

**CIRCULAR 03/2005**

Sub: Handling of court cases - maintenance of register and furnishing of fortnightly statement - instructions issued -

Owing to large number of vehicles being registered day by day, the number of litigations has also increased enormously. Instances have come to the notice of the undersigned that owing to lack of co-ordination among various sections who handle files pertaining to various court cases and lack of maintenance of a proper register in that behalf, it has become very difficult to ascertain the latest position of the cases wherein Transport Commissioner or Government have been impleaded and to give timely attention thereto. Similarly, in the case of interim order/ Judgment being received, at present there is no system to monitor the same which sometime results in contempt of court cases.

In order to make effective co-ordination and monitoring the following arrangements are made:-

- i. A cell called "Monitoring Cell for Court Cases" will be constituted under the control of Law Officer. He will be assisted by a U.D Typist/ L.D Typist to be detailed by Fair Copy Superintend.
- ii. Whenever any suit notice/ OS/OP/WP/WA/CC is received, the section clerk concerned shall immediately on receipt enter all the details in a register maintained for this purpose with the Law Officer (Format shown in the Annexure -1)
- iii. It shall be the duty of the superintendent concerned to ensure that entries have been properly made by the section Clerk concerned.
- iv. In cases where the section clerk is absent, it shall be the responsibility of Superintend concerned to cause the same to be entered in to on that day itself.
- v. The entries shall invariably be made in the registers with w.e.f 1.1.05
- vi. The date unto the period 31.12.2004 shall be prepared in the format specified under sub clause (ii) above and the same shall be submitted to the Law Officer by 15.02.2005.
- vii. At the end of every fortnight, the section clerk shall also prepare a statement in the format enclosed as Annexure -II and submit the same on the 1st and 16th of every month to the Superintend concerned and the superintend shall consolidate and submit the same the next day to the Law Officer.
- viii. The Law Officer will consolidate the details and put up a copy of the same to the Transport Commissioner, with specific remarks of the Law Officer within 5 day of receipt of details by the Law Officer.

Sd/

Transport Commissioner (in charge)