

**THE KERALA HIGH COURT  
OFFICE MANUAL, 2015**

## **PREFACE**

The High Court Office Manual was prepared in the year 1965, taking into consideration of the procedure followed in the Kerala Government Secretariat, the procedure till then followed by the High Court Office and the standing orders issued by the High Court of Kerala as well as the Madras High Court. Over a period of last 50 years, considerable changes have taken place in the administrative set up of the High Court. There have been changes in the procedure followed, in view of expansion of the administrative set up, creation of new posts, change in hierarchy in the administrative and decision making set up and technological advancement. It therefore became an absolute necessity to rewrite the High Court Office Manual so that it can effectively regulate the procedure being followed in the administrative side of the High Court.

While preparing the High Court Office Manual afresh, efforts have been made to adopt the fundamental principles of administrative procedure envisaged by the Kerala High Court Office Manual, 1965 with due changes and modifications in view of the changes in administrative set up and practices.

This Manual may not be comprehensive. In matters for which no specific provisions are found in this Manual, the existing procedure will be followed till suitable additions or amendments are made.

All members of the High Court Service are expected to be conversant with the provisions in this Manual and to observe them with due diligence.

01.01.2015

S.JAGADEES  
REGISTRAR GENERAL

## CONTENTS

<b>Chapter</b>	<b>Title</b>	<b>Pages</b>
I.	Organisational Set up	1 - 25
II.	Definitions	26 - 29
III.	Tapal	30 - 34
IV.	Inward Receipts and Action in Brief	35 - 36
V.	Registry of Papers	37 - 40
VI.	Referencing and Arrangement of Files	41 - 46
VII.	Noting	47 - 51
VIII.	Drafting	52 - 55
IX.	Action on Disposal	56 - 57
X.	Closing of Files and Sending Them to the Administrative Records Section	58 - 60
XI.	Indexing for Future Reference	61 - 62
XII.	Forms and Rules of Correspondence	63 - 66
XIII.	Circulation	67 - 68
XIV.	Fair Copying, Examining and Despatching	69 - 73
XV.	High Court Records	74 - 79
XVI.	Checks on Delays and Arrears	80 - 82
XVII.	Confidential Papers	83 - 85
XVIII.	High Court Accounts and Housekeeping	86 - 91
XIX.	Library	92 - 94
XX.	Miscellaneous	95 - 100
	Appendix	101 - 110
	Index	111 - 119

.....

## INDEX

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
1.	Accounts Officer	35
2.	Accounts Section	42, 204, 206
3.	Acknowledgement of Tapal delivered by messengers	58
4.	Adding Currents to a case	88
5.	Additional Director, Deputy Director & Assistant Director, KJA	6, 16
6.	Administrative Records Section	175
7.	Advances - drawal and disbursement of	206
8.	Affixture of despatch stamp on office copy	169
9.	All papers are confidential to outsiders	197
10.	Amounts noted in drafts to be written in words	125
11.	Annual returns	190
12.	Arising reference	52, 61
13.	Arrangement of cases	95
14.	Arrangement of Enclosures	87
15.	Arrangements of note file	105
16.	Arrears - External	191
17.	Arrears - Internal	192
18.	Arrears - Procedure in checking	191 - 96
19.	Arrear Statement	195
20.	Assistant Engineer	45
21.	Assistant Protocol Officer	26
22.	Assistant Public Relations Officer	24
23.	Assistant Registrar (Administrative Branch)	22
24.	Assistant Registrar (Judicial Branch)	21
25.	Assistants	37
26.	Attendance in office	215
27.	Attendance Register	217
28.	Authentication of Orders	155
29.	Behaviour in office	223
30.	Books of Reference	91
31.	Care of High Court building and premises	231

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
32.	Care of papers put up	94
33.	Case, New Case, Old Case	52
34.	Case marked for Circulation	158
35.	Casual Leave / Compensation Leave	219
36.	Checking of Postal Receipts for Registered Articles	164
37.	Checks on delays and arrears	188 - 196
38.	Chief Accountant	36, 204
39.	Chief Librarian	29, 214
40.	Circular	151
41.	Circulation	52, 157 - 158
42.	Circulation Section	44
43.	Civil Sergeant	45, 231
44.	Closing of currents in Personal Register	80
45.	Closing of files and transmission to Records Section	70, 135 - 139
46.	Communications	7, 8, 83, 84, 120, 127, 152, 156, 163, 167, 173
47.	Communication of decisions	69
48.	Communication of orders to petitioners	124
49.	Computer Assistant	38
50.	Computer Cell	49
51.	Confidential Papers	197 - 203
52.	Confidential Reports	199
53.	Contents of communications	152
54.	Contents of drafts	118
55.	Control of Records Section	176
56.	Control of expenditure	205
57.	Copying Section	41
58.	Copy to be made of Letters in illegible handwriting	85
59.	Court Fee Examiners	32 - 40
60.	Court Officers	31
61.	Court Officer to the Chief Justice	31

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
62.	Current, Current File, Current Number	52, 74, 86, 91, 95
63.	Currents to be entered in Register immediately on Receipt	72
64.	Dating of disposal	131
65.	Decision on cases	68
66.	Definitions	52
67.	Demi-Official Correspondence	52
68.	Demi-Official Letter	147, 166
69.	Deputy Registrar (Administrative Branch)	20
70.	Deputy Registrar (Judicial Branch)	19
71.	Despatch of communications within the High Court	173
72.	Despatch of valuables	168
73.	Despatching	132, 162 - 173
74.	Director, Kerala Judicial Academy	6, 15
75.	Disposal Docket Sheets	138
76.	Disposals - kinds of	52, 135
77.	Draft and enclosures alone to be sent for issue	129
78.	Drafting	52
79.	Draft for Approval	52, 106, 113, 114, 126
80.	Drafts to be complete and brief	119
81.	Drafts to be written on separate sheets	114
82.	Duties of the the staff in the Records Section	178
83.	e-Courts Cell	50
84.	e-Mails	55
85.	Economy in the use of Stationery & Electricity	232
86.	Enclosure	52, 86, 87
87.	Enclosures to be minimized	120
88.	Endorsement	150
89.	Entry in the Register of Records	187
90.	Entry of 'Filed' Disposal	81
91.	Entry of dates	76
92.	Entry of Reference	77

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
93.	Entry of Reminders	78
94.	Entry of Replies to references and Currents to be added to old cases	79
95.	Examining of fair copies	161
96.	Flagging	52, 92
97.	Fair Copying	159
98.	Fax Messages and Messages in Electronic Mode	56, 123, 160
99.	Filing Section	40
100.	Finance Officer	28
101.	Form and arrangements of drafts	117
102.	Form of Address	153
103.	Forms of correspondence	145
104.	Functions of the Records Section	177
105.	Furniture	14, 212
106.	General Behaviour in Office	223
107.	Guarding against leakage of information	224
108.	Head Translator	43
109.	Heading must be obvious and distinctive	142
110.	Hours of attendance	215
111.	House Keeping	45, 211
112.	Issue	52
113.	Indexing	139 -144
114.	Joint Registrar	18
115.	Judicial Records Section	174
116.	Junior Accountant	36, 204
117.	Kerala Judicial Academy	6, 17
118.	Knowledge of office procedure	229
119.	K Section	51
120.	Late Attendance	217 - 218
121.	Leakage of Information	224
122.	Letter	146
123.	Library	29, 214
124.	Library Assistants, Clerical Assistants and Attenders	39, 214

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
125.	Lights in Record Room	180
126.	Linking of files	99 - 100
127.	Liveries & Badges	230
128.	Local delivery procedure	172
129.	Maintenance of information books	144
130.	Marking "Important", "Urgent" etc.	167
131.	Medi Care Cell	48
132.	Members of staff not to leave office during working hours	216
133.	Method of noting	104
134.	Method of Registry of papers	74
135.	Minutes	52
136.	Mode of addressing envelopes containing demi-official letters	166
137.	Mode of addressing non-confidential packets	165
138.	Mode of ventilation of grievances	227
139.	Monthly, Quarterly and periodical returns	189
140.	Movement Register	216
141.	Nature of Tapal	53
142.	Note	52, 102, 104, 106, 110
143.	Note File	52, 95, 98, 105
144.	Notes not intended to reproduce matter in the current file	103
145.	Notes to run continuously	106
146.	Noting	101, 111
147.	Number of entries on a page	73
148.	Numbering and distribution of Tapal	60
149.	Object and contents of a note	102
150.	Office copies and Fair copies to be typed together when possible	121
151.	Office not to give suggestions or opinions in notes	112
152.	Office Superintendents	34
153.	Office Procedure	229

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
154.	Office Seals	156
155.	Official Correspondence	52
156.	Official Memorandum	149
157.	One envelope for all communications to the same officer	163
158.	Opening of a fresh file	115
159.	Opening of Tapal	59
160.	Ordinary leave and other kinds of leave	220
161.	Organisational Set up	1 - 51
162.	Outsiders - information confidential	197, 224
163.	Page numbering	96
164.	Papers not to be registered in the Personal Register	82
165.	Pay & Allowances - drawal and disbursal	204
166.	Pay Bills of Gazetted Officers	204
167.	Permanent Advance	204
168.	Periodical Registers	193
169.	Personal Papers	143
170.	Personal Register	71, 82, 193
171.	Pins and staples - using of in files	93
172.	Post copy of telephonic and fax messages	123
173.	Postage charges - maintenance and check of stamp account	170
174.	Postal Receipts	164
175.	Precis of contents when to be written	107
176.	Preservation of Bills and Acquittance Rolls	210
177.	Private Secretary to the Chief Justice	27
178.	Private Secretary to Judges, Personal Assistants to Judges and Confidential Assistants	33
179.	Procedure regarding destruction of records	186
180.	Proceedings	148
181.	Processing of papers	67
182.	Prohibition against revealing information to the Press	225
183.	Prohibition against meeting outsiders in the office	226

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
184.	Protocol Officer	25
185.	Public Relations Officer	23
186.	Punching of Adhesive Stamps	89
187.	Purchase of Postal Stamps	207
188.	Put up Papers	52
189.	Question for consideration should always be pointed out	108
190.	Receipt and distribution of Tapal	66
191.	Receipt of fresh disposals	181
192.	Receipt of Tapal	54
193.	Records Section	174 - 175
194.	Records - Duties of Office Attendant	178
195.	Records Attender	178
196.	Referencing	52, 91, 98
197.	Reference Library	214
198.	References relating to more than one section	62
199.	Reference to authorities quoted	92
200.	Reference to book, etc..	97
201.	Referencing - collection of papers and books for Reference	91
202.	Registrar (Administration)	3, 14, 52
203.	Registrar General	1, 3, 7, 52
204.	Registrar (Judicial)	5, 12, 52
205.	Registrar (Recruitment and Computerisation)	11, 52
206.	Registrar (Subordinate Judiciary)	3, 8, 52
207.	Registrar (Vigilance)	4, 9, 10, 52
208.	Registry	52
209.	Removal of original papers from files to be sent as enclosures	130
210.	Replies to references and currents to be added to old cases	79
211.	Requisition for records	183
212.	Return of records to the Records Section	184
213.	Safe custody of valuables	64, 209

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
214.	Scrutiny of currents with reference to correspondence Rules	83
215.	Secret Section	201
216.	Section	52
217.	Section Head, Section Officers	30, 52, 158, 184, 186, 213
218.	Sectional Notes	109
219.	Security Arrangements	47
220.	Security Officer	47
221.	Seven Days Rule	194
222.	Stamp Account	170 - 171
223.	Stamps of highest denomination to be used	171
224.	Statement of Reminders	196
225.	Stationery, Printed Form, etc.	213
226.	Stock Files	134
227.	Superintendent (Vehicles), Chauffeurs and Motor Car Mechanic	46
228.	Supply of Records	182
229.	Tagging of Currents and Enclosures	86
230.	Tapals	52 - 66
231.	Tapals brought out of office hours	57
232.	Taxing Officer	19
233.	Telephone charges	208
234.	Tentative date of reminders	116
235.	Tidiness and cleanliness of the office	228
236.	Title and head	141
237.	Title to be brief and accurate	75
238.	Tracing of missing records	185
239.	Transfer of papers intended for other sections	63
240.	Translation of Papers	90
241.	Translation Section and Supreme Court Cell	43
242.	Transmission Register	139
243.	Treatment of cases after disposal	128

<b>Sl. No.</b>	<b>Topic</b>	<b>Article No.</b>
244.	Treatment of communications on paper of different size	84
245.	Treatment of ordinary confidential papers	203
246.	Treatment of papers relating to appointments and posting	200
247.	Treatment of punishment and appeal cases	202
248.	Treatment of stamps affixed on communications	65
249.	Treatment of valuable enclosures	64
250.	Typed copy of draft	127
251.	Unnecessary reference and piece-meal reference	122
252.	Unofficial Correspondence	52
253.	Urgent work during holidays	222
254.	Use of liveries, badges and uniforms	230
255.	Use of Office Seal	156
256.	Use of pins	93
257.	Valuables	36
258.	Vigilance Cell	4, 10
259.	Watching of periodical reports and returns	188
260.	Work during holidays	222
261.	Work out of office	221
262.	Working hours of the Records Section	179

.....

# **THE KERALA HIGH COURT OFFICE MANUAL**

## **CHAPTER I**

### **ORGANISATIONAL SET UP**

The Registrar General is the Chief Administrative Officer of the High Court. The other Registrars discharge the administrative and judicial functions assigned to them. All other officers of the High Court assist the Registrar General and act in his name. The Registrar General co-ordinates the functioning of all departments and sections of the High Court and ensures the proper functioning of the High Court Registry. He occupies in the office of the High Court a position analogous to that of the Chief Secretary to Government in the Government Secretariat.

2. The work in the High Court falls into two distinct categories viz., the Judicial and the Administrative. The Judicial branch deals with the receipt, posting and disposal of cases and all matters pertaining to the judicial work. All other items of work including the administrative and supervisory control over the Subordinate Courts and Tribunals are dealt with in the Administrative branch.

3. The Administrative branch is divided into two divisions -- (i) dealing with matters connected with the administration of the High Court establishment and (ii) dealing with the administrative duties and functions discharged by the High Court as the Head of the Judicial Department. The first division is under the direct charge of the Registrar General and the second division is under the direct charge of the Registrar (Subordinate Judiciary). The Registrar (Administration) will be in charge of the entire buildings and grounds of the High Court. The allocation of work among the Registrars is determined by the Honourable the Chief Justice and among the Joint Registrars, Deputy Registrars and Assistant Registrars by the Registrar General from time to time.

4. There is a Vigilance Cell in the High Court under the direct control of the Registrar (Vigilance), subject to the overall control of the Honourable the Chief Justice.

5. The Registrar (Judicial) is in direct charge of the matters connected with the Judicial branch. In the discharge of his duties he is assisted by Joint Registrars, Deputy Registrars and Assistant Registrars.

6. The High Court has a training wing, the Kerala Judicial Academy functioning under the Board of Governors comprising of Honourable Judges. The Kerala Judicial Academy is headed by the Director and he is assisted by the Additional Director, Deputy Director and Assistant Director.

#### REGISTRAR GENERAL

7. The Registrar General exercises general superintendence and control over the administrative and judicial branches of the High Court including the following:-

- i. All papers relating to the administration of the High Court establishment to be submitted to the Honourable the Chief Justice and the Honourable Judges pass through the Registrar General, with his notes or recommendations thereon. All correspondence on administrative matters of the High Court with the Government, the Supreme Court, other High Courts and high dignitaries and all office circulars and general instructions are dealt with and signed by him. (Communications which do not fall within these categories may be signed "For Registrar General" by the respective Assistant Registrar in charge of the section from which the communications arise, after getting the drafts approved by the Registrar General or by Joint Registrar/Deputy Registrar. Communications of a purely routine nature, intermediate references, interim replies and communications calling for information or reports from the Subordinate Courts may be sent by the Assistant Registrar in his own name without reference to the Registrar General).

- ii. He attends to all policy matters and financial matters of the High Court.
- iii. He is the authority competent to grant casual leave and other eligible leave to Joint Registrars, Deputy Registrars, Public Relations Officer, Protocol Officer, Private Secretary to the Chief Justice, Assistant Registrars, Security Officer and Superintendent (Vehicles) and any other officer assigned with important duties.
- iv. He will have the custody of the confidential reports of Judicial Officers and of the High Court Officers and staff.
- v. Whenever the Registrar General is absent, the Registrar (Subordinate Judiciary), Registrar (Recruitment and Computerisation), Registrar (Judicial) or Registrar (Administration) attends to the duties of the Registrar General as per directions of the Honourable the Chief Justice.

Other than those mentioned above, he will be exercising such duties and powers as conferred by the Kerala High Court Act and Rules.

#### REGISTRAR (SUBORDINATE JUDICIARY)

8. The Registrar (Subordinate Judiciary) exercises general superintendence and control over the administrative branch dealing with administrative matters relating to the Subordinate Judiciary. All papers of this branch to be submitted to the Honourable the Chief Justice and the Honourable Judges pass through him with his notes and recommendations thereon. All correspondence with the Government, the Supreme Court, other High Courts and high dignitaries on administrative matters relating to Subordinate Judiciary and all general circulars and instructions applicable to the Subordinate Courts are dealt with and signed by him. Communications which do not fall within these categories may be signed "For Registrar (Subordinate Judiciary)" by the respective Assistant Registrar in charge of the section from which the communication arises after getting the draft approved by the Registrar (Subordinate Judiciary) or by Joint Registrar / Deputy Registrar.

Communications of a purely routine nature, intermediary references, interim replies and communications calling for information or reports from the Subordinate Courts may be sent by the Assistant Registrar concerned in his own name without reference to the Registrar (Subordinate Judiciary).

