

## CHAPTER 5

# Records – Their Inspection, Grant of Copies and Destruction

### Part A

#### THE INSPECTION OF RECORDS

**1. Inspection of decided cases**—The inspection of records of decided cases will be allowed only under the orders of the Deputy Registrar.

**2. Inspection of pending cases by parties or agents**—Records of pending cases will be open, as of right, to the inspection of parties or their authorised agents or any Advocate of the Court, who is duly authorised to act in the case or junior counsel whether he be an advocate of a pleader of such duly authorized advocate provided the latter certifies on the application that he has authorized his junior to inspect the record for him. Provided that an Advocate of the Court may inspect the record of any such case on giving an assurance that he is in communication with one of the parties with a view to being retained in it: Provided also that the inspection of a record will not be permitted on the date fixed for hearing without the special order of the Judge or one of the Judges before whom the case is pending.

**3. Access to records**—With the exception of the persons above-mentioned to one will be allowed access to the record of a pending case without the special order of Judge.

<sup>1</sup>[Provided that whenever an inspection of any record of any pending case is considered necessary in connection with Lok Adalat, Mediation, Conciliation or other proceedings conducted under the auspices of the Delhi State Legal Services Authority or Delhi High Court Legal Services Committee, the Chairman of the Authority and/or the Legal Services Committee, as the case may be, shall be competent to grant permission for such inspection.

Provided further that any such inspection would be conducted directly under the supervision of one of the officers of the Authority or the Committee, as the case may be.]

**4. Court-fee on application for inspection**—Applications under Rules 1 and 3 shall be made by petition duly stamped with a Court-fee label of <sup>2</sup>[Rs. 5/-]. Other applications for inspections shall be in writing on a printed form to which must be affixed a Court-fee label of the value prescribed below :

(a) If ordinary inspection is desired, a Court-fee label of <sup>3</sup>[Rs. 5/-].

(b) If urgent inspection on the date of hearing or on a day other **than die** date of hearing is desired a Court-fee label of <sup>4</sup>[Rs. 10/-]

*Note 1*—No fees should be charged for the Inspection of records in Civil and Criminal cases by the Advocate General or the Public Prosecutor, as such, or by the counsel appearing for

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1. Added vide Notification No.358/Rules/DHC dated 15.12.2008.

2. Substituted vide Notification No. 60/Rules/DHC dated 21-5-2002 for Rs. 2/-.

3. Substituted vide Notification No. 39/Rules/8658 dated 19-3-2002 for “Re. 1/-”.

4. Substituted vide Notification No. 39/Rules/8658 dated 19-3-2002 for “Rs. 5/-”.

Government in Civil and Criminal cases or by counsel appearing for accused or appellant in cases, where the latter is a pauper or is defended by counsel provided at Government expense.

*Note 2*—No fee shall be charged for inspection by parties and counsel in Criminal cases but fees will have to be paid in case of a—

- (a) second inspection of the same record, or
- (b) inspection on the day the application for inspection is made.

<sup>5</sup>[*Note 3* - No fee shall be charged for inspection of record of a pending case, permitted by the Chairman of the Delhi State Legal Services Authority or the Chairman of the Delhi High Court Legal Services Committee.]

**5. Contents of application and when and to whom to be presented**—Application must distinctly specify the record of which inspection is desired and shall be presented to the Bar Room Clerk—(now at the filing counter).

- (a) when ordinary inspection on a day other than the date of hearing is desired, between the hours of 10 a.m. and 3 p.m.; and
- (b) when urgent inspection is desired on the date of hearing, between 10 a.m. and 11 a.m.

**6. Hours of inspection**—The Bar Room Clerk will arrange to procure the record of which inspection is desired, and will allow inspection as follows:

- (a) Where inspection is desired on the date of hearing as allowed by the Judge or Judges hearing the case.
- (b) In all other cases, between the hours of 10 a.m. and 4 p.m.

**7. (i) Copying in pen and ink and marking not allowed. Taking of copy and notes in pencil allowed**—No mark shall be made on any record of paper inspected, and no servant of any member of the Bar shall be allowed on any account to take notes for his master except in the presence and under the supervision of his master. The copying of any document or portion of the record in pen and ink is strictly prohibited; but pencil copies of a document or portion of the record may be made by counsel or under his supervision and in his presence by his clerk or servant. Any person infringing or attempting to infringe the rule shall be liable to be deprived of the right to inspect records for such period as the Judge may think fit.

(ii) *Inspection of records on a single fee*—Except in the case of connected records, inspection of which has been permitted for single fees access will be permitted to the record of one case only at a time.

**8. Inspection of records for more than one day**—The fee provided in Rule 4 shall entitle the applicant to inspect the record on one day only. If inspection of the record is desired on another day, a fresh application shall be required and a fresh fee paid.

**9. Inspection of police papers prohibited**—Police papers received in the Court in connection with any pending criminal case, and translation of such papers shall not be **available** for

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5. Added vide Notification No.358/Rules/DHC dated 15.12.2008.

inspection, either by the convict or accused or by his agent or by any legal practitioner retained on his behalf.

**10. Ordinary and urgent applications how dealt with**—All applications bearing a Court-fee label of Rs. 5 shall be dealt with by the office at once. All ordinary applications shall be dealt with in the ordinary course of business.

**11. Previous notice to office required for ordinary application**—In the case of an application for ordinary inspection of a pending record, the applicant **shall**, give the Bar-Room Clerk 24 hours' notice, in writing in the application, of the day and the time on which it is desired to inspect such record.

**12. Inspection by Advocate-General of certain record for purposes of filing appeal against acquittal**—When any records are in the custody of the High Court either in connection with an appeal from a conviction or have been received in accordance with the procedure laid down in paragraph 6(b) of Chapter 25-E, Rules and Orders, Volume III, the Registrar of the High Court, on being informed by the Government that an appeal against acquittal is contemplated shall hand over the required record to the Advocate-General on demand during such period as they are not required for the purposes of the appeal.

**13. Inspection of registers free of charge**—In order to trace particulars of a suit or document. Counsel may, with the previous permission in writing of the Deputy Registrar and in the presence of a Court official, inspect Civil and Criminal registers of the Court on behalf of parties, free of charge.

## Part B

### THE GRANT OF COPIES AND TRANSLATION OF RECORDS

#### (a) Persons entitled to copies

**1. Copy to be granted to person entitled**—A copy or translation of a judicial record may be granted in the manner prescribed by these rules to any person who is legally entitled to receive it.

