CHAPTER 5

INFORMATION, COPIES AND COPYING DEPARTMENT

(For Searching fees and charges for copies, *see* Chapter 6)

1. INFORMATION

(1) Any person may apply for information from the records and registers of any Court.

2. All applications for information shall be made in the prescribed form No. (M)30 to the Officer-in-charge of the Record Room or some other officer designated by him for the purpose during the first two hours of the Court's daily sitting.

Note 1– Form of application for information can be obtained from the Nazir at 5 paise each or three rupees per hundred.

Note 2– Applications bearing the expedition fee prescribed in Rule 1(1)(*iii*) of Chapter 6 may, however, be made at any time during office hours.

3. Only one application need be made for information in respect of any number of items taken from the same record or register, or in connection with a single cause or matter, *e.g.,* if information is required of four separate papers in one record only one application is necessary. When information relating to different matter or causes is wanted as many applications are necessary as the matters or causes to which they relate.

Note 1– "Same Register" includes any number of volumes of the same class for any one year but not different classes of registers though of the same year.

Note 2– This rule applies equally to application for copies.

4. Applications shall be consecutively numbered and entered in the prescribed register in Form No. (R)15 ..... by the officer as they are received and the date of receipt shall be noted or stamped thereon. If the information can be furnished at once, he will note the same on the upper portion of the form in the column for remarks and make that part over to the applicant taking the latter's dated receipt in the lower portion which will be retained and recorded in the office.

Note– Urgent applications will be entered in the register in red ink.

5. If the information cannot be furnished at once, he will enter in the fourth column of the Form No. (M)30 ..... as also in the lower receipt portion, the date, and; if possible, the hour, by which the information will be furnished. The lower receipt portion will then be torn off and made over to the applicant with direction to

present it on the day and hour noted. The upper portion will be immediately passed on to the ministerial officer, in immediate charge of the record concerned, who shall enter in the column for remarks the information required and return it to the receiving officer before the time prescribed. The upper portion bearing the information will be made over to the applicant on his reappearance and production of the lower portion which will be retained and recorded in the office after taking his dated receipt on it, as also on the Register of application for information.

Note 1– The officer-in-charge of the record room will fix the hours within which applicants should reappear for taking delivery of the paper containing the information.

Note 2– Each clerk through whose hands an application for information passes shall put his initials and the date and hour of receipt and passing on by him on the back of the application in the manner indicated in Rule 21.

6. Information shall ordinarily be supplied by forenoon of the next open day after the presentation, of the application. Urgent application and applications referred to in Note 1 below shall, if possible, be complied with on the same day.

Note 1– The Officer-in-charge of the record room should *see* that whenever possible information capable of being supplied from current records or registers or the records, registers, *etc.*, which can be easily located, is supplied to application on the day the application are filed.

Note 2– For notice regarding delivery of Information, *see* Rule 5.

7. Information requiring anything but short answers shall not be given. If any extract from the record or the substance of any order *etc.*, or document is desired, the proper course is to apply for a copy.

8. Defective application and applications in respect of which the information asked for cannot for any reason be given shall be rejected.

Note 1– It should be impressed upon the staff that applications are not to be rejected on frivolous grounds. If there are means for finding the right record or register it must be traced even though the description given by the applicant may in some respects be inaccurate or defective.

Note 2– This rule and Note 1, apply equally to application for copies.

2. COPIES

Presentation of application who may obtain copies

9. Parties to a Criminal proceeding are entitled to obtain copies, certified or uncertified or of any portion of the record of trial or enquiry including such police papers as may be made use of as evidence at the trial or enquiry and final reports submitted by Police under Section 173 of the Code of Criminal Procedure.

Note– Police reports on which proceedings are instituted under Chapters VIII, X(B), X(C), X(D) of the Criminal Procedure Code form a portion of the record of trial or enquiry.

10. As a general rule, copies of exhibits in a Criminal proceeding shall not be granted to persons who are strangers to it. A Judicial Officer shall use his discretion in each case acting on the general principle that no copies should be given to a stranger without very good cause being shown.

11. All application for copies of papers or documents shall be made in the prescribed Form No.31 to the Officer in-charge of the copying department of the record room or some other Officer designated by him for the purpose during the first two hours of the Court's daily sitting. The party requiring the copy shall present his application signed by his Pleader, or by his authorised agent or by himself, if acting in person.

