

PART C-THE DESTRUCTION OF RECORDS

Rules framed by the High Court under Section 3 of the Destruction of the Records Act, 1917, with the previous approval of the State Government.

PART I – General

Destruction of records to be made in accordance with the following rules.

1. All judicial records, books and papers in respect of which the period, hereinafter prescribed, for their preservation has expired, shall be destroyed in accordance with the direction contained in ¹·[these rules]. Provided that the ²·[Registrar (Judicial)] may order for reasons to be specified, that any particular paper or the record of any particular case be preserved beyond such period.

Supervision of destruction.

2. The destruction of judicial records, books and papers, shall be carried out from time to time as may be necessary; and, subject to the general superintendence of the ²·[Registrar (Judicial)], shall be supervised by such officer, hereinafter called the supervising officer, as may be appointed by the Chief Justice and the Judges for the purpose.

Manner of destruction of records and stamps.

3. ²·[(i) The destruction of judicial records including all Court-fee stamps affixed, books and papers, shall be effected in the presence of the supervising officer after preserving the records for ¹·{the period specified in Rules 10 to 12 of these Rules, by shredding or in such other manner as may be decided by the Chief Justice from time to time}]¹ so as to render it unlikely that all such documents may be used again.]²

Sale of papers destroyed and credit of sale price.

(ii) The paper, after the supervising officer has certified that the destruction has rendered such judicial records, books and papers of no value, shall be sold as waste, under the orders of the Registrar ¹·{(Judicial)}, and the proceeds of the sale shall be certified in the treasury to Government.

¹·{PART II – Judicial Records

Division into Parts 'A' and 'B'.

4. Every judicial record shall, for the purposes of these rules, consist of two parts, namely (1) Part A and (2) Part B. Every document admitted to such records shall be marked with the letter 'A' or the letter 'B' according as it belongs to Part A or Part B, and shall be placed with such file and shall without delay be entered in the general index pre-fixed to each such record.

Part A of Civil Judicial Record.

5. Part A of a Civil Judicial Record other than writs (civil and criminal) shall consist of the following documents, namely:-

(a) In Original Suits

- (1) The tablaq or cover containing particulars of the case and a brief abstract of the orders in English.

1. Rules 1 to 16 amended/substituted vide Correction Slip No. 192 Rules/II.D4. dated 19.01.2024.
2. Substituted vide Correction Slip No. 139 Rules/II.D4. dated 22.03.2011.

- (2) The index of papers.
- (3) All orders.
- (4) The plaint, together with any schedule annexed thereto, and all documents, whether original or copies, filed with the plaint.

Note: In miscellaneous cases, the petition or written application of the party setting the Court in motion will take the place of the plaint.

- (5) The written statements and pleadings of the parties.
- (6) Applications of persons who are strangers to the suit.
- (7) All depositions of witnesses.
- (8) All documents or certified copies thereof received as evidence during the trial.
- (9) Commissions, proceedings held thereunder and reports and examination of Commissioners.
- (10) Affidavits.
- (11) Reports furnished by the Record Department.
- (12) Instruments of withdrawal, compromise/settlement or admission of party/ies.
- (13) All documents relating to orders of arrest or attachment before judgment.
- (14) The judgment, translation thereof (if any), or other final order.
- (15) The decree and all documents relating to the preparation or amendment thereof.
- (16) Summons, with report of service, in ex-parte cases.
- (17) Application for the re-admission of a suit dismissed in default or for the re-hearing of a suit decreed ex-parte, all proceedings and documents relating thereto.
- (18) Applications for review of judgment, all proceedings and documents relating thereto.
- (19) All receipts and acknowledgments filed in execution proceedings.
- (20) Applications for substitution, addition or striking out of names of parties or for substitution of the names of the heirs of a deceased party, if allowed.
- (21) All Vakalatnamas (Powers of Attorney) and Memorandums of Appearance.
- (22) Orders or directions of Supreme Court along with correspondence, if any.
- (23) All papers of historical, sociological and scientific value or of any other category, as in the opinion of the Court or the Chief Justice should be preserved.

(b) In Civil Appeals and Miscellaneous Cases (including Reference and Revision Proceedings).

- (1) The tablaq or cover containing particulars of the case and brief abstract of the orders in English.
- (2) The index.
- (3) The memorandum of appeal/revision/main/miscellaneous application(s)/ letter or order of reference.

