

FORM-1

[(Regulation No.-11 (3)]

ORISSA HUMAN RIGHTS COMMISSION

Year.....

Sl.No.	Date of	No.& Date	Name and address	Subject matter	Division to	Remarks
	Diary	of the Letter	of the Sender	of the letter in brief	which it relates	

FORM-2

[(Regulation No.-11 (4)]

ORISSA HUMAN RIGHTS COMMISSION

Diary No. Classification Code

SCRUTINY REPORT

1. Name (s) of aggrieved person (s) :
2. Name of the complainant/
petitioner is complaint has been
filed by a person other than the
aggrieved person (If there are more
than one complainants, give the name
of the first complainant) :
3. District to which incident/complaint
relates :
4. Whether complaint is addressed to
the Commission or is addressed
to any other authority with a
copy endorsed to the Commission :
5. Date of occurrence or date on
which cause of action arose :
6. Gist of complaint and nature of
alleged violation of human rights. :
7. Whether complaint is not
entertainable on any of the grounds
listed in Regulation 10. If so,
specify provision under which
not entertainable. :
8. Name, designation and address of
the public servant by whom
alleged violation of human rights
was committed/abetted or who was
negligent in prevention of such
alleged violation. :
 - (i)
 - (ii)
 - (iii)

9. Name, designation and address of authority from whom report/ information may be called for.
10. Is there any complaint/action pending/ disposed of on the same subject matter/ incident. (If Yes, give Case No. and other relevant information and append relevant case record)
11. Relief sought for, if any
12. Whether-
 - (a) full name and address of the aggrieved person or persons and of the complainant / complainants have been furnished.
 - (b) the petition has been signed by the complainant or, a signed copy has subsequently been received.
 - (c) a certificate as required under Regulation 9 (4) (iii) has been furnished.
13. Whether there are any defects which the petitioner may be permitted to rectify and if so, please specify.
14. Whether the complaint is entertainable or not entertainable

FORM-3

[(Regulation No.-11 (4)]

ORISSA HUMAN RIGHTS COMMISSION

Classification Code

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SCRUTINY REPORT

1. Source of information for suo-motu action :
 - (a) News item(give name of publication, edition if any and date of publication) :
 - (b) Any other source (please specify) :
2. District :
3. Gist of information :
4. Nature of violation :
5. Date of occurrence or date on which cause of action arose :
6. Name and address of aggrieved persons/: particulars of aggrieved person if available.
7. Name, designation & address of public servant (s) by whom alleged violation of human rights was committed/abetted or who was allegedly negligent in prevention of such alleged violation. :
8. Name, designation & address of authority from whom report or information may be called for
9. Is there any complaint / inquiry/ suo-motu action pending /disposed of on the same or related incident /subject. :
10. Whether subject matter of proposed suo-motu action is entertainable under Regulation-10. If not, please specify ground on which not entertainable. :

Registrar

FORM-4

[(Regulation No.-13 (a)]

ORISSA HUMAN RIGHTS COMMISSION

Comman Register

Case No.	Year of Registration	Diary No. & Date	Name and address of the Complainant	Source of Information In case of suo-motu action	Authority against whom complaint has been filed	Name and code of district to which the incident relates	Remarks
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FORM-5

[(Regulation No.-13 (a)]

ORISSA HUMAN RIGHTS COMMISSION

CASE FILE
COVER PAGE

ORISSA HUMAN RIGHTS COMMISSION

Case No	<input type="text"/>	Classification Code	<input type="text"/>
District	<input type="text"/>	District Code No.	<input type="text"/>

No. of connected cases if any.....

Name(s) of aggrieved persons

Name of complainant

Name(s) of public servants complained against

Date and nature of disposal :

Other information if any :

FORM-6

[(Regulation No.-13 (b)]

ORISSA HUMAN RIGHTS COMMISSION
INDEX

Case No..... of..... Name of Complainant.....

Sl. No.	Description of document	Date of document	Date of receipt	No. of Pages	Remarks
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FORM-7

[(Regulation No.-15)]

ORISSA HUMAN RIGHTS COMMISSION
DAILY CAUSE LIST

Before.....

For Admission :

Case No.	Name of Parties	Names of Advocates/ Authorised Representatives	Date to which adjourned	Remarks
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For Direction

Case No.	Name of Parties	Names of Advocates/ Authorised Representatives	Date to which adjourned	Remarks
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For Final Disposal

Case No.	Name of Parties	Names of Advocates/ Authorised Representatives	Date to which adjourned	Remarks
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Awaiting Compliance

Case No.	Name of Parties	Names of Advocates/ Authorised Representatives	Date to which adjourned	Remarks
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Review

Case No.	Name of Parties	Names of Advocates/ Authorised Representatives	Date to which adjourned	Remarks
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FORM-8

[(Regulation No.-17 (A)]

ORISSA HUMAN RIGHTS COMMISSION

CASE NO..... OF.....

