PROCUREMENT WING

Sr.#	Description	Circular/ Notification No.	Page
1.	SOPs for the procurements above Rs.3.00-Million.	Order, dated 01.10.2024.	1
2.	SOPs for procurement of petty purchases through E-Procurement System.	Order, dated 08.11.2024.	2
3.	Constitution of Committee of Justification to evaluate and recommend demand/procurement of cases involving estimated cost beyond 10-million.	Letter No. 547/Procurement, dated 30.06.2025.	3
4.	Constitution of Committee of Justification to evaluate and recommend demand/procurement case involving estimated cost beyond 10-million bearing.	Letter No. 548/Procurement, dated 30.06.2025.	5
5.	Standard Operating Procedures (SOPs) for stores and stock Management.	Circular No. 1510-HR-II, dated 20.10.2025.	7
6.	Systematic Reforms for Inventory Management Systems (IMS) to streamline the working of Store Branch.	Circular No. 1740-HR-II, dated 01.12.2025.	18
7.	Standard Operating Procedures (SOPs) for Photocopying Services and Operations in Lahore High Court (to the extent of LHC machines).	Circular No. 265/HR-I, dated 01.12.2025.	21
8.	SOPs/Policy for allocation, use, return and upgradation of Laptops for Officers of Lahore High Court, Lahore.	Notification No. 01/HR-I, dated 01.01.2026.	30

STANDARD OPERATING PROCEDURES FOR PROCUREMENTS EXCEEDING RS. 3.00 MILLION

In order to streamline the procurement process and to eliminate any ambiguity in the utilization of public exchequer funds, the Hon'ble Chief Justice, vide order dated **01.10.2024**, has been pleased to approve a policy whereby **prior approval of the Hon'ble Administration Committee** of the Lahore High Court shall be mandatory for all **procurements exceeding Rs. 3.0 million**, and has further directed that the following Standard Operating Procedures (SOPs) shall be strictly observed in such procurements:-

i. Approval of Bidding Documents, Tender Notice and publication/uploading thereof in accordance with relevant PRA Rules may be sought from the Hon'ble Admn. Judge (Procurement).

ii. Opening of technical and financial bids may be done by the Purchase Committee for which the case may be referred by the Procurement Wing to the Purchase Committee through Additional Registrar (Procurement) due to shortage of time since bids have to be opened after half an hour of the closing time.

iii. Evaluation of technical and financial bids may be done by the Purchase Committee for which the case may be referred by the Procurement Wing to the Purchase Committee through the Worthy Registrar.

iv. Approval to interim recommendations of the • Purchase Committee for constitution of Sub-Committees or for redressal of grievances of the bidders may be sought from the Hon'ble Admn. Judge (Procuremen1).

v. Approval to release the Bid Securities/ Performance Guarantees of the successful bidder or Bid Security of unsuccessful bidders may be sought from the Worthy Registrar.

vi. Payment of bill submitted by the contractor may be made after getting the amount sanctioned from the Worthy Registrar as per Punjab Delegation of Financial Powers Rules, 2016.

SHIFTING FROM TRADITIONAL PROCUREMENT TO E-PROCUREMENT

In order to curb potential malpractices, enhance transparency, improve efficiency, and ensure accountability in the procurement process of the Lahore High Court, the Hon'ble Chief Justice, vide **order dated 08.11.2024**, has been pleased to direct the **transition from the traditional/regular procurement process to e-procurement** in the Lahore High Court, and has further directed that following Standard Operating Procedures shall be observed for the procurement of petty purchases through the E-Procurement System:-

For Petty Purchases below Rs.200,000/- (Single Quotation)

i. *Upon receipt of requisition from any court/office, rates without taxes from local market will be collected by the Market Rate Collector of Procurement Branch while seeking approval from the Deputy Registrar (Procurement).*

ii. *After receipt of market rates, single quotation will be called through E-Procurement System while seeking approval from the Deputy Registrar (Procurement).*

iii. *Upon receipt of single quotation online through E-Procurement System and downloading it from the concerned website, the case will be placed before the Worthy Registrar for approval to issue purchase order to the vendor for supply of required item at the quoted rate. The Purchase Order will be generated online through E-Procurement System.*

iv. *In the Punjab Procurement Rules, 2014 (Rule 57) and in E-Procurement System, there is no concept of negotiation. Therefore, the Negotiation Committee constituted by the Worthy Registrar for negotiation with the vendors in petty purchases will now cease to work. If the authority is not satisfied with the rate quoted by the single vendor, the authority can reject the same and order online through E-Procurement System to call quotation from another vendor.*

For Petty (Three Quotations) Purchases of Rs.200,000/ to below Rs.500,000

i. *In E-Procurement System, there is no role of Purchase Committee in Petty Purchases. The same procedure as mentioned for Petty Purchase below Rs.200,000/- will now be followed for petty purchases below Rs.500,000/-*

ii. *Only in Tender Cases, the option of Purchase Committee is activated in E-Procurement System.*

LAHORE HIGH COURT, LAHORE

[Procurement Branch] Ph No. 042-99212951-66 (Ext: 228)

No. 547 /Procurement

From

The Registrar,
Lahore High Court,
Lahore.

To

The Senior Additional Registrars,
Lahore High Court,
Bahawalpur, Multan & Rawalpindi Benches.

Dated Lahore the 30 June, 2025.

