

OFFICE OF THE DISTRICT & SESSIONS JUDGE ,JALANDHAR.

List of Public Information Officers and Assistant Public Information Officers

<i>Sr.No</i>	<i>Name of courts</i>	<i>Assistant Public Information officer</i>	<i>Public Information Officer</i>	<i>Appellate Authority</i>
1	Courts of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Judgment Writer (S.G.) of this court.	Superintendent,of This office.	The District & Sessions Judge Jalandhar.
2	Court of Civil Judge (Senior Division) Jalandhar and all the courts of the civil judge (Jr.Divn.) at Jalandhar.	Reader attached to the court of the Civil Judge (S.D), Jalandhar.	Clerk of Court, Attached to the court of the Civil Judge (S.D.), Jalandhar	The Civil Judge (Sr.Divn.), Jalandhar
3	Court of the Chief Judicial Magistrate, Jalandhar	Sr. Most Ahlmad,attached to the Court of the Chief Judicial Magistrate, Jalandhar.	Reader, attached to the court of the Chief Judicial Magistrate , Jalandhar	The Chief Judicial Magistrate, Jalandhar.
7	Courts of the Additional Civil Judge (Sr.Divn.) and the Civil judge (Jr.Divn) at Nakodar.	Sr. Most Ahlmad, attached to the court of the addl.civil judge (Sr.Divn.),Nakodar.	Reader,attached to the court of the Addl.Civil Judge (Sr.Divn.)Nakodar	The Addl.Civil Judge (Sr.Divn), Nakodar
8	Courts of the Additional Civil Judge (Sr.Divn.) and the Civil Judge (Jr.Divn.) at Phi	Sr. Most Ahlmad, attached to the court of the Addl.Civil Judge (Sr.Divn.),Phillaur	Reader,attached to the court of the Addl.Civil Judge (Sr.Divn.),Phillaur	The Addl.Civil judge (Sr.Divn), Phillaur

Duties of Employees

Sr. No.	Name of post	Duties of employee
1.	Superintendent	<p>1. An application for a copy of any record of the District and Sessions Judges' court shall be received by the Superintendent. (page no.527 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2. The superintendent shall be the copying supervisor and examiner in the copying agencies of their respective courts. (page no.536 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>3. To receive the memorandum of appeal and note thereon the date of its receipt. (page no.214 Chapter 14-B of Punjab High Court Rules and orders Vol. 1)</p> <p>4. The Superintendent is also authorised as Public Information Officer to deal with the matters under the Right to Information Act, 2005</p>
2.	English Clerk	<p>1. To deal with all the correspondence relating to this office with the Hon'ble High Court and other departments.</p>
3.	Addl. English Clerk	<p>1. To deal with the account matter and correspondence thereto.</p> <p>2. To maintain the record of permanent/temporary strength of the officer and staff courtwise and Seniority list of staff.</p>
4.	Bill Clerk	<p>1. Preparation of monthly pay bills and arrears of pay.</p> <p>2. To deal with the T.A. Bills.</p> <p>3. Calculation of Income Tax to be deducted from the salary of Officers and employees.</p> <p>4. Preparation of Quarterly and Annual Income Tax statements to be submitted to the Chartered Accountant for TDS return on computer media.</p>

