

IN ORDER TO STREAMLINE THE WORK OF ADMINISTRATION FOLLOWING STEPS HAVE BEEN TAKEN

1. The work of Copying Agency of Sessions Court, Lower Court and Sub Divisional Courts has been centralized. All the Copyist sit in one room, headed by the Examiner who perform the duty of Head Copyist. Head Copyist issue receipt in Form C.D.10 thereof immediately on receipt of application, mentioning therein expected date of delivery.

2. All the Class-III and Class-IV officials have been directed to strictly follow the instructions regarding uniform.

Dress code for Bench Clerks
Readers and Stenographers as
prescribed by the Hon'ble High
Court vide letter No.6 Spl.
E.II/VII.B.3(Hy.) dated 11.1.2013.

White shirt and Mehroon tie for
male staff and white shirt
alongwith mehroon duppatta for
female staff

Male staff

White shirt and formal trousers
alongwith mehroon tie.

Female staff

White shirt with any colour of
bottom and duppatta.

Class IV employees

Khakhi

3. Directions have been issued to Stenographers to make proper use of papers for typing zimni orders and avoid wastage of papers by using one side used papers for rough printouts of the judgments etc.

4. Some Judicial Officers/officials used to proceed on casual/station leave without prior approval and do not comply with the directions of the HHC issued in this regard. Directions have been issued to all the Judicial Officers/officials to comply with the instructions of the HHC and submit their leave applications well in advance.

5. *Some times the advocates/litigants do not collect the copies of nakal after its preparation. Directions have been issued to the Incharge of the Copying Agency of Sessions Court as well as subordinate courts to prepare a list of all such applications which have not been claimed till one week and submit the same to this office for taking further action.*
6. *In order to streamline the work of consignment of decided files all the officials have been directed to consign the same well in time and on the other hand the Record Keeper and Deputy Record Keeper have been directed to ensure the timely consignment of decided files and in case of non consignment within time to submit report to this office.*
7. *In order to maintain cleanliness in the Judicial complex, all the officials have been directed to ensure proper cleanliness in their respective rooms and in case of non compliance of these directions senior most official of the respective room shall be answerable.*
8. *In order to avoid any untoward incident, all the officials have been directed to switch off all electrical lights/equipments before leaving their respective Court/office after Court/office hours.*
9. *Earlier as and when any Judicial Officer proceeded on leave, the Stenographer attached with that Court also used to proceed on leave on that day. Due to shortage of stenographers and in order to meet the requirements of other judicial officers, all the Judicial officers have been requested to not to sanction leave to Stenographers on that day and to allow leave only in case of emergency.*

10. *In order to keep the judicial record safe, all the officials have been directed :-*

- to ensure that bolts/locks of doors and almirahs are in working order.*
- to keep their record/files in the almirah in safe custody under lock and key & not to leave the keys in the drawers of the tables and keep the same under their safe custody.*
- to not allow any unauthorized person to enter the Ahlmad room/record room without obtaining prior permission from the concerned court.*
- to ensure that before leaving the Court after court hours no document or judicial file has been left outside the almirah.*

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OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.
OFFICE ORDER

In view of the discussion in the meeting of Vigilance Committee and in order to streamline the supply of certified copies to the Advocates/Litigants/State, it is directed that with effect from 02.01.2015 all the Copyists posted in the Subordinate Courts shall sit in one room, headed by the Examiner who shall perform the duties of Head Copyist. It is further directed that all the applications for supply of certified/uncertified copies shall be presented by the person concerned in the Copying Agency of Subordinate Court and the same shall be received by the Head Copyist who shall issue receipt in Form C.D.10 thereof immediately as required under the Rules, mentioning therein expected date of delivery. In the absence of Head Copyist in the Copying Agency the next senior most Examiner shall look after the duties of Head Copyist.

Similarly, the copyists posted in Sub Division Naraingarh (including Copyist of Judicial Record Room, Naraingarh) shall sit in one room headed by the Examiner who shall perform his duties as mentioned above.

The Copyist and Examiner attached with the Judicial Record Room, Ambala, (Subordinate Courts) shall continue to work as per previous practice.

All concerned be informed accordingly.


