DIRECTORATE OF JUDICIAL & CASE MANAGEMENT WING

Sr.#	Description	Circular/ Notification No.	Page
1.	Addition of objections to the "Objection Sheet of Writ Petition".	Circular No.38620/Urgent Cell, dated 03.12.2024.	1
2.	Job Description of Additional Registrar Record I & II.	Order No. 50/HR-I, dated 05.03.2025.	2
3.	Usage of Colour-coded file covers at the Principal Seat and allied Benches.	Circular No.15596, dated 07.05.2025.	7
4.	Standard Operating Procedures (SOPs) for Cash Handling and Process Fee.	Circular No.174/HR-I, dated 22.05.2025.	8
5.	Circular regarding Colour-coded Cause Lists Regime.	Circular No.18287, dated 24.05.2025.	15
6.	Official correspondence and communications with Government or any other Organization shall be routed through the office of the Registrar.	Circular No.51311, dated 03.06.2025.	17
7.	Listing of all Constitutional Petitions pertaining to Tax matters before the Division Benches instead of the Single Bench of this Court.	Notification No.80, dated 12.09.2025.	18
8.	Redesignation of the information Kiosk at the litigant center with the additional assignment of complaint Cell functions.	Letter from DDJ, dated 11.09.2025.	19
9.	Free legal aid for cases in the Supreme Court of Pakistan and High Courts.	Letter No. 15876/23 /GB(20th)/DLEC/PD-I, dated 12.09.2025.	20
10.	Nomination of a Special Single Bench at the Principal Seat of Lahore High Court, Lahore under the Defamation Act, 2024.	Letter No.18176, dated 16.10.2025.	24

11.	Establishment of Urgent Action Corridor in Judicial Branch and designation of Assistant Registrars as Quick Response Officer (QRO).	Circular No.1571-HR-II, dated 01.11.2025.	25
12.	Nomination of a Focal Person for ensuring timely transmission of High Court and Trial Court record to Hon'ble Supreme Court of Pakistan pertaining to Criminal Petitions/Jail Petitions and Criminal Appeals involving punishment of imprisonment exceeding ten years.	Letter No.170/DG (J&CM/LHC, dated 17.11.2025.	27
13.	SOPs for return of lower court records (LCRs) and precreation of books in the cases involving absconding accused.	Circular No.22473, dated 04.12.2025.	28
14.	Standard Operating Procedures (SOPs) for appointment of Special Messengers and submission of reports.	Notification No. 304/HR-I, dated 06.12.2025.	31
15.	Biometric verification of the litigants at the time of filing of the cases in Lahore High Court, Lahore (Principal Seat and its allied Benches) with effect from 20.01.2026.	Notification No. 191/D.G.(Judl. & C.M), dated 07.01.2026.	37
16.	Standard Operating Procedures (SOPs) for Biometric verification of Litigant of this Court.	Circular No. 216/DG(J&MC), dated 18.03.2026.	38
17.	Bio-Matric Verification of Institution of Fresh cases.	Notification No. 220, dated 06.04.2026.	55

IT- LHC

Sr.#	Description	Circular/ Notification No.	Page
1.	Intimation of sending SMS Notification.	Letter No.2497/IT-LHC, dated 24.02.2025.	57
2.	Intimation of sending SMS Notification.	Letter No.2498/IT-LHC, dated 24.02.2025.	58

3.	Mobile Attendance Application.	Circular No. 3119/IT-LHC, dated 12.03.2025.	59
4.	Upgradation of the existing Statistical Cell into the Data Bank and Analytical Cell (DBAC).	Notification No. 201/HR-I, dated 02.07.2025.	60
5.	Online video link facility for attendance of the official witnesses during court proceedings in the District Courts of the province of the Punjab.	Letter No.15825/ IT-LHC, dated 11.09.2025.	61
6.	User-Manual LHC Mobile Attendance System.	Circular No.1358/HR-II, dated 22.09.2025.	74
7.	Redesigning of Official identification/Service Cards for Serving/Retired Hon'ble Judges, District & Sessions Judges and Members of Establishment of LHC.	Decision of Hon'ble Administrative Committee, dated 29.11.2024.	75
8.	User access protocols and their respective authorization authorities for the members of Establishment of this court as well as District Judiciary Punjab.	Circular No.6010-IT/LHC, dated 16.04.2026.	77
9.	LHC information Security and Data Protection Protocols (LHC-ISDPP-2025).	Circular No.6011-IT/LHC, dated 16.04.2026.	79

LAHORE HIGH COURT, LAHORE

CIRCULAR

In pursuance of the decision made by the Hon'ble Administration Committee in its meeting held on 08.11.2024 and with the gracious approval of the Hon'ble Chief Justice, the following objections are to be added to the 'Objections Sheet of Writ Petition' to streamline the filing process and emphasize the principle of exhausting alternative remedies before approaching this Hon'ble Court:

- *For writ petitions in which the petitioners seek directions to the Executives to decide their pending applications/ representations, the following objection shall be raised*

  "Alternate remedy of application/petition before the concerned Grievance Redressal Commissioner (GRC) has not been availed."

- *For writ petitions seeking directives to Administrative Departments to dispose of/clear undisputed claims related to unfunded schemes allegedly delayed or denied, the following objection shall be raised:*

  "Alternate remedy of application before the respective Departmental Scrutiny Committee (DSC) has not been availed."

Syed Shabbir Hussain Shah
Additional Registrar (Judicial)
for Registrar

Endst No. 38620 */Urgent Cell* *Dated Lahore the* 3rd *December, 2024*

Copy is forwarded for information and necessary action to:

1. *The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.*
2. *The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore.*
3. *The Deputy Registrar/Staff Officer to Worthy Registrar, Lahore High Court, Lahore.*
4. *All the Senior Additional Registrars/Additional Registrars, Lahore High Court, Principal Seat, Bahawalpur, Multan and Rawalpindi Benches.*
5. *All the Additional Registrars (CS)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.*
6. *All the Additional Registrars (Court)/Senior Court Associates/Court Associates to the Hon'ble Judges, Lahore High Court, Lahore.*
7. *All the Deputy Registrars/Assistant Registrars, Lahore High Court, Lahore.*
8. *The Research & Reference Officer, Lahore High Court, Lahore*
9. *Office Record.*

Syed Shabbir Hussain Shah
Additional Registrar (Judicial)
for Registrar

LAHORE HIGH COURT, LAHORE

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

ORDER

No. 50 / HR-I Dated 05.03.2025

In continuation of this Court's Notification bearing No. 293/HR-II.V.Z.2(a)/PT dated 12.02.2025, the Hon'ble Chief Justice has been pleased to approved the following job descriptions for the posts of Additional Registrar (Records-I) and Additional Registrar (Records-II):-

JOB DESCRIPTION OF ADDITIONAL REGISTRAR (RECORDS-I)

1. *Additional Registrar (Records-I) shall function under the Director General (J&CM).*
2. *The Additional Registrar (Records-I) shall supervise RKJ-I, Copy & Judicial MISC., Old Inquiry, and Bar Inspection Wings and matters connected therewith and ancillary thereto.*
3. *The Additional Registrar (Records-I) shall:*
   - *(i) Oversee the maintenance and organization of the physical Records Room, ensuring that all semi-active and inactive records are accurately labeled, stored, and retrievable.*
   - *(ii) Ensure proper safety and security of the records in paper form as well as soft form.*
   - *(iii) Ensure that all records are properly preserved, conserved, and protected from damage or deterioration.*
   - *(iv) Develop and implement a file tracking system to monitor the movement of records within the Record Room.*
   - *(v) Collaborate with the Hon'ble Courts' staff and the Benches to ensure that records are properly retrieved and delivered to the authorized personnel.*
   - *(vi) Design a database/portal to keep records of the movement of decided judicial files as well as embossing QR Codes on them for easy tracking/ locating the files and avoiding misplacement of files. The Officer shall start working on this assignment forthwith and submit a feasibility report to the Hon'ble Authority for appropriate orders;*
   - *(vii) Ensure that file movement registers are maintained regarding movement of files towards other branches and within the Records Room.*
   - *(viii) Ensure that old files being sent to the urgent cell for hearing, along with other cases, are properly entered in the registers. After hearing of cases, the Dealing Assistant shall ensure proper return of the files to the record room.*
   - *(ix) Take steps to keep a weekly traffic log of judicial files in the Records Room.*
   - *(x) Develop and propose a digital preservation strategy to ensure the long-term integrity and accessibility of digitized records.*
   - *(xi) After approval of the Hon'ble Authority, oversee the scanning and digitization of semi-active and inactive records, ensuring a maximum number of scanning on a daily basis through optimal utilization of the available resources.*
   - *(xii) Collaborate with IT staff to design and implement (after approval of the Hon'ble Authority) a robust digital repository for storing and managing digitized records.*
   - *(xiii) Ensure proper storage, safety, and preservation of soft/ electronic records.*

05/03/2025

(xiv) Take steps to ensure compliance with international standards for digital preservation, such as ISO 14721.

(xv) Develop and track key performance indicators (KPIs) for digitization and preservation efforts.

(xvi) The Officer shall preserve record of all decided cases in descending order (year-wise), in coordination with IT-Wing, by utilizing automation tools. The records may be preserved in the following format:

a. Date of filing of case.
b. Party Names;
c. Category of case;
d. Name of advocate appearing as lead counsel for a party;
e. Date of hearing;
f. Date of final decision;
g. Name of Court in case of a single bench;
h. In case of D.B., name of senior or junior Hon'ble Judge;
i. Name of Hon'ble Author Judge of Judgment;
j. Name of Advocate mentioned in the final judgment;
k. Approved for reporting case (Name of Hon'ble Judge and Advocate);

(xvii) Get the retention and disposal schedules of the decided files prepared as per the relevant rules, entered in the system, and also affixed over the files, so that the files or portions thereof may come up for destruction at the relevant time.

(xviii) Ensure proper restoration of the disposed of files. Before next restoration, waste material/unnecessary papers shall be removed from the files.

(xix) Get the indices of the restored files prepared through the concerned staff. Ensure that intense security safeguards with respect to the records are in place.

(xx) Conduct periodic audits to assess compliance with records management policies, including proper labeling, storage, and timely disposition of records

(xxi) Analyze case tracking data to identify trends, bottlenecks, and areas for improvement.

(xxii) Identify decided files of enduring historical and cultural value, and ensure their safety and preservation for archiving.

(xxiii) Supervise and oversee the affairs of the Copying Agency, and ensure the efficient and effective service delivery at the Agency.

(xxiv) Generate and prepare fortnightly, monthly, and other periodic reports on the performance of the Copying Agency.

(xxv) Supervise and lead the officers and officials working under him/her by assigning tasks, monitoring performance, and to ensure adherence to the procedures and policies.

(xxvi) Provide records management advice, assistance to, and arrange training, (after approval of the Hon'ble Authority) for all staff about proper records handling procedures.

(xxvii) Conduct performance audit of the RKJ, the Copying Agency, and other wings under his/her supervision periodically and submit the same to the Registrar through D.G. (J&CM).

(xxviii) Maintain data of disposal (decisions) of cases with all necessary details in hard and soft form.

(xxix) Coordinate with his/her counterparts at the Benches and ensure compliance to the given standards and the tasks;

(xxx) Perform all other duties connected with and ancillary to the functions mentioned above. And, also perform all such functions and duties that are assigned by the competent authority, from time to time.

JOB DESCRIPTION OF ADDITIONAL REGISTRAR (RECORDS-II)

1. Additional Registrar (Records-II) shall function under the Director General (J&CM).
2. The Additional Registrar (Records-II) shall supervise RKJ-II, RKJ-III, HRC, Destruction Cell, Dispatch Branch, and matters connected therewith and ancillary thereto.
3. The Additional Registrar (Records-II) shall:
   - (i) Oversee the maintenance and organization of the physical Records Room, ensuring that all semi-active and inactive records are accurately labeled, stored, and retrievable.
   - (ii) Ensure proper safety and security of the records in paper form as well as soft form.
   - (iii) Ensure that all records are properly preserved, conserved, and protected from damage or deterioration.
   - (iv) Develop and implement a file tracking system to monitor the movement of records within the Record Room.
   - (v) Collaborate with the Hon'ble Courts' staff and the Benches to ensure that records are properly retrieved and delivered to the authorized personnel.
   - (vi) Design database/portal to keep record of movement of decided judicial files as well as embossing QR Code on them for easy tracking/locating the files and avoiding misplacement of files. The Officer shall start working on this assignment forthwith and submit feasibility report to the Hon'ble Authority for appropriate orders;
   - (vii) Ensure that file movement registers are maintained regarding movement of files towards other branches and within the Records Room.
   - (viii) Ensure that old files being sent to urgent cell for hearing along with other cases are properly entered in the registers. After hearing of cases, the Dealing Assistant shall ensure proper return of the files to record room.
   - (ix) Take steps to keep weekly traffic log of judicial files in the Records Room.
   - (x) Develop and propose a digital preservation strategy to ensure the long-term integrity and accessibility of digitized records.
   - (xi) After approval of the Hon'ble Authority, oversee the scanning and digitization of semi-active and inactive records, ensuring a maximum number of scanning on daily basis through optimal utilization of the available resources.
   - (xii) Collaborate with IT staff to design and implement (after approval of the Hon'ble Authority) a robust digital repository for storing and managing digitized records.
   - (xiii) Ensure proper storage, safety and preservation of the soft/electronic records.
   - (xiv) Take steps to ensure compliance with international standards for digital preservation, such as ISO 14721.
   - (xv) Develop and track key performance indicators (KPIs) for digitization and preservation efforts.
   - (xvi) The Officer shall preserve record of all decided cases in descending orders (year-wise), in the coordination with IT-Wing, by utilizing the automation tools. The records may be preserved in the following format:

     a. Date of filing of case.
     b. Party Names;
     c. Category of case;
     d. Name of advocate appearing as lead counsel for a party;
     e. Date of hearing;
     f. Date of final decision;

g. Name of Court in case of single bench;
h. In case of D.B, name of senior or junior Hon'ble Judge;
i. Name of Hon'ble Author Judge of Judgment;
j. Name of Advocate mentioned in the final judgment;
k. Approved for reporting case (Name of Hon'ble Judge and Advocate);

(xvii) Get the retention and disposal schedules of the decided files prepared as per the relevant rules, entered in the system, and also affixed over the files, so that the files or portions thereof may come up for destruction at the relevant time.

