

### APPENDIX III

#### **RULES FRAMED BY THE HIGH COURT OF JUDICATURE AT BOMBAY UNDER SECTION 3 OF THE DESTRUCTION OF RECORDS Act, 1917 (ACT 5 OF 1917), IN REGARD TO THE RECORDS OF THE OFFICES ON THE ORIGINAL SIDE OF THE HIGH COURT.**

**1. Destruction of records.**—The books and papers mentioned in Rules 1 to 64 shall be destroyed or disposed of by the respective Heads of Offices at the times mentioned therein or as soon thereafter as may be convenient. Notice to the Director of Archives and Archaeology before destruction of records—Whenever documents or papers filed by the parties in the records maintained by the Original Side Office are not taken away by the parties within the prescribed time and the documents and papers become liable to destruction under the respective rules framed in that behalf, the Heads of Offices shall give notice, before destruction of such records under the aforesaid respective rules, to the Director of Archives and Archaeology, Maharashtra State, requesting him to inspect the said documents and papers with a view to ascertain if they are of historical value. The Director of Archives and Archaeology should be permitted to take away with the previous permission of the Administrative judge such documents and papers which the Director considers to be of historical value. If the Director of Archives and Archaeology fails to take away such documents and papers within a period of six months from the date of the receipt of the notice of the Heads of the Offices, the Heads of the Offices may proceed with the destruction of the documents and papers in accordance with the rule.

**2. Mode of destruction**—The destruction of records referred to in rule I shall be carried out whenever a staff for that purpose is available, and it shall be, as far as practicable, effected by burning under the directions of the Head of the office concerned. But if the records cannot be conveniently burnt, they may be torn into very small pieces, and made quite incapable of use again as documents. The fragments should be sold to the highest bidder and the proceeds credited to Government.

**RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE  
OFFICE OF THE PROTHONOTARY AND SENIOR MASTER**

**3. Preparation of List of Suits etc. disposed of in each month.**—The Superintendent of the Board Department shall, at the commencement of each month, prepare a list of suits, appeals and matters other than interlocutory matters, which have been finally disposed of during the preceding month and forward the said list to the Assistant Superintendent in charge of the Current Record. He shall certify at the foot of the list that the final orders passed in such suits, appeals and matters have been duly noted in the relevant registers.

**4. Arrangement of Record after disposal of Suits, etc.**— The Assistant Superintendent in charge of the Current Record shall on receipt of the list, arrange the record of such suits, appeals and matters in files to be marked as files 'A', 'B', 'C' and 'D'.

The arrangement of the record of such suits, appeals, and matters in the said files shall be done in the following manner:—

- (i) The papers which are required to be preserved permanently shall be kept in File 'A'.
- (ii) The papers which are required to be preserved for 30 years shall be kept in File 'B'.
- (iii) The papers which are required to be preserved for 12 years shall be kept in File 'C'.
- (iv) The papers which are required to be preserved for 6 years shall be kept in File 'D'.
- <sup>1</sup>(v) The papers which are required to be preserved for 2 years shall be kept in File 'E'.
- (vi) The papers which are required to be preserved for 1 year shall be kept in File 'F'.

All the files pertaining to any particular case shall be kept together in one bundle.

---

<sup>1</sup> Inserted by G. N. No. G/Amend/1738, Pub. In MGG. Pt. IV-C, dated 22-2-96, p. 43.

**5. Despatch of record to the record keeper**— The Assistant Superintendent in charge of the Current Record shall, at the commencement of every quarter or as soon thereafter as may be convenient, forward to the Record Keeper, duly arranged as aforesaid, the record of all suits, appeals and matters which have been disposed of in previous three months.

A list of the record so forwarded shall be prepared in the form prescribed below and sent along with the records to the Record Keeper:-

<b>Serial No.</b>	<b>No. and Year of Suit, Appeal or Matter</b>	<b>Date of final disposal</b>	<b>Remarks, if any</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

**6. Verification of Record.**— On receipt of the records the Record Keeper shall verify whether the records correspond with those entered in the list.

**7. Preservation and arrangement of record in the old Record Room.**—The said records shall be kept in the old Record Room in cupboards or on racks and all precautions shall be taken to ensure that the records are not destroyed by white-ants, insects, etc. Any damage noticed in this respect shall be immediately brought to the notice of the Prothonotary and Senior Master.

Each cupboard and rack shall be numbered. Each shelf of a cupboard and rack shall also be numbered.

All the records of a suit or matter, including the records of any appeal therefrom, shall be kept together in one bundle. Cumbrons or bulky records shall be kept separately. The records shall be arranged year-wise according to the years of institution.

A card shall be affixed to each cupboard and rack showing the number of the cupboard and the rack, and the numbers of the shelves and the particulars of the records kept in each shelf of such cupboard and rack.

A chart of the Record Room shall be prepared showing on it the numbers of the

cupboards and the racks and the particulars of the records kept in each cupboard and each rack.

**8. Record Keeper to Maintain Register.**— The Record Keeper shall maintain a register in the form given below showing the particulars of the records received in the Old record room and their disposal:-

Serial No.	No. and Year of Suit, Appeal or Matter	Date of receipt in the Record Room	Date of final disposal Shelf	No. of Cupboard and	No. of rack and shelf	Dates when due for destruction	Dates when actually destroyed
1	2	3	4	5	6	7	8

**9. Test inspection of the Record in the Record Room.**— A test inspection of the record kept in the Old Record shall be made at the end of the each quarter by an officer to be appointed for the purpose by the Prothonotary and Senior Master.

**10. Note to be kept of Record removed and returned.**— when any record is removed from the Old record Room for any purpose a note regarding such removal shall be made by the Report on a Sheet of foolscap paper and such note shall be kept in the bundle where such record was kept. On return of the record, a note to that effect shall be made on the said foolscap paper by the Record Keeper.

**11. Preservation and destruction of records.**— The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On expiry of the respective periods, or as soon thereafter as may be convenient, they shall be destroyed.

**PART I**  
**PAPERS FORMING PART OF COURT PROCEEDINGS**

**(A) To be preserved permanently—**

(1) In the case of Suits—

- (i) Complaint.
- (ii) Written statement and counterclaim, when they form one document.
- (iii) Counterclaim, when filed as a separate document.
- (iv) Judgment.
- (v) Preliminary and final decree.
- (vi) Final order.
- (vii) Minutes of final decree or final order (if the same has not been drawn up).
- (viii) Order confirming sale in execution.
- (ix) Copy of the sale certificate.

(2) In the case of matter other than suits (not being of an interlocutory kind)—

- (i) Judgment.
- (ii) Final decree or final order.
- (iii) Minutes of final decree or final order (if the same has not been drawn up).

(3) In the case of appeals to the High Court—

- (i) Judgment.
- (ii) Decree or final order.
- (iii) Minutes of Final order (if the order has not been drawn up).

<sup>1</sup>[(iv) Memo of appeal without annexures.]

<sup>1</sup>[(v) Memo of cross-objection without annexures.]

(4) In the case of appeals to the Supreme Court—

- (i) Judgment

(ii) Decree or final order.

(5) In the case of applications and references in tax matters-

(i) Judgment.

(ii) Final order.

(iii) Minutes of final order (if the order has not been drawn up.)

(6) In the case of testamentary matters-

(i) Petitions for probate, letters of administration and succession certificate.

(ii) All other petitions under the Indian Succession Act and The Administrator General's Act.

(iii) Judgment.

(iv) Decree or final order.

(v) Minutes of decree or final order (if the same not been drawn up).

(7) Such papers as, in the opinion of the Prothonotary and Senior Master have historical, sociological or scientific value.

<sup>1</sup>[(8) Petitions under Articles 226 and 227 of the Constitution without annexures.]

**(B) To be preserved for 30 years-**

(1) In the case of suits-

(i) Written statement, when there is no counterclaim or when there is a counterclaim but counterclaim is filed as a separate document.

(ii) Written statement and set-off.

(iii) Reply to counterclaim.

- (iv) Reply to set-off.
- (v) Minutes of final decree or order (if the same has been drawn up).
- (vi) Application for execution.
- (vii) Proceedings in execution.
- (viii) Order directing sale of movable or immovable property.
- (ix) Bond given as security.

(2) In the case of matters other than suits (not being of an interlocutory Kind)-

- (i) Petition or application in company matters.
- (ii) Petition, application or award under the Arbitration Act.
- (iii) Petition or application under Indian Trusts Act.
- (iv) Petition or Application under the Trade Marks Act and the Trade and Merchandise Marks Act.
- (v) Petition or application for appointment of a guardian of the Person or property of a minor or a lunatic.

(3) In the case of testamentary matters-Administration Bond.

(4) In the case of suits and all other matters-

- (i) Minute book relating to matters heard by the Judge in Court or in Chambers.
- (ii) Minute book relating to matters heard by the prothonotary and Senior Master.

**(C) To be preserved for 12 years-**

(1) In the case of suits-

- (i) Affidavit giving particulars of averments in pleadings.
- (ii) Issues.
- (iii) Judge's Notes of hearing.

