

**HIGH COURT OF JHARKHAND, RANCHI  
NOTIFICATION**

No. 04/2025/R&S

Ranchi, Dated: 05/07/2025

**Standard Operating Procedure (SOP) for Requesting an Extension of Time  
from Hon'ble Supreme Court or High Court of Jharkhand 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 timeline 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 :**

The cases in which direction has been issued from Hon'ble the Supreme Court of India must be communicated to the Hon'ble Judge dealing with the concerned case through Court Master /Judge In-charge of the concerned district on the same day for kind perusal and compliance, additionally, copy of the order must be communicated to the Office of Registrar Judicial of the Hon'ble Court to be placed before the Committee monitoring the implementation of the judgments/ orders/ directions of the Hon'ble Supreme Court.

**A. Route of Communication:**

All request 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 Principal District & Sessions Judge, Judicial Commissioner, Ranchi and Principal Judge /Additional Principal Judge, Family Court) shall send the request for extension of time through the concerned Principal District Judge to the Registrar Judicial of the High Court of Jharkhand, through both modes i.e. official e-mail and regular mode.

(ii) The Principal District & Sessions Judge, Judicial Commissioner, Ranchi and Principal Judge/Additional Principal 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 of Jharkhand, through official e-mail and regular mode.

- (ii) Such request shall be placed by Registrar Judicial (Supervisory Officer) before the Hon'ble Judge of the High Court of Jharkhand dealing with the case concerned and upon approval, the matter shall be listed before the concerned Hon'ble Judge for extension of time.

(2) In case of request for extension of time from Hon'ble Supreme Court

- (i) The concerned Presiding Officer (except Principal District & Sessions Judge, Judicial Commissioner, Ranchi and Principal Judge/Additional Principal Judge, Family Court) shall via official e-mail and regular mode, send the request through the concerned Principal District Judge/ Judicial Commissioner, Ranchi to the Registrar Judicial of the High Court of Jharkhand, who on the satisfaction of the Committee for ensuring the implementation of the judgments/ orders of the Hon'ble Supreme Court through the Supervisory Officer i.e. Registrar Judicial shall then forward the same to the Officer/ Registrar concerned in the Registry of the Hon'ble Supreme Court.

- (ii) The Principal District & Sessions Judge, Judicial Commissioner, Ranchi and Principal Judge/Additional Principal 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 Registrar Judicial of the High Court of Jharkhand, who on the satisfaction of the Committee for ensuring the implementation of the judgments/ orders of the Hon'ble Supreme Court through the Supervisory Officer i.e. Registrar Judicial shall then forward the same to the Officer/ Registrar concerned in the Registry of the Hon'ble Supreme Court.

- (iii) Such an extension if any, is sought by High Court of Jharkhand shall be communicated through Registrar Judicial or Registrar General.

**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.

*Handwritten signature*

- (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-1**.
- 4) Note of Principal District & Sessions Judge concerned, Judicial Commissioner, Ranchi /Registrar Judicial/, if and wherever deemed necessary or required, shall be appended to the request.
- 5) It must be ensured that all correspondence are handled promptly and efficiently to avoid delays or inconveniences in the Hon'ble Supreme Court's and Hon'ble High Court's proceedings.

**4. Restrictions:**

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 delay without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

**5. Monitoring:**

Registrar Judicial/ Principal District Judge concerned/ Judicial Commissioner, Ranchi are the Supervisory Officers who shall monitor compliance of time-bound orders and may periodically (preferably in every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

**6. Reporting Requirement:**

The Registrar Judicial/ Principal District Judge concerned/ Judicial Commissioner, Ranchi shall maintain a record of such case and file periodical reports, if required, before the concerned Court.

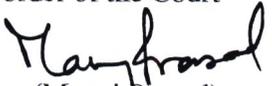
*Mangal*

Annexure-1

Sr. 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.	
(x)	Comments of the Supervisory officer	
(xi)	Comments of the Registrar Judicial	

\*\*\*\*

By order of the Court

  
(Manoj Prasad)

Registrar General

5/2/25

Memo No. 08 /R&S

Ranchi, Dated: 05 / 07 /2025

Copy forwarded to I. D.R. cum PPS I/c to Hon'ble The Chief Justice and Secretaries of Hon'ble Judges for their Lordship's kind perusal.

2. Central Project Coordinator, e-Courts Project, High Court of Jharkhand, Ranchi with a request to take necessary steps for uploading the aforesaid notification on the official website of the High Court of Jharkhand.

  
Registrar General