HIGH COURT OF DELHI: NEW DELHI

NOTIFICATION

No.76/Rules/DHC Dated: 20.08.2024

In exercise of the powers conferred by Section 7 of the Delhi High Court Act, 1966 (Act 26 of 1966) read with Section 3 of the Destruction of Records Act, 1917 and all other powers enabling it in this behalf, the High Court of Delhi, with the prior approval of the Lt. Governor of the Government of National Capital Territory of Delhi, hereby substitutes the existing Part IV of Part C of Chapter 5 of Volume V of the Delhi High Court Rules & Orders by the following new Part IV:

Part IV

ADMINISTRATIVE RECORDS

21. Period of preservation of administrative records:-

Subject to the provisions of this Part, all administrative records shall be preserved for the period and in the manner provided for in Schedule I appended with these Rules and then destroyed.

22. Preservation of records of general/historical importance:-

All records which are considered to be of general or historical importance shall be brought to the notice of the Chief Justice and the Chief Justice may pass such orders or give such directions as the Chief Justice may consider appropriate as to its preservation or otherwise.

23. Mode of calculating period of preservation:-

Subject to any instructions given in Schedule I, the period for which a paper is to be preserved shall be reckoned from the 1st of January following the date which it bears, e.g., papers of 1995, which under these rules have to be retained for one year, will become liable to destruction after 31st December, 1996.

24. Exercise of destruction of records to be taken up in the month of June and December:-

Subject to any instruction being issued, every year, destruction of administrative records shall be carried out in the month of June and December.

25. Authority competent to grant approval for destruction:-

The Chief Justice shall designate for every administrative branch, an officer not below the rank of Deputy Registrar, who shall approve the destruction of record.

26. Identification of records to be destroyed:-

Every Administrative Officer (Judicial) posted in an administrative branch shall have the record identified and entered in the registers maintained relating to the records to be destroyed, in the month of May and November, to be destroyed in the following months of June and December respectively subject to final approval by an officer, so designated under rule 25 above. When any paper is destroyed, the date of destruction alongwith letter 'D' shall be entered in the red ink against the paper destroyed, in the register.

27. Records need to be preserved for future reference:-

An Administrative Officer (Judicial) before entering the details of the record shall make an assessment whether the record proposed to be destroyed is required for future reference or is likely to be required for future reference. In case, where the Administrative Officer (Judicial) is of the view that such record needs to be preserved for said reasons, he shall place such record before an officer so designated under rule 25 above, giving reasons in detail for its preservation. Said officer shall pass such orders as to the preservation of record so placed before him, as may be considered appropriate.

28. Guiding principles for the destruction of records relating to accounts:-

The main principle which should guide the destruction of accounts records, should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the relating documents should not be destroyed even though the period of preservation prescribed in the Rules may have expired.

29. Destruction of Records retained in electronic form:-

Notwithstanding any period of preservation prescribed in these Rules, any administrative record, may be destroyed after being retained in electronic form, in accordance with Section 7 of the Information Technology Act, 2000.

Explanation I: According to Section 7 of the Information Technology Act, 2000, where any law provides that documents, records or information shall be retained for any specific period, then, that requirement shall be deemed to have been satisfied if such document, records or information are retained in the electronic form.

Explanation II: However, the record preserved in the electronic form may also be deleted after it reaches the period of preservation in its hard form as mentioned in Schedule I appended with these rules.

30. Identification of record required to be digitized:-

Every Administrative Officer (Judicial) posted in an administrative branch shall have the record identified which in his opinion needs to be retained in digital form and shall obtain the approval of an officer competent to grant permission to destroy, in this regard.

31. Supervision of conversion of record into electronic form before destruction:-

The conversion of administrative records, in electronic form, shall be carried out from time to time, before their destruction, in accordance with Rule 29, as may be necessary and shall be supervised by such officer as may be appointed by the Chief Justice for the purpose, and authenticated by affixing his or her digital signatures.

