

CHAPTER VI

MAINTENANCE OF REGISTERS

40. **Registers to be maintained.**- The following Registers shall be maintained and posted on a day to day basis by the Registry of the Tribunal by such ministerial officer or officers as the Registrar may, subject to any order of the Chairperson, direct:-

- a) Register of Appeals;
- b) Register of Petitions;
- c) Register of original Petitions;
- d) Register of original special Petitions;
- e) Register of unnumbered Petitions or Appeals;
- f) Register of Caveats lodged; and
- g) Register of *Interlocutory* Applications;

41. **Arrangement of records in pending matters.**- The record of appeal or petition shall be divided into the following four parts and shall be collated and maintained.

- (a) Main file : (Appeal or Petition being kept separately);
- (b) Miscellaneous application file;
- (c) Process file; and
- (d) Execution file

42. **Contents of main file.**- The main file shall be kept in the following order and it shall be maintained as permanent record till ordered to be destroyed under the rules:-

- (a) Index;
- (b) Order sheet;
- (c) Final order or judgement;
- (d) Memo of appeal or petition as the case may be together with any schedule annexed thereto;
- (e) Counter or reply or objection, if any;
- (f) (i) Oral evidence or *proof of* affidavit
(ii) Evidence taken on commission; and
(iii) Documentary evidence.
- (g) Written arguments.

43. **Contents of process file.**- The process file shall contain the following items; namely,-

- a. index;
- b. powers of attorney or vakalatnama;
- c. summons and other processes and affidavits relating thereof;
- d. applications for summoning witness;
- e. letters calling records; and
- f. all other miscellaneous papers such as postal acknowledgements

44. **Execution file.**- The execution file shall contain the following items, namely,-

- a. index;
- b. the order sheet;
- c. the execution application;
- d. all processes and other papers connected with such execution proceedings;
- e. transmission of order to civil court, if ordered; and
- f. result of execution;

45. **File for miscellaneous applications.**- For all miscellaneous applications there may be only one file with a title page prefixed to it and immediately after the title page, the diary, the miscellaneous applications, supporting affidavit, the order sheet and all other documents shall be filed.

46. Destruction of record.- Record of tribunal, except permanent record, shall be ordered to be destroyed by the Registrar or Deputy Registrar after six years from the final conclusion of the proceedings and if any appeal is filed under section 125 of the Act, the same shall be destroyed after obtaining prior order of the Chairperson.

For purpose of Rule 46 Permanent record shall include order; appeal register, petition register and such other record as may be ordered to be included by the Chairperson.