

**HIGH COURT OF HIMACHAL PRADESH, SHIMLA**

**No.HHC/Rules/22(31)/84-**

**Dated : 14.11.2013**

**“NOTIFICATION”**

**Hon'ble the Chief Justice and the Hon'ble Judges of the High Court of Himachal Pradesh in exercise of the powers vested in them under Section 29 of the H.P. Courts Act, 1976 and all other powers enabling hereunto have been pleased to insert the following amendment in the “Himachal Pradesh Subordinate Courts Typists (Grant of Licence, Registration and Control) Rules, 2001.**

- Short title:** 1. These Rules shall be called “Himachal Pradesh Subordinate Courts Typists (Grant of Licence, Registration and Control) (Ist Amendment-2013) Rules, 2001.
- Extent:** 2. They shall apply to the Typists engaged in typing work in the Subordinate Courts premises in the State of Himachal Pradesh.
- Commencement:** 3. The amendment shall come into force with immediate effect.
- Amendment:** 4. Sr. Nos. 6 (A) as per Annexure -A, Sr. No. ix as per Annexure-'B' and Sr.No. i(a) under "Terms and Conditions shall be added in the Himachal Pradesh Subordinate Courts Typists (Grant of Licence,Registration and Control) Rules, 2001.

**BY ORDER OF THE HON'BLE  
HIGH COURT OF HIMACHAL PRADEH**

**(A.C. Dogra)  
Registrar General**

**Endst.No. HHC/Rules/22(31)84-**

**Dated : 14.11.2013**

**Copy forwarded for information and necessary action:-**

- 1. The Principal Private Secretary to Hon'ble the Chief Justice, H.P. High Court, Shimla.**
- 2. The Principal Secretary(Home) to the Govt. of H.P. Shimla-2.**
- 3. The Principal Secretary (Law) to the Govt. of H.P., Shimla-2.**

**Contd...2/-**

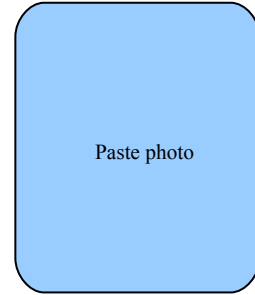
4. **The Registrar General(s), all the High Court in India.**
5. **All the District & Sessions Judge/Additional District & Sessions Judge(s), Civil Judge(Sr. Division)/Jr. Division in Himachal Pradesh.**
6. **The Presiding Officer(s), Labour Court-cum Industrial Tribunal, Shimla and Dharamshala, H.P.**
7. **The President District Consumer Fora, Shimla, Mandi, Una and Dharamshala, H.P.**
8. **The Director/Dy. Director/Joint Director H.P. Judicial Academy, Curzon House, Boileauganj, Shimla.**
9. **The Member Secretary/Administrative Officer, H.P. State Legal Service Authority, Shimla-9.**
10. **The Legal Advisor to the Hon'ble Lokayukta, Shimla, H.P.**
11. **The Advocate General, H.P. Shimla.**
12. **The District & Sessions Judge, Kullu, H.P. w.r.t his letter No.D&SJ/E/Typist (157)/2001-6461 dated 31st July, 2012.**
13. **All the Deputy Commissioners, in Himachal Pradesh.**
14. **The President (s) H.P. High Court Bar Shimla/District Bar Associations/Sub-Divisional/Tehsil level Bar Associations in H.P.**
15. **The Secretaries to the Hon'ble Judges for kind perusal of the Hon'ble Judges.**
16. **All the Additional Registrars, H.P. High Court, Shimla.**
17. **All the Deputy Registrars /Assistant Registrars/Secretaries/ Court Masters/Private Secretaries/Section Officers/Marriage Counsellor/Chief Librarian/Public Relation Officer and Protocol Officer of the Registry.**
18. **The Secretary/Private Secretary/ PAs to the Registrar General/ Registrar (Inspection, Confidential & Budget)/Registrar(Administration, Judicial and Judges branch) Registrar (Legal Research & Rules)/Registrar (Vigilance, Finance & Accounts)/ OSDs,CPC/ Assistant Coordinator (Mediation), H.P. High Court, Shimla.**
19. **The NIC Officers posted in the High Court with a request to update the High Court Website.**
20. **The Technical Director, NIC of this Registry for conversion of the same into digital form on Gazette website in terms of this Registry Office Order No.HHC/Admn.1(18)/78XI,9935- 41, dated 8.4.2011.**
21. **The Sr. Accountant General, (Audit) H.P. Shimla-3.**
22. **The President/General Secretary, H.P. High Court Non-Gazetted Employee, Shimla.**
23. **The Concerned Dealing Assistant of (O&A) Branch of this Registry.**
24. **Guard file.**