32. Registers for destruction of administrative records:-

Every administrative branch shall maintain a register for keeping a record of administrative records to be destroyed in the following form:-

Register of Destruction of Administrative Records
Name of the Branch

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)	Srl. No.	Description of record to be destroyed	Name of the officer who has checked the record to be destroyed	Proposed month/ year for the destruction of record	Whether record preserved electronically or not	Period of preservation as prescribed in the Schedule I	Remarks, if any	Signatures of the approving authority (Deputy Registrar/Joint Registrar)	Date of the destruction of record	Name of the officer destroying the record
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

33. Residuary clause:-

Period of preservation of any administrative record, which is not covered under Schedule I appended with these rules, shall be decided by the Registrar of the concerned administrative branch, subject to the final approval of the Chief Justice.

The Chief Justice, on the recommendations of the Administrative Head of the branches concerned, may add or delete any entry in the Schedule I appended with these rules.

SCHEDULE-1

TABLE – 1 (ESTABLISHMENT)

S.No.	Particulars of Record	Period of Preservation	Instruction any	is, if
HON'	BLE JUDGES			
1.	Papers relating to administration of oath to Hon'ble Judges, their leave cases	In perpetuity	To digitized	be
2.	Papers relating to nominations of vacation Judges	10 years		
3.	Papers relating to leave cases of Hon'ble Judges	One year from the date Hon'ble Judge retires/demits office.	To digitized	be
4	Constitution of Tribunals, advisory boards under COFEPOSA and other Statutes	20 years subject to pendency of any litigation	To digitized	be
5.	Circulation of vacancies amongst retiring/retired Hon'ble Judges	3 years	To digitized	be
Office	rs/Officials of this Court			
1.	Service Rules	In perpetuity	To digitized	be
2.	Appointment/promotion/confirmation/seniority/creation of posts	In perpetuity	To digitized	be
3.	Personal files of the officers/officials including superannuation/ posting/transfer	5 years after an officer/official ceases to be in service, subject to pendency of litigation.		
4.	ACR Dossiers	5 years after an officer/official ceases to be in service, subject to pendency of litigation.		

5.	Casual leave applications of court staff, officers	Till the end of the year in which			
		the application is made. For			
		example, casual leave			
		applications of the year 2009 can			
		be destroyed in the month of			
		January,2010.			
6.	Holding of exam for recruitment/promotion	Till the next exam subject to			
		pendency of any litigation.			
7.	Litigation	All papers except judgment till	All	Rec	ord
		litigation attains finality.	and Ju	udgm	nent
		Judgment to be preserved in	to		be
		perpetuity.	digitiz	ed.	
8.	Notices under Section 80 CPC	In case it is not followed by any			
		litigation – 3 years.			
		In case it is followed by litigation			
		– till litigation attains finality.			
9.	Personal files of officers	In case of:			
		<u>Death during service</u> - 3 years	To		be
		from the date of death or till all	digitiz	ed	
		claims arising out of service are			
		settled including family pension,			
		whichever is later.			
		<u>Retirement</u> – Till death provided			
		that no file shall be destroyed			
		before three years from the date			
		of retirement when death occurs			
		within three years of retirement.			

10.	Permission for further studies, NOC for passport, NOC for raising loans, another misc. information required under the Conduct Rules.	5 years after retirement	To digitized	be
11.	Deployment of staff	1 year		
12.	Receipt and dispatch register	10 years	To digitized	be
13.	Movement Register	10 years		
14.	Dak Book/ Peon Book	2 years		
15.	Standard Books maintained by Translator and other Dealing Assistants	2 years		
16.	Shorthand Note Books of PS/SPA/PA	2 years, subject to any instructions with regard to destruction of shorthand note books containing confidential material.		
17.	Attendance Register maintained by the Branches	2 years, subject to pendency of any disciplinary inquiry where attendance register is required to be produced.		
18.	Matters relating to enquiry	Till the officer/official is in service, subject to pendency of litigation.		
Staff	of Subordinate Courts	-		
1.	Service Rules	In perpetuity	To digitized	be
2.	Appointment of Supdt./Admn.Officers in the Office of	In perpetuity	То	be

	District & Sessions Judge		digitized
3.	Litigation	All papers except judgment till litigation attains finality or final decision in appeal/revision and implementation. Judgment to be	
4.	Notice U/S 80 CPC	preserved in perpetuity. In case it is not followed by any litigation – 3 years. In case it is followed by litigation – till litigation attains finality.	
5.	Movement Register	10 years	
6.	Service Appeals of Subordinate Court Employees	Till the officer/official is in service or conclusion of litigation.	
Others	S		
1.	Matters relating to RTI Act including litigation	One year from the date of refusal or delivery of information, subject to pendency of any appeal. In case of litigation, till litigation attains finality or directions given, if any by the Appellate authority/Authorities are implemented, if any, whichever is later.	
2.	Matters relating to appointment of Law Researchers	5 years	