Sr. No.	Name of post	Duties of employee
		<p>5.Preparation of Pension Cases.</p> <p>6.Calculation and checking of amounts regarding Leave Encashment, D.C.R.G. Etc. on retirement of each employee of this Sessions Division.</p> <p>7.Fixation of pay of promotion and after grant of Proficiency Step Up/Assured Career Progression Scheme.</p> <p>8.Preparation of Annual Budget Estimates. Preparation of Monthly Expenditure Statements and different Quarterly statement for onward transmission to Hon'ble High Court.</p> <p>9.Preparation of Earned leaves of each employee of this Sessions Division and Casual leaves exceeding four days.</p> <p>10.Maintenance of Service book of Officers and official of this establishments.</p> <p>11.Continuation of Temporary Posts of this Sessions Division.</p>
5.	Paid Candidate.	<p>1.To deal with the enquiries/complaints</p> <p>2.To deal with the references relating to construction of Judicial Complexes.</p> <p>3.To receive and process the applications for appointments of Oath Commissioners, Supporting Staff of Subordinate Courts.</p> <p>4.To maintain casual leave accounts of Judicial Officers and Staff.</p> <p>5.To maintain ACR`s record of All the Class III Employees.</p> <p>6.To receive the fresh appeals.</p> <p>7.To deal with the Indentity Cards of all the employees.</p> <p>8.To deal with quarterly statements.</p> <p>9.To deal with the earned leave of the Judicial Officers.</p> <p>10.Pending reference with regard to correspondences with Hon'ble High Court and other courts.</p>
6.	L.R. Clerk (Receipt & Despatch Clerk)	<p>1.To receive/ despatch the letters/Orders to the different courts/quarters.</p>

Sr. No.	Name of post	Duties of employee
7.	G.P. Fund Clerk	<p>1.To maintain G.P.F. A/c of Class III & Class IV employees.</p> <p>2.To maintain G.I.S. A/c of employees of Appellate Court.</p>
8.	Statement Clerk	<p>1.Consolidation of Monthly, Quarterly and half yearly Civil & Criminal Statement of appellate Courts and Lower Courts.</p>
9.	Fine Moharrir	<p>1.Every Fine imposed by Courts exercising Jurisdiction in the District will be entered in the Fine Registers and Each realization will be checked by the Fine Moharrir. (page no.489 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>2.Fine Moharrir to see that the register is correctly maintained, that the necessary measures are taken from time to time to realize the fines, and that sums realized are duly disposed of. He should in each case look for his orders to the officer who under these directions, is responsible for the due execution of the sentences of fine. Separate pages of this Register and Separate Serial numbers should be assigned to the court of each Magistrate and each Civil Court in the District and also to the Sessions Court exercising jurisdiction therein. The presiding Officer of each Court will send to the Fine Moharrir a copy of all entries made in his separate register on the day on which they are made. Fines imposed by the Sessions Court will be entered in accordance with the rules hereinafter provided. The register should be inspected and signed by the Chief Judicial Magistrate Once a week. (page no.483 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>3. Under Section 421 of the Code of Criminal Procedure, 1973, it is the discretion of the Court passing a sentence of fine to issue a warrant for the levy of the amount by distress and sale of movable property belonging to the offender, although the sentence provides for his imprisonment in default. If the fine is imposed by a Court of Sessions, the judge should, in the absence of any special direction to the contrary in the law under which the fine is imposed, direct the warrant to the chief Judicial Magistrate of the District. If the whole or a portion of the fine has been awarded in compensation or reward, this fact should be communicated, along with the warrant. The Chief Judicial Magistrate to whom the warrant is addressed will, on receipt, cause the particulars to be entered in the proper page of the General Fine Register, and the Fine Moharrir will then be responsible that the proper steps are taken for the realization of the fine. (page no.484 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>4. The Fine Moharrir to note down the results reported by the Tehsildar in the General Fine Register. (page no.485 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>5. At the close of each month a statement, for the whole District of all the fines imposed by Courts, which were realized, and credited to Government during the month, should be prepared and submitted to the Accountant General and if no fines were so realized, a certificate that no realizations were effected, should be submitted. The statement for the Sessions Court will be prepared by District Moharrir of fines and signed by the Magistrate of the District. The officer who signs the statement will be responsible for its accuracy. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>6.To facilitate the preparation of these statements and the chcking of the items excluded from them a register of fine realizations No.XV will be kept by the District Fine Moharrir for all Courts in the District and for the Sessions Court. The entries in this register should invariably be made at the same time as the corresponding entries are made in the General Register of Fines No.XIV. The register should be totalled at the end of each month and should then be examined and checked by the Officer in charge of fines with reference to the Treasury certificate in regard to credit of fines in the Treasury during the month. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>7.It is the duty of the Fine Moharrir, from time to time, to draw the attention of he Magistrate to unrealized fines, in order that fresh processes may issue as assets are indicated. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p>
10.	Clerk of Court	<p>1.Vide Hon'ble High Court letter no.10244 CRL GA dt.24.01.1994 the clerk of court shall certify the translation and type work before forwarding the same to the Hon'ble High Court.</p> <p>2.Where the Judge had been transferred and the successor had not assumed office therefore, the Clerk of Court could receive the plaint and this is perfectly in order under the provisions of the High Court Rules and order Volume I, Chapter 1-b, Rule 7 (c). Decision in which it has been held that the plaint received by the Clerk of Court is not properly received, are not relevant (page no.18 Chapter 1, Part B of Punjab High Court Rules and orders Vol. 3)</p>