#### REGISTRAR (VIGILANCE)

9. The Registrar (Vigilance) is in direct charge of the matters connected with the Vigilance Cell of the High Court and he reports directly to the Honourable the Chief Justice. In the discharge of his duties, he is assisted by the Deputy Superintendent of Police and other Police Officers posted to the cell. He also attends to other items of work which the Honourable the Chief Justice may assign to him, from time to time.

#### VIGILANCE CELL

10. The Vigilance Cell in the High Court has been constituted for the purpose of enquiring into the allegations or complaints against Judicial Officers and Staff of the High Court and Subordinate Courts.

Petitions containing allegations or complaints received in the High Court are processed in the normal administrative channel without the involvement of the Vigilance Cell till a decision is taken by the Honourable the Chief Justice for enquiry by the Vigilance Cell. Once such a decision is taken the file is transferred to the Vigilance Cell and the Registrar (Vigilance) is then exclusively responsible for all steps including correspondence till the enquiry report is submitted. The vigilance enquiry report would be treated as confidential. Apart from enquiring into the allegations in the petitions received in the High Court, the Officers of the Vigilance Cell should keep vigil for detecting instances of corruption/misconduct involving moral turpitude among members of the staff of High Court and Subordinate Courts, verify confidentially the information and report to the Honourable the Chief Justice instances which merit discreet enquiries.

REGISTRAR (RECRUITMENT AND COMPUTERISATION)

11. The Registrar (Recruitment and Computerisation) attends to:
- i. The recruitment to various categories of posts in the High Court Service where "Direct Recruitment" is one of the methods of appointment.
  - ii. Recruitment of Judicial Officers i.e., Munsiff-Magistrates, District Judges (Direct Recruitment) as well as Principal Counsellors of Family Courts in the State.
  - iii. Computerisation Programme of the High Court as well as the Subordinate Courts in the State.
  - iv. He also attends to such other duties as are assigned to him by the Honourable the Chief Justice from time to time.

REGISTRAR (JUDICIAL)

12. The Registrar (Judicial) exercises general control and supervision over all the sections in the judicial branch. He ensures -

- i. that papers filed in the registry are properly received, defects in all papers are cured as early as possible and they are listed without delay.
- ii. posting of cases according to the directions issued from time to time by the Honourable the Chief Justice, publication of ready cases on the Notice Board and preparation and publication of the daily and weekly cause lists of all the Benches.
- iii. prompt issue of notices and other processes, printing of required papers and calling of lower court records wherever necessary, as early as possible.
- iv. keeping accurate and up to date statistics of the institution, disposal and pendency of all kinds of cases, and circulation of monthly statements showing such statistics for the information of the Honourable the Chief Justice and the Honourable Judges.
- v. that indexing and law reporting are attended to promptly.
- vi. the appointment of counsel in criminal cases at State cost wherever necessary.

13. Final orders in all Writs are approved and signed by him. He attends to all references in the Judicial branch and signs correspondence in connection with such references. He also approves and signs warrants in criminal cases, company cases etc.

#### REGISTRAR (ADMINISTRATION)

14. The Registrar (Administration) attends to the routine administrative work of the High Court specifically assigned. He is in charge of the supervision and maintenance of the High Court Buildings, Official Bungalows and Quarters of the Honourable the Chief Justice and Honourable Judges, repairs and maintenance of High Court vehicles and official cars allotted to the Honourable Judges and Officers, purchase of stores, furniture etc. His duties include supervision over arrangements of all official functions held in the High Court premises and premises under his control.

#### DIRECTOR, KERALA JUDICIAL ACADEMY

15. The Director, Kerala Judicial Academy is in charge of all the activities of the Academy including arranging and imparting training to all Judicial Officers in the State and staff of the High Court and Subordinate Courts.

#### ADDITIONAL DIRECTOR, DEPUTY DIRECTOR & ASSISTANT DIRECTOR, KERALA JUDICIAL ACADEMY

16. The Additional Director assists the Director in the functioning of the Kerala Judicial Academy. The Deputy Director and Assistant Director will be assigned such duties and responsibilities by the Director/Additional Director for the smooth and efficient functioning of the Judicial Academy. They also attend to other works that may be assigned to them from time to time.

#### THE KERALA JUDICIAL ACADEMY

17. The Kerala Judicial Academy is the training wing of the High Court of Kerala. The Academy is under the control of a Board of Governors with the Honourable the Chief Justice as Patron-in-Chief and one of the Senior Judges as President. The Board of Governors comprises of sitting Judges nominated by the Patron-in-Chief in consultation with the President. The Additional Director, Deputy Director and Assistant Director assist the Director in the administration of the Academy, in arranging and conducting various training programmes in the Academy and at district level, and in controlling and supervising the work of the staff posted in the Academy. Each of them shall also discharge such other duties assigned to him from time to time. The Academy is responsible for imparting training to the Judicial Officers and staff of the High Court and Subordinate Courts.

#### JOINT REGISTRAR

18. The Joint Registrar exercises general control and supervision over the sections put under him.

All papers to be submitted to the Honourable the Chief Justice, Honourable Judges, Registrar General / Registrars, from the sections are routed through the Joint Registrar. He is responsible for the prompt disposal of work in the sections put under him. The Joint Registrar in charge of administrative branch sanctions leave other than casual leave to all Gazetted Officers below the rank of Assistant Registrars. He also sanctions medical reimbursement claims and General Provident Fund Advance/withdrawal by these officers. The Joint Registrar in charge of Grouping and Classification Cell exercises general control and supervision over the functioning of the Cell. He ensures that grouping of cases is attended to properly and that such groups of cases are posted before Court for early disposal. He also attends to such other duties which may be assigned to him from time to time.

DEPUTY REGISTRAR (JUDICIAL BRANCH)

19. Subject to the control of the Registrar (Judicial), he exercises general control and supervision over the sections put under him. He approves and signs decrees and acts as Taxing Officer and ensures that the required stamp duty is collected at the stage of filing of cases or after admission of cases, as the case may be. He scrutinises the Arbitration Requests filed in the registry under the "Scheme for appointment of Arbitrators by the Chief Justice of the High Court of Kerala, 1996". He sees to the posting of cases before the appropriate courts in accordance with the daily distribution of work among the Judges. He checks the files and Registers in the sections at least once in three months to ensure that they are properly and correctly maintained and that cases are got ready for hearing. The Deputy Registrar-in-charge of Litigation Cell is responsible for timely follow up action in cases before the Supreme Court, High Court and Subordinate Courts in which the Registrar General/Registrar concerned and/or High Court is a party. He ensures proper representation of the High Court before the Courts in these cases. He attends to such other items of work as may be assigned to him from time to time by the Registrar General or Registrar (Judicial).

DEPUTY REGISTRAR (ADMINISTRATIVE BRANCH)

20. The Deputy Registrar (Administrative Branch) exercises general control and supervision over the Sections put under him. All papers to be submitted to the Honourable the Chief Justice, Honourable Judges and Registrar General/Registrars, from the sections pass through him. He conducts checking of Personal Registers maintained by the Assistants and ensures that these Registers are properly maintained and that there is no undue delay in taking necessary action on currents received by the Assistants. The Deputy Registrar-in-charge of housekeeping, construction and repairs sections would see that the matters in respect of the chambers and residences of the Judges are attended to promptly. He also attends to such other items of work that may be assigned to him from time to time.

### ASSISTANT REGISTRAR (JUDICIAL BRANCH)

21. The Assistant Registrar (Judicial Branch) is in immediate charge of all sections in the Judicial Branch put under him and assists the Registrar (Judicial) and Deputy Registrar (Judicial) in general supervision. He is the authority competent to grant casual leave to the Section Heads, Assistants, Computer Assistants, Typist-Copyists etc. working under him. He would ensure that the prescribed Registers are properly and regularly maintained in the sections, computer files are promptly and properly updated and that up to date pending and ready lists of cases are kept by the Section Officers of the various sections. He would see that fair copies of judgments are duly prepared and that copies of such judgments/orders are issued to the lower Courts together with the records with promptitude. He would inspect the file books and registers at least once a month and bring to the notice of the Deputy Registrar, any irregularities, delay etc. noticed by him. He would scrutinise, in select cases, endorsements made on processes issued to Subordinate Courts with a view to check the sufficiency of service and the correctness of the return.

He signs orders in miscellaneous cases/petitions and orders in criminal cases and attends to the checking and acceptance of bail bonds. He ensures proper receipt and processing of copy applications and maintenance of the required registers. He would ensure that there is no delay in granting copies of judgments, orders and decrees etc. and pass orders on urgent applications for copy. He would also attend to such other works that may be assigned to him.

### ASSISTANT REGISTRAR (ADMINISTRATIVE BRANCH)

22. He exercises immediate general supervisory control over the sections put under him. He is the authority competent to grant casual leave to the Section Heads, Assistants, Computer Assistants and Typist-Copyists working under him. He ensures that all urgent communications are attended to

expeditiously. All papers to be submitted to the Honourable the Chief Justice, Honourable Judges, Registrar General/Registrars, Joint Registrars and Deputy Registrars from the sections in the Administrative Branch pass through the respective Assistant Registrar.

He is responsible for the prompt disposal of work in the respective sections. He will see that arrear lists are prepared every month in respect of the sections under him and these lists are submitted to the Registrar General/Registrars.

The Assistant Registrar deals with the following matters relating to the sections over which he is in charge:-

- i. All communications which have to be merely filed.
- ii. All communications which are to be endorsed to the lower courts or to the sections of the High Court for information.
- iii. Routine matters and intermediate references to lower courts calling for necessary details, figures or papers and furnishing interim replies.
- iv. Reminders and interim replies to reminders.
- v. Acknowledging receipt of letters, books or registers from lower courts or other offices.

He is authorised to sign fair copies of all letters and orders issued from the sections under his control, except important proceedings or letters which are to be signed by the Registrar General/Registrars.

He inspects the Personal Registers maintained by the Assistants of the sections under his charge once in every six months and particularly watches the incoming reminders and looks into the cases of delay in dealing with such papers.

The Assistant Registrar in charge of stationery, forms, furniture and stores periodically checks the stock of stationery, printed forms and registers and ensures that the stock tallies with the entries in the register. Similar checks would be made in respect of the stores and furniture also.

The Assistant Registrar also attends to such other duties as are assigned to him by the Registrar General/Registrars, Joint Registrar/Deputy Registrar from time to time.

#### PUBLIC RELATIONS OFFICER

23. He is in direct charge of matters connected with public relations and all public functions in the High Court. The public can approach him for guidance in matters relating to the High Court.

- i. He sees that arrangements in connection with all functions such as Full Court References, Official Dinner, Republic Day Celebrations etc. are done properly.
- ii. He attends to matters connected with Telephone, EPABX and Internet connection to the Honourable Judges, Officers, Sections and residences of the Honourable Judges.
- iii. He prepares the High Court Telephone Directory and updates lists of telephone numbers of Honourable Judges and Officers, and the High Court Judges' 'who is who'.
- iv. Overall supervision of the 'Medi Care Cell' of the High Court.
- v. Public relations matters including the coordination and liaisoning with other departments.
- vi. Other incidental and ancillary matters that may be assigned by the Registrar General from time to time.

ASSISTANT PUBLIC RELATIONS OFFICER

24. i. Functions as the 'Public Information Officer' of the High Court under the Right to Information Act, 2005.
- ii. Overall supervision of the Enquiry Counter
- iii. Performs the duties of the Public Relations Officer in his absence.
- iv. Other ancillary and incidental matters that may be assigned by the Registrar General from time to time.

PROTOCOL OFFICER

25. The Protocol Officer is in direct charge of all the protocol functions of the High Court. He is also in charge of the High Court Guest House. He is responsible for arranging the tour programme of the Honourable the Chief Justice and Honourable Judges and keeps liaison with his counterparts in the Supreme Court, other High Courts, Protocol and Public Relations wings of the Government of India, State Government and District Administration. He also attends to such other duties as may be assigned to him by the Registrar General from time to time. In the discharge of his duties he is assisted by Assistant Protocol Officers.

ASSISTANT PROTOCOL OFFICER

26. Assistant Protocol Officer shall assist the Protocol Officer in discharge of his duties. He will also attend to the duties assigned by the Registrar General from time to time.

PRIVATE SECRETARY TO THE CHIEF JUSTICE

27. i. He attends to all official and personal works including matters of confidential nature entrusted to him by the Honourable the Chief Justice.

- ii. He makes arrangements for the tour programme of the Honourable the Chief Justice and family members and attends to all connected matters as and when required.
- iii. He accompanies the Honourable the Chief Justice on tour.
- iv. He attends the High Court as well as Residential Office of the Honourable the Chief Justice regularly.
- v. He is in direct charge of the office of the Honourable the Chief Justice. He supervises the work done by Personal Assistant and Additional Personal Assistant to the Honourable the Chief Justice.
- vi. He is in charge of allotting the services of Private Secretaries to Judges, Personal Assistants to Judges and Confidential Assistants.

#### FINANCE OFFICER

28. The Finance Officer is in direct charge of the Finance Wing. He is in charge of preparation of budget estimates and supplementary demands for grants and allied matters in respect of the High Court and Subordinate Courts. He will attend to the distribution, resumption and reallocation of funds to the Sub Controlling Officers, with the approval of the Registrar General. He will ensure reconciliation of departmental accounts of the High Court and Subordinate Courts with the figures booked in the Accountant General's Office. He will assist the Registrar General in watching the progress of departmental revenue and expenditure by the Sub Controlling Officers. He will see that inspection reports, audit paras and objections raised by the Accountant General are promptly attended to. He will arrange annual inspection of offices and submission of notes of inspection for perusal and orders. He will issue instructions with the approval of the Registrar General to the Sub Controlling Officers regarding maintenance of accounts, rules and correct accounting of stores and observance of stores rules including Stores Purchase Manual.

### CHIEF LIBRARIAN

29. The Chief Librarian exercises general supervisory control over all the activities of the High Court Library which includes circulation of books to the Courts, to the Chambers and residence of Honourable Judges and issue of books to the Officers and Staff of the High Court and for reference by Advocates. He is also the immediate Supervisory Officer of the staff of the Library. Subject to the control of the Registrar General, he is the custodian of the books in the Library. The Librarian, Reference Librarians, Assistant Librarians and Cataloguers assist him in the discharge of his duties. He determines the allocation of work among his subordinates from time to time. He is responsible for the prompt, steady and efficient despatch of work in the Library. He should see that files are properly maintained in the Library. He should check the stock file at frequent intervals. He should also make use of the services of the Library Assistants, Clerical Assistants and Attenders posted in the Library to update all statutes by incorporating post publication amendments/important notifications/Government orders.

The Staff Library (Chief Justice V.S.Malimath Library) works under the supervisory control of the Chief Librarian.

The Chief Librarian would see that the books are neatly arranged in their respective places in the Library. He would also ensure that the annual physical verification of the books in the Library is done as required by the Kerala Financial Code Volume I.

### SECTION OFFICERS

30. Under the High Court Service Rules, 2007, there is one common category Section Officers/Court Officers. They are required to discharge duties attached to posts to which they are posted.

The Section Officers are responsible generally for the prompt, steady and efficient despatch of work in their sections. It is their duty to see that papers distributed to the different seats in their sections are immediately registered in the Personal Registers and that no delay is caused in taking action. Before distributing the day's tapal, they should first go through the papers carefully and mark the papers on which immediate action has to be taken. They should keep a note in their personal note book of important communications/matters requiring prompt action, or on which action is to be completed by a specific date with a view to watch the progress of action. The Assistants concerned should be asked to give top priority to such papers and submit the files as far as possible before the close of the day. They should constantly examine the cases pending with their Assistants to see that they do not delay them. The check should not be merely nominal. They should not only see that the entries in the Personal Registers are correctly and punctually made, but also take immediate action on delayed and urgent cases. The Assistants should be asked to produce such papers immediately and, wherever necessary, proper help and directions should be given to put up the papers quickly. If necessary, they should themselves take over and deal with urgent and important papers. It is their duty to ensure that no delay occurs which could, with diligence, be avoided and that no paper is shelved by the Assistants. For this, they should, besides fortnightly inspection of Personal Registers, check papers pending with each Assistant. They should search the shelves, drawers of tables, etc. of the Assistants periodically and make reports of the papers delayed and of other irregularities, if any, noticed. The search should be made atleast once every month.

They should not merely superintend but should themselves undertake to deal with the more difficult or important papers with such help from the Assistants as found necessary. They are responsible for the accuracy of the notes and drafts proceeding from the section. They are not expected to

express views or to suggest what orders should be passed on a case except when there is a clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of law or binding instructions. They are as much responsible for the facts in a note or draft as if they had themselves prepared it. They should maintain discipline in their Sections and also see that their orders or instructions are not disputed or disregarded by the subordinates in the Section. They should insist on their Assistants studying the currents and collecting papers for reference immediately on their receipt. They should check prolixity in noting. The chief merits of a note being lucidity, completeness and brevity, the Section Officers should see that they are constantly kept in view both by themselves and by the Assistants working under them. The Section Officers should see that stock files are maintained in their sections. They should check the stock file at frequent intervals. They should ensure that their sections are always kept neat and tidy. They should also closely follow the provisions contained in this Manual on all matters. Wherever more than one Section Officer is posted to a section the seniormost among them shall exercise supervisory control over the section.

