Endst. No. 10925/ **Dated :** 30/09/26

Copy of the same is forwarded to the following for information and necessary action, in the matter:-

1. All Judicial Officers posted in this Sessions Division.
2. The District Attorney, Rewari.
3. The Presidents, Bar Associations, Rewari; Bawal & Kosli.
4. The Supdt.Gr.II (Judl), dealing with fresh filing cases.
5. System Officer/System Assistant for uploading the same on official website of this Sessions Division.

District & Sessions Judge,
Rewari

OFFICE OF DISTRICT AND SESSIONS JUDGE, REWARI

OFFICE ORDER

It has been observed that the Hon'ble High Court of Punjab and Haryana, Chandigarh, has issued instructions from time to time regarding proper filing, registration and processing of miscellaneous applications through the CIS/e-Filing system, with a view to ensuring proper registration, generation of CNR number, **maintenance of complete electronic record and effective monitoring of judicial proceedings**. The Hon'ble High Court has also been providing and maintaining the e-Filing facility for filing of fresh matters and miscellaneous applications.

As per the aforesaid instructions/procedure, miscellaneous applications which are required to be separately registered, including, *inter-alia*, **remand papers, applications for release of case property on superdari, applications for additional evidence, applications for addition/deletion of parties and other miscellaneous applications requiring separate registration**, are required to be routed through the prescribed fresh filing/miscellaneous filing window of the CIS/e-Filing system and assigned the requisite separate registration/CNR number, wherever so prescribed.

It has, however, been noticed that in **some Courts of this Sessions Division, such miscellaneous applications are, at times, being entertained directly** without ensuring that the same have been duly filed and registered through the prescribed CIS/fresh filing window and without verifying the separate registration/CNR number. **Such practice is not in conformity with the prescribed procedure and may result in improper maintenance of the judicial record, difficulty in tracking the proceedings electronically and discrepancies between the physical and electronic records.**

Therefore, all the Judicial Officers posted in Sessions Division, Rewari, are hereby directed to strictly ensure that:

1. **Every miscellaneous application(s) including remand papers and superdari application etc. requiring separate registration shall be received and entertained only after ensuring that it has been filed through the prescribed CIS/fresh filing window, in accordance with the instructions applicable to such category of application.**
2. Before taking such application on record or passing any judicial order thereon, the concerned Court shall ensure that the application bears the **requisite filing/registration details and separate CNR number**, wherever a separate CNR is generated under the prescribed CIS procedure.
3. **No application shall be entertained in a manner contrary to the prescribed CIS/e-Filing procedure merely on account of convenience or otherwise**, except where an emergent situation or any specific judicial/administrative direction permits a different course.

All concerned shall ensure meticulous compliance with these directions. This order shall be brought to the notice of all concerned Judicial Officers and ministerial staff for strict compliance.

District & Sessions Judge,
Rewari.