PROTOCOL WING

Sr.#	Description	Circular/ Notification No.	Page
1.	Standard Operating Procedures (SOPs) for reservation and utilization of the Lahore High Court's Rest Houses.	Circular No. 49/Protocol, dated 17.12.2025.	1

LAHORE HIGH COURT, LAHORE

No. 49 /Protocol Dated 17th December, 2025

CIRCULAR

The Hon'ble Full Court, pursuant to the decision of the Hon'ble Administration Committee, has been pleased to approve the Standard Operating Procedures (SOPs) for reservation and utilization of the Lahore High Court's Rest Houses (enclosed herewith) for kind perusal of Hon'ble Judges of this Court.

17/12/2025

(Muhammad Nadeem)
Deputy Registrar (Protocol-I)
For Registrar

Endst. No. & date even:

Copy forwarded for information and necessary action to: -

1. Secretary/Private Secretary to Hon'ble Chief Justice.
2. All the Additional Registrar (C.S)/Court/Sr. Private Secretaries to Hon'ble Judges for placement before their lordships.
3. Additional Registrar (C.S) to Hon'ble Mr. Justice Ch. Muhammad Iqbal, Liaison Judge of Hon'ble Retired Judges.
4. Senior Additional Registrar, Lahore High Court Bahawalpur, Multan and Rawalpindi Benches.
5. Staff Officer to Worthy Registrar.
6. Assistant Registrar (Protocol) with the direction to share the aforesaid SOPs with the Hon'ble former Judges.
7. All the Caretakers of Lahore High Court's Rest Houses, Principal Seat and allied Benches.
8. Office record.

17/12/2025

(Muhammad Nadeem)
Deputy Registrar (Protocol-I)
For Registrar

LAHORE HIGH COURT LAHORE

THE LAHORE HIGH COURT'S REST HOUSE SOPs, 2025

Short title and commencement

1. **Whereas** the matters relating to the reservation, entitlement, and stay at the Judges' Rest Houses of this Court need to be regularized through the formulation of SOPs. These SOPs may be called **"THE LAHORE HIGH COURT'S REST HOUSE SOPs, 2025."**

And whereas this would ensure the equitable distribution of the limited resources in the best interest of the Judges of this Court.

And whereas, the prestige, dignity, and honour of this Court and all its premises that bear the name & monogram of this Court are sacrosanct; thus, every effort aims to achieve, uphold, and strengthen this great honor.

Now, therefore, for the said reasons, these SOPs are formulated by the Administration Committee to regulate matters relating to the use/occupation/reservations of the Judges' Rest Houses throughout the Punjab.

2. These SOPs shall come into force on the date of notification by the LAHORE HIGH COURT, Lahore, and shall repeal all the existing SOPs and instructions on the subject.

3. **Definitions:** In these SOPs, the following terms shall have the meaning unless a different intention is expressed:-

a) **"Competent Authority"** means the Chief Justice of Lahore High Court.

b) **"Lahore High Court's Rest Houses"** means and refers to the (i) Murree Rest House (ii) Multan Rest House (iii) Bahawalpur Rest House (iv) Lahore Rest House (v) Rawalpindi Rest House and other Court Guest Houses which may be established from time to time or include any premises under the control and administration of this Court and meant for temporary residence.

c) **"Reservation"** means and includes a booking for the purpose of the stay.

d) **"Immediate family"** would mean the spouse, issues, siblings, and parents.

e) **"Caretaker"** means such official responsible for the proper upkeep and maintenance of the Rest House(s).

f) **"Close relatives"** would mean grandchildren of the Judge.

4. Persons entitled to accommodation in the Court's Rest House(s) as per policy are as follows:

(i) The Chief Justice of the Supreme Court of Pakistan, Chief Justice of Federal Constitutional Court, Chief Justice of Federal Shariat Court, Judges of the Supreme Court of Pakistan, Judges of Federal Constitutional Court and Judges of Federal Shariat Court, as per policy.

(ii) The Chief Justice of Lahore High Court, Lahore (hereinafter referred to as 'the Chief Justice'), and Judges of the Lahore High Court, Lahore)

(iii) The Chief Justices and Judges of other High Courts of Pakistan, Azad Jammu and Kashmir and Gilgit Baltistan (GB) have a reciprocal arrangement with the Lahore High Court.