- (4) The notice, with report of service, in ex-parte cases.
- (5) Memorandum of objections under Order XLI, Rule 22 or Rule 26 of the Civil Procedure Code.
- (6) The finding on issues referred to the lower court for trial under Order XLI, Rule 25 of the Civil Procedure Code.
- (7) Security bond for costs or for obtaining order of stay of execution of decree.
- (8) Applications for substitution, addition or striking out of names of parties or for substitution of the names of the heirs of a deceased party, if allowed.
- (9) Depositions of parties or witnesses recorded in this Court or on the direction of this Court or by the lower Court on remand.
- (10) Commissions, proceedings held thereunder and reports and examinations of Commissioners.
- (11) Documents filed by the parties.
- (12) Affidavits, except those presented with applications which are rejected.
- (13) Instruments of withdrawal, compromise/settlement or admission of party/ies.
- (14) All orders.
- (15) The Court's judgment, translation thereof (if any), or final order.
- (16) The decree and all documents relating to the preparation or amendment thereof.
- (17) Application for the re-admission of an appeal, application or petition dismissed in default, or for the re-hearing of an appeal, application or petition heard ex-parte, all proceedings and documents relating thereto.
- (18) Application for review of judgment, all proceedings and documents relating thereto.
- (19) An application for stay or injunction in Regular Second Appeal.
- (20) All Vakalatnamas (Powers of Attorney) and Memorandums of Appearance.
- (21) Copies of judgments/orders of the Courts below.
- (22) Orders or directions of Supreme Court along with correspondence, if any.
- (23) All papers of historical, sociological and scientific value or any other category, as in the opinion of the Court or the Chief Justice should be preserved.

6. Part A of Writs (Civil and Criminal)

Part A of Writs (Civil and Criminal) shall consist of the following documents, namely:-

- (1) The tablaq or cover containing particulars of the case and brief abstract of orders in English.
- (2) The index.
- (3) The petition together with any Schedule annexed thereto.
- (4) The reply or the written statement and pleadings of the parties.
- (5) Documents filed by the parties and police reports.
- (6) Affidavits except those presented with applications which are rejected.

- (7) Depositions of the witnesses recorded in this Court or on the direction of this Court.
- (8) Commissions, proceedings held thereunder and reports and examinations of Commissioners.
- (9) All orders.
- (10) Instruments of withdrawal, compromise/settlement or admission/confession of party/ies.
- (11) Court's judgment or final order.
- (12) Application for review of judgment, all proceedings and documents relating thereto.
- (13) Notice, with report of service, in ex-parte cases.
- (14) Application for re-admission of petition dismissed in default or for the re-hearing of the petition decided ex-parte, all proceedings and documents relating thereto.
- (15) Applications for substitution, addition or striking out of names of parties or for substitution of the names of the heirs of a deceased party.
- (16) All Vakalatnamas (Powers of Attorney) and Memorandums of Appearance.
- (17) Orders or directions of Supreme Court along with correspondence, if any.
- (18) All papers of historical, sociological and scientific value or any other category, as in the opinion of the Court or the Chief Justice should be preserved.

7. Part B of Civil Judicial Record and of Writs (Civil and Criminal).

Subject to any direction by the Court to the contrary, Part B of a civil judicial record and of Writs (Civil and Criminal) shall consist of all documents in such records as are not indicated in Rules 5 & 6 as belonging to Part A.

8. Part A of Criminal Judicial Record.

Part A of Criminal Judicial Record shall consist of the following documents, namely:-

- (a) In an original trial-All Papers.
- (b) In an appeal, reference, revision and miscellaneous cases –
 - (1) The tablaq or envelope containing particulars of the case and a brief abstract of the orders in English.
 - (2) The index.
 - (3) The petition of appeal or revision or letter/order of reference.
 - (4) Any additional evidence taken under the orders of the High Court on remand.
 - (5) Translation of police reports.
 - (6) All orders.
 - (7) Judgment and final order of the Court, and translation of the same, if any.
 - (8) Copies of judgments/orders of the Courts below.
 - (9) Application to treat an accused as juvenile, all proceedings and documents relating thereto.

- (10) Instruments of withdrawal or compromise/settlement, admission/confession of party/ies.
- (11) Original documents filed by the parties.
- (12) All Vakalatnamas (Powers of Attorney) and Memorandums of Appearance.
- (13) Orders or directions of Supreme Court along with correspondence, if any.
- (14) All papers, in case of historical, sociological and scientific value, or of any other category as in the opinion of the Court or the Chief Justice, should be preserved.

9. Part B of Criminal Judicial Record.

Subject to any direction by the Court to the contrary, Part B of a Criminal Judicial Record shall consist of all documents in such records as are not indicated in the preceding rule as belonging to Part A.

10. Documents to be preserved permanently.

The following documents belonging to Part A of a judicial record shall be preserved in physical form permanently, namely:-

In Civil Cases and Writs (Civil and Criminal)

- (1) Index
- (2) All orders.
- (3) Judgment or final order and decree of the Court.
- (4) Compromise/Settlement Deed, admission/confession by party/ies or an application for withdrawal of the case.
- (5) Unreturned original documents (including vernacular) filed by any party.
- (6) Depositions of witnesses recorded in this Court or on direction of this Court.
- (7) All Vakalatnamas (Powers of Attorney).
- (8) Certified copy of order granting special leave to appeal to the Supreme Court.
- (9) Orders or directions of Supreme Court along with correspondence, if any.
- (10) All papers of historical, sociological and scientific value or any other category, as in the opinion of the Court or the Chief Justice should be preserved.

