

**COMPENDIUM OF
CIRCULARS, GUIDELINES
AND
PRACTICE DIRECTIONS
(FROM 5.8.2010 TO 24.12.2011)**

VOLUME I-C

INDEX OF CIRCULARS/OFFICE ORDERS

VOLUME -IC

Sl. No.	Office Order /Circular/ Notice Number & Date	Contents	Page No.
<u>BANK GUARANTEE/FDR STEPS TO BE TAKEN</u>			
1	F.No.51/Judl./2011 6.9.2011	Office Order issuing instructions to ensure that the amount is kept in fixed deposit in accordance with the approved guidelines, especially when the Hon'ble Court directs fixed deposit of an amount with a particular Bank and some other Nationalised Bank is offering higher interest for the period for which the money is to be kept in fixed deposit, the same shall be brought to the knowledge of the Hon'ble Court and directions shall be sought. The deposit/renewal shall be made in accordance with the directions of the Hon'ble Court.	11-A-B
<u>COMPUTER REGISTRATION/ UPDATION OF DATA</u>			
2	F.45/Judl./2011 4.3.2011	Office order containing directions that all the Branch Officers/Assistant Registrar of judicial sections to ensure that the Branch Officers should immediately update the data which are required to be updated from the section through the computer systems available in the section itself. It must also be ensured that if any updation is done in any matter which is appearing in final cause list , immediately it shall be so intimated to the listing sections so that if necessary, the updated data may be published through supplementary cause list.	23-G
3	F.No.49/Judl./2011 12.8.2011	Office order directing to update the data of pending matters regarding issuance of notice, completion of service, leave granted and ready for hearing etc. on or before 10 th October, 2011.	23-H

	No.55/Judl./2011 24.11.2011	Office order directing to the Deputy Registrar, in-charge Mentioning Section, to ensure that all the paper books of mentioning matters are sent to R&I Section at or before 5 P.M. Additional Registrar, in-charge of R&I Section, also to ensure that all the paper books of mentioning matters are dispatched as soon as they are received in the Section.	217-B
27	F.78/Judl./2011 4.5.2011	Circular directing that while accepting the requests for mentioning, only really urgent matters which cannot wait till 16.5.2011 i.e the first day of Vacation Bench sitting, will be accepted for 'mentioning' during the closing week viz. from 9.5.2011 to 13.5.2011.	217-C
<u>LISTING OF MATTERS</u>			
28	F.76/Judl.2011 25.4.2011	Circular notifying the norms/guidelines, laid down for listing of urgent matters during the vacation viz. From 16.5.2011 to 3.7.2011.	219-CC-DD
29	F.71/Judl./2010 2.12.2010	Circular declaring the week commencing 3.1.2011 to 7.1.2011 as miscellaneous week and containing directions for listing of miscellaneous matters during this week.	219-EE
30	F.No.85/Judl./2011 16.11.2011	Circular declaring the week commencing 2.1.2012 to 6.1.2012 as miscellaneous week and containing directions for listing of miscellaneous matters during this week.	219-FF

CONSIGNMENT OF FILES TO THE RECORD ROOM

4	F.79/Judl./2011 4.5.2011	Circular containing instructions that the documents (served summons and notices etc.) shall be included in Part-I record as specified under Order XLVIII of the Supreme Court Rules,1966 before consignment.	28-A-B
5	F.81/Judl./2011 12.07.2011	Circular regarding directions to the Officer in-charge of the Record Room and concerned branches to ensure that documents (served summons and notices etc.) have been included in Part-I of the Record before consignment.	28-C

COURT FEE/PROCESS FEE

6	F/68/Judl./2010 1.10.2010	Circular regarding functioning of various counters in Copying Branch in order to simplify and streamline its working.	38-B-D
7	No. 57/Judl./2011 9.12.2011	Office Order directing Additional Registrar (Copying Branch) to ensure that the copies which are being issued are legible and are not tardy, hazy or bearing dim impression.	38-E

INSTRUCTIONS FOR COURT MASTERS

8	F.10/SG/Judl./2011 5.2.2011	Circular impressing upon all concerned particularly Court Masters (with their duties) to strictly observe directions and guidelines regarding their posting in the Court and carry out such other works as may be assigned to them by the Hon'ble Court.	78- N-R
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PROCESSING OF JAIL PETITIONS/ CRIMINAL MATTERS/AMICUS CURIAE PANEL

9	F.41/Judl./2011 6.1.2011	Office Order regarding listing of matters where application for exemption from surrendering has been filed and the Hon'ble Judge-in-Chamber has given specific time within which the petitioner is required to surrender, those matters should be listed before the Hon'ble Judge-in-chamber in the week next to the period specified for direction regarding non-prosecution.	80A
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10	F.8A/SG/Judl./2010 13.12.2010	Circular directing to trace all the cases relating to Prevention of Corruption Act,1988 and for their early listing.	94-A
11	No.86/Judl./2011 30.11.2011	Circular regarding extension of validity of existing penal of Amicus Curiae, Sr. Advocates, Advocate-on-Record & non Advocate-on-Record.	108-F.I
<u>CURATIVE PETITIONS</u>			
12	F.8/SG/Judl./2010 27.8.2010	Circular directing development of software so that when Curative Petition is registered the Coram may be updated in computer system in Section IB itself.	110-B-C
<u>DUTIES OF STAFF WORKING IN JUDICIAL BRANCHES OF REGISTRY</u>			
13	F.35/Judl./2010 11.11.2010	Office Order requiring the Additional Registrars/Deputy Registrars of Judicial Sections to furnish monthly report in the prescribed format by the 7th of every month.	115- A
14	F.36/Judl./2010 19.11.2010	Office Order directing to ensure that no matter is lying unattended in the judicial sections and to submit weekly progress report.	115-B
15	F.75/Judl./2011 2.4.2011	Circular directing that files of not ready regular hearing matters to be examined so as to take appropriate action to make the matters ready for hearing.	124-A
16	F.6/S.G./Judl./2010 14.8.2010	Circular notifying that Additional Registrars (in their absence Deputy Registrar concerned) in-charge of the concerned Section shall be, Assistant Public Information Officer for the Section concerned.	133- A
17	F/31/Judl./2010 17.8.2010	Office Order containing instructions regarding registration of application for clarification/ modification/ recall of the order passed by the Hon'ble Court in disposed of matters.	133- B

17	F.34/Judl./2010 28.10.2010	Office Order directing that upon pronouncement of any judgment/Order in CAV matter, the same should be uploaded at the earliest and in any case within 48 hours of signing of judgment by Hon'ble Judges of the Court concerned.	133 -C
19	F.42/Judl./2011 6.1.2011	Office order containing directions to process interim application within three working days in pending matters and seven working days in decided matters.	133-D
20	F.46/Judl./2011 26.4.2011	Office Order containing instructions regarding physical verification of the matters to be carried out during the summer vacation .	136-E-I
21	F.5/2011-SCA(I) 11.5.2011	Office Order regarding placing of 100 incomplete /not ready matters before both the Registrars in Chambers on every working day during summer vacation from 16.5.2011 to 2nd July 2011.	136-J
22	F.48/Judl./2011 29.6.2011	Office Order containing instructions for reconciliation of discrepancies in physical verification list and in the list of the matters generated by computer system.	136-K
<u>PROCEDURE TO BE ADOPTED FOR ISSUING OF FORMAL ORDERS</u>			
23	F.40/Judl./2011 6.1.2011	Office Order requiring to ensure that formal orders are issued with all correct details filled in and it is ensured that there is no error and deficiency in such formal orders.	139-A
<u>GUIDELINES IN GENERAL</u>			
24	F.47/Judl./2011 27.6.2011	Office Order containing instructions that if statement of case is not filed within stipulated time the matter may be listed before the Hon'ble Judge-in- Chamber with Office Report on default.	175 P-A
<u>GUIDELINES FOR MENTIONING/ MENTIONING OFFICER</u>			
25	F.No. 84/Judl./2011 14.10.2011	Circular modifying the existing procedure of listing of matter moved for urgent mentioning.	217-A

SUPREME COURT OF INDIA

F.No.51/Judl./2011
Dated: 06th September, 2011

OFFICE ORDER

Transfer Petition (Criminal) No. 30 of 2007, Sanjeev Kumar Singla v. Kotak Mahindra Bank Ltd., was listed for hearing before the Hon'ble Court on 1st September, 2011, when the Hon'ble Court was pleased to pass, inter alia, the following order:

“.... A fresh explanation has now been placed on the record, from which it appears that the Fixed Deposit Account came up for renewal before the Registrar (Court). Without reference to the Court, the Registrar (Court) by his order dated 10th September, 2007, upon a reference to a guideline laid down by the Hon'ble Chief Justice of India, regarding how deposits were to be made, disregarded the judicial order of the Court.

