

## THE FEDERAL SHARIAT COURT

### (Procedure) RULES 1981

In exercise of the powers conferred by Article 203-J of the Constitution of the Islamic Republic of Pakistan, the Federal Shariat Court is pleased to make the following rules:

#### CHAPTER 1 PRELIMINARY

**1. Short title and commencement.**—(1) These rules may be called the Federal Shariat Court (Procedure) Rules, 1981.

(2) They shall come into force at once.

**2. Definitions.**—In these rules, unless there is anything repugnant in the subject or context—

(a) “Appeal” means an appeal from the order of any Court which the Court has jurisdiction to hear and decide;

(b) “Appendix” means appendix to these rules;

(c) “Article” means Article of the Constitution;

(d) “Bench” means a Bench of the Court;

\*\* (dd) “Branch Registry” means a Branch Registry of the Federal Shariat Court set up by the Chief Justice at any Seat of a High Court and notified in the Gazette”

(e) “Counsel” means a legal practitioner who is a Muslim and has been enrolled as an Advocate of a High Court for a period of not less than five years or as an Advocate of the Supreme Court;

Provided that in cases other than Shariat petitions under Article 203D, in which any of the parties is non-Muslim, an advocate who is not a Muslim may appear as Counsel for the non-Muslim party.

\* “Provided further that a former Judge of Federal Shariat Court shall not represent any party before the Federal Shariat Court in any matter.”

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\* Added vide Notification No. F.9 (3) /90- Admn. FSC dt.13-11-2008

\*\* Ins. by Notification No. F.9(3) /90-Admn:FSC dt 19-12-2020

- (f) “Form” means a form annexed to these rules;
- (g) “Petition” means a petition under clause (1) of Article 203D of the Constitution;
- (h) “Petitioner” means a citizen of Pakistan, the Federal Government or a Provincial Government making a petition under Article 203D;
- (i) “Reference” means a reference made by a Lower Court for confirmation of punishment awarded to a person under the Prohibition (Enforcement of Hadd) Order, 1979 (P.O.No.4 of 1979), Offences Against Property (Enforcement of Hudood) Ordinance, 1979 (VI of 1979) Offence of Zina (Enforcement of Hudood) Ordinance, 1979 (VII of 1979), or the Offence of Qazf (Enforcement of Hudood) Ordinance, 1979 (VIII of 1979);
- (j) “Registrar” means Registrar of the Court or any other Officer authorized by the Chief Justice to perform all or some of the functions of the Registrar: and
- (k) All other words and expression used but not defined in these rules shall have the same meanings as are assigned to them in the Constitution.

**3. Timings-** (1) Except during vacation or Court holidays or during Holy month of Ramzan the working hours of the Court and its offices shall be as under:-

**\* (a) COURT HOURS**

Monday to Thursday

9.00 a.m. to 11.00 a.m.	Court Sittings
11.00 a.m. to 11.30 a.m.	Interval
11.30 a.m. to 1.30 p.m.	Court Sittings

Friday:

9.00 a.m. to 11.30 a.m.	Court Sittings.
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\* Sub vide Notification No. F.9 (3) /90-Admn. FSC dt.19-12-1997

(b) **OFFICE HOURS**

Monday to Thursday and Saturday

\* [8.30 a.m.] to ~~[3.00 p.m.]~~ \*\*\*~~[4.00 p.m.]~~ \*\*\*\*~~[3.30 p.m.]~~ \*\*\*\*\*[03:00 p.m] with a break of half hour at 1:30 p.m. for Prayer. Friday:

8.30 a.m. to ~~[12.00 noon]~~ \*\*\*\*\*[01:00 p.m]

Note:- During vacation Court holidays or during the month of Ramzan the office hours shall be as may be fixed by the Chief Justice.

4. **Constitution and Roster of Benches:-** (1) The Chief Justice shall constitute Benches and Cause a roster of sitting of such Benches to be prepared by the Registrar.

(2) Unless otherwise directed by the Chief Justice.

(a) A petition, reference, appeal or revision against a judgment imposing a sentence of Hadd or death shall be heard by a Bench consisting of not less than three Judges one of whom shall be an Alim Judge;

(b) An appeal against acquittal or conviction which imposes a sentence exceeding ten years shall be heard by a Bench of not less than two judges;

(c) Any other reference than the one mentioned in rule (a) above shall be heard by Bench consisting of not less than two Judges; and

(d) Revisions and applications, including applications for bail not specified in clause (a), (b) and (c) shall be heard by a single Bench:

Provided that a revision for enhancement of the sentence or against acquittal, as the case may be shall be, heard by a Bench of not less than two Judges.

\*\* (3) Omitted.

(4) An application for stay of execution of sentence or for bail shall be laid.

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\* in rule 3(b) for the word 8:00 a.m. the word 8:30 a.m. shall be sub by notification No. F.9 (3) /90-Admn:FSC dt.21-09-2000  
 \*\* omitted by notification No. F.9 (3) /90-Admn:FSC dt. 05-03-1986  
 \*\*\* Subs. vide Notification No. F.9 (3) /90-Admn:FSC dt.20-09-2019  
 \*\*\*\* Subs. vide Notification No. F.9 (3) /90-Admn:FSC dt.16.11.2021  
 \*\*\*\*\* Subs. vide Notification No. F.9 (3) /90-Admn:FSC dt.10.02.2023  
 \*\*\*\*\* Subs.vide Notification No. F.9(3) /90-Admn.FSC. dt. 09.05.2023

before the Chief Justice or, in his absence, the most senior Judge of the Court present at the principal seat of the Court or, as the case may be, at the place other than principal seat.

(5) Where the Judges of a Bench hearing the petition, appeal or reference are equally divided in opinion, such petition, appeal or reference, as the case may be, shall be laid for hearing and disposal before another member of a Bench to be nominated by the Chief Justice.

(6) Where a Bench is of the opinion that a petition, appeal or reference should be heard by a larger Bench, it shall record its reasons and refer such petition, appeal or reference, as the case may be, to the Chief Justice for nomination of such Bench.

**5. Cause Lists.-** (1) The Registrar shall get prepared not less than three cause lists of the petitions, appeals or references to be heard by the Court on a particular day.

(2) A copy each of such lists shall be hung outside the Court Room of the Court, the Office of the Registrar and the Bar Room.

**6. Registries of the Court:-** In addition to the Registry of the Court at its principal seat at Islamabad there shall be Registries of the Court at each Provincial Headquarter of the Provincial Government i.e. at Karachi, Lahore, Peshawar and Quetta to receive and register the petitions, appeals and references and the Benches sitting at these stations shall be called as Karachi Bench, Lahore Bench, Peshawar Bench and Quetta Bench of the Federal Shariat Court.

