

<sup>[1]</sup>CHAPTER 17-A

PUNJAB AND HARYANA CIVIL COURTS PREPARATION AND  
SUPPLY OF CERTIFIED COPIES OF TYPE-WRITTEN  
APPEALABLE INTERIM ORDERS/JUDGMENTS RULES,  
1982.

The Punjab and Haryana Civil Courts preparation and Supply of Certified Copies of Type-Written Judgments Rules, 1982, notified,--*vide* notification No. 257 G.S.R. C.A./V/1908/R6B and 20 Order XX/82, dated 5<sup>th</sup> August, 1982 and, thereafter, amended,--*vide* correction slip No. 379 Rules/II.D.4, dated 9<sup>th</sup> November, 1994 and called as The Punjab and Haryana Civil Courts preparation and Supply of Certified Copies of Type-Written Appealable Interim Orders/Judgments Rules, 1982, shall be included as Chapter 17-A, of the Rules and Orders of the Punjab High Court, Volume IV, after the existing Chapter 17.

**No. G.S.R. 85/257/C.A./V/1908/R6-B and 20, Order XX/82 dated 05.08.1982**

In exercise of the powers conferred by rule 6-B read with rule 20 of Order XX of Code of Civil Procedure, 1908, as amended the High Court of Punjab and Haryana makes the following rules to regulate the preparation and supply of certified copies of type-written judgments in civil cases by Courts provided with stenographers/steno-typists, namely :-

1. (1) These rules may be called the Punjab and Haryana Civil Courts Preparation and Supply of Certified Copies of Type-written Judgments Rules, 1982.

Short title, extent  
and commence-  
ment.

(2) They shall apply to every civil court for the time being provided with a stenographer or a stenotypist, subordinate to the High Court.

(3) They shall come into force with immediate effect.

[1] Inserted vide Correction Slip No. 117/Rules/II.D4 dated 28.03.2001

Definitions.

2. In these rules, unless the context otherwise requires-

- (a) 'Copy' means certified copy of a type-written judgment prepared in accordance with these rules.
- (b) 'Code' means the Code of Civil Procedure, 1908.
- (c) 'High Court' means the High Court of Punjab and Haryana at Chandigarh.
- (d) All other words and expressions used in these rules but not defined shall have the meaning respectively assigned to them in the Code.

Persons entitled to obtain copy.

3. Any party to a civil case including proceedings of a civil nature shall be entitled to obtain copy from the Court if an application is made to the Presiding Officer of that Court at any time before the conclusion of arguments.

Duty of the Court to inform the parties and their pleaders as to their right for the supply of copies.

4. The Court shall, before the commencement of arguments, inform the parties and their pleaders present in Court are to their right to the supply of a copy if an application is made by them at any time before the conclusion of arguments.

Procedure for submission of application.

5. An application for a copy shall be made by the party, his authorised agents or by his pleader on a plain paper bearing a Court fee stamp of 40 paise apart from the court fee stamp, if any, to cover the cost of a copy.

Charges for copy and manner of payment thereof.

6. Copying fee shall be charged at the rate of Re. 1 per page which shall be paid by the applicant in the form of court fee stamps before taking delivery of the copy.

Preparation of copies by <sup>[1]</sup>Judgment Writers, stenographers/ steno-typists.

7. The <sup>[1]</sup>Judgment Writers, stenographers or the steno-typists, as the case may be, shall prepare as many extra carbon copies of judgments as are applied for by the parties or their pleaders within the prescribed time limit, at the time of transcription of the judgment pronounced by the Court.

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[1] Inserted vide Correction Slip No. 118 Rules/II.D4 dated 31.03.2001

8. (1) The <sup>[1]</sup>Judgment Writer, stenographer or the stenotypist, as the case may be, who prepared the copy, shall make thereon the following endorsement :-

Endorsement on copies.

“ 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 following further endorsement :-

“Authorised by section 76 of Indian Evidence Act, 1872.”

(2) If the copy is on more than one sheet of paper, he 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 on the application, if not already done and also those representing the cost of the copy.

9. The <sup>[1]</sup>Judgment Writer, stenographer or the stenotypist, as the case may be, shall before delivering copy to the applicant ensure that the prescribed copying fee charges have been duly recovered in the form of court fee stamps.

Recovery of copying fee and supply of copy.

10.(1) The <sup>[1]</sup>Judgment Writer, stenographer or the stenotypist, of every civil court shall maintain a register showing there in each day’s income from the supply of copies and other particulars in the following form :-

Account of income in register.

- (i) serial No.,
- (ii) date of application,
- (iii) date of pronouncement of judgment,
- (iv) number and title of the case,
- (v) name of the applicant,
- (vi) number of pages of the judgment,
- (vii) amount recovered as copying charges,

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[1] Inserted vide Correction Slip No. 118 Rules/II.D4 dated 31.03.2001

- (viii) date of delivery of copy, and
- (ix) remarks by the presiding officer of the Court.

(2) 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 15<sup>th</sup> of succeeding month to the Officer Incharge of the Copying Agency which is required to supply copies of the records of that Court.

11. 40% of the income derived from the supply of copies prepared by a <sup>[1]</sup>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 out of the imprest of the Copying Supervisor of that agency.

Payment of 40% fee to the <sup>[1]</sup>Judgment Writers, stenographers/stenotypist.

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[1] Inserted vide Correction Slip No. 118 Rules/II.D4 dated 31.03.2001