

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

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**Subject:-Standard Operating Procedures (SOP) on Personal Appearance of Government Officials in Court Proceedings.**

**NOTIFICATION**

**No.:** 1109 of 2025/RG

**Dated:** 26.03.2025

Whereas, vide judgment dated 03.01.2024 passed by the Hon'ble Supreme Court of India in the matter of Civil Appeal Nos. 23-24 of 2024 in Special Leave to Appeal (C) Nos. 8575-8576 of 2023 titled "The State of Uttar Pradesh & Ors. Vs Association of Retired Supreme Court and High Court Judges at Allahabad & Ors." The Hon'ble Supreme Court has been pleased to issue the SOP regarding appearance of Government Servants with the direction to all High Courts to frame the Guidelines/Rules for Summoning/Appearance of the Government Servants before the Courts within their respective Jurisdiction.

Now therefore, the Chief Justice High Court of Jammu & Kashmir and Ladakh, has been pleased to adopt the Standard Operating Procedure (SOP) with regard to personal appearance of Government Officials in Court Proceedings, as laid down by the Hon'ble Supreme Court in the above mentioned case for being adhered in the High Court of Jammu & Kashmir and Ladakh and by all Courts under its jurisdiction:

**Standard Operating Procedures (SOP) on Personal Appearance of Government Officials in Court Proceedings**

This Standard Operating Procedure shall be applicable to all court proceedings involving the government in cases before this High Court and all other courts acting under their respective appellate and/or original jurisdiction or proceedings related to contempt of court.

**1. Personal presence pending adjudication of a dispute**

1.1 Based on the nature of the evidence taken on record, proceedings may broadly be classified into three categories:

- a. **Evidence-based Adjudication:** These proceedings involve evidence such as documents or oral statements. In these proceedings, a government official may be required to be physically present for testimony or to present relevant documents. Rules of procedure, such as the Code of Civil Procedure, 1908, or Criminal Procedure Code, 1973/Bhartiya Nagarik Suraksha Sanhita, 2023, govern these proceedings.
- b. **Summary Proceedings:** These proceedings, often called summary proceedings, rely on affidavits, documents, or reports. They are typically governed by the Rules of the Court set by the High Court and principles of Natural Justice.

- c. **Non-adversarial Proceedings:** While hearing non adversarial proceedings, the court may require the presence of government officials to understand a complex policy or technical matter that the law officers of the government may not be able to address.
- 1.2 Other than in cases falling under Para 1.1(a) above, if the issues can be addressed through affidavits and other documents, physical presence may not be necessary and should not be directed as a routine measure.
- 1.3 The presence of a government official may be directed, inter alia, in cases where the court is prima facie satisfied that specific information is not being provided or is intentionally withheld, or if the correct position is being suppressed or misrepresented.
- 1.4 The court should not direct the presence of an official solely because the official's stance in the affidavit differs from the court's view. In such cases, if the matter can be resolved based on existing records, it should be decided on merits accordingly.

## 2. Procedure prior to directing personal presence

- 2.1 In exceptional cases wherein the in-person appearance of government officials is called for by the court, the court should allow as a first option, the officer to appear before it through video conferencing.
- 2.2 The invitation link for VC appearance and viewing, as the case may be, must be sent by the Registry of the court to the given mobile no(s)/e-mail id(s) by SMS/email/WhatsApp of the concerned official at least one day before the scheduled hearing.
- 2.3 When the personal presence of an official is directed, reasons should be recorded as to why such presence is required.
- 2.4 Due notice for in-person appearance, giving sufficient time for such appearance, must be served in advance to the official. This would enable the official to come prepared and render due assistance to the court for proper adjudication of the matter for which they have been summoned.