3.	Matters relating to reply to Parliament questions	3 years after keeping original Original
		letters and replies thereto. letters and
		Original letters and replies to be replies to be
		kept in perpetuity. digitized

TABLE - II (ACCOUNTS AND CASH BRANCH)

S.No.	Particulars of Record	Period of Preservation	Instructions, if any
1.	Cash Book	10 years or one year after the completion of audit, whichever is later.	
2.	Contingent Expenditure	3 years or one year after the completion of audit, whichever is later.	
3.	Contingent Voucher	3 years or one year after the completion of audit, whichever is later.	
4.	Cash/cheque receipts	3 years or one year after the completion of audit, whichever is later.	
5.	Crossed cheque Register	3 years or one year after the completion of audit, whichever is later.	
6.	Arrear Claims (including sanction or investigation, where necessary)	3 years or one year after the completion of audit, whichever is later.	
7.	GPF Nomination	1 year – after final settlement of GPF Account.	
8.	Final withdrawal from GPF, e.g. for house building,	1 year – after final settlement of	

	higher technical education of children etc.	GPF Account.		
9.	T.A./ Transfer T.A. claims	3 years or one year after the completion of audit, whichever is		
		later.		
10.	Budget Estimates /Revised Estimates	3 years.		
11.	Service Books of : (a) Officials entitled to retirement/terminal benefits. (b) Other employees	In perpetuity. 3 years after they cease to be in	To digitized	be
		service.		
12.	Surety Bonds executed in favour of temporary or a retiring Govt. servant	3 years after the bond ceases to be enforceable.		
13.	 (a) Pay Bill Register. (b) Office copies of Establishment Pay Bills and related schedules (in respect of period for which pay bill register is not maintained). 		To digitized.	be
14.	Medical bills and LTC Bills.	3 years or one year after the completion of audit, whichever is later.		
15.	Bill Register.	3 years or one year after the completion of audit, whichever is later.		
16.	Office copies of the Pay Bills and Schedules	3 years or one year after the completion of audit, whichever is later.		

TABLE – III(a) (VIGILANCE BRANCH)

S.No.	Particulars of Record	Period of Preservation	Instructions, if
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1.	Unused examination record:		· · ·
	(a) OMR Sheets		
	(b) Application Form with registration Form and	Till the examination process is	
	instructions.	complete.	
	(c) Question Booklets of objective papers	-	
	(d) Answer Sheets for descriptive papers		
	(e) Question papers of descriptive papers		
2.	<u>Used examination record</u> :		
	(a) OMR Answer Sheets	1 year after the date of	
	(b) Question Booklets of objective papers	appointment from the concerned	
	(c) Answer Sheets for descriptive papers	examination, subject to pendency	
		of litigation.	
3.	Misc. Record:		
	(a) Register of main result of DJS examination	(a) 5 years	
	(b) Statement of marks of DHJS Exam.	(b) 5 years	
	(c) Statement of marks of DJS Exam.	(c) 5 years	
	(d) Award sheet of descriptive paper of DHJS & DJS	(d) 10 years	
	(e) Filled in application form of unsuccessful DHJS &	(e) & (f) 1 year after appointment	
	DJS candidates	of successful candidates, subject	
	(f) Identification (Admit) cards used in the Preliminary	to pendency of litigation.	
	and main examination.	(g) Till the selection process is	
	(g) Register of sale of application forms	over and furnishing of accounts.	
		(h) Till the selection process is	

