

Copies of records Etc. Rules

MADHYA PRADESH

India

Copies of records Etc. Rules

Rule COPIES-OF-RECORDS-ETC-RULES of 1962

- Published on 11 April 1962
- Commenced on 11 April 1962
- [This is the version of this document from 11 April 1962.]
- [Note: The original publication document is not available and this content could not be verified.]

Copies of records Etc. Rules Published vide Notification No. 49-U-18, dated 11-4-62, M.P. Gazette, Part 2, dated 20-4-1962

1.

Application for copies of the records, maps, plans, registers or any part thereof of the Municipality shall be made to the Chief Municipal Officer, giving full details of the papers of which a copy is required.

2.

(1) The Chief Municipal Officer may refuse to grant a copy of any of the following papers, recording his reasons for so doing :- (i) letters or reports which do not contain a final order affecting the applicant; (ii) any correspondence between the Council and the State Government or a Government Department; (iii) records, the grant of copies of which in the opinion of the Chief Municipal Officer, is detrimental to the interest of the Council; (iv) confidential letter and papers; and (v) extract from documents which, when read out of the context apart from the rest of the file is capable of misrepresenting the final orders passed by the Council. (2) All applications rejected under sub-rule (1) shall be laid before the next meeting of the Council for approval of the Chief Municipal Officer's action. (3) No copy of a letter, received in the Municipal Office, shall be granted without the sanction of the office of issue.

3.

A copy of an order punishing a Municipal employee shall be given free of charge to the employee concerned.

4.

The Chief Municipal Officer shall grant copies of audit notes and allow inspection of connected papers on payment of fees to any person who applied for them :Provided that the Chief Municipal Officer shall grant copies of such notes and allow inspection of connected papers free of charged to a person against whom a charge is made under Section 10 of the Madhya Pradesh Local Fund Audit Act, 1933 (IX of 1933).

5.

The Chief Municipal Officer shall grant-(a)copies of the following certificates to the families of deceased Indian Military personnel, when such certificates are required in connection with the Investigation of their family pension claims :-(i)death certificate;(ii)birth certificate;(iii)age certificate; and(b)copies of the Municipal records to the Police Department, Excise Department or to any Court of Law when they are required in connection with any Judicial proceedings or investigation of any case;without charging any fee.

6.

If a search is necessary for tracing a paper of which a copy is required fees shall be charged at the rate of 75 Paise an hour or fraction of an hour. The search or the inspection of papers shall be made in the immediate presence of the Chief Municipal Officer or some responsible officer of the council appointed by the Chief Municipal Officer in this behalf.

7.

The following fees shall be charged :-(1)For copying or making extracts from any document or office record 50 Paise for every 240 words or fraction thereof whether in English or in any Indian language. Four figures being counted as one word.(2)For copying maps and plans-10 Paise per 50 [square centimeters] [Substituted by Notification No. 23-U-XVIII, dated 20-2-1963.] including cost of tracing cloth, subject to the minimum charge of Re. 1.(3)For attesting any copy-50 Paise.(4)For certified copy of birth, death and marriage-50 Paise.(5)[For inspection of records-Re. 1.00 per hour or part thereof] [Inserted vide Notification No. 213-U-XVIII, dated 11-11-1963] :Provided that if Council is required to get copies of maps and plans prepared by persons other than its employees the charges for such copies shall be the actual wages paid to such persons plus an extra fee of 50 Paise per copy.

8.

The Chief Municipal Officer or the Head Clerk shall certify all copies as true copies. In the case of copies of maps and plans, the Municipal Engineer or Overseer will certify them as true copies.

9.

All fees payable under these rules must be deposited in advance and shall be credited to the Municipal Fund.

10.

A register shall be maintained in the form appended to these rules.

11.

These rules shall be general for all Municipalities. Form (See Rule 10)

Serial No.	Name of applicant	Date of receipt of application	Description of the document of which copy is required	Language
(1)	(2)	(3)	(4)	(5)
Number of Fee words to be copied	Fee to be levied	Fee received with dates	Date on which copy was delivered or posted	Remarks
(6)	(7)	(8)	(9)	(10)