


Office of the District and Sessions Judge, Madhubani

Important Notice

All the staffs of Madhubani judgeship are directed to strictly ensure that under-mentioned compliances of their respective Courts are done on time without fail:

1. All **Bench Clerks/ Office Clerks/ Stenographers/ Deposition writers/ Data Entry Operators** are directed to do all the compliances of their respective Courts within stipulated time without fail.
2. It will be the responsibility of the **Bench Clerks** to ensure that Undated cases of their respective Courts shall be "NIL" at the end of the day and Delay reason is entered in all cases pending for more than 02 years.
3. **Bench Clerks** must provide next date of the cases listed on a particular date on CIS-generated cause list to the **Data Entry Operators**, for their updation on CIS.
4. **Bench Clerks** shall also ensure that the stages of cases running in their Courts are correctly entered in CIS.
5. **Stenographers** shall ensure timely uploading of Orders/ Judgements of their respective Courts in CIS. If stenographers are not posted in any Court, then the **Bench Clerk** will upload Orders/ Judgements.
6. **Office Clerks** shall ensure correct entry of Acts/ Sections of cases in CIS and also ensure that number of physical records is matching with that of CIS.
7. **Office Clerks** shall also ensure that pre-trial numbers in CIS are allotted to all new FIRs and when Charge-sheets are received, these pre-trial cases are converted to full-fledged cases in CIS.
8. **Staffs will not leave Court premises without completing all the tasks** of their respective tables on the same day.
9. It has also been observed that **staffs leave their offices before their Presiding Officers**. Such instances should not be repeated.
10. **In cases of non-compliance of above directions within stipulated time, strict action will be initiated against the staff responsible for the non-compliance.**

Inform all concerned.


(Anamika T.)
District and Sessions Judge
Madhubani
15-02-2024