

CHIEF JUDICIAL MAGISTRATE GANDERBAL

Subject:- Directions for Strict Compliance and adherence to procedural requirements in order to ensure proper administration of justice in District Ganderbal.

CIRCULAR

No.:- 44-54/CJM/Gbl
08.06.2026

Date:-

As directed by Hon'ble PDJ Ganderbal and pursuant to what has come to his notice through oral representations, feedback received during official interactions with prosecution agencies, Station House Officers, Investigating Officers, that concerns have been expressed regarding the frequent grant of short-duration remands in certain cases, resulting in repeated production of accused persons and avoidable deployment of police personnel.

It has further been brought to the notice of the undersigned that, in certain matters, witnesses appearing before the Courts are not always examined on the dates fixed, and in some cases their attendance is not adequately reflected in the judicial record, resulting in inconvenience to witnesses and delay in the progress of trials.

The matter has been examined from the standpoint of effective case management and expeditious administration of criminal justice, and accordingly the following directions are issued for strict compliance by all Judicial Magistrates within the district.

In order to ensure proper administration of justice and adherence to procedural requirements, the following directions are hereby issued for strict compliance:

1. Whenever any witness appears before the Court pursuant to summons, warrant, notice, or otherwise, his/her attendance shall invariably be marked and reflected in the order sheet and relevant record. No witness appearing before the Court shall ordinarily be allowed to return without examination unless prevented by unavoidable circumstances to be

- examination of a witness is deferred, reasons for such deferment shall be clearly mentioned in the order sheet.
2. Judicial Officers shall make every endeavour to record the evidence of available witnesses on the date of their appearance, particularly where the witness has travelled from a distant place or is a public servant whose attendance causes disruption of official duties.
 3. Adjournments sought by parties after the appearance of witnesses shall be considered strictly in accordance with law, and appropriate orders regarding costs, if warranted, may be passed.
 4. While considering remand matters, Judicial Officers shall ensure that remand orders are passed after due application of mind and for reasons recorded in writing.
 5. Remands for one or two days should not be granted routinely. Short remands may be granted only where justified by the facts and necessities of investigation or proceedings, and reasons shall be specifically recorded.
 6. The case diaries, progress of investigation, and requirements of further custody shall be carefully scrutinized before extending police or judicial custody.
 7. Every effort shall be made to avoid unnecessary production of accused persons and repeated remands which do not serve any effective purpose.
 8. The Presiding Officers shall personally ensure that order sheets accurately reflect the presence of witnesses, parties, accused persons, and all judicial proceedings conducted on a particular date.
 9. Investigating Officers and Station House Officers shall ensure that remand applications, case diaries, and all connected records are prepared in advance and produced before the concerned Court at the earliest available opportunity on the date fixed.
 10. The Investigating Officer shall remain fully conversant with the facts of the case and shall be in a position to assist the Court regarding the progress of investigation, necessity of custody, and future course of investigation whenever required.
 11. The prosecution and investigating agency shall, as far as practicable, apprise the concerned Court well in advance regarding matters requiring urgent consideration, production of accused persons,

availability of witnesses, or any other circumstance requiring judicial intervention.

12. Summoned witnesses shall be informed of the scheduled date and time of appearance in advance so as to minimize inconvenience and avoid unnecessary waiting.
13. Investigating Officers shall ensure the presence of witnesses whose evidence is proposed to be recorded and shall coordinate with the prosecution for effective conduct of proceedings.
14. Public Prosecutors and Assistant Public Prosecutors shall extend full cooperation to the Court in identifying cases where witnesses are present and evidence can be recorded on the scheduled date.
15. All stakeholders shall ensure Prompt and strict adherence to the time and prescribed chain of custody and statutory requirements relating to sampling so as to preserve the evidentiary value of the samples and ensure effective prosecution of cases.
16. In all execution/other matters where a person/accused/undertrial is to be committed to judicial custody on orders of the Court, same should be done by 3:00 PM on the same day, as far as practicable, so as to avoid administrative delays and facilitate timely completion of jail admission formalities.
17. Court staff shall ensure proper maintenance of attendance records of witnesses, parties, police officials, warrants issued, summons issued and other persons appearing before the Court and shall place the same before the Presiding Officer at the end of each month for attestation after certifying its genuineness by its signature/initials.
18. Prosecuting Officers shall scrutinize remand files before presentation and assist the Court in identifying deficiencies if any. However, they are not required to give any separate certificate etc. regarding same.
19. The Prosecuting Officers are also directed to extend full cooperation to the Judicial Officers by ensuring timely production of records, witnesses, case diaries, forensic reports, and other relevant material. Likewise, Judicial Officers shall maintain effective coordination with the prosecution within the bounds of

coordination with the prosecution within the bounds of law and judicial propriety. Such mutual cooperation and coordination among all stakeholders is essential for the smooth administration of justice and for ensuring that the judicial system functions effectively throughout the district.

The objective of these directions is to ensure effective utilization of judicial time, avoid repeated adjournments, reduce inconvenience to witnesses and investigating agencies, and facilitate expeditious disposal of criminal cases in accordance with law.

All stakeholders in the criminal justice administration, including Judicial Officers, Prosecuting Officers, Investigating Officers, and Court Staff, shall function in a spirit of mutual cooperation and institutional coordination while maintaining the independence of the judicial process.

By Order.

**Chief Judicial Magistrate
Ganderbal**

Copy to the:

1. Principal Secretary to Hon'ble Administrative Judge, District Ganderbal.
2. Honble Principle District and Sessions Judge, Ganderbal.
3. Honble ADJ Ganderbal,
4. Ld. JMIC Ganderbal
5. Ld. AMM Ganderbal
6. Ld. JMIC Kangan
7. SSP Ganderbal
8. Deputy Director Prosection, Ganderbal.
-For information
- ✓ 9. Chief Administrative Officer to circulate for compliance to all the Court Staff members working in District Ganderbal.
10. System Officer for Information and with the request to upload the same on the official website of District Judiciary Ganderbal.
11. Order file.....

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08/08/2021