BHUBANESWAR, DATE :.....

To

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

Your complaint referred to above has been registered as case No.....
..... of and Commission upon consideration
of your complaint has passed the following

ORDER

Registrar

MOST IMMEDIATE

FORM-9

[(Regulation No.-17 (b)]

ORISSA HUMAN RIGHTS COMMISSION

CASE NO..... OF.....

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 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)

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-10

[(Regulation No.-18 (a)]

ORISSA HUMAN RIGHTS COMMISSION

Order Sheet

Case No..... of.....

Name of the Complainant.....

Date	Record of steps taken	Sl. No.	Date	Orders passed by the Commission

FORM-11

| (Regulation No.-19) |

ORISSA HUMAN RIGHTS COMMISSION

Detailed information Register

File No.	Case No.	Name & address Complainant	Name of Victim	Date of Incident	District	Nature of violation
1	2	3	4	5	6	7
Classification with Code No.	Date of taking cognizance	Authority from whom information/report called for.	Date of disposal.	If dismissed in limini, date thereof		
8	9	10	11	12		
Nature of Disposal after notice						
Disposed of with direction						
Disposed of without any direction	With out calling for compliance report	After calling for compliance report	Date of compliance	Date of Destruction		
13	14	15	16	17		

FORM-12

[(Regulation No.-20)]

ORISSA HUMAN RIGHTS COMMISSION

Case No..... of..... Classification Code No.....

SYNOPSIS

1. Complainant . :
2. Opposite Party . :
3. Summary of facts or allegations on the issues of human rights arising for consideration . :
4. Summary with date (s) of the directions or orders of the Commission so far . :
5. Summary of the information or report received from the concerned authority . :

Date :.....

Registrar

FORM-13

[(Regulation No.-21)]

ORISSA HUMAN RIGHTS COMMISSION

Case No..... of.....

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)

(iii)

(iv)

(7) To hear you as in the opinion of the Commission you should be heard for appropriate disposal of the case.

NOW THEREFORE YOU are hereby summoned to appear before the Commission in person for the purpose aforementioned on..... at 10.30A.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 by the Commission in your absence

(ii) You may be proceeded against under Rules 10 and 12 of Order XVI of the Code of Civil Procedure, 1908

Given under my hand and the seal of the Commission this the day of200

(BY ORDER)

Registrar

(*) Persons summoned only to produce documents and nothing else 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 1,4,5 and 7 and clause (ii) to 3 and 6.

FORM-14

[(Regulation No.-230)

ORISSA HUMAN RIGHTS COMMISSION

From

Secretary to the Commission.

To

Sub : Recommendation of the Orissa Human Rights Commission under Section 18 of the protection of Human Rights Act,1993.

Ref : Case No..... of.....

Complainant / Suo motu.....

Sir/Madam,

I am directed to say that the Orissa Human Rights Commission in Case No..... of..... which was initiated upon..... the complaint of..... regarding...../ the suo motu action taken regarding.....

..... has duly inquired into it under section 17 of the Protection of Human Rights Act, 1993. In enclosing a copy of the inquiry report I am to communicate the recommendations of the Commission under Section 18 of the aforesaid Act which is as follows :

Commission desires under sub-section (5) of Section 18 of the said Act that your comments on the report including the action taken or proposed to be taken thereon should be sent to the Commission within a period of from the date of its receipt.

Yours faithfully,

Secretary to the Commission

FORM-15

[(Regulation No.-24 (b)]

ORISSA HUMAN RIGHTS COMMISSION

BRIEF NOTE ON COMMENTS

Case No..... of..... Classification Code No.....

1. Complainant :
2. Opposite Party :
3. Authority to whom recommendation
of the Commission was sent :
4. Date of despatch of the
recommendation :
5. Due date for receipt of comments :
6. Date of the receipt of the
comments :
7. Whether recommendation has been
accepted is full or part or not
accepted at all :
8. If recommendation has been
partly accepted or not accepted,
reasons therefor :
9. If recommendation has been accepted
in full, action taken or proposed to
be taken :
10. Other information, if any :

Registrar

FORM-16

[(Regulation No.-27)]

ORISSA HUMAN RIGHTS COMMISSION

PUBLICATION OF ORDER

1. Case No..... of.....

2. Name of the Complainant :

3. Name of the Government or
Authority concerned for compliance
of the order :

4. Date of Final order

Be informed that a copy of the inquiry report, in the above mentioned case, referred to in Section 18(6) of the Protection of Human Rights Act, 1993 is available for perusal in the library of the Commission.

Registrar

FORM-17

[(Regulation No.-33)]

ORISSA HUMAN RIGHTS COMMISSION

Monthly Statement of Registration and Disposal for the
Month.....

Name of District	Pendency in beginning of the month	Registered in the month	Total pendency	Dismissal limit
1	2	3	4	5

Disposal without directions	Disposal with directions	Total disposal	Pendency by end of the month	Remarks
6	7	8	9	10

