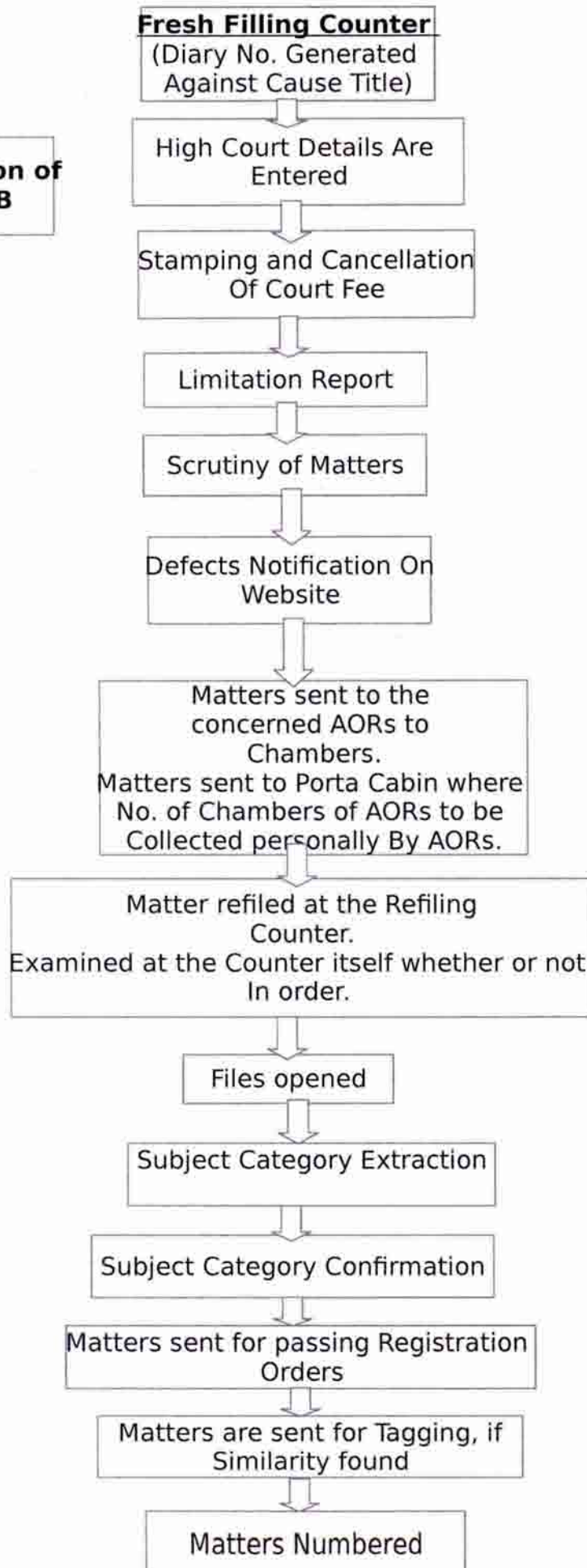


**Work Allocation of  
Section I-B**



**WORKING OF FILING COUNTER (SECTION I-B)**  
**OF**  
**SUPREME COURT OF INDIA**

- On receipt of a Petition of Appeal the official at the filing counter endorse the date of receipt of the matter and **generate a Diary No.** after verifying the Petition/appeal meets the mandatory requirement.
- After feeding of case, title etc. the matter is transferred to the user for the purpose of **feeding High Court details** etc.
- After the High Court details are fed, the matter is sent to another user for the purpose of **extracting limitation report** as per limitation programme.
- Subsequently the matter is sent to the marked dealing assistant for the purpose of **scrutiny**.
- **If the matter is in order** the matter is sent to the Dealing Clerk for **opening of original file in part I and Part II.**
- If the matter is **defective** the dealing assistant points out the defects and **send the file to the user for the purpose of notifying the defects through internet and thereafter the defective matters are sent to the advocates in their chambers for curing the defects and refiling the same within 28 days from the date of receipt of the files.**
- If the filing is of an Advocate on record who is not allotted the chamber such files are kept in the porta Cabin. The Advocate has to collect the matter from the porta Cabin.
- If there is a delay in refiling an application for condonation of delay in refiling an application for condonation of delay in refiling the matter is required to be filed.

- On refiling the matters are again scrutinized at the refiling counters to ensure that the defects notified have been removed and found in order. On an average about 150 matters are refiled daily.
- The refiled matters are given to the Junior clerks for opening of the files in 2 parts.
- Thereafter the files are sent to the dealing assistants for extraction of subject category and those files are placed before Additional Registrar/Assistant Registrar for confirmation of the subject category.
- After confirmation of the subject category, the files are sent to the section officers for the purpose of passing of registration orders.
- After passing of registration orders, the files which are to be placed before Additional Registrar (tagging) for the purpose of tagging/Coram etc. are sent to him and the remaining files in which no Coram or tagging is required are sent to the registration branch for registration of the matter.

## **FILING COUNTER**

### **MAJOR ACTIVITIES UNDERTAKEN IN THE LAST ONE YEAR**

- Filing Counter was revamped by uplifting the face and changing the ambience completely thereby increasing the sitting capacity for the personnel. This project was completed in a record period of three months. Notably, this project was carried out while the Courts were functional and no inconvenience was caused to the Hon'ble Court as well as to the Members of the Bar /litigants.
- 100% on-line notification of defects on the website of the Registry after scrutiny of the fresh matters has been initiated.
- Defects are additionally being notified through e-mail/SMS of the AOR/Petitioner-in-Person.
- Subject categories have been introduced/modified to streamline listing of the matters.
- Two Counters have been provided for registration of urgent matters on the basis of the request of the Members of the Bar/litigants for timely registration of those matters.
- Introduction of New Case Information System in filing counter.
- Token vending system has been installed.
- Re-filing counters have been increased from 10 to 14.
- Counters for scrutiny of fresh matters have been increased from 8 to 14.
- Defects notification counters have been increased from 1 to 3.
- Introduction of filing court fees through E-stamp.