

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**  
**(Office of the Registrar General at Jammu)**

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**NOTIFICATION**

**(STANDARD OPERATING PROCEDURE)**

No: 12 of 2024 / RG

**Dated: 13.02.2024**

Pursuant to the direction of the Hon'ble Supreme Court passed in W.P (C) No 643 of 2015 titled **All India Judges Association vs Union of India & Others on 04.01.2024**, Hon'ble the Chief Justice High Court of Jammu & Kashmir and Ladakh, constituted a Committee for Service Conditions of District Judiciary (CSCDJ) headed by Hon'ble Mr. Justice Vinod Chatterji Koul as its Chairperson. The Committee so constituted, hereby formulates the following Standard Operating Procedure (for short SOP) for proper implementation of the claims of the Judicial Officers (Serving and Retired) of Union Territory of Jammu & Kashmir and Union Territory of Ladakh, in respect of arrears of salary, allowances, pension and family pension, having become due to them in terms of the orders dated 19.05.2023 & 04.01.2024 of the Hon'ble Supreme Court passed in WP (C) 643/2015

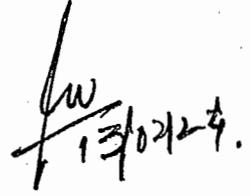
1. The Union Territory Administrations of Jammu & Kashmir and Ladakh i.e., Law Department with concurrence of Finance Department of the concerned Union Territory, shall immediately come up with the notifications in respect of all the allowances in terms of the resolution adopted by the Committee in its meeting dated 03.02.2024, to facilitate the effective implementation of the recommendations of the Second National Judicial Pay Commission (SNJPC) accepted by the Hon'ble Supreme Court of India vide Judgement dated 04.01.2024 in Writ Petition (Civil) 643 of 2015.
2. The U.T Administrations of Jammu & Kashmir and Ladakh, shall also take all necessary steps for effective and timely implementation of such Notifications.

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3. While formulating the Notification regarding each allowance, the effective date, as recommended, shall be distinctly mentioned. The Major/Minor Head of Accounts from which the arrears and current claims/allowances be drawn/reimbursed shall also be specifically mentioned in the Notifications. For drawl of all the arrears and current claims of both serving and retired Judicial Officers as well as Family Pensioners, the Principal Secretary/Commissioner Secretary, Finance Department of concerned Union Territory, shall place sufficient funds in the appropriate Head of Accounts at the disposal of the High Court of J&K and Ladakh for further disbursal to the concerned Principal District Judges and in respect of officers on deputation the same shall be placed at the disposal of respective Drawing and Disbursing Officer (DDO) for disbursement to officers on deputation.
  4. For smooth disbursement of arrears and current claims of both serving and retired Judicial Officers as well as Family Pensioners, the Law Departments, Government of Jammu & Kashmir and Ladakh are designated as UT Level 'Nodal Agency' headed by respective Secretary, Law Department. Likewise, for the same purpose, Principal District Judge shall be the Nodal Officer for the respective District. The Nodal Agency shall ensure that the arrears and current claims of both the serving and retired Judicial Officers as well as Family Pensioners shall be computed and paid on or before February 29, 2024 as directed by the Hon'ble Supreme Court in the Judgement dated 04.01.2024 in Writ Petition (Civil) 643 of 2015. The contact details of the Nodal Agency at the UT Level as well as contact details of the Nodal Officers at the High Court and District Level shall be uploaded on the official Website of the High Court along with the Standard Operating Procedure (SOP).
  5. The Judicial Officers shall be at liberty to bring it to the notice, in writing, of the concerned Principal District Judge any grievance or issue relating to the disbursement of arrears, current claims and allowances who shall in turn bring it to the notice of the Nodal Officer at High Court level within three days from receipt of such grievance and similarly the Pensioner/Family Pensioners, in case of having any such grievance shall bring it to the notice of the Nodal Officer at High Court level through

Presenting officer of the Committee. The Nodal Officer at the High Court Level, shall forthwith take effective steps for redressal of the issue under an intimation to the “Committee for Service Condition of the District Judiciary (CSCDJ)”

6. The Nodal Agency in co-ordination with the Registry of the High Court, the Office of the Accountant General, and the representative of Retired Judges’ Association shall prepare and maintain a database of retired Judicial Officers and Family Pensioners of the District Judiciary for being processed for periodical up-dation, at least on a quarterly basis and the same shall be uploaded on the website of the High Court.
7. Registrar IT High Court shall provide all technical support in this regard.
8. The Judicial Officer/Pensioner/Family Pensioner shall not be subjected to any kind of harassment by any authority in connection with the release of arrears of salary, allowances, pensionary benefits etc.
9. Copy of this SOP shall be forwarded to all concerned for information and necessary compliance by or before February 29, 2024.

**By Order**

  
13/02/24

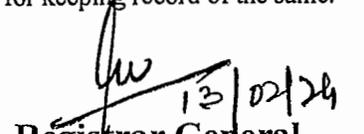
(Shazad Azeem)  
Registrar General

No: 3582-97/RG

Dated: 13.02.2024

**Copy of the above forwarded to:**

1. Principal Secretary to Hon’ble the Chief Justice, High Court of J&K and Ladakh, Jammu.
2. Secretary to Hon’ble Mr. Justice Vinod Chatterji Koul.
3. Secretary to Hon’ble Mr. Justice Sanjay Dhar.  
.....for information of their Lordships.
4. Pvt. Secretary to the Pr. Secretary Finance, Govt. of UT of J&K.
5. Pvt. Secretary to the Secretary to the Govt. Department of Law and Justice, UT of J&K.
6. Pvt. Secretary to Director General Accounts & Treasuries, UT of J&K.
7. Pvt. Secretary to the Law Secretary, UT of Ladakh.
8. Registrar Rules, High Court of J&K and Ladakh, Jammu.
9. Mr. Pawan Dev Kotwal, Retired District Judge (Nodal Officer).
10. All PDJs, UTs of Jammu & Kashmir and Ladakh.
11. Director Finance High Court of J&K and Ladakh.
12. Sr. Accounts Officer, Pensions, Accountant General Office, Jammu/Srinagar.
13. Representatives of the Retired Judges Association.
14. Incharge NIC, for uploading the same on the official website of the High Court of J&K and Ladakh.
15. In charge Library, High Court of J&K and Ladakh, Jammu/Srinagar, for keeping record of the same.
16. Office file.

  
13/02/24  
Registrar General