

# Regulations

## **RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

No. P/1(3)/SMAHA/2000/190

Date January 19, 2001

In exercise of the powers conferred by sub-section (2) of Section 10 read with Section 29 of the Protection of Human Rights Act, 1993 (Act no. 10 of 1994), the Rajasthan State Human Rights Commission, hereby makes the following REGULATIONS, namely:

### **1. Short title**

(a) These Regulations may be called the Rajasthan State Human Rights Commission, (Procedure) Regulations, 2001.

## **CHAPTER I - PRELIMINARY**

### **2. Definitions**

(1) 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) "Code" means the Code of Civil Procedure, 1908 as amended from time to time.
- (c) "Complaint" means all petitions or communications received by the Commission from a victim or any other person on his behalf, in person or by post or telegram or fax or any other means whatsoever, alleging violation or abetment thereof or negligence in the prevention of such violation, by a public servant, of all or any of the human rights defined in Section 2(d) read with Section 21 (5) of the Act.
- (d) "Commission" means the Rajasthan State Human Rights Commission.
- (e) "Chairperson" means the Chairperson of the Commission.
- (f) "Director (Investigation)" means the person designated by the Chairperson as the Director of the Investigation team of the Commission.
- (g) "Division" means and includes Administration Division, Law Division, Investigation Division, Research Division and such other Divisions in the Commission as may be constituted by the Chairperson.
- (h) "Division Bench" means a Bench consisting of two members of the Commission as constituted by the Chairperson.
- (i) "Full Bench" means a Bench consisting of three or more members of the Commission as constituted by the Chairperson.
- (j) "Member" means a Member of the Commission and includes Chairperson.
- (k) "Registrar" means Registrar of the Commission.
- (l) "Regulation" means the Regulations framed by the Commission.
- (m) "Secretary" means Secretary of the Commission.

(n) "Single Bench" means a Bench consisting of one Member of the Commission as constituted by the Chairperson.

(2) 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. Head Quarters of the Commission**

The Head Quarters of the Commission shall be, as notified by the State Government, at Jaipur.

**4. Venue of the Meetings**

The Commission shall ordinarily hold its meetings and sittings in its office at Jaipur. However, it may, in the discretion of the Chairperson, hold its meetings and sittings at any other place in Rajasthan, if he considers the same necessary and expedient.

**5. Periodicity of Sittings**

The Commission shall normally have its regular sittings on all working days of every month, excepting Saturdays and holidays. The Chairperson may, however either *suo-motu* or at the request of one or more members, direct a special sitting to be convened to consider any matter of urgency.

**6. Secretarial Assistance**

The Secretary shall, along with such other officers of the Commission as may be directed by the Chairperson, attend meetings of the Commission.

**7. Agenda**

The Secretary shall, in consultation with the Chairperson, prepare the agenda for each meeting of the Commission and shall cause notes thereon to be prepared by the secretariat. Such notes shall, as far as possible, be self contained. Specific files covering the agenda items shall be made available to the Commission for reference. The Agenda papers shall ordinarily be circulated to the Members at least two clear days in advance of every meeting. When matters are set down only for hearing, cause list of the day of sitting shall be prepared and circulated. The Commission may, however, take up any matter for deliberation, which is not included in the agenda of the meeting.

## **CHAPTER II - PROCEDURE OF DEALING WITH COMPLAINTS OR SUO-MOTU ACTION**

### **4. General**

- (a) Complaint may be made to the Commission in Hindi or English or in any of the languages included in the Eighth Schedule of the Constitution.
- (b) No fee shall be chargeable on complaints.
- (c) The complaint should disclose a complete picture of the matter complained against. The Commission may, if necessary, call for further information and may direct affidavits to be filed in support of the allegations, whenever considered necessary.

