

SUPREME COURT OF INDIA
PRACTICE & PROCEDURE
A HANDBOOK OF INFORMATION

FOREWORD BY

HON'BLE SHRI K.G. BALAKRISHNAN
CHIEF JUSTICE OF INDIA

2009 Third Edition

CONTENTS

CHAPTER PAGE

I. HISTORICAL PERSPECTIVE

II. JURISDICTION OF THE COURT

A. APPELLATE JURISDICTION

i) APPEALS PERMITTED UNDER THE CONSTITUTION

ii) APPEALS BY SPECIAL LEAVE

iii) STATUTORY APPEALS

B. ORIGINAL JURISDICTION

i) WRITS

ii) ORIGINAL SUITS

iii) TRANSFER OF CASES

iv) ELECTION DISPUTES

C. ADVISORY JURISDICTION

D. REFERENCES

E. REVIEWS

III. COURT, ITS OFFICERS AND ADVOCATES

A. COURT SET UP

B. SITTING OF THE COURT

C. VACATION BENCHES

D. OFFICE OF THE COURT

E. ADVOCATES

IV. FILING OF CASES

i) a) FILING AT COUNTER

b) E-FILING

ii) FILING BY INDIGENT PERSON

iii) LANGUAGE

iv) RECEIPT

v) SCRUTINY

vi) CHECK LIST

vii) REMOVAL OF DEFECTS

viii) FILING REQUIREMENTS

V. LIMITATION AND COURT FEE

A. FRESH CASES

B. MISC. COURT FEE

VI. ALLOCATION, LISTING OF CASES AND CAUSE LISTS

A. ALLOCATION OF BENCHES

B. LISTING

- i) DIVISION OF WORK
- ii) LISTING OF FRESH MATTERS
- iii) SUBSEQUENT LISTINGS
- iv) DATES IN ADJOURNED MATTERS
- v) SHIFTING OF EXCESS MATTERS
- vi) PRIORITY LISTING OF CERTAIN MATTERS
- vii) LISTING OF REGULAR MATTERS SHOWN IN THE WEEKLY LIST
- viii) URGENT MATTERS
- ix) HEARING OF BAIL APPLICATIONS IN A REGULAR MATTER
- x) MENTIONING
- xi) CAVEATS
- xii) PROCESSING OF CASES
- xiii) PROCESS FEE AND COPIES
- xiv) APPEARANCE IN COURT

C. CHAMBER HEARING

D. REGISTRAR'S COURTS

E. CAUSE LISTS

- i) MISC. CAUSE LIST
- ii) REGULAR CAUSE LIST

VII. PUBLIC INTEREST LITIGATION AND LETTER PETITIONS

INTRODUCTORY

- i) THE MATTERS OF PUBLIC INTEREST
- ii) THE MATTERS OF PRIVATE NATURE

iii) FILING

iv) LETTER PETITIONS

VIII. JAIL PETITIONS

A) HOW TO FILE

B) PROCESSING

IX. SUPPLY OF COPIES, INSPECTION OF RECORDS & DESTRUCTION OF RECORD

i) COPIES

ii) INSPECTION

iii) DESTRUCTION OF RECORD

X. LEGAL AID & ADVICE

A. BY SUPREME COURT LEGAL SERVICES COMMITTEE

i) ELIGIBILITY

ii) PROCEDURE

B. BY SUPREME COURT MIDDLE INCOME GROUP SOCIETY

i) ELIGIBILITY

ii) PROCEDURE

XI. INFORMATION AVAILABLE ON INTERNET

i) CAUSE LIST

ii) CASE STATUS

iii) DIGITALLY SIGNED JUDGMENTS & ORDERS

iv) JUDGMENTS

v) FILING DEFECTS

vi) E-KIOSKS

vii) INTERACTIVE VOICE RESPONSE SYSTEM (IVRS)

XII.FACILITIES AVAILABLE IN SUPREME COURT

i) COURT FEE VENDORS

ii) PASSES

iii) MEDICAL FACILITIES

iv) RAILWAY RESERVATION COUNTER

v) CANTEEN FACILITIES

vi) POST OFFICE

vii) BANK

viii) SUPREME COURT MUSEUM

ix) Scanning of Old Records

x) E-mail based communication

xi) Public Relations Officer

XIII. SUPREME COURT PUBLICATIONS

i) Supreme Court Reports

ii) Supreme Court Rules

iii) Court News

XIV. WHOM TO CONTACT

APPENDIX I :

FORM OF SPECIAL LEAVE PETITION (CIVIL)

APPENDIX II :

LIST OF SUBJECT CATEGORIES

CHAPTER I

HISTORICAL PERSPECTIVE

During British regime, the King in Council, or Privy Council as it was generally called, was the highest forum to entertain appeals from the judgments and orders passed by the courts in India. On enactment of Judicial Committee Act 1833, it came to be called the Judicial Committee of Privy Council. The decisions of the Judicial Committee used to be couched in advisory form, though, in practice, the Crown always accepted its advice, and it was unthinkable that its report will not be given effect to. The Privy Council acted as a channel, through which English concepts came to be assimilated with Indian laws. It served as a bridge between the Indian and the English legal system, over which legal ideas travelled from England to India. It was through this body, that the common law of England was introduced in India under the British regime, as the base of its legal system. During its career as the highest court of appeals from India for the period of about 200 years, Privy Council rendered over 2,500 judgments, and till today these judgments constitute the fountain-source of law on many points in India.

However, there was a rising demand for establishment of Supreme Court in India, since it was felt that appeal to the Privy Council was very costly and beyond the means of common man. More important was the reason that it detracted from the self respect of the Indian people. Government of India Act, 1935 introduced a federal constitution to India, involving distribution of powers between the Centre and the constituent units. The Federal Court of India began functioning from October 1, 1937. To begin with, Federal Court had a very limited jurisdiction, confined to original jurisdiction in disputes between the centre and constituent units or inter se amongst the later, advisory jurisdiction and appellate jurisdiction on a certificate from the High Court. Appeals from Federal Court could go to the Privy Council, from the judgments rendered in exercise of original jurisdiction, or by leave of the Federal Court or the Privy Council. In cases involving interpretation of Constitution, the parties had first to go to Federal Court in appeal from the High Court, and in other cases appeals from the High Courts lay directly to the Privy Council. It could give advice on such 10 questions of public importance, as were referred to it by the Governor General, in his discretion. The appellate jurisdiction of the Federal Court was enlarged by enactment of Act No. 1 of 1948 and appeals were provided to Federal Court from the judgment of the High Court in the same circumstances, in which appeals could be brought to the Privy Council, without any special leave and also by special leave of the Federal Court in any other case. However, appeals to the Privy Council were still possible by leave of the Federal Court or of the Council.

After achieving their political aspirations by obtaining independence in August, 1947, there was demand from the Indian polity for enlarging the jurisdiction of Federal Court and granting more powers to it. With effect from 10th October, 1949 appeals to the Privy Council were abolished altogether and the entire appellate jurisdiction was vested

in the Federal Court. On 26th January, 1950, Federal Court gave way to the Supreme Court of India under the new constitution.

Supreme Court of India was inaugurated on January 28, 1950 by late Shri M.C.Setalwad, first Attorney General for India. The Court initially functioned in the Chamber of Princes, a part of Parliament House, where Federal Court used to sit from 1937 to 1950. It shifted to its own building and started functioning there on 4th August, 1958.

CHAPTER II

JURISDICTION OF THE COURT

The jurisdiction of the Supreme Court can broadly be categorised as 1) Appellate Jurisdiction 2) Original Jurisdiction 3) Advisory Jurisdiction

A. APPELLATE JURISDICTION

(i) Appeals permitted under the Constitution

Art.132 of the Constitution provides for an appeal lies to the Supreme Court from any judgment, decree or final order of a High Court, whether in civil, criminal or other proceedings, if the High Court certifies that the case involves a substantial question of law as to the interpretation of the constitution.

Article 133 of the Constitution provides for an appeal to the Supreme Court from any judgment, decree or final order in a civil proceeding of a High Court if the High Court certifies that the case involves a substantial question of law of general importance and in its opinion the said question needs to be decided by the Supreme Court.

Article 134 of the Constitution provides for an appeal to the Supreme Court from any judgment, final order or sentence in a criminal proceeding of a High Court if (a) it has on appeal reversed an order of acquittal of an accused person and sentenced him to death or (b) has withdrawn for trial before itself, any case from any Court subordinate to it and has in such trial convicted the accused and sentenced him to death or (c) it certifies that the case is a fit one for appeal to the Supreme Court.

(ii) Appeal by Special Leave:

Article 136 of the Constitution provides that the Supreme Court may in its discretion grant special leave to appeal from any judgment, decree, determination, sentence or order in any case or matter passed or made by any Court or tribunal in the territory of India except the Court or tribunal constituted by or under any law relating to armed forces.

(iii) Statutory Appeals:

Section 379 of Code of Criminal Procedure, 1973 read with Section 2 of the Supreme Court (Enlargement of Criminal Appellate Jurisdiction) Act, 1970, as amended by the Supreme Court (Enlargement of Criminal Appellate Jurisdiction) Amendment Act, 1972, provides for an appeal to the Supreme Court from any judgment, final order or sentence in a criminal proceedings of a High Court, if the High Court (a) has on appeal reversed an order of acquittal of an accused person and sentenced him to death or to imprisonment for life or to imprisonment for a period of not less than ten years; (b) has withdrawn for trial before itself any case from any Court subordinate to its authority and has in such trial

convicted the accused person and sentenced him to imprisonment for life or to imprisonment for a period of not less than ten years.

Section 130E of the Customs Act provides for an appeal to the Supreme Court from any judgment of the High Court on a reference made under Section 130, in any case which the High Court certifies to be a fit one for appeal to the Supreme Court, or any order passed by the Appellate Tribunal relating, amongst other things, to the determination of any question having relation to the rate of custom duty or the value of goods for the purpose of assessment.

Section 35L of Central Excise and Salt Act provides for an appeal to the Supreme Court from any judgment of the High Court delivered on a reference made under Section 35G, in any case which the High Court certifies to be a fit one for appeal to the Supreme Court, or any order passed by the Appellate Tribunal relating, amongst other things, to the determination of any question having a relation to the rate of duty of excise or to the value of goods for purpose of assessment.

Section 23 of the Consumer Protection Act, 1986 provides for an appeal to the Supreme Court from an order made by the National Commission, entertaining complaints where the value of the goods or services and compensation, if any, claimed exceeds Rupees One Crore.

Section 19(1)(b) of Contempt of Courts Act, 1971; provides for an appeal to the Supreme Court, as of right, from any order or decision 13 of Division Bench of a High Court in exercise of its jurisdiction to punish for contempt.

Section 38 of Advocates Act, 1961; provides for an appeal to the Supreme Court from an order made by the Disciplinary Committee of the Bar Council of India under Section 36 or 37 of the said Act.

Section 116A of Representation of People Act; provides for an appeal to the Supreme Court on any question, whether of law or fact, from every order passed by a High Court under Section 98 or Section 99 of the said Act.

Section 10 of the Special Court (Trial of offences relating to Transaction and Securities) Act, 1992); provides for an appeal lies to the Supreme Court from any judgment, sentence or order not being interlocutory order, of the special court, both on fact and on law.

Section 55 of the Monopolies and Restrictive Trade Practices Act provides for an appeal to the Supreme Court from certain orders passed by the Central Government or by MRTP Commission.

Section 18 of Telecom Regulatory Authority of India Act; provides for an appeal to the Supreme Court against any order not being an interlocutory order, of the Appellate

Tribunal, on one or more of the grounds specified in Section 100 of Code of Civil Procedure.

Section 15(z) of Securities and exchange Board of India Act, 1992; provides that any person aggrieved by any decision or order of the Securities Appellate tribunal may file an appeal to the Supreme Court on any question of law arising out of such order.

Section 261 of Income-tax Act provides for an appeal to the Supreme Court from any judgment of the High Court (delivered on a reference made under Section 256 against an order made under section 254 before 1st October, 1998 or on appeal made to the High Court in respect of an order passed under section 254 on or after that date), in any case which the High Court certifies to be a fit one for appeal to the Supreme Court.

Section 19 of Territories and Disruptive Activities (Prevention) Act, 1987 provided an appeal to the Supreme Court from any judgment, sentence or order not being an interlocutory order, of a 14 Designated Court, both on facts and on law. The Act has since been repealed.

B. ORIGINAL JURISDICTION:

(i) Writs

Article 32 of the Constitution guarantees the right to move the Supreme Court for enforcement of fundamental rights. Supreme Court has power to issue directions or orders or writs including the writs in the nature of Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari, whichever may be appropriate, for enforcement of these rights.

(ii) Original Suits

Article 131 of the Constitution grants exclusive jurisdiction to the Supreme Court in any dispute between a) Government of India and one or more states or b) between Government of India and any state or states on one side and one or more other states on the other side c) between two or more states, insofar as such disputes involve any question on which the existence or extent of a legal right depends.

(iii) Transfer of cases

- (a) **Article 139A(1) of the Constitution**, provides that where cases involving the same or substantially the same questions of law are pending before the Supreme Court and one or more High Courts or before two or more High Courts and the Supreme Court is satisfied, on its own motion, or on an application made by the Attorney-General for India or by a party to any such case, that such questions are substantial questions of general importance, the Supreme Court may withdraw the case or cases pending before the High Court or the High Courts and dispose of all the cases itself.

- (b) **Article 139A(2) of the Constitution**, provides that the Supreme Court may, if it deems it expedient so to do for the ends of justice, transfer any case, appeal or other proceedings pending before any High Court to any other High Court.
- (c) **Section 25 of Code of Civil Procedure**, provides that Supreme Court may transfer any suit, appeal or other proceedings from a High Court or other civil court in one state to a High Court or other civil court to any other state.
- (d) **Section 406 of Code of Criminal Procedure**, provides that Supreme Court may transfer any particular case or appeal from one High Court to another High Court or from a criminal court subordinate to one High Court to another criminal court of equal or superior jurisdiction, subordinate to another high court.
- (iv) **Election disputes:** Article 71 of the Constitution, provides that all doubts and disputes relating to election of a President or Vice-President are required to be enquired into and decided by the Supreme Court.

C. ADVISORY JURISDICTION:

- (i) **Article 143(1) of the Constitution**, provides that if at any time it appears to the President that a question of law or fact has arisen, or is likely to arise, which is of such a nature and of such public importance that it is expedient to obtain the opinion of the Supreme Court upon it, he may refer the question to that Court for consideration and the Court may, after such hearing as it thinks fit, report to the President, its opinion thereon.
- (ii) **Article 317 of the Constitution**, provides that the Chairman or any other member of a Public Service Commission can be removed from his office by order of the President, on the ground of misbehavior, after the Supreme Court on reference being made by the President, has on enquiry reported that he ought, on such ground, to be removed from his office.