Subject: - ***CONSTITUTION OF 'COMMITTEE OF JUSTIFICATION' TO EVALUATE AND RECOMMEND DEMAND/PROCUREMENT CASE INVOLVING ESTIMATED COST BEYOND 10-MILLION***

Dear Sir,

I am directed to refer to the subject and to state that the Hon'ble Authority has been pleased to constitute ***Committee of Justification,*** *with the following formation, to ensure transparency, accuracy, proper evaluation with justification and genuineness of the demand in the procurement matters:-*

(i) Additional Registrar (Judicial)
(ii) Deputy Registrar (General)
(iii) Audit Officer

2. *I am therefore to ask you to move procurement matters over and above 10-million in the light of this Court's letter No. 2089/Procurement dated 13.02.2025 for obtaining initial approval from this Court with the recommendation of the above Committee of Justification, after conducting proper evaluation of demands with cogent reasons and justification, on the enclosed proforma duly signed by the said Committee verified by the Senior Additional Registrar of the Bench.*

Yours faithfully,

(Syed Shabbir Hussain Shah)
Additional Registrar (Procurement)
For Registrar

Encls. ***As above***

Name of Head/Object

Sr	Name of Item(s)	Specifications	Total Demand	Market unit cost without taxes	Market unit cost with taxes	Total market cost with all taxes	Present Stock Position	Consumption during the last two financial years		Whether the previous item(s) have been declared condemed by the Competent Authority (if applicable)	Justification of current demand	Source of Market Rates
								1st year	2nd year			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

(To be signed by all Members of the Committee of Justification and verified by Senior Additional Registrars/District & Sessions Judges concerned)

LAHORE HIGH COURT, LAHORE

[Procurement Branch] Ph No. 042-99212951-66 (Ext: 228)

No. 548 /Procurement

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges in Punjab.

Dated Lahore the 30 June, 2025.

Subject: - ***CONSTITUTION OF 'COMMITTEE OF JUSTIFICATION' TO EVALUATE AND RECOMMEND DEMAND/PROCUREMENT CASE INVOLVING ESTIMATED COST BEYOND 10-MILLION***

Dear Sir,

I am directed to refer to the subject and to state that the Hon'ble Authority has been pleased to constitute ***Committee of Justification,*** *with the following formation, to ensure transparency, accuracy, proper evaluation with justification and genuineness of the demand in the procurement matters:-*

(i) AD&SJ (to be nominated by the D&SJ concerned)
(ii) Senior Civil Judge (to be nominated by the D&SJ concerned)
(iii) Staff Officer to D&SJ

2. *I am therefore to ask you to move procurement matters over and above 10-million in the light of this Court's letter No. 2089/Procurement dated 13.02.2025 for obtaining initial approval from this Court with the recommendation of the above Committee of Justification, after conducting proper evaluation of demands with cogent reasons and justification, on the enclosed proforma duly signed by the said Committee verified by the D&SJ concerned.*

Yours faithfully,

(Syed Shabbir Hussain Shah)
Additional Registrar (Procurement)
For Registrar

Encls. ***As above***

Name of Head/Object

Sr	Name of Item(s)	Specifications	Total Demand	Market unit cost without taxes	Market unit cost with taxes	Total market cost with all taxes	Present Stock Position	Consumption during the last two financial years		Whether the previous item(s) have been declared condemed by the Competent Authority (if applicable)	Justification of current demand	Source of Market Rates
								1st year	2nd year			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

To be signed by the Member(s) of the Committee of Justifications and Inspection or Senior Additional Registrar, District & Sessions Judge concerned.

LAHORE HIGH COURT, LAHORE

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

CIRCULAR

No. 1510 -HR-II Dated: 20-10-2025.

The Hon'ble Chief Justice and Judges are pleased to approve the Standard Operating Procedures (SOPs) for stores and stock management of this Court **(copy enclosed herewith)**, in the public interest, with immediate effect.

(MUHAMMAD NASIR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

NO. & DATE EVEN: -

Copy forwarded for information and necessary action to: -

1. The Senior Additional Registrars Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.
2. The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.
3. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
4. The Director General, Judicial & Case Management, Lahore High Court, Lahore.
5. The Secretary/Private Secretary-I 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, 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 Staff Officer to worthy Registrar, Lahore High Court, Lahore.
10. The Chief Finance & Accounts Officer & Chief Internal Officer, Lahore High Court, Lahore.
11. The Assistant Registrars (HR-I), (HR-III), (HR-IV), (Bill) & (Store) Lahore High Court, Lahore.
12. Office record (5-Copies).

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT STANDARD OPERATING PROCEDURES (SOPs) FOR STORES AND STOCK MANAGEMENT.

1. Purpose

The purpose of these Standard Operating Procedures (SOPs) is to establish a robust, efficient, and transparent system for managing stores and stocks at the Lahore High Court. These SOPs aim to ensure that all goods and materials are procured, stored, and utilized in a manner that optimizes stock levels, prevents wastage, maintains quality, and supports operational efficiency.

2. Scope

These SOPs shall apply to all the Wings and Branches of the Lahore High Court, including all employees and stakeholders involved in the process of procurement, storage, and management of stores and stocks.

