

Re:- Procedure for sending request through post for supply of certified copy through Value Payable Letter/Value Payable Parcel.

PUBLIC NOTICE

"In continuation of notice issued on 04.04.2015 and uploaded on the website of this Court on 08.04.2015, regarding supply of certified copies of judicial record through Value Payable Parcel, it is further clarified that the requests for supply of certified copies of judicial record would be entertained through post. However, such requests should be accompanied by a proof of identity in pending/decided judicial cases so as to enable the Registry of the High Court to process the same according to the applicable rules. The application should be accompanied with a court fee stamp of Rs.2/- duly affixed thereon. An initial fee of Rs.100/- for supply of certified copy, if required on urgent basis, or Rs.50/-, if required on ordinary basis, in the form of demand draft drawn in favour of the Registrar, Punjab and Haryana High Court, Chandigarh, payable at Chandigarh, should be tendered, as provided for in Volume V, Chapter 5, Part B of the Punjab and Haryana High Court Rules and Orders. The postal charges that are incurred for supply of certified copies by post shall be recoverable from the applicant through post by the Postman against money-order. The copies will be dispatched by Value Payable Parcel or Value Payable Letter, depending upon the weight of the letter or parcel, as the case may be.

It is also brought to the notice of the general public that only requests for supply of certified copies of the documents pertaining to judicial record will be entertained and sent.

Normally, if pages of the certified copies are upto fifteen, the same shall be sent by Value Payable Letter, otherwise the same will be sent through Value Payable Parcel. However, in case a specific request is made for sending documents through Value Payable Letter only, the same would be entertained for which charges, as applicable, would be levied."

Sd/-
Registrar (Grouping)
16.01.2017