REFERENCES:

- (i) **Section 257 of Income-tax Act**, provides that the Income-tax Appellate Tribunal can, through its President, refer to the Supreme Court, any question of law on which there is difference of opinion between different High Courts and the question requires to be resolved by the Supreme Court. 16
- (ii) **Section 7(2) of the MRTP Act**, provides that no member can be removed from his office on the ground of abusing his position or acquiring financial or other interest prejudicial to his functioning as a member unless Supreme Court on a reference being made by the Central Government, has reported that he ought on such ground to be removed.

REVIEWS :

(i) **Article 137 of the Constitution**, provides that subject to provisions of any law and rules made under Article 145, the Supreme Court has the power to review any judgment pronounced or order made by it. Under Supreme Court Rules, 1966 such a petition is to be filed within thirty days from the date of judgment or order and as far as practicable, it is to be circulated, without oral arguments, to the same Bench of Judges who delivered the judgment or order sought to be reviewed.

(ii) As laid down by this Court in the case of **Rupa Ashok Hurrah vs. Ashok Hurrah 2002 (4) SCC 388** even after dismissal of a review petition under Article 137 of the Constitution, Supreme Court, may entertain a curative petition and reconsider its judgment/order, in exercise of its inherent powers in order to prevent abuse of its process, to cure gross miscarriage of justice and such a petition can be filed only if a Senior Advocate certifies that it meets the requirements of this case. Such a petition is to be first circulated, in chambers, before a Bench comprising of three senior most judges and such serving judges who were members of the Bench which passed the judgment/order, subject matter of the petition.

CHAPTER III

COURT, ITS OFFICES AND ADVOCATES

A. COURT SET UP

Supreme Court consists of the Chief Justice of India and not more than 25 judges. Supreme Court Judges are appointed by the President and they hold office until they attain the age of 65 years.

As provided in Article 141 of the Constitution, the law declared by Supreme Court is binding on all courts within the territory of India. As mandated by Article 144 of the Constitution, all authorities, civil & judicial, in the territory of India, are required to act in aid of the Supreme Court. In order to give administrative freedom to the Court, Article 146 gives exclusive power to Chief Justice of India in the matter of appointment of officers and servants of the Court.

The Judges of Supreme Court are assisted and day-to-day work of the Court is managed by a Registry headed by the Court Administrator-cum- Registrar General and the work of the Registry has been divided into 45 sections. Division of judicial work in various sections is based mainly on geographical basis i.e. State/High Court wise. However, there are some sections dealing exclusively with special subject categories such as Writ Petitions and Public Interest Litigations. Also, there are ancillary judicial sections such as Filing Section where all the cases are filed, Listing and Computer Sections dealing with listing of cases, Record room, Paper Book Section, Decree Sections, where final decrees are drawn in terms of the judgments of the Court, Copying Branch where certified copies are issued, Receipt and Issue Branch, which receives and dispatches the correspondence and Editorial Branch which publishes the judgments of the Court vide a journal Supreme Court Reports. Then, there are two subordinate wings i.e. Judges Library and Court Masters wing. Also, there are sections dealing with establishment and administration etc.

The subjects dealt with by each section are well-defined and duties and responsibilities of each employee are duly earmarked. Each Section is headed by a Branch Officer and Assistant Registrar. They work under the supervision of a Deputy Registrar/Additional Registrar. Judicial Sections are controlled by two Registrars, who are assisted by Additional Registrars.

B. SITTING OF THE COURT

The Courts ordinarily sit from 10.30 A.M. to 4 P.M. on Tuesday, Wednesday and Thursday and from 10.30 A.M. till the work is over on Monday and Friday. The Courts do not sit on Saturdays and holidays, except to hear the matters of urgent nature. For each month, a Vacation Officer is appointed by the Registry and his name, address and telephone Nos. are circulated to the advocates. If hearing of matter is sought on a

Saturday or a holiday or after Court hours on a working day, the applicant has to file an affidavit of urgency before the Vacation Officer, who then takes directions on the request for urgent hearing and informs the applicant.

C. VACATION BENCHES

Vacation Benches sit regularly during summer vacation to hear urgent admission matters as well as old regular matters. The Registry identifies old regular matters, which need to be heard during summer vacation and advance list of such matters is circulated to the advocates. Ordinarily, urgent admission matters are heard on Mondays. Leftover matters, if any, of Monday, are included in the list of next working day. Old regular matters during summer vacation are normally heard from Tuesday to Friday. No matter is entertained and considered for listing before the vacation bench, unless it is inter alia accompanied by such an affidavit, which is sufficient to indicate the urgency.

D. OFFICES OF THE COURT

Except during Vacation and on Saturdays and holidays the offices of the Court remain open from 10.00 A.M. to 5.00 P.M. but only work of urgent nature is admitted after 4.30 P.M. Except on days which are holidays, the offices of the Court remain open from 10.00 A.M. to 1.00 P.M. on Saturdays but only urgent work is admitted after 12.00 P.M.

E. ADVOCATES

i) No advocate other than an Advocate-on-Record is entitled to file an appearance or act for a party in the Court.

ii) No advocate other than an Advocate-on-Record can appear and plead in any matter unless he is instructed by an Advocate-on-Record.

iii) Any advocate not being a Senior Advocate may on his fulfilling the prescribed conditions be registered in the Court as an Advocate-on-Record.

iv) No Advocate-on-Record may, without leave of the Court, withdraw from the conduct of any case by reason only of nonpayment of fees by his client.

v) No Advocate-on-Record shall authorize any person whatsoever except another Advocate-on-Record, to act for him in any case.

vi) An advocate is required to file a Memorandum of Appearance on behalf of the party, accompanied by a Vakalatnama duly executed by the party.

vii) An Advocate-on-Record is entitled to act as well as to plead for the party in the matter and to conduct and prosecute all the 20 proceedings before the Court. He is also entitled to deposit and receive money on behalf of the party.

viii) No person having an Advocate-on-Record shall be heard in person except by Special Leave of the Court.

ix) The Chief Justice and the Judges may, with the consent of an advocate, designate him as Senior Advocate, if in their opinion, by virtue of his ability, standing at the Bar or special knowledge or experience in law, he deserves such a distinction. A Senior Advocate cannot file Vakalatnama or act in any Court or Tribunal in India. He cannot appear, without an Advocate-on-Record, in the Supreme Court, and without a junior in any other Court or Tribunal in India. He cannot accept any brief or instructions directly from the client, to appear in any Court or Tribunal in India. He cannot accept instructions to draw pleadings or affidavits. He cannot advise on evidence or do any drafting work, though he is entitled to settle any matter in consultation with a junior.

CHAPTER IV

FILING OF CASES

i) (a) Filing at Counter: As required by Supreme Court Rules, all plaints, petitions, applications and other documents are required to be presented by the plaintiff, petitioner, applicant, appellant, defendant or respondent in person, by his duly authorized agent or by an Advocate-on-Record duly appointed by him for the purpose, at the Filing Counter of the Court between 10.15 A.M. to 1 P.M. and 1.30 P.M. to 4.30 P.M. on working Monday to Friday and from 10.30 A.M. to 12.30 P.M. on working Saturday. Wherever necessary, they are required to be accompanied by documents prescribed under the rules of the Court, to be filed alongwith the said plaint, petition or appeal.

(b) E-filing: It is now possible for any Advocate-on-Record or petitioner-in-person to file his matter through internet, sitting anywhere in the world. This is for the first time that E-filing is made available by any Court in the country. A user friendly program with interactive features has been prepared by N.I.C. for this purpose. Detailed step by step guidelines for E-filing are available on the website of Supreme Court of India. The prescribed court fee and printing charges @1.50 per page can be paid through any Visa/master credit/debit card. No additional court fee or processing fee is required for E-filing. Every Advocate-on-Record is be given a password by the Registry. It is possible for him to change the password by accessing the website. Since password is known only to the concerned Advocate-on-record, it is not possible for any other person to file any matter or document on his behalf. Petitioner-in-person, however, has to submit proof of his identity such as Ration Card/Pan Card/Identity Card/Driving Licence/voter I.Card by scanning the document. The text can be typed on the computer, whereas documents, including affidavits and vakalatnamas, can be submitted by scanning them. Counter/rejoinder/fresh applications/ caveat/ additional documents can also be filed through internet either by Advocate-on-Record or by petitioner-in-person. It is possible to make any modification/changes before the matter is finally submitted to the Court. A matter will have to be in conformity with Supreme Court Rules and free from filing defects before it is registered through computer. A unique reference No. is given to every user, for each case. Every matter is scrutinized to identify the filing defects, if any. The defects found by the Registry are communicated to the petitioner-in-person/Advocate-on-Record, as the case may be, through E-mail and it is possible for him to remove the defects by accessing his matter through internet, using the reference No. given to him by the system. The notices/communications to the parties will be sent through E-mail wherever E-mail I.D. is provided.

ii) Filing by Indigent Person: A person who was adjudged to be an indigent person in the court below, may file any petition before the Judicial Authority of the place where he resides. Such Authority, after attesting the documents and endorsing them, shall transmit them to this court by registered post. The date of endorsement by the Judicial Authority, shall be taken as the date of filing in this Court.

iii) Language: No document in language other than English can be filed in the Court unless it is accompanied by a translation agreed to by both the parties or certified to be true translation by a Translator appointed by the Court or translated by a Translator appointed or approved by the Court.

iv) Receipt: On receipt of a petition/appeal, the official at the filing counter endorses the date of receipt, on the matter. A computer generated diary No. is given to the petitioner/appellant after verifying that the petition/appeal meets the mandatory requirements. Any matter can thereafter be tracked by that diary No.

v) Scrutiny: A detailed scrutiny of the matter is carried out at the filing counter to identify the defects if any. If no material defect is found, the matter is registered and is given Appeal/SLP/Petition No. In case the matter is found to be defective, the defects are communicated to the concerned Advocate-on-Record/petitioner in person as the case may be and are also 22 uploaded on the Internet. Therefore, the advocate or the petitioner in person, as the case may be need not visit the Registry for this purpose.

vi) Check List: If the matter is filed with a Check List duly signed by the Advocate-on-Record only mandatory points are checked before giving diary No. and detailed scrutiny of the matter is not carried out. However, Advocate-on-Record is responsible for any wrong information being given in the Check List.

vii) Removal of Defects: Defective matters are required to be refiled, after removal of the defects, within 28 days from the date of communication of defects. If there is delay, an application is to be filed seeking condonation of delay. That application is listed before the Court, for orders. On refiling, the matters are again scrutinized to ensure that all the objections communicated to the advocate/petitioner in person have been removed and if found in order, the matter is registered.

viii) Filing Requirements: Advocate-on-Record/petitioner in person, filing a fresh matter is required to ensure the following requirements :-

a) The contents of the petition/appeal, applications and accompanying documents are clear, legible and typed in double space on one side of the paper.

b) If SLP(C), it has been filed in prescribed form.(Appendix I)

c) The certified copy of the impugned judgment has been filed and if certified copy is not available, an application for exemption from filing certified copy has been filed.

d) In case of appeal by certificate, the appeal is accompanied by judgment and decree or order appealed from, certificate granted by the High Court; and the order granting the said certificate.

e) 1+3 sets of paper books have been filed.

- f) A brief list of dates/events has been filed.
- g) The particulars of the impugned order and the orders passed by the Court(s) below are uniformly written in all the documents.
- h) The petition/appeal contains a statement in terms of Supreme Court Rules, as to whether the petitioner had earlier filed any petition against the impugned order/judgment, and if so, the result thereof should be stated in the petition.
- i) The addresses of the parties and their representation are complete and set out properly.
- j) The cause title of the petition/appeal corresponds to that of the impugned judgment and names of parties therein.
- k) Detailed cause title has been mentioned in the impugned judgment and if not, a Memo of Parties has been filed.
- l) The petition and application(s) bear the signatures of the counsel/ petitioner.
- m) The prescribed court fee has been paid.
- n) The affidavit of the petitioner in support of the petition/appeal and applications has been filed.
- o) Vakalatnama has been properly executed by the petitioner/ appellant and accepted by the Advocate and Memo of Appearance has been filed. The Advocate is required either to identify the executant of Vakalatnama or to certify that he had certified himself about its due execution of the vakalatnama.
- p) The Annexures referred to in the petition/list of dates are true copies of the documents before the Court below and are filed in chronological order.
- q) The petition/appeal is confined only to the pleadings in the Court/ Tribunal below and, if not, application for taking additional grounds/document has been filed with affidavit and court fee.
- r) If there are any vernacular documents/portions/lines, an application for exemption from filing Official Translation, with affidavit and court fee, has been filed.
- s) If the petition/appeal is time barred, an application for condonation of delay mentioning the no. of days of delay, with affidavit and court fee has been filed.
- t) If a party in the court below has died, an application for bringing LRs on record, indicating the date of death, relationship, age and addresses alongwith affidavit and court fee has been filed. 24

u) In SLP/Appeal against the order passed in Second Appeal, copies of orders passed by the Trial Court and First Appellate Court have been filed.

v) In matters involving conviction, separate proof of surrender in respect of all convicts or application for exemption from surrendering has been filed.

w) That paragraphs and pages of paperbooks have been numbered consecutively and correctly noted in Index.

x) If any identical matter is pending or has been disposed of by Supreme Court to the knowledge of the petitioner/appellant, complete particulars of such matter have been given.

