

**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR**  
**(Office of the Registrar Judicial)**  
**CIRCULAR**

No. 21/RJS

Dated:- 21-01-2019

It has been observed that the cases which are being disposed of by the Hon'ble Courts, are not being entered into the concerned database maintained for the purpose, owing to which fact, information regarding the disposed off cases could not be ascertained from the system thereby causing lot of inconvenience to all concerned.

To plug these loop holes, it is impressed upon all the Bench Secretaries of Hon'ble Courts to send the disposed off files to the concerned Data Entry Operators through concerned Restorer who shall handover the said files to the concerned Data Entry Operators against the proper receipt for which a separate register shall be maintained by the concerned Restorer.

All the concerned Data Entry Operators after receipt of the aforesaid files, shall enter the requisite information in the relevant database and thereafter shall handover the files to the concerned official entrusted to receive the files in the office of the undersigned, for their onward transmission to the concerned sections for further follow-up.

Sd/-

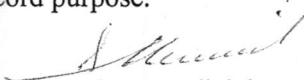
Registrar Judicial  
Srinagar.

No: 1718-32

Dated: 21-01-2019

Copy to:-

1. Worthy Registrar General, High Court of J&K, Jammu for information.
- 2-4 Mr/Ms. \_\_\_\_\_ Bench Secretary for compliance.
- 5-10 Mr \_\_\_\_\_ Data Entry Operator for compliance.
- 11-13 Mr \_\_\_\_\_ Restorer for compliance.
14. Incharge NIC for uploading this circular on the official website of the J&K High Court.
15. Asstt Registrar (Adm) for sending of this Circular to all the concerned and also for keeping the copy on the office file for record purpose.

  
Registrar Judicial,  
Srinagar.