

## RULES OF THE BAR ASSOCIATION

## S.B.S.NAGAR.

1. The Association shall be called the District Bar Association ,  
S.B.S.Nagar ,hereinafter called "Association".

(i) These rules come into force on

## MEMBERSHIP AND SUBSCRIPTION

Every Advocate and Pleader having his seat of Practice at S.B.S.Nagar, borne on the Rolls of the Session Judge, Jalandhar or any Bar Council of India provided his roll is transfered to the roll of Bar Council of Punjab & Haryana shall be eligible for the membership of the Association.

## AVING

3. Every candidate for membership shall apply in writing to the secretary of the Association and such application shall be proposed and seconded by the members of the Association accompanied by the photostat copy of the Licence from the Bar Council with a deposit of Rs.50 /-as admission fee together with one month's subscription.

(a) However, any Advocate or Pleader having his seat of practice anywhere in Jalandhar Division may become the Associate Member of the Association on payment of Subscription of Rs.100/-per year. Similarly all those Advocates or pleaders who are not active in practice but wish to keep there contact with the activities of the association may become the associate members on similar payment .However such a member shall have no right to vote in the Election of the Bar Association.

(b) Any Advocate or pleader who is the eligible to become the member of the Association can become the Life member on payment of Rs.2000/-.

4. Every member of the Bar Association shall pay monthly subscription of Rs.50/-before the 15th of each month or such amount as may from time to time be so fixed in advance. A sum of Rs.10/-per month shall and above the monthly subscription ,be charged per month , if the subscription is not paid by the 15th of each month .However, members may pay Rs.500/-for the whole year before the 31st of January .

(a) The Bar Association may accept donations.

5. The monthly subscription shall be payable in advance, Any member from whom four or more than four months' subscription is at any time be due, shall for the purposes of these rules be deemed to be in arrears and such member shall be duly notified by the Secretary.

- (a) A member who is in arrears of subscription for more than two months including the current month, shall lose his right to use the library till such time as he pays off his arrears.
- (b) In case of any contributory function to be organised, by the Bar Association, the contribution decided to be paid, by a member, if not paid, the member shall be considered to be in arrears.
- (c) Any member who allows ~~the~~ his subscription, for four month to accumulate shall automatically cease to be a member of the Association, provided a week's notice is given to him to pay the arrears; and his name shall be reported to the High Court and the State Bar Council. However, the Executive Committee on a reference from the Secretary may give 15 days to such member to pay off the arrears and in case of payment, his membership shall be deemed to continue.

6. Any member whose name has been so removed shall not be eligible for the membership of the Association; unless ~~the~~ he submits fresh application with the admission of Rs.500/- plus all his arrears. However the Executive Committee may on a sufficient cause shown, reduce or remit the admission fee.

#### ELECTION

##### 7. Annual General and Other Meetings

The election of the President, Vice President, Secretary, Cashier and not more than Three members of the Executive Committee, who will remain in office till the next General Elections shall be held on 10th January every year and in case of 10th January is a holiday, then the election shall be held on the next working day without any further notice.

8. The Annual General Meeting of the Association shall be held on the 1st day of nominations for the office bears and members of the Executive Committee. No quorum shall be required for this meeting. The Agenda shall be.

- (a) The Passing of the accounts and the balance sheet.



) The report of the secretary shall be read and any other business which may be placed on the Agenda shall be transacted.

) The Executive Committee shall appoint a Returning Officer to Conduct the Elections at least one month prior to the nomination papers.

The nomination papers for the office bearers and members of the Executive Committee shall be filed at least five days before the election with the Returning Officer or his nominee at time, place and date to be notified for this purpose by him.

(a) Nomination fee for the office of President shall be Rs.2000/-for the office of ~~Vice~~ Secretary Rs.1500/- ,for the post of Vice President Rs.1000/- ,for the office of the Cashier Rs.750/-and for the members of the Executive Committee Rs.500/-each .The nomination fee is not refundable in any case.

(b) Withdrawals from the election ,if any ,shall be made within 2 days of the last day of nomination of papers.

(c) Each member shall have one vote and the election shall be by secret ballot.

(d) The Secretary shall publish a list of voters by 2 January every year. It shall not include the names of the members who are in arrears upto 30th November.

Defaulters under Rule 5(a) and (b) shall not be eligible to cast their votes unless their names are included in the list published under this sub-rule.

