

HIGH COURT OF JUDICATURE AT ALLAHABAD


Administrative (E-I) Section

Notice

In compliance of the order dated 10.02.2025 of Hon'ble the Chief Justice, following guidelines/directions in respect of working of Oath Commissioners are issued for strict compliance;

1. All the Oath Commissioners shall maintain a register strictly in accordance with the Rule-3 of Chapter-IV of The Allahabad High Court Rules, 1952, as format annexed.
2. A label shall be affixed on the cover page of the Oath Commissioners' Register disclosing one's full name, Serial Number issued by the Cash Section of the Court, Enrollment Number issued by the Bar Council of Uttar Pradesh and the Chamber Number /place of sitting in the High Court. The Cash Section shall certify the same and get the same deposited with him when it is filled up or at the end of the term of Oath Commissioners and it shall be preserved at least for 2 years.
3. All the Advocate Oath Commissioners are directed to get the coupon issued in their favour necessarily and do the work of verification of Affidavit strictly in accordance with the provisions of Chapter-IV of the Allahabad High Court Rules, 1952.
4. All the Oath Commissioners are directed to ensure that the Coupon issued to an Oath Commissioner shall not be used by another Oath Commissioner and the coupon issued in a particular year shall not be used in subsequent years, under any circumstances.
5. All the Oath Commissioners are directed to ensure that the Signature and the Seal which they make while attesting the Affidavits, Applications, Writ Petitions, Appeal etc., should be legible, failing which the same shall not be accepted by the Stamp Reporting Section.
6. Seal of the Oath Commissioner must contain the full name, Serial Number of coupon issued from the Cash Section, Enrollment Number issued by the Bar Council of Uttar Pradesh and place of sitting/ office of the Oath Commissioner must be clearly visible.
7. All the Oath Commissioners should not sign any affidavit without proper filling of paragraphs, Signature & Photograph of the deponent and Signature of the person identifying the deponent on such affidavit.
8. All the Oath Commissioners are directed to ensure that the full particulars of the deponent as full name, age, the name of his/her father, rank or degree in life, profession, calling, occupation or trade and his/her true place of residence shall be clearly mentioned on the affidavit.
9. All the Oath Commissioners should scrutinize the document as to its correct form while attesting the affidavit.
10. The Oath Commissioner shall affix his/her Seal & Signature with date on every page of affidavit and every page of the attached documents.
11. The Oath Commissioner shall not delegate his/her duty or any part of his/her duty to another, under any circumstances.
12. All the Oath Commissioners are directed to charge such fees for the verification of affidavits as may be prescribed by the order of Hon'ble the Chief Justice from time to time.
13. All the Oath Commissioners must ensure the compliance of the guidelines issued by the Allahabad High Court as well as rules under Chapter IV of The Allahabad High Court Rules, 1952 while discharging his/her duties as Oath Commissioner.
14. Non-compliance of due procedure while swearing in Affidavit by the Oath Commissioners, may lead to appropriate action.
15. The Cash Section and Stamp Reporting Section of Allahabad High Court shall ensure that the coupons issued in favour of one Oath Commissioner shall not be used by another Oath Commissioner and coupons issued in a particular year shall not be used in subsequent year, under any circumstances.
16. In addition to above guidelines, all the Oath Commissioners are directed to ensure the strict compliance of Office Memorandum No. 805/Admin. G-I/Allahabad: Dated: 09.08.2023 issued earlier regarding implementation of procedure of photo affidavit system of the Hon'ble Court, as annexed.

By order of the Court,


(Rajeev Bharti)
Registrar General

No. **1945** /VIID-26 /2025/Admin. E-I Section: Allahabad; Dated: **14.02.2025**

Copy forwarded for information and necessary action to :-

1. The Chief Private Secretary to Hon'ble the Chief Justice, High Court, Allahabad.
2. The Registrar/J.R./D.R./A.R.-cum-Private Secretary to Hon'ble Judges of the High Court, Allahabad as well as its Bench at Lucknow.
3. The J.R./D.R./A.R.-cum-P.S. to the Special Officer (Vigilance), High Court, Allahabad.
4. The J.R./D.R./A.R.-cum-P.S. to the Registrar General, High Court, Allahabad.
5. The Senior Registrar, High Court, Lucknow Bench, Lucknow for circulation amongst all the concerned.
6. The Principal Private Secretary (Administration), High Court, Allahabad.
7. The Registrar-cum-Principal Bench Secretary, High Court, Allahabad.
8. The President/Secretary, High Court Bar Association, High Court, Allahabad.
9. The President/Secretary, Advocates' Association, High Court, Allahabad.
10. The President/Secretary, Oudh Bar Association, High Court, Lucknow Bench, Lucknow.
11. All the Registrars (J)/Joint Registrars (J), High Court, Allahabad.
12. All the Registrars/Joint Registrars, High Court, Allahabad.
13. The Joint Registrar (J) (Computer)/System Manager Computer Center, High Court, Allahabad with request to direct the concerned to upload the notice on the official website of High Court, Allahabad.
14. The Deputy/Assistant Registrar, Stamp Reporter Civil Section, High Court, Allahabad.
15. The Deputy/Assistant Registrar, Stamp Reporter Criminal Section, High Court, Allahabad.
16. The Deputy/Assistant Registrar, Cash Section, High Court, Allahabad.
17. The Chief Documentation Officer-cum-Chief Librarian, High Court, Allahabad.
18. The Deputy/Assistant Registrar, Admin. 'H' Section, (Administrative Record Room), High Court, Allahabad.
19. Display on Notice Board.

