

PART E.- SECURITY

1. Every ministerial officer of a Court who is entrusted with the custody of public money or property shall be required to give security as prescribed below and to execute a bound in forms S. T. R. 7 or 7-A.
2. The amount of security to be taken should ordinarily be as given in the table below; provided that if the permanent advance held by the official on behalf of the Presiding Officer of the Court is greater than the amount specified, the security shall not be less than the permanent advance so held :—

DISTRICT AND SESSIONS COURTS

	Rs.
Superintendent	500
Nazir	200
Copyists or Independant Examiners in- Charge of Copying Agencies Accounts	30

SUBORDINATE JUDGES COURTS

Civil Nazir	500
European Bailiff	500
Clerk of Court, Senior Subordinate Judge's Court	200
Naib Nazirs	200
Madad Naib Nazirs	100
Naib Nazirs or Madan Naib Nazirs attached to Courts situated at stations where there are no treasuries or sub-treasuries	500
Readers, Sub-Judges' Courts	200
Execution bailiff	50
Process Servers (for Delhi only)	100

PROVINCIAL SMALL CAUSE COURTS

Clerk of Court	200
Nazir and Cashier	1,000
Naib Nazir	200
Copyists in charge of Copying Agency Accounts.	30
Process Servers (for Delhi only)	100

GENERAL

Any ministerial officer serving in the Judicial Department (not above provided for) who is required to receive, retain, or pay money or have custody of property. 200

Note—(i) The term "Ministerial Officer" used above is not intended to include process servers.

(ii) English Clerks in charge of libraries in District and Sessions Judges Offices are not required to furnish security.

3. If any official is not able to furnish the amount of security in a lump sum, it may be deducted from his pay in instalments, the amount of each instalment being determined at the discretion of the Head of the Office concerned and subject to the condition that a monthly instalment shall not in any case be less than 1/5th of the pay of the Government servant concerned.

3. A register showing the names of officials who are required to give security and the following particulars be maintained in the office of the District and Sessions Judge, Senior Subordinate Judge and Judge Small Cause Court :-

- (1) Name of the Official.
- (2) Designation of the Official.
- (3) Amount of security deposited.
- (4) Date of deposit of security.
- (5) Date on which the security bond is executed.
- (2) Certificate in the Head of the Office's own handwriting that he has satisfied himself that the bond has been executed by the person or persons whose signature it bears.
- (2) Form of security.
- (3) Where deposited for safe custody.
- (4) Remarks.

This register shall be kept by the Superintendent or the Clerk of Court as the case may be and inspected half-yearly by the Officer making the appointment, i. e., the District Judge, Senior Sub-Judge, or Judge, Small Cause Court, as the case may be, who shall sign the register in token of inspection, giving the date of inspection.

5. The various kinds of security are laid down in the Subsidiary Treasury Rules 3.6 to 3.9, which may be found in Punjab Government Financial Handbook No. 1.