<sup>\*\*</sup> “6.(a) There shall be Branch Registries of the Court at ~~D.I. Khan~~ <sup>\*\*\*</sup> Swat (KPK), Multan (Punjab), Sukkur (Sindh) and Turbat (Balochistan) to receive and register the Petitions, appeals, reference, etc.”

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\* Subs. vide Notification No. F.9 (3) /90-Admn: FSC dt.19.12.1997  
 \*\* Ins. vide Notification No. F.9 (3) /90-Admn: FSC dt.19.12.2020.  
 \*\*\* Subs. vide Notification No. F.9 (3) /90-Admn: FSC dt.27.02.2021

## **CHAPTER II OF PETITIONS**

### **7. Form and Contents of Petition.-** (1) Every petition shall:-

- (a) be legibly written or typed in the language of the Court on one side of a thick foolscap white paper;
  - (b) bear the name of the Court;
  - (c) state the name, description and address of the petitioner;
  - (d) describe the law which is considered to be repugnant to the Injunctions of Islam;
  - (e) state the number of article, section, clause, paragraph, provision or provisions of a law which is or are considered to be repugnant to the Injunctions of Islam;
  - (f) set forth concisely, consecutively numbered and under distinct heads of the grounds for such repugnancy;
  - (g) state, in support of such grounds, the relevant verse or verses of the Holy Quran and Sunnah of the Holy Prophet (S.A.W) with reference to the relevant Ahadis;
  - (h) contain a list of the books specified the pages to be cited; and
  - (i) be placed in a folder/specified by an order made by the Chief Justice in this behalf.
- (2) Where a petitioner claims more than one law or provisions thereof to be repugnant to the Injunctions of Islam, a separate petition in respect of each law shall be made.
- (3) Where a petitioner claims any law or provision of law in the Federal Legislative List or the Concurrent Legislative List to be repugnant to the Injunctions of Islam , he shall implied the Federal Government and, in the case of law with
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respect to a matter not enumerated in either of those lists, the Provincial Government concerned as a party to the proceedings.

(4) Every petition referred to in sub-rule (1) shall be accompanied by \*[eight] copies of the petition together with the documents on which reliance has been placed.

**8. Petition to be signed and certified.-** (1) The petition shall be signed by the petitioner himself, his counsel or a jurisconsult referred to in clause (4) of Article 203E.

(2) Every petition shall contain a certificate that a similar petition was not made by petitioner before any Shariat Bench of a High Court or the Federal Shariat Court.

**9. Mode of presentation of petitions.-** (1) Every petition shall be presented personally by the petitioner himself, his counsel or a jurisconsult, if any, between 8.30 a.m. to 12.00 noon, on any working day to the Registrar or any other officer authorized by the Chief Justice, at the principal seat of Court or at the Branch Registry of the Province of which the petitioner is ordinarily resident.

(2) The Registrar or the officer authorized under sub-rule (1) shall, on being satisfied that the petition fulfils the requirements of these rules, cause the petition to be registered in a register to be maintained in Form 1 and, under directions of the Chief Justice, inform the petitioner and his counsel or jurisconsult, if any, of the date on which the petition shall be taken up by a Bench for preliminary hearing.

Provided that the Bench may, without fixing a petition for preliminary hearing, admit it for regular hearing.

(3) An incomplete petition shall be returned to the person presenting it.

**10. Preliminary hearing of petitions.-** (1) The petitions requiring preliminary hearing shall be placed before the Bench on the date fixed for the purpose.

(2) On the day fixed for preliminary hearing, the Bench shall examine the petition

and may hear the oral expositions of the petitioner or, where he is represented by a counsel or jurisconsult, of counsel or jurisconsult.

Provided that, unless otherwise permitted by the Bench only one counsel or jurisconsult, shall address the Bench on behalf of the petitioner.

11. **Admission or rejection of petition.**- After examining the petition and the documents attached thereto and hearing the oral expositions of the petitioner, his counsel or jurisconsult, the Bench may admit the petition for regular hearing or, for reasons to be recorded reject it.
- \*12. **Notice of regular hearing of petition.**- (1) The Registrar shall cause notices for the date of regular hearing issued by registered post or by such other convenient mode including the substituted service or as directed by the Court to the petitioner, his counsel or jurisconsult, if any, the Federal Government or the Provincial Government and to any other person or Aalim whose presence the Court considers necessary for assistance.
  - 2) A notice to the Federal Government shall be served through the Attorney General for Pakistan and that to a Provincial Government through the Advocate General for the Province.
  - (3) The Federal Government or a Provincial Government which is a party to the proceedings may, not later than one week before the date of hearing, file a written statement accompanied by documents on which it places its reliance.
13. **Opinions of Aalim and experts in writing.**- Where the Court is of the opinion that for proper adjudication of a petition it is desirable to secure the opinion of an Aalim, expert or witness who is either residing abroad or is unable to appear before the Court for any reason, the Court may require such Aalim, expert or witness to give his opinion in writing.
14. **Oath for Jurisconsult, etc.**- (1) Before presenting his exposition in the Court, every jurisconsult, expert or witness shall make oath in Form II in English or Urdu.
  - (2) An Aalim, expert or witness who is required to submit his opinion in writing

shall, at the top of his opinion, record the oath referred to in sub-rule (1) and affix his signature to it.

- 15. Petitions not to be rejected for absence or death of the petitioner, etc.** (1) A petition fixed for hearing may not be rejected solely on the ground of the absence of the petitioner, his counsel or jurisconsult.

(2) No petition made under Article 203D shall abate by reason of the death of the petitioner.

- 16. Other applications to be heard as petitions.**—Any other application which has to be decided by the Court under any law for the time being enforced shall be heard and disposed of as a petition and the provisions as contained in Chapter-II of these rules shall, mutatis mutandis, apply.

- \*16-A. When Court Suo-Moto takes up a matter.**—(1) The Court shall prepare a list of the laws which it would like to examine on its own motion for determining whether they or any of their provisions are repugnant to the Injunctions of Islam as contained in the Holy Quran and Sunnah.

(2) Where the Court decide to so examine any such law or provision as is mentioned in the list prepared under sub-rule (1) it shall cause a notice to be issued to the public in general and to such Bar Associations, religious organizations and institutions, jurisconsults and other persons as it may deem necessary inviting their views on the matter referred to in sub-rule (1) supported by the Holy Quran, the traditions of the Holy Prophet (S.A.W.) and the juristic opinions, if any.

(3) The notice referred to in sub-rule (2) shall specify the date by which the views should be sent to the Court and the dates on which the Court is likely to hear the matter.

(4) A notice of the dates on which the Court is likely to hear the matter shall also be served on the Attorney-General for Pakistan, Deputy Attorney-General appointed by the Government for Shariat Petitions, Standing Counsel and, if such law is a Provincial subject, the Advocate-General of Province concerned.

(5) In determination of a question taken up by the Court under this rule, the provisions relating to disposal of a petition shall, mutatis mutandis, apply.