Sr. No.	Name of post	Duties of employee
Nazarrat Office		
11.	Civil Nazir	<p>1.The Civil Nazir is to be regarded as the ministerial head of the process-serving establishment under the control of the Senior Subordinate Judge (or the Administrative Sub-Judge in districts where an Administrative Sub-Judge has been appointed). His main duty is to maintain the efficiency of the process-serving establishment and for this purpose he will submit reports and make suggestions from time to time to the Senior Sub-Judge or the Administrative Sub-Judge as the case may be. (page no.433 Chapter 6-A of Punjab High Court Rules and orders Vol. 4)</p> <p>2.The Civil Nazir will be expected to keep up the Civil Deposits and Repayments Accounts and to manage the execution of decree business. It is left to Senior Subordinate Judges to issue detailed instructions as to the duties which are to be performed by the Civil Nazir. The Civil Nazir should devote his time to the distribution of business amongst process-servers, the transmission of processes to agencies located at tehsils for service, the management of the accounts and correspondence regarding the payment of diet money to witnesses, and other similar matters connected with the carrying out of the system of serving processes through agencies located at outlying tehsils. (page no.434 Chapter 6-A of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>3. Every Civil Nazir shall be provided with a strong box for the custody of all light property such as jewels, bullion, etc., up to the value of one thousand rupees. This strong box may be placed in the outer room of the Treasury, if it is open, as provided in Chapter 3 of the Punjab Financial Rules and if it is closed, the officer-in-charge should arrange for its safe custody in the Civil Nazir's malkhana, subject to the provision of rule 8. The civil Nazir shall be primarily responsible for the safe custody of the malkhana, the strong box, and the keys thereof subject to the general superintendence of the officer-in-charge. It shall be the duty of the officer-in-charge to see that the aggregate, value of property such as jewels, bullion, etc., in custody of the Civil Nazir, does not at any time exceed Rs.1000. (page no.481 Chapter 10-D of Punjab High Court Rules and orders Vol. 4)</p> <p>4. Columns 1 to 5 of the Miscellaneous Register F shall be filed up by the Civil Nazir on receipt of the property. The number given to the deposit in column no.1 shall be noted by the Nazir on the record of the proceedings ordering the property to be made over to him. (page no.481 Chapter 10-D of Punjab High Court Rules and orders Vol. 4)</p> <p>5. All civil forms will be stocked by the Civil Nazir whose duty it will be to supply them to Subordinate Judges and Extra Assistant Commissioners when required. (page no.619 Chapter 25-B of Punjab High Court Rules and orders Vol. 4)</p> <p>6. The Civil Nazir will conduct all sales ordered by the courts located at district headquarters and for all other sales in which the value of the property to be sold is estimated to exceed Rs.5000/-. (page no.199 Chapter 12, Part L of Punjab High Court Rules and orders Vol. 1)</p>

