

# BIHAR HUMAN RIGHTS COMMISSION

9, Bailey Road, Patna – 800015

No. BHRC/Est-22/2014

Patna, Dated 22.01.2015

## RESOLUTION

The Bihar Human Rights Commission constituted under section 21 of Protection of Human Rights Act 1993 (10 of 1994) hereby resolves to lay down by regulations its own procedure as per the provision contained in section 10(2) read with section 29 of this Act which is hereby annexed to this Resolution.

2. This Resolution comes into immediate effect.
3. A copy of this Resolution be put on the website of the Hon'ble Commission (<http://bhrc.bih.nic.in>) for public information and knowledge.
4. Hindi version would follow shortly.

By order of the Hon'ble Commission.

**(Anand Vardhan Sinha) IAS,**  
Chief Secretary Rank Officer,  
Secretary  
Bihar Human Rights Commission,  
Patna

## **BIHAR HUMAN RIGHTS COMMISSION**

In furtherance of the provisions of section 10(2) of the Protection of Human Rights Act, 1993, the Bihar Human Rights Commission do hereby make the following regulations-

### **Chapter – I Preliminary**

1. These regulations may be called the – **Bihar Human Rights Commission (Procedure) Regulations, 2014**. They shall come into force with immediate effect.

2. **Definitions:**

In these regulations unless the context otherwise requires

(a) “Act” means the Protection of Human Rights Act, 1993 as amended from time to time.

(b) “Bench” means Single Member Bench or Division Bench consisting of two members or Full Bench consisting of three members of the Commission as directed by the chair person

Explanation: For the purpose of this clause, expression “member” shall include Chairperson.

(c) “Commission” means the Bihar Human Rights Commission.

(d) “Complaint” means all petitions/communications received in the commission from a victim or any other person on his behalf, in person or by post, telegram, fax or by any other means whatsoever alleging violation of any human rights as defined in section 2(d) of the Act or abetment thereof, or negligence in the prevention of such violation by a public servant.

(e) “Director Investigation” means the Inspector General of Police attached with the Commission.

(f) “Law wing” means wing of the Commission responsible for disposal of complaints.

(g) “Meeting” means meeting of the Commission convened by the Chairman for purposes of carrying the mandate of the Act.

(h) “Registrar” means Registrar of the Commission.

(i) “Assistant Registrar” means Assistant Registrar of the Commission.

(j) “Secretary” means the Secretary to the Commission

(k) “Sitting” means sitting of the Bench for disposal of complaints.

(l) Words and expressions not defined in these regulations shall, to the extent defined in the Act, have the same meaning as assigned to them therein.

3. **Headquarters of the Commission:**

The Headquarters of the Commission shall be located at Patna.

4. **Venue of the Meetings/Sittings:**

The meetings and sittings of the Commission shall be held in its office located, at Patna or at any other place in Bihar as may be directed by the Chairperson.

5. **Periodicity of Meetings:**

The meetings of the commission shall be held on a date fixed by the Chairperson.

## CHAPTER – II

### Procedure for dealing with Complaints/Suo Motu Action

#### 6. General:

- (a) Complaints may be made to the Commission in English or Hindi.
- (b) No fee shall be chargeable on such complaints.
- (c) The complaint shall disclose a complete picture of the matter leading to the complaint.
- (d) The Commission may seek further information/affidavit as may be considered necessary.

#### 7. Complaints not ordinarily entertainable:

The Commission may dismiss in *limini* complaints of the following nature:

- a) illegible ;
- b) barred under section 36(1) of the Act ;
- c) barred under section 36(2) of the Act;
- d) allegation is not against any public servant ;
- e) allegations do not make out any specific violation of human rights;
- f) matter is covered by a judicial verdict/decision of the Commission ;

#### 8. Receipt and Distribution of Communications including Complaints:

- (a) All communications in writing (*by whatever mode*) addressed to the Commission, the Chairperson or member or officer of the Commission, either by name or designation, shall be entered in the register maintained for the purpose.
- (b) The officer-in-charge of the receipt and dispatch section shall cause the mail to be opened under his direct supervision and after getting the same sorted out, diarise them in the relevant register mentioning the necessary particulars such as receipt number, diary number, sender's name etc. If the mail is in the nature of complaint, the officer in-charge shall transmit them to the Registrar for onward action in the manner indicated hereinafter. All communications not being in the nature of complaint shall be transmitted to the Secretary for further action at his end.

