

GOVERNMENT OF JAMMU & KASHMIR,
OFFICE OF THE ADVOCATE GENERAL
[High Court Complex, Janipur Jammu, 180007 [Nov-April] /High Court Complex, Srinagar, 190009 [May-Oct]]

Subject: Handling of Court case files –streamlining thereof.

Circular No. 02 -AG

Dated: 08 - 06 - 2021

-:z:-

From quite some time, it has been observed that the Law Officers as well as Record Keepers have brought to the notice of Ld. Advocate General that the Record Keepers are not providing all the case files to the Law Officers, whereas the Record Keepers have reported non-acknowledgment of case files by the Stenographers/ Assistants working with the Law Officers.

In this context, it is apt to mention here that by virtue of instructions contained in the Circular issued under No.AG/Estt/Adm-15/289-92 dated 20.04.2015, a mechanism has already been adopted/ instructions issued to streamline the working and functions of the Law Officers, which are not being adhered to. Hence it needs to be reviewed with due reference to the present scenario.

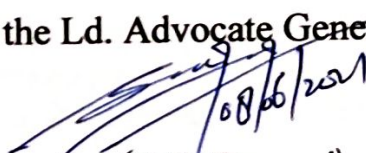
Therefore, in view of the above position, it is hereby enjoined upon all concerned that henceforth the: -

1. Record Keeper shall hand-over the case files to the concerned Law Officer well in time against proper receipt of their Stenographer or any other official attached with him/her with a record in the Movement Register which shall be maintained perennially and punctually.
2. Stenographer or any other official attached with the Law Officer shall be responsible to return the file by next day positively after the case was listed before the court duly recorded the status/ outcome of the case by Law Officer.
3. In case file is required to be retained beyond the prescribed period, then the Law Officer shall intimate the concerned person, for reasons to be recorded therein.
4. Office Assistant/ Orderly shall be responsible for carrying all the case files to court rooms and returning of all the listed files back to Law Officers chamber and intimate the Stenographer as


well.
01/6/2021

5. Stenographer will also keep a computerized record of files received, returned or retained on daily basis [Format-A], as a counter check to the version of the Record Keeper.
6. Record Keeper will also maintain daily business details of department-wise number of cases listed, No. of files handed-over to the Stenographer/ Assistant of the Law Officer, Received back [Format-B]. The **weekly information** of daily business shall be also presented to the Section Officer concerned for tracking the records.
7. Section Officer will maintain the **monthly information** with the assistance of a Head Assistant and submit the information [Format-C] to the Senior Law Officer for maintaining the statistical data of both the wings of this office viz; Srinagar wing/Jammu wing.
8. Senior Law Officer will submit the **quarterly progress report** [Format-D] by or before 5th of next month i.e. April, July, October and January to this office.

Issued with the approval of the Ld. Advocate General, J&K.


(Z.A. Dewani)

Administrative Officer,
with Advocate General, J&K

No: AG/Adm-132/2021/542-48
Copy for necessary action to the:

Dated: 08.06.2021

1. Secretary to Govt., Law, Justice and Parliamentary Affairs Department, J&K, Jammu, for information.
2. All Sr. AAGs/AAGs/DAGs/ GAs, Jammu/ Srinagar for n/a.
3. Senior Law Officer, Jammu.
4. Section Officer, Srinagar/ Jammu.
5. All Stenographers Jammu/ Srinagar.
6. All Record Keepers Jammu/ Srinagar.
7. Circular File.
8. Concerned file.

Format-A

[Circular No. ____ -AG of 2021 dated: .05.2021]

Daily information of daily business Dated: - -2021.

S. No.	Name of Law Officer	Department	Number of cases			
			Listed	Received	Returned	Retained incl. OBs
1						
2						

Report any shortcomings: _____

[Signature of Stenographer with date]

Name: _____

Designation: _____

Litigation Section, Srinagar / Jammu

Format-B-1

[Circular No. ____ -AG of 2021 dated: .05.2021]

Weekly information of daily business for 1st week/2nd week/ 3rd week/4th week of _____ month-2021.

S. No.	Name of Law Officer	Department	Number of cases			
			Listed	Provided to Steno/ Asstt	Received back.	Shortfall
1						
2						

Report any shortcomings: _____

List of missing case files as per given format is enclosed.

S. No.	Case No./Year	Title of the case	Department	Case listed			Remarks
				Court	Date	No.	
1							
2							

[Signature of Record Keeper with date]

Name: _____

Designation: _____

Litigation Section, Srinagar / Jammu

Handwritten signature and date: 0/6/2021

Format-C

[Circular No.____-AG of 2021 dated: .05.2021]

Monthly information of daily business for the month of _____ 2021.

S. No.	Name of the Law Officer	Department	Number of cases			
			Listed	Received back	Retained by LO	Shortfall
1						
2						

Remarks, if any: _____

[Signature with date]

Name: _____

Designation: Section Officer, _____
Litigation Section, Srinagar / Jammu

Format-D

[Circular No.____-AG of 2021 dated: .05.2021]

Quarterly Progress Report of court cases. Quarter _____ 2021.

S. No.	Name of the Law Officer	Department	Number of cases			
			Listed	Received back	Retained by LO	Shortfall
1						
2						

Remarks, if any: _____

[Signature with date]

Name: _____

Designation: Senior Law Officer

Handwritten signature and date: 02/05/2021