3. Responsibilities

3.1 Procurement Wing: *This Wing shall be responsible for rational requirements analysis and efficient procurement of the goods and materials, while ensuring that the same are proper in number, and freshly manufactured. The Wing shall properly assist the Purchase Committee on procurement and contract management.*

3.2 Assistant Registrar (Stores): *The Assistant Registrar (Stores) shall be responsible for:*

i. *Overseeing the receipt, storage, and issuance of goods and materials. Consequently, he should issue inspection report at initial stage and subsequently on monthly basis qua quality and quantity of relevant goods and materials in assistance with Storekeepers.*

ii. *Coordinating with the Procurement Wing and the suppliers to ensure compliance with contractual obligations.*

iii. *Maintaining accurate and up-to-date records of inventory transactions.*

iv. *Ensuring adherence to institutional policies, laws, and regulations governing stores and inventory management.*

v. *Analyzing inventory trends and providing insights to inform decision-making.*

vi. *Inspecting stores regularly, ascertaining expiry of the materials and prioritizing use of the items nearing expiry, informing about shortage or excesses and taking timely and appropriate steps for efficient and effective stores management.*

vii. *Aggregating the average use of each item on the basis of data of at least last three years and drawing average annual consumption trends and patterns. And, then, generating demands for the procurement in the next financial year, while working in collaboration with the Storekeepers and the Procurement Wing.*

viii. *Performing any other duty or function as directed by the Authority.*

3.3 <u>Storekeepers:</u> *The Storekeepers shall be responsible for:*

i. *Physically managing the Store, including receipt, storage, and issuance of stocks, goods and materials.*

ii. *Ensuring the safety and security of stocks, goods and materials available in the Store.*

iii. *Monitoring expiry dates and implementing First-Expiry-First-Out (FEFO) scheme/stock rotation.*

iv. *Maintaining accurate records of inventory transactions, including receipts, issuances, and stock levels.*

v. *Conducting regular stock checks to identify any discrepancies or shortages/excesses.*

vi. *Implementing access controls and authorization procedures to ensure that only authorized personnel have access to the Store.*

vii. *Maintaining the cleanliness and organization of the storage area.*

viii. *Keeping close eye on the expiry dates of different items through Inventory Management System (IMS) and physical checking of the available stocks, prioritizing the use of the items nearing expiry and reporting the matter to the Assistant Registrar (Stores).*

ix. *Implementing IMS to the fullest for efficient and effective stores management.*

x. *Arranging and shelfing the stocks, goods and materials properly and sequentially to ensure earlier use of the older items.*

xi. *Keeping the manual and electronic records updated and accurate, commensurating with the receipts, issuances, available stocks, and the expiry position.*

xii. *Aggregating the average use of each item on the basis of data of at least last three years and drawing average annual consumption trends and patterns. And, then, generating demands for the procurement in the next financial year, while working in collaboration with the Assistant Registrar (Stores) and the Procurement Wing.*

xiii. *Reporting any issue or discrepancy to the Assistant Registrar (Stores).*

xiv. *Performing all other duties and functions connected with the stores and stocks.*

3.4 <u>Inventory Clerk:</u> *The Inventory Clerk, if available, shall be responsible for:*

i. *Assisting the Assistant Registrar (Stores) and Storekeepers in managing inventory.*

ii. *Maintaining accurate records of inventory transactions.*

iii. *Updating the Inventory Management System (IMS) with inventory transactions.*

<u>Explanation:</u> *In case the Inventory Clerk is not posted or available, these functions shall be performed by the Storekeeper concerned.*

4. Procurement Process

4.1 <u>Requirements Assessment:</u>

i. *The Procurement Wing shall conduct a thorough assessment of the requirements to ensure that procurement is based on accurate needs.*

ii. *For the purpose of requirement assessment, the Procurement Wing shall seek demands from different Offices/Branches*

and the Caretaker, on a standard proforma, well before the end of the financial year.

iii. While conducting requirement assessment, the Procurement Wing shall derive insights from the Entitlement Framework.

4.2 Procurement Planning

i. Based on requirement assessment, a Procurement Plan shall be prepared, including specifications, quantities, timelines etc, and shall be approved by the Competent Authority.

ii. Annual Framework Contract (AFC) would follow the Procurement Plan, while ensuring efficient and transparent procurement and economies of the scale.

iii. In case of urgency and non-availability of the relevant item in the Store, such item may be procured through petty purchase or additional contract(s). However, it should be resorted to sparingly.

iv. The routine repairs and maintenance of the goods, machinery, furniture and other equipment may be carried out at any time when the need so arises.

4.3 Tendering Process

i. A fair, transparent, and competitive tendering process, in accordance with the applicable rules and regulations shall be followed.

ii. A tendering process shall strictly adhere to the timelines and the evaluation criteria.

iii. The Procurement Wing, in consultation with the technical experts, shall, before going into the tendering process, prepare specifications for the goods and materials to be procured, where applicable.

iv. The Procurement Wing, in consultation with the experts, formulate the evaluation criteria in accordance with the relevant rules, regulations and instructions on the subject.

4.4 Contract Management

i. The contracts shall be awarded to the successful bidder(s) in accordance with the relevant rules and regulations, while

monitoring the contract compliance and ensuring that the supplier(s) meet their obligations.

ii. *The Procurement Wing shall ensure that the supplier(s) abide by the contractual timelines, supply the goods and materials as per the specifications and the terms of the contract.*

iii. *The supplier(s) shall be bound down to supply the newly manufactured goods and materials. The items with short expiry dates shall not be accepted.*

iv. *Subject to the market policies and practices, the supplier(s) may be required to replace the expired items.*

v. *The Procurement Wing shall be responsible for efficient contract management and delivery of the contracted items to the Store.*