(e) The Executive Committee may make any rules for the conduct of election of the office bearers and members of the Executive Committee

(f) The Returning Officer shall supervise the whole process of the election.

(g) No candidate or his supporter shall canvass in any manner on date of polling .

1. An ordinary General Meeting of the Association may be called at any time by the Secretary for the disposal of any business.

2. An extraordinary meeting of the association shall be called by the Secretary forthwith on the requisition of the President. Such a meeting shall also be called by the Secretary if he receives a requisition to that effect duly signed by atleast 5 members of the Association, within 48 hours of the receipt of such requisition .The signatories ,~~within~~ will write their names in Block Letters, In case, the Secretary failed to call such a meeting duly requisitioned as above, the requisitionist shall have the right to call the meeting after a delay of 14 days.

12. An emergent meeting of the Association may be called by the Secretary at any time on the orders of the President to that effect in writing.

- (a) The President, or in his absence the Vice President or in the absence of both, the Secretary shall take the chair at the general meetings. In the absence of all the above three, the members present shall choose any one of them to act as chairman of the meeting.
- (b) Every member shall have one vote on every motion made at any general meeting, and all motions shall in case of a division be determined by majority of votes, provided that no resolution relating to variation, or addition to, or cancellation of any of these rules, or relating to the conduct or character of ; a member shall be deemed to be carried unless not less than three-fourths of the members present shall vote for the same. In case of a division, where votes for and against are equal, the Chairman shall have a casting vote.
- (c) One fifth of the members on the rolls of the Association shall constitute a quorum in a general meeting, and for an adjourned meeting no quorum shall be necessary.

13. Where any general meeting convened for any purpose has to be adjourned for lack of quorum, an adjourned general meeting may be called by Secretary after two clear days ; or with the permission of the president or in his absence with the permission of the Vice President, may be convened even earlier.

14. The Secretary shall record the minutes of the proceedings in the meetings and place the same on the Notice Board as early as possible. The minutes, shall be signed by the Secretary and approved by the Chairman of the meeting.

15. The Chairman of every general meeting shall have authority to regulate the proceedings and maintain order there, in such a manner as to him may seem fit, to the extent of expelling any rowdy member from the meeting,

#### NO CONFIDENCE AND RESIGNATIONS

16. Motion of no confidence against an office bearer, shall be considered only at an Extra-ordinary General Meeting specially convened for the purpose, on the receipt of a requisition signed by the majority of the members on the rolls, of the Association, and if a motion is carried by 2/3rd majority of the member, the office bearer concerned shall vacate the office, and for the remaining term a new office bearer may be duly elected in his place,



- (a) The President may resign his office by a writing under his hand addressed to the Vice President, and any other office bearer may resign his office by writing under his hand addressed to the President.

#### ACT OF INDISCIPLINE :

17. When any member flouts the authority of the Chairman, does not otherwise keep order in the meeting, the Chairman may call his name and refer the matter to the Executive Committee within two days. The Committee may take such action as it deems proper to the extent of removing a member from the rolls of the Association notwithstanding anything contained in any other rule.

18. Wilful breach of the rules, tempering with, destroying, pilfering the property of the Association, to abuse, to use force, to hurt, and to mis-use the premises of the Association shall be considered acts of indiscipline. The Secretary may refer any such matter, to the Executive Committee and the member accused of any such act of indiscipline may be suspended or removed from the membership of the Association. The Executive Committee may also report his conduct to the Bar Council and the High Court of the State.

19. Appeal against the decision of the Executive Committee under Rules 17 and 18 shall lie to the General House within 30 days. The memorandum of appeal shall be filed with the Secretary, who shall convene a general meeting of Association for this purpose with 15 days.

#### EXECUTIVE COMMITTEE :

20. The affairs of the association shall subject to these Rules and general control of the members in general meeting, be managed by an Executive Committee (herein after referred to as Committee) consisting of President, Vice President, Secretary, Cashier, and all the Executive members.

#### CASUAL VACANCIES

21. In case of casual vacancy in the office of the President, the Vice President act as such till another President is elected by the members of the Association within one month. In case of a casual vacancy in the office of Vice President, the Secretary will act as such and the resulting vacancy in the office of the Secretary, shall be filled by the Committee from amongst its members for the remaining term. In case of such a vacancy in the office of Secretary, Cashier will act as such and the resulting.

vacancy or a casual vacancy in the office of the Cashier shall be filled by the committee from amongst its members for the remaining term. Any other vacancy shall not be filled for the remaining term. However, there shall be no election of the President in case the vacancy occurs in the last quarter of the term of the Committee.

