

From,

Registrar General,
High Court of Uttarakhand,
Nainital.

To,

All the District & Sessions Judges,
Principal Judge/Judge Family Courts,
Uttarakhand.

C.L.No. 10 /UHC/Admin-B/v-a-13/2025

Dated: 11th of July, 2025

Sub: Standard Operating Procedure (SOP) for Time Extension Applications

Sir/Madam,

On the subject above, I am directed to say that in compliance of order dated 23.05.2025 of Hon'ble Supreme Court passed in Miscellaneous Application No.919 of 2025 in SLP (Crl) No. 3607 of 2023 titled as '*Durgawati @ Priya vs. CBI*', Hon'ble High Court is pleased to formulate enclosed Standard Operating Procedure (SOP) for submission of Time Extension Applications by Presiding Officers of District Courts for seeking additional time in directions matters.

2. All Presiding Officers are directed that henceforth they will follow the procedure and guidelines given in the SOP.

Sd/-

(Yogesh Kumar Gupta)
Registrar General

No.4313 /UHC/Admin-B/v-a-13/2025 Dated: 11th of July, 2025

Copy for information and necessary action to :-

- (i) P.P.S. to Hon'ble the Chief Justice for placing it before His Lordship for the kind perusal.
- (ii) P.S./P.A.s to Hon'ble Judges for placing it for kind perusal of their Lordships.
- (iii) P.A. to Registrar General.

P.T.O.

- (iv) All the Registrars of the Hon'ble Court.
- (v) Secretary, High Court Legal Services Committee.
- (vi) Joint Registrar (IT)/CPC of the Hon'ble Court.
- (vii) All the Joint Registrar/Deputy Registrar/Assistant Registrars/Section Officers of the Hon'ble Court.
- (viii) Director, Uttarakhand Judicial & Legal Academy, Bhowali, Nainital.
- (ix) Principal Secretary, Law-cum-LR, Dehradun.
- (x) Principal Judges/Judges Family Court, Uttarakhand.
- (xi) Chairman, Commercial Tax Tribunal, Dehradun.
- (xii) Chairman, State Transport Appellate Tribunal, Dehradun.
- (xiii) Registrar, State Consumer Redressal Commission, Dehradun.
- (xiv) Member Secretary, Uttarakhand State Legal Services Authority, Nainital.
- (xv) Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.
- (xvi) Presiding Officer, Labour Courts, Dehradun, Haridwar & Kashipur, District Udham Singh Nagar.
- (xvii) Presiding Officer, Food Safety Appellate Tribunal, Dehradun & Haldwani.
- (xviii) Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
- (xix) Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.
- (xx) Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.
- (xxi) Deputy Registrar (IT) of the Hon'ble Court with a request to upload the same on the website of the High Court of Uttarakhand.
- (xxii) Judicial Sections concerned for the compliance at Section level.
- (xxiii) Guard File.

Registrar (Judicial)

Standard Operating Procedure (SOP) for Submission of Time Extension Applications in Hon'ble Supreme Court and Hon'ble High Court

- 1.** This SOP shall apply to Presiding Officers of all the District Courts, including the Family Courts and Special Courts.
- 2.** Where directions are given by Hon'ble Supreme Court or Hon'ble High Court for expeditious or time frame conclusion of a trial, or disposal of a case, as the case may be, the Presiding Officer shall ensure that trial is concluded or the case is disposed of within the prescribed time, as directed by the Hon'ble Court. However, where a Presiding Officer is not able to conclude the trial or dispose of the case within the prescribed time due to circumstances beyond his control or for the like reasons, the Time Extension Applications seeking additional time shall be submitted in the manner, as prescribed in this SOP.
- 3.** (A) Where directions are given by Hon'ble Supreme Court for expeditious or time frame conclusion of a trial, or disposal of a case, as the case may be, and additional time is to be requested for the compliance, the Time Extension Application shall be sent to the Hon'ble Supreme Court through proper channel, and in the following manner.

(B) The senior most Additional District & Sessions Judge at headquarters shall examine contents of the Time Extension Application submitted by the Presiding Officer, and if he is satisfied with the grounds for the time extension, he shall note

his satisfaction. Thereafter, District & Sessions Judge shall forward the Time Extension Application to the Hon'ble High Court.

(C) Where no Additional District & Sessions Judge is posted at headquarters, the District & Sessions Judge shall examine contents of the Time Extension Application, and he shall note the satisfaction, as above. Further, the District & Sessions Judge shall also note the satisfaction, where Presiding Officer is senior most Additional District & Sessions Judge, and he submits the Time Extension Application.