(iv) Retired Chief Justices and Judges of the Supreme Court of Pakistan, Azad Jammu and Kashmir, Gilgit Baltistan (GB) and Federal Shariat Court.

(v) Retired Chief Justices and Judges of the Lahore High Court, Lahore.

(vi) Immediate family members of the Chief Justice(s) and Judge(s) of the Lahore High Court, Lahore.

(vii) However, other than summer and winter vacations, Judicial Lodge Murree may be reserved for their close relatives, subject to availability, for a maximum period of seven days, provided any member of the immediate family accompanies them; otherwise, they will be entitled to the reservation of suites No.9 and 10 only.

(viii) Such other visiting dignitaries or persons whom the Chief Justice, by order, permits for occupation.

5. **Duration of occupation of the suite:**

i. Old suites No. 1 to 8, and suites No.9 and 10 of Judicial Lodge, Murree will be available for retired Judges, if the Judge accompanies the family; otherwise, only suite No.9 and 10 (for retired Judges) will be available for their immediate family members and close relatives, subject to availability and for a maximum period of seven days.

ii. Sitting Judges can reserve more than one suite, subject to availability, except during summer and winter vacations.

iii. The Chief Justice House at Rawalpindi, Murree, Multan, and Bahawalpur shall only be available for the Chief Justice (however, at the Bahawalpur Bench, the Senior Judge at the Bench will use the Chief Justice House, Bahawalpur, till the availability of the Senior Judge's Bangalow).

iv. Senior Puisne House, Suite # N-3 and N-4 shall be available only to the most Senior Judge and to the members of the Administration Committee as per their choice, subject to availability. The former Chief Justice or former Acting Chief Justice of this Court may also reserve the same at their discretion, except during summer or winter vacations, subject to availability, for a maximum period of seven days.

v. Judicial Lodge Murree can only be reserved for Judges of other High Courts if personally visiting.

6. **Control and reservation of accommodation:**

a) Control of accommodation in the Court's Rest House shall rest with the competent authority, and persons requiring accommodation shall obtain a reservation in advance from him.

b) More than two suites may be reserved, subject to the availability of accommodation, in the Rest House for any of the entitled persons specified in clauses (ii) and (v) of clause 4, if a specific request is made for such a reservation.

c) Ordinarily, a reservation shall be made on a "first-come, first- served" basis.

d) Persons in occupation of the suite are not allowed to use the Court's Rest House for any purpose other than for their stay.

7. **Order of Preference:** The normal rule of first-come, first-served shall be followed except where the situation otherwise warrants, and order of seniority shall determine the order of preference as per the entitlement policy.

Explanation: In the case of former Judges, preference would be given to those making the fewest reservations.

8. **Allotment/Reservation/Intimation of occupation and cancellation of reservation:**

a) No person will be entitled to occupy the Rest House without prior permission of the competent authority.

b) During the vacation period, for Judges' Rest Houses, Rawalpindi and Murree, the Hon'ble Judges may send their requisitions for the reservation of one suite only for a maximum of one week at a time so that all the Hon'ble Judges may be accommodated within the vacation period. The said reservation will be non-transferable. However notwithstanding clause 5 (ii) above, any reservation of an additional suite will be subject to availability of accommodation and approval of the Competent Authority.

c) Permission for stay in Judges' Rest House(s) beyond the period of reservation shall not be given, provided the Authority may grant such permission in cases

where such Rest House has no reservations on the subsequent dates.

d) At the time of issuance of the Roster/Revised Roster of Sitting of the Hon'ble Judges of this Court, matters regarding the reservation(s) of the accommodation(s) of the Hon'ble Judges (gracing the Benches) in the Rest Houses at the Benches of this Court shall be decided by the Hon'ble Senior Judges of the respective Benches.

e) A person for whom accommodation is reserved must inform the competent authority ordinarily at least twenty-four hours to forty-four hours before the scheduled time of occupation in case he does not intend to occupy the accommodation reserved for him. In case he does not avail of the reservation on the first day of such reservation, the reservation made will be cancelled, and allotment in the name of a person cannot be used by the other person to whom allotment was not made. After the cancellation of the reservation, the Caretaker will inform the Registrar to entertain pending requests through the authority.