#### 9. Sorting of Complaints, etc.:

- (a) On receipt from the receipt section the complaint shall be scrutinised by the Assistant Registrar/Deputy Secretary/Joint Secretary in-charge of the respective section in the Law Wing in accordance with the special or general order of allocation as may be made by the Chairperson. Complaints requiring urgent attention shall, however, be placed forthwith before the Registrar/Secretary who shall give such directions as may be necessary.

- (b) On scrutiny the Assistant Registrar/ Registrar, as the case may be, shall fill up Form No.1 in respect of complaints which are prima facie maintainable and Form No. 2 in respect of complaints which are prima facie not maintainable for any of the reasons specified in regulations 7. He shall then send the complaint with the scrutiny report appended thereto to the section concerned for registration.
- (c) If the petition/communication is found to be not a complaint falling under section 12(a) of the Act, but covered by any other clause of section 12, the same shall be placed forthwith with a brief note before the bench for consideration.

10. **Classification:**

Complaints shall be classified subject-wise as per the list annexed to these regulations in Appendix-I which may be modified or new entries added thereto from time to time on the direction of the Chairperson keeping in view the nature and subject matter of the complaints generally received.

11. **Registration:**

- (a) A common register shall be maintained in the Law Wing in which all complaints shall be entered in serial order with case number, the particulars of registration including diary number and the district to which the incident relates.
- (b) Each complaint shall be kept in a separate folder/file cover printed in Form No. 3 containing the following documents arranged chronologically —
  - (i) Index in Form No. 4
  - (ii) Order Sheet in Form No. 5
  - (iii) Scrutiny Report in Form No. 1/ Form No.2, as the case may be.
  - (iv) Complaint with annexures, if any.
  - (v) .....
  - (vi) .....
- (c) The case file shall then be transmitted forthwith to the officer-in-charge of the listing section for placing the matter before the Bench of the Commission.

12. **Time Limit for placing the Complaint:**

All complaints newly registered shall be placed before the Commission for preliminary consideration as expeditiously as possible but not later than seven working days from the date of its receipt.

13. **Constitution of Bench(s):**

- (a) The Commission shall sit in Benches as may be directed by the Chairperson.
- (b) Subject to such special or general orders of the Chairperson, all complaints shall be initially dealt with ordinarily by a Single Bench of the Commission. If the Single Bench dealing with the case having regard to the importance of the issue involved is of the opinion that the case should be considered by a Division Bench/Full Bench, he/she may refer the case to the chairperson for constitution

of a Division Bench/Full Bench. On receipt of such reference, the case shall be assigned to the Division Bench/ Full Bench constituted for that purpose.

*Provided that, the Chairperson may, having regard to the importance of the matter place any case before the Division Bench/ Full Bench at the initial stage itself.*

- (c) When the case is referred to a Division Bench/Full Bench, the Section Officer concerned shall get prepared requisite number of copies of the case file for the use of all the members of the Bench.

14. **Allocation of Cases:**

Cases shall be listed before the Bench as per the general order subject-wise or special order case-wise of the Chairperson.

15. **Preparation of Cause List:**

A weekly cause list shall be prepared by the Registry which shall be issued on the last working day of every week.

16. **Presenting Officer to assist the Members:**

Each Member/Bench shall be assisted by a Presenting Officer. When the Member/Bench takes up for consideration the cases assigned to him/her for final disposal, it shall be the duty of the Presenting Officer to study and present the cases and render such other assistance as may be required, for consideration and disposal of the cases.

17. **Court Master to function as Court Officer:**

When the Member(s) hold sittings, the Court Master assigned by the Registrar shall discharge such functions as are normally performed by Court Officers in the Supreme Court/ High courts and also discharge such other functions as may be assigned to him by the Chairperson.

