

OFFICE OF THE DISTRICT JUDGE KASGANJ.

Administrative Order No. 42 Dated: 16.02.2026

ORDER

Vide Hon'ble High Court's Letter No. 1505/Admin. G-II Dated: 03.02.2026, it has been directed to refer the order dated: 15.03.2022, passed by the Hon'ble Court in Criminal Appeal No. 474 of 1980 titled Mauji Lal & Others Vs. State of U.P., whereby the Hon'ble Court has laid down a course of action for reconstruction of records (paragraph-16) and also issued certain guidelines for preserving and upkeeping of the records of Trial Courts (paragraph-37). The directions issued in paragraph-16 and paragraph-37, are as follows:-

Paragraph-16:- In the light of the facts and circumstances discussed as above, all possible endeavour should be made for reconstruction of record and, in our opinion, following recourse shall be adopted prior to coming to the conclusion of disposal of such appeals:-

- i. Notice shall be issued to Officer of the record room of the concerned District to provide the duplicate copy of the original records.
- ii. Notice shall be issued to concerned police station/prosecuting agency to provide the copy of police report filed after investigation U/s 173 (2) of Cr.PC.
- iii. Notice shall be issued to concerned public prosecutor who has contested the case on behalf of State/prosecuting agency to provide the copy of record.
- iv. Notice shall be issued to first informant of the case to furnish the records available with him.
- v. Notice shall be issued to the counsel for the first informant (if any) who has contested the case on his behalf to furnish the records available with him.
- vi. Notice shall be issued to accused/accused persons of the case to furnish the records available with him.
- Vii. Notice shall be issued to counsel of the accused who has contested the case on his behalf to furnish the records available with him.
- viii. Notice shall be issued to the son or legal heir of the appellant in case appellant is dead.
- ix. All such notices shall be issued through proper channel.

Paragraph-37:- Therefore, we are inclined to frame certain guidelines for preserving and upkeeping the records of trial Court, which are as follows:-

2

- i. In terms of the Rule 118, record of the cases, which are triable by courts of sessions, shall be retained and preserved for 50 years irrespective of nature of conviction or quantum of punishment.
- ii. The records are to be weeded out in accordance with the norms and procedures framed for weeding out the same.
- iii. While weeding out the file, the records are to be weeded out under certain orders preserving the stamp, court fees, original documents, papers forming part of the record, certified copy of each documents and papers with regard to list of notes of fact.
- iv. In terms of the Rules framed under the General Rule (Criminal), if any record, which is purported to be weeded out, the District Judge shall enquire the pendency of the proceedings before this Court before directing the office concerned to weed out the record.
- v. While transmitting the original Trial Court Record to Appellate Court as called upon by Appellate Court the Trial Court shall ensure to retain duplicate copy of entire records in two sets and shall ensure the retention/upkeep of duplicate copy.
- vi. Trial Court shall maintain a register in which the details of Trial Court Records transmitted to the Appellate Court shall be entered.
- vii. District Judge shall, on regular basis, supervise the up keep and retention of duplicate copies of Lower Court Records transmitted to Appellate Court.
- viii. The investigating agency shall procure/retain the duplicate copy of the police report filed before the Court U/s 173 (2) Cr.PC for a period of 50 years and shall transmit the same to the Court concerned whenever called for.
- ix. The prosecuting agency shall maintain a data of the duplicate police report retained after filing the original before Court.
- x. As far as possible now the records shall be digitized before sending notice so that it may be retrieved, if needed.

In compliance of the Hon'ble Court's aforesaid directions, all the Presiding Officers and O/c Record Room, Kasganj are hereby directed to ensure strict compliance of the Hon'ble Court's above directions in letter and spirit.

System Officer is hereby directed to upload this order along with Hon'ble Court's above letter on the official website of District Court Kasganj.

Inform all concerned for compliance.


(Rameshwar)
District Judge,
Kasganj.
16.02.2026

सत्य प्रतिलिपि

प्रशासनिक निमित्त
जुनैद न्यायालय, कासगंज
16/02/26