

## TABLE OF CASES

(1)- (M/S.) Choukhanybag Tea Company Pvt.Ltd. and others - <i>v.</i> - Prabhudayal Lohia and others, AIR 1979 (Gau.)37.	347
(2)- Mango Ice Cream Co. and another - <i>v.</i> - Dena Bank, (1992) I GLR 143 : 1992 (I) GLJ 144.	6
(3)- Md. Serajuddin - <i>v.</i> - Md. Abdul Khaleque, AIR 2005 (Gau.)40.	54
(4)- (Shri) Someswar Gogoi - <i>v.</i> - State of Assam and other, (1988) I GLR 440 : 1988 (I) GLJ (NOC)26.	353
(5)- Sushil Kr. Saha - <i>v.</i> - Joram Chandra Saha, (1993) I GHC 161 : 1992 (2) GLJ 385 : (1992) 2 GLR 455.	24
(6)- Tapes Chandra Bagchi - <i>v.</i> - United Bank of India Ltd. and other, AIR 1969 (A & N) 10.	73
(7)- Union of India and others - <i>v.</i> - Partha Pratim Chakraborty, 1998 (2) GLJ 596.	146

## CONTENTS

### PART I

#### RULES RELATING TO THE CIVIL PROCEDURE CODE

##### CHAPTER 1

Court-hours, Cause Lists, Pleadings, Petitions, etc. ...	1
(Rules 1 to 40E)	

1. General	...	1
2. Pleadings, Petitions, Affidavits and Caveats	...	5
A - Pleadings, Petitions, etc.	...	5
B - Affidavits	...	9

##### CHAPTER 2

Presentation of Pleading and Registration and Examination of Plaints	...	15
(Rules 41 to 49A)		

##### CHAPTER 3

Service of Processes and work in the <i>Nazarat</i>		
(Rules 50 to 100)		
1. Processes and their Service	...	20
A - General	...	20
B - Service and Execution of Processes	...	22
C - Method and Proof of Service	...	23
D - Additional Rules relating to the Service of Notices, etc., issued by the High Court	...	28
E - Service on persons in Civil and Military Employ	...	29
F - Service of Processes in and from Kashmir and Manipur	...	29
2. Arrangement and Distribution of Work in the <i>Nazarat</i>	...	29

##### CHAPTER 4

Service of Processes in places outside India	...	35
(Rules 101 to 105)		

##### CHAPTER 5

Production of Public Documents and Records	...	37
(Rules 106 to 112)		

##### CHAPTER 6

Guardians <i>ad-litem</i> of Minor Defendants and Respondents		
(Rules 113 to 113A)		
A - In Original Suits	...	41
B - In Appeals	...	42

##### CHAPTER 7

Fixing of Dates, and Adjournments		
-----------------------------------	--	--

CONTENTS

x

(Rules 114 to 117)	...	44
<b>CHAPTER 8</b>		
Preparation for Trial, Framing of Issues and Recording of Evidence (Rules 118 to 120)		
1. Use of Rules relating to Discovery, Inspection, Admission, etc.,...	...	47
2. Recording of Evidence	...	48
<b>CHAPTER 9</b>		
Judgment, Decree and Costs (Rules 121 to 143)		
1. Judgment	...	48
2. Drawing up of Decrees	...	52
3. Costs	...	56
<b>CHAPTER 10</b>		
Execution of Decrees (Rules 144 to 210)		
1. General	...	58
2. Payment and Satisfaction	...	63
3. Attachment	...	68
A - Attachment of Immovable Property	...	68
B - Attachment of Movable Property and Livestock	...	69
4. Sale	...	71
5. Arrest, Imprisonment and Release	...	78
6. Resistance to Execution (Anticipated and Actual)	...	79
7. Execution by another Court	...	80
8. Execution by Civil Courts in India of Decrees of Courts outside India and <i>vice versa</i>	...	81
<b>CHAPTER 11</b>		
Commissions (Rules 211 to 242)		
1. General	...	82
2. Commissions to Examine Witnesses	...	85
3. Commissions and Letters of Request issued to Foreign Countries	...	88
4. Commission for Local Investigation	...	89
5. Commissions for Taking Accounts	...	93
<b>CHAPTER 12</b>		
Suits by or against Government or Public Officers (Rules 243 to 245)		
...	...	96
<b>CHAPTER 13</b>		
Incidental Proceedings (Rules 246 to 247)		

