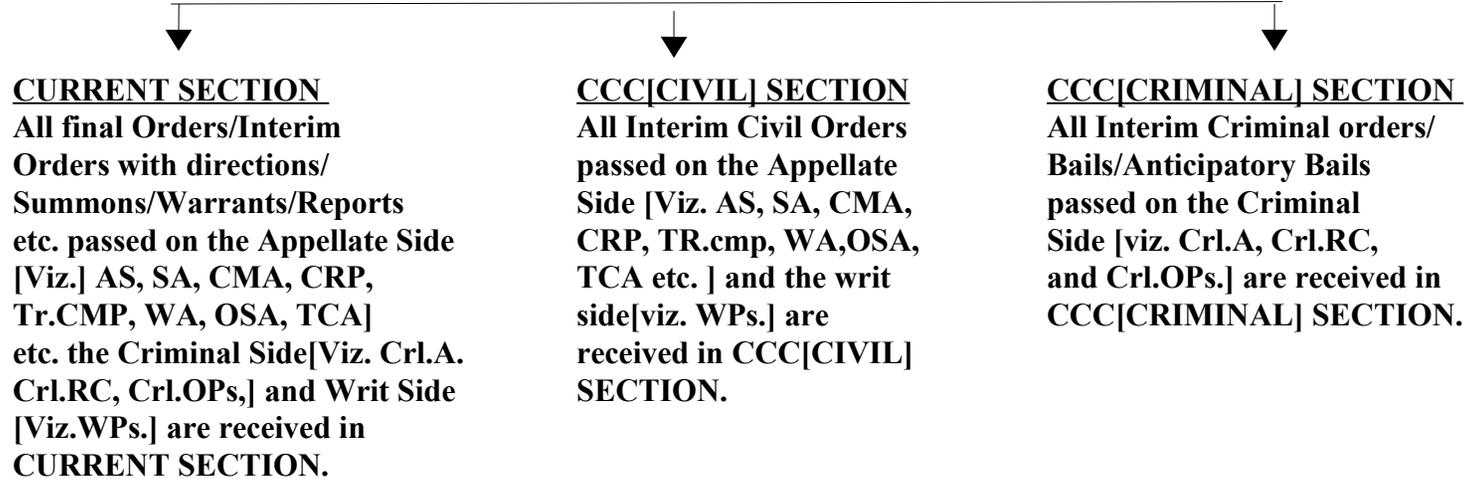


The department consists of the following sections which are inter-connected:-

