

CHAPTER XXV-A

Rules for Classification, Preservation and Destruction of English correspondence and Registers on the Administrative side.

1. For the purpose of Classification, Preservation and Destruction, the English correspondence and Registers will be divided into three classes, namely, 'A', 'B' and 'C' as per the list given below.

All the letters and registers falling under the above three classes should be marked 'A', 'B' and 'C' by hand or rubber stamp.

The 'C' class letters when correspondence is closed be separated from the rest and tied up in a separate packet which should be kept with the packet of A and B letters of the same correspondence till the time of destruction arrives.

'A' Class letters and registers shall be preserved for ever, the 'B' class letters and registers for 12 years and 'C' class letters and registers for 2 years.

2. At the interval of every five years, a revision should be made of 'A' class correspondence and a report be submitted to the Registrar under whose orders the papers of no real permanent importance or administrative interest should be destroyed. The Superintendent of the Record Room shall be primarily responsible for seeing that the correspondences are intelligently classified. If any doubt would arise regarding the nature of classification of any letter or register, the matter is to be referred to the Officer-in-charge of the Section or when necessary to the Registrar of the Court.

3. Each section on the Administrative side, in the first week of every month, shall consign the closed files and registers of the preceding month to the Administrative Record Room with a list prepared in duplicate, out of which the original of the list will be retained in the Administrative Record Room and the duplicate copy is to be returned to the concerned section with the endorsement of the Assistant-in-charge of the Record Room acknowledging the receipt of the files and registers. The original lists of the closed files and records received in the Record Room from different sections should be preserved carefully in Guard files according to different years.

4. The closed Files and Registers should be kept arranged in the Record Room separately year wise according to different sections with a list hung to the rack showing the different files and registers kept in the rack.

5. **Supply of Files and Registers** – Files or Registers shall be supplied from the Administrative Record Room only on requisition made in this behalf by the Assistants of different sections countersigned by the Superintendent of the concerned section.

6. The requisitioned files or registers shall be returned to the Administrative Record Room when the purpose for which the requisition was made is over. The requisition received for sending the file or register shall be kept in the place from which the concerned file or register is removed to be sent to the concerned section and the file or the register when received back in the Record Room will be replaced in its proper place and the requisition received for the same will be returned to the concerned section.

A register is to be maintained in the Record Room in which the file or the register sent out of the Record Room on requisition has to be mentioned with date of its supply, name of the section to which supplied and the date when received back in the Record Room.

7. The destruction of the correspondence and registers due for destruction, will be carried out every year in the month of April after obtaining appropriate order for the same from the officer-in-charge of the Record Room. A brief memorandum must be made of this, which must be signed by the Superintendent, Record Room and preserved permanently.

8. ^[1] The destruction of all papers shall be carried into effect by the process of cutting with use of shredder or by any other manner as the Court may direct. Such destruction shall be made in presence of the Superintendent in-charge of the Record Room of the Court under the supervision of the Assistant Registrar (Estt.) of the Court.

[1] Inserted vide C.S. No.81

CLASSIFICATION OF CORRESPONDENCE

CLASS - A

1. Note sheet of all the files containing notes, orders and minutes of the Judges except those relating to casual leave, permission to avail of holidays and vacation, which shall be preserved for 3 years.
2. Appointment and transfer of Officers and staff of the Court.
3. Appointment and transfer of Subordinate Judicial Officers.
4. Construction of extension of Court and residential building of the High Court and Subordinate Courts.
5. All rules and general instructions issued by the Court.
6. All General Letters and Circular Letters issued by the Court.
7. All Circular Letters received from the Government of India, State Government and Accountant-General, Orissa.
8. Pension of Judges.
9. Pension of the Officers and staff of the Court and Subordinate Judicial Officers till 3 years after their death provided the claim of heir, if any, have been settled.
10. Dismissal, removal of officers, staff of the Court and Subordinate Judicial Officers from service.
11. Establishment of Courts and creation of posts except the reminders (which shall be "C" class papers)
12. Deputation and reversion of Judicial Officers except the reminders (which shall be "C" class papers) B class.
13. Investment of powers under various Acts on the Subordinate Judicial Officers.
14. Embezzlement.
15. Refunds and remissions.
16. House building, scooter and other advances till the full recovery is completed.
17. Transfer and acquisition of lands and buildings
18. Service Books and history of service of officers and staff of the Court till three years of their death.
19. Such other correspondence which may be ordered to be preserved permanently in view of its importance.
20. Annual Administration Reports.