5. Receipt and Verification of Goods

5.1 Pre-Receipt Preparation

i. *The Storekeepers shall confirm the delivery schedule with the Procurement Wing and the supplier(s) in advance and prepare the receiving area with adequate space, equipment, and manpower.*

ii. *The Assistant Registrar (Stores) and the Storekeepers shall make a foolproof planning for receipt, inventory, and shelfing of the goods and materials.*

5.2 Physical Verification

i. *The Inspection Committee, as constituted by the Authority from time to time, in the first place, and, then, the Storekeepers shall inspect the goods upon receipt to ensure that they meet the required quality and quantity standards, and shall match the goods with the Purchase Order (PO) and Delivery Note.*

ii. *The Assistant Registrar (Stores) and the Storekeepers shall affix QR/Bar codes on the newly received/procured stocks, goods and materials of Store items, ensuring that the corresponding tracking numbers are properly incorporated in Inventory Management System (IMS).*

Explanation: The QR/Bar Codes shall be implemented once the IMS is upgraded and this feature is included in the system. Till then, the Store Branch will add identity/tracking/sign/feature on the goods and materials.

5.3 Documentation

i. The Storekeepers shall record all details in the Goods Received Note (GRN) and enter the batch numbers, manufacturing date, and expiry date and other related information into the manual and electronic record i.e Inventory Management System (IMS).

Explanation: Till the upgradation of IMS, the Store Branch will record all such information manually and electronically using existing IMS and MS Excel or any other database software.

ii. The Additional Registrar (Procurement) or Deputy Registrar (Procurement) when authorized shall carry out the quarterly inspections of the documentation and records and verify the same in writing under his signature.

6. Storage and Shelfing

6.1 Storage Areas

i. There should be designated storage areas for different types of goods, and shall ensure that the storage areas are adequate, clean, and secure.

ii. The specific storage area(s) may be provided with properly arranged and installed shelves. The goods and materials shall be placed and arranged on the shelves in a manner prompting use of items with shorter expiry periods earlier while those with longer expiry periods later.

iii. The stocks may be placed upon pallets, racks or raised platforms, when available, to protect against leakage, seepage, dampness, and floor moisture.

iv. The adequate ventilation, lighting, and weatherproofing may be ensured to minimize risks from humidity and seasonal variations.

v. *In case of chemicals, liquids and acids etc, special care shall be exercised in prevention of leakage, disorderly placement, and damage.*

6.2 Stock Rotation

i. *The Storekeepers shall implement a First-Expiry-First-Out (FEFO) scheme to ensure that older stock is issued before newer stock.*

ii. *The wooden materials and records may be checked periodically to prevent termite infestation and anti-termite treatment shall be carried out as needed.*

iii. *The items may, where applicable, be maintained and issued by batch number or lot number to ensure quality control, traceability, and accountability in case of recall or defect detection.*

6.3 Stock Monitoring

i. *The Storekeepers shall regularly monitor stock levels to prevent overstocking and ensure that stock levels are optimal.*

ii. *The Storekeepers shall keep a close eye on the expiry dates and shelf life of different items, and ensure the issuance of the items with short expiry dates.*

iii. *The Storekeepers shall also note the deficiency of any item, and report the matter to the Procurement Wing for procurement of essential items to meet the requirements during a financial year.*

iv. *If the Storekeepers come across any issue in stores management or stocks position/condition, they shall report the matter to the supervisory officer immediately.*

v. *The Assistant Registrar (Stores) shall regularly monitor the stocks position and condition as well as the stores management and shall submit the regular reports to the higher authorities.*

7. Issuance of goods and materials

i. *The Procurement Wing shall, on the basis of requirement analysis, define the monthly package of different items for issuance to the Branches and offices.*

ii. *The Store Branch shall, after approval of the relevant officer(s), issue the items to the offices and Branches on the basis of the monthly package referred to in clause i.*

iii. *In addition to or substitution of the monthly package, any item within the framework of entitlement or urgent requirement may be issued to any office or Branch after approval of the relevant officer(s).*

iv. *The Storekeepers shall not be authorized to issue the items at their own without the approval of the relevant officer(s).*

8. Inventory Management System (IMS) and Access Control

8.1 Inventory Management System (IMS)

i. *The Inventory Management System (IMS) currently in use of the Store Branch shall be upgraded to carry the following features:*

- *Recording of batch number, tracking number, manufacturing date, expiry date, and purchase details.*
- *Automated pop-up alerts before and upon expiry of any stock item with notification to the designated officers and higher authorities.*
- *Real-time tracking of issued/available stock across the Branches/Offices through QR/Bar code.*
- *Forecasting tentative demands for the upcoming year on the basis of three-year consumption pattern.*

ii. *The IMS shall be continuously improved and upgraded in future to catch up with the requirements of the changing times.*

iii. *The Procurement Wing shall collaborate with the IT Wing to ensure upgradation of the IMS. The IT Wing shall be responsible for upgradation of the IMS as well as development of further software(s) when necessary.*

iv. *The Assistant Registrar (Stores) and the Storekeepers shall ensure the entries in and updating of the IMS on daily basis.*

8.2 Access Controls

i. *The Procurement Wing shall implement access controls and authorization procedures to ensure that only authorized personnel have access to the Store and the IMS.*

ii. The Registrar may authorize access to the IMS to the concerned officers/officials and no other officer/official shall be authorized to access the system.

9. Expiry Management and Disposal

9.1 Expiry Identification

The Storekeepers under supervision of Assistant Registrar (Stores) shall identify expired or near-expired goods, and shall prepare a disposal plan for such goods for submission to the Authority for approval.

