

**Speed Post/Through E-mail**

No. 21848 Gaz. II.17.

From

The Registrar General,  
High Court of Punjab and Haryana,  
Chandigarh.

To

All the District & Sessions Judges  
in the States of Punjab, Haryana and U.T. Chandigarh.

Dated, Chandigarh, the 31/7/2015.

**Subject : Sending 'letter of request' while requisitioning record from Hon'ble the Supreme Court of India.**

Sir/Madam,

I am directed to refer you on the subject cited above and to say that a Civil Judge (Sr. Div.) had issued summons calling upon the Official from the office of Supreme Court of India to bring Original documents/record in a case. Here, it is pertinent to mention Rule 3, Order X of the Supreme Court Rules, 2013 which reads as under:-

**“3. No record or document filed in any cause, appeal or matter shall, without the leave of the Court, be taken out of the custody of the Court.”**

In view of the above Rule of Hon'ble the Supreme Court, you are requested to impress upon all the presiding officers in your respective Sessions divisions not to send any summons in the prescribed form to Hon'ble the Supreme Court. However, in case any record is required in any Judicial matter a '**letter of request**' may be sent to Hon'ble the Supreme Court for transmission of the record. Therefore, all the presiding officers should avoid repetition of such instance of Summoning the records from Hon'ble the Supreme Court.

Kindly acknowledge the receipt of this communication **within seven days.**

Yours faithfully,

  
Deputy Registrar (Gaz. II)  
for Registrar General

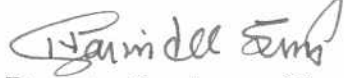
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Endst No. 21849 Gaz.II(17)

Dated 31/7/2015

A copy is forwarded to the following officers for information and necessary action, if any:-

- 1) The Legal Remembrancers, Punjab, Haryana and U.T. Chandigarh.
- 2) The Director (Administration), Chandigarh Judicial Academy, Chandigarh.
- 3) The Member Secretaries, State Legal Service Authority, Punjab, Haryana and U.T., Chandigarh.
- 4) The Principal Secretary to Hon'ble the Chief Justice-cum-Registrar, Punjab & Haryana High Court, Chandigarh.
- 5) PS/PA/Reader/Steno to the Registrar General, Punjab & Haryana High Court, Chandigarh.
- 6) PS/PA/Reader/Steno to all the Registrars, Punjab & Haryana High Court, Chandigarh.
- 7) PS/PA/Steno to all the OSDs, Punjab & Haryana High Court, Chandigarh.
- 8) Superintendent (Rule Cell), Punjab & Haryana High Court, Chandigarh, for compilation.

  
Deputy Registrar (Gaz. II)  
for Registrar General  
v