

RAJASTHAN HIGH COURT, JODHPUR

STANDING ORDER

No. S.O./05/2017

Date: 20.02.2017

Despite instructions issued vide Standing Order No. S.O./2007/08, dated 20.09.2007, S.O./2008/02, dated 04.04.2008 and S.O./2008/03, dated 21.05.2008, instances of missing or misplacing judicial are noticed which has been viewed seriously.

Therefore, while reiterating the directions given in above Standing Orders, following directions, in addition thereof, are issued:

1. Record of movement of files from one section to another be maintained. Every movement of the file must be made with written receipt by other Sections.
2. Concerned Digit Clerks will be responsible for maintaining the record of movement and receipt of the files.
3. Inspection of files will be permitted only as per applicable Rules.
4. The existing directions for maintaining the register of persons going to Judicial Sections be strictly followed to ensure that no unwanted person is allowed to enter the Judicial Sections. At the same time, it is also to be ensured that no inconvenience is caused or any person is insulted or harassed.

In case of missing or misplacing of files, responsibility of concerned staff shall be fixed and shall be suitably dealt with.

It is therefore, enjoined upon all concerned to comply with above guidelines /directions strictly in letter and spirit, failing which stern action shall be taken against the erring official/person.

BY ORDER

  
REGISTRAR GENERAL

Sr. DR (B)  
22.2.17

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22/2/17

Seen

20.2.2017  
to be circulated AS/  
Civil/ writ/ Criminal/  
Counselor/ paperbook/  
copying

No.I/A(iii)(a)(3)-/2013/01/ 518

Date:20.02.2017

Copy forwarded to the following for information and necessary action:

1. The Registrar (Admn./ Exam/ Vigilance/ Writs/ Rules/ Class.), OSD, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
2. Dy. Registrar (Judicial), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur with the direction to ensure the compliance of above directions.
3. All Deputy Registrar/ Assistant Registrars, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
4. Sr. Librarian, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
5. All AOJ's posted in Judicial Sections, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
6. The President, Rajasthan High Court, Advocates Association, Jodhpur/Jaipur.
7. The President, Rajasthan High Court, Lawyers Association, Jodhpur/Jaipur.
8. The Chairman, Bar Council of Rajasthan, Jodhpur
9. The President, Bar Association, Jaipur
10. Notice Board.

  
REGISTRAR GENERAL

RAJASTHAN HIGH COURT, JODHPURSTANDING ORDER

No.S.O./2007/08

Dated : 20/09/2007

In compliance of the directions given in order dated 6th August, 2007 in S.B.Civil Misc. Application No.51/2007 in S.B.Civil Misc. Writ Petition No.3714/2007, Mahesh Inani V/s State of Rajasthan & Ors., the following directions are issued to the concerned for strict compliance of the above order:-

- (1) The Assistant Registrars, Administrative Officers Judicial and the staff working in Judicial Sections shall ensure strict compliance of the provisions of chapter XXVI of the High Court Rules. The Dy.Registrar (Judl.), the Assistant Registrars & Administrative Officers Judicial and Stamp Reporters shall strictly comply with P.I.Order No.32 dated 29.09.56. (Copy enclosed for ready reference)
- (2) The timing for Advocates' clerks for entering into Administrative and Judicial Sections of the Court to perform the acts prescribed under Rule 499 of the High Court Rules shall be from 1.00 P.M. to 5.00 P.M. in day hours and from 9.00 A.M. to 12.30

( 2 )

P.M. in morning hours. In exceptional circumstances such entry can be permitted before the prescribed hours by the Dy.Registrar (Judl.) on written request of Advocate's clerk.

(3) The Dy.Registrar, the Assistant Registrars and the Administrative Officers Judicial working in Judicial and Administrative Sections shall ensure that no Advocate's clerk or any other person shall be allowed to do any work in the High Court unless he has been registered under the Rules of the High Court of Judicature for Rajasthan, 1952. They shall restrict entries of unauthorised persons in the Judicial and Administrative Sections. The Court Officer Cell shall ensure the compliance of above directions and to restrict entries of unauthorised persons/strangers.

(4) No unauthorised person or stranger including friend or relative of any staff member shall be permitted to enter in Judicial or Administrative Sections in High Court provided that in exceptional circumstances, if such entry is necessary.

( 3 )

such person can be permitted to enter after recording his full particulars in the register prescribed hereunder. The Court Officer Cell shall issue a pass to such person for entry in office. The pass shall bear Serial No. and date of entry register, name of person entering in office and the name of section in which he wants entry.

- (5) The Advocates' clerks or any person permitted to enter in Sections shall not be allowed to touch or access any Administrative or Judicial file/ record, computer equipments or any other article or document except in the case of inspection of record in accordance with law and further provided that Advocate's clerk can be permitted to take notes from the deficiency report of the Stamp Reporter.

ENTRY REGISTER

S. No.	Date & time	Name of Person with full address	Section in which entry is sought	Purpose	Remarks
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( 4 )

- (6) The Court Officer shall ensure bearing of prescribed uniform (Vardi) by the Class-IV employees of this Court.
- (7) Upon prescribing uniform robe by the appropriate authority, the Advocates' clerks shall wear such robe and a badge with name and registration number.
- (8) If any official/ officer is found negligent in discharge of his duties or violating the above instructions shall be liable for stern disciplinary action.
- (9) All the supervisory officers/ officials shall have a close eye on the Staff working in their subordination and any matter of insubordination or lapse on part of such Staff Member shall be immediately reported to the concerned Dy Registrar for proposing appropriate disciplinary action against the defaulter. The supervisory officers/ official shall take all necessary actions considered appropriate, with the approval of Registrar (Administration), to systematise operation in Administrative and Judicial Sections to improve working efficiency of the staff.