#### <sup>6</sup>**2. Party entitled to copies of records and exhibits.**

(i) A party to a suit or appeal or writ or any other proceeding he is entitled, at any stage of the suit or appeal or writ or any other proceedings, to obtain on payment copies of the record of the suit or appeal or writ or any other proceedings, including exhibits which have been put in and finally accepted by the Court in evidence.

Note : A party who has been ordered to file a written statement is not entitled to inspect or take a copy of the written statement filed by another party, until he has first filed his own.

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6. Rule 2 substituted vide Notification No.129/Rules/DHC dated 13.11.2002

(ii) **Grant of certain copies to strangers.** A stranger to the suit or appeal or writ or any other proceedings may, after decree or final order, obtain as of right on payment copies of the plaint, memorandum of appeals, petition, written statements, replies, affidavits and petitions filed in the suit of appeal or writ or any other proceedings, and may, for sufficient reasons shown to the satisfaction of the Court, obtain copies of any such documents before decree or final order.

(iii) **Grant of certain copies to strangers.** A stranger to the suit or appeal or writ or any other proceedings may also obtain as of right, on payment copies of judgments, decrees or orders, at any time after they have been passed or made.

(iv) **Grant of copies of exhibits to strangers.** A stranger to the suit or appeal or writ or any other proceedings has no right to obtain copies of exhibits put in evidence, except with the consent of the person by whom they were produced or under the orders of the Court.

(v) **Pertaining to matrimonial and family disputes, Contempt Matters and Rape cases:** A stranger has no right to obtain copies of any proceedings or documents in a suit pertaining to matrimonial and family disputes, contempt matters and rape cases.

(vi) **Grant of translation.** Any person entitled to obtain a copy of a judicial record may apply for a translation thereof.]

**(b) Applications for copies and translation of record**

**3. Mode of presenting**—(i) Copies of translation of judicial record of the High Court will be supplied on application made to the Court.

*Note*—Every such application shall bear a Court-fee label of four annas, vide Schedule II Article I, Court-fee Act, 1870 (as amended by East Punjab Act XXVI of 1958).

The Punjab Act XIV of 1958 has amended the Court-fee from four annas to forty paise in Schedule II Article I, Court-fees Act, 1870.

(ii) Every such application may be either—

(a) presented in the ordinary course; or

(b) transmitted through the post, addressed to the Registrar or the Deputy Registrar.

**4. Contents of particulars**—Every application for a copy of translation shall contain the following particulars namely:

(a) the name of the cause;

(b) if the cause is pending; the date of institution thereof, and the date fixed for hearing; if any;

(c) if the cause has been decided, the date of decision;

(d) where the information referred to in clause (b) and (c) is not available to the applicant, such other information as may be sufficient to enable the cause to be identified and traced;

- (e) the nature of the document, a copy or translation of which is required;
- (f) in the case of a copy, whether for private or general use;
- (g) the name and full postal address of applicant.

**5. (i) *Procedure of dealing with the application***—Upon the presentation or receipt by post of an application for a copy of translation, the proper officer shall:

- (a) endorse or cause to be endorsed thereon the date of presentation;
- (b) initial the endorsement;
- (c) cause the application to be registered as hereinafter provided; and
- (d) cause the Court-fee thereon to be cancelled according to law.

The application will then be examined and an order passed thereon as hereinafter prescribed.

*Note*—The Incharge, Judicial Copy Section is authorised to deal with applications for copies and translations under these rules.

(ii) *Order if the application is in order*—If the application is in proper form and is one which may properly be granted under the rules and practice of the Court an order will be recorded thereon directing the copy or translation required to be made are delivered.

(iii) *Order if application not in order*—If the application is not in proper form or is one which may not properly be granted under the rules and practice of the Court, an order will be recorded thereon specifying the requirements to be complied with and directing its return to the applicant, or refusing the application and directing that it be filed, according to the circumstances of the case.

(iv) *Late application*—Applications for copies which are made so late that the copies cannot be completed by the date on which they are required, will be returned to the applicant with an endorsement to that effect.

### **(c) Description of copies**

**6. Kinds of copies and scale of fees and Court-fees**—Copies supplied are of three kinds, namely:

(i) Attested copies (supplied in either English or Vernacular), for private use, which do not require a Court-fee stamp, but cannot be used officially until the prescribed Court-fee has been affixed. (Government of India Notification No. 2338 date the 14th August, 1880.)

(ii) Attested copies (supplied in either English or Vernacular), for general use, on which the Court-fee prescribed by Articles 6, 7, 8 or 9 (as the case may be) of Schedule I of Act VII of 1870 must be affixed before delivery, namely:

On copies of decrees . . . . Rs. 4

On copies of judgment . . . . Rs. 1

On other copies . . . . Rs. 0.50 for every 360 words  
or fraction thereof.

<sup>7</sup> [(iii) (a) Unattested dasti copies of orders (given under the directions of the Hon'ble Judge) may be issued under the signatures of Court Master if so directed by the Hon'ble Court and applications for obtaining such orders shall be duly stamped with a court-fee of Rs. 5/- and Rs. 3/- per page shall be charged.

(b) In such cases where Dasti Orders are passed by the Hon'ble Court, such orders shall be issued by the Despatch Branch on making an application by the party or his advocate duly stamped with court-fee label of Rs. 5/- and Rs. 3/- per page shall be charged.

(c) While carrying out inspection of the record of Original and Appellate Side cases (including Civil Writs) the eligible parties of their authorised Advocates shall be given unattested copies of pleadings, exhibits, depositions and orders/judgments on an application made to the Registry with court-fee label of Rs. 5/- and Rs. 3/- per page shall be charged.]

*Note*—In all applications falling under head (ii) the applicant should be asked if he has not committed to apply for private use [(head (i)] by oversight, as such copies can always be stamped before use and very few cases of application falling under head (ii) should occur.

7. (i) Consolidated fees should be charged for attested copies according to the following scales:

<sup>8</sup> [(a) Fee charged for 'Attested Copies'—On an application for 'Attested Copies' Rs.5/- per page irrespective of number of words/lines shall be charged and a uniform extra fee of Rs.50/- shall be charged as 'Processing Fee' with an initial deposit of Rs.100/- to be adjusted against the charges for attested copy at the time of the delivery.]

Rs. P.

(b) <i>Vernacular copy.</i> First 200 words or under	0.25
Every additional 100 words or under	0.12

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7. Substituted for sub-rule (iii) vide Notification No. 39/Rules/DHC dated 19-3-2002.

8. Substituted vide Notification No. 65/Rules dated 23-3-2001 and further substituted vide Notification No.292/Rules/DHC dated 1.9.2009.

Rs. P.