Sr. No.	Name of post	Duties of employee
12.	Nazir	<p>1. Check the registers of receipt and repayments of deposits, and note whether there are any deposits of long standing date. (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>2. Examine Register No. XXIII (Processes served by each Peon), and note whether the distribution of work is fair. Are any of the process-servers employed on other than their legitimate duties? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>3. The District Nazir shall be responsible under the officer in charge for the disposal of such property and he will prepare the monthly statement of sale proceeds of unclaimed and escheated property credited into the Treasury for submission to the Accountant General. (page no.474 Chapter 10-A of Punjab High Court Rules and orders Vol. 4)</p> <p>4. Subject to the control of the Nazarat Officer, the District Nazir, and not any of his assistants, shall be held personally responsible for the proper receipt, safe custody and disposal of all arms, ammunition and military stores. (page no.477 Chapter 10-C of Punjab High Court Rules and orders Vol. 4)</p> <p>5. Are there any complaints against any of the establishment on account of inefficiency due to age or any other cause? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>6. Does the staff appear sufficient, or in excess of requirements? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>7. Examine Miscellaneous Register C (Miscellaneous proceedings received from other districts and courts), and ascertain from the entries in columns 3,6,8 and 9 whether unnecessary delay occurs in the disposal of references. (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>8.Examine Miscellaneous Register F (Property received into the Nazir's store room) carefully, and check the correctness of the entries in column 4 by an examination of at least twelve bundles taken at random. Are the arrangements of the malkhana satisfactory as regards the preservation of the property stored therein? What officer of the headquarters staff is in charge of the malkhana (Rule 4, Chapter 10-A of Punjab High Court Rules and orders Vol. 4) and are the requirements of that and the other rules herein contained carefully carried out? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p>
Record Room		
13.	Record Keeper	<p>1.On receipt of the case in the Record room, the Record-Keeper will examine the index and check the entries in columns 1,2 and 6 with the papers and stamps in the record. He will then, if the record is complete, sign the certificate to that effect at the foot of the index, and enter the case in its appropriate register; if any papers or court fee stamps are missing he will at once bring the deficiency to notice. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p> <p>2.Record-keepers should be instructed not to receive into their record room any record in which property appears to have been made over to the Civil Nazir, unless the acknowledgment of the Civil Nazir, the number given to the deposit in its register have been duly entered on the record. (page no.481 Chapter 10-D of Punjab High Court Rules and orders Vol. 4)</p> <p>3.Are the records properly kept and promptly furnished as required for purposes of inspection ? (page no.393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>4. Are the Record-keeper's Registers No. XV- Civil (General Register of suits and appeals disposed of), No. XVI- Criminal (General Register of decided cases) and Miscellaneous Register B (of files taken from the record -room for reference) properly kept ? (page no.393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>5. Are the stamps in the record properly punched according to the orders in force ? (page no.393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>6. Are the instructions contained in Chapter 16 of this volume, for the preparation of an index of papers in Judicial Proceedings, observed ? (page no.393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)</p> <p>7. The destruction of records and registers shall be carried out under the supervision of the Record Keeper and shall be effected by tearing, care being taken that all court-fee stamps have been duly cancelled. The paper shall then be sent to the nearest paper-making jail after ascertaining from the jail concerned whether it does require the waste paper. The paper should be sold in the open market if the reply of the jail is in the negative, the sale proceedings being credited to the head " XXI- Administration of Justice - Miscellaneous Fees and fines - Judicial Record Room Receipts." (page no.514 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)</p> <p>8.2-A, -Documents of a secret or confidential nature should not be sold but destroyed by being burnt under proper supervision. (page no.514 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>9. When under the above rules the whole of the papers of Part A of the record are destroyed, a note to the effect shall be made at the time of destruction, against the entry of the case in the Goshwara. In the case of the record offices of District and Sessions Courts where no Goshwaras are kept, the note shall be made against the entry of the case in the General Register. (page no.521 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)</p> <p>10. When some only of the papers of part A of the record are destroyed and some are retained, a note of the papers destroyed shall be made, at the time of destruction, on the fly index of the case. (page no.521 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)</p> <p>11. All notes made under the above instructions (i) and (ii) shall be attested by the Record-Keeper. (page no.522 Chapter 16-E of Punjab High Court Rules and orders Vol. 4) The Record-keeper will maintain a running list prepared from the above form of all cases in which copies of judgments have been sent out. When the copies of judgments are returned to him by the original courts, he will add them to the records, fill in the date of receipt and strike those cases off his running list. (page no.222 Chapter 14 of Punjab High Court Rules and orders Vol. 1)</p>

