

RAJASTHAN HIGH COURT, JODHPUR.

STANDING ORDER

No. 6 /S.O./92

Dated 23rd May, 1952

The criteria for postings of staff in Judicial Wing/ Administrative Wing of the High Court, their duties & standard of work for them were prescribed from time to time by issuing Standing Orders & administrative instructions.

In view of increase in volume of work on administrative side as well as judicial side, creation of various new Courts/posts, having considered the matter afresh, the matter afresh, the revised criteria for postings of staff in various sections, their duties & standard of work are prescribed as under, -

I. CRITERIA FOR POSTINGS OF STAFF IN JUDICIAL & ADMINISTRATIVE SECTIONS:

1. The criteria for postings of Ministerial Staff in various Sections of the High Court shall be as under, -
 - (i) As far as possible for dealing the judicial case files on digits, U.D.Cs. or Senior L.D.Cs. shall be posted. Junior L.D.Cs. or fresh recruits shall not be posted on any digit.
 - (ii) Fresh recruits as L.D.Cs. shall be posted as Typists (English or Hindi) in different Sections according to requirement of the sections.
 - (iii) Similarly, in administrative Sections, Assistants/U.D.Cs./ Senior L.D.Cs. shall be posted as dealing Clerks on important dealings seats. No fresh recruits shall be posted as dealing Clerk in any Section. However, junior L.D.Cs. shall be posted either as diarist/despacher or shall be given independent dealing work of a less important nature.The Superintendents shall ensure that the Ministerial Staff posted in their Sections is according to the criteria as laid down above.

II. DUTIES OF DEALING CLERKS POSTED IN JUDICIAL SECTIONS:

1. Every Clerk posted in Judicial Section shall, -
 - (a) follow the procedure as laid down under the provisions of the Rajasthan High Court Rules, 1952, while dealing with an application/reply/rejoinder/objection filed by the parties or Advocates in cases and deal with them properly and promptly.

- (b) maintain the register(s) prescribed under the Rajasthan High Court Rules, 1952 or any other register, and keep them up-to-date.
- (c) receive notices served/un-served, applications or any other paper relating to a case, deal with properly and promptly according to rules, if required, and file them at proper place in the concerned case file.
- (d) send the cases files to the Cause List section alongwith cause list slips in time for being listed in the cause list and shall also maintain a record of all such files sent in cause list section, in a register for watching the movement of the files;
- (e) send the cases files to the Copying Section on receipt of requisition for copying and also maintain a record of all such files sent in Copying Section in a register.
- (f) receive the files returned by the Bench Readers/Cause List Section/Copying Section/Peshi Section and shall maintain a record of all such files received by him.
- (g) make compliances properly and promptly of the orders passed by the Hon'ble Court/or any other higher authority in the concerned file.
- (h) prepare monthly, quarterly, half yearly and yearly statements of institution, disposal and pendency of cases as required under the rules and shall submit the same according to the time Schedule prescribed for them.
- (i) prepare a list of files decided finally for the purpose of consignment to record and after proper indexing, the same may be consigned within prescribed time.
- (j) keep the cases files in his safe custody being the custodian of the files and keep an upto date record of the movement of every file from his custody.
- (k) keep the cases files in proper order and peshiwise.
- (l) in order to avoid/prevent loss or misplacement of judicial files and to watch their movement properly, every dealing/digit clerk shall compulsorily maintain a file movement register in the proforma given in ANNEXURE-I.

Before sending a file/files outside section, all necessary entries in respective columns of the file movement register shall be made by the concerned clerk. Similarly on receipt/return of files to section, necessary entries in concerned columns shall be made.

The serial number allotted to the file in the File movement register, before sending it, serial number of the File movement register and date of sending file shall be marked on the left hand margin of the order-sheet of the

of the concerned files.

- (m) discharge any other work entrusted to him by the concerned Superintendent or by any other higher authority.

III. DUTIES OF THE DEALING CLERKS POSTED IN ADMINISTRATIVE SECTIONS.

1. Every Clerk, who deals with administrative papers and keeps papers and files with him, shall maintain,

(a) A diary of papers received in the form Raj.H.C. Ju.P.1 as prescribed vide Order No. 17/S.O. dated 27.2.1952.

(b) a register of files in the form given in ANNEXURE-II.

