

HIGH COURT OF JHARKHAND, RANCHI

Information

The Court has been pleased to approve the **“Standard Operating Procedure for Preparation and Supply of Copies”** the copy of which is enclosed herewith.

This is for kind information and needful to all concerned.

Dated 24.11.2020

Sd/-
Ambuj Nath
Registrar General

Standard Operating Procedures for Preparation and Supply of Copies

1. Persons entitled to obtain copies—A copy of a record shall be granted in the manner prescribed by the rules to any person who, under the High Court of Jharkhand Rules, 2001, Civil Court Rules of the High Court of Jharkhand or under the law for the time being in force, is entitled to get it.

2. Procedure for submission of application for copy—An application for a copy of any record, including requisition for a copy may be made personally, or through an agent, or may be sent by post or online through the link available on the official website of the High Court of Jharkhand. The application form is annexed as Appendix-I and the Appendix-II is annexed with detail of the process of applying online certified copy.

3. Copy to be supplied with permission of officers concerned—An application for a copy of a record of the High Court, or of a District and Sessions Court made to a lower Court, or office, in which the record may be lying at the time of the application, shall be complied with only with the permission of the Court or Officer-in-Charge, Copying Department.

4. Form for application and Court-fee Stamp to be paid — (1) Every application shall, as far as possible, be in Form as appended with this S.O.P. or prescribed by this Court from time to time and bear the photo copy charges for issuance of certified copies per page @ Rs. 5/- or to bear the fee of Rs. 5/- per page for issuance of online certified copy.

Note—(i) The applicant shall give full particulars of the record copy whereof is required so that the record may be easily traced. (ii) The Applicant shall also to furnish his mobile number and email id mandatorily. (iii) The fees to be paid for issuance of Certified Copy will be either in the way of Court-fee stamp affixed or e-payment.

5. One application for copies of record concerning single cause or matter—Only one application shall be made for copies of any number of papers concerning a single cause or matter which are in the same record, *e.g.*, if copies are required of four separate papers in one record, only one application is necessary.

6. Charges for copies and manner of payment thereof—The charges for obtaining copies for records which one detailed in the Schedule appended to this S.O.P., shall be deposited by the applicant in advance. If ordinary copy is to be obtained, advance deposit of Rs. 5/- and if urgent copy is to be obtained, advance deposit of Rs. 10/- should be made by the applicant.

7. Scrutiny of application—(1) On receipt of an application, the Copying Agent shall scrutinize it as to whether: (a) The copy applied for can be supplied under the rules; (b) The fee, if prepaid has been correctly assessed, in accordance with the prescribed Rules.

8. Copying Officer to be consulted in case of doubt—If it is clear that the copy can be supplied as a matter of routine and the application is in order, the officer receiving the application shall order the copy to be prepared. If, however, he is doubtful on any point he shall put up the application for the orders of the Officer-in-Charge, Copying Department.

9. Delivery of urgent copies—If the record, copy whereof is required, is too lengthy to be copies within the fixed time, or if, after sanction of an application for an urgent copy it is found subsequently not possible to supply the copy within the fixed time, the applicant shall be enquired as to whether he agrees to the application being treated as an ordinary application; and, if he so agrees, the difference between the fee paid by him and the fee which would have been payable if the application had been for an ordinary copy shall be refunded. If he still desires to have his application treated as urgent and given priority over ordinary applications, he shall forego all claims to the refund.

10. Instructions regarding preparation of copies— (a) Every copy, made under the rules, shall invariably, be certified copies of orders/Judgments prepared through computer but certified copies for exhibited documents, reports etc. shall be prepared through photocopiers/ scanning/ digitally only. In such cases, where technically, it is not possible or for any other reasons, it is either not feasible or not practicable or not desirable, copies shall be prepared through means other than the computer either by the photocopier / type written method / scanning or otherwise, but only with the prior written permission of the Officer In-charge, Copying Department. (b) Every copy issued under the Rules or under the provisions of the Evidence Act, 1872 shall bear the seal of the Court and also an endorsement to the effect that ‘it is a certified true copy of the original’ and it shall be signed by the Copying Officers or it shall be digitally signed by the Copying Officer in case of online certified copies.