9.2 Disposal

The Procurement Wing shall dispose of expired or near-expired goods—when the replacement is not possible—in accordance with the approved disposal plan, and shall ensure that the disposal process is transparent and environment-friendly.

10. Inspection and Audit

10.1 Regular Inspections

i. The Procurement Wing or the committee/officer(s) so designated shall conduct quarterly and random inspections of the Store to ensure compliance with these SOPs, and submit quarterly inspection reports to the Registrar.

ii. The Assistant Registrar (Stores) shall conduct monthly inspection of the Store and submit his report to the Additional Registrar (Procurement).

iii. The Storekeepers shall check the stocks and stores on daily basis and update supervisory officers regularly.

10.2 Audit

i. The internal audit of the Store shall be conducted annually and the report shall be submitted to the Authority.

ii. The Audit Wing shall be responsible the internal audit of the Store.

11. Entitlement Framework

i. *The Authority may constitute a committee for formulation of entitlement criteria for issuance of different items to the officers.*

ii. *The committee may review the existing entitlement framework formulated in 2010 and prepare a comprehensive entitlement framework to meet the requirements.*

12. Review and Revision

The SOPs shall be reviewed regularly and revised to keep pace with the changing times.

LAHORE HIGH COURT, LAHORE

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

CIRCULAR

No. 1740 -HR-II Dated: 01 -12-2025

The Hon'ble Chief Justice and Judges are pleased to approve the following **Systematic Reforms for Inventory Management Systems (IMS)** of this Court, in the public interest, with immediate effect: -

INVENTORY MANAGEMENT SYSTEM (IMS)

The current Inventory Management System (IMS) being used by the Store Branch has limited scope and it lacks various dynamics of the data. Moreover, it only stores data of limited items including general, stationary, sanitary, crockery items, while the data of furniture, machinery, IT equipment, uniforms etc. are not being incorporated in the IMS. Further, the existing IMS entries do not carry the information like manufacturing date, shelf life, batch number, tracking number, purchasing date etc. The Committee has recommended upgrading the IMS or developing comprehensive IMS with the following features:

- Recording of batch number, tracking number, manufacturing date, delivery date, expiry date, and purchase details.
- Real-time tracking of issued/available stock across the Branches/Offices through QR/Bar code.
- The tracking system shall also include the manufacturing date, expiry date and supply date of the relevant item.
- Forecasting tentative demands for the upcoming year on the basis of three-year consumption pattern.
- Automatically generating pop-up alerts before or upon expiry of any item and the same shall be reflected on the dashboard of IMS with notification to the designated officers and higher authorities.
- Any other feature commensurating with the best international practices.
- The IMS shall be continuously improved and upgraded in future to catch up with the requirements of the changing items

Until the IMS upgrade or development is completed, the Store Branch shall manually or electronically like excel sheets etc. maintain detailed records to avoid mismanagement and wastage of stocks/store items.

SHELFING AND PROPER ARRANGEMENT OF THE STORES/ STOCKS

During the physical verification/inspection, the Committee noted the mismanagement and disorderly arrangement of the stocks in the Store. The items nearing expiry had been placed at the back or bottom of the columns with fresh items in the front or atop, thus, resulting in issuance of fresh items first and the old items risking expiry before use. The Committee has recommended that proper shelves be

installed /placed in the Store for orderly and proper display of the items/stocks, for proper shelfing be necessary for proper stores management. The items with earlier expiry date should be issued/used first, while the fresh later on. The principle of First-Expiry-First-Out (FEFO) shall be adopted or implemented. Till proper shelves are installed, the items should be arranged by the Storekeepers in order.

INSPECTION AT RECEIPT

The Assistant Registrar (Stores) and Storekeepers concerned shall verify expiry dates, shelf life, and labeling of each consignment at the time of delivery, with reports attached to the stock registers, which shall subsequently be checked by the Inspection Committee, or any other Committee constituted for such purpose.

INTERNAL AUDIT

For removal of discrepancies and flaws in the stock management (if any), internal audit on annual basis shall be conducted by the Audit Wing of this Court while physically checking each item with regard to its receipt, issuance and expiry etc., as well as the record maintained by the Store Branch. A comprehensive internal audit report in this regard shall be placed before Authority for kind perusal and appropriate orders.

PETTY PURCHASES

Petty procurement of store items in the presence of surplus stock must be strictly prohibited. Any exception must require written justification. In case of urgency and non-availability of the relevant item in the Store, such item shall be procured through petty purchase or additional contract(s). However, it should be resorted to sparingly. The routine repairs and maintenance of the goods, machinery, furniture and other equipment shall be carried out at any time when the need so arises.

REQUIREMENT ANALYSIS

The Procurement Wing shall be responsible for rational requirements analysis and efficient procurement of the goods and materials, while ensuring that the same are proper in number, and freshly manufactured. The Wing shall properly assist the Purchase Committee on procurement and contract management. The Procurement Wing, shall in the future, proactively analyze the average annual consumption trends and conduct requirement/need analysis of Courts, Offices and Branches before generating new demands. This process shall be institutionalized to ensure transparency, efficiency, and optimal use of the Institution's resources. The Procurement Wing shall conduct a thorough assessment of the requirements to ensure that procurement is based on accurate needs. For the purpose of requirement assessment, the Procurement Wing shall seek demands from different Offices/Branches and the Caretaker, on a standard proforma, well before the end of the financial year. While conducting requirement assessment, the Procurement Wing shall also derive insights from the Entitlement Framework.

