

HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR
(Chief Justice's Secretariat)

Subject:- Submission of proposals for grant of *In-situ Promotions* — compliance with SRO 14 dated 15-01-1996.

CIRCULAR

No: 12 of 2025/Psy

Dated: 09-09-2025

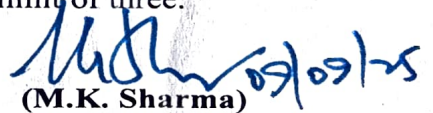
It has come to the notice of the Chief Justice's Secretariat that proposals for the grant of *In-situ Promotions* to employees of the District Judiciary are being forwarded without complete scrutiny of service particulars at the District level. This results in the processing of inadmissible cases, causing avoidable delays and unnecessary consumption of time and resources.

1. Proviso to Rule 4 of SRO 14 dated 15-01-1996, Finance Department, explicitly stipulates as under:

"The entitlement to in-situ promotions on the present post of the service together with the functional/in-situ promotions granted/availed in the earlier service shall in no case exceed three."

2. To prevent recurrence of such instances, all the Presiding Officers of the District Judiciary of both the UTs of J&K and Ladakh are hereby directed that:
 - a) Before forwarding any proposal for the grant of *In-situ Promotion*, a detailed report must be obtained from the concerned Nazir, who is the custodian of the Service Books.
 - b) The Nazir shall verify and certify the following:
 - i. The complete service history of the official concerned, including all functional and/or In-situ promotions already availed.
 - ii. Confirmation that the total number of promotions does not exceed the prescribed limit of three under SRO 14 of 1996.

Therefore, it is impressed upon all the Presiding Officers that no proposal shall be forwarded to this Secretariat unless it is complete in all respects as above, and that the total number of promotions does not exceed the prescribed limit of three.


(M.K. Sharma)

**Principal Secretary to
Hon'ble the Chief Justice**

No: 1216-18/Psy

Dated: - 09-09-2025

Copy to the:-

1. Registrar General, High Court of J&K and Ladakh, for information.
2. Registrar Vigilance, High Court of J&K and Ladakh, for information.
3. Pr. District & Sessions Judges (all), of both the UTs of J&K and Ladakh, with the request to circulate this circular to all the Courts under their jurisdiction.
4. NIC, Srinagar for uploading the same on official website.


**Principal Secretary to
Hon'ble the Chief Justice**