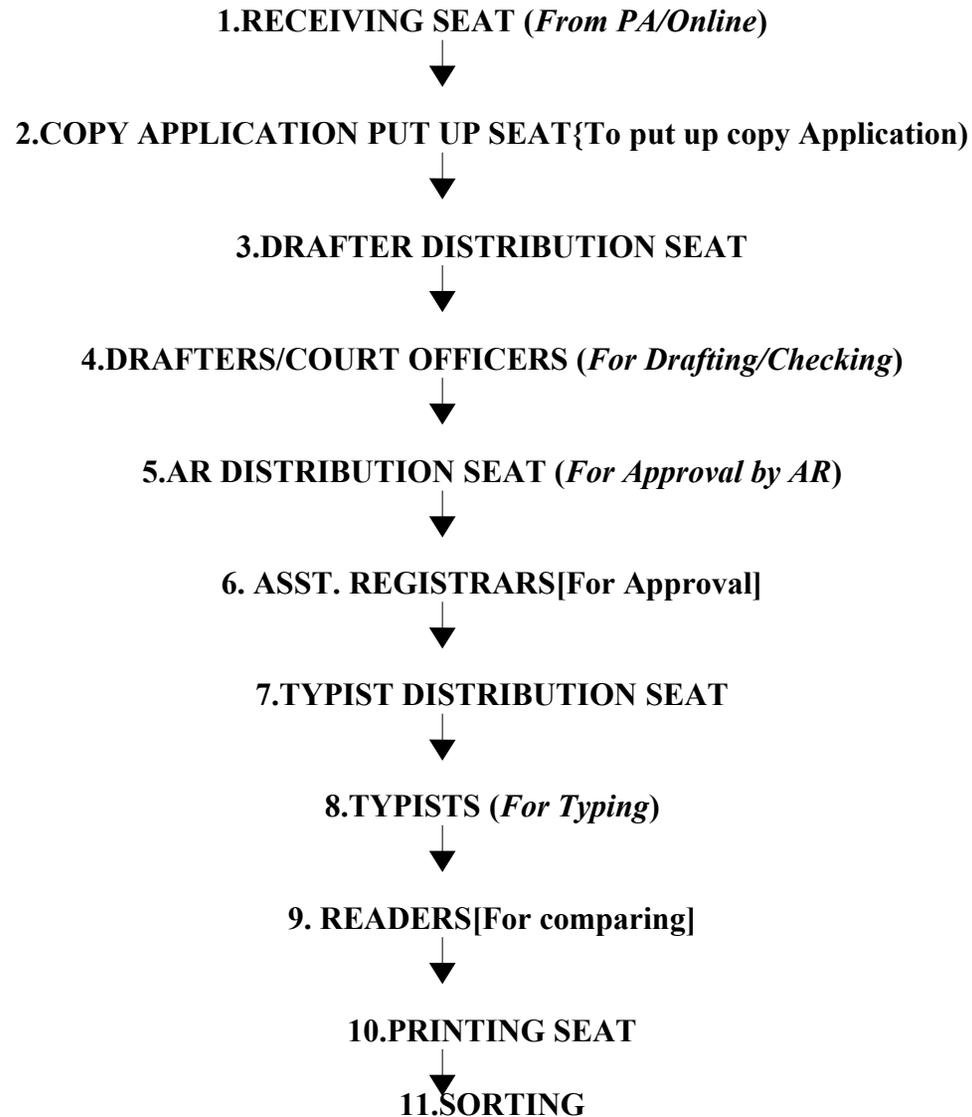
- 1] Current Section.
- 2] Court Officers Department
- 3] CCC[Civil] Section
- 4] CCC[Criminal] Section