18. **Preliminary Consideration, Issue of Notice, etc.:**

- (a) If in the opinion of the Member/Bench, the complaint is not entertainable or can be finally disposed of otherwise without issuing notice etc., the matter may be taken up and finally disposed of in chambers.

However, review application seeking reconsideration of the order dismissing the complaint *in limini*, or otherwise finally disposing of the complaint ex parte without issue of notice etc., shall be taken up for consideration.

- (b) Any order dismissing the complaint *in limini* or otherwise finally disposing of the same shall be communicated, respectively, in Form No. 6 and Form No. 7 forthwith.
- (c) If on consideration of the complaint, or acting *suo motu*, the Bench admits/ takes cognizance of the matter and directs issue of notice to any authority calling upon it to furnish information/report, notice in Form No. 8 shall be issued enclosing therewith a copy of the complaint.

- (d) Returnable date shall be fixed by the Bench and in appropriate cases may even extend the time.
- (e) If however the Bench issues any other direction or order, action shall be taken accordingly.
- (f) If the information/report is not received from the concerned authority within the stipulated time or incomplete information/report is received the case shall be placed before the Bench for further direction.

19. **All hearings before Commission shall be open to public.** However, on the orders of the bench hearing of the matter may be taken in-camera.

20. **Recording of Orders/Proceeding:**

- (a) The decisions/orders of the Bench shall be ordinarily recorded in the Order Sheet: provided that lengthy orders may be recorded on separate sheets and appended to the order sheets after making entry in the relevant column of the order sheet mentioning the details such as page numbers of the order.
- (b) In case where any urgent action is required to be taken pursuant to orders/proceedings of the Bench, PS./P.A concerned shall forthwith send the file to the Registrar who shall issue suitable instructions in the matter of communication of the order by telephone/ fax/ speed post etc., and transmit the record to the concerned section for taking further action.

21. **Summons:**

- (a) Whenever the Bench directs to summon :
  - (i) the complainant or any other person on his behalf to afford him a personal hearing ;
  - (ii) any other person who, in the opinion of the commission, should be heard for appropriate disposal of the matter before it;
  - (iii) any person to cause production of records required by the Commission;
  - (iv) any person to be examined as witness;
  - (v) any person whose conduct is inquired into by it; or
  - (vi) any person whose reputation, in the opinion of the Commission, is likely to be prejudicially affected; a summon indicating the purpose of summoning such person shall be issued in Form No. 9.
- (b) The case in which summons has been issued for personal appearance of a person, shall be placed before the Commission on the date shown in the summons for such personal appearance.
- (c) Whenever the Bench directs discovery or production of any document or any public record or copy thereof is requisitioned from any court or office, summons setting out the particulars of the documents etc. shall be issued to the authority concerned in Form No. 10.

22. **Calling for Investigation Report:**

- (a) Where the Bench directs investigation by any investigating agency of the Central/ State Government as provided in section 14 of the Act, a copy of such order along with the copy of papers relevant thereto shall be furnished forthwith to such agency calling upon it to conduct investigation into the matter and submit its report within time specified and where no time is specified, within three weeks from the date of the order.
- (b) If no such report is received, within the time specified, the matter shall be placed before the Commission/Bench forthwith for directions.
- (c) In appropriate cases the Commission may get the matter inquired into by its own investigation wing or constitute a special team for inquiry as may be considered appropriate.

23. **Recommendations:**

When the Bench, upon consideration of the investigation/inquiry report finally disposes of the case without any recommendation, the case shall be treated as closed.

24. **Steps after calling for Comments:**

- (a) If no comments are received or not received within the time allowed, the case shall be placed before the Commission forthwith for further direction.
- (b) On consideration of the comments received the Commission may pass such order as it deems proper. Copy of the order shall be communicated to the concerned Government/Authority forthwith.