In Criminal Cases

a. In an original Trial- all papers.

b. In other cases

- (1) Index.
- (2) All orders.
- (3) Judgment or final order of the Court.
- (4) Compromise/Settlement Deed, admission/confession by party/ies or an application for withdrawal.
- (5) Unreturned original documents (including vernacular) filed by any party or police reports.
- (6) Warrant of commitment or execution when returned.
- (7) Depositions of witnesses recorded in this Court or on direction of this Court.
- (8) All Vakalatnamas (Powers of Attorney).

- (9) Orders or directions of Supreme Court along with correspondence, if any.
- (10) All papers of historical, sociological and scientific value or any other category, as in the opinion of the Court or the Chief Justice should be preserved.

11. Permanent preservation of Part A in Digital/Electronic Form.

Subject to the provisions of the preceding rule, entire Part A of all civil and criminal cases including writ petitions shall be preserved permanently as per Standard Operating Procedure (SOP) approved by the Chief Justice or an authority nominated for this purpose, in digital/electronic form on Electronic Storage Media with mechanism of retrieval as and when required and the provisions of the Information Technology Act, 2000 shall apply to such record preserved electronically/digitally. The record so preserved shall be treated to be the original record for all purposes.

12. Preservation of Judicial Record.

- (i) Subject to the provisions of Rule 10, record of all cases shall be preserved for six years except in the following categories of cases, wherein the record shall be preserved for the period specified against each entry:-

ABBREVIATED FORM	NATURE OF PROCEEDING	PERIOD FOR PRESERVATION OF PART A		PERIOD FOR PRESERVATION OF PART B
		CONTESTED CASE	UNCONTESTED CASE (DECIDED AT INITIAL STAGE/IN LIMINE/ WITHDRAWN ETC.)	
ARB				
	Petition under Section 9 of Arbitration and Conciliation Act, 1996	06 months	03 months	03 months
	Petition under Section 11 of Arbitration and Conciliation Act, 1996	06 months	03 months	03 months
CACP	Contempt Appeals	03 months	01 month	01 month
CAPP	Company Appeal	03 months	01 month	01 month
CMM	Hindu Marriage Act Cases U/S 24	06 months	01 month	01 month
COCP	Civil Original Contempt Petition	03 months	01 month	01 month
CP	Company Petitions	01 year	01 month	01 month
CR	Civil Revision			
	Against Interim Orders	06 months	01 month	01 month
	Rent Petition/Appeals under Rent Restriction Act	01 year	06 months	06 months
	Against Order passed under Order 39 Rule 1 & 2 CPC	03 months	01 month	01 month
	MACT	06 months	01 month	01 month
	Under Section 6 of Specific Relief Act	06 months	01 month	01 month
	Under Miscellaneous Acts like Guardian Wards Act, ESI Act Etc.	06 months	06 months	06 months
	Under Rent Act	06 months	03 months	03 months
	Under HMA	06 months	03 months	03 months
	Family/Matrimonial Matter	06 months	03 months	03 months
	Succession	06 months	03 months	03 months
CRA-AD	Criminal Appeal against acquittal Division Bench	01 year	06 months	06 months
CRA-AS	Criminal Appeal against acquittal-Single Bench	01 year	06 months	06 months
CRA-D	Criminal Appeal-Division Bench	04 years	02 years	02 years
CRA-S	Criminal Appeal Single Bench	04 years	02 years	02 years
CRACP	Criminal Appeal Contempt Petition	01 year	03 months	03 months
CREF	Civil Reference	06 months	03 months	03 months