(xviii) Ensure proper Restoration of the disposed of files. Before next restoration, waste material/unnecessary papers shall be removed from the files.

(xix) Get the indices of the restored files prepared through the concerned staff. Ensure that intense security safeguards with respect to the records are in place.

(xx) Ensure the destruction of the records mature for the purpose, after approval of the competent authority, by complying with the relevant rules and adhering to the retention and disposal schedules.

(xxi) Ensure proper maintenance of records of Destruction Cell, including details on volume of records destroyed or archived, and reporting annually on the implementation of the regulatory and policy directives.

(xxii) Conduct periodic audits to assess compliance with records management policies, including proper labeling, storage, and timely disposition of records.

(xxiii) Analyze case tracking data to identify trends, bottlenecks, and areas for improvement.

(xxiv) Identify decided files of enduring historical and cultural value, and ensure their safety and preservation for archiving.

(xxv) Supervise and lead the officers and officials working under him/her by assigning tasks, monitoring performance, and to ensure adherence to the procedures and policies.

(xxvi) Provide records management advice, assistance to, and arrange training, (after approval of the Hon'ble Authority) for all staff about proper records handling procedures.

(xxvii) Conduct performance audit of the RKJs, and other wings under his/her supervision periodically and submit the same to the Registrar through D.G.(J&CM).

(xxviii) Maintain data of disposal (decisions) of cases with all necessary details in hard and soft form.

(xxix) Liaise with his/her counterparts at the Benches and ensure compliance to the given standards and the tasks;

(xxv) Perform all other duties connected with and ancillary to the functions mentioned above. And, also perform all such functions and duties that are assigned by the competent authority, from time to time.

(SHEIKH ZAHOOR AHMED)
DEPUTY REGISTRAR (HR)

Endst No. 50 **/HR-I** **Dated** 05 - 03 - **2025**

Copy forwarded for information and necessary action to:

1. The Director General, Directorate of Judicial and Case Management, Lahore High Court, Lahore.

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

DEPUTY REGISTRAR (HR-I)

LAHORE HIGH COURT, LAHORE

CIRCULAR

With the gracious approval of the Hon'ble Chief Justice, in order to visually categorize and identify different categories of the cases to be filed before this Court, colour-coded file covers shall be used at the Principal Seat and allied Benches w.e.f 15.06.2025 i.e. cut-off date for starting the use of colour-coded file covers for instituting the fresh cases. One month shall be the transition period, and, from 15.07.2025, the use of colour-coded file covers for filing fresh cases shall be mandatory.

The approved colour scheme for file covers is as follows:

1. **White** – *Writ Branch*
   - *White with pink border – Family Matters*
   - *White with dark yellow border – Civil Matters*
   - *White with blue border – Criminal Matters*
2. **Blue** – *Criminal Branch*
3. **Yellow** – *Civil Branch*
4. **Brown** – *Commercial/Tax Branch*
5. **Orange** – *Election Tribunals*

Additional Registrar (Judicial)
for Registrar

Endst No. 15596/ *Dated Lahore the* 07 *May, 2025*

Copy forwarded for information and necessary action to:

1. *The Director General, Judicial and Case Management, Lahore High Court, Lahore*
2. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore*
3. *The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore*
4. *The Deputy Registrar/Staff Officer to the Worthy Registrar, Lahore High Court, Lahore*
5. *All Senior Additional Registrars, Additional Registrars, Lahore High Court, Principal Seat, Bahawalpur, Multan, and Rawalpindi Benches*
6. *All Additional Registrars (CS)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore*
7. *All Additional Registrars (Court)/Senior Court Associates/Court Associates to the Hon'ble Judges, Lahore High Court, Lahore*
8. *All Deputy Registrars/Assistant Registrars, Lahore High Court, Lahore*
9. *The Research & Reference Officer, Lahore High Court, Lahore*
10. *All Presidents, Lahore High Court Bar Associations – Lahore, Bahawalpur, Multan, and Rawalpindi.*
11. *All Presidents, District Bar Associations in the Punjab.*
12. *Office Record*

Additional Registrar (Judicial)
for Registrar

LAHORE HIGH COURT, LAHORE.

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

CIRCULAR

No. 174 **/HR-1** **Dated Lahore:** 22/05 **/2025**

In continuation of this Court's Notification Endst. No. 902/CC dated 23.01.2023 read with this Court's Circular No. 2076/TO dated 04.02.2023, the Hon'ble Competent Authority has been pleased to approve the following SOPs to implement a foolproof system for cash handling (Process Fee) and process issuance, ensuring transparency, accountability, and efficiency within the system. This system will digitize manual processes and cash handling, utilizing technology to enhance the delivery of Justice.

STANDARD OPERATING PROCEDURES (SOPs) FOR CASH HANDLING AND PROCESS FEE.

1: Determination of Charges and Deposit

1.1 Calculation of Charges:

Upon receiving a court order to issue notices to the respondents through registered post (with or without acknowledgment of delivery) and/or courier service at the party's expense, the Assistant Registrar of the concerned Judicial Branch shall calculate the necessary postal and courier charges, taking into account the type of process, destination, and any additional services required.

22/05/2025

1.2 Generation of Deposit Slip:

The relevant Assistant registrar shall generate a printed deposit slip with a Serial Number (Form A), consisting of three foils, specifying the Case Number, case title, depositor's name, deposit order number, amount in figures, and amount in words, and hand it over to the concerned party.

2: Deposit Process

2.1 Deposit of Amount:

The party concerned shall deposit the specified amount with the Treasury Officer of the High Court, along with a printed deposit slip bearing a serial number in triplicate. The deposit slip

should specify the case number, case title, depositor's name, mobile phone number, and the amount in both figures and words.

2.2 Receipt Generation:

The Treasury Officer shall generate a receipt (Form B) in triplicate, specifying the amount deposited along with other necessary particulars. One copy shall be handed over to the party concerned, one copy to the Assistant Registrar concerned, and the officer shall retain the last copy.

2.3 Maintaining Accounts:

The Treasury Officer will be responsible for maintaining accurate accounts and all necessary details in the appropriate register or ledger.

3: Process Serving Procedures

3.1 Postal Service:

a) The Treasury Officer shall procure stamp-embossed envelopes or Dak Tickets (postal charges in whatever form in vogue) from the Post Office as required and hand them over to the concerned Assistant Registrar.

(Explanation): After approval by the Hon'ble Chief Justice or the Registrar, as applicable, the Post Office may accommodate an official within the High Court's premises to provide envelopes/Dak Tickets to the Treasury Office and subsequently receive/register the post/mail containing notices from the Assistant Registrars concerned, against valid receipts with tracking numbers.

b) In cases of registered post with Acknowledgement Due (A.D.), the A.D. report detailing the delivery of the post must be returned to the High Court.

3.2 Courier Service:

a) If ordered by the Court, the relevant Assistant Registrar shall hire a courier service to send the notices to the specified addresses.

b) After dispatch, the relevant Assistant Registrar shall issue a voucher (Form-B) specifying the case number, case title, deposit order number, the amount in figures, and the amount in words for the disbursement of charges to the authorized agent of the courier service, against which the Treasury Officer will make the payment.

c) After the service, the courier shall return a service report containing all necessary details.

3.3 Process Fee Register:

The Assistant Registrar concerned shall enter the particulars of the case, including the depositor's details, the receipt/challan number, the amount deposited, and the date in the Register maintained for this purpose.

4: Pre-Dispatch Checks and Quality Control

4.1 Verification of Address:

Before dispatching the notices, the Assistant Registrar must verify the accuracy and completeness of the address, ensuring that all necessary documents are included.

4.2 Verification of Charges:

The Assistant Registrar shall ensure that the postal or courier charges are accurately calculated and paid.

5: Post-Dispatch Procedures

5.1 Tracking and Follow-Up:

The relevant Assistant Registrar shall track the status of the dispatched notices, where applicable, by monitoring the delivery reports and AD cards received from the courier service or the Post Office.

22/05/2025

5.2 Reporting and Record-Keeping:

Upon receiving the delivery reports or AD cards, the Assistant Registrar concerned shall update the case file, noting the status of service, and attach the service certificate for submission to the Hon'ble Court.

6: Digitization and Software Development

6.1 Development of Software Module:

The IT Wing of the LHC shall develop a module or software to digitize cash handling and process serving procedures, ensuring seamless tracking and monitoring of these processes.

7: MONITORING AND EVALUATION

7.1 Monitoring by Deputy Registrar:

The Deputy Registrar concerned shall monitor all the process and ensure seamless and speedy operations at all stages.

They shall generate monthly reports regarding the issuance of processes, the deposit of process fees, and their renditions against the issued processes.

7.2 Audit:

Regular audits of deposits and disbursements will be conducted by the concerned Wing and the Audit Wing of this Court, if ordered by the authority.

8: Roles and Responsibilities

8.1 Assistant Registrar:

Responsible for calculating charges, generating deposit slips, dispatching processes, tracking delivery reports, issuing service certificates, and related matters.

Note:

The Dealing Assistants shall perform their duties under the direct control and supervision of the Assistant Registrar, and they shall be responsible for the duties assigned to them.

8.2 Treasury Officer:

Responsible for receiving deposits, issuing receipts, procuring stamp-embossed envelopes/Dak Tickets, and related matters.

8.3 Deputy Registrar:

Responsible for monitoring and evaluation, as well as the overall performance of all the officials under his control and the Branch.

9: Training

9.1 Training of staff:

The training will be provided to the relevant staff to ensure the smooth and effective execution of procedures and processes.

Forms:

Form A: Deposit Slip – A three-part form specifying the case number, case title, depositor's name, slip number, receipt/deposit number with date, amount in figures, and amount in words **(Specimen of Form Enclosed)**.

Form B: Receipt – A receipt issued by the Treasury Officer in triplicate, specifying the case number, case title, deposit number

with the date, the amount in figures and words, and the name of the depositor ***(Specimen of Form Enclosed)***.

(SHEIKH ZAHOOR AHMED)
DEPUTY REGISTRAR (HR-I)
FOR REGISTRAR

Endst. No. & Date Even:-

Copy forwarded for information and necessary action to:

1. *The Director General (J&CM), Lahore High Court, Lahore.*
2. *The Secretary/Private Secretary-I to Hon'ble Chief Justice, Lahore High Court, Lahore.*
3. *The Senior Additional Registrars, Lahore High Court, Bahawalpur, Multan and Rawalpindi Benches.*
4. *All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.*
5. *The Staff Officer to the Worthy Registrar, Lahore High Court, Lahore.*
6. *The Treasury Officer concerned.*
7. *The Audit Officer concerned.*
8. *Office record.*

DEPUTY REGISTRAR (HR-I)

Form - A

(Treasury Copy)

Deposit Slip (Process Fee)
Lahore High Court, Lahore

Sr. No. _____ Date _____

Case No. _____

Case Title _____

Depositor's Name _____

Name of Courier Service/ Post Office _____

Receipt/ Deposit No. _____

Amount in Figure _____

Amount in Words _____

_____

Assistant Registrar
(of concerned Judicial Branch)
Sign & Stamp

Treasury officer
Sign & Stamp

(Case/ Judicial Branch Copy)

Deposit Slip (Process Fee)
Lahore High Court, Lahore

Sr. No. _____ Date _____

Case No. _____

Case Title _____

Depositor's Name _____

Name of Courier Service/ Post Office _____

Receipt/ Deposit No. _____

Amount in Figure _____

Amount in Words _____

_____

Assistant Registrar
(of concerned Judicial Branch)
Sign & Stamp

Treasury officer
Sign & Stamp

(Client Copy)

Deposit Slip (Process Fee)
Lahore High Court, Lahore

Sr. No. _____ Date _____

Case No. _____

Case Title _____

Depositor's Name _____

Name of Courier Service/ Post Office _____

Receipt/ Deposit No. _____

Amount in Figure _____

Amount in Words _____

_____

Assistant Registrar
(of concerned Judicial Branch)
Sign & Stamp

Treasury officer
Sign & Stamp

Deposit Receipt of courier service and registered post AD charges
Lahore High Court, Lahore

Receipt No. _____ Dated:_____

Amount in words:_____

Amount in fig.Rs.:_____

Case No. _____

Case Title: _____

Depositor Name: _____

Dealing Assistant

Form B

Deposit Receipt of courier service and registered post AD charges
Lahore High Court, Lahore

Receipt No. _____ Dated:_____

Amount in words:_____

Amount in fig.Rs.:_____

Case No. _____

Case Title: _____

Depositor Name: _____

Dealing Assistant

Deposit Receipt of courier service and registered post AD charges
Lahore High Court, Lahore

Receipt No. _____ Dated:_____

Amount in words:_____

Amount in fig.Rs.:_____

Case No. _____

Case Title: _____

Depositor Name: _____

Dealing Assistant

LAHORE HIGH COURT, LAHORE

CIRCULAR

In order to enhance clarity, make effective categorization, facilitate visual identification and ensure efficient case management, the hon'ble Chief Justice has been pleased to approve the Colour-coded Cause Lists Regime, which runs thus:

1. **Yellow Cause List**
   - *Title: Regular/Supplementary Cause List.*
   - *Coverage: All cases except listed below categories.*
2. **Light Green Cause List**
   - *Title: Regular/Supplementary Cause List (Stay Matters).*
   - *Coverage: Cases where a stay order has been granted.*
3. **Light Pink Cause List**
   - *Title: Regular/Supplementary Cases List (Part-Heard).*
   - *Coverage: Part-heard cases.*
4. **Peach Cause List**
   - *Title: Regular/Supplementary Cases List (Judgement Reserved).*
   - *Coverage: Judgement Reserved cases.*
5. **Red Cause List**
   - *Title: Regular/Supplementary Cases List.*
   - *Coverage: Old cases*

All the officers/officials concerned shall henceforth generate and use the Colour-coded Cause Lists without any exception.