**\*CHAPTER III  
OF APPEALS**

- 17. Form and contents of appeal.**-(1) An appeal shall be preferred in \*\*[...] the form of a memorandum signed by the appellant himself or by his counsel if any and shall be accompanied by \*\*\*[four] legible copies thereof with similar number of copies of the order containing the decision of \*\*[Lower Court] impugned therein alongwith copies of F.I.R, challan, deposition of witnesses, exhibits, statements of accused/defence or any other document upon which the parties concerned intend to place reliance. If the requirement of sub-rule (1) is not fulfilled the office may return the appeal on the date next following the date of filing the appeal to the applicant/his counsel for compliance with the rule within a period of three days and the appeal shall be listed only after the removal of objections and compliance of the above rule.
- 18. Presentation of appeal.**-(1) Every appeal shall be presented personally by the appellant himself or by his counsel, if any, to the Registrar or any other officer authorized by the Chief Justice, at the principal seat or the Court or the Registry office of the Province in which the offence is alleged to have been committed;

\*\*\*\*(a)\*\* [An appeal shall be presented to the Court within sixty days from the date of the Order or decision appealed from].

\*\*\*\*\* “Provided the Court may for sufficient cause extend the period;”

(2) Every appeal shall be accompanied by a certificate that a similar appeal was not instituted at the principal seat of the Court or at a Branch Registry.

(3) Where an appeal is not drawn up in the manner hereinbefore prescribed, it may be returned to the appellant or the counsel, if any, to bring it in conformity with the provisions of rule 17

Provided that an appeal received by transfer from a High Court or lower Court, or from an accused who is confined in jail and is not represented by a counsel, not being in conformity with rule 17 shall not be returned.

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\* Subs. vide Notification No. F.9 (3) /90-Admn:FSC dt.19-12-1997

\*\* Omitted & Inserted by Notification No. F.9 (3) /90-Admn:FSC dt.14-11-1981

\*\*\* Subs. vide Notification No. F.9 (3) /90-Admn:FSC dt.05-03-1986

\*\*\*\* In rule 18 Clause (A) shall be sub by Clause (a) by Notification No. F.9 (3) /90-Admn:FSC dt.19-12-1997

\*\*\*\*\* Added by Notification No. F.-1/92-Admn:FSC dt.23-04-1992.

Provided further that the Court may ask the appellant to supply additional copies of appeals, documents and such other information as it may deem necessary to bring it in conformity with the provisions of that rule.

\*(4) The Registrar or the officer authorized under sub-rule (1) shall, on being satisfied that the appeal fulfils the requirements of these rules cause it to be registered and, inform the appellant and his counsel, if any, of the date on which the appeal shall be taken up by a Bench for preliminary hearing, subject to the Court determining that the appeal is competent before it.

19. **Appeal from jail.**-(1) Notwithstanding anything contained in rule 17 or rule 18, where an accused is confined in jail and is not represented by a counsel, he may file an appeal through the Superintendent of the jail where he is confined.

\*\* (2) The Superintendent jail while forwarding an appeal on instruction from convict shall expressly state whether the convict desires to be represented at State expense.

20. **Register of appeals.**-All appeals instituted under rule 18 or filed by an accused from jail or received by transfer from a High Court or a lower Court shall be registered in a register to be maintained in Form 3.

- \*\*21. **Notice of regular hearing of appeals.**—(1) The Registrar shall cause notices for the date of regular hearing of an appeal to be issued by registered post and or by such other convenient mode including the substituted service or as directed by the Court to the appellant or his counsel if any, and the Provincial Government of the province where the offence is alleged to have been committed.

(2) A notice to the Provincial Government shall be served through Advocate General for that Province.

22. **Place of hearing of appeals.**- Unless otherwise directed by the Chief Justice, ordinarily an appeal shall be heard at the principal seat of the Court or at the principal seat of the Provincial Government of the Province in which the offence is alleged to have been committed.

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\* Omitted & Ins by Notification No. F.9 (3) /92-Admn:FSC dt.19-12-1997

\*\* Sub & Added by Notification No. F.9 (3) /92-Admn:FSC dt.19-12-1997

\*22-A. Rules which apply to appeal shall apply mutatis mutandis to revision and review petition.

23. **Defence counsel at State expense.** - (1) Where in an appeal, revision, review or reference, an accused is not represented by a counsel, the Court may appoint a counsel for his defence at State expense out of the panel of counsel maintained for the purpose.

(2) The counsel engaged under sub-rule (1) shall be supplied a copy of the record, free of cost, sufficiently in advance to enable him to prepare the case for hearing.

\*\*24. **Panel of counsel for unrepresented accused:** - (1) The Court shall maintain a panel of counsel to be selected by a committee of the Judges and approved by the Chief Justice from time to time for the purpose of providing representation to unrepresented accused.

\*\*\* (2) A Counsel engaged under sub-rule(1) shall be entitled to a fee to be paid by the Registrar on production of a certificate of his appearance signed by Senior Judge of the Bench hearing the appeal as under:-

1-	Criminal appeal (short sentences other than life imprisonment)	{Rs.1800/-} ***** {Rs.3000/-} ***** {Rs.6000/-} ***** [Rs.15000/-]
2-	Criminal appeals (life imprisonment)	{Rs.2000/-} ***** {Rs.3500/-} ***** {Rs.7000/-} ***** [Rs.20000/-]
3-	Hadd/Murder Reference with appeal	{Rs.2500/-} ***** {Rs.4500/-} ***** {Rs.9000/-} ***** [Rs.25000/-]

\*\* (3) The Court may direct payment of higher amount to a counsel\*\*\*[...] in a particular case where it deems fit.

25. **Reference to be heard as an appeal.**- (1) A reference submitted to the Court by a lower Court for conformation on punishment awarded to an accused shall be heard as an appeal and the provisions contained in Chapter-III of these rules shall, mutatis mutandis, apply.

(2) All references received from the lower Court shall be entered in a register given in a Form 4.

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\* Added by Notification No. F.9 (3) /90-Admn:FSC dt.05.03.1986  
 \*\* Sub. and added by Notification No. F.9 (3) /90-Admn:FSC dt.19.12.1997  
 \*\*\* Sub. by Notification No. F.9 (3) /90-Admn:FSC dt.20.02.2006  
 \*\*\*\* In sub rule(3) of rule 24, the word not exceeding Rs. 1000/- shall be omitted by Notification No. F.9 (3) /90-Admn:FSC dt.20.02.2006  
 \*\*\*\*\* Sub. by Notification No. F.9 (3) /90 Admn. FSC dt.12.03.2011  
 \*\*\*\*\* Sub. by Notification No. F.9 (3) /90 Admn. FSC dt.30.10.2018  
 \*\*\*\*\* Sub. by Notification No. F.9 (3) /90 Admn. FSC dt.19.12.2020

26. **Submission of record in references,-** Where the lower court awards punishment under the provisions of the prohibition (Enforcement of Hadd) Order, 1979 (P.O.No.4 of 1979), the offence Against Property (Enforcement of Hadd) Ordinance, 1979 (VI of 1979), The Offence of Zina (Enforcement of Hudood) Ordinance, 1979 (VII of 1979) or the Offence of Qzaf (Enforcement of Hadd) Ordinance, 1979 (VIII of 1979), which requires confirmation of the Court, the record of the proceedings before the lower Court along with its judgment shall be submitted to the Court within seven days from the date of the pronouncement of judgment by the lower Court.
- \*26-A. **Supply of paper books.-** A person who is a party to a petition, appeal or reference may on payment of fee prescribed from time to time by the Chief Justice, to the Registrar or such other officer who may be authorized in this behalf, obtain a paper book of the case during office hours.

