

HIGH COURT FOR THE STATE OF TELANGANA:: AT HYDERABAD

Roc.No.1086/SO/2025

Date:05.08.2025

Notification No.07/2025

Pursuant to the directions of the Hon'ble Supreme Court of India in its Order dt.23.05.2025, in Miscellaneous Application No.919/2025, in SLP (Crl.) No.3607/2025 between Durgawati @ Priya Vs CBI, the High Court for the State of Telangana is pleased to direct the following Standard Operating Procedure (SOP) to be adopted with regard to "Requesting an Extension of time from the Hon'ble Supreme Court or High Court for the State of Telangana to conclude time bound Trials/Suits/other proceedings".

Standard Operating Procedure (SOP) for Requesting an Extension of Time from Hon'ble Supreme Court or High Court for the State of Telangana 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) shall send the request for extension of time through the concerned Principal District Judge to the Registrar (Judicial), High Court for the State of Telangana, as the case may be, through both modes i.e., official e-mail and regular mode.

(ii) The Principal District & Sessions Judge shall, regarding the matter pending before them, send the request for extension of time to the Registrar (Judicial), High Court for the State of Telangana, 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 Principal District & Sessions Judge) shall, via official e-mail and regular mode, send the request through the concerned Principal District Judge to the Registrar (Judicial), High Court for the State of Telangana, 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 Principal District & Sessions Judge shall, regarding the matter pending before them, send the request for extension of time, via official e-mail and regular mode, to the Registrar (Judicial), High Court for the State of

Telangana, 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-1.

(4) Note of Principal District Judge concerned/Registrar (Judicial), High Court for the State of Telangana, if and wherever deemed necessary or required, shall be appended to the request.

4. Restrictions:

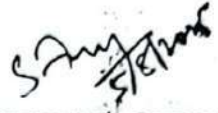
Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing them through proper channel as mentioned above. Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. Monitoring:

Principal District Judge concerned/Registrar (Judicial), High Court for the State of Telangana, 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- I), High Court for the State of Telangana, shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.


REGISTRAR GENERAL

TO

1. The Principal Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana, Hyderabad (with a request to place the same before His Lordship for kind perusal).
2. All PSs to the Hon'ble Judges, High Court for the State of Telangana, Hyderabad (with a request to place the same before His Lordship for kind perusal).
3. All PSs to the Registrars, High Court for the State of Telangana, Hyderabad.
4. All the Unit Heads in the State (with a request to circulate the SOP to all the Presiding Officers working in your Unit for compliance)
5. The Director, Telangana State Judicial Academy, Secunderabad.
6. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
7. All Officers, High Court for the State of Telangana, Hyderabad.
8. All Section Officers on Judicial Side and Section Officers E Section and OP Cell Section, High Court for the State of Telangana, Hyderabad.

**IN THE COURT OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,
MEDCHAL – MALKAJGIRI DISTRICT, MALKAJGIRI AT KUSHAIGUDA.**

Endt.Dis.No.3591 /OPCell/2025

Dated: 12.08.2025

"COMMUNICATED"

to all the Judicial Officers of this Unit with a direction to follow the Hon'ble High Court of Telangana **SOP** while taking extension of time.


Prl. District and Sessions Judge-
Medchal – Malkajgiri District
Prl. Dist & Sessions Judge
Cum-Judge Family Court
Medchal Malkajgiri District

To

All the Judicial Officers of this Unit.

Annexure-I

S.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	