

Tripura Employees Insurance Court Rules,2008

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TRIPURA



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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
LABOUR DEPARTMENT**

No.F.21(73)-LAB/ENF/ESI/2008/4590

Dated, Agartala, the 7th July, 2008.

NOTIFICATION

In exercise of the powers conferred by clauses (a) to (c) of Section 96 of the Employees' State Insurance Act, 1948 (34 of 1948) and after consultation with the Employees' State Insurance Corporation, the State Government hereby makes the following Rules, the same having been previously published as required under Sub-section 1 of Section 96 of the Act.

1. Short title extent and commencement:-

- (a) These Rules may be called the Tripura Employees Insurance Court, Rules, 2008.
- (b) They extend to the whole State of Tripura.
- (c) They shall come into force on such day as the State Government may by Notification in the official Gazette, appoint different dates may be appointed for different areas of the State.

2. DEFINITIONS.

It these Rules, unless there is any thing repugnant in the subject or context.

- (a) "Act" means Employees State Insurance Act, 1948 (XXXIV of 1948).
- (b) "Court" means an Employees Insurance Court constituted under Section-74.
- (c) "Form" means a form appended to these Rules.
- (d) "Section" means section of the Act.
- (e) All other words and expressions used herein and not defined shall have the meanings respectively assigned to them by the Act.

3. CONSTITUTION OF COURTS:-

Constitution of the Court and place of sitting – (1) A court shall ordinarily consist of one Judge, provided that the State Government may after consultation with the corporation, by notification in the official Gazette appoint two or more Judges to a Court for any particular proceeding or class of proceedings and for such period as may be specified.

Subject to the provision of Rules 6, a court shall sit at such place or places and at such time as the State Government may, after consultation with the corporation, from time to time specify.

This Rule and also rules-4 to 8 have been made as provided in clause (a) of section 96 of the Act.

4. Constitution of the Presiding Officer of a civil or criminal Court as a Court:- The State Government may empower the Presiding Officer of any Civil or Criminal Court in the State to act as Presiding Officers of Court for the purpose of the Act and such presiding officer shall thereupon discharge the functions of the Court in addition to his own duties.

5. Distribution of business where there are more Courts than one:- where more than one court is constituted for the same local area, the State Government may, after consultation with the corporation by a general or special order, distribute business among them.

6. Fixing of time of sitting, etc., where there is one court for two or more local areas – (1) where one court is constituted for two or more local areas, the court shall subject to the approval of the State Government, appoint the time at which the court shall sit in respect of each local area or in respect of any class of proceedings under the Act.

(2) A notice of the time appointed under Sub-rule(1) shall be published in such a manner as the State Government may from time to time, direct.

7. Procedure where there are more judges than one :- (1) Where more than one judges have been appointed to a court, the State Government shall specify their rank and precedence.

(2) The senior Judge for the time being shall, from time to time, make such arrangement, as he thinks fit, for the distribution of business of the court among the Judges thereof.

(3) When two more Judges, sitting together, differ on any question, the opinion of the majority of such Judges shall prevail, where there is no majority, the opinion of the senior most Judge, unless the State Government otherwise directs prevail.

8. Abolition, etc. of a court:- The State Government may, with the consent of the Corporation, by notification in the official Gazette abolish any court or by a like notification alter the jurisdiction of any court.

CONDITIONS OF SERVICE OF JUDGES, ETC.

9. Appointment, salaries, allowances, etc.:- (1) The State Government may appoint a person qualified under Section-74 of the Act to be a Judge of a Court.

Provided that where a person already in judicial service or the State is to be appointed the High Court, shall be consulted and the appointee's consent obtained.

(2) A Judge shall receive such salary as the State Government may, after consultation with the corporation and the court from time to time, determine.

(3) A Judge shall receive dearness and other allowances at such rates and subject to such conditions as are applicable to Judicial Officers of the State Government of a corresponding rank stationed at the same place. A Judge shall be entitled to leave and leave salary under leave rules which may from time to time be applicable to Judicial Officers of similar status and drawing similar emoluments.