- <sup>9</sup> [(c) Copies of judgments approved for reporting supplied for purposes of reporting to the Reporters of Private Law Journals/Authorised representatives of newspapers who give an undertaking that copies so supplied will be used only for reporting/preparation of short-notes in their own Journals/Newspapers and not for private circulation or for any other purpose not connected with the reporting/ preparation of short-notes (Such copies to be stamped for reporting only)]
- Rs. 1,500/- per year for all judgments approved for reporting, and
- Rs. 400/- per year for judgment of a single category, approved for reporting; e.g., Land Acquisition cases; Income and Sales tax cases; Company cases; Rent Control cases; Service matters etc.

<sup>10</sup> (d) The copies of judgments not approved for reporting will not be supplied at consolidated rates. If, however, somebody wants to have one, it will be made available at the rate applicable to an <sup>11</sup>[attested] copy.

(ii) *Copying fee for maps etc.*—For field maps, boundary maps, tabular work and similar work, <sup>12</sup>[a special fee in addition to the fee payable in accordance with Rule 7(i)(a) shall be charged at such rates as may be fixed by the Deputy Registrar depending upon the actual cost incurred in preparing such copies.].

<sup>13</sup>[(iii) Deleted

(iv) Deleted]

(v) *Credit of copying fees*—The entire proceeds from sale of copies shall be credited into the Treasury under a separate detailed head <sup>14</sup>[Major Head 0070 other Admn. Sub Major Head AA Admn. of Justice Minor Head Service & Service Fee Sub Head Fine & Forfeitures Detailed Head Object Head Other receipts-3 Delhi High Court.].

(vi) [<sup>15</sup>]

**8. Copies of translations**—Copies of translation of records which have already been translated, or of records originally translated free of charge, will be supplied under the rules applicable to <sup>16</sup>[attested] copies. Copies of translations of records which have not been translated already or of records not ordinarily translated free of charge, will be supplied under the rules applicable to

9. Amended by Delhi High Court Notification No. 14/Digest, dated the 1st March, 1972.

10. Amended by Delhi High Court Notification No. 14/Digest, dated the 1st March, 1972.

11. Word “ordinary” substituted with “attested” vide Notification No.292/Rules/DHC dated 1.9.2009.

12. Substituted vide Notification No.292/Rules/DHC dated 1.9.2009.

13. Sub rules (iii) & (iv) deleted vide Notification No. 292/Rules/DHC dated 1.9.2009

14. Substituted vide Notification No.292/Rules/DHC dated 1.9.2009.

15. Deleted vide Notification No.292/Rules/DHC dated 1.9.2009.

16. Word “ordinary” substituted with “attested” vide Notification No.292/Rules/DHC dated 1.9.2009

translations.

**9. Time for delivery of copies—**(i) [<sup>17</sup>]

(ii) <sup>18</sup>[Attested] copies shall, as far as practicable, be delivered to the applicants in the order in which the fees required under these rules are deposited.

**10. Refund of fees and recovery of balance—**If the actual amount of the charge to be made in respect of a copy of translation <sup>19</sup>[or attested copy]:

(i) exceeds the amount deposited, the balance will be recovered before the copy is delivered;

(ii) falls short of the amount deposited, the surplus will be returned to the person entitled to the copy at the time of delivering the copy to him.

<sup>20</sup>**[10-A. Destruction of copies and forfeiture of the amount deposited in case of failure to collect the copy—** In case the copy of translation or attested copy is not collected within 120 days from the date of its preparation, it will be destroyed and the amount deposited for such copy of translation or attested copy shall stand forfeited.]

**11. Copies required by public officers—**Copies of records required for public purposes by public officers as defined in Section 2(17) of the Code of Civil Procedure, of the Central or State Government in India, shall be supplied free of charge, provided the application for copy is endorsed by the Head of the Department concerned.

*Note—*For the purpose of this rule the District Magistrate will be deemed to be the Head of Department when copies of orders passed by Civil, Criminal and Revenue Courts are required by the Prosecuting Agency for the purpose of Appeals and revisions etc., and submission to the Legal Remembrancer to Government, Punjab, under the Law Department Manual.

<sup>21</sup>**[12. Copies of records required by Supreme Court Legal Aid and Advice Committee or the High Court Legal Aid and Advice Committee or District Courts Legal Aid and Advice Committee for the purpose of filing petitions/appeals/revisions in the cases of poor litigants shall be supplied free of cost on priority basis, provided the application for copy is made on endorsed by the Secretary of the Supreme Court Legal Aid and Advice Committee or the High Court Legal Aid and Advice Committee or District Courts Legal Aid and Advice Committee as the case may be.**

**13.] Copies to the accused persons—**Copies of judgments of the High Court in criminal cases shall, on application made in this behalf by the accused person, be supplied free of cost:

(a) in every case in which a sentence of death or transportation for life has been passed or confirmed by the High Court;

(b) in every case where the accused person wishes to file an application for special leave to appeal to the Supreme Court in *forma pauperis*; and

(c) in any other case if the High Court so directs.

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17. Deleted vide Notification No.292/Rules/DHC dated 1.9.2009

18. Word “Ordinary” substituted with “Attested” vide Notification No.292/Rules/DHC dated 1.9.2009

19. Added vide Notification No.292/Rules/DHC dated 1.9.2009.

20. New Rule 10-A added vide Notification No.292/Rules/DHC dated 1.9.2009.

21. Rule 12 inserted vide Notification No. 30/DHC/Rules dated 7-2-1987 and original Rule 12 renumbered as 13.



Part C  
THE DESTRUCTION OF RECORDS

Rules framed by the High Court under Section 3 of the Destruction of the Records Act, 1917, with the previous approval of the State Government.

*Part I*  
GENERAL

**1. Destruction of records to be made in accordance with the following rules**—All judicial records, books and papers in respect of which the period, hereinafter prescribed, for their reservation has expired, shall be destroyed in accordance with the direction contained in the rules next following. Provided that the Deputy Registrar may order, for reasons to be specified, that any particular paper or the record of any particular case be preserved beyond such period.

<sup>22</sup>[“**1A Destruction of Records retained in electronic form** – Notwithstanding any period of preservation prescribed in these Rules, any judicial record, book or paper, may be destroyed after being retained in electronic form, in accordance with Section 7 of the Information Technology Act, 2000.

**Explanation:** According to Section 7 of the Information Technology Act, 2000, where any law provides that documents, records or information shall be retained for any specific period, then, that requirement shall be deemed to have been satisfied if such document, records or information are retained in the electronic form.

**1B Supervision of conversion of record into electronic form before destruction** – The conversion of judicial records, books, or papers, in electronic form, shall be carried out from time to time, before their destruction, in accordance with Rule 1A, as may be necessary, shall be supervised by such officer as may be appointed by the Chief Justice for the purpose, and authenticated by affixing his or her digital signatures.”]