22. Four members shall constitute a quorum at the meetings of the Committee. Each member shall have one vote, and the decision of the majority shall be deemed to be the decision of the Committee. In case of equal division of votes, the Chairman of the meeting shall have a casting vote.

(a) The President or in his absence, the Vice President or in the absence of both, the Secretary shall take the chair at all meetings. In the absence of all the above three, the members Present shall choose any one of them to act as chairman of the meeting.

(b) Every member shall have one vote on every motion made in any meeting, and all motions shall in case of a division be determined by a majority of votes, provided that no resolution relating to variation, or addition, or cancellation of any of these rules, or relating to the conduct or character of or expulsion of any member, shall be deemed to be carried, unless not less than three-fourths of the member present shall vote for the same. In case of division, where votes for and against are equal the Chairman shall have a casting vote.

23. The Committee may from time to time, make subsidiary rules consistent with these rules for the regulation of its proceedings and the proceedings of all or any sub-committee appointed by it as well as for conducting the business of all the Officer Holders of the Association, and for regulating the duties of all of or any the servants of the Association and the manner in which the property accounts and records of the Association, are to be kept, and may from time to time, add to, or cancel any rule so made.

24. The committee shall in addition to all other powers provided for it in these rules, subject to the general control of the members in the general meetings have powers to-

- (a) Maintain such establishment of clerks and servants for the association as to them may seem fit.
- (b) Appoint, suspend or dismiss from their appointments, any clerk or servant.
- (c) Determine and regulate the remuneration, duties and conditions of service of all such clerks, or servants.



- (d) Spend such amount for the purposes of the association as it may deem fit.

25. The committee may on any occasion, appoint a sub-committee for the disposal of any kind of business and may regulate the manner in which any such sub-committee shall discharge its functions:

26. Any sub-committee so appointed shall submit its proceedings and report to the committee, and the decision of the latter shall be final subject to the control of the members of general meetings.

27. The Committee shall have full control over the finance of the Association, subject to the control of members in general meetings and subject to other provisions contained in these rules.

28. The Committee shall ordinarily meet not less than once a month except in the month of vacation, for the despatch of business and such meetings shall be called by the secretary himself or on the requisition of any two members of the committee. The minutes of the proceedings at such meeting of the committee, shall be recorded by the Secretary and displayed on the notice board by him and approved by the Chairman of the meeting.

#### SECRETARY, CASHIER AND AUDITOR

29. The Secretary of the Association shall be the custodian of the furniture, books, stationary and all other properties, other than the monies and securities of the Association.

30. The Secretary shall conduct all the correspondence relating to special matters, under the general supervision of the President and the control of the Committee, but in all other matters, the Secretary shall regulate the entire correspondence in his discretion and shall issue such notices as may be necessary.

31. The Secretary shall maintain correctly and regularly the following registers :

1. A register of books in the library showing value of each book the additions made, books lost, destroyed or sold and the like. It shall be placed before the committee atleast once a year, and a printed catalogue of books of the library would be fixed at some conspicuous place in library.
2. A register of the furniture and other property of the Association, its value, description etc.
3. A minute book of the proceedings general meetings and

another minute book of proceedings of the committee and of all sub committees thereof.

4. A letter book containing copies of letters issued and a separate letter book of all the letters received.
5. A subscription book.
6. A book for the Agenda of the meetings of the Association.
7. A peon book.
8. Requisition and suggestion book.
9. A complaint book.

32. The Secretary is allowed to spend amounts for establishment charges, without the previous sanction of the committee.

33. The Secretary can incur expense of Rs.500.00 in all in a month, on different heads, other than those mentioned in Rule 32 without the sanction of the committee. Any item other than those mentioned in Rule 32, involving an expense exceeding Rs.500.00 shall be incurred with the previous sanction of the committee, provided that the Secretary may with the previous written permission of the President spend more than Rs.1000.00 in case of emergency.

34. The clerks and servants of the association shall be under the immediate supervision of the Secretary .

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35. The Cashier shall act as Secretary in the absence of or removal of the latter and shall otherwise act as a Treasurer.