#### COURT OFFICERS

31. One of the Officers selected and appointed as Court Officer to the Chief Justice shall be the Officer attending to the Chief Justice's Court. Senior Section Officers are posted to the Court Officers' Section for discharging the duties of posting of Court Officers for Court duties and listing duties. Posting Officers are also responsible for receipt of cases from different Judicial Sections and their listing. The Court Officers shall strictly obey the directions and instructions of Honourable Judges while preparing cause lists. The Court Officer in charge of a Court is responsible for its smooth functioning. He should see that case records and books are kept ready for reference by the Honourable Judges. He should be fully attentive in Court. He should keep track of the decisions taken by the Court and assist the Honourable Judges in

locating precedents etc. He should endorse the details of orders, adjournments etc. as ordered by the Honourable Judges on all case files posted before court and return the case files to the Sections concerned promptly. He should see that Private Secretary to Judge/Personal Assistant to Judge is available for taking down dictation as and when required by the Honourable Court. He should promptly incorporate 'Bench marked' items received from the Sections with the main files available in the Court, prepare daily and weekly disposal reports etc. The court officer who is not attending Court duty has to prepare daily and weekly cause lists of cases. While posting a case before the Court, the Court Officer should ensure that accurate endorsements are made on the case files, previous orders thereon have been complied/communicated and Lower Court Records wherever necessary are available. In cases posted before Division Bench, he should ensure that the second set is also properly updated. He should ensure that all cases ordered to be posted before Court on a particular date are posted as ordered. The Court Officers, especially those not attending Court, shall attend to other duties such as destruction of records, as are assigned to them by the Assistant Registrar.

#### COURT FEE EXAMINERS

32. Court Fee Examiners scrutinise the papers filed on the Judicial side of the High Court to ensure that the required court fee has been paid and that the papers are properly presented in accordance with the Rules of the High Court of Kerala and other relevant statutory provisions/instructions. They should also attend to any other work that may be assigned.

#### PRIVATE SECRETARIES TO JUDGES, PERSONAL ASSISTANTS TO JUDGES AND CONFIDENTIAL ASSISTANTS

33. i. Private Secretary to Judge/Personal Assistant to Judge attends to Court Work/dictation work and such other work entrusted to him. He is also required to attend the residential office of the Honourable Judge regularly.

- ii. Private Secretary to Judge attends to all official and personal work including matters of confidential nature entrusted by the Honourable Judges.
- iii. He has to arrange tour programmes of the Honourable Judge and family members and accompany the Honourable Judge on tour, if directed.
- iv. Private Secretary to Judge/Personal Assistant to Judge/Confidential Assistant attached to the Judges/Registrars/Senior Officers shall apart from attending to Shorthand/Typing work, attend to such other items of work entrusted to him by the Judge/Officer.
- v. Private Secretary to Judge/Personal Assistant to Judge/Confidential Assistant attached to the Personal Assistants to Judges' Pool shall attend to Court Work/chamber work and such other items of work entrusted to him from time to time.

#### OFFICE SUPERINTENDENTS

34. The Office Superintendent in charge of the Typing pool is responsible for the equitable distribution of work among the Computer Assistants, for supervising their work and for promptly attending to the typing work. He should maintain a Register in form No.VIII. The Office Superintendent in charge of Copying Section is responsible for promptly attending to the work in the Copying Section. He should supervise the work done by the subordinates in the section. The Office Superintendent in charge of Filing Computer Section and Computer Cell is responsible for supervision of the work done by the subordinates attending to data entry. He should check the entries made by them and ensure that they are made in the appropriate places and appropriate files. If any wrong entry is noticed, he should take immediate steps to get it corrected. The Office Superintendent in charge of Tapal Section is responsible for the smooth functioning of the work in the Section. He should see to the receipt and distribution of Tapal and maintenance of prescribed Registers. The Office Superintendent in charge of Despatch Section is responsible for the prompt despatch of the communications/records received in

the Section. Subject to the control of the Registrar, he is the custodian of stamps. He should ensure that stamp account is maintained properly and that the Business Parcel Post/Speed Post accounts are settled promptly.

Office Superintendents should also attend to such other duties as are assigned to him from time to time.

#### ACCOUNTS OFFICER

35. i. The Accounts Officer shall, subject to the control of the Finance Officer, be in charge of the overall supervision of matters dealt with in the Finance Wing, High Court.
- ii. The Accounts Officer shall assist the Finance Officer in his duties and responsibilities.
- iii. Files originated from the Finance Wing shall be routed through the Accounts Officer who, in turn, shall forward the same to the Finance Officer. The Finance Officer shall transmit directly those files to be forwarded to Registrars. Such files need not be routed through the Deputy Registrar (Administration) or Joint Registrar (Administration).
- iv. Files originated from the 'G' (Accounts-I & II) Sections shall be routed through the Accounts Officer, before forwarding the same to the officers in the rank of Assistant Registrars and above.
- v. He shall also attend to other ancillary and incidental matters that may be assigned by the Registrar General / Registrars, from time to time.

#### CHIEF ACCOUNTANT

36. The Chief Accountant is responsible for the cash transactions and contingent expenditure in the High Court. He should ensure prompt crediting of salary of non gazetted Officers in their respective Savings Bank Account. He must report to the Registrar General of the cash transactions on a daily basis. It is his responsibility to co-ordinate treasury and bank transactions and to maintain the Registers and Books of Accounts mandated by various statutes such as Kerala Treasury Code, Kerala Financial

Code, Kerala Account Code, Kerala Budget Manual etc. He will be in charge of the valuables kept under the safe custody, in the office. He should assist the Finance Officer by giving reports and information of the fund position of the High Court from time to time. In discharge of his duties, he is assisted by the Junior Accountant.

### ASSISTANTS

37. The main duty of an Assistant is to put up the papers received in his seat without delay and to assist the Section Officer in dealing with the subjects allotted to his seat. The Assistant should study provisions of law/rules and precedents in the matter before putting up the papers. Assistant working in Administrative Sections should maintain the Personal Register up to date and submit the same to the Superior Officers for inspection at regular intervals. He should maintain stock files and the prescribed Registers properly. He should also transmit the closed files to the Administrative Records Section. Assistants working in Judicial Sections are responsible for posting cases before Courts with up to date endorsements and for proper maintenance of Ripe Register. He should see that cases are posted before Court promptly in compliance of urgent application memo filed by the Counsel. Non-compliance, for any reason will be brought to the notice of the superior officers. He should get trained in operation of computer and learn the process of accessing the files, updation of entries required to be made in case files and in preparation of interim orders etc., using the computers provided in the Section. It is his responsibility to see that no delay is occasioned in carrying out the orders and directions of the Courts and of superior officers.

### COMPUTER ASSISTANTS

38. The work of Computer Assistants depend upon the Section to which they are posted. Computer Assistants posted in the Typing Pools are responsible for typing and comparing the matters assigned to them by the Office Superintendent/Section Head. They shall regulate their work in accordance with the instructions given by the Section Head. Computer

Assistants posted to the Computer Cell/Computer Filing Section are responsible for entering/updating computer data accurately and with promptitude. They should ensure that the data entered by them are not manipulated by anyone and if any correction or manipulation is noticed, that should be immediately brought to the notice of the Section Head.

#### LIBRARY ASSISTANTS, CLERICAL ASSISTANTS AND ATTENDERS

39. The Library Assistants, Clerical Assistants and Attenders attended to such items of work as are entrusted to them by the Chief Librarian/Librarian/Section Heads.

#### FILING SECTION

40. The scrutiny of papers presented on the Judicial side of the High Court is done by the Court Fee Examiners in the Filing Section. One of the Court Fee Examiners exercises supervisory control over the Section, subject to supervision by the Assistant Registrar in charge of Filing Section. It is his responsibility to distribute the files and other papers for verification to the other Court Fee Examiners and to furnish daily and weekly reports of cases filed in the High Court. The numbering and transmission of case files to other Sections on the Judicial side is dealt with in the Filing Section. The registration of Advocates' Clerks is also attended to in the Section. The Section should maintain the following Registers.

- 1) Filing Register.
- 2) Register of Interim Applications.
- 3) Register of Review Petitions
- 4) Daily Register of Court Fees.
- 5) Register of Court Fee Refunds.
- 6) Court Fee Defect Register
- 7) Defects Representation Register.
- 8) Distribution Register
- 9) Register for Registration of Advocates' Clerks.

The Assistants posted in the Filing Section shall attend to the numbering of files and papers, refund of court fees, making entries and updating various Registers and putting up papers for administrative orders, etc.

#### COPYING SECTION

41. Application for certified copies of judgments/orders on the Judicial Side are processed in the Copying Section. The Copying Section should maintain Copy Application Registers.

#### ACCOUNTS SECTION

42. The Accounts Section deals with matters connected with the cash and contingent expenditure and preparation of pay bills and other bills. The Section is divided into three viz., Accounts I, Accounts II and Accounts III. The salary and allowances of all non-gazetted staff are drawn and credited to the respective Savings Bank Account of the member by the Accounts Section. The bills of the Honourable Judges, Senior Officers and other Gazetted Officers are also prepared by the Accounts Section.

#### TRANSLATION SECTION AND SUPREME COURT CELL

43. The Translation Section consists of a Head Translator and Translators including Translator (Kannada). It should be the responsibility of the Head Translator to arrange for translation of documents received for translation from the Courts, judicial/administrative side, truly, accurately and without delay.

It is the responsibility of the Section Officer and Assistants posted in the Supreme Court Cell to promptly attend to service of notice in Civil Appeals and other proceedings received from the Supreme Court through the Subordinate Courts and other High Courts. The Section shall also take prompt steps for collecting and sending records to the Supreme Court, including translation of documents whenever required.

### CIRCULATION SECTION

44. The Circulation Section attached to Tapal Section is responsible for the prompt circulation of papers and files to the Honourable Judges. The work in the Section is attended to by one or more Assistants. Their work is supervised by Section Officer/Office Superintendent in charge of Tapal Section.

### HOUSE KEEPING

45. The 'H' and 'J' Sections are responsible for house keeping. The 'J' Section is in charge of the High Court buildings and premises, Judges' Quarters, the High Court Guest House and Lyceum. The technical staff like Assistant Engineer, Overseer, Electrician, Plumber, Helper, Carpenter, Caretaker of the Guest House etc. come under the supervision of 'J' Section. The 'H' Section is responsible for the supply of stationery items and for the proper care and maintenance of movables. This Section is also responsible for the purchase, maintenance and disposal of all vehicles of the High Court.

The sweeping and sanitation work is attended to by the Sweeper-cum-Office Attendant, Sweepers and Sanitation Workers of the High Court or by the persons outsourced. The Civil Sergeant of the High Court shall supervise their work and shall be responsible for the proper upkeep of the premises of the High Court.

The maintenance of the garden of the High Court and those attached to the residences of the Honourable Judges should be the responsibility of the Head Gardener along with the Gardeners of the High Court and persons outsourced for the purpose.

SUPERINTENDENT (VEHICLES), CHAUFFEURS AND  
MOTOR CAR MECHANIC

46. The Superintendent (Vehicles) is responsible for distribution of work among the Chauffeurs. Each Chauffeur is responsible for the proper upkeep and maintenance of the vehicle in his charge. It is his responsibility to bring to the notice of the Superintendent (Vehicles) and the 'H' Section, defects to the vehicles or repairs needed and get the the work done without delay. The Motor Car Mechanic should help the Superintendent (Vehicles) in keeping the High Court vehicles in good condition and in promptly attending to the repair works.

SECURITY OFFICER

47. The Security Officer is in charge of the security arrangements in the High Court. He is responsible for maintaining discipline and order in the premises of the High Court. The police constables deputed from the Police Department shall be under his control. He is responsible for posting guards for the strong room where properties are kept. He is also responsible for arranging ceremonial guard, hoisting of National Flag atop the High Court Building and posting sentries and watchmen at the gates.

MEDI CARE CELL

48. Medi Care Cell deals with matters relating to extending assistance to the sitting and retired Judges in connection with medical consultation and treatment.

The reimbursement of claims of sitting and retired Judges are also processed in the Medi Care Cell.

### COMPUTER CELL

49. The Computer Cell, High Court deals with all the matters relating to the computerisation of the High Court. In addition, they shall also put forth budget proposals for purchase/maintenance of computer hardware/software and related accessories for the High Court.

### e-COURTS CELL

50. The e-Courts Cell, High Court deals with the implementation of comprehensive e-Courts project for the computerisation of all Subordinate Courts in Kerala, including purchase/maintenance of hardware/software.

### K SECTION

51. K Section consists of one Section Officer, Assistants and Office Attendant. Matters dealing with general supervision and control over the Civil Sergeants, Duffadars, Court Keepers and Last Grade Staff, the transfer and posting of Office Attendants etc., are done in this Section. Arrangements are also made in this Section for deputing special messengers to serve notice as per orders of the Court. The Section will also attend to other ancillary and incidental matters that may be assigned by Registrar General / Registrars, from time to time.

.....

## CHAPTER II

**DEFINITIONS**

52. The following are the definitions of some of the words and expressions used in the Manual/Office:-

“Arising Reference”- Any reference issued from the office which originates the file is called an “arising reference”.

“Case” - Case consists of the current file, note file and any previous papers and books put up for reference.

(i) “New Case”- A paper which is not connected with a pending case in the office or one which originates in the office or is started under a note or Demi-official letter of an Honourable Judge or Officer of the High Court is treated as a “New Case”.

(ii) “Old Case” - A reply to a reference issued from the office, or a paper which though not a reply of that nature has for any other reason to be filed with a current already pending in the office, is an “Old Case”.

“Circulation”:- The submission of files to the Honourable Judges is termed “Circulation”.

“Current”- A communication received in one Section from outside the office or from another Section of the High Court, is until disposal, known as a “current” and the number given to it is called the “Current Number”.

“Current File” - Current File consists, at the outset, of the official paper or papers under disposal to which are subsequently added the office copies of the intermediate official references and the replies to such references, the whole being arranged chronologically.

“Demi-Official Correspondence”- Correspondence is called Demi-offical when Judges or officers correspond with each other or with any member of the public, on any matter, without the formality of official procedure.

“Disposal” - Disposal is a statement of the final decision of the High Court on any matter.

“Drafting” - Drafting is the preparation of any communication which is proposed to issue from the High Court.

“D.F.A.” (Draft for Approval) – D.F.A. is the term used to distinguish the drafts put up for approval from other papers.

“Enclosure”- A communication or a statement or a plan or sketch or other document, which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter is called an enclosure to it.

“Flagging” - It is the process of attaching to the top of papers put up for reference in a case, slips printed with letters of the alphabet.

“Issue” - Issue is the term used to denote the process of copying or printing and despatching communications intended for any person or authority.

“Note” - (i) Notes are the written remarks recorded on a paper under consideration to facilitate its disposal. They must consist of a precis of previous papers, a statement or an analysis of the question or questions requiring decision, suggestions as to the course of action and orders passed thereon.

(ii) A note or order recorded by the Honourable the Chief Justice or an Honourable Judge, is referred to as a minute.

“Note File” - Note file consists of the notes with unofficial references and replies thereto, including demi-official and telephonic messages.

“Official Correspondence”- Correspondence is called 'official' when one Government Officer, as such, addresses or is addressed by another Government Officer or by any public body or private individual in writing, in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.

“Put up Papers” - Put up papers means the previous orders or other papers connected with or bearing on the subject of a current under consideration or put up in the case along with the Current.

“Referencing” - Referencing is the process of putting up in a case previous correspondence, laws, rules, reports, etc., required for its disposal, flagging them and indicating their presence by references in the margin at the portion of the current file or the note file in which they are mentioned or quoted.

“Registrar” - In this manual, the term “Registrar” denotes Registrar General, Registrar (Subordinate Judiciary), Registrar (Vigilance), Registrar (Recruitment & Computerisation), Registrar (Administration), Registrar (Judicial), as the case may be, unless specified otherwise.

“Registry”- A paper is said to be registered when it is given a current number and entered with an abstract in the Personal Register.

“Section”- Section is a division of the High Court Office, consisting of one or more Section Officers/Office Superintendents and one or more Assistants or Computer Assistants/Typist copyists working under them.

“Section Head” - The Gazetted Officer in charge of a Section is the Section Head.

“Tapal” - All communications received in the office which are official, un-official or demi-official are until registry, known as Tapal.

“Un-official correspondence” - When it is proposed to obtain on the note file of a case the concurrence, opinion or remarks of another Section of the same office or of any particular officer of the High Court, so that such concurrence, opinion or remarks may not form part of the official proceedings, the mode of referring a paper or a case and obtaining a reply is called “Un-official Correspondence”.

.....

## CHAPTER III

**TAPAL**

53. **Nature of Tapal.** - The tapal consists of all communications addressed to any of the High Court Officers whether in the form of cards, closed envelopes, packets, fax or electronic messages or otherwise.

54. **Receipt of Tapal.** - All cards, closed envelopes and packets delivered either by post or by messenger or otherwise are received by the tapal clerks. They sign the postal receipts attached to registered, speed post or insured articles.

55. **E-mails.** - The Section Officer in charge of the Computer Cell, High Court shall check the e-mail of the High Court at 10.00 a.m. and 4.00 p.m. on all working days. If any mail is received, he shall take a print out of the same and forward to the Tapal Section.

56. **Fax Messages.** - Communications received by fax, after perusal by the Registrar General/Registrar concerned are transmitted to the Tapal clerk for distribution to the Sections concerned.

57. **Tapals brought out of office hours.** - Tapals brought out of office hours should be received by the Assistant or Watchman on duty and dropped into the common Tapal box. Urgent communications addressed to the Honourable Judges or Registrar General or Registrars, received out of office hours or during holidays should be delivered to the addressees by the Watchman/Office Attendant on duty. They should not be dropped into the tapal box.

58. **Acknowledgment of Tapal delivered by messengers.** - Any tapal delivered by a messenger is acknowledged by the recipient in the messenger's delivery book.