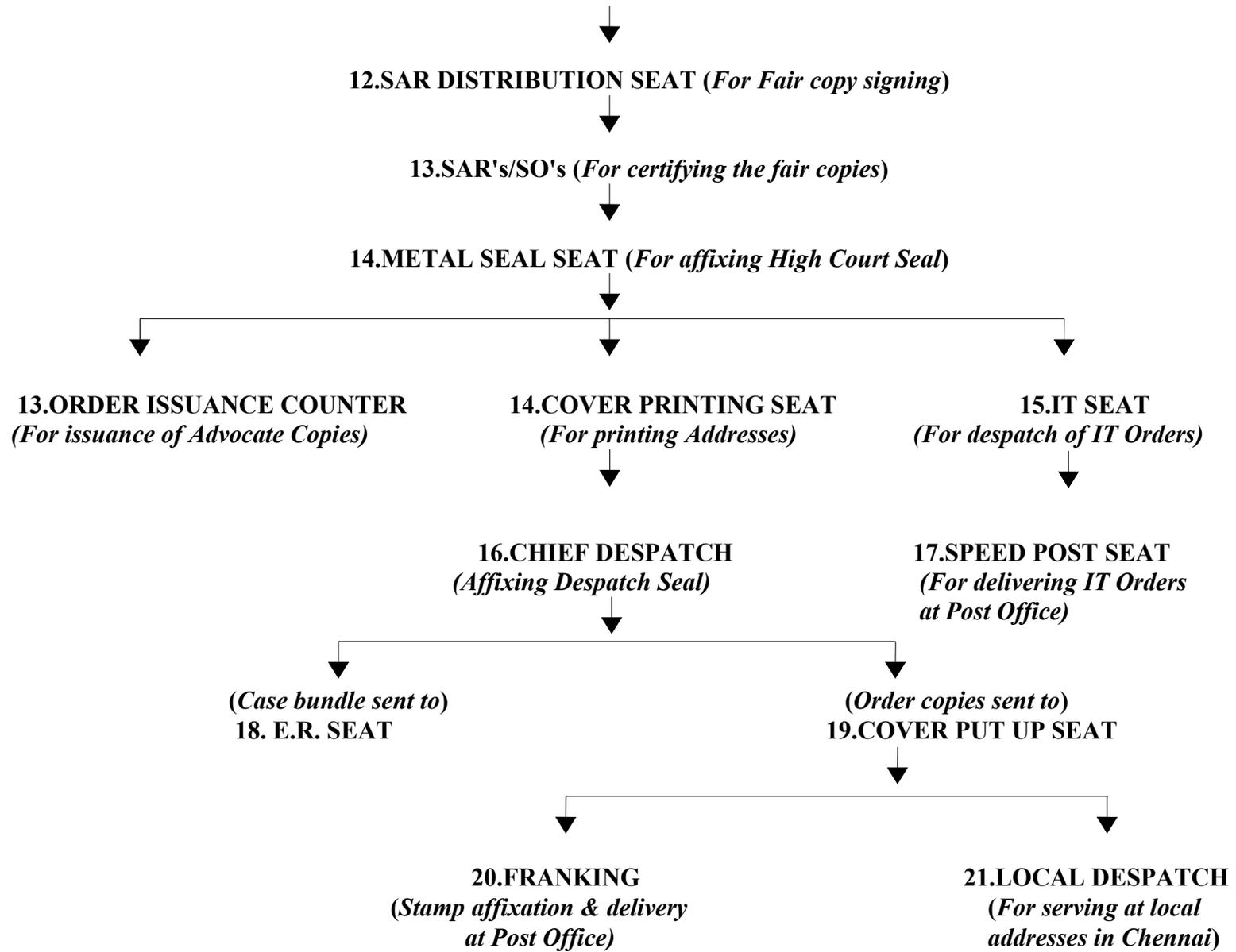
All cases listed each day before all the Honourable Courts [Except which are adjourned], in which orders are passed are received as follows:



and the trajectory of each case bundle is indicated in the work flow charts of the 3 Department given here below:

CURRENT SECTION:





CURRENT SECTION:

Current Section consists of the following Wings:

- I] Receiving and Distribution Wing
- II] Drafting wing
- III] Typing Wing
- III] Printing and Sorting Wing
- IV] Despatch wing
- V] Counters

I] Receiving and Distribution Wing :

All the cases listed and heard on a day by Honourable Judges sitting in the Principal Seat of High Court of Madras [except original side and excluding the adjourned cases] in which final orders are passed are received in Current Section and pass through

- 13 stages [as cited in the flow chart] before the Advocates are issued with a copy of the order and
- 21 stages [as cited in the flow chart] before the orders are despatched by post.

As on date, per day approximately 500 cases[excluding batch cases and grouped cases] are received from PA Section and online Section.

SL. No	Seat Name	Nature of Work
1	Receiving Seat	<ul style="list-style-type: none"> ➤ Daily around 500 case Bundles received each day, by checking if each case has the EB and the order; ➤ If it is a batch case the case numbers in each batch shall be typed in Bulk Cause title; ➤ the case Bundles are transmitted to the Copy Application put up seat.
2	Copy Application Put Up	<ul style="list-style-type: none"> ➤ Copy applications received from the counter are serialized ➤ Copy applications filed by advocates are put up in the case Bundles transmitted by the Receiving seat. ➤ Those bundles are then given to Drafter Distribution Seat. ➤ The remaining case bundles are kept for 3 days and then given to Drafter Distribution Seat after putting up the Copy applications if any.
3	Drafter Distribution Seat	<ul style="list-style-type: none"> ➤ The Orders should be read carefully and all the above case Bundles are daily distributed to Court Officers and drafters for drafting / Checking. ➤ The cases so distributed shall be scrupulously entered in system.
4	AR Distribution seat	<ul style="list-style-type: none"> ➤ All the above case Bundles [around 500 are received from the drafters after checking/drafting ➤ They are daily distributed to the ARs for their approval. ➤ Necessary entries as to the receipt and distribution shall be made in the system.

