does the Library possess annotated editions of the important statutes which are of frequent use?
10. Are the current editions of useful text books available in the library?

### **IX - Court Buildings and Furniture**

1. Is the Court Building sufficient to accommodate all courts and offices?
2. Is the court building in a state of good repair?
3. If any repair and alteration is required, what steps have been taken to obtain them?
4. Is there any need to construct new building to cater the need of courts and offices in next 10 years?
5. Are the court premises and the verandahs kept clear of squatters like pleaders' clerks, stall-keepers, vendors, etc.?
6. Is the court compound kept clean and surrounded by boundary wall and gate?
7. Is a register kept for all furniture and properties of the court properly and are the entries up-to-date?
8. Report the condition of the furniture in the court room and in the offices.
9. Is there any need to modernize the furniture and replace the old furniture by new ones?
10. Have all unserviceable articles been sold or written off under proper sanction?
11. Is the furniture sufficient for the need? State the value of the furniture supplied last year.
12. Are the witness stand and the pleaders' table kept at the proper distance from the seat of the Judge and is the general arrangement of the Court room satisfactory?
13. Is the iron-safe used by the Nazir in proper order?  
  
State whether the duplicate keys have been sent to the Treasury for safe custody. Is it imbedded in the wall or floor?
14. Is there a fireproof safe for keeping valuable documents kept as security in custody of clerk-in-charge of the criminal court?
15. Are the seals of court, belts and badges of peons and thumb impression sets supplied to them in good condition?
16. Are the stamps and punching machines in proper order?

**X - Record Room**

1. Who is the present Judge-in-Charge and how long has he been in charge?
2. What is the name of the record keeper and how long has he held the post?
3. Does the Judge-in-Charge inspect the record room from time to time?
4. Is a note-book kept in the record room in which all important orders are recorded?
5. Are inspection notes of the record room put in a guard file arranged chronologically and has prompt attention been paid to previous inspection notes and the defects noticed remedied? If not what is the explanation?
6. Is a plan of the record room hung up in a conspicuous place?
7. Is a statement hung up in the record room showing how to find where a particular document is deposited?
8. Take a few records or documents and report whether they were quickly found out by following the instructions.
9. Report after a practical test whether each clerk in the record room knows where to find a particular record.
10. Are duty cards for each staff maintained and hung up showing particulars of work done? Are entries in duty cards up-to-date and are dates of assumption of charge of each clerk noted?
11. Are records carefully examined as they arrive batch by batch and are they arranged and deposited on proper racks without undue delay?
12. Take the lists of the bundles of records received during the last six months and note –
  - (i) if they were received on due dates from all courts ;
  - (ii) by what dates were the records of each month examined and deposited on racks.
13. Is the register of records sent out from the record room properly maintained and every entry correctly made?
14. How many records returned after requisition are there remaining to be restored?
15. Are requisitions for records promptly attended to and records sent for by the copying department and other offices and courts despatched within the prescribed time?
16. State two cases of longest delay in complying with requisitions with reasons.
17. Are applications for return of documents promptly attended to and documents returned by the record-keeper himself within the prescribed time?
18. Is the index sheet hung up in a conspicuous place at the end of each rack and is it up-to-date?
19. Are all the registers prescribed properly maintained by the record-keeper?

20. Is destruction of records carried out quarterly?
21. When was the last destruction due and when was it made?
22. Are entries regarding the class of records destroyed made on the index board simultaneously with the destruction of records?
23. Are notices issued and exhibits not taken back destroyed after the prescribed period?
24. Is the register relating to such exhibits properly maintained and dates of destruction regularly noted?
25. Is the register of applications for information properly kept? Are information sheets delivered within the prescribed time with the required information?
26. How many applications for information were filed during the last four quarters?
27. What is your opinion of the work of the record-keeper? Is the work done intelligently and in a professional manner? Is the supervision sufficient?
28. Are the fire extinguishers in proper order and do the persons in charge know how to operate them?
29. Who keeps the key of the record room? Is it easily available if there is an outbreak of fire?

