HUMAN RESOURCE WING - LHC

Sr.#	Description	Circular/ Notification No.	Page
1.	Processing of files and office correspondence within maximum 03-days.	Circular No.917/HR-II, dated 27.07.2024.	1
2.	Casual leave through telephonic/WhatsApp Calls/messages needs to be avoided.	Circular No.918/HR-II, dated 27.07.2024.	2
3.	Relevant laws, rules, instructions, and policies must be incorporated in the office correspondence/noting part to prevent any miscomprehension and ensure clarity in the administrative process.	Circular No.945/HR-II, dated 01.08.2024.	3
4.	Direction to all the Assistant Registrars/Supervisory Officers, Deputy Registrars and Additional Registrars/Senior Supervisory Officers to visit their respective Wings/Branches on regular basis and ensure maintaining optimum level of cleanliness.	Circular No. 1126/HR-II, dated 06.09.2024.	4
5.	Avoid wastage/consumption of precious Photostat paper for noting/drafting and correspondence, using vide margin. Use of remaining/available space on the page and backside of the page.	Circular No.1712/HR-II, dated 22.10.2024.	5
6.	Instructions to avoid using social media applications, or sharing of any kind of privileged information through media mode and usage of mobile phones during Court hours.	Circular No.1713/HR-II, dated 22.10.2024.	6
7.	Daily Attendance “Check-in & check-out” through Mobile Application.	Circular No.670/HR-II, dated 14.04.2025.	8

8.	Daily Attendance of LHC Employees through online attendance application made compulsory.	Circular No.696.HR-II, dated 18.04.2025.	9
9.	Enhancement of the existing sanctioned strength of Court Associate to two (02) in each Hon'ble Court by revisiting the existing sanctioned strength.	Circular No.1179/HR-II, dated 07.08.2025.	11
10.	Case files and office correspondence must not be delayed more than 03 days.	Circular No.1322/HR-II, dated 16.09.2025.	13
11.	Introduction of facial recognition in online mobile attendance application for the employees of LHC.	Circular No.1358/HR-II, dated 22.09.2025.	14
12.	Organogram of Registrar Office.	Notification No. 49/HR-1, dated 25.03.2026.	15

LAHORE HIGH COURT, LAHORE

[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

The Competent Authority has taken serious notice of the fact that instructions, already circulated through the Circular bearing Endst.No.524/HR-II dated 10.07.2021 & Endst.No.1622/HR-II dated 12.11.2021 regarding processing files and office correspondence within maximum 03-days, are not being complied in letter & spirit, which tantamount to inefficiency, indiscipline and gross misconduct.

02. The Competent Authority has further noticed that files are moved unnecessarily (intra and inter) between the Branches, causing delay in ultimate culmination of the files/office correspondence. This practice needs to be avoided in future.

03. All officers/officials including the Additional Registrars, therefore, are directed to adhere to the instructions ibid in sensu stricto. Any delinquency on the part of officers/officials shall liable to disciplinary action.

27/7/2024
(Muhammad Nadeem)
Deputy Registrar (HR-II)
For Registrar

Ends. No. 917 /HR-II Dated the Lahore: 27 /07/2024

Copy forwarded for information and necessary action to:-

1. The Director Generals, (Judicial & Case Management) and (Directorate of District Judiciary), Lahore High Court Lahore.
2. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
3. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
4. The Senior Additional Registrars, Lahore High Court, Multan, Bahawalpur and Rawalpindi Benches.
5. All the Additional Registrars, Deputy Registrars, Assistant Registrars, Lahore High Court, Lahore.
6. The Staff Officer to the Registrar, Lahore High Court, Lahore.
7. Office Record.

27/7/2024
Deputy Registrar (HR-II)

LAHORE HIGH COURT, LAHORE

[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

The Competent Authority has taken serious notice of the fact that the officers/officials of this Court are in the habit of availing casual leave through telephonic/WhatsApp calls/messages. This practice is against the norms of office decorum and needs to be avoided.