(c) a diary of papers issued in the form as prescribed vide Order No. 23/S.O. dated ~~29.9.1954~~ 29.9.1954. and shall keep them up-to-date.

2. Every paper on being received by him shall be entered in his diary of papers received.

3. If the paper received pertains to a case already pending, it shall be placed on the file of that case.

4. If the paper received is a new one and does not refer to any pending case, then a new file shall be opened after making entries in the File Register according to the head or sub-head of the subject matter.

The following points should be kept in view while making entries in the File Register, -

(i) In the Register of Files, separate pages shall be allotted to the files relating to different heads and a separate series of number shall be allotted to files relating to each head.

(ii) A sufficient number of pages should be set apart for making entries of files relating to each head or sub-head.

(iii) Every head and sub-head have a code word and number assigned to it as classified under the heads vide Standing Order No. 40/S.O. dated 2.9.1953 and No.15/S.O. dated 20.8.1957, copies of which are given in ANNEXURES-III & IV respectively.

(iv) the date of opening of a file is the date of receipt or date of issue of the first letter in that case, or if the file starts/opens on an office note, or order of the higher authority, the date of the note or order.

(v) the head and sub-head of the file should be allotted by the dealing clerk in consultation with the Office Assistant or the Superintendent concerned. Any point of doubt or difficulty, if it is beyond the control of the Office Assistant or the Superintendent, it should be referred to the Assistant Registrar concerned and if necessary, to the Additional Registrar (Admin.) for proper guidance.

5. After a paper has been entered in the appropriate register, and placed on the proper file, the dealing clerk shall look for,

(a) all papers directly or indirectly referred in the paper;

(b) all rules and circulars etc. relating to any question raised or involved in the case;

(c) all precedents, etc. necessarily involving similar questions, etc. raised in the past.

6. The dealing clerk shall enter, in a note-sheet, the number and date and a brief extract of the paper to be dealt with (P.U.C.) and shall then note a reference for the papers falling in the categories (a), (b) and (c) mentioned above.

The dealing clerk putting up the note shall also see that

(a) the pages of the note-sheets are numbered and also given paragraph numbers (on left hand margin);

(b) at least one blank note-sheet is attached for the record of further orders;

(c) where necessary, papers are typed;

(d) all references are correctly numbered in pencil and given page numbers and flagged if necessary.

It is important that page numbers should invariably be given as flagging is of no use when the case is broken up and resubmitted.

8. Time allowed for submission of cases:-

(1) Except for urgent cases, ordinarily three clear days (excluding holidays) are allowed to dealing clerk for the submission of fresh receipts and for the disposal of come back cases. Ordinary papers received in the various sections, if are not of urgent nature, are to be disposed of according to the maxim 'first come first served', i.e. the papers received first should be disposed of earlier than the papers received later. The following instructions should be followed in this regard,-

(a) The dak received in the Section shall be placed before the Superintendent concerned daily, who will mark such paper as 'urgent' or 'Immediate' as in his opinion are required to be given priority.

(b) after seeing the dak by the Superintendent, it will be diarised and handed over to the dealing clerks immediately.

(c) the dealing clerk, shall deal with the papers according to the above maxim provided that the following categories of papers shall be given priority:-

(i) Papers marked 'URGENT' or 'IMMEDIATE' by the Officers;

(ii) Such papers in respect of which a requisition has been received from Officers for being put up them early;

(iii) Cases returning from Officers to the Section for further action;

(2) The submission of papers should not be delayed on the ground that the relevant papers are not available. If it cannot be properly dealt without them, orders should be taken to await such papers.

(3) In every urgent or immediate case, a special responsibility rests on the dealing clerk. The Superintendent and the Assistant Registrar concerned should also see that no delay occurs at any stage, either in or outside the Office, without the matter being reported to the Additional Registrar (Admn.) or the Registrar, which has not returned to the Section before the office closes, the dealing clerk and the Superintendent concerned should take orders from the Additional Registrar (Admn.) or the Registrar as to how he should act. To facilitate the rapid passing on of important cases and especially in cases of urgency, full use of personal contact should be made.

9. Time limit for awaiting return of papers/cases submitted in Peshi:-

(1) The return of every papers submitted in 'Peshi' should be awaited for a reasonable time not exceeding seven days in ordinary cases and not exceeding one or two days (according to circumstances) in urgent cases.

