# OFFICE OF THE DISTRICT JUDGE, PRAYAGRAJ.

**ADMIN. ORDER NO. 692** **Dated : Oct.31, 2025**

## ORDER

While referring to the Hon'ble High Court's earlier Letter No. **10638/Admin G-II/Allahabad dt.14/08/2025**, whereby **'Standard Operating Procedure' (**SOP) for requesting time-limit extensions from the Hon'ble Supreme Court or the High Court of Judicature at Allahabad to conclude time-bound trials, suits, and other proceedings, vide **Hon'ble High Court's Letter No.3179/Registrar (J)(Litigation) Dt. 28.10.2025**, following imperative directives, aimed at ensuring seamless, transparent and timely processing of all requests for extension of time-limit has been communicated with a direction to disseminate these instructions to all Judicial Officers of the Judgeship to ensure stringent compliance with the Hon'ble Court's 'Standard Operating Procedure' (SOP) :

1. All requests for extension of time-limit, which are to be routed through the Registrar (J) (Litigation) of the High Court, shall be sent to the newly created official e-mail ID:tbcm_litigation@allahabadhigh court.in. This dedicated digital channel is designed to significantly reduce processing delays and enhance traceability.
2. It is crucial to note that this digital pathway supplements, rather than replacing, the existing requirement. The submission of the request through the regular physical mode (hard copy) shall continue, as prescribed in the aforementioned SOP. Both digital and physical submissions are compulsory.
3. It is reiterated that the request for extension of time-limit must be furnished by the concerned Presiding Officer in the precise tabular form as mentioned in the Annexure of the above-referred SOP. Any deviation from this prescribed format will regrettably lead to delays in processing.
4. To facilitate the smooth and timely processing of these requests and to avoid any ambiguity, all Presiding Officers are requested to clearly and completely mention the exact case number along with the name of the Hon'ble Court (i.e., either Hon'ble Supreme Court or High Court of Judicature at Allahabad, as the case may be) which has passed the expedite or time-bound disposal order. These crucial details must be included without fail in the appropriate column of the Annexure format, specifically under Sr. No. (v): "Date of the order of the Superior Court fixing the time limit." Incomplete or inaccurate entries in this section will inevitably impede prompt action.

**II.** In this regard, it has been apprised by the Office that in compliance of Hon'ble Court's earlier Letter No.**10638/Admin G-II/ Allahabad dt.14/08/2025**, vide Admin. Order No. 550 Dt. 10.08.2025 passed by my learned Predecessor, a copy of above **'Standard Operating Procedure' (**SOP) was circulated among all Judicial Officers along with a soft copy Hon'ble Court's above letter for compliance of Hon'ble Court's direction in letter and spirit.

**III.** In compliance of Hon'ble Court's directions given through letter dt. 28.10.2025, in continuation of Admin Order No. 550 Dt. 10.08.2025 passed by my learned predecessor, following order is being passed with immediate effect:

(a) The System Officer is directed to provide a soft/pdf copy of Hon'ble Court's aforesaid directions along with soft/pdf copy of **Hon'ble High Court's Letter No. 3179/Registrar (J) (Litigation) Dt. 28.10.2025** for ensuring strict compliance in letter & spirit.

(b) A hard-copy of aforesaid directions issued by Hon'ble High Court along with soft/pdf copy of **Hon'ble High Court's Letter No. 3179/Registrar (J)(Litigation) Dt. 28.10.2025** be circulated among all the Judicial Officers of the Judgeship, for ensuring strict compliance of Hon'ble Court's above directions in letter & spirit.

(c) All the Presiding Officers of the Judgeship are impressed upon to comply with the Hon'ble Court's above said directions in letter and Spirit, without any slippage.

(d) The Special Judge (POCSO Act), Prayagraj/Nodal Officer (computer) Sri Vinod Kumar Chaurasiya, is directed to monitor the compliance of Hon'ble Court's above directions, in its exactnesss.

**IV.** Any default in this regard shall be viewed severely.

Inform all concerned for strict compliance.

31.10.2025

(**Satya Prakash Tripathi**)
District Judge
Prayagraj.

**Dated : Oct. 31 , 2025**

HIGH COURT OF JUDICATURE AT ALLAHABAD

Through E-mail

From,

The 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. 3179 /Registrar (J) (Litigation) Dated: 28 /10/2025.

**Subject: Regarding submission of requests for Extension of Time-limit in Time-Bound Trials/Suits/Other Proceedings as prescribed in SOP.**

**Madam/Sir,**

Please refer to this Court's letter No. 10638/Admin G-II/Allahabad dated 14/08/2025, which circulated the 'Standard Operating Procedure' (SOP) for requesting time-limit extensions from the Hon'ble Supreme Court or the High Court of Judicature at Allahabad to conclude time-bound trials, suits, and other proceedings.

In this regard I have been directed to convey the following imperative directives, aimed at ensuring seamless, transparent and timely processing of all requests for extension of time-limit:

1. All requests for extension of time-limit, which are to be routed through the Registrar (J) (Litigation) of the High Court, shall be sent to the newly created official e-mail ID: ***tbcm_litigation@allahabadhighcourt.in.*** This dedicated digital channel is designed to significantly reduce processing delays and enhance traceability.
2. It is crucial to note that this digital pathway supplements, rather than replacing, the existing requirement. The submission of the request through the regular physical

Scanned with OKEN Scanner

mode (hard copy) shall continue, as prescribed in the aforementioned SOP. Both digital and physical submissions are compulsory.

3. It is reiterated that the request for extension of time-limit must be furnished by the concerned Presiding Officer in the precise tabular form as mentioned in the Annexure of the above-referred SOP. Any deviation from this prescribed format will regrettably lead to delays in processing.

4. To facilitate the smooth and timely processing of these requests and to avoid any ambiguity, all Presiding Officers are requested to clearly and completely mention the exact case number along with the name of the Hon'ble Court ***(i.e., either Hon'ble Supreme Court or High Court of Judicature at Allahabad, as the case may be)*** which has passed the expedite or time-bound disposal order. These crucial details must be included without fail in the appropriate column of the Annexure format, specifically under Sr. No. (v): **"Date of the order of the Superior Court fixing the time limit."** Incomplete or inaccurate entries in this section will inevitably impede prompt action.

You are, therefore, requested to disseminate these instructions to all Judicial Officers under your jurisdiction to ensure stringent compliance with the Hon'ble Court's 'Standard Operating Procedure' (SOP).

With regards,

Yours faithfully,

28.10.2025

**(Alok Dubey)**
Registrar (J) (Litigation), High Court, Allahabad
for Registrar General, High Court of Judicature at Allahabad.

Encl: Copy of SOP dated 14-08-2025

HIGH COURT OF JUDICATURE AT ALLAHABAD

Scanned with OKEN Scanner

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.

.....

**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. | ..... |

****

HIGH COURT OF JUDICATURE AT ALLAHABAD