**2. Supervision of destruction**—The destruction of Judicial records, books and papers, shall be carried out from time to time as may be necessary; and subject to the general Superintendence of the Deputy Registrar, shall be supervised by such officer, hereinafter called the supervising officer, as may be appointed by the Chief Justice and the Judges for the purpose.

**3.** <sup>23</sup>(i) *Manner of destruction of record and stamps*—The destruction of judicial records, books and papers including Court Fee Stamps affixed to documents which are to be destroyed, shall be effective by tearing either manually or through a shredding machine so as to render it unlikely that the documents as well as Court Fee Stamps affixed to documents so torn up may be used, again, by, or in the presence of, the supervising officer.

(ii) *Sale of papers destroyed and credit of sale price*—The paper, after the supervising officer has

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22. Rules 1A & 1B introduced vide Notification No.370/Rules/DHC dated 01.10.2010

23. Sub-rule (i) substituted vide Notification No. 38/Rules/8425 dated 15-3-2002.

certified that the destruction has rendered such judicial records, books and papers of no value, shall be sold as waste, under the orders of the Registrar, and the proceeds of the sale shall be credited in the treasury to Government.

*Part II*  
JUDICIAL RECORDS

**4. Division into parts ‘A’ and ‘B’**—Every judicial record shall, for the purposes of these rules, consist of two parts, namely (1) Part A, and (2) Part B. Every document admitted to such records shall be marked with the letter A or the letter B according as it belongs to Part A or Part B, and shall be placed with such file and shall without delay be entered in the general index prefixed to each such record.

**5. Part A of Civil Judicial record**—Part A of a Civil Judicial record shall consist of the following documents, namely—

**(a) In original suits**

(1) The tablaq or envelope containing particulars of the case and a brief abstract of the orders in English.

(2) The index of papers.

(3) The order sheet.

(4) The plaint, together with any schedule annexed thereto, and all documents, whether original or copies, filed with the plaint.

*Note*—In miscellaneous cases the petition or written application of the party setting the Court in motion will take the place of the plaint.

(5) The written statements and pleadings of the parties.

(6) Applications of parties who are strangers to the suit, with the Court’s order thereon.

(7) Orders of appointment, removal or discharge of a guardian or next friend.

(8) The memorandum of issues, with amended or additional issues, if any.

(9) All depositions of witnesses.

(10) Order of fining a witness.

(11) All documents or certified copies thereof received by the Court during the trial as evidence between the parties.

(12) Order impounding a document.

(13) Commissions, proceedings held thereunder and reports and examination of Commissioners.

(14) Affidavits.

(15) Reports furnished by the record department.

(16) Applications to refer to arbitration, references to arbitration, the award or other final return of the arbitrators, with the proceedings, depositions, and document submitted therewith, and any application to set aside the award, with the Court’s orders thereon.

- (17) Instruments of withdrawal, compromise or confession of judgment.
- (18) Orders of arrest or attachment before judgment with all documents relating thereto.
- (19) Interlocutory orders of the Court.
- (20) The judgment, translation thereof (if any), or other final order.
- (21) The decree and all documents relating to the preparation or amendment thereof.
- (22) All notes in the handwriting of the Judges.
- (23) Application for the re-admission of a suit dismissed for default or for the re-hearing of a suit decreed *ex parte*.
- (24) Applications for review of judgment with the Court's orders thereon.
- (25) All receipts and acknowledgements filed in execution proceedings.
- (26) Petitions for substitution addition or striking names of parties or for substitution of the names of the heirs of a deceased plaintiff or defendant, if allowed.

**(b) In Appeals and Miscellaneous cases (including Reference and Revision proceedings)**

- (1) The tablaq or cover containing particulars of the case and a brief abstract of orders in English.
- (2) The index.
- (3) The memorandum of appeal.
- (4) The notice, with report of service, in *ex parte* cases.
- (5) Memorandum of objections under Order XLI, Rule 22 or 26 of the Civil Procedure Code.
- (6) The finding in issues referred to the lower Court for trial under Order XLI, Rule 25 of the Civil Procedure Code.
- (7) Security bond for costs filed by the appellant.
- (8) Petitions for substitution, addition or striking out of names of parties or for substitution of the names of the heirs of a deceased appellant or respondent, if allowed.
- (9) Depositions of parties or witnesses taken in this Court or by the lower Court or remand.
- (10) Order for finding a witness.
- (11) Commissions, proceedings held thereunder and reports and examinations of Commissioners.
- (12) Order of appointment, removal or discharge of a guardian or next friend.
- (13) Documents filed by the parties.
- (14) Order impounding a document.
- (15) Affidavits, except those presented with applications which are rejected.
- (16) Applications to refer to arbitration, references to arbitrations, the award or other final return of the arbitrators, with the proceedings depositions and documents submitted therewith, and any application to set aside the award with the Court's orders thereon.

- (17) Instruments of withdrawal, compromise or confession of judgment.
- (18) Interlocutory orders.
- (19) The Court's judgment, translation thereof (if any), or final order.
- (20) The decree and all documents relating to the preparation or amendment thereof.
- (21) Application for the re-admission of an appeal, application or petition dismissed for default, or for the re-hearing of an appeal, application or petition decreed *ex parte* with final order thereon.
- (22) Application for review of judgment with final order thereon.
- (23) Application for revision under Section 44 of the Punjab Courts Act.
- (24) Judgment and final order on applications referred to in (21) to (23).
- (25) Reference under Order XLI, Rule 1 of the Civil Procedure Code or other law, with the final order.
- (26) Three copies of the printed record of Civil Appeals heard by the High Court.

**6. Part B of Civil Judicial record**—Subject to any direction by the Court to the contrary, Part B of a Civil Judicial record shall consist of all documents in such records as are not indicated in the preceding rule as belonging to Part A.

**7. Part A of Criminal Judicial record**—Part A of a Criminal Judicial record shall consist of the following documents, namely :

- (a) In an original trial, of all papers.
- (b) In an appeal, reference and revision, of—
  - (1) The tablaq or envelope containing particulars of the case and a brief abstract of the orders in English.
  - (2) The index.
  - (3) The petition of appeal or revision or letter of reference.
  - (4) Any additional evidence taken under the orders of the High Court on remand.
  - (5) Translation of police reports.
  - (6) Interlocutory orders of the Court.
  - (7) Judgment and formal order of the Court and translation of the same.
  - (8) All notes in the handwriting of a Judge.
  - (9) Copies of the judgments of the lower Courts.