59. **Opening of Tapal.** – On working days the tapal clerks should open the tapal box daily at 10.00 a.m. The tapal received by post or by messenger will be opened and stamped with the date of its receipt in the presence of the Office Superintendent in charge of the Tapal Section. Envelopes addressed to officers by name or those marked 'Secret' or 'confidential' should be opened only by the officer to whom they are addressed. The Office Superintendent should submit all communications received from the Government of India, the State Government, the Supreme Court of India and the Accountant General and other important communications to the Registrar General before they are numbered. After perusal by him – he may enter on them any instructions or urgent orders to be issued – the tapal pads are returned to the Tapal Section. The Tapal should then be sorted out according to the Sections to which they relate. The tapal clerks will be supplied with an up to date list of distribution of subjects among the Sections in the High Court. The tapal section will be provided with racks divided into compartments or pigeon holes to facilitate sorting. The papers of each Section will then be put in a separate pad. Inward Registers in Form No.1 (Appendix) should be maintained by the Tapal Section. There will be three Inward Registers, one for the Judicial branch, one exclusively for the Government Tapal and one for the various sections of the Administrative branch. Every paper received should be entered in the Inward Register.

60. **Numbering and distribution.** - A Tapal Distribution Register (or briefly Tapal book) shall be maintained for all the sections of the administrative branch. In addition, another Tapal Distribution Register shall be maintained for the administrative branch for Government Tapal. This book is merely for the purpose of acknowledgment and a specimen of it is given in Form No.II (Appendix). All papers received in tapal should be numbered by the tapal clerks with the automatic numbering machine. This machine imprints the

same number, thrice, so that the same number is imprinted on the paper received, in the Inward Register and lastly in the Tapal Distribution Register. The High Court will have one series of numbers starting with one and continuing consecutively up to the last number reached at the close of the year. When papers relating to one section have been numbered say from 1 to 10, then the papers of the next section would be numbered 11 and so on. If the last receipt of the day was numbered 126, the first receipt on the next day would be numbered 127. After numbering all papers in this manner, the Tapal Section will put the papers relating to each section in a separate pad. The tapal pad relating to the Judicial branch along with the Tapal Book should be sent to the Registrar (Judicial) and through him to the Deputy Registrar and Assistant Registrar concerned. The Tapal pads relating to the Administrative Sections along with the Tapal Books should be sent to the Joint Registrar/ Deputy Registrar/Assistant Registrars concerned in charge of the Administrative branch. After perusal, the Assistant Registrar will initial the papers and forward the same to the Section concerned with necessary instructions. The Section Head will then go through the papers carefully, put his initials, note down in his daily remembrancer 'time limit' cases to ensure that they do not get delayed and then distribute the tapal to the Assistants concerned, with such suitable instructions as are necessary, get their initials in token of acknowledgment in the Tapal Book and ensure that they are entered in their Personal Registers as indicated elsewhere in the Manual. In token of having done this, he should also attest, as follows, below the last number in the Tapal Book, before it is returned to the Tapal Section for use the next day: "Verified that the above numbers have been entered in the Personal Register." This function would be exercised by the seniormost Assistant of the Section on any date on which the Section Head is absent. Where an attestation to the above effect has not been made in the Tapal Book on any day, the tapal clerk would bring the omission immediately to the notice of the Assistant Registrar concerned, who should ensure that such lapses are remedied immediately.

In case it is seen that any of the urgent/important tapal has not been placed before the Registrar General/Registrars, the Section shall place the same before the Registrar General/Registrars for perusal, without delay.

61. **Arising reference.** - A note arising in the office or a letter, reference, etc., issued from the office and originating a file, will be assigned a number and registered in the same way as any other paper received in tapal. The Assistant dealing with the subject is responsible for this.

62. **References relating to more than one section.** - When a current relating to more than one topic and consequently to more than one Section is received, it should be taken up by the Section which is concerned with the first point mentioned in the communication. That Section should register it and if the points raised are sufficiently important, give extracts / copies to the other Sections concerned for taking separate action. Such extracts / copies will be forwarded to the Section concerned through the Tapal Section which should assign a fresh number to the paper. General currents, i.e., currents which relate to all Sections should be taken up by the Sections specified for dealing with such papers.

63. **Transfer of papers intended for other sections.** - Transfer of papers from one Section to another will be ordered by the Assistant Registrar and the paper ordered to be transferred would be forwarded immediately to the Tapal Section for distribution. The papers marked to a particular Section should on no account be returned to the Tapal Section without taking orders of the Assistant Registrar concerned.

64. **Treatment of valuable enclosures.** - Money, cheques and other valuables if received as enclosures to communications will be entered by the tapal clerk in the Security Register (Form No.XVI Appendix) and delivered to

the Chief Accountant/Section Officer of the Accounts Section concerned for safe custody and his acknowledgment obtained in the Register.

65. ***Treatment of stamps affixed on communications.*** - Stamps affixed to petitions or other documents should be defaced by the tapal clerk by applying the date stamp in such a manner as to cover or to touch some part of the stamps but not in such a way as to obliterate the entries on them or to render the detection of forgeries difficult. He should also cancel the stamp by punching out the figure head in such a manner as to leave the amount designated on the stamp untouched. Although the duty of cancelling adhesive stamps is laid primarily on the tapal clerk, the Section Head and the Assistant concerned should see that all adhesive stamps have been punched and defaced as directed above.

.....

## CHAPTER IV

**INWARD RECEIPTS AND ACTION IN BRIEF**

66. ***Receipt and distribution of Tapal.*** - All incoming papers in the administrative side of the High Court are received by the Tapal Section. They are date stamped, numbered and distributed to the respective sections in accordance with the allotment of subjects to the various sections. These papers are distributed as Tapal to the sections concerned so that the Assistant Registrars can give suitable instructions on urgent and important matters. The papers so received are acknowledged by the Assistants and entered in the Personal Register.

67. ***Processing of papers.*** - After registering the papers they are processed by the Assistant. If they relate to any of the pending files, they are added to the file concerned and further action taken. In other cases they are treated as fresh cases and a new file opened for each such paper. The Assistant collects previous files, standing instructions, rules and regulations, if any, on the matter and puts up note containing the summary of facts, rule position and precedents to be looked into, to the competent authority as specified in the delegation of powers and allocation of work. The Section Officer scrutinises the file submitted by the Assistant, makes necessary corrections therein and submits the same to the next level officer in charge of the section.

68. ***Decision on cases.*** - A case shall be disposed of at the appropriate level according to the allocation of work and delegation of powers.

69. ***Communication of Decisions.*** - Once a decision is taken, it requires to be communicated. It is done in the form of a Notification, Proceedings, Official Memorandum, Letter or Endorsement, which shall be approved by the authorised officer as per the delegation of powers.

70. ***Closing of files and transmission to Records Section.*** - When action in a file is over, the file is closed certifying that no further action remains to be taken on the file. The Section Officer and Assistant Registrar should ensure that no action is pending in the file and that the nature of disposal is in accordance with the requirement for future reference. The closed files are stitched properly with white twine, indexed and transmitted to the Administrative Records Section for preservation in accordance with the nature of disposal.

.....

## CHAPTER V

**REGISTRY OF PAPERS**

71. **Personal Register.** - The currents received in each seat should be registered in the Personal Register (Form III Appendix). The Register must be maintained by the Assistant dealing with the subject. It should not be maintained in loose sheets or in unauthorised note books but only in the bound volumes supplied. The names of the Section Officer concerned and the Assistants dealing with the subjects should be written on the fly leaf of each volume. Changes in personnel should be entered with dates on which the changes take place.

72. **Currents to be entered in Register immediately on receipt.** - As soon as papers are received in the seat, the Assistant concerned must at once enter them in the Personal Register. Any delay or neglect in this matter would be regarded as dereliction of duty on the part of the Assistant. The Section Officers should see that all currents received in the Section are duly registered in the Personal Registers on the very day of their receipt. If any seat is vacant or if the Assistant is on leave the Section Officer should get it done by another Assistant or he himself should register the papers.

73. **Number of entries on a page.** - The number of entries on each page of the Personal Register shall ordinarily be three. A line in red ink should be drawn across the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Officer of the Section. In the case of an entry relating to a current on which protracted correspondence is anticipated or a circular reference is likely to be issued, adequate space should be allotted. In such cases if necessary a full page should be set apart to admit of the stages, etc. being entered clearly and neatly. If the space so allotted proves inadequate, a fresh page may be used. In such cases, the entry carried over (C/O. to page.....) should be made in

the last column, and in the fresh page brought forward from page (B/F from page ..... ) should be entered.

**74. Method of registry of papers.** - Papers are to be registered in the order of the numbers stamped on them. These are called Current Numbers, briefly 'C' Nos.

**75. Titles to be brief and accurate.**- The title to be entered in Column (4) of the Personal Register shall be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as an index title with a view to giving a correct idea of the subject. It is the duty of the Section Head to check the accuracy of the titles when he examines the Personal Register. In entering the designation of officers, abbreviations may be used. In the case of a letter received from a non-official, the name of the writer and his address in brief, should be entered.

**76. Entry of dates of submission in columns (5) and (6).**- Whenever a paper is submitted by an Assistant, the date of submission alongwith the designation of the officer (in abbreviation) to whom the paper is submitted should be noted in Column (5) of the Personal Register and when it is received back that date should be noted in Column (6). If the paper is one that has to be circulated, Columns (5) and (6) should again be filled up on submission and return. The Section Officer is responsible for ensuring that this is done by his Assistants. The actual submission of the paper and its return should be carefully watched to check delay.

**77. Entry of references or final disposal in Column (7).** - When an intermediate reference or a final disposal is issued in the form of an official memorandum, proceedings, notification, circular, letter or endorsement, it will be numbered with the current number relating to the case. The nature of

the correspondence such as official memorandum, letter etc., should be noted in Column (7). Abbreviations may be used : the letters 'Lr' for letter; 'O.M.' or 'M' for Official Memorandum, 'D.O.' for Demi-official, 'T.M.' for Telephonic Message, 'R' for Reminder.

**78. Entry of Reminders.** - Reminders issued should be entered in red ink in Column (7) and reminders received should similarly be entered in red ink in Column (8) of the Personal Register. Abbreviations 'R1', 'R2', etc. may be used for noting reminders together with the date of issue.

**79. Entry of replies to references and currents to be added to old cases.** - Replies to references previously issued and papers which though not of the nature of replies to previous references but dealing with a matter already being dealt with will be registered with the old case concerned. When a paper relating to an old case is received in the seat, a new current should be opened in the Personal Register. Entries should be made in Columns (1) to (3) and under Column (10) reference to the original current number should be given, and the new current closed. Full details should be given in such cases under Columns (8) and (9) of the Register against the original reference. All references should in such cases, be issued under the original number.

**80. Closing of currents in Personal Register.** - When a file has to be finally disposed of the current number in Column (2) of the Personal Register should be rounded off in red ink and the nature and the date of disposal entered in red ink in the last column. Rounding shall not be done when a pending case is carried over to the next year's Personal Register. The last communication issued in the file should be noted in Column (7).

81. **Entry of 'Filed' Disposal.** - 'Filed' papers should be closed by the entry 'Filed' with the date of disposal noted in the last column of the Personal Register.

82. **Classes of papers not to be registered in the Personal Register.** - The following classes of papers need not be registered in the Personal Register but shall be disposed of as shown below:

(1) Applications for appointment to posts or applications received in response to advertisements if any made by the High Court will be registered in a Special Register kept for the purpose and filed separately, distinct files being maintained for each class of applications.

(2) Applications for casual leave from members of the establishment, are after disposal kept in the Section concerned along with the casual leave register. They should be transmitted to the Administrative Records Section at the end of the calendar year. The casual leave applications are destroyed after the expiry of the calendar year following the year in which they are received.

(3) Any other class of papers which the Assistant Registrar or other superior officer considers it unnecessary to bring on to the Personal Register.

.....

## CHAPTER VI

**REFERENCING AND ARRANGEMENT OF FILES****83. *Scrutiny of currents with reference to correspondence rules.* -**

After the papers received by an Assistant are registered, he should scrutinise them to see that the communication conforms to the rules of correspondence as laid down in Chapter XII of this Manual. When communications without proper authentication happens to be received, they should be returned under orders of the Registrar General/Registrar concerned.

**84. *Treatment of Communications on paper of different sizes.* -**

Communications which are not on paper of convenient size and all communications on thin paper shall be pasted on blank sheets of foolscap. Communications received on large papers shall be folded to foolscap size.

**85. *Copy to be made of letters in illegible handwriting.* -** A typewritten copy shall be made of every letter or petition which is illegible. It should then take the place of the original in the case, the original being placed below the copy and a note to that effect made on the copy. A certificate as to the correctness of the copy will be made by the Assistant Registrar in charge of the Section.

**86. *Tagging of currents and enclosures.* -** Except in the case of bulky papers all the stitches of thread are cut off and the communication and the enclosure are arranged below it chronologically punched in the left hand corner at the top about an inch inside and a single tag passed through the hole so that the pages can be turned freely and read conveniently. Papers must not be tagged untidily nor must the hole be made in the papers with the pointed end of the tag.

**87. Arrangement of enclosures.** - If the enclosures are bulky and inconvenient for punching, they must be kept below the communication and treated as 'Put up' papers for reference purposes. The enclosures received should be checked carefully with reference to the communication and the result noted on the communication. If an enclosure is not received, the sender of the communication should immediately be informed. The Assistant should verify whether the enclosures sent in original for reference to outside offices have been received back intact. The enclosures so received back should be appended at the appropriate place in the current file from where it was removed for despatch.

**88. Adding currents to a case - Use of fly leaf and appropriate pads.** - A paper relating to a pending case will be added to the current or note file. A new current which does not relate to a case already pending, will, after a fly leaf is added to it at the beginning, be put up in an appropriate pad, 'Ordinary', 'Urgent' or 'Immediate' as the case may be. The papers of the current file must be arranged in chronological order beginning from the top and the pages must be numbered neatly in ink in the same order. Both sides of each paper must be numbered even if one of the side is blank. Reminders, acknowledgment, etc., should be added on to the current file. When the notes or correspondence portions of a file become bulky, they should be splitted into volumes of 100 sheets each and marked Volume I, Volume II and so on.

**89. Punching of Adhesive Stamps.** - All Court Fee Stamps affixed to papers received in the office should be punched, if that has not already been done by the Tapal clerk. Insufficiently stamped petitions or other papers should be returned to the sender pointing out the fact, without punching the stamps.

90. ***Translation of Papers.*** - Petitions or other communications which are not in English or Malayalam should, if so required, ordinarily be translated by the Assistant himself, but where it is not possible for him to translate them, he may obtain necessary orders from the Assistant Registrar for getting them translated into English by the Translators in the High Court.

91. ***Referencing, collection of papers and Books of Reference.*** - After a current has been registered and the steps mentioned in the preceding paragraphs taken, the Assistant will study it and see whether any previous papers or books of reference are required in order to deal with it. He should consult his Stock File, Index, Information Book and Personal Register in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points involved in the paper under disposal. The putting up of relevant previous papers would obviate issue of inconsistent orders and possible wastage of time in making references to some other officer. If it is considered that opinion or advice of any other officer or Section is necessary, such opinion shall be called for only under orders of the Assistant Registrar. In exceptional circumstances, when it is highly necessary to refer to any file(s) in the custody of other sections, such file(s) shall be obtained for reference under orders of the Registrar General, and the same shall be returned at the earliest opportunity. Every paper/current received in the Section should be put up. If it relates to a file previously disposed of, it can be obtained from the Records Section. If no reference is quoted in the current and a similar case has been disposed of previously, the precedent should be put up. If a paper is referred to only by its subject, index under the appropriate head must be consulted for precedents. As far as possible the submission of the stock file should be avoided. If the back files referred to are bulky volumes and the passages in them bearing on the point or points at issue are not long, typed extracts or photocopies of such passages, and not the volumes themselves, shall be put up.

92. **Reference to authorities quoted.** - "Flagging" - The number and date of disposal of every paper quoted in the current should be noted on the margin of the current or note. Every 'disposed of' file put up for reference, and made mention of in the current or notes, must be flagged. No flag must be attached to the current or note files themselves. References to these would be made by quoting the number of the page. Maps and statements must be flagged. Flags should be attached to the brown paper jacket of the file and not to any of the papers in the file. As far as possible, flags should be arranged in alphabetical order from top to bottom in such a way as to readily catch the eye. Thus if flag 'A' is affixed on the file on top, flag 'B' should be affixed to the one next below it and so on. They should be arranged in such a way that one flag does not cover another. There must be only one flag on each file put up for reference. Care must be taken not to use more than one flag bearing the same letter or number on the same occasion.

93. **Use of pins and staples.** - When two or more papers are pinned together, the sharp end of the pin should not be left free at the top. The pin should be pierced again to rest between the sheets. Care should be taken while using staplers to see that staples are pressed closely to the paper.

94. **Care of papers put up.** - Particular care should be taken in handling old records. Whenever a sheet is found torn or not properly stitched, the Assistant should get it repaired before putting it up.

95. **Arrangement of cases.**- After the required references have been obtained the papers in a case should be arranged in the manner shown below: A case under disposal consists ordinarily, in addition to the papers and books put up for reference, of two main portions (i) Current file and (ii) Note file. Each of these two portions, until disposal of the case, is maintained separately, and

are not tagged together and, except in petty cases, are distinguished by separate facing sheets. Papers and books put up for reference should be placed below the current file.

96. **Page numbering of Current and Note files.** - The pages in the current and note files, should be numbered separately in ink and shall be referred to by quoting the page number.

97. **Reference to book, etc.** - When volumes or books are put up, the portion of the volume or book referred to should be marked with tape or a slip of paper and not flagged. Whenever a book is referred to, the number of the relevant page, paragraph, clause, etc., should be indicated.

98. **Referencing note files.** - All references to authorities quoted in a note shall, as far as possible be made in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone being noted in the margin. For every statement made in the note, except expressions of opinion, an authority must be cited. If such an authority is to be found in the current file, the page at which it is found, and the number of the relevant paragraph on such page should be noted. When it is contained in a previous disposal, the number of the page in that file, the disposal number of the file and the paragraph which contains the relevant information will be noted, in the margin. The letter of the flag should also be indicated in the margin. When legislative enactments are referred to, they shall be quoted by the appropriate short titles as given in the list of Acts, Proclamations or Ordinances.

