

Copying Agency (Sessions) [Central District]

Structure of the Branch

No. of Officials	Designation	Official working as
01	Senior Assistant	Branch-in-charge
03	Senior Assistants	Examiner
01	Assistant	Examiner
02	UDCs	Examiner
02	LDCs	Examiner
17	LDCs	Copyist
01	LDC	Misc. Clerk
08	LDCs	File Fetcher
07	LDCs	At Facilitation Centre
03	Peons	Peon

Stages of Preparation of Certified Copies

1. Applicant applies the Certified Copy application in prescribed proforma along with copy of the same.
2. The Receipt Clerk at Facilitation Centre puts C.A. Number on the application and gives the receipt against his received C.A. application.
3. The Receipt Clerk then sends the C.A. application to the concerned Copying Agency.
4. The Branch-in-charge then according to the court / branch, where the record is lying, marks the C.A. application to the concerned File Fetcher (a person who brings the file/record from the court/branch)
5. The File Fetcher then hands over the C.A. application to the Ahlmad for making available the concerned file/record.
6. According to the demand of the applicant, as mentioned in his/her C.A. application, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
7. The Branch-in-charge marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of Certified copies.
8. The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
9. After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, C.A. No., Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of the stamp and also mentions whether the C.A. is applied in URGENT or ORDINARY mode (*It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page*). After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
10. After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
11. The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the recovery is charged from him accordingly.
12. The Receipt Clerk, after closing (at 3:30 PM) of counters meant for C.As. at Facilitation Centre deposits the entire cash, lying with him, to District Nazir.