

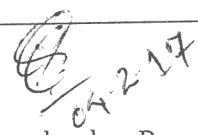
HIGH COURT OF CHHATTISGARH: BILASPUR

[Guidelines/Practice Directions regarding issuance of Certified Copies]

No. 1235 / R.(J) / 2017

Bilaspur, 4th February, 2017

1.	The Reader to Hon'ble the Chief Justice, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
2.	The Reader to Hon'ble Mr. Justice Pritinker Diwaker, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
3.	The Reader to Hon'ble Mr. Justice Prashant Kumar Mishra, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
4.	The Reader to Hon'ble Mr. Justice Manindra Mohan Shrivastava, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
5.	The Reader to Hon'ble Mr. Justice Goutam Bhaduri, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
6.	The Reader to Hon'ble Mr. Justice Sanjay K. Agrawal, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
7.	The Reader to Hon'ble Mr. Justice P. Sam Koshy, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
8.	The Reader to Hon'ble Mr. Justice Chandra Bhushan Bajpai, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
9.	The Reader to Hon'ble Mr. Justice Sanjay Agrawal, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
10.	The Reader to Hon'ble Mr. Justice Rajendra Chandra Singh Samant, High Court of Chhattisgarh, Bilaspur to place it before His Lordship
11.	The Reader to Hon'ble Mr. Justice Anil Kumar Shukla, High Court of Chhattisgarh, Bilaspur to place it before His Lordship
12.	The Advocate General, Government of Chhattisgarh, Bilaspur.
13.	The Registrar General, High Court of Chhattisgarh, Bilaspur.
14.	The Registrar (Judicial/ Vigilance/ Inspection & Enquiry), High Court of Chhattisgarh, Bilaspur.
15.	The Additional Registrar (Judicial/ Administration/ High Court Establishment), High Court of Chhattisgarh, Bilaspur.
16.	The Secretary, High Court Legal Services Committee, Bilaspur.
17.	The Budget Officer, High Court of Chhattisgarh, Bilaspur.
18.	The Secretary, High Court Bar Association, Bilaspur.
19.	The Assistant Solicitor General of India, Central Government, High Court Premises, Bilaspur
20.	The Deputy Registrar (Criminal/ Civil/ Writ/ Copying), High Court of Chhattisgarh, Bilaspur.
21.	All Assistant Registrar/ Section Officer/ In-charge (Copying/ Civil/ Criminal/ Writ/ Central Filing/ S.W. Section/ Lawzima/ Paper Book & Inspection/ Supreme Court Section), High Court of Chhattisgarh, Bilaspur.
22.	The OIC-NIC, High Court of Chhattisgarh, Bilaspur for uploading the same on Internet.
23.	The Incharge, Cause List Section, High Court of Chhattisgarh, Bilaspur.
24.	The Area Manager, Stock Holding, E-Court Fee Counter, High Court of Chhattisgarh, Bilaspur.
25.	The Branch Manager, Stock Holding, E-Court Fee Counter, High Court of Chhattisgarh, Bilaspur.


(Ramashankar Prasad)
Registrar (Judicial)


**GUIDELINES/PRACTICE DIRECTIONS REGARDING
ISSUANCE OF CERTIFIED COPIES**

The following guidelines/practice directions regarding issuance of certified copies are issued and same shall be come into force **w.e.f. 13th February, 2017.**

- 1] Court Fees shall be affixed on the application for obtaining a certified copy as per Court Fee Act.
- 2] As soon as an application is received by the Copying section for obtaining certified copy, the Copying section shall register it immediately and a generated receipt thereof shall be given to the applicant and one copy shall be kept with the Copying section.
- 3] At the time of receiving of copying application no amount in respect of copying fees shall be deposited.
- 4] Applicant shall require to mention on the application that on which mode he obtains certified copy either express or ordinary mode.
- 5] Express mode certified copy shall be supplied to the applicant within 24 hours after uploading the judgment/order. In case of not listed cases certified copy shall be supplied to the applicant within 24 hours after receipt of record from the section/record room.
- 6] Ordinary mode certified copy shall be supplied to the applicant within 48 hours after uploading the judgment/order. In case of not listed cases certified copy shall be supplied to the applicant within 48 hours after receipt of record from the section/record room.
- 7] First page of the certified copy shall be charged Rs.10, thereafter Rs.2 per page shall be charged, in case of ordinary mode.
- 8] First page of the certified copy shall be charged Rs.10, thereafter Rs.4 per page shall be charged, in case of express mode.

- 9] As soon as e-copying fee is calculated, the Copying section shall send a SMS to the applicant to the effect that the certified copy is ready and he is required to pay the e-copying court fees of such amount to the e-Court Fees counter and receipt thereof produce before the incharge Copying section, and in turn, the incharge Copying section shall provide certified copy to the applicant.
- 10] After obtaining the SMS, the applicant is required to produce receipt of e-copying court fees to the incharge Copying section within a period of two weeks, otherwise his copying application shall be treated as disposed of.
- 11] At the time of delivery of certified copy, the incharge Copying section shall obtain a receipt thereof on the back side of copying application.
- 12] The incharge Copying section shall maintain a statement on daily basis that how many certified copies have been issued and how much e-copying fee have been generated on the day.

By order of Hon'ble the Chief Justice,


04-2-17
(Ramashankar Prasad)
Registrar (Judicial)