

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Jammu)

e-mail: nongazettedmainwing@gmail.com

C I R C U L A R

Subject: Writ Petition CCP(D) in OWP No. 586/2019 titled Haji Mohammad Jaffar and Ors. Vs. Sh. Alok Kumar and Ors. (Regarding Scanning of Court Files).

No. 10 of 2024/RG/NG-382(I) Dated: 23-12-2024

In compliance to the direction of the Hon'ble Division Bench order dated 16-12-2024, passed in the above titled case, following circular is hereby issued for its strict adherence:

- (i) *That every Section shall maintain a physical register for recording the movement of a file outside that particular Section, and also provide for the endorsement of the officer/clerk receiving the file in the Scanning Section with the date and time.*
- (ii) *That similarly, a record must also be maintained in the said register when the file is returned back from the Scanning Section to the Section concerned which shall be endorsed by the concerned Dealing Assistant giving the date and time after the physical file has been received back in the Section.*
- (iii) *That the Dealing Assistant shall deliver the file at the Scanning Section and shall take a receipt/endorsement from the responsible person in the Scanning Section of having received physical possession of the file. The Dealing Assistant, thereafter, shall return to his Section and continue with his work while the file is being scanned.*
- (iv) *That similarly, after the file is scanned the Scanning Section shall return the physical file to the Section concerned and ensure endorsement of the Dealing Assistant in the register after having received the physical possession of the file.*

Any violation of the circular will be viewed seriously.

By order.


(Shahzad Azeem)
Registrar General

No: 27790-814 of 2024/RG/NG Dated: 23-12-2024

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Jammu
2. Secretary to Hon'ble Mr. Justice _____
....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Jammu
4. Director, Jammu & Kashmir Judicial Academy, Jammu

5. Registrar Rules, High Court Main Wing, Jammu
6. Registrar Judicial High Court Wing, Jammu/Srinagar with the direction to circulate the same among all the officials/officer in their respective wings.
7. Registrar Computer (IT), High Court Main Wing, Jammu
8. Central Project Coordinator, e-Court, High Court of J&K Jammu for uploading the same on the official website of the High Court.
9. Incharge Library, High Court Wing, Jammu/Srinagar for keeping up the record of the same.
10. Office file.

*Concerns official to
upload do
28/12/23*

[Signature]
28/12/23
Registrar General