25. **Publication:**

When the Commission passes order after inquiry under Section 17 it shall cause to –

- (a) prepare a list of such cases, furnishing particulars such as case number, name of the complainant, name of the government/authority concerned and the date of the final order. A Note shall be put below the list to the effect that copy of the Inquiry Report, etc. referred to in sub-section (f) of section 18 of the Act are available for perusal in the Library of the Commission;
- (b) publish the list so prepared on the Notice Board of the Commission on the first working day of every month.
- (c) make available simultaneously to the Library of the Commission two sets of the documents referred to in sub-section (f) of section 18 of the Act and the further order, if any, passed by the Commission in each case.
- (d) send simultaneously free of cost a copy each of :
  - (i) the documents referred to in clause (c) to the complainant or his representative; and
  - (ii) the order referred to in regulation 27 to the concerned govt./authority.

26. **Mode of Communication:**

Unless otherwise directed, all communications from the Commission shall be sent by speed post or any other reliable mode of communication.

27. **Consignment of Records:**

Records of all cases finally disposed of shall be transmitted to the Records Section in the Law Wing after completing the entries in the register in Form No. 11 with regard to each such case.

28. **Period of Retention of Record:**

- (a) Unless otherwise ordered by special or general orders of the Chairperson, the entire records of disposed of complaints shall be destroyed after the expiry of a period of two years from the date of final disposal. Digital records shall be maintained.
- (b) However, the register maintained under Regulation 11(a) containing detailed information regarding each complaint registered district-wise shall be retained permanently.

29. **District-wise Information Register:**

A register in Form 11 shall be maintained for each district and the relevant information entered in the respective columns therein.

30. **Procedure regarding *Suo Motu* Action:**

The procedure contained in this Chapter shall *mutatis mutandis* apply to *suo motu* action taken by the Commission.

31. **Preparation of Statements:**

The Registrar shall cause to prepare such monthly, quarterly, half yearly or yearly Statements>Returns/Reports in such form(s) as may be prescribed by the Commission from time to time.

## CHAPTER – III

### Miscellaneous

32. The Commission will decide about its own calendar. It may adopt the State calendar or make a calendar of its own. Decision will be taken in full meeting of the Commission.

33. **Minutes of the Meeting:**

- (a) The minutes of each meeting of the Commission shall be recorded during the meeting itself or immediately thereafter by the Secretary or by any other officer as directed. Such minutes shall be submitted to the Chairperson for his approval and upon approval, be circulated to all the Members of the Commission at the earliest and in any case, sufficiently before the commencement of the next meeting.
- (b) The conclusions of the Commission in every matter undertaken by it shall be recorded in the form of an opinion. Dissenting opinions, if given, shall also form part of and be kept on record. Action shall be taken on the basis of the majority opinion where there be any difference.
- (c) Follow-up Action :

The Secretariat of the Commission shall take follow-up action on the minutes of the meetings after they are confirmed by the Chairperson.

34. **Record of Minutes:**

A master copy of the minutes of every meeting and opinions of the Commission shall be maintained duly authenticated by the Secretary and a copy of the minutes pertaining to each item shall be added to the relevant file for appropriate action. Opinion shall be kept in the respective records and for convenience, copies thereof with appropriate indexing shall be kept in guard files.

35. **Report of Action Taken:**

Report of follow-up action shall be submitted to the Commission at every subsequent sitting indicating therein the present stage of action on each item on which the Commission had taken a decision in any of its earlier meetings, excepting the items on which no further action is called for.

36. **Authentication of Orders and Decisions:**

- a) Orders and decisions of the Commission shall be authenticated by the Secretary or such officer of the Commission as authorised by the Chairperson not below the rank of an Under Secretary.
- b) Copies of investigation/ enquiry reports or orders finally disposing of matters by the Commission shall be furnished free of cost to the petitioner or his representative.
- c) Unless any document is classified by the Commission as confidential, copy thereof would be available to the parties in the matter on payment of a reasonable fee raised to meet the cost. Every effort should be made to provide the copies with utmost expedition and, in any case, not later than one week of the date of request.