PROCUREMENT PROCESS

Based on requirement assessment, a Procurement Plan shall be prepared, including specifications, quantities, timelines etc., and be approved by the Competent Authority. Annual Framework Contract (AFC) shall follow the Procurement Plan, while ensuring efficient and transparent procurement and economies of the scale. In the annual framework contract (AFC), the suppliers shall be bound down to supply the freshly manufactured items, goods and materials. And, a provision shall be added for replacement of expired items, however, subject to the market practices.

ENTITLEMENT FRAMEWORK

The Committee found that, previously, the entitlement framework was provided in year 2010 by the Committee comprising two Hon'ble Judges of this Court. These entitlements cover mostly the sanitary items. This framework shall be revisited as per the present requirements while extending its scope to general items, crockery, furniture and machinery. As regards issuance of different items, the same shall be issued as per entitlement framework or under genuine demand/requirement.

(RAFAQAT ALI QAMAR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR
Zahoor

NO. & DATE EVEN: -

Copy forwarded for information and necessary action to: -

1. The Senior Additional Registrars Lahore High Court, Rawalpindi, Multan and Bahawalpur Benches.
2. The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.
3. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
4. The Director General, Judicial & Case Management, Lahore High Court, Lahore.
5. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
6. All the Additional Registrars, Lahore High Court, Lahore.
7. The Senior Research Officer, Lahore High Court, Lahore.
8. Mr. Jamal Ahmad, Joint Director Automation/PITB Focal Person (IT-CFMS), Lahore High Court, Lahore.
9. The Staff Officer to worthy Registrar, Lahore High Court, Lahore.
10. The Chief Finance & Accounts Officer & Chief Internal Auditor, Lahore High Court, Lahore.
11. The Assistant Registrars (HR-I), (HR-III), (HR-IV), (Bill), (Store) & (Procurement), Lahore High Court, Lahore.
12. Office record (5-Copies).

ADDITIONAL REGISTRAR (HR)
Zahoor

LAHORE HIGH COURT, LAHORE.

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

NOTIFICATION

No. 265 /HR-I

Dated Lahore: 01/12/2025

The Hon'ble Chief Justice and Judges are pleased to approve the Standard Operating Procedures (SOPs) for Photocopying Services and Operations in Lahore High Court (**copy enclosed herewith**), in the public interest, with immediate effect.

(RAFAQAT ALI QAMAR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

No. & Date Even:-

Copy is forwarded for information and necessary action 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 D&SJ (HR-DJ), Lahore High Court, Lahore.
4. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
5. The Accountant General Punjab, (Pay Roll-X), Lahore.
6. The Senior Additional Registrars, Lahore High Court, Multan, Rawalpindi and Bahawalpur Benches.
7. All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.
8. The Additional Registrar I.T/Focal Person (IT-CFMS, PITB), Lahore High Court, Lahore.
9. The Staff Officer to the Registrar, Lahore High Court, Lahore.
10. Office Record.

ADDITIONAL REGISTRAR (HR)

STANDARD OPERATING PROCEDURES (SOPs) FOR PHOTOCOPYING SERVICES AND OPERATIONS IN LAHORE HIGH COURT

Whereas, a certain number of photocopying machines have been installed by the contractor, in different Wings and Branches of this Court, under a specific contract. In addition, this Court has provided its own photocopy machines to various Wings and Branches.

To regulate the photocopying regime, streamline the process of maintaining records related to paper demands, initiations, paper utilization, and the number of photocopies prepared under both in-house and outsourced photocopying services, and to ensure transparency in billing and paper requisitions, a structured mechanism and procedural framework are required.

Hence, this Court issues the following Standard Operating Procedures (SOPs) for regulating photocopying services and operations. The SOPs go thus:

1. Daily Operations & Record Management

a) The concerned official(s) shall maintain a register manual or digital, as may be in use from time to time, containing daily machine readings along with corresponding entries reflecting the number of papers utilized and the photocopies prepared therefrom to ensure accurate monitoring of usage.

b) The concerned official(s) shall record the specific number of papers used or photocopies made against each request or task. For instance, where documents relating to a particular case are photocopied, the corresponding case/file number, along with the total papers used or copies prepared, shall be duly entered in the prescribed register.

c) At the end of each day, the total number of papers used or photocopied shall be recorded in the relevant register, along with the date.

d) At the time of preparation of a paper-book, the concerned official(s) shall record/mention the relevant case number along with the total number of papers used for each paper-book in the prescribed register. Based on such entries, the total number of papers used in a month shall be computed, and the demand for the next month shall be made.

e) In case the photocopy is made on the contractor's machine, the total number of papers destroyed or damaged at each machine

during the photocopying process shall be duly recorded, along with details of replacement received from the contractor, in the manual or digital register, in accordance with the terms of the agreement.

f) The Supervisory Officer/Assistant Registrar concerned shall verify the entries of the register every day and put their signature.

g) Such entries shall be carried forward on the following day as the opening reading of the day, and the remaining process shall be repeated.