(h) Register of receipt of application forms	over and furnishing of accounts.	
	(i) Till the selection process is	
(i) Register of requisition and dispatch of application	over and furnishing of accounts.	
forms by post	(j) Till the selection process is	
	over and furnishing of accounts.	
(j) Statement of stock of the application Forms	(k) 10 years after the selection	(k) to (n) to be
	process is over.	digitized
(k) Noting files pertaining to Delhi Higher Judicial	(1) 10 years after the selection	
Service Examination	process is over.	
	(m) 5 years after the completion	
(l) Noting files pertaining to Delhi Judicial Service	1	
Examination	(n) To be destroyed after 10 years	
	of completion of selection	
(m) Noting files pertaining to Delhi Judicial Service	process.	
Probationers (Deptt.) Examination		
(n) Minutes of the meeting of the Examination		
Committees/Full Court/AC pertaining to DHJS/DJS		
Examinations		

TABLE – III(b)

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S.No.	Particulars of Record	Period of Preservation	Instructions, if any
1.	Paper Book of the cases which have been decided	a) After expiry of 5 years of the dismissal of the case during preliminary hearing without any observation of the court. b) In case, some observations are made by the court, all the papers may be destroyed after 10 years, after preserving digitized copy of the following documents: (i) Petition (ii) counter affidavit and rejoinder (iii) Final order	
2.	Diary register of date of hearing of cases	To be destroyed after five years.	

$\begin{aligned} TABLE-III(c)\\ (OTHERS) \end{aligned}$

S.No.	Particulars of Record	Period of Preservation	Instructions, if any
1.	Closed matters of security pertaining to judicial officers	1 year	
2.	Closed matters of surprise insp. of subordinate courts.	2 years	
3.	Dispatch & Receipt Register	2 years	
4.	Attendance Register of the branch	1 year	
5.	Record of disciplinary proceedings/inquiries conducted	Till the judicial officer is in	Record can be
	against judicial officers	service or the litigation or the	destroyed
		representation made by an officer	after retaining
		as attained finality whichever is	digitized copy
		later.	of nomination
			of Inquiring
			and Presenting
			Officers,
			Charge Sheet,
			Inquiry Report
			and Final
			Order of the
			Disciplinary
			Authority.
6.	Record of disciplinary proceedings/inquiries conducted	Till the officer/official is in	Record can be
	against officers/officials of this Court	service or the litigation or the	destroyed
		representation made by an	after retaining

		officer/official as attained finality whichever is later.	digitized copy of nomination of Inquiring and Presenting Officers, Charge Sheet, Inquiry Report and Final Order of the Disciplinary
7.	Misc. inquiries into vigilance matters relating to officer/officials of High Court and Sub.Courts	Till the officer/official is in service or the litigation or the representation made by an	Authority.
		representation made by an officer/official as attained finality whichever is later.	
8.	Complaints made under Section 195 Cr.P.C./Section 195 I.P.C read with Section 340 Cr.P.C.	After the disposal of the case, all the papers may be destroyed after one year.	Record can be destroyed after retaining digitized copy of complaint and final order/judgments.
9.	Complaints received against the officers/officials of this Court and Subordinate Courts	Till the officers/official is in service or the litigation or the representation made by an	

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	officer/official as attained finality,	
	whichever is later	
	whichever is fater.	

TABLE - IV (RULES BRANCH)

S.No.	Particulars of Record	Period of Preservation	Instruction	ıs, if
			any	
1.	Correspondence with other High Courts calling for relevant rules/information	1 year after the rules have been notified.		
2.	Copies of rules/information received from other High Courts	1 year after the rules have been notified.		
3.	Files pertaining to amendment/framing of rules	In perpetuity	To digitized	be
4.	Copies of Gazette notifications	In perpetuity	To digitized	be
5.	Copies of minutes of various committees approving such amendments	In perpetuity	To digitized	be

TABLE - V (GENERAL BRANCH)

	(GENERAL E	Turi (011)	1	
S.No.	Particulars of Record	Period of Preservation	Instruction	is, if
1.	Minutes of the meetings of the committees	In Perpetuity	To digitized	be
2.	Files of High Court & Subordinate Court Building Construction	In perpetuity	To digitized	be
3.	Files of High Court & Subordinate Courts Buildings maintenance	5 years, subject to pendency of any litigation/proceedings/dues or otherwise ordered		
4.	Files of allotment of lawyers chambers, shops, kiosks, canteens, bank, Post office	In perpetuity	To digitized	be
5.	Files regarding publication department etc. and recovery of dues	20 years	To digitized	be
6.	CGHS Cards	Till an officer/official is ceased to be in service	To digitized	be
7.	Applications of the officers/officials for permission to get the advised test done and for treatment from CGHS approved hospitals and noting, directions and orders passed thereon except where said record is specifically directed to be preserved	2 years from the date of order granting such permission		
8.	Noting portion, reflecting the action taken on the quotations, communications received	2 years after digitization	To digitized	be
9.	Purchase and liveries files	3 years after audit		
10.	High Court mediation & conciliation centre files	3 years after audit		
11.	Record of appointment of Oath Commissioners	3 years		

