

HIGH COURT OF HIMACHAL PRADESH
No.HC/Rules.22(32)84- Dated the 20th/July,1989.

NOTIFICATION

In exercise of the powers conferred by Article 227(2) (b) of the Constitution of India upon them the Hon'ble the Chief Justice and the Judges of the High Court of Himachal Pradesh are pleased to make the following Rules in relation to maintenance of Shorthand Note Books by the Private Secretaries/Stenographers/Steno-typists.

Short title
and
commencement.

1.(a) These rules may be called the "maintenance of Shorthand Note Books Rules, 1989."

(b) They shall come into force with immediate effect.

Definitions.

2. In these Rules, unless there is anything repugnant to the subject or context :-

- a) 'Court' means a Civil or Criminal Court and shall include the High Court.
- b) 'Note Book' means a shorthand Note Book supplied to the Private Secretaries/Stenographers/Steno-typists.
- c) 'Presiding Officer' means a Judge or Magistrate Presiding over a Civil or Criminal Court.
- d) 'Registrar' means the Registrar of the High Court of Himachal Pradesh and including Registrar(Vigilance).

Supply of
note books.

3.(a) Every Private Secretary/Stenographer/Steno-typist employed in a Court shall submit a requisition in writing to the Officer/official Incharge of the stationery for supply of as many Note books as may be required at a particular time.

(b) The officer/official Incharge of stationery shall supply requisite number of note books to the officer/official submitting the requisition and

Contd... 2/-

the record of such supply shall be maintained in the prescribed register (Form-A).

Marking of serial number.

4. The Private Secretaries/Stenographers/Stenotypists shall put the serial number on the first page of the note book as on 1st January every year and the serial number shall continue till 31st of December of each year.

Marking of date and title of cause.

5. On every day before taking down dictation, the Private Secretaries/Stenographers/Stenotypists shall mark the date on the first page on which dictation is taken down and the cause/title shall be mentioned clearly on such page.

Preservation of note books.

6. All note books shall be maintained and preserved by the Private Secretaries/Stenographers/Stenotypists concerned in their custody until the expiry of one year from consumption thereof.

Bar against destruction etc.

7. No book shall be destroyed or the dictation taken down disfigured or erased except as provided hereinbelow.

Provided that the exhausted note books shall be destroyed by way of incineration by the Private Secretaries/Stenographers/Stenotypists concerned with the previous approval of the Registrar or the Presiding Officer concerned, as the case may be, after the expiry of the period specified in Rule 6 above.

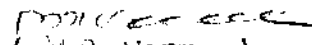
Residuary powers.

8. Nothing in these rules shall be deemed to affect the powers of the Hon'ble the Chief Justice to make such orders from time to time as he may

Contd.. 3/-

deem fit in regard to all matters forming part of the subject matter of these rules and / or all matters incidental or ancillary thereto not specifically provided for herein and/ or in regard to matters not provided for or insufficiently provided for herein.

BY ORDER OF THE COURT

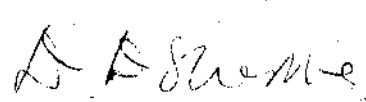

(M.R. Verma)
REGISTRAR ()

Endt. No. HHC/Rules.22(32)/84-

Dated Shimla the
20th July, 1989

Copy forwarded to:

1. All the District/Adml. Distt. & Sessions Judges in H.P.
2. All the Senior Sub Judges-cum- CJMs/Sub Judges-cum- Judicial Magistrates in H.P.
3. All the Private Secretaries/Readers to the Hon'ble the Chief Justice & Judges of the High Court of H.P. Shimla.
4. All the Personal Assistants/Stenographers to the Registrars/Adml. Registrars/DY. Registrars/Asstt. Registrars, High Court of H.P.
5. All the Supdts. of the High Court of H.P.
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10. Guard File.


(D.D. Sharma)
Dy. Registrar (Rules)
High Court of H.P.

FORM OF RECEIPT

S.No. Name of the Pvt. Secy / Stenographer /Steno-typist.	Date of submitting the requi- sition.	No. of Note books supp- lied with date of supply.	Signatures of the person submitting the requisition.	Signatures of Officer incharge of stationary.
1	3	4	5	6
2				