

ROC.No.2005/2018/RG

C I R C U L A R

All the Principal Private Secretaries/Senior Private Secretaries/Private Secretaries, attached to the Hon'ble Judges, are hereby directed to maintain a Register of movement of records in and out of the Chambers of the Hon'ble Judges.

The Register shall, *inter alia*, contain the date of entry and the date of return of the records to the concerned Section along with an endorsement of the receiving Section/Officer. On transfer and/or retirement of a Judge and or on a Judge otherwise demitting the office, the Principal Private Secretaries/Senior Private Secretaries/Private Secretaries shall account for all records received and shall return those records lying in the Chambers to the concerned Department with due receipt from the concerned receiving Section/Officer.

If any record is not traceable, the matter shall be reported to the undersigned for immediate action. In case of any default, the concerned Principal Private Secretaries/Senior Private Secretaries/Private Secretaries render themselves liable to disciplinary action.

High Court, Madras.

Dated : 09.05.2018.


REGISTRAR GENERAL

To

- i). Principal Private Secretaries/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, High Court, Madras.
- ii). The Court Manager, High Court Madras for publishing the circular in the Madras High Court Website.