CHAPTER V LIMITATION & COURT FEE

A. FRESH CASES

Nature of the Matters	Prescribed period of limitation	Prescribed Court fee
Writ Petition (Civil)	No limitation	Rs. 50/- per petitioner
Writ Petition (Crl.)	No limitation	No Court fee
Transfer Petition (Civil)	No limitation	Rs. 10/- per matter sought to be transferred
Transfer Petition (Crl.)	No limitation	No Court fee
Election Petition	30 days from the date of publication of declaration of the name of the returned candidate	Rs. 250/- alongwith security deposit of Rs. 20,000/-
Original Suits	As per Limitation Act	Rs. 250/-
Spl. Leave Petition (Civil)	90 days from the date of the impugned order. If the limitation is claimed from the date of refusal of certificate of fitness of appeal, then 60 days from the date of refusal.	Rs. 250/-
Spl. Leave Petition (Crl.)	60 days from the date of the impugned order in cases involving sentence of death. 90 days from the date of the impugned order in other cases if the limitation is claimed from the date of refusal of certificate of fitness to appeal, then 60 days from the date of refusal	NIL
Criminal Appeal by Certificate of fitness (under Article 132 (1) and 134 of the Constitution	60 days from the day of order granting Certificate	NIL
Civil Appeal by Certificate of fitness (under Article 132 (1) and 133 (1) of the Constitution	60 days from the day of order granting Certificate	Rs.250/- if the value of the subject matter is upto Rs.20,000/- and Rs.5/- per thousand for every additional value of Rs.1000/- or part, thereof in excess of Rs.20,000/- subject to a maximum of

		Rs.2,000/-.
Appeal under Section 2 of the supreme Court (Enlargement of Criminal appellate Jurisdiction) Act	60 days from the date of the order	NIL
Appeal under Section 10 of the Special Court (Trial of Offences relating to transactions in Securities) Act	30 days from the date of the order	NIL (In Criminal Appeal) Rs. 250/- (in Civil Appeal)
Appeal under Section 38 of the Advocates Act	60 days from the date of communication of order	Rs. 10/-
Appeal under Section 23 of the Consumer Protection Act	30 days from the date of the impugned order.	Rs. 250/-
Appeal under Section 116A of the Representation of the People Act	30 days from the date of the order.	Rs. 250/-
Appeal under Section 55 of MRTP Act	60 days from the date of communication of the decision or order.	Rs. 250/-
Appeal under Section 130E of the Customs Act	60 days from the date of the order passed by the Hight Court certifying the case to be a fit case for appeal to Supreme Court or the order passed by CESTAT	Rs. 250/- if the value of the subject matter is upto Rs. 25,000/- and Rs. 5/- per thousand for every additional value of Rs. 1000/- or part, thereof in excess of Rs. 20,000/- subject to a maximum of Rs. 2000/-
Appeal under Section 35L of the Central Excise and Salt Act	60 days from the date of the order passed by the Hight Court certifying the case to be a fit case for appeal to Supreme Court or the order passed by CESTAT	-do-
Appeal under Section 261 of Income Tax	60 days from the date of the judgment delivered by the High Court certifying it ot be a fit case for appeal to Supreme Court.	-do-

Appeal under Section 19(1) (b) of Contempt of Courts Act	60 days from the date of the order.	NIL
Appeal under Section 15(z) of Securities and Exchange Board of India Act	60 days from the date of the communication of the decision or order passed by the Securities Appellate Tribunal side.	Rs. 250/-
Appeal under Section 18 of The Telecom Regulatory Authority of India Act.	90 days from the date of decision	Rs. 250/- if the value of the subject matter is upto Rs. 20,000/- and Rs. 5/- per thousand for every additional value of Rs. 1000/- or part, thereof in excess of Rs. 20,000/-, subject to a maximum of Rs. 2000/-
Review petition	30 days from the date of the order sought to be reviewed.	As on the original matter
Curative Petition	NIL	Same as on Review Petitions

Note : No Court fee is payable on the following matters :-

- (i) References
- (ii) Criminal Matters (SLPs/Appeal/WPs/TPs (etc.)
- (iii) Matter filed by Supreme Court Legal Aid Committee
- (iv) Matters filed by Indigent persons
- (v) Contempt petitions filed under Rules to Regulate Proceedings for Contempt of the Supreme Court.

B. MISC. COURT FEE

Subject	Court Fee (In Rs.)
Written Statement	50
Set-off or counter-claim	50
Reply to a counter-claim	50
Lodging of statement of case or caveat	20
Summons or notice of defendant or his representatives or a respondent to a petition or to a memorandum of appeal, for each person.	10
Entering appearance (Memo of appearance)	5
Vakalatnama	3
Filing fee for every document for which a fee is not specially provided, including documents annexed thereto as exhibits, if any, or produced with plaint for use in evidence, each document	2
Every application to the court not specially provided for	10
Every application to the court by notice of motion where an ad interim ex-parte order is prayed for	20
Warrant Writ, summons or other process not specially provided for, for each person	10
Every other certificate for which a fee is not specially provided	3
Commission to examine witnesses or other commission	10
Production by an officer of the court in any other court or before a Commissioner, of records of any suit, matter or appeal, exclusive of traveling expenses	10
Production of records by post, exclusive of postage, registration and insurance fees	5
Every search or examination of records	3
Every affidavit affirmed or sworn	2

Subject	Court Fee (In Rs.)
Every exemplification of decree or other documents in addition to the folio and other charges (certification)	10
Every requisition for duplicate or other copy of any document	1
Summons by Taxing Officer	3
Certificate by Taxing Officer	2
Taxing each bill, not exceeding 10 folios	10
For every other folio	1
Registering every bill of costs	1
Special certificate of allowance where required	8
Certificate on review of taxation 10	10
For every certificate of funds in Court	8
Registering a clerk of an advocate or a firm of advocates	5
Requisition for issue of an identity card in substitution of one that is lost or damaged	3

CHAPTER VI

ALLOCATION, LISTING OF CASES & CAUSE LISTS

The number of cases being filed in the Supreme Court is consistently on the rise. 34683 cases were filed in Supreme Court in the year 1999, whereas, 70350 were filed in the year 2008, the increase being about 103% in nine years. Despite full Judge strength not being available to the Court, it has consistently been able to increase the disposal of cases by increasing the number of cases fixed for hearing, streamlining the procedures, better Court Management such as grouping and tagging of similar matters and extensive use of various I.T. Tools. 34707 cases were disposed of by Supreme Court in the year 1999, whereas 67459 were disposed of in the year 2008, the increase being about 94% in nine years. During last two years alone disposal of cases by Supreme Court has increased from 56540 in the year 2006 to 67459 in the year 2008, the increase in two years being about 19.3%.

A. ALLOCATION OF BENCHES

(i) The matters expected to be filed in the Supreme Court have been divided into 45 subject categories which have been further divided into various sub-categories. Each fresh matter is categorized as per those subject categories. Each subject category has been allocated to one or more Judges and that allocation has been fed in the computer. Subject to orders of Hon'ble the Chief Justice of India, fresh matters are allocated to them through computer, as per the subject category. Since the allocation is made by computer, as per subject-category, there is no scope for any Bench- Hunting.

(ii) Coram by Filing Counter:

In order to ensure that as far as possible matters involving same question of law and the matters arising out of the same cause of action are heard by the same Hon'ble Judges, the following practice is being followed by the Registry of the Court in fresh matters:

(a) If two or more fresh matters arise out of the same/common judgment of the Court below, they are tagged and listed together.

(b) If one or more matters arising out of the same/common judgment have already been listed before/disposed of by a Bench, any subsequent matter arising out of that judgment is listed before the Hon'ble Presiding Judge of that Bench. If the Hon'ble Presiding Judge has retired or is not available, the matter is listed before the other Hon'ble Judge, member of that Bench. If both/ all the Hon'ble Judges, members of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(c) If the High Court has disposed of two or more cases by separate orders but relying solely upon one particular judgment, fresh Special Leave Petitions arising out of those orders are tagged together. If one or more such matters have already been listed before/disposed of by a Bench, the subsequent matter arising out of such an order is listed before the same Hon'ble Presiding Judge, if available. If the Hon'ble Presiding Judge has retired or is not available, the matter is listed before the other Hon'ble Judge, member of that Bench. If both/all the Hon'ble Judges, members of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(d) If an identical/similar matter has been disposed of by or is pending before a Bench, the newly filed matter is listed before the Hon'ble Presiding Judge of that Bench, if available at that time. If the Hon'ble Presiding Judge has retired or is not available the matter is listed before the other Hon'ble Judge, member of that Bench. If both/all the Hon'ble Judges, members of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(e) If a Special Leave Petition/appeal has already been listed before disposal and another Special Leave Petition/Appeal arising out of the same cause of action is filed, it is listed before the Hon'ble Presiding Judge of the same Bench, if available. If the Hon'ble Presiding Judge has retired or is not available, the matter is listed before the other Hon'ble Judge, member of that Bench. If both/ all the Hon'ble Judges, members of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(f) The fresh matter involving cross parties are tagged and heard together. 33

B. LISTING

(i) Division of Work:

List of Business in the Supreme Court has been categorized in two parts. Part I comprises Admission Matters and Part II comprises Regular Hearing Matters. Admission/Miscellaneous matters are normally listed on Monday and Friday whereas Tuesday, Wednesday and Thursday are earmarked for Regular Hearing Matters. On Monday 5 Final Disposal matters and about 67 other Admission Matters and on Friday upto 10 Final Disposal matters and 50 other Admission Matters are listed before each Division Bench.

(ii) Listing of fresh matters:

Fresh matters registered on Monday, Tuesday and Wednesday are listed on next to next Monday and those registered on Thursday, Friday and Saturday are listed on next to next Friday. However, fresh matters where the accused is in custody and Habeas Corpus Petitions, if registered between Monday to Wednesday are listed on next Monday and if registered between Thursday to Saturday, are listed on next Friday. Jail

Petitions/Appeals, where the accused in custody, are processed within one week and listed two weeks thereafter, in order to give sufficient time to the Amicus Curiae to prepare the case. Thus, there is no scope for any preference in giving dates or for delaying the listing of a matter. However, if the matter has been filed in person and not through advocate, date is given manually to the petitioner/ appellant, on registration of his matter. If he is not present in person at that time, he is informed of the date by registered post. It is also open to the advocates to mention the matter before the Hon'ble Court for an early listing.

(iii) Subsequent Listings :

In order to ensure that once listed, the matter is heard by the same Hon'ble Judges, the following practice is being followed by the Registry of Supreme Court :

(a) On first listing, if a matter is adjourned by a Bench on subsequent hearing(s), it is listed before the Hon'ble Presiding Judge of that Bench, if available at that time. If the Hon'ble Presiding Judge has retired or is not available, the matter is listed before the other Hon'ble Judge, member of that Bench. If both/all the Hon'ble Judges, member of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(b) If notice is issued in a matter, it is listed before the Hon'ble Presiding Judge of the Bench which issued the notice, if available at that time. If the Hon'ble Presiding Judge is not available due to non sitting or retirement, it is listed before the Hon'ble Second/Third Judge Member of the Bench which issued the notice. The same Coram continues till leave in SLP is granted/Appeal is admitted, as the case may, or the matter is dismissed. If both/all the Hon'ble Judges, member of that Bench have retired, the matter is listed through Computer, as per Subject Category.

(c) When either special leave is granted or the matter is dismissed by a Bench, the same coram continues so long as the matter is listed on miscellaneous side.

(d) (i) The part-heard regular hearing matters which could not be heard or taken-up by the Hon'ble Presiding Judge prior to retirement, are listed before the next senior most Hon'ble Judge who was member of the Bench which had heard the matter in part, in case such Hon'ble Judge is presiding a Bench. The same procedure is followed on retirement of two senior most Hon'ble Judges in a regular matter which was part-heard by a Bench of three Hon'ble Judges. Otherwise the matter is listed as per the subject category.

(ii) On retirement of the Hon'ble Presiding Judge, the specially directed/adjourned regular hearing matter is listed before the next senior most Hon'ble Judge who was member of the Bench which lastly adjourned the matter, in case such Hon'ble Judge is presiding a Bench. Otherwise the matter is listed as per the subject category.

- (iii) On retirement of the Hon'ble Presiding Judge, who heard the regular hearing matter in part earlier and subsequently released the matter from part-heard, such matter is listed before the next senior most Hon'ble Judge who had earlier heard the matter in part before it was released from part-heard, provided that such Hon'ble Judge is presiding a Bench. Otherwise the matter is listed as per the subject category.
 - (iv) The regular hearing matters which bear the single coram of an Hon'ble Judge and which are not taken-up by the time of the retirement of the Hon'ble Judge, are listed as per the subject category.
 - (v) When a miscellaneous matter is released from part-heard and cannot be listed again before the Hon'ble Presiding Judge due to reasons such as retirement of the Hon'ble Presiding Judge, the same is listed before the Hon'ble Judge having second coram in the matter, and if the Hon'ble Judge having second coram in the matter is not available, it is listed before the third Hon'ble Judge, if any, having coram in the matter. If no Judge having coram in the matter is available, the same is listed as per the subject category.
- (e) If an application is filed in a disposed of matter, it is listed before the Hon'ble Presiding Judge of the Bench which disposed of the matter. If, however, the Hon'ble Presiding Judge is not available or has retired, the application is listed before the other Hon'ble Judge, member of that Bench. If, however, both/all the Hon'ble Judges, members of that Bench have retired, it is listed through Computer, as per Subject Category.
- (f) (i) The Contempt Petition complaining disobedience or non compliance of a judgment/order passed by the HOn'ble Court in a disposed of matter is listed before the Hon'ble Presiding Judge of the Bench which passed the orders/judgment alleged to have been disobeyed not complied with. If the Presiding Judge has since retired, it is listed before the second or third Judge, member of the Bench which passed the judgment/order.
- (ii) In case both/all the Hon'ble Judges who were members of the Bench that passed the order/judgment alleged to have been disobeyed/not complied with, are not available due to retirement or otherwise, then the contempt petition is listed through computer as per subject category of the main disposed of matter.
- (iii) The Contempt Petitions that are filed in a pending main matter, either alleging disobedience/non-compliance of the order passed by a Vacation Bench or by a Bench other than the one which bears the coram to deal with the main case, are tagged with the main case and the coram of the main case is updated for the purpose of listing such contempt petitions.
- (g) Interlocutory Application in a Three Judges Bench matter or Constitution Bench matters is listed before the Hon'ble Presiding Judge of the Three Judges Bench to which the matter has been allocated for hearing. The coram of Three Judges Bench is

taken by the Registry, in case it has already not been, given by the time application comes for listing.

(iv) Dates In Adjourned Matters :

If Admission Matter is adjourned by the Court, it is listed further through computer in terms of the directions given by the Court in this regard and keeping the overall ceiling of total matters to be listed before the Bench, in view. For this purpose a computer programme has been prepared in consultation with NIC and dates are given by the computer in terms of that programme, thereby eliminating manual intervention. The computer gives date in the following order of priority:

- a. Specific date matters
- b. Matters which are adjourned for a particular period viz 1/2/4 weeks.
- c. Matters directed to be listed in a particular month.
- d. Notice matters where a returnable date is given by the Registry.
- e. Matters directed to be listed after a particular period viz 1/2/4 weeks.
- f. The matters which are simply adjourned without any direction as regards the next date of hearing/the matters in which date is given by the Registry.

Group matters (more than 5 matters on admission side), Jail Petitions, Bail matters, Transfer Petitions, direct and indirect Tax matters, matters relating to Electrical Bills, Electricity Disputes and Appeals under TRAI Act and academic matters relating to admission to educational institutions, establishment and recognition of educational institutions, admission/transfer to engineering and medical colleges and allocation of All India Quota in admission/transfer to medical colleges are given priority and unless otherwise directed by the Hon'ble Court are included in the next advance list taken immediately after the matter becomes due for listing.

(v) Shifting of excess matter :

Sometimes it happens that the number of matters updated for a particular date exceeds the ceiling limit of Admission Matters to be listed before each Division Bench. Since no useful purpose is served from listing the matters which the Court cannot hear, excess matters are shifted, through computer, to some other date on which slot is available for listing of the matter. A programme has been prepared with the assistance of National Informatics Centre for this purpose and shifting of excess matters is carried out by the computer on the basis of that programming. Excess matters are shifted by computer in the following order:

- a. Matters, if any, taken from the pool of old matters.
- b. The matters which are simply adjourned without any direction as regards the next date of hearing/the matters in which date is given by the Registry.
- c. Matters directed to be listed after a particular period viz 1/2/4 weeks. 36
- d. Notice matters where a returnable date is given by the Registry.
- e. Matters directed to be listed in a particular month.
- f. The matters which are adjourned for a particular period viz 1/2/ 4 weeks.
- g. Matters of certain important subject categories such as academic matters relating to admission to educational institutions, establishment and recognition of educational institutions, admission/transfer to engineering and medical colleges and allocation of All India Quota in admission/transfer to medical colleges.
- h. Previously deleted matters/Early Hearing Applications/Bail Matters in unavoidable circumstances.