#### **CHAPTER IV OF BAIL**

27. **Application for bail.-**(1) Every application for bail shall be supported by an affidavit.
- (2) An application for bail shall be treated as urgent and shall ordinarily be place before a Bench on the following day after its presentation.
28. **Notice of application for grant or cancellation of bail before presentation.-**Where an application for grant or cancellation of bail is made, the applicant shall, before presenting such application, give notice of the application along with a copy thereof to the Advocate-General of the Province where the offence appealed against has been alleged to have been committed and obtain an acknowledgement of receipt of such notice and copy of the application for the information of the Court.
29. **Manner of attestation of affidavit.-**Affidavits intended to be presented before the Court in support of an application shall be drawn up and attested in the manner prescribed by the law and rules for the time being in force and be declared before a Court, Magistrate or any other person appointed by a High Court under clause (b) of section 139 of the Code of Civil Procedure, 1908 (V of 1908), and section

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\* Added by Notification No. F.9 (3) /90 Admn. FSC dt.19-12-1997.

539 of the Code of Criminal Procedure, 1898 (Act V of 1898), or Registrar or any other officer of the Court appointed by the Chief Justice, to administer oaths to the deponents.

## **CHAPTER V**

### **DECISION OF THE COURT**

- 30. Pronouncement of decision.-** (1) The decision of the Court shall be announced in open Court at the close of the case or at some future date after due notice is given to the parties and their counsel.
- (2) The notice of the date of decision in a petition shall also be given to Law Officers of the Federal Government and the Provincial Government concerned.
- (3) The notice of the date of an appeal or reference shall be given to the Law Officer of the Principal Government in which the offence is alleged to have been committed.
- (4) The decision of the Court shall be expressed in terms of the opinion of the majority of its Judges.
- 31. Orders, etc. to be sealed.-** The seal of the Court shall be affixed on every order and decision of the Court.

**\*CHAPTER V-A  
REVIEW**

**31-A. Application for review, etc.**-(1) Subject to clause (9) of Article 203-E, the Court may, on its own motion or on an application made to it, review any decision given or order made by it:

Provided that no application for review shall lie to the Court where it has given a decision or made an order in an appeal or reference, except to correct a clerical error.

(2) No decision given or order made by the Court in a petition, appeal or reference shall be reviewed unless a notice is given to all the persons who were party in such petition, appeal or reference, as the case may be.

**31-B. Form and contents of application for review.**-(1) Every application for review shall be preferred in the form of reasoned opinion.

(2) Every application for review shall be accompanied by eight copies thereof with similar number of copies of the decision or order against which review is sought.

(3) Where an application for review is made in respect of a decision given or order made in a petition, the applicant shall state the relevant verse or verses of the Holy Quran, Sunah of the Holy Prophet (S.A.W) with reference to the relevant Ahadis on the basis of which review of the decision or order of the Court is sought.

(4) Every application for review shall be placed in a folder specified by an order made by the Chief Justice in this behalf.

**31-C. Presentation of application for review.**- (1) Every application for review shall be presented personally by the applicant himself or by his counsel, if any, to the Registrar or any other officer authorized by the Chief Justice.

(2) Before presenting an application for review, the applicant, or his counsel, if any, shall give notice of such application along with a copy thereof to the respondent or his counsel.

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\* Inserted by Notification No. F.9 (3) /90-Admn:FSC dt.14-11-1981

**31-D. Limitation for application for review.**-(1) Every application for review shall be filed within ninety days from the date of the decision given or order made by the Court.

Provided that the Court may, where the applicant satisfies the Court that he had sufficient cause for not making the application within the period of ninety days, accept the application after the expiry of that period.

**31-E. Chief Justice to nominate bench for review.**-(1) The Registrar or the officer authorized under sub-rule (1) of rule 31C shall, on being satisfied that the application for review fulfils the requirements of these rules, cause the application to be registered in a register to be maintained in form-4-A and place such application before the Chief Justice for nomination of the Bench for hearing.

(2) Where the Court takes up a matter for review on its own accord, such matter shall be heard by the same Bench which gave the decision or made the order, or by a Bench to be nominated by the Chief Justice.

**31-F. Rejection of application for review in limine.**-If on perusal of an application for review made to it, the Court is of the opinion that the application is frivolous or vexatious or does not reveal a valid ground for review, it may reject such application without hearing the applicant or his counsel or jurisconsult.

**31-G. Second application for review barred.**-(1) After the final disposal of the first application for review no subsequent application for review shall lie to the Court.

(2) No application to review an order on an application for a review of a decision given or order made on a review shall be admissible.

## CHAPTER VI INSPECTION OF RECORD

- 32. Inspection of record.-** (1) Save as otherwise provided in these rules, the record of pending petitions, appeals or references shall be open to inspection by parties or their authorized agents or counsel.

Provided that any other person may, with the permission of the Chief Justice or the senior Judge of the Bench hearing such petition, appeal or reference, inspect such record.

(2) The record of the decided petition, appeal or reference may be inspected under the orders of the Registrar or any other officer of the Court authorized by the Chief Justice in this behalf.

(3) Inspection of the record shall not be permitted on the date of hearing without the order of the Chief Justice or the senior Judge of the Bench hearing the petition, appeal or reference.

- 33. Charges for inspection of record.-**An application for inspection of record of a petition, appeal or reference shall bear a court-fee stamp of the following denomination as inspection charges, namely:-

- (a) two rupees, for inspection of record of a decided petition, appeal or reference; and
- (b) five rupees, where the inspection of the record of a pending petition, appeal or reference is required on the date of hearing.

Provided that no inspection charges shall be charged when the inspection of record is made by:

- (a) The Attorney-General including the Deputy Attorney-General for Pakistan;
  - (b) The Advocate-General for a Province;
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- (c) A Public Prosecutor;
- (d) The counsel appearing on behalf of the Federal Government or a Provincial Government; and
- (e) The counsel appearing at the State expense on behalf of an accused.

**34. Hours of presentation of application and inspection of record.-** (1) Every application for inspection of record shall be made to the Registrar or an officer authorized by the Chief Justice in his behalf.

