From,

        Hira Singh Bonal,
               H.J.S.
        Registrar General,
        High Court of Uttarakhand,
        Nainital.

To,

        All the District Judges, Subordinate to High Court of Uttarakhand.

2. Principal Judge/Judges, Family Courts, Subordinate to High Court of Uttarakhand.
3. Principal Secretary, Legislative and Parliamentary Affairs, Govt. of Uttarakhand, Dehradun.
4. Secretary, Law-cum-L.R, Govt. of Uttarakhand, Dehradun.
5. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Hardwar Road, Dehradun.
6. Chairman, State Transport Appellate Tribunal, 3/5 A, Race Course, near Rinku Medicos, Dehradun.
7. Director, Uttarakhand Judicial and Legal Academy, Bhowali, District Nainital.
8. Legal Advisor to Hon'ble Governor, Uttarakhand, Raj Bahwan, Dehradun.
9. Secretary, Lokayukt, 3/3 Industrial Area, Patel Nagar, Dehradun.
10. Registrar, State Consumer Redressal Commission, Uttarakhand, H. No. 176, Azabpur Kala near Spring Hill School, Mothrowala Road, Dehradun- 248415.
11. Member- Secretary, Uttarakhand State Legal Services Authority, Nainital.
12. Presiding Officer, Labour Courts, Dehradun, Hardwar & Kashipur, District Udham Singh Nagar.
13. Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.
14. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, District Nainital.
15. Registrar, Public Service Tribunal, District Dehradun.
16. Chairman, Cooperative Tribunal, Dehradun.
17. Registrar-cum-Secretary, State Police Complaint Authority, Dehradun.
18. Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.
19. Addl. Secretary, Law, Uttarakhand Public Service Commission, Haridwar.

C. L. No. 07 /UHC/Admin.A/2020   Dated: June 29th, 2020.

Subject: **Submission of a report by the relieving officer.**

Sir,

      With regard to the subject noted above, I am directed to communicate the following directions of the Hon'ble Court, that, at the time of transfer, every Judicial Officer shall prepare a concise report of his/her Court/Office/Post, in which, broadly following issues would be dealt with:

(i) A chart of year-wise pending cases.

(ii) Particulars of stayed cases and the date, when query about continuation of stay order was last made.

(iii) Particulars of cases, directed for expeditious disposal by the Superior Courts.

(iv) Pending administrative matters, assigned to the post/office, if any.

(v) A brief note regarding working and pending matters pertaining to any administrative charge, such as, Nazarat, Copying, Record Room etc.

(vi) Any confidential information relating to the post/office.

(vii) Any information about staff working in the court/office.

(viii) Any other relevant information.

2- Such report would be marked confidential and shall be handed over only to the new incumbent with a copy to the District Judge concerned. If there is no incumbent, such report shall be submitted to the District Judge only. In case of District Judge, a copy shall also be sent to the High Court. District Judges, after perusing the report of each court/office in his/her judgeship, would issue necessary directions for the smooth functioning of court/office. In case, court is fallen vacant due to transfer of the officer, District Judge shall transfer old and urgent matters to any other court, as far as possible.

3- Therefore, aforesaid directions issued by the High Court be brought to the knowledge of all the Judicial Officers posted in your judgeship for strict compliance.

Yours Faithfully,
Sd/-

(Hira Singh Bonal)
Registrar General

Letter No. 2888/UHC/Admin.A/2020   Dated: June 29th, 2020.

Copy forwarded for information to:-
1. PPS to Hon'ble the Chief Justice.
2. PS/PA to Hon'ble Judge (s) with the request to place it before His Lordship for kind perusal.
3. All the Registrars, High Court of Uttarakhand.
4. Joint Registrar-I/ Inspection Section, High Court of Uttarakhand.
5. OIC/NIC, High Court of Uttarakhand, Nainital, to upload the C.L. on the official website.
6. Guard File.

Registrar General