

## Work flow in Stamp Reporter Section, Civil

The first stage starts from receiving of files ( Writ Petitions, Appeals, Revisions, Contempt Petitions , Company Matters, and Testamentary Cases) at the counters where an entry is made in the Institution Register regarding day to-day token No. and a reporting Seal is impressed upon the back of the Memo of Petitions/Appeals/Applications etc. as provided ***under Chapter IX Rule 2 of Rules of the Court, 1952***. After that an entry is made in CIS (Case information system) regarding details of case viz. Case type, Cognizance and party details.

Second stage involves the punching of the stamps/court fee stamp as provided ***u/s 30 of the Court Fee Act, 1870***.

Third stage involves reporting of the Cases as provided under ***Chapter XI Rule 3 of the Rules of the Court (a) to (f)*** with regard to the Court Fees as provided under ***Chapter XI Rule 5 of the Rules of Court***, Limitations in Appeals and Revisions as provided ***under Article 132 of Limitation Act***, Cognizance as provided under ***Chapter V, Rule 1 & 2 of Rules of the Court*** and Maintainability report according to Bengal, Agra & Assam Civil Court Act and in Civil Revisions u/s 115 of explanation 1 (a) of the Civil Procedure Code.

Fourth stage is of Caveat reporting where each case has to go with thorough checking, matching & feeding of the Caveat and thereafter its reporting which is done by matching the date feeded in Computer data base as provided under ***Chapter XXII Rule 5 of the Rules of the Court*** as well as ***under Section 148'A' of Civil Procedure Code***.

Fifth stage involves the final checking of the cases in respect to their Limitation, Court Fees, Cognizance and Maintainability as provided under Rules of Court, and the signature on it by the Section Officer, Assistant Registrar and Deputy Registrar .

Sixth stage involves putting of category code on each file ***under the Volume III of the Rules of the Court, 1952***.

In the last stage, the clear cases are dispatched to the Fresh Filing Section for the generation of Case No. and defective cases are handed over to the Advocates or their Clerks for the defect removal, as per ***Chapter XI Rule 13 Rules of the Court***. After removal of defects these files are also sent to the Fresh Filing Section for Case No. generation.