- (2) A Judge shall be entitled to traveling allowances for journeys performed on official business in accordance with the scale applicable to the class of officers to which in the opinion of the State Government such Judge belongs.
- (3) A Judge shall be subject to such other conditions of service, as the State Government may, after consultation with the corporation and the High Court, determine.
- (4) Notwithstanding any thing contained in Sub-rules (2) to (5) the pay, allowances and other conditions of service of a Judge, if he is a person already in the service of the Government shall be such as the State Government may with the approval of the Guahati High Court, Agartala Bench by a general or a special order, from time to time, determine.
- (5) Where the State Government confers the powers of a Court on the Presiding Officer of a civil or criminal court, the Presiding Officer may be paid such additional allowance as the State Government may after consultation with the Corporation, determine.
- (6) Qualifications for being appointed as Presiding Officer of ESI Court from persons out side the State Judicial Service shall be as may be specified by the State Government by notification in official Gazette.

NOTES.

This Rule and also Rule-10 has been made as provided in clause(a) of section-96 of the Act.

10. Appointment of other officers and subordinate staff:- The State Government may, with the consent of the Corporation, appoint such ministerial officers and other subordinate staff as may be necessary for the exercise and performance of he powers and duties conferred and imposed on a Court by or under the Act.

2. The ministerial officers and subordinate staff of a court shall exercise such powers and discharge such duties as the judge or if

there are more judges than one, the senior judge, may subject to any order of the State Government, from time to time, direct.

3. The ministerial officers and subordinate staff of a court shall be subject to such conditions of service and draw such salaries and other emoluments and receive such benefits as may be fixed by the State Government after consultation with the High Court.

ADMINISTRATIVE CONTROL AND COURT SEAL.

11. Administrative control of the High Court:- A court shall be subject to the Administrative control and superintendence of the High Court, and shall -

- (a) Keep such registers, books and accounts as the High Court may from time to time, prescribe, and
- (b) Comply with such requisition as may be made by the High Court or the State Government for submission of service records, returns and statements, in such forms and in such manner as the authority making the requisition directs.

12. Seal:- A Court shall keep a seal of such size, dimension and design as the State Government may direct.

CHAPTER-II.

PROCEDURE AND EXECUTION OF ORDERS.

13. Application:-

- (1) Every proceeding under Section-75 shall be instituted by the presentation of an application to the court.
- (2) Every such application shall be verified in the same manner as a pleading in a civil court and shall be accompanied by two copies thereof.
- (3) An application under Section-77 shall be presented in form-I, shall be duly stamped in accordance with these Rules, and shall contain the following particulars:-
 - (i) the name of the court in which the application is brought;

- (ii) the full name including the father's name, description including age, occupation and place of residence of the applicant;
- (iii) the full name including the father's name, description including age, occupation and place of residence of the opposite party so far as they can be ascertained;
- (iv) where the applicant or the opposite party is a minor or a person of unsound mind, a statement to that effect and the full name, age, occupation and address of his or her next friend or guardian;
- (v) the fact constituting the cause of action and the date when, it arose;
- (vi) the fact showing that the court has jurisdiction;
- (vii) particulars giving the address within the jurisdiction of the court at which notice or summons may be served on the applicant; and
- (viii) the relief which the applicant claims.

4. The court may summarily reject an application, if it is not in accordance with sub-rule (3).

NOTES.

Rules-13 to 38 have been made as provided in clause(b) of Section-96 of the Act.

14. Production of document:- (1) When any application is based upon a document, the document shall be appended to the application.

(2) Any other document which any party desires to tender in evidence shall be produced at or before the first hearing.

(3) Any document which is not produced at or within the time specified in Sub-rule(1) or (2), as the case may be shall not, without the permission of the court, be admissible in evidence on behalf of the party who should have produced it.

(4) All such documents shall be accompanied by an accurate list thereof prepared in the manner prescribed in Form-2.

(5) Nothing in this rule shall apply to any document which is produced for the purpose of cross-examining a witness or is handed to a witness to refresh his memory.

15. Register of applications:- All applications shall be entered in a Register in Form 3 called the Register of Proceedings. Such entries shall be serially numbered for every calendar year according to the order in which the application are presented.