### **9. Complaints not ordinarily entertain able**

The Commission may dismiss in limine complaints of the following nature:

- (a) vague or anonymous or pseudonymous or illegible or trivial or frivolous;
- (b) barred under Section 36 (1) of the Act;
- (c) barred under Section 36 (2) of the Act;
- (d) relates to civil dispute, such as property rights, contractual obligations;
- (e) relates to Service matters or labour or industrial disputes;
- (f) allegations are not against any public servant;
- (g) allegations do not make out any specific violation of human rights;
- (h) matter is sub judice before a court or tribunal;
- (i) matter is covered by a judicial verdict or decision of the Commission;
- (j) where copy of the complaint addressed to some other authority is received by the Commission and
- (k) matter is outside the purview of the Commission.

### **10. Processing of Complaints**

- (a) Immediately on receipt of applications/communications, the Section Officer in the Law Division shall sort out the complaints and place them for scrutiny before the concerned Assistant/Deputy Registrar.
- (b) Complaints and other communications requiring urgent action shall be placed before the Registrar, who shall arrange for urgent processing.
- (c) Complaints not in Hindi or English shall be translated into Hindi.
- (d) After completing the scrutiny, the Assistant Register shall fill up Form A, in case of complaints found entertainable and, fill up Form B in case, the complaint found as not entertainable for any of the reasons mentioned in Regulation 9. He shall then forward the complaint with the scrutiny report to the Registration Section.
- (e) If the communication is found to be not a complaint under Section 12 (a) of the Act, but

relates to the other clauses of Section 12, the same shall be placed before the Secretary, who shall place it with a brief note before the Commission as early as possible.

### **11. Classification**

Subject wise classification of the complaints shall be made as per the list in the Appendix-I, which may be modified or amended from time to time as per the orders of the Chairperson.

### **12. Registration**

(a) A common register shall be maintained in the Law Division for entering, in serial order, the case number with the District Code and year of registration, the corresponding diary number and the District to which the incident relates in respect of each complaint to be registered. After completion of the scrutiny, entry shall be made in the common register and the case number assigned to the complaint along with the District Code shall be entered in the complaint in red ink and also in the space provided in the Scrutiny Report.

(b) Records relating to each complaint shall be kept separately and duly indexed and in separate file covers and the same shall be sent to the listing section, for placing the matter before the Commission.

(c) All complaints registered as aforesaid shall be placed before the Commission for consideration as expeditiously as possible and at any rate not later than seven days from the date of its receipt. In case a longer time is required, specific orders shall be obtained from the Chairperson.

(d) Complaints requiring urgent consideration shall be placed before the Commission, as far as possible within 24 hours of its receipt.

### **13. Constitution of Benches**

Subject to such special or general orders of the Chairperson, all complaints shall be dealt with by a Single Bench of the Commission. If the Single Bench dealing with the case, having regard to the importance of the issues involved, is of the opinion, that the case should be considered by a Division or a Full Bench, the papers shall be placed before the Chairperson for assigning the case to such a Division Bench or Full Bench, if the Chairperson also concurs with that opinion. If the Chairperson feels that having regard to the importance of the matter the case should be heard by a larger Bench, the case may be referred to such a larger Bench, constituted for that purpose.

### **14. Preparation of Cause List**

Cause list shall be prepared listing the cases under the following heads:

(a) For admission

Cases, which are prima facie not entertain able shall also be included in this head, so that the Bench shall pass order rejecting the complaint.

(b) For directions

Cases in which information or report have not been received, for issue of summons, requiring interim and interlocutory orders will be included in this head.

(c) For final disposal.

(d) Cases awaiting compliance.

(e) Review applications.

**15. Posting of Cases**

(a) Cases shall be included in the Cause List of each Bench as per the directions of the Chairperson.

(b) The case files of the cases posted in the Cause List shall be circulated to the Bench two days in advance together with the Cause List.

**16. Preliminary Consideration and steps**

(a) If a complaint is, after consideration, dismissed in liming, the said order shall be communicated to the complainant in Form-F. The case is then treated as closed.

(b) If the complaint is admitted or is taken cognizance *suo-motu*, the notice in Form-G shall be sent to the concerned authority enclosing a copy of the complaint. Such notice shall specify the time within which the information or the report has to be submitted.

**17. Recording of orders**

(a) Orders of the Commission shall be recorded in the Order Sheet. Lengthy orders shall be recorded on separate sheets and appended to the Order Sheet. Private Secretary attached to the member shall enter in the relevant column of the Order Sheet the date of the order and the number of the pages.