The matters in which specific dates are given by the Court are, however, not shifted to any other date. Group matters as well as direct and indirect Tax matters, matters relating to Electrical Bills, Electricity Disputes and Appeals under TRAI Act are not shifted without prior permission of the Hon'ble Presiding Judge.

(vi) Priority Listing of certain matters:

Cases of certain categories such as (i) cases of accused in jail, (ii) cases of senior citizens, (iii) cases of out of job persons, (iv) cases under Prevention of Corruption Act, (v) Matrimonial Cases, (vi) group matters, (vii) cases required to be heard by 3-Judges Bench and (viii) old matters are accorded priority in listing for regular hearing, in order to ensure that such cases are heard and disposed of expeditiously. For this purpose, all cases of these categories are included in the Terminal List and while generating weekly list and daily list, computer automatically gives the specified priority to such matters.

(vii) Listing of regular matters: unless otherwise directed, regular matters included in the Weekly List are listed in the following order:

- a. Part-Heard Matters (if any)
- b. Group Matters (larger group to precede the smaller group)
- c. Three Judges Bench Matters
- d. Death Case

- e. Jail Matters
- f. Appeals against acquittals filed by the State/Complainant
- g. Election Matters of Parliament Constituency and Assembly Constituency
- h. Specially Directed and Adjourned Matters 37
- i. Prevention of Corruption Matters
- j. Matters in which employees/workmen have become out of job due to dismissal, removal, compulsory retirement and retrenchment
- k. Matters relating to Senior Citizens of the age 65 years onwards
- l. Matrimonial Matters
- m. Old Matters
- n. After Decision Matters
- o. Short Matters
- p. Expedited Matters
- q. Ordinary Matters

(viii) Urgent Matters :

The following matters are considered to be of urgent nature and may be listed and heard during vacation/holidays:

- i) Matters in which death penalty has been awarded;
- ii) The petition for Habeas Corpus and matters relating to it;
- iii) Matters relating to imminent apprehension of demolition of property;
- iv) Matters relating to dispossession/eviction;
- v) Matters relating to violation of human rights;
- vi) Matters relating to and of public importance;
- vii) Matters for anticipatory bail and matters filed against order refusing/granting bail;

Urgent admission matters can be filed upto 1.00 p.m. during summer vacation. Every request for listing of an urgent admission matter needs to be accompanied by an affidavit indicating all the material facts necessary for formation of opinion about urgency. The required material facts and particulars should invariably include:

- a. The nature of the matter;
- b. The date of the impugned order, if any;
- c. The reason for not filing it before the vacation/holidays, if the impugned order was made or the cause of action arose on an earlier date;
- d. The latest date upto which the matter can be heard in view of the urgency indicated therein; and
- e. The nature of interim order sought for which the urgency is indicated must be mentioned.

(ix) Hearing of Bail Applications in a Regular Matter:

The cases in the Supreme Court are heard by a Bench of two or more Hon'ble Judges. However, bails applications in appeals are heard by the Hon'ble Judge sitting singly, called Chamber Judge. The applications are heard in open Courts and orders are passed after hearing the advocates.

(x) Mentioning :

If urgent relief/directions are required in a fresh matter or in a pending matter, either the party-in-person or his advocate can give request in the prescribed form called Listing Performa to Assistant Registrar (Mentioning), on week days between 10.00 A.M. to 4.30 P.M. and on Saturdays from 10.00 A.M. to 12.30 P.M. The matter is then listed before the Court on the next working day only for the purpose of mentioning, provided the request for mentioning was received by 4 P.M., to previous day. However, no mentioning is allowed on Mondays. This facility enables the party to obtain immediate relief instead of waiting for the scheduled listing of his case.

Mentioning Courts:

- (a)** Mentioning of Adjourned/After Notice Matters in which hearing of the matter is sought at a date earlier than the date fixed by the Hon'ble Court/by the Registry, as well as Mentioning of Interlocutory Applications (including Contempt Petitions) seeking urgent directions/relief in Adjourned/After Notice/disposed of/Leave granted matters, is done only before the Hon'ble Court having Coram in that matter.
- (b)** Mentioning of Interlocutory Applications (including Contempt Petitions) seeking urgent directions/relief in such After Notice/disposed of/Leave Granted matters,

where no coram is available for reasons such as retirement/non-sitting of Hon'ble Judges, is done before Hon'ble the Chief Justice of India or before other Hon'ble Court(s), if any, specified for mentioning.

- (c) Mentioning of Fresh Matters where listing earlier than the scheduled date and / or urgent relief such as stay/bail etc. is sought is done before Hon'ble the Chief Justice of India and/or, before other Hon'ble Court(s), specified for mentioning.
- (d) Mentioning of applications for early hearing of Regular Matters is done before Hon'ble the Chief Justice of India. If, however, His Lordship is presiding a Constitution Bench, it is done before other Hon'ble Court(s) specified for mentioning.
- (e) There is no mentioning before any Constitution Bench.
- (f) **(Oral Mentioning)** – Direct mentioning before the Hon'ble Court, [without routing it through the Registry] is however, allowed only before the Court presided over by Hon'ble the Chief Justice of India. In case the Court presided over by Hon'ble the Chief Justice of India is not taking-up mentioning matters on a particular day, oral mentioning is allowed only before the seniormost court sitting on that day.

(xi) **Caveats :**

Where a petition, not relating to any pending appeal, is expected to be filed or has been filed but has not yet been heard, any person claiming right to appear before the Court on the hearing of such petition, may lodge a caveat in that matter. As and when any such petition is filed, the Registry will send a Notice of Lodgment of the Petition to him and shall require the petitioner to serve copy of the petition upon the caveator, along with the copies of the papers filed in support of the petition. If the petition has already been filed, the petitioner shall be required to serve copy of the petition upon the caveator and deliver copies of papers filed in support of the petition to him.

(xii) **Processing of cases:**

After registration of a case, it is processed and all the steps in terms of directions of the Court are taken by the concerned section. However, documents etc. have to be filed at the Filing Counter which transmits them to the section dealing with the case. The number of concerned section can be seen on the cause list in which the matter is shown and is also indicated on all proceedings and processes etc.

(xiii) **Process fee and copies :**

If the Court orders issue of notice to the opposite party, the person at whose instance notice has been issued is required to file process fee at the rate of Rs. 10 per person, normally within 7 days from the date of order. He is also required to file as many copies of the petition/appeal as is the number of respondents sought to be served. If the process fee is not received back or is returned unserved, he is required to take steps for completion of service including, wherever necessary, dasti service or substituted service, by way of publication in newspaper or affixation at the spot.

(xiv) Appearance in Court :

A person represented by an advocate is not permitted to argue in person, though he can remain present in the Visitors Gallery, after obtaining the requisite pass for this purpose. A person not represented by an advocate can however argue his case in person and for this purpose, he can remain present in the Court, where his matter is listed.

(C) CHAMBER HEARING:

Hon'ble Judges hears certain matters in Chamber on Tuesday after the regular work is over. Powers of the Court in relation to the following matters are exercised by the Hon'ble Judge sitting in chambers.

- (1) Applications by advocate on record for leave to withdraw.
- (2) Applications for leave to compromise or discontinue an appeal where permission was granted to sue as an indigent person.
- (3) Applications for striking out or adding party or for intervention in a suit, appeal or other proceeding.
- (4) Applications for separate trials of causes of action.
- (5) Applications for separate trials to avoid embarrassment.
- (6) Rejection of plaint.
- (7) Applications for setting down for judgment in default of written statement.
- (8) Applications for better statement of claim or defence.
- (9) Applications for particulars.
- (10) Applications for striking out any matter in a pleading.
- (11) Applications for amendment of pleading and for enlargement of time to amend any pleading.
- (12) Applications to tax bills returned by the Taxing Officer.
- (13) Applications for review of taxation.
- (14) Applications for enlargement or abridgement of time except applications for condonation of delay in filing Special Leave Petitions.
- (15) Applications for issue of commissions.
- (16) Applications for assignment of security Bonds.
- (17) Questions arising in taxation referred by the Taxing Officer.
- (18) Applications for orders against clients for payment of costs.
- (19) Applications for taxation and delivery of bill of costs and for delivery by an advocate of documents and papers.

- (20) Applications for registration of advocates as advocates on record.
- (21) Applications for leave to proceed as an indigent person.
- (22) Applications for grant of bail where the petitioner is confined in jail.
- (23) Applications for stay of execution of a sentence or order in criminal proceedings.
- (24) Applications by accused persons in custody for being produced before the Court at the hearing of the appeal.
- (25) Consent applications in interlocutory matters.
- (26) Applications by accused persons for engagement of advocate under rule 25 of Order XXI.
- (27) Fixing the remuneration of a guardian ad item.
- (28) Summons for non-prosecution under Order XV, Rule 30 of Supreme Court Rules.
- (29) Office Report on default.
- (30) Application for exemption from paying court fee.
- (31) Application for condonation of delay in seeking substitution and application for substitution where it would involve setting aside an abatement.
- (32) Application for condonation of delay in re-filing where the delay exceeds 90 days from the date of notifying the defects.
- (33) Application for refund of security.
- (34) Application for withdrawal of any appeal/petition with the consent of all the appearing parties or where the other side has not appeared.
- (35) Application for exemption from surrendering.

(D) REGISTRAR'S COURTS

Two senior District Judges hold Registrar's Court, from Monday to Friday and presently about 250 matters are listed before them everyday. The powers of the Court in the following matters are exercised by the Registrars:

- (1) Applications for discovery and inspection.
- (2) Applications for delivery of interrogatories.
- (3) Applications for substituted service, or for dispensing with service of notice of the appeal on any of the respondents to the appeal under rule 10 of Order XV.

- (4) Applications for time to plead, for production of documents, and generally relating to the conduct of cause, appeal or matter save those coming under rule 2 of this Order.
- (5) Applications for leave to take documents out of the custody of the Court.
- (6) Questions arising in connection with the payment of court-fees.
- (7) Applications by third parties for return of documents.
- (8) Applications for grant of copies of records to third parties.
- (9) Applications for the issue of a certificate regarding any excess court-fee paid under a mistake.
- (10) Applications for requisitioning records from the custody of any Court or other authority.
- (11) Applications for condoning delay in paying deficit court-fees or delay in representation.
- (12) Applications for condonation of delay in filing statement of case; Provided that where the Registrar does not think fit to excuse the delay, he shall refer the application to the Court for Orders.
- (13) Applications for appointment and for approval of a translator or interpreter.
- (14) Applications for withdrawal of appeal by an appellant prior to his lodging the petition of appeal.
- (15) Applications for substitution, except where the substitution would involve setting aside an abatement.
- (16) Applications for production of documents outside Court premises.
- (17) Applications for change or discharge of advocate on record.
- (18) Applications to withdraw suits.
- (19) Applications for payment into Court.
- (20) Applications for payment out of Court of money or security, or interest or dividend on securities.
- (21) Applications for extending returnable dates of warrants.
- (22) Applications to appoint or discharge a next friend or guardian of a minor or a person of unsound mind and direct amendment of the record thereon.
- (23) Application for refund of security deposit or part thereof, or for payment out of security deposit.
- (24) Applications for consolidation of appeals and writ petitions for purposes hearing, and preparation of record.
- (25) Applications for directions regarding preparation of record.
- (26) Applications for exemption from filing of certified copies of judgments, decrees, orders, certificates or orders granting certificate:

Provided that applications for exemption from filing of certified copies of judgments or orders accompanying a special leave petition shall be posted before the Court along with the Special Leave Petition.

- (27) Application for condonation of delay in re-filing, provided the delay does not exceed 90 days from the date of notifying the defects.
- (28) Application for condonation of delay in filing process fee.
- (29) Issue of fresh summons and notices.
- (30) Application for extension of time for filing pleadings, provided that the Registrar shall not grant more than two extensions for the same purpose.
- (31) Application for cancellation of date on the written joint request of the appearing parties, provided the matter has not appeared in the final cause-list, on the date of filing of application.
- (32) Application for amendment of pleadings with the consent of all the appearing parties, or where the other side has not appeared.
- (33) Office Report for renewal of Fixed Deposit Receipts and Bank Guarantees.
- (34) Application for exemption from filing official translation.
- (35) Application for exemption from filing process fee and/or spare copies.
- (36) All uncontested Interlocutory Applications of formal nature.
- (37) Any matter which in accordance with orders or directions issued by the Court, is required to be dealt with by the Registrar.
- (38) Imposing costs on the party in default of compliance of the orders passed by the Registrar.

It is also open to the advocates/parties to mention an admission matter before the Registrar for early listing.

E. CAUSE LISTS

(i) Miscellaneous Cause List

For Admission Matters, a computer generated Advance List is issued for each Monday and Friday, about two weeks before the date of hearing. It gives enough time for informing the client, preparation of case, engaging Senior Advocate and making arrangements for the party attending the Court on the date of hearing. A separate Advance List is issued for Registrar's Courts. A final Cause List is then issued for each Monday and Friday about one week before the date of hearing. If necessary, a Supplementary List is also issued one day before the date of hearing. Separate final cause list is issued for Registrar's Courts.

(ii) Regular Cause List

For hearing of regular matters, a Terminal List is generated each year, through computer, before reopening of the Court after Summer Vacation. Weekly Lists, followed by Daily Lists, are then generated from the Terminal List, through computer. Weekly List of the matters likely to be listed on Tuesday, Wednesday and Thursday of the coming week is issued on each Friday. Daily Lists for Tuesday is issued on the preceding Saturday whereas Daily List for Wednesday and Thursday are issued on the preceding Tuesday and Wednesday respectively.

CHAPTER VII

PUBLIC INTEREST LITIGATION & LETTER PETITIONS

Introductory: Public Interest Litigation is meant for enforcement of fundamental and other legal rights of the people who are poor, weak, ignorant of legal redressal system or otherwise in a disadvantageous position, due to their social or economic background. Such litigation can be initiated only for redressal of a public injury, enforcement of a public duty or vindicating interest of public nature. It is necessary that the petition is not filed for personal gain or private motive or for other extraneous consideration and is filed bona fide in public interest.

(i) The matters of public interest: Generally they include (i) bonded labour matters, (ii) matters of neglected children, (iii) exploitation of casual labourers and non-payment of wages to them (except in individual cases), (iv) matters of harassment or torture of persons belonging to Scheduled Castes, Scheduled Tribes and Economically Backward Classes, either by co-villagers or by police, (v) matters relating to environmental pollution, disturbance of ecological balance, drugs, food adulteration, maintenance of heritage and culture, antiques, forests and wild life, (vi) petitions from riot victims and (vii) other matters of public importance.

(ii) The matters of private nature: They include (i) threat to or harassment of the petitioner by private persons, (ii) seeking enquiry by an agency other than local police, (iii) seeking police protection, (iv) land lordtenant dispute (v) service matters, (vi) admission to medical or engineering colleges, (vii) early hearing of matters pending in High Court and subordinate courts and are not considered matters of public interest.

