

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
BANDIPORA.

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**C I R C U L A R**

No:- 04 of 2024 Dated: 19-02-2024

In the light of directions passed by Hon'ble The Chief Justice High Court of Jammu and Kashmir and Ladakh as well as the Hon'ble Chairman e-Committee in today's video conference on 17-02-2024, with regard to the segregation of running files pending in different courts of the District. The committee has been constituted in order to implement the directions passed by the Hon'ble High Court of Jammu and Kashmir and Ladakh. The members of the said committee are:-

- 1. Chief Administrative Officer (Chairman).**
- 2. Accountant (Member).**
- 3. Incharge Record Keeper (Member).**

All the committee members are hereby directed to implement the directions regarding segregation of files in the following manner:-

*The purpose of segregation of these files is to separate essential and non-essential documents at first phase. So far as the criminal files are concerned the segregation has to be made in the following manner, thereby splitting up the files in three parts as Part A, Part B and Part C.*

**Part A:-** *It includes the record of all the proceeding sheets of file. But same shall be maintained along with index period wise.*

**Part B:-** *It includes the main file which is charge sheet along with its documents, charge framed, prosecution evidence, statement of accused U/S 313 Cr.P.C, defence evidence and then documents of prosecution which were not been exhibited during the course of trial and lastly copy of the judgment.*

**Part C:-** *It includes ancillary application like remands, exemption applications, warrants, bail orders etc.*



In the similar manner the segregation of civil files has to be conducted.

The said exercise has to be conducted by the civil and criminal sections of all the courts on the day to day basis. So that segregation of the whole record be completed expeditiously. The committee members are hereby directed to monitor the progress of each and every court. In case of any difficulty with regard to the compilation of record, they can seek assistance from e-Court section Bandipora and the system officer is directed to provide all the technical support and assistance.

Besides this the final judgment should contain the number of prosecution witnesses as per list cited in the charge sheet in criminal files. In civil files the number has to be mentioned as per the list present in the file of the respective parties.

All the Committee members are directed to provide the report regarding of segregation of files every fortnightly.

NO: 467-75/PDJ/Adm/BPr

Dated: 19-02-2024

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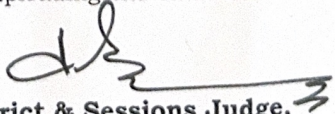
Pr. District & Sessions Judge,  
Bandipora.

**Copy to:-**

1. Secretary to Hon'ble Administrative Judge District Bandipora with a request to place the same before Her Ladyship.
2. Worthy Registrar IT, Hon'ble High Court of Jammu & K and Ladakh.
3. Additional District & Sessions Judge....
4. Chief Judicial Magistrate, Bandipora....
5. Munsiff/JMIC, Bandipora, Sumbal, Gurez....
6. Additional Special Mobile Magistrate, Bandipora....  
.... for information
7. Chief Administrative Officer, Bandipora....
8. Accountant, Bandipora....
9. Incharge record keeper, Bandipora....

....for information and compliance.

10. System Officer e-Court for information and uploading the same on Official website.

  
Pr. District & Sessions Judge, 3  
Bandipora.