11. Particulars to be endorsed on copy—After a copy has been prepared but before it is revised and attested, the following particulars shall be endorsed thereon in the language in which the copy is prepared :— (a) The number of the application (b) The date of presentation of the application for a copy. (c) The name of the copyist. (d) The date on which the copy was completed. (e) The date on which the copy was examined and attested.

12. Applicant to be informed if copy is not expected to be ready on appointed day—The applicant shall be entitled to have his copy furnished to him, as far as possible, on the day appointed for delivery of the copy. If, for any reasons, it is not possible to prepare the copy asked for by the appointed day, the Copying Officer shall send intimation through SMS or email or any other mode to the applicant fixing another day for its delivery so that he does not unnecessarily visit the Court.

13. Revision and attestation of copies—Every copy shall be revised and attested/digitally signed by the Copying Officer.

14. Duties of Examiner/Assistant — Every Examiner/Assistant, before he attests any copy in accordance with the manner prescribed by the rules, shall personally compare such copy with the original record from which it has been made.

15. Delivery of copies—Copies when prepared shall be delivered by the Copying Department.

16. Recovery of fee by Copying Department—(1) The Copying Officer, before delivering a copy, shall make sure that all fees chargeable according to the prescribed rules have been recovered.

17. Supervision—The Officer-in-charge, Copying Department shall be in immediate charge of the internal organization of the copying department and shall be responsible for discipline and control of the copyists and other staff. It shall be the responsibility of the Officer-in-charge of the Copying Department, to over-see, supervise and monitor all functions and activities in the Copying Department. All Officials working in the Copying Department shall be accountable and responsible to the Officer-in-charge, Copying Department.

18. Residual Provisions- Rules wherever mention in the above procedures means and includes High Court of Jharkhand Rules, 2001 and Civil Court Rules of the High Court of Jharkhand.

19. Interpretation of these Operating Procedures -Whenever any difficulty or doubt arises in applying and /or interpreting these operating procedures, the decision of the High Court of Jharkhand thereon shall be final.

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Appendix-I

IN THE HIGH COURT OF JHARKHAND AT RANCHI

Application for Urgent/Ordinary Copy.

*.....No. of 20.

(*Here state class of case, e.g., S.A., L.P.A. etc)

.....Appellant/Petitioner

Versus

.....Respondent/ Opp.Party

Description of document/s of which copy is wanted with date, where necessary:—

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Application is made by..... the undersigned, for copy of the marginally named document from the High Court/Lower Court file in the above case which was disposed of on... / is still pending.

The following stamps and stamped sheets are filed :—

- 1.
 - 2.
 - 3.
 - 4.
-

Description of Applicant

Name of the Applicant:-

Full Address: _____

Mobile Number:-

Alternate Mobile Number:-

Email id:-

Dated:

Signature of the Applicant.

Office Report

The copy will cover Vernacular/English sheets.

Date.....

Signature of the Assistant.

Typists report.

Short folios and stamps notified on...

Total No. of folios used.....

Total amount of Ex. fee Rs.....

No. of folios returned.....

Date.....

Signature of the Typist

Estimate of Court

(Excluding what has been filed)

Rs. Paisa

Stamped sheets at 0.35.....

Court-fee stamps:

Extra stamp for urgency:

Searching fee in stamp:

Total - Rs....

Date

Signature of the Section Officer

Estimated stamps, etc.

Notified on.....

Supplied on.....

Applicant Record received on.....

Copy will be ready on.....

Copy actually ready on....

Copy delivered on.....

Serial No.

Received an application for copy bearing the above number.

Section Officer.

Dated:

Estimated Stamps and Sheets

Valued at Rs. _____

Received copy on.....with unused stamps and sheets valued at Rs. _____

Supplied on.....

To attend for copy on.....

Applicant

Note.—The application will not be considered as complete until stamps and costs have been supplied in full, which must, be done within seven days of the date of the estimate. All enquiries and complaints shall be accompanied by this counterfoil. It will have to be given up when the copy is delivered.

