

Seen. Send it to the Judge-
in-charge (Administration)

Fax Receipt No. 448/17
19-04-17

P.D.J.

Through Fax

(JHC Sch. 1-7)

☎ :- 06512481449 (O)
Fax No. - 0651-2481116

From:

ANIL KUMAR CHOUDHARY

Registrar General,
High Court of Jharkhand,
Ranchi

Letter no. 1693/2017
Date: 18.04.17

To

**All the Principal District & Sessions Judges of the State of Jharkhand
including the Judicial Commissioner, Ranchi.**

Sir,

I am directed to inform you that the Court has been pleased to fix the working hours of the Court Manager posted in your Judgeship from 10:00 A.M. to 5:00 P.M. during the morning court.

It is further directed that the Fax machine in your Judgeship be kept operative till 5:00 P.M. and the Court Manager of your Judgeship will ensure that letters/ communications addressed to each of the Judge/Court received till 5:00 P.M. on any day must be placed before the Judge/ Presiding Officer of the courts concerned as the case may be on the same day, if necessary, at their residential offices and transmit its report mentioning therein the number of Fax messages received from the High Court on the day concerned, how many of them were handed over to concerned Judge/ Court and how many could not be handed over, with the followup action to ensure their handing over, on daily basis, to the Court Managers of the High Court.

I am to further request you to make work distribution amongst the staff in such a manner that uninterruptedly staff is made available to receive Fax messages at least till 5:00 P.M. on each working day of High Court and also sufficient staff are made available to hand them over to the Judge/Court concerned on the same day.

This is for your Information and needful.

Yours faithfully,

[Signature]
18-04-2017
Registrar General

Seen
Judge in-charge
is directed to make
the arrangement.
19.4.17