

THE HIGH COURT OF ORISSA : CUTTACK

NOTIFICATION

Dated, The ^{22nd} July, 2025

No. ⁹⁶⁵...../R.- Whereas, the Hon'ble Supreme Court of India vide Order dtd.23.05.2025 delivered in M.A. No.919/2025 in SLP(Crl.) No.3607/2023 (Durgawati @Priya Vrs CBI) has observed that it persistently experienced that in cases where it has issued directions for the expeditious conclusions of trials, the concerned judges have been corresponding with the Registry of the Hon'ble Supreme Court directly and subsequently these letters are being placed before the Court for orders, which practice has been found to be wholly unacceptable;

And, whereas, the Hon'ble Apex Court observes that in cases, where a direction to conclude the trial, suit or appeal is issued, it is the duty of the Registry of the High Court concerned to supervise the progress of such cases. If an extension is required, it may be granted with the satisfaction of the immediate supervisory officer and the correspondence in this regard shall be forwarded to this Court by either Registrar General or Registrar Judicial proposing the same;

And whereas, to streamline and standardize such procedures, the Hon'ble Supreme Court has directed to formulate a Standard Operating Procedure (SOP) to regulate the manner in which cases, wherein directions have been issued to expedite the hearing or conclusion of trial, suit or appeal, shall be corresponded with the registry of the Court;

Now, therefore, in compliance with the above directions and with a view to institutionalize this process, the Hon'ble Court is pleased to issue the following Standard Operating Procedure (SOP).

Standard Operating Procedure (SOP) for Requesting an Extension of Time from Hon'ble Supreme Court or High Court of Orissa to Conclude Time-Bound Trials/Suits/Other proceedings

1. Objective:

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials/suits/other judicial proceedings by the Hon'ble Supreme Court or the High Court.

2. Applicability:

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials/suits/other judicial proceedings in which a timeline/deadline or time specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

3. Procedure for Seeking Extension:

A. Route of Communication:

All requests for extension of time in a trial/suit/other judicial proceeding shall be routed through the proper channel as under:

- (1) In case of request for extension of time from Hon'ble High Court-
 - i. The concerned Presiding Officer (except District & Sessions Judge and Judge, Family Court) shall send the request for extension of time through the concerned District Judge to the Registrar (Judicial) of the High Court, through both modes i.e. official e-mail and regular mode.
 - ii. The District & Sessions Judge and Judge, Family Court shall, regarding the matter pending before them, send the request for extension of time to the Registrar (Judicial) of the High Court through official e-mail and regular mode.
- (2) In case of request for extension of time from Hon'ble Supreme Court-

- i. The concerned Presiding Officer (except District & Sessions Judge and Judge, Family Court) shall, via official e-mail and regular mode, send the request through the concerned District Judge to the Registrar (Judicial) of the High Court, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.
- ii. The District & Sessions Judge and Judge, Family Court shall, regarding the matter pending before them, send the request for extension of time, via official e-mail and regular mode, to the Registrar (Judicial) of the High Court, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

B. Justification and Supporting Details:

- 1) The concerned Presiding Officer shall furnish the relevant information namely; Designation of his Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior court fixing the time limit, Present status of the case and reason(s) for delay in concise.
- 2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress of the case or matter after the date of order of the superior court by which a specific time limit has been fixed and specific period of extension prayed for.
- 3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I.**
- 4) Note of District Judge concerned/ Registrar (Judicial), wherever deemed necessary or required, shall be appended to the request.

4. Restrictions:

The Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing them through proper channel as mentioned above.

Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. Monitoring:

The District Judge concerned/Registrar (Judicial) shall monitor compliance with time-bound orders and may periodically (preferably once in every month) review the status of pending cases or matters, where extensions have been sought or granted.

6. Reporting Requirement:

The Registrar (Judicial) shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

By Order of the Court


(Asanta Kumar Das)
REGISTRAR GENERAL


Annexure-I

Sl. No.	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior court fixing the time limit.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	

Memo No. 11961(100) /Dated: 22.07.2025
(XI-20/2025)

Copy forwarded to the

1. All Officers of the Court;
2. Addl. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice;
3. Joint Registrar-cum-Principal Secretary/ ADR-cum-Addl. Principal Secretaries/ AR-cum-Senior Secretaries/ Secretaries attached to Hon'ble Judges of the Court for placing the same before Their Lordships' kind information;
4. AR-cum-Stamp Reporter & Oath Commissioner;
5. All AR-cum-Addl. Stamp Reporter & Oath Commissioner;
6. All Superintendents/ Section Officers of the Court;
for information and necessary action, through e-NS,

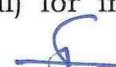

22.7.25

Special Officer (Special Cell)

Memo No. 11962(60) /Dated: 22.07.2025

Copy forwarded to the


1. District and Sessions Judge,.....(All) for information and to circulate the same amongst all the Judicial Officers working in their Judgeships for information and strict adherence ;
2. Judge, Family Court,..... (All) for information and strict adherence.


22.7.25

Special Officer (Special Cell)

Memo No.11963/Dated: 22.07.2025

Copy forwarded to the Secretary General, Supreme Court of India, New Delhi for information.


22.7.25

Special Officer (Special Cell)

Memo No.11964/Dated: 22.07.2025

Copy forwarded to the Superintendent, Computer Section to upload the same in the official website of the Court for information of all concerned.


22.7.25

Special Officer (Special Cell)