02. Furthermore, casual leave, in case of exceptional circumstances like accident, severe ailment or death of blood relation etc., could be entertained, if made by the applicant officer/official through his/her colleague, otherwise, he/she is required to get casual leave approved (in advance) from his/her respective Supervisory Officer(s).

03. All officers/officials including the Additional Registrars, therefore, are directed to adhere to the instructions ibid in sensu stricto, non-compliance thereof shall entail strict disciplinary action against the delinquent(s).

27/7/2024

(Muhammad Nadeem)
Deputy Registrar (HR-II)
For Registrar

Ends. No. 918 /HR-II Dated the Lahore: 27/07/2024

Copy forwarded for information and necessary action to:-

1. The Director Generals, (Judicial & Case Management) and (Directorate of District Judiciary), Lahore High Court Lahore.
2. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
3. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
4. The Senior Additional Registrars, Lahore High Court, Multan, Bahawalpur and Rawalpindi Benches.
5. All the Additional Registrars, Deputy Registrars, Assistant Registrars, Lahore High Court, Lahore.
6. The Staff Officer to the Registrar, Lahore High Court, Lahore.
7. Office Record.

27/7/2024

Deputy Registrar (HR-II)

LAHORE HIGH COURT, LAHORE

[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

The Authority has taken serious notice that the instructions issued through Circular No. 524/HR-II, dated 10.07.2021, regarding the submission of case files for seeking approval/orders in accordance with relevant laws, rules, instructions, and policies, are not being complied with in letter and spirit. This non-compliance causes significant inconvenience in understanding and properly disposing of administrative work.

2. Therefore, the Authority has once again directed all officers/officials, including the Additional Registrars, to adhere strictly to the instructions mentioned in the above-referred Circular, while moving case files, the relevant laws, rules, instructions, and policies must be incorporated in the office correspondence/noting part to prevent any miscomprehension and ensure clarity in the administrative process. Any further such deficiency shall entail strict disciplinary action(s) against the delinquent(s).

(ATA UR REHMAN)
Deputy Registrar (HR-I)
For Registrar

Ends. No. 945 /HR-II Dated the Lahore: 01.08.2024.

Copy forwarded for information and necessary action to:-

1. The Director Generals, (Judicial & Case Management) and (Directorate of District Judiciary), Lahore High Court Lahore.
2. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
3. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
4. The Senior Additional Registrars, Lahore High Court, Multan, Bahawalpur and Rawalpindi Benches.
5. All the Additional Registrars, Deputy Registrars, Assistant Registrars, Lahore High Court, Lahore **(for circulation among their subordinates and its compliance)**.
6. The Staff Officer to the Registrar, Lahore High Court, Lahore.
7. Office Record.

Deputy Registrar (HR-I)

LAHORE HIGH COURT, LAHORE
[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

The Competent Authority has taken serious notice of poor cleanliness condition in various Wings/Branches of this Court and directed all the Assistant Registrars/Supervisory Officers, Deputy Registrars and Additional Registrars/Senior Supervisory Officers to visit their respective Wings/Branches on regular basis and ensure maintaining optimum level of cleanliness therein.

02. All the Supervisory and Senior Supervisory Officers are, hereby, directed to adhere to the above said instructions vis-à-vis cleanliness in sensu stricto, any dereliction thereof shall entail strict disciplinary action against the delinquent(s).

06/09/2024

(MUHAMMAD WAQAS ASLAM)
ASSISTANT REGISTRAR (HR-II)
FOR REGISTRAR

Ends. No. 1126 /HR-II Dated the Lahore: 06.09.2024

Copy forwarded for information and necessary action to:-

1. The Director Generals, (Judicial & Case Management) and (Directorate of District Judiciary), Lahore High Court, Lahore.
2. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
3. The Senior Additional Registrars, Lahore High Court, Multan, Bahawalpur and Rawalpindi Benches.
4. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
5. All the Additional Registrars, Deputy Registrars, Assistant Registrars and Supervisory Officers, Lahore High Court, Lahore.
6. The Research & Reference Officer, Lahore High Court, Lahore.
7. The Staff Officer to the Registrar, Lahore High Court, Lahore.
8. Office Record.

