

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Jammu)

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Subject: Circular regarding adherence to office timing.

CIRCULAR

No. 10 - of 2026/RG/NG-382(I) Dated: 22-04-2026

It has been observed that some officers/officials of District Judiciary of UT's of Jammu & Kashmir and Ladakh are not adhering to the office timing prescribed vide High Court Order No. 1638/NG dated 22-05-2020 and are discharging their duties in a casual manner. It has been brought into notice that these officers/officials of District Judiciary leave their offices even when the presiding Officers are still in Court, which is having a severe effect on speedy disposal of official business and is clear non-compliance to different orders and circulars issued in this regard from time to time. In order to ensure punctuality, accountability and timely disposal of official work, following Circular is issued:

"All the officers/officials of District Judiciary of UT's of Jammu & Kashmir and Ladakh are directed to ensure:

- i. All the officers/officials shall strictly adhere to the office timing prescribed vide High Court Order No. 1638/NG dated 22-05-2020.***
- ii. No officer/official shall arrive or depart after and before the prescribed timing and in no case they shall leave till the Presiding Officer is in the office, without permission of the Presiding Officer.***
- iii. No officer/official shall leave their chair/office during office hours without seeking prior permission from the Controlling Officer.***

Note: All the Controlling Officers shall ensure that every officer/official shall perform his/her duties in such a way that the official business shall not hamper at any cost. The instructions containing in this Circular shall be followed meticulously, any contravention by any Officer/Official shall be viewed seriously and action under relevant provisions of law shall be taken against such Officer/Official."

Sd/-

(M.K. Sharma)

Registrar General

No: 16006-20 of 2026/RG/NG

Dated 22-04-2026

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, for information.
2. Registrar Vigilance, High Court of J&K and Ladakh, Jammu for information.
3. Director, J&K Judicial Academy, Jammu for information.
4. Member Secretary, J&K Legal Service Authority, Jammu for information.
5. Registrar Inspection, High Court of J&K and Ladakh, Jammu/Srinagar for information.

6. Registrar Rules, High Court of Jammu & Kashmir and Ladakh, Jammu for information.
7. Registrar Computer (IT), High Court of J&K and Ladakh for information.
8. Registrar Judicial, High Court Wing, Jammu/Srinagar for information.
9. All Principal District and Sessions Judges, for information and with the request to circulate the same among the Judicial Officers within their jurisdiction.
10. CPC, e-Courts High Court of Jammu & Kashmir and Ladakh for information and with the request to get the same uploaded on the official website of the High Court.
11. Chief Librarian, High Court Wing, Jammu/Srinagar for keeping up of the record of the same.
12. Circular File.

JMMW
22.04.2026
Assistant Registrar (Adm.)
[Signature]
22/04/26