37. **Annual Report:**

The Commission shall furnish its annual report for the period commencing from 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the succeeding year to the State Governments concerned as provided in section 28 of the Act. The original report shall be signed by the Chairperson and Members of the Commission and appropriately preserved and a duly authenticated copy shall be sent to the appropriate Government by end of May of every year.

38. **Special Report:**

The Commission may furnish such special reports on specific matters as may be considered necessary in terms of Section 28 of the Act.

39. **Printing of the Report:**

The Secretariat of the Commission shall be responsible for the printing of the Annual Report and Special Reports with utmost expedition and in any case, not later than one month of finalisation of the same.

40. **Savings:**

As and when any matter which is not covered by these regulations is brought to notice, it shall be competent for the Commission to make appropriate directions or clarification and the Commission may also add, delete, amplify and amend these regulations from time to time.

**APPENDIX - I**  
(See Regulation 10)

**LIST SHOWING SUBJECT-WISE CLASSIFICATION OF INCIDENTS LEADING TO COMPLAINTS/ SUO MOTU ACTION**

<b>Code Number</b>	<b>MAJOR HEADS</b>	<b>Sub-Code Number</b>	<b>SUB-HEADS</b>
10	CHILDREN	10.01 10.02 10.03 10.04 10.05	Child Labour Child Marriage Child Prostitution and Sexual Abuse Exploitation of Children Others
20	EDUCATION	20.01 20.02 20.03  20.04 20.05  20.06 20.07	Denial of schooling facilities Mid-day meal Scholarships and incentives to girls and other weaker sections School buildings and library Non-availability of books and other reading materials Education loan Others
30	HEALTH	30.01 30.02  30.03	Public health hazards Malfunctioning of public health institutions Others
40	JAIL	40.01 40.02 40.03 40.04 40.05 40.06 40.07 40.08 40.09 40.10	Custodial death Custodial rape (in jails) Exploitation of child prisoners. Denial of legal aid. Harassment of prisoners Conditions in jail. Solitary confinement of prisoners. Remuneration of convicts Premature release Others
50	JUDICIARY	50.01 50.02 50.03	Delay in trial Double Jeopardy Others
60	MAFIAS/ UNDERWORLD	60.01 60.02  60.03 60.04	Nuisance by notorious gangs/ mafias Nuisance by local ruffians and anti-social elements. Ransom Others
70	LABOUR	70.01 70.02 70.03 70.04	Bonded Labour Exploitation of Labour Forced Labour Hazardous employments

		70.05 70.06 70.07	Slavery Traffic of human labour Others
80	Minorities/ SC/ST	80.01 80.02 80.03 80.04	Discrimination against minorities Discrimination against SC/STs Atrocities on SC/STs Others
90	POLICE/ARMED FORCES	90.01 90.02 90.03 90.04 90.05 90.06 90.07 90.08 90.09 90.10 90.11 90.12 90.13  90.14 90.15 90.16 90.17 90.18 90.19  90.20	Abuse of power Abduction/ Kidnapping Abduction/ rape Attempted murder Custodial death Custodial rape (at Police Stations) Custodial torture Custodial violence Death in police firing Death in police encounter Fake encounters Failure in taking lawful action False implications (by private individuals) False implications (by police) Unlawful detention and arrest Police motivated incidents Victimisation Failure to register case and investigate Delay and prolongation of investigation Others
100	POLLUTION/ ECOLOGY/ ENVIRONMENT	100.01 100.02 100.03 100.04 100.05	Ecological disturbances Environmental (air) pollution Water Pollution Noise pollution Others
110	Poverty Alleviation/ Social Welfare	110.01 110.02  110.03 110.04 110.05 110.06	NREGP B.P.L./ A.P.L./ Antyodaya Programmes Indira Awas Yojna Old age pension Loan schemes Other social welfare schemes
120	RELIGION/ COMMUNITY/ RACE	120.01 120.02 120.03 120.04 120.05 120.06 120.07	Communal violence Ethnic conflict Group clashes Racial discrimination Religious discrimination Religious intolerance Others