Note 1– Form of application for copy can be obtained from the Nazir at 5 paise each or three rupees per hundred.

Note 2– Applications bearing the expedition fee prescribed in Rule 1(2)(c) of Chapter 6 may, however, be made at any time during office hours.

12. Copies of printed or lithegraphed maps and plans shall not ordinarily be supplied by the copying department. Applications should be made to the office where the original maps are deposited.

13. Whenever applications are made for copies of letters from, or resolutions passed by the High Court; the applications shall be referred to the High Court. Copies of such documents may not be granted by the local authorities.

Note– This rule does not apply to the sentences of the High Court in Criminal trials.

14. Where, in the case of an application, doubts arise as to whether the document of which a copy is applied for is one of which a copy can or ought to be granted, the Head Comparing Clerk shall lay the application before the presiding Officer of the Court concerned or the Officer in-charge of the record room, as the case may be, for his orders.

15. Only one application is necessary when a copy is applied for any number of documents on the same record.

Note– For the purposes of this rule, records called for in connection with an original case or appeal will be treated as part of the record of such case or appeal.

16. Subject to the rules above, copies shall not ordinarily be granted of documents which are themselves copies. A copy of a

copy is to be granted only when good grounds are shown for not taking it from the original, *i.e.* for not applying to the office where the original is kept. When copies of copies are granted, it shall be expressly indicated on the copy that it has been copies from a copy and not the original.

3. PREPARATION AND ISSUE OF COPIES

17. On receipt of an application for a copy the Head Comparing Clerk to whom it shall be made by the officer receiving it, shall give it a serial (consecutive) number, stamp or note legibly the date of receipt on the top right hand corner of the application and enter it in the "Register of Applications for copies" (Form No.(R)16). If it is possible, at once, to inform the applicant what court fee stamps and folios will be required and if stamps and folios have been filed with the application the Head Comparing Clerk shall note the requisite information on the back of the receipt portion and return it to the applicant. If the requisite stamps and folios have been filed with the application, the document required to be copied shall be at once sent by the office with the application to the copying department.

18. If the information cannot be given at once, the date on which the applicant is required to attend for the estimate should be entered in the counterfoil and also on the top of the application for future reference. The Head Comparing Clerk shall at the time of returning the counterfoil to the applicant, inform him that his application will not be considered complete and that the preparation of the copy will not be commenced until he has supplied in full the Court-fee stamps and the necessary number of folios.

Note– The entries in different columns of Register No. (R)16 as required by this and other rules in this chapter must be made by the Head Comparing Clerk contemporaneously with the various stages through which the application for copy passes before its preparation and deliver.

19. (1) After entering the application in the prescribed register, the Head Comparing Clerk shall at once, if possible, or during the same day but not later than the following day, ascertain the amount of Court-fee stamps payable for the copy applied for and the number of folios required for its preparation.

(2) For this purpose the Head Comparing Clerk shall forward the application by one of his copyists to the officer in whose custody the record is, who will at once note legibly or stamp thereon the name of his department and Court, the date of receipt, signing

his initials thereunder and enter it in a register to be kept in Form No. (R)17. He shall refer to the document or record and with the assistance of the copyist or typist conveying the application estimate the number of folios required for each document of which a copy is required. He shall then enter the amount of Court-fee stamps and the number of folios required in the space provided for the purpose on the application, sign and date it and return the completed application by the copyist of typist to the Head Comparing Clerk. The document or record shall be kept in readiness for delivery to the copying department as soon as it is sent for preparing the copy. If owing to insufficient or incorrect description the document cannot be traced the application should be so endorsed and the endorsement signed and dated.

Note 1– This rule is not intended to allow copyists typists the right of entry into the record room and they must in all circumstances be excluded therefrom. If the record from which copies are required is in the record room, the copyist should be shown the record in the Record keeper's office and should not be permitted to handle it himself more than is necessary to enable him to assist in making the computation provided for in this rule.

Note 2– Where an office peon is provided for the copying department, application for copies may be sent through the office peon to the officer in whose custody the record is. That officer shall have the record in readiness. A copyist shall be sent subsequently to collect the applications who shall assist the officer in making the estimate of stamps and folios.

