

HIGH COURT OF JHARKHAND, RANCHI.

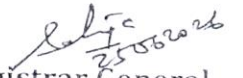
NOTIFICATION

No. 1453/2026/Accts.

Ranchi, Dated the 25th of June, 2026

The Court has been pleased to approve the enclosed format of 'Policy for use of Old High Court Building Doranda, Ranchi for Arbitration Proceedings, 2026'. The Policy shall come into force with effect from the date of notification itself.

The Court has further been pleased to nominate the Registrar General, High Court of Jharkhand, as the 'Competent Authority' for all purposes as stipulated in Paragraph 3 of the aforesaid Policy.


Registrar General

Annexure-III

High Court of Jharkhand

Policy for Use of Old High Court Building, Doranda, Ranchi for Arbitration Proceedings. 2026

1. Objective

To facilitate limited use of premises in the Old High Court Building, Doranda, Ranchi for conduct of arbitration proceedings in an orderly and regulated manner, subject to administrative control and availability.

2. Nature of Facility

- a. The High Court shall provide physical space only as a venue for arbitration proceedings.
- b. The High Court shall have no role in the conduct or administration of arbitral proceedings.

3. Administrative Control

The facility shall be administered by the Registry through the Competent Authority, to be nominated by The Chief Justice of High Court of Jharkhand. All matters relating to allotment, scheduling, maintenance and use shall be decided by the Competent Authority.

4. Eligibility

The facility may be permitted for use in arbitration proceedings conducted by any duly appointed arbitrator, subject to availability of premises and administrative approval by the Competent Authority.

5. Application Procedure

A written request shall be made by the Arbitrator with the written consent of the parties in the form specified in Annexure-A. The request shall be accompanied by a copy of the arbitration agreement or order of appointment, as applicable.

The Competent Authority may require additional information or documents, if necessary.

6. Allotment of Premises

The allotment of premises shall be subject to availability and administrative convenience, and shall not be construed as granting any exclusive or permanent right of use. The Competent Authority shall have the discretion to modify, reschedule, or cancel any allotment at any time in administrative interest.

7. Charges

Administrative charges shall be levied as per Annexure-B and shall be paid in advance prior to commencement of use. In the event of default in payment, the facility may be denied or discontinued without further notice. Charges, once paid, shall ordinarily be non-refundable. The

charges shall be payable either through Challan under Head of Account 0070-01-800-01-00-01 (विविध फीस, जुर्माना तथा कमीशन की प्राप्ति) as a miscellaneous deposit on the e-GRAS portal of the Government of Jharkhand or by Demand Draft drawn in favor of the Registrar General; or via NEFT/RTGS transferred to the account of the Registrar General (Bank of India Account No. 495810100100835, IFSC: BKID0004958). Upon successful remittance, the payer shall immediately intimate in writing to the Competent Authority enclosing the transaction receipt showing the UTR/ Challan number, the exact amount, the date of payment, and the relevant Arbitration Court details.

8. Conditions of Use

The premises shall be used exclusively for arbitration proceedings and shall not be used for political meetings, media briefings or press conferences, public demonstrations, storage of material, or any commercial or other unrelated activity. All persons using the premises shall maintain decorum commensurate with the dignity of court premises.

9. Time Regulation

Use of the premises shall be subject to time slots allotted by the Competent Authority and the premises shall be vacated immediately upon expiry of the allotted time. In the event of cancellation of a scheduled sitting, prior intimation of at least 48 hours shall be given to the Competent Authority.

10. Access and Security

Entry to the premises shall be restricted to the parties, advocates, authorized representatives, witnesses, and such persons as may be permitted by the Arbitrator, and shall at all times remain subject to applicable security regulations. Unauthorized persons may be denied entry.

11. Responsibility and Limitation of Role

The High Court shall not be responsible for the conduct of proceedings, scheduling of hearings, procedural compliance, validity or enforceability of awards, or the custody or preservation of records, and all such responsibilities shall vest solely with the Arbitrator and the parties. Further, no arbitral record, document, file, exhibit or material shall be stored in the premises except during the allotted sitting, unless specifically permitted by the Competent Authority.