- (iv) Notes of evidence.
- (2) In the case of matters other than suits (not being of an interlocutory kind)-
  - (i) Petition of application not otherwise provided for by these rules.
  - (ii) Affidavits in support of petition or application in reply and in rejoinder.
- (3) In the case of appeals to the High Court and appeals to the Supreme Court One copy of the appeal paper book.
- (4) In the case of applications and References in tax matters-
  - (i) Petition, affidavit in support, in reply and in rejoinder.
  - (ii) Statement of the case.
  - (iii) One copy of the paper book.
- (5) In the case of testamentary matters-  
Affidavit of the attesting witness.

**(D) To be preserved for 6 years:—**

In the case of suits, matters (including tax and testamentary matter) and appeals-

- (i) Order in interlocutory applications.
- (ii) Minutes of interlocutory orders.
- (iii) <sup>1</sup>[Deleted]
- (iv) <sup>1</sup>[Deleted]
- (v) Extra copy of the appeal paper book in appeals to the High Court and to the Supreme Court.
- (vi) Petition for leave to appeal to the Supreme Court.
- (vii) Exhibits.
- (viii) Books of account and other books, papers and documents lodged in the High Court on the dissolution of Companies under the Companies Act.
- (ix) All papers not otherwise provided for by these rules:

---

1. Deleted by Notification No. G/Amend/1078/2022, dated 24th June, 2022 published in M. G. G. Part IV – C Ext. Ord. dated 30th June, 2022 pg. 4

<sup>1</sup>**[(E) Second set to be preserved for two years--**

In the case of Memo of Appeal, Division Bench Writ Petitions, Tax Petitions and Review Petitions, which are disposed of at the stage of admission ; or rejected by Orders of the Court; or which are dismissed for default or dismissed for want of prosecution or which are allowed to be withdrawn.

**(F) Second set to be preserved for two years—**

In the case of Memo of Appeal, Division Bench Writ Petitions, Tax Matters and Review Petitions, which stands rejected under Rule 986 of the High Court, Original Side Rules, for non-removal of Office objections.]

**Computation of time.**—The periods prescribed above shall be computed, except in the case of the minute book, from the date of the final decision of the case, and in the case of appeal to the High Court or to the Supreme Court, from the date of the final decision of the appeal.

In the case of minute book relating to matters heard by the Judge in Court or in Chambers or relating to matters heard by the Prothonotary and Senior Master, the period prescribed above shall be computed from the end of the period for which the minute book is maintained.

**PART II**

**PAPERS NOT FORMING PART OF COURT PROCEEDINGS**

**(A) To be preserved permanently-**

(a) Board Department-

(i) Register of Suits.

(ii) Register of Admiralty Suits.

---

1. Inserted by G.N. No. G/amend/1738, Pub. in M.G.G. Pt. IV-C, dated 22-2-96, p. 43

- (iii) Register of Miscellaneous Applications.
- (iv) Register of Appeals.
- (v) Register of Income-tax References.
- (vi) Register of Sales-tax References.
- (vii) Register of Wealth-tax References.
- (viii) Register of Gift-tax References.
- (ix) Register of Expenditure-tax References.
- (x) Register of Estate Duty References.
- (xi) Register of Petitions under the Indian Trusts Act.
- (xii) Register of Petitions under the Lunacy Act.
- (xiii) Register of Award and Petitions under the Arbitration Act.
- (xiv) Register of Company Petitions.
- (xv) Register of Company Applications.
- (xvi) Register of Company Liquidation Proceedings.
- (xvii) Register of Land Acquisition References.
- (xviii) Register of Appeals to the Supreme Court.
- (xix) Register of Suits received from other Courts.

(b) Cash Department-

File of Lapsed deposits.

(c) Testamentary Department-

- (i) Register of Petitions for Probate, Letters of Administration and Succession Certificate.
- (ii) Register of other petitions under the Indian Succession Act and the Administrator General's Act'
- (iii) Register of Testamentary Suits.
- (iv) Register of Grants.
- (v) Register of orders passed in Testamentary Matters.

(d) Execution Department-

File containing copies of Sale Certificates.

**(B) To be preserved for 30 years from the date of the last entry-**

(a) Board Department-

- (i) Register of Petitions by indigent persons.
- (ii) Register of Income-tax Applications.
- (iii) Register of Sales-tax Applications.
- (iv) Register of Wealth-tax Applications.
- (v) Register of Gift-tax Applications.
- (vi) Register of Expenditure-tax Applications.
- (vii) Register of Estate Duty Applications.
- (viii) Register showing addresses of parties.
- (ix) Register showing Court-fees due from indigent persons.

(b) Cash Department-

- (i) Register of Bonds.
- (ii) Register of confidential reports of the Official Liquidator.
- (iii) Main Cash Book.

(c) Testamentary Department-

- (i) Register of Wills lodged in the Testamentary Registry by the Sub-Registrar and others.
- (ii) Register of Administration Bonds.

(d) Execution Department-

- (i) Register of Applications for Execution.
- (ii) Register of Attachments.
- (iii) Register of Sale Certificate.
- (iv) Register showing documents sent to the Sub-Registrar for registration.

**(C) To be preserved for 30 years after the last proceeding mentioned therein is disposed of-**

**Board Department-**

Register of Disciplinary Proceedings.

**(D) To be preserved for 12 years from the date of the last entry-**

**(a) Board Department-**

Register of Ex-parte Applications to the Chamber Judge.

**(b) Cash Department-**

(i) Register of private and Public Examinations under the Companies Act.

(ii) Register of Powers of Attorney.

(iii) Register of Caveat Payment (Colonial Court of Admiralty Act, 1890).

(iv) Pass Books of Banks.

(v) Counterfoil Cheque Books.

(vi) Subsidiary Cash Books in respect of the following Accounts:-

(a) Suitor's Deposit Account.

(b) Commission Account.

(c) Court Fees Deposit Account.

(d) Certified Copy Deposit Account.

(e) Supreme Court Advocates Deposit Account.

(f) Court Fees Deposit Account in Testamentary matters.

(g) Certified Copy Deposit Account in Testamentary matters.

(vii) Register showing account of stamps cancelled in each month.

**(c) Execution Department:—**

- (i) Caveat Release and Warrant Book (Colonial Court of Admiralty Act, 1890).
- (ii) Register showing transmission of certified copies of Decrees and Orders.
- (iii) Register showing satisfaction entered on Decrees and Orders.
- (iv) Register showing decrees received from other Courts for execution.

**(d) Record Department-**

Register of Withdrawal of Exhibits.

**(E) To be preserved for 12 years after the winding-up of all the companies mentioned therein is concluded-**

Board Department—

Register of appearances of creditors and contributories in Company Winding up Matters.

**(F) To be preserved for 12 years after all the documents, title-deeds or securities mentioned therein are returned or after all the fixed deposits have matured.**

**(a) Board Department-**

Register of Company documents.

**(b) Cash Department-**

- (i) Register of documents kept in the Strong room.
- (ii) Register of title deeds.
- (iii) Register of securities.
- (iv) Register of fixed deposits.

**(G) To be preserved for 12 years after the last surviving account in the particular ledger is closed-**

**Note.**—An account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one ledger to

another.

(a) Cash Department—Ledger showing accounts of depositors.

(b) Testamentary Department—Ledger showing accounts of Probate Duty and Court Fees.

**(H) To be preserved for 6 years from the date of the last entry-**

(a) Board Department-

(i) Register of Court Fees paid on plaints.

(ii) Register of Court Fees paid on documents other than plaints.

(iii) Register of Refund of Court Fees.

(iv) Book containing counterfoils of Refund Certificates.

(b) Cash Department-

(i) Register of Stamp Duty and Penalty.

(ii) Receipt Books regarding the following deposits-

(a) Suitors' Deposits.

(b) Appeal Deposits.

(c) Commission Deposits.

(d) Shorthand Fees Deposits.

(e) Court Fees Deposits.

(f) Court Fees Deposits in Testamentary Matters.

(g) Certified Copy Deposits.

(h) Certified Copy Deposits in Testamentary Matters.

(i) Penalty recoveries

(iii) Poundage Register.

(iv) File regarding Challans.

(c) Testamentary Department-

(i) Register of Court Fees paid on documents.

(ii) Register of Probate Duty and other Court Fees.

(iii) Court Fees Receipt Book.

(iv) Register of Inventory and accounts.

(v) Register regarding issue of Refund Certificates.

**(I) To be preserved for 3 years from the date of the last entry-**

**(a) Board Departmental**

(i) Register of Sealed Documents.

(ii) Register of Summonses and Subpoenas.

(iii) Register containing counterfoils of Court Fee Memos in Suits and Matters prior to 1st April 1954.

(iv) Register of Court fees recovered in suits and Matters prior to 1st April 1964.

(v) General Diaries regarding dates of hearing of Suits and Matters.

(vi) Diaries regarding hearing of Suits and Matters before individual Judges.

(vii) Register of pending suits.

To be destroyed only after the live entries have been carried forward to the new registers.

(viii) Register of pending appeals

(ix) Register of Suits referred to and pending with the Commissioner.

(x) Register of stayed Suits.

(xi) Register of Suits referred to arbitration.