20. The number of folios required shall be carefully calculated, so as to obviate the necessity of obtaining additional folios from the applicant, a contingency which, under a proper system, ought to arise.

21. Each clerk, through whose hands an application for copies passes shall put his initials and the date hour of receipt and passing on by him on the back of the application, in the space provided for the purpose and shall mention in the endorsement the name of the officer to whom he delivers such application. These entries should be made one below the other and must be legibly written. Each Clerk receiving an application shall at once comply with the requisition or pass it on to another who can do so.

Note 1– Applications for copies must not be returned or rejected on frivolous grounds and if the particulars given are sufficient to identify a record every effort must be made to trace it even though the description as given in the applicant may in some respects be inaccurate.

Note 2– There should be no unncessary delay in complying with the requisitions of the copying department.

22. Applications for copies shall ordinarily be returned on the same day and never later than the following day to the Head comparing clerk with report required by rules above.

23. On receipt of the necessary report under Rule 19 the Head comparing clerk shall at once fill up the appropriate columns of the Register in Form No. (R)16, and estimate the number of imposed stamped sheets and Court-fees required and note them in the middle portion of the application, and unless these have already been filed, shall notify the estimate to the applicant when he attends for it. The fact that the estimate has been notified and the date, shall be entered, in the appropriate place provided for the purpose in the application and the applicant shall be required to sign this entry. If he does not attend for estimate, within 3 days from the date noted in the counterfoil, his application shall be rejected and a note to that effect shall be made in Register No.(R)16.

24. If the requisite stamps and folios are not filed within three days of the notification in the prescribed manner the application shall be rejected and a note to that effect shall be made in Register No. (R)16.

Note– Whenever an application is rejected and the copy is still required, a fresh application must be filed and dealt with in the manner prescribed by those rules, as though the original application had not been made.

25. If an application has been rejected and the copy is still required, a fresh application must be filed and dealt with in the manner prescribed by those rules, as though the original application had not been made.

26. When the stamps and folios are filed, a note to that effect and the date shall be entered in the place provided in the application for the purpose and the applicant shall be required to sign this entry. The applicant shall, at the same time, present the counterfoil of his application, which had been returned to him and a memorandum shall be made thereon stating the date and hour when the copy will be ready. A corresponding note shall be made in the appropriate column of the application form. The applicant shall retain the counterfoil and it shall be his duty to attend on the date fixed for the purpose of receiving the copy.

27. After making the proper entries in the Register of application for copies the Head Comparing Clerk shall forward the application to the proper officer having custody of the record with an endorsement requiring him to make over the necessary document or record.

Such officer shall immediately send the original record or document with the application nothing thereon the fact of compliance and date. The Head Comparing Clerk receiving it shall sign and date and make necessary entries in the appropriate columns of the Registers. (Forms Nos. (R)16 and (R)17).

Note– Only those papers of the record of which copies are actually required are to be sent to the copying department and in every case a removal slip shall be inserted in their place as laid down in Rule 38 of Chapter 4.

28. Immediately on receipt of the original papers, the Head Comparing Clerk shall make them over to one of the copyists for the preparation of the copy and enter his name in the appropriate column of the Register of application for copies.

29. Every application for copies of depositions in a case which is being heard shall be laid before the trying Court for such orders as he in his discretion may make. If such Court so directs so much of the deposition shall each day be given to the Head Comparing Clerk as there is reasonable hope of being copies in the course of the day. The Head Comparing Clerk shall return the portion to the Court at the close of the day.

30. Copies of English document shall be type-written.

31. Every copy of a deposition, judgment, order, report, or other documents shall show in the margin at the proper places the page numbers of the original within brackets.

32. Every copy of judgment or order shall commence with a heading containing the name of the Court and the name and official designation of the presiding officer.

33. Every copy must bear the signature of the copyist making it and the date in which the copy was completed. It must also bear the signature of the clerk who examined the copy and the date on which such copy was examined.

34. Every copyist or typist shall note the number of words written or typed by him on the back of each sheet so that the Head comparing clerk or the certifying officer who shall frequently check those entries and initial them when checked, may be enabled to verify that more folios than are really necessary have not been used and that the stamp affixed in the case of certified copies is correct.