The officials of the branches shall identify and mark/list the cases in Case Flow Management System (CFMS) at the Principal Seat, and Current Case Information System (CCIS) at the Benches, as the case may be, in the relevant categories, whereas Data Entry Operators (DEOs) of the hon'ble Courts shall make the entries in the relevant columns/boxes in the CFMS and CCIS, on daily basis without fail, while updating the case status.

Additional Registrar (Judicial)
for Registrar

Endst No. 18287/ Dated Lahore the 24 May, 2025

Copy forwarded for information and necessary action to:

1. *The Director General, Judicial and Case Management, Lahore High Court, Lahore*
2. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore*

3. *The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore*
4. *The Deputy Registrar/Staff Officer to the Worthy Registrar, Lahore High Court, Lahore*
5. *All Senior Additional Registrars, Additional Registrars, Lahore High Court, Principal Seat, Bahawalpur, Multan, and Rawalpindi Benches*
6. *All Additional Registrars (CS)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore*
7. *All Additional Registrars (Court)/Senior Court Associates/Court Associates to the Hon'ble Judges, Lahore High Court, Lahore*
8. *All Deputy Registrars/Assistant Registrars, Lahore High Court, Lahore.*
9. *The Research & Reference Officer, Lahore High Court, Lahore*
10. *All Presidents, Lahore High Court Bar Associations Bahawalpur, Multan, and Rawalpindi. Lahore,*
11. *All Presidents, District Bar Associations in the Punjab.*
12. *Office Record*

Additional Registrar (Judicial)
for Registrar

LAHORE HIGH COURT, LAHORE

CIRCULAR

It has been observed that some office(s) in this Directorate made communications directly with other departments/ Government functionaries without routing the files through the office of the learned Registrar in violation of the rules/ instructions on the subject.

2. Taking notice of the fact, the Authority has been pleased to direct that, henceforth, the official correspondence and communications with Government or any other Organization shall be routed through the office of the Registrar and transmitted to the concerned after obtaining approval from the Registrar. Violation of this instruction may entail disciplinary proceedings against the concerned officer/ official.

(JAVED IQBAL BOSAL)
Director General
(Judicial & Case Management)
For Registrar

Endst. No. 5131 **Dated:** 3-6-**/2025**

Copy forwarded for information and necessary action to:-

1. *The Secretary/ PS-I to Hon'ble Chief Justice, Lahore High Court, Lahore.*
2. *All the Supervisory Officers/ Additional Registrars, Deputy Registrars and Assistant Registrars of this Directorate.*
3. *The Staff Officer to the worthy Registrar, Lahore High Court, Lahore.*
4. *Office Record.*

Director General
(Judicial & Case Management)

LAHORE HIGH COURT, LAHORE

NOTIFICATION

Endst No. 80 / Dated Lahore the 12th September, 2025

In supersession of this Court's Notification No.77 dated 06.08.2025, the Hon'ble Chief Justice, pursuant to decision of National Judicial (Policy Making) Committee (NJPMC), in the 53rd Meeting dated 11.07.2025, and in exercise of powers conferred under Rule 1, Part-B, Chapter 3 & Rule 3, Part-II, Chapter 4 (J) of the High Court Rules and Orders, Volume-V, has been pleased to order that all constitutional petitions pertaining to tax matters shall be listed before the Division Bench, instead of the Single Bench, of this Court.

Additional Registrar (Judicial)
for Registrar

Copy is forwarded for information and necessary action to:

1. The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
2. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
3. The Secretary National Judicial (Policy Making) Committee (NJPMC), Islamabad.
4. The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore.
5. Deputy Registrar/Staff Officer to Worthy Registrar, Lahore High Court, Lahore.
6. All Senior Additional Registrars/Additional Registrars, Lahore High Court, Principal Seat, Bahawalpur, Multan and Rawalpindi Benches.
7. All Additional Registrars (CS), Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.
8. All Additional Registrars (Court)/Senior Court Associates/Court Associates to the Hon'ble Punjab.
9. Presidents, Tax Bar Associations in the Punjab Judges, Lahore High Court, Lahore.
10. All Deputy Registrars/Assistant Registrars, Lahore High Court, Lahore.
11. Research & Reference Officer, Lahore High Court, Lahore
12. Presidents, Lahore High Court Bar Associations – Lahore, Bahawalpur, Multan and Rawalpindi.
13. Presidents, District Bar Associations in the Punjab.
14. Office Record.

Additional Registrar (Judicial)
for Registrar

NOTE

Consequent upon the decision of the National Judicial (Policy Making) Committee taken in its meeting held on 17.10.2025, the Hon'ble Chief Justice of the Lahore High Court has approved the establishment of a dedicated Complaint Redressal Mechanism. In pursuance thereof, a Complaint Cell has been constituted with an exclusive WhatsApp number and email address for the submission of complaints.

02. Furthermore, the Information Kiosk at the Litigation Center of the Lahore High Court, Principal Seat, shall, in addition to its existing functions, perform the duties and responsibilities of the Complaint Cell.

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

Ph: 042-99212951-66 (Ext:342)
E-mail: drpndlhc@gmail.com

No.15876/23/GB(20th)/DLEC/PD-I
Dated: 12 / 09 / 2025

From

The Director General,
Directorate of District Judiciary,
Lahore High Court, Lahore.

To

The Senior Additional Registrars,
Lahore High Court, Bahawalpur, Multan,
and Rawalpindi Bench.

Subject: **20TH MEETING OF THE GOVERNING BODY, ACCESS TO JUSTICE DEVELOPMENT FUND (AJDF).**

Dear Sir,

With reference to the subject cited above, I have been directed by the Hon'ble Authority to convey the following decision of the Governing Body, Access to Justice Development Fund (AJDF) made in its meeting held on 18th August, 2025: -

Additional Agenda Item # 2:	**SOPs for Free Legal Aid for Cases in the Supreme Court of Pakistan and High Courts.**

Decision:

(i) The Governing Body, after deliberations, approved the following SOPs to streamline the process of free legal aid at the High Courts and Supreme Court of Pakistan level.

a) Each Court shall designate a Additional Registrar as the focal person at the Principal Seat and branch registries to receive and process applications.

b) Applicants seeking legal aid must submit a plain paper application, a copy of their CNIC, and an affidavit declaring that they are unable to bear the cost of litigation.

c) Courts shall maintain lists of lawyers, from amongst the names provided by the respective Bar Councils for both the Principal Seat and its benches/registries. The lists shall be approved by the respective Chief Justice.

d) The Court shall decide and appoint suitable lawyer from the approved lists to provide legal aid.

e) The focal person shall forward the case to the concerned DLEC i.e. DLECs at Principal Seat and Benches/Registries for the release of the professional fee.

f) The DLEC shall release the professional fee to the appointed lawyer within 15 days as per Rule 9(vi) of DLEC (Constitution and Functions) Rules, 2011.

2. *In the light of the above decision of the Governing Body, the Hon'ble Authority has been pleased to designate you as Focal Person to receive and process applications. You are, therefore, requested to ensure compliance in letter and spirit.*

Yours faithfully,

(MALIK ALI ZULQARNAIN AWAN)
DIRECTOR GENERAL
Directorate of District Judiciary

No. & Date Even:

Copy is forwarded for information and further compliance to the:-

i) Director General (Judicial & Case Management), Lahore High Court, Lahore.
ii) District & Sessions Judge/Chairpersons DLECs, Lahore, Rawalpindi, Multan and Bahawalpur.

DIRECTOR GENERAL
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

Ph: 042-99212951-66 (Ext:342)
E-mail: drpndlhc@gmail.com

No. 15877/23/GB(20th)/DLEC/PD-I
Dated: 12 / 09 / 2025

From

The Director General,
Directorate of District Judiciary,
Lahore High Court, Lahore.

To

All the District & Sessions Judges,
in the Punjab.

Subject: **20TH MEETING OF THE GOVERNING BODY, ACCESS TO JUSTICE DEVELOPMENT FUND (AJDF).**

Dear Sir/Madam,

With reference to the subject cited above, I have been directed by the Hon'ble Authority to convey the following decision of the Governing Body, Access to Justice Development Fund (AJDF) made in its meeting held on 18th August, 2025: -

DECISION OF GOVERNING BODY	ACTION REQUIRED
Additional Agenda Item # 1: (b) Utilization of the Grant-in-Aid for upgradation of court infrastructure with special focus on solarizing the courts, setting up e-libraries, installing water filtration plants and providing missing women centric facilities in the Courts specifically in the under-developed districts.	Project proposals relating to the given areas, duly approved by the District Development Committees be submitted, **within three days.**

2. You are, therefore, required to ensure compliance in letter and spirit.

Yours faithfully,

(MALIK ALI ZULQARNAIN AWAN)
DIRECTOR GENERAL
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

Ph: 042-99212951-66 (Ext:342)
E-mail: drpndlhc@gmail.com

No. **15878**/23/GB(20th)/DLEC/PD-I

Dated: 12 / 09 / 2025

From

The Director General,
Directorate of District Judiciary,
Lahore High Court, Lahore.

To

The District & Sessions Judges,

i. Bahawalpur
ii. Bhakkar
iii. Chiniot
iv. D.G.Khan
v. Jhang
vi. Khanewal
vii. Layyah
viii. Lodhran
ix. Muzaffargarh
x. Pakpattan
xi. Rahim Yar Khan
xii. Rajanpur
xiii. Sahiwal
xiv. Vehari

Subject: **20TH MEETING OF THE GOVERNING BODY, ACCESS TO JUSTICE DEVELOPMENT FUND (AJDF).**

Dear Sir/ Madam,

With reference to the subject cited above, I have been directed by the Hon'ble Authority to convey the following decision of the Governing Body, Access to Justice Development Fund (AJDF) made in its meeting held on 18th August, 2025: -

DECISION OF GOVERNING BODY	ACTION REQUIRED
Additional Agenda Item # 3: **(a)** Approved the projects submitted by Lahore High Court under UDR Window;	The projects be completed within the time frame given by you.

2. You are, therefore, required to ensure compliance in letter and spirit.

Yours faithfully,

(MALIK ALI ZULQARNAIN AWAN)
DIRECTOR GENERAL
Directorate of District Judiciary

O/C

LAHORE HIGH COURT, LAHORE.

No. 18176
Dated. 16-10-2025

From,

The Registrar,
Lahore High Court,
Lahore.

To,

The Section Officer(Admn-I),
Law and Parliamentary Affairs Department,
Government of the Punjab.

Subject: **NOMINATION OF A SPECIAL SINGLE BENCH AT THE PRINCIPAL SEAT OF LAHORE HIGH COURT, LAHORE UNDER THE DEFAMATION ACT, 2024.**

I am directed to refer your letter No.SO(Admin-I)4-17/2025/3407 dated 29.09.2025 on the subject and to inform that the Hon'ble Chief Justice has been pleased to nominate Hon'ble Mr. Justice Ch. Muhammad Iqbal as a Special Single Bench at the Principal Seat of this Court in terms of Sub-Section(4) of Section 10 of Defamation Act, 2024, for hearing the claims to be filed under Sub-Section (2) & (3) of Section 11 of the Act ibid.

Syed Shabbir Hussain Shah
Addl. Registrar (Judicial)
for Registrar

Copy is forwarded for information and necessary action to:

1. The Secretary/P.S. to the Hon'ble Chief Justice, Lahore High Court, Lahore.
2. The Additional Registrar (Court Secretariat)/P.S to Hon'ble Mr. Justice Ch. Muhammad Iqbal.
3. The Director General (Judicial & Case Management), Lahore High Court, Lahore.
4. The Staff Officer to Registrar, Lahore High Court, Lahore.
5. All the Senior Additional Registrars/Additional Registrar/Deputy Registrars/Assistant Registrars at the Principal Seat and its allied Benches.
6. Presidents, Lahore High Court Bar Associations-Lahore, Bahawalpur, Multan and Rawalpindi.
7. Office Record.

Additional Registrar(Judicial)
for Registrar

LAHORE HIGH COURT, LAHORE

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

CIRCULAR

No. 1571 -HR-II Dated: 01 -11-2025.

It has been observed that as per practice in vogue, the judicial files received from Hon'ble Courts are perused by an official of the Branch for taking necessary action, accordingly, without any kind of segregation keeping in view nature/urgency of the matters with a probability of omissions/delay in compliance of urgent/important Court orders.

2. In order to avoid such omission/delay qua compliance of urgent matters in letter & spirit, the Hon'ble Chief Justice has been pleased to order that present practice of handling urgent nature of orders being followed in the Branches is hereby reviewed immediately: -

i. An **Urgent Action Corridor** is hereby established for ensuring immediate/quick action and compliance of the orders passed by the Hon'ble Courts requiring action/compliance within three (03) days;

ii. The Assistant Registrars of the concerned Judicial Branches are designated/notified as **"Quick Response Officer (QRO)"** responsible for taking immediate action and ensuring compliance of the urgent orders/directions made by Hon'ble Courts. In case of absence of the Assistant Registrar in the branch, the next available senior most officer shall act as "Quick Response Officer".

iii. The staff of Hon'ble Court shall segregate the urgent nature of files from routine daak and directly send the said files to the concerned Assistant Registrar /Quick Response Officer for immediate compliance.

(SHEIKH ZAHOOOR AHMAD)
DEPUTY REGISTRAR (HR-I)
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 for strict compliance.
2. The District & Sessions Judge (HR-District Judiciary), 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. *The Senior Research Officer, Research Centre, 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 worthy Registrar, Lahore High Court, Lahore.*
11. *The Assistant Registrars (HR-I), (HR-III) & (HR-IV), Lahore High Court, Lahore.*
12. *Office record (5-Copies).*

DEPUTY REGISTRAR (HR-I)

LAHORE HIGH COURT, LAHORE

No.170 /DG(J&CM)/LHC

From

The Registrar,
Lahore High Court,
Lahore.

