

HIGH COURT OF UTTARAKHAND, NAINITAL

OFFICE MEMORANDUM

No.24/UHC/Admin.B/2025

Dated: 24th March, 2025

The High Court receives a good number of estimates, pertaining to maintenance, minor construction work, petty works and other works round the year for grant of administrative and financial approval to carry out these works in High Court.

Hon'ble The Chief Justice has been pleased to direct that in future, following procedure will be followed while submitting the applications to the office for any kind of work pertaining to repair, maintenance, minor/petty construction in the High Court or in the official residences of Hon'ble Judges, Officers and officials of this establishment—

- (i) In the Court premises, Courtrooms or chambers of Hon'ble Judges, if any work needs to be done, application will be submitted by Management Officer, stating the nature of work to be done alongwith self attested colored photographs, depicting real condition of the site where the work is required to be done.
- (ii) For Hon'ble Judges, the concerned Private Secretary to Hon'ble Judge will move application stating the nature of work to be done in official residence of His Lordship alongwith self attested colored photographs, depicting real condition of the site where the work is required to be done.
- (iii) For official residence of Registrar General, the respective personal staff will move application stating therein the nature of work to be done alongwith self attested colored photographs depicting real condition of the site where the work is required to be done.
- (iv) In case of other Registrars and the staff, the concerned Registrar or official himself will submit application stating therein the nature of work to be done alongwith self attested colored photographs depicting real condition of the site where the work is required to be done.

By order of Hon'ble the Chief Justice

Sd/-
(Kahkasha Khan)
Registrar General

No. 2098/UHC/Admin.B/2025

Dated: 24th March, 2025

Copy to:

1. PPS to Hon'ble the Chief Justice to place it before Hon'ble the Chief Justice.
2. PS / P.A. to Hon'ble Judges to place it before Hon'ble Judges.
3. All the Registrars of the Court.
4. Joint Registrars / All the Deputy Registrars of the Court.
5. Head Private Secretary / Jt. PPS to place it before all PPS's/PAs'.
6. Head Bench Secretary to place it before all Bench Secretaries
7. All the Assistant Registrars/Chief Protocol Officer/Section Officers of the Court with the direction to apprise their subordinates.
8. Management Officer, Protocol Officer, Public Relations Officer, Librarian, Senior System Officer of the Court.
9. Deputy Registrar (I.T.), High Court for uploading the same on the official website of the High Court.
10. Guard File.

Sd/-
Deputy Registrar