CLASS – B

1. Leave, sanction of G.P.F., Car advance of the Judges.
2. Earned Leave, Commuted Leave, sanction of GPF and other advances to the Officers and staff of the Court and Subordinate Judicial Officers.
3. Inspection notes of the High Court Judges and inspection reports submitted by the District Judges, Chief Judicial Magistrates, Tribunal in respect of their own office and offices of the Subordinate Officers.

4. Purchase of Typewriters, furniture, carpets, electrical fittings and such other articles as may be decided by the Officer-in-charge of Record Room.
5. Misconduct and punishment except that of dismissal or removal of the Officers, staff of the Court and subordinate Judicial Officers.
6. Opinions on Acts, Bills, Rules, etc.
7. Supply of Books, publications, furniture and badges, etc.
8. Appointment of Government Advocate, Pleaders, Standing Counsel.
9. Repairs to the Court building and residential quarters of the Judicial Officers and staff of the Subordinate Courts.
10. Papers relating to the installment of telephones.
11. Papers relating to allegations made against the Judicial Officers.
12. Correspondence relating to the framing of any rule, issue of General letters, circular letters and Standing Orders.
13. Papers relating to the preparation of Law Reports and Judicial Index.
14. Appeals and representations of the ministerial officers and Class IV servants of the subordinate Courts.
15. High Court and Civil Court holidays.
16. Budget Estimates and Revised Estimates
17. Annual statements submitted by the Subordinate Courts.(They shall be destroyed after they are compiled in the Annual Administration Reports).
18. Such other correspondences which are ordered to be treated as "B" Class papers.

CLASS – C

1. Application for casual leave of the Officers, staff of the Court and District Judges.
2. Binding of Books.
3. Purchase of rubber stamps.
4. Indent and supply of forms and stationeries
5. Charge reports received from the Subordinate Officers
6. Civil Lists
7. Purchase of liveries for Class IV staff
8. Reminders, memoranda to matters of trifling importance

9. Correspondences regarding annual increments
10. Correspondences regarding annual, quarterly and monthly statements.
11. Application from Subordinate Judicial Officers to avail of vacation and to leave station.
12. Manuscripts, proofs, and all unimportant papers of all files.
13. All monthly statements
14. Application for transfer
15. Quarterly returns both Civil and Criminal

(They shall however be preserved till the Annual Administration report and Annual statements are prepared and published.)

(The "C" Class papers need not be sent to the Record Room and shall be destroyed after the period of preservation under orders of the Officer-in-Charge of the Department to which the papers relate to).

CLASSIFICATION OF REGISTERS

CLASS – A

1. Administrative Order Books
2. Register containing service particulars of Judicial Officers
3. Index Register
4. Registers showing the inspection of courts of the Subordinate Judicial Officers by the Hon'ble Judges, Inspecting District Judge, District Judges and Chief Judicial Magistrates.
5. Register showing communication of observations of the Court on the notes of inspection and receipt of compliance reports thereon.
6. Register showing allotment of funds for different projects
7. Circulation Register maintained in the Diary Section
8. Stock Book showing purchase of different articles
9. Guard File of Notification
10. Stock Register showing purchase of books for the Court Library
11. Journal Register showing purchase of journals for the Court Library

12. Issue Register showing issue of books to different courts and residence of Hon'ble Judges.
13. Issue Register showing issue of books to different Officers of the Court
14. Cash Book
15. Acquaintance Roll for pay and other allowances
16. Bill Registers for Pay, T.A. contingencies and other advances and allowances.
17. Service Books and Pension Papers
18. Such other registers which are ordered to be preserved permanently.

Class – B

1. Register of letters issued
2. Register of letters received
3. Register of Postage stamp
4. Log Book in respect of Staff Car
5. Daily outturn Register of Typists and Copyists
6. Register of different advances given to the Officers and staff of the Court
7. Such other registers which are ordered to be preserved for 12 years

Class - C

1. Log Book maintained by Assistants of different Administrative sections
2. Peon Book
3. Casual leave Register