36. The Cashier shall be the custodian of all monies and securities of the Association and all sums due to the Association shall be payable to and recoverable by him . Any money realised or received by the Secretary shall forthwith be made over by him to the Cashier.

37. The Cashier shall keep the month of the Association in such Bank, and in such manner as the Committee may from time to time direct, and shall bring all monies received into account, immediately on the receipt thereof and he shall maintain cash book of income and ~~ex~~ expenditure .

38. The Cashier shall grant receipt for all payments and shall be responsible that Book No.5 mentioned in Rule No.31 is properly kept.

39. The Cashier shall make a permanent advance of Rs.500.00 to the Secretary to meet contingent current expenditure and all bills shall be passed by the Secretary before their payment is made by the Cashier and latter shall get receipts of all the payments made by him and place them on record.



40. All receipts of whatever description shall be forthwith paid into the bank and monies shall be drawn therefrom, only by means of cheques issued by Cashier.

41. The Cashier shall submit a quarterly report of the accounts to the Committee.

42. It shall be the duty of the Secretary to see to general management of the property, affairs and staff of the Association and whenever necessary, he shall make a report to the committee for proper action.

43. The accounts of the Association shall be audited at least once a year, by an auditor appointed by the committee from amongst the members of the Association and such auditor shall examine the entire accounts and shall have access to all vouchers etc.

44. The auditor shall submit his report to the Secretary who shall lay it before the House in a General Meeting.

#### **LIBRARY**

45. The Committee from time to time may make subsidiary Rules consistent with these rules and may vary, add to or cancel any Rules so made, or the Rules given below for the conduct of the library and telephone.

46. Library books, Journals and periodicals are primarily meant for consultation in the Bar Room during the court hours and for reference in cases.

(a) Every member, who wants to take out the books from the library for production in the court or for home study, shall be allowed to do so on deposit of Rs. 25-00, as security for the use of library. This security amount shall be refundable only after the lapse of one year from the date of deposit. However, if a member does not use the library continuously for six months, he shall have the option to withdraw his security amount even earlier. Any member who gives up practice or shifts to some other place shall also be entitled to the refund of the security amount before the lapse of one year.

(b) Only members of the Bar Association will be entitled to the use and benefit of the library.

(c) Every book taken out for consultation and study in the Bar room only, must be handed back to the clerk personally, and not left on the table.

- (d) No book shall be removed from the Library unless the necessary coupon be duly filled and signed in full by a member.
- (e) All books, taken for production before court or home study, shall be charged at the rate of 25 paise per book per day, provided, that no charges shall be made for books returned the same day they are issued, or if taken out after 4 P. M., are returned by 10 A. M., the following day, and if a book is retained for more than one day the retention charges will be 25 paise per book per day.
- (f) The amount of retention charges due as such from a member shall be deducted from the security amount if the member does not pay along with the return of books, and the member shall not be further issued the books unless he make up the deficiency in the security amount. Any overlapping on charges unless paid in the above said manner, shall be treated as arrears of subscription.
- (g) If a book is not returned within a fortnight, than in the case of an ordinary book, its current price and in the case of rare book, a price to be determined by the committee shall be charged and such charges shall be treated as arrears of subscription. The executive committee, however, on a sufficient cause shown may reduce or remit such charges.
- (h) No member shall be allowed to draw the book in the name of the other members except to the junior so authorised by a member who has deposited the security.
- (i) Consultation with the clients or entertainments in the Library Hall are not permissible.
47. The Assistant Secretary shall maintain a list of all the books, periodicals, newspapers belonging to the Association.
48. Books shall be issued on receipts signed by munshis, only where the concerned member gives it in writing to the Secretary that he will be responsible for the loss or damage of any books so issued to his clerk.
49. The Library and its establishment shall be under the immediate supervision of the Secretary and the general control of the Secretary and the committee.
50. All the monies received by the Secretary from members or any others source, shall be forthwith deposited with the Cashier.
50. The Librarian shall see that the rules of the Library are strictly observed and should report to the Secretary wherever any member commits a breach of library rules, who will place the matter before the committee, if need be.



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52. The Assistant Secretary shall see that the books and periodicals of the Association are properly kept and cared for, and should report from time to time through the Secretary to the Committee, what books or necessities are required for the library, and when sanctioned by the Secretary, if it be in his power, or by the Committee, may order for the same in the name of the Secretary.