CONTENTS

xi

Appointment of Receivers	...	97
<b>CHAPTER 14</b>		
Appeals and Remand (Rules 248 to 269, 269A, 269B)		
...	...	97
Appendices (List of Nepalese Courts)	...	105
<b>PART II</b>		
RULES RELATING TO ACTS OTHER THAN THE CIVIL PROCEDURE CODE AND THE COURT-FEES ACT		
<b>CHAPTER 15</b>		
(Rules 270 to 307A)		
1. The Provincial Small Causes Courts Act, 1887	...	107
2. The Administrator-General's Act, 1913 (III of 1913)	...	107
3. The Guardian and Wards Act, 1890 (VIII of 1890)	...	108
4. The Indian Succession Act, 1925 (XXXIX of 1925)	...	110
A - Uncontested Probate and other Proceedings	...	110
B - Government Regulations relating to the Preservation and Inspection of Wills under Section 294 of the Succession Act	...	110
C - High Court Rules relating to the custody and preservation, production and Copy of Wills in general	...	113
5. The Provincial Insolvency Act, 1920 (Act V of 1920)	...	116
6. The Indian Stamp Act, 1899 (II of 1899)	...	138
7. The Indian Registration Act, 1908 (XVI of 1908)	...	138
8. The Specific Relief Act, 1963 (47 of 1963)	...	139
9. The Indian Companies Act, 1956	...	139
10. The Indian Oaths Act, 1873 (X of 1873)	...	139
11. The Indian Divorce Act, 1869 (IV of 1869)	...	140
I - High Court Order under section 17	...	140
II - Rules under section 17-A	...	140
12. The Arbitration Act, 1940 (X of 1940)	...	142
12A. The Arbitration and Conciliation Act, 1996	...	147
<b>PART III</b>		
Records		
<b>CHAPTER 16</b>		
The Classification of Records of Judicial Proceedings (Rules 308 to 314)		
...	...	150
<b>CHAPTER 17</b>		
Arrangement and Preparation of Records during the Trial (Rules 315 to 358)		
...	...	153

1.	The Division of the Record into Files	...	153
2.	The Title Page	...	157
3.	The Table of Contents	...	158
4.	The Order-sheet	...	158
5.	The Record	...	160
6.	Documents	...	161
<b>CHAPTER 18</b>			
	Inspection of Records not sent to the District Record Room (Rules 359 to 361)	...	167
<b>CHAPTER 19</b>			
	The Transmission of Records to the District Record Room and disposal of Records not so sent (Rules 362 to 370)	...	168
<b>CHAPTER 20</b>			
	District Record Room (Rules 371 to 435)		
1.	Record Room arrangement and general duties of the Record-Keeper and his Staff	...	172
2.	Receipt of records in the Record Room	...	179
3.	Arrangement of records in the Record Room	...	180
4.	Custody, Removal and Transmission of Records and of Documents contained therein	...	182
5.	Inspection of Records in the Record Room	...	190
6.	The Destruction of Records	...	191
<b>CHAPTER 21</b>			
	Records of Courts of Small Causes (Rules 436 to 444)	...	194
<b>CHAPTER 22</b>			
	Reconstruction of Civil Court Records and Registers Destroyed or Damaged by fire (Rules 445)	...	197
<b>CHAPTER 23</b>			
	Classification, Preservation and Destruction of Correspondence in District Judge's English Office (Rules 446 to 461)	...	201
<b>PART IV</b>			
INFORMATION, COPIES AND COPYING DEPARTMENT			
<b>CHAPTER 24</b>			
	Information		

