

**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR
(OFFICE OF THE REGISTRAR VIGILANCE, SRINAGAR)**

C I R C U L A R

No: 01

Dated: 13.05.2014

Hon'ble the Chief Justice, High Court of Jammu and Kashmir has been pleased to issue following guidelines/instructions to the judicial officers of the State for making the judicial system more accountable, litigant friendly, effective and meaningful:

- (a) Principal District and Session Judges would make sure that members of the ministerial staff working under their control, below the rank of Section Officers, who are working on the posts for three years or more on their present position, are shifted to other seats. The in-efficient / ill-reputed officials could even be posted out of the headquarter to ensure the proper functioning of the courts.
- (b) All the officers would prepare a list of twenty five old cases of each category, a copy of which shall be displayed in the chamber of the Presiding Officer. The officers should ensure expeditious disposal of such cases and submit their fortnightly progress report to the High Court. All the Officers would prepare list of cases, in which proceedings have been stayed by the High Court or record of trial/appellate court has been summoned by the High Court. The list so prepared shall be submitted to the High court with a copy to the Registrar Judicial of respective wings, who may seek appropriate orders for listing of such cases. Another list of cases in which proceedings have been stayed or the record has been summoned by the First Appellate court or any other Appellate Forum, shall also be prepared and submitted to the High Court.
- (c) All the officers would prepare a list of sensitive cases relating to Chief Ministers (Former or Present), Ministers, Terrorists, or cases relating to scandals involving large amount, and such lists should also be submitted to High Court.

- (d) All the officers would give priority to the disposal of cases where accused have been in custody for two years or more.
- (e) The First Appellate Court would ensure that trial court record summoned is remitted back to the concerned court immediately after its purpose of summoning is over.
- (f) All the officers would make sure that unnecessary adjournments are avoided and wherever it is necessary to grant an adjournment the amended Civil Procedure Code is followed strictly.
- (g) The doctors who are called as witnesses shall invariably be examined in pre- lunch session so that they are in a position to return to their clinics/hospitals as quickly as possible. Similarly the under-trial prisoners should not be made to wait for their cases to be called, for the whole day and their cases should be preferably taken up before lunch and the practice of permitting them to eat the food brought by their relatives during the court hearings, should be avoided as it may at times lead to hazardous consequences.
- (h) The Principal District and Sessions Judges should make sincere efforts in concluding the inquiries assigned to them, speedily and on their merit, irrespective of the fact that the allegations are withdrawn by the complainant(s) in due course of time, because the purpose of the enquiry is to ascertain the truth and not to bury the rot.
- (i) All the officers should closely monitor the working of their staff and make necessary corrections wherever required, to avoid unnecessary harassment, inconvenience and loss of time to the litigant public.
- (j) All the Officers should make sure that certified copies and registered documents are issued well in time and a proper record is maintained. The reasons for not supplying the copies or documents within four days shall be furnished to the High Court fortnightly.
- (k) The Officers are required to furnish the monthly statement(s) of the witnesses summoned and actually examined. The reasons for not examining the witnesses in attendance should

(l) The First Appellate Courts shall prepare monthly statements showing in how many cases the orders of the trial courts have been affirmed or reversed. It is required so because the First Appellate Court is considered as a final court of facts.

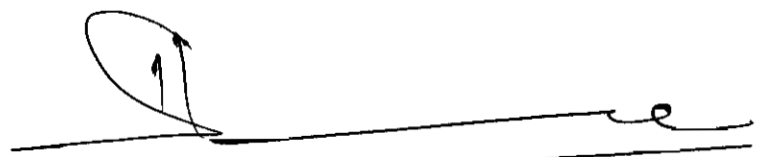
(m) All the officers should ensure proper maintenance of Account Books and ensure their verification from concerned treasuries. Fine collected during the course of the day should invariably be remitted in the treasury on the same day. The Presiding Officers should find time to conduct the physical verification of the accounts/cash on the last day of the month.

(n) The Principal District and Sessions Judges should ensure that no court is left with the complaint of in-adequate staff and if it is not possible for him to do so he should immediately take up the matter with the High Court.

(o) The list of the employees who have resigned or left the service during the last two years including the list of the employees who have died during the aforesaid period due to natural death or on account of suicide, shall be submitted to the High Court by all the Presiding Officers.

All the Presiding Officers shall submit a compliance report in respect of afore cited guidelines to the respective Hon'ble Administrative Judges and any breach thereof shall be viewed seriously.

By Order.



(Ashok Kumar Koul)
Registrar Vigilance

13.05.14.

No: SISB-5179 /RV

Dated: 13.05.2014

1. Registrar General, High Court of J&K, Srinagar.
2. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K.
.....for information.
3. All Principal District and Session Judges.
.....for information and necessary action and with the request to circulate the guidelines among all the judicial officers working under your control.