

**HIGH COURT OF CHHATTISGARH, BILASPUR**

**CIRCULAR**


**No. 4960 /R.(J.)/2022**

**Bilaspur, Dated – 13/04/2022**

Hon'ble the Chief Justice has been pleased to issue the following directions for placing the Order Sheet and Office Notes properly.

- (i) All Office Note portion (Form No.- XI-HC-78) shall be paginated and arranged after last Order Sheet in chronological order and subsequent page for office note shall only be used after previous page is completely filed up.
- (ii) For Office Note, A-4 size paper shall only be used. In between Order Sheet and Office Note there shall be a sheet of A-4 size paper of the color (sample paper attached with the note-sheet) for easily segregating Order Sheet & Office Note.
- (iii) Office Note may also be handwritten whenever necessary and in case of handwritten Office Note, it should be easily readable either in small letters or capital letters.
- (iv) Previous details which have already been pointed out/mentioned in Office Note shall not be repeated and fresh/new fact (notes) shall only be mentioned in last Office Note.
- (v) Particulars of Service of notice including date of service, served upon to whom, reason for non-service etc. shall be mentioned in Office Note.
- (vi) Particulars of filing of Vakalatnama/Return/Rejoinder other documents shall be mentioned in Office Note including date of filing, filed by whom, page no. etc.
- (vii) If there is delay in filing any application/document, number of days shall be mentioned in Office Note.

All above directions shall be followed apart from all prevailing directions issued time-to-time.

  
(Santosh Kumar Tiwari)  
Registrar (Judicial)

## HIGH COURT OF CHHATTISGARH, BILASPUR

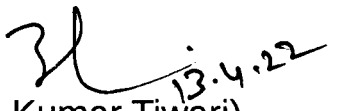
Endorsement No.4961/R.(J.)/2022

Bilaspur, Dated:13.04.2022

**Copy forwarded (with sample paper) for kind information to:-**

1.	The P.P.S./ Stenographer / Reader to Hon'ble the Chief Justice, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
2.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Goutam Bhaduri, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
3.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Sanjay K. Agrawal, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
4.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice P. Sam Koshy, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
5.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Sanjay Agrawal, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
6.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Rajendra Chandra Singh Samant, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
7.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Arvind Singh Chandel, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
8.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Parth Prateem Sahu, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
9.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Gautam Chourdiya, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
10.	The Private Secretary / Stenographer / Reader to Hon'ble Mrs. Justice Rajani Dubey, High Court of Chhattisgarh, Bilaspur to place it before Her Lordship.
11.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Narendra Kumar Vyas, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
12.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Naresh Kumar Chandravanshi, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
13.	The Private Secretary / Stenographer / Reader to Hon'ble Mr. Justice Deepak Kumar Tiwari, High Court of Chhattisgarh, Bilaspur to place it before His Lordship.
14.	The Registrar General, High Court of Chhattisgarh, Bilaspur.
15.	The Registrar (Vigilance / I & E/Judicial/S & A Cell), High Court of Chhattisgarh, Bilaspur.
16.	The Registrars (Ministerial), High Court of Chhattisgarh, Bilaspur.

17.	The Joint Registrars (M), High Court of Chhattisgarh, Bilaspur.
18.	The Additional Registrars (Judl./D.E.&E/Admn./Classification/Criminal), I/cRegistrar (Computerization/C.P.C.), High Court of Chhattisgarh, Bilaspur.
19.	The Deputy/Assistant Registrars/ Section Officers/ In-charge (O/o AR(J)/Civil/ Criminal/ Writ/ Central Filing/Cause List Section/ Lawazima/ Paper Book & Inspection/ Library/ Protocol/ Court Officer/S.W./Supreme Court Section), High Court of Chhattisgarh, Bilaspur.
20.	The OIC-NIC, High Court of Chhattisgarh, Bilaspur for uploading the same on Internet.

  
(Santosh Kumar Tiwari)  
Registrar (Judicial)  
13.4.22