

**CHAPTER XXIII****Inspection of Records and Registers**

1. No record of any case shall be removed from the Court building except under an order in writing of a Judge or the Registrar; provided that if any Judge requires a record at his private residence he may take charge of it.
2. No record or paper of any Department shall be inspected by any person other than a Judge or an officer of the Court except upon an order in writing of a Judge, the Registrar, Deputy Registrar or the other Officer-in-Charge.
3. Any party to a suit appeal or other proceeding in the Court may apply for an order for inspection by himself in which case the party may be permitted to inspect the record or any paper in such suits, appeal or other proceeding along with his Advocates. Similarly, the Advocate appearing for any party may apply for an order for inspection of the record or any paper by himself.
4. Every such applications shall be in writing in the prescribed form and shall specify the record or paper of which inspection is desired and the name of the person or persons by whom the inspection be made, and shall state whether the application is for ordinary or immediate inspections and be accompanied by the prescribed form.

Forms of application for ordinary and immediate inspection will be supplied free of charge.

5. Any other person may apply for an order for inspection of a record or paper in any suit, appeal or other proceeding in the Office. Every such application shall be in writing and shall specify the records or Paper which it is desired to inspect and shall clearly state the reason why the inspection of such record or paper is desired and shall be accompanied by the prescribed fee:

Provided that when any Public Officer files such application for inspection of a record or paper in any suit, appeal or other proceeding for public purpose, the application need not be accompanied by the prescribed fee.

6. Every application for inspection shall be made between the hours of 10-30 A.M. and noon on a Court working day.
7. Any person named in an order for inspection may make such inspection between 11 A.M. and 3 P.M. on any day or days for which permission is given in such order.
8. No such inspection shall be made except in the inspection room of the Department concerned and in the presence of the Superintendent of each Department.
9. Superintendents shall keep Inspection Register in the prescribed form and shall initial each entry made therein.

10. Every order by which inspection is allowed shall state the name of the person or persons who may make such inspection.

11. Every order for the inspection of a record or paper, if presented to the Record Keeper, or to the Superintendent of the Department concerned, but not otherwise, will entitle the person or persons named in such order to inspect the record or paper between the hours of 11 A.M. and 3 P.M. on any day within ten days from the date of the order. In case the inspection is not completed in the course of the day, it may be continued on subsequent day or days, if so ordered:

Provided that in case of an order for immediate inspection the person or persons named in the order shall, before 1-30 P.M. of the day on which they derive to inspect give notice, in writing, on the order to the Record Keeper or the Superintendent of the Department concerned:

Provided also that in the case of an order for ordinary inspection the person or persons named in the order shall give to the Record Keeper or to the Superintendent of the Department concerned 24 hours' notice in writing, on the order of the day on which they desired to inspect such paper.

12. Immediately upon receipt of the notice given under the last preceding rule, the Superintendent shall send a requisition to the concerned dealing assistant of the Department in which the record or paper mentioned in the application is and such assistant shall make over such record or paper to the Superintendent by 10.30 A.M. on the date noted in the requisition, if the order be for ordinary inspection or at once if the order be for immediate inspection.

13. No person inspecting a record or paper shall bring into the Inspection room any pen or ink or make any mark on or in any respect mutilate any record or paper, which is being inspected. No copy shall be taken of the record or paper inspected or any part of it.

14. No person other than officials of the Department and the person named in an order for inspection shall be allowed into the inspection room.

15. No one other than a Judge, the Registrar, Deputy Registrar or other Officers shall be allowed to inspect any register of the Court or of the office except on an order in writing of the Registrar and in the presence of the officer whose duty it is to keep such register, provided that no other than a Judge or the Registrar shall be allowed to inspect any confidential register of the Court.

16. The Superintendent shall every day return all records sent to him to the assistant from which he received them.

17. If any such record is required on any subsequent day the Superintendent shall make a note to this effect and the assistant of the Department concerned shall make it over again to the Superintendent by 10-30 A.M. on such day.

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