



SUPREME COURT OF INDIA

PRACTICE & PROCEDURE

A HANDBOOK OF INFORMATION

Third (Revised) Edition

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



Editorial Co-ordinator
Bibhuti Bhushan Bose, Asstt. Editor, Supreme Court Reports

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LIST OF SUPREME COURT JUDGES

(As on 1st March, 2010)

S.No.	Name of the Hon'ble Judge	Date of Appointment	Date of Retirement
01.	Hon'ble Mr. Justice K.G. Balakrishnan, Chief Justice of India (CJI)	08-06-2000 As CJI: On 14-01-2007	12-05-2010
02.	Hon'ble Mr. Justice S.H. Kapadia	18-12-2003	29-09-2012
03.	Hon'ble Mr. Justice Altamas Kabir	09-09-2005	19-07-2013
04.	Hon'ble Mr. Justice R.V. Raveendran	09-09-2005	15-10-2011
05.	Hon'ble Mr. Justice Dalveer Bhandari	28-10-2005	01-10-2012
06.	Hon'ble Mr. Justice D.K. Jain	10-04-2006	25-01-2013
07.	Hon'ble Mr. Justice Markandey Katju	10-04-2006	20-09-2011
08.	Hon'ble Mr. Justice H.S. Bedi	12-01-2007	05-09-2011
09.	Hon'ble Mr. Justice V.S. Sirpurkar	12-01-2007	22-08-2011
10.	Hon'ble Mr. Justice B. Sudershan Reddy	12-01-2007	08-07-2011
11.	Hon'ble Mr. Justice P. Sathasivam	21-08-2007	27-04-2014
12.	Hon'ble Mr. Justice G.S. Singhvi	12-11-2007	12-12-2013
13.	Hon'ble Mr. Justice Aftab Alam	12-11-2007	19-04-2013
14.	Hon'ble Mr. Justice J.M. Panchal	12-11-2007	06-10-2011
15.	Hon'ble Dr. Justice Mukundakam Sharma	09-04-2008	18-09-2011
16.	Hon'ble Mr. Justice Cyriac Joseph	07-07-2008	28-01-2012
17.	Hon'ble Mr. Justice Asok Kumar Ganguly	17-12-2008	03-02-2012
18.	Hon'ble Mr. Justice Rajendra Mal Lodha	17-12-2008	28-09-2014
19.	Hon'ble Mr. Justice H.L. Dattu	17-12-2008	03-12-2015
20.	Hon'ble Mr. Justice Deepak Verma	11-05-2009	28-08-2012
21.	Hon'ble Dr. Justice B.S. Chauhan	11-05-2009	02-07-2014
22.	Hon'ble Mr. Justice A.K. Patnaik	17-11-2009	03-06-2014
23.	Hon'ble Mr. Justice T.S. Thakur	17-11-2009	04-01-2017
24.	Hon'ble Mr. Justice K.S. Radhakrishnan	17-11-2009	15-05-2014
25.	Hon'ble Mr. Justice S.S. Nijjar	17-11-2009	07-06-2014
26.	Hon'ble Mr. Justice Swatanter Kumar	18-12-2009	31-12-2012
27.	Hon'ble Mr. Justice C.K. Prasad	08-02-2010	15-07-2014

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New Delhi - 110 011

K. G. Balakrishnan
Chief Justice of India

FOREWORD

I am immensely pleased to release the third (revised) edition of the handbook. The first two editions were hugely acclaimed in all quarters and we had to go in for a number of reprints. The book was welcomed not only by lawyers and litigants, but also by the common citizen.

The recent changes in the practice and procedure of the Court have necessitated this revised edition, which like the previous editions contains valuable upto-date information on the day-to-day working of the Supreme Court Registry and also works as a ready reckoner to ascertain the prescribed period of limitation and the court fee payable in a matter. The book also contains information on wide range of facilities available in the Supreme Court.