16. Place of suing:- In cases not falling under sub-section (1) of Section 76, a proceeding against any person shall be instituted in the court within the local limit of whose jurisdiction –

(a) the opposite parties or each of the opposite parties where there are more than one, at the time of commencement of the proceedings actually and voluntarily resides, or carries on business, or personally works for gain; or

(b) any of the opposite parties where there are more than one, at the time of the commencement of the proceeding, actually and voluntarily resides, or carries on business, or personally works for gain provided that in such case either the leave of the court is given or the opposite parties who do not reside or carry on business or personally work for gain, as aforesaid, acquiesce in such institution, or

(c) the cause of action, wholly or in part, arose.

17. Limitation:- (1) Every application to the court shall be brought within three years from the date on which the cause of action arose or as the case may be the claim became due;

Provided that the court may entertain an application after the said period of three years if it is satisfied that the applicant had sufficient reasons for not making the application within the said period.

(2) Subject as aforesaid the provisions of parts II and III of the Indian Limitation Act, 1963 (36 of 1963) shall so far as may apply to every such application.

18. Application presented to wrong court:-

(1) Where on receiving an application it appears to the court that it should be presented to another court, it shall return it to the applicant after endorsing upon it the dates of the presentation and return, the reason for returning it and the name of the court to which it should be presented.

(2) Where it appears to the court at any stage subsequent to the presentation of an application, that the application should have been presented to another court in the same State the first mentioned court shall send the application to the court empowered to deal with it and shall inform the applicant (and the opposite party, if he has received a copy of the application under Rule-19), accordingly.

(3) The court to which an application is transferred under sub-rule(2) may continue the proceeding as if the previous proceeding or any part of it had been taken before it, if it is satisfied that the interests of the parties will not thereby be prejudiced.

19. Issue of summons:- (1) On receiving an application, the court shall, ordinarily within 3(three) days thereof, cause to be sent to the party from whom the applicant's claims relief (hereinafter referred to as the 'opposite party'), a summons in form-4 or form-5, as the case may be, to appear an answer the application on a day not later than 15(fifteen) days from the date of issue of such summons.

Provided that no such summons shall be issued when the opposite party has appeared at the presentation of the application and admitted the applicant's claim.

(2) A copy of the application shall also be sent along with the summons under sub-rule (1).

20. Service of summons or notice:- (1) A summons or notice may, on payment of the required fee, be sent by the court, by which it is issued, either by registered post or in such other manner as the court thinks fit.

(2) where the court is satisfied that there is reason to believe that the opposite party is avoiding service or that for any reason the summons or the notice cannot be served in the ordinary way, the court shall order the summon and notices to be served by affixing a copy thereof in some conspicuous place in the court- house, and also upon some conspicuous part of the house in which the opposite party is known to have last resided or carried on business or personally worked for gain or in such other manner as the court thinks fit and such service shall be as effectual as if it had been made on the opposite party personally.

(3) where a summon or notice is served under sub-rule(2), the court shall fix such time for the appearance of the opposite party as the circumstances of the case may require.

21. Additional matters in the summons:- The court shall determine at the time of issuing the summons whether it shall be for the settlement of the issue only and/or for the final disposal of the application and the summons shall contain a direction accordingly, the court may also call upon the parties to produce upon that date any evidence which they wish to tender.

22. Written statement:- (1) The opposite party may, and, if so required by the court, shall, at or before the first hearing or within such time as the court may permit present written statement of his defence along with the documents on which he relies and an accurate list thereof in form-2.

(2) Every such written statement shall be verified in the same manner as a pleading in a civil court and shall be accompanied by two copies thereof.

(3) In every written statement submitted under sub-rule (1) the opposite party shall deal specifically with each allocation of fact alleged by the applicant, of which he admits or does not admit or denies the truth.

The written statement must also contain all matters which show that the application is not maintainable and all such grounds of defence as, if not raised, would be likely to take the applicant by surprise or would raise issues of fact not arising out of the application as for instance, fraud, undue influence or coercion, release, payment, performance or facts showing illegality of the transaction.

23. Failure to present written statement called for by the court:- Where any party from whom a written statement is required fails to present the same within the time prescribed by the court, the court may pronounce judgment against it or makes such order in relation to the proceeding as it thinks fit.

24. Framing of issues:- (1) At the first hearing of the application, after the summons is served, the court shall, after considering the application and the written statement, if any, or after such examination of the parties or any person or any document as may appear necessary, ascertain upon what material proposition of fact or of law the parties are at variance, and shall thereupon proceed to frame and record the issues upon which the right decision appears to depend.

