

**OFFICE OF THE
PRINCIPAL DISTRICT AND SESSIONS JUDGE PULWAMA**

O R D E R

No. OB/213/PDSJP

Dated: **20/12/2025**

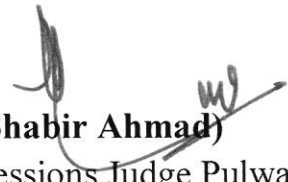
Honourable High Court of Jammu & Kashmir and Ladakh has observed that “*due care is not being exercised while submitting Monthly, Quarterly, Half-Yearly and Yearly Work Done Statements by the Courts, resulting in furnishing of incorrect and inconsistent information to the Registry. Such lapses adversely affect statistical records and lead to avoidable complications in administrative reporting.*” A Circular No. 19 of 2025/ RG, Dated 02.12.2025 has been issued, copy of which is enclosed herewith.

In sequel to the above Circular issued by the Honourable High Court of Jammu & Kashmir and Ladakh and in order to ensure correctness, transparency and proper maintenance of judicial records and in compliance with the directions issued from time to time, the following directions are hereby issued at District Level:

- All the courts of District Pulwama are directed to undertake physical verification of each case file and meticulously compare the particulars contained in the physical record with the data entered in the Case Information System (CIS).
- The verification shall include, inter alia, the case number, case title, case type, date of institution, age of the case, stage/ status, disposal, nature of disposal and proceedings/orders passed, so as to ensure complete conformity between the physical file and the CIS.
- In case, it is found that the case type reflected in the CIS does not match with the physical file, and if the need so arises, the concerned Ahlimad/ Clerk shall opt for appropriate case type conversion, strictly in accordance with the prescribed procedure.
- The correct information, including the accurate age of the case shall be updated on the CIS. Any incorrect, incomplete or inconsistent entry shall be rectified forthwith to reflect the true position as per the physical record.

- All proceedings and orders available on the physical record shall be properly recorded and updated on the CIS, ensuring that the electronic record is complete and up to date.
- All Judicial Officers are hereby directed to personally supervise and verify the preparation of Monthly, Quarterly, Half-Yearly and Yearly Work Done Statements before submission. The entries made therein shall strictly correspond with the actual data reflected in the physical records and the CIS.
- Any mismatch, discrepancy or incorrect reporting in the Work Done Statements or CIS data shall be viewed seriously and may entail administrative consequences. The concerned Judicial Officer and ministerial staff/ Ahlimad shall be responsible for ensuring accuracy and compliance.
- The above directions shall be complied with scrupulously and the necessary corrective exercise shall be completed during the month of January 2026, so that the correct figures/ data is reflected in the monthly statement for the month of January 2026 and same be communicated to the Honourable High Court well in time.

Note:- In case any Ahlimad / clerk faces any query on CIS while implementing the above directions, they shall contact the eCourt staff for redressal of the same.


(Malik Shabir Ahmad)

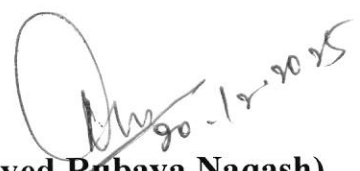
Principal District and Sessions Judge Pulwama

No. GD/1493-1495/PDSJP

Dated: 20/12/2025

Copy to the:-

1. All Judicial Officers of the District Pulwama for compliance.
2. All Srishtadars/Ahlimads/ Clerks of all Courts of District Pulwama for compliance.
3. System officer Pulwama for compliance.
4. Office file for records.


(Syed Rubaya Naqash)

Chief Administrative Officer Pulwama

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar General at Jammu)

Subject: Submission of Monthly / Quarterly / Half-Yearly / Yearly Work Done Statements.

Circular

No:- 19 of 2025/RG

Dated:- 02.12.2025

It has been observed that due care is not being exercised while submitting the monthly/quarterly/half-yearly/yearly Work Done Statements by the Courts, resulting in furnishing of incorrect and inconsistent information to the Registry. Such lapses not only affect statistical records but also lead to avoidable complications in administrative reporting.

All the Judicial Officers are hereby directed to personally supervise and verify the preparation of Work Done Statements before their submission. The entries in the statements must strictly correspond with the actual data reflected in the relevant records.

Any mismatch, discrepancy, or incorrect reporting in the Work Done Statement shall be viewed seriously and may entail administrative consequences.

By Order


(M.K.Sharma)

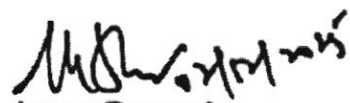
Registrar General

Dated: 02.12.2025

No: 74633-80 /RG/Sts.

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Jammu.
2. Secretary to Hon'ble Mr/Mrs Justice _____
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Jammu
4. Director J&K Judicial Academy, Jammu
5. Member Secretary, J&K Legal Services Authority.
6. Member Secretary, Ladakh Legal Services Authority.
7. Registrars Judicial, High Court of J&K, Srinagar/Jammu.
8. Registrar Rules, High Court of J&K and Ladakh, Jammu.
9. Registrar Computers, High Court of J&K and Ladakh, Jammu.
10. Joint Registrar, Judicial/Protocol, High Court of J&K and Ladakh.
11. CPC-eCourts, High Court of J&K and Ladakh, Jammu.
....for information
12. All Principal District and Sessions Judges, UTs of J&K and Ladakh for information and with the request to circulate the same amongst all the judicial officers within their respective jurisdiction.
13. Incharge NIC, Srinagar/Jammu, for uploading the same on the official website of the High Court.
14. Incharge Library, High Court Wing Srinagar/Jammu for information and for keeping the record of the same.
15. Office File.


Registrar General