I hope that like the previous editions, this (revised) edition too will be equally useful to the Advocates, litigants and the staff members, besides the common citizens of the country. Any suggestion for further improvements of the handbook, will be gladly considered.

March 25, 2010

[K. G. BALAKRISHNAN]



SUPREME COURT OF INDIA
TILAK MARG, NEW DELHI-110001

M. P. Bhadran

B. Sc., LL.B
SECRETARY GENERAL

PREFACE TO THE THIRD (REVISED) EDITION

Since publication of the last edition, a number of changes and improvements have taken place in the working of Supreme Court Registry, thus necessitating this third revised edition.

The requirements for filing of fresh matters have been modified. The full text of the modified checklist in this regard is provided in this edition, for the benefit of all, including the Advocates-on-Record and the Petitioner-in-Person. Some changes have also been made in respect of 'listing of fresh matters' as well as 'subsequent listings'. Three new subject categories have also been introduced viz. in respect of appeals under Section 53T of the Competition Act, 2002 and in respect of references under Sections 14 and 17 of the Right to Information Act, 2005 respectively.

Display boards have been installed at different places in the Registry displaying the matters before different benches of the Supreme Court as well as the Delhi High Court.

I hope that this third revised edition will be very useful to its readers and serve the purpose for which it has been brought out. I am grateful to Hon'ble the Chief Justice of India for sparing valuable time to read this revised edition and write a foreword for it. I thankfully acknowledge the assistance rendered by my colleagues and personal staff in this effort.

March 26, 2010

Bhadran
(M.P. Bhadran)

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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 the 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 latter, 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 to first 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

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

Article 132 of the Constitution of India, 1950 provides for an appeal 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 of India, 1950 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 of India, 1950 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 of India, 1950 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 the 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, 1962 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 the Central Excise and Salt Act, 1944 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 the Contempt of Courts Act, 1971 provides for an appeal to the Supreme Court, as of right, from any order or decision of Division Bench of a High Court in exercise of its jurisdiction to punish for contempt.

Section 38 of the 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 the Representation of People Act, 1951 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 Transactions in Securities) Act, 1992 provides for an appeal 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, 1969 provides for an appeal to the Supreme Court from certain orders passed by the Central Government or by MRTP Commission.

Section 18 of the Telecom Regulatory Authority of India Act, 1997 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 the 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 the Income-Tax Act, 1961 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 the Terrorist and Disruptive Activities (Prevention) Act, 1987 provides for an appeal to the Supreme Court from any judgment, sentence or order not being an interlocutory order, of a Designated Court, both on facts and on law. The Act has since been repealed.

Section 53T of the Competition Act, 2002, provides for an appeal to the Supreme Court against any decision or order of the Appellate Tribunal.

B. ORIGINAL JURISDICTION:

(i) Writs

Article 32 of the Constitution of India, 1950 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 of India, 1950 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 of India, 1950 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 of India, 1950 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 the Code of Civil Procedure, 1908 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 in any other State.

(d) Section 406 of the Code of Criminal Procedure, 1973 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 of India, 1950, 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 of India, 1950, 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 of India, 1950, 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 misbehaviour, 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.

(iii) Section 53K of the Competition Act, 2002 provides for removal and suspension of Chairperson and Members of Appellate Tribunal in consultation with the Chief Justice of India on any of the grounds specified in clauses (a) to (f) of Sub-section (1) of Section 53K after an enquiry by a Judge of the Supreme Court.

D. REFERENCES:

(i) Section 257 of Income-tax Act, 1961 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.

(ii) Section 7(2) of the Monopolies and Restrictive Trade Practices Act, 1969 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.

(iii) Sub-section (1) of Section 14 of the Right to Information Act, 2005 confers power on the President of India to make a reference to the Supreme Court to make inquiry and report on the question of removal of Chief Information Commissioner or any Information Commissioner on the ground of proved misbehaviour or incapacity.

