

OFFICE OF THE PR. DISTRICT & SESSIONS JUDGE JAMMU

CIRCULAR

No:- 545/Att

Dated:- 18-9-26

Sub:-Preparation and supply of Certified Copies.

It has been brought to the notice of the undersigned that the certified copies issued by the Copyists of the Courts of District Jammu are being supplied to Advocates/Litigants in a casual manner, without mentioning the complete/full title of the case and other requisite particulars on the top of the certified copy.

It is, therefore, impressed upon all the Ld. Judicial Officers of District Jammu to check the certified copies before signing the same, so as to ensure that all the prescribed particulars and requisite details have been duly incorporated therein.

It is further directed that all the Copyists of District Jammu shall ensure strict and meticulous compliance with the instructions contained in this Circular as well as Notification No. 3700 of 2025/RG dated 05.12.2025 issued by the Hon'ble High Court of Jammu & Kashmir and Ladakh.

Any deviation from the prescribed rules/instructions shall be viewed seriously and may invite appropriate action under the applicable rules.

All the Copyists of District Jammu are accordingly advised/directed to ensure meticulous compliance with the aforesaid instructions with immediate effect.

Sd/-

(Tahir Khurshid Raina)

Pr. District & Sessions Judge
Jammu.

No: 7906-09/POSJ-3

Date: 18-9-26

Copy to:-

1. All Judicial Officer, of District Jammu for information.
2. Concerned Copyist of District Jammu for information and compliance.
3. E-Court for uploading the same on official website.
4. Office record.

Pr. Distt. & Sessions Judge
Pr. District & Sessions Judge
JAMMU