6/9/2024

ASSISTANT REGISTRAR (HR-II)

LAHORE HIGH COURT, LAHORE.
(HR-II Branch) Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

No. 1712 /HR-II Dated Lahore: 22.10.2024.

It has been observed with great concern that instructions already imparted vide Circulars dated 09.05.2011, 27.04.2023 & 14.09.2023 **(copies enclosed)** are not being adhered to in letter & spirit, with the result that certain branches/offices are continuing to waste/consume precious photostat paper for noting/drafting and correspondence, using wide margin and not using the remaining/available space on the page. Likewise, backside of the page is also not used leading to misuse of precious office stationary and causing financial loss to the Govt. ex-chequer.

Therefore, it is hereby strictly directed that the instructions given in the above referred Circulars be adhered to in letter & spirit. Any deviation from these shall entail disciplinary action against the delinquent(s).

(A.D. KHALID)
DEPUTY REGISTRAR (HR-I)
FOR REGISTRAR

ENDST NO. & DATE EVEN:
Copy forwarded for information and necessary action to:

1. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
2. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
3. The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
4. The Senior Additional Registrars, Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.
5. All the Additional Registrars, Deputy Registrars, Assistant Registrars/Supervisory Officers, Lahore High Court Lahore.
6. All the Additional Registrars, Deputy Registrars, Assistant Registrars/ Supervisory Officers, Lahore High Court Lahore (IT-Department).
7. Private Secretary-I to Hon'ble Chief Justice.
8. The Senior Research Officer, Lahore High Court, Lahore.
9. The Staff Officer to Registrar, Lahore High Court.
10. Office record.

DEPUTY REGISTRAR (HR-I)

LAHORE HIGH COURT, LAHORE.
(HR-II Branch) Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

No. 1713 /HR-II Dated Lahore: 22.10.2024.

The Govt. of Pakistan, Cabinet Secretariat, Establishment Division, through letter No. 14/04/2021-D-II, dated 25.08.2021 **(copy enclosed)**, issued instructions for governing use of social media platforms by government servants. The competent Authority, with a view that Officers/Officials of this Court also often engage themselves with social media platforms and indulge in actions or behavior that does not conform to the required standard of official conduct, had directed to adhere following instructions by all the Officers/Officials of this Court, circulated through circular bearing Endst. No.1529/HR-II, dated 02.11.2021 (copy enclosed):-

i. All Officers/Officials of this Court are supposed to lead a reserved social life, therefore, they should avoid using of Facebook, Twitter, Instagram and such other social media applications etc;
ii. Inclusion in all kinds of un official WhatsApp groups and other social media modes, unauthorized sharing of any kind of privileged information through any media mode and usage of mobile phones during Court hours (except interval) is strictly prohibited;

In addition to this, employees of this Court were further directed to make compliance of the instructions contained in the letter referred above.

2. However, it has been observed with great concern that above instructions are not being followed. Therefore, it is hereby strictly directed to adhere the above referred instructions in letter & spirit. Any deviation from theses directions shall entail strict disciplinary action against the delinquent(s).

(A.D. KHALID)
DEPUTY REGISTRAR (HR-I)
FOR REGISTRAR

NO. & DATE EVEN:
Copy forwarded for information and necessary action to:

1. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
2. The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.

3. *The Director General (Judicial and Case Management), Lahore High Court, Lahore.*
4. *The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
5. *All the Senior Additional Registrars, Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.*
6. *All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.*
7. *The Director Overseas Pakistanis Cell, Lahore High Court, Lahore.*
8. *The Senior Research Officer, Research Center, Lahore High Court, Lahore.*
9. *All the Additional Registrars (CS), Senior/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.*
10. *The Staff Officer to the Registrar, Lahore High Court, Lahore.*
11. *The Research & Reference Officer (Judges Library), Lahore High Court, Lahore.*
12. *The Assistant Registrars (HR-I), (HR-III), (HR-IV), (Janitorial), Lahore High Court, Lahore.*
13. *Office record.*

DEPUTY REGISTRAR (HR-I)

LAHORE HIGH COURT, LAHORE.
[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