II. Drafting Wing:

The first step to ensure issuance of order copies is to distribute the case to the drafters

- Final Orders
- Judgments [For Drafting of Decrees]
- Summons for appearance
- Interim Order with directions

- all orders in SR Stage cases
- Orders in HCPs.
- Call for Reports
- Orders, Directions, Production
- Bailable, Non-Bailable Warrants and
- Recall of Warrants
- Appointment of Advocate Commissioners
- Advance Order in Criminal Appeal
- Advance Order in CrI.R.C.
- Being Mentioned Orders
- Amendment Orders

for checking/drafting.

SL. No	Seat Name	Nature of Work
5	Drafters	➔ To check if cause title, prayer and appearance are in consonance with the case bundles, draft the decrees, Summons, Notices, Warrants Call for Reports etc., in the cases listed each day before all the Honourable Judges.

III Typist/Feeder Wing:

SL. No	Seat Name	Nature of Work	Remarks
6	Typing Distribution seat	<ul style="list-style-type: none">➤ All the above case Bundles around 500 are received from ARs.➤ They are distributed to the typists after reading the nature of orders.➤ Entries are made in the system as to receipt and distribution.	
7	Typists	<ul style="list-style-type: none">➤ Each Typist shall generate the cause title and prayer➤ Check the appearance➤ read the order carefully and ensure and if not, incorporate the appearance and addresses in the order.	

IV Printing /Sorting/Comparing Wing:

SL. No	Seat Name	Nature of Work
8	Printing Seat	All the typed orders of each typist is received and the no. of copies specified by the Typists in each case is printed. Per day around 1500 pages are printed.
9	Sorting	The orders printed typist-wise on per day basis is allotted to each sorter who <ul style="list-style-type: none">➤ tears the copies➤ sorts the copies case wise and➤ puts up the copies in each case bundle and makes entries in the system.

SL. No	Seat Name	Nature of Work
11	Reader Distribution Seat	The sorted order copies with the case bundles are transmitted to the Reader Distribution Seat who shall receive them after checking and shall allot the cases to the Readers for comparing.
12	Readers	The order copies shall be compared by the Readers with the Original order [approved by the Asst. Registrar] and the Petition/Grounds [Viz. the preamble, cause title, prayer, addressees etc.]
13	Fair copy Distribution seat	The compared order copies shall be received after checking that the case bundles [EB and order] are intact and shall be distributed to all the Sub-Asst. Registrars for fair copy signing.
14	Sub Asst. Registrars	The Sub Asst. Registrars shall check the cause Title, Prayer, addresses of the order copies and certify the copies.
IV. DESPATCH WING:		
15	Metal Seal Clerk	<ul style="list-style-type: none"> ➤ The order copies along with the case Bundles are received after certification by the SAR'S and the order copies shall be affixed with High Court Metal seal after making entries in the system. ➤ The seal affixed copies for which advocates have filed copy applications shall be transmitted to the order issuance counter. ➤ The balance order copies alongwith the case bundles shall be transmitted to cover printing seat; ➤ shall transmit the IT Case bundles and posting bundles to the IT seat; ➤ shall furnish the copy ready list to the order issuance counter;
17	Cover Printers	<ul style="list-style-type: none"> ➤ The Cover Printers shall generate the addresses of each case, to which the order copies should be sent by post or local seat and shall print the addresses on brown covers. ➤ The printed brown covers shall be put up in each case bundle and shall be transmitted to the Chief Despatch seat alongwith the date-wise list of printed addresses.

