

**HIGH COURT OF JUDICATURE AT ALLAHABAD**

**ESTABLISHMENT SECTION**

**OFFICE ORDER**

No. 2440 /Establishment: Allahabad: Dated: June 13, 2023

The learned Registrar General vide his goodself's order dated 12.06.2023 has been pleased to pass the following directions :

*"It is being repeatedly observed that Officers & Officials of the Hon'ble Court, are submitting office notes mechanically, without proper study and verification before countersigning the same.*

*It is most pertinent to be reminded to all that the responsibility of any office note, does not lie solely on the Officer/ Official preparing the office note, but a greater responsibility lies on the higher up Officers & Officials, to justify the submissions made in the office note.*

*Hence, it may be reminded to all Officers & Officials that it is their duty to verify the veracity, authenticity and accuracy, of any office note and merely countersigning the same, before proper analysis, shall cause them to be held liable for any mistake that may have been overlooked, on account of casual approach in submissions made thereupon."*

All the Officers/ Officials of this Hon'ble Court are hereby directed to ensure compliance of the aforementioned order of learned Registrar General in letter and spirit.

-sd/-

REGISTRAR (J) (S&A)/ E

No. 2441 /Establishment: Allahabad: Dated: June 13, 2023

**Copy forwarded for information and necessary action to :**

1. The Chief 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 concerned to circulate the above office order among all the officers/officials working at Lucknow Bench directing them to ensure compliance of the same.
3. All the Registrars and Joint Registrars, High Court, Allahabad with the request to direct the concerned to circulate the above office order among the officers/officials working under their supervision.
4. The Principal Private Secretary (Administration), High Court, Allahabad.

5. The Registrar-cum-Principal Bench Secretary, High Court, Allahabad.
6. The J.R./D.R./A.R.-cum-P.S. to the Registrar General, High Court, Allahabad.
7. The Joint Registrar (J) (Computers), High Court, Allahabad – with the request to direct the concerned officer/official to upload the above office order on the official website of High Court, Allahabad.
8. The Nodal Officer/ Co-Nodal Officer, Allahabad High Court Establishment Portal.
9. The C.D.O. - cum – Chief Librarian, High Court, Allahabad.
10. Notice Board for display.

-sd/-  
**REGISTRAR (J) (S&A)/ E**