No. 670 /HR-II

Dated: 14.04.2025

CIRCULAR

In continuation of this Court's circular bearing No.3119/IT-LHC dated 12.03.2025, the Competent Authority has been pleased to direct that all the members of the establishment of this Court Principal Seat & allied benches (Bahawalpur, Multan, Rawalpindi), who are using IOS (i-Phones) shall mark their attendance "check-in & check-out" through Mobile Attendance Application on daily basis without any fail. In this regard, mobile attendance application for IOS users has been made live and available on following link https://apps.apple.com/us/app/lahore-high-court-ess/id6743520116. However, technical assistance may be gathered from LHC-IT wing (Ext. 327).

(Muhammad Nasir)
Additional Registrar (HR)
For Registrar

No. and Date Even:

A copy is forwarded for information to:-

1. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
2. The Director General (Judicial & Case Management), Lahore High Court, Lahore.
3. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
4. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
5. All the Senior Additional Registrars, Additional Registrars, Deputy Registrars and Assistant Registrars, Principal Seat & allied Benches to inform all the staff members working under their supervision to comply with the kind directions in letter and spirit.
6. All the Additional Registrar (C.S)/Senior Private Secretaries/ Private Secretaries to the Hon'ble Judges, Principal Seat & Allied Benches.
7. The Head Judgment Writer, Lahore High Court, Lahore.
8. The Staff Officer to learned Registrar, Lahore High Court, Lahore.
9. Office Record.

Additional Registrar (HR)

LAHORE HIGH COURT, LAHORE.
[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

No. 696 .HR-II Dated Lahore: 18 .04.2025

The Hon'ble Chief Justice has been pleased to direct all the Officers/Officials of this Court (Principal Seat and Benches) for strict compliance of the following instructions: -

i. Marking attendance through online Mobile Attendance Application "Lahore High Court-ESS" is made compulsory for all the Officers/Officials at Principal Seat & its allied Benches and they are directed to get themselves registered on the above said application and mark attendance "Check-In & Check-Out" on it without fail in light of Circulars No. 3119/IT-LHC dated 12.03.2025 and 670/HR-II dated 14.04.2025;

ii. All the Senior Supervisory Officers/Supervisory Officers of this Court are directed to check the attendance of their respective team under their supervision and ensure their registration on the aforesaid Mobile Application;

iii. HR-Wing is directed to update database of HRM System relating to the employees who are on LPR, Deceased, Dismissed/ Removed/Terminated/Compulsory Retired or Retired from service, and on account of posting/transfer immediately without fail and share the same with IT-Wing for generation of accurate report;

iv. IT-Wing is directed to provide access of application i.e. Lahore High Court-ESS to Senior Additional Registrars at the respective Benches i.e. Bahawalpur, Multan and Rawalpindi Benches to enable them to monitor the attendance of employees;

v. The practice of submitting Daily Pulse Report in the light of Circular No.20/RHC dated 23.07.2021 read with Circular Endst No. 1068/HR-II dated 02.10.2021 and Endst No. 100/HR-II/D.P.R dated 13.01.2022 is discontinued with immediate effect.

2. The aforesaid instructions shall be complied with in letter & spirit. Any deviation or dereliction thereof shall entail disciplinary action against the delinquent(s).

(MUHAMMAD NASIR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

No. and Date Even:
Copy is forwarded for information and necessary action to:

1. The Director General (Judicial & Case Management), Lahore High Court, Lahore.
2. The Director General (Directorate of District Judiciary), Lahore High Court, Lahore.
3. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
4. The Senior Additional Registrars, Rawalpindi, Multan and Bahawalpur Benches.