(2) If the paper is not received back within the time prescribed above, the dealing clerk should report to the Section Superintendent or Assistant Registrar concerned, as the case may be.

10. Channel of submission of cases:-

The dealing clerk shall submit cases to the Office Assistant or the Section Superintendent, as the case may be.

11. The dealing clerk should not make any suggestion as to the action to be taken, except when the action to be taken is of a routine nature.

12. (i) The dealing clerk shall also see that all enclosures are appended with the covering letter before it is sent for despatch.

(ii) He will send to the despatcher (a) all insured and registered letters and packets in time, (b) all letters at least one hour before closing of the dak when they are intended for issue on the same day.

13. Watching of movement of files in Movement Register:-

If a file pertaining to a particular section, other than sent in peshi, is requisitioned by any other section or Officer for reference or advise etc. or is sent to another section for taking necessary action in accordance with the orders passed, shall be entered in the Register, to be maintained by the Despatcher of the Section doing despatch work, in the following proforma,-

Movement Register for files sent out-side Section,-

S. No.	File No. (also No. of file linked)	Subject.	Purpose for which sent.	Date on which sent, with name of Section/ Officer to whom sent	Receipt of file(s) with date by the clerk receiving files.
1	2	3	4	5	6

Date on which file returned to the concerned section.	Receipt of the files with date & signatures by the clerk concerned receiving files.	Remark.
7	8	9

The serial number allotted to the file in the register, the name of section to which it belongs or section sign and the year shall be marked on the left hand margin of the note-sheet together with the date at the time the file is sent, as given below, -

F.M.R. No.1/Estt.(RJS) Section/92

Dated _____

On receipt of file back to the Section, the entry in appropriate column should be completed.

14. Charge of files. - Each dealing clerk will maintain a list of files in his custody in the form prescribed for file Register in duplicate. A copy of those of will be retained by the Section Superintendent. On transfer, the dealing clerk shall handover the files as per this list and proper handing over/taking over of files are made.

15. The dealing clerks dealing with the Establishment matters of High Court Staff/R.J.S. Branch/Subordinate Courts Establishment shall also maintain the various registers prescribed for such matters. A list of such registers is given in ANNEXURE-V.

16. The dealing clerk shall prepare at the close of each month a statement showing under different heads, the number of closed & pending files with him at the beginning of the month, the number of files opened and disposed of during the month, and the number of closed and pending files remaining at the end of the month together with a statement showing the duration of pending files.

17. The dealing Clerk shall also prepare at the close of each month a statement showing the number of papers received during month by him, the number of papers disposed of and the number of papers remaining pending in the close of every month, showing

separately the number of papers pending for more than seven days in the proforma given in ANNEXURE VI. These statements shall be submitted by the dealing clerk to the Superintendent concerned by the 10th of every month succeeding that to which they relate.

IV. DUTIES OF DESPATCHER.— The duties of the Despatcher shall be, —

- (1) to receive and despatch the same day all letters and other papers sent for issue,
- (2) to place in one cover all letters addressed to the same Officers, unless the letters are numerous and the enclosures bulky, when a separate cover or packet may be made,
- (3) to supervise the closing, packing and stamping of all covers and packets,
- (4) to keep account of the Stamps used,
- (5) to keep the stamps account book up-to-date and to submit it at the end of each day, after striking the total and balances, to the Superintendent concerned, who will check the account before signing it,
- (6) to indent for stamps in time and to foresee expenditure of stamps before indenting,
- (7) to see that all 'SECRET' and 'CONFIDENTIAL' letters are sent in double covers duly sealed, i.e. the outer cover should be addressed to the Officer by his official designation and the inner cover should be addressed with the name of the addressee,
- (8) to send all heavy covers by book post or parcel post, as the case may be, and to see that they are properly secured by a wrapper or stout paper,
- (9) to keep postage stamps under lock and key,
- (10) to file all post office receipts, which may be destroyed after one year, or more, as the case may be.
- (11) to enter in the Stamp Register each day the number and date of registration receipts given by the Post Office against the number of registered letters entered in the register.
- (12) to make a note in the Stamps Register, if the post office refuses to take a registered letter owing to late despatch and also to bring this fact to the notice of the Superintendent concerned.