**(b) Cash Department-**

Register of Undertakings given by Advocates to draw up Decrees and Orders.

**(c) Testamentary Department-**

- (i) Rough register regarding issue of Grants.
- (ii) Register of Wills removed daily from the Strong Room.
- (iii) Register of Wills forwarded to the office of the Chief Translator and Interpreter.
- (iv) Register of Notices.
- (v) Receipt book regarding amounts received for certified copies.

**(d) Execution Departmental-**

- (i) Register showing transmission of commissions and Letters of Request.
- (ii) Register of Ex-parte Applications made to the Prothonotary and Senior Master.

**(e) Decree Department-**

- (i) Register showing Court fees paid on applications for certified copies of all documents other than judgments.
- (ii) Register showing Court Fees paid on certified copies of all documents other than judgments.
- (iii) Register showing Court Fees paid on applications for certified copies of judgments.
- (iv) Register showing Court Fees paid for certified copies of judgments.
- (v) Register of Undertakings given by Advocates to draw up Decrees and Orders.
- (vi) Register of Original documents forwarded to the Record Department by the Decree Department.

**(f) Record Department-**

Register showing original documents sent to the Decree Department.

**(J) The following shall be preserved for three years after all the fees mentioned therein have been recovered-**

**Board Department-**

Ledger showing Court Fees due and recovered in Suits and Matters prior to 1st April 1964.

**(K) The following shall be preserved for three years after all the matters mentioned In the**

**register have been finally disposed of:-**

**Record Department-**

Register of Exhibits.

**(L) The Following shall be preserved for three calendar years-**

**Board Department-**

Printed daily cause list.

**(M) To be preserved for one year from the date of the last entry-**

**(a) Board Department.**

- |   |   |
|---|---|
| (i) Register of Chamber Summons                                     | To be destroyed only after the live entries have been carried forward to the new registers. |
| (ii) Register of Notices of Motion                                  |   |
| (iii) Register of suits transferred from the Court of Small Causes. |   |

**(b) Cash Department-**

- (i) Register regarding fees for declaring documents outside the Court building.
- (ii) Register regarding fees in de-bene-esse examinations.
- (iii) Register showing fees received for Notes of Evidence furnished by Shorthand Writers.
- (iv) Register showing fees paid to Shorthand writers.
- (v) File Containing memos issued by shorthand Writers in respect of notes of evidence furnished to parties.
- (vi) Register of Certificates issued.
- (vii) Register showing numbers of currency notes received from parties.

**(c) Testamentary Department-**

- (i) Rough Register of petitions.
- (ii) Register of work done by Section Writers.

**(d) Execution Department-**

Register showing transmission of process for service through Courts and in Land Acquisition References.

**(e) Decree Department-**

- (i) Register showing progress of the drawing up of Decrees and Orders,
- (ii) Register of Decrees and orders ready for sealing.
- (iii) Register showing applications for certified copies of documents other than judgments.
- (iv) Register of Applications for certified copies of judgment.
- (v) Register of documents sent to the General Department.
- (vi) Register of documents called for by the Decree Department.
- (vii) Register showing Draft Decrees and Orders assigned to Section Writers for engrossment.
- (viii) Rough register showing progress in checking draft Decrees and Orders.
- (ix) Diary of meetings to settle draft Decrees and Orders.
- (x) Register of judgments called for from the judgment clerk.
- (xi) Register of work done by Section Writers.
- (xii) Register showing work given to comparers.
- (xiii) Register showing work disposed of by comparers.
- (xiv) Register showing copies of judgments orders etc. in Tax matters forwarded to the Board Department by the Decree Department.
- (xv) Register showing draft Decrees and Orders forwarded to the Record Department by the Decree Department after they are engrossed and sealed.

**(f) Record Department-**

- (i) Register of praecipis for withdrawal of exhibits.
- (ii) Register praecipis for sending exhibits for official translation.
- (iii) Register of search praecipis.
- (iv) Register showing time taken for search.
- (v) Register showing proceedings sent to other Departments.
- (vi) Register showing papers received from other Departments.
- (vii) Register showing papers produced in court.

**(N) General Provision-**

To be preserved for 6 years-

All Registers, books and papers not otherwise provided for by these rules.

**12. Special order for preservation or destruction**— Notwithstanding anything herein contained, the Chief Justice may, for any reason, direct that any of the papers and books be destroyed either earlier or later than the time prescribed by the above rules.

The chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**13. (1) Preparation of list of suits, etc. in which papers are proposed to be destroyed-**  
The Record Keeper shall, in the month of March every year, prepare a list of suits, matters and appeals in which the papers are proposed to be destroyed. The list shall be approved by an officer to be appointed by the Prothonotary and Senior Master for this purpose.

**(2) Notice to be put up-** One month before the date fixed for the destruction of records a notice, along with the list prepared under sub-rule (1), shall be put up on the notice board in the office of the Prothonotary and Senior Master, informing parties that it is proposed to destroy the records of suits, matters and appeals mentioned in the said list in accordance with the rules for the destruction of records.

**(3) Application for withdrawal of exhibits.-** Any party desiring to withdraw any exhibit produced by him may apply to the Prothonotary and Senior Master for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time, the exhibit shall be destroyed in accordance with these rules.

**14. Record due for destruction to be kept separately**—The record which is due for destruction in any year shall be taken out and kept on separate racks until it is destroyed.

**15. Record to be destroyed in Summer Vacation. Disposal of destroyed records-** The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

**RULES FOR PRESERVATION AND DESTRUCTION OF RECORDS OF  
THE OFFICE OF THE MASTER AND REGISTRAR IN EQUITY AND  
COMMISSIONER FOR TAKING ACCOUNTS.**

**16. Arrangement of record after disposal of reference of matter—** Immediately after final orders have been passed by the Commissioner for Taking Accounts in a reference or other matter on his file, the record of the case shall be arranged in files to be marked as files “A”, “B”, “C” and “D”. The arrangement of the record in files shall be done in the following manner:-

- (i) The papers which are required to be preserved permanently shall be kept in File “A”.
- (ii) The papers which are required to be preserved for 30 years shall be kept in File “B”.
- (iii) The papers-which are required to be preserved for 12 years shall be kept in File “C”.
- (iv) The papers which are required to be preserved for 6 years shall be kept in File “D”.

All the files pertaining to any particular case shall be kept together in one bundle.

**17. Preservation and destruction of records—**The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective periods or as soon thereafter as may be convenient, they shall be destroyed.

**PART I**  
**PAPERS FORMING PART OF COURT PROCEEDINGS**

**(a) To be preserved permanently-**

Such papers as in the opinion of the Commissioner for Taking Accounts have historical, sociological or scientific value.

**(b) To be preserved for 30 years-Judgements of the Commissioner**

**(c) To be preserved for 12 years-**

- (i) Statement of accounts.
- (ii) Statement of objections.
- (iii) Statement of surcharges.
- (iv) Minute Book of each reference.
- (v) Notes of Evidence.
- (vi) Valuation Reports.

**(d) To be preserved for 6 years-**

- (i) Copy of Certificate and Report issued by the Commissioner.
- (ii) Certified copy of Decretal Order of Reference.
- (iii) Certified copy of Decree Absolute for sale.
- (iv) Certificate re: Appointment of Receiver.
- (v) Affidavit of service of Warrant or Notice.
- (vi) Affidavit of Documents.
- (vii) Exhibits.
- (viii) Affidavit re: Publication of Proclamation and Notice of Sale etc.
- (ix) Particulars and Conditions of sale.
- (x) Proclamation, advertisement and abstract of title.
- (xi) All papers not otherwise provided for by these rules.

**Computation of time.**—The periods prescribed above shall be computed from the date of the final decision of the case by the High Court and in the case of appeal to the High Court or to the Supreme Court from the date of the final decision of the appeal.

## PART II

### PAPERS NOT FORMING PART OF COURT PROCEEDINGS

**(a) To be preserved permanently-**

File of lapsed deposits.

**(b) To be preserved for 30 years from the date of the last entry-**

- (i) Register of Accounts filed by the Court Receiver.
- (ii) Register of Accounts filed by the private Receiver.
- (iii) Cash-Book.
- (iv) Register showing Court fees due from indigent persons.

**(c) To be preserved for 12 years from the date of the last entry-**

- (i) Register of References.
- (ii) Receipts of payment made to parties.
- (iii) Pass books of banks.
- (iv) Counter foil cheque books.

**(d) To be preserved for 12 years after the last surviving account in the particular ledger closed.**

**Note.-** An Account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one ledger to another ledger.

**(e) To be preserved for 6 years from the date of the last entry-**

- (i) Counterfoil receipt book.
- (ii) File of challans.

**(f) To be preserved for 3 years from the date of the last entry-**

- (i) Counterfoil voucher book.
- (ii) Fee-book.
- (iii) Register of fees due by Advocates.
- (iv) Rough Register of payments made by Advocates.
- (v) Fair Register of payments made by Advocates.
- (vi) Warrant Book.

**(g) General Provision-**

To be preserved for 3 years-

All Registers, books and papers not otherwise provided for by these rules.

