

राजस्थान सरकार  
विधि एवं विधिक कार्य विभाग  
(राजकीय वादकरण)

क्रमांक: प.8(4)राज/वाद/22

जयपुर, दिनांक 16-11-22


समस्त लोक अभियोजक,  
जिला एवं सेशन न्यायालय,  
राजस्थान।

विषय:- न्यायालय पुस्तकालय में उपलब्ध विधि पुस्तकों के उपयोग की सुविधा के संबंध में।  
सन्दर्भ:- रजिस्ट्रार(प्रशासन) राजस्थान उच्च न्यायालय जोधपुर का पत्र क्रमांक Gen/XV/86/2022/SC-1/2051 दिनांक 20.10.22

उपरोक्त विषयान्तर्गत रजिस्ट्रार(प्रशासन) राजस्थान उच्च न्यायालय जोधपुर ने पत्र दिनांक 20.10.22 समस्त जिला एवं सेशन न्यायाधीश को प्रेषित कर लोक/विशिष्ट/अपर लोक अभियोजकगण को राज्य पक्ष प्रभावी एवं समुचित प्रकार से प्रस्तुत करने हेतु न्यायालय पुस्तकालय में उपलब्ध विधि पुस्तकों के उपयोग की सुविधा उपलब्ध कराने निर्देश प्रदान किये हैं।

अतः रजिस्ट्रार(प्रशासन) राजस्थान उच्च न्यायालय जोधपुर से प्राप्त पत्र दिनांक 20.10.22 की छायाप्रति संलग्न कर निर्देशित किया जाता है कि उक्त पत्र की प्रति समस्त विशिष्ट/अपर लोक अभियोजकगण को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित करावें।

संलग्न:- उपरोक्तानुसार

  
16/11/22  
(अनुपमा राजीव विजलानी)  
शासन सचिव, विधि

~~उत्प्रेषित~~ प्रोग्रामर की विधि विभाग की वेबसाइट पर अपलोड करने हेतु प्रेषित है।

No. : Gen/XV/86/2022/SC-1/2051

Date:

From : Registrar General,  
Rajasthan High Court,  
Jodhpur.

To : All the District & Sessions Judges

Sub.: Regarding provide facility of Court Library to Public  
Prosecutor/ Special Public Prosecutor/ Additional Public  
Prosecutore.

Sir,

I am directed to enclose a copy of order 12(5) of General Rules  
(Civil & Criminal), 2018 which provides that "Every reasonable facility  
is to be afforded to Government Counsel to consult the law books in the  
court's Library".

You are therefore directed to provide facility of court's library  
to Government Counsel so that they may plead on behalf of State  
effectively & properly before trial courts.

Yours sincerely

Sd./-

**REGISTRAR (ADMN.)**

No. Gen/XV/86/2022/SC-1/ 2052

Date : 20/10/2022

Copy forwarded to The Special Secretary Law & Joint  
Secretary Law, Jaipur through the Principal Secretary, Law & Legal  
Affairs Department, Jaipur for information.

**REGISTRAR (ADMN.)**

1268

JSU  
Rajasthan High Court  
Jodhpur  
21/10/22  
4387/15/2022  
21/10/22

**GENERAL RULES**  
**(CIVIL & CRIMINAL), 2018**  
**(AS AMENDED UPTO 04/07/2022)**

**VOLUME - I**

# **ORDER 12**

## **LIBRARY**

### **1. General Registers of books and periodicals—**

- (1) Term -  
Book includes eBook,  
Periodicals includes e-Journals; and  
Catalogue includes e-catalogue.
- (2) All Books and periodicals in the library shall be entered in the General Register of Books & Periodicals (**Register No.217**) and also in the Classified Catalogue (**Register No.218**).
- (3) Periodicals (e.g. Government Gazette or All India Reporter) which are eventually bound in volumes of a form different from that in which they are first received shall in the first instance be entered in the Register (**Register No.217**). They shall be taken over in the General Register of Books and the Classified Catalogue (**Register No.218**) when they are bound in the proper form.

### **2. Classification and arrangement of books—**

Books shall be classified in the catalogue and arranged in the library, in the manner following:—

#### **I. Collection of Acts, Ordinances and Regulations :—**

- (i) Central.
- (ii) Rajasthan.
- (iii) Other States.