V. DUTIES OF AN OFFICE ASSISTANT.— The duties of an Office Assistant shall be as under, —

- (1) On submitting a case before him by the dealing clerk, his primary duties shall be, —
 - (a) to see that all papers quoted on the correspondence or note are forth coming, are properly arranged, and paged and have correct marginal references;

- (b) to verify the facts as far as possible;
- (c) to indicate the law and rules on the subject and the place where they can be found;
- (d) to supply other relevant facts and figures available in the Section;
- (e) to put up precedents or papers containing previous decisions and policy on the subject, if not already put up by the dealing clerk, and indicate the relevant portions of the papers so put up;
- (f) to draw attention to the statutory or customary procedure to be followed in the disposal of the case;
- (g) to put up draft for approval in routine cases or in cases in which there are established precedents;
- (h) to bring to notice at proper time matters requiring action or orders;
- (i) to examine the case and also see that all matters requiring decisions are brought forward in the noting;
- (j) to tabulate and summarise the information available, if necessary;
- (k) to prepare drafts in accordance with the orders;
- (l) before sending a file to the typist for fair copies, he shall mark on it, (i) whether it to be typed or cyclostyled, and (ii) the number of copies to be typed or made.

2. In important and complicated cases, Office Assistant himself shall put up note instead of asking the dealing clerk to put up a note. In such cases, he can of course take the assistance of the dealing clerk only for collecting information and for putting up references.

3. During the absence of Section Superintendent on leave or otherwise, the Office Assistant being senior-most in the ministerial staff shall look after the work of the Superintendent.

4. Any other duties as may be entrusted to him by the Section Superintendent or any other higher authority.

NOTE:- For smooth functioning of a Section, it is essential for the dealing clerk/office Assistants that they should make themselves familiar with the provisions of Constitution of India, Rules and Regulations of daily use or other relevant documents.

VI. DUTIES OF SECTION SUPERINTENDENTS-POSTED IN ADMINISTRATIVE SECTIONS:

The essential qualifications demanded of a Section Superintendent are intelligence, industrious, capacity for work, ability to control his subordinates and to manage his section efficiently. Thus, he is responsible for the general efficiency and working of his section. Therefore, the duties of a Section Superintendent shall be as under, -

1. To examine the work daily before registration and take action on immediate and urgent references including reminders;

2. To keep a note/record of immediate, urgent and important papers/receipts requiring prompt action in the register as per pro-forma given below, -

Register of Important/Urgent papers-

1. Date of receipt	2. From whom received	3. No. & date of letter/communication	4. Subject	5. Dealing Branch/ Clerk	6. Date by which reply is to be given or papers to be put up.	7. Date of disposal.	8. Remark.
2	3	4	5	6	7	8	9

He will ensure that such important/urgent papers are disposed off in time with promptness.

2. To ensure that every member of the staff attends the office in time and does not leave his/her seat without permission or before time except during lunch hours. In case of a late comer, he shall make a report to the Deputy Registrar(Admn.I) or the Additional Registrar(Admn.), as the case may be.

4. To ensure that the staff is fully engaged and do not while away the time.

5. To guide the working of the dealing clerks and other members of the staff so that they are able to perform their duties diligently.

6. to oversee that the cases are submitted in time and routine duties are discharged with thoroughness.

7. to keep the Section in neat, tidy and congenial atmosphere and to ensure that files are properly kept on the equipment provided for them.

8. to ensure at least once in a month that the recording and consignment of files is done regularly.

9. to ensure that there is proper and fair distribution of work amongst the staff members posted in Section.

10. to make surprise inspections of tables of subordinates as also registers and to rectify the defects noticed.

11. to check the tables of the typist in order to see that no errors should be kept by the typist.

12. to avoid rush of work and likely-hood of accumulation of papers, he should bring the factual position to the notice of the Additional Registrar(Admn.) so that delay is reduced to minimum.

13. to see that notes and drafts submitted are on the prescribed form and are properly worded.

14. to examine thoroughly the notes and drafts in important and complicated cases submitted by the dealing clerks/assistants before him and then pass them over to the higher authorities

according to the channel of submission of cases presented.

15. to mark disposed of cases and to see that the files are properly processed and in case where further action is necessary it is taken or if further correspondence is awaited, it is marked as await case and a definite date is fixed for its submission and an entry made to that effect in the Reminder diary.

16. to see that monthly arrears statements are correctly prepared in the prescribed form by the dealing clerks and submitted punctually and regularly through him to the higher Officers.