(2) In recording the issues, the court shall distinguish between those issues which in its opinion concern points of fact and those which concern points of law.

(3) The court may, in the like manner, at any time before passing its final order add to, strike out from or in any way amend the issues on such terms as it may think fit.

25. Order where parties are not at issue:- Where at any hearing of the case it appears that the parties are not at issue on any question of law or of fact the court may at once pronounce its final order.

26. Appearance of parties and consequences of non-appearance:- (1) on the day fixed in the summons for the opposite part to appear and answer, the parties shall be in attendance at the court in person or by their respective legal practitioners or any other person authorized under section 79 and the application, shall then be heard unless hearing is adjourned by the court.

(2) when neither party appears when the application is called on for hearing the court may make an order that the application be dismissed.

(3) where the opposite party appears and the applicant does not appear when the application is called on for hearing, the court shall make an order that the application be dismissed unless the opposite party admits the claim or part thereof in which case the court shall make an order against the opposite party upon such admission and where part only of the claim has been admitted, it shall dismiss the case so far as it relates to the remainder.

(4) where the applicant appears and the opposite party after receiving the summons fails to appear when the application is called on for hearing, the court may proceed ex-parte.

(5) where the application is wholly or partly dismissed under sub-rule (2) or (3), the applicant may within thirty days of such dismissal apply in Form-6 for an order to set the dismissal aside and the court shall if it is satisfied that he was prevented from appearing when the proceeding was called on for hearing due to any sufficient cause make an order setting aside the dismissal upon such terms as to costs or otherwise as it thinks fit and may proceed with the case or appoint a day for proceeding with the same.

Provided that no order under this sub-rule shall be made in respect of an application which is dismissed under sub-rule(3) unless notice of the application has been served in Form-7 on the opposite party.

(6) In any application in which an ex-parte order has been passed against the opposite party, he may within thirty days from the date of such order apply in Form-6 to the court which passed the order, to set it aside and if the court is satisfied that he was prevented from appearing when the proceeding was called on for hearing due to any sufficient cause, it shall after serving notice thereof to the applicant in Form-7 make an order setting aside the order upon such terms as to costs or otherwise as it thinks fit and may proceed with the hearing of the case or appoint a day for proceeding with the same.

27. Summoning of witnesses:- (1) At any time after framing of the issues the court may call upon the parties to produce their evidence in support of the issues.

(2) The court may, on the application of either party, issue a summons in Form-8 to any witness directing him to attend or to produce any document.

(3) The court may, before summoning any witness on application under sub-rule (2), require that his reasonable expenses to be incurred in attending the court, be deposited with it.

28. Grant of time and adjournment of hearing:- (1) The court may, if sufficient cause is shown, at any stage of the application, grant time to the parties or to any of them, and may time to time, adjourn the hearing of the application.

(2) In every such adjournment the court shall fix a day not exceeding fifteen days from the date on which such adjournment is made for the further hearing of the application and may make such order as it thinks fit with respect to the cost occasioned by the adjournment.

Provided that when the hearing of the evidence has once begun, the hearing of the application shall be continued from day to day until all the witnesses in attendance have been examined, unless the court finds the adjournment of the hearing beyond the following day to be necessary for reasons to be recorded.

29. Right to begin proceeding:- The applicant has the right to begin unless the opposite party admits the facts alleged by the applicant and contends that either in point of law or on some additional facts alleged by the opposite party, the applicant is not entitled to the relief which he seeks, in which case the opposite party has the right to begin.

30. Statement and production of evidence:- (1) On the day fixed for the hearing of the application or on any other day to which the hearing is adjourned, the party having the right to begin shall state his case and produce his evidence in support of the issues which he is bound to prove.

(2) The other party shall then state his case and produce his evidence (if any) and may then address the court generally on the whole case.

(3) The party beginning may then reply generally on the whole case.

