

# HIGH COURT OF JAMMU & KASHMIR AT JAMMU

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Subject: Maintenance of registers for entering Orders, Circulars and Notifications.

## ORDER

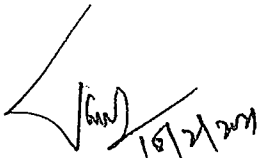
No: 874

Dated:- 10.02.2021

Hon'ble the Chief Justice has been pleased to issue the following directions for proper maintenance of registers pertaining to issuance of Orders, Circulars and Notification by the High Court:

1. *Separate year wise registers shall be maintained by the High Court for entering Orders, Circulars and Notifications issued by the High Court from time to time.*
2. *Each Order, Circular and Notification shall be entered ad seriatim in respective registers as indicated below:*
  - i) *Order No. \_\_\_\_\_ of (year)/RG dated: \_\_\_\_\_*
  - ii) *Circular No. \_\_\_\_\_ of (year)/RG dated: \_\_\_\_\_*
  - iii) *Notification No. \_\_\_\_\_ of (year)/RG dated: \_\_\_\_\_*
3. *At the end of the Calendar year, these registers shall be properly closed, digitized and deposited in the concerned record rooms.*
4. *The Chief Librarians of Srinagar and Jammu wing shall maintain yearly compendium of the copies of all Orders, Circulars and notifications.*

By Order

  
(Jawad Ahmed)

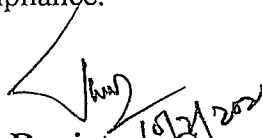
Registrar General

No: 27499-517/RG/C.S

Dated: 10.02.2021

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu.
2. Secretary to Hon'ble Mr/Mrs Justice \_\_\_\_\_  
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Jammu.
4. Registrar Rules, High Court of J&K, Jammu.
5. Registrar Computers, High Court of J&K, Jammu.
6. Registrar Judicial, High Court of J&K, Srinagar/Jammu.  
.....for information and necessary compliance.
7. Chief Librarians of Jammu and Srinagar for information and necessary compliance.
8. Concerned Sections for information and necessary compliance.

  
Registrar General