(iv) Sub-section (1) of Section 17 of the Right to Information Act, 2005 confers power on the Governor to make a reference to Supreme Court to hold enquiry and report on the question of removal of State Chief Information Commissioner or State Information Commissioner on the ground of proved misbehaviour or incapacity.

E. REVIEW:

Article 137 of the Constitution of India, 1950, 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.

F. CURATIVE PETITION:

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 30 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 Secretary 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 non-payment 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-on-Record 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 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 complaints, 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 complaint, petition or appeal. One counter is kept open to receive fresh matters between 5.00 pm to 8.00 pm on working days, from Monday to Friday, w.e.f 04.05.2009.

(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, Frequently Asked Questions and E-Manual for E-filing are available on the official 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 supported by ICICI Bank. No additional court fee or processing fee is required for E-filing. Every Advocate-on-Record is to 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. Any application/counter/rejoinder/fresh applications/ caveat/ additional documents can also be filed

through internet either by Advocate-on-Record or by petitioner-in-person in a case filed through E-Filing. 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, 1966 (available on website www.supremecourtindia.nic.in) 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 and Diary No. allotted to his case 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 Diary No. allotted to his matter and only by using Re-Filing option, which is available in the E-Filing Menu. The notice of hearing/Office Reports/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 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/Ordinary Matters: As per the new system effective from 4th May, 2009 filing of check list and ordinary cases is accepted at two counters meant for the purpose and immediately the Diary Number is supplied. Now, the defective Writ Petitions and Transfer Petitions are also returned to the Advocates for curing the defects and re-filing the same.

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 requirements in terms of the modified check list as follows: -

MODIFIED CHECK LIST

1.	(i) Whether SLP (Civil) has been filed in Form No. 28 with certificate as per Notification dated 17.6.1997? (ii) Whether the prescribed court fee has been paid?	Yes/No Yes/No
2.	(i) Whether proper and required number of paper-books (1+3) have been filed? (ii) Whether brief list of dates/ events has been filed? (iii) Whether paragraphs and pages of paper books have been numbered consecutively and correctly noted in Index?	Yes/No Yes/No Yes/No
3.	Whether the contents of the petition/appeal, applications and accompanying documents are clear, legible and typed in double space on one side of the paper?	Yes/No
4.	Whether the petition and the application bear the signatures of the counsel/In- person?	Yes/No
5.	Whether an affidavit of the petitioner in support of the petition/appeal/application has been filed, properly attested and identified?	Yes/No

6.	If there are any vernacular documents/portions/lines and translation of such documents are not filed, whether application for exemption from filing Official Translation, with affidavit and court fee, has been filed?	Yes/No/ NA
7.	If a party in the court below has died, whether application for bringing LRs on record indicating the date of death, relationship, age and addresses along with affidavit and court fee has been filed?	Yes/No/ NA
8.	(i) Whether the Vakalatnama has been properly executed by the petitioners/ appellants and accepted and identified by the Advocate and Memo of Appearance filed? (ii) If a petitioner is represented through power of attorney, whether the original power of attorney in English/ translated copy has been filed and whether application for permission to appear before the court has also been filed?	Yes/No Yes/No
9.	Whether the petition/appeal contains a statement in terms of order XVI/XXI of Supreme Court Rules as to whether the petitioner has filed any petition against the impugned order / Judgment earlier, and if so, the result thereof stated in the petition?	Yes/No
10.	Whether certified copy of the impugned judgment has been filed and if certified copy is not available, whether an application for exemption from filing certified copy has been filed?	Yes/No
11.	Whether the particulars of the impugned judgment passed by the Court(s) below are uniformly written in all the documents?	Yes/No
12.	(i) Whether the addresses of the parties and their representation are complete and set out properly and whether detailed cause title has been mentioned in the impugned judgment and if not, whether the memo of parties has been filed, if required? (ii) Whether the cause title of the petition/ appeal corresponds to that of the impugned judgment and names of parties therein?	Yes/No Yes/No

