

GUJARAT CIVIL SERVICES TRIBUNAL PAYMENT OF FEES RULES, 1988

GOVERNMENT OF GUJARAT General Administration Department Sachi valaya, Gandhinagar Dated the 25th August, 1989 NOTIFICATION GSc.89-39ZST-L18L*oL31Æ Ilhereas draft Guj arat Civil Services Tribunal Payment of Fees (Inspection of Records and Certified Copies thereof) Rules, 1988, were published as required by sub-section (L) of Section 20 of the Guj arat Civil Services Tribunal Act, 1972 (Guj arat Act No. 2 of 1973) at pages' L to 7 of the Guj arat Government Gazette Part IV—B, dated the 5th January, 1989 under the Government Notification, General Administration Depaftment No. 5131 - G dated the 24th November, 1988, inviting objections and suggestions from all persons likely to be affected thereby; AND VT4EREAS, no objections and suggestions were received from the public on the said draft; NOW THEREFORE, in exercise of the powers conferred by Section 20, read with Section 18—A of the Guj arat Civil Services Tribunal Act, 1972 (Guj arat Act No. 2. of L 973), the Government of Guj arat, hereby makes the following rules, namely I. Short title and commencement . (I) These rules may be called the Guj arat Civil Services Tribunal Payment of Fees (Inspection of Records and Certified copies thereof) Rules, 1988. O (2) They shall come into force at once Definitions . In these rules, unless the context otherwise requires — (a) Secret arya means the Secretary to the Guj arat C vil Services Tribunal and includes (i) an Under Secretary to the Tribunal; contd 2 (i i) a person who is for the time being dischar@ing the functions of the Secretary; and (iii) a person who is for the time being discharging the functions of the Under Secretary

3. Records to be kept open for inspection • The Records of .—the Tribunal shall be open to the inspection of the public at the hours corresponding with the Court hours of the Tribunal prescribed under Regulation 5 of the Guj arat Civil Services Tribunal Regulations, 1977

4. Application and procedure for _ obtaining certified copies (L) A party to any proceedings before the Tribunal may make an application to the Secretary of twe Tribunal to obtain a certified copy of any judgement, order, deposition, memorandum of evidence, or any other document filed in the said proceeding.The application shall state whether the copy applied for is required for private use or .otherwise. (2) Applications for copies by persons other than the parties to the proceeding shall be supported by adequate reasons. (3) On receipt of the application as provided in sub—rule (L) or (2), the office shall' immediately scrutinise the application with a view to ascertaining the correct number of the proceedings, names of the parties, description of the document, Copy of which is applied for and whether the document is available for copying

5. Estimation of the cost of the copies The office shall estimate the costs of the copies before copying work is undertakem The estimate should as far as possible, cover all probable costs of the copies

6. Deposit of the estimated costs The applicant shall be called upon to deposit the estimated costs of the copies applied for, and also comply with othep deficiencies, if any, in the application requesting for the copies of documents. Copying charges so estimated shall be paid in cash in advance subject to the final adjustment when copies are supplied. If the copies are to be sent by post, postal charges shall be paid thereon, in addition to copying charges. **3 7. Fees for incorrect or deficient description of application •** When the description of the document given in the application is ine.correct or deficient, and it is in conse— quence, necessary for the office to search the records in order to find it, a fee at the rate of one rupee for each year of which the records are searched, shall be payable by the applicant f QT such search, irrespective of vWiether the document be found or not, and whether •the copy for which he applies, on examination of the said document be granted or note **8. Dealing with the application :** As soon as the office finds that the is complete in all respects, it shall be dealt with by the Secretary, who may either grant or refuse it for reasons to be recorded thereon, or pass such other orders as he may In case of refusal, such refusal and the grounds deem just. of. the refusal shall be communicated to the applicant in writing

9. Furnishing copies of the application .(L) Copies shall be furnished within fifteen days of the presentation or receipt of the application, if the application is . complete on that date, unless further delay is unavoidable in which case the cause shall be endorsed bn In other cases, the period of fifteen days shall the copy. be computed from the date on which the application is completed in all respects. (2) A certified copy of a part of any document on record whether exhibited or not, may in the discretion of the Secretary