By order of the Court,

Surender Kumar
(Surender Kumar)

Registrar (J) (Services)

Format for the Oath Commissioners

[illegible]

HIGH COURT OF JUDICATURE AT ALLAHABAD

ADMIN. 'G-I' (AMENDMENT) SECTION

OFFICE MEMORANDUM

No. 805 /Admin. G-I/Allahabad: Dated: August 09th, 2023

In supersession of the earlier Office Memorandum No.268 /Admin. G-I/Allahabad: Dated: 10.09.2018, for implementation of the procedure of photo affidavit system of the Hon'ble Court, as per the provisions contained in Chapter IV Rule 3 of the Allahabad High Court Rules, 1952, Hon'ble the Court has been pleased to direct to issue hereby the new Office Memorandum to the effect that -

(1) *The Oath Commissioners shall maintain a register which shall contain the prescribed particulars with respect to each affidavit sworn;*

(2) *The deponent of every affidavit shall affix his or her passport size photograph together with the identification number issued by the Allahabad High Court Bar Association or Advocates' Association for Allahabad and Oudh Bar Association for Lucknow Bench, Lucknow;*

(3) *For one particular case, one identification number shall be allocated to a person by the Allahabad High Court Bar Association or Advocates' Association for Allahabad and Oudh Bar Association for Lucknow Bench, Lucknow which may be used for all subsequent affidavits to be filled by the same deponent in the same case;*

(4) *The identification number allocated to a particular deponent in a case shall also be specifically recorded in the register;*

Provided that the above modalities shall not be insisted upon in regard to the affidavits to be filed by the officials of the State or Union Governments or on behalf of the instrumentalities of the State.

Provided further that an Advocate who is having an AOR number issued by the Hon'ble High Court but is not a member of above associations, shall not be refused for photo identification number.

It is further directed that having due regard to the nature of the work which is to be carried out by the Allahabad High Court Bar Association or Advocates' Association for Allahabad and Oudh Bar Association for Lucknow Bench, Lucknow and the administrative expenses involved, an amount of Rs. Seventy per identification number may be charged by the Bar Association or Advocates' Association for Allahabad and Oudh Bar Association for Lucknow Bench, Lucknow. The amount so prescribed shall not be enhanced without prior approval of the Registrar General on the instructions of the Chief Justice.

All concerned are directed to comply with aforesaid order with immediate effect.

By Order of the Court

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(Rajeev Bharti)

Registrar General

No. 10604 /Admin. G-I/Allahabad: Dated: August 09th, 2023


Copy forwarded for information & necessary action to:

1. Chief Private Secretary, High Court of Judicature at Allahabad.

2. All the Registrars/Joint Registrars/Deputy Registrars/Assistant Registrars-cum-Private Secretary attached to the Hon'ble Judges of the High Court, Allahabad as well as Lucknow Bench, Lucknow for information of Their

Lordships.

3. The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow for circulation amongst all the concerned.
4. The Registrars/Joint Registrars/Deputy Registrars/ Assistant Registrars-cum-Private Secretary attached to Registrar General.
6. All the Judicial Officers on deputation to this Hon'ble Court.
7. The Director, Institute of Judicial Training and Research, Vineet Khand, Gomti Nagar, Lucknow.
8. All the Registrars/Joint Registrars of this Hon'ble Court.
- ✓ 10. I/C Computer Centre for uploading on official web site of the Court.
11. The Secretary, Bar Association, High Court, Allahabad.
12. The Secretary, Advocates Association, High Court of Judicature at Allahabad.
13. The Secretary, Oudh Bar Association, High Court, Lucknow.
14. The Registrar-cum-Principal Bench Secretary, High Court of Judicature at Allahabad.
15. The Chief Documentation Officer cum Chief Librarian, High Court of Judicature at Allahabad.
16. Stamp Reporter Section (Civil and Criminal), High Court of Judicature at Allahabad.
17. The Court Officer for display on Notice Board.
18. Section Officer, Admin 'H' Section (Administrative Record Room).


08/08/23
Rajeev Bharti)
Registrar General