Note– Punctuation marks and the underlining of words should not be taken into consideration in computing the number of words but if a line is ruled across a page by a typist, he should be allowed to count that as one figure to four figures being equivalent to one word.

35. If and when it is ascertained that extra Court-fee or extra folios are required for copies, the applicant should be informed of the amount of such Court-fees or, folios when he attends on the date on which the copy was originally notified to be ready, if it is not possible to inform him earlier. When the extra Court-fees or extra folios are filed, the procedure laid down in Rule 26 insofar as it is applicable shall be followed. If the extra Court-fees or extra folios are not filed within three days from the date on which the copy was originally notified to be ready the application shall be rejected. When an application is, so rejected, the fact should be noted in Register No. (R)16 and the original documents and records brought for the purpose of preparation of copies shall be returned to the proper officers who will make the necessary entries in the appropriate columns of Register No. (R)17.

Note– Every date on which extra folios are called for shall be shown after the copy is prepared in the proper space at the back of the folio.

36. When the applicant with the above rule a note shall be made on the application in the proper place showing the date and number of extra folios and the date and number and the value of the extra-Court fees filed. This note shall be signed both by the applicant and by the Head comparing clerk who receives them.

37. A similar procedure shall be followed with regard to the number and amount of Court-fee stamps for certified copies.

38. In ordinary circumstances a copy shall be furnished not later than 1 P.M. or 8 A.M. as the case may be, on the fifth open day after the necessary Court-fee stamps and folios have been put in.

39. Urgent copies shall be furnished on the day application, if possible, but not later than the following day. Case, however, is to be taken that other applicants for copies do not suffer materially by this arrangement. If the granting of other copies is likely to be much delayed an extra copy, when available, may be temporarily appointed by the officer-in-charge for the number of days actually necessary.

Note 1– Application for urgent copies should be entered in the register in red ink.

Note 2– When an urgent copy is required the extra fee prescribed in Rule 1(2)(c) of Chapter 6 shall be levied and column 24 of Register of application for copies filed up.

Note 3– Court fee stamps for extra fee in respect of urgent copies should find entry in the Register of Court-fee stamps (Form No. (R)10).

Note 4– No application is complete until the necessary stamps and folios have been filed. When these are not filed with the application, the periods referred to in this rule and in Rule 38 will be reckoned from the date of their being filed.

Note 5– If sufficient stamps and folios to cover the full charge for an urgent copy are not filed with the application, the estimate of the deficit in respect thereof shall at once be personally communicated to the applicant and the fact will be noted on the application and signed with date by the applicant. Where the applicant cannot be found the procedure laid down in Rule 35 will be followed.

40. All copies whether certified or uncertified must be carefully examined before issue by a salaried officer.

Note–The duty of examining copies should, as rule be entrusted to the comparing or examining clerks, or if there are none in the office, to the Head Assistant or Sheristadar. The copyist and typist must not be allowed to examine for each other.

41. It is of great importance that copies of document issued by Courts be absolutely free from error. The officer in-charge of the copying department shall therefore, from time to time examine the copies prepared.

42. In the event of any copy being found to be unfit for issue by reason that it–

(i) has not been clearly, legibly or neatly written or typed and with proper ink;

(ii) is not in the prescribed form;

(iii) is so incorret that revision has rendered it unfit for issue;

(iv) does not conform to the rules and orders of the High Court; or

(v) is otherwise, incomplete, defective or open to objection;

the examining or certifying officer shall report the matter to the officer in-charge of the copying department who will cancel the copy and require the copyist or typist to make a fresh copy at his own cost.

Note 1– All copies whether granted free of cost or on payment, should be written or typed legibly with good ink.

Note 2– Pleaders or parties to whom copies are delivered should bring to the notice of the officer in-charge of the copying department when copies are found to be inaccurate or not easily legible or printed from a worn out ribbon.

43. A certified copy furnished by the Court shall be certified to be a true copy and shall bear the seal of the Court. The certifying Officer shall see that all alterations and interlineations in the copy have been initiated by the comparing clerk and that the number of alterations and interlineations has been stated in the copy; and he shall initial each sheet in the copy. The certifying

officer shall sign in full and append to his signature the words "authorised under Section 76, Act I of 1872".