13.	Whether in case of appeal by certificate the appeal is accompanied by judgment and decree appealed from and order granting certificate?	Yes/No
14.	If the petition/appeal is time barred, whether application for condonation of delay mentioning the no. of days of delay, with affidavit and court fee has been filed?	Yes/No/ NA
15.	Whether the Annexures referred to in the petition are true copies of the documents before the Court below and are filed in chronological order as per list of dates?	Yes/No
16.	Whether the petition/appeal is confined only to the pleadings in the Court/Tribunal below and - If not, whether application for taking additional grounds/ documents with affidavit and court fee has been filed?	Yes/No Yes/No
17.	(i) In SLP/Appeal against the order passed in Second Appeal whether copies of the orders passed by the Trial Court and First Appellate Court have been filed? (ii) If required copy of the judgment / order / notification / award etc. is not filed, whether letter of undertaking has been filed in civil matters?	Yes/No/ NA Yes/No/ NA
18.	In matters involving conviction whether separate proof of surrender in respect of all convicts or application for exemption from surrendering has been filed (Please see judgment dated 16.6.2006 in CrI. Appeal No.685/2006 entitled Mayuram Subramanian Srinivasan Versus C.B.I) (Copy of surrender proof to be included in the paper books.) Whether in case where proof of surrender/ separate certificate from the jail Authority has not been filed, an application for exemption from filing separate proof of surrender has been filed?	Yes/No/ NA Yes/No
19.	In case of quashing of FIR whether a copy of the petition filed before the High Court under section 482 of Cr.P.C. has been filed?	Yes/No
20.	In case of anticipatory bail whether a copy of FIR or translated copy has been filed?	Yes/No

21.	(i) Whether the complete listing proforma has been filled in, signed and included in the paper-books? (ii) If any identical matter is pending/ disposed of by Supreme Court, whether complete particulars of such matters have been given?	Yes/No Yes/No/ NA
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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	NIL

Nature of the Matters	Prescribed period of limitation	Prescribed Court fee
	limitation is claimed from the date of refusal of certificate of fitness to appeal, then 60 days from the date of refusal	
Criminal Appeal by Certificate of fitness (under Article 132 (1) and 134 of the Constitution of India, 1950	60 days from the date of order granting Certificate	NIL
Civil Appeal by Certificate of fitness (under Article 132 (1) and 133 (1) of the Constitution of India, 1950	60 days from the date 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, 1970	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, 1992	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, 1961	60 days from the date of communication of order	Rs. 10/-

Nature of the Matters	Prescribed period of limitation	Prescribed Court fee
Appeal under Section 23 of the Consumer Protection Act, 1986	30 days from the date of the impugned order.	Rs. 250/-
Appeal under Section 116A of the Representation of the People Act, 1951	30 days from the date of the order.	Rs. 250/-
Appeal under Section 55 of MRTP Act, 1969	60 days from the date of communication of the decision or order.	Rs. 250/-
Appeal under Section 130E of the Customs Act, 1962	60 days from the date of the order passed by the High 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. 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/-
Appeal under Section 35L of the Central Excise and Salt Act, 1944	60 days from the date of the order passed by the High 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 Act, 1961	60 days from the date of the judgment delivered by the High Court certifying it to be a fit case for appeal to Supreme Court.	-do-

Nature of the Matters	Prescribed period of limitation	Prescribed Court fee
Appeal under Section 19(1) (b) of Contempt of Courts Act, 1971	60 days from the date of the order.	NIL
Appeal under Section 15(z) of Securities and Exchange Board of India Act, 1992	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, 1997	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/-
Appeal u/s 53 T of the Competition Act, 2002	60 days from the date of decision.	Rs. 250/-
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 Petition

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

- (i) References
- (ii) Criminal Matters (SLPs/Appeal/WPs/TPs (etc.)
- (iii) Matters 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 to 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
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. 34,683 cases were filed in Supreme Court in the year 1999, whereas, 70,352 were filed in the year 2008, the increase being about 103% in nine years. In 2009, 77,151 cases were filed in the Supreme Court, a further increase of around 9.7% from the year 2008. 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. 34,707 cases were disposed of by Supreme Court in the year 1999, whereas 67,459 were disposed of in the year 2008, the increase being about 94% in nine years. In 2009, 71,179 cases were disposed of, a further increase in disposal of around 5.5% from the year 2008.