31. Method of recording evidence:- The evidence of each witness shall be taken down in writing by the judge or where there is more than judge, by the Junior Judge in the language of the court, not ordinarily in the form of question and answer, but that of a narrative, and when completed, shall be read over or translate, where necessary, in the presence of such judge to the witness, and such judge shall, if necessary, correct the same and sign it.
32. Recall of a witness:- The court may, at any stage of a proceeding recall any witness who has been examined and may (subject to the law of evidence for the time being in force) put such question to him as the court thinks fit.
33. Inspection by court:- The court may at any stage of a proceeding inspect any property or thing concerning which question may arise.
34. Pronouncement of order:- The court, after the application has been heard, shall pronounce his final order in open court, either at once or on some future day, of which due notice shall be given to the parties.
35. Signing of order:- The final order shall be dated and signed on open court at the time of proceeding it and, when once signed, shall not afterwards be altered or added to, save in the case of clerical or arithmetical mistake arising from any accidental slip or omission.
36. Statement of decision on each issue:- In cases in which issues have been framed, the court shall state its finding or decision, with the reason therefore, upon each separate issue, unless the finding upon any one or more of the issues is sufficient for the decision of the case.
37. Compromise of suit:- Where it is proved to the satisfaction of the court that a case has been adjusted wholly or in part by any lawful agreement

or compromise or where the opposite party satisfies the applicant in respect of the whole or any part of the subject matter of the case, the court shall order such agreement/compromise on satisfaction to be recorded, and shall pass final order in accordance therewith so far as it relates to the case.

38. Finality of order:- Save as provided in section-82, the order of a court shall be final and binding upon the parties.

NOTES.

Section-82 of the Act provides for Appeal.

COSTS, DECREE, ETC.

39. Costs:- (1) The cost of and incidental to the application shall be in the discretion of the court and the court shall have full power to determine by whom or out of what property and to what extent such costs are to be paid and to give all necessary directions for the purpose aforesaid. The fact that the court has no jurisdiction to try the case shall be no bar to the exercise of such powers.

(2) Where the court directs that any cost shall not follow the event, the court shall state its reasons in writing.

NOTES.

This rule has been made as provided in clause (c) of section-96 of the Act.

40. Contents of the decree:- (1) A decree in form-9 shall be prepared in conformity with the order made by the court, it shall contain the number of the application, the names and descriptions of the parties, and particulars of the claim, and shall specify clearly the relief granted or other determination of the proceeding.

(2) The decree shall also state the amount of costs incurred in the proceeding and by whom and in what proportions such costs are to be paid.

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(3) The court may direct that the costs payable to one party by the other shall be set off against any sum which is admitted or found to be due from the latter.

NOTES.

This rule has been made as provided in clause (c) of section-96 of the Act.

41. Certified copies of order, decree, etc. to be furnished :- (1) Certified copies of the final order, decree or any other order or matter on record shall be furnished to the parties on application to the court and at their expense.

(2) If any party requires, copies of any order, decree or any other matter on record made by or furnished to the court, as the case may be, to be supplied to him within forty eight hours of the submission of an application therefore to the court, he shall pay an additional fee of two rupees for each such copy.

(3) If any party applies for copies of any order, decree or any other matter on record made by or furnished to the court as the case may be, after the expiry of twelve months from the date of such making or furnishing, as the case may be, he shall pay an additional searching fee of two rupees.

NOTES.

This rule has been made as provided in clause (c) of section-96 of the Act.

EXECUTION.

42. Execution:- (1) Any person in whose favour an order has been passed shall, within one year from the date of the order apply in Form-10 to the court, which made the order for its execution.

(2) On such application being made, the court shall send the same together with the necessary record to a civil court, of competent jurisdiction for its execution and such civil court shall have the same power in executing such order as if it had been passed by it.

NOTES.

— This rule has been made as provided in clause (c) of section-96 of the Act.

43. Communication of fact of execution or otherwise:- The Civil Court to which a decree is sent for execution shall certify to the Court which passed it the fact of such execution or where that Court fails to execute the same and the circumstances attending such failure.

NOTES.

This rule has been made as provided in clause (c) of section-96 of the Act.

CHAPTER-III

FEES AND COSTS.

44. Fees:- (1) The fee payable on an application in respect of any matter referred to in section-75 shall be two rupees.

(2) Subject to the provisions herein after mentioned in this rule, the fee payable in respect of any other application except a written statement called for by the court under these rules shall be two rupees.

Provided that the fee for a copy or translation of any document or record or statement, order or decree presented to or made before or by the court, as the case may be, shall be two rupees.

(3) The fee for copies of any document on record or statement or order or decree shall be such as such as may from time to time be determined by the State Government after consultation with the corporation.

