

HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT JAMMU

ORDER

No: 1130 of 2021/RG

Dated: 25-11-2021

Re: Directions to the Registry.

It has been observed that in Judicial files the office notes and reports of Bench Secretaries/Readers are not always written and placed with the files properly with the result difficulty is faced by the bench in locating and understanding such notes and reports.

With a view to overcome this problem, it is enjoined upon all officers/officials of the Registry that office notes and reports in judicial files shall always be written by ink pen/ball pen and not by pencil and shall be duly signed with date by the concerned officer/official making the note/report. The noting/report of the concerned Bench Secretary/Reader shall always be on back side of the order sheet. The office notes and reports shall be placed in the file at appropriate place in chronological order. The latest office report and order sheet should be on top of the file containing the order sheets.

Sd/-
(Pankaj Mithal)
Chief Justice

No:- 49536-70 RG/GS

Dated: 25.11.2021

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr./Mrs. Justice _____;
.....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Jammu;
4. Registrar Rules, High Court of J&K and Ladakh, Jammu;
..... for information.
5. Registrar Judicial, High Court of J&K and Ladakh, Jammu/Srinagar;
6. Joint Registrar (Judicial/Protocol), High Court of J&K and Ladakh, Jammu/Srinagar;
7. Bench Secretary/Reader to Hon'ble Mr./Mrs. Justice _____;
..... for information and compliance
8. In-Charge Librarian, High Court of J&K and Ladakh, Jammu/Srinagar for information and keeping the record of the same.
9. In-charge NIC for uploading the same on the official website of High Court of J&K and Ladakh.


25/11/2021
Registrar General