Appendix-II

CERTIFIED COPY USER MANUAL

▶ **USER Guide/Manual of Certified Copy**



▶

Certified Copy User Manual

Visit the url <https://jharkhandhighcourt.nic.in/>



The screenshot displays the homepage of the Jharkhand High Court website. The browser's address bar shows the URL <https://jharkhandhighcourt.nic.in/>. The website header includes a navigation bar with links for "Skip to main content", "Sitemap", and a language selector for "हिन्दी". The main header features the court's logo and name in Hindi and English: "झारखंड उच्च न्यायालय, रांची" and "HIGH COURT OF JHARKHAND". A search bar is located on the right side of the header. The main navigation menu is displayed in a green bar with the following links: HOME, ENTIRE CAUSE LIST, CAUSE LIST, CONSTITUTIONAL BENCH, CASE STATUS, ORDERS & JUDGEMENT, TENDER, E-COURTS, ANNUAL REPORTS, DISPLAY BOARD, JECMS, CASES DURING PANDEMIC, ONLINE E-COURT FEE, OFFICE ORDERS, and LIST OF ONLINE DEFECTIVE FILING. The "Online certified copy" link is highlighted in a green box. Below the navigation menu is a large image of the court building. At the bottom of the page, there is a watermark for "Activate Windows" and a link to "Go to Settings to activate Windows."

Apply certified copy

Click to the apply for certified copy menu.



High Court Of Jharkhand

A circuit bench of the Patna High Court was established at Ranchi with effect from 6th March, 1972 under clause 36 of the Letter Patent of that High Court. The bench was established to meet the needs of the Adivasi Population of the Chota Nagpur area in erstwhile State of Bihar.

The Circuit bench was made Permanent Bench of Patna High Court, by Act no. 57 of 1976, by High Court at Patna (Establishment of Permanent Bench AT Ranchi) Act 1976 with effect from 8th April 1976.

The Jharkhand High Court came into existence after reorganization of state of Bihar in existing state of Bihar and Jharkhand on 15th November 2000.

About Jharkhand

Activate Wind

Go to Settings to

Case Detail Inputs

To enter Case Type, case no, case year and displayed four digits captcha and then click search button.

Download Judgement

Case Type

Case No

Case Year

WPC (WRIT PETITIONS)

3131

2009

1637

QSearch

Case Status :-Get case status and go with click button.

Order And Judgement Copy Detail

Case Type/Case Number/Case Year	CIN No	Petitioner Name	Respondent Name	Case Status	Apply
WPC/3131/2009	JHHC010094352009	DHANESHWAR SAO	C.M.D., CENTRAL COALFIELDS LTD	DISPOSED	Click



Orders Detail

searched case information with available orders/judgment files. User can select files to apply certified copy and enter payment form detail with mobile OTP verification

Case Detail

Case No:	WPC/3131/2009	CNR Number:	JHHC010094352009
Petitioner:	DHANESHWAR SAO	Respondent:	C.M.D., CENTRAL COALFIELDS LTD

Order Detail

Select	Order No	Order Date	No of Page	Amount
<input type="checkbox"/>	1	28-03-2017	1	5
<input type="checkbox"/>	2	31-10-2012	1	5
<input type="checkbox"/>	3	08-03-2017	1	5
<input type="checkbox"/>	4	08-12-2017	1	5
<input type="checkbox"/>	5	18-04-2013	1	5
<input type="checkbox"/>	6	21-01-2019	1	5

Mobile No is Successfully Verified.