**(Sushil Kukreja)**  
**Registrar (Legal Research & Rules)**

**FORM OF APPLICATION**

**Annexure -'A'**

1. **Name:**
2. **Date of birth:**
3. **Father's Name:**
4. **Nationality:**
5. **Permanent Address:**
6. **Address for Correspondence:**
- 6-A **Paste photograph of the applicant alongwith details of Adhar Card/Rashan Card/Passport and photocopy thereof.**
7. **Educational Qualifications:**  
(attach a certified copy of Matric/Hr. Secondary certificate and Diploma from a recognised I.T.I, if any).
8. **Experience:**  
(Attach experience certificate from the Institution where the applicant had been working last or from the Advocate with whom he has worked.)
9. **Whether has ever been declared tout:**
10. **Whether is an un-discharged insolvent:**
11. **Whether has been convicted for an offence involving moral turpitude:**  
If so, when? Give particulars of the case.
12. **Whether has been dismissed from any public or private employment:**



13. **Whether is an ex-petition writer whose licence has been suspended/cancelled/revoked under Rules 20 and 35 of the "High Court of Himachal Pradesh Petition Writers (Grant of Licence and Conduct) Rules, 1989".**
14. **Whether is an ex-typist whose licence has been terminated/ cancelled under these Rules; if so, give particulars.**
15. **Whether is holding a public/private office or engages himself in any other employment trade, business or profession:**

**Dated-----**

**Signature of the Applicant.**

**Certified that the contents of the above application are true to my knowledge. No part of the statement made therein is false. Character certificate is enclosed.**

**Applicant.**

FORM OF LICENCE.

- i) **Name of licensee:**
- ii) **Father's Name:**
- iii) **Permanent Address:**
- iv) **Description of the seat  
which he is allowed to  
occupy for typing work:**
- v) **Period for which the  
licence is granted:**
- vi) **Date and No. of  
registration:**
- vii) **Licence valid upto**
- viii) **Passport size  
photograph:**
- Date:-**
- ix **The photograph of the applicant be pasted on the Licence to be issued.**
- i) **Renewal up to**
- ii)
- iii)

**Attested by the  
Presiding Officer**

**"SEAL'  
(Signature of the  
District Judge)**

**District Judge  
Date**

**Note:- Please see the terms and conditions of licence overleaf.**

## TERMS AND CONDITIONS:-

**The typist shall :**

- i) During the tenure of licence carry on his work only on such seat, as is assigned to him/her and no where else:**
- i (a) He should prominently display the copy of licence while sitting in the premises of the Court.**
- ii) Carry out his/her work in a manner causing the least disturbance and maintain due cleanliness:**
- iii) Work in such a manner that persons are not allowed to gather around him/her, so as to cause general disturbance and obstruction:**
- iv) Present the licence for renewal/inspection as prescribed under these Rules, but renewal shall not be claimed as a matter of right:**
- v) Make his/her services available in the Court premises at the prescribed seat on every working day from 9.00 a.m., to 5.00 p.m.**
- vi) Type-out material with utmost decency and accuracy:**
- vii) Re-type at his/her own cost any material typed by him/her when required to do so by the person employing him/her with the approval of the District Judge/Subordinate Judge, as the case may be:**
- viii) Not remain absent without sufficient cause and the prior permission of the District Judge/Subordinate Judge, as the case may be :**
- ix) Not charge in excess of the rates fixed.**
- x) Undertake to vacate the seat allotted to him/her under the licence without let or hindrance within 24 hours, when called upon to do so.**
- xi) Abide by all the provisions of the Rules.**