

HIGH COURT OF JUDICATURE AT ALLAHABAD

OFFICE ORDER

No. LIBHC-22/ 2901 /LC201221A8

Date : 02.02.2022

Hon'ble Library Committee in its meeting held on dated 20.12.2021 has been pleased to pass a resolution duly approved by Hon'ble the Chief Justice on 20.01.2022 as mentioned below-

"...some guidelines were approved by the Committee in order to maintain proper record of library books issued in the Court Rooms and Chambers of Hon'ble Judge, vide resolution dated 19.02.2020. A circular in this regard was issued on 18.03.2020, but the library is facing difficulty in maintaining proper records as some Officers/Officials are not complying with the same.

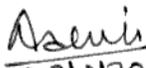
The Committee resolved that a revised circular be issued and all PS/BS/Officers and Officials be directed to strictly comply with these guidelines. The Bench Secretary/Private Secretaries attached with the Court Room and Chambers be required to submit a requisition slip duly signed with full name, their employee code while requisitioning books from the library and shall also provide receipt of the books provided in Court Room or and Chamber of Hon'ble Judge.

The Bench Secretary/Private Secretaries concerned shall take care that books so requisitioned, are returned to the library on day-to-day basis or every Saturday, so that it is available for reference to other Hon'ble Judge."

The guidelines approved by Hon'ble Committee vide its resolution dated 19-02-2020, are quoted below -

- (i). The books shall be issued from the library on submission of a written requisition slip duly signed by the Private Secretary or the Bench Secretary attached with Hon'ble Judge in Chamber or Court room, as the case may be.
- (ii). The P.S./B.S. concerned shall put their signature with full name and employee code number on every requisition slip of the books required to be issued from the library.
- (iii). The requisition from the Officers of the registry will be signed by them or on their behalf by the Private Secretary/PA attached with them.
- (iv). The book will be issued to the staff members for reference purpose on submission of a written requisition slip countersigned by the head of the section concerned.
- (v). The books will not normally requisitioned from the main library, which have already been provided in the Chamber Library or Court Room Library. The books borrowed from the library must be returned promptly as soon as possible by all concerned.
- (vi). The Private Secretary or the Bench Secretary concerned shall take care that the books so requisitioned are returned to the library promptly and not detained unnecessarily. So that it is available for the reference to Hon'ble Judges.
- (vii). No book from any Chamber or Court Room Library shall be sent outside without permission of Hon'ble Judge. In that case the Private Secretary or Bench Secretary concerned shall keep a note and replace the books after it is returned.

In the light of above, all the concerned officers and officials are hereby directed to strictly comply with the same.


02/02/2022
(ASHISH GARG)
Registrar General

Copy for information and necessary action to:

1. The Senior Registrar, High Court, Lucknow Bench with the request to circulate it among all the officers and officials working at High Court, Lucknow Bench.
2. All the Registrars/Joint Registrars of the Hon'ble Court with the request to inform all the officers and officials working under their supervision.
3. The Registrar-cum-Head Private Secretary of this Hon'ble Court with the request to inform all the Private Secretaries/Assistant Private Secretaries.
4. The Registrar-cum-Head Bench Secretary of this Hon'ble Court with the request to inform all the Bench Secretaries attached with Court Rooms.
5. JR/DR/AR-cum-PS to the Registrar General.
6. The System Manager, Computer Centre of this Hon'ble Court with the request to inform all the officers and officials working under their supervision.


(BRIJESH KUMAR SHARMA)
Registrar (J)(I)

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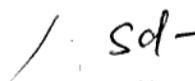
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3. The Registrar-cum-Head Private Secretary of this Hon'ble Court with the request to inform all the Private Secretaries/Assistant Private Secretaries.
4. The Registrar-cum-Head Bench Secretary of this Hon'ble Court with the request to inform all the Bench Secretaries attached with Court Rooms.
5. JR/DR/AR-cum-PS to the Registrar General.
6. The System Manager, Computer Centre of this Hon'ble Court with the request to inform all the officers and officials working under their supervision.


(BRIJESH KUMAR SHARMA)
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