(4) The fee for any authorization for the appearance of any person under section-79 on behalf of any of the parties in a case shall be two rupees.

(5) The fee for filling certified copies of any document in a court shall be five rupees only.

(6) All fees referred to in the State rule-41 and rule-44 shall be collected by means of Court-fee stamps used in ordinary courts and no document which ought to bear stamp under these rules shall be of any validity unless and until it is properly stamped.

Provided that where any such document is through mistake or inadvertence received, filed or used in a court with out being properly stamped, the court may, if it thinks fit, order that such document be stamped as it may direct and on such document being stamped accordingly the same and every proceeding relative thereto shall be as valid as if it had been properly stamped in the first instance.

(7) No document requiring a stamp under this rule shall be acted upon in any proceeding in a court until the stamp has been cancelled.

NOTES.

This rule has been made as provided in clause (c) of section-96 of the Act.

45. Payment of cost of services of summons etc.:- (1) The cost of service of summons of notices or the expenses of the witnesses in any case or the fee payable in respect of any matter not referred to in the preceding rule shall be such amount as may be specified in each case by the court and such amount or any other sum of money payable under these rule shall be paid in such manner and within such time as it may specify therefore.

(2) Any amount which is left over after meeting the expenses, if any, for which it was intended, shall be returned by the court, to the party by whom or on whose behalf the amount was originally paid into the court.

(3) The court shall maintain proper accounts of the amount received and disbursed under sub-rule (1).

NOTES.

This rule has been made as provided in clause (c)
of section-96 of the Act.

46. Fees and costs of poor persons:- The court may, whenever it thinks fit, receive and register proceedings instituted under the Act and applications made under these rules, by persons, who are paupers, and may issue summons or notices on behalf of such persons, without payment or on a part payment of the fees and costs, mentioned in rules-44 and 45.

NOTES.

This rule has been made as provided in clause (c)
of section-96 of the Act.

CHAPTER-IV.

MISCELLANEOUS.

47. Provisions in the code of civil procedure, 1908 (V of 1908) etc., to apply:- In respect of matters relating to procedure or admission, or evidence for which no specific provision is made in these rules, the provisions of the code of civil procedure, 1908 (V of 1908) including the rules made thereunder and the Indian evidence Act, 1872 (I of 1872), shall, so far as may be apply to proceedings under the Act.

Sd/=

P. Deb Barma
Commissioner & Secretary,
Government of Tripura.

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FORM-I
(Rule-13)

In the Employee's Insurance Court at
.....
A.B. (add description and residence)
..... Applicant.

AGAINST.

C.D. (add description and residence)
.....
..... Opposite party.

Other particulars of the application specified in rule-13
.....

Date.....

Signature of applicant.

.....
(Verification by the applicant)

The statement of facts contained in this application to the best
of my knowledge and belief true and correct.

Date.....

Signature.

FORM-2
(Rules 14 and 22)

applicant.

List of documents produced by

Opposite party.

(Title) e.g.

Description, subject, name of the Court, No..... etc.

No.	Description of document	Date, if any, which the documents bear.	Signature of party or pleader or any authorised representative.
1	2	3	4

FORM NO – 3
(Rule 15)
Register of Proceedings

Employees Insurance Court at
register of proceedings in the year 200

	Applicant	Opposite party	Claim	Appearance	Final Order	Appeal	Execution	Other Remarks , If any
Date of presentation of	Name Description Place of residence	Name Description Place of residence	Amount of value, of any When the cause of action	Day for parties to appear Applicant Opposite parties	Date For whom For which or amount	Date if decision of appeal, if any judgment in appeal Date of application against	For what and amount of money Amount of cost Date of order transferring to another civil court of At	

F O R M -4

(Rule-19)

Summons for disposal of proceedings

(TITLE)

(Name, Description and place of residence)

Whereas has instituted proceedings against you for you are hereby summoned to appear in this Court in person or by authorized agent duly instructed and able to answer all material questions relating to the case, or who shall be accompanied by some person able to answer all such questions at O'clock in the Noon on the Day of 200 to answer the claim, and as the day fixed for your appearance is appointed for the final disposal of the proceedings you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned, the case will be heard and determined in your absence.