99. **Linking of files.** - When it is necessary to refer in any file, to a paper in another file that has not been disposed of, the two files will be linked, that is the file put up for reference will be put under the other file and the strings

of the lower file, but not its flaps, will be tied round the upper file. Strings of the upper file will be tied underneath it in a bow-out-of-the way so that there may not be any trouble of untying and retying the two sides of strings. Each file will then be tagged with its note file, current file and reference file, properly arranged in its own pad. The two pads must not be put together at the bottom with the contents of the two files mixed together above them.

100. ***Restriction on linking of files.*** - Files are not to be linked unnecessarily or merely because they deal with similar cases, but only when it is absolutely necessary to refer to a paper in one file in disposing of the other or when the orders passed in one will apply to the other. Where a linked file is referred to in a case, the reference should invariably give the current number of that file so that it could easily be identified after it has been detached. If the linked file is disposed of finally, while the main case remains pending, the disposal number of the linked file should invariably be entered. If the 'disposed of' file is put up in the main case, necessary alterations in the references should be made. On no account should a pending file be flagged or put up for reference in a case. Where a reference to it is absolutely necessary, it should be linked. In most cases an extract of the relevant portion should suffice. If in a linked file, further action remains to be taken, or arises to be taken, on no account should it be deferred because the file happens to be linked with another case. If both belong to the same section, action on both should be taken simultaneously. If however a linked file belongs to another Section or branch, it should be detached and sent to the other section without delay. When the principal file and the linked file are having a bearing on the same issue and a single disposal could be possible, both the files should wherever possible, be combined and dealt with as a single case after making necessary alterations to references, page numbers, etc.

.....

## CHAPTER VII

**NOTING**

101. **Noting.** - Papers after being referenced are, unless otherwise specifically ordered, submitted to the officers by or through the Section Heads with a note or draft reference or disposal, as the case may be.

102. **Object and contents of a note.** - The aim of a note is to present in the most intelligible, condensed and convenient form the facts of the case to be dealt with, including wherever necessary, its past history, the points for decision, useful precedents and the material provisions of the law or rules governing it, supported by full references to the current file or to previous correspondence or to Acts or other official publications enabling every fact stated to be verified and every authority cited to be consulted in original. The Section and the Assistant Registrar/Deputy Registrar/Joint Registrar must satisfy themselves that the proposals submitted do not offend either the provisions of any statute or those of any rule, statutory or executive, that calculations are correct and the facts stated are accurate. In cases of importance, precedents or decisions in analogous cases should be referred to, especially if they are in conflict with the proposals under consideration, in order both to secure a reasonable degree of continuity and consistency and to obviate the waste of time involved in repeated discussions on identical or similar points.

103. **Notes not intended to reproduce matter in the current file.** - A note should not merely reproduce the matter in the current file, still less should it expand on it. It should, of course, supply deficiencies or omissions and correct any error or explain any ambiguity in the current, and draw attention to points of information as may be necessary before orders can be passed. If a report is full, accurate and clear, a short note summarizing the salient points on which orders should be passed will be sufficient. It is not

necessary to set forth afresh any summary of facts or discussion of principles which already exist in an adequate form in any previous file. It would be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required. However, great care should be taken not to overlook any new points.

104. **Method of noting.** - Notes should not be written on the current itself except in cases on which no action is necessary. Notes shall be computer printed/typewritten/written on paper of foolscap size with one fourth margin on both sides of the paper, unless the paper used is very thin. The margin on the first side of the paper shall be at the left hand side and the margin on the reverse shall be on the right hand side. This is to ensure easy reading of the papers even on stitching after the disposal. Blank sheets are to be added before submission to officers or before circulation to the Honourable Judges. No note shall be written in the margin unless it is very brief. When an officer puts a question in the margin of a note, the reply to it has to be written in continuation of the note and not in the margin. The questions will be copied afresh at the end of the note and the answer written below the copy, or the letters A, B, C, etc. will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If any questions are written on the drafts or currents, they will be similarly dealt with, and the answers written in continuation of the note, and if a note file has not been opened already, one will be opened for the purpose.

105. **Arrangements of the note file.** - The note file will be separate from the current file and its pages will be numbered in separate series in ink. At the top of the note file will be placed a fly leaf indicating that it is a note file and its pages will be tagged like those of the current file. The title of the file will be written in red ink at the head of the first page of the note file, which should

be identical with the entry in column (4) of the Personal Register. The note is written below the entry.

106. **Notes to run continuously.** - The note connected with any subject will run continuously from the inception of the file until final orders are passed. It should be possible to study the progress of a case by a mere reference to the note file. Paragraphs of each note shall be numbered. Paragraphs in the minutes of the Honourable Judges should be numbered by the office if that has not already been done. Should a note result in an intermediate reference, the office copy of the latter be placed after issue in the current file and the reply thereto be added to that file, chronologically. Below each completed note, the Assistant or Section Officer who prepared it should put his initials and date in the left hand corner. When the case is finally disposed of, the nature of its disposal, number and date shall be inserted at the top left-hand corner of the first page of the note file. When a draft is submitted for approval, that fact should be stated in the note sheet. In every draft, based on an order in the note file, the page number in the note file on which the order appears should be noted. Handwriting should be legible and tidy. All long notes should as far as possible be typed. If there are many corrections in the note it should be rewritten or typed. No note should end at the very end of a page.

107. **Precis of contents when to be written.** - It shall always be assumed that the paper under consideration will be read by the officer to whom it is submitted. Consequently no paraphrase is necessary. A precis of the contents of a single paper shall be made only when it is of great length and complexity.

108. **Question for consideration should always be pointed out.** - In some cases a perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is

required, it should be a statement of the case showing, more or less in detail, according to the importance and stage of the case, the question for consideration, the circumstances leading up to it, the rules and the precedents bearing on it and suggestions for action.

109. **Sectional notes.** - When there are, in a case, several points for orders which, in the opinion of the Registrar General/Registrars, can be more conveniently dealt with separately than in a continuous note, each point shall be separately noted on, the Registrar General/Registrar noting after the office note on each point and space being left after the Registrar General's/Registrar's note in each case for the Honourable Judge to note. While notes on each point should begin on a fresh sheet of paper, such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with the individual points for orders.

110. **Only one note to be submitted by the office in each case.** - As far as possible only one note on each file shall be submitted up to and inclusive of the Assistant Registrar. If the Section Head finds that the notes written by an Assistant are imperfect, irrelevant or wrong, he may rewrite or modify them. The office note may be similarly rewritten or modified by the Assistant Registrar, if he thinks fit. But in all cases, where the notes submitted by an officer are corrected or modified by a superior officer the superseded notes should be kept at the bottom of the file and should be destroyed only when the file is closed.

111. **Scope for further noting in a case.** - It may be observed that as each note written in succession to the first office note is intended to advance the case a step towards its disposal, its province should be restricted to such an end. It should not repeat the facts and arguments already summarized in the office note unless the latter is inaccurate, too diffuse or unmethodical. Unnecessary noting should be studiously avoided.

112. ***Office not to give suggestions or opinions in notes.*** - It is not expected of Assistants and Section Officers when noting, to offer opinions unless they are specifically founded on statute, rule or precedent or are clear from the nature of the case. Of course they can suggest the course of action to be taken. They should not be highly critical and all personal attacks should be avoided. It is for the superior officers to criticize or offer suggestions.

113. ***In what cases drafts may be put up with notes for orders.*** - In simple cases, and whenever it is obvious what course should be adopted, a draft may be put up at the same time as the note is submitted for orders. Even in fairly complicated cases, this may sometimes be done, especially if the draft is one asking for further information.

.....

## CHAPTER VIII

**DRAFTING**

114. ***Drafts to be written on separate sheets.*** - Drafts of orders or references shall be written or typewritten in half margin on sheets of papers distinct from those containing the notes with which they shall not be tagged. Drafts which are likely to require correction should be typed in double space and not in single space, so as to permit corrections. The margins should not be filled up with explanatory notes or other matter, but should be left free for making corrections. A slip bearing the words "Draft for approval" (D.F.A. in abbreviated form) should be attached to the draft. If two or more drafts are put up on a file the drafts as well as the D.F.A. slips should be numbered "D.F.A. (i)", "D.F.A.(ii)", "D.F.A.(iii)" and so on. The draft in the current file should be so placed as to come below the note file and at the top of the current file and after issue, it should be tagged in its proper place according to chronological order.

115. ***Opening of a fresh file for a separate subject arising out of a pending file.*** - When in the course of dealing with a subject, any fresh subject arises which it is desirable to deal with separately, extracts of the current file and note file relating to the fresh subject should be taken and with these a fresh file should be started. A note should be made in the office note of the main file to the effect that a fresh file has been opened and its current number noted. This would be necessary wherever the original title of the file no longer correctly describes the actual subject under correspondence.

116. ***Tentative date of reminder to be fixed.*** - In the margin of every draft which requires an answer there should be noted a tentative reminder date. The date of approval by the officer approving the draft should be noted in pencil in Column (9) of the Personal Register. This entry may be erased on receipt of the reply.

117. ***Form and arrangement of drafts.*** - An abstract indicating briefly the purport of the draft order should be written at the top of the first page of the draft. In a letter, this would come after the word "Sir" or "Madam". After the title, and separated by line or row of asterisks from the body of the letter, should come the number (if it has one) and date of any communication to which the draft is a reply, and also the numbers and dates of any other communication or files, the quotation of which may be helpful either to the issuing officer or to any one to whom a copy of it is sent. In a draft proceedings or memorandum the list of addressees is entered at the bottom of the draft on the left hand side.

118. ***Contents of drafts.*** - The draft prepared for communicating the decision in a case should contain clear and unambiguous statement of the decision as well as the direction, if any, for compliance by the persons receiving the communication. It should be in precise and unambiguous language using the common terminology that is used in official correspondence.

119. ***Drafts to be complete and brief.*** - Orders should be so drafted as to be complete in themselves and accordingly, they should not include anything more than necessary to enable the receiving office to comprehend fully the bearing of the order.

120. ***Enclosures to be minimised.*** - Communications should be drafted in such a way as to minimise the necessity of enclosing communications and copies of communications received from other offices. No copy of such communications should be sent without specific orders. Particulars should not be noted in the margin of an order when it is convenient to enter them in the body of the letter, proceedings or memorandum.

121. **Office copies and Fair copies to be computer printed / typed together when possible.**- Much time and labour can be saved, if in simple cases, the office submits a fair copy and an office copy simultaneously computer printed / typed together. In simple cases, the precise wording is more or less immaterial, provided there is no ambiguity.

122. **Unnecessary reference and piece-meal reference.** - No reference should be made to a subordinate officer or to any one else which is not absolutely necessary. No information should be called for from a subordinate officer, or from any one else, which could be gathered from the office itself. Moreover, when a reference has to be made great care should be taken to see that it is complete. A common and a very serious fault and a frequent cause of delay is, to call for information, piece-meal, that is after one reference has been answered a second is made which could have been embodied in the first itself. The Assistant Registrar and the Section Heads should see that such unnecessary and incomplete references are avoided.

123. **Post copy of telephonic and fax messages.** - A post copy of every telephonic or fax message shall invariably be despatched immediately after the transmission of the message.

124. **Communication of orders to petitioners.** - When a petition is rejected, reasons for rejection should as far as possible be given in the order, unless it has been specifically directed that they should not be given. When an order passed by the Honourable Judges or the Registrars has to be communicated to the petitioner, it will be sufficient to give the purport of the order, or so much of the text as may bear immediately on the petitioner's representation. The full text of the order should never be communicated, much less the whole correspondence embodied in the proceedings. There should not be any reference in the communication as to the individual Honourable Judge

or the Officer who has taken the decision. The reply should go as the decision of the High Court.

Petitions and representations received from private parties should immediately be acknowledged.

125. ***Amount noted in drafts to be written in words.*** - In communications, which are of the nature of authorization of payments to be made, the amount should be clearly expressed in words as well as in figure.

126. ***Drafts to be approved by officers.*** - An officer who approves of a draft will initial it at the end in token of his approval.

127. ***Computer printed / typed copy of draft to be kept in the file.*** - The office copy of every communication issued is to be kept in the file.

.....

## CHAPTER IX

**ACTION ON DISPOSAL**

128. ***Treatment of cases after disposal - Points to be attended to after disposal (final or intermediate).*** - On receiving a case after final disposal, the Assistant who dealt with the case shall, after ensuring that the despatch instructions are complete, number and date the disposal and close the entry relating to that current in the Personal Register by encircling the current number and entering its nature, and date of disposal in the last column. If the disposal is an intermediate disposal, which requires an answer, he will make the appropriate entries in columns (5) and (6) in the Register, noting in pencil the date on which a reminder is to be issued.

129. ***Draft and enclosures alone to be sent for issue.*** - Only drafts for issue with enclosures which should accompany the same should be sent to the Computer Assistant, the remainder of the case being kept intact by the Assistant until the office copy is received after issue.

130. ***Removal of original papers from files to be sent as enclosures.***- When enclosures are detached from pending files for despatch to outside offices, the Assistant should, for each such enclosure, or when a set of enclosures occupies consecutive pages of the current file, for each such set, put in a substitute slip showing the pages of the original so detached, the number and date of the original and the addressee or addressees to whom the enclosures have been despatched together with the number and date of the reference to which they were attached. Only in exceptional cases should papers be removed and sent in original in this way. The return of papers which are to be returned should be watched and if they are not replaced in their original position then new page numbers in the current file should be noted in the substituted slip.

131. **Dating of disposal.** - Communications are ordinarily dated the day on which the drafts are passed by the officers. This rule is however departed from in the case of important letters and Demi-official letters. These are numbered and dated only after the fair copies are ready for despatch.

132. **Points to be observed after despatch.** - The office copy and its enclosure on return from the Despatch Section are restored to the respective files and the files which have not been finally disposed of are put in the side rack. The Assistant should ensure that the despatch has been correctly made.

133. **Linking of disposal.** - When closed files are put up as back files in a new case and a modification or alteration to the decision contained in the closed file is arrived at in the new file, the number and date of disposal relating to the new case has to be recorded on the face of the previous file. This is to facilitate tracing of further papers when a reference is made to the previous file, the decision of which has been subsequently modified.

134. **Stock Files.** - Each Section should maintain a stock file on all important subjects dealt with by it. When drafting disposal of a file of an important or general nature, the Section Head will decide whether a copy of it after issue should be added to the stock file on the subject and if so, should add an entry 'Stock File' at the end of the address entries to the draft. Similarly when papers of importance or of a general nature are received in the Section (Government Orders, High Court Circulars, High Court Office Circulars etc.), the Section Head will arrange for keeping them in the stock file for future reference. The stock file should be kept in a chronological order and properly indexed. Stock file is an important record to be permanently kept by the Section Head for future reference.

.....

## CHAPTER X

**CLOSING OF FILES AND SENDING THEM TO THE ADMINISTRATIVE RECORDS SECTION**

135. ***Different kinds of disposals.***- Disposals are of the following classes:- 'R', 'T', 'D', 'L', 'N' and 'F'.- Great care should be taken in determining the nature of disposal. Files dealing with important decisions or orders or directions should be permanently retained and they should therefore be closed only in 'R' series. R – denotes Retain. They are permanent records which should not be destroyed. Files relating to service matters of officers etc. which may require to be retained for more than 10 years but which need not be retained permanently shall be closed as 'T' disposals and retained for 30 years. T – denotes Thirty Years. Files containing orders, decisions or instructions which should be retained for at least ten years should be closed in 'D' series. D – denotes Decade. Files dealing with matters of a routine nature or with unimportant subjects and which can be destroyed after three years should be closed as 'L' disposal. L – denotes Lodge. 'N' disposals are those that are to be sent out in original, such as, when a disposal takes the form of an endorsement on a communication received from outside, that communication is returned or forwarded with such an endorsement. N – denotes Not Registered. 'F' disposals are those that are to be filed.

136. ***Nature of Final disposal to be decided when the file is submitted for Final orders.***- When putting up a case for final orders, the Assistant should make up his mind regarding the nature of the disposal of the file. Accordingly in putting up the final draft or in soliciting orders for closing the file, the nature of disposal should be indicated. The Section Officer and Assistant Registrar should satisfy themselves that no action is pending in the file and the disposal suggested by the Assistant is proper and should initial the entry in token of their approval.

**137. Nature of disposal to be noted in the Personal Register.-**

On receipt of the file with final orders or after issuing the final draft, if any, the nature of the disposal should be noted in the last column of the Personal Register together with the date of disposal in red ink. No fresh disposal number should be given to the file. The file is closed in its original current number itself.

**138. Use of Disposal Docket Sheets.-** Only 'R', 'T' and 'D' disposal files are covered by disposal jacket sheets. On the outside of these jacket sheets are marked the name of the Branch and Section, the number of the file succeeded by the letter 'R', 'T' or 'D', the date of disposal, the number of pages in the file, the year of destruction if the file is 'T' or 'D' disposal and the subject. It is very important that on the inside of the disposal jacket, the back numbers (i.e. the number of the previous files bearing on the same subject or closely connected subjects which are likely to be required for reference in future) should be carefully noted. There is separate space allotted in the upper half of the disposal jacket for noting the particulars of back files taken for reference in connection with the disposal of the current. Similarly, the number of the disposal should be marked as "Forward" number on the inside of the jacket sheets of all 'Back' number files. There is also separate space allotted to note this under "Further papers" on the disposal jackets. This "chaining" is most important for purposes of tracing identical files in future.

In the case of 'L' disposal, there is no need to put disposal jacket. It would be sufficient to mark the number and nature of the disposal together with the date of disposal boldly in red ink on the file itself. The noting of back files should also be done.

