

PART D-CIVIL COURTS' *Malkhanas*

1. There shall be one common store-room at the District Headquarters for all the Civil Courts of a district under the control of the Civil Nazir to be known as the Civil Nazir's *malkhana*. The *malkhana* shall be placed under the direct supervision of the Senior Subordinate Judge (or the Administrative Sub-Judge in the districts where one has been appointed) or any other officer whom the High Court may, by general or special directions appoint. This officer shall be known as the officer-in-charge for the purpose of these rules.

Custody and supervision of *Malkhanas*

2. Every Civil Nazir shall be provided with a strong box for the custody of all light property such as jewels, bullion, etc., up to the value of one thousand rupees. This strong box may be placed in the outer room of the Treasury, if it is open, as provided in chapter 3 of the Punjab Financial Rules and if it is closed, the officer-in-charge should arrange for its safe custody in the Civil Nazir's *malkhana*, subject to the provision of rule 8. The Civil Nazir shall be primarily responsible for the safe custody of the *malkhana*, the strong box, and the keys thereof subject to the general superintendence of the officer-in-charge. It shall be the duty of the officer-in-charge to see that the aggregate value of property such as jewels, bullion, etc., in custody of the Civil Nazir, does not at any time exceed Rs. 1,000.

Custody of property with the Civil Nazir.

3. Where the property consists of bullion, coin, currency notes, valuable securities or jewels, and its value exceeds one thousand rupees, it should, instead of being kept in the custody of the Civil Nazir, be made over to the Treasury Officer for safe custody in the Treasury; coin or currency notes (other than counterfeit coin and notes) will be treated as regular deposits under the rules in chapter XII of the Punjab Financial Rules; bullion at its estimated value, securities, irrespective of their face value, and jewels will be deposited for safe custody, and an entry made by the Treasury Officer in the special register kept in Form P.F.R.2 which should be countersigned every month by the District Magistrate, or of the Additional District Magistrate. The

Custody of property with the Treasury Officer.

orders of the Deputy Commissioner must be obtained before placing bullion or jewellery, etc., for safe custody in the Treasury.

Miscellaneous Register F.

4. Columns 1 to 5 of the Miscellaneous Register F shall be filled up by the Civil Nazir on receipt of the property. The number given to the deposit in column No.1 shall be noted by the Nazir on the record of the proceedings ordering the property to be made over to him.

Record-keeper's responsibility.

5. Record-keepers should be instructed not to receive into their record rooms any record in which property appears to have been made over to the Civil Nazir, unless the Acknowledgment of the Civil Nazir, the number given to the deposit in its register have been duly entered on the record.

Disposal of the property.

6. Columns 6 to 8 of the register will be filled up after the disposal of the property. If the property is delivered to a private person, the delivery shall take place in the presence of the Court ordering the delivery or of the officer-in-charge of the *malkhana* as may be convenient and shall be attested in column 6 by the initials of the officer responsible for the delivery.

Duties of the officer-in-charge, *Malkhana*.

7. The officer-in-charge shall examine and countersign the register at least once a month and inspect the contents of *malkhana* at least once in six months. He shall at the time of the six-monthly inspection, report to the District Judge the total value of property lying with the Civil Nazir and the efforts made to dispose of the property.

Guarding of *Malkhanas*.

8. The Civil Nazir's *malkhana* shall be guarded by a Chaukidar but if the value of the property is large and the property is not of such a nature that it can be conveniently deposited in the Treasury or kept in the Civil Nazir's strong box, the officer-in-charge may appoint temporary additional guard or guards.

9. Where there is a store-room attached to the court of an outlying Civil Court, it shall be under the immediate control and supervision of the Naib-Nazir, who shall be responsible for the safe custody of the contents thereof and the keys, subject to the general superintendence of the officer-in-charge.

Control and supervision of outlying store-rooms.

10. Valuable securities or jewels shall not be kept in outlying store-rooms. Where there is a sub-treasury near the court, such valuable property shall be treated as subject to the provisions of rule 3 and be kept in the local sub-treasury, or where there is no such sub-treasury it shall be transferred for safe custody at District Headquarters according to the foregoing rules.

Custody of valuable securities, jewels, etc., in outlying courts.

*General*

11. Perishable property or livestock shall not be retained by the Civil Nazir or Naib-Nazir for custody in a malkhana, but made over to a *Sapurdar*.

Custody of perishable property and live-stock.