Name:*

Mobile No:*
6202075720

Email:*

Confirm Your Email:*

Apply By:*

Urgent Ordinary

Payment

User have to pay the calculated amount according to selected files, to click pay now button

Case Information			
Case Detail			
Case No:	WPC/3131/2009	CNR Number:	JHHC010094352009
Petitioner:	DHANESHWAR SAO	Respondent:	C.M.D., CENTRAL COALFIELDS LTD
Order Detail			
Order No	Order Date	No of Page	Amount
1	28-03-2017	1	1
2	31-10-2012	1	1
3	08-03-2017	1	1
4	08-12-2017	1	1
5	18-04-2013	1	1
6	21-01-2019	1	1

Payment	
Name:	
Mobile No:	
Email:	
Apply By:	Others
Payble Amount:	6.00
Pay Now	



Payment window

Go to with agree and next button to payment.

eGras Portal (Payment Option)

Pay With

Payment Details :

Depositor Id :	DR00060
Depositor Name :	
Transaction ID :	TR60030720650927
PAN No :	NA
Payable Amount :	6

Receiving Office Details:

District:

Activate Windows

Transaction Status

Get transaction no and request status with successful message.

Payment Status

[Print](#)

Transaction Status

Transaction Id:	TR56030720125642
Name:	
Transaction Date:	03/07/2020 12:57:26
Transaction Amount	1
Payment Status:	Transaction Successful
Certified Copy Status	In Process

Transaction Status::To click transaction status menu and enter transaction no and go with search button.

The image shows a screenshot of a web application interface. At the top, there is a green header with the text "ONLINE CERTIFIED COPY". Below the header is a blue navigation bar with two menu items: "Apply For Certified Copy" and "Transaction Status". A red arrow points from the "Transaction Status" menu item down to a form titled "Transaction Status". The form contains a label "Transaction No:" followed by a text input field. A red arrow points from the input field up to the "Transaction Status" menu item. To the right of the input field is a green "Search" button. A red arrow points from the "Search" button left towards the input field.

Mobile verification using OTP ,user get status page of applied copy .

Transaction Status

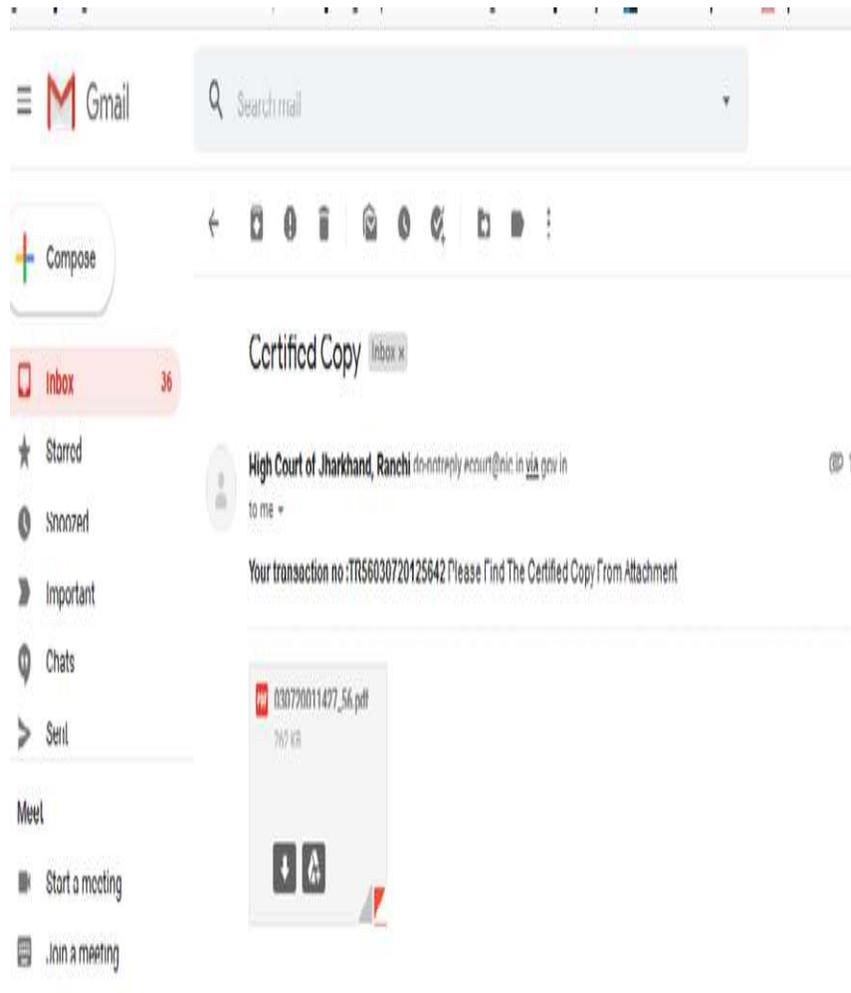
Otp sent to your mobile no.:

