

Principal District Court, Kadapa,
Dated: 05.09.2024.

CIRCULAR

Sub: - Courts - Civil & Criminal - Kadapa District - Copyist Establishment - Certain Instructuins to the Presiding Officers of the respective Courts to direct the concerned staff while complying the Copy Applications - Issued - Regarding.

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It is brought to the notice of the undersigned that the staff members who are attending the Copy Applications are complying the Xerox copies (uncertified copies) without placing the said application before the Presiding Officer, which are not permitted for issuance of Certified copies. The staff members without the notice of the Presiding Officers are complying the xerox copies (uncertified copies) which are not permitted for certified copies under law.

Sec. 211 of Criminal Rules of Practice says "Uncertified copies not to be granted".


Further, **Sec. 188(2) of Civil Rules of Practice and Circular Orders, 1980 and Sec. 217 (2) of Criminal Rules of Practice and Circular Orders** says "provided that, in cases of doubt whether the copy applied for should be furnished, the application shall be placed before the Judge for his decision. If the application is refused by the Judge it shall be returned to the applicant with the order of Judge endorsed on it".

Further, the concerned staff are complying the other than the applicant applied for certified copies. In some other cases, the concerned staff are not complying what actually applied for certified copies.

Further, when the applicant requested for certified copies of original documents filed into the Court which are not marked, the concerned staff shall place the application before the Presiding Officer of the court and obtain permission and then only has to comply the documents which are sought for. But the concerned staff are not doing so.

It is also brought to the notice that some of the staff members are negligence while attending Vide Copy applications as they are not complying the same serial wise and also there is abnormal delay in complying the vide Copy Applications.

Hence, I instruct the Presiding officers of the concerned Courts to direct the concerned clerks to be vigilant while complying the Copy Applications and instruct the concerned staff to place before the Presiding Officers for their decision in cases of doubt whether the copy applied for should be furnished.


PRINCIPAL DISTRICT JUDGE,
KADAPA.

All the Judicial Officers working in Kadapa District.

Dis No: 5513

dt 05/9/24