(iii) Filing: Such petitions can be filed at the filing counter of the Supreme Court like any other writ petition for enforcement of fundamental right. However, if received by post, such petitions are screened by the Registry as per the prescribed guidelines and only such of them, as are covered by the parameters laid down therein, are placed before the Hon'ble Judge nominated for giving directions on such petition.

(iv) Letter Petitions: Petitions received by post even though not in public interest can be treated as writ petitions if so directed by the Hon'ble Judge nominated for this purpose. Individual petitions complaining harassment or torture or death in jail or by police, complaints of atrocities on women such as harassment for dowry, bride burning, rape, murder and kidnapping, complaints relating to family pensions and complaints of refusal by police to register the case can be registered as writ petitions, if so approved by the concerned Hon'ble Judge.

If deemed expedient, a report from the concerned authority is called before placing the matter before the Hon'ble Judge for directions. If so directed by the Hon'ble Judge, the letter is registered as a writ petition and is thereafter listed before the Court for hearing.

CHAPTER NO. VIII

JAIL PETITIONS

A. How to file: If a person is in jail and is not represented by an Advocate-on-Record, he can submit his petition/appeal along with the certified copy of the impugned judgment, and written arguments which he desires to advance in support of his petition, to the Officer-in-charge of the jail where he is lodged. The Officer-in-Charge of the jail forwards the petition/appeal to this Court. Copy of the Trial Court Judgment, and in case the petition/appeal has been filed after expiry of the prescribed period of limitation, an application for condonation of delay is required to be filed. The date on which the petition/appeal is presented before the Jail Superintendent and is attested by him, is taken as the date of the filing of the petition. The petition/appeal must contain a statement that no similar petition has been filed earlier.

B. Processing:

- (i) In case the appeal/petition filed from jail involves the sentence of death, intimation of its filing is immediately sent by telegram to the concerned State, Courts and jail. The jailor is immediately contacted to ascertain the date, if any, fixed for execution of the sentence and the information is immediately placed before the Hon'ble Court, along with an office report seeking directions.
- (ii) After ascertaining that no similar appeal/petition has been received by Supreme Court Legal Services Committee, an Amicus Curiae is appointed and is advised to contact the petitioner and seek instructions from him.
- (iii) As per the new practice adopted by the Registry, after receipt of all the documents from the jail authorities, required number of photocopies are supplied to the Amicus Curiae and he is requested to draft the Special Leave Petition, prepare the paper book and send the same to the Registry within 15 days. The fee of the Amicus Curiae as well as the charges for typing, translation, binding and photocopying, except for the photocopies supplied by the Registry, are paid to the Amicus Curiae by Supreme Court Registry.

- (iv) If the petition/appeal is barred by limitation, but is not accompanied by an application / request for condonation of delay, the defect is communicated to the petitioner/appellant with a copy to the Amicus Curiae and he is informed that failure to remove the defect may lead to dismissal of his petition/appeal. If no application for condonation of delay is filed, the matter is placed unregistered before the Hon'ble Court with office report for directions, indicating the defect and a copy of the office report is sent to the appellant/petitioner through Jail Superintendent with a copy to Amicus Curiae.
- (v) Where the petition/appeal is not accompanied by a declaration on affidavit, stating therein that no similar petition/appeal had been filed earlier, the petition/appeal is placed unregistered before the Hon'ble Court along with office report for directions indicating the defect and a copy of the office report is sent to the petitioner/appellant through the Jail Superintendent with a copy to Amicus Curiae.
- (vi) If the Petition/appeal is accompanied by certified copy of the impugned judgment (including true copy supplied by the court below) that is treated as sufficient for the purpose of registration and first listing, without calling for other documents at this stage.
- (vii) If the petition/appeal suffers from defects, such as non-disclosure of requisite particulars of the case or court from order of which it arises and such particulars cannot be ascertained from the documents filed with the petition/appeal or is not accompanied by certified copy of impugned judgment/order or is barred by limitation or suffers from such other defect on account of which it will not be possible for the Hon'ble Court to hear the matter, a letter is sent to the petitioner/appellant, conveying the precise defects and requesting him to remove the same by the date stipulated in the communication, endorsing copies of the communication to the jailor and to the Amicus Curiae and calling upon both of them to assist the petitioner/appellant in making timely compliance. The petitioner/appellant is also informed that failure to remove the defect may lead to dismissal of his petition/appeal.
- (viii) If the defect is not removed despite communication, the matter is placed unregistered before the Hon'ble Court with office report for direction indicating the defect and the steps taken.

- (ix) Where the petition/appeal or judgment/order or other documents filed by the petitioner/appellant are handwritten, in English, or impression is dim, a typed transcript there of is prepared by the Registry.
- (x) Where the petition/appeal or certified copy of the impugned judgment/order are in vernacular, the same is got translated by Supreme Court Registry in English
- (xi) If a Transfer Petition, received from jail, lacks in necessary particulars, the defect is conveyed to the petitioner requiring him to remove the same by the date stipulated in the communication and copies of the communication are endorsed to the Jail Superintendent and Amicus Curiae requesting both of them to assist the petitioner/appellant in removing the defects. He is also informed that failure to remove the defect may lead to dismissal of his petition. If the defect is not removed within the time stipulated in the communication, the matter is listed unregistered before the Hon'ble Court along with an office report for directions indicating the defect and attempts made by the Registry to get the same removed.
- (xii) If the Writ Petition, filed from Jail, alleges violation of a Fundamental Right, without giving requisite particulars, a communication is sent to the Jail Superintendent and Amicus Curiae, both of whom are requested to assist the petitioner in removing the defects. He is also informed that failure to remove the defect may lead to dismissal of his petition. If the defect is not removed within the time stipulated in the communication, the matter is listed unregistered before the Hon'ble Court along with an office report for directions indicating the defect and attempts made by the Registry to get the same removed.
- (xiii) If the impugned judgment/order does not carry complete Memo of Parties, the High Court is asked to forward the complete Memo of Parties, but listing of matter is not deferred on this account.
- (xiv) If the petition/appeal discloses no reasonable cause or is frivolous or contains scandalous matter and the Registrar declines to register the same on this account, the entire order passed by the Registrar is conveyed to the petitioner/appellant, who is also informed of his right to appeal under Order XVIII Rule 5 of Supreme Court Rules, 1966 and the period specified therefor.
- (xv) Lower Court record is not called unless it is found necessary or it is so directed by the Hon'ble Court.

- (xvi) The fact that the petitioner/appellant stands released from prison, having served the sentence awarded by the court below, does not render the petition/appeal infructuous.
- (xvii) If there is any default on the part of the petitioner/appellant, in compliance with any requirements, the petition/appeal is placed before the Hon'ble Court for directions, soon after the time granted for compliance expires.
- (xviii) In case there is any default in compliance with the directions of the Hon'ble Court, the matter is not treated as closed but is placed before the Hon'ble Court, along with appropriate office report for directions.

CHAPTER IX

SUPPLY OF COPIES, INSPECTION OF RECORD & DESTRUCTION OF RECORD

(i) Copies: Copying Branch of the Supreme Court supplies four types of copies viz. (i) Office Copy, (2) Ordinary Certified Copy, (3) Urgent Office Copy and (4) Urgent Certified Copy. Either a party or his Advocate can file an application for supply of copies, giving necessary particulars of the case in which copies are sought. Every application is given a computer generated registration number and a computerized receipt. If any defect is found in the application, it is indicated in the Defect List displayed every day on the notice board. If no defect is found or on removal of defects, as the case may be, ordinarily copies of judgments and orders are supplied by next day whereas other copies are supplied within 2 days, though Supreme Court Rules provide for supply of copies within 7 days of submission of an application. The fee payable is Rupee 1/- per page for ordinary office copies. Urgency fee of Rs. 5/- per document is payable additionally for urgent ordinary copies. Fee of Rs. 10/- is also payable for each certification, if an ordinary certified copy is required and urgency fee of Rs. 5/- alongwith certification fee of Rs. 10/- per document is payable as additional fee for urgent certified copies. The Court, on the application of a person who is not a party to the case, appeal or matter, may direct supply of such certified copy to him, on good cause being shown for this purpose.

No charges are payable by an accused person for the first copy of any document/judgement/order. Copying branch, on receipt of application for supply of certified copy, downloads the relevant judgment/order from the server, takes a print out, checks the authenticity and integrity of the document and supplies it to the litigant after authentication. Since a digitally signed order need not be cross-checked with the original file, it is possible to supply certified copy to the litigant without any delay. The litigant can even down load an electronically certified copy from the net with out contacting the court.

(ii) Inspection: A party to any case, appeal or matters who has appeared as well as his advocate is entitled to search or inspect all pleadings, documents or record of his case on payment of prescribed Court Fee of Rs. 3/-. Search or inspection is to be carried out in the presence of an officer of the Court after 24 hours notice in writing to the parties who have appeared. The Court, on the application of a person who is not a party to the case, appeal or matter, may allow him such search or inspection on good cause being shown for this purpose.

(iii) Destruction of Record: The record in each case is divided into two parts. Part-I to be preserved permanently, Part-II to be preserved for the period specified in the Rules.

The following papers are included in Part-I (to be preserved permanently):

1. Index

2. Judgment
3. Decree or Order
4. Pleadings (Plaint, written statement, set off and counter claim)
5. Petition of appeal, reply in petition of appeal and rejoinder to the reply, with such annexures as are original documents.
6. Statement of Case
7. Original petitions including admitted Special Leave Petitions and Article 32 petitions, objections/reply to the notice and rejoinder to the reply, with such annexures as are original documents.
8. Reference received under Article 143.
9. Reference received under Article 317 (1)
10. Memorandum of compromise, award of arbitrators, which results in a decree.
11. Original documents
12. Papers of historical, sociological, scientific or archival value and such other papers, as in the opinion of the Court or the Registrar should be permanently preserved.

The following papers are included in Part-II and are destroyed after the period indicated below:

1. Appearance, power of attorney and Vakalatnama **[one year]**
2. Affidavits **[one year]**
3. Taxation files including bills of costs
4. Register of bills of costs **[one year]**
5. Despatch register **[one year]**
6. Applications for condonation of delay and such other formal applications **[one year]**
7. Correspondence in cases **[one year]**
8. Unclaimed documents other than original documents **[one year]**
9. Office notes in the case files **[one year]**
10. Copies of summons and notices **[one year]**
11. Copying register **[one year]**
12. Surplus copies of printed records, and of pleading and petitions **[one year]**
13. Minutes Book of the Judge to be destroyed by burning on the laying down of office by the Judge unless the Judge desires to retain them in his personal custody **[one year]**

The record required to be preserved permanently can be preserved in physical, digitised, scanned, microfilmed or such other form as may be decided by the Chief Justice of India.

All papers forming the record relating to admission matters including petitions for preliminary hearing, objections, rejoinder and documents (except original documents), if any, and such like matters are not retained in the Registry beyond one year of their disposal. Only the index of the documents filed, original documents and the order disposing of the petitions are preserved permanently and the rest of the papers discarded and destroyed.

CHAPTER X

LEGAL AID & ADVICE

A. By Supreme Court Legal Services Committee

With a view to provide easy and inexpensive access to this Court and to give legal advice, Supreme Court Legal Services Committee has been constituted under Section 3A of the Legal Service Authorities Act, 1987. The Committee is headed by a sitting Judge of the Supreme Court and includes distinguished members nominated by Chief Justice of India.

(i) Eligibility: It provides free legal aid to litigants whose annual income does not exceed Rs. 50,000/- p.a.. It also provides free legal assistance to *persons belonging to Scheduled Castes/Scheduled Tribes, *women, *children, *disabled persons, *victims of trafficking in human beings, *victims of mass disaster, victims of ethnic violence, caste atrocities, flood, drought, earthquake etc., *persons in custody and industrial workmen, irrespective of their financial means. However, no legal aid is given in matters of defamation, malicious prosecution, perjury, contempt of court, elections, economic offences (except to victims of the offence), offences against social laws such as Protection of Civil Rights Act and Immoral Traffic (Prevention) Act.

(ii) Procedure: A person seeking free legal aid through the Committee has to apply to its Secretary at 109 Lawyers' Chambers, Supreme Court Compound, New Delhi in the prescribed form, available free of cost in its office as well as through E-mail or from nearest Legal Services Committee. He is required to enclose the prescribed documents along with the application form. For obtaining legal advice one can call on in the office between 10.30 A.M. to 5 P.M., on a working day. There are no charges for legal advice. 102 Advocates-on-Record and 9 Senior Advocates are presently rendering free legal aid through this Committee. It also has a full time Legal Services Counsel-cum-Consultant. The Committee has its own website, namely, www.sclsc.nic.in and it also answers the queries of litigants through E-mail. No expenses are payable except cost of attestation of affidavit and postal charges.

(iii) Jail Authorities have been requested to circulate the brochure on legal aid, being provided by Supreme Court Legal Services Committee, to all the persons lodged in jails from time to time and to regularly make them aware of availability of legal aid from the Committee. They have also been requested to enclose, with the help of concerned High Court Legal Services Committee/District Legal Services Committee, the following documents while forwarding the application of the inmates to the Committee for grant of legal aid.

1. Certified copy of the High Court's Judgment and order;
2. Complete copy of High Court's paper book;
3. Order/Judgment of the Lower Court;
4. Other connected documents such as Evidence, FIR etc.;

5. Certificate of imprisonment;
6. Reasons for delay, if any.

B. By Supreme Court Middle Income Group Society

Supreme Court Middle Income Group Society has been set up under the Societies Registration Act. The Society is headed by a sitting Judge of the Supreme Court and maintains a panel of advocates including Advocate-on-Record and Senior Advocates who are willing to take up the cases assigned to them by the Society.

(i) Eligibility: The Society is running a Scheme known as "Supreme Court Middle Income Group Legal Aid Scheme", which is a self supporting scheme. It provides legal aid to those whose income falls below Rs. 2,00,000/- per year.

(ii) Procedure: On the assigning of the case to an advocate, the applicant has to pay the fee prescribed by the Society for various items, along with the requisite court fee and expenses for preparation of court record. The Schedule of fee payable to the advocates, as well as the rates for other work, is annexed to the application, which enables the applicant to estimate the expenditure well in advance. Any one seeking service of an advocate through the Society has to apply to its Secretary by filling up an application form available in the office of the Society at 109 Lawyers' Chambers, Supreme Court Compound, New Delhi. A sum of Rs. 500/- is payable to the Society as service charges. The prescribed documents have to be filed along with the application. The Society has its own website which is linked with the website of the Supreme Court, namely, <http://www.sci.nic.in> and all the information is available on that site.