139. ***Files to be properly arranged, indexed, and stitched before sending them to the Records.***- Closed files falling under 'R', 'T' and 'D' series should be properly indexed. Index slips are to be prepared in duplicate. One slip should be attached to the file forwarded to the Records and the other should be retained in the seat for future reference. (For detailed instructions regarding indexing see Chapter XI). The tag in the file should be removed and the papers together with the jacket sheets should be stitched together, the note file being placed above the current file. The closed file should then be sent along with a separate note book (the Transmission Register) indicating the details of the file, to the Records Section under acknowledgment. If the files are too bulky, they should be stitched in convenient bundles, noting the number of pages in each volume before they are sent to the Records Section. When a file is made up of more than one volume, all the volumes should be kept in a pad and the different volumes should not be separated.

The Assistant in the Records Section, should keep for every year, separate Registers of Records in Form No.XVII for R,T, D and L disposals. On receipt of the records by him, he should make necessary entries in the relevant Registers.

.....

## CHAPTER XI

**INDEXING FOR FUTURE REFERENCE**

140. ***Indexing and purports.***- All 'R', 'T' and D Disposals should be properly indexed. The index in respect of each file should be prepared by the Assistant in the prescribed form, in duplicate. As specified in the previous chapter, one index slip should be attached to the file while sending it to the Records Section and the other slip should be retained by the seat for future reference. The importance of the index is to enable any one occupying the seat to trace the papers containing the orders passed or decisions taken, on any particular subject.

141. ***Title and head defined.***- The entry in the index relating to an individual paper is called a "Title". The important word that is placed in the title, by which its alphabetical position on the index is determined, and on which primarily depends the possibility of finding the title is called the "Head".

142. ***Heading must be obvious and distinctive.***- When writing an index title the head should be selected first. The heading must be a word that would naturally occur to any one who wants the papers. The index heading must therefore be (a) obvious (b) distinctive (c) not too wide and (d) consistent. If a single title is not sufficient, a subsidiary title may also be shown in the index. In regard to arrangement of sub-headings, the general rule is the wider heading should come first and the more particular sub-head later - e.g. "Accounts-High Court-Recruitment Cell Audit".

143. ***Personal Papers.***- (i) Personal papers relating to officials should be indexed under the name of the officer concerned in alphabetical order.

(ii) In case where a personal paper contains useful discussions on any general question or has any unique feature about it, it would be useful to 'cross-reference' the disposal under the appropriate head and sub-head.

(iii) All matters relating to individual officers need not necessarily be treated as 'confidential'. Where, however, the circumstances of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential..

144. ***Maintenance of information books.-*** Every Assistant should have a small note book in which he should note the gist of the orders passed or instructions issued in the files dealt with in his seat, or the gist of important circulars or general orders which he come across. The number and date of these communications should also be noted. This book should be passed on to his successor along with the Personal Register, running note files, the duplicate copies of the index and the stock files. The Information Book, Stock Files and the Index Slips will enable the person succeeding him, even if he is a fresh entrant, to trace out the files dealt with previously and submit papers with previous references quickly. The Section Heads should see to the maintenance of these important and informative records.

.....

CHAPTER XII  
**FORMS AND RULES OF CORRESPONDENCE**

145. **Forms of Correspondence.** - Correspondence arising from the High Court, shall be in one or the other of the following forms:

146. **Letter.-** When it is proposed to address the following persons or institutions, the letter form should invariably be used -

- (a) Government (Central Government / State Government or the Government of any other State).
- (b) Supreme Court or any other High Court.
- (c) Speaker of the Legislative Assembly.
- (d) Commissions and Tribunals headed by Retired Judges of High Court and Supreme Court.
- (e) The Revenue Board
- (f) An Officer not in the administrative control of the High Court.
- (g) Accountant General
- (h) Members of the Legislative Assembly.
- (i) Public Service Commission.
- (j) A non-official or a non-official Association or Society of distinction.
- (k) Universities or any other institutions which are not under the administrative control of the High Court.

The form of letters shall be as follows:

THE HIGH COURT OF KERALA

Ernakulam

No.....

Dated .....

From

\* The Registrar General / Registrar concerned  
High Court of Kerala

To

.....

Sir/Madam,

Sub:-

Ref:-

I am directed to (I am to)..... (body  
of the letter).

Yours faithfully,

Signature.

.....

\* When the signatory is an officer below the rank of the Registrars the entry 'For Registrar General/Registrar concerned' shall be entered in such cases beneath the designation of the signatory.

147. **Demi Official letter.-** In cases where an officer or a member of the public has to be addressed without the formality of official procedure or when it is desired that a matter should receive the personal attention of the individual addressed, the communication takes the form of a demi-official. The form of salutation shall depend on the rank of the addressee i.e “Dear Shri A.B.”, or “My Dear A.B.” etc. as the case may be. After the body of the demi-official letter is completed, the words “Yours sincerely” etc. are added. The name and designation of the officer who signs the demi-official letter and his telephone

number are typed at the top left hand corner while the name and address of the officer or person to whom the demi-official; letter is addressed are typed at the foot of the page on the left hand side.

148. **Proceedings.-** This form will be used where the head of the office records his decision in exercise of a statutory power, or where he records important executive decision. While forwarding a copy of the Proceedings of the High Court to the Government, Supreme Court or other High Courts they should be accompanied by a covering letter.

149. **Official Memorandum.-** When any information or opinion has to be obtained from a subordinate officer or when routine directions are to be issued to a subordinate officer, official memorandum may be used. Orders of an unimportant or routine nature may be communicated through an official memorandum. Official Memorandum form is used to acknowledge receipt of a communication from a subordinate officer and also to convey any information not amounting to an order. Particulars of documents enclosed shall be specifically noted against the side heading "*Encl*" at the bottom of the letter.

150. **Endorsement.-** When a paper is returned in original or when a paper or its copy is sent to a subordinate officer for remarks or is communicated to him in original for information and disposal or when a paper or its copy is sent to the officers and sections of the High Court, the disposal takes the form of an "Endorsement".

151. **Circular.-** Circular form is used to communicate important standing orders. Instructions intended for compliance by subordinate courts are issued in the form of High Court Circulars and instructions for compliance by High Court employees are issued in the form of High Court Office Circulars. Circular instructions for subordinate courts are issued on approval by the Full Court and High Court office circulars on approval by the Honourable the Chief Justice.

152. **Contents of Communications.-** Letters, orders and official memoranda issued by the High Court, shall, as a rule, be complete in themselves and as far as possible independent of enclosures. Correspondence shall be condensed as much as possible and repetition and unnecessary details avoided. As far as possible only one topic shall be dealt with in one communication.

153. **Form of Address.-** The prefix “Shri” or “Smt.” shall be used as the form of address in all official correspondence.

154. **Subscription of Letters.-** The form of salutation of letters issued should be “Sir” or “Madam” and subscription to all official letters should be “Yours faithfully”.

155. **Authentication of Orders.-** All orders issued by the High Court shall be signed by an officer of the High Court not below the rank of Assistant Registrar and such signature shall be deemed to be the proper authentication of such order. When signed by an officer other than the Registrar, the words “For Registrar” should be entered. Copies of orders conveying financial sanction or orders having financial implication, intended for communication to the Accountant General and Treasury Officer should be signed in ink.

156. **Use of Office Seal.-** All communications issued by the High Court should bear either the emblem of the Government of Kerala or the Seal of the High Court.

.....

## CHAPTER XIII

**CIRCULATION**

157. **Circulation.-** Before a case is submitted to the Honourable Judges for orders, a summarizing note should be added at the end specifying the points for orders. Papers will be circulated to the Honourable Judges only through the Registrars, in accordance with the office orders issued in the matter from time to time. Files relating to confidential matters and those in which confidential papers are put up for reference will be circulated in sealed covers or bags.

158. **Cases marked for Circulation should go to Section Heads first.-** When submitting files for circulation the Section Head and the Assistant dealing with the subject should ensure that the case is complete, that the papers are properly arranged, the back files and other papers for reference are properly flagged and that blank sheets are available in the note file. The Assistant in charge of Circulation should enter the cases for circulation in the Circulation Register. (Form No.XIII Appendix). When cases are circulated in office, the files shall be passed on direct to the Private Secretary to the Honourable Judges, who will return them after orders are passed. When an Honourable Judge wants any information from the office on a case marked for circulation to more than one Honourable Judge, further circulation will cease until the information is supplied. The file will then go to the Section concerned and it is the duty of the Section Head and Assistant to see that necessary information is supplied or queries answered at once. Papers marked for circulation will ordinarily be circulated the same day. The Assistant in charge of circulation shall be responsible for any delay in circulation. If he is unable to circulate a case the same day, he should report the fact to the Section Head of the Section concerned.

When papers circulated to the Honourable Judges are not returned within a week from the date of their circulation, the Assistant through the Section Officer of the Section will bring the matter to the notice of the Registrars. This will not however apply to files of an ordinary/routine nature and to statistical returns. When books or other documents are put up in a file sent in circulation, the Assistant should note the fact briefly in the Circulation Register. If any such book or document is not received back along with the file from circulation, the Assistant in charge of Circulation should, while returning the file to the section concerned, make a note on the file that the book or document has not been received back with the file after circulation.

Unless otherwise expressly ordered, no communication should refer to the individual Judges on whose orders it is based and all referene should be only to the High Court or the Honourable Judges.

.....

## CHAPTER XIV

**FAIR COPYING, EXAMINING AND DESPATCHING**

159. ***Fair Copying.***- The following general rules regarding copying will be observed by the Computer Assistants. Before a Computer Assistant begins to copy a paper for issue, he shall verify that it bears the initials of the officer who has approved it. As far as possible printed forms should be used. Any fair copy extending over more than one page can be had on both sides of the paper ensuring that there would be no difficulty in reading the matter. All copies must be made neatly and legibly. Copying must be done with care, erasures and corrections being avoided; interlineations should not be made especially in letters.

In copying the first word of a separate item in the preamble to Proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin. The margin to be left blank should be on the left hand side of the front page and right hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed/computer printed on the portion on which the communication is copied. Marginal entries, unless they are very small, should be inserted by an indenture made on the side on which the communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication. All fair copies should be typed/computer printed with single spacing. In correspondence, the name and designation of the officer sending the communication has to be typed/computer printed underneath his signature. If there are enclosures to accompany a communication, they should be indicated by an oblique line (thus/) in the margin against the paragraph in which they are referred to. Copies should be made on the smallest sheet consistent with the dignity and requirements of the

communications. The appropriate form, where one has been prescribed, has to be used. It is the duty of the drafting section to see that instructions are clearly and fully noted on the draft for issue before it is sent to the Computer Assistant for copying such as whether it is a reference or a final disposal, its nature, the person or persons to whom it is to be sent and if the whole of it is not to be communicated to all of them, the portion to be communicated to each, the enclosures that are to accompany it, noting which of them should be sent in original, and which to be copied and sent, whether the communication should be sent by registered post, (speed post) or which should not be sent etc. The Computer Assistant should invariably type his initials with date at the left hand corner at the end of the fair copy and should also initial with date in ink on the left hand/top corner of the draft. Drafts of letters should be kept as office copies and carbon/typed copies should be made only when the draft has been so extensively altered as to make it necessary to have a clean copy. Computer Assistants shall maintain a register in manuscript indicating the number of the communication and the number of pages, so as to enable an assessment of the workload. The number of communications to be typed/computer printed should also be noted at the end of each day. The Office Superintendent should check the registers on the last working day of the week.

160. ***Fax messages and messages in electronic mode.***- (i) These should be copied/printed appropriately and correct address should be used. The superscription should be correctly entered in accordance with the instructions given by the drafting section. The number given to the office copy of the message should invariably be entered in the fair copy also.

(ii) In every case where a communication in electronic mode is typed/computer printed, a post copy/print out of the same should also be taken and despatched simultaneously with the communication in electronic mode, unless otherwise directed.

161. **Examination of fair copies.-** (i) After a fair copy is made by the Computer Assistant, the Assistant dealing with the file should scrutinise it to see whether the papers have been copied in proper order and form and whether the enclosures have been fully typed. He should compare the fair copies of the draft and the enclosures with their original. In all matters where errors are obvious, he should bring it to the notice of the Section Head concerned.

(ii) The fair copies after examination will be initialled by the Assistant below the entry of the designation of the officer who is to sign. He will also initial with date on the left hand top corner of the draft and submit the paper for signature. When fair copies are submitted for signature, any enclosures to be forwarded with them should be stitched together in a single file arranged with the fair copy on the top.

162. **Despatching.-** As a rule no paper for despatch should be retained in the Despatch Section for more than twenty four hours. Communications which are received for despatch before 4.00 p.m. on a working day should be despatched on the day of receipt.

163. **One envelope for all communications to the same office/officer.-** If there are several papers for issue to the same office or officer on the same day, they shall be enclosed in one envelope. The details as to the number and date of each paper should be noted in the local delivery book or the postal despatch register as the case may be. Subject to this condition posting of articles in Post Offices should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail.

164. **Checking of postal receipts for Registered articles.-**

The Despatch Clerk should see that proper receipts are obtained from the Post office in respect of registered articles and to this end he should then and there collect the postal receipts and initial them before they are filed.

165. **Mode of addressing non-confidential packets.-** Packets containing official correspondence which is not of a confidential nature, should be addressed by official designation only, without the addition of an officer's name, unless otherwise directed.

166. **Mode of addressing envelopes containing demi-official letters.-** Envelopes containing demi-official letters shall be addressed to the officer to whom they are intended both by name and by his official designation.

167. **Marking "important", "urgent", etc.-** Important and urgent communications should be marked "Important", "Urgent", "Immediate" or "For Personal Attention" as the case may be in red ink on the top of the face of the envelope.

168. **Despatch of valuables.-** Valuables intended for despatch should be put in envelopes or packets and sealed in the presence of the Office Superintendent in charge of the Despatch Section who would be responsible for the contents of the packet. A list or description of the valuables should be enclosed in the packet and another copy of the list or description should be sent separately with an appropriate letter or memorandum intimating the despatch of valuables. When valuables are sent by post they should always be sent by registered post, in fit cases covers being insured, and the postal receipt should be carefully filed.

169. **Affixture of despatch stamp on office copy.-** The fact of despatch should be recorded by the Despatch clerk by a rubber stamp or by hand on the office copy when there is one, and when there is no office copy, on the page of the note or current file on which the order for despatch is recorded. The manner of despatch i.e. by post (registered / speed post, Business Parcel Post or ordinary) or by special messenger should also be indicated by the despatching clerk putting his initials and date.

170. **Postage charges-Maintenance and check of stamp account.-** The daily account of stamps used should be maintained. The Office Superintendent in charge of the Despatch Section should check it daily with the account of stamps used and stock of stamps in hand. He should see that there is no wastage and shortage.

171. **Stamps of highest denomination to be used.-** For the purpose of prepaying postage charges care should be taken to minimise the number of stamps by using stamps of the highest possible denominations in each case instead of a large number of stamps of lesser denominations.

172. **Local delivery procedure.-** The Office Superintendent in charge of Despatch Section should entrust the envelopes and packets intended for local delivery to the Office Attendant attached to the section, together with a local delivery book containing the correct address at which the article has to be delivered. The Office Attendant should deliver the article and obtain acknowledgment from the recipient.

173. **Despatch of communications within the High Court.-** Communications addressed to the officers and staff of the High Court are delivered from the Despatch Section directly to the persons concerned and acknowledgment obtained in appropriate cases.

.....

## CHAPTER XV

**HIGH COURT RECORDS**

174. **Judicial Records Section.** - The Judicial Records Section is the repository of disposed cases in the judicial branch of the High Court. All cases disposed off by the High Court should be kept in the Records Section. For convenience, records section functions in various divisions such as O.P. Records, Writ Appeal Records, C.R.P. Records, General Records etc. Section Officer in charge of the Decree Section will have overall supervision and control over the General Records Section. The O.P. Records is under the control of the Section Officer of the O.P. Records Section. The remaining Records Sections are under the control of the Section Officers of the respective Sections. The Section Officer in charge is responsible for the proper upkeep of the records and destruction of records in accordance with the provisions of the Rules of the High Court of Kerala.

175. **Administrative Records Section.** - The Administrative Records Section is the repository of all closed files in the administrative branch of the High Court. The section is under the direct control and supervision of a Section Officer who is responsible for the proper upkeep of the records. He should take steps for destruction of records as per the procedure prescribed.

176. **Control.-** The Assistant Registrar who is in charge of the Records Section should make a detailed inspection of the section in January and July each year and at other times, if necessary, to ensure that the records are being taken proper care of and should submit a report to the Registrar General on the state of records. The report should contain information on the following aspects:

- i. Whether the Record room is in good repair and protected from white ants and whether it is kept clean and secure from entry of unauthorized persons at all points and sufficiently lighted;

- ii. Whether the records are methodically arranged;
- iii. Whether the rules regarding the issue of records from and return to the Records Section are strictly observed; and
- iv. Whether old records are periodically destroyed;

177. **Functions.-** The main functions of the Records Section are:

- i. Supply of records in response to requisitions.
- ii. Receipt and verification of records transferred from different sections.
- iii. Sorting of originals and spare copies of proceedings sent or returned by the sections and placing/restoring them to their proper places.
- iv. Registration of records and volumes sent out of the section and noting their return in the Register.
- v. Arranging the index slips received along with the closed files, in different series and year-wise.
- vi. Sending every month reminders for the return of records, taken out more than two months ago, and taking necessary steps to ensure their return.
- vii. Arrangement of the general circulars, important orders etc. in chronological order.
- viii. Cleaning and dusting off the racks and examination of records in order to protect them from damage by white ants or otherwise.
- ix. Arranging the records separately in different series and year-wise in convenient bundles and putting labels on each bundle.
- x. Keeping bundles and volumes arranged neatly and methodically on the racks.
- xi. Keeping spare copies of circulars, proceedings and printed publications in separate bundles year-wise, noting the subject matter and number of copies on each bundle. A Register should also be maintained in which their number and subject-matter should be noted.
- xii. Keeping the Record Room tidy and in good condition. Disinfestation steps are properly and periodically carried out for protecting the records from destruction by insects.

xiii. Destruction of records in time.