There is little doubt that guidelines issued by the Hon'ble C.J.I. are required to be followed by the Registry, but in the instant case, when a judicial order had been passed, the same ought not to have been deviated from without reference to the Court, notwithstanding the guidelines, as laid down.

This constitutes a serious lapse on the part of the Registry and should not be repeated in future.”

On 29th May, 2006, the then Hon'ble the Chief Justice of India was pleased to approve guidelines for investment of the amount in Fixed Deposit. One of the guidelines is as hereunder :

“If the Hon'ble Court has directed fixed deposit of an amount exceeding Rs.50,000/- with UCO Bank, Supreme Court, New Delhi and some other nationalized bank is offering higher interest for the period for which the money is to be kept in fixed deposit, the matter shall be brought to the knowledge of the Hon'ble Court and directions shall be sought. The deposit/renewal shall be made in accordance with the directions of the Hon'ble Court.”

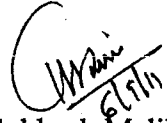
In the instant matter neither the approved guidelines of Hon'ble the Chief Justice of India nor the direction of Hon'ble Court were followed.


.....2.

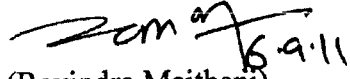
.2.

Therefore, it is once again enjoined upon all to ensure that the amount is kept in fixed deposit in accordance with the approved guidelines, especially when the Hon'ble Court directs fixed deposit of an amount with a particular Bank and some other Nationalised Bank is offering higher interest for the period for which the money is to be kept in fixed deposit, the same shall be brought to the knowledge of the Hon'ble Court and directions shall be sought. The deposit/renewal shall be made in accordance with the directions of the Hon'ble Court.

The above instructions be brought to the notice of all concerned for strict compliance.


(Subhash Malik)
Registrar (J-III)
06.09.2011


(P. R. Bora)
Registrar (J-II)
06.09.2011


(Ravindra Maithani)
Registrar (J-I)
06.09.2011

Copy to : All concerned

219-FF

SUPREME COURT OF INDIA


F. No. 85/Judl./2011
Dated: November 16, 2011

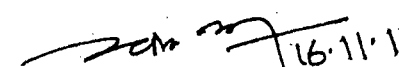
CIRCULAR

It is hereby brought to the notice of all the members of the Bar and the parties appearing in-person that the competent authority has been pleased to direct as under: -

- (1) The week commencing from 2nd January, 2012, to 6th January, 2012, is declared as miscellaneous week.
- (2) Fresh matters registered from 5th December, 2011, to 24th December, 2011, (both days inclusive) are likely to be listed from 2nd to 6th January, 2012, and on 09th and 13th January, 2012, in the chronological order of registration.

The listing dates of fresh admission matters will be intimated separately through Advance List subject to the convenience and requirement of the Registry.


(P. R. Bora)
Registrar (J-II)
16.11.2011


(Ravindra Maithani)
Registrar (J-I)
16.11.2011

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.

SUPREME COURT OF INDIA

F.No.45/Judl./2011
Dated: March 04, 2011

OFFICE ORDER

The Petition for Special Leave to Appeal (Civil) No. 20262/2010, Prakash Vs. Vice Chancellor, Maharashtra University of Health Sciences & Ors. was listed before the Hon'ble Court on 25th February, 2011, when the Hon'ble Court was pleased to pass the following order:

" Since the names of the counsel appearing for the respondents nos. 1 & 3-4 have not been shown in the cause list, hearing of the matter is adjourned to 11.3.2011.

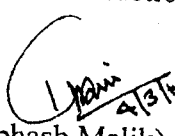
The Registry shall ensure that the names of the counsel who have appeared on behalf of the respondents be shown in the cause list on the next date."


Directions have already been issued that change/addition in the name of Advocate/Advocates shall be updated through computer systems of the sections itself vide Circular No. DRCC/2001/2 dated 18th October, 2001. Non-updation of the name (s) of Advocate has resulted into adjournment of hearing of the aforementioned matter.

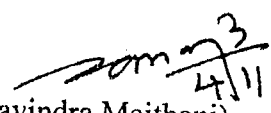
To avoid such instances in future, it is, therefore, once again enjoined upon all the Branch Officers/Assistant Registrars of judicial sections to ensure that the branch users are immediately updating the data which are required to be updated from the section through the computer systems available in the sections itself.

It must also be ensured that if any updation is done in any matter which is appearing in final cause list, immediately it shall be so intimated to the listing Section so that if necessary, the updated data may be published through supplementary cause list.

The above instructions be brought to the notice of all concerned for strict compliance.


(Subhash Malik)
Registrar (J-III)
4.3.2011


(P.R. Bora)
Registrar (J-II)
4.3.2011


(Ravindra Maithani)
Registrar (J-I)
4.3.2011

Copy to : all concerned

OFFICE ORDER

In order to further streamline the working of the Registry and generation of statistical reports like number of cases pending for more than one year after completion of service on all the respondents, number of cases pending for more than one year after grant of leave, etc., the following data is required to be updated in the system. NIC has already developed a software for such updation.

Competent authority has directed that the following data be updated in the system, regarding each and every case pending in the Registry, on or before 10th October, 2011.

(A)

- (i) Date of Hon'ble Court's first order regarding issuance of notice.
- (ii) Date when service was complete on the respondent (if there are more than one respondent, the date of completion of service on the last respondent be mentioned).
- (iii) Date when the matter was 'Complete'.


(B)


- (i) Date when leave was granted/ Appeal admitted/ Transfer Petition allowed/ *Rule Nisi* issued.
- (ii) Date when certificate of service was received/ service was complete, in respect of the respondent (if there are more than one respondent, the date of completion of service on the last respondent be mentioned).
- (iii) Date of Registrar Court's order when matter was recorded as 'Ready' for hearing.


It is, therefore, enjoined upon all concerned to get the aforementioned data updated in the system on or before 10th October, 2011. It shall be the responsibility of in-charge Additional Registrar / Deputy Registrar of the concerned judicial Section(s) to supervise this process of updation and ensure that the task is completed within the stipulated time. A certificate of completion shall be submitted by in-charge Additional Registrar/ Deputy Registrar of judicial Sections to Registrar (Judicial-I) on or before 10th October, 2011.

In future also, such information shall be updated on day to day basis.

The above direction be carried out without fail by all concerned.


(Subhash Malik)
Registrar (J-III)
12.08.2011


(P. R. Bora)
Registrar (J-II)
12.08.2011


(Ravindra Maithani)
Registrar (J-I)
12.08.2011

Copy to: All concerned

SUPREME COURT OF INDIA

CIRCULAR

No. F.79/Judl./2011

Dated: 4th May, 2011

Curative Petitions are received and processed in Registry in accordance with the guidelines as laid down in the case of Rupa Ashok Hurra Vs. Ashok Hurra & Anr. (2002) 4 SCC 388. One of the grounds for filing the curative petition is that a party to the *lis* was not served with notices of the proceedings and the matter proceeded as if he had notice.

In this matter the competent authority has been pleased to direct that the following documents shall henceforth be included in Part-I record as specified under Order XLVIII of the Supreme Court Rules, 1966:

- (I) Served summons and notices.
- (II) Acknowledgment(s) of receipt of summons and notices by the respondent (s)/opposite party(ies).
- (III) Affidavit of service, if any, filed under Rule 5, Order XLV, Supreme Court Rules, 1966. and/or
- (IV) Any other document evidencing the service of summons and notices on the respondent (s)/opposite party(ies).