(2) Every application for inspection of record shall distinctly specify the record of which inspection is desired and be presented between.

- (a) 8.30 a.m. and 11.00 a.m. where the inspection is desired on the date of hearing; or
  - (b) 8.30 a.m. and 12.00 noon, where the inspection is desired on a day other than the date of hearing.
- (3) On receipt of an application for inspection of record, the Registrar or the officer authorized under sub-rule (1) shall arrange for such inspection.
- (a) during the time allowed by the Bench hearing the petition, appeal or reference, when the inspection is desired on the date of hearing; and
  - (b) between 8.30 a.m. and 1.30 p.m. when the inspection is desired on a day other than the date of hearing.

**35. Manner of inspection of record.-**(1) A person making inspection of the record may take notes of it in **lead** pencil only and shall not make any mark on such record.

(2) The inspection of record shall be made in the presence of an official of the Court designated by the Registrar in this behalf.

**36. Penalty for violation of rule 35.-** Whoever, violates or attempt to violate the provisions

of rule 35 shall, in addition to any other suitable action as may be directed by the Chief Justice in the circumstances of each case, be liable to be deprived of the right to inspect the record for such period as the Chief Justice may think fit.

37. **Fresh court fee for inspection of record.**-The inspection charges prescribed under rule 33 shall entitle, the applicant to inspect the record on one day and where the inspection of the record is desired for another day, a fresh application shall be made with a fresh Court fee.
38. **Inspection of police record not allowed.**- The police record and translation thereof received in the Court in connection with any pending appeal or reference shall not be made available for inspection to the accused, his agent or counsel.
39. **Inspection of registers.**-When a party or his counsel requests in writing for inspection of a register for tracing the particulars of a petition, reference, appeal or a document, the Registrar may, in presence of an official of the Court, allow such inspection free of any charge.

## CHAPTER VII SUPPLY OF COPIES

**40. Who may obtain copies.**-(1) A petitioner or an appellant may, at any stage of the proceedings, obtain copies of the record of a petition, appeal or reference.

(2) A person who is not a party to a petition, appeal or reference may, after the disposal of such petition, appeal or reference, obtain copies of the petition, memorandum of appeal, written statement, affidavit or application filed therein.

Provided that such person may, for sufficient cause shown to the Court, obtain copies of any other document during the pendency of a petition, appeal or reference.

Provided further that such person shall not be issued copies of the exhibits produced in evidence without the consent of the party producing such exhibits.

**41. Form and presentation of application for copies.**-(1) Every application for supply of copies shall be made in Form 5 and shall bear a Court fee stamp of one rupee, as provided in clause (c) of Article 1 of Schedule II of the Court fee Act, 1870 (VII of 1870).

(2) The application for supply of copies shall be presented to the Registrar or any other officer authorized by the Chief Justice in this behalf between 8.30 a.m. and 1.30 p.m. on any working day.

(3) Every application for supply of copies shall accompany the receipt of payment of advance charges paid under rule 42.

**42. Copy charges.**-(1) For every copy supplied by the Court, two rupees per page shall be paid by the person obtaining the copy as copying charges.

(2) A person applying for copy shall deposit an approximate amount of copying charges, in advance, with the official authorized by the Chief Justice in this behalf and obtain a receipt thereof.

(3) In case of any doubt in respect of rate of copying charges and the mode or preparation of a copy, the decision of the Registrar shall be final.

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- 43. Where copies are supplied free of charge.**-Copies of record required for public purpose by a public officer as defined in clause (17) of section 2 of the Code of Civil Procedure, 1908 (Act V of 1908) shall be supplied free of charge, provided the application for copy is endorsed by the Head of the Department concerned.
- 44. Examination of application for supply of copies.**- (1) On receipt of application for supply of copies, the officer authorized to supply copies shall:
- (a) examine the contents of the application and the particulars of the petition, appeal, reference or the documents for which such application is made;
  - (b) examine if the applicant is entitled to obtain the requisite copy;
  - (c) cancel the Court fee affixed on the application;
  - (d) put his signatures thereon with date;
  - (e) cause the application register in a register given in Form 6; and
  - (f) direct the official concerned for preparation of the requisite copy.
- (2) Where an application for supply of copies is either incomplete or the applicant is not entitled to obtain a copy under any law or these rules, the officer authorized to supply copies shall record his reasons thereon and direct the applicant to comply with the requirements of the law or the rules or refuse to grant the copy applied for.
- (3) A statement in Form 7 showing the incomplete or improper application for supply of copies shall be affixed daily on the notice board of the Court.
- 45. Preparation of copies.**-(1) The officer authorized to supply copies shall cause the preparation of requisite copies by typing, duplicating scanning or cyclostyling or by means of a photostat machine or any other mechanical or manual process which may be readily available.
- (2) After the preparation of a copy it shall be examined and compared with the original record.

(3) At the foot of each copy, the following entries shall be made and authenticated by the Registrar or officer authorized to supply copies, namely:-

- (a) application number;
- (b) date of presentation of the application;
- (c) date of return of the application with objections, if any;
- (d) date of re-filling of the application;
- (e) date of receipt of copying charges;
- (f) number of pages copied;
- (g) copying charges;
- (h) Court-fee affixed on the application;
- (i) name of the copyist;
- (j) date of completion of the copy; and
- (k) date of delivery of the copy.

**46. Maintenance of work registers.**-Every typist, operator of a copying machine or copyist shall maintain work register in Form No.8.

**47. Time-limit for supply of copies.**-(1) The copies shall ordinarily be supplied within three days from the date of presentation of the application for supply of copy;

Provided that where for any reason a copy could not be supplied within such period the applicant shall be given in writing the next or the extended date on which he should call upon to receive the requisite copy;

Provided further that where a copy becomes ready for delivery before the given or extended date of completion of such copy shall be deemed to be the date which is given to the applicant for delivery of copy.

(2) The officer authorized to supply copies shall ensure that the copies are supplied without any delay.

**48. Refund of fee and recovery of balance.-** Where the copying charges in respect of a copy:

(a) fall short of the amount deposited, the deficient amount shall be recovered from the applicant before the copy is delivered to him; or

(b) exceeds the amount deposited, the surplus amount shall be returned to the applicant at the time of delivery of the copy.

**49. Credit of copying fee.-**The copying charges collected by supply of copies shall be deposited in the Government Treasury under the relevant head of account by the end of each month and the officer incharge of the accounts shall, by the fifth day of each month, obtain the progress total of receipts of deposit from the Treasury.

## CHAPTER VIII

### PRESENTATION AND DESTRUCTION OF RECORD

**50. Arrangement of record.**-(1) The record of the petitions, appeals and references shall consist of two parts, namely, “Part A” and “Part B”.

(2) The documents specified in Appendix-I shall form “Part A” of the record and unless otherwise directed by the Court, all other documents shall form “Part B” of the record.