P.T.O

5. *The Secretary/Private Secretary-1 to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
6. *All the Additional Registrars, Deputy Registrars, Assistant Registrars and Supervisory Officers, Lahore High Court, Principal Seat, Rawalpindi, Multan and Bahawalpur Benches.*
7. *All the Additional Registrars (CS)/ Senior Private Secretaries/ Private Secretaries attached with Hon'ble Judges, Lahore High Court, Lahore.*
8. *The Additional Registrar I.T/Focal person (IT-CFMS, PITB) to share daily attendance report of late comers/absentees with HR-Wing for further action.*
9. *The Assistant Registrar HR-I,HR-III & HR-IV, Lahore High Court, Lahore (for compliance of instructions regarding updating database of HRM System).*
10. *The Head Judgment Writer, Lahore High Court, Lahore.*
11. *The Staff Officer to Worthy Registrar, Lahore High Court, Lahore.*
12. *Office Record.*

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT, LAHORE

CIRCULAR

No. 1179/HR-II **Dated:07-08-2025**

Pursuant to the decision of the Hon'ble Administration Committee, the Hon'ble Chief Justice has been pleased to enhance the existing Sanctioned Strength of **"Court Associate" to two (02)** in each Court by revisiting the Sanctioned Strength in the Hon'ble Courts. The Court Associate (Junior in Seniority) in each Hon'ble Court shall perform following duties in addition to the already notified job description of 'Court Associate':-

1. To receive and dispatch files;
2. To receive official correspondence/judicial files;
3. To sort, distribute and file the papers;
4. To check all the annexures/flagging of the files and eliminate all kind of possibilities of tempering;
5. To maintain Registers, relating to the office files;
6. To maintain Movement Register;
7. To work as typing assistant, if needed;
8. To maintain the record of office orders/circulars /notifications;
9. To maintain date-wise record of pending cases in the Register;
10. To consult daily Diary on daily basis and to submit report in this regard to the supervisory officer;
11. To perform any other job assigned to him by the supervisory officer.

2. Furthermore, no Hon'ble Court will send requisition for the provision of substitute of Court Associate from Pool as leave gap arrangement in any case.

(MUHAMMAD NASIR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

NO. & DATE EVEN: -

Copy forwarded for information and necessary action to: -

1. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
2. The Director General, Judicial & Case Management, Lahore High Court, Lahore
3. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
4. The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.

Cont..page/2

5. The Senior Additional Registrar Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.
6. All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.
7. The Additional Registrar (C.S)/Head Judgement Writer, Lahore High Court, Lahore.
8. All the Additional Registrars (CS)/Senior/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.
9. The Accountant General Punjab (Pay Roll-X), Lahore.
10. The Staff Officer to worthy Registrar, Lahore High Court, Lahore.
11. The District Accounts Officer Rawalpindi, Multan & Bahawalpur.
12. The Assistant Registrars (HR-I), (HR-III), (HR-IV), (Bill) & Expenditure (Current), Lahore High Court.
13. Office record (10-Copies).

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT, LAHORE.
[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

No. 1322 /HR-II Dated Lahore: 16.09.2025.

The Competent Authority has taken serious notice of the fact qua non compliance of instructions in letter and spirit, already issued vide the circulars bearing Endst. No.524/HR-II, dated 10.07.2021, Endst. No.23/RHC, dated 11.08.2021, Endst. No.1622/HR-II, dated 12.11.2021, Endst. No.917/HR-II, dated 27.07.2024 and Endst. No.945/HR-II, dated 01.08.2024 regarding not delaying the case files and office correspondence for more than three days in any office, submission of case files for seeking approval/orders in accordance with relevant laws, rules, instructions and policies, expeditious disposal and clearance of pending matters/backlog and the avoidance of unnecessary inter-branch movement of files. This non-compliance causes significant inconvenience in smooth functioning, understanding and properly disposing of administrative work, which tantamounts to indiscipline and gross misconduct.

All Officers/Officials including the Additional Registrars, therefore, are once again reminded/directed to adhere to the instructions mentioned in above referred circulars in stricto sensu, non-compliance thereof shall entail strict disciplinary action against the delinquent(s).

(MUHAMMAD NASIR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

NO. & DATE EVEN:

Copy forwarded for information and necessary action to:

1. The Director Generals, (Judicial & Case Management) and (Directorate of District Judiciary), Lahore High Court, Lahore.
2. The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.
3. The Secretary/Private Secretary-I to Hon'ble Chief Justice, Lahore High Court, Lahore.
4. The Senior Additional Registrars, Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.
5. The Senior Research Officer, Lahore High Court, Lahore.
6. All the Additional Registrars, Deputy Registrars, Assistant Registrars and Supervisory Officers, Lahore High Court, Lahore **(for circulation among their subordinates and its compliance)**.
7. The Staff Officer to Registrar, Lahore High Court, Lahore.
8. Office Record.