To

The Registrar,
Hon'ble Supreme Court of Pakistan,
Islamabad.

Dated Lahore the 17th November, 2025.

Subject: NOMINATION OF A FOCAL PERSON

Dear Sir,

I am directed to refer to your D.O letter and to state that the Hon'ble Authority has been pleased to nominate Mirza Inam Ullah Baig, Additional Registrar (Case Management) as Focal Person for ensuring timely transmission of High Court and Trial Court record to Hon'ble Supreme Court of Pakistan pertaining to Criminal Petitions/Jail Petitions and Criminal Appeals filed against conviction and sentence involving punishment of imprisonment exceeding ten years.

Yours sincerely,

(JAVED IQBAL BOSAL)
Director General
(Judicial & Case Management)
For Registrar

LAHORE HIGH COURT, LAHORE.

CIRCULAR

The Hon'ble Chief Justice and Judges have been pleased to approve SOPs for return of lower court records (LCRs) and preparation of paper books in the cases involving absconding accused. The said SOPs are circulated for strict compliance by all concerned.

Syed Shabbir Hussain Shah
Addl. Registrar (Judicial)
for Registrar

Endst. No. 22473/ Dated: 4-12-2025

Copy forwarded for information and necessary action to:

1. *The Director General, Judicial and Case Management, Lahore High Court, Lahore.*
2. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
3. *The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
4. *The Deputy Registrar/ Staff Officer to the Worthy Registrar, Lahore High Court, Lahore.*
5. *All Senior Additional Registrars, Additional Registrars, Lahore Court, Principal Seat, Bahawalpur, Multan and Rawalpindi Benches.*
6. *Deputy Registrar/Assistant Registrar (Criminal), Lahore High Court, Lahore.*
7. *The Research & Reference Officer, Lahore High Court, Lahore.*
8. *Office record.*

Addl. Registrar (Judicial)
for Registrar

STANDARD OPERATING PROCEDURES (SOPs) FOR RETURN OF ORIGINAL RECORD

Whereas a situation may crop up when a criminal appeal or revision petition of a convict or a complainant is pending adjudication before the Lahore High Court. But an absconding co-accused is arrested and put on trial, while the trial cannot proceed further due to the unavailability of the original record with the High Court.

Whereas, to meet the eventuality mentioned above, the Lahore High Court has formulated the Standard Operating Procedures (SOPs) for the return of the original record to the trial court for trial of the co-accused arrested subsequently by retaining a paper book containing duly attested/certified copies of the original record unless retention of the original record is inevitable.

The Standard Operating Procedures (SOPs) for the return of the original record go thus:

1. **Request for Return of Record**

The Trial Court shall forward a request to the High Court for the return of the original record in cases where:

a) *An appeal or revision petition is pending before the High Court.*
b) *A co-accused is arrested, and the Trial Court needs the original record to proceed with the trial.*

2. **Processing the Request**

Upon receipt of the request, the High Court shall:

a) *Verify the status of the appeal or revision petition and the requirement of the original record by the Trial Court.*
b) *Ensure that the record is not being utilized in or is inevitable for any ongoing proceedings before the High Court.*

3. **Preparation of Paper Book**

a) *The High Court shall arrange for duly attested/certified copies of the original record and preparation of the Paper Book, which the High Court shall retain.*
b) *The concerned Assistant Registrar shall attest the photocopies.*

4. **Return of Original Record**

a) *The original record may be returned to the Trial Court after attesting/certifying copies of the entire original record (including original and copies of documents), the entire record, and preparing the paper book, along with a forwarding letter specifying the details of the record being returned.*
b) *The Trial Court shall acknowledge receipt of the original record.*

c) *Where the retention of the original record is inevitable for the hearing of an appeal or revision petition, the original record of the lower court may not be returned; however, the hearing of such an appeal or revision petition may be prioritized.*

5. ***Safekeeping and Tracking***

a) *The High Court and the Trial Court shall maintain a record of the movement of the original record, including dates of receipt and dispatch.*

b) *Both courts shall ensure the safekeeping of the record and prevent any tampering or loss.*

6. ***Use of Returned Record***

a. *The Trial Court shall use the original record solely for the purpose of conducting the trial of the co-accused.*

b. *The Trial Court shall ensure that the record is not misused or tampered with during the trial.*

7. ***Return of Record to High Court***

a) *After completion of the trial, the Trial Court shall return the original record to the High Court.*

b) *The High Court shall update its records accordingly.*

8. ***Applicability***

These SOPs shall apply to all criminal cases pending before the Lahore High Court in which the original record is requisitioned for hearing.

LAHORE HIGH COURT, LAHORE.

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

NOTIFICATION

No. 304 **/HR-I** **Dated Lahore:** 06-12-2025

The Hon'ble Chief Justice and Judges are pleased to approve the Standard Operating Procedures for appointment of Special Messengers and submission of their reports of this 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 Treasury Officer, Lahore High Court, Lahore.*
10. *The Staff Officer to the Registrar, Lahore High Court, Lahore.*
11. *Office Record.*

ADDITIONAL REGISTRAR (HR)

STANDARD OPERATING PROCEDURES (SOPs) FOR APPOINTMENT OF SPECIAL MESSENGERS AND SUBMISSION OF THEIR REPORTS

The Hon'ble Chief Justice of Lahore High Court is pleased to issue the following Standard Operating Procedures (SOPs) for the strict compliance of the orders of this Court Regarding service of the notice/process through Special Messenger and in order to streamline the procedure of nomination and performance of Special Messengers. The SOP's shall be applicable to the Principal Seat and Benches of Lahore High Court with immediate effect.

1. **Colour of notices/process;** The colour of notices/processes through Special Messenger will be Red.

2. **Duty of Dealing Assistant;** On receipt of order from the Court qua service of the respondents/persons through Special Messenger, the concerned Dealing Assistant shall take the note of the fact that whether the service of the notice/process through special messenger is ordered at the expense of the party on whose motion the Court pleased to pass the said order or at the State Expense.

   i. In case of expense to be deposited by the party;

      a. There shall be a Register (Appendix A) to be maintained by Dealing Assistant, containing the entries regarding deposit of expenses of the Special Messenger(s) by the parties. The entries will be duly numbered and no entry shall be left blank in the Register. The register shall be preserved for such period as is required for register of ordinary summons.
      b. If the party fails to deposit expenses within time fixed by the Court, the Dealing Assistant shall report the matter to Additional Registrar concerned, who will furnish his report in this regard to the Court concerned.
      c. Upon the deposit of expense, the Dealing Assistant shall step forward for appointment of Special Messenger.

   ii. In case service of the notice/process through Special Messenger is ordered at the "State Expense", then concerned Dealing Assistant shall nominate the name of the official from the Judicial Branches, so that said official can claim TA/DA as per rules, after completion of assignment.

3. **Nomination/Appointment of Special Messenger;** As there is neither permanent nor temporary post of Special Messengers, therefore for the service of notice/process ordered to be served through Special Messenger, the Additional Registrar (Judicial) shall make use of the services of Process Servers/Bailiffs from the Judicial Branch, or the Process Serving Agency of Senior Civil Judge concerned. The following procedure shall be followed for appointment of Special Messenger;

   i. The Dealing Assistant shall determine:

      a. Whether the persons required to be served through Special Messenger have one or more addresses at city (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be) or at outside city?
      b. Whether appointment of one or more Special Messenger is required to comply with orders of the Hon'ble Court?

c. Whether required numbers of the process servers/Bailiffs are available in Pool?

ii. Upon determining the required number of process servers, if Dealing Assistant finds that required numbers of process servers/bailiffs are available in Pool, he will nominate the Special Messengers therefrom. However, if he finds deficiency in this regard, he will arrange and nominate the Special Messenger from Judicial Branch or the same may be entrusted to the Senior Civil Judge, concerned.

iii. In case the persons required to be served are residing at different places, outside city (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be), having distance of more than 50-KM, the concerned Dealing Assistant may propose for appointment of more than one Special Messengers.

iv. After appointment of the Special Messenger or proposal for appointment of more than one Special Messengers, the Dealing Assistant shall immediately put up the case for appointment of the Special Messenger(s) to Assistant Registrar/Supervisory Officer.

v. The concerned Assistant Registrar/Supervisory Officer, after confirming the deposit of expenses of Special Messenger and availability of nominated person(s), shall transmit the file to the Deputy Registrar concerned.

vi. In case of leave of concerned Assistant Registrar/Supervisory Officer, the available most senior officer of the Branch shall forward the nomination to the Deputy Registrar concerned or the officer equal to his rank.

vii. The Deputy Registrar shall order the appointment of Special Messenger and, if matter requires, make an order on proposal of Dealing Assistant regarding appointment of more than one Special Messengers. Subsequently, the file shall be returned to concerned branch for further process.

viii. The Assistant Registrar/Supervisory Officer, keeping in view the date of case in which order of appointment of Special Messenger is passed, if any, shall fix the time within which Special Messenger shall comply with the order and submit his report.

3-A. **Special Messengers deputed by the Office in certain matters.**

i. In addition to the Special Messengers ordered by the Court, Referred to in Clause 2 of the SOPs, and officer designated by the Authority may depute Special Messenger(s) for the delivery of documents/orders in urgent or appropriate matters, from the list approved by the Registrar or from the Bailiffs or Process Servers available in the Pool.

ii. The Special Messenger appointed by the officer in clause 3-A(i) shall be entitled to the fee/charges applicable to the Special Messenger appointed for delivering processes under these SOPs.

iii. The fee/charges of all types of the Special Messengers shall be calculated at the prescribed/permissible rates by the concerned Branch/ Assistant Registrar and then deposited with the Treasury Officer of this Court under deposit voucher (prepared in triplicate: the first copy to be retained by the Treasury Officer, the second by the depositor, and the third returned to the Branch). After delivery of the documents/record, the Special Messenger may receive his fee from the Treasury Officer against the receipt.

iv. Dealing Assistant concerned shall maintain a register, manually and electronically, by entering the particulars of the party concerned, the documents/order/record to be delivered, nature of urgency, the destination, the name of Special Messenger, the total fee/charges to be paid by the party concerned and whether the fee has been deposited with the Treasury Officer.

v. Dealing Assistant concerned shall maintain a record of the applications/ requests of the parties for appointment of Special Messengers, and paste the deposit slips in a separate register maintained for this purpose.

4. **Duty of Special Messenger;** The Special Messenger, after his nomination, shall make all efforts for service of the notice/process upon the person(s) required to be served well before the time, fixed by the Deputy Registrar and remit it with his clear report.

i. If the Special Messenger remits his report within time stipulated by the Assistant Registrar in clause 3(viii), then the concerned Dealing Assistant/Supervisory Officer of Judicial Branch shall ensure the attachment of process/notice with the relevant file well before the date of hearing and make entry in this regard in his Register.

ii. If the Special Messenger fails to remit his report within time stipulated by the Assistant Registrar in clause 3(viii), then he will request in writing to concerned Assistant Registrar/Supervisory Officer, by mentioning reasons, for grant of extension of time to comply with the directions. The Assistant Registrar/Supervisory Officer may, after inquiring about date of hearing of relevant case and time requisite for serving the notice/process, grant time to Special Messenger to execute orders.

However, if the Assistant Registrar/ Supervisory Officer finds that time cannot be extended then he will submit his report with his observations upon the conduct of Special Messenger to the Court as well as to the concerned quarter.

5. **Verification/evaluation of land/property;** For the purpose verification/evaluation of the land/property mentioned in the 'Fard Malkiyat/Sale deed, furnished with bail/surety bonds, from concerned Revenue Officer, the concerned Deputy Registrar

i. Shall nominate the name of an official/ officer from the list, (appendix-B), and also fix his appropriate fee, keeping in view the distance of the place to be visited.

ii. The concerned Deputy Registrar, with the consultation of Additional Registrar (Judicial), may make addition/alteration in the list of the officers/officials required to perform duty as Special Messenger for the purpose of verification/evaluation of land/property from the concerned Revenue Officer.

6. **Remuneration of Special Messenger;** Remuneration of Special Messenger would be calculated as following rates, as per TA/DA Rules;

7. i.	For service of one person or more at one address with city (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be),	Amount equal to prevalent rate of half daily
ii.	For service of more than one person having different addresses within city (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be),	Amount equal to prevalent rate of half daily **plus fair @ Rs. 20/- per KM**
iii.	For service of one person or more persons having same address outside city from (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be). The distances shall not be less than 50-KM within city (Lahore, Multan, Bahawalpur or Rawalpindi, as the case may be)	Amount equal to prevalent rate of half daily **plus fair @ Rs.5/- Per KM from Lahore ot other city and @ Rs. 20/- Per K.M inside that city.**

8. **Automation;** A separate software module or software within the existing Process Fee/Cash Handling System shall be developed to automate the entire process for Special Messengers, including depositing the fee/charges with the Treasury Officer and disbursement therefrom.

LAHORE HIGH COURT, LAHORE.

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

CORRIGENDUM

No. 329 /HR-I Dated Lahore: 16/12/2025

In partial modification of this Court's Notification No. 304/HR-I, dated 06-12-2025, the worthy Registrar has been pleased to rectify the Clause 3-A (i) of Standard Operating Procedures for appointment of Special Messengers and submission of their reports and it may be read as:

> "In addition to the Special Messengers ordered by the Court, referred to in clause 2 of the SOPs, an officer designated by the Authority may depute Special Messengers(s) for the delivery of documents/orders in urgent or appropriate matters, from the list approved by the Registrar or from the Bailiffs or Process Servers available in the Pool."

02. The second column of clause 7.iii may be read as:

> "Amount equal to prevalent rate of half daily **plus fair @ Rs.5/- Per KM from Lahore to other city and @ Rs. 20/- Per KM inside that city."**

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

Endst 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 Treasury Officer, Lahore High Court, Lahore.
10. The Staff Officer to the Registrar, Lahore High Court, Lahore.
11. Office Record.