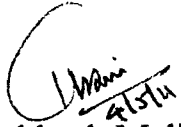
Therefore, all the officers in charge of Judicial Sections are enjoined upon to ensure that the following documents shall henceforth be included in Part-I record as specified under Order XLVIII of the Supreme Court Rules, 1966:


- (I) Served summons and notices.


- (II) Acknowledgment(s) of receipt of summons and notices by the respondent (s)/opposite party(ies).
- (III) Affidavit of service, if any, filed under Rule 5, Order XLV, Supreme Court Rules, 1966. and/or
- (IV) Any other document evidencing the service of summons and notices on the respondent (s)/opposite party(ies)

Officer in charge Record Room shall before receiving the record in the Record room, ensure that the aforesaid documents are so included in Part-I of the record. Officer in charge Record Room shall further ensure that the aforementioned documents shall not be weeded out and they shall be preserved permanently.

The above directions be brought to the notice of all concerned for strict compliance.


(Subhash Malik)
Registrar (J-III)
04.05.2011


(P. R. Bora)
Registrar (J-II)
04.05.2011


(Ravindra Maithani)
Registrar (J-I)
04.05.2011

Copy to : All concerned.

SUPREME COURT OF INDIANo. F.81/Judl./2011
Dated : 12th July, 2011**CIRCULAR**

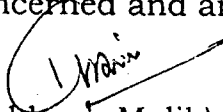
Vide Circular No. F.79/Judl./2011 dated 4th May, 2011, it has been directed that the following documents shall henceforth be included in Part-I record:-

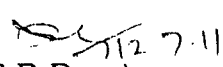
- (I) Served summons and notices
- (II) Acknowledgement(s) of receipt of summons and notices by the respondent(s)/opposite party(ies).
- (III) Affidavit of service, if any, filed under Rule 5, Order XLV, Supreme Court Rules, 1966, and/or
- (IV) Any other document evidencing the service of summons and notices on the respondent(s)/opposite party(ies).

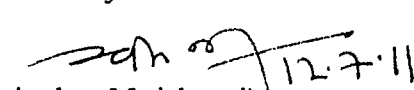
It has been noticed that the Sections are not shifting the aforesaid documents in Part I of the file at the time of consignment and, therefore, a lot of time of the Record Room staff is spent in shifting these documents; it also hinders faster weeding. It is, therefore, directed that henceforth the dealing Assistants of the Judicial Branches while consigning the file to Record Room will ensure and certify in writing that the aforesaid documents have been shifted to Part I file.

Officer in-charge of the Record Room shall before receiving the record in the Record Room, ensure that the aforesaid documents are so included in Part-I of the record. Officer in charge Record Room shall further ensure that the aforementioned documents are not weeded out and preserved permanently.

These directions should be followed scrupulously by all concerned and any dereliction will be viewed seriously.


(Subhash Malik)
Registrar (J-III)


(P.R. Bora)
Registrar (J-II)


(Ravindra Maithani)
Registrar (J-I)

Copy to: All concerned.

SUPREME COURT OF INDIANo. F. 68/Judl./2010

Dated October 1, 2010

CIRCULAR

In order to simplify and streamline the working in Copying Branch, Hon'ble the Chief Justice of India has been pleased to approve the revised procedure for acceptance and processing of the applications for supply of certified/ordinary copies of Judgments, Orders, Record of Proceedings and other documents, as indicated below:-

- (1) In all 10 (Ten) Counters will function from 10 a.m. to 5 p.m. (except on Saturday when the timings will be from 10 a.m. to 1 p.m.) and thereafter only two Counters will function for Bail Orders or Orders with "Out Today" directions of Hon'ble Courts, till the work is over.
- (2) Applications for certified/ ordinary copy of the orders/judgments and documents will be accepted at 7 Counters. There will be 2 Counters for delivery of the orders/documents. One Counter will function as Query Counter.
- (3) On receipt of the applications for issue of certified/ ordinary copy of the order/judgment, the User posted at the Receipt Counter would check from Computer :-
 - Availability of order/judgment on the Computer for downloading;
 - If the order/judgment is available, whether Court Fee paid is adequate and proof of payment of process fee, wherever required, has been appended and whether other details given in the application are correct;

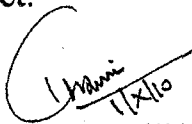
YR


- If the Court Fee paid is not adequate or proof of payment of process fee, wherever found necessary, is not filed, the application would be returned after recording the defect noted;
- If the details given in the application are found incomplete/incorrect, the applicant would be asked to approach the Query Counter where the User shall check the particulars of the matter with the Cause List and furnish the correct details. Applicant would then be directed to present the application at the Receipt Counter;
- In case the order is not found available on Intranet/Internet even after checking at the Query Counter, the Applicant would be asked to approach the Addl. Registrar (Courts) to confirm whether the Order is pending clearance. If the Judgment/Order is still pending clearance, the Additional Registrar (Courts) will endorse on the Copying Application, "Judgment/Order still pending clearance". The endorsement will be signed and date will be put. Xerox of the Application will be kept by the Additional Registrar (Courts) and the Applicant will be asked to present the original Application in the Copying Section. Such Application will then be treated as presented and will be received by Assistant Registrar (Copying), who will register the same with Diary Number. Additional Registrar (Courts) will keep track of such Judgments/Orders pending approval and immediately on receipt of the approved Judgment/Order, get the same uploaded on website and, on the same day, endorse the Xerox copy of the Copying Application with remark "Judgment/Order uploaded on....." and sign and forward the Xerox copy to AR (Copying) for further follow-up action. AR(Copying) will, on the same day, convert the Diary Number into Copying Application Number and, immediately, process the matter further for issue of certified copy;
- If the order/ judgment is available on the intranet and the application is in order, the order/ judgment would then be downloaded and clubbed with the application and given to Daftry for further processing and the applicant would be asked to approach the Delivery Counter and the status of the application will be shown in the computer;

6/10/2013 

- The Daftary would immediately affix the rubber stamp, seal and do stitching, if required;
 - If the applications is for supply of documents, the same would be handed over to the two dealing Assistants who will call for the file and on receipt of the record, process the application as is done at present. The Assistant Registrar would ensure that there does not occur any delay in getting the files for issuing certified copy of documents applied for.
- (4) The BO/AR will verify the details and then certify the copy of the order/ judgment and transmit the same to the Delivery Counter.
- (5) The Dealing Assistant at the Delivery Counter would hand over the certified copy of the order to the applicant after getting the acknowledgment on the application itself.
- (6) The certified copies of the documents also will be delivered within two-three days.

The above revised procedure shall come into force with immediate effect.


(Subhash Malik)
Registrar (J-III)
01.10.2010


(T. Sivadasan)
Registrar (J-I)
01.10.2010

Copy to:-

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Boards of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Supreme Court AOR Association with five spare copies of the Circular with a request that this may be displayed on the Notice Boards of the Bar Association for the information of the Members of the Bar.
3. All the Notice Boards outside the Courts.
4. All concerned.

No. 57/Judl./2011
Dated: 09th December, 2011

OFFICE ORDER

Criminal Appeal No. 180 of 2007 'State of U.P. v. Munesh' was listed before the Hon'ble Court on 01.12.2011, when the Hon'ble Court was pleased to pass the following orders: -

"We have heard learned counsel for the appellant – State.

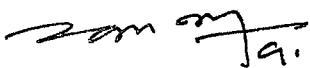
When the matter is called on, learned counsel for the appellant submits that he was asked to file additional documents after getting English translation done of the judgment of the trial court and other documents which have been provided to him by the Registry of this Court on 26.04.2011. However, they cannot be translated in view of the fact that many pages of the judgment are not completely xeroxed and the xerox copying has been done by the Office in such a fashion that the matter has not come completely in so many pages.

We have looked into the original judgment which is quite legible. We find that the office is quite negligent and furnished tardy xerox copy of the original judgment. The office should have been more careful.

.....
....."

The inconvenience caused to the Hon'ble Court could have been avoided had the concerned officer/ official been careful in the discharge of their duties.

Additional Registrar (Copying Branch) shall ensure that the copies which are being issued are legible and are not tardy, hazy or bearing dim impression. If it is found that any copy issued by the Registry is not legible, stern action shall be initiated against the concerned officer/ official found responsible for it.


(Ravindra Maithani)
Registrar (Judicial-I)
09.12.2011

Copy to: All concerned.