SL. No	Seat Name	Nature of Work
	c.Spl.Messenger.2	Service to areas around Egmore, Greams Road,
	d. Spl. Messenger.3	Service to areas in Beach Road, Chepauk and Secretariat
22	Speed Post	All the -IT orders, -Criminal Notices, -Contempt Interim Orders/Notices -Section 9 & 11 Orders and Notices of the Original Side -other emergent orders and notices are received, franked with requisite stamps and after making entries are sent to post office for despatch by Speed post.
23	Ordinary Post	All the orders to be sent by ordinary post are received, put up inside ordinary covers,posted and are franked and set to post office.
24	RPAD Seat	All the -Lower Court records received from VR Section / Crl. Records / Supreme Court of Crl. Section / Vigilance Cell and Original Side Records ; -Notices ordered in all categories of cases from Judicial Notice Section are received , entries made in the RPAD Register [of Postal Department] franked with requisite stamps and delivered at the Post Office.
25	Franking	All the cases to be sent through postal department are franked and Accounts as to the usage of stamps are maintained.
26	Correspondence Seat	Refund of Court fee and procurement of Stationery, receipt of Cost Memo and putting up Note; FDS Renewal etc.
<u>V. COUNTERS:</u>		
27	Copy Application Counter	➤ The Advocates after procurement of the orders in Court, file copy Application within 3 days from the days from the date of order alongwith the requisite fee in the

SL. No	Seat Name	Nature of Work
		<p>counter.</p> <ul style="list-style-type: none"> ➤ A fee of Rs.35 per Order copy is received in the counter. ➤ After entering the case details in the copy application into the system 2 receipts are printed and one is given to the Advocate and another is pinned to the copy Application.
28	Order issuance Counter	<ul style="list-style-type: none"> ➤ The order copies received from the Metal Seal seat shall be serialized as per the alphabetical order [advocate - wise] ➤ The Order copies shall be issued by checking the fee receipt shown by the Advocate after a Stamp of Rs.1.50 per page of the order is affixed in the issuance Register ➤ The Section Officer shall affix the issuance seal in the order copy and sign in it. ➤ Compliance regarding issuance shall be entered in system.

CCC[CIVIL] SECTION:

1.RECEIVING SEAT (*From Online*)



2.COPY APPLICATION PUT UP SEAT{To put up copy Application)



3.TYPIST DISTRIBUTION SEAT



4.TYPISTS (*For Typing orders*)



5. READERS[For comparing]



6.PRINTING SEAT[For Printing order copies]



7.SORTING[For separating the order copies and putting them up in case Bundles]



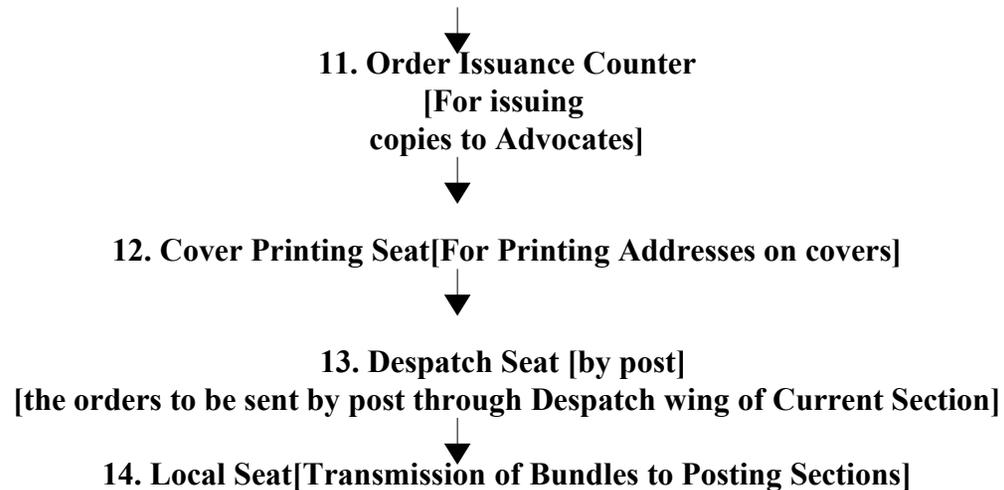
8. SAR Distribution Seat



9. SAR/COURT OFFICERS [For Certifying orders]



10. Metal Seal Seat[For affixing High Court Seal]



C.C.C. SECTION (CIVIL)