ADDITIONAL REGISTRAR (HR)

LAHORE HIGH COURT, LAHORE

NOTIFICATION

No. **191/D.G.(Judl.&C.M)** Dated **07.01.2026**

Pursuant to the decision of the National Judicial (Policy Making) Committee (NJPMC) taken in its meeting held on 11th July, 2025, the Hon'ble Chief Justice, Lahore High Court, Lahore has been pleased to order the biometric verification of the litigants at the time of filing of the cases in Lahore High Court, Lahore (Principal Seat and its Allied Benches) w.e.f. **20.01.2026** in order to prevent impersonation, strengthen transparency and integrity of the judicial proceedings.

2. It is, therefore, directed that all the litigants filing the cases of all nature including applications and defendants/ respondents filing the written statements and written replies and the sureties submitting the surety bonds before the courts as well as the person(s) making statements (where required) shall get their biometric verification from NADRA e-Sahulat Centers situated within the Court Premises or outside as per prescribed procedure on payment of specified fee.

(SYED SHABBIR HUSSAIN SHAH)
ADDL. REGISTRAR (JUDL.)

Copy forwarded for information and necessary action to:

1. The Director General, Judicial and Case Management, Lahore High Court, Lahore.
2. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
3. The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore.
4. The Deputy Registrar/Staff Officer to the Worthy Registrar, Lahore High Court, Lahore.
5. All Senior Additional Registrars, Additional Registrars, Lahore High Court, Principal Seat, Bahawalpur, Multan and Rawalpindi Benches.
6. All Additional Registrars (CS)/Senior Private Secretaries/Private Secretaries to all the Hon'ble Judges, Lahore High Court, Lahore.
7. All Additional Registrars (Court)/Senior Court Associates/Court Associates to all the Hon'ble Judges, Lahore High Court, Lahore.
8. All the Deputy Registrars/Assistant Registrars, Lahore High Court, Lahore.
9. The Research & Reference Officer, Lahore High Court, Lahore.
10. Presidents, Lahore High Court Bar Associations-Lahore, Bahawalpur, Multan and Rawalpindi.

Addl. Registrar (Judicial)
for Registrar

LAHORE HIGH COURT, LAHORE

Directorate of Judicial and Case Management
Ph. 042-99212951 (Ext: 318)

CIRCULAR

No. 216**/DG(J&CM)** **Dated:** 18**/03/2026**

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

(JAVED IQBAL BOSAL)
Director General
(Judicial & case management)

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 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 Additional Registrar (C.S)/Head Judgement Writer, Lahore High Court, Lahore.*
7. *All the Additional Registrars (CS)/Senior/Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.*
8. *The Staff Officer to worthy Registrar, Lahore High Court, Lahore.*
9. *The Chief Finance & Accounts Officer & Chief Internal Officer, Lahore High Court, Lahore.*
10. *The Assistant Registrars (HR-I), (HR-III), (HR-IV), (Bill) & (Store) Lahore High Court, Lahore.*
11. *Office record (5-Copies).*

Director General
(Judicial & case management)

Annexure B

STANDARD OPERATING PROCEDURES (SOPs) FOR BIOMETRIC VERIFICATION OF LITIGANTS

1. SHORT TITLE AND COMMENCEMENT

a) These Standard Operating Procedures (SOPs) shall be called the "Lahore High Court Biometric Verification SOPs".

b) They shall come into force with immediate effect.

2. PURPOSE

a) These SOPs aim to ensure accurate identification of litigants, prevent impersonation, enhance transparency and strengthen the integrity of judicial proceedings.

b) These SOPs are issued in pursuance of the policy decision of the National Judicial (Policy Making) Committee and in conformity with international best practices for secure personal identification.

3. SCOPE OF APPLICATION

a) These SOPs shall apply to all judicial proceedings before the Lahore High Court and the District Judiciary Punjab, including civil, criminal, commercial, writ petitions, family, rent, election appeals/disputes, bail matters, and other relevant matters.

b) These SOPs shall apply to the litigants filing cases of any nature including applications, defendants/respondents filing written statements/replies, sureties submitting the surety bonds before the courts, person(s) making statements (where required) and any other person whose biometric verification is required by a court in any proceedings.

4. DEFINITIONS

For the purposes of these SOPs, the following expressions shall have the meanings assigned to them hereunder:

a) **"Biometrics"** means electronically captured fingerprints of a CNIC holder or his iris or facial recognition.

b) **"Biometric Verification"** means the matching of fingerprints captured against a CNIC and transmitted to NADRA/NTL with the fingerprints stored in the NADRA database against the same CNIC. It shall also include iris as well as facial recognition.

c) ***"Litigant"*** *means a person or party who is involved in a lawsuit or a case or legal proceedings, either by bringing a case before a court or by defending against one.*

Explanation: For these SOPs, the litigant includes a surety, a person making a statement, or any person whose biometric verification is sought by a Court.

d) ***"NADRA"*** *means National Database Registration Authority.*

e) ***"NADRA e-Sahulat Centre"*** *means a designated NADRA-linked computerized facility providing biometric verification services at designated place(s)/ location(s).*

5. MANDATORY BIOMETRIC VERIFICATION

Biometric verification shall be mandatory for:

a) *all litigants filing suits, petitions, appeals or applications of any nature;*
b) *defendants or respondents filing written statements or replies;*
c) *sureties submitting surety bonds;*
d) *person(s) making statements where so required by the Court;*
e) *any person whose biometric verification is required by a court in any proceedings; and*
f) *A person seeking withdrawal of an amount deposited under the order of a court.*

6. SINGLE LITIGANT INSTITUTING MULTIPLE CASES

a) *Where a single litigant institutes multiple cases, biometric verification shall be performed separately for each case at the time of its filing. The same principle shall apply to the defendant(s).*
b) *No single verification shall suffice for more than one case.*

7. MULTIPLE LITIGANTS IN A SINGLE CASE

a) *Where two or more litigants file a single case, suit, petition, appeal or application, each litigant shall undergo individual biometric verification.*
b) *Where two or more persons defend a single case, suit, petition, appeal or application, each defendant/ respondent shall undergo individual biometric verification.*
c) *If one person is legally competent to file or defend the lis on behalf of the others, then biometric verification of only such person shall be required.*

8. LITIGANTS IN CUSTODY

a) For identification, a litigant in custody shall undergo the biometric verification in a jail or a judicial lockup or a reformatory through the system installed/available therein to file or defend a case.

b) The jail authorities shall arrange for biometric verification of the litigants.

9. ACCUSED ON BAIL

a) After submission of the report under section 173 of CrPC, or on summoning in a complaint, the accused on bail shall undergo the biometric verification for ascertainment of his identity on or before the first appearance.

b) A person filing a private complaint under section 200 CrPC or any other law shall undergo the biometric verification before filing such a complaint.

10. FILING OF BAIL PETITIONS

a) The accused filing the pre-arrest bail petitions shall undergo the biometric verification as prescribed in these SOPs.

b) An accused who is a minor or under the prescribed legal age shall be exempted from biometric verification in pre-arrest/protective bail petitions subject to the following conditions:

i. Submission of valid Child Registration Certificate (CRC/B-Form) or Family Registration Certificate (FRC) issued by NADRA.

ii. Filing of an affidavit sworn by the father or guardian of the minor, duly attested by an Oath Commissioner, incorporating a passport size coloured photograph and expressly stating: "That the litigant is a minor/juvenile/under-age."

iii. The aforementioned affidavit must be annexed to the bail application.

c) In case of post-arrest bail petitions, the jail authorities shall arrange for biometric verification of the accused in custody. In case of minor accused, the above conditions shall also apply.

11. CASES INVOLVING MINORS

a) A minor litigant may be exempted from biometric verification upon submission of a NADRA-issued CRC/B-Form or FRC.

b) The case shall be instituted or defended through a next friend or guardian.

c) The next friend or guardian shall undergo mandatory biometric verification.

d) *The minor's photograph attached to the case file shall be attested by the Designated Officer in the presence of the next friend or guardian.*

12. CASES INVOLVING PERSONS WITH MENTAL HEALTH CONDITIONS

a) *A person claimed to be with a mental disorder must be declared as such by a competent court in terms of Mental Health Ordinance 2001, and a guardian appointed by the court under the Ordinance.*

b) *The guardian of a person with mental health conditions or disorder shall have to undergo the biometric verification in respect of a case by or against the person with a mental disorder.*

13. LITIGATION BY OR AGAINST THE GOVERNMENT OR AN AUTONOMOUS BODY OR A CORPORATION ETC.

a) *In case of litigation by or against the government or a corporation or an autonomous body etc., the authorized representative of the government, concerned department, a corporation, or an autonomous body etc. shall undergo the biometric verification as prescribed herein. The authority letter shall be annexed to the case.*

b) *Where the litigant is a juristic person (company etc.), biometric verification of the authorized officer(s) or director(s) shall be conducted, and a certified copy of the resolution and authority letter shall be annexed.*

14. REPRESENTATION BY AUTHORIZED PERSONS

Where a litigant is represented by an authorized representative, general/special power of attorney holder, such authorized person shall undergo biometric verification.

15. LITIGANTS RESIDING ABROAD

a) *Where a litigant ordinarily resides abroad and is represented by an authorized person in Pakistan, such authorized representative shall undergo biometric verification provided the case is filed or defended through him.*

b) *The power of attorney or authorization document must be attested by the Pakistani Embassy/Consulate in the resident country and subsequently countersigned by the Ministry of Foreign Affairs Islamabad.*

c) *When a litigant residing abroad visits Pakistan and executes power of attorney, then the law, rules and instructions regarding execution and attestation of such document shall apply.*

d) *If a litigant executes a power of attorney/wakalatnama during his stay in Pakistan, and thereafter goes abroad, the authorized representative shall undergo biometric verification.*

e) *When a person holder of Pakistan Origin Card (POC) files or defends a case and is not represented by an agent or attorney, he shall undergo biometric verification. If, for any reason, his verification is not possible through NADRA/NTL, then he shall produce his POC as well as other identity documents before the Designated Officer and such officer shall satisfy himself about his identity.*

16. BLOCKED, INVALID, EXPIRED OR LOST CNIC

a) *A litigant whose CNIC has been blocked or rendered invalid by NADRA for any legal reason may be exempted from biometric verification subject to:*

   i. *Submission of a NADRA-issued CRC/B-Form or FRC, or passport, or driving license or any other identity document.*

   ii. *Submission of an affidavit sworn by him and duly attested by an Oath Commissioner, with the litigant's photograph, stating: "That the litigant is a citizen of Pakistan and his/her CNIC number [mention number] has been blocked by NADRA due to [mention reason]."*

b) *In case of expired or lost CNIC, a litigant may be exempted from biometric verification subject to:*

   i. *Submission of receipt (regarding application for renewal/re-issuance of CNIC), report of loss lodged with the police, along with passport, driving license, or any other identity document.*

   ii. *Submission of an affidavit sworn by him and duly attested by an Oath Commissioner, with the litigant's photograph, stating: "That the litigant is a citizen of Pakistan and his/her CNIC number [mention number] has expired or been lost."*

c) *The litigant shall appear in person before the Designated Officer at the time of filing, and present the original CNIC (whether invalid or expired) or original receipt (in case of expired or lost) as well as other identity documents for physical identification and such officer shall satisfy himself about his identity by capturing his photograph through web cam and storing/saving his picture in the computer system.*

17. FOREIGNERS

a) The person arrested under the Foreigners Act shall be identified by the Investigating Officer or through the documents or modes available to the satisfaction of the Designated Officer or the Court.

b) A foreigner filing a case shall provide his passport and/or other documents for his identification to the satisfaction of Designated Officer or the Court.

c) The copies of passport or Emergency Travel Document or Refugee/Asylum-related Documents or Proof of Registration (PoR) Card (for Afghan Refugees etc) or Asylum Seeker Certificate (issued by UNHCR or a Competent Authority) or UNHCR Registration Slip/Certificate or Temporary Permission/Stay Permit or Border Pass/Local Entry Permit or Diplomatic Identity Card or court orders etc, shall be annexed to the case.

18. APPLICATION FOR WITHDRAWAL OF AMOUNT

A person seeking withdrawal of an amount deposited under a court order shall undergo biometric verification.

19. EXEMPTIONS FROM BIOMETRIC VERIFICATION

a) Where a litigant holds a valid Computerized National Identity Card (CNIC) but his fingerprints or thumb impressions are medically or physically non-verifiable, exemption may be granted subject to:

   i. Submission of an affidavit sworn by him, duly attested by Oath Commissioner, incorporating the litigant's photograph and stating: "That the fingerprints and thumb impressions of the litigant are not verifiable due to [specified medical/physical disability]."

   ii. The litigant shall appear in person before the Designated Officer at the time of filing, presenting the original valid CNIC as well as other identity documents for physical identification and such officer shall satisfy himself about litigant's identity by capturing his photograph through web cam and storing/saving his picture in the computer system.

   iii. The aforesaid affidavit shall be annexed to the case file.

b) Minors, the persons with mental health conditions, or the persons whose biometrics are not available with NADRA or whose biometric verification is not possible through NADRA, may be exempted from biometric verification as mentioned in the preceding clauses.