(b) In cases requiring urgent action in pursuance of the order issued by the Commission, the concerned Private Secretary shall send the file at once to the Registrar, who shall arrange for the communication of the order either by fax or telephone or speed post or telegram and then transmit the records to the concerned section for further action.

**18. District wise Information Register**

A register in Form-H shall be maintained for each District and the relevant information shall be entered as and when available in the relevant columns.

**19. Preparation of Synopsis**

(a) Upon receipt of the report or information called for, a detailed note in the form of a synopsis shall be prepared by the Deputy Registrar in Form-I and the case becomes ready for being placed

before the Commission for final disposal.

(b) After considering the report or information, if the Commission disposes off the case without any recommendation, the case is closed.

## **20. Summons**

(a) Summons in Form-J, indicating the purpose of summoning such person shall be issued in the following cases:

(1) to the complainant or any other person on his behalf to afford him a personal hearing,

(2) to any other person who, in the opinion of the Commission, should be heard for appropriate disposal of the case,

(3) to any person to cause production of records required by the Commission,

(4) to any person to be examined as witness,

(5) to any person whose conduct is enquired into and

(6) to any person, whose reputation, in the opinion of the Commission is likely to be prejudicially affected.

(b) The case in which summons has been issued for personal appearance of a person, shall be placed before the Commission, on the date noted in the summons for such personal appearance.

## **21. Ordering Investigation**

(a) Whenever the Commission orders investigation by its Investigation Division or by any other investigating agency of the Central or State Government as provided in Section 14 of the Act, a copy of such order along with copies of the papers relevant thereto shall be furnished forthwith to such Division or Agency, calling upon it to conduct the investigation and submit its report within the time specified in the order.

(b) If report is not received within the specified time, the matter shall be placed before the Commission forthwith for further directions.

## **22. Communication of Recommendations**

Whenever the Commission makes any recommendation after considering the inquiry report, a copy of the inquiry report along with its recommendation shall be sent within seven days from the date of such recommendation to the concerned government or authority calling upon it to furnish its comments on the report including the action taken or proposed to be taken within one month or such further time as the Commission may allow.

## **23. Follow up action**

(a) If no comments are received within the specified time, the case shall be placed before the Commission forthwith for further direction.

(b) If comments are received, the case shall be placed before the Commission with a brief note

indicating whether the recommendation of the Commission has been accepted in full or part or not accepted at all, the reasons for such non acceptance or part acceptance and the action that may be taken or proposed to be taken.

(c) After considering the comments and the brief note on it, the Commission shall pass such order as it deems fit.

#### **24. Procedure regarding *Suo-Motu* Action**

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

#### **25. Opportunity to persons before the Commission**

The Commission may, in its discretion, afford a personal hearing to the petitioner or any other person on his behalf and such other person or persons as in the opinion of the Commission should be heard for the proper disposal of the matter before it and where necessary, call for records and examine witnesses in connection with it. The Commission shall afford a reasonable hearing including opportunity of cross examining witnesses, if any, in support of his stand to a person, whose conduct is enquired into by it or where in its opinion, the reputation of such person is likely to be prejudicially affected.

#### **26. Publication**

When the Commission passes order after inquiry under Section 17, the Registrar shall cause to:

(a) prepare a list of such cases furnishing particulars such as case number, name of the complainant, name of the Government or authority concerned and the date of the final order, with a further note that copy of the Inquiry report referred to in Section 18(6) 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) send to the library of the Commission two sets of the documents referred to in Section 18 (6) of the Act and the further order, if any, passed by the Commission in each case;

(d) send simultaneously, free of cost, a copy of each of:

(1) the documents referred to in clause (c) to the complainant or his representative and

(2) the order referred to in regulation 23 (c) to the Government or the concerned authority.

#### **27. Mode of communication**

Unless otherwise ordered, all communications from the Commission shall be sent by ordinary post.

#### **28. Review**

(a) No party shall have a right to seek review of the order or proceedings of the Commission.