#### **II. Special Acts, when printed separately**

#### **III. Commentaries on Acts.**

#### **IV. Law Treaties.**

#### **V. Departmental Codes, Guides, Manuals and Circulars-**

- (i) Judicial.
- (ii) Revenue.
- (iii) Finance and Accounts.
- (iv) Miscellaneous.

#### **VI. Law Reports. - There shall be a separate sub-head for each separate series of law reports, e.g. A.I.R., I.C., I.L.R. (Allahabad), I.L.R. (Bombay), etc.**

#### **VII. Digests. - There shall be a separate sub-head for each separate series of digests.**

#### **VIII. Periodicals including e-Journals.**

#### **IX. Administration Reports—**

- (i) India.
- (ii) Rajasthan.
- (iii) Other States.
- (iv) Miscellaneous Departments.

#### **X. Dictionaries, Glossaries, Lists and Directories.**

#### **XI. Miscellaneous.**

### **3. Room for Library—**

- (1) The books composing the Library of each Court shall, if practicable, be collected together in a separate room assigned for the purpose.

- (2) Where there are more than one court at the headquarter, such library shall be centralized library under the supervision of senior most judicial officer posted at headquarter.

**4. Librarian and his duties--**

In each court and in centralized library, an official to be nominated by the District Judge, shall be specially placed in charge of the such Library as Librarian.

It shall be the duty of the Librarian--

- (1) to stamp the seal of the Court on the title page, the tenth page and the last page of print of each book;
- (2) to affix on the first page below the cover and on the lower portion of the back of every book received for deposit in the library a stamp or label in the following form :

GOVERNMENT PROPERTY

Gen. No.

Class

Sec. No.

Court of the .....

at.....

- (3) to check the catalogue at the commencement of each year;
- (4) as soon after 1st January as possible, the result of the check and certificate as to the condition of the books in the Library;
- (5) to issue books from the Library in accordance with the rule following, and to see that no books are issued otherwise; and
- (6) to report the loss of any book from the Library as soon as discovered.

**5. Receipt for books taken out--**

When any Presiding Officer requires a book from the Library, he shall send a receipt for it on a slip of paper, which shall be returned to him when the book is returned to the Library.

The Librarian shall enter in a book (**Register No.219**) to be kept for that purpose--

- (1) the name and number of each book removed from the Library on that day and not returned before the close of the day;
- (2) the date when it was removed ;
- (3) the name of the person who received it; and
- (4) the date when such book is returned to the library.

Every reasonable facility is to be afforded to Government Counsel to consult the law books in the court's Library.

**6. Check of Books--**

The Librarian will submit to the Presiding Officer a quarterly list in January, April, July & October showing the books which have been out of the Library for more than one month who will then take necessary steps to secure the return of the books unless there is good reason for their retention by the borrower.

**7. Loss of Books--**

When the loss of any book is reported, the District Judge, will from the charge certificates of the clerks concerned during the year and after making necessary inquiries, decide whether the cost of the missing books should be recovered from them or from other persons responsible:

Provided that the person responsible for the loss of the book may replace the book in lieu of payment of its costs.

**8. Gazette—**

Gazette shall be regularly filed and carefully bound in to annual volumes.

**9. Books etc. not to be weeded—**

The following books and publications shall not be weeded without reference to the High Court:—

- (1) Collection of Acts, Ordinance and Regulations;
- (2) Commentaries on Acts;
- (3) Law Treatises;
- (4) Latest editions of the manual of Government orders, Books, Circulars of the Board of Revenue, Service Rules, Treasury Manual, Financial Hand Books, Civil Account Code, Standing Orders of the Accountant General and of the directions and Manuals (including circulars) of the various departments : also single copies of superseded editions of the above;
- (5) Law Reports;
- (6) Digests;
- (7) Government Gazettes;
- (8) However, District Judges may weed out the following publications without reference to the High Court:—
  - (a) Duplicate copies of superseded editions of publications mentioned in rule 389.
  - (b) Superseded editions of village directories, histories of gazetted officers and civil and army lists.

**10. Weeding of valuable books—**

When it is proposed to weed duplicate copies of work of any value, reference should be made to the High Court for information as to whether the books are required elsewhere.