20. DESIGNATED OFFICERS

a) *At Lahore High Court's Principal Seat and Benches, the officer not below the rank of Assistant Registrar shall be designated for the identification of litigants in cases where their biometric verification is either not possible or they are exempted from the same.*

b) *In the District/Sessions Courts, the Staff Officer to the District & Sessions Judge and in the Civil Courts at the District Headquarters, Clerk of Court (COC) of the Senior Civil Judge shall be designated for the purposes mentioned in the preceding clause.*

c) *At Tehsil Headquarters, the Clerk of Court (COC) attached to the AD&SJ-I and Reader to the Civil Judge-I shall be designated for the aforementioned purpose.*

d) *The Designated Officer shall carry out the identification process through the available documents, affidavits, witnesses, and capturing (through web cam) photographs of the minors, persons with mental health conditions, their guardians or next friends, the persons exempted from biometric verification or the persons whose biometric verification is not possible due to any reason. He shall attach such documents with the case while preserving photographs in a computer system.*

e) *The Designated Officer may, for his satisfaction and true identification, require biometric verification of a close relative of a litigant whose personal biometric verification is not possible for any reason, provided that such other person subjects himself to the verification process with informed consent.*

f) *The Designated Officer shall attach his certificate regarding identification at the top of the case file.*

21. BIOMETRIC VERIFICATION PROCEDURE AND GENERAL INSTRUCTIONS

a) Generation of Tracking ID

*For verification, the litigant shall generate a Tracking ID (TID) through Lahore High Court official website (**lhc.gov.pk**) or through the Lahore High Court Biometric Verification Portal (**https://biosystid.lhc.gov.pk/biosystno**) by selecting the option "**Generate Biometric ID**" and entering the requisite particulars.*

b) Validity of Tracking ID

The generated Tracking ID shall remain valid for forty-eight (48) hours and shall expire automatically thereafter.

c) Visit to NADRA e-Sahulat Centre

The litigant shall, after generation of the Tracking ID, visit any NADRA e-Sahulat Centre/Franchise (in Pakistan) or the biometric facility installed within court premises, along with original CNIC and the printed Tracking ID slip for biometric verification.

d) Verification and Receipt

Upon successful biometric verification, the NADRA e-Sahulat Centre shall issue a verification receipt and update the verification status electronically. After successful verification, a verification receipt shall be issued by e-Sahulat Centre. In case of failure of biometric verification for any reason, the Court shall not be responsible for any financial loss suffered by the litigant.

e) Submission at Filing Counter

The litigant shall attach the verification receipt to the case file.

f) Office Verification

The concerned Court official shall enter the Tracking ID in the Biometric Verification Admin Portal for confirmation, whereupon the system shall automatically confirm the verification status. Upon confirmation, the user shall mark the Tracking ID as "used" and enter the case number/diary number/ institution number in the system and print system-generated verification receipt and append it to the case file.

g) Invalid or Reused Verification

If the biometric verification slip is found to be fake, reused, or invalid, the litigant shall not be permitted to proceed with filing.

h) Validity of Verification

The verification slip issued by the e-Sahulat Centre or verification counter shall remain valid for 48 hours after the transaction (verified or not verified) is completed.

*i) **Verification Fee***

A prescribed verification fee shall be chargeable for biometric verification, irrespective of whether such verification is conducted at NADRA e-Sahulat Centre located within court premises or at external NADRA e-Sahulat Centre/Franchise.

Note: *The User Manual is attached as Annexure A.*

22. NON-COMPLIANCE

a) *Failure to comply with these SOPs, without a duly granted exemption, shall render the petition or application defective.*
b) *The Office shall issue a deficiency memo and return the case for compliance to institution.*

23. DATA PROTECTION, CONSENT AND PUBLIC AWARENESS

a) *Biometric verification under these SOPs shall be conducted purely for the identification of litigants and the relevant data/information obtained during verification shall not be shared with any person without the consent of the litigant, except where required by law or by an order of a competent court.*
b) *The Lahore High Court shall ensure that a public notice regarding the purpose, scope and limited use of biometric verification is displayed on the official Notice Boards of the Courts and uploaded on the official website of the Court for the awareness of litigants and the general public.*

24. TRAINING OF STAFF

a) *The relevant staff will be trained to operate biometric verification systems, handle Tracking ID generation and verification through the Biometric Verification Admin Portal, and ensure secure handling of biometric data and verification records.*
b) *Such training shall be conducted periodically under the supervision of the IT Wing of the Lahore High Court in coordination with NADRA, and refresher courses shall be arranged to address system upgrades and procedural changes.*

25. REMOVAL OF DIFFICULTIES

In case of any difficulty or emergence of a new situation not expressly covered under these SOPs, the Chief Justice of Lahore High Court shall have the

authority to make instructions or directions for removal of the difficulty, or for supplying the gap, or meeting new situation(s).

26. *REVIEW AND AMENDMENT*

The SOPs may be reviewed and amended to keep pace with the changing times and requirements.

****

NADRA INTEGRATED LITIGANT VERIFICATION WORKFLOW/USER MANUAL FOR LAHORE HIGH COURT (PRINCIPAL SEAT & ALLIED BENCHES) and DISTRICT JUDICIARY PUNJAB

A verification fee of Rs.200/- (Two Hundred Only) shall apply, whether the litigant verification is conducted at NADRA e-Sahulat Centers located within court premises or outside, for Case Filing/Sureties/Written Replies at Lahore High Court.

TRACKING ID FROM LHC PORTAL, VERIFICATION BY NADRA E-SAHULAT CENTERS/FRANCHISES.

Stage 1: Tracking ID (TID) Generation

1. ***Accessing the Portal:***

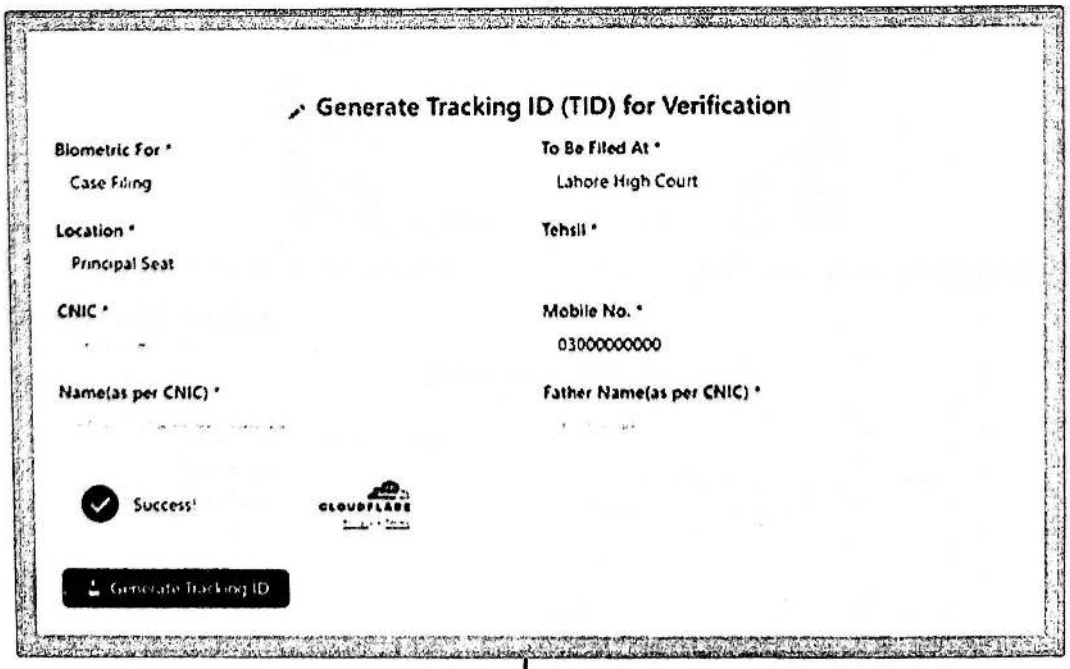
   The Litigant visits the LHC official website ***(lhc.gov.pk)*** *and select the menu option* ***"Generate Biometric ID"****, or alternatively, generate it directly via the URL:* ***(https://biosystid.lhc.gov.pk/biosystno)*** *and selects the appropriate Biometric for and Jurisdiction:*

2. ***Case Location***

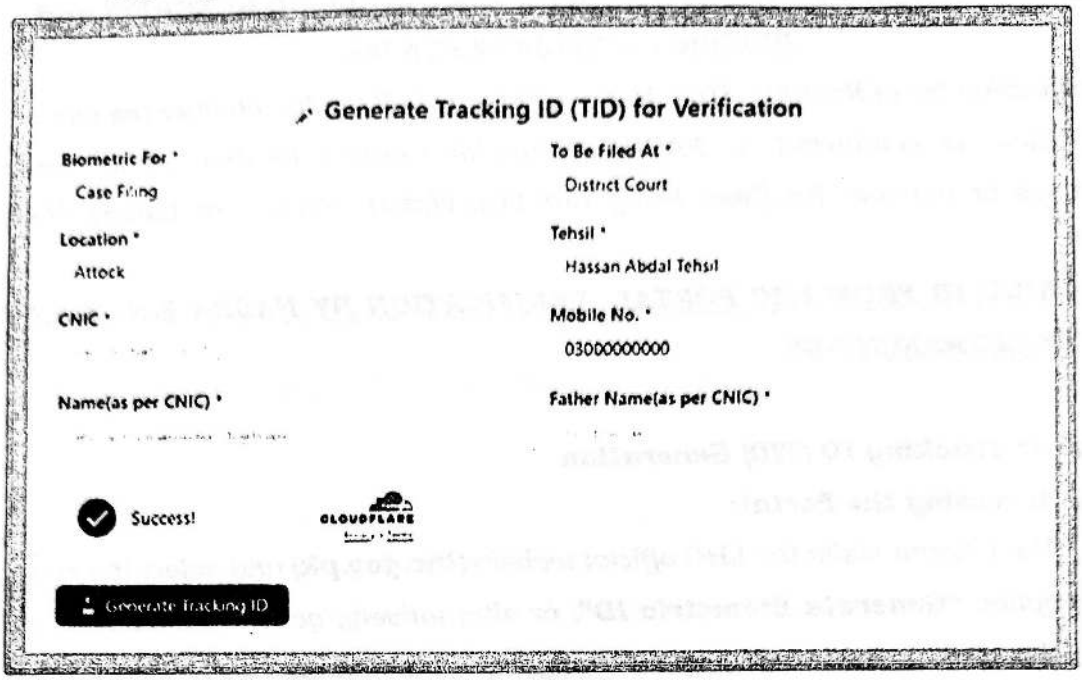
   A. Lahore High Court

   The system prompts the user to choose the location:

   - *Principal Seat*
   - *Rawalpindi Bench*
   - *Bahawalpur Bench*
   - *Multan Bench*



- *The system displays a list of all districts in Punjab for selection*
- *The litigant selects the relevant district and tehsil.*

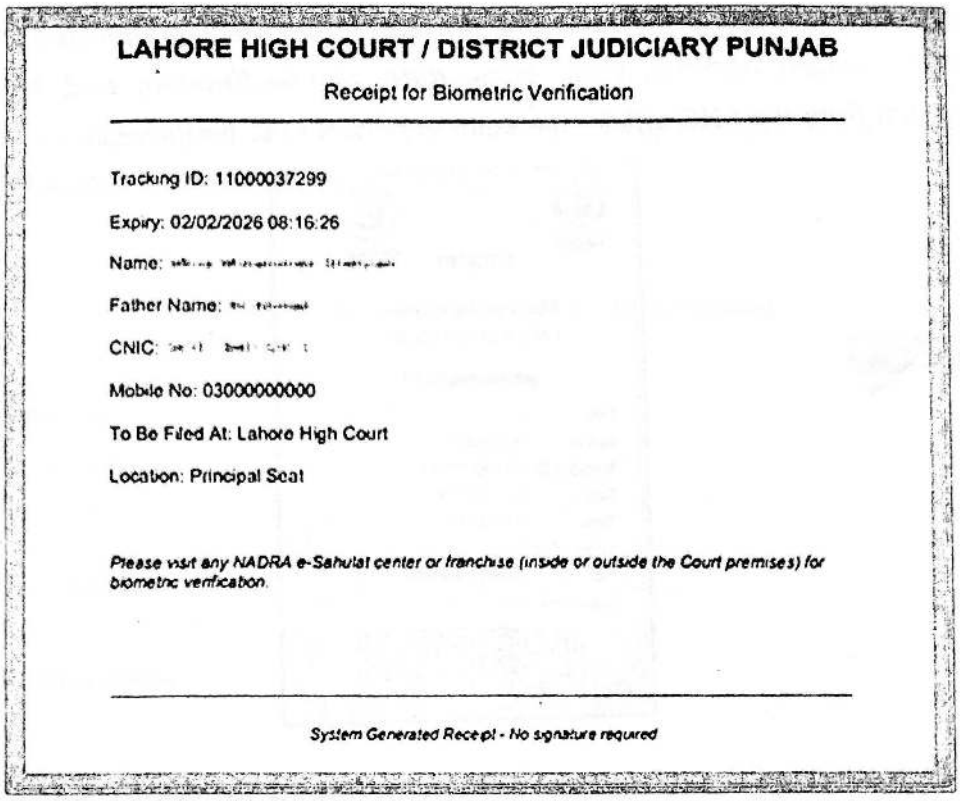


3. *Entering Personal Information:*

- *The Litigant provides CNIC, Mobile No, Name, and Father's Name on the portal.*

4. *Generating Tracking ID (TID):*

- *The system generates a Tracking ID, valid for 48 hours.*
- *The user can download the Tracking ID receipt containing personal details and expiry date.*



LAHORE HIGH COURT / DISTRICT JUDICIARY PUNJAB

Receipt for Biometric Verification

Tracking ID: 11000037299

Expiry: 02/02/2026 08:16:26

Name:

Father Name:

CNIC:

Mobile No: 03000000000

To Be Filed At: Lahore High Court

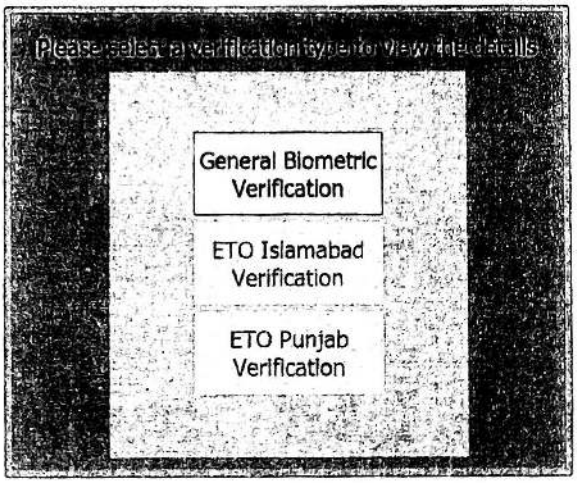
Location: Principal Seat

Please visit any NADRA e-Sahulat center or franchise (inside or outside the Court premises) for biometric verification.