17. to see that the factual position in notes and drafts is checked and referenced by the clerks before submission to the higher authorities.

18. to see that the files are opened according to proper head or sub-head and given an appropriate number accordingly, paging is done of the correspondence portion and also para graphing of the notes.

19. to ensure that every member of staff maintain an up-to-date list of files/registers and other records, for such reference as may be deemed necessary.

20. to see that when action in any case is delayed and papers are put up late, it is not sufficient simply to take necessary action, when the papers are put up and even to take steps to accelerate such action. In all such cases, the cause of the delay that has occurred should always be investigated and suitable measures taken to prevent or avoid such delay/neglect in future. The note-sheet should show that this has been actually done.

21. The Superintendents posted in General Section/Establishment (R.J.S.) Section/Establishment Subordinate Courts Section shall keep a record of files/cases in which orders are passed for placing them in the meeting of the Full Court, in the proforma given below.

S. No.	Date of order passed for placing in the F.C. meeting.	File No.	Subject	Date of the F.C. meeting in which matter was placed.	Decision taken.	Date on which follow up action was complete.	Remark
1	2	3	4	5	6	7	8

22. The Superintendents General Section/Estt. (RJS) Section/Estt. (Subordinate Courts) shall prepare the notes from the files in which orders are passed for placing them in the Full Court meeting. A note shall be prepared giving correct facts of the case, the points for consideration and decision.

23. to discharge such other duties and to perform such other functions as have been assigned to him by the higher authorities.

24. Every Superintendent, when going to see a higher Officer, should carry a note/book/slip-book with him to note down all the instructions/directions given. This will be a good safeguard against lapses of memory.

VII. DUTIES OF SECTION SUPERINTENDENT POSTED IN JUDICIAL SECTIONS:

The Superintendent being the supervisory head of a Section is responsible for the proper working of his section. The duties of Superintendent posted in Judicial Section shall be as under, -

1. to have general supervision over and to afford guidance to working clerks/staff posted in the section.
2. to ensure that every staff member attends the office in time and does not leave his/her seat without permission or before time except during lunch hours. In case of a late comer, he shall make a report to the Deputy Registrar (Judicial) or the Additional Registrar (Admn.) as the case may be.
3. to see that each clerk is fully engaged with work and is performing his work diligently and thoroughly.
4. to examine the dak received daily and to take speedy action accordingly.
5. to sign the notices with their forwarding letters submitted by the digit clerks for issuing to the parties in compliance of the orders passed in cases files.
6. to see that the applications submitted by the parties/Advocates are dealt with properly and promptly in accordance with the provisions of relevant rules/acts etc. by the concerned clerks;
7. to approve the drafts of the letters prepared by the digit clerk of the concerned digit and to sign typed letters, if permitted to do so.
8. to submit such files, in which applications of various parties/Advocates have been dealt with and on which orders are required to be passed by the Deputy Registrar (Judicial)/Registrar or the Hon'ble Court in accordance with the provisions of relevant rules/acts etc., before them.
9. to ensure that the cases files for being listed before the Court are sent timely to the cause list section by the concerned clerks with the checking slips.
10. to see that on receipt of applications from parties/Advocates for inspection of files/records, they are sent timely to the inspection room through the inspection clerk and also to ensure their timely receipt in section;

11. to see that requisition received from copying section for sending cases files for supply of copies, the files are sent by the concerned clerk without any delay to the copying section and also to ensure their timely return to the section.
12. to ensure that clerks posted in the section are maintaining requisite registers prescribed under the Rajasthan High Court Rules, 1952 or any other register prescribed by the higher authority and also keep them up-to-date.
13. to ensure that the compliances of the orders passed by the Hon'ble Court/other higher authority in files are made properly and promptly.
14. to make surprise inspections of the tables of subordinates as also registers maintained by them and to rectify the defects noticed.
15. to avoid rush of work and likelihood of accumulation of papers and, if necessary, bring the factual position to the notice of the Assistant Registrar concerned or the Deputy Registrar (Judl.) from time to time, so that the delay may be reduced to minimum.
16. to keep the Section in neat, tidy and congenial atmosphere and to see that files are kept properly by the concerned Clerks in the Almirahs/equipment provided for them.
17. to see that all statements required under the rules, viz. monthly, quarterly, half-yearly and yearly statements of institutions, disposal and pendency of cases are prepared as per time schedule prescribed for them and submitted timely by the concerned clerks.
18. to ensure at least once in a month that the recording/indexing of files decided finally are made and consignment of such files is done regularly by the concerned, so that the work does not fall in arrear.
19. to see that there is proper and fair distribution of work amongst the staff posted in section and to make proper arrangement of work of a clerk when he goes on leave or otherwise absent, by entrusting work to another clerk temporarily or permanently, as the case may be.
20. to furnish the information promptly and properly as and when required by the General Section for the purpose of replying the Starred/Un-starred Questions of Parliament, Rajyasabha and State Legislative Assembly.
21. to check the decree-sheet (in case of Superintendent, Civil Section) prepared by the decree-sheet clerk;
22. to discharge such other duties and to perform such other functions as have been provided in the Rajasthan High Court Rules, 1952 and as may be assigned to him by any other higher authority.