**18. Special order or preservation or destruction.**—Notwithstanding anything herein contained, the Chief Justice may, for any reason, direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**19. (1) Preparation of list of cases, etc. in which papers are proposed to be destroyed—**

The Commissioner for Taking Account shall, in the month of March every year, prepare a list of cases in which the papers are proposed to be destroyed.

**(2) Notice to be put up**—One month before the date fixed for the destruction of record a notice, along with the list prepared under sub-rule (1) shall be put up on the notice board in the office of the Commissioner for Taking Account informing parties that it is proposed to destroy the records of cases mentioned in the said list in accordance with rules for the destruction of records.

**(3) Application for withdrawals of exhibits**—Any party desiring to withdraw any exhibit produced by him may apply to the Commissioner for Taking Accounts for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time, the exhibit shall be destroyed in accordance with these rules.

**20. Records to be Destroyed in summer vacation. Disposal of destroyed records**— The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

## **RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE OFFICE OF THE TAXING MASTER.**

**21. Arrangement of record after disposal of matter**—Immediately after the final order has been passed by the Taxing Master in a bill of costs or other matter on his file, the record of the case shall be arranged in files to be marked as files “A”, “B”, AND “C”

The arrangement of the record in files shall be done in the following manner:—

- (i) The papers which are required to be preserved permanently shall be kept in File “A”.
- (ii) The papers which are required to be preserved for 12 years shall be kept in File “B”.
- (iii) The papers which are required to be preserved for 6 years shall be kept in File “C”.

All the files pertaining to any particular case shall be kept together in one bundle.

**22. Preservation and destruction of records-** The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective period or as soon thereafter as may be convenient they shall be destroyed.

## **PART I**

### **PAPERS FORMING PART OF COURT PROCEEDINGS**

**(a) To be preserved for 12 years-**

- (i) Judgments of the Taxing Master, except those which the Prothonotary and Senior Master in consultation with the Taxing Master consider should be preserved for longer periods.
- (ii) File containing copies of allocature.

**(b) To be preserved for 6 years-**

- (i) Bill of Costs.
- (ii) Objections.
- (iii) Notes of Evidence.
- (iv) Exhibits.
- (v) Affidavits of service.
- (vi) Proceedings relating to Reference for determining Court fee payable in a Suit or Master.
- (vii) Proceeding relating to References for determining the valuation of a suit or matter.
- (viii) Minute books.
- (ix) All papers not otherwise provided for by these rules.

**Computation of the time.**—The periods prescribed above shall be computed from the date of issue of final allocature in the case of Bills of Costs and in the case of other matters except the file containing copies of allocature and the minute book from the date of final disposal of the matter by the Taxing Master and in the case of appeal, from the date of

the final disposal of the appeal. In the case of the file containing copies of allocature and the Minute book, the period prescribed above shall be computed from the end of the period for which the file or Minute book is maintained.

## **PART II**

### **PAPERS NOT FORMING PART OF COURT PROCEEDINGS**

**(a) To be preserved for 6 years from the date of the last entry-**

- (i) Register of Bills of Costs.
- (ii) Register of objections.
- (iii) Book containing counterfoils of refund certificates.
- (iv) Counterfoil voucher book.

**(b) To be preserved for 3 years from the date of the last entry-**

- (i) Register of Bills of Costs which are withdrawn.
- (ii) Fee-Book.
- (iii) Register showing Court fees due from Advocates.
- (iv) Register showing Court fees due from indigent persons.
- (v) Warrant or notice book.
- (vi) Register showing accounts of stamps cancelled in each month.

**(c) General Provision- To be preserved for 3 years-** All Registers, books and papers not otherwise provided for by the aforesaid rules.

**23. Special order for preservation or destruction-** Notwithstanding anything herein contained the Chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**24. (1) Preparation of list of matters in which papers are proposed to be destroyed**— The Taxing Master shall, in the month of March every year, prepare a list of matters in which the papers are proposed to be destroyed.

**(2) Notice to be put up**—One month before the date fixed for the destruction of records a notice, along with the list prepared under sub-rule (1), shall be put up on the notice board in the office of the Taxing Master, informing parties that it is proposed to be destroyed the records of Bills of Costs and Matters mentioned in the said list in accordance with rules for the destruction of records.

**(3) Application for withdrawals of exhibits**—Any party desiring to withdraw any exhibit produced by him may apply to the Taxing Master for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time the exhibits shall be destroyed in accordance with these rules.

**25. Records to be destroyed in Summer Vacation.**—Disposal of destroyed records— The destruction of records, shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time

Rules For the Preservation and Destruction of Records of the Office of the Insolvency Registrar

**26. Arrangement of record after disposal of matter**—Immediately after the final order Has been passed in a matter the record of the case shall be arranged in files to be marked as files “A”, “B”, “C” and “D”.

The arrangement of the record in files shall be done in the following manner:-

- (i) The papers which are required to be preserved permanently shall be kept in File “A”.
- (ii) The papers which are required to be preserved for 30 years shall be kept in File “B”.
- (iii) The papers which are required to be preserved for 12 years shall be kept in File “C”.
- (iv) The papers which are required to be preserved for 6 years shall be kept in File “D”.

All the files pertaining to any particular case shall be kept together in one bundle.

**27. Preservation and destruction of record.**—The paper and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective periods or as soon thereafter as may be convenient, they shall be destroyed.

### **Part 1**

#### **Papers Forming Part of Court Proceedings**

**(a) To be preserved permanently-**

- (i) Order of adjudication.
- (ii) Order setting aside the Order of adjudication.
- (iii) Order for the administration in insolvency of the estate of a deceased debtor
- (iv) Judgment.
- (v) Order on the Application of discharge
- (vi) Order of annulment.
- (vii) Orders sanctioning sale of Insolvent’s immovable property.

**(b) To be preserved for 30 years-**

- (i) Insolvency petition filed by debtor.
- (ii) Insolvency petition filed by creditor, together with affidavit in support.
- (iii) Affidavit in reply to the creditor’s insolvency petition and the affidavit in rejoinder thereto.
- (iv) Schedule of Insolvent’s assets and liabilities.

- (v) Notes of public examination.
- (vi) Notes of private examination of witnesses.
- (vii) Report of the Official Assignee on the application for discharge
- (viii) Minute book.

**(c) To be preserved for 12 years—**

- (i) Report and petitions of the Official Assignee and the orders passed thereon.
- (ii) Insolvency Notice and papers relating thereto.
- (iii) Exhibits.
- (iv) Disclaimer of Tenancy by the Official Assignee,

All papers relating to Insolvency petitions and Insolvency Notices not otherwise provided for by these rules.

The periods prescribed above shall be computed except as hereinafter otherwise provided from the date of final conclusion of the Insolvency proceedings. For the purpose of these rules, the proceedings shall in the case of an Insolvency Petition, be deemed to be finally concluded when the petition is dismissed or when the insolvent is discharged or when the Order of adjudication is annulled and in the case of an Insolvency Notice, the proceedings shall be deemed to be finally concluded when the Insolvency Notice is dismissed or set aside or becomes infructuous or when the notice is made the basis of an Insolvency Petition.

In the case of an Insolvency petition filed by a debtor or an Insolvency petition filed by a creditor and the affidavit in support, the period prescribed above shall be computed from the date of declaration of final dividend or from the date on which the Official Assignee records in writing that there does not appear to be any possibility of a dividend being declared.

In the case of Minute book, the period prescribed above shall be computed from the end of the period for which the minute book is maintained.

## Part II

### Papers Not forming part of Court Proceedings

**(a) To be preserved permanently—**

- (i) Register of Insolvency Petitions.
- (ii) Index book of Insolvency Petitions.

**(b) To be preserved for 30 years from the date of the last entry—**

- (i) Register of Insolvency Notices.
- (ii) Cash Book

**(c) To be preserved for 12 years after the last surviving account in the particular ledger is closed—**

**Note:**—An account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one ledger to another. Ledger showing accounts of depositors.

**(d) To be preserved for 12 years from the date of the last entry—Files containing receipts of payments made to parties.**

**(e) To be preserved for 3 years from the date of the last entry—**

- (i) Cashbook regarding sale of printed forms.
- (ii) Book containing duplicate of Court fee memos.
- (iii) Register of Court fees recovered.

**(f) General Provision—**

To be preserved for 6 years—

All registers, books and papers not otherwise provided for by these rules.

**28. Special order for preservation or destruction**—Notwithstanding anything herein contained, the Chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may directed that any book or document not hereinabove mentioned may be destroyed after such time as he think fit.

**29. Preparation of list of matters in which papers are proposed to be destroyed—**(1) The Insolvency Registrar shall, in the month of March every year, prepare a list of matters in which the papers are proposed to be destroyed.

(2) One month before the date fixed for the destruction of records a notice, along with the list is prepared under sub-rule (1), shall be put up on the notice board in the office of the Insolvency Registrar, informing parties that it is proposed to destroy the records of matters mentioned in the said list in accordance with the rules for the destruction of records.

(3) Any party desiring to withdraw any exhibit produced by him may apply to the Insolvency Registrar, for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time the Exhibits shall be destroyed in accordance with these rules.

**30. Records to destroyed in Summer Vacation. Disposal of destroyed records—**The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed records shall be disposed of in accordance with the orders issued by Government from time to time.

**RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE  
OFFICE OF THE CHIEF TRANSLATOR AND INTERPRETER**

**31. Preservation and destruction of record—**The papers and registers hereunder mentioned shall be preserved for the periods specified in this Rule. On the expiry of the respective periods or as soon thereafter as may be convenient, they shall be destroyed.

**(a) To be preserved for 6 years from the date of the last entry—**

(i) General Register showing documents received for translation.

(ii) Register showing documents delivered with their translations.

**(b) To be preserved for 6 years from the end of the period for which the register is maintained-**

- (i) Register showing documents received from each firm of Advocates for translation.
- (ii) Register showing documents received from Advocates and parties in person for translation.

**(c) To be preserved for 3 years from the date of the last entry-**

- (i) Register showing work given to each translator.
- (ii) Register showing interpretation work done in the office.
- (iii) Register showing interpretation work done out of office.
- (iv) Register showing documents returned to the Prothonotary and Senior master, to the Registrar, Appellate Side, to other Officers of the High Court and to the Registrar of the Bombay City Civil Court and the Registrar of the Sessions Court, Greater Bombay.
- (v) Register showing particulars of amounts deposited for translation charges.
- (vi) Cash book showing amounts deposited for translation charges.
- (vii) Book containing counterfoils of receipts in respect of deposits.
- (viii) Book containing counterfoils of bills in respect of charges for interpretation of evidence.

**(d) To be preserved for 3 years from the date of deposit in the office-**

Account books and other documents lodged for translation and lying unclaimed for the above period.

**(e) To be preserved for 1 year from the date of the last entry-**

- (i) Register showing processes received for translation.
- (ii) Register showing delivery of processes with their translations.
- (iii) Register of applications for certified copies of translations of processes.
- (iv) Register showing delivery of certified copies of translations.
- (v) Memo book showing the translations ready for delivery.

**(f) To be preserved for 1 years from the end of the year in which they are received**  
**Praecipes and letters received from suitors. General provision**

**(g) To be preserved for 3 years from the date of the last entry-**

All registers and books and papers not otherwise provided for by these rules.

**32. Special order for preservation or destruction**—Notwithstanding anything herein contained, the Chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**33. (1) Preparation of list of papers proposed to be destroyed**—The Chief Translator and Interpreter shall, in the month of March every year, prepare a list of papers which are proposed to be destroyed.

**(2) Notice to be put up-** One month before the date fixed for the destruction of records a notice, along with the list prepared under sub-rule (1) shall be put up on the notice board in the office of the chief Translator and Interpreter, informing parties that it is proposed to destroy the papers mentioned in the said list in accordance with the rule for the destruction of records.

**(3) Application for withdrawal of document**—Any party desiring to withdraw any document lodged by him may apply to the Chief Translator and Interpreter for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time, the document shall be destroyed in accordance with these rule.

**34. Records to be destroyed in Summer Vacation. Disposal Of destroyed record**— The destruction of records shall ordinarily be carried out in the summer vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

**RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE  
OFFICE OF THE ACCOUNTS OFFICER, HIGH COURT.**

**35. Preservation and destruction of record-** The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective periods or as soon as thereafter as may be convenient, they shall be destroyed.

**(a) To be preserved permanently-**

- (i) Register of Causes.
- (ii) Statement of Lapsed Deposits.

**(b) To be preserved for 30 years from the date of the last entry**

- (i) Cash book
- (ii) Payee's Receipt Book.

**(c) To be preserved for 30 years from the end of the period for which the register is maintained-**

Ten yearly register showing details of amounts due to' be paid periodically to parties.

**(d) To be preserved for 30 years after the final the payment is made-**

File in respect of each cause.

**(e) To be preserved for 12 years from the end of the period for which the register is maintained-**

Stock Register.

**(f) To be preserved for 12 years from the date of the last entry-**

- (i) Register of amounts due from parties.
- (ii) Register showing special and final payments made to parties.
- (iii) Counterfoil cheque Book.
- (iv) Bank Pass Book.
- (v) Register of Power of Attorney.

**(g) To be preserved for 12 years from the end of the period for which the register is maintained-**

Subsidiary General Ledger Account (of Securities) with the Reserve Bank of India.

**(h) To be preserved for 12 years after the last surviving account in the particular ledger is closed-**

**Note.-** An account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one ledger to another.

Ledger showing account of minors etc.

**(i) To be preserved for 6 years from the date of the last entry-**

(i) Journal.

(ii) Office receipt Book.

**(j) To be preserved for 3 years from the end of the period for which the register is maintained-**

Stock Disposal Register.

**(k) To be preserved for 3 years from the date of the last entry-**

(i) Intermediate Register.

(ii) Book containing counterfoils of certificates showing balances to the credit of causes.

(iii) Register showing securities in Suspense Account.

(iv) Register showing amounts received in the office.

(v) Register showing securities received from the Reserve Bank of India.

***General provision.***

**(l) To be preserved for 6 years-**

All registers, books and papers not otherwise provided for by these rule.

**36. Special order for preservation or destruction**— Notwithstanding anything herein contained, the chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**37. (1) Preparation of list of papers proposed to be destroyed**—The Accounts Office shall, in the month of March of every year, prepare a list of papers which are proposed to be destroyed.

**(2) Notice to be put up**—One month before the date fixed for the destruction of records the Accounts Officer shall put up on the notice board of his office the list prepared under sub- rule (1) and notify that he will destroy the papers and registers mentioned in the said list in accordance with the rules for the destruction of records.

**38. Records to be destroyed in summer vacation. Disposal of destroyed records**—The destruction of records shall ordinarily be carried out in the Summer vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

#### **RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE OFFICE OF THE SHERIFF OF BOMBAY**

**39. Preservation and destruction of record** – The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule.

On the expiry of the respective periods or as soon thereafter as may be convenient they shall be destroyed.

**(a) To be preserved for 30 years form the date of the last entry-**

(i) General Cash Book

(ii) File of Statements of Balances.

(iii) Register of immovable properties sold by the Sheriff.

**(b) To be preserved for 12 years from the date of the last entry-**

- (i) Bank Pass Book
- (ii) Counterfoil cheque Book
- (iii) Movable property inventory register.

**(c) To be preserved for 12 years after the last surviving account in the particular ledger is closed-**

**Note.**– An account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one ledger to another ledger.

**(d) To be preserved for 6 years from the date of the last entry-**

- (i) Process register.
- (ii) Process Fee Receipt Book
- (iii) Book containing Counterfoils of General Cash Receipts.
- (iv) Challan Files.
- (v) Petty Cash Receipt File.
- (vi) Register of Summonses.
- (vii) Register of Notices.
- (viii) Register and file of Warrants.

**(e) To be preserved for 3 years from the date of the last entry-**

- (i) Appellate Side Process File
- (ii) File containing Applications for appointment of Special Bailiffs.
- (iii) Special Bailiffs' Register.
- (iv) Book containing counterfoils of Special Bailiffs' Certificates.

**(f) To be preserved for 1 year from the date of the last entry**

- (i) Jury correspondence File.
- (ii) Jury Advertisement File.
- (iii) Witness Subpoena register.
- (iv) Witness Subpoena Despatch Book.

**(g) To be preserved for 1 year from the date of the publication In the government Gazette-**

- (i) List of Special Jurors.
- (ii) List of Common Jurors.

**(h) To be preserved for 1 year from the date of the conclusion of the Criminal Sessions-**

- (i) Special Jury Panels
- (ii) Common Jury Panels.

***General Provisions.***

**(i) To be preserved for 6 years-**

All registers, books and papers not otherwise provided for by the rules.

**40. Special order for preservation or destruction-** Notwithstanding anything herein contained, the chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**41. (1) Preparation of list of papers proposed to be destroyed-** The Deputy sheriff Shall , in the month of march every year, prepare a list of papers which are proposed to be destroyed.

**(2) Notice to be put up-** One month before the date fixe for the destruction of records

the Deputy Sheriff shall put up on the notice board of his office the list prepared under sub-rule (1) and notify that he will destroy the papers mentioned in the said list in accordance with the rule for the destruction of records.

**42. Records to be destroyed in Summer Vacation. Disposal of destroyed records.-** The destruction of records shall ordinarily be carried out in the Summer vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

#### **RULES FOR THE PRESERVATION AND DESTRUCTIONS OF RECORDS OF THE OFFICE OF THE CLERK OF THE STATE**

**43. Arrangement of record after disposal of case.** Immediately after the passing of the final order in any case the record of the case shall be arranged in files to marked as files 'A' 'B' 'C' and 'D'

The arrangement of the record in files shall be done in the following manner :-

- (i) The papers which are required to be preserved permanently shall be kept in File 'A'
- (ii) The papers which are required to be preserved for 12 years shall be kept in File 'B'
- (iii) The papers which are required to be preserved for 6 years shall be kept in File 'C'
- (iv) The papers which are required to be preserved for 1 year shall be kept in File 'D'

**44. Preservation and destruction of record-** The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective periods, or as soon thereafter as may be convenient, they shall be destroyed.