Sr. No.	Name of post	Duties of employee
		<p>12.The rules for the cancellation of court-fee stamps by the Record keeper are contained in a resolution of the Central Government in the Financial Department, No.1763, dated 24th July, 1873, in which it is ordered that the Record Keeper of every court shall, when a case is decided and the record consigned to his custody, punch a second hole, or, in the case of stamps falling under clause (c), rule 1 a third hole, in each label, distinct from the first and note the date of doing so at the same time. Special attention is requested to the words in italics, as the directions therein contained in always not complied with. The Record Keeper's punching should not remove so much of the label as to render it impossible or difficult to ascertain its value or nature. From the resolution of the Central Government, No.3047, dated 5th September, 1883, it will be seen that these directions apply only to adhesive label used under the Act, and not to impressed stamps which need not be punched a second time. (page no.414 Chapter 4 of Punjab High Court Rules and orders Vol. 4).</p> <p>13.Record Keepers will held personally responsible that the stamp appertaining to the record under their charge are complete and they have been duly cancelled in accordance with these instructions. Should a record be sent into the record room in which the stamps are incomplete or not fully cancelled, the Record Keeper shall report the circumstances at once to the Head of the Office and shall defer entering the case in its appropriate register until orders have been passed in the matter. (page no.414 Chapter 4 of Punjab High Court Rules and orders Vol. 4).</p>

Sr. No.	Name of post	Duties of employee
		<p>14.It is the duty of the Record Keeper to see that the records are made over to the Senior copyist on the day he receives the application or in the morning of the next working da at the latest. (page no.530 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>15.The record Keeper shall recommend on the application itself that a searh fee of fifty paise should be imposed in every case in which an unreasonable amount of trouble has been caused in finding the original record by the failure of the applicant to give correct particulars and this fee shall be recovered as part of the copying fee in court fee stamps and affixed to the application concerned. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>
14.	Record Room Clerk/Staff	<p>1.In the case of courts at District head quarters of Districts, a challan in duplicate in form given hereinafter, along with the court registers, duly completed, will accompany the records. The court registers will be immediately returned after being signed by the Record Room Clerk receiving the records. One copy of the challan will be returned later, after entry of Goshwara number with date against each record and signature in full of the Record Room Clerk. The other copy of the challan will be retained by Record Room Staff. (page no.506 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>2. In the case of outlying courts, the challan will be prepared in triplicate and sent to the District Record room along with the records sought to be consigned. The record Room clerk will acknowledge receipt of the records by signing and immediately returning one copy of the challan without waiting to enter the Goshwara number and date of the court concerned. The second copy will be returned later after entry of the Goshwara number with date against each record and signature in full of the Record room Clerk. The third copy will be retained by the Record Room Staff. (page no.506 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p> <p>3. Copies of the challans retained by the Record Room Staff will be kept for three years and destroyed later on. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p>
Copying Agency		
15.	Copying agent	<p>1. The senior copyist in each agency shall be the copying agent and file fetcher and shall be subject to the control of the copying supervisor. (page no.536 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2. Copying agent shall be responsible that no file is taken out of the copying room by any one. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>3. Copying agent shall be responsible that all files are locked up in an almirah with the key in his possession before leaving office. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).</p> <p>4. Copying agent shall be responsible for the proper and equal distribution of work among the copyists. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).</p>

