

From:

Registrar General,
High Court of Uttarakhand,
Nainital.

To,

1. All the District Judges, Subordinate to High Court of Uttarakhand.
2. Principal Judge/ Judges, Family Courts, State of Uttarakhand.
3. Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.
4. Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.
5. Director, Uttarakhand Judicial And Legal Academy, Bhowali, District Nainital.
6. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Hardwar Road, Dehradun.
7. Chairman, State Transport Appellate Tribunal, 3/5 A, Race Course, Near Rinku Medicose, Dehradun.
8. Legal Advisor to Hon'ble the Governor, Rajbhawan, Dehradun.
9. Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun..
10. Registrar, State Consumer Disputes Redressal Commission, House No. 176, Ajabpur Kalan, Near Spring Hills School, Mothrowala Road, Dehradun, 248415.
11. Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.
12. Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.
13. Presiding Officer, Labour Courts, Dehradun, Hardwar and Kashipur, District Udham Singh Nagar.
14. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, (Nainital).
15. Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
16. Chairman, Uttarakhand Co-operative Tribunal, Dehradun.
17. Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.
18. Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.
19. Legal Advisor to Uttarakhand Public Service Commission, Haridwar.

C.L. No. 03 /UHC/Admin.A/2021

Dated: March 19th, 2021

Subject: Standard Operating Procedure (SOP) related to Subordinate Courts of the State for Circulation of Notifications/ Circular Letters etc. in Digital Format

Sir,

Apropos, the subject noted above, I am directed to inform that Hon'ble Court has been pleased to issue following directions with regard to SOP for circulation of Notifications/Circular Letters etc in Digital format.

1. Only a soft copy of the Official Correspondence issued by the Hon'ble Court like Notifications, Circular Letters, Office Memorandums etc shall be circulated to all the Judicial Officers in the State on their official email(s). Once such official correspondence is sent to the email(s) of the Judicial Officers, the correspondence shall deemed to be delivered to every such Judicial Officer and be in her/his notice. Every Judicial Officer shall ensure that her/his official email account is up-to-date in all aspect and they shall ensure checking their email account on daily basis.
2. A soft copy of the Official Correspondence as mentioned above shall also be sent to the Official email account of all the District Judgeships/Family Court/Tribunals/Department of Justice, Government of

Uttarakhand, State Legal Services Authority, District Legal Services Authority, Uttarakhand Judicial and Legal Academy, Officers on Deputation etc.

3. Once such document is received on the official email of the District Judgeships/Family Court/Tribunals/Department of Justice, Government of Uttarakhand/State Legal Services Authority/District Legal Services Authority/Uttarakhand Judicial and Legal Academy/Officers on Deputation, one single hard copy of the correspondence will be retrieved and placed before the concerned District Judge/Family Court Judge/ Presiding Officer of the Tribunal/ Secretary, Justice and Legal Remembrancer/Member Secretary/Chairman/Director/Officer on Deputation etc by the Senior Administrative Officer/Administrative Officer for the purpose of maintenance/ preservation in the Guard File of the Administrative Office concerned.
4. As far as maintenance of hard copies of such notifications etc is concerned, only a single hard copy shall be maintained in the Guard File of the concerned Administrative offices.
5. Likewise, where there are Outlying Courts, a single hard copy of such notifications etc shall be maintained in the Outline Court Compound, which shall be maintained in the Guard File of Deputy Nazarat (where existing) or in the office the Senior most Court/Judicial Officer posted in the Outlying court (where there is more than one Court). The concerned Senior Administrative Officer (SAO) or the Administrative Officer shall ensure circulation of a hard copy version of such official correspondence after necessary endorsement by the concerned District Judge to the Deputy Nazarat (where existing) or to the Office of the Senior most Court/Judicial Officer posted in the Outlying Courts.
6. Where a hard copy of such Official correspondence is to be circulated as above, the SAO of the District Judgeship shall ensure that only one hard copy of such document is send to the Outlying courts, whatsoever may be the number of Courts one particular Outlying campus/compound, and that the hard copy is send to the senior most court in the outline, where there are more than one court in the Outline campus/compound.
7. Every Judicial Officer/Presiding Officer/Officer concerned shall maintain a digitized versions/soft copy of Official correspondence to be hereinafter communicated/send to her/his email in her/his Official or the personal laptop/computers (in case no official laptop has been provided so far). Digitized versions/soft copies of all such official documents shall also be maintained in the official computers of the Court Readers and the office of every Court. Later on arrangements shall be made to store the soft/digital copies of such documents in the local servers of Court campuses.

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Aforesaid directions of the Hon'ble Court are being communicated for information, circulation amongst all concerned for strict compliance.

Yours sincerely

Sd/-

(Dhananjay Chaturvedi)

Registrar General

No. 1434/UHC/Admin.A/2021

Dated: March 19th, 2021

Copy forwarded for information and necessary action to:

1. P.P.S. of the Hon'ble the Chief Justice with a request to place this Circular Letter before His Lordship for kind perusal
2. PS(s)/PA(s) to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. P.S./P.A. to Registrar General.
4. All the Registrars of the Court.
5. Joint Registrars of the Court.
6. Librarian of the Court with the direction to incorporate said directions in relevant books.
7. Deputy/ Assistant Registrars/ Section Officers of the Court.
8. Assistant Registrar (IT), High Court of Uttarakhand, Nainital, to upload the C.L. on the official website.
9. Guard File.

Registrar General