CHAPTER XI

INFORMATION AVAILABLE ON INTERNET

With the guidance and assistance from National Informatics Centre, Supreme Court is making extensive use of information technology in its working. A number of web applications have already been implemented and newer applications are in the process. The information relating to constitution of the Court, its jurisdiction, rules, Judges, calendar, etc., is readily available on its site <http://www.supremecourtindia.nic.in/>. At present, the following information in relation to court cases is available on the web:-

(i) Cause Lists :

(<http://causelists.nic.in>)

All the cause lists such as Weekly Lists, Advance Lists, Final Lists and Supplementary Lists are available on the internet and it is possible to locate the case through the name of either party or through case number. This facility enables the litigants to find out, without contacting their advocate, as to whether their matter is listed for hearing on a particular date or not. It is possible for the advocates to generate cause list only of their cases and thereby avoid scanning through a large number of pages of the list to locate such cases. Cause lists can be accessed immediately after it is issued by the Court.

ii) Case Status

(<http://www.courtncic.nic.in>)

This website can be accessed through internet to ascertain the status of pending as well as disposed of cases. Case status gives information such as lower court details, names of parties and advocates, the date on which the matter was last listed and the date on which the matter is likely to be listed next. If the matter is already disposed of, information such as date of disposal can be obtained using this facility. Whenever a case is filed in the Supreme Court, its details such as diary number generated at the time of filing, date of filing, lower court details, name of parties etc. are entered in the computer. All this information is available on the site. The status can be accessed through case number, title, advocate's name or lower court details. It is possible for a litigant to maintain his own case file by down loading all details including orders passed from time to time. Similarly an Advocate can down-load particulars of all his cases and thereby maintain his own data base.

(iii) Digitally signed judgments and orders

Parallel to the signing of daily orders on hard copies, Court Masters/Stenographers now sign digitally on electronic copies using digital signatures. Digitally signed orders are available on Court website. Litigant can download the electronic copies which can prove the authenticity of the signor and integrity of the document. As digitally signed documents are fully secured and authentication can be proved via internet, anyone can trust these documents. However, such orders cannot be used as certified copies, for which one has to apply to the Copying Agency of the Court. All the previous orders passed in a case are also available in chronological order. This facility saves a lot of time and expenses, since one does not have to travel to the Supreme Court to obtain a copy of the order passed in his case and can have access to it while sitting in his own place.

(iv) Judgments

(<http://www.judis.nic.in>)

With the assistance of National Informatics Centre, a web enabling retrieval system, Judgment Information System (JUDIS) has been implemented, thereby making available, on internet, complete text of all reported judgments of the Supreme Court from 1950 till date. Unreported judgments and signed orders are also now being uploaded on the website. Judgment can be accessed through party name, advocate's name, date of judgment and also through free text search which enables the user to retrieve all the judgments on a particular subject. It is also possible to find out which judgments were delivered during a particular period or which judgments with a particular name were delivered during that period. The judgments are available on this site within 24 hours on their being delivered in the Court. This facility is of great help to those advocates who cannot afford to own a law library and also enables a litigant to trace precedents on the subject of his/her own case.

(v) Filing defects (<http://casestatus.nic.in>)

As soon as a case is filed in the Supreme Court, it is scrutinized to make sure that the file is free from filing defects. If the scrutiny clerk finds any defect in a case, the case is not registered (case number is not allotted) and the list of filing defects found in the case, is sent to the Advocates-on-Record/Petitioner-in-person who filed the case, for rectification. These identified filing defects are also displayed on the Supreme Court's website for the benefit of the litigant public.

The litigants thus come to know for what reason his/her case is not listed for hearing in the Supreme Court. He/She can access Filing Defects information either through Diary No. or his/her own name.

(vi) E-kiosks

E-kiosks have been installed in the premises of Supreme Court in order to enable the litigants and advocates to have access to computerized information, without actually

owning a computer. This facility is of immense use of those who do not own a computer and still want to utilize E-facilities.

(vii) Interactive Voice Response System (I.V.R.S.)

Interactive Voice Response System has been installed in the Court thereby enabling a person to know the position of his case on telephone without using the internet. This facility is of immense use to those who do not own a computer or do not have the facility of internet available to them. Telephone Number of I.V.R.S. is 24357276.

CHAPTER XII

FACILITIES AVAILABLE IN SUPREME COURT

(i) Court fee vendors:

Court fee in Supreme Court is payable only by way of Court Fee Stamps. Stamp vendors sell Court fee stamps, in Supreme Court Complex, against cash payment. If for some reason stamps are not available with them, they can be purchased from the stamp vendors sitting in nearby Patiala House Courts or Delhi High Court.

(ii) Passes:

If a party to the case wants to remain present at the time of hearing of the case, he has to get a request form forwarded from his advocate and then submit it along with proof of his identity at the Reception Counter of the Supreme Court, which will issue pass for attending the Court in which the matter is listed on that day. An unrepresented party can obtain the requisite pass, on giving proof of his identity, if his matter is listed on that date. Photo Entry Passes are now being issued to the parties as well as other visitors.

(iii) Medical facilities:

A First Aid Post, a Dental Clinic, a Physiotherapy Unit and a Pathology Lab are functioning in the west wing on the ground floor of the Supreme Court building. Besides, three Physicians, one Physiotherapist and one Refractionist who are available everyday during office hours, the services of visiting Cardiologist, Medical Specialist, Pathologist, Ophthalmologist, ENT Specialist, Orthopaedic Surgeon, Dermatologist and Dental Surgeons are also available on a regular basis.

(iv) Railway Reservation Counter

A computerized Railway Reservation Counter has been opened by Northern Railway in Supreme Court premises and facility of reservation is available not only to Judges, staff and advocates but also to the general public.

(v) Canteen facilities

Canteen for advocates is functioning in the Supreme Court compound in addition to departmental canteen. Catering facility is also available to the visiting public in Advocates' Canteen.

(vi) Post Office

A post office is functioning in the Supreme Court Complex since 1958 and is being used also by outside agencies and general public.

(vii) Bank

A branch of UCO Bank is functioning in the Supreme Court since 1984 and provides services including ATM facility to all its account holders and those desirous of transacting through the Bank.

(viii) Supreme Court Museum

The Museum is located within the Supreme Court Complex and is divided into two sections. The first section deals with development of judiciary in India whereas second one portrays Federal Court and Supreme Court. A large number of manuscripts, copper plates, photographs etc. have been kept in the museum, in order to give a glimpse of our heritage to the visitors.

(ix) Scanning of Old Records:

Supreme Court, has gone for digitization/scanning of all old records stored in the record room go-downs. Using Production Scanners, Servers and other required hardware and Application Software got developed for scanning, storing the scanned documents on the hard disks, retrieval of documents and access control mechanism. This process will enable the Supreme Court in: preventing loss of records, saving storage space, to manage records easily, to find document quickly, to make the scanned documents centrally available on intranet and to eliminate the need for file cabinets.

The retrieval software will enable the users to retrieve the complete case file through: the case no., party name-wise, judge-wise and date of disposal wise. The user can choose any case listed before him on the screen to view the case files starting from the cover page to the last page. When he selects the required case file, the first screen displayed is the index page. Each item on the index page is hyper-linked to the group of pages it is dealing with. Hence, it is easy for the user to simply reach the required part of the file through the hyper-linked index page. The image of each file when displayed will allow the user to zoom a part of the image, rotate the image, underline and highlight a part of the image text and type annotations, printing and saving of the image.

(x) E-mail based Communication:

Supreme Court of India is so far been communicating with the advocates/litigants through the conventional postal/hand delivery system. In order to provide faster and reliable communication facility between the Supreme Court and the advocates/litigants it has been decided to introduce use of electronic communication. For example: the notices, letter etc. can be electronically communicated to the advocates/litigants using secured electronic communication facility. A facility can also be included to get confirmation of the receipt of the E-mail once the recipient opens it. Further, in order to maintain confidentiality of the communication, the message can be encrypted using digital signature by the concerned officer issuing the notices or disposal letters.

(xi) Public Relations Officer

A full time Public Relations Officer is now available in Supreme Court to respond to enquiries and provide information to and guide and assist the advocates as well as the litigants. He also makes available the copies of the judgments/orders to media persons and looks into their grievances. The telephone nos. of the present Public Relations Officer are 23385347(O), 24512703(R) and 09868242903(M).

CHAPTER NO. XIII

SUPREME COURT PUBLICATIONS

i. SUPREME COURT REPORTS

All the reportable judgments of Supreme Court are published in Supreme Court Reports, the weekly official journal published by Controller of Publications, Government of India, under the authority of the Supreme Court of India. For each year, 12 volumes are published, and each volume contains 4 parts and an index. The head notes of all the judgments are approved by the Hon'ble Judges, who write the judgments. Highlights of each issue are given on the title page. The judgments are published in chronological order, within one month of being delivered. The journal is published on a no profit no loss basis and annual subscription for all the 12 volumes has been fixed at Rs.3,300/-. The journal can be subscribed at the following places:

- a) Reception Counter, Supreme Court of India,
Tilak Marg, New Delhi – 110 001.
Tel: 011-23387462 Fax: 011-23384336
- b) Assistant Controller of Publications (Periodicals)
Department of Publications, Govt. of India,
Civil Lines, Delhi – 110 054.
Tel: 011-23817823, 23813761-62,64 & 65
Fax: 011-23817846

ii. SUPREME COURT RULES

An authentic and official updated edition of Supreme Court Rules has been published by Supreme Court of India for the benefit of the advocates as well as general public and is sold at its Reception Counter. The publication also includes '*Regulations Regarding Advocates-on-Record Examination*' and '*Rules to Regulate Proceedings for Contempt of the Supreme Court, 1975*'. Running into about 180 pages it has been priced at Rs.40/- on a no profit no loss basis.

iii. COURT NEWS

With a view to promote transparency, accountability and integrity and to provide free flow of information to the society, Supreme Court publishes a quarterly newsletter. It gives institution, pendency and disposal figures of cases as well as the vacancy position at the level of Supreme Court, High Courts and Subordinate Courts. Appointments and transfers in superior judiciary, a brief gist of some judgments of public importance

delivered by Supreme Court in the last quarter and important events and developments relating to administration of justice, including improvements made therein from time to time are also incorporated therein. Through the newsletter, legal fraternity as well as general public is also kept informed of the amendments, if any, made in the rules and procedure of Supreme Court. Information on the working of Supreme Court Legal Services Committee, Supreme Court Middle Income Group Legal Aid Society, National Legal Services Authority and National Judicial Academy is also provided through the newsletter. The journal is made available free of cost to all the High Courts, Subordinate Courts, Bar Associations, State Governments, all the departments of Central Government, leading newspapers, all the Universities, National Law Schools and Judicial Academies and is also available on Supreme Court's website www.supremecourtindia.nic.in

CHAPTER XIV WHOM TO CONTACT

**EPABX NOS. 23381527, 23381617, 23381605, 23381583, 23389031
AND 23381672**

Subject Matter	Section	Concerned Officers
Filing of cases and documents etc.	I-B	(i) Enquiry Window at Filing Counter between 10.15 a.m. to 1.00 p.m. and 1.30 p.m. to 4.30 p.m. (ii) Additional Registrar Tel. No. 23381241
Listing of Cases (DEU)	Computer Cell	(i) Deputy Registrar (CC) Tel. NO.EPABX Extn.No.1421 (ii) Addl.Registrar (Listing) Tel. No. 23384011 (iii) Additional Registrar (CC) Tel. No. 23387146
Copies	Copying	(i) Branch Officer Epabx Extn. No. 2341 (ii) Assistant Registrar (Copying) Tel. No. 23388814 (iii) Addl. Registrar (Copying) Tel. No. 23381555
Death Cases from all States. Crl. Appeals, S.L.Ps. and Jail Petitions from Andhra Pradesh, Assam & North Eastern States, Delhi, H.P., J&K, Karnataka, Kerala, Rajasthan, Sikkim, Uttar Pradesh, Uttarakhand and West Bengal, Andaman & Nicobar	Section II	(i) Branch Officer EPABX Extn. No. 2387 (ii) Assistant Registrar EPABX Extn. No. 1422 (iii) Addl. Registrar EPABX Extn No. 1461 Tel No. 23381555
Crl. Appeals, S.L.Ps. and Jail Petitions from Bihar, Jharkhand, Chandigarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, Orissa, Punjab & Haryana, Pondicherry, Tamil Nadu, Chhattisgarh	Section IIA	(i) Branch Officer EPABX Extn. No. 2392 (ii) Assistant Registrar EPABX Extn. No. 1422 (iii) Deputy Registrar Tel. No. 23383005

S.L.Ps & Civil Appeals relating to Customs & Excise and Gold Control Special Leave Petitions relating to Sales Tax	Section III	(i) Branch Officer EPABX Extn. No. 2238 (ii) Assistant Registrar EPABX Extn. No. 1426 (iii) Additional Registrar Tel No. 23381635
All References, Original Suits S.L.Ps. and Civil Appeals relating to Income Tax Appeals under Advocates Act and Civil Appeals relating to Sales Tax	Section IIIA	(i) Branch Officer EPABX Extn. No. 2320 (ii) Assistant Registrar EPABX Extn. No. 1430 (iii) Deputy Registrar EPABX Extn. No. 1441 Tel No. 23383717
Civil Appeals from Punjab & Haryana, Madhya Pradesh and Chhattisgarh	Section IV	(i) Branch Officer EPABX Extn. No. 2266 (ii) Assistant Registrar Extn.No.2310 Tel.No.23389018 (iii) Additional Registrar Extn.1454
S.L.Ps from Karnataka, Madhya Pradesh, Chhattisgarh Civil Appeals from Karnataka,	Section IVA	(i) Branch Officer EPABX Extn. No. 2233 (ii) Assistant Registrar EPABX Extn. No. 1440 (iii) Deputy Registrar Extn.No.2229 Tel.No. 23381518
S.L.Ps from Punjab and Haryana	Section IVB	(i) Branch Officer EPABX Extn. No. 2365 (ii) Assistant Registrar Extn.2231 Tel. No. 23389018 (iii) Additional Registrar Exn.No.2241 Tel No. 23383526
Civil Appeals and S.L.Ps. from Maharashtra and Gujarat, Goa & Dadra and	Section IX	(i) Branch Officer EPABX Extn. No. 2272 (ii) Assistant Registrar

Nagar Haveli		EPABX Extn. No. 1411 (iii) Deputy Registrar Exn.No.2368 Tel. No. 23389230
Writ Petitions (civil/criminal) & Curative Petitions S.L.Ps. from Uttarakhand & Civil Appeals	Section X	(i) Branch Officer EPABX Extn. No. 2389 (ii) Assistant Registrar EPABX Extn. No. 1430 (iii) Deputy Registrar EPABX Extn. No. 1429 (iv) Additional Registrar Tel No. 23381512
Civil Appeals and S.L.Ps. from Uttar Pradesh	Section XI	(i) Branch Officer EPABX Extn. No. 2275 (ii) Assistant Registrar EPABX Extn. No. 1469 (iii) Deputy Registrar EPABX Extn. No. 1469
Civil Appeals and S.L.Ps. from Kerala, Lakshadweep & Orissa	Section XIA	(i) Branch Officer EPABX Extn. No. 2222 (ii) Assistant Registrar EPABX Extn. No. 1429 (iii) Deputy Registrar EPABX Extn. No. 1426
Civil Appeals & S.L.Ps. from Tamil Nadu & Pondicherry Uttar Pradesh (Civil Appeals 1996 – 2001)	Section XII	(i) Branch Officer EPABX Extn. No. 2279 (ii) Assistant Registrar Extn.No.2223 Tel. No. 23389473 (iii) Deputy Registrar EPABX Extn. No. 1422
Civil Appeals & S.L.Ps. from Andhra Pradesh	Section XIIA	(i) Branch Officer EPABX Extn. No. 2344 (ii) Assistant Registrar Extn.No.2277 Tel. No. 23389473 (iii) Deputy Registrar EPABX Extn. No. 1422
Civil Appeals & S.L.Ps. from Delhi, Himachal	Section XIV	(i) Branch Officer EPABX Extn. No. 2239