(D) If the Presiding Officer is District & Sessions Judge, he shall himself note his satisfaction for the time extension with reasons thereof, and shall send the application to Hon'ble High Court.

(E) On receipt of the Time Extension Application in the Hon'ble High Court, it shall be forwarded to the Hon'ble Supreme Court by Registrar General or Registrar (Judicial) of the Hon'ble High Court with certificate of the aforesaid satisfaction.

- 4.** (A) Where directions are given by the Hon'ble High Court for expeditious or time frame conclusion of a trial, or disposal of a case, as the case may be, and additional time is to be requested for the compliance, the Time Extension Application shall be sent to the Hon'ble High Court through proper channel, and in the following manner.

(B) The senior most Additional District & Sessions Judge at headquarters shall examine contents of the Time Extension

Application submitted by the Presiding Officer, and if he is satisfied with the grounds for the time extension, he shall note his satisfaction. Thereafter, District & Sessions Judge shall forward the Time Extension Application to the Hon'ble High Court.

(C) Where no Additional District & Sessions Judge is posted at headquarters, the District & Sessions Judge shall examine contents of the Time Extension Application, and he shall note the satisfaction, as above. Further, the District & Sessions Judge shall also note the satisfaction, where Presiding Officer is senior most Additional District & Sessions Judge, and he submits the Time Extension Application.

(D) If the Presiding Officer is District & Sessions Judge, he shall himself note his satisfaction for the time extension with reasons thereof, and shall send the application to Hon'ble High Court.

(E) Time Extension Application, after it is received in the Hon'ble High Court, shall be listed with certificate of aforesaid satisfaction for orders.

- 5. (A)** The concerned Presiding Officer shall furnish relevant information namely; Designation of his Court, Case No., Title of the Case, Nature of the Case, Date of order of the Superior Court fixing the time limit, present status of the case and reason(s) for the delay.

(B) Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting progress of the case or matter after the date of order of the Superior Court by

which a specific time limit has been fixed, and time extension is prayed for the compliance.

(C) The aforesaid details shall be furnished by the concerned Presiding Officer in the prescribed format **(Annexure–A)**.

(D) Satisfaction note of the senior most Additional District & Sessions Judge, or the District & Sessions Judge, and the certificate of satisfaction by the Registrar General or Registrar (Judicial), as the case may be, and wherever necessary as per this SOP, shall be appended to the request.

- 6.** Presiding Officers shall in no case send requests for time extension directly to the Hon'ble Supreme Court or to the Hon'ble High Court without routing them through proper channel as mentioned in this SOP.
- 7.** In the District, District & Sessions Judge shall also monitor progress and compliance in the direction matters. He may also delegate the monitoring work to the senior most Additional District & Sessions Judge at respective stations. Further, notwithstanding the said delegation, District and Sessions Judge will do general monitoring of the compliance in every monthly meeting.
- 8.** Progress and compliance in the direction matters shall also be monitored in the Hon'ble High Court. For monitoring the progress in matters with directions of Hon'ble Supreme Court, Supreme Court Appeal Section in Hon'ble High Court shall maintain register of matters with directions of Hon'ble Supreme Court.

- 9.** For monitoring progress in matters with directions of Hon'ble High Court, Judicial Sections concerned of the Hon'ble Court, shall also maintain register of matters with directions of Hon'ble High Court.
- 10.** Aforesaid registers shall be placed before Registrar General or the Registrar (Judicial) once in a month for perusal, and for the needful at Registry Level.
- 11.** In this SOP, District & Sessions Judge shall mean all the officers of equivalent rank under direct administrative subordination of Hon'ble High Court, such as Principal Judge (Family Court) etc., and the directions in this SOP shall be followed by such equivalent rank officers and the officers subordinate to them, accordingly.

(Yogesh Kumar Gupta)
Registrar General

Annexure-A

Sr. No.	Particulars	Details
(I)	Designation of the Court
(II)	Case No.
(III)	Title of the Case
(IV)	Nature of the Case	
(V)	(a) Date of the order of the Superior Court fixing the time limit.
	(b) Specify the time to conclude the case/trial.
(VI)	Whether the request for extension of time has been made earlier, if yes, details thereof.
(VII)	Present status of the case
(VIII)	Reason(s) for the delay
(IX)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.
(X)	Specific period of extension prayed for, with reasons.

Date:

(Name of Presiding Officer)
Designation: