

PART B.-KEYS OF WILL SAFES

Inconvenience and expenses resulting from loss of keys.

1. Several instances have occurred in which the keys of the iron safes, provided for the custody of Wills in districts, under the rules contained in Punjab Government Notification No. 2649-Judicial, dated the 21st January, 1929, have been lost or mislaid; and in each instance it has been found impossible to fix the responsibility for the loss on any particular officer, as the charge of the keys has not been formally transferred when the changes of District Judges have taken place. Much inconvenience has resulted, and the Government has been put to considerable expense.

District Judge on transfer should make over the keys & Treasurer's receipt for duplicate to his successor.

2. Each safe is provided with duplicate keys, one of which should be retained in the custody of the District Judge, the other being placed in a securely sealed cover and deposited in the District Treasury Strong Room, the Treasurer's receipt for it being filed in the District Judge's Office. When a District Judge is transferred he should make over the key of the safe and the treasurer's receipt for the duplicate to his successor, and record that he has done so on the transfer of charge papers sent to the High Court.

Duty of the District Judge to take over charge of the keys.

3. The District Judge for the time being will be held strictly responsible for the keys of the safe, and any officer taking over charge of the office of District Judge without taking over the keys, or reporting that they have not been made over, will be brought to account if at any time the keys are not forthcoming, and may have to bear the cost incurred by Government in having the safe broken open and in providing a new one.

Loss of keys should be reported to High Court.

4. If a key is lost the fact should at once be reported to the High Court with a full explanation of the circumstances.