Sr. No.	Name of post	Duties of employee
		<p>5. Copying agent shall be responsible for the proper maintenance of accounts, and preparation of returns. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>6. Copying agent shall be responsible for the regular and proper delivery of copies. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).</p> <p>7. Copies when prepared shall be delivered or despatched by the Copying Agent. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).</p> <p>8. Copying agency, before delivering a copy shall make sure that all fees chargeable according to the Schedule annexed to these rules have been duly recovered. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>9. Copying agent before any copy is delivered, shall endorse thereon the date of delivery and verify the cancellation of the Court Fee Stamps. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4). The copying agent shall maintain a separate register in form C.D.11 in which he shall enter the balance of fees recoverable in each case and refused VPPs and from which he shall prepare the statement required by rule 53(2). (page no.535 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>10. On receipt of an application the copying agent shall scrutinize whether the copy applied for can be supplied under rules ; the application has been duly stamped with forty paise court fee stamp and give the correct particulars for tracing the record; the fee if pre-paid has been correctly assessed in accordance with the scale laid down in Schedule A. (page no.529 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
16.	Copyists	<p>1.Preparation of the copies of the records as per the instructions laid down in Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2.The senior copyist shall maintain a register in Form C.D.7. (page no.530 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>3.A register of daily work done by copyists shall be maintained by each copyist in Form C.D.5. (page no.537 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>4.A separate income account shall be kept by the copying agent in Register C.D.3 in which each day's income shall be recorded by the Copying Agent and totalled monthly. After the close of each month the copying agent shall prepare a statement showing the case in which the fee or any portion thereof remains to be realised. The statement shall be checked by the copying supervisor and submitted to the collector through the District and Sessions Judge. (page no.538 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>5.Copyists shall in no circumstances be allowed access to the record room and the records shall be made over to the copying agent by the Ahlmad or Record Keeper according as the case is pending or a decided one, the receipts take in the Register maintained in form C.D.8. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>
17.	Examiner	<p>1.To personally compare such copy with the original record from which it has been made, with the help of the copyist who prepared it, who shall read out the original. (page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2.To attest every alteration made in such copy by initialing the same;(page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>3.Examine and initial the endorsement made upon the copy in accordance with these rules ; (page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>4.Examine the headings and form of the copy, and see that they are in accordance with the law, rules and directions applicable to such copy. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>5.To see that the provisions of rule 18 have been fully complied with (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>6.To see that the court fee stamps affixed to copies are punched, cancelled and initialled; (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>7.To make an entry in register C.D.5 as to the out turn of the copyist as required by rule 48.(page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>8.When the examiner is satisfied that the copy is correct in all respects and ready for delivery to the applicant, he shall make endorsement "certified to be a true copy" and shall sign and date the endorsement, and also subscribe his official designation below which he shall make the further endorsement ' Authorised by Section 76 of Indian Evidence Act, 1872'. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>9.If the copy is more than one sheet of paper, the examiner shall endorse the word Attested on every such sheet and shall enter his initials and the date thereunder. He shall at the same time cancel the court fee stamps, if not already done, representing the costs of the copy. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>10. In the event of any copy being found to be unfit for issue by reason, that it has not been legibly and neatly written; is not in the prescribed form or on paper of the prescribed quality; is so incorrect that revision has rendered it unfit for issue; does not conform to these rules; or is defective or otherwise open to objection, the examiner shall write the word 'cancelled' across the copy, and a fresh copy shall be made without further charge. At the same time he shall submit a separate report against the copyist for his carelessness (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>11. The signature of examiner to a copy is a certificate that the official has personally satisfied himself of its accuracy, and that the copy has been personally compared by him, and is suitable for delivery. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>12. The copying supervisor shall maintain a register in form D.D.6 for payment received by money order or through VPP. He shall convert all such payments into court fee stamps. Affix them to the application, and then cancel them by punching out the figure-head so as to leave the amount designated on the stamp un-touched. The part removed by punching shall be burnt or otherwise destroyed. As an additional precaution the cancelling officer shall affix his signature and the date across each label, at the time of cancellation, in durable ink. Thereafter copying supervisor shall hand over the application to the copying agent by obtaining his receipt in the register C.D.6. The money order and VPP coupons shall be pasted in a separate guard file and numbered serially. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		13.The permanent advance register C.D.4 shall be kept and maintained personally by the Copying Supervisor. (page no.538 Chapter 17 of Punjab High Court Rules and orders Vol. 4)
18.	Process-server	1.The process-servers shall be employed mainly in the work of serving and executing processes, but they may be required to perform any other public duties that may be assigned to them. (page no.437 Chapter 6, Part C of Punjab High Court Rules and orders Vol. 4)
19.	Reader	1.It will be the duty of the Reader of each Court to see that all fines imposed by the Judge or Magistrate are entered the same day in the fine register. The register should be inspected and signed, in the case of Sessions Courts, by the Judge once a month, and in other Courts, by the Presiding Officer once a week. (page no.483 Chapter 11 of Punjab High Court Rules and orders Vol. 4) 2.To prepare the daily cause list and to prepare the monthly statements.
20.	Judgment Writers/ Stenographers/ steno- typists	1.The Judgment Writers, Stenographers or Steno Typists as the case may be, shall prepare as many extra carbon copy of appealable interim order/ judgments as are applied for by the parties or their pleader within the prescribed time limit at the time of transcription of interim order/ judgment pronounced by the court. (page no.169 Chapter 11, Part a of Punjab High Court Rules and orders Vol. 1) 2.The Judgment Writer, Stenographer or the Steno-typist as the case may be, who prepared the copy, shall make thereon the endorsement 'certified to be a true copy' and shall sign and date the endorsement and also subscribe his official designation below which he shall make the endorsement 'Authorised by Section 76 of Indian Evidence Act, 1872' (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