## PART I

### PAPERS FORMING PART OF COURT PROCEEDINGS

**(a) To be preserved permanently-**

- (i) Judge's Charge to the Jury.
- (ii) Judgment.
- (iii) Such papers as, in the opinion of the Prothonotary and Senior Master, are of historical, sociological or scientific value.

**(b) To be preserved for 30 years-**

Minute books containing minutes of proceedings in Court.

**(c) To be preserved for 12 years-**

- (i) Certificate of the Advocate General under clause 26 of the Letters Patent.
- (ii) Notes of Evidence.
- (iii) Statement of the Accused.
- (iv) Warrant of commitment to Jail along with its return after execution of the sentence and office copy of the said warrant.
- (v) Bond taken from the Accused for keeping the peace and for good behaviour.
- (vi) One copy of Appeal Paper Book.
- (vii) Documentary exhibits or copies of those returned.

**(d) To be preserved for 6 years-**

- (i) Charge against the Accused.
- (ii) Extra copies of the Appeal Paper Book.
- (iii) Depositions of witnesses and Statements of the Accused before the Committing Magistrate. .
- (iv) Copies of orders on petitions for mercy and the papers connected therewith.
- (v) List of exhibits.

- (vi) Charge sheets.
- (vii) Inquest proceedings before the Coroner.
- (viii) Affidavits, interim orders and other papers in matters under section 491 of the Criminal Procedure Code and Habeas Corpus Jurisdiction.

**(e) To be preserved for 1 year-**

- (i) Memorandum of appeal.
- (ii) Sub-poenas.
- (iii) Praecipes for search, producing papers, drawing up Rule Nisi, Order, etc.
- (iv) Application for copies, for adjournment, for summons, etc.
- (v) Warrants of appearance.
- (vi) Affidavits of service.
- (vii) Bail papers and bonds.
- (viii) Translation of Rule Nisi, etc.
- (ix) Drafts of Rule Nisi, Orders, etc.
- (x) Application for exemption from jury service.
- (xi) Any correspondence relating to committal of accused.

**Computation of time**—The periods prescribed above shall be computed except in the case of the minute book from the date of final decision of the case where no appeal has been filed and from the date of final, decision of the Appellate Court when an appeal has been filed.

In the case of Minute Book, the period prescribed above shall be computed from the end of the period for which the Minute Book is maintained.

## PART II

### PAPERS NOT FORMING PART OF COURT PROCEEDINGS.

**(a) To be preserved permanently-**

Register of cases.

**(b) To be preserved for 30 years-**

- (i) Declarations of proprietors, printers and publishers of newspapers, magazines, etc.
- (ii) Inward and Outward Correspondence Files.

**(c) To be preserved for 3 years-**

- (i) Annual Judicial Statements.
- (ii) Letter delivery and receipt Books.
- (iii) Register of payments made to witnesses and for contingent expenses.
- (iv) List of Jurors.
- (v) Jury Panels.
- (vi) Register of Court fee stamps cancelled.
- (vii) Vouchers for Bhatta and road money to witnesses and for contingent expenses, etc.
- (viii) Defence briefs in Murder Cases.

**45. Special order for preservation or destruction-** Notwithstanding anything herein contained, the Chief Justice may for any reason direct that any of the above papers and documents be destroyed either earlier or rather than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not hereinabove mentioned may be destroyed after such time as he may think fit.

**46. (1) Preparation of list of cases and appeals in which papers are proposed to be destroyed-** The Clerk of the State shall, in the month of March every year, prepare a list of cases and appeals in which the papers are proposed to be destroyed.

**(2) Notice to be put up-** One month before the date fixed for the destruction of records, a notice along with the list prepared under sub-rule (1), shall be put up on the notice board in the office of the Clerk of the State, informing parties that it is proposed to destroy the record of cases and appeals mentioned in the said list in accordance with the rules for the destruction of records.

**(3) Application for withdrawal of exhibits**—Any party desiring to withdraw any exhibit produced by him may apply to the Clerk of the State for its withdrawal. The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time, the exhibits shall be destroyed in accordance with these rules.

**47. Records to be destroyed in Summer Vacation. Disposal of destroyed records**— The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

## **RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF OFFICE OF THE OFFICIAL ASSIGNEE.**

**48. Preservation and destruction of records**—The papers and registers hereunder mentioned shall be preserved for the periods specified in this Rule.

On the expiry of the respective periods or as soon thereafter as may be convenient they shall be destroyed.

**Note.**—Names of all departments to be printed in bold letters.

Name of the Department and nature of book and/or documents	Period of preservation	The time from which period is to be reckoned
<b>(A) COURT DEPARTMENT</b>		
(1) Register showing particulars of Suits, Appeals and other proceedings filed by or against the Official Assignee in all Civil Courts in India other than the Court's of Small Causes at Bombay.	Permanently	
(2) Register showing particulars of Conveyances, Assignments and other documents executed by the official Assignee.	Do	
(3) Register of Minutes of Orders passed by the Insolvency Judge	Do	
(4) Copies of Judgments delivered in Insolvency matters	Do	
Cash and Accounts Department		
Ledger of Unclaimed Dividend Capital Account and Unclaimed Dividend Revenue Account.	Do	
Record Department		
(1) Register showing particulars of Insolvency Petitions and Orders made thereon.	Permanently	
2) Index to the Register mentioned in Item (1) above.	Do	
<b>(B) CASH AND ACCOUNTS DEPARTMENT</b>		

(1) File of Dividend Warrants discharged by Creditors.	30 years	From the date of the last Dividend Warrant.
(2) File of Letters of Indemnity given by Advocates regarding Suits and Indemnity.	30 years	From the date of the last Letter of Indemnity.
Claim and Dividend Department		
(1) Register of Claims	30 years	From the date of last entry.
2) Index to Register of Claims	30 years	From the date of last entry.
(3) Register containing Court's directions for declaration of Dividend.	30 years	From the date of last entry.
(4) Register showing particulars of documents produced at the time of claiming Dividends	30 years	From the date of last entry.
(5) Dividend Register showing particulars of dividend declared in each Insolvency.	30 years	From the date of last transfer to the Unclaimed Dividend Capital Account.
(6) General Index to Dividend Register	30 years	From the date of last transfer to the Unclaimed Dividend Capital Account.
(7) File containing Divided Warrants forwarded to creditors but returned by the Returned	30 years	From the date of last transfer to the

Letter Office		Unclaimed Dividend Capital Account.
(8) File containing Indemnity of Advocates for issue of duplicate Dividend Warrants.	30 years	From the date of the last indemnity.
Record Department		
File of certified copies of Orders of Adjudication received from the Insolvency Registrar.	30 years	From the date of the order.
<b>(C) COURT DEPARTMENT</b>		
(1) Copy of Annual Report of the Official Assignee made to the Insolvency Judge in respect of Insolvencies not finally wound up at the end each Calendar Year.	12 years	From the date of the last Report.
(2) File of Letters of Authority filed by Advocates	12 years	From the date of the last Letter of Authority
(3) Register of Summary Cases	12 years	From the date of the last entry
(4) Register of Non Summary Cases	12 years	
Cash and Accounts Department		
(1) Register of documents kept in strong room	12 years	After all documents mentioned therein are

		returned.
(2) Register of valuables	12 years	After Valuables mentioned therein are disposed of.
(3) Cash Book of daily receipts and payments in different estates.	12 years	From the date of the last entry
(4) Journal	12 years	Do.
(5) Pass-book of personal Ledger Account of the Official Assignee in the Reserve Bank of India	12 years	From the date of the last entry
(6) file of Memos regarding entries made in Journal.	12 years	From the date of the last entry
(7) File of vouchers or receipts in respect of payment made by the Official Assignee	12 years	After the date of the last Voucher or Receipt.
(8) Ledgers showing accounts of different estates	12 years	After the last surviving Account in a particular Ledger is closed.
<p>Note- An account shall be deemed to be closed when the final payment is made and not when the balance in the account is carried forward from one Ledger to another.</p>		

(9) Index to Ledger	12 years	After the last surviving Account mentioned in the Index is closed.
(10) File of refund of Income Tax paid on interest earned on Government Securities held by the official Assignee.	12 years	From the end of the period for which the file is maintained.
Claim and Dividend Department		
(1) Register showing names of creditors entitled to dividend.	12 years	From the date of the last entry.
(2) File containing Affidavits in respect of Articles claimed.	12 years	From the date of the last entry.
(3) File of statements of account forming basis for declaring Dividends.	12 years	From the date of the last Statement.
(4) File containing affidavits of claim	12 years	From the date of declaration of Final Dividend or from the date of the Order of Adjudication in cases where the Official Assignee considers it impossible to declare a Dividend.
Outstanding Department		

(1) Register of outstandings due to Insolvents estates.	12 years	From the date of the last entry.
(2) Register of Suits filed in the Court of Small Causes at Bombay by the Official Assignee to recover outstandings due to Insolvents.	12 years	From the date of the last entry.
(3) File Containing inventories of movable properties taken possession of by the Official Assignee.	12 years	From the date of the last Inventory.
Record Department		
(1) Register showing the number of Books of Accounts lodged by the Insolvent/Debtor.	12 years	After the date of the last entry.
(2) Register showing the number of Bank Passbooks or Statements of Account in respect of Bank Account of Insolvents.	12 years	After the date of the last entry.
<b>(D) COURT DEPARTMENT</b>		
(1) Copies of assignments, conveyances and other documents executed by the Official Assignee and approved Drafts of such assignments, conveyances and other documents.	6 years	From the date of execution.
(2) copies of particulars and conditions of sale of properties of Insolvents sold by the Official Assignee along with the original Agreement of Purchase.	6 years	From the date of Sale.