Pradesh, Assam, Nagaland, Sikkim, Manipur, Meghalaya, Tripura, Mizoram & Arunachal Pradesh. Statutory Appeals under Section 18 of TRAI (upto 2006)		(ii) Assistant Registrar EPABX Extn. No. 1427 (iv) Additional Registrar Exn.No.1441 Tel No. 23383717
Civil Appeals & S.L.Ps. from Rajasthan & Labour matters from all States	Section XV	(i) Branch Officer EPABX Extn. No. 2274 (ii) Assistant Registrar EPABX Extn. No. 1409 (iii) Deputy Registrar EPABX Extn. No. 1405
Constitution Bench Matters, S.L.Ps. & Civil Appeals from West Bengal & Bihar	Section XVI	(i) Branch Officer EPABX Extn. No. 2267 (ii) Assistant Registrar EPABX Extn. No. 2376 Tel.No.23381518 (iii) Additional Registrar Extn.No.2200 Tel No. 23381635
Transfer Petitions, Transferred Cases from all States, S.L.Ps. & Civil Appeals from Jammu & Kashmir, Arbitration Petitions	Section XVIIA	(i) Branch Officer EPABX Extn. No. 2316 (ii) Assistant Registrar EPABX Extn. No. 2336 (iii) Additional Registrar Tel No. 23381555
S.L.Ps, Civil Appeals from Jharkhand Election Petitions, M.R.T.P., & Contempt of Courts Act, Security Refund, Taxation, Bill of Costs & N.C.D.R.C. Statutory Appeals from all over India.	Section XVII	(i) Branch Officer EPABX Extn. No. 2386 (ii) Assistant Registrar EPABX Extn. No. 1424 (iii) Additional Registrar Exn.No.2200 Tel No. 23381635
Writ Petitions relating to Public Interest Litigation	Section PIL(W)	(i) Branch Officer EPABX Extn. No. 2390 (ii) Assistant Registrar

		EPABX Extn. No. 1433 (iii)Additional Registrar Exn.No.2342 Tel No. 23383669
Letter Petitions	Section PIL(E)	(i) Branch Officer EPABX Extn. No. 2391 (ii) Assistant Registrar EPABX Extn. No. 1433 (iii)Additional Registrar Exn.No.2342 Tel No. 23383669

APPENDIX I
IN THE SUPREME COURT OF INDIA

{Order XVI Rule 4(1) (a)}

CIVIL APPELLATE JURISDICTION

SPECIAL LEAVE PETITION

(Under Article 136 of the Constitution of India)

S.L.P. (Civil) No. of

BETWEEN

Position of parties

In the Court/

in this Court

Tribunal from whose

Order the Petition arises

A) (Here insert the

Petitioner/

Petitioner

name/names of

Respondent/

the petitioner(s)

Appellant

B)

C)

A N D

D) (Here insert the

Petitioner/

Respondent

name/names of

Respondent

respondent

Appellant

E)

F)

To

Hon'ble the Chief Justice of India

and His Companion Judges of the

Supreme Court of India.

The Special Leave Petition of the Petitioner most respectfully sheweth:-

1. The petitioner / petitioners above named respectfully submits this petition seeking special leave to appeal against the judgement / order of

(Here specify the Court/Tribunal against whose order the leave to appeal is sought for together with number of the case, date of the order and the nature of the order such as allowing or dismissing the matter or granting or refusing the interim order etc.)

2. QUESTION OF LAW :

The following questions of the law arise for consideration by this Hon'ble Court :

(here set out the questions of law arising for consideration precisely)

3. DECLARATION IN TERMS OF RULE 4 (2)

The petitioner states that no other petition seeking leave to appeal has been filed by him against the impugned judgment and order.

4. DECLARATION IN TERMS OF RULE 6

The annexures produced along with the SLP are true copies of the pleadings/documents which formed part of the records of the case in the Court/Tribunal below against whose order the leave to appeal is sought for in this petition.

5. GROUNDS

Leave to appeal is sought for on the following grounds.

(Here specify the grounds precisely and clearly)

6. GROUNDS FOR INTERIM RELIEF :

(here specify briefly the grounds on which interim relief is sought to)

7. MAIN PRAYER :

(Here set out the main prayer)

8. INTERIM RELIEF :

(Here set out the interim prayer)

Place :

Advocate for the petitioner

Date :

Settled by :

(Specify the name of the Advocate in case where the petition is settled by an Advocate)

APPENDIX II

01	LABOUR MATTERS	
	0101	DISMISSAL
	0102	RETRENCHMENT
	0103	CONTRACT LABOUR
	0104	MATTERS RELATING TO WAGES, BONUS, ADHOC, CASUAL, DAILY WAGES & THEIR REGULARISATION.
	0105	MATTERS RELATING TO WORKMEN COMPENSATION ACT.
	0106	E.S.I.
	0107	FACTORY ACT
	0108	CONDITIONS OF SERVICE & INDUSTRIAL EMPLOYMENT (STANDING ORDER ACT, 1946)
	0109	MATTERS UNDER VARIOUS STATES ACT
	0110	OTHERS
	0111	MATTERS RELATING TO PROVIDENT FUND
	0112	PAYMENT OF GRATUITY ACT, 1962
	0113	TRADE UNIONS ACT, 1926
	0114	OTHER MATTERS UNDER INDUSTRIAL DISPUTES ACT, 1947
02	RENT ACT MATTERS	
	0201	EVICITION MATTERS OF PERSONAL NECESSITY
	0202	EVICITION MATTERS FOR RE-BUILDING AND MATERIAL ALTERATION
	0203	EVICITION MATTERS OF SUB-LETTING
	0204	EVICITION MATTERS OF DISCLAIMER OF TITLE
	0205	ARREARS OF RENT
	0206	OTHERS
	0207	EVICITION ON THE GROUND OF MISUSE
	0208	ENHANCEMENT OF RENT
	0209	EVICITION ON THE GROUND OF NON-PAYMENT OF RENT
03	DIRECT TAXES MATTERS	
	0301	INCOME TAX REFERENCE UNDER SECTION 257
	0302	APPEALS UNDER SECTION 261 OF INCOME TAX ACT UPON A CERTIFICATE GRANTED BY THE HIGH COURT.
	0303	OTHER MATTERS UNDER INCOME TAX ACT, 1961
	0304	CASES RELATING TO EXCESS PROFIT TAX ACT, 1940
	0305	BUSINESS PROFIT TAX ACT, 1947
	0306	AGRICULTURAL INCOME TAX
	0307	REFERENCE UNDER SECTION 27(3)(a) OF THE WEALTH TAX ACT, 1957.
	0308	APPEALS UNDER SECTION 29(1) OF THE WEALTH TAX ACT, 1957 UPON A CERTIFICATE GRANTED BY THE HIGH COURT.
	0309	GIFT TAX ACT, 1958
	0310	PROPERTY TAX
	0311	VALUATION
	0312	CAPITAL GAINS
	0313	SLPs RELATING TO WEALTH TAX
	0314	INCOME FROM SALARIES
	0315	INCOME FROM HOUSE PROPERTY
	0316	INCOME FROM BUSINESS/PROFESSION
	0317	INCOME FROM OTHER SOURCES
	0318	DEDUCTIONS/EXEMPTIONS
	0319	PENALTIES/PROSECUTION/SETTLEMENT COMMISSION
	0320	RE-ASSESSMENT / REVISIONAL POWER / RECTIFICATION

	0321	CBDT CIRCULAR
	0322	REGISTRATION
	0323	OTHERS
04	INDIRECT TAXES MATTERS	
	0401	INTERPRETATION OF THE CUSTOMS ACT, RULES & REGULATIONS.
	0402	INTERPRETATION OF EXEMPTION NOTIFICATION UNDER CUSTOMS ACT.
	0403	INTERPRETATION OF OTHER NOTIFICATIONS UNDER CUSTOMS ACT.
	0404	VALUATION OF GOODS UNDER THE CUSTOMS ACT.
	0405	SALES TAX ACT (CENTRAL & VARIOUS STATES)
	0406	CESS ACTS (RUBBER, COFFEE, TEA, SUGAR ETC.)
	0407	ENTRY TAXES
	0408	MOTOR VEHICLES TAXATION
	0409	PURCHASE TAX
	0410	LICENCE FEE
	0411	CLASSIFICATION UNDER THE INDIAN TARIFF ACT, 1934 & CUSTOMS TARIFF ACT, 1975
	0412	REFERENCE UNDER SECTION 82-C OF THE GOLD CONTROL ACT
	0413	HOTEL RECEIPTS TAX ACT
	0414	ENTERTAINMENT TAX
	0415	TERMINAL TAX
	0416	OCTROI
	0417	VALUATION
	0418	TOLL TAX
	0419	INTERPRETATION OF THE CENTRAL EXCISE ACT & THE RULES
	0420	INTERPRETATION OF EXEMPTION NOTIFICATIONS UNDER CENTRAL EXCISE ACT.
	0421	INTERPRETATION OF OTHER NOTIFICATIONS UNDER CENTRAL EXCISE ACT.
	0422	VALUATION OF GOODS UNDER THE CENTRAL EXCISE ACT
	0423	TARIFF CLASSIFICATION UNDER THE CENTRAL EXCISE ACT, 1944 AND CENTRAL EXCISE TARIFF ACT, 1985
	0424	IMPORT/EXPORT CONTROL ACT, 1947
	0425	IMPORT CONTROL ORDER
	0426	OPEN GENERAL LICENCE
	0427	IMPORT/EXPORT POLICY
	0428	OTHERS
	0429	PROFESSIONAL TAX
	0430	WATER & SEWAGE TAX
	0431	SERVICE TAX
	0432	APPEALS U/S 130E OF THE CUSTOMS ACT, 1962
	0433	APPEALS U/S 35 L OF THE CENTRAL EXCISE AND SALT ACT, 1944
	0434	ANTI DUMPING DUTY
	0435	VALUE ADDED TAX
05	LAND ACQUISITION & REQUISITION MATTERS	
	0501	MATTERS CHALLENGING THE ACQUISITION PROCEEDINGS
	0502	MATTERS CHALLENGING COMPENSATIONS
	0503	REQUISITION & DEREQUISITION OF PROPERTY
	0504	OTHERS
	0505	ACQUISITION FOR DEFENCE PURPOSE
06	SERVICE MATTERS	
	0601	RETIRAL BENEFITS
	0602	REGULARISATION OF AD HOC EMPLOYEES ETC.

	0603	REMOVAL/DISMISSAL/TERMINATION FROM SERVICE OR OTHER MAJOR PENALTIES
	0604	SUSPENSION
	0605	CUMPULSORY RETIREMENT
	0606	DISCIPLINARY PROCEEDINGS
	0607	CONDITION OF SERVICE
	0608	PROMOTION
	0609	SENIORITY
	0610	PAY SCALES
	0611	RESERVATION IN SERVICE FOR SC/ST/OBC
	0612	EQUAL PAY FOR EQUAL WORK
	0613	OTHERS
	0614	MEDICAL FACILITIES
	0615	RECRUITMENT/TRANSFER/COMPASSIONATE APPOINTMENT
	0616	MINOR PENALTIES
	0617	BACK WAGES
	0618	VOLUNTARY RETIREMENT
	0619	ALLOTMENT OF ACCOMMODATION
	0620	PROBATION & CONFIRMATION
	0621	TEMPORARY APPOINTMENTS
	0622	USE OF FORGED/FALSE DOCUMENT(S) FOR SECURING EMPLOYMENT
07	ACADEMIC MATTERS	
	0701	MATTERS RELATING TO EXAMINATIONS
	0702	INTRODUCTION/ABOLITION OF LANGUAGES
	0703	MATTERS RELATING TO SYLLABI
	0704	MATTERS RELATING TO WITHHOLDING/ CANCELLATION OF RESULTS, EVALUATION OF MARKS, EXPULSION OF STUDENTS.
	0705	OTHERS
	0706	TUITION FEE
	0707	MATTERS RELATING TO MANAGEMENT OF EDUCATIONAL INSTITUTIONS
08	LETTER PETITION & PIL MATTERS	
	0801	CHILD LABOUR MATTERS INCLUDING NEGLECTED CHILDREN.
	0802	AIR POLLUTION MATTERS, I.E. INDUSTRIAL, VEHICULAR, POWER STATIONS ETC.
	0803	WATER POLLUTION: INDUSTRIAL, DOMESTIC, SEWAGE, RIVERS AND SEA.
	0804	NOISE POLLUTION: INDUSTRY & VEHICULAR
	0805	ECOLOGICAL IMBALANCE: PROTECTION AND CONSERVATION OF FORESTS THROUGHOUT THE COUNTRY, PROTECTION OF WILD LIFE, BAN ON FELLING OF TREES AND FALLING OF UNDER GROUND WATER LEVEL.
	0806	BONDED LABOUR MATTERS
	0807	MATTERS RELATING TO CUSTODY HARASSMENT, JAILS, COMPLAINT OF HARASSMENT, CUSTODIAL DEATH, SPEEDY TRIAL, PREMATURE RELEASE, INACTION BY POLICE, ETC.
	0808	MATTERS RELATING TO HARASSMENT OF SC/ST/OBC AND WOMEN
	0809	MATTERS RELATING TO UNAUTHORISED CONSTRUCTIONS INCLUDING ENCROACHMENTS, SEALING, DEMOLITIONS, URBAN PLANNING
	0810	MATTERS RELATING TO ELECTION COMMISSIONS
	0811	SCAM MATTERS
	0812	OTHERS
	0813	ESSENTIAL AMENITIES OR SERVICES
	0814	HOUSING