Note 1– Name in full must be written in his own handwriting and fascimile stamps must not be used.

Note 2– The words "certified to be a true copy, authorised under Section 76, Act I of 1872" may be impressed by means of a stamp.

Note 3– Certified copies cannot be signed "for" the head of a Court or office. The officer authorised must certify the copy as true in his own name and with statement of his official title as required by Section 76, Evidence Act (I of 1872), and the explanation thereto.

44. All certified copies must be signed, if not by the officer in-charge, then by the officer hereinafter mentioned, *viz*,-

(i) At the headquarters of a district–by the Record-keeper;

(ii) In courts at sub-division by the Head Assistant of the Court of the sub-divisional Officer.

Note 1– The above certificate shall not be given on a blank sheet. If the last sheet has been fully taken up by the copy the certificate may be given on its reverse.

Note 2– Uncertified copies should only be marked "examined" and initialled by the examiner.

45. In the case of certified copies the Court-fee chargeable under the Court-Fees Act, (*VII of 1870*), should be levied by affixing the necessary stamp to the first folio of the copy.

46. Uncertified copy may be converted into certified copy after comparison with the original upon the application of any one. Producing it and upon his filing with such applications the necessary Court-fee stamps required by law, provided he is not debarred under the rules from getting a certified copy and the document is produced in its original state.

Note 1– An uncertified copy obtained from the copying department at one station may be converted into a certified by the copying department at another station provided the original is at the latter station where the copy is required to be certified.

Note 2– Copies with notes written on them or portions marked or underlined shall not be accepted for conversion into certified copies.

Note 3– If the original has been amended or added to or if any order has been endorsed on it after issue of uncertified copy the uncertified copy cannot be converted into a certified copy.

47. The officer certifying the copy shall in each case satisfy himself that the folios purporting to have been used in the preparation of the copy correspond with the number actually necessary under the rules and verify the correctness of the stamp affixed. He shall also check the entries in the Register of Applications in

Form (R)16 regarding the number of the folios filed and used and see that the unused folios (if any) are attached to the copy.

48. When a copy is granted, the following particulars must invariably be recorded on the copy itself, and in the form given below–

Date of application for the copy .....

Date fixed for notifying the requisite stamps and folios .....

Date of delivery of the requisite stamps and folios .....

Date on which the copy was ready for delivery .....

Date of making over the copy to the applicant .....

Cost of copy .....

Note 1– Each date on which extra folios are to be notified and each date on which they are delivered shall be recorded.

Note 2– When a copy is granted free of cost the above particulars should be recored.

49. When an uncertified copy is under Rule 46, converted into a certified copy, the costs of such copy and certification shall be recorded in the particulars required by Rule 48 above.

50. Care shall be taken to have the copy ready in each case by the time fixed. The Head comparing clerk shall returned and a receipt for them obtained on the back of the application in Form (M)31, from the record room or Court concerned on the day the copy is ready for delivery.

51. (1) As the copies required under each application are completed they shall be made over together with all unused folios and stamps to the Head comparing clerk who shall attach the copies and all unused folios and stamps to the original application and note on the application the stamps and the folios used. The copies and unused folios shall be delivered to the applicants between the hours of 2.30 and 4.30 O'clock in the after-noon (10 a.m. and 11 a.m in the case of morning sittings) and until delivery, the Head comparing clerk will be responsible for their custody.

(2) On the applicant's appearing with and handing over the counter-foil, the Head comparing clerk will make over to him (the applicant) the copy and unused folios of the information slips after

taking the applicant's signature and date on the counterfoil of the application. The counterfoil will be kept attach to the application.

Note– Distribution of copies and return of unuse folios and stamps should as far as possible be made in the presence of the Magistrate in-charge, who may fix suitable hour of the day for the purpose.

52. (1) Should the applicant in any case fail to appear to claim either the copy or the unused folios (if any) before the last day of the month succeeding that on which the copy was ready for delivery they shall be destroyed in the presence of the officer in-charge. The fact of destruction and the number of unused folios thus destroyed shall be noted in the column for remarks of Application for copies.

