PRINCIPAL DISTRICT COURT: EAST GODAVARI AT RAJAMAHENDRAVARAM: DATED 12.03.2026

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Communicated the copy of Hon'ble High Court's letter in ROC.No.483/SO/2025, Dated 11.03.2026, along with copy of Standard Operating Procedure (SOP) for requesting the extension of time from Hon'ble Supreme Court of India or the Hon'ble High Court of Andhra Pradesh, to dispose of the matters in which a time frame is fixed, to all the Judicial Officers working in the Unit of East Godavari, for strict compliance and necessary action.

12.3.26

PRINCIPAL DISTRICT JUDGE.

To
All the Judicial Officers in the Unit of East Godavari.

Copy to
The System Officer (I/c), Principal District Court, Rajamahendravaram with a direction to upload the same in the District Court's Official Website.

Dis. 2596
12.3.26

Y.V.S.B.G. PARDHA SARADHI
REGISTRAR GENERAL

AMARAVATI
(Off) :0863 2372613
(Telefax):0863 2372631

ROC No.483/SO/2025 **Dated. 11 .03.2026**

To

All the Principal District Judges in Andhra Pradesh.

Sir/Madam,

Sub: High Court of Andhra Pradesh – Order dated 23.05.2025 in M.A.No.919 of 2025 in SLP (Crl.) No.3607 of 2023 – Directed for preparation of Standard Operating Procedure (SOP) outlining the manner in which cases wherein directions have been issued to expedite the hearing or conclusion of trial, suit or appeal – SOP approved by the High Court – Forwarded – Reg.

Ref: Order dt. 23.05.2025 in M.A.No.919 of 2025 in SLP (Crl.) No. 3607 of 2023 of Hon'ble Supreme Court of India.

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Communicated to all Sunki 11.3.26

Adverting to the subject and reference cited, I am directed to forward herewith the Standard Operating Procedure (SOP) outlining the procedure to be followed in the cases wherein directions have been issued by the Hon'ble Supreme Court or High Court of Andhra Pradesh, to expedite the hearing or conclusion of trial, suit or appeal, for compliance and necessary action.

Further, I also request you communicate the same to all the Officers in your Unit and to the Presiding Officers of Labour Courts/Tribunals in the District working under the control of the High Court, for compliance and necessary action.

Yours sincerely,

YVSBGPardha Saradhi

REGISTRAR GENERAL

R.2903 11-3-26

Encl: Standard Operating Procedure.

1. The Registrar (Judicial), for information and necessary action.
2. The Registrar (I.T. cum C.P.C.), with a request to direct the concerned to upload the Standard Operating Procedure on the High Court's website.

Ec 11/3/26

HIGH COURT OF ANDHRA PRADESH:: AMARAVATI

ROC.NO.483/SO2025 **DATED: 11 .03.2026**

STANDARD OPERATING PROCEDURE (SOP) FOR REQUESTING THE EXTENSION FO TIME FROM HON'BLE SUPREME COURT OF INDIA OR THE HIGH COURT OF ANDHRA PRADESH, TO DISPOSE OF THE MATTERS IN WHICH A TIME FRAME IS FIXED.

NOTIFICATION NO. 11 /SO/2026

1. Object of this SOP:

In pursuance of the directions given by Hon'ble Supreme Court in Durgavati @ Priya Vs CBI, (MA.919/2025 in SLP (Crl) No,3607/2023 dt.23-5-2025), High Court of Andhra Pradesh hereby issues this Standard Operating Procedure to lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary, while requesting extension of time from the Hon'ble Supreme Court or the High Court where specific time frames have been fixed to dispose of the judicial proceedings, by the Hon'ble Supreme Court or the High Court.

2. Applicability:

This SOP shall apply to the Presiding Officers of all the Courts of the District Judiciary, including Special tribunals conducting judicial proceedings in which a time frame or specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

3. Procedure for seeking extension of time:

All requests for extension of time in a judicial proceeding shall be routed through the proper channel as under:

1. In case of request for extension of time from the Hon'ble High Court, the Presiding Officer concerned (except Principal District & Sessions Judge) shall send the request for extension of time through the concerned Principal District and Sessions Judge to the Registrar (Judicial) of the High Court of Andhra Pradesh trough both modes i.e. official e-mail and Physical mode at least 10 days in advance before the expiry of time fixed by the Hon'ble High Court. In turn, the Principal District & Sessions Judge shall send the request for extension of time to the Registrar (Judicial) of the High Court of Andhra Pradesh within 4 days from the date of receipt of the request for extension of time.

2. In case of request for extension of time being submitted to the Hon'ble Supreme Court, the Presiding Officer concerned (except Principal District & Sessions Judge) shall, via official e-mail and physical mode, send the request through the concerned Principal District Judge to the Registrar (Judicial) of the High Court of Andhra Pradesh 10 days in advance before the expiry of time fixed by Hon'ble Supreme Court and in turn, the Registrar (Judicial) shall forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court 7 days in advance before the expiry of time framed.

