



Through E-mail / Speed Post

From,

**Ajai Kumar Srivastava-I, 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.: 6873 /Rect. Cell/Allahabad Date : 27.01.2021

Subject:- Guidelines for District Court Establishment Portal (D.C.E.P.).

Madam/Sir,

I am directed to say that in the matter relating to record keeping in electronic mode and continuous updation of complete data base on District Court Establishment Portal (D.C.E.P.), the Court has been pleased to frame the following guidelines:-

1. District Court Establishment Portal (For short "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.
2. Appointing Authorities shall be responsible to update the DCEP with the creation of posts (attaching post creation G.O. and post bifurcation letter of High Court/ Government), new appointments, promotions, retirements, death of any employee, if any, during service period, transfer, deputation, annual character rolls entries, disciplinary proceedings, if any, and its result and all other matters relating to services of employees, along with related documents and shall immediately sign it digitally with intimation to the High Court in hard copy additionally.

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3. Appointing Authority shall verify DCEP at the end of each quarter and shall digitally certify that the contents of the DCEP relating to his Court are true, correct and complete. He shall also ensure annual audit of DCEP and shall immediately correct discrepancy, if any, found in quarterly verification or annual audit, under intimation to the High Court.

4. Registrar(J) (Inspection), High Court shall be the officer in-charge of the DCEP at the High Court level and shall ensure that the DCEP is maintained by the Appointing Authorities truly, correctly and completely.

5. Registrar (J) (Inspection), High Court shall, without fail, send to each Appointing Authorities, a copy of each Government Order of post creation and post bifurcation letter of the High Court/ the Government. He shall ensure that particulars relating to each newly appointed employee is correctly uploaded on DCEP by Appointing Authorities.

6. The digitalized data shall be centrally monitored, and directions if any, may be issued from time to time by High Court.

7. Registrar (J) (Inspection) shall send to the Registrar (J) (Budget) details of all clear direct recruitment vacancies of class III and IV employees each year with complete details before three months of commencement of recruitment year i.e. 1st July, in concurrence with the Appointing Authorities to commence recruitment process.

8. This circular letter shall come into force with effect from the date of issue.

I am, therefore, to request you to kindly circulate it amongst all the Judicial Officers posted in your Judgeship as well as the Officers working on deputation for information and strict compliance.

MH regards

Yours Faithfully,
[Signature]
Registrar General
27/11/2021



C. L. No.:

/Rect. Cell/Allahabad

Date : 27.01.2021

Copy forwarded for information and necessary action:-

1. 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 & L. R., Nyay Vibhag, UP Government, 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.

Registrar General