(2) In any case in which a copy is refused or cannot be granted the folios and stamps supplied by the applicant shall be returned to him when he is so informed. This shall be done also where the applicant is withdrawn and the folios and stamps have not been used. Stamps for searching fee and expedition fee affixed to the application shall not be returned.

53. Applications for copies which have been complied with shall be recorded in the copying department and filed in the order of their admission in a separate series for each month. At the close of each quarter they shall be examined by the Sheristadar who shall bring to notice any irregularity or unpunctuality that may be apparent in the department.

The officer-in-charge of the copying department after satisfying himself as to the working of the office by an inspection of the forms recorded, shall then direct their destruction.

4. COPYING DEPARTMENT AND COPYISTS AND TYPISTS

54. There shall be but one amalgamated copying department at each station where there are more Courts than one. Of this department such Gazetted Officer, as the District Officer at District Headquarters and Sub-division Officer, at Sub-division, may nominate, will be in-charge and the clerk appointed to be the Chief examiner (otherwise known as Head comparing Clerk) will be the Chief Ministerial Officer.

Note– All the copying works required by the several Courts of Sessions should be done by the District Judge's copying department and that, by Courts of Magistrates by the District Magistrate's or Sub-divisional Magistrate's copying department, as the case may be.

55. The copying department shall have as many copyists and typists as may ordinarily be required for the purpose of supplying all applicants with copies without inconvenient delay.

56. No one but a licenced copyist or licensed typist shall be employed in the preparation of a copy. Typists proficient in both English and vernacular typing and providing their own type-writing machines should be given preference over others when fresh appointments are made.

57. Copies of English documents shall invariably be type-written and in making new appointments no one except a typist shall be appointed.

58. No person be employed for copying vernacular documents who is unable to copy both English and vernacular efficiently, legibly and with reasonable despatch and preference shall invariably be given to typist.

59. The number of the licensed copyists and typists must not be greater than will admit in ordinary circumstances, of each copyist who is not a typist earning an average sum of atleast Rupees one hundred and of each typist earning an average sum of atleast rupees one hundred and fifty per month. If the average earnings fall below this standard, steps should be taken to reduce the establishment by making no new appointment until that standard is reached. If practicable, a minimum of Rupees one hundred twenty for copyists and Rupees one hundred seventy five for typists should be aimed at. No new appointment should be made if such appointment would reduce the average earnings below this minimum.

60. (1) The officer in-charge of the copying department shall keep a list of all copyists and typists employed in the office in the following form.

List of copyists and typists showing total

Remuneration Drawn by each month by month

Name of Copyists or Typist	Total Earnings	Monthly average
	April–May–June–July–August–September–October November–December–January–February–March	

(2) From this list, which must be filled up carefully each month, the officer in-charge will be able detect who among the copyists and typists are receiving an excessive share of the remunerative work or are not doing a sufficient amount of work and will take steps to equalise earnings or to dispense with the services of those copyists and typists who are in excess of requirements or habitually fail for insufficient reasons to earn an adequate income.

61. Where a Court is not provided with a salaried typist, every licensed typist or copyist is liable to be called upon to performs such unremunerated work as the presiding officer of the Court may require of the Department.

Note 1– Unremunerated work should not be given to copyists and typists as a rule. If given in emergencies, it should never be more than what will occupy only a short time when there is sufficient remunerated work to keep them engaged.

Note 2– Judgments for appellants in jail should not be made over to typists or copyists for copy.

62. The registers of applications for copies and information shall be placed every day before the officer-in-charge who should sign the last entry after scrutiny.

63. The Head Comparing Clerk shall be responsible that the work of copying is distributed as equally and fairly as possible subject to such direction as may be given by the Officer-in-charge. Work shall be so distributed that no copyist or typist has more than sufficient for one day in his possession at one time. To ensure copies being fully and legibly written or typed no copyist or typist shall be given more work than he is capable of performing efficiently.

64. All undistributed work shall be kept under lock and key in the possession of the Head comparing clerk and arranged in the serial order of applications relating thereto.

65. At the close of each day all original papers and all copies made during the day, if not delivered to the parties, as well as all stamp papers, not yet used for copies, shall be taken back from the copyists and typists and secured for the night under lock and key in the almirah allotted to the Head compraing clerk. Care shall be taken to see that nothing remains with the copyists and typists.

