



The
PESHAWAR HIGH COURT
Peshawar

All communications should be addressed to the Registrar Peshawar High Court, Peshawar and not to any official by name.

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No. 04 /Records

Dated 03-05-2021.

To,

All District & Sessions Judges / Zilla Qazis,
Khyber Pakhtunkhwa.

Subject: **DIGITIZATION OF CASES / RECORD AT DISTRICTS.**

Dear Sir / Madam,

I am directed to refer to the subject noted above and to say that the following plan / timeline and instructions for digitization of record be ensured at Districts.

1. Each district to establish a dedicated scanning branch for digitization of record room with need base Human resource.
2. Scanning branch shall be equipped with heavy duty document scanners, snap scanners, computers, and storage devices for backup of database.
3. A certificate shall be obtained on each file from Moharars at the time of consignment, to ensure classification of cases in Part A and B as per High Court Rules & Orders. In-charge record room shall not receive files unless classification is ensured.
4. District & Session Judges to hold monthly meetings with the Committees constituted for the digitization/destruction of record to maintain a constant check and monitoring of digitization process.
5. Court work is reduced due to Covid-19, time shall be utilized to the maximum for digitization of record.
6. Process of destruction of record shall be initiated, starting from security proceedings and Bail Applications, as per existing mode of destruction provided in the Peshawar High Court Rules & Orders.

MONTHLY TARGETS:

Following are the zone wise targets for digitization of record / files at record rooms.

S.NO	ZONE	DISTRICTS	TARGET/Per Month
1	A	Peshawar	7500 files/cases
2	B	Swat, Mardan, D.I.Khan, Mansehra, Kohat, Haripur, Bannu, Charsadda, Swabi, Abbottabad, Nowshera	6000 files/cases
3	C	LakkiMarwat, Karak, Buner, Malakand, Dir Lower	4500 files/cases
4	D	Dir Upper, Tank, Hangu, Lower Chitral, Shangla, Batagram, Kohistan Upper	3000 files/cases
5	E	Khyber, Mohmand, Bajaur, Kurrum, North Waziristan, Orakzai, South Waziristan, Kolai Palas Kohistan, Kohistan Lower, TorGhar, Upper Chitral	500 files/cases

TIMELINE:

1. The process of procurement of scanners, computers and storage devices shall be completed within 2 months.
2. All Courts to ensure classification of cases in Part A & B as per High Court Rules & Orders with proper indexing at the time of consignment within 30 days and obtain a certificate on each file from Moharrar to this effect.
3. Arrange local trainings of the ministerial staff for capacity building on scanning, digitization and classification of record within 30 days.
4. Committees constituted for digitization/destruction of record to start the process of destruction of the record which has completed its period of preservation, as per existing mode of destruction provided in the Peshawar High Court Rules & Orders and report within 30 days.
5. Destruction of record of the "Security Proceeding files" & "Bail applications" in record rooms which completed the period of preservation shall be accomplished as per High court Rules & Order within a period of three months.
6. District & Sessions Judges to hold monthly meeting with the Committees constituted for the digitization/destruction of record within a fortnight, minutes of the meeting shall be forwarded along with "Monthly Progress report" of digitization.
7. Process of digitization of all pending cases shall be completed in six months.


(Khwaja Wajih-ud-din)
Registrar

Endst. No & Dated even: -

Copy forwarded to:

1. Director (Inspection), SDJ Peshawar High Court, Peshawar.
2. Private Secretary to Hon'ble the Chief Justice, Peshawar High Court, Peshawar.


(Khwaja Wajih-ud-din)
Registrar