SUPREME COURT OF INDIA

No.F.10/SG/Judl. /2011
Dated : 5th February , 2011.

CIRCULAR

It has been reported that Court Masters and other Officers/officials deputed to work in Court are not effectively and efficiently discharging their duties to the optimum level of expectation and satisfaction of the Hon'ble Judges thereby not rendering any effective assistance to their Lordships though time and again directions have been given in this regard. It is, therefore, impressed upon all concerned to strictly observe the following directions/guidelines, which are only illustrative in nature, while working in Courts:

- [1] The Court Master [Non-Shorthand] shall report in Court at 10.00 a.m. sharp and shall arrange the paper books of the Hon'ble Judges adorning the Bench. In case any deficiency is noticed, the same shall immediately be reported to the concerned Section and the secretariat of the Hon'ble Judge concerned;
- [2] The Court Masters and other Officers/Officials shall beforehand go through the files of the cases listed in Hon'ble Court and shall draw broad outline of the issues involved in the case in writing;
- [3] Upon perusal of the files, they shall prepare a list of reported cases and judgements/orders on similar/identical issues and keep them ready for the perusal of the Hon'ble Court;

...2/-



- [4] They shall also keep the Act(s) concerned in the case ready and shall flag the relevant provision(s) thereof for ready reference of the Hon'ble Court in order to avoid waste of time; to wit, in a Tax matter, relevant Assessment Year shall be noticed and the relevant Act be kept ready with provision(s) concerned. In case of amendment in any section from retrospective effect, then the Act concerned amending the said section shall be made promptly available to the Hon'ble Court. In case of a criminal matter, the sentence and conviction shall be seen; whether the accused is in jail or on bail; and whether the matter has been filed against an interim order, final order, order rejecting/cancelling bail, etc.;
- [5] They shall be ready with the dates and page numbers of the different orders of the lower authorities in the paper books;
- [6] A lot of time is being spent in apprising the Hon'ble Court about the service position and other documents received in a matter. The service position and other documents received and placed in the files shall immediately be brought to the notice of the Hon'ble Court as it has been noticed that reports received from authorities assigned for the purpose, say, regarding settlement in a marital case by the Legal Services Committee/Authority, are not being brought to the notice of the Hon'ble Court;
- [7] Instances have been reported that applications for substitution, impleadment, intervention, condonation of delay in filing cases and other applications are not being brought to the notice of the Hon'ble Court which cause lot of inconvenience at the time of

...3/-



issuing notice in the substantive matter. They shall bring this factum to the notice of the Hon'ble Court at the time of hearing of the matter;


- [8] They shall call for the files relating to identical/similar issue or cases filed against the common/relied upon impugned order in which an order has already been made and place them before the Hon'ble Court at the time of hearing of the matter, as and when required;
- [9] It has also been reported that, at times, Court Master (Non-Shorthand) calls matters in Court, which have been deleted through Supplementary list. Court Master (Non-Shorthand) shall call out matters strictly in accordance with Daily and Supplementary lists. He/She shall also succinctly and correctly note down orders/directions given in the matters;
- [10] They shall note down the directions of the Hon'ble Court regarding listing of new/old matters requested for by advocates and regarding adjournments of matters already listed and inform promptly to the officers concerned;
- [11] They shall send the paper books of CAV matters to the residential offices of Hon'ble Judges and ensure that whatever books are required by the Hon'ble Judges, they shall also be sent along with CAV matters;
- [12] They shall keep themselves aware of the important judgements/orders of the Hon'ble Court so as to be able to make them available to the Hon'ble Court, if required;
- [13] They shall promptly report to the Additional Registrar/Deputy Registrar (Listing) the result of the proceedings and such other

directions regarding listing, etc., as may be given by Hon'ble Court and to give such other information/clarification, as may be required by various officers;

- [14] They shall sign the Record of Proceedings after cross-checking with each other and ensure that they are sent to all concerned as well as uploaded on internet promptly; However, before signatures, Court Master (Shorthand) shall diligently incorporate the corrections made in the draft Record of Proceedings/Orders by the Hon'ble Judge, if any, which shall be cross-checked by Court Master (Non-Shorthand);
- [15] They shall ensure that no Court proceedings/orders of the Hon'ble Court remain unattended or pending;
- [16] They shall be well-versed with the practice and procedure and the Supreme Court Rules, 1966. They shall update themselves with latest amendments and extant Rules be brought to the notice of the Hon'ble Court, as and when required;
- [17] At the time of hearing of appeals/petitions/cases, original records are not kept ready in Hon'ble Court. The requisition is sent by the Court Master (Non-Shorthand) only when the original record is sought for by the Hon'ble Court which, needless to say, causes delay. Original records shall be kept ready in Court and be made available by him/her for the perusal of the Hon'ble Court immediately upon being requisitioned by the Hon'ble Bench. The important documents in the original records shall be flagged for ready reference of the Hon'ble Court; to wit, in a criminal case, F.I.R., charge-sheet, statements, etc., as also the judgements of the Trial Court and the High Court;

- [18] It has also been reported that in a petition/appeal filed against the conviction and sentence, the matter has been shown as disposed of upon granting bail to the accused. Both the Court Masters shall verify before signing the Record of Proceeding whether the case arises out of final order of conviction and sentence or an order rejecting/cancelling bail;
- [19] They shall maintain a diary of the cases wherein future dates have been given by the Hon'ble Court;
- [20] They shall promptly inform the Registrar concerned about any specific direction given by the Hon'ble Court concerning the action to be taken by the Registry;
- [21] Court Master (Non-shorthand) shall promptly send the paper books of the cases to the concerned section which have been directed to be listed on a short date. He/She shall be responsible for the paper books of the cases listed in Court and shall oversee that they are sent to the concerned Section promptly.
- [22] They shall carry out such other work as may be assigned to them by the Hon'ble Court.

The afore-stated directions, being illustrative in nature, are in continuation and in addition to the earlier directions given to the Court Masters. All the Court Masters are directed to follow these directions scrupulously.


[A.I.S. CHEEMA]
SECRETARY GENERAL

Copy to : All concerned


80-A


SUPREME COURT OF INDIAF. No. 41/Judl./2011
Dated: January 06, 2011**OFFICE ORDER**

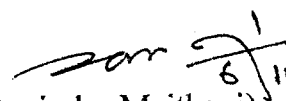
It has been noticed in the matters where application for exemption from surrendering is filed under Order XXI Rule 6 of the Supreme Court Rules, 1966, and time has been granted to the petitioner to surrender within a specified period, such matters are not being listed promptly at the expiry of the period. Delay in placing such matters before Hon'ble Judge-in-chamber as per Order VI Rule 2(38) results in implied enlargement of time to the petitioner for surrendering.

It is directed that whenever Hon'ble Judge-in-chamber has given specific time within which the petitioner is required to surrender, if surrender certificate is not received in that given time, the matter should be placed before the Hon'ble Judge-in-chamber in the week next to the period specified, for directions regarding non-prosecution.

If time has not been specified, unless directed otherwise, the matter should be listed every third week for information and directions for non-prosecution, if petitioner has not arranged to file surrender certificate. When such petitions are disposed, the information should invariably be sent to the court of first instance by which the petitioner (accused) was convicted, for necessary action.


(Subhash Malik)
Registrar (J-III)
06.01.2011


(P.R. Bora)
Registrar (J-II)
06.01.2011


(Ravindra Maithani)
Registrar (J-I)
06.01.2011

Copy to: All concerned.

No.F.8^A/SG/Judl./2010
Dated : 13th December, 2010.

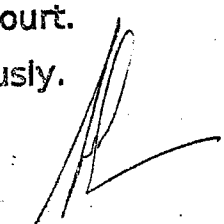
C I R C U L A R

A large number of cases are pending in various High Courts and trial courts in respect of offences under Prevention of Corruption Act, 1988. Hon'ble the Chief Justice of India has addressed letters to respective Chief Justices of the High Courts to ensure that cases under Prevention of Corruption Act, 1988, be fast tracked and taken up for hearing on priority basis both at the High Court and District levels. In this Hon'ble Court too, cases in respect of offences under Prevention of Corruption Act, 1988, are pending consideration and Hon'ble the Chief Justice of India is of the view that they also need to be fast tracked for early hearing and disposal.