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT, LAHORE.

[HR-II Branch] Contact No. 042-99212951 (Ext: 343)
E-mail: hr2branch@gmail.com

CIRCULAR

No. 1358/HR-II **Dated Lahore:** 22.09.2025.

In continuation of this Court's Circular bearing No.3119/IT-LHC dated 12.03.2025, the Hon'ble Chief Justice has been pleased to direct all the members of the establishment of this Court Principal Seat & allied Benches (Rawalpindi, Multan & Bahawalpur) to update their ***Mobile Attendance Application*** *from Google Play Store under the tag of* ***"Lahore High Court ESS"*** *for registration of face identity and subsequent use of facial recognition feature for attendance marking. Furthermore, the user manual of the facial recognition feature is available at URL* ***"https://lhc.gov.pk/downloads"*** *with the title* ***"User_Manual_LHC_Mobile_Attendance_System_Ver:1.2".*** *However, technical assistance may be gathered from LHC-IT Wing (Ext. 327) whereas, administrative guidance may be gathered from HR Wing (Ext. 343).*

(MUHAMMAD NASIR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

NO. & DATE EVEN:

Copy forwarded for information to:

1. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
2. *The Director General, Judicial & Case Management, Lahore High Court, Lahore.*
3. *The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.*
4. *The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
5. *All the Senior Additional Registrars, Additional Registrars, Deputy Registrars and Assistant Registrars, Principal Seat & allied Benches to inform all the staff members working under their supervision to comply with the kind directions in letter & spirit.*
6. *All the Additional Registrar (C.S)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Principal Seat & allied Benches.*
7. *The Head Judgement Writer, Lahore High Court, Lahore.*
8. *The Staff Officer to the worthy Registrar, Lahore High Court, Lahore.*
9. *Office Record.*

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT, LAHORE

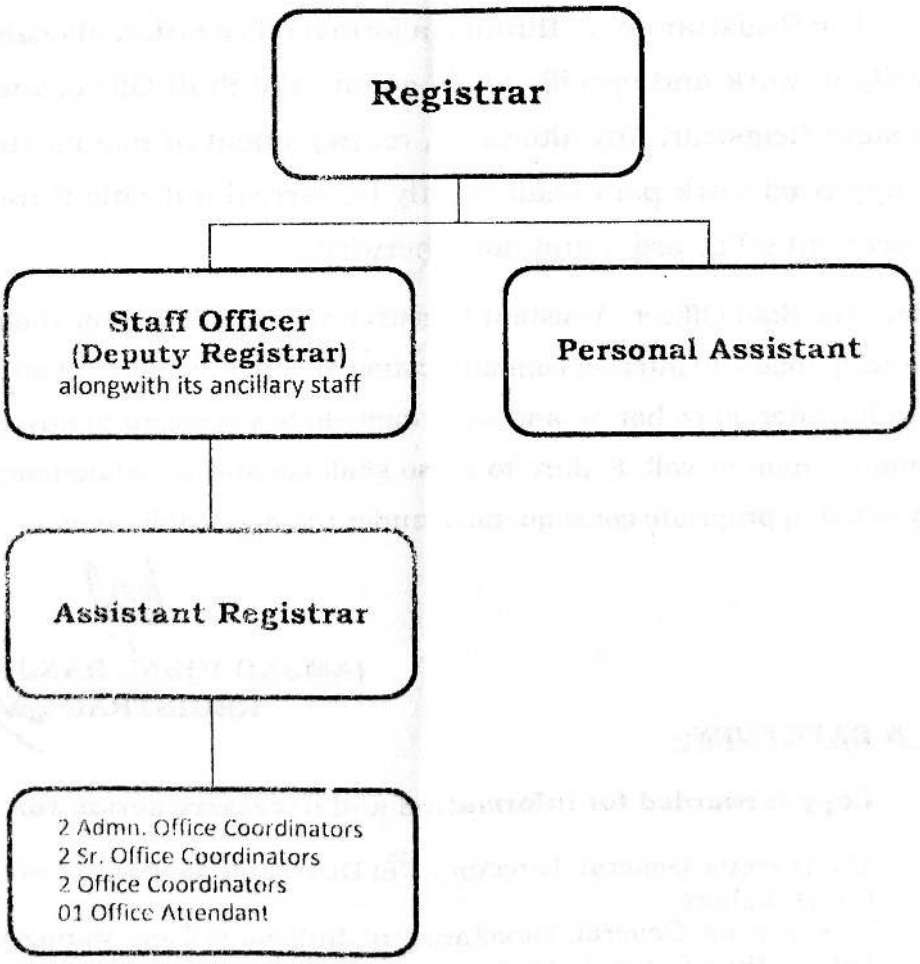
[HR-I BRANCH] CONTACT NO. 042-99212951 (EXT: 255)

