

THE GAUHATI HIGH COURT AT GUWAHATI

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated Guwahati, the 29th April, 2025

The Hon'ble Gauhati High Court is pleased to issue the following guidelines regarding the issuance of certified copies of documents by the copying section:

1. While issuing certified copies of documents containing illegible words/lines/digits etc, a note should be made at the bottom of the certified copy stating the illegible portion occurring between or any side of the readable words/lines/digits etc.

The specific number of the line, wherever applicable (For instance, line no. 7 of page no. 2) in which the illegible portion appears should also be mentioned in the note.

2. In the event the applicant of certified copy approaches the Copying Section for physical certified copy which is to be prepared from a digitized copy, the Copying Section will issue the same by using the new seal that reads "Prepared from DIGITIZED copy"

However, in case of online applications, the applicant shall only be entitled to e-certified copy sent online pursuant to his/her application and no physical copy shall be provided by the copying section to any applicant of e-certified copy.

In the event the applicant requires a physical certified copy after applying for e-certified copy, the applicant has to make a fresh application for physical certified copy.

This shall come into force with immediate effect.

By order,

Sd/-

Shri Raktim Duarah

REGISTRAR GENERAL

Memo No. HC.XI-07/2021/42-58/ RC dated 29.04.2025

Copy to:

1. The Secretary General, Supreme Court of India, New Delhi.
2. The L.R & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.

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3. The Secretary to the Govt. of Nagaland, Department of Justice and Law, Kohima.
4. The Secretary to the Govt. of Mizoram, Law and Judicial Department, Aizawl.
5. The Secretary to the Govt. of Arunachal Pradesh, Law and Judicial Department, Itanagar.
6. The Registrar -Cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati
7. The Registrar, Gauhati High Court, Kohima Bench, Kohima/ Aizawl Bench, Aizawl/Itanagar Permanent Bench, Naharlagun.
8. The Joint Registrar, (_____), Gauhati High Court, Guwahati.
9. The Director, Judicial Academy, Assam.
10. The Deputy Registrar (_____) Gauhati High Court, Guwahati.
11. The Librarian —Cum— Research Officer, Gauhati High Court, Guwahati.
12. The Asstt. Registrar, _____, Gauhati High Court, Guwahati.
13. The Private Secretary to Hon'ble Mr/Mrs. Justice _____ Gauhati High Court, Guwahati.
- ✓ 14. Systems Analyst, Gauhati High Court, Guwahati, for uploading the above notification in the High Court Website.
15. The Administrative Officer (Judicial), _____, Gauhati High Court, Guwahati.
16. The C.A. to the Registrar General, Gauhati High Court, Guwahati.


REGISTRAR GENERAL