

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

\*\*\*\*\*

**Subject: Submission of Monthly / Quarterly / Half-Yearly / Yearly Work Done Statements.**

**Circular**

**No:- 19 of 2025/RG**

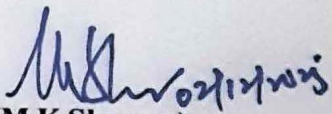
**Dated:- 02.12.2025**

It has been observed that due care is not being exercised while submitting the monthly/quarterly/half-yearly/yearly Work Done Statements by the Courts, resulting in furnishing of incorrect and inconsistent information to the Registry. Such lapses not only affect statistical records but also lead to avoidable complications in administrative reporting.

All the Judicial Officers are hereby directed to personally supervise and verify the preparation of Work Done Statements before their submission. The entries in the statements must strictly correspond with the actual data reflected in the relevant records.

Any mismatch, discrepancy, or incorrect reporting in the Work Done Statement shall be viewed seriously and may entail administrative consequences.

**By Order**

  
(M.K.Sharma)

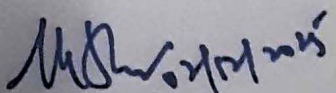
**Registrar General**

**Dated: 02.12.2025**

**No: 74633-80 /RG/Sts.**

**Copy of the above forwarded to:**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Jammu.
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. Director J&K Judicial Academy, Jammu
5. Member Secretary, J&K Legal Services Authority.
6. Member Secretary, Ladakh Legal Services Authority.
7. Registrars Judicial, High Court of J&K, Srinagar/Jammu.
8. Registrar Rules, High Court of J&K and Ladakh, Jammu.
9. Registrar Computers, High Court of J&K and Ladakh, Jammu.
10. Joint Registrar, Judicial/Protocol, High Court of J&K and Ladakh.
11. CPC-eCourts, High Court of J&K and Ladakh, Jammu.  
....for information
12. All Principal District and Sessions Judges, UTs of J&K and Ladakh for information and with the request to circulate the same amongst all the judicial officers within their respective jurisdiction.
13. Incharge NIC, Srinagar/Jammu, for uploading the same on the official website of the High Court.
14. Incharge Library, High Court Wing Srinagar/Jammu for information and for keeping the record of the same.
15. Office File.

  
**Registrar General**