2. Monthly Closure, Billing, and Reconciliation

a) The demand for paper and the billing process shall be commensurate with the calendar month, starting from the 1st of the month and closing on the last day.

b) Screenshots of the readings of all photocopy machines should be taken at the start of the 1st day of each month and at the closing hour of the last day of the month.

c) The screenshots of the machines shall be made part of the record and annexed with the bills or demand for the issuance of papers.

d) The opening and closing readings of all the machines shall be entered in the relevant registers in red ink.

e) At the close of each month, a consolidated statement reflecting the total papers used, along with real-time justification thereof, total number of photocopies made, total number of papers wasted and total number of papers replaced (in case of photocopies made by the contractor) shall be prepared and signed by the Dealing Assistant concerned and duly verified by the Assistant Registrar/Deputy Registrar concerned.

f) In case of the photocopying machines installed by the contractor, while generating the demands for the papers, the entries in the register(s) of the concerned Branch shall be tallied and matched with the entries of the register(s) maintained by the contractor.

g) The defective copies (in case of outsourced services) shall not be billed, and the replaced papers equivalent to defective copies/wasted papers must be received by the Supervisory Officer of the concerned Branch from the contractor in terms of the contract.

3. Maintenance & Repairs

a) The damaged paper, after shredding or otherwise, shall be handed over to the designated Branch/Office for auction or disposal, as the case may be.

b) The concerned Wing/Branch shall ensure proper maintenance and service of the official photocopying machines and operate them in accordance with the manufacturer's guidelines and user manual for optimal efficiency and sustained performance. Similarly, the contractor shall ensure proper maintenance and service of the machines installed by him under the contract.

c) For rental services, the contractor shall submit a monthly "Service Report" detailing preventive maintenance, toner replacement, and any downtime (if any), verified by the concerned Supervisory Officer or Assistant Registrar.

d) In case of outsourced services, any recurring faults or downtime exceeding one hour shall be reported immediately to the Additional Registrar concerned and recorded in the register for review and imposition of penalties as per the agreement.

e) The maintenance log for each official photocopying machine shall be maintained by the respective Branch, in which all repairs, as well as toner replacements, shall be duly recorded with specific dates. The make and quantity of the toner shall also be clearly mentioned in the log register. Any loss to the photocopying machine(s) occasioned by gross negligence of the Dealing Assistant/Operator may be recovered from such official.

f) In the event of any defect in the official photocopying machine, the concerned official shall immediately report it to the Procurement Wing or the IT Wing, as the case may be, through the Supervisory Officer.

4. Access Control & Authorization

a) The Machine Operator shall accept only duly authorized copy requests routed through the respective Branches/Officer(s).

b) Photocopy requests involving sensitive or classified documents shall require additional authorization and handling protocols to maintain confidentiality.

c) Access to photocopy machines shall remain restricted to authorized personnel/operators only. When approved, any

external technician or service person must enter details in a Machine Maintenance Log before accessing the machine.

d) The reading counters of the machines shall not be tinkered with or manipulated in any case.

5. Oversight, Inspection, and Compliance

a) The Deputy Registrar concerned shall regularly supervise and inspect the photocopying process and maintenance of registers/records.

b) A technical person from the IT-Wing or elsewhere shall examine the photocopying machines regularly and verify that the machines' counters have not been tampered with.

c) The inspections shall be made regularly and randomly, and a report to this effect will be submitted. One copy of the report shall be kept in the relevant register/record, and another copy shall be forwarded to the Director General (Judicial & Case Management) office, whereas the original shall be forwarded to the Procurement Wing for further necessary action.

d) The Committee shall conduct a quarterly performance evaluation of the contractor's services constituted by the Authority from time to time, based on prescribed evaluation criteria.

e) In case of photocopying services being provided by the contractor, he shall adhere to all the terms and conditions of the contract. Any violation may entail the consequences as envisaged by the agreement.

6. Audit, Reporting, and Automation

a) The Procurement Wing shall maintain a central repository of all bills, performance reports, inspection notes, and penalty records for annual audit and review purposes.

b) Audit Wing of this Court shall conduct the internal audit to verify compliance with these SOPs and the applicable instruments and identify areas for improvement.

c) The review report, audit report, and inspection notes shall be submitted to the Registrar or the officer designated by the Authority.

d) To implement policies and ensure data-driven decision making, a proper record shall be maintained by the concerned Branch/Office on a daily, weekly, and monthly basis to enable data analysis,

monitoring of utilization trends, paper usage, paper wastage, and the number of photocopies produced by each machine.

e) Dedicated software shall be developed to automate the photocopying services, the records related thereto, photocopy requests, paper demand generation, and the corresponding billing process, ensuring transparency, accuracy, and efficiency in documentation and reconciliation.

f) The formats prescribed for the register maintained daily for each machine and the monthly statement(s) are appended as **Annexure-A** and **Annexure-B**. These formats may be reviewed when required with the approval of the Competent Authority.

g) The SOPs shall apply to the Principal Seat as well as the allied Benches mutatis mutandis.

h) The SOPs may be reviewed in the future to incorporate amendments and improvements to catch up with the changing times and requirements.

Photocopying Services Daily Operations & Record Management

Ownership of machine: LHC/Contractor

Dated	Machine Readings		Case File or Request Particulars	No. of Papers Used	No. of Photocopies Made	No. of Papers Damanged/ Wasted	Any othe Remarks	Signature of	
	Start of the Day	End of the Day	(CP No., Case/File/Paper Book Number, Nature of Document, Others)					Machine Operator	DA/Supervisory Officer

Photocopying Services Monthly Operations & Record Management

Ownership of machine: LHC/Contractor

Month	Machine Readings		Total Papers Used during Month	Total Photocopies Made during Month	Total Papers Damanged/ Wasted during Month	Total Papers Replaced by the Contractor	Total Defective Copies (Not to be Billed)	Net Papers to be Accounted for	Demand of papers for Next Month (Estimated)	Signature of		
	Opening Reading (1s Day of Month)	Closing Reading (Last Day of Month)								Machine Operator	DA/Supervisory Officer	AR/DR concerned

Photocopying Services Monthly Operations & Record Management

Ownership of machine: Contractor

Month	Machine Readings		Total Papers Used during Month	Total Photocopies Made during Month	Total Papers Damanged/ Wasted during Month	Total Papers Replaced by the Contractor	Total Defective Copies (Not to be Billed)	Net Papers to be Accounted for	Amount to be paid to contractor	Demand of papers for Next Month (Estimated)	Signature of		
	Opening Reading (1s Day of Month)	Closing Reading (Last Day of Month)									Machine Operator	DA/Supervisory Officer	AR/DR concerned

LAHORE HIGH COURT, LAHORE.