(3) File containing statements made under Rule 83 of Bombay Insolvency Rules, 1910 by Debtors.	6 years	From the date of last statement.
Cash and Accounts Department		
(1) Register of Government Securities purchased and sold by the Reserve Bank of India on behalf of the Official Assignee	6 years	After all securities mentioned therein have been sold.
(2) Register showing Government Securities to the credit of different estates.	6 years	After all securities mentioned therein have been sold.
(3) General Receipt Book in respect of moneys received by the Official Assignee in different estates.	6 years	From the date of the last receipt.
(4) Counterfoil Cheque Books of Personal Ledger Account of Official Assignee with the Reserve Bank of India	6 years	After the date of the last Counterfoil.
(5) File of correspondence with the reserve Bank of India in Connection with the Investment of Insolvents' Funds.	6 years	From the date of the last letter.
(6) Ledger showing commission and fees earned by the Official Assignee in different estates and credited to Government every month.	6 years	From the date of the last entry.
(7) Challan File	6 years	From the date of the last entry.

(8) Register showing distribution of interest earned on Government Securities in different estates.	6 years	From the date of the last entry.
(9) Registers showing particulars of uncashed cheques drawn by Official Assignee in favour of parties and cheques drawn in favour of Official Assignee by parties but dishonoured.	6 years	From the date of the last entry.
(10) Register showing particulars of Registered Letters addressed to the Official Assignee or addressed to the Insolvents and Re-directed to the Official Assignee by the Postal Authorities.	6 years	From the date of the last entry.
Claim and Dividend Department		
(1) File of copies of Scheme of 6 years Composition or Scheme of and Papers relating thereto.	6 years	After sanction of last Scheme of Composition or Scheme of Arrangement mentioned therein.
(2) Register of Query Sheets issued in different estates.	6 years	From the date of the last entry.
(3) Register showing particulars of Disclaimer of Tenancies and Leases.	6 years	From the date of the last entry.
(4) The Books of Certificate of Posting.	6 years	From the date of the last entry.

(5) File containing Postal receipts relating to Dividend Warrants sent by Registered Post Acknowledgment Due.	6 years	From the date of the last Postal Receipt.
(6) File containing Postal acknowledgments relating to Dividend Warrants sent by Registered Post	6 years	From the date of the last Postal Receipt.
(7) File containing Notices sent to Creditors for lodging claims but returned by the Returned Letter Office.	6 years	From the date of return of the last of such Notices from the Returned Officer.
Outstanding Department		
(1) Register of payments made by Insolvents for the benefit of Creditors.	6 years	After all the insolvencies mentioned therein are disposed of either by annulment of Orders of Adjudication or by Insolvents obtaining discharge.
(2) Register of movable or immovable properties of insolvents.	6 years	After all the Properties mentioned therein are realised.
(3) Register of Sale of movable and immovable properties of insolvents.	6 years	After all the properties mentioned therein are sold.
(4) Register of decrees passed against Insolvents and in favour of official Assignee.	6 years	After the surviving Decree is satisfied.

(5) Copies of Schedules of Assets and Liabilities filed by Insolvents.	6 years	After insolvencies are either annulled or Insolvents are granted Discharge.
(6) Register showing rents recovered by Official Assignee in different estates	6 years	From the date of the last entry.
(7) Register containing Reports of Official Assignee's Representatives regarding taking possession of Insolvents' Properties.	6 years	From the date of the last report.
Record Department		
(1) File of List of Books of Account etc., lodged by the Insolvents.	6 years	After all the insolvencies mentioned therein have either been annulled or the Insolvents therein concerned have obtained discharge.
(2) books of Account and Bank Books etc., deposited by the Insolvents.	6 years	From the date of the Order of annulment or Order of discharge.
Despatch and Filing Department		
(1) Despatch Book	6 years	From the date of the last entry.

(2) Books of certificate of Posting.	6 years	From the date of the last entry.
(3) Register showing particulars of all outgoing letters.	6 years	From the date of the last entry.
(4) Register showing particulars of all outgoing letters sent by Ordinary Post.	6 years	From the date of the last entry.
(5) Register showing particulars of incoming letters.	6 years	From the date of the last entry.
(6) correspondence File of each insolvency.	6 years	From the date of the Insolvent's discharge or from the date of the Order of Annulment or date of dismissal of Insolvency Petition.
<b>(E) COURT DEPARTMENT</b>		
(1) Register containing carbon copies of Statement made under Rule 83 of the Bombay Insolvency Rules, 1910 by Debtors.	3 years	From the date of the last carbon copy
(2) Register showing dates fixed for Public Examination of Insolvents.	3 years	From the date of the last entry.
(3) Register showing details of <i>Rule Nisi</i> and Warrants issued against Insolvents.	3 years	From the date of the last entry.

(4) Register showing dates fixed for hearing of Insolvents' Applications for Discharge.	3 years	From the date of the last entry.
Cash and Accounts Department		
(1) Receipt Book of Fees in respect of inspection or production of documents or for furnishing certified copies thereof.	3 years	From the date of the last receipt.
(2) receipt Book of Fees received for issuing Certificates under Rule 84 of the Bombay Insolvency Rules 1910.	3 years	From the date of the last receipt.
(3) Receipt Book of Fees received for issue of Certificates under Rules 92, 93 and 125 of the Bombay Insolvency Rules, 1910	3 years	From the date of the last receipt.
(4) Rough Cash Book Daily Receipts.	3 years	From the date of the last entry.
(5) Register showing particulars of Registered letters sent by Official Assignee and returned by Returned Letter Office	3 years	From the date of the last entry.
Claim and Dividend Department		
(1) File containing copies of Advertisements of Official Assignee's Intention to declare Dividends.	3 years	From the date of the last Advertisement.
(2) Rough Register of Claims.	3 years	From the date of the last entry.

(3) Register showing the number of Notices sent to Creditors to lodge the claims.	3 years	From the date of the last entry.
(4) Register showing the number of Dividend Warrants sent to Creditors.	3 years	From the date of the last entry.
Outstanding Department		
(1) Register of Shares and Debentures belonging to Insolvents.	3 years	After all the shares and Debentures are realised.
(2) Rent Receipt Book.	3 years	From the date of the last receipt.
(3) Register showing particulars of Dividend Warrants received by Official Assignee on Shares standing in the names of Insolvents.	3 years	From the date of the last entry.
(4) Sale Slip Book.	3 years	From the date of the last sale slip
Record Department		
Register showing particulars of Books of Account etc., withdrawn by Insolvents upon annulment of Insolvency.	3 years	From the date of the last entry

Despatch Department-		
(1) Register of Memos regarding Letters sent by Registered Post.	3 years	From the date of the last entry.
(2) Register of Public Examination Notices sent to Creditors.	3 years	From the date of the last entry.
<b>(F) Court Department</b>		
(1) Counterfoils of Certificates issued under Rule 92 of the Bombay Insolvency Rules, 1910	1 years	From the date of the last certificate.
(2) Counterfoils of Certificates issued under Rule 93 of the Bombay Insolvency Rules, 1910	1 years	From the date of the last certificate.
Cash and Accounts Department		
Temporary Receipt Book	1 years	From the date of the last receipt.
Claim and Dividend Department		
Diaries of meetings fixed before the Official Assignee, Deputy Official Assignee and 1st Assistant to Official Assignee.	1 years	From the date of the last entry.
Outstanding Department		

Diaries Meeting fixed before the Official Assignee, Deputy Official Assignee.	1 years	From the date of the last entry.
Record Department		
(1) Muster Roll of Insolvents.	1 years	From the date of the last entry.
(2) Register Showing Insolvents Books of Account etc., produced before the Sales Tax and Income Tax Officers.	1 years	From the date of the last entry.
(3) Register Showing Certified copies furnished to parties.	1 years	From the date of the last entry.
(4) Register of Documents put in by Official Assignee as Exhibits in Different Courts.	1 years	After all the Exhibits mentioned in the Register are withdrawn.
Despatch Department		
Register showing number of Files in each Insolvency	1 years	After all files mentioned therein are destroyed.
Typing Department		
Note Books of Stenographers.	1 years	After completion of book.

GENERAL PROVISION		
All Register, Books and papers not otherwise provided for by these Rules.	6 years	

**49. Special order for preservation or destruction-** Notwithstanding anything herein contained, the Chief Justice may, for any reason, direct that any of the above papers and books be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not here in above mentioned may be destroyed after such time as he may think fit.

**50. (1) Preparation of list of papers and books proposed to be destroyed-** The Official Assignee shall, in the month of March every year, prepare a list of papers and books which are proposed to be destroyed.