Hon'ble the Chief Justice of India has, accordingly, directed that cases in relation to Prevention of Corruption Act, 1988, be fast tracked and the Registry be directed to process such cases for early listing before the Court.

In compliance with the directions of Hon'ble the Chief Justice of India, concerned Additional Registrars/Deputy Registrars are directed to trace all the cases relating to Prevention of Corruption Act, 1988, they be immediately processed and sent to the Listing Branch for being listed 'high on Board' before the Hon'ble Court.

The afore-stated directions shall be followed scrupulously.


[A.J.S. CHEEMA]
SECRETARY GENERAL

Copy to:

All concerned.

108-F-1

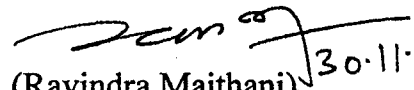
SUPREME COURT OF INDIA

No. 86/Judl./2011

Dated: 30 November, 2011

C I R C U L A R

In continuation of this Registry's Circular No. F.TS/Common AC Panel/SCLSC/II-A/2010-2011 dated 14th December, 2009, it is hereby notified for the information of the Members of the Bar that as far as for use by Registry is concerned, the competent authority has been pleased to extend the validity of existing panels of Senior Advocates, Advocates-on-Record and Non-Advocates-on-Record till 31st March, 2012.


(Ravindra Maithani) 30.11.11
Registrar (Judicial-I)
30.11.2011

Copy to :-

- (i) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (ii) The Secretary, Supreme Court Advocates-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (iii) All the Notice Boards outside the Court.
- (iv) All concerned.

SUPREME COURT OF INDIA**C I R C U L A R**

No.F.8/S.G./Judl./2010

New Delhi, dated 27th August, 2010.

On 12th August, 2010 Cause List with wrong Coram was generated and issued with reference to Curative Petition © No.128/2010 in Review Petition © No.580/2010 in S.L.P.(C) No. 3152/2010. Due to the error Paper Books got circulated to wrong Coram of Hon'ble Judges.


Whereas an enquiry has been held into the matter and while administrative actions are being taken against officials responsible, Hon'ble the Chief Justice of India has given directions for taking corrective steps.

Hon'ble the Chief Justice of India has directed that Registrar (J-III) needs to direct and ensure that Assistant Registrar (Listing) shall while entering the Coram and other particulars in form like Annexure 'A' will generate it in duplicate and send them to Section - I. One copy will remain in the original file and the second copy shall be sent back by Section-I to Assistant Registrar (Listing) along with draft cause list of Curative and Review Petitions. Assistant Registrar (Listing) while correcting draft cause list like Annexure 'B' will cross check the same with format like Annexure 'A'.

In Section - I draft list like Annexure 'B' will be generated, compared with original records and shall be got compared with other dealing assistant and both dealing Assistants (who generates the draft list and who compares) shall sign at the end of the draft list in token of the same and send it to Assistant Registrar (Listing). Assistant Registrar (Listing) while sending back to Section - I draft list like

Annexure 'B' will sign it in token of cross checking. Section-I will then carry out the corrections if any pointed out by Assistant Registrar(Listing) and generate the fair list like Annexure 'C' which will be signed by the dealing Assistants who generated the list and who compared as well as by Section Officer of Section-I. Branch Officer of Section-I would be responsible for supervising generating, comparing and correcting of the list at the stage of draft as well as finalizing the fair list. Fair list will then be sent to D.E.U. I for further action.

Software may be developed so that when Curative Petition is registered the Coram also may be updated in computer system in Section - IB itself. Responsibility for generating and cross checking for correct Coram shall be fixed by Registrar (Judl.I), when the software is developed.



(A.I.S. Cheema)
Secretary General

Copy to:

All concerned.

SUPREME COURT OF INDIA

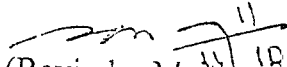
No. F.35/JudI./2010

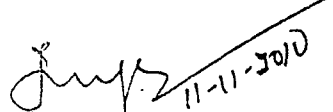
Dated 11th November, 2010OFFICE ORDER

In order to ensure better management of the judicial Sections by monitoring the pendency in each of the judicial Sections, the Additional Registrars and the Deputy Registrars of all the judicial Sections are hereby directed to furnish a monthly report in the following format by the 7th of every month: -

- (1) Total pendency in the Section.
- (2) (i) Number of ready matters.
(ii) Whether all the ready matters are included in the T.L.? If no, reasons therefor.
- (3) Number of cases which have not been listed before any Court (including Registrar's Court) for more than a year.
- (4) Number of not-ready matters.
- (5) (i) Number of pending I.As. in decided matters.
(ii) Number of already listed I.As. in decided matters.
(iii) Number of not listed I. As. with reasons therefor.
- (6) Whether Additional Registrars / Deputy Registrars or Assistant Registrars visit the Section once in a week for the purpose of checking the pendency of receipt? Dates of such visit.

The above direction be carried out by all the Additional Registrars and the Deputy Registrars of judicial Sections without fail.


(Ravindra Maithani)
Registrar (Judicial-II)
11.11.2010


(M. K. Hanjura)
Registrar (Judicial-I)
11.11.2010

Copy to: All concerned.

SUPREME COURT OF INDIA

F. No. 36/JudI./2010

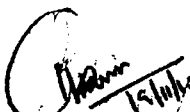
Dated: 19th November, 2010OFFICE ORDER


It is being noticed that matters are left unattended in Sections for a considerable period, which in turn, is obstructing the administration of justice. The process of identifying such unattended matters and reasons therefor, is already under way. Section-wise list of such unattended matters has already been generated and sent to each Section by Deputy Registrar(CC).


It is, therefore, enjoined upon all the Dealing Assistants, concerned Branch Officers as well as Assistant Registrars to identify all unattended matters, within a period of 30 days so that appropriate action as warranted is taken in them. They are also required to check up the records to ensure that in no matter compliance is held ^{up} on their part. Subsequently, If any unattended matter is traced out, stern action would be initiated against the Officer/ officials concerned.

All Additional Registrars and Deputy Registrars are also enjoined upon to ensure that no matter is left unattended in the Section(s) under their supervision. They shall also submit weekly progress report, about the progress done in the matter.

The above instructions shall be followed by all concerned, without fail.


(Subhash Malik)
Registrar(J-III)
19.11.2010


(R. Maithani)
Registrar(J-II)
19.11.2010


(M.K. Hanjura)
Registrar (J-I)
19.11.2010

Copy to:

All concerned

SUPREME COURT OF INDIA

124-A

CIRCULAR

F.No.75/JudI./2011

Dated 2nd April, 2011

It has been noticed that files of "not ready" regular hearing matters are not being examined so as to take appropriate action to make the matters "ready" for hearing. Civil Appeal No (s) 7634 of 1999, Commissioner of Central Excise, New Delhi v/s M/S Bharat Foam Udyog Pvt. Ltd, was listed before the court of Registrar on 24.11.2009, when the following order was passed:-

"Counsel appearing for the respondent seeks further time to file counter affidavit. Four weeks time granted as a last chance. He is also directed to file statement of case, if any, within four weeks. Thereafter, list the matter before the Hon'ble Court, as per Rule."

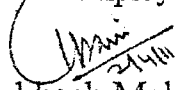
But, since then this matter has never been listed either before the Hon'ble Court or before the Registrar Court. The number of regular hearing matters, which have been made 'ready' during last one year reflect a very dismal picture. It further shows that effective steps have not been taken to get the matters ready for hearing in spite of repeated directions (vide circular No.F/40/ dated 5th December, 1994, No. (sic)/2001, dated 24th May, 2001 etc.). Recently, certain categories of cases were almost exhausted from the present Terminal List. It was only thereafter that the scope of Terminal List was widened, so as to get cases for listing before the Hon'ble Court.

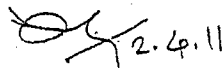
It is, therefore, once again impressed upon all the Additional Registrars/Deputy Registrars, in charge judicial sections to monitor the progress of 'not ready' regular hearing matters and suggest the action to be taken to make them ready as early as possible.