## 3. Procedure during the personal presence of government officials:

In instances where the court directs the personal presence of an official or a party, the following procedures are recommended:

- 3.1 **Scheduled Time Slot:** The court should, to the extent possible, designate a specific time slot for addressing matters where the personal presence of an official or a party is mandated.
- 3.2 **The conduct of officials:** Government officials participating in the proceedings need not stand throughout the hearing. Standing should be required only when the official is responding to or making statements in court.
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- 3.3 During the course of proceedings, oral remarks with the potential to humiliate the official should be avoided.
- 3.4 The court must refrain from making comments on the physical appearances, educational background, or social standing of the official appearing before it.
- 3.5 Courts must cultivate an environment of respect and professionalism. Comments on the dress of the official appearing before the court should be avoided unless there is a violation of the specified dress code applicable to their office.

#### **4. Time Period for compliance with judicial orders by the Government**

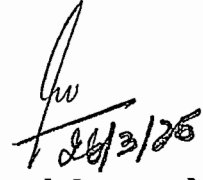
- 4.1 Ensuring compliance with judicial orders involving intricate policy matters necessitates navigating various levels of decision making by the Government. The court must consider these complexities before establishing specific timelines for compliance with its orders. The court should acknowledge and accommodate a reasonable time frame, as per the specifics of the case.
- 4.2 If an order has already been passed, and the government seeks a revision of the specified timeframe, the court may entertain such requests and permit a revised, reasonable time frame for the compliance of judicial orders, allowing for a hearing to consider modifications.

#### **5. Personal presence for enforcement/contempt of court proceedings**

- 5.1 The court should exercise caution and restraint when initiating contempt proceedings, ensuring a judicious and fair process.
- 5.2 **Preliminary Determination of Contempt:** In a proceeding instituted for contempt by willful disobedience of its order, the court should ordinarily issue a notice to the alleged contemnor, seeking an explanation for their actions, instead of immediately directing personal presence.
- 5.3 **Notice and subsequent actions:** Following the issuance of the notice, the court should carefully consider the response from the alleged contemnor. Based on their response or absence thereof, it should decide on the appropriate course of action. Depending on the severity of the allegation, the court may direct the personal presence of the contemnor.
- 5.4 **Procedure when personal presence is directed:** In cases requiring the physical presence of a government official, it should provide the advance notice for an in person appearance, allowing ample time for preparation. However, the court should allow the officer as a first option, to appear before it through video conferencing.
- 5.5 **Addressing Non-Compliance:** The Court should evaluate instances of non compliance, taking into account procedural delays or technical reasons. If the original orders lacks a specified compliance timeframe, it should consider granting an appropriate extension to facilitate compliance.

5.6 When the order specifies a compliance deadline and difficulties arise, the court should permit the contemnor to submit an application for an extension or stay before the issuing court or relevant appellate/higher court.

**By Order.**

  
26/3/25

**(Shahzad Azeem)**  
**Registrar General**

**Dated: 26.03.2025**

**No.: 10092-100 /RG/GS**

**Copy of the above forwarded to the:**

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. Secretary to Government, Department of Law, Justice and Parliamentary Affairs, UT of J&K;
4. Secretary, Department of Law and Justice, UT of Ladakh;
5. Registrar Vigilance, High Court of J&K and Ladakh, Jammu;
6. Director, J&K Judicial Academy, Jammu;
7. Registrar Rules, High Court of J&K and Ladakh, Jammu;
8. Registrar (I.T) Computers, High Court of J&K and Ladakh, Jammu;
9. Registrar Judicial, High Court of J&K and Ladakh, Jammu/Srinagar;
10. All Principal District and Sessions Judges, UTs of J&K and Ladakh;
11. Joint Registrar (Judicial), High Court of J&K and Ladakh, Jammu/Srinagar;
12. CPC, e-Courts, High Court of J&K and Ladakh, Jammu;  
..... for information and necessary action
13. Manager Government Press, Jammu/Srinagar for publication in the next issue of Government Gazette.
14. Incharge NIC, High Court of J&K and Ladakh for information and with the request to get the same uploaded on the official website of the Hon'ble High Court.
15. Incharge Library, High Court Wing Srinagar/Jammu for information and for keeping the record of the same.
16. Order File.

  
26/3/25  
**Registrar General**