

**PRACTICE DIRECTION WITH REGARD TO FILING OF CRIMINAL MATTERS IN THE
CENTRAL FILING COUNTER, HIGH COURT, CALCUTTA**

Due to introduction of Systemized Administration & Regulation of Tendering and Handling All Court Cases (SARTHAC) in the criminal side matters of High Court, Calcutta and in view of the direction of the Hon'ble Computer Committee of the Hon'ble Court this practice direction is being formulated for smooth and effective functioning of the work of Central filing Section, with immediate effect.

All the applications for Bail and Anticipatory bail shall be filed at the Central Filing Counter, where applications shall be received and checked. Registration of the case shall take place after checking of the file. There after SARTHAC office shall scan and digitize the file after serving the copy of the application to the Ld. P.P. The file then will be returned to Central Filing Section for sending the same to the Digitization Department for scanning and validation.

The applications for bail and anticipatory bail which will be filed within 1.30PM of the day shall be sent to SARTHAC office by 2.00PM and the applications filed within 4.00PM of the day shall be send by 5.00PM on the same day. Similarly, SARTHAC office shall return the file after uploading in the portal by 4.00PM, which they shall receive by 2.00PM and they shall return the remaining file by 12.00 noon on the next working day.

The other matters relating to Criminal side of this Hon'ble Court shall be filed at Central filing Counter as usual and after registration of the same, the files shall be sent to SARTHAC office for uploading in the portal and then it shall be returned back to the Central filing section for further process.

Applicants shall file three copies of the applications, as per usual practice, at Central filing Counter and photostat copy of presentation form shall be affixed with the copy of Ld. Public Prosecutor.

The Original files shall be sent by the Central Filing Section to the office of SARTHAC, situated within the Court Complex of High Court, Calcutta only for serving the copy of applications to the Ld. P.P. and also for scanning, digitizing and uploading purpose and no other purpose. In case of Holiday of office of SARTHAC, the file shall be sent by Central Filing Section on the next working day. The original file of the applications in no case shall be sent to the respective court until the copy of the applications is served upon the Ld. P.P.

This practice direction shall not be applicable on those matters, where there shall be specific direction/leave of the Hon'ble Court.

By Order