

140/D/82, F1

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OFFICIAL MEMORANDUM

Sub: Reconsideration of High Court's circular
Roc. No. 4121/80, Fl, dated 18-9-80--Reg.

Ref: High Court's Circular Roc. No. 4121/80 II,
dated 8-9-80 regarding preservation of
documents in safe custody.

①
Subject

A suggestion was made in the conference of District Judges, Chief Judicial Magistrates and Subordinate Judges, 1981 to reconsider the High Court's circular dated 18-9-1980 regarding the preservation of Suit documents in safe custody (i.e. iron safe or wall coffer or other safe almirahs).

The views of the District Judges, The Chief Judge, Court of Small Causes, Madras and the Principal Judge, City Civil Court, Madras were obtained in the matter. After careful consideration of the matter the High Court directs as follows:--

The need to maintain properly suit document registers and to keep some documents as well as the registers in safe custody cannot be gainsaid. All Civil Courts have been directed to maintain suit document registers. To prevent loss of the documents as well as tampering with the documents like unregistered Wills, Promissory notes etc. by interested parties, the High Court directs that these documents may be kept in safe custody at the direction of the court or on an application made in that behalf by the party. Otherwise, in every case, all the documents may be required by the party to be kept in safe custody in which case, there will not be sufficient accommodation to do so. Further, the Bench Clerk

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Subject

of every Court must be provided with a steel almirah with double lock and key to facilitate the storage of the Suit document register and other documents to be kept in safe custody as directed by Court and the key should be with him and also with the Chief Ministerial Officer of the Court for the purposes of periodical check and verification by him and the Presiding Officer. [The responsibility of keeping the suit document register and other documents in safe custody in the steel almirah will be that of the Bench Clerk of the Court and he should be made answerable for missing documents or any loss or tampering of documents in safe custody.]

The receipt of this Official Memorandum is required to be acknowledged atonce.

HIGH COURT, MADRAS.
Dated: 15-4-1983

Sd/- S. JANARTHANAM,
REGISTRAR.

(True copy/Forwarded by Order)

15/4/83

SUB ASSISTANT REGISTRAR,
ADMINISTRATIVE DEPARTMENT.

- To
1. All the District Judges.
 2. The Principal Judge, City Civil Court, Madras.
 3. The Chief Judge, Court of Small Causes, Madras.

bv/ 15/4/83

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