	(Rules 462 to 469)	...	206
<b>CHAPTER 25</b>			
Copies			
(Rules 470 to 529A)			
1.	Presentation of application - Who may obtain copies	...	208
2.	Searching-fees and charges for copies	...	210
3.	Preparation and Issue of copies	...	220
<b>CHAPTER 26</b>			
	Copying Department and Copyists and Typist (Rules 530 to 548A)	...	231
<b>PART V</b>			
FEES AND COSTS INCLUDING RULES AND ORDERS UNDER THE COURT-FEES AND STAMP ACTS			
	...	...	236
<b>CHAPTER 27</b>			
	Rules under the Court-Fees Act relating to Fees Chargeable for serving and executing Processes, Remissions, Cancellation of Stamps, etc., etc. (Rules 549 to 563)		
1.	Process Fees	...	236
2.	Use of Adhesive and Impressed Stamps	...	245
3.	Cancellation of Court-fee stamps	...	246
4.	Inspection of records by Registration Officers	...	248
<b>CHAPTER 28</b>			
	Miscellaneous Costs and Charges (Rules 564 to 585)		
1.	Postage	...	248
2.	Witnesses Expences	...	249
3.	Charges for Affidavits	...	254
4.	Expenses of Commissions	...	254
5.	Expenses of Guardian-ad-litem	...	259
<b>CHAPTER 29</b>			
	Legal Practitioner's Fees Rules regarding the fees payable to Legal Practitioners (Rules 586 to 608)	...	261
<b>PART VI</b>			
ACCOUNT RULES (JUDICIAL)			
<b>CHAPTER 30</b>			
	General (Rules 609 to 621)	...	267

**CHAPTER 31**

## Receipt and payment of Money

**(Rules 622 to 657)**

- |    |                  |     |     |
|----|------------------|-----|-----|
| 1. | Receipt of Money | ... | 277 |
| 2. | Payment of Money | ... | 286 |

**CHAPTER 32**

## Account-Keeping, Remittance and Deposit Registers

**(Rules 658 to 676)**

- |    |                   |     |     |
|----|-------------------|-----|-----|
| 1. | Account-Keeping   | ... | 296 |
| 2. | Remittance        | ... | 297 |
| 3. | Deposit Registers | ... | 301 |

**CHAPTER 33**

## Control over Courts, Returns and Lapsed Deposits

**(Rules 677 to 705)**

- |    |  |     |     |
|----|--|-----|-----|
| 1. | Control over Subordinate Courts                              | ... | 303 |
| 2. | District Monthly Returns of deposits                         | ... | 308 |
| 3. | Annual Clearance Register of Deposits,<br>Clearance Register | ... | 311 |
| 4. | Lapse of Deposits  | ... | 312 |

**CHAPTER 34**

## Supplementary and Miscellaneous Rules

**(Rules 706 to 718)**

- |    |  |     |     |
|----|--|-----|-----|
| 1. | Supplementary Rules as to receipts under Head (A) of Rule 612..<br>315 |     |     |
| 2. | Miscellaneous Rules  | ... | 317 |
|    | Appendix I - List of Registers   | ... | 318 |
|    | Appendix II - Judge's Daily Examination of Accounts                    | ... | 319 |
|    | Appendix III - List of Returns   | ... | 320 |

**PART VII**RULES RELATING TO REGISTERS, PERIODICAL RETURNS, STATEMENTS  
AND ANNUAL REPORTS**CHAPTER 35**

## Registers

**(Rules 719 to 733)**

- |    |                       |     |     |
|----|-----------------------|-----|-----|
| 1. | General               | ... | 321 |
| 2. | Primary Registers     | ... | 322 |
| 3. | Subsidiary Registers  | ... | 325 |
| 4. | Statistical Registers | ... | 325 |

**CHAPTER 36**

## Periodical Returns and Statements

**(Rules 734 to 771)**

- |    |       |     |     |
|----|-------|-----|-----|
| 1. | Forms | ... | 325 |
|----|-------|-----|-----|

- |    |  |     |     |
|----|--|-----|-----|
| 2. | Classification of Cases                          | ... | 326 |
| 3. | Compilation of Statements and Returns            | ... | 330 |
| 4. | Submission of Periodical Returns and their dates | ... | 334 |

**CHAPTER 37**

## Annual and Confidential Reports

**(Rules 772 to 777)**

- |    |                      |     |     |
|----|----------------------|-----|-----|
| 1. | Annual Reports       | ... | 338 |
| 2. | Confidential Reports | ... | 341 |

**PART VIII**

## LEGAL PRACTITIONERS

**CHAPTER 38**

- |   |     |     |
|---|-----|-----|
| Rules Regarding Vakalatnamas and Mukhtarnamas | ... | 344 |
|---|-----|-----|