be given. No copy, however, shall be given of a part of judgement or of an order recorded on the application without a copy of the application itself. IO. Endorsement on the copy The following endorsement shall be made on every copy • (i) The date on which the copy was applied for; (i i) The date on which, the application was completed; (iii) The date on which the copy was ready for delivery; contd.. 4 (i v) The date on which it was delivered or posted. To prevent unauthorised alterations being made, the date shall be written in words in distinct handwriting and the endorsement should be signed by some authorised officer of the Tribunal on the date on which it was made. IL. Fees for copying and comparing of documents to be supplied • (L) The copies •shall be charged at the following rates : (a) For copying documents in English, 5 paise for every 25 words or fraction thereof ; (b) For copying documents in regional language; 5 paise for every 33 words or fraction thereof; (c) For copying documents in tabular form in respective twice the rates mentioned in (a) or (b) as language the case may be. (d) For copying a map or plan, such fee not exceeding rupees 15/- and not less than Rupee 1 as the Secretary may determine . (e) For comparing copies of the documents, a fee at the rate of 5 paise per 100 words or fraction thereof. (2) Supply of cyclostyled documents with or without spare copies shall be charged at the following rates (a) If the documents is cyclostyled but no spare copy is available and fresh typing is necessary, fees for copying and comparing as in (a), (b), (c), (d) or (e) of sub—rule (I) of this rule as the case may be, shall be charged; (b) If any copy of the cyclostyled document is to be supplied from the spare copies available in the stock, then half of the charges at (a), (b), (c), (d) or (e) of sub—rule (I) of this rule, as the case may be shall be charged. (c) If more than one copy of the same document is asked for, for the first typed copy, charges for copying and comparing as shown in (a), (b), (c), (d) or (e) of sub—rule (L) of this rule, as the case may be and for every extra carbon copy, half of the charges payable in (a), (b), (c), (d) or (e) of sub—rule (I) of this rule, as the case may be, shall be charged. 5 (d) for fresh typing or writing of the same document of which extra copy has been asked for, full charges (b), for typing and comparing as prescribed in (a), (c), (d) or (e) of sub—rule (I) of this rule, as the case may be, shall be charged. (3) The applicant shall be charged 5 paise or more upto 10 paise for each sheet at the discretion of the Secretary having regard to the cost of papers

12. Charges to different persons Where different persons apply for a single copy of the same document or documents,, each should be supplied it at the full rates mentioned in Rule LI as for an original and not a carbon copy.

13. Recovery of deficit amount of estimated deposit In case the estimated deposit falls short of the charges which would have to be recovered in respect of copies, the balance shall be recovered from the parties or lawyer concerned before the copies are delivered personally to them. In case the applicant applies for such copies by post or where copies are required to be sent through the agency of the post, such balance may be recovered by sending copies by value payable by post (V.P.P.) or the Secretary may, in his discretion, inform the applicant to pay the deficit. amount before sending the copies

14. Maintenance of Register (a) A register of applications for copies of the documents in the custody of the Tribunal shall be maintained in the following form (L) Serial No.(2) Date of application. (3) Name of applicant (4) Number and year of the case from which copy/ copies is/ are required. (5) Brief description of copies required. contd.... (6) (7) (8) (9) (10) (IL) (12) (13) (14) (15) (16) (17) (18) (19) (20) (b) 6 Amount of estimated fees deposited and the date of deposit Name of copyist. Date of completion Of copy. Date of delivery of copy of despatch by V.P.P. Amount due for copying fee. Amount due for comparing fee. Amount due for postage in case of fees recoverable by V. P.P. Amount of deficit, if any, and date of recovery of deficit. Amount recovered by V.P . P. and date of recovery. Amount, if any, refunded. Signature of applicant acknowledging refund or number and date of money order. Signature of applicant acknowledging the receipt of copies/ or V. P.P. receipt Number and date/ or registration Receipt Number & date. Amount credited to Government No. & date of Treasury receipt. Remarks The register of applications for copies to be maintained under these rules shall daily be inspected by the Secretary and he shall see that the amounts received by way of deposits are credited by challan in the Treasury under the appropriate receipt head on the same day as far as practicable or on the next day. By order and in the name of the Governor of Gujarat. S.R. RAO Deputy Secretary to Government contd No. GS-89-39-CST-Li81-5L31-G General Administration Department , 7, Sardar Bhavan, 3rd floor, Sachi valaya, Gandhimgar. Dated the 25th August, 1989 Copy forwarded with compliments to The The The *The *The *The *The CP' he *The The All All All The The The The The The Special Secretary to Governor of Gujarat,

Gandhinagar. Principal Secretary to Chief Minister. P . S. to all Ministers/ Ministers of State. Secretary, Registrar , Secretary, Secret ary, Secretary , Secretary, Scretary, Guj acat Legislature Secretariat, Gandhinagar. Gujarat High Court, Ahmedabad. Guj arat Public Service Cojlrnission, Ahmedabad. Guj arat Vigilance Comrnission, Gandhinagar. Gujarat Civil Services Tribunal, Gandhinagar. Guj arat Panchayat Service Selection Board, Ahmedabad. Staff Selection Commission, Gandhinagar. Director of Information, Sachi val aya, Gandhinagar, Departments of Sachi valaya. Branches of General Administration Deptt. Heads of Departments under General Administration Deptt. Accountant General, Guj arat, Ahmedab2d/Rajkot. Pay & Accounts Officer, Almedabad/Gandhinagar. Resident Audit Officer, Ahmedabad/Gandhinagar. Under Secretary (P. I), G. A.D. Dy. Secretary (Co—ord.) , G. A.D. Select File. letter INS Section Officer General Administration Department rangrej. 22889