	0815	NATURAL & MAN-MADE DISASTERS INCLUDING RIOTS
09	ELECTION MATTERS	
	0901	MATTERS CHALLENGING ELECTION OF PRESIDENT & VICE PRESIDENT OF INDIA
	0902	ELECTIONS RELATING TO GRAM PANCHAYATS AND ZILA PARISHAD
	0903	MATTERS UNDER REPRESENTATION OF PEOPLES' ACT INVOLVING CORRUPT PRACTICES.
	0904	MATTERS RELATING TO RECOUNTING OF VOTES
	0905	MATTERS UNDER THE COOPERATIVE SOCIETIES ACT
	0906	UNIVERSITY ELECTION MATTERS
	0907	DELIMITATION OF CONSTITUENCY
	0908	OTHERS
	0909	MATTERS CHALLENGING ELECTIONS OF MPs AND MLAs
	0910	ELECTIONS RELATING TO MUNICIPAL COUNCILS
	0911	APPEALS u/s 116 A OF THE REPRESENTATION OF PEOPLE ACT, 1951
	0912	DISQUALIFICATION AND EXPULSION OF MPs/MLAs
10	COMPANY LAW, MRTP & ALLIED MATTERS	
	1001	MATTERS RELATING TO WINDING UP
	1002	MATTERS RELATING TO SICK INDUSTRIES
	1003	MATTERS ARISING OUT OF ORDERS OF COMPANY LAW BOARD UNDER SECTION 397 & 398 OF COMPANIES ACT, 1956.
	1004	REFERENCE UNDER SECTION 7(2) OF THE MRTP ACT, 1969
	1005	APPEALS UNDER SECTION 55 OF THE MRTP ACT, 1969.
	1006	OTHERS
	1007	MATTERS RELATING TO DISINVESTMENT
	1008	APPEALS u/s 15 Z OF THE SECURITIES AND EXCHANGE BOARD OF INDIA ACT, 1992
	1009	SLPs CHALLANGING THE ORDERS PASSED UNDER MRTP ACT, 1969
11	ARBITRATION MATTERS	
12	COMPENSATION MATTERS	
	1201	MOTOR ACCIDENT CLAIM MATTERS INVOLVING PERMANENT DISABILITY/DEATH OF PERSONS
	1202	MOTOR ACCIDENT CLAIM MATTERS RELATING TO THE OTHER INJURIES
	1203	INSURER/OWNERS LIABILITY MATTERS
	1204	MATTERS RELATING TO RAILWAY ACCIDENT INCLUDING OTHER RAILWAY COMPENSATION MATTERS
	1205	MATTERS RELATING TO ACCIDENTS OTHER THAN THOSE COVERED BY M.V. ACT.
	1206	MATTERS RELATING TO TELEPHONE, ELECTRICITY ETC.
	1207	OTHERS
13	HABEAS CORPUS MATTERS	
14	CRIMINAL MATTERS	
	1401	MATTERS RELATING TO CAPITAL PUNISHMENT
	1402	MATTERS RELATING TO MAINTENANCE UNDER SECTION 125 OF Cr.P.C.
	1403	MATTERS RELATING TO HARASSMENT, CRUELTY TO WOMAN FOR DOWRY, DOWRY DEATH, EVE-TEASING ETC.
	1404	MATTERS RELATING TO SEXUAL HARASSMENT, KIDNAPPING & ABDUCTION
	1405	MATTERS RELATING TO PREVENTION OF CORRUPTION ACT
	1406	MATTERS RELATING TO BANK SCAMS, CHEATING, FORGERY ETC.
	1407	MATTERS RELATING TO ESSENTIAL COMMODITIES ACT

	1408	CRIMINAL MATTERS RELATING TO STATE EXCISE LAW
	1409	CRIMINAL MATTERS RELATING TO BAIL/INTERIM BAIL/ ANTICIPATORY BAIL AND AGAINST SUSPENSION OF SENTENCE.
	1410	CRIMINAL MATTERS IN WHICH SENTENCE AWARDED IS UPTO FIVE YEARS
	1411	CRIMINAL T.P. UNDER ARTICLE 139A(2) OF THE CONSTITUTION OF INDIA
	1412	CRIMINAL T.P. UNDER SECTION 406 OF THE Cr.P.C.
	1413	CRIMINAL MATTERS ARISING OUT OF SECURITIES ACT, 1992
	1414	CRIMINAL MATTERS RELATING TO DRUGS AND COSMETICS, NDPS ACT
	1415	CRIMINAL MATTERS RELATING TO FOOD ADULTERATION
	1416	CRIMINAL MATTERS RELATING TO PREVENTIVE DETENTION TADA / POTA AND NATIONAL SECURITY-COFEPOSA – SEFEMA
	1417	MATTERS RELATING TO SC & ST (PREVENTION OF ATROCITIES) ACT, 1989; UNTOUCHABILITY (OFFENCES) AMENDMENT & MISC. PROVISION ACT, 1976
	1418	OTHERS
	1419	SCAM MATTERS OTHER THAN RELATING TO BANKS
	1420	APPEALS u/s 2 OF THE SUPREME COURT ENLARGEMENT OF JURISDICTION ACT
	1421	POLICE ATROCITIES MATTERS
	1422	MATTERS RELATING TO FOREIGN EXCHANGE REGULATION ACT.
	1423	MATTERS CHALLENGING SENTENCE TILL RAISING OF THE COURT AND / OR FINE ONLY
	1424	APPEALS u/s 10 OF THE SPECIAL COURTS (TRIAL OF OFFENCES RELATING TO TRANSACTIONS IN SECURITIES) ACT, 1992
	1425	APPEALS u/s 19 OF THE TERRORIST AND DISRUPTIVE ACTIVITIES, 1987
	1426	MATTERS FILED BY STATE AGAINST ACQUITTAL
	1427	MATTERS FILED BY COMPLAINT AGAINST ACQUITTAL
	1428	MATTERS UNDER STATE POLICE ACTS
	1429	MATTERS FOR / AGAINST QUASHING OF CRIMINAL PROCEEDINGS
	1430	MATTERS CHALLENGING PROSECUTION UNDER INCOME TAX ACT
	1431	MATTERS CHALLENGING PROSECUTION UNDER NEGOTIABLE INSTRUMENT ACT
	1432	CRIMINAL MATTERS RELATING TO CENTRAL EXCISE AND SALT ACT, 1944
	1433	CRIMINAL MATTERS RELATING TO CUSTOMS ACT
	1434	MATTERS RELATING TO FOREIGN EXCHANGE MANAGEMENT ACT (FEMA)
15	APPEAL AGAINST ORDERS OF STATUTORY BODIES	
	1501	BAR COUNCIL OF INDIA
	1502	OTHERS
	1503	TRIBUNALS
16	FAMILY LAW MATTERS	
	1601	MUTUAL CONSENT DIVORCE MATTERS
	1602	OTHER DIVORCE MATTERS
	1603	RESTITUTION OF CONJUGAL RIGHTS
	1604	CHILD CUSTODY MATTERS
	1605	ADOPTION & MAINTENANCE MATTERS
	1606	MINORITY & GUARDIANSHIP MATTERS
	1607	MATTERS UNDER HINDU MARRIAGE ACT
	1608	MATTERS UNDER MUSLIM MARRIAGE ACT

	1609	MATTERS UNDER CHRISTIAN MARRIAGE ACT
	1610	ALIMONY
	1611	OTHERS
17	CONTEMPT OF COURT MATTERS	
	1701	SUO MOTU CIVIL CONTEMPT MATTERS
	1702	SUO MOTU CRIMINAL CONTEMPT MATTERS
	1703	OTHER CIVIL CONTEMPT MATTERS
	1704	OTHER CRIMINAL CONTEMPT MATTERS
	1705	APPEAL u/s 19 (1) (B) OF THE CONTEMPT OF COURT ACT, 1971
18	ORDINARY CIVIL MATTERS	
	1801	T.P. UNDER ARTICLE 139A(1) OF THE CONSTITUTION OF INDIA
	1802	T.P. UNDER SECTION 25 OF THE C.P.C.
	1803	CIVIL MATTERS ARISING OUT OF SECURITIES ACT, 1992
	1804	ORIGINAL CIVIL SUIT UNDER ARTICLE 131 OF THE CONSTITUTION OF INDIA
	1805	MATTERS RELATING TO SPECIFIC PERFORMANCE OF CONTRACT
	1806	MATTERS RELATING TO ALLOTMENT, CANCELLATION, FIXATION OF PRICES OF PLOTS/FLATS
	1807	OTHERS
	1808	MARKET FEE UNDER THE APMC ACT
	1809	MATTERS RELATING TO LOTTERIES
	1810	DEALERSHIP & DISTRIBUTORSHIP OF PETROLEUM PRODUCTS
	1811	BENAMI TRANSACTIONS
	1812	ROYALTY OF COAL ETC.
	1813	STAGE CARRIAGE PERMITS
	1814	FREEDOM FIGHTERS' PENSION
	1815	MATTERS RELATING TO ELECTRICITY DISPUTE (CONNECTION/DISCONNECTION ETC.)
	1816	APPEALS u/s 10 OF THE SPECIAL COURTS (TRAIN OF OFFICES RELATING TO TRANSACTION IN SECURITIES) ACT, 1992
	1817	APPEALS u/s 18 OF THE TELECOM REGULATORY OF INDIA ACT, 1997
19	THREE JUDGES BENCH MATTER	
20	FIVE JUDGES BENCH MATTER	
21	ELEVEN JUDGES BENCH MATTER	
22	SEVEN JUDGES BENCH MATTER	
23	NINE JUDGES BENCH MATTER	
24	APPOINTMENTS ETC. OF CONSTITUTIONAL FUNCTIONARIES	
	2401	APPOINTMENT OF HIGH COURT JUDGES
	2402	APPOINTMENT OF MEMBERS, CHAIRMAN & VICE-CHAIRMAN OF C.A.T., S.A.T.
	2403	APPOINTMENT OF ADVOCATE GENERAL & ATTORNEY GENERAL OR ANY OTHER LAW OFFICER
	2404	APPOINTMENT OF MEMBERS OF ELECTION COMMISSIONS
	2405	APPOINTMENT OF MEMBERS AND CHAIRMAN OF STAT PUBLIC SERVICE COMMISSION AND UPSC
	2406	APPOINTMENT OF GOVERNORS & LT. GOVERNORS
	2407	OTHERS
25	STATUTORY APPOINTMENTS	
	2501	APPOINTMENT OF CHAIRMAN, VICE-CHAIRMAN & MEMBERS OF STATUTORY CORPORATIONS/BODIES
	2502	APPOINTMENT IN ZILA PARISHAD
	2503	APPOINTMENT OF VICE-CHANCELLORS OF UNIVERSITY
	2504	OTHERS
26	PERSONAL LAW MATTERS	
	2601	MATTERS RELATING TO INHERITANCE & SUCCESSION

	2602	MATTERS RELATING TO GIFT
	2603	MATTERS RELATING TO PARTITION
	2604	MATTERS RELATING TO TESTAMENTARY SUCCESSION
	2605	OTHERS
27	RELIGIOUS & CHARITABLE ENDOWMENTS	
	2701	MATTERS RELATING TO MANAGEMENT, ADMINISTRATIVE DISPUTES OF TEMPLES ETC. (PRIEST, PUJARI & MAHANT)
	2702	WAKF BOARD MATTERS
	2703	OTHERS
28	MERCANTILE LAWS, COMMERCIAL TRANSACTIONS INCLUDING BANKING	
	2801	PARTNERSHIP
	2802	STATE OF GOODS ACT
	2803	CONTRACT ACT
	2804	TRADE MARKS/ COPY RIGHTS/ PATENTS/ DESIGN ACT
	2805	NEGOTIABLE INSTRUMENT ACT
	2806	BANKS MORTGAGE DISPUTES
	2807	HYPOTHETICATION, PLEDGE
	2808	OTHERS
	2809	MATTERS RELATING TO DEBTS/BANK LOANS DUE UNDER THE BANKS AND FINANCIAL INSTITUTIONS
	2810	BANK GUARENTEE MATTERS
	2811	MATTERS RELATING TO SECURITISATION AND RECONSTRUCTION OF FINANCIAL ASSESTS AND REINFORCE MENT OF SECURITY INTEREST ACT, 2002
29	SIMPLE MONEY & MORTGAGE MATTERS ETC.	
	2901	MONEY LENDING ACT
	2902	MORTGAGE PRIVATE
	2903	OTHERS
30	MATTERS RELATING TO JUDICIARY	
	3001	MATTERS PERTAINING TO JUDICIAL OFFICERS
	3002	MATTERS PERTAINING TO EMPLOYEES OF SUPREME COURT AND HIGH COURT
	3003	MATTERS PERTAINING TO EMPLOYEES OF DISTRICT COURTS AND TRIBUNALS
	3004	OTHERS
31	ADMISSION TO EDUCATIONAL INSTITUTIONS OTHER THAN MEDICAL & ENGINEERING	
32	ESTABLISHMENT AND RECOGNITION OF EDUCATIONAL INSTITUTIONS	
33	EVICITION UNDER THE PUBLIC PREMISES (EVICITION) ACT	
	3301	DELHI DEVELOPMENT AUTHORITY (DDA)
	3302	MUNICIPAL CORPORATION OF DELHI (MCD)
	3303	GOVT. OF NCT OF DELHI
	3304	UNION OF INDIA
	3305	NEW DELHI MUNICIPAL CORPORATION (NDMC)
	3306	OTHER STATES/UNION TERRIOTORIES
	3307	OTHERS
34	MINES, MINERALS AND MINING LEASES	
35	LAND LAWS AND AGRICULTURAL TENANCIES	
	3501	MATTERS RELATING TO SALE/TRANSFER OF LAND BY SC/ST
	3502	MATTERS RELATING TO AGRICULTURAL AND CEILING
	3503	MATTERS RELATING TO URBAN LAND CEILING
	3504	PRE-EMPTION MATTERS
	3505	OTHERS
36	ADMIRALITY AND MARITIME LAWS	

37	MATTERS RELATING TO COMMISSIONS OF ENQUIRY	
38	MATTERS RELATING TO CONSUMER PROTECTION	
	3801	APPEALS u/s 23 OF THE CONSUMER PROTECTION ACT, 1986
	3802	SLPs RELATING TO CONSUMER PROTECTION
	3803	OTHERS
39	MATTERS PERTAINING TO ARMED FORCES & PARA MILITARY FORCES	
40	ADMISSION/TRANSFER TO ENGINEERING AND MEDICAL COLLEGES	
	4001	MEDICAL ADMISSION MATTERS
	4002	ENGINEERING ADMISSION MATTERS
	4003	OTHERS
41	ALLOCATION OF 15% ALL INDIA QUOTA IN ADMISSION/TRANSFER TO MEDICAL COLLEGES	
42	MATTERS RELATING TO LEASES, GOVT. CONTRACTS & CONTRACTS BY LOCAL BODIES	
	4201	TENDERS INVITED OR CONTRACTS AWARDED / LEASES GRANTED OR DETERMINED BY CENTRAL GOVT.
	4202	TENDERS INVITED OR CONTRACTS AWARDED / LEASES GRANTED OR DETERMINED BY PUBLIC SECTORS UNDERTAKING
	4203	TENDERS INVITED OR CONTRACTS AWARDED / LEASES GRANTED OR DETERMINED BY STATE GOVT. / UNION TERRITORIES
	4204	TENDERS INVITED OR CONTRACTS AWARDED / LEASES GRANTED OR DETERMINED BY LOCAL BODIES
	4205	OTHERS
43	STATE EXCISE-TRADING IN LIQUOR-PRIVILEGES, LICENCES-DISTILLERIES BREWERIES	
44	REFERENCE UNDER ARTICLE 143 OF THE CONSTITUTION OF INDIA	
45	REFERENCE UNDER ARTICLE 317(1) OF THE CONSTITUTION OF INDIA	