12.	Designation of senior advocates	In perpetuity	То	be
			digitized	
13.	Service of notice/process received from different courts	2 years		
14.	Copies of complaints received against Advocates	3 years		
15.	Complete old files relating to purchase of items	2 years after audit	То	be
			digitized	
16.	Old files relating to demand slips of licence fee	2 years		
17.	Notices issued in relation to meetings of committees	2 years		
18.	Files relating to medical unit	3 years		
19.	Files relating to water/electricity/Petrol/Telephone bills	3 years after audit	То	be
			digitized	
20.	Experience Certificates to Advocates desirous to appear	2 years		
	in Higher Judicial Service			

TABLE - VI (COMPUTER AND STATIONERY)

S.N	Particulars of Record	Period of Preservation	Instruction	s, if
0.			any	
1.	Files pertaining to purchase of computers along with	5 years after audit	To	be
	other peripherals and other electronic machines		digitized	
2.	Noting portion of files pertaining to purchase of	In perpetuity	То	be
	computers along with other peripherals and other		digitized	
	electronic machines			
3.	Record pertaining to purchase of stationery articles	3 years after audit		
4.	Noting portion of the files pertaining to purchase of	In perpetuity	То	be
	stationery articles		digitized	

TABLE - VII (GAZETTE BRANCH)

S.No.	Particulars of Record	Period of Preservation	Instructions, if
			any
1.	1. Minutes of Full Court Meeting		
	2. Minutes of Admn. & General Supervision Committee		
	Meetings and Minutes of all other Committees.		
	3. ACR Dossiers		
	4. Personal Files (Till 3 years of death)		
	5. Appointment /promotion /posting /transfers/		
	confirmations/suspension/ removal/ superannuation/		
	extended superannuation		
	6. Review of retirement in public interest		
	7. Creation of posts.		
	8. Establishment/setting up of courts.		
	9. Past benefit service.		
	10. Grant of super-time/selection grade.	In perpetuity	To be
	11. Seniority matter.		digitized
	12. Vacancy register		
	13. Amendment in DHJS and DJS Service Rules		
	14. Constitution of special courts/conferment of powers		
	under various Acts/designation of special courts.		
	15. Recording/communication/review of ACRs.		
	16. Earmarking of subordinate courts for inspection	ion	
	17. Advance increments on acquiring post graduation in		

	law/advance increment to direct recruits/promote officers.		
	18. Deputation to other departments		
	19. Unit criteria for assessment.		
	20. Instructions issued to Judicial Officers.		
	21. Detention of judicial officers during vacations/		
	special casual leave to judicial officers.		
	22. Residential accommodation for judicial officers		
	23. Benefits to judicial officers on recommendation of		
	Shetty Commission.		
	24. Bifurcation of Delhi into 9 Districts.		
	25. Pecuniary jurisdiction of courts.		
	26. Induction training to newly recruited officers.		
	27. Property Return files.		
	28. Register of remarks recorded on disposal of judicial		
	officers		
	29. Stock Register.		
	30. Administrative Orders/Notifications Register.		
	31. Information supplied under RTI Act.		
	32. Guard file of notifications.		
	33. Such other files and registers which are ordered to be		
	preserved permanently in view of importance.		
2.	1. Dak & Dispatch register		
	2. Statistical information supplied to SC/Govt. of India		
	3. Leave sanctioned to judicial officers.		
	4. Register of training imparted to/courses attended by	For 12 years	
	judicial		

	officers/Hon'ble Judges.		
	5. Permission to deliver lectures/deployment of judicial		
	officers as resource persons.		
	6. Assignment of cases.		
	7. Assessment of disposal of judicial officers [noting and		
	first sheet of disposal statements (summary of disposal)		
	sent by judicial officers]		
	8. Such other files and registers which are ordered to be		
	preserved for 12 years.		
3.	1. Set of papers circulated for Full Court/Admn.		
	Committee meetings.		
	2. Monthly disposal statement of judicial officers.		
	3. Annual training programmes for Judicial Officers		
	4. Jail Inspection Reports		
	5. Institution, disposal and pendency of bail applications	3 years.	
	(only statements received from DJs)		
	6. Statement of institution, disposal and pendency of		
	challans in court of Special MMs.		
	7. Personal files of retired Special MMs.		
	8. Inspection notes of DHJS.		

