

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

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**Circular**

No. 08 of 2022/RG/

Dated: 22-06-2022

In connection with the visits of Hon'ble Chief Justices and the Hon'ble Judges of the High Courts on the basis of the Model Code of Conduct as approved by the Hon'ble Chief Justice of India, the following guidelines were laid down for the Subordinate Judicial Officers of the judiciary of Jammu & Kashmir and Ladakh vide Circular No. 1 dated 30.05.2010:

1. No Judicial Officer shall receive, see-off or visit the visiting Hon'ble the Chief Justice/Hon'ble Judge during Court hours.
2. A senior non Judicial Administrative Officer will receive and see-off Hon'ble the Chief Justice/Judges during official visits and provide protocol services to them as per norms.
3. If the visiting Hon'ble the Chief Justice/Hon'ble Judge wants to hold a meeting or address the Judicial Officers, it will be done either before or after Court hours.
4. If the visiting Hon'ble the Chief Justice/Hon'ble Judge wants to call Judicial Officer for official purposes, he will be called either before or after the Court hours.
5. No Judicial Officer will visit the visiting Hon'ble the Chief Justice/Hon'ble Judge unless called for official purposes.
6. No arrangements for any private visit of the Hon'ble the Chief Justice/Hon'ble Judges shall be made by any Judicial Officer.
7. If arrangements in connection with an official visit of Hon'ble the Chief Justice/Hon'ble Judges is required to be made by the District Judge or the Chief Judicial Magistrate, all the bills shall be raised in the name of and the payment shall be made directly by the Hon'ble the High Court to the extent permitted and no personal funds will be used by any Judicial Officer for this purpose.
8. No Judicial Officer shall arrange any private trip including any excursion trip or visit to a religious place for the visiting Hon'ble Chief Justice/Hon'ble Judges.

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9. No Judicial Officer will arrange hotel, food or transport for the visiting Hon'ble the Chief Justice/Hon'ble Judge, their staff members and security personnel.
10. No Judicial Officer or Court Servant will offer or provide any gift or hospitality to Hon'ble the Chief Justice/Hon'ble Judges.
11. No function will be organized by the Judicial Officer(s) during the visit of Hon'ble the Chief Justice/Hon'ble Judges except official functions organized on written direction and at the cost of the Government.
12. Any violation of these instructions will be considered as gross misconduct rendering the concerned Judicial Officer to strict disciplinary action.

In addition to the above it is further provided that:

13. In the event of visit by any Hon'ble Chief Justice and the Judge of the High Court no Judicial Officer shall be assigned duty as Liaison Officer and that only a senior non-Judicial Administrative Officer will perform the services of a protocol officer unless such an officer is not available in which case preferably Mobile Magistrate/Traffic Magistrate or Leave Reserve Officers, if any, will be assigned duties as Liaison Officers.
14. No Judicial Officer or the District Judge shall receive or see off Hon'ble the Chief Justice or other Hon'ble Judges of the Court during court hours at the road-side of the Highways or at any other places.

**Sd/-**  
**(Pankaj Mithal)**  
**Chief Justice**

**No: 20836-01/RG/**

**Dated: 22.06.2022**

**Copy of the above forwarded to:**

1. Principal Secretary to Hon'ble the Chief Justice. High Court of J&K and Ladakh, Srinagar.
2. Secretary to Hon'ble Mr/Mrs Justice \_\_\_\_\_  
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
4. Registrar Rules, High Court of J&K and Ladakh, Srinagar;
5. Registrar Computers, High Court of J&K and Ladakh, Srinagar.
6. Director, J&K Judicial Academy. Srinagar.
7. Registrars Judicial, High Court of J&K, Srinagar/Jammu.  
....for information
8. All Principal District and Sessions Judge. for information and with the request to circulate the same among all the judicial officers in their respective District.
9. I/C NIC, Srinagar, for uploading the same on the official website of the High Court.
10. Incharge Library, High Court Wing, Jammu/Srinagar for keeping up of the record of same.

**Registrar General**

522-6-1222