

**“Scheme for Empanelment of Translators For
the High Court of Uttarakhand at Nainital”**

1. Title:

Guidelines provided hereunder shall be called as the “Scheme for Empanelment of Translators for the High Court of Uttarakhand at Nainital”.

2. Definitions:

Unless there is anything repugnant in the subject or context:

- (i) **“Document”** includes judgments and orders.
- (ii) **“High Court”** means the High Court of Uttarakhand at Nainital.
- (iii) **“Judge”** means an Hon’ble Judge of the High Court of Uttarakhand.
- (iv) **“Panel”** means panel of Translators formed on the basis of recommendation of the Committee of the Hon’ble Judges and approved by the Hon’ble Chief Justice.
- (v) **“Translation”** means translation of a document in Hindi Language (hereinafter referred to as the “original Hindi Document”) to English language, such that the true meaning and purport of the original Hindi document is captured and preserved in the English translated Document.
- (vi) **“Website”** means the official website of the High Court of Uttarakhand.

3. Procedure for Empanelment:

- (i) The High Court shall prepare a panel of Translators for the purposes of translation of documents from Hindi language into English language to be used in the High Court.

- (ii) The panel shall be prepared by a Committee of Hon'ble Judges as may be nominated by the Hon'ble Chief Justice.
- (iii) In order to constitute the panel, applications shall be invited from the Advocates practising in the High Court.
- (iv) The notice inviting applications shall be published in the website and notice boards of the High Court.

4. Eligibility:

- (i) An Advocate applying for empanelment as a Translator shall essentially be practising in the High Court.
- (ii) He must be proficient in both English and Hindi languages.

5. Engagement of Translators:

Any Advocate or party-in-person may, if he so chooses, approach any of the empanelled Translator to avail of his/her services for translation of any document from Hindi language to English language required to be filed in the Hon'ble High Court of Uttarakhand.

6. Term of the Panel:

- (i) Initially the panel shall be for one year, which may be extended subject to the satisfactory performance of the Translator(s).
- (ii) Any Translator whose performance is not found satisfactory, may be dis-empanelled at the discretion of Hon'ble the Chief Justice.

7. Certificate:

The Translator shall give the following certificate at the end of the translated document:

"I, **A, B**, do hereby declare that I have read and understood the document in Hindi language, of which this is a true and accurate English translation.

Sd/-

Date: _____"

8. Confidentiality and Records:

- (i) The Translator shall maintain complete confidentiality about the work undertaken by him. He shall furnish an undertaking as prescribed in the **Schedule-1** to this Scheme.
- (ii) The Translator shall maintain a Register in the proforma contained in **Schedule-2** to this Scheme. The Register shall be preserved by the Translator for a period of at least 05 (Five) Years, and the same shall be produced by the Translator for inspection as and when the same is called for by the Court or the Registrar General.

9. Honorarium:

The Translator shall be paid honorarium as may be fixed by the Hon'ble Chief Justice from time to time.

Schedule-1

Undertaking

I, A,B, do hereby undertake and accept the following terms and conditions of my empanelment/engagement as Translator in the High Court:

- i. I shall maintain complete secrecy and confidentiality in the assigned task.
- ii. I shall ensure that no document or information provided to me in the course of my engagement as a Translator, is shared or leaked from my end to any person, other than the person who has engaged my services, or his/her authorised representative.
- iii. I undertake to keep the documents delivered to me for translation in my safe custody, and to return the same without retaining a copy to the person who engages my services.
- iv. Even after completion of the assignment, I shall maintain complete confidentiality regarding the work done by me.

Name - _____
Signature - _____

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Schedule-2**Proforma**

S. No.	Name of Advocate or party- in-person tendering document for translation	Date	Nature of document (e.g. judgment, order, sale deed, correspondence, etc.)	No. of Pages of the original Hindi Document translated	Remuneration received	Signature of the person tendering the original Hindi document for translation
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