178. **Duties of the staff in the Records Section.-** The Attenders in the Records Section will be responsible for arranging and upkeep of records. They shall take out from the bundles the records requisitioned by the Sections, without delay.

The duty of the Office Attendants posted to the Records Section is to deliver records promptly to the Sections concerned. Records should be delivered to the Section Heads or Assistants and their acknowledgment taken in the Record Issue Register (Form No.XIV Appendix).

179. **Working hours of the Records Section.** - The working hours are from 10.00 a.m. to 4.30 p.m. for the High Court but the Records Section should be kept open for some time after 4.30 p.m. to attend to any urgent work.

180. **Lights in the Record Room.-** No lights other than electric lights should be allowed in the Record room. Match boxes, lighters etc. should not be used inside the room. If any sealing has to be done, it should be done outside the Record room.

181. **Receipt of fresh disposals.-** The Administrative Records Section shall accept only those files/records which are passed for transfer to the Records Section by the Assistant Registrar or any other higher level officer. The disposal should conform to any one of the modes of closing the file and should be properly docketed and stitched.

182. **Supply of Records.-** (i) Records should be supplied only on requisitions made in the prescribed form. (Form No.XV Appendix).

(ii) Requisitions for records should be signed by the Assistant and the Section Officer or any other superior officer. Not more than one record should be called for in the same form.

(iii) The Section Heads and Assistants should, while calling for records, invariably enter in the printed requisition slips the Section in which they are working so as to enable the Records Section to prepare for each Section separate lists of reminders for the return of the records.

(iv) Requisitions for records should be received by the Assistant in the Records Section and not by the Attender. The Assistant should see whether the requisition slips are duly filled in and signed and should return any requisition which is either incomplete or does not conform to Rules.

(v) No requisition should be marked 'very urgent' or 'special' unless it is really so. If a requisition is marked 'very urgent' or 'special' the time of receipt and of compliance should be noted in the form.

(vi) Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith.

(vii) The requisitions should be attended to in the order of their urgency. As a rule, no requisition received before 4.00 p.m. should be kept pending till the next day without the knowledge of the Section Officer.

(viii) Before a file is taken out from the record bundle the requisition slip with the date of issue noted thereon should take its place in the bundle.

(ix) All files and volumes issued out of the Records Section should be entered in a Register called the 'Issue Register of Records' (Form No.XIV Appendix).

(x) The record and the Issue Register of Records should be sent to the Assistant/Section Officer concerned who should acknowledge receipt of the record in the space provided for the purpose in the Register and return the latter to the Records Section.

183. **Requisition for records (Noting of Current Number or Purpose).**- The current number for which a record is required should invariably be noted on requisitions. Where the record is not required in connection with a current, the purpose for which the record is required should be briefly indicated. It is open to the Records Section to return requisitions with vague entries. If a file or record requisitioned is not available in the bundle, the Record Assistant /

other members of staff shall ensure that it has not been received in the Records Section before the requisition is returned. He should also note on the requisition the reason for not furnishing the file or record (e.g. 'Taken out by AB,.....Section for current No.....on ..... ' or 'Not received in the Administrative Records Section').

**184. Return of records to the Records Section.-** It is the duty of the Section Officer / Assistant to return to the Records Section, records taken out from it as soon as the purpose is over. The records so returned from a section to the Records Section shall be sent with a list of records. The Assistant in the Records Section receiving the records with the list shall verify and ensure that all the records mentioned in the list have been received and return the list, duly signed, in token of their receipt, to the Section concerned.

It is the duty of the Section Heads to inspect the tables of the Assistants, side racks/almirahs, etc., as frequently as possible and see that records are not unnecessarily retained.

**185. Tracing of missing records.-** Whenever a record is found missing from its bundle and there is no requisition slip accounting for its absence the Records Assistant shall immediately bring the fact to the notice of the Section Officer, who shall send a note to the Section Officer of the Section concerned in order that a search is made for it and the paper returned to the records. A thorough search should be made in the Records Section before a report is sent to the Section Officer concerned.

The Records Section will be held responsible for any record found missing after its receipt. Records issued to sections should be supported by (1) entry in the issue register duly acknowledged and (2) requisition slip in the bundle. The Assistant / Section Officer concerned shall be held responsible for any record found missing after it is issued to them.

186. ***Procedure regarding destruction of records.-*** The destruction of records shall be carried out by the Records Assistant after taking appropriate orders. Before orders are obtained for destruction, a list of records ripe for destruction would be sent to the Section concerned so that the period of retention may be changed where necessary. The Section Officer should scrutinise the list and examine the files requisitioned from the Records and identify records which deserve to be retained for a further period, take orders of the Assistant Registrar for changing the nature of disposal and return the file to the Records Section after noting this fact in the list. If the Assistant or Section Head feel that guidance of Registrar General / Registrar in extending the period of retention is required in respect of any file, appropriate proposal should be submitted to him.

187. ***Entry in the Register of Records.-*** The date of destruction should be noted in Column 6 of the Register of Records. (Form No.XVII Appendix).

.....

## CHAPTER XVI

**CHECKS ON DELAYS AND ARREARS**

188. ***Watching of periodical reports and returns.***- Every Section is responsible for watching the prompt receipt or despatch of periodical reports and returns. A Register of Periodicals (Form No.IV Appendix) should also be maintained. A permanent list of periodicals to be dealt with by every Assistant should be prepared and maintained. Before the beginning of each month, each Assistant should enter firstly the periodicals which originate in the office and secondly the periodicals which are due to the High Court showing the offices from which they are due. Returns on receipt in the High Court should be numbered in the Inward Register like any other paper and this number should be repeated in Column (3) of the Periodical Register. Column (10) should show the disposal. If any periodical is not received on the due date, a reminder must be issued at once. The second reminder shall be issued on the 7<sup>th</sup> day. If the periodical is not received in 10 days the matter should be brought to the personal notice of the Registrar General / Registrar.

189. ***Monthly, Quarterly and periodical returns.***- The monthly, quarterly and periodical returns received from subordinate courts should be scrutinized immediately on their receipt and submitted expeditiously to the Honourable Judges. Statements showing the number of cases pending in the subordinate courts on account of cases pending in the High Court should also be prepared and sent to the Judicial branch.

190. ***Annual returns.***- The Annual Administration Reports received from the District and Sessions Judges and Chief Judicial Magistrates should be checked by the concerned Section for errors before submission to the Honourable Judges. It is not necessary that the figures given in the reports should be compared with the statistical returns unless there is any special reason.

191. **Arrears 'External'**.- External arrears are checked by means of timely reminders. Such files shall be submitted to the Registrar General / Registrar concerned in case replies are not received for a long time.

192. **Arrears 'Internal'**.- Internal arrears are checked by means of (i) inspection of Personal and Periodical Registers, (ii) observing the 'Seven days' rule, (iii) monthly arrear statements and (iv) statement of reminders received and action taken on them.

193. **Inspection of Personal and Periodical Registers**.- As already indicated elsewhere fortnightly inspection of Personal and Periodical Registers by the Section Heads, monthly inspection by the Assistant Registrars and inspection once in three months by the Deputy Registrar/Joint Registrar will be an effective means of checking delays. Dates for inspection may be fixed by the officers and on the dates fixed, the registers should be inspected.

Papers pending at the end of the calendar year shall be brought forward into a new register.

194. **Seven days rule**.- Papers should normally be submitted by the Sections within seven days of their receipt in the office. Similarly papers should normally be resubmitted within three days from the date on which they are marked back to the Sections. The Section Head will be responsible for any paper found pending in his Section without sufficient grounds beyond the above limits. Holidays are not normally excluded in calculating the period of seven days.

When the time allowed by the rule is exceeded the initials of the person submitting the paper should be in red ink.

195. **Monthly arrear statements.**- A monthly work statement in the form prescribed from time to time should be submitted to the Registrar General by each Section.

196. **Statement of Reminders.**- A statement in the prescribed form showing the reminders received and disposed of should also be submitted every month.

.....

## CHAPTER XVII

**CONFIDENTIAL PAPERS**

197. **All papers are confidential to outsiders.-** All papers including arising papers are confidential so far as outsiders and even members of the staff who are not called upon to deal with them are concerned.

198. **Confidential papers-Classification.-** There are some papers which are seen by or shown to only a limited number of Officers or Section Officers or Assistants and they are called 'confidential papers'. They consist of two classes.

(i) Those which being secret or strictly confidential are not ordinarily sent to the Sections but are kept in the custody of the Registrar General/Registrar and

(ii) those that are sent to the Sections and may have to be kept confidential for a limited or unlimited period. The custody of such papers is generally vested in the Section Heads who should keep a register in which the details of such papers are entered. Whenever there is a change of Section Head, the papers should be handed over to the successor along with the register.

199. **Confidential reports.-** Confidential reports in the prescribed form shall be maintained in respect of each officer and employee of the High Court including last grade servants. The Assistant Registrar shall be the reporting officer in respect of the Section Heads and the gazetted/non-gazetted staff working in their respective Sections. In the case of Assistant Registrars, the Deputy Registrar or Joint Registrar, as the case may be, shall be the reporting officer and the Registrar General or Registrar shall be the Assessing Officer. After recording the remarks of the Assessing Officer, the Registrar General shall place the report of all Assistant Registrars before the Honourable the Chief Justice for orders if any.

The Registrar General/Registrar shall be the reporting officer in the case of Joint Registrars and Deputy Registrars and the Honourable the Chief Justice shall be the assessing authority. The Honourable the Chief Justice will be the Assessing Authority in the case of the Registrar General, Registrars, Director and Additional Director of Kerala Judicial Academy. The confidential reports of these officers shall also be in the custody of the Registrar General.

Security Officer or officer in direct charge shall be the reporting officer in the case of Class IV employees. In respect of members of the Class IV staff attached to Honourable Judges, Private Secretary to the Honourable Judge shall be the reporting officer, who shall record the entries on instructions from the Honourable Judge concerned.

**200. *Treatment of papers relating to appointments and postings.-***

All papers dealing with appointments and postings are treated as confidential and kept as far as possible in the hands of the higher officers.

**201. *Secret Section.-*** There shall be a Secret Section consisting of an Assistant and a Confidential Assistant directly under the Registrar General. They shall be in charge of the secret papers and confidential reports.

**202. *Treatment of punishment and appeal cases.-*** All papers dealing with complaints and disciplinary proceedings against officers should be regarded as confidential and such papers in respect of Gazetted Officers, should not be handled by anybody below the rank of a Section Officer.

**203. *Treatment of ordinary confidential papers.-*** The following special instructions should be followed in dealing with ordinary confidential papers:

When a confidential paper is received the Section Head takes charge of it and enters it in the Personal Register of the Assistant concerned, the abstract being indicated only by a catch word so as not to reveal anything which is confidential. The papers shall be dealt with as far as possible only by the Section Head, the help of the Assistant being used only for obtaining previous papers, etc. When submitting the file to officers, the Section Officer shall send them in a confidential box or in a sealed confidential cover or bag. If the case is marked for circulation it should be sent in a confidential box, the subject-matter not being indicated on any slip of paper outside the box. When despatching confidential papers they should be enclosed in sealed covers.

.....

## CHAPTER XVIII

**HIGH COURT ACCOUNTS AND HOUSEKEEPING**

204. **Accounts Section.-** The Accounts Section is in the charge of a Section Officer on whose behalf fidelity guarantee insurance policy is taken from the State Insurance Department. It is under the immediate control of an Assistant Registrar. The Registrar General is the controlling officer in respect of all accounts matters of the High Court. Subject to the overall control of the Registrar General, the Registrar (Administration) exercises control over such matters as are delegated to him.

The Section Officers in charge of the Section are primarily responsible for the proper working of this Section and the maintenance of the various registers prescribed by the Audit and Account Codes and according to the instructions received from the Government and the Accountant General from time to time.

The Chief Accountant will be responsible for all moneys drawn and disbursed. In the discharge of his duties he will be assisted by the Junior Accountant.

- i. The Accounts Section draws the entire amount of the pay of non-gazetted staff of the High Court, and is responsible for its disbursement through Bank. The bills of senior officers who draw their pay and allowances on separate bills are also prepared by the Accounts Section.
- ii. Whenever it becomes necessary to pay into or draw from the Treasury or Bank any amount, all reasonable precaution must be taken to prevent any loss of the amount in transit due to theft or any other cause. As far as possible only permanent incumbents of proven integrity should be deputed for this purpose. When sums over ₹ 50,000/- are sent to or brought from the Treasury or Bank

an Assistant/Junior Accountant along with an Office Attendant and a Police Constable would be deputed for the purpose. When the amount exceeds ₹ 10,00,000/- the Chief Accountant/Section Officer along with an Office Attendant and two Police Constables will be deputed.

- iii. No cheque would be issued during the last five days of a month but money received would be remitted to the Treasury on the day of receipt, unless it is received too late for remittance on the same day.
- iv. The Assistants will be in charge of the maintenance of Service Books and the Life insurance, Group Insurance and State Life Insurance premium receipt books of all the non-gazetted officials, and will be personally responsible for their correctness in accordance with the rules. Appropriate entries should be made in the Service Books at the time of each change in the officer's status, pay, etc. and got attested by the Registrar General or by the officer authorised by him and the official concerned whenever necessary. Details of leave sanctioned to non-gazetted staff should also be promptly entered in the Service Book and got attested as above.
- v. All cash payments out of the Permanent Advance will be made by the Chief Accountant who should obtain the requisite receipts. All items of contingent expenditure would be entered in the Contingent Register every day and the initials of the Registrar (Administration) obtained against each item. The vouchers would be cancelled in the presence of the Registrar (Administration) when the Contingent Register is closed and a bill drawn up.

- vi. The Assistant Registrar should check each acquittance roll by adding up the items, comparing the total with the total of the corresponding establishment bills against the money credited to the salary savings bank accounts of the officials and see that any difference between the total is properly accounted for.
  
- vii. At the end of each month, the Registrar General shall verify the cash balance in the cash book and record a dated certificate to that effect.
  
- viii. The Receipts and Repayment Registers in respect of Civil Court Deposits should be balanced at the end of each month with the Treasury Accounts.

205. **Control of expenditure.-** The Section Officer of the Accounts Section is supposed to watch carefully the contingent and other expenditure and bring to the notice of the Registrar General any likelihood of the appropriation under any head being exceeded and also such instructions regarding expenditure as are received from time to time from the Government and the Accountant General.

206. **All payments to be made by the Accounts Section.-** The Accounts Section is responsible for effecting payments on all purchases made by the High Court. In all cases where proposals involving expenditure are sanctioned, copies of such orders should be communicated immediately to the Accounts Section. The Section will prepare the bills, draw the amounts and effect payments in all such cases. Advances from General Provident Fund, mosquito net advance, festival advance and all other advances should be drawn and disbursed by the Accounts Section based on the orders of sanction communicated from the Sections concerned. If there are any defects in the sanction orders issued, or if the orders issued do not conform to the provisions

in the Codes and Manuals or the orders governing such matters, the Accounts Section should point out the errors or defects immediately to enable the Section concerned to issue revised orders. Recoveries of advances made should also be watched by the Accounts Section.

207. **Purchase of Postal Stamps.-** The Assistant Registrar in charge of Despatch Section should arrange for stocking Postal stamps of required amount for use in the Section.

208. **Telephone, postal charges, etc.-** The charges on account of the rent of telephones, telephone bills, postal / parcel charges and other similar charges, are paid from the Accounts Section.

209. **Safe custody of valuables.-** All moneys, cheques and other valuables received in the High Court as enclosures to communications are forwarded to the Accounts Section for safe custody pending disposal of such papers. The Accounts Section should acknowledge the receipt of these valuables and bring all such receipts into the register kept for the purpose. When these are returned, acknowledgment should be obtained from the Heads of the respective Sections.

210. **Preservation of Bills and Acquittance Rolls.-** The bills and acquittance rolls prepared in the Accounts Section should be kept for thirty-five years as laid down in Article 338 of the Kerala Financial Code.

211. **Housekeeping.-** The Housekeeping Sections are in charge of the supply of stationery and common forms, printing and supply of High Court forms and registers, furniture, stores and computer stationery and maintenance of Stock Registers of these items. The purchase, maintenance and disposal of High Court vehicles, upkeep and maintenance of High Court Buildings and

premises, Judges' quarters, High Court Guest House, etc. are also attended to in the Housekeeping Sections. The Assistant Engineer, Overseer, Electrician, Plumber, Helper, Carpenter, Caretaker, etc. will come under the Housekeeping Wing.

212. **Furniture.-** One of the Assistants in the Housekeeping Section should maintain an inventory of furniture in the High Court in the Furniture Register in the form prescribed by audit. The furniture in the Court rooms, chambers, rooms of Officers, Sections including Records and Library are in the custody of the following officials:

- |  |   |   |
|--|---|---|
| i. Court rooms   | - | Civil Sergeant  |
| ii. Chambers of the Honourable Judges  | - | Private Secretaries to the respective Honourable Judges |
| iii. Rooms of the Registrar General, Registrars, Director & Additional Director of the Kerala Judicial Academy                                 | - | Confidential Assistants to the Officers concerned       |
| i. Rooms of Joint Register, Deputy Registrar and Assistant Registrar and the Deputy Director and Assistant Director of Kerala Judicial Academy | - | Officer concerned                                       |
| i. Sections  | - | Section Heads   |
| ii. Library  | - | Chief Librarian   |

These Officials should keep a list of furniture in their custody, one copy of which would be sent to the Housekeeping Section and another copy exhibited openly in the room or section where the furniture is used. Whenever any furniture is taken into or out of the room or Section, necessary changes would be made in the list by the official concerned and the fact intimated to the

Housekeeping Section. It is the duty of the Section to make necessary changes in the list kept there. The officials who have the custody of furniture should bring to the notice of the Housekeeping Section any repairs necessary from time to time. They should inspect the furniture in their charge once in six months and send a report to the Housekeeping Section. They would be responsible for and should indemnify any loss of or damages to the furniture in their charge. The Assistant Registrar in charge of the Housekeeping Section shall arrange to conduct an annual verification of the furniture items in the High Court.

