

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

**ORDER**

**Subject: Policy on allotment of accommodation to the staff of the High Court.**

**No. 626 of 2022/RG/NG Dated: 30-05-2022**

Hon'ble the Chief Justice, High Court of Jammu & Kashmir and Ladakh has been pleased to formulate the policy on allotment of accommodation to the staff of the High Court of Jammu & Kashmir and Ladakh in the following manner:

1. All the residential units whether belonging to the High Court of Jammu & Kashmir and Ladakh or those reserved in the pool of the High Court by the Estates Department, Government of UT of Jammu and Kashmir, either at Jammu or Srinagar shall be allotted to the eligible staff members of the High Court strictly in accordance with the Government Order No. 169-GAD of 2004 dated 10.02.2004, i.e. the Jammu & Kashmir Estate Department (Allotment of Government Accommodation) Regulation, 2004.
2. The staff members, including those on deputation to the High Court Service, who are eligible for allotment of accommodation shall make a formal application in this regard to the immediate superior Officer, who shall forward the same to the Registrar General of the High Court for processing under rules.
3. Subject to availability of the residential accommodation, allotment shall be made strictly in accordance with classification criteria as laid down in paragraph 3 of the Government Order aforesaid, and in that regard the available residential units shall suitably be classified for allotment.
4. In case there are more than one application received in respect of the same class of accommodation, the allotment shall be in order of seniority depending upon other ancillary factors relevant for the purpose.
5. Any request for change of accommodation made by a staff member shall not be considered unless other senior staff members have been given an option of occupying such vacant accommodation. Only on refusal by the senior staff members, the vacant accommodation shall be allotted in favour of a staff member making a request for change of accommodation.
6. No further request for change of residential accommodation shall be entertained within a period of two years, if the residential accommodation was changed on an earlier request.
7. No staff member shall occupy any residential accommodation either when it is already vacant or is vacated by any outgoing staff member without its formal allotment in his/her favour. Occupation of such

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residential accommodation without a formal order of allotment by a staff member shall disentitle him/her from allotment of residential accommodation and also make him/her liable to penal action.

8. No staff member shall occupy any Government accommodation outside the residential units belonging to the High Court or those reserved in the pool of the High Court without informing the Registrar General.
9. Every staff member who has been allotted a residential accommodation shall keep it habitable at all times and shall not get any structural change effected in such accommodation without a formal permission in this regard from the High Court.
10. No staff member who has been allotted any accommodation shall do or cause to be done any activity in or with regard to such accommodation which is prejudicial to the interest of the judicial institution or is against the norms of conduct prescribed for the Government servants.

**By order.**

(Sanjeev Gupta)  
Registrar General

**No: 18232-52 of 2022/RG/NG Dated: 30-05-2022**

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Srinagar for information of His Lordship.
2. Secretary to Hon'ble Mr. Justice \_\_\_\_\_  
...Chairman/Member, Building and Infrastructure Committee, for information of His Lordship
3. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar
4. Secretary to Government, Department of Law, Justice & Parliamentary Affairs, Civil Secretariat, Srinagar.
5. Director, J&K Judicial Academy, Srinagar
6. Registrar (Inspection), High Court of J&K and Ladakh, Srinagar
7. Registrar Judicial, High Court Wing, Jammu/Srinagar
8. Director Estates, Civil Secretariat, Srinagar
9. Registrar (Adm.), High Court Main Wing, Srinagar
10. Director Finance, High Court Main Wing, Srinagar
11. Central Project Coordinator, e-Courts, High Court of J&K and Ladakh, Srinagar for uploading the same on the website.
12. Joint Registrar (Judicial/Protocol), High Court Wing, Jammu/Srinagar
13. Deputy Director Estates, Jammu/Srinagar
14. Joint Registrar (Adm.), High Court Main Wing, Srinagar
15. Assistant Registrar, High Court Main Wing, Jammu
16. Estates Officer, High Court Wing, Jammu/Srinagar  
...for information.
17. Incharge Library, High Court Wing, Jammu/Srinagar for keeping up of the record of same.
18. Order Book

Registrar General