VIII. STANDARD OF WORK PRESCRIBED FOR DEALING CLERK/
DIARIST/DESPATCHER/TYPIST/COMPARISON CLERK ETC.

The following standard of work is prescribed for different categories of posts borne on the High Court, with immediate effect, -

In Administrative Sections

- | | | |
|----|-------------------------------|---|
| 1. | <u>DEALING CLERK</u> | At least 10 Ps. U.C. per day excepting of routine nature. |
| 2. | <u>DIARIST/RECEIPT CLERK</u> | A diarist will require to diarised/registered at least 100 receipts per day. |
| 3. | <u>DESPATCHER (Sectional)</u> | A despatcher will require to despatch at least 50 to 80 issues per day, excluding the number of endorsements. |
| 4. | <u>TYPISTS:</u> | |
| | (A) <u>Copying Section</u> | |
| | 1. English Typist | 20 sheets/pages (of 250 words each) per day. |
| | 2. Hindi Typist | 18 sheets/pages (of 250 words each) per day. |

NOTE:- The above standard is inclusive of comparison work.

(B) Other Sections: (Including Paper-Book Section)

- | | | |
|----|----------------|---|
| 1. | English Typist | 25 pages (consisting of 30 lines each) per day. |
| 2. | Hindi Typist | 20 pages (consisting of 30 lines each) per day. |

NOTE:- A half page letter or less will count for half page, and a letter exceeding half page will count for one page.

The typists shall maintain a diary of work done by them in the following proforma, -

PROFORMA OF DIARY TO BE MAINTAINED BY THE TYPISTS:

S. No.	No. of receipt of file	Reference of File	No. of pages or lines typed.	Date on which typed and file returned.	Remark.
1	2	3	4	5	6

R. S. S.

Daily abstract (dated _____)

1.	No. of files already in hand for typing
2.	No. of files received during the day
3.	Total
4.	No. of files returned duly typed.
5.	No. of files in hand at the close of the day.

Time limit for making/typing fair letters. -

1. All urgent and immediate cases received for typing before the closing of office should be typed out on the same day. Any deviation should be brought promptly to the notice of the Superintendent concerned. Other cases should be typed in the order in which they are received by the typist.
2. Fair copies of letters etc. should be typed out or cyclo-styled for signatures the same day, as far as possible and in case if it is not possible, then not later than the next working day after approval of the drafts. The typist should also type in the left hand bottom his initials and the date and month in which the letter is typed and the ~~XXXXXXXXXXXXXXXXXXXX~~ number of enclosures, if any.
3. The typist should type out all cases in the same order in which they are received by him except urgent cases which should be given priority. If any typist finds that any particular dealing clerk or Office Assistant are in the habit of marking most of cases as urgent, he should bring it to the notice of the Superintendent concerned.

It is enjoined upon all concerned to follow these instructions strictly and invariably. Any departure from these instructions shall render the defaulter liable to severe disciplinary action.

BY ORDER OF
HON'BLE THE CHIEF JUSTICE,

R. C. S. o. l.

REGISTRAR

Dated 23rd May, 1992

No. I/A(III) (a) (1) 6/92/3343

Copy forwarded to the following for information and necessary action, -

1. the Registrar (Vigilance), Rajasthan High Court, Jaipur,
2. the O.S.D. (Rules), Rajasthan High Court, Jaipur,
3. the Additional Registrar (Adm.), Rajasthan High Court, Jaipur/Jaipur Bench, Jaipur (alongwith _____ spare copies for circulating amongst the staff),