**8. Part B of Criminal Judicial record**—Subject to any direction by the Court to the contrary, Part B of a Criminal judicial record shall consist of all documents in such records as are not indicated in the preceding rule as belonging to Part A.

**9. What documents in Part A of Judicial record to be preserved permanently**—The following documents belonging to Part A of a judicial record shall be preserved permanently, namely:

### **In Civil cases**

- (1) The index.
- (2) The judgment of the Court.
- (3) The decree of the Court.
- (4) Unreturned deeds.
- (5) One copy of the printed paper book in all cases in which a paper book is printed in other cases copies of the judgments of the Courts below and the memorandum of appeal presented in the High Court.

### **In Criminal cases**

- (1) The index.
- (2) The judgment of the Court.
- (3) Warrants of commitment or execution, when returned.
- (4) Unreturned deeds.
- (5) One copy of the printed paper book in all cases in which a paper book is printed and in other cases copies of the judgments of the Courts below and the memorandum of appeal presented in the High Court.

**10. Records to be preserved for thirty years**—Subject to the provisions of Rule 9, the following records shall be preserved for thirty years, namely:

- (1) Part A in all Civil cases.
- (2) Part A of all appeals involving title to immovable property as defined in Section 3, Clause 26 of the General Clauses Act, 1897 (No. X of 1897).
- (3) Part A of all appeals relating to the succession to an office or to establish or set aside an adoption or otherwise determine the status of an individual, and of all appeals relating to trusts or religious endowments.
- (4) Part A of proceedings under the Guardian and Wards Act, 1890 (No. VIII of 1890) and the Indian Succession Act, 1925 (No. XXXIX of 1925) and all cases connected with the custody and disposal of inter-state property.
- (5) Proceedings under the Indian Divorce Act IV of 1869, and the Indian and Colonial Divorce Jurisdiction Act, 1926.
- (6) Judgment of the Supreme Court in appeals preferred from orders of the High Court.
- (7) Murder references.
- (8) Original criminal trials.
- (9) Part A of Criminal appeal, and reference cases relating to cases decided by the Courts of Sessions, or by Magistrates empowered under Section 30, Criminal Procedure Code, and of all cases coming under Chapters XII and XVII, Indian Penal Code, to which Section 75 of the Indian Penal Code is applicable : Provided that in the cases referred to in (9), (10) and (11), if the sentence has not been fully executed, the record shall be preserved until the return of the warrant, and shall then be destroyed.

(10) Part A of appeals of reference under Chapter XXXII, Criminal Procedure Code, in which the orders of the Courts below have been interfered with.

(11) Cases in which any public servant has been tried as such.

(12) Records relating to the disposal of immovable property forfeited to Government under Section 62, Indian Penal Code.

(13) Part A of cases heard in the exercise of insolvency jurisdiction other than that conferred by Act V of 1920.

(14) Part A of criminal cases in which a lunatic is concerned unless the lunatic shall have been subsequently tried or have died.

**11. Records to be preserved for twelve years**—Subject to the provisions of Rule 9, the following records shall be preserved for twelve years, namely:

Part A of Civil and Criminal Appeals and Civil and Criminal reference cases not mentioned in Rule 10.

**12. Records to be preserved for six years**—Subject to the provisions of Rule 9, the following records shall be preserved for six years namely:

Part A of the record in applications for the exercise by the Court of its revisional jurisdiction under the Punjab Courts Act or the Code of Criminal Procedure.

**13. Time of destruction of Part B**—Part B of a judicial record and applications of a miscellaneous character filed with such record shall be destroyed before such record is consigned to the record-room; provided that, where an appeal lies to the Supreme Court, Part B of the record of such appeal shall be preserved until the period for the presentation of an appeal has expired, or where an appeal has been made, till the judgment of the Supreme Court has been communicated to this Court:

Provided also that when a case in this Court has been dismissed for default or heard *ex parte*, Part B of the record shall not be destroyed until the expiry of six months from the date of the decision :

Provided further that a Power of Attorney filed in a Civil Appeal in which a Letters Patent Appeal lies to the High Court shall be preserved until the period for the presentation of a Letters Patent Appeal has expired, or where an appeal has been made till the judgment therein has been pronounced.

<sup>24</sup>[13A **Time for destruction of Criminal Misc. (Main) applications under section 438/439 of the Code of Criminal Procedure** – Criminal Misc. (Main) applications for bail filed under section 438/439 of the Code of Criminal Procedure, 1973 shall be destroyed after one year of their decision after retaining the orders of the Court, the grounds for bail and the copy of the First Information Report.

**13B Time for destruction of Caveat after it has been seized to be in force** – Unless otherwise ordered by the Court, a caveat lodged under sub-section (1) of section 148A of the Code of Civil Procedure, 1908 shall be destroyed within a period of six months from the date it

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24. New Rules 13A & 13B added vide Notification No.264/Rules/DHC dated 2.8.2010.

ceases to remain in force after the expiry of ninety days from the date on which it was lodged as a result of non-filing of application referred to in sub-section (1) of section 148A of the Code of Civil Procedure, 1908.]

**14. Date from which period to be reckoned**—The period prescribed by Rules 10, 11 and 12 of these rules for the preservation of a judicial record, shall be reckoned from the date of the final order of the Court in the case.

**15. Note of destruction to be made in register, etc.**—A note of every judicial record destroyed under the provisions of these rules shall be made, under the signature of the supervising officer, at the time of destruction in the register in which the case is entered, and also in the general index prefixed to such record.

**16. Private, Government documents and impounded documents how to be dealt with**—(i) Documents belonging to private persons or to Government as a party to the proceedings or which have been impounded in the cases in which they were produced shall not be destroyed, but shall be dealt with in the manner provided by the clauses of this rule next following.

(ii) When the period prescribed by Rules 10, 11 and 12 of these rules for the preservation of Part A of a judicial record has expired, and before such part is destroyed all documents of the nature specified in clause (i) of this rule shall be removed therefrom and kept till application is made for their return.

(iii) A document shall not be returned within the period specified in Order XIII, Rule 9 of the Code of Civil Procedure, until a certified copy thereof has been delivered to be substituted for the original, nor shall a document be returned which has been ordered to be impounded or which has, by force of a decree or order of the Court, become void or useless or which is required by law to be filed and preserved, *e.g.*, a will under Section 294 of the Indian Succession Act, XXXIX of 1925.

### *Part III* REGISTERS

**17. Classification**—The registers of the Court shall, for the purposes of these rules, be divided into three classes, namely:

A—Primary.

B—Subsidiary.

C—Statistical.

All the registers shall be maintained in English.