NOTIFICATION

No. 49 / HR-I Dated 25/03/2026

The Hon'ble Chief Justice and Judges (Hon'ble Administration Committee) have been pleased to approve the restructuring of the administrative structure of the **Registrar's Office**, by upgrading the post of **Staff Officer** from BS-19 to BS-20 in order to post an officer of the rank of Deputy Registrar and adding an additional tier of **Assistant Registrar** as an Administrative support to the Staff Officer to shoulder operational and scrutiny responsibilities, and ultimately to the Registrar, with immediate effect, in the following manner:-

1. **Organogram of Registrar Office:**



2. **Duties of the Staff Officer (Deputy Registrar):**

i. To retain core staff decision support functions being primarily responsible for the overall official business;
ii. To serve in the primary staff role to the Registrar;

iii. To focus high-level scrutiny, briefing, institutional memory, coordination amongst internal departments, and decision-support;
iv. To delegate routine operational tasks to Assistant Registrar to reduce administrative congestion.

3. Duties of the Assistant Registrar:

i. To handle operational matters, preliminary scrutiny, coordination with Wings/Branches, and facilitation of file movement.
ii. To act as the first tier of filtration and consolidation before matters reach the Staff Officer.
iii. To perform any function or category of official business as assigned or directed by the Registrar.

4. Ancillary Staff:

Officers/Officials under the Assistant Registrar are responsible for managing diary, dispatch, file retrieval, communication, logistical arrangements, document preparation, and digital coordination.

5. Distribution of Work:

The Registrar shall, through a formal office order, allocate and distribute work and specific tasks among the Staff Officer and the Assistant Registrar. Any alteration, reassignment or modification in the approved work plan shall strictly be carried out only through a subsequent office order and not otherwise.

Note: The Staff Officer, Assistant Registrar and Ancillary Staff shall keep their telephone and internet communication facilities available at all times, including after office hours, and shall immediately respond to any official communication or call. Failure to do so shall constitute delinquency and may entail appropriate consequences under the applicable rules.

(AMJAD IQBAL RANJHA)
REGISTRAR

NO. & DATE EVEN:-

Copy forwarded for information and necessary action to:-

1. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
2. The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
3. The D&SJ (HR-DJ), Lahore High Court, Lahore.
4. The Senior Research Officer, Research Centre, Lahore High Court, Lahore.
5. The Secretary/Private Secretary-I to Hon'ble Chief Justice, Lahore High Court, Lahore.

6. The Senior Additional Registrars, Lahore High Court, Bahawalpur, Multan and Rawalpindi Benches.
7. The Director, Overseas Pakistani Cell (OPC-LHC), Lahore High Court, Lahore.
8. All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.
9. The Additional Registrar (CS)/Senior/Private Secretaries to all the Hon'ble Judges, Lahore High Court, Lahore.
10. The Chief Finance & Accounts Officer, Lahore High Court, Lahore.
11. The Staff Officer to the Registrar, Lahore High Court, Lahore.
12. Office record.

REGISTRAR