

R.O.S. No. 2195A/83 FL.

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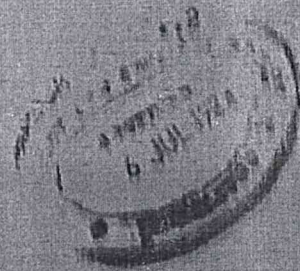
21-6-84

Sub: Registers - Maintenance of Register
regarding transactions involving cases
records among the members of the Staff -
Instructions issued.

An instance has been brought to the notice of the High Court, wherein a steno-typist of a Sub Divisional Judicial Magistrate's Court, while receiving the case records from the Magisterial clerk for preparing questions under section 313 Cr.P.C., found that there were no depositions recorded earlier in the bundle and hence returned the bundle to the Magisterial clerk at once. The Magisterial clerk came to know about the loss of documents only at that time but did not inform the fact to the Magistrate. Only after making a search for the missing documents in vain, he informed the fact to the Magistrate. There was no record to prove that the Magisterial clerk handed over the records to the steno-typist.

It has, therefore, become necessary that a register is to be maintained in all the subordinate criminal Courts, for movement of records between the Bench Clerk and Steno-typist and other members of the staff, before consignment of the same to Record Room, in order to fix the responsibility on the concerned for loss of records.

The Residing Officers of Criminal Courts are, therefore, required to maintain a register as per the specimen given hereunder for the purpose stated above.



Case No.	Details of records given to stenotypist for preparation of question under sec. 213 Cr.L.O. with date.	Initial of stenotypist, typist with date for receipt of records shown in Vol. No. 3.	Date of return of records shown in Vol. 3 to M.C. or Trans-lator.	Initial of M.C., Trans-lator or other person in charge of records.	Remarks.
3.	8.	3.	4.	5.	6.

Sd.S. Jeyarathnam,
REG. 15 TRAF.

21-6-84
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by order

SUB ASSISTANT REGISTRAR
(ADDITIONAL).

To

1. All the District and Sessions Judges
2. The Principal Judge, City Civil Court, Madras.
3. The Chief Metropolitan Magistrate, Madras.
4. All the Chief Judicial Magistrates

Stationery Section, High Court, Madras
(Necessary action may be taken for the
printing and supply of this register to
the concerned Criminal Courts).

Spare copies - 10.

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Ans 271/84.

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D. No. 5365/A

Sl. No.	Date	Details of Records given to Steno-typist or typist for preparation of question under sec. 213 Cr.P.C. with date.	Initial of Steno-typist or typist with date for receipt of records shown in col.No.3.	Date of return of records shown in col.3 to M.C. or Trans- later.	Initial of M.C. or Trans- later or other person in charge of records.	Re- marks.
1.	2.	4.	5.	6.	7.	

Sd/- Jeyanthan,
REGISTRAR.

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SUB ASSISTANT REGISTRAR
(ADDITIONAL).

To

(ADDITIONAL)

1. All the District and Sessions Judges
2. The Principal Judge, City Civil Court, Madras.
3. The Chief Metropolitan Magistrate, Madras.
4. All the Chief Judicial Magistrates

Copy to:

Stationery Section, High Court, Madras
(Necessary action may be taken for the
printing and supply of this register to
the concerned Criminal Courts).

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Communicated to Prof. & Asst.
Prof. & Asst.

Asst. Prof. Second Year

Lesson 1 of 10

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