

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Srinagar)

NOTIFICATION

No:-2907 of 2025/RG/GS

Dated:- /0 .09.2025

Acting in compliance to the directions dated 23.05.2025, passed by Hon'ble Supreme Court of India, in Miscellaneous Application No. 919/2025 in SLP (Crl) No. 3607/2023 titled Durgawati @ Priya Vs CBI, the High Court of Jammu & Kashmir and Ladakh hereby issues the following Standard Operating Procedure (SOP) for its adherence by the Presiding Officers of the courts of District Judiciary of the Union Territories of J&K and Ladakh while requesting for an extension in time from the Hon'ble Supreme Court/this Hon'ble Court, in matters where specific timelines have been fixed by the Hon'ble Supreme Court or High Court to conclude trials/suits/other Judicial Proceedings:-

Standard Operating Procedure (SOP) for requesting an extension of time from Hon'ble Supreme Court of India or High Court of Jammu & Kashmir and Ladakh to conclude time-bound Trials, Suits or Appeals.

1. Objective

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials, suits or appeals by the Hon'ble Supreme Court or the High Court.

2. Applicability

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials, suits or appeals in which a timeline/deadline or time-specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

3. Procedure for seeking Extension:

A. Route of Communication:

All requests for extension of time in a trial, suit or appeal proceedings shall be routed through the proper channel as under:

- (1) In case of request for extension of time from Hon'ble High Court-
 - (i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court) shall send the request for extension of time through the concerned Principal District Judge to the Registrar Judicial of the High Court (Jammu/Srinagar) through both modes, i.e., Official e-mail and regular mode.

- (ii) The Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court shall, regarding the matter pending before them, send the request for extension of time to the Registrar Judicial of the High Court (Jammu/Srinagar), through official e-mail and regular mode.
- (2) In case of request for extension of time from Hon'ble Supreme Court-
- (i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court) shall, via official e-mail and regular mode, send the request through the concerned Principal District Judge to the Registrar Judicial of the High Court (Jammu/Srinagar), who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.
 - (ii) The Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court, shall regarding the matter pending before them, send the request for extension of time, via official e-mail and regular mode, to the Registrar Judicial of the High Court (Jammu/Srinagar), who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

B. Justification and Supporting Details:

- Handwritten signature and date: 10/09/25*
- (1) The concerned Presiding Officer shall furnish the relevant information namely; Designation of his Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior Court fixing the time limit, Present status of the case and reason(s) for delay in concise.
 - (2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress of the case or matter after the date of order of the superior Court by which a specific time limit has been fixed and specific period of extension prayed for.
 - (3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in Annexure-I.
 - (4) Note of Principal District Judge concerned/Registrar Judicial concerned, if and wherever deemed necessary or required, shall be appended to the request.

4. Restrictions:

Judicial Officers shall in no case send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or of the High Court without routing them through proper channel as mentioned above.

Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. Monitoring:

Principal District Judge concerned/Registrar Judicial concerned shall monitor compliance with time-bound orders and may periodically (preferably in every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

6. Reporting Requirement:

The Registrar Judicial (Jammu/Srinagar) shall maintain a record of such cases and file periodical reports if required, before the concerned Court.

By Order


(M.K Sharma)

Registrar General (Officiating)

Dated: 10.09.2025

No: 50485-515/RG/GS

Copy of above forwarded to the:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr./Mrs. Justice _____;
.....for kind information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
4. Director, J&K Judicial Academy, Srinagar;
5. Registrar Rules, High Court of Jammu & Kashmir and Ladakh;
6. Registrar Judicial, High Court of Jammu & Kashmir and Ladakh, Srinagar/Jammu;
7. Registrar Computers (I.T.), High Court of Jammu & Kashmir and Ladakh;
8. Member Secretary, J&K/Ladakh Legal Services Authority;
.....for information.
9. All Principal District & Sessions Judges, UTs of J&K and Ladakh for information and necessary compliance. They are also requested to get the notification circulated amongst all the Judicial Officers working under their jurisdiction.
10. CPC, E-Courts, High Court of J&K and Ladakh, Srinagar for information.
11. Additional Registrar, Legal Section, High Court Main Wing, Srinagar for information.
12. Manager, Government Press, Jammu/Srinagar for information and publication in the next issue of Gazette.
13. Incharge NIC, High Court of J&K and Ladakh, Srinagar for information and uploading the same on the High Court Website.
14. Incharge Library, High Court Wing Jammu/Srinagar for information and keeping the record of the same.
15. Order file.



Registrar General (Officiating)

Annexure – I

S. No.	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior Court fixing the time limit	
(vi)	Present status of the case	
(vii)	Reason (s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case	
(ix)	Specific period of extension prayed for, with reasons.	