#### **A—Primary**

**18. Primary registers : Definition and period of preservation**—(i) The primary registers are those which have to do directly with cases filed in Court, and which form an abstract of the progress and disposal of such cases.

(ii) The following primary registers shall be maintained and shall be preserved for the period specified against each:

Number of Name of Register Register	Branch	Period for which to be kept
1. Civil First Appeals (Regular and Executions)	Civil	For ever
2. Civil Second Appeals (Regular and Executions)	Do	ditto
3. Civil First Appeals from orders	Miscellaneous	ditto
4. Civil Second Appeals from orders	do	ditto
5. Civil Revisions	do	ditto
6. Civil Miscellaneous	do	ditto
7. Ditto	Civil	ditto
8. Civil Original	Miscellaneous	ditto
9. References under the Punjab Tenancy Act and Order XLV, Civil Procedure Code	Miscellaneous	Twelve years
10. Original Matrimonial Cases	do	For ever
11. Matrimonial References	do	ditto
11-A Matrimonial Appeals	do	ditto
12. Probate and Administration	do	ditto
13. Letters Patent Appeals	do	ditto
14. Criminal Appeals	Criminal	For ever
15. Criminal Revision	do	ditto
16. Criminal Miscellaneous	do	ditto
17. Murder References	do	ditto
18. Criminal Originals	do	ditto
19. Trial of European British Subject	do	ditto
20. Roznamcha	Civil	Twelve years
21. Do	Miscellaneous	ditto
22. Do	Criminal	ditto
23. Civil Regular and Execution First Appeals (by districts)	Civil	For ever
24. Civil Regular and Execution Second Appeals (by districts)	do	ditto
25. First Appeals from orders (by districts)	Miscellaneous	ditto
26. Second Appeals from Orders (by districts)	Miscellaneous	ditto
27. Civil Revision (by districts)	do	ditto
28. Criminal Appeals (by districts)	Criminal	ditto
29. Criminal revisions (by districts)	do	ditto
30. Privy Council Civil Appeals	Civil	ditto
31. Privy Council Criminal Appeals	Criminal	ditto
32. Federal Court Civil Appeals	Civil	ditto
33. Federal Court Criminal Appeals	Criminal	ditto
34. Supreme Court Civil Appeals	Civil	ditto
35. Supreme Court Criminal Appeals	Criminal	ditto



## B – Subsidiary

**19. Subsidiary registers : Definition and period of preservation**—The subsidiary registers are for administrative purposes, and the following shall be maintained, and shall be preserved for the period specified against each:

Number of Name of Register	Branch	Period for which to be kept
1. Outstation Dak Book (files)	Despatch	One year
2. Outstation Dak Book	do	ditto
3. Outstation suggestion letters and notice cards	do	ditto
4. Station Dak Book	do	ditto
5. Despatch Diary (Number Book)	do	Five Years
6. Return of files in all cases (Record Registers)	do	Three years
7. Issue Diary (Divisional Registers)	Despatch (Issue)	Five years
8. Postal Receipts	Despatch	One year
9. Ledger of Stamp Account	do	Five years
10. Certificate for refund of stamp duty (Appeals)	Civil	Twelve years
11. Certificate for refund of stamp duty (Revision)	Miscellaneous	Twelve years
12. Certificate for refund of fine	Criminal	ditto
13. Receipt of Records	Miscellaneous (Receipt)	Three years
14. Process fees realized	Civil	Twelve years
15. Process fees realized	Miscellaneous	ditto
16. Cause Book for Division Bench cases (Civil)	Cause Register Clerk	One year
17. Cause Book for Single Bench cases (Civil)	ditto	ditto
18. Cause Book for Division Bench Criminal cases	ditto	ditto
19. Cause Book for Single Bench Criminal cases	ditto	ditto
20. Incomplete cases of expired dates	Civil	ditto
21. Incomplete cases of expired dates	Miscellaneous	ditto
22. Remand Cases	Cause Register Clerk	One year
23. Remand Cases	Miscellaneous	ditto
24. Remand Cases	Criminal	ditto
25. Petition Cause Book	Civil	ditto
26. Petition Cause Book	Miscellaneous	ditto
27. Petition Cause Book	Criminal	ditto
28. Deposit Order Book (Printing fee of First Appeals)	Civil	Five years

Number of Name of Register	Branch	Period for which to be kept
29. Deposit Order Book (I and II appeals both)	do	ditto
30. Deposit Order Book	Miscellaneous	ditto
31. Deposit Order Book	Criminal	ditto
32. Payment Order Book (Refund of Process fees in First Appeals)	Civil	ditto
33. Payment Order Book (I and II Appeals both)	Civil	Five years
34. Payment Order Book	Miscellaneous	ditto
35. Payment Order Book	Criminal	ditto
36. Cases given on requisition	Civil	Three years
37. Cases given on requisition	Miscellaneous	ditto
38. Cases given on requisition	Criminal	ditto
39. Cause laid before the Registrar (Reported Cases)	do	One year
40. Receipt Diary	Miscellaneous (Receipt)	Twelve years
41. Issue (Baramdgi) Book	Judicial Record	Five years
42. Cases in which memo of costs is prepared	Civil	For ever
43. Cases in which memo of costs is prepared	Miscellaneous	ditto
43-A. Kaifiat Register	Judicial Record	Twelve years
44. Civil Index	ditto	For ever
45. Criminal Index	ditto	ditto
46. Probate Index	Judicial Record	For ever
47. Index of Matrimonial cases	ditto	ditto
48. Register of Division Bench and Full Bench cases	Readers	One year
49. Register of Single Bench cases	Readers	One year
50. Inspection of Records	Bar Room Clerk	ditto
51. Register for urgent petitions	D.R.R.	ditto
52. Single Bench Cause Register for Civil Appeals	Cause Clerk	Register Six years
53. Single Bench Cause Register for Civil Revisions	Cause Clerk	Register Six years
54. Single Bench Cause Register for Criminal Appeals	ditto	ditto
55. Single Bench Cause Register for Criminal Revision	ditto	ditto