Payment Status

Transaction Id:	TR96100720111859
Name:	muskaan
CIN NO:	JHHC010094352009
Case No:	WPC/3131/2009
Transaction Date:	2020-07-10 11:18:59
Transaction Amount	5.00
Payment Status:	Pend
Certified Copy Status	Paym Not Complited

Received Copy

Get certified copy attachment in mail
inbox.



Section Manual

Guide/Manual for Copying Section



Home page

visit the url http://192.168.1.3/occ_api/

Jharkhand High Court



Login

Please Select User

Username

Password

Enter Captcha Code

7134

Login

Jharkhand High Court Ranchi

A circuit bench of the Patna High Court was established at Ranchi with effect from 8th March, 1972 under clause 36 of the Letter Patent of that High Court. The bench was established to meet the needs of the Adivasi Population of the Chota Nagpur area in erstwhile State of Bihar.

The Circuit bench was made Permanent Bench of Patna High Court, by Act no. 87 of 1976, by High Court at Patna (Establishment of Permanent Bench AT Ranchi) Act 1976 with effect from 8th April 1976.

The Jharkhand High Court came into existence after reorganisation of state of Bihar in existing state of Bihar and Jharkhand on 15th November 2000.

About Jharkhand

Jharkhand is a state in eastern India. It was carved out of the southern part of Bihar on 15 November 2000. Jharkhand shares its border with the states of Bihar to the north, Uttar Pradesh and Chhattisgarh to the west, Orissa to the south, and West Bengal to the east. It has an area of 23,833 sq mi (74,677 km²). The industrial city of Ranchi is its capital while Jamshedpur is the largest city of the state. Some of the other major cities and industrial centres are Dhanbad, Bokaro and Hazratnagar.