CRM	Criminal Miscellaneous Petition	06 months	03 months	03 months
CRM-A	Against acquittal	06 months	03 months	03 months
CRM-M	Criminal Main			
	Quashing Petition	06 months	03 months	03 months
	Anticipatory Bail	03 months	01 month	01 month
	Regular Bail	03 months	01 month	01 month
	Cancellation of Bail	03 months	01 month	01 month
	Direction Matter	02 months	01 month	01 month
	Criminal Transfer	02 months	01 month	01 month
CROCP	Criminal Original Contempt Petition	02 months	01 month	01 month
CRR	Criminal Revision			
	Against Acquittal	06 months	03 months	03 months
	Against Conviction	06 months	03 months	03 months
	Interim Orders	03 months	03 months	03 months
	Against Conviction Order Passed under Section 138 of Negotiable Instrument Act	06 months	03 months	03 months
	Against Conviction Order Passed under Section 304 A IPC	01 year	03 months	03 months
	Against order passed under Section 167(2) Cr.P.C. Seeking Regular (Default Bail)	03 months	01 month	01 month
CRR(F)	Criminal Revision-(Family Court)	06 months	03 months	03 months
CRWP	Criminal Writ Petition			
	Habeas Corpus	06 months	06 months	06 months
	Protection matters	03 months	01 month	01 month
	Parole	03 months	01 month	01 month
	Premature Release/Remission	06 months	01 month	01 month
	Orders against AFT(Criminal)	06 months	01 month	01 month
	Court Martial	06 months	01 month	01 month
	Crime against Women	06 months	01 month	01 month
CS	Civil Suit	4 years	02 years	02 years
CS-OS	Civil Suit-Original Side	4 years	02 years	02 years
CUSAP	Custom Appeal	2 years	06 months	06 months
CWP	Civil Writ Petition-Single Bench			
	Land Matters	06 months	01 month	01 month
	Enhancement of Compensation	06 months	01 month	01 month
	Labour/Industrial	06 months	01 month	01 month
	Service Matters	06 months	01 month	01 month
	Seniority Dispute Matters	06 months	01 month	01 month
	Compassionate Matters	06 months	01 month	01 month
	Municipal and Panchayat Laws	06 months	03 months	03 months
	Education	06 months	01 month	01 month
	Co-operative Act Matters	06 months	01 month	01 month
	RTI's	06 months	01 month	01 month
	Allotment of Govt. Houses	06 months	03 months	03 months
	Arbitration Disputes	06 months	03 months	03 months
	Passport Related Matters	06 months	03 months	03 months
	License Related Matters	06 months	06 months	06 months
CWP	Civil Writ Petition-Division Bench			
	Against orders passed by Armed Forces Tribunal (Civil)	06 months	06 months	06 months
	Central Administrative Tribunal under Misc. Acts like Motor Vehicle Taxation Act (1924), Income Tax Act (1961) etc.	06 months	06 months	06 months
	Excise/Customs (Indirect)	06 months	06 months	06 months
	Property Tax	06 months	06 months	06 months
	Petitions under PMLA, FEMA, GST etc	01 year	06 months	06 months
	Election Matters	02 years	06 months	06 months
	Land Acquisition Case	01 year	06 months	06 months
	Financial Corporations	01 year	06 months	06 months
	Land Laws	01 year	06 months	06 months
	Cases related to Intelligence Agencies like R&AW, IB, etc. except CBI	02 years	01 year	01 year
	Education Matters	06 months	03 months	03 months
	Human Rights cases	06 months	03 months	03 months
	Judicial Officers	01 year	06 months	06 months
	Tenders	06 months	06 months	06 months
	Vires	06 months	06 months	06 months
	Others	06 months	06 months	06 months
CWP-PIL	Civil Writ Petition-Public Interest Litigation	06 months	03 months	03 months
DP	Divorce Petition	06 months	03 months	03 months
EFA	Execution First Appeal	06 months	03 months	03 months

EP	Election Petitions	04 years	01 year	01 year
FAO	First Appeal Order	06 months	03 months	03 months
	In Arbitration cases	01 year	06 months	06 months
FAO(FC)	FAO (Family Court)	06 months	03 months	03 months
FAO-CARB	First Appeal From Order (Commercial Arbitration)	01 year	03 months	03 months
FAO-M	First Appeal Order-Matrimonial	01 year	03 months	03 months
GSTR	General Sales Tax Reference	06 months	01 month	01 month
INCOMP	Incomplete Objection Case	06 months	01 month	01 month
ITA	Income Tax Appeal	06 months	06 months	06 months
ITC	Income Tax Cases	06 months	06 months	06 months
LPA	Latter Patent Appeals			
	Enhancement of Compensation	06 months	03 months	03 months
	Labour/Industrial	06 months	03 months	03 months
	Service Matters	06 months	03 months	03 months
	Seniority Dispute Matters	06 months	03 months	03 months
	Compassionate Matters	03 months	01 month	01 month
	Education	03 months	01 month	01 month
MRC	Murder Reference Case	02 years	01 year	01 year
PBPT-Appl	Prohibition Of Benami Property Transaction Appeal	02 years	01 year	01 year
PBT	Probate	04 years	01 year	01 year
PMLA- Appl	Prevention Of Money Laundering Appeal	04 years	06 months	06 months
PVR	PB Vat Revision	06 months	03 months	03 months
RA	Review Appl	06 months	03 months	03 months
RA-CA	Review In Company Appeal	06 months	01 month	01 month
RA-CP	Review In Company Petition.	06 months	01 month	01 month
RA-CR	Review In Cr	06 months	01 month	01 month
RA-CW	Review IN CWP	03 months	01 month	01 month
RA-LP	Review IN LPA	03 months	01 month	01 month
RA-RF	Review Application IN RFA	03 months	01 month	01 month
RA-RS	Review IN RSA	03 months	01 month	01 month
RCRWP	Review IN CRCWP	03 months	01 month	01 month
RERA-APPL	RERA Appeal	03 months	01 month	01 month
RFA Regular	First Appeal			
	Land Acquisition Cases	03 months	01 month	01 month
	Trade Mark/Copy Right Cases	03 months	01 month	01 month
RSA	Regular Second Appeal			
	Service Matters	06 months	03 months	03 months
	Others	06 months	06 months	06 months
SA	Service Appeal	06 months	06 months	06 months
SAO	Second Appeal Order	06 months	06 months	06 months
STA	Sales Tax Appeal	06 months	03 months	03 months
STC	Sales Tax Cases	06 months	03 months	03 months
TA	Transfer Application	03 months	01 month	01 month
TCRM	Transfer Criminal Petition	03 months	01 month	01 month
UVA UT	Vat Appeal	06 months	03 months	03 months
UVR UT	Vat Revision	06 months	03 months	03 months
VATCASE	Value Added Tax Case	03 months	03 months	03 months
VATREF	Vat Reference	03 months	01 month	01 month
XOBJ	Cross Objection	06 months	06 months	06 months
XOBJC	Cross Objection In CR	03 months	03 months	03 months
XOJL	Cross Objection In LPA	03 months	03 months	03 months
XOJIR	Cross Objection In RFA	03 months	03 months	03 months
XOJIS	Cross Objection IN RSA	03 months	03 months	03 months