A. ALLOCATION OF BENCHES

(i) The matters expected to be filed in the Supreme Court have been divided into 47 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 matters involving cross parties are tagged and heard together.

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 is 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. Fresh matters, which are registered on the basis of the undertaking given by the Advocate concerned to file copies of the orders/judgment of the Trial Court/First Appellate Court/Tribunal etc. within a week's time and copies of the relevant documents are not filed

as per the undertaking even after the expiry of the four weeks, such matters are listed before the Hon'ble Court holding the coram, with appropriate Office Report mentioning therein about the non-compliance of the undertaking given, in spite of the time given for that purpose.

(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 for 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 up for listing.
- (h) If on account of listing the Incomplete matters or the matters which can be listed before the Hon'ble Chamber Judge/ Registrar under Order VI, Rules 1 & 2, the matters to be listed before the Hon'ble Courts are found inadequate, the dates in other matters noted for future dates shall be preponed in the following order:
- a. Previously deleted matters
 - b. "List after" matters
 - c. Simply Adjourned matters/Registry Date

If still short of required numbers, the remaining matters shall be lifted from the pool of old matters. Chronology shall be followed in the matters of the same category.

(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 matters :

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.
- 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
- i. Prevention of Corruption Act 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 of 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 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, bail 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 Deputy 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., the 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. Caveat Matching is done at the time of registration of the matter and if there is any caveat filed, a notice is sent to the Caveator with a copy to the Petitioner to serve copy of the petition alongwith its annexures upon the caveator and to file the proof of service. 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. In the meanwhile, '1N' code will be given in the computer to bar its automatic listing. As and when proof of service is filed, the '1N' code will be removed and the matter listed as per automatic allocation.

(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:

Four Hon'ble Judges hear certain matters in Chambers on Monday, Wednesday & Friday 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 300 matters are listed before them everyday. The powers of the Court in the following matters are exercised by the Registrars in terms of Order VI Rule 1 of Supreme Court Rules, 1966:

- (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.

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) landlord tenant 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 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 RECORDS & DESTRUCTION OF RECORDS

(i) Copies: Copying Branch of the Supreme Court supplies four types of copies viz. (1) 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 download an electronically certified copy from the net without contacting the court. Status of his application can also be seen on the internet.

(ii) Inspection: A party to any case, appeal or matter 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 Records: 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 [one year]
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 Justice in 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 which includes distinguished members nominated by Hon'ble 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. 200 Advocates-on-Record and 19 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 Legal Aid 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. 3,00,000/- 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.supremecourtfindia.nic.in/mig.htm> and all the information is available on that site.

CHAPTER XI

LOK ADALAT AND MEDIATION CENTRE

SUPREME COURT LOK ADALAT: To give effect to Article 39A of the Constitution of India, the Parliament enacted the Legal Services Authorities Act, 1987. It provides for settlement of disputes through Lok Adalats. The main object of Lok Adalats is to provide speedy justice to parties by an amicable settlement facilitated by a neutral person who presides the Lok Adalat. In the Supreme Court, Lok Adalats are held after giving notices to the parties concerned. If settled, the Award is given to the parties. For further details, interested litigants/Advocate can approach:

The Secretary,
Supreme Court Legal Services Committee,
109, Lawyers Chambers (R.K. Jain Chambers Block),
Post Office Wing, Supreme Court Compound,
Tilak Marg, New Delhi – 110 001
Contact Number: 011-23388313

