

HIGH COURT OF JAMMU AND KASHMIR
(OFFICE OF THE REGISTRAR GENERAL AT JAMMU)

To

All Pr. District and Sessions Judges. (Form handed to all Pr District Judges and Sr Jg (Rg Post))

No: 560-81/R.S Dated: 06/04/2017

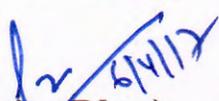
Sub:- Administrative Inspection of Subordinate Courts.

Sir,

Hon'ble Administrative Judges are proposing to conduct administrative inspection of all the Courts of the State. In this regard, I have been directed to request you to prepare records/statements as per the checklist of inspection (copy enclosed). The statements/records of your court and the subordinate courts of your district be kept ready by the end of April, 2017. The matter be treated as most urgent.

With warm regards,

Yours faithfully,


(Sanjay Dhar)
I/C Registrar General

Annexure - C

Item No. 9 : Guidelines for inspection of Subordinate Courts.

As desired, proposed guidelines for inspection of Subordinate Courts to be followed by the Subordinate Courts during inspection by Hon'ble Administrative Judges are placed before the Hon'ble Full Court for kind consideration.

Guidelines

Subject :- Inspection of Civil & Criminal (Judicial & Executive) Courts.

At the time of inspection of any subordinate court by Hon'ble Administrative Judge, the following instructions should be followed:-

1. The Presiding Officers of all the concerned Courts, both Civil and Criminal (Judicial & Executive) should prepare carefully the following statements :-
 - a) Statement showing the cases instituted & disposed of monthwise from the date of taking over or from the date of last inspection, whichever is later upto date. Disposal in terms of units and number of working days, with reasons for less disposal, if any, should be given. Statement showing number of documents registered.
 - b) Statement showing the pending files at the time the present Presiding Officer of the Court took over charge or at the time of last inspection whichever is later and his pending file on the inspection date with reasons for increase, if any.
 - c) Statement showing the number of old cases pending at the time the Presiding Officer took over the charge or at the time of last inspection whichever is later and number of such cases pending on the inspection date with reasons for increase, if any.
 - d) Statement of cases in which arguments were not heard within one month in Civil cases and within 14 days in Criminal cases after the conclusion of evidence and the statement of cases in which judgments were not pronounced and written within one week after the final conclusion of arguments for the period from the date of last inspection or from the date, the Presiding Officer took over whichever is later upto the inspection date.
 - e) Statement showing the amounts to be realized, amount actually realized and the percentage of realization in execution cases and fine imposed in Criminal cases from the date of taking over charge by the Presiding Officer or from the last inspection whichever is later upto the inspection date.
 - f) Statement showing the dates of institution of the suits dismissed in default during the last one year or from the date of the last inspection, whichever is later upto the inspection date and the date of the filing of the application for restoration in such cases, if any, be given.
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- g) History sheets of five oldest cases of all categories should be prepared and placed before the Hon'ble Judge.
- h) The contested judgments for the period two years preceding the inspection should be kept separate from the record for the perusal.
2. The above statements for the relevant period should also be got prepared in respect of Officers who might have worked in the Court for over three months during the period under inspection even though they may no longer be posted there at the time of inspection.
3. Stock Registers and Dead Stock Register shall also be kept for perusal.
4. The above statements should be verified by the Presiding Officers in token of their correctness and the same should be handed over to the Pvt. Secretary of the Hon'ble Judge on the date fixed in this behalf.
5. Financial records of the concerned Courts should also be kept ready for inspection. The relevant record, if any, regarding embezzlement detected in the Judicial Courts should also be placed before the Hon'ble Judge separately at the time of inspection.
6. Bar and Public should be notified about the visit, if so desired by the Hon'ble Judge.
7. The cases fixed for hearing by the various courts on any particular day to be indicated by the Hon'ble Inspecting Judge should also be kept separate for perusal along with a statement showing the work done in each Court on that day and if for any reasons, the Presiding Officer did not do any work on that day, the work done on the next working day should be put up.
8. During inspection of subordinate courts other than of Pr. District Court, the Principal District Judge and/or any other officer should accompany the Hon'ble Judge only if so desired by the Hon'ble Judge.

(Whenever any Hon'ble Administrative Judge fixed a date for such inspection, information regarding the same shall be sent to the concerned court in the proforma enclosed herewith.)

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