Sr. No.	Name of post	Duties of employee
		<p>3.If the copy is on more than one sheet of paper, he shall endorse the word 'attested' on each such sheet and shall enter his initials and the date thereunder. He shall at the same time cancel the court fee stamps on the application, if not already done and also those representing the cost of the copy. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)</p> <p>4.Before delivering copy to the applicant be ensured that the prescribed copying fee charges have been duly recovered in the form of court fee stamps. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)</p> <p>5.Shall maintain a register showing there in each day's income from the supply of copies and other particulars in the form; serial no.,; date of application; date of pronouncement of judgment; number and title of the case; name of the applicant; number of pages of the judgment; amount recovered as copying charges; date of delivery of copy; and remarks by the presiding officer of the court. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)</p> <p>6.After the close of each month, he shall total the income and prepare a statement of monthly income which shall be sent by him after being countersigned by the Presiding Officer of the court by the 15th of succeeding month to the Officer incharge of the copying agency which is required to supply copies of the records of that court. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>7.40% of the income derived from the supply of copies prepared by a judgment writer, stenographer or stenotypist, as the case may be, shall be paid to him by the Officer-in-charge of the Copying Agency within a period of 15 days from the receipt of statement under the rule 10 of the Imprest of the Copying Supervisor of that agency. (page no.551 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)</p>
21.	Ahlmad	<p>1.No process shall be prepared or issued until the proper fee for the service thereof has been paid, but as soon as the process fee(talbana) is paid by a litigant, his agent, or his pleader, a receipt is to be granted by Ahlmad and thereafter the court fee label denoting the fee shall be affixed to the diary of process fees and immediately punched. (page no.430 Chapter 5, Part A of Punjab High Court Rules and orders Vol. 4)</p> <p>2.With the record of each civil case and of each criminal case in which process fees are levied, should be kept a separate sheet of paper to be termed the 'Diary of Process Fee' which should be devoted to the sole purpose of maintaining a record of process fees. This diary should be in the prescribed form. (page no.430 Chapter 5, Part A of Punjab High Court Rules and orders Vol. 4)</p> <p>3.The Goshwara numbers given by the Record Officer in the challan will be entered in the court registers by the Ahlmad. Presiding officer of court should on the first working day in the months of February, May, August and November check the Goshwara numbers given in the court registers by Ahlmads with those entered in the challan in order to see that entries are correctly made in the court registers and sign the court registers in token of their check. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p>

Sr. No.	Name of post	Duties of employee
		<p>4.The file of every decided case should be consigned to the record room within a period of 15 days from the date of the final orders passed therein and that in case of default, explanation for the delay, duly signed by the Presiding Officer, should accompany the record. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)</p> <p>5.It is the duty of the Ahlmad to see that the records are made over to the Senior copyist on the day he receives the application or in the morning of the next working day at the latest. (page no.530 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>