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# मध्यप्रदेश राजपत्र

( असाधारण )

प्राधिकार से प्रकाशित

क्रमांक 183 ]

भोपाल, सोमवार, दिनांक 21 अप्रैल 2014—वैशाख 1, शक 1936

विधि और विधायी कार्य विभाग

HIGH COURT OF MADHYA PRADESH JABALPUR, (M.P.)

MEMORANDUM

Endt. No. Q/2

Jabalpur, Dated the 2nd, 4th April 2014

NOTIFICATION NO. 1

In exercise of the powers conferred by Article 225 of the Constitution of India, Section 54 of the States Reorganisation Act, 1956, clauses 27 & 28 of the Letters Patent, the High Court of Madhya Pradesh makes following amendment in Rule 1(1) of Chapter-VII of the High Court of Madhya Pradesh Rules, 2008, which shall come into force from the date of its publication in the Madhya Pradesh Official Gazette (Extra-ordinary).

AMENDMENT

In Rule 1(1) of Chapter-VII in second line figure '2:00' Shall be replaced by '2:30'.

NOTIFICATION NO. 2

In exercise of the powers conferred by Article 225 of the Constitution of India, Section 54 of the States Reorganisation Act, 1956, clauses 27 & 28 of the Letters Patent, the High Court of Madhya Pradesh makes following amendment in Form No.-3 of the High Court of M. P. Rules, 2008 (Chapter-X, Rule-1) regarding Computer-sheet. Computer-sheet shall be replaced by Appendix-1 Computer-sheet which shall come into force from the date of its publication in the Madhya Pradesh Official Gazette (Extra-ordinary).

AMENDMENT

Form No. 3 of the High Court of M. P. Rules, 2008 (Chapter-X, Rule-1) regarding Computer-sheet shall be replaced by Form No. 3 (Appendix-1).

VED PRAKASH, Registrar, General.

(Appendix-1)

**Form No. 3**  
**(Chapter-X, Rule-1)**  
**IN THE HIGH COURT OF MADHYA PRADESH PRINCIPAL SEAT AT**  
**JABALPUR /BENCH AT INDORE / BENCH AT GWALIOR**

1 CASE TYPE     2 CASE NUMBER       3 CASE YEAR     4 SB/DB    
(TO BE FILLED BY OFFICE) (TO BE FILLED BY OFFICE)

1A Filed within limitation prescribed (Y/N)  If delayed, delay period   Years   Months   Days

**COMPUTER SHEET**  
**(TO BE FILLED BY PETITIONER / APPELLANT / APPLICANT / COUNSEL OFFICE - IN CAPITAL LETTERS ONLY)**

5. PETITIONER / APPELLANT / APPLICANT (1<sup>st</sup>/MAIN)

6 S/O  W/O  C/O

7 DEPARTMENT CODE  8. OCCUPATION/DEPARTMENT

9 ADDRESS

10 DISTRICT  11 STATE CODE

12 PINCODE  13 MOBILE  14 SEX  15 AGE

16 EMAIL ID

17 PETITIONER / APPELLANT / APPLICANT (2<sup>nd</sup>)

18 S/O  W/O  C/O

19 MOBILE

20 PETITIONER / APPELLANT / APPLICANT (3<sup>rd</sup>)

21 MOBILE

22 RESPONDENT / NON - APPLICANT (1<sup>st</sup>)

23 S/O  W/O  C/O

24 OCCUPATION/DEPARTMENT

25 ADDRESS

26 DISTRICT  27 STATE CODE

28 PINCODE  29 MOBILE  30 SEX  31 AGE

32 EMAIL ID

33 RESPONDENT / NON - APPLICANT (2<sup>nd</sup>)

34 S/O  W/O  C/O

35 MOBILE

36 RESPONDENT / NON - APPLICANT (3<sup>rd</sup>)

37 S/O  W/O  C/O

38 MOBILE

39 SUBJECT MATTER CODE  40 SUBJECT MATTER NAME

41 PROVISION OF ACT/LAW CODE  42 PROVISION OF ACT/LAW NAME

43 CATEGORY CODE  44 CATEGORY NAME

45 SUB-CATEGORY CODE  46 SUB-CATEGORY NAME



**Notification No.3**

In exercise of the powers conferred by Article 225 of the Constitution of India, Section 54 of the States Reorganisation Act, 1956, clauses 27 & 28 of the Letters Patent, the High Court of Madhya Pradesh makes following amendment in Chapter-XVIII, Rule-5 of the High Court of M.P. Rules, 2008, which shall come into force from the date of notification in the Madhya Pradesh Official Gazette (Extra-ordinary).