In CCC (Civil) Section, the Case Bundles Viz. Second Appeals, Appeals, Civil Revision Petitions, Civil Miscellaneous Appeals, Tax Appeals, Original Side Appeals, Writ Appeals etc. on the Appellate Side of the High Court and Writ Petitions on the Writ side of the High Court, in which interim orders are passed and are transferred by the Personal Assistants to the Hon'ble Judges, are received through Online section. After receipt of bundles from the Online section, the cases are distributed to the typists. The typists, in the format already fed in the computer, fill up the date, coram, cause title, name of the advocates and then type the order and the addresses to whom the orders to be despatched. Then they check up in the system itself whether any advocates have applied for copy of the order, and if filed, they incorporate the copy application SR Number in the order and give it for printing. Then the process of printing the order in running computerised sheets is taken up, the copies are segregated, copy application is put up and given for the signature of Sub Assistant Registrar. After that, metal seal is embossed and

sent to despatch wing for issuing order copies to the advocates/party-in-person.

COPY APPLICATION COUNTER:

The Clerk in the copy application counter receives the copy application filed by Advocates by collecting necessary fee. By going through the copy application the counter clerk has to feed necessary entries in the computer and proper receipts are given to the Advocates to acknowledge the amount so received. So filed copy applications are sent to receiving clerk who encloses them in the bundle received from Hon'ble Judge's chamber.

RECEIVING SEAT:

The receiving Clerk has to receive the bundle from Hon'ble Judge's chamber. While receiving he has to go through the order thoroughly and has to check whether the orders are properly signed, whether the order is interim in nature, whether the relevant papers are fully available in the bundle etc. After receiving he has to check any copy application was filed in that order (the copy applications are sent from the copy applications filing counter), if filed, he has to put up the copy application by checking whether the copy application is relevant to that date of order and number. The he has to place a red slip mentioning the urgency of the order (issue today, post on date, notice of motion returnable etc.,) after completing the above process the receiving clerk has to make an entry in the ledger and allot the bundle to a Typist by noting down their initial.

TYPIST:

Typist has to check the bundle allotted to them by going through the entire bundle, whether relevant papers are available and the order is interim in nature. According to the nature of the order preference will be given for typing.

Before typing the order the Typist has to check whether any copy application is filed. The check is done by going through the "COPY APPLICATION CHECK" If any application is filed and they have to confirm themselves whether the copy application is enclosed in the bundle. After full satisfactoin, the Typist will type the order and send the bundle to printout seat by transferring the typed order to the URL available in the printout seat.

PRINTER AND SORTER:

The Clerk of Printout Seat has to go through the order and has to feed the case number and the date of order in the system available to him. He has to go to the option for printing by indicating the number of copies required. Once the print is taken the sorter has to separate the carbon paper in the printed out order and has to sort the order according to page number and put up the carbon copies in the respective Bundle. After completion of sorting work, the bundle is transferred to the Distribution seat.

FAIR COPY SIGNING:

The Distribution Clerk allots the cases to the SAR/SO's for certification. The fair copy signing is done by checking the Hon'ble Judges name, date of order, cause title, preamble portion, prayer, appearance of the Counsel, order portion, and address portion to which copies are marked etc., After signing the fair copies the bundles are sent to for metal seal Clerk.

METAL SEAL:

The metal seal Clerk separates the fair copies from the bundle and metal seal is affixed in the order copies. The fair copies are then enclosed in the bundle and sent for chief dispatching seat.

