

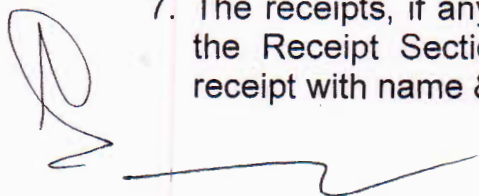
# HIGH COURT OF JAMMU AND KASHMIR AT JAMMU

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Circular NO: 43 Dated 07/12/2016


In order to streamline the Receipt and Dispatch system in all the wings of the High Court, it is hereby directed that :

1. All Dak/covers, local or postal, registered, speed post, courier, fax messages, e-mail, court summons/orders, books or any other categories of the Dak/covers shall be received by the Receipt clerk of the High Court.
2. Every Receipt/Dak/covers so received shall be registered and stamped by the Receipt Clerk in the Receipt Register with the details available on the cover addresses viz., postal article NO. /Subject etc. However, the mail of any sort, in the name of any officer of the High Court, or any confidential/top secret mail/envelop, same shall be personally handed over by the receipt clerk to the Personal Assistant of the officer concerned or to the officer himself, against proper receipt and if such Officer is not available for any reason, same shall be handed over to the Officer who looks after his work.
3. After opening the covers, the dealing assistant in Registry will check enclosures, the signature of the sender, and make a note of any enclosures found missing.
4. Urgent/confidential dak shall be separated from other dak and distributed as and when received immediately.
5. Valuables such as currency notes, postal orders, bonds, cheques, bank drafts etc. shall be carefully dealt with and handed over to the concerned officer under proper receipt and as per above instructions.
6. After opening the dak, the same shall be sorted out section wise by the Receipt Clerk and shall be placed in Dak Pad before the Section Officer concerned, Assistant Registrar, Deputy Registrar, Joint Registrar or Registrar General, in the Administration. The officer concerned shall mark the receipts to the concerned section under proper signature/Designation and date.
7. The receipts, if any, received though mail shall be distributed by the Receipt Section to the concerned sections under proper receipt with name & designation and date.



8. If any mail has been marked inadvertently to a particular section not pertaining to it, same shall be forwarded by the receiving section to concerned section, which section shall entertain it immediately.

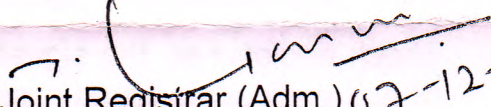
The above instructions shall be complied in letter and spirit by all concerned and any disobedience shall be dealt with seriously under rules.

  
(Ashok Kumar Koul)  
REGISTRAR GENERAL 7.12.16.

No: 25184-215/NG Dated: 07/12/2016

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice
2. Registrar Vigilance, High Court of J&K, Jammu
3. Director, J&K State Judicial Academy, Jammu.
4. Registrar Judicial, High Court of J&K Jammu/Srinagar
5. Central Project Coordinator, e-Courts, High Court of J&K, Jammu
6. Joint Registrar (Judicial) High Court of J&K, Jammu/Srinagar
7. Joint Registrar (Adm.), High Court Main wing, Jammu
8. Chief Accounts Officer, High Court Main wing, Jammu.
9. All Concerned
10. NIC for uploading the same on the website
11. Order File.

  
Joint Registrar (Adm.) 07-12-2016

