

**No.LLR-E(9)-18/2018-Leg.
Government of Himachal Pradesh
Law Department (Legislation).**

From:

**LR-cum-Secretary (Law) to the
Government of Himachal Pradesh
Shimla-2.**

To

All District Magistrates in the State.

Dated: Shimla-2, the

7th January, 2020.

**Subject: Instructions regarding weeding of notarial record-procedure
thereof.**

Sir,

**In supersession of this Department Notification No.LLR-E(9)-7/2006-
Leg., Dated 18-08-2008 on the subject cited above, the State Government is pleased
to order to issue revised instructions for weeding of notarial record and to
formulate the following procedure for retention of Notarial record and weeding
thereof :-**

<u>Sr.No.</u>	<u>Subject</u>	<u>Period recommended for retaining of record.</u>	<u>Remarks.</u>
1.	2.	3.	4.
1.	Certificate of Practice issued by the State Government.	Permanent.	-
2.	Register of Notarial acts .	Permanent.	-
3.	Stamps Account Register and copies of wills.	Permanent	-
4.	Counterfoils of receipts issued.	Two years after the date of last inspection.	With the approval of Government
5.	Copies of agreements, power of Attorneys, declaration,	Ten years after the date of last inspection.	With the approval of Government
6.	Affidavits and other miscellaneous documents.	Two years after the date of last inspection.	With the approval of Government

After the expiry of period specified under column No.3 of the above table, the Notary shall shred the relevant notarial record in small bits and burn , so that there may not be any danger of anybody knowing the contents. The period prescribed above for retention/destruction of notarial record should invariably be taken to run from the date of last inspection. Further, the record, which has been classified as permanent shall not be destroyed and notary shall ensure safe custody and up-keep of such record.

However, before destruction of the notarial record, the Notary shall submit his/her application containing details of record which is required to be destroyed to the State Government for necessary approval and such record shall be destroyed only after obtaining the approval of the State Government.

These instructions may be followed in letter and spirit.

Yours faithfully,

**(Surinder Kumar),
DLR-cum-Deputy Secretary(Law-Eng.) to the
Government of Himachal Pradesh.**