Number of Name of Register	Branch		Period for which to be kept
56.	Single Bench Cause Register for Civil References	ditto	ditto
57.	Single Bench Cause Register for Civil Miscellaneous applications	ditto	ditto
58.	Division Bench Cause Register for Civil appeals and Income-tax cases	ditto	ditto
59.	Division Bench Cause Register for Letters Patent Appeals	ditto	ditto
60.	Division Bench Cause Register for Criminal cases	ditto	ditto
61.	Division Bench Cause Register for Transportation Appeals and Murder References	ditto	ditto
62.	Register for Special and Full Bench cases	ditto	ditto
63.	Register of Matrimonial and Privy Council cases and cases under Legal Practitioner Act, etc.	ditto	ditto
64.	Petition Register	Cause Clerk	Register Twelve years
65.	Actual date register	ditto	Six years
66.	Cause Lists (Weekly and Daily)	ditto	One year
67.	Work performed by copyists	Judgment Section	Copy Five years
68.	Distribution of cases to copyists	ditto	One year
69.	Cases sent to Civil Branch after completion	ditto	ditto
70.	Cases sent to Miscellaneous Branch after completion	Judgment Section	Copy One year
71.	Cases sent to Criminal Branch after completion	ditto	ditto
72.	Copies supplied to the Editor, I.L.R., Punjab series (Delhi series)	ditto	ditto
73.	Copies sent to Bar Association	ditto	ditto
74.	Copies sent to R.K. Judicial	ditto	For ever
75.	Check Book showing the receipt of stationery and its consumption	ditto	One year
76.	Disposal of applications received locally	Supply Section	Three years
77.	Disposal of applications received by post	ditto	ditto
78.	Ledger Book	ditto	Five years
79.	Copying Agent's Cash Book	ditto	ditto
80.	Account of copies sent per V.P.P.	ditto	Three years

Number of Register	Name of Register	Branch	Period for which to be kept
81.	Money Orders received from the applicants	Copy Section	ditto
82.	Amounts refunded by Money Order to applicants	ditto	ditto
83.	Applications given to the Tracers	ditto	ditto
84.	Account of copies sent to Legal Remembrancer	ditto	ditto
85.	Paper Books received for copy	Assistant Examiner's Section	One year
86.	Letters Patent Appeals sent to the Reader to Deputy Registrar or Miscellaneous Branch	ditto	ditto
87.	Cases sent to Despatcher for issuing letters, etc.	ditto	ditto
88.	Notice Cases sent to Despatcher for issuing notices with grounds of appeal or revision.	ditto	ditto
89.	First Appeal Register	Translating Department	ditto
90.	Daily Receipt Register (First Appeals and Petitions)	Translating Department	One year
91.	Ledger of Translators	ditto	ditto
92.	Deposit Receipt Books	ditto	Three years
93.	Deposit Account Books	ditto	For ever
94.	Cash Book (Daily)	ditto	One year
95.	Payment Order Book	ditto	For ever
96.	Press Requisition Forms Book	Criminal Branch	One year
97.	Printed Records	Civil	Five years
98.	Supreme Court cases	do	ditto
99.	Daily out-turn of work done by Copyists	Translating Department	One year
100.	Daily out-turn of work done by Proof Examiners	Civil and Criminal	ditto
101.	Index Register of bastas containing cases dealt with in the Judicial Destruction Branch	Judicial Record	Six years
102.	Receipt Diary of letters	Gazette	For ever
103.	Casual leave for Punjab Civil Service	do	Three years
104.	Index to Punjab Government Gazette, Part I, relating to history of Judicial Officers and Magistrates, powers, posting, etc.	Gazette	For ever
105.	Candidates accepted for Subjudgeship	do	ditto
106.	Charge report of Judicial Branch I.C.S. and P.C.S.	do	Three years
107.	Consumption of service postcards	All Branches	Five years
108.	Form Stock Book	General Branch	Ten years
109.	Stationery Stock Book	ditto	ditto

Number of Name of Register	Branch	Period for which to be kept
110. Type-writer Stock Book	ditto	For ever
111. Advocates' Register	ditto	ditto
112. Pleader's Register	ditto	ditto
113. Vakils' Register	ditto	For ever
114. Mukhtar's Register	ditto	ditto
115. Petition-writer Register	ditto	ditto
116. Desptach Register	ditto	ditto
117. Register of Legal Practitioners' Clerks	ditto	ditto
118. Issue Book Register of Record-Keeper	General Branch	ditto
119. Register of allotment for Judicial buildings, Lock-ups and Mortuaries	ditto	ditto
120. Accession Book	Library	ditto
121. Issue Register	do	Three years
122. Journals Receipt Register	do	One year
123. Correction Slips Number Book	do	Ten years
124. Correction Slips Receipt Register	do	One year
125. Distribution of Books	do	ditto
126. Register of books in Courts and Chambers	Readers	Forever
127. Check Book	All Branches	Two years
128. Diary Receipt Registers	ditto	For ever
129. Service Appeal Register	Establishment Branch	ditto

## C – Statistical

**20. Statistical registers : Definition and period of preservation**—The statistical registers are for purpose of preparing the monthly and annual returns of the Court, and the following shall be maintained and shall be preserved for the period specified against each:

Number of Register	Name of Register	Branch	Period for which to be kept
1.	Average duration of Civil Appeals	Statistical Clerk	Twelve Years
2.	Average duration of Criminal Appeals and Revisions	ditto	ditto
3.	Average duration of Murder References	Statistical Clerk	Twelve Years
4.	Valuation and cost of Delhi Appeals	ditto	Ditto
5.	Disposal by a Bench	ditto	Ditto
6.	Register of pending Civil Appeals	ditto	Ditto
7.	Work done by Judges sitting in chambers	ditto	Ditto
8.	Court fee realised	Institution Clerk	Ditto

*Part IV*  
OTHER PAPERS

**A – Periodical returns**

**21. Periodical returns: Period of preservation**—(a) The following returns shall be preserved for one year and then destroyed:

Monthly —Index of judicial correspondence.

Quarterly —List of unanswered references.

—Coinage statements submitted by District Magistrates.

—Probate statements submitted by District Judges.

(b) The following returns shall be preserved for two years and then destroyed:

Monthly —Statement of Civil and Criminal work of District and Sessions Courts.

—District Civil and Criminal Courts.

Annual—Probate statements submitted by District Judges.

(c) The following returns shall be preserved for three years and then destroyed:

Annual — Budget estimates.

— District Civil and Criminal statements.

— Manuscript copies of all annual reports received from District Courts.

*Notes*—(1) Correspondence connected with the above returns will be destroyed at the same time, except such as may be of importance, which will be preserved for another year.

(2) The general statements compiled in the High Court office for the preparation of the Civil and Criminal reports, as well as the general statement of Civil and Criminal work will be preserved for ten years and then destroyed. The general monthly statements of the work of District Courts will be preserved for the same period.

**B – Correspondence**

**22. Correspondence period of preservation**—The following will be preserved for one year and then destroyed—

(i) Reminders.

(ii) Charge certificates.

(iii) Letters asking for circulars, almanacs, copies of rules, petitions for employment, private letter and petitions asking for information regarding rules or the practice of the Court and such like.

