



HIGH COURT OF MADHYA PRADESH: JABALPUR

-::MEMORANDUM-::-

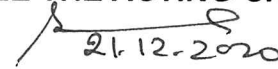
No. A/3329
SOP

Jabalpur, dated 21st December, 2020

Hon'ble the Acting Chief Justice, vide order dated 18.12.2020, has been pleased to approve the annexed **Standard Operating Procedure (SOP)** regarding occupation of Servant Quarters situated at the Bungalows of Hon'ble High Court Judges of the High Court of Madhya Pradesh and made it applicable with immediate effect.

Enclosure:- As above

**BY ORDER OF
HON'BLE THE ACTING CHIEF JUSTICE**


21.12.2020

**(SANAT KUMAR KASHYAP)
REGISTRAR (W&I)**

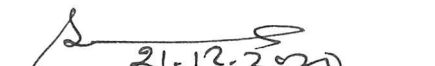
Endt. No. A/3330
SOP

Jabalpur, dated 21st December, 2020

Copy forwarded to:-

- (1) P.P.S. to Hon'ble the Acting Chief Justice, High Court of M.P., Jabalpur;
- (2) P.S. to Hon'ble Shri Justice _____, High Court of Madhya Pradesh, Jabalpur/High Court Bench Indore / Gwalior, for information of their Lordship;
- (3) The Registrar General/ Principal Registrar (ILR & Exam)/(Vig.)/(Judicial) High Court of M.P., Jabalpur;
- (4) The Principal Registrar, High Court of M.P., Bench at Indore/Gwalior;
- (5) The Member Secretary, M.P. State Legal Services Authority, Jabalpur;
- (6) The Director/ Addl. Director/ Dy. Director/ O.S.D., M.P.S.J.A., High Court of M.P., Jabalpur;
- (7) The Registrar (A)/ R-cum-PPS/ (M) (J-I) (J-II) (DE)/ (I.&L)/ (Vig.)/ (W.&I.)/ (Exam)/ OSD (Computer)/ CSA (I.T)/ SPSA (SA) (IT)/ Member Secretary SCMS/ Registrar & Secretary High Court Legal Services Committee, High Court of M.P., Jabalpur;
- (8) The Joint Registrar (M)/ Confidential/ Dy. Registrar (M) (J-I)/ (J-II)/ Asstt. Registrar (Protocol)/ P.A. to R.G., High Court of M.P., Jabalpur;
- (9) The OSD (Accounts) / Accounts Officer, High Court of M.P., Jabalpur;
- (10) The JSA (I.T.) for uploading the order of the website of High Court of M.P., Jabalpur
- (11) The Administration Officer (J)/ Incharge, High Court of M.P., Jabalpur

for information.


21.12.2020
**(SANAT KUMAR KASHYAP)
REGISTRAR (W&I)**

**Standard Operating Procedure (SOP) regarding occupation of Servant Quarters
situated at the Bungalows of Hon'ble High Court Judges of the
High Court of Madhya Pradesh**