f) Hon'ble Judges wishing to reserve accommodations at the Judges Rest House, Bahawalpur, Lahore, Multan, Murree, and Rawalpindi, shall move requisitions in writing through respective Additional Registrar (CS) / Private Secretaries, instead of verbal, telephonic, or WhatsApp communications. Retired/former Hon'ble Judges shall also move requisition to the Registrar via WhatsApp/email/in writing etc. through concerned protocol officer.

g) All requisitions for reservation of the Judges' Rest House(s) of this Court would be routed through the Registrar's Office.

h) The former Judges of this Court appointed on any post at a place where Rest House of this Court is located,

will not be entitled for reservation of Rest House during their posting, as such.

i) The former Chief Justices, former Acting Chief Justices and the former Senior Puisne Judges will be allotted suite in the Judges Rest House Murree meant for members of the Administration Committee.

j) House No.2 and House No.2 & 3 at Judges Rest House, Multan & Rawalpindi respectively will only be meant for booking for members of the Administration Committee and Senior most Judge at the Bench. House No.3 in Judges Rest House, Rawalpindi and House No.2 in Judges Rest House, Multan will be available for booking for the former Chief Justices, former Acting Chief Justices and former Senior Puisne Judges as well as Hon'ble Judges of the Supreme Court of Pakistan and Federal Constitutional Court.

k) In case any Judge of this Court desires/opts to use Circuit House being on tour for inspection of subordinate courts, the rent of the circuit house will be paid by the visiting Judge to be disbursed subsequently with the T.A D.A to the payee. However, for use of Circuit House in a private trip, the rent will be borne by the Judge himself. The booking of the Circuit House will be through the Office of the Registrar in both cases.

9. **Duration of occupation:** Reservation and check-in/check-out timings ordinarily shall be restricted to the following limits, except where the Authority directs otherwise through a special order:-

- Vacation Period: 07 Days
- Non-Vacation Period: 10 Days
- Check-In Time: 1400 hours
- Check-Out Time Before 1100 hours

10. **Arrangements for cooking, catering, Supplies, etc,:**

a) Guests can order meals/special diet, subject to payment of actual cost. The orders need to be placed well before time.

b) Cooking shall not be permissible in the rooms.

11. **The general characteristics of working as a cook in Rest House(s):**

a) **Menu Planning**: Creating food menus appropriate to the Rest House(s) and guest demands.

b) **Material Supply and Stock Management**: Providing the necessary materials and regularly checking kitchen stocks.

c) **Meal Preparation**: Preparing ingredients and cooking meals according to recipes.

d) **Food Presentation**: To present meals in accordance with aesthetic and hygiene rules.

e) **Kitchen Hygiene**: Taking care of kitchen hygiene and providing a safe working environment.

f) **Response to Guest desire**: Preparing meals to suit guests' special desire or dietary needs.

g) **Team Management**: Managing kitchen staff, coordinating work, and ensuring harmony within the team.

h) **Cost Control**: Controlling menu costs and staying within budget.

i) **Innovation and Trend Following**: Making innovations in menus by following food trends.

j) **Participation in Events**: Contributing to special events and special day meals held at the Rest House(s).

k) **Requirements**: Mastering different culinary techniques and being able to prepare delicious meals.

l) **Education and Experience**: Receiving a professional culinary education or gaining experience. It is also essential to improve and gain experience by working in different kitchens.

m) **Working Fast**: Working at rest house(s) requires speed and efficiency.

n) **Communication Skills**: Ability to communicate effectively with the kitchen team and other rest house(s) staff.

o) **Flexible Working Hours**: Adapting to flexible working hours as rest house(s) provide service round the clock.

p) **Stress Management**: The ability to cope with stress during busy periods.

12. **Occupancy Register:**

a) An occupancy register shall be maintained in the Guest House in the prescribed form as per Appendix 'A'.

b) An occupant's name and designation, legibly together with the date and time immediately on arrival, is required to enter therein. The date and time of departure shall be entered at the time of departure.

c) A person staying in the Court's Guest House shall ensure proper use of furniture, crockery, linen, and other appliances kept inside the room.

13. **Checking of Registers:** The occupancy registers in respect of the Court's Rest House(s) be put up once in a month before the Registrar of the Lahore High Court for his perusal and necessary action, if any, after the entries are only checked by the Additional Registrar Protocol of the Lahore High Court Lahore.

14. **Custodian of Guest House Key:** Every room of the Court's Guest House shall remain locked and keys shall remain with the Caretaker and keys be given to person accommodated and whenever the Guest goes out of the Court's Rest House, the key shall be left in the custody of the attendant.