**Amendment**

After Sub-rule-11 of Rule-5 of Chapter-XVIII of the High Court of M.P. Rules, 2008 following Sub-rule 12 shall be inserted :-

(12). Application for certified copy shall be in the Certified Copy Form(Form No.39).

**(VED PRAKASH)**  
**REGISTRAR GENERAL**

**Form No.-39**  
(Chapter-XVIII, Rule-5, Sub-rule 12)  
**IN THE HIGH COURT OF MADHYA PRADESH PRINCIPAL SEAT AT  
JABALPUR /BENCH AT INDORE / BENCH AT GWALIOR**

TO,  
THE HEAD COPYIST,  
HIGH COURT OF MADHYA PRADESH,  
JABALPUR

Dear Sir,

Kindly supply me the certified copy / copies of the following reference / Court order.

1) CASE TYPE    NO.     YEAR

2) CASE STATUS PENDING  OR DECIDED  (Mark ✓ in the box)

3) NAME OF THE FIRST PARTY ON THE EITHER SIDE

4) DATE OF THE JUDGEMENT / ORDER (DDMMYYYY)

5) DETAILS OF THE DOCUMENTS / COPY OF WHICH IS APPLIED FOR.

1.

2.

3.

6) NAME(S) OF THE JUDGE(S)  
HON'BLE SHRI JUSTICE

HON'BLE SHRI JUSTICE

7) WHETHER THE APPLICANT IS PARTY TO PROCEEDING, IF NOT PURPOSE FOR WHICH THE COPY IS APPLIED.

8) WHETHER COPY IS EXPRESS  OR ORDINARY  (Mark ✓ in the box)      9) Amount Deposited Rs.

10) WHETHER THE COPY IS TO BE SENT BY POST OR APPLICANT, HIS AGENT OR LEGAL PRACTITIONER SHALL TAKE DELIVERY THEREFORE IN PERSON

11) NAME OF THE APPLICANT

12) IF APPLICANT IS ADVOCATE OF PETITIONER  OR RESPONDENT  (Mark ✓ in the box)  
ADVOCATE REGISTRATION NO.

13) APPLICANT ADDRESS

14) APPLICATION MOBILE NO.

The above information is true and completed as per my information. If the given information is false or incomplete then delay in getting the certified copy is my responsibility.

Date \_\_\_\_\_ Place \_\_\_\_\_

(Signature of the Applicant's)

**Notification No.4**

In exercise of the powers conferred by Article 225 of the Constitution of India, Section 54 of the States Reorganisation Act, 1956, clauses 27 & 28 of the Letters Patent, the High Court of Madhya Pradesh makes **The High Court of Madhya Pradesh Digitization of Records Rules, 2014**, as annexed, which shall come into force from the date of notification in the Madhya Pradesh Official Gazette (Extra-ordinary).

(VED PRAKASH)  
REGISTRAR GENERAL

**Rules:- The High Court of Madhya Pradesh  
Digitization of Records Rules, 2014.**

**Prefatory Note-Statement of Objects and Reasons:-**

*There is an urgent need to cope with the need for creation of user-friendly database with features for text, context, keyword based searching and for purpose of safe custody and creation of space for records. The Digitization solution will be an integrated web technology based solution capable of running seamlessly over Intranet, Virtual Private Network (VPN) as well as on the Internet that allows the High Court of Madhya Pradesh to scan and integrate all types of records, Judgments / Orders and enable the end users to search quickly and comprehensively across different media from the vast database available at the High Court of Madhya Pradesh.*

**CHAPTER-I**

1. **Nomenclature:-**These Rules may be called the "High Court of Madhya Pradesh Digitization of Records Rules, 2014".

