

PART B- TRANSMISSION OF JUDICIAL RECORDS

1. When records are transmitted from one office to another, a list of the records transmitted should be prepared in duplicate in the Vernacular in the prescribed form and be sent with them. This list will be in addition to the regular index of papers attached to each record. The signature of the Despatcher in column 9 will, in the absence of a report to the contrary, operate as a certificate that the record is complete according to the index.

Duplicate
Challans.

2. On receipt of the record the proper official of the receiving office should check the list referred to in the preceding rule. If the list is correct, he should note the date of receipt of the record in the appropriate column of both copies and sign the entry; if the list is incorrect, he should make a note to that effect thereon, and forthwith report the fact to the head of the office for orders. One copy of the list will be returned to the despatching office immediately after examination, with the intimation that the papers received are correct, or, if this is not the case, with a note of objection. A similar note of receipts, etc., should be made (in column 11) by each succeeding official into whose hands the records pass, unless he has been exempted under rule 7, Part A. When the records are no longer required, the second copy of the list will be returned with the records to the office from which they were received. Here the list will again be checked; and, if found to be correct, will be returned, attested as such, to the office to which the records went to be kept with the record of the proceedings in connection with which the records were required.

Checking of
records.

3. All records transmitted from one office to another should, except in the case of records transmitted to or from a Tahsil be sent under cover of an English docket in which an indication must be given of the No. and date of the requisition and the class and No. of the case in the Court for which the records are being transmitted.

Docket to
accompany
records.

Transmission of record to appellate courts in parts.

4. In transmitting the record of an original court to an appellate court, where there are duplicate records in English and Urdu, one part should be sent to the appellate court at one time and the other part separately thereafter.

Precepts of High Court.

5. As regards compliance with the precepts of the High Court, see chapter 20, Volume IV.

Quarterly list of record sent from record room but not returned.

6. On the 2nd day of the first month of each quarter, the register of files taken out of the Record room (Form No. B on page 33 of part A- IV, Rules and orders, Volume VI, Part A) should be checked by the Record Keeper and a list of the files not returned to the Record Room should be prepared and forwarded to each Court for verification in the form annexed, which is a revenue standard form No.71.

LIST OF FILES ISSUED

TO THE COURT OF _____ DATED _____

Number of file in issue register	Record-room No. Of files	Name of parties	Description of case	Date fixed for hearing	Date on which the file left the record- room	Verification of Ahlmad of Court.
1	2	3	4	5	6	7