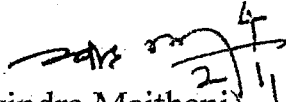
All the Assistant Registrars/Branch Officers shall also take immediate steps, as a special drive, to get the not ready matters ready for being included in the next Terminal List.

At the end of each month a statement shall be submitted invariably showing as to how many matters were made ready during the month.

All officials on Judicial side are hereby cautioned that unless demonstrable work and progress on this count is shown by 12th May, 2011, undersigned will be forced to propose, complete, en-bloc refusal to grant vacation to employees.


(Subhash Malik)
Registrar (J-III)
2.4.2011


(P.R. Bora)
Registrar (J-II)
2.4.2011


(Ravindra Maithani)
Registrar (J-I)
2.4.2011

Copy to : All concerned

133-A

SUPREME COURT OF INDIA

C I R C U L A R

No.F.6/S.G./Judl./2010
New Delhi, dated August 14, 2010.

Hon'ble the Chief Justice of India has directed that the Additional Registrars (in their absence Deputy Registrars concerned) in-charge of the concerned Sections shall be "Assistant Public Information Officers" for the sections concerned. The CPIO shall on receipt of the applications for information under The Right to Information Act, 2005 immediately make over the applications to the concerned Assistant Public Information Officers to collect the information and supply the same to CPIO. The Assistant Public Information Officers shall be responsible to process the information to be supplied and to supply the same urgently, through Registrar concerned for CPIO to be able to do needful within time frames laid down by Right to Information Act, 2005. It will be the responsibility of the Assistant Public Information Officers to examine the information sought under the provisions of the Act and Rules and if the information sought is exempted from disclosure, objections shall accordingly be conveyed to CPIO for taking final decision.

All concerned are directed to take note of above directions and do the needful.


(A.I.S. Cheema)
Secretary General

Copy to:

All concerned.

SUPREME COURT OF INDIA

No. F. 31/Judl./2010
Dated : August 17, 2010

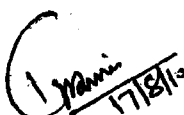
OFFICE ORDER

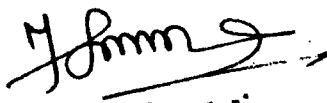
It has been noticed that I.As filed after the disposal of the main case, seeking clarification/modification/recall of the order passed in the main case are registered and listed before the Hon'ble Court, without making proper scrutiny of such I.As and without paying any attention to the dictum laid down by this Hon'ble Court in **APSRTC & Others v. Abdul Karim** (2007) (3) SCJ 168, wherein this Hon'ble Court has held that "by describing an application as one for clarification or modification, though it is one for review, a party cannot be permitted to circumvent or bypass the circulation procedure and indirectly obtain a hearing in the open court. The Hon'ble Court has further held that what cannot be done directly cannot be permitted to be done indirectly and that an application for "clarification", "modification" or "recall" cannot be entertained where, in sum and substance, the same is clever move for review.

It is, therefore, enjoined upon the Branch Officers/Assistant Registrars in-charge of Judicial Sections that whenever an I.A is filed in a disposed of matter, seeking clarification/modification/recall of the order passed by the Hon'ble Court, after preliminary scrutiny of such I.A., the file shall be placed before the concerned Registrar seeking orders regarding registration of such I.A.

The above instructions shall be followed by all concerned without fail.


[M. K. Hanjura]
Registrar[J-II]


[Subhash Malik]
Registrar[J-III]


[T. Sivadasan]
Registrar[J-I]

Copy to : All concerned.



133-C

SUPREME COURT OF INDIA

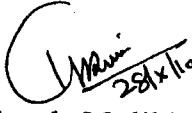
No. F.34/Judl./2010
October 28, 2010

OFFICE ORDER

The Competent Authority has been pleased to direct as under:-

- (1) Upon pronouncement of any Judgment/Order in CAV matter, the same should be uploaded at the earliest and in any case within 48 hours of signing of judgment by Hon'ble Judges of the Court concerned.
- (2) AR-cum-PS should send the Pen Drive with finalized judgment to Court Master concerned on day fixed for pronouncement of the judgment. The Court Master(s) will ensure that if at the time of pronouncement and signing of the Judgment/Order, there is any correction, the same is carried out also in the soft copy of the judgment/order before uploading the same. Court Master(s) shall also intimate such correction(s) to AR-cum-PSs at Residential Office(s) of the concerned Hon'ble Judges for correction in records maintained at Residential Office(s).

The above directions be complied with by all concerned strictly.


(Subhash Malik)
Registrar (J-III)

DR-cum-PPS to Hon'ble the Chief Justice of India

AR-cum-PSs to Hon'ble Judges

All Court Masters

All concerned

SUPREME COURT OF INDIA

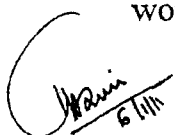
F. No. 42/Judl./2011
Dated: January 06, 2011

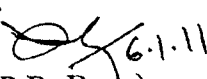
OFFICE ORDER

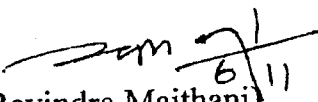
The interim application received in Section I-B are sent to the concerned Sections for processing, be it in pending matters or decided matters. In different Sections, they are received in a diary and given to the concerned Dealing Assistants for processing. After it is processed, they are listed only when they are sent for listing by the concerned section. This process is yet not computerised. Till the process is computerized, henceforth, the following directions are being issued for strict compliance: -

- (1) Each and every Interim Application (I.A.) must be processed at the Section level within 03 working days in pending matters and 07 days in decided matters. If within 03 / 07 working days, as the case may be, for one reason or other, any I. A. could not be processed, this fact should be brought to the notice of the Registrar concerned by the concerned Additional Registrar/ Deputy Registrar with reasons therefor.
- (2) It shall be the responsibility of Additional Registrar and Deputy Registrar concerned to ensure that I. As. are processed within 03 / 07 working days, as the case may be.
- (3) In the report which is being submitted by the Additional Registrars/ Deputy Registrars in compliance of Office Order No. 35/ Judl./2010 dated 11th November, 2010, the following shall also be added: -

- Number of I.As. not processed for listing within 03 / 07 working days, as the case may be, with details thereof.


(Subhash Malik)
Registrar (J-III)
06.01.2011


(P.R. Bora)
Registrar (J-II)
06.01.2011


(Ravindra Maithani)
Registrar (J-I)
06.01.2011

Copy to: All concerned.

OFFICE ORDER

During the ensuing Summer Vacation all the Judicial Sections shall physically verify the records. The past experiences of physical verification have necessitated to get statements from Branches so as to monitor various matters like unattended matters in the branches.

During this exercise of physical verification, pending matters with each Dealing Assistant shall be distinctly identified and this will also be cross checked with the data available in computer and if any discrepancy/inaccuracy is noticed the same will be rectified and updated accordingly.

If any record other than record maintained in the computer system is found in the Branch, with any dealing assistant, such record shall be carefully examined and appropriate action will be taken in such matters. This class of record shall include the following :

1. Records to be consigned – (Such records shall be consigned)
2. Original Records to be transmitted – (Such records shall be transmitted)
3. Files of the matters which are pending but not included in the data base – (Such records shall be updated in the data base)

[List of the matters as specified at Sl. No.3 above shall also be prepared and be placed before the Registrar concerned.]

In addition to it, during the process of verification, such matters shall also be identified, in which actions are awaited and it includes :

- (1) Formal Orders
- (2) Show Cause Notices
- (3) NLPAs
- (4) Review Petitions
- (5) Curative Petitions
- (6) IAs in disposed of matters
- (7) IAs in pending matters
- (8) Contempt Petitions
- (9) Contempt Notices
- (10) Defective Matters
- (11) Matters in which decree is to be prepared
- (12) Receipts yet to be put up
- (13) Actions to be taken by the Registry i.e. requisition of Original Records from the Court below etc.

All such aforementioned matters shall be attended to during the summer vacation and appropriate action shall be taken.

All the Dealing Assistants of the Branches will examine all the matters pending with them and give its status report to the officer in-charge of Judicial Sections through Branch Officers/Assistant Registrars. The concerned officer in-charge of the Section will suggest the action to be taken in the matters which are not ready or which have not been listed for the last three months.

In each fortnight a Report shall be submitted by the in-charge, Judicial Sections to the Registrar concerned regarding

the action taken during the last fortnight and the cause for continued pendency.