(iv) Arrear statements.

**Personal files of Officers—Period of preservation**

Personal files of all officers and ministerial and menial servants of Governments.

(a) who die while in service shall be preserved for three years after their death and then destroyed; provided there are no outstanding claims on the part of their heirs, and

(b) who have retired, shall be preserved until the death and then destroyed : provided that no file shall be destroyed before three years from the date of retirement when death occurs within three years of retirement.

## C – Accounts

**23. Accounts—Period of preservation**—Bill and vouchers will be preserved for three years and then destroyed; in the case of sub-vouchers for Rs. 25 or under, which are not submitted to audit, this period will, however, be reduced to one year only. Care should be taken to ensure that no bill or voucher is destroyed even after the expiry of the above periods until all audit objections, if any, relating to it, have first been settled. Counterfoils and miscellaneous account papers will be preserved for three years and then destroyed. Cash books, journals and ledger accounts shall be preserved indefinitely in the absence of special orders to the contrary.

**23-A.** The main principles which should guide the destruction of accounts records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the rules may have expired.

## D – Press Declarations

**24. Press Declarations—Period of preservation**—Press declaration made under Sections 4, 5 and 8 and submitted for record in the High Court under Section 6 of the Press and Registration of Books Act, XXV of 1867, shall be destroyed after a period of one year from the date on which the press or the periodical concerned ceased to exist.

## E – General

**25. Letter ‘D’ to be put in register against paper destroyed**—When any paper is destroyed, the letter ‘D’ shall be entered in red ink against the entry in the register in which such paper is registered.

**26. Mode of calculating period of preservation**—The period for which a paper is to be preserved shall be reckoned from the 1st of January following the date which it bears, *e.g.*, papers of 1885, which under these rules have to be retained for one year, will become liable to destruction after 31st December, 1886.

## Part D

### RULES REGARDING INSPECTION SUPPLY OF COPIES, PROTECTION AND PRIVILEGE OF DOCUMENTS RELATING TO THE SPECIAL OFFICIAL RECEIVER, PUNJAB AND DELHI STATES

1. The records of the Special Receiver have been classified under the following four heads:

- (i) Insolvency Court Judicial Records.
- (ii) High Court Executive Records.
- (iii) Official Records of the Special Official Receiver.
- (iv) Other papers not falling in any of the above categories.

The details of first three Heads are given in the Appendix to this chapter.

2. The rules for inspection and copies given in Chapters 5-A and 5-B of this volume shall apply to the records falling under Head I.

3. No hard and fast rules have been framed for inspection and copies of records falling under Head II. Each case shall be decided on its own merits under the order of the Judge for the time being in charge of liquidation work in the High Court and, in his absence, the administration Judge.

4. Copies of final orders of the Special Official Receiver which form part of his official records, other than Judicial records, falling under Head III, may be granted by him:

Provided that no copies of document shall be supplied to any person, not entitled to them by law, between whom and Government there is any likelihood of litigation except with the previous sanction of the Judge in charge of liquidation work in the High Court and in his absence, the Administration Judge.

*Notes*—(i) Official letters are privileged documents to copies of which no person has any claim whatever. Should it be desirable to grant a copy of a letter, or an extract of a letter, received by the Special Official Receiver from a superior officer, reference shall in every case be made to the superior officer for permission.

(ii) The refusal of the Special Official Receiver to supply copies shall be subject to revision by the Judge in charge of liquidation work and, in his absence, the Administration Judge.

5. Inspection of official records of the Special receiver falling under Head III shall be allowed only under his orders. The order of the Special Official Receiver refusing inspection shall be subject to revision by the Judge in charge of liquidation work and, in his absence, the Administration Judge.

6. The rules for inspection and supply of copies of the official Records of the Special Official Receiver (Rules 4 and 5 above) shall also apply to the inspection and supply of copies of paper falling under Head IV.

7. In examining the question of claiming protection and privilege for documents relating to the office of the Special Official Receiver, he shall be guided by the provisions of the Indian Evidence Act. In case of any doubt the Special Official Receiver shall take the order of the Judge in charge of liquidation work and, in his absence, the Administration Judge.

#### APPENDIX (Referred in Rule 1)

##### Classification List of Records of the Special Official Receivers.

###### **I—Insolvency Court Judicial Records**

(a) (1) Order of transfer of insolvency proceedings to the High Court.

(2) Order of the Honourable Insolvency Judge with regard to a claim.

(3) Declaration of dividend with Schedule.

(b) (1) Monthly schedule of expenditure as approved by the Judge.

(2) Audit objection upon which judicial decision has been given.

(3) Any objection as to expenses of counsel engaged by the Special Official Receiver when determined judicially.

(c) (1) Applications of a creditor for notice to others.

(2) Application of adjournment.

(3) Directions obtained from the Judge.

(4) Orders regarding transfer of property including the recommendation made by Special Official Receiver on which such orders are passed and the applications of private persons from which



such orders arise.

- (5) Order of notice of creditors about dividend.
- (d) (1) Claim petition by a creditor under Section 80 of the Provincial Insolvency Act.
- (2) Power of attorney in favour of counsel on behalf of the creditor.
- (3) Letter from a petitioning creditor to the Official Receiver.
- (4) Account and copies of documents in proof of claim.
- (5) Written statement on behalf of an insolvent.
- (6) Written statement on behalf of an objecting creditor.
- (7) Affidavit in a claim petition.
- (8) Documents showing security filed in connection with a claim.
- (9) Original deed included in claim petition.
- (10) Copy of Judicial order filed by the claimant.
- (11) Pronote filed by a creditor.
- (12) Proceedings before the Special Official Receiver with respect to proof of claims.

## **II – High Court Executive Records**

- (1) Leave application.
- (2) Order regarding staff.
- (3) Application from members of the staff.
- (4) Audit reports with comments of the Special Official Receiver, if any.

## **III – Official Records of the Special Official Receiver**

- (1) Noting by the office upon the audit reports.
- (2) Documents relating to expenses of counsel engaged by the Special Official Receiver to conduct cases.
- (3) Correspondence with purchasers.
- (4) Notice (other than a statutory notice issued to creditors) by the Special Official Receiver, including advertisements relating to transfers of property.
- (5) Inspection slip.
- (6) Letter to counsel regarding pending suits and reply.
- (7) Correspondence with the Assistant to Special Official Receiver regarding rent collection.
- (8) Certified copies of judgments and decrees.
- (9) Notice received from Court.
- (10) Notice of demand of property tax.
- (11) Correspondence regarding repairs and estimates thereof.

(12) Correspondence regarding House tax and Municipal tax.

(13) Policies of fire insurance.