District & Sessions Judge,
Ambala. 24-12-14

Endst.No. 22293-315 dated 24/12/14

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

1. All the Judicial Officers posted at Ambala. They are requested to ensure the compliance of above mentioned instructions.
2. The President, District Bar Association, Ambala.
3. The President, Bar Association, Ambala Cantt and Naraingarh.


District & Sessions Judge,
Ambala. 24-12-14

7

EA 25

06


OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

ORDER

It has come to the notice of undersigned that some officials of the Courts are not following the instructions regarding dress-code and Identity Cards in letter and spirit. Hence, all the Presiding Officers are requested to direct the officials working under their control to follow these instructions. It is also made clear that any laxity in compliance of these instructions shall be viewed seriously.


All concerned be informed accordingly.

10.7.2015


District & Sessions Judge,
Ambala. 10-7-2015.

Endst.No. 1375780 dated 10/7/15

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division for information and necessary action. They are requested to ensure the compliance of these instructions.


District & Sessions Judge,
Ambala. 10-7-2015.

dlc

ORDER

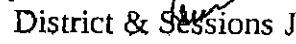
During surprise checking of Judicial Court Complex, Ambala, it has come to the notice of undersigned that officials (both male and female) of the Courts are not following the instructions regarding dress-code and wearing of Identity Cards in letter and spirit despite repeated direction. All the officials working in Ambala Sessions Division are hereby directed to follow the dress-code as mentioned below and also to wear their identity cards during Court hours in such manner that the same are properly visible.

1. Dress code for Bench Clerks Readers and Stenographers as prescribed by the Hon'ble High Court vide letter No. 6 Spl E.II/VII.B.3 (Hy.) dated 11.1.2013. - White shirt and Mehroon tie for male staff and white shirt alongwith mehroon duppatta for female staff.
2. Male staff - White shirt and formal trousers alongwith mehroon tie.
3. Female staff - White shirt with any colour of bottom and duppatta.
4. Class-IV employees - Khakhi.

It is also made clear that any laxity in compliance of these instructions shall be viewed seriously.

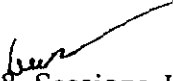
All concerned be informed accordingly.

25.1.2016


District & Sessions Judge,
Ambala.

Endst.No. 1905-30 dated 27/1/16

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division for information and necessary action. They are requested to ensure the compliance of these instructions.


District & Sessions Judge,
etc Ambala.


A collection of handwritten signatures and initials, including 'M', 'S', 'J', and 'W', with some lines and arrows indicating a flow or distribution of the document.


OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

ORDER

It has been observed by the undersigned that the Stenographers working in different Courts are in the habit of wasting the papers much more than the usage. After typing one zimni order on the paper they do not bother to use the blank portion of paper, rather they use another paper for typing next zimni order. It has also been observed that Stenographers are also in the habit of taking rough printouts of the judgments on blanksheets. Such type of practices is required to be discontinued as wastage of paper not only create burden on the state exchequer but is also unfriendly to environment.

All the Stenographers are therefore, directed to make proper use of papers for typing zimni orders and to avoid wastage of papers by using one side used papers for rough printouts of the judgements etc.


All concerned be informed accordingly.


District and Sessions Judge,
Ambala.

Endst. No. 3030-54 dated 7/2/15

Copy forwarded to the following for information and its circular amongst the officials work under their control:-

- 1. Ms. Neena Chaudhary, District Judge, Family Court, Ambala.
- 2. All the Judicial Officers posted in Ambala Sessions Division.


District and Sessions Judge,
Ambala.

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EA25 06

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

ORDER

It has come to the notice of undersigned that instructions issued by the Hon'ble High Court vide letter No. 13645 Gaz.II(12) dated 19.5.2003 and this office order dated 19.2.2014, are not being complied with in letter and spirit. Some of the Judicial Officers are still in the habit of leaving their Head Quarter before prior approval of the undersigned. Some times leave applications including station leave applications are forwarded to this office after lapse of leave period applied. Hence, all the Judicial Officers are directed to ensure that the above mentioned instructions are complied with and leave applications are sent to this office well in advance, failing which such applications shall not be entertained.

10.4.2015

District and Sessions Judge,
Ambala.

Endst. No. 7922-46 dated 13/4/15

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division, for information and necessary action.

District and Sessions Judge,
Ambala.