(3) Before consigning the record of a petition, appeal or reference to the record room;

(a) the record shall be arranged into “Part A” and “Part B”;

(b) every document shall be marked according to arrangement referred to in clause with letter “A” or, as the case may be, with letter “B” and

(c) an index shall be prefixed on the record with relevant entries made thereon.

**51. Preservation of record.**-The documents forming part of petitions, appeals and references specified in Appendix II shall be preserved for such period as specified therein which shall be reckoned from the date of final order of the Court.

Provided that the Court may, for the reasons to be recorded in writing, order for preservation of any document beyond such period.

**52. Manner of destruction of record.**-(1) After the expiry of the period of preservation specified in Appendix II, the record of the petitions, appeals prescribed under the directions and supervision of the Registrar or any other officer authorized by the Chief Justice in this behalf.

(2) All Courts fee stamps affixed to documents which are to be destroyed shall be removed there from and burnt.

(3) The record shall be destroyed by tearing so that no document may be used again.

(4) After the destruction of the record, the officer under whose supervision the record was destroyed shall certify that the destruction has rendered such record of no use.

(5) All papers which are rendered of no use after the destruction shall be sold as waste under the orders of the Registrar and the proceeds of the sale shall be credited to the Government Treasury.

- 53. When Part “B” of the record to be destroyed.-** Unless otherwise directed by the Court, “Part B” of petitions, appeals or references and miscellaneous applications filed therewith shall be destroyed before the record is consigned to the record room.

Provided that where an appeal lies to the Supreme Court, Part B of such appeal shall be preserved until the period of its limitation has expired or where an appeal has been preferred, till the judgment of the Supreme Court is communicated to the Court.

Provided further that when an appeal is dismissed for default or is heard *ex parte* “Part B” of such appeal shall not be destroyed until the order of the Court.

- 54. Fact of destruction to be record.-** The fact of destruction of petitions, appeals or references shall be recorded, immediately after their destruction in the register in which such petitions, appeals or references are entered and also in the index prefixed to the record, under the signature of the officer supervising the destruction of the record.

- 55. Classification, maintenance and preservation of registers.-**(1) The registers of the Court shall be maintained in the language of the Court and divided into the following classes, namely:-

(a) Primary registers maintained for showing institution and disposal of the petitions, appeals and references;



- (b) subsidiary registers maintained for the administrative purposes; and
- (c) statistical registers maintained for preparing monthly and annual returns of the Court.

(2) The register of the Court specified in column (2) of Appendix III shall be preserved for such period as specified in column (3) thereof.

**56. Preservation and destruction of returns and other papers.**—(1) The periodical returns, correspondence, personal files of the officers and employees of the Court and other papers not specified in Appendix II and Appendix III shall be preserved for such period as specified in Appendix IV and destroyed thereafter.

(2) The period for which the return or other papers are to be preserved shall be reckoned from the 1st January following the date which it bears.

#### **Illustration.-**

Papers of 1980 which under this rule have to be retained for one year, shall become liable to destruction after the 31st December, 1981.

(3) When any paper is destroyed, the letter “D” shall be marked in red ink against the entry in the register in which such paper is entered.

## CHAPTER IX GENERAL

- 57. Registrar to be executive head.-** (1) The Registrar shall be the executive head of the office of the Court.

Provided that the Chief Justice may, by an order in writing, authorize a Deputy Registrar or any other officer of the Court to perform all or some of the functions of the Registrar.

(2) The Registrar shall, subject to the directions of the Chief Justice, supervise and control the officers and employees of the Court.

(3) In the absence of the Registrar, due to illness or any other cause, the Deputy Registrar authorized by the Chief Justice shall exercise the powers and functions of the Registrar.

(4) The Registrar may, with prior approval of the Chief Justice, allocate functions to the officers of the Court.

- 58. Seal of the Court.-**(1) There shall be a seal of the Court which shall indicate the name of the Court and its insignia.

(2) The seal shall remain in the custody of the Registrar or such other officer as the Chief Justice may direct and shall be affixed on every order passed by the Court.

- 59. Notices to be signed by the Registrar, etc.-** Every notice shall be signed by the Registrar or any other officer of the Court authorized by the Chief Justice in this behalf, and shall be sealed with the seal of the Court.

- 60. Matters before the Court to be heard day to day.-** Unless the Chief Justice or a Bench directs for hearing of, out of turn, all petitions, appeals and reference shall be heard day to day.

- \* 61. Allowance of Ulema, Jurisconsults etc.-** the Aalim, Jurisconsults or expert,

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\* Submitted and omitted by Notification No F.9(3)/90-FSC.Admn: dated 30.04.2008.

who is invited by the Court under clause (7) of Article 203-E of the Constitution on appearance before the Court shall be paid rupees ~~two thousand~~ [\*Four Thousand] as daily allowance. Stay charges as admissible to a grade 21 Officer be paid besides traveling expenses per Government rules.

- 62. Language of the Court.-**The language of the Court shall be English and Urdu.
- 63. Court holidays, etc.-**The Chief Justice may, by an order, before the commencement of each calendar year or at any other time, declare Court holidays and the period of recess when the Court shall remain closed for vacation.
- 64. Dress for Counsel.-**Counsel appearing in the Court shall wear black sherwani, white shalwar or a pajama, with black socks and shoes or such Court dress as prescribed for the members of the Bar by the Supreme Court.
- 65. Orders.-**(1) The Chief Justice may make such orders, not inconsistent with provisions of Chapter 3A Part VII of the Constitution and these rules, as may be necessary for carrying out the day to day business of the Court.  
  
(2) Every order made under sub-rule (1) shall be authenticated by the Registrar.
- 66. Repeal.-** The Federal Shariat Court Rules, 1980 are hereby repealed.

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\* Submitted by Notification No F.9(3)/90-Admn:FSC, dated 19-10-2018..

**\* CHAPTER X****INHERENT POWER**

- 67.** The Court or any Judge or Judges thereof may, for sufficient cause shown, excuse the parties from compliance with any of the requirements of these rules, and may give such directions in matter of practice and procedure as it shall consider just and expedient.
- 68.** An application to be excused from compliance with the requirements of any of the rules shall be addressed to the Registrar, who shall take the directions of the Court and communicate the same to the party or parties as the case may be.
- 69.** The Court may enlarge or abridge any time appointed by these rules, or fixed by any order enlarging time, for doing any act or taking any proceeding upon such terms (if any) as the justice of the case may require, and any enlargement may be ordered, although the application therefore is not made until after the expiration of the time appointed or allowed.
- 70.** The Court may at any time, either of its own motion or on the application of any party, make such orders as may be necessary or reasonable in respect of any of the matters mentioned in these rules, may issue summons to person whose attendance is required to give evidence or to produce documents, or order any fact to be proved by affidavit.
- 71.** Nothing in these rules shall be deemed to limit or otherwise effect the inherent powers of the Court to make such orders as may be necessary for the ends of justice or prevent abuse of the process of the Court.
- 72.** Where at any stage of the proceedings in the Court there has been a failure to comply with these rules, the failure shall be treated as an irregularity and shall not nullify the proceedings or the judgment.