Note– The officer-in-chrage should satisfy himself from time to time that this rule is being strictly followed every day.

66. No carbon papers shall be allowed to be used in the copying department without the permission of the officer-in-charge and such papers found in the possession of copyists and typists will be

forfeited. If use of carbon paper be necessary, the Head Comparing clerk shall issue it to the typists and withdraw it after copies are made.

67. If any materials error or commission is detected in a copy, by the person to whom it has been supplied or by any Court before which it is filed for use, it shall be promptly brought to the notice of the officer-in-charge of the copying department.

Note 1– Such errors brought to the notice of the officer-in-charge should be corrected after comparison with the original and initialled.

Note 2– The officer-in-charge should take such disciplinary action as he thinks proper against the Head comparing clerk of the copyist responsible for the copy. The responsibility for incorrect copies is also shared by the officer who certified the copy to be correct.

68. Half of the charge of twenty five paise per folios levied by means of impressed and adhesive stamps represents the payment to Government on account of the salary of examiners and the cost of materials; the remaining half shall represent the earnings of the licensed copyists or typists whose accounts shall be made up monthly and the amount due to each paid out of the contingencies. These payments must be checked at the time with the upper part of each stamp, which, when the copy is ready, must be torn off each sheet, along with perforated line, and then endorsed with the copyist's or typist's name and the serial number of the application and kept till the end of the month. Care must be taken to see that nothing in excess of half of the amount realised in stamps is paid away.

Note 1– The copyists or typist is paid by the folio he would get his remuneration according to the number of folios copies, whether the copies are subsequently taken out or not.

Note 2– Expedition fees are for credit to Government, and no part of them is payable to the copyist or typist. Expedition fees shall be shown in column 3 of Annual Statement Part I, Form (S) 8.

Note 3– Folio heads must not be torn off and billed for before the copies are actually ready for delivery. Folio heads which can be allowed to be detached shall be marked with a date stamp before they are torn off by the copyist and typist.

Note 4– The number and value of the folios of copies delivered or ready for delivery up to the last date of the month as per Register of application for copies should be totalled up at the close every month and closed against the bills, submitted by the copyists and typists, on order to see whether the two agree. Folios supplied during the month in respect of applications for copies which are not ready for delivery by the last date of the month, shall be carried over in red ink to the beginning of the next month's page of the Register, or the serial numbers of such items should be marked in red ink with a note in the remarks column in the same ink showing the unused folios and the month in which they are to be billed for when copies are ready.

Note 5– The different columns for folios and pages in the register shall be carefully filled in at the proper stages and a cross mark but into the columns remaining blank, all corrections being attested with dated initials. All the columns showing folios and stamps supplied, used and returned unused shall be totalled up each month and it should be seen that the total number of folios supplied agree with those used and unused.

69. To prevent the risk of stamp slips being used more than once, the office passing a copyist's or typist's account shall after checking it as directed, tear the slip to pieces and cause them to be burnt in his presence. A certificate that this has been done must be attached to the contingent bill on which the copyist's or typist's fees are drawn.

70. To protect the interests of the Government, care must be taken to see that all copies issued from the Courts are prepared on the prescribed stamp paper; they must be written or typed on one side of the sheet only, and must not contain more than the authorised number of words. On the other hand, care must be taken to see that applicants are not imposed upon by the copyists or typists spreading their writing or typing over a large number of sheets than is necessary. By insisting on the number of lines in each sheet or space being uniform control, may easily be exercised in this matter, the number of words in a few of the lines in each folios being frequently checked by the Head Comparing Clerk or the Officer certifying the copy. The Officer-in-charge shall also from time to time check at random and see that each sheet does not contain more or less than the authorised number of works.

Note– If is the duty of each copyist to copy as nearly as possible 150 English words or 200 vernacular words (*i.e.* one folio), and of each typist to type 300 English words or 450 vernacular words (*i.e.* two folios of 150 words each) on each stamp sheet. Copyists and typists violating this rule will be liable to fine or dismissal according as their fault is occasional or systematic.

71. Services of copyists and typists whose work is inaccurate or in other respect unsatisfactory on account of old age or other reasons shall be dispensed with and in no case shall a copyist or typist be retained in the service after he has attained the age of sixty year.