**(2) Notice to be put up-** one month before the date fixed for the destruction of records, a notice along with the list prepared under sub-rule (1) shall be put up on the notice board in the office of the Official Assignee to the effect that it is proposed to destroy the papers and books mentioned in the said list in accordance with the rules for the destruction of records.

**(3) Application for withdrawal of documents-** Any party desiring to withdraw any document produced by him may apply to the Official Assignee for its withdrawal.

The application shall be made within three weeks from the date of the notice mentioned in sub-rule (2). If no application is made within such time the documents shall be destroyed in accordance with these rules.

**51. Records to be destroyed in Summer Vacation. Disposal of destroyed records.—** The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the Orders issued by Government from time to time.

**RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS OF THE  
OFFICE OF THE COURT RECEIVER**

**52. Records to be kept in two parts.**—The Office of the Court receiver shall maintain records in two parts namely (i) Part I consisting of office records forming part of suit proceedings and (ii) Part II consisting of office records not forming part of suit proceeding. The entire record shall be preserved and maintained by a person in charge of the same, who shall be called “the Record Keeper”

**53. Forwarding of suit records to Records Keeper with list thereof.**—In case of records falling under part I persons attending to suits and/or matter shall at the end of each quarter ending 31st March, 30th June, 30th September and 31st December or as soon thereafter as may be convenient prepare lists of suits and/or matters in which the Court Receiver has been discharged and accounts closed during the preceding quarter and shall forward the said lists to the Records Keeper. The Record Keeper shall maintain a Register of such lists in the manner provided hereinafter.

**54. Forwarding of other records to Records Keeper with list thereof.**—In the case of records falling under part II, the person in charge of the department concerned shall at the end of each quarter as aforesaid or as soon thereafter as may be convenient, forward to the Record Keeper duly arranged the records no longer required by the department together with a list thereof.

**55. Arrangement of records by Record Keeper.**—The Record-Keeper shall, on receipt of the records, of part I according to the year in which it is due for destruction and the record of part II in the following manner :-

- (a) The records which are required to be preserved permanently shall be marked and classified as Class ‘A’.
- (b) The records which are required to be preserved for 30 years shall be marked and classified as Class ‘B’.
- (c) The records which are required to be preserved for 12 years shall be marked and classified as Class ‘C’.



Register of Part II Records					
Serial No.	Date of last entry in the book	Date of receipt in the Record Room	No. of cupboard and shelf	Date when due for destruction	Date when actually destroyed
1	4	5	6	7	8

**59. Test inspection of record in the Record Room.** — A test inspection of the Record kept in the Record Room shall be made at the end of each quarter by the Chief Superintendent. A note of the inspection shall be made and submitted to the Court Receiver.

**60. Period of preservation of records.** — The papers and registers hereunder mentioned shall be preserved for the periods specified in this rule. On the expiry of the respective periods or as soon thereafter as may be convenient, they shall be destroyed.

### PART I

#### PAPERS FORMING PART OF SUIT PROCEEDINGS

**(A) The following shall be preserved for 12 years from the date of closing of accounts in suits and/or matters:—**

- (i) Copies of orders appointing Receiver together with copies of pleadings affidavits, Notices of Motion, etc.
- (ii) Copies of orders discharging the Receiver.
- (iii) Copies of other orders of the Court Received in the matters.
- (iv) Reports of the Court Receiver and the Judges' orders thereon.
- (v) Notes of Meeting.
- (vi) Correspondence and miscellaneous papers in suits.
- (vii) Vouchers in suits.
- (viii) Certificate of passing of accounts by the Commissioner for Taking Accounts.
- (ix) Indemnities and Agreements in favour of Court Receiver.

**(B) The following shall be preserved for 1 year from the date of closing of accounts in suits and/or matters:—**

Books of account, papers, files, etc. belonging to parties.

**PART II**

**PAPERS NOT FORMING PART OF SUIT PROCEEDINGS**

Class 'A' : To be preserved permanently

- (a) Accounts Department. Office Ledger [formerly known as Suit Ledger No. 1]

Class 'B' : To be preserved for 30 years from the date of last entry

- (a) Rent Department.

Rent Ledgers.

- (b) Accounts Department.

Suit Ledgers.

- (c) Administration Department

- (i) Receivership Register.

- (ii) Register of Valuables.

Class 'C': To be preserved for 12 years from the date of last entry, except in the case of documents mentioned in item [e]

- (a) Accounts Department-

- (i) Cash Books.

- (ii) Transfer Entry Book.

- (iii) Register of Advances.

- (iv) Counterfoils of Cheque Books.

- (v) Pass Books of Banks.

- (vi) Register of Bills received from Contractors, Plumbers and Architects.

- (b) Accounts Filing Department-

Register of filing accounts before the Commissioner for Taking Accounts.

- (c) Municipal and Local Authorities Department-

Property Tax Register.

- (d) Income-tax and Sales-tax Department-

- (i) Register of Income-tax payments.

- (ii) Register of Compulsory Deposits.
- (iii) Register of Compulsory Deposit Pass Books.

(e) Shares Securities Insurance and Investment Department-

(To be preserved for 12 years after all the documents, title deeds or securities mentioned therein are returned or after all the fixed deposits have matured).

- (i) Register of Shares and Securities.
- (ii) Register of Insurance.
- (iii) Register of Fixed Deposits.
- (iv) Summary of Fixed Deposits.

(f) Record Department (Books of account, etc., belonging to parties)-

- (i) Key Register.
- (ii) Index Register of Record Room.

Class 'D' : To be preserved for 6 years from the date of last entry, except in the case of documents mentioned in item (c)-

(a) Rent Department-

- (i) Rent Collectors Recovery Register.
- (ii) File of Remittance Reports of Rent Collectors.
- (iii) Summary of Remittance Register
- (iv) Rent Scroll Book.
- (v) Person-wise Register of Rent Receipt B9pks.
- (vi) Register of Distress Warrants.
- (vii) Register of suits filed in Small Causes Court.

(b) Accounts Department-

- (i) Counterfoils of Receipts.
- (ii) Royalty Cards and Royalty Card Register.
- (iii) Clearance Register of Court Receiver's costs, charges and expenses.
- (iv) File of Final Statements of Accounts.
- (v) Stock Account of Cheque Books.
- (vi) Stock Account of Receipt Books.

(c) Shares, Securities, Insurances and Investment Department- (To be preserved for 6 years, from the date of expiry.) Policy Documents.

- (d) Municipal and Local Authorities Department-
  - (i) Register of Electric Bills.
  - (ii) Register of Municipal Notices.
- (e) Administration Department-  
All Registers, books and papers not otherwise provided for by these Rules.
- (f) Record Department (Books of account, etc. belonging to parties.)
  - (i) Outward Key Register.
  - (ii) Register of Account Books.

Class 'E': To be preserved for 3 years from the date of last entry-

- (a) Rent Department-
  - (i) Rent Collectors' Remuneration Register.
  - (ii) Statements in Form No. 8 of Rent Department Manual.
  - (iii) Statements in Form No. 9 of Rent Department Manual.
  - (iv) Recovery Register for Electricity Charges.
  - (v) Recovery Register for Water Charges.
  - (vi) Wages Book for Malis and Sweepers.
  - (viii) Counterfoils of Rent Bill Books.
- (b) Accounts Department-
  - (i) Bank Accounts Reconciliation Register.
  - (ii) Watchmen's Wages Register.
  - (iii) Challan File.
  - (iv) Watchmen's Register.
- (c) Receiving and Despatch Department-
  - (i) Stamp Account Register.
  - (ii) Inward and Outward Register for ordinary letters.
  - (iii) Inward Register for Registered Letters.
- (d) Municipal and Local Authorities Department-
  - (i) Register of Tenants' Complaints.
  - (ii) Register of Architects.
  - (iii) Register of Plumbers.
- (e) Record Department (Books of Account, etc., belonging to parties)-

- (i) Register of Inspection of Records.
- (ii) Register of production of Records.
- (f) Administration Department-  
Stock Register of Stationary.

Class 'F' : To be preserved for one year from the date of last entry-

- (a) Receiving and Despatch Department-
  - (i) Register of Cheques received.
  - (ii) Register of persons attending to suits.
  - (iii) Peons Delivery Books.

**61. Special order for preservation or destruction.**—Notwithstanding anything herein contained, the Chief Justice may, for any reason direct that any of the papers and books be destroyed either earlier or later than the time prescribed by the above rules.

The Chief Justice may direct that any book or document not herein above mentioned may be destroyed after such time as he may think fit.

**62. Preparation of list of records which are proposed to be destroyed**—The Record Keeper shall, in the month of March every year, prepare a list of records which are proposed to be destroyed. The list shall be approved by an Officer to be appointed by the Court Receiver for this purpose.

**63. Record due for destruction to be kept separate.**—The Record which is due for destruction in any year shall be taken out and kept on separate racks until it is destroyed.

**64. Records to be destroyed in Summer Vacation.**—Disposal of destroyed records. The destruction of records shall ordinarily be carried out in the Summer Vacation each year. The destroyed record shall be disposed of in accordance with the orders issued by Government from time to time.

\*\*\*\*\*