

59196

THE HIGH COURT OF KERALA

5 JUL 2018

A1- 3160 / 2017

Kochi : 682 031  
Date : 02.07.2018

OFFICE CIRCULAR No.4 / 2018

**Sub:- High Court Establishment - Security Lapses and Missing of Files  
- instructions issued - reg**

- Ref:-**
1. High Court Notice A1-52530 / 03 dated 21.08.03.
  2. High Court O.M. A1-73101 /2004 dated 03.06.2005.
  3. High Court Notice A1-69408 /2006 dated 28.11.2006.
  4. High Court O.M. A1-105089 /2016 dated 05.01.2017.
  5. Submission dated 25.05.2018 by the Security Officer, High Court.
  6. Order dated 18.06.2018 in WP(C) Nos.9666 & 7221 of 2012 and 15794 of 2015, of the High Court.

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As per the order cited, a Single Bench of this Court had expressed serious concern over the missing of first set of WP(C) No.15794 of 2015 and the first and second sets of WP(C) Nos.9666 & 7221 of 2012 after the listing of the above cases before the Court. The Honourable Court had observed that the situation is very much alarming and the security of the High Court is at stake. The Bench further directed that the Registrar (Vigilance) shall launch an investigation in the matter and file a detailed report. Also, as per the orders of the Honourable the Acting Chief Justice, the matter was referred to the Administrative Committee.

Having considered the security lapses reported in the High Court and missing of files in detail, the Committee has resolved to implement certain remedial measures expeditiously, to ensure the security of case files and records in the High Court of Kerala.

Accordingly, the following directions are issued to all concerned for strict compliance:-

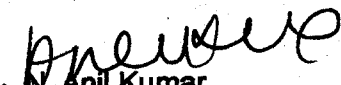
- (1) Advocate clerks with valid identity cards and parties-in-person in judicial matters with acceptable identity proof, would be permitted to enter the Judicial Sections of the High Court.
- (2) Advocates / Advocate clerks / Parties in Person should not be permitted to examine Judges Papers unsupervised and this should be ensured by the responsible staff.

p.t.o.

- (3) The registered advocate clerks are required to wear the identity cards before entering and during the time they remain, in the court premises. If any of the registered clerk is employing a trainee/junior clerk to assist him/her, he / she shall seek permission for the same by submitting an application affixing the photograph of the person concerned. On receipt of such application, a provisional identity card bearing a provisional registration number will be issued to the trainee / junior clerk for a period of one year as per the existing practice in this Court and they are required to wear the same before entering and during the time they remain, in the court premises.
- (4) Access of third parties in Sections and Court Officers' Section shall be restricted in such a way that, the required information can be received only from a single counter / Section Officer and they shall not be allowed to carry any bag / files while entering the Sections. They shall never be permitted to take the files and replace them in the racks directly.
- (5) Immediately after the sitting in the court halls, the Court Officers are directed to switch off the display boards. Further, it is directed to see that the court hall shall not be closed till 4.45 P.M. and until the court is closed, it shall not be left unguarded. While leaving the court, they shall ensure that the court halls are kept locked. They shall be responsible for the safe keeping of the records and case files entrusted to them.
- (6) All the Advocate Clerks shall take back their files from the court halls at the latest, by 4.45 P. M.

The aforesaid directions shall be scrupulously followed, without fail.

(By Order)

  
N. Anil Kumar  
Registrar General

To

The Joint Registrars, High Court.  
The Deputy Registrars, High Court.  
The Private Secretary to the Chief Justice, High Court.  
The Assistant Registrars and the Chief Librarian, High Court.  
The Court Officer to the Chief Justice, High Court.  
The Court Officers' Section, High Court.

All Sections, High Court } (Section Officers concerned shall  
bring the contents of this OM to  
the notice of all working under them)

All Section Heads, High Court.

All Court Officers, High Court.

The Confidential Assistants to the Registrars and Addl. Registrar  
(Gen. Admn), High Court.

The Administrative Records Section, High Court.

The File/Stock file.

Copy to:-

The Advocate General, Kerala, Ernakulam(with C/L)

The Director General of Prosecutions & Public Prosecutor, Ernakulam  
(with C/L)

The Assistant Solicitor General of India, Ernakulam (with C/L)

The Secretary, Bar Council, Ernakulam (with C/L)

The President, Kerala High Court Advocates' Association, Ernakulam(with C/L)

The Secretary, Kerala High Court Advocates' Association, Ernakulam(with C/L)

The General Secretary, Kerala High Court Senior Advocates' Association  
Ernakulam(with C/L)

The Secretary, Kerala High Court Advocates' Clerks Association,  
Ernakulam(with C/L)

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