15. **House Keeping Standards & Duties of Caretaker:**

a) The Caretaker shall be responsible for over-all maintenance and cleanliness of the lodge that includes water, gas and electricity round the clock. The major

items for usage in the rest houses will be purchased centrally at the Principal Seat. However, daily usage items will be locally purchased. Building wing of this Court shall promptly process the requisitions relating to maintenance of Rest House(s).

b) The Caretaker shall ensure that the suites are at all times in perfect order. He will give special care to these matters:

i. Rooms, dining rooms, lounges, kitchens and bathrooms are in working order, neat and clean. These need to be disinfected on daily basis.

ii. Bed sheets and pillow cover etc. are neat and clean. These need to disinfect on daily basis.

iii. Lights, fan, A/C, TV, Phone, Internet etc., are in order.

iv. Bathroom utilities e.g. towels, soap, washroom-sleepers etc., are available and bathroom fittings, e.g. shower, basin taps, etc. are in order.

v. The concerned caretaker will also submit quarterly report regarding work and conduct of the staff of Judges Rest House to the Senior Addl. Registrars of the Benches and the Addl. Registrar (HR) at the Principal Seat.

vi. The concerned caretaker will also submit quarterly report regarding condition of the Judges Rest House(s) to the Incharge/Administrative Judge (Building) through the Registrar.

c) Maintenance of garden and outside lighting.

d) On arrival, the Caretaker shall ensure that the guest(s) are received and housed in the allotted room/suite and

will intimate the office that guest(s) has been lodged in hassle free manner.

e) To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.

f) To be responsible for the opening and closing of the buildings as required.

g) To keep the Rest House premises, furniture and equipment secure.

h) To keep the Rest house premises, furniture and fittings in a clean condition (this includes bathrooms on a continual basis throughout the day in accordance with requirements of the Environmental Health.

i) To supervise kitchen area during meal-times.

j) To keep in a clean condition all glass doors, windows, etc., and to carry out painting of walls, woodwork and window frames as directed by the Authority.

k) To see to the heating and cooling requirements of the building and safeguard the heating and water pipes round the year.

l) To keep in safe custody the keys of all rooms in the building and to ensure that no unauthorized person has access to any part of the building.

m) To keep the Rest House grounds in good order, including mowing, weeding, strimming and maintenance of paths, parking areas, and all access routes.

n) To note and arrange for the receipt of furniture, equipment, food supplies, fuel, and other materials for general use.

o) To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the Authority.

p) To complete relevant documentation as required under Health and Safety requirement.

q) To carry out any other duties appropriate to the position.

r) The Caretaker shall maintain books of account and will be responsible for record keeping and stock registers etc.

s) He shall maintain a complete and transparent record of reservations in the relevant register for inspection.

16. **Concierge Facilities:**

a) Caretaker shall arrange for washing and ironing facilities from nearby market on actual rates to be charged from the occupant in case facility in house is not available.

b) A basic first aid kit will mandatorily be placed at concierge/reception by the caretaker.

c) Use of irons and electric kettles in the rooms shall not be allowed to the staff due to fire hazard.

17. **Maintenance of decorum and privacy of Rest house:** To maintain the highest pedestal of prestige, decorum and privacy of all Judges' Rest House:-

a) None of the male member of the immediate family or close relatives of the Judge will avail the Rest House facility unless they are accompanied by a female family member or the Judge himself.

b) No, video, photograph, or post of the Judges' Rest Houses shall be uploaded to social media by any occupant or guest.

c) If a retired judge actively joins the legal profession, he will not be entitled to use the Rest House or protocol facilities for his professional engagements.

18. The Caretaker shall promptly report to the Authority any violation of these SOPs. The Authority may impose a ban on such guests that have violated the SOPs, in future bookings.

19. **Equitable Distribution:** The Caretaker Judges Rest Houses of this Court shall ensure equitable distribution and make maximum possible adjustments; that maximum number of reservations shall be made except where privacy so demands.

20. **Amendment of SOPs:** Any amendment of the SOPs can be made by orders of the Chief Justice and approval of administration committee and full court.

APPENDIX-A

(Occupancy Register)

Sr. No.	Relation with Judge & designation of the visitor	Guest of	Date & time of arrival	Date & time of departure	Remarks if any	Signature