Login

Enter user credentials and click login button

Jharkhand High Court



Login

Please Select User

Username

Password

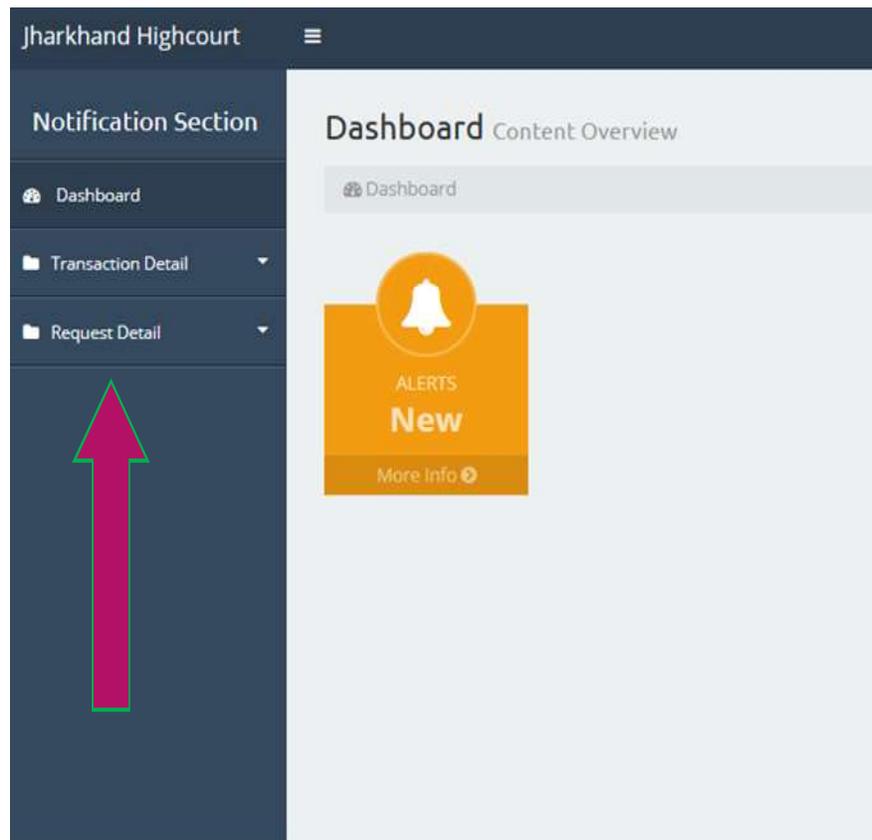
Enter Captcha Code

7134

Login

Dashboard

Click request detail of side bar menu ,to view requested judgement.



Request Page

It appears with list of requested certified copy of judgement

Request Detail | Request Judgment

Request Judgment

Case Type: Case No: Case Year:

From Date(Transaction Date): To Date(Transaction Date):

Requested Judgment

records per page Search:

Case No	Transaction No	Name	Mobile No	Email	Amount	Transaction Staus	Transaction Date	Apply By	View
NPC/3131/2009	TR56030720125642				1.00	SUCCESS	03-07-2020	Petitioner	Compare & App

Compare & Approve

Click compare and approve button, it opens a new window of requested judgments and order status.

Requested Judgment

records per page Search:

Case No	Transaction No	Name	Mobile No	Email	Amount	Transaction Staus	Transaction Date	Apply By	View
NPCJ/31/31/2009	TR56030720125642				1.00	SUCCESS	03-07-2020	Petitioner	Compare & App



Upload certified copy

choose the digital signed/stamped pdf file to upload and click upload button

Request Judgment

Request Detail / Request Judgment

Request Judgment

Case No	A.B.A./3743/2015	Transaction No	TR51020720044308	Name	
Amount	1.00	Email		Payment Status	SUCCESS

Order Status

Order No	Order Date	Download	Upload Certified Copy	Upload	View Certified Copy	Send Mail
1	27-09-2016	Download	Browse... No file selected.	Upload	View Certified Copy	Send Mail

[Browse...](#) No file selected.

[Upload](#) Certified Copy Not Uploaded

Review/Recheck

user can recheck the uploaded certified copy by
to click view button

The screenshot displays the Jharkhand Highcourt portal interface. The top navigation bar includes the logo and the text 'Welcome Verifier: user'. The left sidebar contains a 'Notification Section' with menu items for 'Dashboard', 'Transaction Detail', and 'Request Detail'. The main content area is titled 'Request Judgment' and contains two tables.

The first table, 'Request Judgment', displays the following data:

Case No	ABA/3743/2015	Transaction No	TR51020720044308	Name	
Amount	1.00	Email		Payment Status	SUCCESS

The second table, 'Order Status', displays the following data:

Order No	Order Date	Download	Upload Certified Copy	Upload	View Certified Copy	Send Mail
1	27-09-2016	Download	Certified Copy Uploaded		View	Send Mail

A red arrow points to the 'View' button in the 'View Certified Copy' column of the 'Order Status' table.

Send mail

After upload judgement to click send mail button.

The screenshot displays the Charkhand Highcourt portal interface. The top navigation bar includes the logo and the text 'Charkhand Highcourt' on the left, and 'Welcome Verifier: user' on the right. A dark sidebar on the left contains a 'Notification Section' and a menu with items: 'Dashboard', 'Transaction Detail', and 'Request Detail'. The main content area is titled 'Request Judgment' and contains two sections: 'Request Judgment' and 'Order Status'. The 'Request Judgment' section features a table with the following data:

Case No	A.B.A./3743/2015	Transaction No	TR51020720044300	Name	
Amount	1.00	Email		Payment Status	SUCCESS

The 'Order Status' section features a table with the following data:

Order No	Order Date	Download	Upload Certified Copy	Upload	View Certified Copy	Send Mail
1	27-09-2016	Download	Certified Copy Uploaded		View	Send Mail

A pink arrow points to the 'Send Mail' button in the 'Order Status' table.