- (ii) The destruction of Part A of any civil or criminal case including writ petitions shall not be carried out unless the same has been preserved in accordance with Rule 11.
- (iii) If an appeal has been made to the Supreme Court, the entire record shall be preserved till the final judgment or order of the Supreme Court has been communicated to this Court. Whenever first communication in any appeal made to the Supreme Court is received from there, photostat copy thereof shall be placed on the record of this Court and a note in red ink shall be made on the index of the case. Similarly final order of the Supreme Court or photostat copy thereof shall be placed on the record of this Court and a note in red ink shall be made on the index of the case.

- (iv) When a case in this Court has been dismissed for default or heard ex-parte, the record of the case shall not be destroyed until the expiry of one year from the date of decision.

13. Record of Caveat.

Record of Caveat shall be preserved for four months after expiry of 90 days if no such case as mentioned in the Caveat is filed, and thereafter the same shall be destroyed.

14. Date of reckoning the period.

Notwithstanding anything contained in Rule 26 of these rules, the period mentioned in these rules for the preservation of judicial record shall be reckoned from the date of the final orders of the Court in the cases.

Note: If review application is filed, the period shall be reckoned from the date of final orders on the review application.

15. Note of destruction to be made in registers, etc.

A note of every judicial record destroyed under the provisions of these rules shall be made under the signatures and/or digital signatures in the register to be maintained in physical and/or digital form as may be determined from time to time by the Chief Justice or a Judge nominated for the purpose, and also in the general index pre-fixed to such record. The register shall be maintained in the following proforma:-

REGISTER OF WEEDED OUT JUDICIAL RECORD

Sr. No.	CNR/Unique Case ID No.	Nomenclature of Case	Case Number	Year	Date of Decision	Title of case	Actual Pages	Number of Pages Digitized	Number of Pages Destroyed	Number of Papers Retained	Name with signatures of the official who dealt with the weeding out of the file	Name with signatures of the official who checked the status of appeal etc.	Name with signatures of the official who checked the scanning	Name with Signatures of Supervising Officer

16. Return of documents.

An admitted document shall not be returned within the period specified in Order XIII, Rule 9 of the Code of Civil Procedure, until a certified copy thereof has been delivered to be substituted for the original, nor shall a document be returned which has been ordered to be impounded and not released, or which has, by force of a decree or order of the Court, become void or useless, or which is required by law to be filed and preserved, e.g., a Will under Section 294 of the Indian Succession Act, 1925.”¹

PART III

17. Classification.- The registers of the court shall, for the purposes of these rules, be divided into three classes, namely:-

- A. – Primary.
- B. – Subsidiary.
- C. – Statistical.

All the registers shall be maintained in English.

1. Rules 1 to 16 amended/substituted vide Correction Slip No. 192 Rules/II.D4. dated 19.01.2024.

A.- PRIMARY

**Primary registers:
Definition
and period of
preservation.**

18. (i) The primary registers are those which have to do directly with cases filed in court, and which form an abstract of the progress and disposal of such cases.

(ii) The following primary registers shall be maintained and shall be preserved for the period specified against each:-

Number of register	Name of register	Branch	Period for which to be kept
1	Civil First Appeals (Regular and Executions)	Civil	For ever
2	Civil Second Appeals (Regular and Executions)	Do	Ditto
3	Civil First Appeals from orders	Miscellaneous	Ditto
4	Civil Second Appeals from orders	Miscellaneous	Ditto
5	Civil Revisions	Miscellaneous	Ditto
6	Civil Miscellaneous	Miscellaneous	Ditto
7	Ditto	Civil	Ditto
8	Civil Original	Miscellaneous	Ditto
9	References under the Punjab Tenancy Act and Order XLV, Civil Procedure Code	Miscellaneous	Twelve years
10	Original Matrimonial cases	Miscellaneous	For ever
11	Matrimonial References	Miscellaneous	Ditto
12	Matrimonial Appeals	Miscellaneous	Ditto
13	Probate and Administration	Miscellaneous	Ditto
14	Letters Patent Appeals	Criminal	Ditto
15	Criminal Appeals	Criminal	Ditto
16	Criminal Revision	Criminal	Ditto
17	Criminal Miscellaneous	Criminal	Ditto
18	Murder References	Criminal	Ditto
19	Criminal Originals	Criminal	Ditto
20	Trial of European British subjects	Civil	Twelve years
21	Roznamcha	Miscellaneous	Ditto
22	Do	Criminal	Ditto
23	Do	Civil	For ever
24	Civil Regular and Execution First Appeals (by districts)	Civil	Ditto
25	Civil Regular and Executive Second Appeals (by districts)	Miscellaneous	Ditto

