

**THE HIGH COURT OF JHARKHAND, RANCHI**

**STANDING ORDER NO. 11 OF 2024  
RANCHI, Dated the 18<sup>th</sup> of July, 2024**

With a view to reduce the time being taken in issuance of certified copies, and for the convenience of learned Advocates, Advocate clerks and other stakeholders of justice dispensation system, Hon'ble the Chief Justice has been pleased to issue the following directions regarding for issuance of copy in the High Court of Jharkhand, which will come into force from **18.07.2024** and will remain effective till the suitable amendment is made in the corresponding High Court of Jharkhand Rules, 2001:

- (i) All orders/judgments shall be uploaded in the C.I.S with order number and date after the same is signed by the Hon'ble Court.
- (ii) Sr. Secretary/Secretary/Sr. P.A/P.A of the Courts shall compare and verify the soft copy with the signed copy of the orders/judgments.
- (iii) The compared and verified copy of the orders/judgments shall be converted into PDF format and the same will be uploaded in the C.I.S. by the concerned Sr. Secretary/Secretary/Sr. P.A/P.A.
- (iv) The name and address of all the parties must be reflected in all the orders/judgments before uploading the same in the C.I.S.
- (v) The uploaded copy of the orders/judgments may be used by the copying department for issuance of certified copy, and in case uploaded copy of the orders/judgments are available on C.I.S., there shall be no need to call for the concern records from the sections and the certified copies may be issued forthwith.
- (vi) In all such cases where the concerned Sr. Secretary/Secretary/Sr. P.A/P.A after preparation of the orders/judgments is not available for any reason, the senior most among Sr. Secretary/Secretary/Sr. P.A/P.A available in the Court concerned shall follow the aforesaid instructions and upload the same in the CIS to avoid any delay.
- (vii) These instructions shall be in practice in addition/supersession to the provisions regarding issuance of copy contained in High Court of Jharkhand Rules, 2001, any standing orders/office orders and/or practice directions issued on previous occasions.

**By Order of the Court**

**Sd /- Mohammad Shakir  
Registrar General**

**Memo No. \_\_\_\_\_/Accts. Dated \_\_\_\_\_**

Copy forwarded to Advocate General, Jharkhand, Ranchi / Chairman, Jharkhand State Bar Council, Ranchi / Addl. Solicitor General of India / Chairperson, Advocate Association, High Court of Jharkhand, Ranchi / Secretary, Advocate Association, High Court of Jharkhand, Ranchi / Chairman, Advocate Clerks Association, High Court of Jharkhand, Ranchi.....for information and necessary action.

**Sd /-Mohammad Shakir  
Registrar General**


**Memo No.** \_\_\_\_\_ / **Accts.** \_\_\_\_\_ **Dated** \_\_\_\_\_

Copy forwarded to O/o Registrar General / Registrar (Admn.) / Registrar (Vigilance) I/c / Registrar (Estab.) / CPC / P.P.S. to Hon'ble The Chief Justice / All Joint Registrars (Judicial & Non-Judicial) / All Deputy Registrars (Judicial & Non-Judicial) / I/c P.A. Section / All Senior Secretaries, Secretaries, Sr. P.As, P.As / All Assistant Registrars (Judicial & Non-Judicial) including Assistant Registrar-cum-Court Officer / I/c Court Masters / All Court Masters / All Section Officers / In-charge Section Officers / Stamp Reporter / Oath Commissioner ----- High Court of Jharkhand, Ranchi for information and necessary action.

**Sd /-Mohammad Shakir**  
**Registrar General**

**Memo No.** 1450 / **Accts.** \_\_\_\_\_ **Dated** 18-07-2024

Copy forwarded to C.P.C. e-Committee for uploading the Standing Order on the Official website of the High Court of Jharkhand, Ranchi.

  
**(Mohammad Shakir)**  
**Registrar General**