(9)

EA25

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

OFFICE ORDER

It has been observed by the undersigned that various applications are lying undelivered in the Copying Agency after its preparation. The Incharge, Copying Agency of Sessions Court as well as Copying Agency of Subordinate Courts, Ambala and Naraingarh are directed to prepare a list of all such applications which have not been claimed by the litigants/advocates till one week of its preparation and submit the same in this office. The Incharge of respective Copying Agencies shall submit weekly report in this regard.

All concerned be informed accordingly.

District and Sessions Judge
Ambala.

Endst. No. 19126/28 dated 9/9/2015

A copy is forwarded to the Incharge of respective Copying Agencies, for strict compliance.

District and Sessions Judge
Ambala.

10

EA 25

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

ORDER


It has been observed by the undersigned that the decided files are not being consigned to the Record Room/ Judicial Record Room well in time. Further, the disposal of decided cases is not matching with the monthly consignment of Record Room/ Judicial Record Room, Ambala.

In order to stream line the work and to avoid delay in consignment of decided files, all the Judicial Officers are requested to direct the concerned officials to follow the following procedure:-

1. All the Readers shall deposit a photocopy of disposal register relating to the cases disposed off during the month to the Record Keeper/ Deputy Record Keeper by 3rd of each succeeding month.
2. All the Ahlmads shall consign the decided files of the respective months upto 15th day of succeeding month positively.
3. The Record Keeper/ Deputy Record Keeper shall ensure that the files are being consigned in the Record Room within specified time. If any file is consigned in the Record Room after specified period, the same shall be supported with a statement of the concerned Ahlmad mentioning the reasons for delay in consignment and the Record Keeper/ Deputy Record Keeper shall submit a report in this regard to this office.
4. The Record Keeper/ Deputy Record Keeper shall send copy of G.D Number to the Reader of the respective Court, who shall enter the same in the disposal register at relevant place.

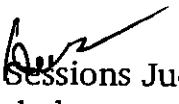
All concerned be informed accordingly.

10.9.2015


District & Sessions Judge,
Ambala.

Endst.No. 19205-19210 dated 10/9/15

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division for information and necessary action.

b/c 
District & Sessions Judge,
Ambala.

(12)

8/11/15

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

OFFICE ORDER

It has been observed by the undersigned that the directions regarding cleanliness earlier issued by the undersigned are not being complied with in letter and spirit. All the officials working in Ambala Sessions Division are directed to ensure proper cleanliness in their respective rooms, failing which senior most official of the respective room shall be held responsible for non-compliance of the directions of the undersigned.

All concerned be informed accordingly.

District and Sessions Judge,
Ambala. 06/11/15

Endst.No. 22944 dated 6/11/15

Copy alongwith copy of order dated 3.11.2015 passed by Dr. Sanjeev Arya, Additional District and Sessions Judge, Ambala forwarded to all the Judicial Officers posted in Ambala Sessions Division, for information and necessary compliance.

District and Sessions Judge,
Ambala. 06/11/15


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OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA

OFFICE ORDER

It has been observed by the undersigned that some of the employees while leaving their room do not switch off the electric lights/equipments which may lead to any untoward incident. It is hereby ordered that all the concerned officials shall ensure that all electrical lights/equipment are switched off and power sockets of Computers/Photostat Machines are unplugged by them before leaving their respective Court/office after Court/office hours. All the Judicial Officers are also required to ensure that these instructions are complied with in letter and spirit. Non-compliance of the same will be viewed seriously.


All concerned be informed accordingly.


District & Sessions Judge,
Ambala. 12/11/14

Endst.No. 18619-43 dated 12/11/14

Copy forwarded to the following with request to ensure the compliance of these instructions:-

1. Ms. Neena Chaudhary, District Judge, Family Court, Ambala.
2. Ms. Sarita Gupta, District & Sessions Judge-cum-Presiding Officer of Industrial Tribunal-cum- Labour Court, Ambala.
3. All the Judicial Officers posted in Ambala Sessions Division.
4. District Attorney, Ambala.