26	First Appeals from Orders (by districts)	Miscellaneous	Ditto
27	Second Appeals from Orders (by districts)	Miscellaneous	Ditto
28	Civil Revision (by districts)	Criminal	Ditto
29	Criminal Appeals (by districts)	Criminal	Ditto
30	Criminal Revisions (by districts)	Civil	Ditto
31	Privy Council Criminal Appeals	Criminal	Ditto
32	Federal Court Civil Appeals	Civil	Ditto
33	Federal Court Criminal Appeals	Criminal	Ditto
34	Supreme Court Civil Appeals	Civil	Ditto
35	Supreme Court Criminal Appeals	Criminal	Ditto

B.- SUBSIDIARY

Subsidiary registers; Definition and period of preservation.

19. The subsidiary registers are for administrative purposes, and the following shall be maintained, and shall be preserved for the period specified against each:-

Number of register	Name of register	Branch	Period for which to be kept
1	Outstation Dak Book (files)	Despatch	One year
2	Outstation Dak Book	Do	Ditto
3	Outstation suggestion letters and notice cards	Do	Ditto
4	Station Dak Book	Do	Ditto
5	Despatch Diary (Number Book)	Do	Five Years
6	Return of files in all cases (Record) Register	Do	Three years
7	Issue Diary (Divisional Register)	Despatch (Issue)	Five Years
8	Postal Receipts	Despatch	One year
9	Ledger of Stamp Account	Do	Five years
10	Certificate for refund of stamp duty (Revision)	Civil	Twelve years
11	Certificate for refund of stamp duty (Revision)	Miscellaneous	Ditto
12	Certificate for refund of find	Criminal	Ditto
13	Receipt of Records	Miscellaneous (Receipt)	Three years
14	Process fees realized	Civil	Twelve years
15	Process fees realized	Miscellaneous	Ditto

16	Cause Book for Division Bench Cases (Civil)	Cause Register Clerk	One year
17	Cause Book for Single Bench cases (civil)	Ditto	Ditto
18	Cause Book for Division Bench Criminal cases	Ditto	Ditto
19	Cause Book for Single Bench Criminal Cases	Ditto	Ditto
20	Incomplete cases of expired dates	Civil	Ditto
21	Incomplete cases of expired dates	Miscellaneous	Ditto
22	Remand Cases	Cause Register Clerk	One year
23	Remand Cases	Miscellaneous	Ditto
24	Remand Cases	Criminal	Ditto
25	Petition Cause Book	Civil	Ditto
26	Petition Cause Book	Miscellaneous	Ditto
27	Petition Cause Book	Criminal	Ditto
28	Deposit Order Book (Printing fee of First Appeals)	Civil	Five years
29	Deposit Order Book (I and II Appeals both)	Do	Ditto
30	Deposit Order Book	Miscellaneous	Ditto
31	Deposit Order Book	Criminal	Ditto
32	Payment Order Book (Refund of Process fees in First Appeals)	Civil	Ditto
33	Payment Order Book (I and II Appeals both)	Do	Ditto
34	Payment Order Book	Miscellaneous	Ditto
35	Payment Order Book	Criminal	Ditto
36	Cases given on requisition	Civil	Three years
37	Cases given on requisition	Miscellaneous	Ditto
38	Cases given on requisition	Criminal	Ditto
39	Cause laid before the Registrar (Reported Cases)	Do	One year
40	Receipt Diary	Miscellaneous(Receipt)	Twelve years
41	Issue (Baramdgi) Book	Judicial Record)	Five years
42	Cases in which memo of costs is prepared	Civil	For ever
43	Cases in which memo of costs is prepared	Miscellaneous	Ditto
43-A	Kaifiat Register	Judicial Record	Twelve years
44	Civil Index	Ditto	For ever
45	Criminal Index	Ditto	Ditto