CHIEF DESPATCH SEAT:

The Chief Dispatching Clerk has to go through the bundle and check if the copies are marked to the relevant 'To' address. Considering the urgency of the order the Chief Dispatching Clerk has to decide whether the copies are to be communicated by ordinary post or by speed post or by fax. After affixing the despatch seal, the chief dispatching clerk has to instruct the cover Printing clerk regarding the urgency in communication. The Chief Dispatching Clerk separates the copy application and the relevant copies for the Counsels who applied for carbon copies and send those copies to the order issuance counter. The Chief Dispatching Clerk has to have a vigilant supervision regarding the fair copies sent by post, by courier, by fax or by local dispatch. The Chief Dispatching Clerk has to confirm that all the urgent orders are dispatched before he leaves the office. After dispatch the bundles are sent to local seat for sending to various sections.

LOCAL SEAT:

The local seat clerk has to check the bundle to ensure that all the relevant papers are available in the bundle and by going through the order he has to decide the section to which the bundle has to be sent. Accordingly he makes a entry in a hand book mentioned for each section and sends the bundle to concerned section. The bundles from the local seat are transmitted to various sections by an Office Assistant.

COVER PRINTING:

The cover printing clerk prints the “TO ADDRESS” on the cover and encloses the fair copies in the cover, the covers are pasted and necessary entries are made in the hand books and local tapal handbook and according to the instructions of the Chief Dispatching Clerk the covers are dispatched.

ORDER ISSUANCE COUNTER:

The copy application counter clerk takes care in issuing fair copies to the Advocates. The counter clerk while issuing order copies asks for the fee receipt from the advocates and issues the same after crossing the fee receipt.

CCC[CRIMINAL] SECTION:

1.RECEIVING SEAT (*From Online*)



2.COPY APPLICATION PUT UP SEAT{To put up copy Application)



3.TYPIST DISTRIBUTION SEAT



4.TYPISTS (*For Typing orders*)



5. READERS[For comparing]



6.PRINTING SEAT[For Printing order copies]



7.SORTING[For separating the order copies and putting them up in case Bundles]



8. SAR Distribution Seat



9. SAR/COURT OFFICERS [For Certifying order Copies]



10. Metal Seal Seat[For affixing High Court Seal]



**11. Order Issuance Counter
[For issuing
copies to Advocates]**

↓
12. Cover Printing Seat[For Printing Addresses on covers]

↓
13. Despatch Seat [by post]
[the orders to be sent by post through Despatch wing of Current Section]

↓
14. Local Seat[Transmission of Bundles to Posting Sections]

C.C.C. (CRIMINAL) SECTION

In CCC[Criminal] Section, Case Bundles in respect of CrI.O.Ps., CrI.R.Cs, CrI. Appeals in which interim orders have been passed and also Criminal OPs filed under section 438 and 439 of Cr. P.C. in which final orders are passed, are received and the Order Copies are typed along with Cause Title, Prayer, Addresses and the said Order Copies are signed by the SAR's and they are issued to the Advocates. Copy Applications are received from Advocates only if filed, within three days from the date of Order. After orders are issued to the Advocate, the case bundles are sent to the respective Posting Clerks or Notice Section or Records Section of the Criminal Side. However the CrI.OPs. filed under Section 438 and 439 of Cr.P.C.[Bail and Anticipatory Bail] are sent to ER Section after issuance of orders. If no copy application is filed within 3 days, after the orders are typed, the case bundles are transmitted.

COPY APPLICATION COUNTER :

In the copy application counter, the clerk receives the Copy Applications affixed with Rs.5/- Stamp filed by the Advocates along with necessary fee (presently Rs.35/- per order). He makes necessary entries in the Computer and one receipt is pinned with copy application and its duplicate is given to the Advocate for Copy Application filed by them. Then, the Copy Applications are given to receiving Clerk who encloses them in the bundles received from Hon'ble Judges Chambers.