1. A permanent register shall be maintained in the Protocol Section at Principal Seat, Jabalpur and Benches Indore & Gwalior pertaining to Servant Quarters available at each bungalow of Hon'ble High Court Judges, having particulars of the nos. of Servant Quarters, name of the occupant, type of Service of occupant i.e. permanent, daily wages, contractual, etc., date of occupation of Servant Quarter, date of vacation of Servant Quarter, signature of the occupant etc.
2. The aforementioned register shall be kept in the custody of the Joint Registrar (Protocol) at the Principal Seat of the High Court of M.P., Jabalpur and in the custody of Protocol Officer/s at Benches Indore & Gwalior.
3. Each entry in the said Register shall be made by the Protocol Officer/s at Principal Seat, Jabalpur and Benches Indore & Gwalior and the same shall be certified by the Joint Registrar (Protocol) at the Principal Seat of the High Court of M.P., Jabalpur and the Principal Registrar at Benches Indore & Gwalior.
4. On vacation of bungalow/s by Hon'ble High Court Judges, the particulars of all the occupants of Servant Quarters, residing in such vacant bungalow/s shall be immediately brought to the notice of the Hon'ble Administrative Judge at Principal Seat, Jabalpur and the Hon'ble Administrative Judge of Benches Indore & Gwalior by the Registrar (Admin.) at Principal Seat Jabalpur and Principal Registrar at Bench Indore & Gwalior. The further retention of Servant Quarters by their present occupants, in such vacant bungalow/s, shall be henceforth governed as per the directions of Hon'ble Administrative Judge at Principal Seat, Jabalpur and the Hon'ble Administrative Judge of Benches Indore & Gwalior.
5. The IVth Class Employees, who are allowed to reside in the Servant Quarters of the vacant bungalows, as per the direction of Hon'ble Administrative Judge, shall also be responsible for looking after the daily cleanliness, maintenance works of the bungalows and report to the Protocol Officer in case of any damage in the bungalow premises. They will also report to the Protocol Officer in case of any unauthorized entry, theft or illegal activity in the bungalow.
6. The following procedure shall be strictly followed regarding maintenance of garden situated in each vacant bungalow of Hon'ble High Court Judges:-



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- (i) A gardener shall be deputed for regular maintenance of the garden;
 - (ii) An Assistant Protocol Officer, whose duty assigned to the nearest bungalow of an available Hon'ble High Court Judge, shall routinely monitor the gardening work of vacant bungalow this apart the Assistant Protocol Officer (Garden Incharge) shall also routinely monitor the up-keeping of gardens situated in vacant bungalow. The work of the aforementioned Officials shall be monitored by the Joint Registrar (Protocol) and Registrar (Admin.) at High Court of M.P., Principal Seat at Jabalpur and by Protocol Officers at Benches Indore & Gwalior;
 - (iii) Provision for Annual Budget of Rs. 15,000/- (@ Rs. 1,250/- per month) already exists relating to maintenance of garden situated in the bungalow of Hon'ble Judges, amount of Rs. 1,250/- per month shall also continued to be disbursed for the maintenance of garden situated in each vacant bungalow. The Assistant Protocol Officer (Garden Incharge) shall ensure the proper use of such disbursed amount and the same shall also be verified by the Joint Registrar (Protocol) and Registrar (Admin.) at High Court of M.P., Principal Seat at Jabalpur and by Protocol Officers at Benches Indore & Gwalior;
 - (iv) Flower-pots (Gamlah) and standing trees/plants available in each vacant bungalow, in any condition, shall not be permitted to be shifted out of the said bungalow without prior permission of the Registrar (Administration) at Principal Seat at High Court of M.P., Jabalpur and Principal Registrar at Bench Indore & Gwalior.
7. The Joint Registrar (Protocol) at Principal Seat, Jabalpur and Protocol Officers at Bench Indore & Gwalior of High Court of Madhya Pradesh shall constantly monitor the status of all the vacant bungalows of Hon'ble High Court Judges.
 8. The security arrangements at each vacant bungalow of Hon'ble Judges shall be managed by the Protocol Section under the supervision of Registrar (Admin.) at Principal Seat, Jabalpur and under the supervision of Principal Registrar at Bench Indore & Gwalior.
 9. On occupation of a vacant bungalow by Hon'ble Judge of the High Court, His Lordship may permit to reside IVth Class employee of High Court as per his Lordship's pleasure. The concerned A.P.O. shall intimate the Protocol Officer/s in this regards & entry to this effect shall immediately be made by the Protocol

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Officer/s at Principal Seat, Jabalpur and Benches Indore & Gwalior in the Registered concerned and the same shall be certified by the Joint Registrar (Protocol) at the Principal Seat of the High Court of M.P., Jabalpur and by the Principal Registrar at Benches Indore & Gwalior.



(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL
HIGH COURT OF MADHYA PRADESH