OFFICE OF THE DISTRICT & SESSIONS JUDGE,
GOMATI DISTRICT AT UDAIPUR

No.F.4(50)(A)-DJ/G/UDP/2023-25/14184-99, Dated, Udaipur, the 15th November, 2025

OFFICE ORDER

It has been observed that certain employees/officials of this Establishment have been keeping files pending for an unduly long period, including files involving time-bound directions issued by the Hon'ble High Court. Such inordinate delay in processing and complying with the directions of the Hon'ble High Court not only creates an unwelcoming administrative situation but causing displeasure to the Hon'ble High Court.

In order to address this recurring issue, it is imperative to prescribe a strict timeline for the disposal of files relating to this office.

Accordingly, it is hereby directed that, in general, no file shall remain pending with any employee/official of this establishment for more than three (03) working days. In cases involving time-bound directions or urgent matters, the file must be processed on the same day or within the prescribed time limit, unless written permission for additional time is obtained from the Head of Department (HOD) or other competent higher authority.

In view of the above directions, all employees/officials of this establishment are hereby instructed to submit a statement of all files currently pending with them for more than three days, along with a detailed explanation of the reasons for such delay, if any.

Henceforth, a monthly statement of pending files shall be submitted on the first working day of every month without fail.

It is further clarified that any failure to comply with these instructions will be viewed seriously, and appropriate disciplinary proceedings shall be initiated in accordance with applicable rules, regulations, and service conduct standards.

This order shall be circulated among all staff members/officials of the establishment for strict compliance.

15/11/2025

(Ravi Dahiya)
District & Sessions Judge,
Gomati District, Udaipur

Copy to-

1. The Addl. District & Sessions Judge, Gomati District, Udaipur;
2. The Civil Judge (Sr. Div.), Gomati District, Udaipur;
3. The Chief Judicial Magistrate-Cum-Civil Judge (Sr. Div.), Gomati Judicial District, Udaipur (Head of Office of this establishment);
4. The Civil Judge (Jr. Div.) (Court No. 1)-Cum-Judicial Magistrate 1st Class (Court No. 3), Udaipur, Gomati District;
5. The Judicial Magistrate 1st Class (Court No. 1)-Cum-Civil Judge (Jr. Div.) (Court No. 3), Udaipur, Gomati District;

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6. The Judicial Magistrate 1st Class (Court No. 2)-Cum-Civil Judge (Jr. Div.) (Court No. 2), Udaipur, Gomati District;
7. The Sr. Sheristadar, Court of the District & Sessions Judge, Gomati Judicial District, Udaipur;
8. The Establishment/Accounts/Nazarat/ Leave/Judicial /Library/ Copying Section or any other section of this establishment for information and doing the needful.
9. All Staff Members of this establishment;
10. ORDER BOOK.

15/11/25

District & Sessions Judge,
Gomati District, Udaipur