

## Standard Operating Procedure (S.O.P)

The “**Committee for Service Conditions of the District Judiciary (CSCDJs)**” has come up with the following **Standard Operating Procedure (S.O.P)** for proper and effective implementation of the **recommendations of the Second National Judicial Pay Commission (SNJPC)** in accordance with the Judgment dated 04.01.2024 passed by Hon’ble Apex Court in **Writ Petition(Civil) No. 643 of 2015** titled as All India Judges Association Vs. Union of India and others, for **ensuring timely redressal of grievances** related to claims and disbursement of allowances including Pay, Pension, Arrears and all allied matters of the **Judicial Officers, Pensioners and Family Pensioners of the State of UP.**

1. The Additional Chief Secretary, Department of Appointment & Personnel/Finance, State Government of UP, Lucknow, has been directed to issue the appropriate Government Orders/Office Memorandum regarding payment of allowances as approved by the Hon’ble Apex Court, without any delay for ensuring the timely disbursement of all allowances and its arrears by 29.02.2024.

2. The Principal Secretary Law & L.R., Govt. of U.P., Lucknow may also be directed to follow up the matter regarding issuance of appropriate Government Orders/Office Memorandum in co-ordination with the Additional Chief Secretary, Department of Appointment & Personnel/Finance, Government of UP, Lucknow.

3. **Nodal Agency at the Level of District** i.e. concerned District Judgeship of U.P. for **District Courts, Family Courts, Commercial Courts, M.A.C.Ts & L.A.R.R.As to handle the grievances of retired/ serving Judicial Officers** posted from/in above mentioned courts & **also for retired Judicial Officers/Family Pensioners**, retired from D.L.S.As/S.L.S.A./on deputation (elsewhere).

**Nodal Officer at the Level of District** i.e. concerned District & Sessions Judge or Judicial Officer of H.J.S. Cadre (Preferably D.D.Os) be nominated by the District Judge, to handle the disbursement of Allowances, Arrears, Services, Retiral benefits, and any Grievances of the Judicial Officers, Pensioners and Family Pensioners **with the direction to ensure that the grievances be submitted in the first instance before the concerned District Judgeship from where they (Judicial Officers) had retired/ are serving instead of directly approaching the High Court for the same.**

**Nodal Agency/Nodal Officer** of the concerned District be directed to communicate the retired Judicial Officers of their Judgeship about submitting their grievances (if any) related to disbursement of Allowances, Arrears, Services, Retiral benefits, etc to the Nodal agency/Nodal officer at the level of the concerned Judgeship from where they have retired.

**4. Nodal Agency at the Level of High Court** i.e. High Court of Judicature at Allahabad **and Nodal Officer i.e. Shri Anoop Kumar Goel, Retd. District Judge** has been nominated to handle the forwarded grievances of the Judicial Officers/Pensioners/Family Pensioners which could not be provided redressal at the level of respective District Judgeship (Nodal Agency/ Nodal Officer).

**5. Nodal Agency at the Level of State** i.e. State Government (Nyay Anubhag) **for serving Judicial Officers** posted on deputation(elsewhere) including S.L.S.A., J.T.R.I., etc. and **Nodal Officer** i.e. Principal Secretary (Law) & L.R. or Judicial Officers of H.J.S Cadre be nominated by Principal Secretary (Law) & L.R. to handle the redressal of grievances of the Judicial officers/Pensioners/Family Pensioners **forwarded from High Court level Agency/Nodal Officer** with the direction to ensure that the grievances relating to disbursement of allowances, arrears and other services of Judicial Officers posted on deputation(elsewhere) including, S.L.S.A., J.T.R.I., etc. be submitted in the **first instance** before the **State Government (Nyay Anubhag)**.

**6. Nodal Agency/Nodal Officer (at the Level of District)** of the respective District Judgeship be directed to forward such grievances of the Judicial Officers/Pensioners/Family Pensioners **to the level of High Court**, for which High Court may deem to be the competent authority.

**Similarly, Nodal Agency/Nodal Officer at the level of High Court** also be directed to forward such grievances of the Judicial Officers/Pensioners/Family Pensioners **to the level of State**, for which State Government may deem to be the competent authority.

In addition to, **Nodal Agency/Nodal Officer at the level of State** also be directed to forward such grievances of the Judicial Officers/Pensioners/Family Pensioners **to the level of High Court**, for which High Court may deem to be the Original competent authority.

**7. All the Judicial Officers, Pensioners and Family Pensioners of the State of U.P.** in case of any grievances related to claims and disbursal of allowances including Pay, Pension, Arrears and all allied matters, **are directed** to submit their grievances **firstly before the concerned District Judgeship (Nodal Agency/Nodal Officer)** in which they are serving or from where they have retired, for timely redressal of their grievances.

**If their grievances could not be redressed** by the concerned Nodal Agency/Nodal Officer **at the concerned District level, in such a scenario**, the grievances are needed to be forwarded **to the High Court level** citing appropriate reasons by the Nodal Agencies/Nodal Officers of the concerned District.

**8. Nodal Officers** at the level of Districts Judgeship be also instructed to maintain a database of Judicial Officers (retired Judges and Family Pensioners) in the District Judiciary. This database should be updated periodically, at least on quarterly basis, and the same updates be sent to the Hon'ble Court.

**9. The Contact details**, such as mobile numbers and email addresses of **Nodal Agencies** and **Nodal Officers** at the level of High Court, District Judgeship and State are furnished and compiled as **Annexure-II** for easy accessibility regarding the grievances relating to disbursement of Allowances, Arrears and other Services to the Judicial officers, Pensioners and Family Pensioners.

**10. Nodal Agencies/Nodal Officers** at the **level of Districts Judgeship & State Government** be also further instructed to upload the **contact details such as Mobile Number & Email Address** of concerned Nodal Agency/Nodal Officer on the concerned District Court's website and State Government website.

**11. The Judge's Association and the Retired Judges' Association** be also asked to submit their representations regarding disbursement of Allowances, Arrears, Services, Retiral benefits, and grievances of Judicial officers, Pensioners and Family Pensioners to Nodal officer **at the level of Hon'ble High Court promptly.**

The **Secretary General of the U.P. Judicial Services Association and the Retired Judges' Association of the Judicial Officers** also be directed **to circulate** the instructions to all the Judicial Officers, Pensioners and Family Pensioners to submit their grievances related to disbursement of Allowances, Arrears, Services, Retiral benefits, etc to the **Nodal agency/Nodal officer** at appropriate level as the case may be.

**12. The Office of Nodal Officer** at the level of High Court will handle the grievances raised by the Judicial Officer/ Pensioner/ Family Pensioner. This Office shall prepare and maintain a database of Retired Judicial Officers (Judges and Family Pensioners) of the District Judiciary ensuring periodical updation, at least on quarterly basis.

**13. The grievances of Judicial Officers/Pensioners/Family Pensioners, if any, which could not be provided redressal at the level of District & forwarded through the representation of the Judges' Association/ the Retired Judges' Association, shall be brought to the notice of Hon'ble the CSCDJ through the Nodal Officer** at the level of High Court.

**14. The Office of Nodal Officer** at the level of High Court can act as a body for recording and archiving information and suggestions, maintaining a record of difficulties faced in implementation pertaining to timely redressal of grievances related to claims and disbursal of allowances including Pay, Pension, Allowances, Arrears and all allied matters of the Judicial Officers, Pensioners and Family Pensioners of the State of UP & generating an institutional memory which will facilitate a consultative framework for subsequent pay commission constituted for Judicial Officers.