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\* Added by Notification No F.9(3)/90-Admn:FSC dated 19-12-1997.

Form 1

[See rule 9]

**FEDERAL SHARIAT COURT**

## Register of Petitions

Serial No.	Date of Institution of the petition	Name of the Petitioner	Name of Counsel or Jurisconsult, if any.	Date of admission of the petition.	Title of law claimed to be repugnant to the Injunctions of Islam	Whether Federal or Provincial law.	Date of the Decision of the Court.	Extracts of the decision.	Result of the appeal with date of the order of the Supreme Court.	Extract of the order of Supreme Court.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

## FORM 2

[See rule 14]

Oath of jurisconsult, expert and witness.

(English)

I, -----, do solemnly swear that I am a Muslim and believe in the Unity and Oneness of Almighty Allah, the Books of Allah, the Holy Quran being the last of them, the Prophethood of Muhammad (Peace be upon him) as the last of the Prophets and that there can be no Prophet after him, the Day of Judgment, and all the requirements and teachings of the Holy Quran and Sunnah:

That I shall faithfully and to the best of my ability state, expound and interpret the Injunctions of Islam relevant to the proceedings and render all assistance to the Court without pleading for any party.

And that I shall not allow my personal interest or the interest of any other person to influence my opinion.

ماہر قانون ، ماہر اور گواہ کا حلف

(اردو)

[illegible]

میں ایمانداری اور اپنی انتہائی صلاحیت سے کارروائی سے متعلق اسلامی احکام کی تصریح ، تعبیر اور تشریع کرونگا اور کسی فریق کی وکالت کے بغیر عدالت کی پوری مدد کرونگا۔

کہ میں اپنے ذاتی مفاد یا کسی دوسرے شخص کے مفاد کو اپنی رائے پر اثر انداز نہیں ہونے دوں گا۔

**FORM 3**

[See rule 20]

**FEDERAL SHARIAT COURT****Register of Appeals**

Serial No.	Date of institution of appeal, receipt from jail or by transfer from a High Court.	Name of the appellant	Name of the Tehsil, District and Province where the offence alleged to have been committed.	Provision of law under which the punishment has been awarded.	Name of the Court of Session awarding Punishment.	Date of admission of appeal.	Date of the decision of the Court.	Extract of the decision.	Remarks .
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**FORM 4**

[See rule 25]

**FEDERAL SHARIAT COURT**

## Register of References

Serial No.	Date of receipt or reference.	Name of the accused	Name of the Tehsil, District and Province where the offence alleged to have been committed	Provision of law under which the punishment has been awarded.	Name of the Court of Session awarding punishment	Date of decision of the Court.	Extract of the decision.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)



**\*FORM 4A**

[See rule 31E]

**FEDERAL SHARIAT COURT**

Register of application for review

Serial No.	Date of receipt of application for review.	Name and address of the applicant.	Name and address of the respondent.	Title and number of the case in which review is sought.	Date of decision or order sought to be reviewed.	Order on review.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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\* Added by Notification No. F.9(3)/90:Admn-FSC dated 14.11.1981

**FORM 5**  
[See rule 41]  
**FEDERAL SHARIAT COURT**  
Application for supply of copy

Application No-----  
Date-----  
Deposited Rs. -----

Signature of  
Registrar, etc

Petition/Appeal/ Reference No. -----

Applicant/ Appellant

Versus

Respondent.

Date of admission or dismissal----- copying charges-----

Date of final decision-----

Decided by;-

Mr. Justice-----

Mr. Justice-----

Mr. Justice-----

Mr. Justice-----

Mr. Justice-----

Deposit-----

Refund/ Recovery-----

District-----

Court-fee stamp Of Rs. 1
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FOR SUPREME COURT USE

FOR PRIVATE USE

Sir,

Kindly supply me with certified copy/copies of the following in the above mentioned petition/appeal/reference and oblige.

(1)-----

(2) -----

(3)-----

(4) -----

Applicant-----

Address -----

-----

Date-----

Signature-----

**FORM 6**  
[See rule 44(1)]  
**FEDERAL SHARIAT COURT**  
Copy supply register

	(1) Serial Number.
	(2) Date of presentation of application for copy.
	(3) Date of deposit of advance.
	(4) Name of applicant and his full address.
	(5) Case Number of petition/appeal or reference.
	(6) Applicant/Appellant/ Petitioner.
	(7) Respondent.
	(8) Amount deposited.
	(9) Amount of copying fee to be recovered from the applicant.
	(10) Excess amount of deposit to be refunded.
	(11) Number of copies prepared in English.
	(12) Number of copies prepared in vernacular.
	(13) Date of return of application if incomplete or not in proper form.
	(14) Date when copy was ready for delivery.
	(15) Date when copy is delivered.
	(16) Remarks.

**FORM 7**

[See rule 44 (3)]

**FEDERAL SHARIAT COURT**

Statement of incomplete and improper application for supply of copies

Serial No.	Application No.	Name of the applicant.	Objection.	Remarks.
(1)	(2)	(3)	(4)	(5)

Date\_\_\_\_\_

Registrar

**FORM 8**

[See rule 46]

**FEDERAL SHARIAT COURT**

Work Register.

Number and date of application for copy.	Name of Typist/Operator/Copyist.	Date of receipt of application by Typist/ Operator/ Copyist.	Total number of pages to be copied.	Date of return of application with copy to the officer incharge.
(1)	(2)	(3)	(4)	(5)

Date\_\_\_\_\_

Signature of the  
Typist/Operator/Copyist

**Appendix I**  
[See rule 50(2)]  
**PART A**

**I. Petitions**

- (i) Tablak, envelope or folder containing particulars of the petition and a brief abstract of the orders;
- (ii) index of papers;
- (iii) order sheet or chronological abstract of orders;
- (iv) petition together with any schedule annexed thereto and all documents, whether original or copies, filed with the petition;
- (v) written statements, if any;
- (vi) applications of parties who are strangers to the proceedings with orders of the Court passed thereon;
- (vii) memorandum of issues with amended or additional issues, if any;
- (viii) depositions of witness, ulema, experts, etc;
- (ix) opinions of witnesses, ulema, experts, jurisconsults;
- (x) documents or certified copies thereof received by the Court during the hearings as evidence of the parties;
- (xi) order impounding a document, if any;
- (xii) commissions and proceedings held there under reports and examination of the Commissioner;
- (xiii) affidavits;
- (xiv) reports furnished by the record department;

- (xv) interlocutory orders of the Court;
- (xvi) judgment, translation thereof, if any, or any other final order;
- (xvii) all notes in the handwriting of the members of the Bench;
- (xviii) applications for review of judgment with the order of the Court passed thereon; and
- (xix) judgments on appeal, if any.