46	Probate Index	Ditto	Ditto
47	Index of Matrimonial cases	Ditto	Ditto
48	Register of Division Bench and Full Bench cases	Readers	One Year
49	Register of Single Bench cases	Do	Ditto
50	Inspection of Records	Bar Room Clerk	Ditto
51	Register for urgent petitions	D.R.R	Ditto
52	Single Bench Cause Register for Civil Appeals	Cause Register Clerk	Six years
53	Single Bench Cause Register for Civil Revisions	Ditto	Ditto
54	Single Bench Cause Register for Criminal Appeals	Ditto	Ditto
55	Single Bench Cause Register for Criminal Revision	Ditto	Ditto
56	Single Bench Cause Register for Civil References	Ditto	Ditto
57	Single Bench Cause Register for Civil Miscellaneous Applications	Ditto	Ditto
58	Division Bench Cause Register for Civil Appeals and Income-tax Cases	Ditto	Ditto
59	Division Bench Cause Register for Letters Patent Appeals	Ditto	Ditto
60	Division Bench Cause Register for Criminal Cases	Ditto	Ditto
61	Division Bench Cause Register for Transportation Appeals and Murder References	Ditto	Ditto
62	Register for Special and Full Bench Cases	Ditto	Ditto
63	Register of Matrimonials and Privy Council cases and cases under Legal Practitioners Act, etc.	Ditto	Ditto
64	Petition Register	Ditto	Twelve Years
65	Actual date register	Ditto	Six years
66	Cause Lists (Weekly and Daily)	Ditto	One year
67	Work performed by copyists	Judgment Copy Section	Five years
68	Distribution of cases to copyists	Ditto	One year
69	Cases sent to Civil Branch after completion	Ditto	Ditto
70	Cases sent to Miscellaneous Branch after completion	Judgment Copy Section	One year
71	Cases sent to Criminal Branch after completion	Ditto	Ditto
72	Copies supplied to the Editor, I.L.R., Punjab Series	Ditto	Ditto
73	Copies sent to Bar Association	Ditto	Ditto
74	Copies sent to R.K. Judicial	Ditto	For Ever
75	Check Book showing the receipt of stationery and its consumption	Ditto	One year

1-76	Disposal of applications received locally	Central Copy Branch	Be retained in soft format (scanned copy) whereas the hard copy be retained for only one month.
77	Disposal of applications received by Post	Central Copy Branch	Be retained in soft format (scanned copy) whereas the hard copy be retained for only one month.}
78	Ledger Book	Ditto	Five years
79	Copying Agent's Cash Book	Ditto	Ditto
80	Account of copies sent per V.P.P.	Ditto	Three years
81	Money Orders received from the applicants	Copy Supply Section	Ditto
82	Amounts refunded by Money Order to applicants	Ditto	Ditto
83	Applications given to the Tracers	Ditto	Ditto
84	Account of copies sent to Legal Remembrancer	Ditto	Ditto
85	Paper Books received for copy	Assistant Examiner's Section	One year
86	Letters Patent Appeals sent to the Reader to Deputy Registrar or Miscellaneous Branch	Ditto	Ditto
87	Cases sent to Despatcher for issuing letters, etc.	Ditto	Ditto
88	Notice Cases sent to Despatcher for issuing notices with grounds of appeal or revision	Ditto	Ditto
89	First Appeal Register	Translating Department	Ditto
90	Daily Receipt Register (First Appeals and Petitions)	Ditto	Ditto
91	Ledger of Translators	Translating Department	One year
92	Deposit Receipt Books	Ditto	Three years
93	Deposit Account Books	Ditto	For ever
94	Cash Book (Daily)	Ditto	One year
95	Payment Order Book	Ditto	For Ever
96	Press Requisition From Book	Criminal Branch	One year
97	Printed Records	Civil	Five years
98	Supreme Court cases.	Do	Ditto
99	Daily outturn of work done by Copyists	Translating Department	One year
100	Daily outturn of work done by Proof Examiners	Civil and Criminal	Ditto
101	Index Register of bastas containing cases dealt with in the Judicial Destruction Branch	Judicial Record	Six years
102	Receipt Diary of letters	Gazette	For ever
103	Causal leave for Punjab Civil Service	Do	Three years

1. Sr. Nos. 76 & 77 – substituted vide Correction Slip No. 191 Rules/II.D4. dated 17.08.2023.

104	Index to Punjab Government Gazette, Part I, relating to history of Judicial Officers and Magistrates, powers, posting, etc.	Do	For ever
105	Candidates accepted for Sub-Judgeship	Do	Ditto
106	Charge report of Judicial Branch I.C.S. and P.C.S	Do	Three years
107	Consumption of service postcards	All Branches	Five years
108	Form Stock Book	General Branch	Ten years
109	Stationery Stock Book	Ditto	Ditto
110	Typewriter Stock Book	For Ever	For ever
111	Advocates' Register	Ditto	Ditto
112	Pleaders' Register	Ditto	Ditto
113	Vakil's Register	Ditto	Ditto
114	Mukhtar's Register	Ditto	Ditto
115	Petition-writer Register	Ditto	Ditto
116	Despatch Register	Ditto	Ditto
117	Register of Legal Practitioner's Clerks	Ditto	Ditto
118	Issue Book, Register of Record-Keeper	General Branch	For ever
119	Register of allotment for judicial buildings, Lock-ups and Mortuaries	Ditto	Ditto
120	Accession Book	Library	Ditto
121	Issue Register	Do	Three years
122	Journals Receipt Register	Do	One years
123	Correction Slips Number Book	Do	Ten years
124	Correction Slips Receipt Register	Do	One year
125	Distribution of Books	Do	Ditto
126	Register of Books in Courts and Chambers	Readers	For ever
127	Check Books	All Branches	Two years
128	Diary Receipt Registers	Do	For ever
129	Service Appeal Register	Establishment Branch	Ditto

C. Statistical

20. The statistical registers are for purposes of preparing the monthly and annual returns of the Court, and the following shall be maintained and shall be preserved for the period specified against each:-

Statistical registers; Definition and period of preservation.