TABLE - VIII (P&P AND PROTOCOL BRANCH)

S.No.	Particulars of Record	Period of Preservation	Instructions, if
			any
Bunga	ulows in High Court Judges' Pool		
1.	Papers relating to Allotment / vacation by Hon'ble	, ,	
	Judge	Hon'ble Judge	
2.	Electric / Water Connections	One year after vacation by the Hon'ble Judge	
3.	Renovation of Bungalows	One year after vacation by the Hon'ble Judge	
4.	Maintenance of Furnishing Fund / Office Store Items	Three years after retirement or transfer of the Hon'ble Judge or one year after option / condemnation whichever is later.	
5.	A.M.C. – awarding and payment	Three years after expiry of AMC and payment of Bill	
6.	Maintenance of Bungalow Civil/Electrical/Horticulture works	Day to day Misc. works – One year after completion of job; Major works (such as flooring, tiles work, painting etc.) – One year after vacation by the Hon'ble Judge	
Delhi	High Court Guest House		
1.	Furniture / Furnishing items for the Guest House	One year after condemnation	

2.	Purchase of day to day disposable items	One year after payment of bills			
3.	Booking of Guest House	Three years from date of booking			
Mobile	Mobiles Phones				
1.	Purchase of Handsets	One year after condemnation			
2.	Bills	Three years after payment of bills			
3.	Connections	One year after Hon'ble Judge			
		ceases to be the Judge of this			
		court or on retirement of Officer			
Landl	ine and Data Cards				
1.	Landline Phone	Connections – one year after			
		transfer of Hon'ble Judge			
		Bills – Three years after payment			
		of bills			
2.	Reliance Data Card	Connections – 1 year after			
		disconnection			
		RIL Bills – 3 years after payment			
		of the bills			
3.	Electricity and Water Bills	Three years after payment of Bills			
<u>Minut</u>	es of Committee of Hon'ble Judges and Registers				
1.	Original Minutes of the Meeting and Registers relating	Records to be kept for ever	То	be	
	to P&P Branch		digitized		
<u>Protocol</u>					
1.	Maintenance Files, registers and other documents	5 years after audit			
	pertaining to official cars and staff cars				
2.	Files relates to purchase and condemnation of cars	5 years after audit			
3.	Log books, files related to purchase of petrol	2 years after audit			

TABLE - IX (CHIEF JUSTICE SECRETARIAT)

	(CHIEF JUSTICE SECRETARIAT)			
S.No.	Particulars of Record	Period of Preservation	Instructions, if	
		, and the second	any	
1.	Complaints (Original) against Judicial Officers (DJS/DHJS/Spl.MM) in service alongwith: (a) Noting (b) Orders passed on the note (c)Comments received from officer/officials (d) Misc. Correspondence (e) Enclosures of the original complaints (f) Copy of misc. documents (g) fact finding reports, if any	One year from the date, officer ceases to be in service/demits office, subject to pendency of litigation.		
2.	General / Misc. complaints/ letters, relating to retired or serving judicial officers, including Spl. Metropolitan Magistrate, which are general in nature and no specific/direct allegation is attributed to retired or serving judicial officer, and which have been ordered to be filed, alongwith: (a) Noting (b) Orders passed on the note (c)Comments received from officer/officials, if any (d) Misc. Correspondence (e) Enclosures of the original complaints (f) Copy of misc. documents	ordered to be filed/closed, subject to pendency of litigation.		

(g) fact finding reports, if any	

NOTE: THESE AMENDMENTS SHALL COME INTO FORCE FROM THE DATE OF THEIR PUBLICATION IN THE GAZETTE.

BY ORDER OF THE COURT
Sd/(KANWAL JEET ARORA)
REGISTRAR GENERAL