**(Rules 778 to 786)****CHAPTER 39**

## Dress

**(Rules 787 to 788)** ... 348**CHAPTER 40**

- |   |     |     |
|---|-----|-----|
| Rules regarding Pleader's and Mukhtar's licensed Clerks under section<br>31-A of the Legal Practitioner's Act, 1879 | ... | 349 |
|---|-----|-----|

**(Rules 789 to 806)****PART IX**ESTABLISHMENT LIBRARIES, OFFICE RULES, ADMINISTRATIVE WORKS,  
ETC., ETC. AND ANNUAL INSPECTIONS**CHAPTER 41**

## Ministerial Officers

**(Rules 807 to 811)** ... 354**CHAPTER 42**

## Libraries

**(Rules 812 to 823)** ... 356**CHAPTER 43**

- |   |     |     |
|---|-----|-----|
| Forms, Stationary, Furniture and Stores | ... | 359 |
|---|-----|-----|

**(Rules 824 to 834)****CHAPTER 44**

## Office Rules and Administrative Work

**(Rules 835 to 853)**

- |    |                    |     |     |
|----|--------------------|-----|-----|
| 1. | Office and Routine | ... | 361 |
| 2. | Correspondence     | ... | 363 |

3.	Administrative Work, Office management and Supervision	...	366
<b>CHAPTER 45</b>			
Miscellaneous Instructions (Rules 854 to 883)			
1.	General	...	368
2.	Construction and Repair of buildings for Judicial Officers	...	372
3.	Dress of Judicial Officers	...	372
4.	Temporary additions to the Judicial staff and transfer of cases	...	373
5.	Casual Leave	...	375
6.	Leave of the Officers of the Assam Judicial Services	...	376
<b>CHAPTER 46</b>			
Inspection of Courts and Offices (Rules 884 to 895)			
		...	380
 <b>APPENDICES</b>			
Appendix-A-	The Bengal, Agra and Assam Civil Courts Act, 1887		385
Appendix-B-	The Bengal, Bihar and Orissa and Assam Laws Act, 1912		406
Appendix-C-	Notification - (Dated 16-2-2014)		414
Appendix-D-	The Gauhati High Court and District Courts e-Court (Recruitment and Promotion) Service Rules, 2015		415
Appendix-E-	Trial Courts and First Appellate Courts (under the Gauhati High Court) Case Management Rules, 2007		438
Appendix-F-	The Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996 (Notification)		451 455

# CIVIL COURT RULES AND ORDERS

## OF

# THE GAUHATI HIGH COURT

[HIGH COURT OF THE ASSAM, ARUNACHAL PRADESH, MEGHALAYA,  
MANIPUR, MIZORAM, NAGALAND AND TRIPURA]

### PART-I

### RULES RELATING TO THE CIVIL PROCEDURE CODE

#### CHAPTER 1

#### COURT-HOURS, CAUSE LIST, PLEADINGS, PETITIONS, ETC.

##### 1. General

1. (1) The ordinary hours of sitting for all Courts shall be 10-30 a.m. to 4 p.m. (Indian Standard Time).

(2) There shall ordinarily be an interval (not exceeding half an hour), at about 1 p.m. (Indian Standard Time).

["(3) On the second and the fourth Saturdays of every month the Courts will remain closed. On the remaining Saturdays of every month the hours of sitting for Courts will be as in sub-rule (1) above."]<sup>1</sup>

(4) Judicial Officers shall not close their Courts except on the days indicated in the List of Holidays prescribed under Section 15 of the Civil Courts Act, 1887, without the previous permission of the High Court. In cases of emergency the Judicial Officers may suspend the work of the Court as may be necessary.

2. Administrative or departmental work should be done either before the sitting, or after the rising hour, or after the disposal of the day's judicial work on the Bench, should it occur earlier. On

1. Substituted sub-rule (3) of Rule 1, *vide* C.S. No. 22, Notification No. HC. XI-4/81/255/RC, dated 14th June, 2002 (w.e.f. 14-6-2002) [Published in the Assam Gazette Part-II B, dated July 17, 2002].

**Note** - Before substitution of sub-rule (3) of Rule 1, read as follows—

"(3) Courts may close at 1p.m. on Saturdays, if the state of the work permits."