130	Remand Homes	130.01	Condition in remand homes including food & hygiene
		130.02	Exploitation and sexual harassment of inmates
		130.03	Rehabilitation of lost and destitute
		130.04	Others
140	<u>SERVICES</u> <u>MATTERS</u>	140.01	Disparities in Employment Opportunities
		140.02	Non-payment of Salary/ Pension/Compensation
		140.03	Appointment matters
		140.04	Other service disputes
		140.05	Others
150	WOMEN	150.01	Abduction, rape and murder
		150.02	Commission of sati
		150.03	Discrimination against women
		150.04	Dowry death including attempt
		150.05	Dowry demand
		150.06	Exploitation of women
		150.07	Gang rape
		150.08	Indecent representation of women
		150.09	Indignity of women
		150.10	Immoral trafficking on women
		150.11	Domestic violence
		150.12	Sexual harassment at workplace
		150.13	Neglect by family members
		150.14	Others
160	MISCELLANEOUS	160.01	Disappearance
		160.02	Land disputes
		160.03	Hunger strikes
		160.04	Family disputes
		160.05	Natural Calamities
		160.06	Starvation
		160.07	Others

**FORM NO. 1**

( See regulation 9 )

**BIHAR HUMAN RIGHTS COMMISSION**

( Law Wing )

Case No. \_\_\_\_\_  
( To be given after registration)

**CLASSIFICATION:**

Code:

**SCRUTINY REPORT**

1. Diary No. \_\_\_\_\_ / BHRC
2. Name of the complainant :
3. Is it a public interest complaint :
4. Date of cause of action / incident :
5. The District to which the incident relates :
6. Whether the complaint is directly addressed to the Commission ;

or

Whether only a copy thereof is endorsed to the Commission :

7. In case of suo motu action, the source of information ; viz. –
  - (a) news item; or
  - (b) other source(Give brief particulars) :

8. Name, designation and address of the public servant by whom alleged violation of human right was committed/ abetted or who was negligent in prevention of such alleged violation:

(i)

(ii)

(iii)

( Note: If the complaint relates to Armed Forces, here specifically indicate the Ministry/ Department of the Central Government under which such Armed Forces come).

9. Name, designation and address of the authority from whom information/ report may be called for :

(i)

(ii)

Note: In case of Armed Forces (Naval Military and Air Force) coming under Defence Ministry and in case of other Armed Forces of the Union, from the Secretary of Home Ministry).

10. Gist of the complaint/ suo motu action (here give brief account of the matters Referred to in the complaint/ suo motu Action) :

11. Is there any complaint/action pending/ Disposed of on the same subject matter/ Incident :

(If yes, give case number and other relevant information and append the record of such case)

12. Relief, if any, sought :

(Signature)  
ASSISTANT REGISTRAR  
DATE:

NOTE:

1. If there are more than one complainant, give only the name of the first complainant.
2. If the information in regard to any column is not available, put "N.A" against that column.
3. Information in regard to column 11 shall be ascertained from the computer.

**FORM NO. 2**

( See regulation 9 )

**BIHAR HUMAN RIGHTS COMMISSION**

( Law Wing )

CASE NO. \_\_\_\_\_

(To be given after registration)

**CLASSIFICATION:**

Code No.

**SCRUTINY REPORT ON MAINTAINABILITY**

1. Dy. No. \_\_\_\_\_/ BHRC
2. Name of the complainant \_\_\_\_\_ :
3. District to which the incident relates :
4. Whether the complaint is against member (s) of Armed Forces:

If yes, whether relates to Armed Forces under Defence Ministry ;

or

Other Armed Forces under the Central Home Ministry

(Put (√) mark against appropriate box)

5. Whether the complaint is directly addressed to the Commission ;

or

whether only a copy thereof is endorsed to the Commission

6. Brief gist of the complaint \_\_\_\_\_ :
7. The complaint is not entertainable For the following reasons :

- (i) illegible ;
- (ii) barred under section 36(1) of the Act ;
- (iii) barred under section 36(2) of the Act;
- (iv) allegation is not against any public servant ;

- (vi) allegations do not make out any specific violation of human rights;
- (vii) matter is covered by a judicial verdict / decision of the Commission;
- (viii) on any other ground.

