

HIGH COURT OF JUDICATURE AT ALLAHABAD

ESTABLISHMENT SECTION

OFFICE MEMORANDUM

No. 9279 /Establishment: Allahabad: Dated: January 20, 2023

Under the orders of Hon'ble the Chief Justice, all the employees working in the establishment of this Hon'ble Court and its Bench at Lucknow are hereby directed to submit information on the below points:

- i. Regarding institution of any fresh/or existing pendency of any matrimonial/civil/criminal proceedings or lodging of First Information Report (F.I.R.) in any criminal matter against them, or in which they or their family members are a party;*
- ii. Information regarding occurrence of any incident(s) of untoward nature in the Court premises, in or near their residences that deserves mention in the light of the aforesaid at (i);*

Further, the employees of this Hon'ble Court and its Lucknow Bench are directed to submit information on the above points **positively by 10.02.2023** and they are also directed to provide such information on a regular and continuous basis as and when incidents as at (i) & (ii) occur in future.

In pursuance of the above order, following arrangements have been made for maintenance of information on the above mentioned points:

(a) For employees (Class I to Class III) working at High Court of Judicature at Allahabad, the record of such information in the matters as mentioned above at points 'i & ii' and safe keep of such reports/communications, shall be maintained in physical register only, by the Establishment Section of High Court Allahabad, under the supervision of Registrar(J)(S&A/Establishment).

(b) For employees (Drivers and Class IV) working at High Court of Judicature at Allahabad, the record of such information in the matters as mentioned above at points 'i & ii' and safe keep of such reports/communications, shall be maintained in physical register only, by the Account B-V Section and Account B-IV Section, High Court Allahabad respectively under the supervision of Registrar(J)(S&A/Establishment).

(c) For employees working at High Court of Judicature at Allahabad, Lucknow Bench, Lucknow, the record of such information in the matters as mentioned above at points 'i & ii' and safe keep of such reports/communications, shall be maintained in physical register only,

by the Establishment Section of the Lucknow Bench under the kind supervision of the Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow. Further, separate copies (cadre wise) of compiled reports on such matter of Class I to Class III officer/officials; Class-IV staff; and Drivers, be sent to this Court for updation of information by the concerned sections.

**Sd/-
Registrar (J)
(S&A/Establishment)**

No. 9280 /Establishment: Allahabad: Dated: January 20, 2023

Copy forwarded for information and necessary action to :

1. The Joint Registrar-cum-Joint Principal Private Secretary to Hon'ble the Chief Justice.
2. The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow with the request to direct the officer/official in capacity to circulate the above office order and maintenance of such information at Lucknow Bench in accordance with point (c).
3. All the Registrars and Joint Registrars of this Hon'ble Court with the request to direct the concerned to circulate the above order among the employees working under their supervision.
4. The Principal Private Secretary (Administration), High Court, Allahabad with the request to direct the concerned to circulate the above order among the Private Secretaries working under his supervision.
5. The Registrar-cum-Principal Bench Secretary, High Court, Allahabad with the request to direct the concerned to circulate the above order among the Bench Secretaries working under his supervision.
6. The Joint Registrar (J) (Computers), High Court, Allahabad with the request to direct the concerned officer/official to upload the same on the official website of the Hon'ble High Court.
7. The DR/AR cum P.S. to the Registrar General, High Court, Allahabad.
8. The C.D.O. - cum – Chief Librarian, High Court, Allahabad.
9. Notice Board for display.

**Sd/-
Registrar (J)
(S&A/Establishment)**