OFFICE OF THE DISTRICT JUDGE, PRAYAGRAJ.
ADMIN ORDER NO. 550 DATED : AUGUST 10, 2025.

ORDER

Vide Letter No. 10638/ Admin G-II/Allahabad Dated: 14.08.2025, regarding **Standard Operating Procedure (SOP) for requesting an Extension of Time from Hon'ble Supreme Court or Hon'ble High Court of Judicature at Allahabad to conclude Time Bound Trials/Suits/Other proceedings**, it is communicated that Hon'ble Supreme Court vide order dated 23.05.2025 passed in **Misc. Application No. 919/2025 in SLP (Crl) No. 3607/2023, Durgawati @ Priya Vs. CBI has expressed displeasure over direct correspondence with the Registry of Hon'ble Supreme Court by the concerned judges where directions have been issued for the expeditious conclusions of trials/suits/appeals**. In this regard, in compliance thereof, the Hon'ble Court while enclosing the copy of Standard Operating Procedure, directed ensuring strict compliance for requesting an Extension of Time from Hon'ble supreme Court or High Court of Judicature at Allahabad to conclude Time Bound Trials/Suits/ Other proceedings.

1. Thus, in compliance of directions of Hon'ble Court **all the Judicial Officers of the Judgeship are directed to strictly follow up the guidelines/directions given in Standard Operating Procedure (SOP) for requesting an Extension of Time from Hon'ble Supreme Court or Hon'ble High Court of Judicature at Allahabad to conclude Time Bound Trials/Suits/Other proceedings.**

2. The System Officer is directed to provide pdf copy of **Standard Operating Procedure** along with soft copy of Hon'ble Court Letter No. 10638/ Admin G-II/ Dated 14.08.2025, to all the Judicial Officers, working under control of undersigned for ensuring strict compliance of Hon'ble directions in letter & spirit.

3. A hard-copy of **Standard Operating Procedure (SOP)** alongwith Hon'ble Court Letter No. 10638/ Admin G-II/ Dated 14.08.2025, be also circulated among all the Judicial Officers working under control of undersigned, for information and ensuring strict compliance in letter & Spirit, without any slippage. It is further directed that wherein, extention have been sought, details shall be furnished by the concerned Presiding Officer in tabular form, as mentioned in Annexure-I of the Standard Operating Procedure (SOP).

4. For Monitoring the compliance with time bound orders, Sri Vinod Kumar Chaurasiya, Chairman Compliance Committee/ Nodal Officer Computer is directed to monitor the compliance and review the status of pending such case wherein extension have been sought or granted, from concerned courts and submit report in this regard before undersigned in every 30 days.

(Sanjiv Kumar)
District Judge,
Prayagraj.

Through E-mail

From,

Rajeev Bharti, HJS
Registrar General
High Court of Judicature at,
Allahabad

To,

All the District and Sessions Judge(s)/OSD
All the Principal Judges, Family Courts
All the Presiding Officers of Commercial Courts, MACTs & LARRAs
State of Uttar Pradesh

No. 10638 **/Admin G-II/Allahabad** **Dated** 14/08 **/2025**

Sub: Regarding 'Standard Operating Procedure' (SOP) for requesting an Extension of Time from Hon'ble Supreme Court or High Court of Judicature at Allahabad to conclude Time Bound Trials/Suits/Other proceedings'

Madam/Sir,

Hon'ble Supreme Court of India vide order dated **23.05.2025** passed in **Misc. Application No. 919/2025 in SLP (Crl) No. 3607/2023, Durgawati@ Priya Vs. CBI** has expressed displeasure over **direct correspondence with the Registry of Hon'ble Supreme Court by the concerned judges where directions have been issued for the expeditious conclusions of trials/ suits/ appeals.**

Accordingly, in compliance with the directions issued by Hon'ble Supreme Court, a **Standard Operating Procedure (SOP)** has been prepared by this Hon'ble Court outlining the manner in which cases, **wherein directions have been issued to expedite the hearing or conclusion of trial, suit or appeal shall be corresponded with the registry of Hon'ble Supreme Court or this Hon'ble Court.**

In this regard, while enclosing a pdf copy of ***"Standard Operating Procedure (SOP) for requesting an Extension of Time from Hon'ble Supreme Court or High Court of Judicature at Allahabad to conclude Time Bound Trials/Suits/Other proceedings"***, I am to request you to communicate the same to all the Judicial Officers of your judgeship and ensure strict compliance of the same, by all the concerned.

Encl. As above

Yours faithfully,

14/8/25

Registrar General

Standard Operating Procedure (SOP) for Requesting an Extension of Time from Hon'ble Supreme Court or High Court of Judicature at Allahabad 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 District & Sessions Judge, Principal Judge of Family Court and Presiding Officers of MACTs, LARRAs & Commercial Courts) shall send the request for extension of time through, the concerned District Judge/Principal Judge (Family Court) to the **Registrar(J)(Litigation) of the High Court of Judicature at Allahabad or Senior Registrar, Lucknow Bench, Lucknow** as the case may be, through both modes i.e. official e-mail and regular mode.

(ii) The District & Sessions Judge and Principal Judge of Family Court/Presiding Officers of MACTs, LARRAs & Commercial Courts) shall, regarding the matter pending before them, send the request for extension of time to the Registrar (J) (Litigation) of the High Court of Judicature at Allahabad or Senior Registrar, Lucknow Bench, Lucknow as the case may be, through official e-mail and regular mode.

(2) In case of request for extension of time from **Hon'ble Supreme Court**-

(i) The concerned Presiding Officer (except District & Sessions Judge, Principal Judge of Family Court and Presiding Officers of MACTs, LARRAs & Commercial

Courts) shall, via official e-mail and regular mode, send the request through the concerned District Judge/ Principal Judge, Family Court to the Registrar (J) (Litigation) of the High Court of Judicature at Allahabad or Senior Registrar, Lucknow Bench, Lucknow as the case may be, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

(ii) The District & Sessions Judge, Principal Judge of Family Court and Presiding Officers of MACTs, LARRAs & Commercial Courts shall, regarding the matter pending before them, send the request for extension of time, via official e-mail and regular mode, to the Registrar (J)(Litigation) of the High Court of Judicature at Allahabad or Senior Registrar, Lucknow Bench, Lucknow as the case may be, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

B. Justification and Supporting Details:

(1) The concerned Presiding Officer shall furnish the relevant information namely; Designation of his Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior court fixing the time limit, Present status of the case and reason(s) for delay in concise.

(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 District Judge/ Principal Judge, Family Court concerned/ Registrar (J) (Litigation), High Court of Judicature at Allahabad/ Senior Registrar, Lucknow Bench, Lucknow 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:**

District Judge/ Principal Judge, Family Court concerned/ Registrar(J)(Litigation), High Court of Judicature at Allahabad / Senior Registrar, Lucknow Bench, Lucknow 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 (J)(Litigation), High Court of Judicature at Allahabad / Senior Registrar, Lucknow Bench, Lucknow shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

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By order of the Hon'ble Court

14/10/25

Registrar General

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.	.....

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HIGH COURT OF JUDICATURE AT ALLAHABAD