(Put) (✓) mark against the relevant clause and give the reasons hereunder indicating the clause number)

(Signature)  
ASSISTANT REGISTRAR  
Date :

NOTE:

1. If there are more than one complainant name of the 1<sup>st</sup> complainant be entered against column No.2
2. If the information in regard to any column is not available, put "N.A." against that column.
3. In case of complainants against Naval, Military and Air Force, information/ report be called from the Secretary to Government of India, Ministry of Defence, New Delhi.
4. In case of complaints against other Armed Forces, information/ reports be called from the Secretary to Government of India, Ministry of Home Affairs, New Delhi.

**FORM NO. 3**

{ ( See regulation 11(b) ) }

(EMBLEM)

BIHAR HUMAN RIGHTS COMMISSION

( Law Wing )

CASE NO. \_\_\_\_\_/

Classification :  
Code No.

No. of connected cases  
if any :

NAME OF THE COMPLAINANT :

SINGLE BENCH  
DIVISION BENCH  
FULL BENCH

DISTRICT: \_\_\_\_\_

SCRUTINY REPORT: FORM NO. 1  
FORM NO.2

Date and Nature of Disposal :

OTHER INFORMATION, IF ANY:

**FORM NO. 4**

{ ( See regulation 11(b)(i) ) }

BIHAR HUMAN RIGHTS COMMISSION

( Law Wing )

**I N D E X**

CASE NO. \_\_\_\_\_ Name of the

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S.No.	Description of the document	Date of the document	Date of the receipt	Page Nos.
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**FORM NO. 5**

{ ( See regulation 11(b)(ii) ) }

**BIHAR HUMAN RIGHTS COMMISSION**

( Law Wing )

**ORDER SHEET**

CASE NO. \_\_\_\_\_

Name of the complainant :

\_\_\_\_\_

Record of the steps taken  
(to be entered by the Office)

Orders/ Proceedings of the Commission

Date      Step (s) taken

-----      -----

**FORM NO. 6**

{ ( See regulation 18(b) ) }

CASE NO. \_\_\_\_\_/97-LD

BIHAR HUMAN RIGHTS COMMISSION

9, BAILEY ROAD

PATNA – 800001

\*\*\*\*\*

Dated .....

To

.....  
-----  
-----

Sir, Madam,

Ref : Your complaint dated .....  
regarding .....

\*\*\*\*\*

Your complaint referred to above has been registered as Case  
No. ....and the Commission, upon consideration of  
complaint has passed the following order :-

“ .....  
.....  
.....”

Yours faithfully,

Asstt. Registrar

**FORM NO. 7**

{ ( See regulation 18(b) ) }

CASE NO. \_\_\_\_\_/97-LD

BIHAR HUMAN RIGHTS COMMISSION

9, BAILEY ROAD

PATNA – 800001

\*\*\*\*\*

Dated .....

To

.....  
-----  
-----

Sir, Madam,

Ref : Your complaint dated .....  
regarding .....

\*\*\*\*\*

Your complaint referred to above has been registered as Case  
No. ....and the Commission, upon consideration of  
complaint has finally disposed of the complaint in the following manner :-

“ .....  
.....  
.....”

Yours faithfully,

Asstt. Registrar

**MOST IMMEDIATE**

**FORM NO. 8**

{ ( See regulation 18(c) )

BIHAR HUMAN RIGHTS COMMISSION

( Law Wing )

9, Bailey Road,  
Patna- 800001.

CASE NO.....

SECTION.....

**N O T I C E**

To

.....

.....

.....

( Name / Designation and complete address  
of the authority to whom notice is  
directed to be issued. )

WHEREAS the complaint received from (name and address of the complainant)  
was placed before the Commission on .....

AND WHEREAS upon perusing the complaint the Commission has passed  
the following order:

.....

.....

.....

(here reproduce the order/ direction)

OR

WHEREAS the Commission has taken suo motu cognizance on consideration of ( here give brief details of the subject-matter on which suo motu cognizance has been taken) and has passed the following order on ..... :

.....  
.....  
.....

