



Through E-mail

From:

Ashish Garg, H.J.S.
Registrar General
High Court of Judicature at
Allahabad.

To,

All The District Judges,
All The Presiding Officers of Commercial Courts and
All The Principal Judges of Family Courts,
Sub-ordinate to the High Court of Judicature at Allahabad.

Circular Letter No - /Recruitment Cell/Allahabad, Dated:

Sub:- Modalities for continuous Updation and Authentication of data fed on District Court Establishment Portal (DCEP) by District Judges, Principal Judges of Family Courts and Presiding Officers of Commercial Courts.

Madam/Sir,

I am directed to say that regarding continuous Updation and Authentication of data fed on District Court Establishment Portal (DCEP) by District Judges, Principal Judges of Family Courts and Presiding Officers of Commercial Courts, the Court has been pleased to frame the following guidelines :-

A. District Court Establishment Portal (DCEP) is a digitalized record of all Class-(II), (III) and Class-(IV) employees of District Courts , Commercial Courts and Family Courts in the State of Uttar Pradesh which shall be regularly maintained and updated by the Appointing Authorities of these Courts.

B. Appointing Authorities shall be responsible to update District Court Establishment Portal (DCEP) with the creation of posts, if any, new appointments, promotions, retirements, death of any employee during service period, transfer, deputation, annual character roll entries, disciplinary proceedings, if any, and its results and all other matters relating to services of employees, along with related documents and shall immediately sign it digitally with intimation to the Hon'ble Court.

[Handwritten signature]
05/12/22



C. Each Appointing Authority of District Courts, Commercial Courts and Family Courts shall regularly update District Court Establishment Portal (DCEP) on 3rd , 4th and 5th working days of each month of a calendar year and shall after updation digitally certify that the contents of each data entry field of DCEP are true, correct and complete in all respects.

D. Each Appointing Authority of District Courts, Commercial Courts and Family Courts shall communicate the detailed information to be updated at their end to the Registrar (Judicial) (Inspection) and Joint Registrar (Judicial) (Budget), Hon'ble High Court of Judicature at Allahabad via E-mail only, latest by end of each preceding month.

E. Each Appointing Authority of District Courts, Commercial Courts and Family Courts shall strictly ensure that the prior communication of the detailed information to be updated on DCEP through E-mail is inevitable and mandatory in all circumstances.

F. Registrar (Judicial) (Inspection), Hon'ble High Court of Judicature at Allahabad shall be the Officer-In-charge of District Court Establishment Portal (DCEP) at the High Court Level and shall ensure that DCEP is maintained and updated by the Appointing Authorities truly, correctly and completely in all respects.

G. Needful co-ordination and co-operation in continuous updation of District Court Establishment Portal (DCEP) shall be furnished by Joint Registrar (Judicial) (Budget) and Nodal Officer, District Court Establishment Portal (DCEP) with assistance of requisite officials.

H. District Court Establishment Portal (DCEP) for continuous updation can only be accessed via Dual Pass-key authentication, of which one Pass-key shall be available with Registrar (Judicial) (Inspection) and another Pass-key shall be with Joint Registrar (Judicial) (Budget) and both the Pass-keys shall remain with the Registrar General, Hon'ble High Court of Judicature at Allahabad for safe custody.

I am, therefore, to request you to kindly circulate the above-said guidelines

[Signature]
05/5/2022



amongst all the Judicial Officers posted in your Judgeship as well as the Officers working on deputation, for information and strict compliance.

With regards.

Yours Faithfully,

W.L.
05/05/2022
Registrar General

C. L. No. : ¹⁵⁴¹ /Recruitment Cell/Allahabad Date : 05/05/2022

Copy forwarded for information and necessary action:-

1. The J.R/D.R./A.R.-Cum-P.S. to all the Hon'ble Administrative Judges at Allahabad and also at Lucknow Bench, Lucknow with the request to place the same before their Lordships for kind perusal.
2. The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
3. The Principal Secretary (Law) & L.R., Nyay Vibhag, Government of Uttar Pradesh, Lucknow.
4. The Director, Institute of Judicial Training & Research, Gomti Nagar, Lucknow.
5. Registrar(J)(Inspection), High Court of Judicature at Allahabad, for necessary compliance.
6. Registrar(J)(Budget), High Court of Judicature at Allahabad, for necessary compliance.
7. All the Judicial Officers posted in the Registry in Allahabad High Court and Lucknow Bench, Lucknow.
8. Sri Apoorva Agha, Nodal Officer, District Court Establishment Portal, High Court of Judicature at Allahabad.
9. The System Manager, Computer Centre, High Court, Allahabad with the request to upload the same on the official website of Hon'ble High Court.
10. The Section Officer, Admin. (H) Section, for compilation on guard file.

Aswini
05/05/2022
Registrar General