

RAJASTHAN HIGH COURT, JODHPUR

STANDING OPERATING PROCEDURE

No. 01/SOP/2026

Dated: 01.10.2026

WHEREAS adequate, safe, and functional judicial infrastructure is essential for the effective and timely administration of justice; and representations received from District Bar Associations, Advocates' Associations, advocates, litigants, and other stakeholders regarding infrastructure and district court administration require a uniform, transparent, and time-bound mechanism for consideration;

Therefore, Hon'ble the Chief Justice is pleased to prescribe the following Standard Operating Procedure (SOP) for strict compliance by the Registry, District Judiciary, and all subordinate offices:

1. Scope and Applicability

1.1 This SOP shall apply to all representations received by the Registry from District Bar Associations, Advocates' Associations, individual Advocates, litigants, or recognized stakeholders concerning:

- (a) Judicial infrastructure; or
- (b) The working of administration at the District Judiciary level.

1.2. Without prejudice to generality, such representations may relate to:

- (a) Construction, repair, renovation, maintenance, or expansion of court complexes, courtrooms, judicial chambers, bar rooms, and litigant amenities;
- (b) Essential utilities and services—including electricity, uninterrupted power backup, drinking water, sanitation, parking, security, fire safety, and universal accessibility for Persons with Disabilities;
- (c) District-level administrative arrangements, inter-departmental coordination, or systemic operational issues affecting court functioning.

2. Preliminary Examination and Office Report

2.1. **Office Report:** As far as possible, within three (3) working days of receipt, the concerned branch of the Registry shall prepare a comprehensive, concise Office Report setting out:

- (a) Substance of the representation and specific relief sought;
- (b) Relevant administrative history, previous orders, or precedents on record;
- (c) Specific factual issues requiring ground-level verification.

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2.2. **Requisition:** Simultaneously with the preparation of the Office Report, the Registry shall forward a copy of the representation to the concerned District & Sessions Judge for comments.

3. Factual Verification and Comments of the District Judge

3.1. The concerned District & Sessions Judge shall submit factual comments to the Registry as far as possible within three (3) working days of receipt.

3.2. **Contents of Report:** The comments shall objectively indicate:

- (a) Ground status and factual verification of the reported issue;
- (b) Operational impact on court proceedings, advocates, and litigants;
- (c) Immediate interim measures undertaken at the district level (if any);
- (d) Short-term and long-term requirements, including financial, technical, or administrative implications;
- (e) Clear, definitive views and recommendations.

4. Consideration by the Hon'ble Guardian Judge

4.1. **Placement:** Upon receipt of the District Judge's comments, the Registry shall immediately compile the complete dossier (Representation, Office Report, and District Judge's Comments) and place it before the Hon'ble Guardian Judge of the concerned district without delay.

Where the matter entails major policy decisions, substantial budgetary allocations, or other necessary action, the Hon'ble Guardian Judge shall record observations and recommendations for placing the file before Hon'ble the Chief Justice as the case may be.

5. Pre-Inauguration Verification of New Court Infrastructure

5.1. **Mandatory Clearance:** Prior to the inauguration, commissioning, or official handover of any newly constructed or substantially renovated court building or complex, the Hon'ble Guardian Judge shall verify its complete functional readiness for occupation.

5.2. **Recommendation:** The Hon'ble Guardian Judge shall recommend in writing the building for inauguration only upon complete satisfaction that no material deficiency exists in all the aspects. If deficiencies and any other issues are noticed, remedial measures shall be suggested by the Hon'ble Guardian Judge to the Hon'ble Chief Justice.

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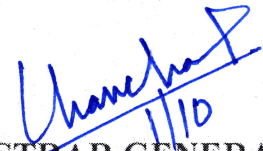
6. Expedited Track for Urgent and Hazardous Matters

Where a representation discloses an imminent hazard such as structural safety defects, fire or electrical hazards, security breaches, or total disruption of essential court services—ordinary timelines stand suspended. The Registry shall bring the matter to the immediate notice of the Hon'ble Guardian Judge and Hon'ble the Chief Justice as far as possible within 24 hours. The District & Sessions Judge shall initiate immediate protective action and forward an emergency interim report on priority.

7. Savings Clause and Commencement

Nothing contained in this Standard Operating Procedure shall limit, restrict, or prejudice the constitutional, statutory, or administrative powers vested in Hon'ble the Chief Justice, the Administrative Committee, the Hon'ble Guardian Judges, or the District & Sessions Judges.

BY ORDER



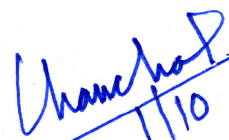
REGISTRAR GENERAL

No. : GEN/XV/193/2026/2381

Date : 01.10.2026

Copy forwarded to the following for information and necessary action:-

1. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. All P. S. to Hon'ble Judges, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
3. All Registrars, Rajasthan High Court, Jodhpur / Jaipur Bench, Jaipur.
4. Registrar -cum- CPC, Rajasthan High Court, Bench Jaipur for upload the same on official website of Rajasthan High Court, Jodhpur.
5. All the Joint Registrar/ Deputy Registrar, Rajasthan High Court, Jodhpur/ Bench Jaipur.
6. All the Assistant Registrar/ Administrative Officer Judicial, Rajasthan High Court, Jodhpur/ Bench Jaipur.



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