(here quote the order/direction )

“NOW THEREFORE TAKE NOTICE that you are required to submit the requisite information/report to the Commission on or before \_\_\_\_\_.”

TAKE FURTHER NOTE NOTICE that in default, the Commission may proceed to take such action as it deems proper.

Given under my hand and the SEAL of the Commission, this the .....day of \_\_\_\_\_  
( month & year )

( BY ORDER )

( Signature )  
ASSISTANT REGISTRAR

Encl : Copy of the complaint.

NOTE : The information/ report shall be furnished only by the authority which is called upon to do so.

**FORM NO. 09**

{ ( See regulation 21(a) )

**BIHAR HUMAN RIGHTS COMMISSION**

( Law Wing )

9, Bailey Road,  
Patna- 800001.

**SUMMONS**

IN THE MATTER OF :

The complaint filed by (Name of the Complainant)

OR

Suo Motu action taken by the Commission relating to

( subject matter of the action to be given)

To

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( Name, designation and address  
of the person summoned)

WHEREAS proceedings in the matter aforementioned have been initiated and the Commission has directed to issue summons to you:

(a) to afford you an opportunity of being heard in person, and /or to adduce evidence in support of your complaint

or

(b) to cause production of the following records :

(i)

(ii)

(iii)

(here give full description of the record/ document (s) directed to be summoned)

or

(c) to examine you as a witness in the above matter ;

or

(d) to afford you an opportunity of being heard as in the opinion of the Commission your reputation is likely to be prejudicially affected by the verdict that the Commission may give in the above proceedings;

or

(e) to afford you an opportunity of being heard in the matter as your conduct in connection with the subject-matter of the above proceedings is being inquired into.

NOW THEREFORE you are hereby summoned to appear before the Commission in person for the purpose aforementioned on (day and date) at 10:30 a.m. or soon thereafter as may be convenient to the Commission for further consideration.

If you fail to comply with this order without lawful excuse :

(i) final decision in the proceedings shall be taken by the Commission in your absence ;

or

(ii) you will be subjected to the consequences of non-attendance as provided in rule 10 and rule 12 of Order XVI of the Code of Civil Procedure 1908

Given under my hand and seal of the Commission this the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

( BY ORDER )

(Signature)  
Asst. Registrar

**FORM NO. 10**

{ ( See regulation 21(c) )

**BIHAR HUMAN RIGHTS COMMISSION**

( Law Wing )

9, Bailey Road,  
Patna- 800001.

**SUMMONS**

IN THE MATTER OF :

The complaint filed by (Name of the Complainant)

OR

Suo Motu action taken by the Commission relating to

( subject matter of the action to be given)

To

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-----  
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( Name, designation and address

of the person summoned)

Whereas proceedings in the matter aforementioned have been initiated and the Commission has directed production of the document/ record/ copy thereof in connection with the proceedings, particulars of which are mentioned hereinbelow.

Now therefore you are required to produce the document/ record/ copy thereof before the Commission through any authorized representative of (day and date) and 10:30 A.M. or soon thereafter as may be convenient to the Commission for further consideration

If he failed to comply with this order without any lawful excuse made may be subject to the consequences of non-production of the document etc as provided in Rules – and order- of the Code of Civil Procedure 1908.

Given under my hand and seal of the Commission this the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_.

( BY ORDER )

(Signature)  
Asst. Registrar

**FORM NO. 11**

( See Regulations 27 & 29)

**BIHAR HUMAN RIGHTS COMMISSION**

**District-wise Information Register**

Case No. With District Code	Name and address of the complainant	Name of the victim	Date of incident	Name of District relating to the incident	Nature of vio- lation complain- ted of	Classification of violation with Code No.	Disposed in limini
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Autho- rity from whom information/ report was called for	Disposed of with directions <hr/> Without calling for compliance	After calling for compliance	Nature of Directions/ compliance	Date of compliance	Date of Disposal	Date of destruction	Remarks
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)