

PART D-CUSTODY OF JUDICIAL RECORDS

1. The following orders as to the assumption and relinquishment of charge of judicial records shall apply to holders of the under mentioned posts :-

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| (a) Courts of District and Sessions Judges, Additional District and Sessions Judges. | 1. Ahlmads.
2. Record Keepers. |
| (b) Courts of Senior Subordinate Judges, Administrative Subordinate Judges and other Subordinate Judges. | 1. Ahlmads.
2. Execution Moharrirs.
3. Guardian Moharrirs
4. Reader to Administrative Subordinate Judges. |
| (c) Small cause Courts | 1. Ahlmads.
2. Naib-Sherriffs-in-charge of execution work.
3. Insolvency Clerks |

2. When any of the officials named in Rule 1, having custody of pending judicial records is transferred to another office permanently, or proceeds on leave for a period of two months or more , he shall make over full and complete charge of the records in his custody to the official relieving him.

3. The relieving official shall, in the presence of the official to be relieved, check all the records leaf by leaf with the indices attached thereto, see that no document is missing, and then sign a certificate to the effect that he has carefully checked all the records made over to him, and has received the documents mentioned in the indices attached to

them. If any part of any record or any document is found to be missing the matter shall immediately be brought to the notice of Presiding officer of the Court.

4. If any document or part of the record is subsequently found to be missing, the Presiding Officer of the Court shall immediately take action for its recovery or reconstruction. He shall also fix responsibility on the custodian if the document was on the index, or on the official whom the custodian relieved, if it was not on the index.

5. When an official having charge of such records is granted leave for a period of less than two months or is temporarily transferred to another post, those records only which are required for cases which are likely to come up for hearing in the ordinary course during his absence shall be taken over by the relieving official and the procedure laid down in paragraphs 2 and 3 adopted. The remaining records shall be locked up the key of the lock being kept by the Presiding Officer of the Court. If any further records are needed during the absence of the permanent custodian, they shall be taken out and properly checked under the supervision of the Presiding Officer before being taken over by the temporary custodian.

6. So far as the record room is concerned, only the files not yet acknowledged by the Record Keeper need be checked.

7. For the purpose of paragraphs 2 to 6 , both the relieved and relieving official will be regarded as on duty in the same post while charge is being transferred. In cases covered by paragraph 2, the transfer of the charge shall not ordinarily take more than four days, but this period may be extended to 7 days under the written sanction of the Presiding Officer of the Court, and to 10 days under the written sanction of the District and Sessions Judge. In cases under paragraph 5, not more than half a day should be allowed for the transfer of charge.

8. Frequent transfers of officials holding charge of records should be avoided.

9. These instructions do not apply to the transfer of charge of administrative files.