Given under my hand and the seal of the Court this Day of 200

Court

Notice

1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this court to compel the attendance of any witness, and the production of any document that you have a right to call the witness to produce, on applying to the court and on depositing the necessary expenses.
2. If you admit the claim, you should pay the money into court together with the costs of the proceedings, to avoid execution of the decree, which may be against your person or property or both.

F O R M - 5
(Rule - 19)
Summons for settlement of issues

To

(Name, Description and place of residence)

Whereas has instituted proceedings against you for You are hereby summoned to appear in the court in person, or by an authorised agent duly instructed, and able to answer all material questions, relating to the proceedings, or who shall be accompanied by some person able to answer such questions at O'clock in the noon on the day of 200 To answer the claim and you are directed to produce on this day all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned, the case will be heard and determined in your absence.

Give under my hand and the seal of the court, this
..... Day of 200

Court

N O T I C E

1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from the court to compel the attendance of any witness and the production of any document that you have a right to all the witness to produce on applying to the court and on depositing the necessary expenses.
2. If you admit the claim, you should pay the money to the court together with the costs suit, to avoid excuse of the decree which may be against your person, or property or both.

FORM - 6
(Rule - 26)
(TITLE)

Subject :- Application for setting aside the order.

The Ex-parte
..... above named states as follows:-

(The grounds of application should be stated)

Date

Verification by the applicant.

Signature of the applicant.

The statement of facts contained in the application is to the best
of my knowledge and belief, true and correct.

Date

Signature

Place

FORM - 7
(Rule-26)
General Form
(TITLE)

To

Whereas the above- named
has made application to this Court that
you are hereby warned to appear in this Court in person or by a pleader
duly instructed at O'clock in the
noon..... day of 200 To
show cause against the application failing wherein, the said application
will be heard and determined ex-parte.

Give under my hand and the seal of the Court, this
..... day of 200

Court

F O R M- 8.
(Rule 27)
Summons to witness
(TITLE)

To

Whereas your attendance is required at

On behalf of the in the above proceedings. You are hereby requested (personally) to appear before this Court on the Day of 200 at O'clock in the noon, and to bring with you for (or to send to this Court)

A sum of Rs. being your traveling and other expenses and subsistence allowance for one day, is deposited with this court and will be tendered to you on the day you appear before the court. If you fail to comply with this order without lawful excuse, you will be subject to the consequences of non-attendance laid down in rule-12 of order XVI of the code of Civil procedure, 1908 (V of 1908).

Given under my hand and the seal of the Court, this day of 200

Court.

NOTICE.

1. If you are summoned only to produce a document and not to give evidence, you shall be deemed to have complied with the summons if you cause such document to be produced in this Court on the day and hour aforesaid.
2. If you are detained beyond the day aforesaid, a sum of Rs. will be tendered to you for each day's attendance beyond the day specified.

FORM -9
(Rule 40)
Decree in case.
(TITLE)

Claim for -

This case coming on this day for final disposal before..... in the presence of the applicant and of for the opposite party it is ordered and decreed that and that the sum of Rs. be paid by the to the on account of the cost of this suit, with interest thereon at the rate of per cent for annum from this date to the date of realization.

Given under my hand and the seal of the court, this day of 200.....

Court.

Cost of Suit.

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Rs.	P.	Rs.	P.
1. Stamp for application		Stamp for power	
2. Stamp for power		Stamp for writer	
3. Stamp for exhibits.....		Pleader's fee	
4. Pleader's fee		Subsistence for witnesses	
5. Subsistence for witnesses.....		Service of summons and notices.	
6. Commissioner's fee		Commissioner's fee.....	
7. Service of summon and notices.			
Total:-		Total:-	

FORM-10

(Rule-42)

Application for the execution of decree

In the Court of decree holder, hereby applies
for execution of the decree herein below set forth

No of proceeding	Name/s of party/ies	Date of decree	Whether any appeal preferred from decree	Payment or adjustment made, if any	Previous application, if any, with date and result	Amount with interest due upon the decree of other relief together with	Amount of costs, if any awarded.	Against whom to be executed	Mode in which the assistance of the court is required.
1	2	3	4	5	6	7	8	9	10

I Declared that what is stated herein is true in the best of knowledge and belief.

Signed.
Decree holder

Dated the day of..... 200.....