53. The Assistant Secretary shall report every month to the Secretary books lost, destroyed and spoiled, and the value of the books and name of the member concerned.

54. All books shall be returned to the Assistant Secretary on or before 15th of June every year for stock-taking.

55. Any members who may lose, destroy or otherwise, deface any book or periodical belonging to the Association, shall be liable to a fine which may extend to the cost of replacing the same, and such matter shall be decided by the committee and such charges shall be treated as arrears of subscription.

56. Members may send any suggestions or complaints concerning the library to the Secretary or the Assistant Secretary, and in the latter case the Assistant Secretary shall forward it to the Secretary. The Secretary shall in either case take necessary action.

57. The Committee may from time to time by resolution in that behalf, regulate the manner in which order is to be maintained in the library. Any breach of such resolution shall be deemed to be a breach of these rules.

58. There shall be a separate Library room to which no outsider shall have access and where absolute silence shall be maintained.

59. No dogs or other animals shall be admitted to any of the rooms of the Association.

60. The servants of the Association shall not be sent out of the courts premises by the members for a private piece of work.

#### TELEPHONE

61. (i) The Telephone apparatus shall be kept under lock and key and clerk shall open the lock on demand by the members.

(ii) The telephone shall be used in the presence of the clerk or any other member of the staff of the Bar.

- (iii) The telephone clerk shall issue coupons of the value of Rs. 0-60 p. each in the form of coupon books containing 10 coupons to the members on payment using the telephone. Charges per local call shall be Rs. 0-60 p.
- (iv) The telephone Clerk or any other member of the staff in whose presence the telephone is used shall be responsible for the accounts of the telephone.
- (v) No member shall use the telephone by force and without payment. Any such use, mishandling or tempering with the telephone apparatus and misusing the telephone shall be considered an act of indiscipline on the part of the user and such act may be dealt with in accordance with rule 21.18 above

#### TRUNK CALLS

- 62. Trunk calls shall be permitted on deposit of double the amount of likely charge of any such call. After accounting, if any over-charge is found, the same shall be refunded to user on receipt.

#### CLERKS AND SERVANTS

- 63. No member shall employ as a clerk of Munshi or orther servant :-
  - (a) Any person who has been declared a tout of any court or by the committee.
  - (b) Any practising petition writer or appeal writer.
  - (c) More than two munishis.
  - (d) Any person of disrepute or who has been convicted of criminal misappropriation, or breach of trust, or any other offence which in the opinion of the committee renders him unfit to be employed by a legal practitioner.
  - (e) Any person who has been declared by the committee not fit and proper person for such an employment.
- 64. No person shall be eligible for employment as lawyer's clerk unless ;



- (a) He is matriculate of recognised University Education Board or possesses such qualifications as may be prescribed by the Bar Council.
- (b) He is a qualified petition writer.
- (c) He has never been declared a tout.
- (d) He has never been convicted of an offence involving moral turpitude.
- (e) He has never been dismissed from Government service.
- (f) He is not an undischarged insolvent.

65. No member shall engage as his clerk or Munshi any person who having served as such, does not produce a certificate of good character from his last employer or explain the non-production thereof to the satisfaction of the committee.

#### 66. EMPLOYMENT OF CLERKS AND MUNSHIS

1. That whenever any clerk is dismissed by any lawyer on the ground of professional misconduct (as defined in the Legal Practitioner Act) or on any other similar ground, such lawyer shall be bound to make a report of the same to the Secretary of the Association whereof, the Committee shall take such steps as it may deem proper under the circumstances.
2. If any member refuses to grant the requisite certificate to his outgoing clerk arbitrarily or without any good cause, the aggrieved clerk shall have a right to make complaint about this fact to the Secretary by an application in writing.
3. The Secretary shall place the application before the Committee and the decision of the Committee shall be final subject to the approval in an appeal, under rule 80, if any, in the general meeting.

67. Every member shall in the month of January in each year, furnish to the Secretary a list of persons then in his employment as clerks or Munshis, and changes of the kind during the year shall be reported to the Secretary within seven days of their occurrence.

68. No member shall remunerate his clerk or any person employed by him as clerk, otherwise than a monthly salary and Munshiana not exceeding 10 percent of the fee.