SUPREME COURT MEDIATION CENTRE: Mediation is a voluntary, structured and party centred negotiation process where a neutral third party assists the disputing parties in resolving their conflict by using specialised communication and negotiation techniques. In Supreme Court, a Mediation centre was inaugurated on 6-8-2009 in Room 110 of Lawyers Chambers. It has a batch of trained mediators, to settle cases referred to the Centre by the Hon'ble Supreme Court. For further details, interested parties can approach:

The Coordinator,
Supreme Court Mediation Centre
110, Lawyers Chambers (R.K. Jain Chambers Block),
Post Office Wing, Supreme Court Compound,
Tilak Marg, New Delhi – 110 001
Contact Number: 011-23073970

CHAPTER XII

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 Terminal List, 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 list can be accessed immediately after it is issued by the Court.

ii) Case Status

(<http://www.courtnic.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, names of parties etc. are entered in the computer. All this information is

available on the site. The status can be accessed through case number, cause 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 Section 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 enabled 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) 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.

(vii) Display Boards

Display Boards have been installed at strategic places in the Registry which display the number of matters going on before different Benches of the Supreme Court as well as Delhi High Court.

CHAPTER XIII

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. A party in person can obtain the requisite pass, on giving proof of his identity, if his matter is listed on that date. From 10th November, 2009 onwards, the entry to the High Security Zone of Supreme Court is restricted with proximity cards and photo entry passes. Photo Entry Passes are now being issued to the parties as well as other visitors, on the production of a suitable photo identity card.

(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, Dental Surgeons, Gastroenterologist, Hepatologist, as well as Ayurvedic and Homeopathic Specialists 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, print and save the image.

(x) E-mail based Communication:

Supreme Court of India has 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 available in Supreme Court to respond to enquiries and provide information to guide/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 (Mr. Rakesh Sharma, Dy. Regr.) are 23385347 (O), 24512703 (R) and 09868242903(M).

CHAPTER XIV

PUBLICATIONS

i. THE SUPREME COURT REPORTS

Supreme Court Reports is the official Journal of reportable Supreme Court decisions. Under Section 3 of the Indian Law Reports Act, 1875, only the Reports published under the authority of the State are to be cited in Courts. The work relating to Supreme Court Reports is governed by the Supreme Court (Council of Law Reporting) Rules, 1964. The headnotes of the judgments are prepared by Editorial Officers and are approved by the Hon'ble Judges. The Supreme Court Reports is published under the supervision of the Supreme Court Council of Law Reporting consisting of Hon'ble the Chief Justice of India, two Hon'ble Judges of the Supreme Court nominated by Hon'ble the Chief Justice of India, Attorney General for India and an Advocate nominated by the Executive Council of the Supreme Court Bar Association. From 2007 onwards, SCR is published in running volumes, each consisting of 4 parts of about 300 pages each and a Volume Index. The Journal is published on a no profit no loss basis and the subscription for 12 Volumes for the year 2009 has been fixed at Rs. 3600/- and each additional Volume is priced at Rs. 300/-. The Journal can be subscribed from Assistant Controller of Publications (Periodicals), Department of Publications, Govt. of India, Civil Lines, Delhi-110054. Tel. No. 011-23817823, 23813761-62, 64 & 65. Fax: 011-23817846.

ii. THE SUPREME COURT RULES, 1966

An authentic and official updated edition of Supreme Court Rules, 1966, 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 - THE QUARTERLY NEWSLETTER

With a view to promote transparency, accountability and integrity and to provide free flow of information to the society, Supreme Court publishes the said quarterly newsletter namely 'Court News'. 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 in the newsletter. Information on major activities of National Legal Services Authority (NALSA) and National Judicial Academy (NJA) is also provided through the newsletter. The newsletter 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 official website <http://www.supremecourtfindia.nic.in/>

CHAPTER XV

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. (Monday to Friday) and 10:30 a.m. to 12:30 p.m. (Saturday) (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. 23381379 (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. 23381609
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) Dy. Registrar EPABX Extn No. 1404 Tel No. 23074294