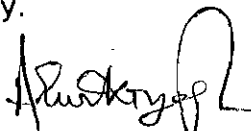

District & Sessions Judge,
Ambala. 12/11/14

9/25/12
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ORDER

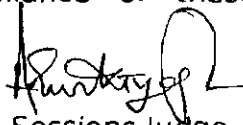
It has been noticed that some of the employees while leaving their room do not switch off the electric lights/equipments which may lead to any untoward incident. It is hereby ordered that all the concerned officials shall ensure that all electrical lights/equipments are switched off by them before leaving their respective Court/office after Court/office hours. All the Judicial Officers are also required to see that these instructions are complied with in letter and spirit. Non-compliance of the same will be viewed seriously.

All concerned be informed accordingly.


District & Sessions Judge,
Ambala.

Endst.No. 3477 dated 17/5/12

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division, for information and necessary action. They are requested to ensure the compliance of these instructions.


District & Sessions Judge,
Ambala.

(17)

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA.

ORDER

It has been observed that as and when any Judicial Officer proceeds on leave, the concerned Stenographers attached to the said Judicial Officer also apply for their leave which is forwarded by the concerned Judicial Officer to the office of the undersigned after sanction. Keeping in view acute paucity of Stenographers in the Sessions Division, it is not possible to meet out the requirements of other Judicial Officers in case of emergency, their Stenographer proceeds on leave. Therefore, all the Judicial Officers posted in Ambala Sessions Division are requested not to sanction any kind of leave due to the Stenographers on being proceeded on leave. However, in case of emergency, the leave of the kind due towards one Stenographer may be sanctioned by the Concerned Judicial Officer.

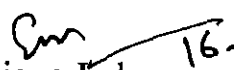
All concerned be informed accordingly.


District and Sessions Judge,
Ambala.

Endst.No. 109934/04 dated 15/1/14

Copy forwarded to following for information and necessary compliance:-

1. Ms. Neena Chaudhary, District Judge, Family Court, Ambala.
2. All the Judicial Officers posted in Ambala Sessions Division.


District and Sessions Judge,
Ambala. 16-1-14

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OFFICE OF THE DISTRICT AND SESSIONS JUDGE, AMBALA

OFFICE ORDER

It has come to my notice that the directions issued by this office are not being complied with by the concerned officials in letter and spirit. All the Judicial Officers posted in Ambala Sessions Division are hereby requested to direct the officials posted in your respective Court/office to make compliance of all the directions issued by this office from time to time. Some of the directions are hereby reiterated :-

1. All the officials shall follow the instructions regarding dress code and wearing of Identity Card.
2. The officials shall keep all the record in proper custody under lock and key. They shall not leave the keys in the drawers of the tables and shall keep the same under their safe custody.
3. No official shall allow any unauthorized person to enter the Ahlmad room/Record Room without obtaining prior permission from the concerned Officer.
4. Before leaving the Court after Court hours the occupant of the respective room shall ensure that no document or Judicial file has been left outside the almirah.
5. All the Readers shall deposit a photocopy of disposal register relating to the cases disposed off during the month to the Record Keeper/Deputy Record Keeper by 3rd of each succeeding month.
6. The Record Keeper/Deputy Record Keeper shall ensure that all the files are being consigned in the Record room within specified time. If the file is consigned after the specified period as provided in instructions contained in Chapter 16 of High Court


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Rules and Orders Vol-4, the same shall be supported with a statement of the concerned Ahlmad mentioning reasons for delay in consignment and the Record Keeper/Deputy Record Keeper shall submit report in this record to this office. The Record Keeper/Deputy Record Keeper shall send copy of G.D. Number to the Reader of the respective Court, who shall enter the same in the disposal register at relevant place.

7. The Ahlmad shall consign the decided file in the Record Room/Judicial Record Room as per above mentioned instructions of the High Court Rules and Orders Vol-4 and shall ensure that all the decided files of the respective month have been consigned up to 15th day of the succeeding month.
8. The officials shall ensure that all the electrical lights/equipments have been switched off and power sockets of Computers/Photostat Machines have been unplugged by them before leaving their respective Court/office after Court/office hours.


Non compliance of the above mentioned directions will be viewed seriously.

All concerned be informed accordingly.


District & Sessions Judge,
Ambala. 20/01/16

Endst.No. 1209-31 dated 20/1/16

Copy forwarded to all the Judicial Officers posted in Ambala Sessions Division, for information and its communication to the officials working under their control. They are also requested to ensure the compliance of the above mentioned directions of the Hon'ble High Court.


District & Sessions Judge,
Ambala. 20/01/16