Deputy Registrar/ Assistant Registrar (I, IA, IA Annexe) shall ensure that Paper Books of all the ready matters appearing in the Terminal List are available and arranged in seriatim during the Vacation. If the Paper Book of any matter is not available, they should bring it to the notice of the concerned Deputy Registrar / Additional Registrar immediately who will ensure availability of the same. A Report shall also be submitted to the Registrar, in this regard, by the end of the Vacation.

The Additional Registrar/ Deputy Registrar in-charge of Section II, II-A & II-B shall ensure that Paper Books of all Jail Petitions are made ready. They may, if required, distribute the work on this count to other available staff members in their Sections and furnish Report by the end of the Vacation to the Registrar.

The Additional Registrar in-charge of Sections V & VI shall see and ensure that the backlog of translation work is fully cleared and the original records of disposed of matters are sent back to the respective High Courts/ Courts below during the Vacation. A report shall be submitted to the concerned Registrar, in this regard, by the end of the Vacation.

The Editors in-charge of Editorial Branch shall ensure that the backlog in preparation of Headnotes of all Judgments up to and inclusive of 13.05.2011 is cleared during the Vacation and that the latest issue of SCR Journal containing the Judgments up to 13.05.2011 and all the indices of the volumes is published by or before 05.07.2011 and furnish report to the Registrar concerned.

Deputy Registrar in-charge of Sections XIII & XIII-B shall ensure that backlog of work regarding drafting of decrees, approval and signing thereof and transmission to the concerned High Court/ Tribunal/ Authority is cleared and furnish report to the Registrar, in this regard, by the end of the Vacation.

Additional Registrar (CC), A.R. (DEU II) and B.O. (DEU-III) will complete the updation of Coram and other data and see that future date is shown in all the files. They shall also cross-check that data of dismissed/disposed of matters is duly updated and furnish report by the end of Vacation to the Registrar.

Additional Registrar (Copying) will also clear all pendency and submit a report to the Registrar concerned, in this regard.

Additional Registrar (Courts) will get the compilation work of Record of Proceedings done from the Court Masters and complete the same during Summer Vacation and submit a report to the Registrar.


Additional Registrar/Assistant Registrar (Record Room) shall ensure that the weeding of files is expedited as per the prescribed norms/guidelines with the help of the deputed Court Masters and no file is kept lying on the floor. Additional Registrar shall furnish a report intimating exact number of files weeded out at the end of the Summer Vacation.


Additional Registrar (R&I) will ensure that there is no pendency in the branch and furnish report in this regard to the Registrar.

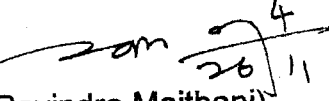
Before recommending Off Duty to the staff members it will be the personal responsibility of the Branch Officer/Assistant Registrar of the branch to certify that there is no pendency with the Dealing Assistant. They shall submit for each Dealing Assistant for whom Off Duty is proposed :

- (1) List of not ready matters got made ready in last six months, which were handled by the Dealing Assistant.
- (2) List of not ready matters still pending with the Dealing Assistant.
- (3) List of all matters physically verified (not computer generated list), which are with the Dealing Assistant.

If any unattended matter is noticed after Summer Vacation, strict disciplinary action will be taken against the concerned Dealing Assistant as also the supervisory officers for giving incorrect and misleading certificate.


(Subhash Malik)
Registrar (J-III)
26.04.2011


(P.R. Bora)
Registrar (J-II)
26.04.2011


(Ravindra Maithani)
Registrar (J-I)
26.04.2011

Copy to: all concerned

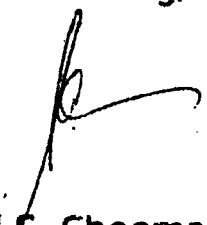
No. F.5/2011-SCA(I)
Dated : May 11, 2011

OFFICE ORDER

During Summer Vacation from 16th May, 2011 to 2nd July, 2011 both the Registrars(Courts) will not be holding Court.

100 Incomplete/'not ready' matters may be placed before Shri Sunil Thomas and Shri M.K. Hanjura, Registrars-In Chambers, on every working day. They will verify the files and give appropriate directions in the noting portion of the file for making them ready/complete for listing/hearing. The advocates will not be required to appear before them in Chambers. For this purpose, Computer Section shall take out sufficiently in advance the list of such Incomplete/not ready misc./regular matters and on getting the list, the Sections concerned will place the files before above Registrars in Chamber with up-to-date noting in the Noting portion. They may also verify sufficient old files upto the year 2008, on each working day to identify whether any of them has become infructuous or covered by decision of this Hon'ble Court. The list of such infructuous/covered cases be furnished to the Registrars(Judicial) for taking orders regarding their listing before the Hon'ble Court.

Apart from above, Branch Officers and Assistant Registrars of Judicial Sections shall also put up other files which are Incomplete/not ready before their respective Registrars (Judl.I) to (Judl.III) to ensure that maximum matters progress and can be made ready/complete for listing/hearing before the Court.


[A.L.S. Cheema]
Secretary General

Copy to:-
All concerned.

SUPREME COURT OF INDIA

No.48/Judl./2011
Dated : 29th June 2011

OFFICE ORDER

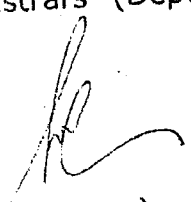
An exercise of physical verification of records has been undertaken during the Summer Vacation, 2011. Guidelines and directions have been given in this context vide Office Order F. No. 46/Judl./2011 dated 26th April, 2011. One of such guidelines / directions is :-

"During this exercise of physical verification, pending matters with each Dealing Assistant shall be distinctly identified and this will also be cross checked with the data available in computer and if any discrepancy/inaccuracy is noticed the same will be rectified and updated accordingly".

If matter is available in physical verification list but the same is not on supnet and vice-versa the discrepancies will have to be checked and suitable steps would be required to be taken.

Deputy Registrar (CC) shall generate section wise list of pending matters and upload it on supnet. Additional Registrar (if Additional Registrar is not there then Deputy Registrar) in-charge of each Judicial Section shall personally compare the section wise list on the supnet with the list of matters prepared on physical verification. A report shall be prepared of discrepancies found between physical verification list and computer list and report of the same shall be urgently put up before Registrar (Judl.) concerned. Registrar (Judl.) concerned will then give further directions regarding reconciliation of the two lists.

Reports may be submitted by the Additional Registrars (Deputy Registrars) to the Registrar concerned by 12th July, 2011.


(A.I.S. Cheema)
Secretary General

istrars / Deputy Registrars on judicial side.

139-A

SUPREME COURT OF INDIA

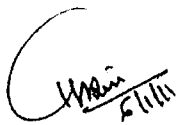
F. No. 40/JudI./2011
Dated: January 06, 2011


OFFICE ORDER

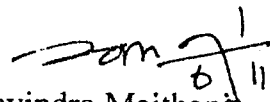
It has come to notice that at times, the details in formal orders issued by the Registry are not correctly filled in which causes a lot of avoidable inconvenience to the litigants and at times, application for correction are being filed for that purpose, viz., in Criminal Appeal No. 811/2005, due to a clerical error, an application for correction has been filed by the party.

It is, therefore, impressed upon all concerned that henceforth, it be ensured that the formal orders are issued with all correct details filled in and it is ensured that there is no error and deficiency in such formal orders.

The above instructions shall be complied with, by all concerned, without fail.


(Subhash Malik)
Registrar (J-III)
06.01.2011


(P.R. Bora)
Registrar (J-II)
06.01.2011


(Ravindra Maithani)
Registrar (J-I)
06.01.2011

Copy to: All concerned.

175 P-A.

SUPREME COURT OF INDIA

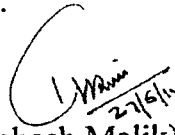
No. 47/Judl./2011

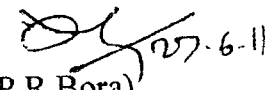
Dated: 27th June, 2011

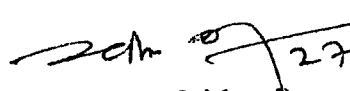
OFFICE ORDER

It has been noticed that large number of cases are not ready due to non-filing of Statement of Cases. Order XV Rule 35 of the Supreme Court Rules, 1966 prescribes the time limit within which Statement of Case is required to be filed by the Appellant or Respondent, as the case may be. If Statement of Case is not filed within the stipulated time, the matter may be listed before the Hon'ble Judge-in-Chamber with Office Report on default.