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

NOTIFICATION

No. 01 /HR-I

Dated Lahore: 01/01/2026

The Hon'ble Chief Justice and Hon'ble Admn. Judge have been pleased to approve the Standard Operating Procedures/Policy for allocation, use, return and upgradation of Laptops for Officers of Lahore High Court, Lahore (**copy enclosed herewith**), in the public interest, with immediate effect.

(RAFAQAT ALI QAMAR)
ADDITIONAL REGISTRAR (HR)
FOR REGISTRAR

No. & Date Even:-

Copy is forwarded for information and necessary action 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 D&SJ (HR-DJ), Lahore High Court, Lahore.
4. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
5. The Accountant General Punjab, (Pay Roll-X), Lahore.
6. The Senior Additional Registrars, Lahore High Court, Multan, Rawalpindi and Bahawalpur Benches.
7. All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.
8. The Additional Registrar I.T/Focal Person (IT-CFMS, PITB), Lahore High Court, Lahore.
9. The Chief Finance & Accounts Officer and the Chief Internal Auditor, Lahore High Court, Lahore.
10. The Treasury Officer, Lahore High Court, Lahore.
11. The Staff Officer to the Registrar, Lahore High Court, Lahore.
12. Office Record.

ADDITIONAL REGISTRAR (HR)

Subject:- **SOPs/POLICY FOR ALLOCATION, USE, RETURN AND UPGRADATION OF LAPTOPS FOR OFFICERS OF LAHORE HIGH COURT, LAHORE.**

1. **Scope:**

   i. *This policy shall apply to all officers who are eligible for the provision and allocation of laptops for carrying out official duties, including technical, administrative, and confidential assignments.*

2. **Eligibility for Allocation:**

Laptops may be allocated to:

   i. *The Officers entrusted with confidential, technical, or administrative assignments irrespective of their rank and seniority, as approved by the Competent Authority.*
   ii. *Officers whose duties require frequent use of IT resources, mobility, and secure remote access.*

3. **Allocation Process:**

   i. *Requests for the provision of laptops shall be initiated and processed by the Procurement Wing after recommendation of technical needs of vetted by IT department (as per previous policy).*
   ii. *Approval shall be obtained from the Competent Authority (Worthy Registrar / Hon'ble Chief Justice).*
   iii. *The Procurement Wing shall maintain a central record of allocations including officer's name, designation, date of issuance, and asset tag number, which may be associated with Human Resource Management System (HRMS) as well as in procurement wing record book (inventory).*

4. **Responsibilities of the Allottee Officer:**

   i. *The laptop should be used strictly for official purposes. Personal or Private usage is prohibited.*
   ii. *The officer/allottee shall be responsible for safe custody and proper care of the laptop.*

iii. *Any loss, theft, damage, or malfunction must be reported immediately to the Authority.*

a. *Through IT wing (if technical)*

b. *Through Procurement Wing (if non-technical).*

iv. *Unauthorized software installation (Operating System, Office, etc.) or system configuration alterations/changes or sharing of confidential data via unofficial channels is prohibited.*

5. **Software & Security Compliance:**

i. *All laptops shall be provided with licensed Operating System and licensed Office Suite.*

ii. *Installation and use of unlicensed / pirated software is strictly prohibited.*

iii. *Officers shall ensure compliance with IT security policies, including the use of strong passwords, restricted access, and secure storage of sensitive information.*

iv. *Any attempt to install unauthorized applications, disable security features, or bypass IT policies will be treated as a serious violation.*

v. *The Allottee/Officer shall be sole responsible for any type of misuse including cybercrime etc.*

vi. *These measures are essential to prevent data breaches, malware infections, and hacking attempts.*

vii. *Violation of software licensing, security rules or breech of piracy ACT may result in strict administrative and legal action*

6. **Ownership and Return:**

i. *The laptop shall remain the sole property of the Institution.*

ii. *The laptop shall be allotted to eligible officers by name, and they shall be permitted to carry it to their next office in case of transfer to another office at the principal seat, unless directed otherwise.*

iii. *On retirement, resignation, transfer to the Bench, or completion of special assignment, the officer/allottee shall return the laptop in proper working conditions to the department concerned after having technical report from IT Department.*

iv. *Clearance certificate shall only be issued by the department concerned upon return of the allocated laptop.*

7. ***Replacement and Upgradation:***

Replacement Conditions

i. *Replacement of laptops shall be permitted only in cases of irreparable damage, obsolescence, or major malfunction, subject to the approval of the Competent Authority and availability of budget.*

- *This policy shall come into force with immediate effect and remain valid until amended by the Competent Authority. Any deviation from this policy, or misuse of laptops, may entail disciplinary action, including recovery of costs from the responsible officer.*

Deputy Registrar (Procurement)