Subject Matter	Section	Concerned Officers
Crl. Appeals, S.L.Ps. and Jail Petitions from Bihar, Jharkhand, Chandigarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, Orissa, Punjab & Haryana, Puducherry, Tamil Nadu, Chhattisgarh	Section IIA	(i) Branch Officer EPABX Extn. No. 2392 (ii) Assistant Registrar EPABX Extn. No. 1422 (iii) Deputy Registrar Tel. No. 23074211
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.1431, 23385146
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

Subject Matter	Section	Concerned Officers
Civil Appeals and S.L.Ps. from Maharashtra and Gujarat , Goa & Dadra and Nagar Haveli	Section IX	(i) Branch Officer EPABX Extn. No. 2272 (ii) Assistant Registrar EPABX Extn. No. 1469 (iii) Deputy Registrar Exn.No.2368 Tel. No. 23389230
Writ Petitions (civil/criminal) & Curative Petitions S.L.Ps. & Civil Appeals from Uttarakhand	Section X	(i) Branch Officer EPABX Extn. No. 2389 (ii) Assistant Registrar EPABX Extn. No. 1430 (iii) Deputy Registrar EPABX Extn. No. 1426
Civil Appeals and S.L.Ps. from Uttar Pradesh	Section XI	(i) Branch Officer EPABX Extn. No. 2275 (ii) Assistant Registrar EPABX Extn. No. 1411 (iii) Addl. Registrar EPABX Extn. No. 2315
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. 2323
Civil Appeals & S.L.Ps. from Tamil Nadu & Puducherry 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

Subject Matter	Section	Concerned Officers
Civil Appeals & S.L.Ps. from Delhi, Himachal Pradesh, Assam, Nagaland, Sikkim, Manipur, Meghalaya, Tripura, Mizoram & Arunachal Pradesh. Statutory Appeals under Section 18 of TRAI (upto 2006)	Section XIV	(i) Branch Officer EPABX Extn. No. 2239 (ii) Assistant Registrar EPABX Extn. No. 1427 (iv) Additional Registrar Exn.No.2241 Tel No. 23383526
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. 2342 Tel No. 23383669
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

Subject Matter	Section	Concerned Officers
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. 1430.

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/
Tribunal from whose
Order the Petition arises**

In this Court

A) (Here insert the
name/names of
the petitioner(s)

Petitioner/
Respondent/
Appellant

Petitioner

B)

C)

A N D

D) (Here insert the
name/names of
respondent

Petitioner/
Respondent
Appellant

Respondent

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
showeth:-

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. **GROUND**

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 for)

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 ORDERS) 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 & SEWERAGE 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 & DE-REQUISITION 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	COMPULSORY 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.
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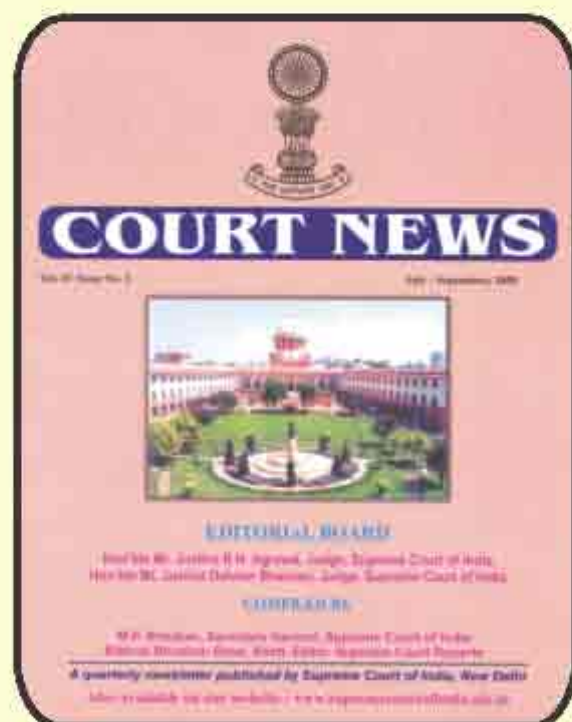
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