All Branch Officers/Assistant Registrars/Deputy Registrars/Additional Registrars of Judicial Sections are directed, in partial modifications of Circular F.No.57/Judl./2009 dated August 20, 2009 (para 7), that where the Statement of Case is required to be filed in terms of Orders XV Rule 35(1) of the Supreme Court Rules, 1966 but is not filed within the time specified, the matter shall be processed for listing before Hon'ble Judge-in-Chamber with office report on default. Provided that if along with Statement of Case, an application for condonation of delay in filing Statement of Case is filed in a matter, the application shall be listed before the Registrar's Courts as per sub-rule 12 of Rule 1 of Order VI of the Supreme Court Rules, 1966 and not before Hon'ble Judge-in-Chamber.


(Subhash Malik)
Registrar (J-III)
27.6.2011


(P.R. Bora)
Registrar (J-II)
27.6.2011


(Ravindra Maithani)
Registrar (J-I)
27.6.2011

Copy to : All concerned

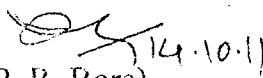
SUPREME COURT OF INDIA**C I R C U L A R**

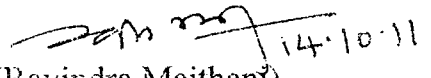
No. F. 84/ Judl./ 2011
Dated: 14th October, 2011

The competent authority has been pleased to modify the existing procedure of listing of matters moved for urgent mentioning, which is as under: -

- (i) Urgent matters in which request for mentioning is received on or before 1 p.m. may be listed before the Hon'ble Court on the next working day for the purpose of mentioning only.
- (ii) Urgent matters in which request for mentioning is received after 1 p.m. may be listed before the Hon'ble Court on next to next working day for the purpose of mentioning only. However, if, by way of affidavit of urgency, it is shown that the matter is of so urgent nature that it cannot wait listing till next to next day and it requires hearing on the immediate next working day, such matter, after scrutiny about the factum of its urgency, may be listed on the next working day for the purpose of mentioning only.

The aforementioned procedure shall come into force w.e.f. 01.11.2011.


(P. R. Bora)
Registrar (Judicial-II)
14.10.2011


(Ravindra Maithani)
Registrar (Judicial-I)
14.10.2011

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.
- (5) The Advocates, along with Cause List.

SUPREME COURT OF INDIA


No.55/Judl./2011


Dated: 24th November, 2011OFFICE ORDER

It has been noticed that the paper books of mentioning matters are being received late at the residential offices of Hon'ble Judges. Certain changes have been introduced in the procedure of listing of mentioning matters vide Circular No. F.84/Judl./2011 dated 14th October, 2011, so as to avoid late dispatch of paper books in these matters. It seems that still these matters are not processed with promptitude, which causes inconvenience to Hon'ble Judges.

Henceforth, Deputy Registrar, in-charge Mentioning Section, shall ensure that all the paper books of mentioning matters are sent to R&I Section at or before 5 P.M. Additional Registrar, in-charge of R&I Section, shall also ensure that all the paper books of mentioning matters are dispatched as soon as they are received in the Section.

The aforementioned directions are to be followed strictly. Any deviation shall be viewed seriously.


(P.R. Bora)
Registrar (J-II)
24.11.2011


(Ravindra Maithani)
Registrar (J-I)
24.11.2011

Copy to: All concerned.

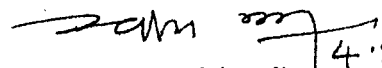
SUPREME COURT OF INDIA

F.78/Judl/2011

4th May, 2011CIRCULAR

In order to regulate the listing of Mentioning Matters during the closing week namely from 9.5.2011 to 13.5.2011, it has been directed by the Competent Authority that while accepting the requests for mentioning, only really urgent matters which cannot wait till 16.5.2011 i.e. the first date of Vacation Bench sitting, will be accepted for 'mentioning' during the closing week viz., from 9.5.2011 to 13.5.2011.

It is notified for the information of all concerned.


(Ravindra Maithani) 4.5.11
Registrar (Judl - I)

Copy to:

- 1) The Secretary, Supreme Court Bar Association, with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- 2) The Secretary, A.O.R. Association, with five spare copies of the Circular with a request that the Circular may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- 3) All the Notice Boards outside the Courts.

April 25, 2011

CIRCULAR

1. It is hereby notified for the information of all concerned that the following norms/guidelines have been laid down for listing of urgent matters during the ensuing vacation viz. from 16.05.2011 to 03.07.2011 :

Every matter to be moved before vacation Court should be accompanied by an affidavit, indicating all the material facts necessary for the formation of opinion about its urgency. The required material facts and particulars should invariably include:

- i) The nature of the matter;
- ii) The date of the impugned order, if any;
- iii) The reason for not filing it before the vacation, if the impugned order was made or the cause of action arose on an earlier date;
- iv) The latest date upto which the matter can be heard in view of the urgency indicated therein and
- v) The nature of interim order sought for which the urgency is indicated must be mentioned.

No matter shall be entertained and considered for listing before the Hon'ble Vacation Judges unless it is, inter alia, accompanied by such an affidavit which is sufficient to indicate the urgency for its being heard by the Hon'ble Vacation Judges.

The following matters shall be treated as matters of urgent nature for listing during the vacation :

1. Matters in which death penalty has been awarded;
2. The petition for Habeas Corpus and matters relating to it;
3. Matters relating to imminent apprehension of demolition of property;
4. Matters relating to dispossession/eviction;
5. Matters relating to and of general public importance;
6. Matters for anticipatory bail and matters filed against orders-refusing/granting bail;

Contd...2/-

212-DD

3. The following matters shall not be treated as matters of urgent nature for listing during vacation :

1. Matters arising out of interlocutory orders;
2. Matters relating to remand orders;
3. Matters relating to pre-deposit of tax, penalty etc., under specified statutes;
4. Matters arising out of life sentence or sentences for more than one year;
5. Service matters involving transfer and/or reversion, dismissal and removal from service;
6. Transport matters, except those relating to cancellation of permits and needing urgent interim orders;
7. Matters relating to decrees and their execution.

It is hereby further notified for the information of all concerned that no request for listing during vacation will be entertained before 4 P.M. on Thursday, 12th May, 2011 and that urgent requests received for listing from 4 P.M. on Thursday, 12th May, 2011 upto 1 P.M. on Saturday, 14th May, 2011 will be considered for listing on Monday the 16th May, 2011 and that all urgent matters filed during the week commencing from 16th May, 2011 upto 4 P.M. on 20th May, 2011 will be listed on the next Monday, viz. 23rd May, 2011 and so on.


(P.R. BORA)
REGISTRAR (J-II)


(RAVINDRA MAITHANI)
REGISTRAR (J-I)

COPY TO :

ALL CONCERNED

219-EE

SUPREME COURT OF INDIA

F. No. 71/Judl./2010

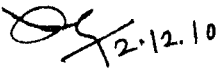
Dated: December 02, 2010

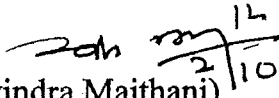
CIRCULAR

It is hereby brought to the notice of all the members of the Bar and the parties appearing in-person that the competent authority has been pleased to direct as under: -

- (1) The week commencing from 3rd January, 2011 to 7th January, 2011 is declared as miscellaneous week.
- (2) Fresh miscellaneous matters registered from 6th December, 2010 to 24th December, 2010 (both days inclusive) are likely to be listed from 3rd to 7th January, 2011 and on 10th and 14th January, 2011 in the chronological order of registration.

The listing dates of fresh admission matters will be intimated separately through Advance List subject to the convenience and requirement of the Registry.


(P. R. Bora)
Registrar (J-II)
02.12.2010


(Ravindra Maithani)
Registrar (J-I)
02.12.2010

Copy to: -

- (1) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
- (2) The Secretary, Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (3) All the Notice Boards outside the Court.
- (4) All concerned.