69. No persons employed as a clerk or Munshi or a lawyer shall have any communication with the Opposite Party or remove any papers from the office of his master or deliver these to any person without the master's express permission or knowledge or consent or assist any client in engaging any other legal practitioner.

70. Any person committing breach of rule 69 above, shall be declared to be unfit for employment by the committee, and there after no member shall engage any such person in his employment.

71. The Secretary may from time to time make suitable arrangements with the clerks and Munshis association, for obtaining its assistance and dealing with any matter arising under these rules relating to clerks or Munshis or servants.

#### PROFESSIONAL CONDUCT OF THE MEMBERS

72. No member shall receive any brief or otherwise take any case, from or through any person whom he knows or believes to be dalal or tout, or whose name is entered on the list of any court as being a tout, or on the list of touts kept by the Committee or through practising petition writer or a typist.

73. No member of the Association shall undertake any professional work including the offering of any opinion or writing a notice, without charging the minimum fee as laid down by the committee from time to time.

74. No member shall appear, conduct or act on behalf of his client in any of the following cases unless another counsel of standing less than 10 years has been engaged by his client :

- (i) All cases triable by the court of Sessions.
- (ii) Money suits of the value of Rs. 5000 or upwards.
- (iii) Unclassed suits of the value of Rs. 1000 or upwards.
- (iv) Land suits of the value of Rs. 2000 or upwards.

In case of default, the member concerned shall be liable to pay Rs. 100/- to the Association for each case. This amount shall be recoverable as arrears of subscription.

1. However, in case of any clash with rules framed by the Bar Council of Punjab and Haryana, in this behalf the rules of the Bar Council shall prevail.



# EXPLANATION

The word 'suit' shall include appeal for the purpose of this rule.

75. Whenever any member feels that he has been insulted or rudely treated by any Presiding officer of a court or any other officer of the court, he shall report the matter to with two extra copies of the complaint. The Secretary shall forth-with send a copy a of the complaint to such an officer for his explanation, if any, within 3 days. The Secretary shall then call an Emetgent General meeting, within 3 days of the receipt of the explanation if any, for necessary action. He shall submit alongwith the complaint, a reply, of such an officer to the General Meeting. The Secretary may otherwise place the matter before the committee for an appropriate action.

76. The committee shall have power, either upon complaint, or of its own motion, to enquire into the conduct of any member, his agent, clerk, or Munshi, so far as such conduct relates to any breach or supposed breach of these rules, or to the professional character or conduct of any member, and for the purpose of any such enquiry, may do all acts and things which may be necessary or expedient to enable the committee to render such enquiry effective, provided that it shall give a fair opportunity to the member, agent, Munshi or clerk concerned to place his case before the committee prior to its decision thereon.

77. Any member whose name has been removed from the rolls of the Association under any of these rules shall cease to be a member of the Association from such date, and shall forfeit all donations and subscription paid to the Association, and shall be liable for all the arrears due to the Association or any other liability incurred under these rules.

78. Any member leaving practice, or the station, or who for any other reason ceases to be a member, shall at all times be liable to pay the arrears due to the Association or any other liability under these rules, and can be sued against in a court of law by the Secretary on behalf of the Association of recovery of such amounts.

79. An appeal shall lie to General House from any order or decision of the committee, affecting any member or his employee, and every such appeal shall be in writing signed by such member and delivered to the Secretary, within 30 days of the knowledge or intimation of such order or decision.

80. The Secretary shall, within 30 days of the filling of appeal call an Emergent General meeting for the purpose of disposing off such appeal, within one month from the date of the appeal, unless the appellant agrees to or desires a longer date, and the decision in such a meeting shall be final.

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81. These rules shall not be varied, added to cancelled, otherwise than by a special resolution, passed in a General Meeting in the manner prescribed here to fore.

82. Every special resolution, varying, adding to or cancelling any of these rules, shall unless any time is specified therein, take effect within fifteen days after the passing thereof.

83. The rules of the Association shall be printed, corrected and brought upto-date by the Secretary, if necessary.

84. Members alone can obtain copies of the application, proceeding of the meetings, decision and orders of the committee, and all other proceedings under the preceding rules, duly attested by the Secretary at a cost of Rs. 7-00 per copy of any document or order etc.

NAWANSHAHR.

SECRETARY