(b) If any application seeking review or modification of the order or proceedings passed by the Commission is received, the same shall be placed before the same Bench, which made the order along with the case file and the same shall be disposed off by such order as may be deemed proper.

**29. Consignment of Records**

Records of all cases finally disposed off shall be consigned to the Record section after completing the entries in the register in Form- H

**30. Period of Retention of Records**

(a) Unless otherwise ordered by the Chairperson, the entire records of disposed off complaints shall be weeded after the expiry of a period of two years from the date of final disposal.

(b) The register in Form-H, which contains detailed information regarding each complaint registered District-wise, shall be retained permanently.

**31. Weeding of Records**

(a) The record keeper shall identify the cases, the records of which are ripe for weeding and ensure that appropriate entries are made in the register in Form-H, regarding the date of weeding. A separate register shall also be maintained containing the list of cases taken up for weeding.

(b) Original documents shall be returned to the person who produced the same on his application at any time before weeding.

(c) Weeding shall be carried out as per the direction of the Registrar in the month of August every year.

**32. Periodical Statements**

The Registrar shall arrange for the preparation of the following statements:

- (1) district-wise monthly statement in Form - K
- (2) district-wise monthly statement in Form - L
- (3) district-wise yearly statement



### **CHAPTER III - MISCELLANEOUS**

#### **33. Minutes of the Meeting**

(a) 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 by the Chairperson. Such minutes shall be submitted to the Chairperson for approval and, upon approval shall 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 form part of and be kept on record. Action shall be taken on the basis of the majority opinion.

(c) Unless specially authorised no action shall be taken by the Secretariat of the Commission on the minutes of the meetings until the same 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. Opinions 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 by the Secretary at every subsequent meeting indicating there in 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. Transaction of business outside the Headquarters**

(a) The Commission or some of the Members may transact business at places outside its Headquarters as and when previously approved by the Chairperson provided that if parties are to be heard in connection with any enquiry under the Act, at least, two members shall constitute the Bench of the Commission for such purpose.

(b) The Commission or any of its members, when requested by the Chairperson, may undertake visits for an on the spot study and where such study is undertaken by one or more Members a report thereon shall be furnished to the Commission as early as possible.

#### **37. Authentication of orders and decisions**

Orders and decisions of the Commission shall be authenticated by the Secretary or any officer

authorised by the Chairperson not below the rank of an Assistant Registrar.

**38. Copies**

Unless any document is classified by the Commission as confidential, a copy of the same may be made available to the parties in the matter, on payment of copying charges fixed by the Commission from time to time. Copies shall be furnished as expeditiously as possible.

**39. Representative**

Parties before the Commission shall appear either in person or through authorised representative, unless personal attendance is required by the Commission. Such a representative may be a member of the Bar or such other person authorized by the Commission to represent the parties.

**40. Annual Report**

The Commission shall prepare an Annual Report for the period commencing from 1st April of the year to 31st March of succeeding year, signed by the Chairperson and all the Members and the same shall be preserved as a permanent record. Authenticated copies shall be sent to the State Government by the end of May of every year.

**41. Special Reports**

The Commission shall likewise prepare and forward Special Reports on specific matters as provided in Section 28 of the Act.

**42. Printing of Reports**

The Secretariat of the Commission shall arrange for the printing of the Annual and Special Reports within a month after its finalization.

**43. Reports on complaints and inquiries**

Reports contemplated under Section 18 of the Act shall be sent to the Government or the Concerned authority or the person as the case may be within a week of completion of the proceedings before the Commission. On receipt of the comments of the Government or the Concerned authority or the person, the Commission shall publish the report in the manner provided in Section 18 of the Act, within 10 days of the receipt of the intimation.

**44. Investigation Division**

The Commission shall have its own team of investigation headed by a person not below the rank of Inspector General of Police. The team shall consist of police officers and subordinate staff as sanctioned by the State Government from time to time on the recommendation of the

Commission. The Commission may also, in its discretion, appoint adequate number of outsiders to be associated with the Investigation Team either as Investigators or Observers and fix their duties and remuneration.