Number of register	Name of register	By whom kept	Period for which to be kept
1	Average duration of Civil Appeals	Statistical Clerk	Twelve years
2	Average duration of Criminal Appeals and Revisions	Ditto	Ditto
3	Average duration of Murder References	Ditto	Ditto
4	Valuation and cost of Delhi Appeals	Ditto	Ditto
5	Disposal by a Bench	Ditto	Ditto
6	Register of pending Civil Appeals	Ditto	Ditto
7	Work done by Judges sitting in chambers	Ditto	Ditto
8	Court fee realized	Institution Clerk	Ditto

PART IV – Other Papers

A- Periodical returns

Periodical returns; period of preservation

21. (a) The following returns shall be preserved for one year and then destroyed:-

Monthly Index of judicial correspondence.

Quarterly List of unanswered references coinage statements submitted by District Magistrates.

Probate statements submitted by District Judges.

(b) The following returns shall be preserved for two years and then destroyed:-

Monthly Statement of Civil and Criminal work of District and Sessions Courts District Civil and Criminal Courts

Annual Probate statements submitted by District Judges.

(c) The following returns shall be preserved for three years and then destroyed:-

Annual Budget estimates.
District Civil and Criminal statements.
Manuscript copies of all annual received from District Courts.

Notes.- (1) Correspondence connected with the above returns will be destroyed at the same time, except such as may be of importance, which will be preserved for another year.

(2) The general statements compiled in the High Court office for the preparation of the Civil and Criminal reports, as well as the general statement of Civil and Criminal work will be preserved for ten years and then destroyed. The general monthly statements of the work of District Courts will be preserved for the same period.

B.-Correspondence

22. The following will be preserved for one year and then destroyed:-

**Correspondence
-period of
preservation.**

- (i) Reminders.
- (ii) Charge certificates.
- (iii) Letters asking for circulars, almanacs, copies of rules, petitions for employment, private letters and petitions asking for information regarding rules or the practice of the Court and such like.
- (iv) Arrear statements.

Personal files of all officers and ministerial and menial servants of Government-

**Personal files
of Officers -
Period of
preservation.**

- (a) who die while in service, shall be preserved for three years after their death and then destroyed; provided there are no outstanding claims on the part of their heirs, and
- (b) who have retired, shall be preserved until their death and then destroyed; provided that no file shall be destroyed before three years from date of retirement when death occurs within three years of retirement.

C-Accounts

23. Bills and vouchers will be preserved for three years and then destroyed; in the case of sub-vouchers for Rs. 25 or under, which are not submitted to audit, this period will, however, be reduced to one year only. Care should be taken to ensure that no bill or voucher is destroyed even after the expiry of the above periods until all audit objections, if any, relating to it have first been settled. Counterfoils and miscellaneous account papers will be preserved for three years and then destroyed. Cash Books, journals and Ledger accounts shall be preserved indefinitely in the absence of special order to the contrary.

**Accounts-
period of
preservation.**

23-A. The main principles which should guide the destruction of accounts records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the rules may have expired.

D – Press Declarations

Press
Declarations
– Period of
preservation.

24. Press declarations made under sections 4, 5 and 8 and submitted for record in the High Court under section 6 of the Press and Registration of Books. Act, XXV of 1867, shall be destroyed after a period of one year from the date on which the press or the periodicals concerned ceased to exist.

E – General

Letter ‘D’ to be
put in register
against paper
destroyed.

25. When any paper is destroyed, the letter ‘D’ shall be entered in red ink against the entry in the register in which such paper is registered.

Mode of
calculating
period of
preservation.

26. The period for which a paper is to be preserved shall be reckoned from the 1st of January following the date which it bears, e.g., papers of 1885, which under these rules have to be retained for one year, will become liable to destruction after the 31st December, 1886.

Period of
destruction
of general
complaints.

¹[**27.** The general complaints being dealt by General Branch of this Court wherein no action is required to be taken may be weeded out after two years of its final disposal.

Provided that before destruction of any complaint, the same be got scanned, orders of the competent authority shall be obtained and thereafter, the inventory of each destroyed record shall be maintained to keep record of the same in the following proforma:-

Sr.No	Date of complaint	Name and address of the complainant	Subject	Final orders passed thereon	Date of destruction

1. Rule 27 inserted vide Correction Slip No. 170 Rules/II.D4. dated 10.10.2017.