

TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL, NEW DELHI

No.Misc/1/2005/Jud1/TDSAT/

Dated: 17th October' 2017

MEMORANDUM

Subject:- **POLICY FOR RETENTION OF JUDICIAL RECORDS IN TDSAT**

Enclosed herewith is a draft policy for retention of judicial records in TDSAT.

2. All concerned are requested to make suggestion/comments, if any, on the said policy so as to reach the undersigned on or before 17th November, 2017.

Enc: As above


(Rajesh Pant)
Desk Officer

Copy to:-

1. Notice Board
2. Website of TDSAT

DRAFT

POLICY FOR RETENTION OF JUCIAL RECORDS

- (I) Out of a total of 1+3 complete folders of a case i.e Petition, Appeal, Reply, Rejoinder, M.A.& E.A., which are maintained during the currency of a case, we may retain only the original folder and weed out others, after one year from the date of final judgment.
- (II) After three years from the final judgment, the Judgment/final order in Main Petition as well as in Execution Applications be retained in original hard copy as well as in digital form. All other papers be weeded out after preserving the following also in digitized form:
1. Memo of Parties
 2. Main Petition with reply
 3. Rejoinder
- (III) The weeding out followed by destruction/disposal of weeded out papers has to be a regular exercise, to be carried out every year periodically, preferably during the vacations, under the supervision of the designated officer. Digitization will also be similarly supervised and shall be a regular and continuous process under the supervision of designated officer.
- (IV) In case, however any appeal remains pending before the Supreme Court or any challenge to an order passed by the Tribunal remains pending before any High Court, the full record in the Original folder of the case shall continue to be maintained until the disposal of the appeal/writ Petition etc., provided, authentic information as to pendency of appeal/writ petition is furnished in time by the party or its counsel.
- (V) The weeded out records/papers shall be destroyed by shredding before disposal.


17/10/18