**45. Amendments and Additions**

It shall be competent for the Commission to add, delete and amend these Regulations from time to time and to make appropriate directions on any matter not covered by these Regulations.

Jaipur  
January 19, 2001.

**(Lalit Kothari)**  
Secretary  
RAJASTHAN STATE HUMAN RIGHTS COMMISSION.

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

No. P/1(3)/SMAHA/2000/190

Date January 19, 2001

In exercise of the powers conferred by sub-section (2) of Section 10 read with Section 29 of the Protection of Human Rights Act, 1993 (Act no. 10 of 1994), the Rajasthan State Human Rights Commission, hereby makes the following forms under the REGULATION, to facilitate the Applicant:--

**FORM A**

(Regulation No-10)

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION)**

**CASE NO.**

**(1) INCIDENT DETAILS**

1. Classification Code (Incident Code)
2. Place of Incident
3. Police Station/Tehsil
4. District
5. Date of Incident

**(2) COMPLAINT DETAILS**

6. Diary no.
7. Date of Receipt
8. Date of Complaint
9. Mode of Complaint
10. Category of Complaint
11. Category of Case

**(3) VICTIM'S DETAILS**

12. Name
13. Address
14. Tehsil / Police Station

15. District
16. Religion
17. Caste
18. Sex
19. Whether disabled person?

**(4) COMPLAINANT'S DETAILS**

(If he or she is not the victim)

20 Name

21 Address

22 District

- (5) Pending /disposed off complaint/action on the same subject
- (6) Is it a Public Interest Complaint?
- (7) Name, designation and address of Public servant, who violated human rights or by whose negligence the violation of human rights was not prevented.
- (8) Name, designation and address of the authority from whom report or information is to be called for
- (9) Gist of the complaint / *suo-motu* action
- (10) Relief, if any, sought:
- (11) Recommendation of registry

**Date**

***Assistant Registrar***

## **FORM B**

(Regulation No-10)

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION)**

**CASE NO.**

### **(1) INCIDENT DETAILS**

1. Classification Code (Incident Code)
2. Place of Incident
3. Police Station /Tehsil
4. District
5. Date of Incident

### **(2) COMPLAINT DETAILS**

6. Diary no.
7. Date of Receipt
8. Date of Complaint
9. Mode of Complaint
10. Category of Complaint
11. Category of Case

### **(3) VICTIM'S DETAILS**

12. Name
13. Address
14. Teshil / Police Station
15. District
16. Religion
17. Caste
18. Sex
19. Whether disabled person?

### **(4) COMPLAINANT'S DETAILS**

(If he or she is not the victim)

- 20 Name
- 21 Address
- 22 District

(5) Pending /disposed off complaint/action on the same subject

(6) Gist of the complaint / *suo-motu* action

(7) The complaint is not admissible for the following reasons:

**Date**

*Assistant Registrar*

**FORM C**

(Regulations 12 and 13)

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION.)**

1. Case no.
2. Classification
3. Code no.
4. Personal or public interest complaint
- 5 Section
- 6 Number of connected cases
- 7 Name of the complainant
- 8 Name of person proceeded against
- 9 District
- 10 Scrutiny Report

Form - A OR Form B

Single Bench

Division Bench

Full Bench

Date and Nature of Disposal

**FROM D**

(Regulation 12 (b))

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION.**

**(LAW DIVISION)**

**INDEX**

1. Case No
2. Name of complainant

S. no.	Description of document	Date of document	Date of receipt	Number of pages

**FORM E**

Regulation 17 (a)

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION)**

**ORDER SHEET**

1. Case no.

2. Name of the complainant

Records of steps taken with date	Orders or proceedings of the Commission with date

**FORM F**

[Regulation 16 (a)]

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION)**

No.

Dated: / /2001

Ref: Your complaint dated -----

Sir/Madam.

Your complaint referred to above has been registered as case no      and the Commission, upon consideration of your complaint, has passed the following order:

**"ORDER"**

Yours faithfully,

Assistant Registrar



**FORM G.**

[Regulation 16(b)]

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION  
(LAW DIVISION)**

Case no.

NOTICE

To

.....  
.....