BY ORDER  
*Delwint*  
REGISTRAR GENERAL

No. Gen/XIX/Miso/863/2007/1935 Dated 26/09/2007

Copy forwarded to the following for information and necessary action.

01. The Registrar General, Rajasthan High Court, Jodhpur.
02. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
03. The Registrar (Admn.), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
04. The Registrar (Rules)/ (Classification)/ (Writs), Rajasthan High Court, Jodhpur, Jaipur Bench, Jaipur.
05. The Dy. Registrar (Judicial), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
06. The Chairman/Vice Chairman, Bar Council of Rajasthan, Jodhpur.
07. The President, Rajasthan High Court Advocates Association, Jodhpur.
08. The President, Rajasthan High Court Bar Association, Jaipur.
09. The President, Jaipur Bar Association, Jaipur
10. The President, Rajasthan High Court Lawyers Association, Jodhpur.
11. The the Deputy Registrars posted at Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
12. All the Assistant Registrars posted at Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
13. The Assistant Registrar, Court Officer Cell, Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
14. The Chief Accountant-cum-A.O. J., Accounts (Estts.) Section, Raj. High Court, Jodhpur.
15. All the Administrative Officers Judicial posted in Judicial/ Administrative Sections, Raj. High Court, Jodhpur/Jaipur Bench, Jaipur.

  
REGISTRAR GENERAL

RAJASTHAN HIGH COURT, JODHEURSTANDING ORDER

No. S.O./2008/02

Dated 04/04/2008

In compliance of the directions of Hon'ble the Committee passed in its meeting held on 7/2/2008 in the matter of providing of Uniform Robe for the Advocate's Clerk constituted under the orders of Hon'ble the Chief Justice and in continuation to the Standing Order No.08/2007, dated 20/09/2007, the following directions are issued for the strict compliance by all concerned:-

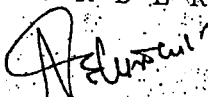
01. The Advocate's Clerk shall wear the blue coloured safari and shall put badge detachable or stitched on the dress showing their name and the registration number.
02. Entry of the Advocate's clerk in the prescribed uniform in the Administrative and Judicial Sections of this Hon'ble Court is permissible 11.00 A.M. to 1.00 P.M. and from 4.00 P.M. to 5.00 P.M.



( 2 )

All the officers posted in Judicial and Administrative branches of this Hon'ble Court are directed to ensure the strict compliance of the aforesaid directions and non compliance of these directions by the Advocate's Clerk shall immediately be brought into the notice of the Dy. Registrar (Judicial), Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.

B Y O R D E R

  
 REGISTRAR GENERAL

No.Gen/XIX/misc/863/2007/462 Dated 5/4/2008

Copy forwarded to the following for information and necessary action.

01. The Registrar General, Rajasthan High Court, Jodhpur.
02. The Registrar (Admn.), Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
03. The Registrar (Rules)/(Classification)/(Wrists), Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
04. The Dy.Registrar (Judicial), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
05. The Chairman/Vice Chairman/Secretary, Bar Council of Rajasthan, Jodhpur.
06. The President, Rajasthan High Court Advocates Association, Jodhpur.
07. The President, Rajasthan High Court Bar Association, Jaipur.
08. The President, Rajasthan High Court Lawyers Association, Jodhpur.

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09. All the Deputy Registrars posted at Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
10. All the Assistant Registrars posted at Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
11. The Assistant Registrar, Court Officer Cell, Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
12. The Chief Accountant-cum-A.O.J., Accounts (Estts.) Section, Rajasthan High Court, Jodhpur.
13. All the Administrative Officers Judicial posted in Judicial / Administrative Sections Raj. High Court, Jodhpur / Jaipur Bench, Jaipur.

*Admitul*  
REGISTRAR GENERAL

Copy also forwarded to the following with request to place the same before His Lordship for favour of kind perusal.

01. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
02. The P.S. to Hon'ble Mr. Justice P.C. Tatia, Judge, Rajasthan High Court, Jodhpur.

*Admitul*  
REGISTRAR GENERAL

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## RAJASTHAN HIGH COURT, JODHPUR

## STANDING ORDER

No. S.O./2008/03

Dated 21/5/2008

In compliance of the directions passed by Hon'ble the Committee on 16/05/2008 and in partial modification to Para No.1 of the Standing Order No. 2/2008 of 04/04/2008, prescribed uniform for Advocate's Clerks, is substituted by "Sky blue Shirt and Black Trouser" in place of "Blue Coloured Safari."

B Y O R D E R

REGISTRAR (ADMN.)

No. Gen/XIX/Misc/863/2007/563 Dated 21/5/2008

Copy forwarded to the following for information and necessary action.

01. The Registrar General, Raj. High Court, Jodhpur.
02. The Registrar (Admn.), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
03. The Registrar (Rules)/(Classification) (Writs), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
04. The Deputy Registrar (Judicial), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
05. The Chairman/Vice Chairman/Secretary, Bar Council of Rajasthan, Jodhpur.
06. The President, Rajasthan High Court Advocates Association, Jodhpur.
07. The President, Rajasthan High Court Bar Association, Jaipur.
08. The President, Rajasthan High Court Lawyers Association, Jodhpur.
09. All the Deputy Registrar posted at Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
10. All the Assistant Registrar posted at Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
11. The Assistant Registrar, Court Officer Cell, Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
12. The Chief Accountant-cum-A.O.J., Accounts (Estts.) Section, Raj. High Court, Jodhpur.
13. All the Administrative Officers Judicial posted in Judicial / Administrative Sections Raj. High Court, Jodhpur / Jaipur Bench, Jaipur.

REGISTRAR (ADMN.)