

**RATE OF FEE FOR COPIES (APPLIED IN COPYING AGENCY)
WHETHER IN ENGLISH OR VERNACULAR**

Vol. IV Chapter 17 of High Court Rules and Orders

Sr.#	Nature of Document	Rate
1.	(a) Copies of Judgments, decree & Orders and all other papers connected thereto, in Civil Cases (b)Copies of Judgments in Criminal Cases and papers connected thereto	₹ 2 per age subject to minimum of ₹ 5 For each additional carbon copy ₹ 1 per page Ditto
2.	Copies of original documents filed in the cases and marked as exhibits	Ditto
3	Copies of Entries in register	₹ 1 per entry per copy
4	Copies of documents in Part-B of the file/case	₹ 2 per age subject to minimum of ₹ 5 For each additional carbon copy ₹ 1 per page
5	Copies of documents of which only certified copies are placed on the record	Ditto
6	Copies of map. Etc (a) Building Maps (b) Copies of maps/Shajras-Khasra, Pamaish, Khasra Khana shumari masavi etc. (c) Copies of naqsha (d) Copies of pedigree table	₹. 10 for house upto 4 rooms. ₹ 1 for each additional room per copy. ₹ 10 upto Khasras ₹.1 for each additional Khasra per copy. ₹. 5 per entry per copy. ₹ 5 upto 5 entries. ₹ 1 for each additional entry per copy.
7	Unattested copies of all kinds of documents on record	₹ 1 per age subject to minimum of ₹ 2 For each additional carbon copy ₹ 1 per page
8	Bahi transliterations	₹ 2 per age subject to minimum of ₹ 5 For each additional carbon copy ₹ 1 per page.

NOTES:

- I. The above rates for attested and unattested copies shall also apply to copies supplied in departmental enquiries.
- II. For additional charges for copies required by post or by V.P.P and for search fees reference shall be made to Rules 11 and 34.
- III. The urgent fee is ₹ 5 extra for each copy, Urgent fee shall be charged only when an urgent application has been made and priority is consequently given to it over other applications and not when a copy is prepared and delivered on the same day in the ordinary course.
- IV. For the purpose of Note (III) above, the extra fee to be charged shall be for each paper which can properly be regarded as a separate paper, e.g., every deposition of a witness or written statement of a party, or order of the Court is a separate paper. In case of doubt as to whether a paper is separate or not, the decision of the officer-in-charge shall be final.
- V. If two or three English type-written copies of a document are asked for, there shall be only one "Urgent fee". If the copies asked for are from four to six, the urgent fee shall be twice as much and so on. In the cases of vernacular script, urgent fee shall be charged for each copy.
- VI. All copies of proceedings and other cases decided by a Debt Conciliation Board under the Punjab Relief Indebtedness Act, 1934, shall be charged with fee on the same scale as for the Civil Suits.