(Mention complete details like name, designation and complete address of the Authority to whom notice is directed to be issued.)

Whereas the complaint received from ..... was considered by the Commission and the following order was passed:-

NOW, THEREFORE TAKE NOTICE that the above mentioned matter will be listed for further consideration before the Commission on----- and will be taken up on that day at 10.30 a.m. before which date you are required to submit the requisite information/report.

Take FURTHER NOTICE that in the event of any default, the Commission may proceed to take such action as it deems proper.

Given under my hand and the seal of the Commission, this ---- day of

**BY ORDER**

**Assistant Registrar**

**Enclosure :** Copy of the complaint

**Note:** The information shall be furnished only by the authority, to whom the notice is issued and not by anybody else.

## FORM H

(Regulation 18.)

### RAJASTHAN STATE HUMAN RIGHTS COMMISSION

#### DISTRICT-WISE INFORMATION REGISTER

Name of District

S. no.	Case no.	Name & Address of complainant	Name of victim.	Date of incident	Nature of violation
1	2	3	4	5	6

Classification of Authority from whom Date Dismissed	Date of taking cognizance	Authority from whom information or report called for	Date of disposal	Dismissed in limine
7	8	9	10	11

Nature of Disposal after notice				Date of Weeding
Disposed off with direction				
Disposed off without direction	Without calling for compliance report	After calling for compliance report	Date of compliance	(16)
(12)	(13)	(14)	(15)	

**FORM I**

[Regulation 19(a)]

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW DIVISION)**

**SYNOPSIS**

1. Case no.
2. Complainant
3. Classification
4. Code no.
5. Opposite party
6. Summary of facts or allegations on the issues of human rights arising for consideration
7. Summary of the directions or orders of the Commission so far
8. Summary of the information or report received from the concerned authority
9. A short assessment of the facts and circumstances available on record

**Date**

**Deputy Registrar**

**FORM J**

[Regulation 20 (a)]

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(LAW- DIVISION)**

Case no.

**SUMMONS**

In the matter of the complaint filed by .....

or

*SUO-MOTU ACTION* taken by the Commission relating to

To

.....  
.....  
(Fill in complete address with name and designation)

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

- (1) To afford you an opportunity of being heard in person.
- (2) To adduce evidence in support of your complaint.

- (3) To examine you as a witness in the above matter.
- (4) 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.
- (5) To afford you an opportunity of being heard in the matter as your conduct in connection with the subject matter of the above proceeding is being inquired into.
- (6) To cause the production of the following documents.(\*)
- (i).....
- (ii).....

NOW, THEREFORE, YOU are hereby summoned to appear before the Commission, in person, for the purpose aforementioned on 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 summons without lawful excuse

- (i) Final decision in the proceedings shall be taken in your absence by the Commission
- (ii) You will be proceeded against under Rules 10 and 12 of Order XVI of Civil Procedure Code.

Given under my hand and the seal of the Commission, this -- day of 2001

**(BY ORDER)**

**Deputy, Registrar.**

\*Persons summoned to produce only documents may produce the same on the day and time noted in the summons and that would be sufficient compliance.

Note :- Strike out portions not relevant

Default clause (i) applies to 1,4 and 5, and clause (ii) to 3 and 6.

**FORM K**

**(Regulation 32)**

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(Law Division)**

Statement of Cases Registered and Disposed off during the Month.....

Name of district	Pendency in beginning	Registered in the month	Total pendency	Dismissal in Limine
1	2	3	4	5
Disposal without directions	Disposal with directions	Total disposal	Pendency at the end of the month (3) (4)	Remark
6	7	8	9	10

**FORM L**

(Regulation 32)

**RAJASTHAN STATE HUMAN RIGHTS COMMISSION**

**(Law Division)**

Statement of Category of Cases Admitted for disposal during the Month \_\_\_\_\_ of \_\_\_\_\_

Name of District \_\_\_\_\_

Children		Health		Jail		Criminal gangs	
Sub code	No. of cases	Sub code	No. of cases	Sub code	No. of cases	Sub code	No. of cases

