

—:: कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, उज्जैन (म.प्र.) ::—

पृष्ठांक 5844 / एक-6-2/11
प्रतिलिपि :-

उज्जैन, दिनांक मई 2025
- 6 JUN 2025

1.

(समस्त न्यायिक अधिकारीगण जिला उज्जैन)

की ओर माननीय उच्च न्यायालय मध्यप्रदेश खण्डपीठ इन्दौर द्वारा प्रेषित पृष्ठांकन क्रमांक 1644 दिनांक 02.06.2025 व संलग्न Standard Operating Procedure (SOP) for requesting an Extension of time from Hon'ble Supreme Court or High Court of Madhya Pradesh के संबंध में माननीय उच्च न्यायालय मध्यप्रदेश, जबलपुर द्वारा प्रेषित ज्ञापन बी/2878 दिनांक 15.05.2025 की प्रति मय सहपत्रों के सूचनार्थ, आवश्यक कार्यवाही एवं निर्देशों का कड़ाई से पालन किये जाने हेतु प्रेषित।

संलग्न : उपरोक्तानुसार

प्रधान जिला एवं सत्र न्यायाधीश,
उज्जैन (म.प्र.)

HIGH COURT OF MADHYA PRADESH BENCH AT INDORE

Endorsement

Endt. No. Admn./117-A/1644

Indore, dated 02/06/2025

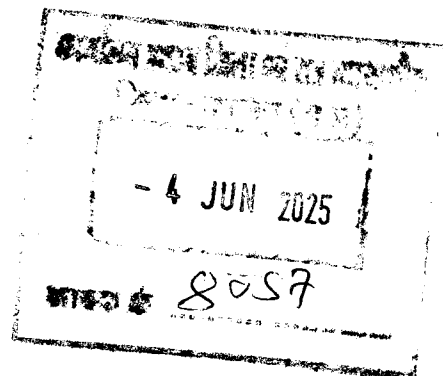
Forwarded, copy of memo No. B/2878/III-2-9/2025, Jabapur, dated 15-05-2025 along with **Standard Operating Procedure (SOP)** and for requesting an Extension of time from Hon'ble Supreme Court or High Court of M.P. to conclude time bond Trials/Suits/Other Proceedings, to:-

1. The Principal District & Sessions Judge, District Indore/Ujjain/Barwani/Rajgarh/Dewas/Ratlam/Neemuch/Dhar/Jhabua/Mandleshwar/Shajapur/Mandsaur/Alirajpur/Agar Malwa (M.P.), for information and necessary action.
2. Secretary to Hon'ble Shri Justice _____, High Court of M.P., Bench at Indore for kind information to Hon'ble Lordship.
3. P.A. / Reader to: Principal Registrar, Officer on Special Duty, Sr. Registrar (I.T.-NCT) & Joint Registrar (M), High Court of M.P., Bench at Indore, for information to officer concerned and thereafter for record.

Encl.: As above.

[Signature]
Principal Registrar

S.C.
C.A.
04.06.25
A



HIGH COURT OF MADHYA PRADESH: JABALPUR

No. B/2878 / / Jabalpur, dated 15/05/2025
III-2-9/2025

To,

The Principal District and Sessions Judge(s),
All in the State (M.P.)

Subject:- Standard Operating Procedure (SOP) for requesting an Extension of time from Hon'ble Supreme Court or High Court of Madhya Pradesh to conclude time bound Trials/Suits/Other Proceedings.

Ref:- Compliance of directions issued in M.A. No. 736/2025 in SLP (Crl.) No. 11817/2023 titled as 'Ramkishore @ Kallu Vs. State of Madhya Pradesh & Anr.' by the Hon'ble Supreme Court.

Sir/Madam,

Please find enclosed herewith a copy of the Order passed by Honourable the Supreme Court of India dated 09.05.2025 in **M.A. No. 736/2025 in SLP (Crl.) No. 11817/2023** titled as '*Ramkishore @ Kallu Vs. State of Madhya Pradesh & Anr.*'

In light of the directions issued by Hon'ble Supreme Court, the High Court of Madhya Pradesh has prepared the Standard Operating Procedure (SOP) for the Judge(s) dealing with the cases in which time limit is fixed to conclude the Trials/Suits/Other Proceedings and they have to request for extension of time for some reason or other from Hon'ble Supreme Court or High Court of Madhya Pradesh to conclude time bound Trials/Suits/Other Proceedings.

As directed, I request you to bring the same into the knowledge of all the Judicial Officers under your kind control for information, compliance and appropriate action and the Judge(s) further be ensure that the SOP followed with letter and sprit.

Encl:- As above.

Mukesh Rawat
15/5/25

MUKESH RAWAT
REGISTRAR District Establishment

Endt. No. 8/2879
III-2-3/2025

Jabalpur, dated 15/05/2025

Copy forwarded to:-

1. Registrar (I & L) for information and appropriate action.
2. Registrar (J-II) for information and appropriate action.
3. Member Secretary, SCMS for information and appropriate action.
4. Principal Registrar, Bench at Gwalior and Indore for information and appropriate action.

Mukesh Rawat
15/5/25

MUKESH RAWAT
REGISTRAR District Establishment

**Standard Operating Procedure (SOP) for Requesting an Extension of Time
from Hon'ble Supreme Court or High Court of Madhya Pradesh to
Conclude Time-Bound Trials/Suits/Other proceedings**

1. Objective:

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials/suits/other judicial proceedings by the Hon'ble Supreme Court or the High Court.

2. Applicability:

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials/suits/other judicial proceedings in which a timeline/deadline or time 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:

A. Route of Communication:

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

(1) In case of request for extension of time from Hon'ble High Court-

(i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court) shall send the request for extension of time through the concerned Principal District Judge to the Registrar (Judicial) of the High Court at Principal Bench Jabalpur or Principal Registrar of the Benches at Indore/ Gwalior, as the case may be, through both modes i.e. official e-mail and regular mode.

(ii) The Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court shall, regarding the matter pending before them, send the request

(2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the 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 specific period of extension prayed for.

(3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I**.

(4) Note of Principal District Judge concerned/Registrar (Judicial)/Principal Registrar of respective Benches, if and wherever deemed necessary or required, shall be appended to the request.

4. **Restrictions:**

Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing them through proper channel as mentioned above.

Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. **Monitoring:**

Principal District Judge concerned/Registrar (Judicial)/Principal Registrar of respective benches shall monitor compliance with time-bound orders and may periodically (preferably in every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

6. **Reporting Requirement:**

The Registrar (Judicial)/Principal Registrar of respective benches shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

Annexure-I

Sr. No.	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior court fixing the time limit.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	