12. Indemnity

The Arbitrator and the parties shall jointly and severally indemnify and keep indemnified the High Court of Jharkhand against any claims, damages, losses or liabilities arising out of use of the premises.

13. Confidentiality

The Arbitrator and the parties shall ensure confidentiality of the arbitral proceedings and documents. No obligation in this regard shall lie upon the High Court.

14. General

The use of premises is purely permissive and temporary and does not create/accrue right, title or interest to any person by such use. Mere submission of an application shall not confer any right to allotment, and allotment shall remain subject to availability, administrative convenience and approval of the Competent Authority.

15. Facilities

Presently, one small arbitration room, earlier used as Committee room situated on the first floor of the main building, old High Court, and one large arbitration hall, earlier used as Court No. 4 situated on the first floor of the main building, old High Court are available for conducting arbitration proceedings, subject to availability and administrative convenience. Further rooms can be earmarked for the purpose by The Chief Justice of High Court of Jharkhand. Allotment of any particular room/hall shall be at the discretion of the Competent Authority. As for now, there is no video conferencing facility. No refreshment facility is available except bottled drinking water. No staff of the High Court shall be provided for stenographic, clerical, record-maintenance, notice- service, secretarial assistance or serving refreshments. The Arbitrator and parties shall make their own arrangements for the same.

16. Liability for damage

The parties and the Arbitrator shall ensure that no damage is caused to the premises, furniture, or fixtures during use of the facility. Any damage caused shall be assessed by the Competent Authority and the cost of repair or replacement shall be recovered from the concerned parties. Any wilful or negligent damage to the property shall be viewed seriously and may result in denial or withdrawal of permission to use the premises for arbitration proceedings. An undertaking has to be given by the Arbitrator and the Parties as per Annexure-C.

17. Prohibition on use of name

The Arbitrator and the parties shall not use the name, logo or premises of the High Court of Jharkhand in any manner so as to suggest that the arbitration proceedings are being conducted under the aegis or administration of the High Court.

Annexure-A

Application Form for Allotment of Premises for Arbitration Proceedings as per Policy for Use of Old High Court Building, Doranda, Ranchi for Arbitration Proceedings, 2026

- Name and designation of Arbitrator
- Contact details of Arbitrator
- Names and addresses of parties
- Details of counsel, if any
- Nature of dispute
- Arbitration agreement / Order of appointment (attach copy)
- Estimated claim value, if any
- Likely number and duration of sittings
- Proposed dates and time slots
- Infrastructural Requirement
 - a. Small Room
 - b. Large hall
- Details of any previous allotment under this Policy.
- Declaration: The applicant undertakes that the premises shall be used strictly in accordance with this Policy.

Signature of Arbitrator

Signature of Parties

Annexure-B

Schedule of Charges

A. Administrative Charges

For small room (accommodates 7-8 persons): ₹ 5,000/- per day.

For larger Arbitration Hall (accommodates 20 plus persons): ₹ 7,000/- per day.

B. Payment Conditions

All charges shall be paid in advance.

Annexure-C

UNDERTAKING

We, the undersigned, namely the Arbitrator and the parties to the arbitration proceedings, do hereby jointly undertake that:

1. We shall maintain decorum befitting the premises of the High Court.
2. We shall deposit all prescribed charges in advance in accordance with the Rules.
3. We acknowledge that:
 - (i) the High Court is not administering the arbitration proceedings;
 - (ii) the High Court bears no responsibility for conduct of proceedings.
4. We shall not claim any right, title or interest in the premises allotted.
5. We shall jointly and severally indemnify and keep indemnified the High Court of Jharkhand against any claims, damages, losses or liabilities arising out of use of the premises.
6. We shall ensure confidentiality of the arbitral proceedings and documents.
7. We shall be responsible for any wilful damage caused to the premises or property.

Signature of Arbitrator

Signature of Parties