Labour		Minorities		Police	
Sub code	No. of cases	Sub code	No. of cases	Sub code	No. of cases

Pollution		Communal problems		Women		Miscellaneous		Others	Total
Sub code	No. of cases	Sub code	No. of cases	Sub code	No. of cases	Sub code	No. of cases		

## **APPENDIX I**

### **(Regulation 11)**

#### **Subject -wise classification of incidents leading to complaints or suo-motu Action.**

<b>Code No.</b>	<b>Major Head</b>	<b>Sub Code No.</b>	<b>Sub-Head</b>
<b>100</b>	<b>CHILDREN</b>	100.01	Child Labour
		100.02	Child Marriage
		100.03	Child Prostitution
		100.04	Exploitation of Children
		100.05	Immoral Traffic in Children
		100.06	Cruelty to Children
		100.07	Neglect of Children
<b>200</b>	<b>HEALTH</b>	200.01	Exploitation of the mentally retarded
		200.02	Public Health hazards
		200.03	Malfunctioning of medical professionals
<b>300</b>	<b>JAIL</b>	300.01	Custodial death
		300.02	Custodial Rape
		300.03	Exploitation of child prisoners
		300.04	Deprivation of legal aid
		300.05	Harassment of Prisoners
		300.06	Irregularities in Jail
		300.07	Unlawful solitary confinement
<b>400</b>	<b>CRIMINAL GANGS</b>	400.01	Harassment by Gangs
		400.02	Harassment by local goonda
		400.03	Mischief of anti-social elements

<b>500</b>	<b>LABOUR</b>	500.01	Bonded Labour
		500.02	Exploitation of Labour
		500.03	Forced Labour
		500.04	Hazardous employment
		500.05	Slavery
		500.06	Traffic in human labour
<b>600</b>	<b>MINORITIES</b>	600.01	Discrimination against minorities
		600.02	Discrimination against S.C./S.T
		600.03	Harassment of S.C/S.T
<b>700</b>	<b>POLICE</b>	700.01	Arbitrary use of power
		700.02	Abduction/Kidnapping
		700.03	Abuse of Power
		700.04	Attempted Murder
		700.05	Atrocities on S.C/S.T
		700.06	Custodial death
		700.07	Custodial rape
		700.08	Custodial torture
		700.09	Custodial violence
		700.10	Death in police firing
		700.11	Death in police encounter
		700.12	Fake encounters
		700.13	Failure in taking lawful action
		700.14	False implications
		700.15	Illegal arrest
		700.16	Unlawful detention
		700.17	Police motivated incidents
		700.18	Rape
		700.19	Victimisation
<b>800</b>	<b>POLLUTION</b>	800.01	Ecological disturbances
		800.02	Pollution affecting surroundings

<b>900</b>	<b>RELIGION / COMMUNITY</b>	900.01	Communal violence
		900.02	Group clashes
		900.03	Racial discrimination
		900.04	Religious discrimination
		900.05	Caste Panchayats: excommunication
<b>1000</b>	<b>WOMEN</b>	1000.01	Abduction and Rape
		1000.02	Discrimination against women
		1000.03	Dowry death or attempt
		1000.04	Dowry demand
		1000.05	Exploitation of women
		1000.06	Gang rape
		1000.07	Indignity of women
		1000.08	Women: Immoral trafficking
		1000.09	Murder
		1000.10	Sexual harassment
<b>1001</b>	<b>MISCELLANEOUS</b>	1001.01	Disappearance
		1001.02	Unlawful actions of public servants
		1001.03	Unlawful eviction



<b>1002</b>	<b>NOT ADMISSIBLE</b>		
		1002.01	Vague or illegible or trivial
		1002.02	Anonymous or pseudonymous
		1002.03	Pending before any commission constituted by Law
		1002.04	More than one year old
		1002.05	Allegation is not against any public servant
		1002.06	Civil dispute
		1002.07	Service matter or labour matter or industrial matter
		1002.08	Sub-judice before a court or tribunal
		1002.09	Covered by judicial verdict or decision by commission
		1002.10	Copy of complaint is endorsed
		1002.11	Outside the purview