3. In case, the extension of time is relates to the matter pending before the court of Principal District and Sessions Judge of a particular District, Principal District & Sessions Judge shall send the request for extension of time, via official e-mail and physical mode, to the Registrar (Judicial) of the High Court of Andhra Pradesh 10 days in advance before the expiry of time fixed by Hon'ble Supreme Court or High Court. If the time frame is fixed by the High Court, Registrar (Judicial) must place the same before the appropriate bench for passing necessary orders. If the time frame

is fixed by the Hon'ble Supreme Court, Registrar (Judicial) of the High Court of Andhra Pradesh shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court in advance before expiry of the time frame fixed.

4. Justification and supporting details:

1. The concerned Presiding Officer shall furnish the relevant information namely; designation of his/her Court, case number., names of parties, nature of the case, case number in which time frame fixed, date of the order of the superior court fixing the time frame, stage of the case as on the date of application for extension of time, reason(s) for not disposing of the matter within time as fixed by the Hon'ble Supreme Court or High Court as the case may be and further time required with reasons seeking extra time, in the proforma as appended to this SOP.

2. After receipt of the request application from the presiding officer concerned, the Principal District and Sessions Judge shall examine such application and make a note by expressing his views whether there are reasonable grounds to extend time or not, and forward such application along with his views to the Registrar (Judicial) of the High Court.

3. Where the time limit is fixed by the Hon'ble Supreme Court or High Court of Andhra Pradesh in relation to the matter, pending before the Principal District and Sessions Court. Application for the extension of time in the proforma attached to these Rules shall directly be sent to the Registrar (Judicial) for extension of time.

4. After receipt of such application, for extension of time, by Registrar (Judicial) from the Principal District and Sessions Judge, concerned Registrar (Judicial) shall examine whether the application is in accordance with these guidelines and make a note whether time can be extended or not and place the said note along with application, before the Bench concerned, which fixed such time and obtain necessary order/orders. If the time frame is fixed by Hon'ble Supreme Court, Registrar (Judicial) of High Court of Andhra Pradesh shall examine the application sent for extension of time by the presiding officer through Principal District and Sessions Judge and the note of Principal District and Sessions Judge on such application, prepare a note by expressing his views whether time can be extended or not and shall send the same to Registry of Hon'ble Supreme Court to place before the bench concerned for passing necessary order/s, in advance, before the expiry of time fixed by the Hon'ble Supreme Court.

5. **Restrictions:**

1. No presiding officer of the District Judiciary other than the Principal District and Sessions judge shall forward an application for extension of time directly to the High Court. The same shall be submitted through the Principal District and Sessions Judge. Similarly, the Principal District and Sessions Judge shall not send the application for extension of time directly to the Hon'ble Supreme Court and the same shall be submitted through the High Court Registry.

2. Any deviation routing through the proper channel, as mentioned above, and repeated or unreasonable delays without proper cause may be viewed seriously and be subject to administrative action.

6. **Monitoring:**

1. The office of the Principal District and Sessions Court of the concerned District shall maintain a Register in this regard with the following particulars.

S.No	Details	Information
1.	Name of the Court in which the time frame matter is pending.	
2.	Names of the parties	
3.	Nature of proceedings pending	
4.	Case number and date of the order in which the time frame is fixed by the Hon'ble Supreme Court or High Court	
5.	Time frame given by the Hon'ble Supreme Court or the High Court	
6.	Steps taken for the disposal of the said case during such period	
7.	Whether there is progress in the matter or not	
8.	Next date of review.	

2. The Principal District and Sessions Judge concerned, shall personally monitor compliance with time frame matters and shall periodically (preferably every 15 days) review the status of such time frame matters, where extensions have been sought or granted.

3. After such review, the Principal District and Sessions Judge shall send a report about the progress in such matters to the Registrar (Judicial) who shall inturn place such report before the Administrative judge of the District concerned for giving necessary instructions.

7. **Awareness:**

1. The Principal District and Sessions Judge of the District Concerned shall circulate this SOP to all the presiding officers working in his/her unit, including all Special Tribunals. Further, the Principal District and Sessions Judge shall discuss this SOP and the progress of time frame matters in the conferences conducted by him as per the schedule given by the High Court.

2. The Principal District and Sessions Judge shall circulate this SOP to all the judicial officers working in his/her unit for communication and implementation.

8. **Review of this SOP**

This SOP is subject to further modifications/directions based on practical experiences in implementing this SOP.

REGISTRAR GENERAL

Application for extension of time

S.No	Details	Information
1	Designation of the Court	
2.	Case Number	
3	Names of parties	
4.	Nature of the case	
5.	Designation of Court which fixed the time frame	Hon'ble Supreme Court or High Court
6.	Case number in which time frame is fixed	
7.	Date of order in which time frame is fixed	
8.	Time frame fixed	
9,	Stage of the case as on the date of time frame fixed	
10	Stage of the matter as on the date of application for extension of time	
11.	Reasons for not disposed of the matter within time frame	
12	Fresh time required for disposal with specific reasons for seeking such much time.	

Date:
Station:

Signature of presiding officer
Designation