2. **Application:-**These Rules shall come into force with immediate effect from the date of notification.

3. **Definitions:-**

- 1) **Digitization** means the process of converting analog signals or information in any form into a digital and un-editable format that can be understood by computer systems or electronic devices.
- 2) Digitized / electronic records shall bear the same meaning as assigned under the Information Technology Act, 2000.
- 3) **Microfilming** means a film bearing a photographic record on a reduced scale of printed or other graphic matter.
- 4) **Repository** means a central place where data is stored and maintained and this data comprises of collection of electronic records.
- 5) **Digitization of the High Court records** means conversion of all physical files including Judicial records of disposed of, pending and freshly filed cases.

administrative records, ILR publications, gazette notifications / publications, old books, all registers etc. into digital form capable of being understood by computer systems or an electronic device.

- 6) **Official** means the officer and employees of the High Court of Madhya Pradesh
- 7) **Application software** means a program or group of programs designed for end users. The application software includes database programs, word processors, spreadsheets, etc.
- 8) **Local Area Network** means a computer network that interconnects computers in a limited area such as a home, school, computer laboratory or office building using network media.
- 9) The words and phrases not mentioned herein shall bear the same meaning as assigned under the High Court of Madhya Pradesh, Rules 2008.

## CHAPTER-II

### PRESENTATION OF MATTERS AT THE FILING COUNTER

Notwithstanding anything to the contrary contained in Rule 1 Chapter 11 High Court of M.P. Rules, 2008.

- (a) Any main case, interlocutory application or any other document in a main case may be presented at the presentation centre of the High Court during working hours in soft copy (*pdf format*) by any party or his recognized agent or counsel in person.
- (b) On such presentation, the advocate/party shall be given the facility of listing of his/her case on next working day after removal of default.



- (c) In case the advocates/parties are submitting the hard copy of paper look the same will be scanned at scanning center by the scanning team of the High Court or by the vendor appointed by the High Court for the said purpose.
- (d) The scanned files and the soft copy shall be uploaded on the Server added in the repository.
- (e) All subsequent orders, memo's, reminders, rejoinders shall be appended/added in the scanned digital file either through scanning process or digitally attaching the documents with the relevant file/case.
- (f) Any additional amendment submitted later by the parties/advocates at filing center either in the hard copy or soft copy shall be tagged with the relevant file / case in sequential order.

### CHAPTER-III

#### Preservation and Elimination of Records

- 1) All the original documents after digitization shall be returned to the parties after giving them three months notice to receive the documents and in case the parties do not collect the documents within a period of three months, those documents shall be destroyed in accordance with the provisions of Chapter XIX of the Rules 2008 under the general superintendence of the Registrar (IT), by the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose. Record to be digitized and preserved permanently in the un-editable digitized format.

- 2) Notwithstanding anything contained in Rule 23 to 31 Chapter XIX High Court of MP Rules 2008, the entire judicial record of every case filed in and disposed of by the High Court shall be digitized and preserved permanently in the un-editable format and the digitization of current cases shall be carried out and updated from time to time as may be necessary under the general superintendence of the Registrar (IT) and the supervising officer(s) as may be appointed by the Hon'ble Chief Justice for that purpose.
- 3) The official digitizing the record of the High Court shall certify that the entire judicial record of the given case has been digitized. The supervising officer shall then as soon as possible give a certificate under his physical and digital signatures, that the entire judicial record of the given case is available in the un-editable digitized format.
- 4) The scanned images of the judicial records after sign-off from High Court quality control team will be written on Un-perforated rolls of 16mm of microfilm for archival purpose as per the technical specification specified by Hon'ble the Chief Justice.
- 5) The judicial records of the given case which has been digitized the under-mentioned judicial record alone thereof shall be preserved for the period specified in Rules 23 to 31 of chapter XIX (records) of the High Court of Madhya Pradesh, Rules 2008 in the physical form.

**In Civil Cases including Civil Writs:**

- i. The interim/final signed judgment of the High Court.
- ii. The signed/certified Decree of the High Court.
- iii. Unreturned original deeds of title.

- iv. The affirmation/verification part of all the affidavits on record.
- v. All order sheets duly signed or initiated by the Judges.
- vi. Original Power of Attorney (Vakalatnama).
- vii. Last page of the pleadings in the main matter as well as in the applications which bear Signatures/affirmation/verification of the Parties/Advocates.
- viii. Such papers, in case of historical, sociological and scientific value, as in the opinion of the Court, should be permanently preserved.

**In Criminal cases including criminal Writ Petitions:**

The interim/final judgment of the High Court.

- i. Unreturned original deeds of title.
  - ii. All order sheets duly signed or initialed by the Judges.
  - iii. Original Power of Attorney (Vakalatnama).
  - iv. Last page of the pleadings in the main matter as well as in the applications and memorandum of appeal, which bear signatures/affirmation/verification of the parties/Advocates.
  - v. Such papers, in case of historical, sociological and scientific value, as in the opinion of the Court, should be permanently preserved.
- 6). After digitization of the disposed of cases, all the judicial records in the physical form except the judicial record as mentioned in rules of the chapter XIX of High Court of Madhya Pradesh Rules, 2008 supra shall be destroyed and destruction shall be carried out from time to time as may be necessary in accordance with the provisions of rules of chapter XIX of High Court of Madhya Pradesh rules 2008 under the general superintendence of the Registrar (IT) by the supervising Officer(s) as may

be appointed by Hon'ble the Chief Justice for that purpose.

#### CHAPTER-IV

#### Digitization of Registers, Administrative Records, Others papers and Publications:

1. **Digitization of Registers & Administrative Records**
  - a. All the administrative records / files and Registers are to be digitized and preserved permanently in the digitized form by the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose and under the general superintendence of the Registrar (IT) . For the digitization of Registers related to judicial branch, the digitization will be done by the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose and under the general superintendence of the Registrar (IT).
  - b. The official of the IT section digitizing the register shall certify that the entire Administrative Records / Files and Registers has been digitized. The supervising officer shall then as soon as possible give a certificate under his physical and digital signatures that the entire Administrative Records / Files Register is available in the digitized form.
  - c. The registers mentioned in part II of chapter XIX of High Court of Madhya Pradesh Rules, 2008 of which have been duly digitized and certified by the supervising officer, shall be eliminated. The destruction shall be progressively carried out from time to time in accordance with the provisions of rule 42 (3) of chapter XIX of High Court of Madhya Pradesh Rules, 2008 under the general superintendence of the Registrar (Admin) and Registrar (IT). For the digitization of Registers

related to judicial branch by the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose.

- d The administrative records / files which have been duly digitized and certified by the supervising officer, shall be destroyed. The destruction process shall be carried out as per the directions of Hon'ble the Chief Justice. The general superintendence of Registrar (Admin) shall be there under the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose.

**2. Digitization of all other papers:-**

- a All the other papers as per directions of Hon'ble the Chief Justice shall be digitized and preserved permanently in the digitized form under the general superintendence of the Registrar(IT) by the supervising Officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose.
- b The official of the IT department digitizing the papers shall certify that the entire papers have been digitized. The supervising officer shall then as soon as possible give a certificate under his physical and digital signatures that all the said papers are available in the digitized form.
- c All the papers which have been duly digitized and certified by the supervising officer, shall be destroyed except the papers of the current year which shall be preserved in physical form. The destruction shall be progressively carried out from time to time in accordance with orders of Hon'ble the Chief Justice under the general superintendence of the Deputy Registrar (Judicial) by the supervising officer(s) as may be appointed by Hon'ble the Chief Justice for that purpose.

**Notification No.5**

In exercise of the powers conferred by Article 225 of the Constitution of India, Section 54 of the States Reorganisation Act, 1956, clauses 27 & 28 of the Letters Patent, the High Court of Madhya Pradesh makes following amendment in the Entry at Rule 6(22) of the Rules for Designation of Senior Advocates as per Section 16 (2) of the Advocates Act, 1961, which shall come into force from the date of notification in the Madhya Pradesh Official Gazette (Extra-ordinary).

**Amendment****"6. Collection of information**

(22) Other information/particulars, if any, including legal services and as legal aid counsel."

**(VED PRAKASH)**  
**REGISTRAR GENERAL**