**II. Appeals and references:**

- (i) Tablak, envelop or folder containing particulars of the case and a brief abstract of the orders;
- (ii) index;
- (iii) memorandum of appeal and letter of reference;
- (iv) all papers in original trial;
- (v) copies of the judgments of the Court of Session;
- (vi) any additional evidence taken under the orders of the Court;
- (vii) translation of police reports;
- (viii) interlocutory orders of the Court;
- (ix) judgment and formal order of the Court and translation thereof, if any;
- (x) all notes in the handwriting of the members of the Bench.

APPENDIX II

[See rules 51, 52, and 56]

**PRESERVATION OF RECORD**

- (a) Documents to be preserved permanently:
  - (i) Part “A” of the petition;
  - (ii) Part “A” of the appeals;
  - (iii) Part “A” of the references;
  - (iv) Judgments of the Supreme Court in petitions, appeals and references preferred from orders of the Court; and
  - (v) original trials under any law.
- (b) Documents to be preserved for twelve years:

Part “A” of the petitions, appeals and reference not included in clause (a) above.



**APPENDOX III**

[See rules 55 and 56]

**MAINTENANCE AND PRESERVATION OF REGISTERS**

S.No.	Name of Register	Period for which to be Preserved.	
1	2	3	
(a) Primary Registers			
1.	Institution and disposal register of petitions	..	.. For ever
2.	Institution and disposal register of appeals	..	.. Do.
3.	Institution and disposal register of references	..	.. Do.
4.	Miscellaneous applications and orders of the Court passed Thereon	..	.. DO.
5.	Bail applications and orders of the Court passed thereon	..	.. Do.
6.	Supreme Court Appeals	..	.. Do.
(b) Subsidiary Registers			
1.	Receipt Diary of letters	..	.. For ever
2.	Index registers	..	.. Do.
3.	Deposit Accounts Books.	..	.. Do.
4.	Payment Order Book	..	.. Do.
5.	Charge reports of officials	..	.. DO.
6.	Register of books in Courts and Chambers.	..	.. Do.
7.	Diary Receipt Registers	..	.. Do.

8.	Service Appeal Registers	..	..	For ever
9.	Receipt Diary	..	..	Twelve Years
10.	Process-fees realised	..	..	Do.
11.	Form Stock Book	..	..	Ten Years
12.	Stationary Stock Book	..	..	DO.
13.	Typewriter Stock Book	..	..	Do.
14.	Dispatch Register	..	..	Ten years
15.	Cause Register for petitions	..	..	Six years.
16.	Cause Register for appeals	..	..	Do.
17.	Cause Register for references	..	..	Do.
18.	Cause Register for Miscellaneous applications	..	..	Do.
19.	Cause Register for Bail applications	..	..	Do.
20.	Dispatch Diary	..	..	Five Years
21.	Ledger of Stamp Account.	..	..	Five Years
22.	Deposit Order Book (coping charges)	..	..	Do.
23.	Payment Order Book (Payment made to witness, experts, etc	..	..	Do.
24.	Ledger Book	..	..	Do.
25.	Copying Charges Cash Book	..	..	Do.
26.	Cases sent to Dispatcher for issuing letters, etc	..	..	Do.
27.	Supreme Court correspondence	..	..	Do.
28.	Consumption of services post cards.	..	..	Do.
29.	Return of files in all cases (Record Registers)	..	..	Tree Years
30.	Receipt of Record	..	..	Do.
31.	Disposal of applications for copies	..	..	Do.
32.	Deposit Receipt Books	..	..	Do.
33.	Casual leave folder officials of the Court	..	..	Do.
34.	Check Books	..	...	Two Years
35.	Outstation Dak Book (Files)	..	..	One Year
36.	Outstation Dak Book (Letters, etc)	..	..	Do.
37.	Postal Receipts.	..	..	Do.
38.	Incomplete petition and appeals	..	..	Do.

39.	Remand of appeals and reference	..	..	Do.
40.	Register of Benches	..	..	Do.
41.	Inspection of Record	..	..	One Year
42.	Cause Lists (weekly and daily)	..	..	Do.
43.	Work performed by Copyists	..	..	Do.
44.	Distribution of cases to Copyists	..	..	Do.
45.	Copies supplied to the Editor, Pakistan Law Reporter/ Pakistan Legal Decisions, etc.	..	..	Do.
46.	Copies sent to Bar Associations	..	..	Do.
47.	Check Book showing the receipts of stationary and its consumption	..	..	Do.
48.	Cases sent to Dispatcher for issuing letters, etc	..	..	Do.
49.	Notice cases sent to Dispatcher for issuing notices	..	..	Do.
50.	Daily Receipt Register	..	..	Do.
51.	Ledger of Translators.	..	..	Do.
52.	Cash Book (Daily)	..	..	Do.
53.	Press requisition forms books	..	..	Do.
54.	Daily outturn of work done by Copyists	..	..	Do.
55.	Journal Receipt Register.	..	..	Do.
56.	Distribution of books	..	..	Do.

(c) **Statistical Registers**

1.	Institution Disposal by a Bench/Benches	..	..	Twelve Years.
2.	Register of pending petitions, appeals and references	..	..	Do.
3.	Work done by members of the Court sitting in Chambers	..	..	Do.
4.	Court-fee realised.	..	..	Do.

**APPENDIX IV**

[See rule 56]

**PRESERVATION OF RETURN AND OTHER PAPERS****(a) Return:**

- (i) To be preserved for one year:  
Index of judicial correspondence; and list of unanswered references.
- (ii) To be preserved for three years: budget estimates; and district civil and criminal statements.

**(b) Correspondence to be preserved for one year:**

- (i) reminders;
- (ii) charge certificates; and
- (iii) letters asking for circulars, almanacs, copies of rules, petitions for employment, private letters and petitions asking for information regarding rules or the practice of the Court, etc.

**(c) Personal files of officials of the Court:**

- (i) Who die while in service shall be preserved for three years after their death; provided there are no outstanding claims on the part of their heirs, and
- (ii) Who have retired shall be preserved until their death; provided that no file shall be destroyed before three years from the date of retirement even if death occurs within three years of retirement.

**(d) Account statements:**

- (i) To be preserved for one year:  
Sub-vouchers for twenty-five rupees or less which are not submitted to audit.
- (ii) To be preserved for three years:  
Bills and vouchers for over twenty-five rupees, counterfoils and miscellaneous account papers.

**Note.-** It shall be ensured that no bill or voucher is destroyed, even after expiry of the period mentioned above until all audit objections, if any, relating to it have first been settled.

- (iii) To be preserved permanently unless otherwise directed by the Court: Cash books, journals and ledger accounts.