RECEIVING SEAT :

The Receiving Clerk receives the bundles (Crl.O.Ps., Crl.R.Cs, Crl. Appeals, from Online Section by checking for the Hon'ble Judges Sign and Nature of the Orders only orders passed in OPs filed under Section 438 and 439 of Cr.PC and interim orders passed in other Crl.OPs, Crl.RCs, and Crl.Appeal are received. After receiving the bundles, he encloses the copy Applications (Copy Applications are given from Copy Application filing Counter) in the bundles and then distributes the cases for Typing to the Typists. He makes an entry in the Statement Book and allots the cases. He puts up a slip in the urgent case bundles for mentioning the urgency of the cases like Issue Today, Post on Cases etc., and then he distributes that cases for typing.

COPY APPLICATION COUNTER :

In the copy application counter, the clerk receives the Copy Applications affixed with Rs.5/- Stamp filed by the Advocates along with necessary fee (presently Rs.35/- per order). He makes necessary entries in the Computer and one receipt is pinned with copy application and its duplicate is given to the Advocate for Copy Application filed by them. Then, the Copy Applications are given to receiving Clerk who encloses them in the bundles received from Hon'ble Judges Chambers.

TYPIST :

Typist will be receiving the cases from the Receiving Seat. They have to check for the Hon'ble Judges Sign and the nature of the Case. Then they will go through the entire bundle and check whether all the relevant papers are available in it. Then, they will be typing the address portion and Orders given by the Hon'ble Judges. After typing the Orders, they will verify the case i.e., Cause Title, Appearance of the Counsel, Order and the Address Portion and then they will transfer the typed order and send the case bundle to the printing seat by making necessary entries in Typist Hand Book.

PRINTING SEAT :

The Clerk of Printing Seat takes the print out of the orders typed by the Typists. He will be feeding the case numbers and date of order in the system and then he takes the number of copies according to the address typed in the case. After taking printouts, the Order Copies are sorted by the Sorter and it is inserted in the respective bundles. After this process, the bundles along with copies are sent to Order Signing Seat.

ORDER COPY SIGNING :

The Order copies are signed by the Sub Assistant Registrar/Section Officers. They will be checking the Hon'ble Judges name, Hon'ble Judges Sign and the date of order, Cause title, Preamble portion, prayer, appearance of the counsel, Order portion and address portion to which the copies are to be sent. After signing the order copies, they make necessary entries in their Hand Book and then, the copies are sent for Metal Seal.

METAL SEAL:

In the Metal Seal Seat, the Order Copies are separated from the bundle. Metal Seal is affixed in the order copies and once again they are enclosed in the bundle and then sent for despatch seat.

DESPATCH SEAT :

The despatching clerks check the bundles and affix the despatch seal in the Order Copies. The urgent orders are to be sent through Speed post and the other orders by Ordinary post by the Despatching Clerk. The despatching Clerk shall have a vigilant Supervision regarding the orders copies sent by post, by Courier, by Fax or by Local despatch. After despatch, the bundles are sent to Local Seat for sending to various sections.

LOCAL SEAT:

The Local Seat Clerk has to check the bundles and see whether all the relevant papers are available in the bundles. They send the bundle to the relevant sections according to the orders issued by the Hon'ble Judges. He makes a entry in Hand Book and sends bundles to the concerned Sections. The bundles from the Local Seat are sent to various sections. (Example): Posting cases are sent to Criminal Section and Anticipatory Bail, Bail, Relaxation, Modification, Extension of time are sent to English Records Section.

COVER PRINTING :

The Cover Printing Clerk takes print out of the “Address” to be pasted on the covers and enclose the Order Copies in the Cover. The covers are pasted and necessary entries are made in the Hand Book and Local Tapal Hand Book and then, Covers are dispatched.

ORDER COPIES ISSUING SEAT:

The Order Copy issuing clerk verifies whether the Court Fee Stamps are affixed in the copy applications and then the clerk calculates the Court Fee Stamp to be collected from the Advocates i.e., per page of the Order Rs.1.50/- and issues the order copies to the concerned Advocates, after the Advocates affix the necessary Court Fee Stamp on the copy application. The concerned Counsel signs in the Statement Book while receiving the order copies. After issuing the Order copies, the Copy Applications are kept separately.