213. **Stationery, printed forms, etc.-** All printed forms, registers and stationery articles and other stores are put under the charge of an Assistant. Heads of Sections will be personally responsible for seeing that no wastage of stationery or printed forms occurs in their sections and should send indents for these items every month. Indents on behalf of the Honourable Judges will be prepared by the Private Secretaries to Judges and after they are initialled by the Assistant Registrar, the articles would be issued. Indents for stationery articles, etc, will be sent to the Housekeeping Section in Form No.VI (Appendix) by the tenth of each month. In the last column of the indent form, full explanation should be given for all extraordinary requirements. The indents would be scrutinized by the Assistant in charge and the Section Officer of the Section. They should see that rules regarding supply of stationery are strictly observed. The stock of stationery and stores, printed forms and registers will be inspected every month by the Section Officer and every quarter by the Assistant Registrar. Half-yearly checking will be done by the Joint Registrar/Registrar (Administration) with the assistance of the Internal Audit Wing.

.....

## CHAPTER XIX

**LIBRARY**

214. The Chief Librarian who is in charge of the Library, is responsible for the proper performance of all work connected with the Library. He should see that the registers in the Library are maintained correctly and properly. He should also see that books are issued promptly when required in Courts or by the Honourable Judges or Officers and that they are returned after use. He must look after the supply of books to the residences of Honourable Judges. He oversees the pasting of correction slips in the copies provided for the courts, the Honourable Judges, the Library and the Officers of the Court. In the discharge of his duties he is assisted by the Librarian, Reference Librarians, Assistant Librarians, Section Officers, Catalogers, Assistants, Library Assistants, Attenders and Clerical Assistants.

The Library meant for the Hon'ble Judges functions under the supervision of the Chief Librarian.

When new books are received in the Library, their details should be entered in a register and then catalogued and filed. The Chief Librarian should maintain the details of the distribution of books.

No book entered in the stock register should be struck off without the permission of the Registrar General and his initials should invariably be obtained for any entry struck off.

The Library catalogue must be kept up to date showing the books added or removed and a revised edition of the Catalogue should be brought out whenever necessary under the orders of the Registrar General.

The Court Officer on duty in each Court hall is responsible for the books and periodicals kept there. The Chief Librarian shall check these books and periodicals at least once in three months and bring any loss to the notice of the Joint Registrar / Deputy Registrar in charge of the Library.

There shall be maintained in the Library, a separate register of all Statutory Rules and Important Notifications issued by the Government of Kerala under all Acts and published in the Kerala Gazette and the Government of India under all Acts and published in the Government of India Gazette. A separate file of all Bills and Statements of objections and reasons, Registers for Bills, Ordinances and Acts also shall be maintained. In addition, subject wise registers on various headings are also to be maintained alphabetically.

All books in the Library should be stamped on the fly-leaves and covers and on every fifth page.

The Chief Librarian will put up for orders of the Honourable the Chief Justice through the Registrar General lists of books to be purchased for the Library. He will bring to the notice of the Registrar General the books specially recommended by the Honourable Judges.

When bills in respect of the purchase of the books or periodicals are received, the Chief Librarian should check the items in the bill and verify that all items included therein are received. He should take them to stock by making necessary entries in the Stock Register and record a certificate on the bill that the books and periodicals referred to in the bill have been actually received and taken to stock. The bill in original should be sent to the Accounts Section, quoting the number and date of the order sanctioning the purchase along with the proceedings as sanctioned by the Registrar General. The Accounts Section should, as in other cases, take steps to make the payment.

All correspondence relating to the purchase of books, CDs and periodicals, payment of their cost and papers relating to audit objections shall be attended to by the Assistants in the Section, under the supervision and control of the Chief Librarian. The Assistant should maintain a Personal Register in which such papers would be registered.

A photocopier as well as the computer printer/computer aided CD-search are maintained in the Library meant for the Advocates (Reference Library). The Reference Librarian is in charge of Reference Library under the supervision of the Chief Librarian. Advocates can obtain photocopies/print outs of relevant pages of books etc. on payment basis and day to day receipts of cash is furnished to the Accounts Section.

The Chief Librarian shall ensure that Vacuum Cleaner Operator in the Library does his job well for ensuring that the books and periodicals are neatly kept.

.....

## CHAPTER XX

**MISCELLANEOUS**

215. **Hours of attendance.-** All members of the High Court Establishment shall attend office from 10.00 a.m. to 4.30 p.m. daily. The Library, Despatch and Tapal Sections shall be open from 09.30 a.m. to 5.00 p.m. All Office Attendants will however be present by 9.30 a.m. and shall remain till closure of the Section. Senior Officers and Section Heads must set an example to others by themselves attending the office punctually. An interval of half an hour between 12.30 p.m. and 1.30 p.m. will be allowed for lunch.

216. **Members of staff not to leave office during working hours.-** A member of the office establishment shall not leave the office premises during working hours without the previous permission of the Head of the Section. Each Section Head shall have a Movement Register maintained in which a member of staff wanting to leave the Section should note the purpose and time of departure, the time of expected return and he should leave the Section only if permitted by the Section Head. The Section Head should scrutinise the entries and initial the register every day. The Assistant Registrar should inspect the register every week. He should also make surprise visits to the Sections and check the register.

217. **Attendance Register.-** Every Section shall maintain an Attendance Register in the prescribed form and the register should be kept in the custody of the Assistant Registrar/Authorised Officer. All Officers and members of staff must mark their attendance as soon as they come to the office. The Register should be closed ten minutes after the office opens and should be laid before the Registrar General. Late comers should first fill up the Late Attendance Register and only thereupon mark their attendance with the permission of the Registrar General.

218. **Late attendance.-** Forfeiture of a day's casual leave shall ordinarily be the penalty for every three days late attendance without permission. Those requiring permission to attend late must apply for it beforehand whenever possible.

219. **Casual Leave/Compensation Leave.-** Each Section shall maintain a Casual Leave Register for noting the particulars of casual leave and compensation leave availed of. Casual leave shall not be granted on vague or general grounds.

- i. Applications for casual leave should clearly state the purpose for which leave is required and the number of days for which leave is applied for.
- ii. The applicant should clearly specify the Section in which he is working.
- iii. The casual leave application should come through the immediate superior.
- iv. Ordinarily applications for casual leave for any particular day or days, as the case may be, on account of anticipated causes should be submitted sufficiently early or at least the day previous.
- v. In other cases, where the reasons for casual leave cannot be ordinarily foreseen, the application/request should reach the office not later than 10.30 a.m, on the day of leave. The contact details must be furnished in the leave application.
- vi. In the case of late applications good and sufficient grounds for the delay should be furnished.
- vii. Casual leave on account of anticipated reasons should in no case be availed of before it is sanctioned.

When an Assistant or an official having custody of any office key, goes on leave, he must invariably hand over the office key to the Head of the Section. The casual leave applications should be submitted by the Section

Heads to the authority competent to sanction leave along with the Casual Leave Register after making necessary entries therein. At least one page of the register would be allotted to each individual. The authority sanctioning the leave should initial the register in token of having granted the leave. On return of the register with the leave application, the Section Head should make necessary entries in the Attendance Register. The Assistant Registrars should check the entries in the Attendance Register once a month with reference to the casual leave register and satisfy themselves that the entries made are correct.

**220. Ordinary Leave and other kinds of leave.-** The grant of ordinary leave and other kinds of leave will be governed by the provisions of the Kerala Service Rules. In all cases the applications for leave should be submitted in advance and whenever it is not possible prior permission should be obtained from the immediate superior officer.

**221. Work out of office. -** The Assistants are not permitted to remove papers from the office in order to work with them at home. The Section Heads may, with the permission of the Registrar General/ Registrars take out papers.

**222. Urgent work during holidays.-** Proper arrangements should be made for the disposal of work during holidays. The Section Heads may make their own arrangements in regard to this, but care should be taken to distribute the work fairly. On the last working day previous to a vacation or two or more consecutive holidays or on working days intervening holidays no official shall leave the office or take casual leave without prior permission of the Assistant Registrar. On all holidays an official and a last grade employee shall be put on duty in the High Court to attend to urgent matters. It will be the duty of the official posted to receive official papers on that day and to inform Registrar General/Registrars any urgent information to be brought to his notice.

223. **General behaviour in office.-** While in office all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must maintain perfect silence and if they have occasion to talk on office matters they must do so in a low voice so as not to disturb others. Smoking is strictly prohibited in office rooms and premises.

224. **Guarding against leakage of information.-** Members of the establishment must remember that they are precluded from divulging to outsiders or to other members of the establishment any information, whether expressly marked 'confidential' or otherwise, that may have come to their knowledge in their official capacity. It should be borne in mind that what they come to know in the office is confidential and is not to be mentioned outside the office or to strangers or to any one other than those to whom such disclosure is necessary in the ordinary course of official business. All members of the establishment must be constantly on their guard against the leakage of any official information whatsoever.

225. **Prohibition against revealing information to the Press.-** Members of the establishment shall not disclose to the Press any information on administrative matters which has come to their knowledge in the course of their duties. Such information in judicial matters, however, may be given to the Press as per orders/guidelines/instructions if any issued in the matter or as per orders of the Registrar General or under his direction. Permission to report judgments should be sought by addressing the Registrar General. The Standing Orders and the orders issued from time to time regulating these matters should be scrupulously observed.

226. **Prohibition against meeting outsiders in the office.-** Members of the establishment are also prohibited from seeing outsiders in the office rooms except to the extent required for transaction of their official work.

227. **Mode of ventilation of grievances.-** Members of the establishment must not have recourse to any anonymous petition or letter in order to ventilate their grievances.

228. **Tidiness and cleanliness of the office.-** A waste paper basket must be kept within convenient distance of every member of the establishment. Waste paper must be deposited into this basket and not thrown on the floor. Stationery and records must be put away tidily. Assistants should keep their tables, side racks and almirahs clean and their papers neatly arranged. The Section Officers must see that the computers and printers in their Sections are kept dust free with the help of the Office Attendants posted to the Section.

229. **Knowledge of office procedure.-** Every member of the establishment other than last grade servants, shall make himself thoroughly conversant with the rules contained in this Manual. Plea of ignorance would not be accepted as an excuse for disobeying them. The Section Heads would be personally responsible for the proper and intelligent observance of the instructions in the Manual by their subordinates in their Sections.

230. **Use of liveries, badges and uniforms.-** The Civil Sergeant, Duffadars, Court Keepers and other last grade staff who are supplied with liveries, badges and uniforms should use them whenever on duty. Omission to do so will not be excused. Uniforms will be supplied in accordance with the rules/guidelines/instructions in force. All Officers and staff attending Courts should wear uniform, as per guidelines.

231. **Care of High Court buildings and premises.-** The Registrar General of the High Court is in charge of the buildings, grounds & property of the High Court. The maintenance and repairs of the High Court buildings are attended to by the Public Works Department. Sweeping and cleaning arrangements are made by the Civil Sergeant. It is the duty of the Civil Sergeant to see that the Sweepers and Sanitation Workers attend the office during the early hours of the morning so as to finish their work before office hours. The chambers of the Honourable Judges, the Court halls, the rooms of the Officers and Sections should be neatly maintained and all rubbish, waste paper and dust removed well before the commencement of the regular working hours. The High Court garden should be neatly maintained and the Civil Sergeant should see that the Gardeners or outsourced Agencies attend to their work regularly and promptly.

The Deputy Registrars and the Assistant Registrars will, in turn, make a monthly inspection of the whole of the High Court premises and report to the Registrar General on its condition. Any failure to keep the premises neat and tidy and any repairs that are necessary shall be specifically noted.

232. **Economy in the use of Stationery, Electricity & Water.-** All members of the High Court Establishment should use Government stationery, electricity, water, etc. with utmost care and as economically as possible. Section Heads will be responsible for seeing that this instruction is observed strictly. After tapals are opened, the Tapal Clerk should see that all empty envelopes are sent to the Despatch Section to enable the Section to use these envelopes again by pasting economy slips on them. Every effort at all levels should be made to avoid wastage and reduce the expenditure on account of stationery.

.....

## APPENDIX

### I. FORM OF INWARD REGISTER

<i>Current number</i>	<i>Particulars of letter</i>		<i>Subject</i>	<i>Enclosures</i>	<i>Initials of the official</i>	<i>Back current number</i>
	<i>From whom</i>	<i>No. and date</i>				
1	2	3	4	5	6	7

### II. FORM OF TAPAL BOOK

<i>Current Number</i>	<i>Initials of Assistant</i>



## IV.FORM OF PERIODICAL REGISTER

<i>Sl. No.</i>	<i>Nature</i>	<i>Due date</i>	<i>From whom</i>	<i>Date of receipt</i>	<i>High Court current number</i>	<i>Outside number and date</i>	<i>Reference</i>	
							<i>Date</i>	<i>To whom</i>
1	2	3	4	5	6	7	8	9
<i>Replies</i>						<i>Nature, number and date of disposal</i>		
<i>Current No.</i>		<i>From whom</i>		<i>Outside number and date</i>				
10		11		12		13		

## V. FORM OF INDEX

<i>Dis. No..... dated Main Head</i>	<i>Sub head</i>	<i>High Court ..... series purport</i>
1	2	3

## VI. STATIONERY INDENT FORM

<i>Date</i>						
<i>Name</i>						
<i>Designation</i>						
<i>Section/Wing and Section Heads initials</i>						
<b>Sl. No.</b>	<b>Name of items</b>	<b>Quantity requested</b>	<b>Quantity issued</b>	<b>Local/Govt. Supply</b>	<b>Register details</b>	<b>Remarks</b>

Received the above article

Signature :

Name :

Date :

(separate slips should be submitted for quinquennial articles)

## VII. FORM OF DESPATCH REGISTER

<i>Current number or disposal No.</i>	<i>Date of order</i>	<i>To whom</i>	<i>Enclosures</i>	<i>Value of stamps</i>	<i>Remarks</i>
1	2	3	4	5	6

## VIII. FORM OF FAIR COPY REGISTER

<i>Sl. No.</i>	<i>Date of receipt of paper for fair copying</i>	<i>Description of the matter to be typed</i>	<i>Computer Assistant to whom marked</i>	<i>Initials of the Computer Assistant</i>	<i>Date of receipt from Computer Assistant</i>	<i>Date of return to the section</i>	<i>Initials of the Assistant Superintendent with date</i>
1	2	3	4	5	6	7	8

## IX. FORM OF MONTHLY ARREAR STATEMENT

<i>Sections</i>	<i>Pending on .....</i>	<i>Added during the week</i>	<i>Total</i>	<i>Disposal during the week</i>	<i>Balance on .....</i>
1	2	3	4	5	6

## X. STATEMENT SHOWING THE REMINDERS RECEIVED DURING THE WEEK

<i>Sections</i>	<i>Pending on .....</i>	<i>Added during the week</i>	<i>Total</i>	<i>Disposal during the week</i>	<i>Balance on .....</i>
1	2	3	4	5	6

## XI. FORM OF LOCAL DELIVERY TAPAL BOOK

<i>Date</i>	<i>Name of office to which addressed</i>	<i>Name of covers</i>	<i>Name of Office Attendant entrusted with delivery</i>	<i>Initials of the receiving officer</i>	<i>Remarks</i>
1	2	3	4	5	6

## XII. FORM OF CAUSAL LEAVE REGISTER

Casual Leave Register for the year .....

Name ..... Designation .....

<i>Date of application</i>	<i>Date(s) of casual leave applied for</i>	<i>Date of</i>		<i>Total period of C.L. availed of</i>	<i>Initials of sanctioning authority</i>	<i>Remarks</i>
		<i>Commencement</i>	<i>Termination</i>			
1	2	3	4	5	6	7



## XIV. FORM OF RECORD ISSUE REGISTER

<i>Sl.No. of requisition</i>	<i>Number and date of disposal or other description of the document required</i>	<i>Date of issue from the records</i>	<i>Current number if any, for which taken otherwise purpose for which taken</i>	<i>Signature and designation of the Superintendent/ Assistant taking</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>Initial of the record Assistant delivering</i>	<i>Date of return</i>	<i>Signature and designation of the person returning</i>	<i>Initials of the record Assistant receiving</i>	<i>Remarks</i>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

XV. FORM OF REQUISITION OF PAPERS TAKEN OUT OF RECORDS  
SECTION

To

Administrative Records Section

Category of disposal

and No .....

.....

Short Summary

Subject Index

.....

.....

Current file

Purpose .....

Name of the Officer

Section, Seat

Initials

Section Officer

Date :

Signature  
Section Officer  
Administrative Records Section

## XVI. SECURITY REGISTER

<i>Sl. No.</i>	<i>Date of receipt</i>	<i>From whom received</i>	<i>Date and number of the current</i>	<i>Purport of the current</i>	<i>Particulars of valuable enclosed</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<i>Section to which sent</i>		<i>Signature of the Officer and date of receipt by him</i>		<i>Remarks</i>	
<b>7</b>	<b>8</b>		<b>9</b>		

## XVII. REGISTER OF RECORDS

<i>Sl. No.</i>	<i>Number and date of disposal</i>	<i>Date of receipt</i>	<i>Main head</i>	<i>Sub head</i>	<i>Date of destruction</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

.....