#### **XI - Police Office and Malkhana**

1. Examine the Registers maintained in the police office, lock up and malkhana and ascertain whether proper entries are made.
2. Does the Court Inspector devote full time on each working day to supervise the work of the police office.
3. Ascertain whether the police cases are promptly entered in the server from the Judicial Service Centre after filing of the charge sheet.
4. Examine whether the goods in the malkhana can be promptly traced out for production in the court during trial in connection with the particular case.
5. Examine copy of five FIRs to ascertain whether the FIRs have been put up before the Magistrate promptly on the same date or on the following date?
6. Examine five police reports in final form to ascertain whether the charge sheet/final report is placed before the Magistrate promptly after its arrival in the police office on the same date or on the following date?
7. Examine five entries made in the malkhana register in connection with disposed of cases and make cross verification of the entries with the relevant record of the case to ascertain whether the order is passed for disposal of seized property and to ascertain whether the properties have been disposed of promptly after passing of the judicial order?
8. Examine five records of pending cases where copies have not been supplied to ascertain why copies have not been supplied promptly to the accused persons by the police authority immediately after submission of the charge sheet and what steps have been taken by the Chief Judicial Magistrate or the



Addl. Chief Judicial Magistrate as the case may be for prompt supply of copies to the accused persons for hearing of the cases?

9. Examine the diet of the under trial prisoners to ascertain whether food and drinking water are provided to the under trial prisoners on each date?
10. Examine whether police office has the infrastructure to issue summons to the official witnesses through e-mail as per amended provision of the rules and whether the Court Inspector is utilizing the infrastructure for issuing summons to the official witnesses through e-mail?

### **XII - Computerization**

1. Are sufficient number of PCs installed and connected with LAN for uploading all orders in the server?
2. Are the records of cases filed in the Judicial Service Centre received by the court on the same day?
3. Are the court staff trained to handle the computers?
4. Are all pending cases uploaded in the server? If not, how many cases are yet to be uploaded in the server?
5. Is the cause list generated through computer and the print out of the cause list displayed in conspicuous part of the court room?
6. Is the server connected with the internet and the result of the cases available in the internet?
7. Are the judgements uploaded in the server on the date of delivery of judgment?
8. Is the assistance of System Officer available for prompt repair of the computer?
9. Is the CIS sufficient to cater the existing need? If not, give suggestion for improvement.
10. Is the stationery for use of computer supplied promptly?

### **XIII - Pending File and Outturn of Work.**

1. State the number of cases pending in the files of the court with proper clarification of cases including 5 years old cases and the total number of pending cases from the last year.
2. To what causes do you attribute the increase or decrease of the pending file?
3. Give the disposals (contested and uncontested) of cases in these files during the period of 12 months immediately preceding the inspection and the figures of a similar period of 12 months earlier.
4. What are the total number of five year old Sessions Cases, Criminal Appeals, Criminal Revisions, Police Cases, Complaint Cases and Miscellaneous Cases which are pending for hearing? Give separate figures for 2 years old and 3 years old cases.
5. What is the number of execution cases more than one year old? Give the dates of two oldest cases.
6. Are the number of pending cases sufficient for full utilisation of judicial hour for next one year?
7. Have the police stations been distributed among the several courts at the station so as to secure an even amount of work?

8. Will the number of pending cases justify for recommendation of new court as per the guidelines approved by the High Court to liquidate the arrears within next 5 years.
9. State the total number of cases where trial is held up for non-execution of warrant of arrest by the police.
10. State the total number of cases where trial is held up for non-execution of warrant of proclamation and attachment by the police.
11. State the total number of execution proceeding where maintenance is not provided u/s. 125 of the Code of Criminal Procedure.
12. State the total number of cases involving petty offences pending in the court of Magistrate.
13. State the total number of cases including appeals and sessions where hearing is held up for stay granted by the High Court.
14. Remarks of the Presiding Judge on the state of his file.

#### XIV - Miscellaneous

1. Was the last annual inspection of the Presiding Judge thorough, practical and effective?
2. Were the material defects and irregularities noted in the last inspection made by the Presiding Judge remedied? If not, what is the explanation?
3. Report any legitimate grievances of the staff members, the members of the Bar, the ministerial officers, the process-serving peons and the litigant public that may have been brought to your notice and suggest remedies.
4. Report on any questionable practice among the ministerial officers or members of Bar or their clerks that has been detected or noticed by you and suggest remedies.
5. Is care taken to see that outsiders are not allowed to enter office or to help the ministerial officers in performance of duty in any way?
6. Review of the minutes of the last two meeting of the Monitoring Committee.
7. Ascertain whether effective role was played by the District Magistrate and Superintendent of Police for implementation of the decision of the Monitoring Committee.
8. Review of the minutes of the last two meeting of the committee to look after infrastructure of the court.
9. Ascertain whether effective role was played by the Executive Engineer of PWD for implementation of the decision of the Monitoring Committee.
10. Review of the minutes of meeting of other important Committees like Vigilance Committee, Committee to look after sexual harassment of working women etc.

By Order of the High Court,

Sd/-

**[PRASENJIT BISWAS]**

*Registrar General,  
High Court, Calcutta.*