

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Jammu)

e-mail: non-gazettedmainwing@gmail.com

Subject: Circular regarding prompt disposal of DAK (All Written Communications).


CIRCULAR

No. 16 of 2025/RG/NG-382(I) Dated: 19-11-2025

It has been noticed/observed that the DAK (*All Written Communications*) are not being submitted by the concerned Sections regularly well in time, as a result of this lapse, the entire Administrative work comes to stand still. Non-submission of the DAK in-time hampers the timely action in the matters. In order to overcome this situation, following Circular in this regard, is issued:

"All the Section Heads of the High Court of Jammu & Kashmir and Ladakh shall ensure to submit the DAK (viz., letters, faxes, e-mails, files etc.) so received from the Receipt Clerks of the concerned Wings, before the Competent Authority for appropriate action/direction as deemed fit and proper. The Section Heads shall personally monitor and ensure that the DAK are submitted within time. Delay, if any, shall have to be explained by the Officers/Dealing Assistants and such explanation, as directed shall be placed on the service records of the concerned officers/officials."

By order.


Assistant Registrar (Adm.)

No: 72094-72114 of 2025/RG/NG Dated: 19-11-2025

Copy to: -

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh for information.
2. Registrar Vigilance, High Court of J&K and Ladakh, Jammu
3. Director, J&K Judicial Academy, Janipur Jammu
4. Registrar Judicial, High Court Wing, Jammu/Srinagar
5. Registrar Rules, High Court of J&K and Ladakh, Jammu
6. Registrar Computer (IT), High Court of J&K and Ladakh, Jammu
7. Registrar (Adm./Recruitment), High Court Main Wing, Jammu
8. Director Finance, High Court of J&K and Ladakh, Jammu
....for information and compliance.
9. Central Project Coordinator (e-Courts), High Court of J&K and Ladakh, Jammu for uploading the same on the official website of the High Court.
10. All Section Heads of High Court Main Wing, High Court Wing, Jammu/Srinagar
....for information and compliance.
11. Chief Librarian, High Court Wing, Jammu/Srinagar for keeping of the record of the same.
12. Order Book
13. Notice Board.


Assistant Registrar (Adm.)