



ISLAMABAD HIGH COURT, ISLAMABAD

No 2978/IHC/Acts

Dated: 29/06/2021

CIRCULAR

The Hon'ble Chief Justice has been pleased to approve that all funds of surety amounts will be transferred into Government treasury, under the special deposit account titled "**G11216-Civil and Criminal Court Deposits**". The refunds will be made through Federal Treasury office as prescribed by the relevant rules.

02. The following SOPs have been approved by the Competent Authority to be implemented/enforced w.e.f. 1st July, 2021 for acceptance & refund of surety with Federal Treasury:-

ACCEPTANCE OF SURETY AMOUNT.

- a) The Additional or Deputy Registrar Judicial (whose satisfaction for acceptance of the order issued by the Court is needed) will give approval to issue Challan under the head of account "**G11216-Civil and Criminal Court Deposits**". The Assistant Registrar/Branch In charge of the concerned Judicial Branch will sign the Challan. He will then hand over the same to Surety Person, or his Counsel, as the case may be.
- b) The Surety will be accepted by the concerned Additional/Deputy Registrar Judicial, after deposit of the surety amount by the person who tenders Surety under the head of account "**G11216-Civil and Criminal Court Deposits**" through challan, with the National Bank of Pakistan or State Bank of Pakistan.
- c) After deposit of Surety amount through challan in Bank, Additional/Deputy Registrar (Judicial) or any other officer (whose satisfaction is required as per order of the Court) will satisfy himself and then sign the Surety Bond and Personal Bond.
- d) Then he will forward the file to Treasury Branch, who will acknowledge the receipt of original paid challan and for issuance of Receipt accordingly.
- e) Original Challan will be retained by the Treasury Branch. A copy of the Challan along with acknowledgement receipt so issued, will be retained in judicial files.
- f) The file will then be sent back to the concerned Judicial Branch, who will process it further for issuing the release orders/necessary action, as per Court's order etc.
- g) Treasury Branch will maintain the Cash Book, to be entered therein the detail of Case No./Title of case/Challan No./Receipt of IHC etc. Treasury Branch will ensure entry of disbursement/refund of cash Surety in the light of detail mentioned in refund voucher.
- h) Treasury Branch will verify/reconcile all the Challans from Federal Treasury on a fortnightly, as well as monthly basis.
- i) If any person brings a suspicious challan/challan un-verified by the Federal Treasury Officer, then the matter will forthwith be brought into the knowledge of the Additional Registrar (Judicial) in writing, so as to take necessary action as per policy/rules or to proceed against the delinquents.

REFUND OF SURETY AMOUNT:

- j) For the purpose of release/refund of Surety, the concerned person who stood/submitted surety and tendered cash surety bond may either himself or through his counsel will submit application, with detail justification/documentary proof for refund of cash surety, to the concerned Judicial Branch in charge (Criminal, Writ and Civil Branch etc.)

- k) After receiving the application for refund of surety, the concerned Judicial Branches in charge will put up the application on the relevant Judicial file, and will place it before the Additional/Deputy Registrar (Judicial) or any other officer (whose satisfaction is ordered by the Court), who after due verification/satisfaction will accord approval for release of surety. Then he will forward the file to the Treasury Branch for further process.
- l) Treasury Branch will prepare refund voucher in the name of depositor and will get it signed from the signatory authority (Additional Registrar (Judicial) and Deputy Registrar (Accounts/DDO), or officers nominated by the competent authority for the said purpose.
- m) Refund voucher will consist of the following documents i.e. Copy of application for release of surety, copy of CNIC of Surety Person, Copy of approved note portion regarding release of surety acceded and copy of paid challan etc. and copy of Court order, and any other documents mentioned in Court Order.
- n) Refund voucher will clearly be addressed to/mentioned as "Payee A/C only (crossed) because no cash disbursement is accepted by FTO.
- o) Refund Voucher so prepared will be handed over to concerned Surety person. He will then submit the same at the office of the Federal Treasury, Islamabad for refund of the surety amount.
- p) The refund voucher will be entered in the payments side of the cash Book maintained by the Treasury Branch.
- q) The Treasury Branch will get the refund voucher reconcile from the FTO on fortnightly, as well as monthly basis.
- r) After issuance of the refund Voucher, Judicial File will be returned to the concerned Judicial Branch.
- s) All concerned branches/officers shall maintain the complete record, to be produced when desired, including internal and external audit.

**Deputy Registrar Accounts/DDO
For Registrar**

Copy to:-

1. The Secretary to the Hon'ble Chief Justice, Islamabad High Court.
2. Private Secretary to the Hon'ble Administration Judge.
3. Private Secretary to the Hon'ble Judges.
4. PS to Registrar, Islamabad High Court.
5. The Vice Chairman, Islamabad Bar Council, Islamabad.
6. Islamabad High Court Bar Association, Islamabad.
7. The Auditor General of Pakistan.
8. The Controller General of Accounts.
9. Director General Federal Audit.
10. PA to Addl. Registrar (Establishment, IT, P&D)
11. PA to Addl. Registrar (Judicial).
12. Deputy Registrar (Judicial).
13. All Deputy Registrars.
14. Research & Reference Officer.
15. All Assistant Registrars/Branch In charges (Writ, Criminal, Civil).
16. Cashier, Islamabad High Court.
17. Office File.