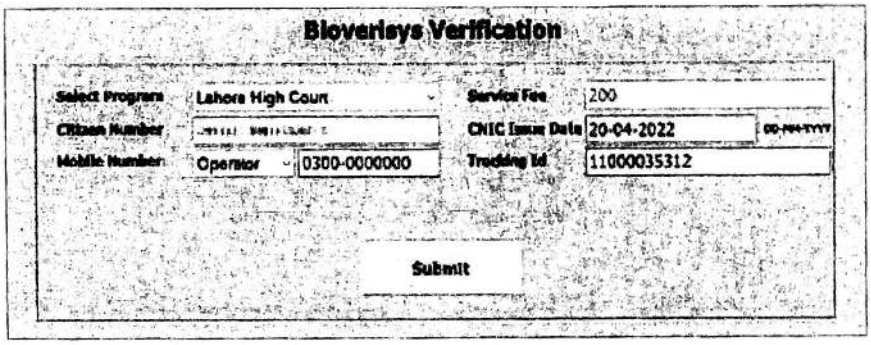
System Generated Receipt - No signature required

Stage 2: Verification at NADRA e-Sahulat Center

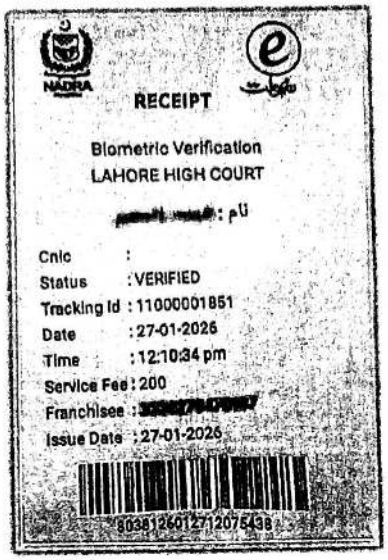
The litigant shall visit e-Sahulat Centers located inside or outside court premises and present the Tracking ID receipt generated through LHC Web portal.



The e-Sahulat Center's operator will select the general biometric verification from the e-Sahulat system.



The operator will select the Lahore High Court from the program dropdown and enter the Citizen Number, CNIC issue date, Mobile Number, and Tracking ID (generated from the LHC official website) to perform the verification.



RECEIPT

Biometric Verification
LAHORE HIGH COURT

[redacted]

Cnic :
Status : VERIFIED
Tracking Id : 11000001851
Date : 27-01-2026
Time : 12:10:34 pm
Service Fee : 200
Franchisee : [redacted]
Issue Date : 27-01-2026

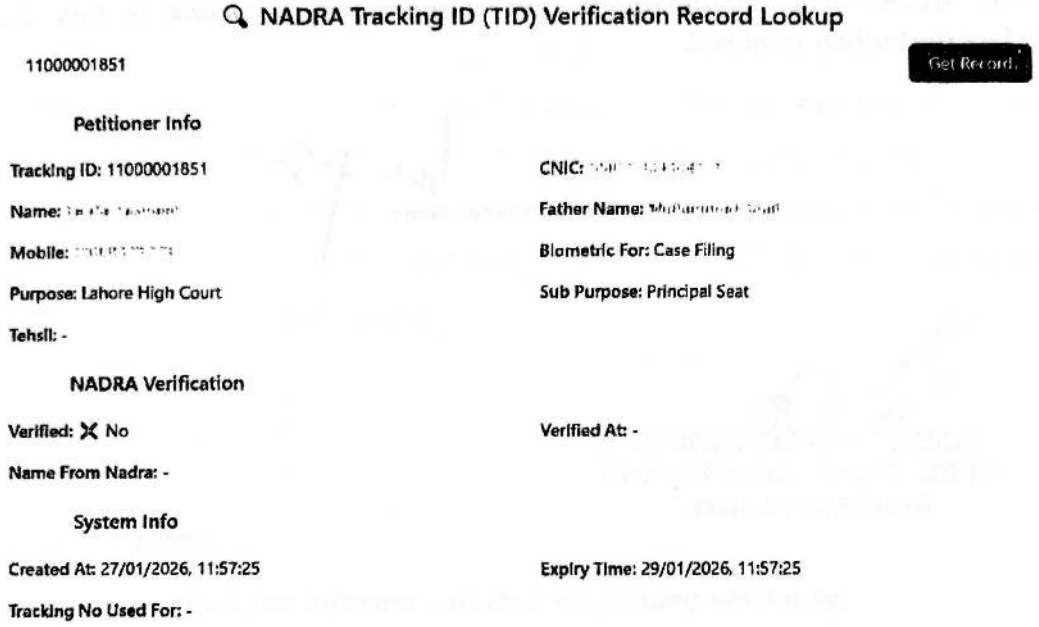
3038126012712075438

Upon successful verification, NADRA generates a Verification Receipt.

Stage 3: Tracking ID (TID) Linkage

The lawyer visits the Lahore High Court (Principal Seat or Allied Benches) or District Judiciary Punjab, and presents the litigant's NADRA verification receipt.

1. TID Entry in Case Filing System:


NADRA Tracking ID (TID) Verification Record Lookup

11000001851 Get Record

Petitioner Info

Tracking ID: 11000001851 CNIC:

Name: Father Name:

Mobile: Biometric For: Case Filing

Purpose: Lahore High Court Sub Purpose: Principal Seat

Tehsil: -

NADRA Verification

Verified: ✗ No Verified At: -

Name From Nadra: -

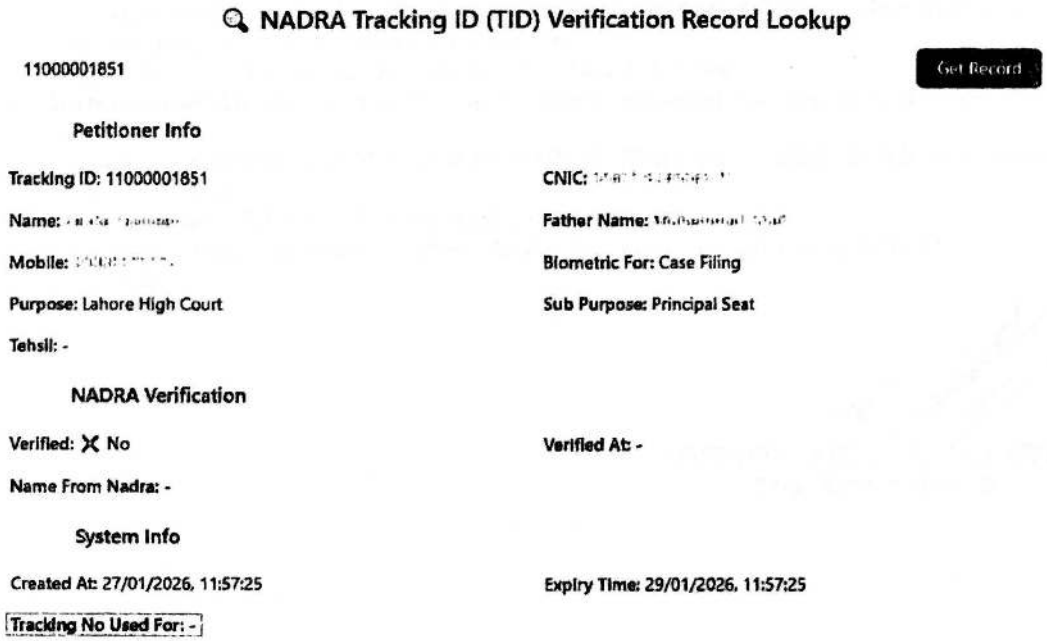
System Info

Created At: 27/01/2026, 11:57:25 Expiry Time: 29/01/2026, 11:57:25

Tracking No Used For: -

- *The data entry operator enters the same Tracking ID (TID) in the LHC Portal's admin module.*
- *The system automatically checks the verification status of the Tracking ID (TID).*

2. Verification Confirmation and Tracking ID Utilization:


NADRA Tracking ID (TID) Verification Record Lookup

11000001851 Get Record

Petitioner Info

Tracking ID: 11000001851 CNIC:

Name: Father Name:

Mobile: Biometric For: Case Filing

Purpose: Lahore High Court Sub Purpose: Principal Seat

Tehsil: -

NADRA Verification

Verified: ✗ No Verified At: -

Name From Nadra: -

System Info

Created At: 27/01/2026, 11:57:25 Expiry Time: 29/01/2026, 11:57:25

Tracking No Used For: -

- *Upon successful verification of the Tracking ID (TID), the Data Entry Operator shall mark the Tracking ID as "used" and enter the "Case*

No. or Diary No. or Institution No." in the admin module. Subsequently, a system-generated verification receipt shall be printed and attached to the case file.

Note:

In view of developments made from time to time in the technical systems of the LHC and NADRA/NTL, modifications and changes will be made to this user manual as and when required.

****

LAHORE HIGH COURT, LAHORE

No. 220
DATED 06/04/2026

From

The Registrar,
Lahore High Court,
Lahore.

To

The Inspector General of (Prisons),
Punjab, Lahore.

Subject: - BIO-MATRIC VERIFICATION

I am directed to refer to the subject and state that the Standing Operating Procedures (SOPs) for the Bio-Matric Verification at the time of institution of fresh cases or applications (as mentioned below) or filing written statements/replies, surety bonds etc, also require the bio-matric verification of under trial prisoners (UTPs) or convicts or other persons detained in jail.

2. In order to stream-line the operations, remove the difficulties and make necessary clarifications, the following instructions are made for information and adherence: -

i) On the analogy of clause-20 of the SOPs, a Deputy Superintendent (Jail) may be designated and authorized to verify the identity of a person detained in jail, under trail prisoners (UTPs) and convicts in case where his bio-matric verification is not possible due to any reason. The Deputy Superintendent shall give a certificate of verification alongwith case or application being filed or contested by the person detained in jail as well as at the time of his first appearance in any case,

ii) The Bio-Matric Verification made through **NADRA E-Sahulat Centre** shall remain valid for 72 hours from the date and time of verification,

iii) The following applications shall require bio-matric verification at the time of institution/filing before or in a court: -

a) Application for withdrawal of a case
b) Application u/s 12(2) CPC
c) Application for compromise in a case or composition of offence (s)
d) Application for recording statements before or in a court or Magistrate
e) Application for restoration of suits/cases in case of dismissal in default, if filed by a new/fresh lawyer.
f) Application for replacing power of attorney/Wakalat Naama
g) Application dealing in financial matters like deposits or refunds of amounts
i) Application for medical re-examination or constitution of Medical Board
j) Application for dis-internment

3. It is further mentioned that in case of emergence of any new situation or eventuality, further additions or variations may be made through instructions or directions in view of Clause-25 of the SOPs.

4. It is, therefore, required that SOPs on the subject as well as the clarifications made here-in-above, be complied with in letter & spirit.

(Shabbir Hussain Shah)
Addl. Registrar (Judl)
For Registrar

No. & date Even.

Copy forwarded to all the District & Sessions Judges in Punjab for information.

Addl. Registrar (Judl)
For Registrar

LAHORE HIGH COURT, LAHORE

No. 2497 /IT-LHC

From

The Registrar,
Lahore High Court,
Lahore.

To

The Senior Additional Registrar,
Lahore High Court, Bahawalpur Bench,
Bahawalpur.

Dated Lahore the 24th Feb, 2025

Subject: **INITIATION OF SENDING SMS NOTIFICATION**

Dear Sir,

I am directed to refer to your letter no. 208/Admn. dated 11-02-2025, on the subject, and state that the Hon'ble Chief Justice has been pleased to allow to implement the following services at your respective Bench.

i. Copy Form Submission Notification.
ii. Copy Ready for Collection Notification.
iii. Copy Delivered Notification.

2. Furthermore, the required development changes/ modifications in the Case Copy Module of the CCIS Software has been made. Therefore, newly developed/modified system files, necessary for the Case Copy Module of the CCIS Software to send SMS Copy Notifications, has already been shared through email with the Supervisor-IT of your respective Bench.

(Jamal Ahmad)
Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
For Registrar

No. and Date Even

Copy is forwarded for information to:

1. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
2. The Additional Registrar (C.S)/Senior Private Secretary/Private Secretary to the Hon'ble Mr. Justice Abid Aziz Sheikh, Admin Judge-IT, Lahore High Court, Lahore.
3. P.A to the Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
4. The Staff Officer to the Registrar, Lahore High Court, Lahore.
5. Office Record.

Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
For Registrar

LAHORE HIGH COURT, LAHORE

No. 2498 /IT-LHC

From

The Registrar,
Lahore High Court,
Lahore.

To

The Senior Additional Registrar,
Lahore High Court, Multan Bench,
Multan.

Dated Lahore the 24th Feb ,2025

Subject: **INITIATION OF SENDING SMS NOTIFICATION**

Dear Sir,

I am directed to inform you that the Hon'ble Chief Justice has been pleased to allow to implement the following services at your respective Bench in the same pattern as Rawalpindi Bench.

i. Copy Form Submission Notification.
ii. Copy Ready for Collection Notification.
iii. Copy Delivered Notification.

2. Furthermore, the required development changes/ modifications in the Case Copy Module of the CCIS Software has been made. Therefore, newly developed/modified system files, necessary for the Case Copy Module of the CCIS Software to send SMS Copy Notifications has already been shared through email with the Assistant Registrar-IT of your respective Bench.

(Jamal Ahmad)
Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
For Registrar

No. and Date Even

Copy is forwarded for information to:-

1. The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
2. The Additional Registrar (C.S)/Senior Private Secretary/Private Secretary to the Hon'ble Mr. Justice Abid Aziz Sheikh, Admin Judge-IT, Lahore High Court, Lahore.
3. P.A to the Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
4. The Staff Officer to the Registrar, Lahore High Court, Lahore.
5. Office Record.

Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
For Registrar

LAHORE HIGH COURT, LAHORE

I.T Branch Contact No. 042-99212981 (Ext. No. 281-327)

No.: 3119 /IT-LHC Dated: 12/03/2025

CIRCULAR

The Hon'ble Chief Justice has been pleased to direct that all the members of the establishment of this Court Principal Seat & allied Benches (Bahawalpur, Multan, Rawalpindi) to mark their attendance "check-in & check-out" through **"Mobile Attendance Application"** on daily basis without fail. In this regard, the "Mobile Attendance Application" has been made live and available on Google Play Store under the tag **"Lahore High Court ESS"**. Furthermore, the user manual of the "Mobile Attendance Application" may be downloaded from **"https://www.lhc.gov.pk/downloads"** for guidance. However, technical assistance may be gathered from LHC-IT wing (Ext. 327) whereas, administrative guidance may be gathered from HR wing (Ext. 255, 343).

(Jamal Ahmad)
Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
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 with letter & spirit.
6. The Additional Registrar (HR-LHC) will be responsible to provide "check-in & check-out" reports to the Competent Authority on daily basis or as and when required.
7. All the Additional Registrar (C.S)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Principal Seat & allied Benches.
8. The Head Judgement Writer, Lahore High Court, Lahore
9. The Staff Officer to learned Registrar, Lahore High Court, Lahore.
10. Office Record.

Additional Registrar (IT-LHC)/
Focal Person (IT-CFMS, PITB)
For Registrar

LAHORE HIGH COURT, LAHORE

(HR-I Branch) Contact No. 042-99212951 (Ext: 255)

NOTIFICATION

No. 201 / HR-I Dated 02/07 2025

In order to address the complex data management system of this Court with multiple tiers—Judicial Branches, Record Rooms, and Statistical Cell—where discrepancies often arise when the data collected from one tier is compared to another, the Hon'ble Chief Justice and Judges have been pleased to upgrade the existing Statistical Cell into the ***Data Bank and Analytical Cell*** **(DBAC).**

(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 Secretary/Private Secretary-I to Hon'ble Chief Justice, Lahore High Court, Lahore.*
5. *The Senior Additional Registrars, Lahore High Court, Bahawalpur, Multan and Rawalpindi Benches.*
6. *All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.*
7. *The Additional Registrar (CS)/Senior/Private Secretaries to all the Hon'ble Judges, Lahore High Court, Lahore.*
8. *The Staff Officer to the Registrar, Lahore High Court, Lahore.*
9. *Office record.*

REGISTRAR

LAHORE HIGH COURT, LAHORE

No. 15825 /IT-LHC
Dated: 11/09 /2025

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges,
Province of the Punjab.

Subject:- **ONLINE VIDEO LINK FACILITY FOR ATTENDANCE OF THE OFFICIAL WITNESSES DURING COURT PROCEEDINGS IN THE DISTRICT COURTS OF THE PROVINCE OF THE PUNJAB.**

Dear Sir,

I am directed to refer to agenda item no. 17(i)&(ii) of the minutes of the 53rd meeting of National Judicial (Policy Making) Committee (NJPMC) held on 11.07.2025 regarding attendance of under-trial prisoners through video link and to re-circulate the Standard Operating Procedures (SOPs) —— already approved and circulated through this Court's Letter No. 7830/IT/M&O dated 07.06.2024 (copy enclosed) —— with a clarification that the element of attendance (of the UTPs through video link) may be in-built in the provisions of the approved SOPs.

(Jamal Ahmad)
Additional Registrar (IT-LHC)/
Focal Person (IT, CFMS, PITB)
For Registrar

No. and Date Even

A copy is forwarded for information to:-

1. *The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.*
2. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
3. *The Additional Registrar (C.S.)/Senior Private Secretary/Private Secretary to the Hon'ble Mr. Justice Abid Aziz Sheikh, Admin Judge-IT, Lahore High Court, Lahore.*
4. *The Staff Officer to learned Registrar, Lahore High Court, Lahore.*
5. *Office Record.*

Additional Registrar (IT-LHC)/
Focal Person (IT, CFMS, PITB)
For Registrar

LAHORE HIGH COURT, LAHORE

No. 7830 /IT-M&O

From

The Registrar,
Lahore High Court,
Lahore.

To

All The District & Sessions Judges,
Province of the Punjab.

Dated Lahore the 7th June ,2024

Subject: **ONLINE VIDEO LINK FACILITY FOR RECORDING OF EVIDENCE, ARGUMENTS AND STATEMENTS OF THE WITNESSES ETC. DURING COURT PROCEEDINGS IN THE DISTRICT COURTS OF THE PROVINCE OF THE PUNJAB.**

Dear Sir,

I am directed to inform you that the Hon'ble Chief Justice and the Hon'ble Judges have been pleased to start recording evidence, arguments, and statements of witnesses etc. through Video Link by declaring every District Court as e-Court. In this regard, each District Court shall make necessary arrangements at their end for the provision of Hardware & Software as per the following criteria;

i. A Desktop Computer with a UPS, a Video Camera with microphone and speakers, a Medium-Duty Printer, an LED (at least 43" wall mounted), the Internet (2 connections, 5-MB dedicated CIR), and Video Calls, Viber, Skype, IMO, WhatsApp, Facebook, Messenger, a Line Caller, and Video Conferences, etc., will be provided to each Court of the District.

ii. With the exception of the Courts of Sessions Trials, Civil Courts of 1st Class, and Judicial Magistrate Section 30, which will receive one additional computer based on their workload, all Courts will share the existing computers for the Video Link facility.

iii. After completing codal formalities, the district court will pay for the IT equipment (if required) from its own budget.

2. The Hon'ble Chief Justice and the Hon'ble Judges have further been pleased to direct that the procurement process should be initiated immediately and completed within six weeks of the issuance of this letter, and each Court will use the e-Court room already established in the respective District until the procurement of the above-said equipment is completed.

3. Moreover, the Standard Operating Procedures (SOPs), alongwith the request Performa (English & Urdu) for the Video Link facility, are enclosed for reference and necessary action.

DEPUTY REGISTRAR-IT (S&W)
FOR REGISTRAR

No. and Date Even

A copy is forwarded for information to:-

1. *The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.*
2. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
3. *The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
4. *The Additional Registrar (C.S)/Senior Private Secretary/Private Secretary to the Hon'ble Justice Miss Aalia Neelum, Admin Judge-IT, Lahore High Court, Lahore.*
5. *The Staff Officer to learned Registrar, Lahore High Court, Lahore.*
6. *Office Record.*

DEPUTY REGISTRAR-IT (S&W)
FOR REGISTRAR

PROPOSED STANDARD OPERATING PROCEDURES (SOPS)
FOR VIDEO-LINK FACILITY IN THE DISTRICT COURTS OF THE PUNJAB.

To ensure clarity, compliance, and accountability while promoting efficiency, risk management, and continuous improvement, Standard Operating Procedures (SOPs) are essential for any system's successful implementation and operation. SOPs ensure that tasks and processes are carried out consistently and uniformly by providing step-by-step instructions for executing specific procedures. This consistency helps maintain quality standards and prevents errors or variations in performance. The proposed video-link Standard Operating Procedures (SOPs) are listed below to streamline the process.

1. *The District and Sessions Judges (D&SJ) of the District Courts, as the highest authority, play a pivotal role in the entire project. Their leadership and oversight are crucial for monitoring and ensuring the successful execution of the video-link facility in their districts. The District and Sessions Judge(s) may further nominate a focal person(s) for the execution of the video-link facility in their respective Districts and Tehsils/Sub-Divisions, emphasizing their role in this significant initiative.*

2. *Every Court in the District Headquarters and its Tehsils/ Sub-Divisions will be equipped with a video-link facility by providing IT equipment (if required), i.e., Desktop Computer with UPS, Video Camera with microphone & speakers, Medium Duty Printer, LED (at least 43" wall mounted), Internet and Video Call, Viber, Skype, imo, WhatsApp, Facebook, Messenger, Line Caller and Video Conference, etc. (Amendment of Article 164, Qanun-e-Shahadat Order, 1984 on July 24, 2023). The cost of the IT equipment will be met out of the District Court's own budget after completing codal formalities.*

3. *Any litigant or lawyer (in pending cases) who wishes to avail the video-link facility may apply for the same. This can be done conveniently by filling out the prescribed performa (available on the website (https://dsj.punjab.gov.pk) on Fridays & Saturdays, at least seven days before the hearing of the case. However, in exceptional cases where urgency is involved, the Court will decide for the provision of the facility. It is important*

to note that the video-link facility, a modern and accessible tool, will not be provided to the proclaimed offenders. The duly filled performa should be submitted in the concerned Court for seeking approval, ensuring a straightforward and transparent process.

4. The concerned Court will evaluate the request for a video-link hearing according to the submitted performa with legitimate documentary proofs. The Data Entry Operator/Computer Operator of the concerned Court will maintain the digital record of video-link requests and communicate to the Court to avoid overlapping of such requests. Further, they will prepare and submit reports containing the following data/information to the authorities for their kind perusal and further directions.

   i. The number of video-link applications received.
   ii. The number of video-link applications allowed.
   iii. The number of video-link applications declined.
   iv. The number of video-link applications pending.

5. Subject to the approval of the concerned Court for availing video-link facility, an appropriate date and time will be fixed and communicated to the concerned parties. The cause list will reflect a "video-link tag" against such cases for the information of litigants/lawyers. No application for adjournment will be entertained on the hearing date for video-link cases.

6. A video-link facility will not be provided to the litigant if he/she is physically present in the jurisdiction of the concerned District Court except in exceptional circumstances, such as when litigants are unable to attend the Court due to illness[1], disability[2], geographical distance[3], travel restrictions[4], sensitive matters which involve the safety and security of litigants/lawyers or other compelling reasons to be ascertained by the concerned Court. All these outlined justifications will be subject to the approval of the concerned Court.

7. The Court must record the objections raised by any of the party during the proceedings or recording of evidence of the witness.

[1] medical certificate from a medical officer of Govt. Hospital
[2] medical certificate from a medical officer of Govt. Hospital
[3] Traveling proof in legal term
[4] Legal Proof

Such objections shall be decided then and there or at the time of arguments as deemed appropriate by the Court.

8. A set of the plaint/petition, written statement/written reply, complaint or any other document that he/she may be entitled to demand under any law for the time being in force, must be provided to the witness before the examination of the witness to have acquaintance with the documents, and an acknowledgment by the witness is to be filed before the Court.

9. The Party shall ensure the presence of witness at the fixed/allowed site one hour before the hearing of the case for verification of the witness's identity through original CNIC/original passport and biometric verification from NADRA in the presence of an authorized person, and a certificate to this effect will be submitted in the Court to avoid impersonation.

10. For biometric verification of disabled litigants, the local District Court(s) will depute an officer/official well acquainted with IT to visit the litigant's location/premises for the said purpose. In this regard, the litigant will bear travel expenses of that officer/official as per the prevailing rules or set by the Court.

11. Only the Court shall record the video-link hearings, and no other person be allowed to record the hearing on their side. No one shall be allowed to carry electronic or any other recording device including cell phones inside the notified place of video-link Court as video recording by unauthorized person is strictly prohibited. If they do so, they may be proceeded against under the relevant laws.

12. The Court must not make a direction for examining a witness on video-link if:

    a. The necessary facilities are not available or cannot reasonably be made available, or

    b. The Court is satisfied that the evidence can more conveniently be given or made in the courtroom, or

    c. The Court is satisfied that the direction would be unfair to any party to the proceedings, or

d. *The Court is satisfied that the person in respect of whom the direction is sought would not give evidence or make the submission.* ***[2020 P Cr. L J 1184]***

13. *If online statement of a doctor is required as witness in a specific case, the doctor shall get his/her statement recorded in the office of the concerned Medical Superintendent. He/She shall also bring relevant original record e.g., post-mortem reports, medico-legal documents, operation notes etc.*

14. *If online statement of a Forensic Lab Expert is required as witness in a specific case, the Forensic Lab Expert shall get his/her statement recorded in the office of the concerned Director General of the concerned Forensic Lab/Agency. He/She shall also bring relevant original reports/documents.*

15. *If online statement of an under-trial prisoner/convicted person is required in any case, his/her evidence shall be recorded in the office of the concerned Jail Superintendent, where he/she is confined. The jail officer shall ensure the under-trial prisoner/convicted person's biometric attendance during the recording of online statement. The prisoner's physical appearance must be completely visible from head to toe to rule out any disability/torture.*

16. *The Court will record the demeanour of a witness during his statement, if the Court deems fit.*

17. *The Court may at any time vary or revoke a direction/ permission for examination of a witness on video-link.*

18. *If a video-link fails during the proceedings, the Court may adjourn the proceedings or makes such other order as it may deem appropriate.*

19. *If the litigant is not physically present in the jurisdiction of the Court where he/she filed the case and the concerned court has allowed his/her request to avail the video-link facility, he/she will avail the video-link facility from the District/Senior Court (concerned) where he/she is physically present, while fulfilling all the requirements mentioned in this SOP.*

20. *If the litigant is residing/present outside the country and the court grants his/her request to avail the said facility, he /she will avail the video-link facility from the Pakistan Embassy/ High Commission/Consulate/Notary available in the embassy as the case may be, in the respective country. The officer of the Pakistan High Commission/Embassy to be nominated by the Pakistan High Commissioner/Ambassador of the relevant country at the venue of recording of evidence shall also ensure the presence of witness in the Embassy/High Commission/Consulate/Notary available in the embassy, during the recording of evidence and not allow any device or person to prompt the witness.*

21. *A witness/litigant shall file an affidavit/under-taking duly verified by a Judge/Ambassador/High-Commissioner/any person authorized by Ambassador/High-Commissioner as the case may be, with the assurance that original person/witness, whose statement through video-link is to be recorded, is present before him. A copy of the same is to be made available to the other side, in order to rule out any impersonation.*

22. *The petitioner/plaintiff/appellant/defendant/respondent as the case may be, who examines the witness through video-link must also file an affidavit/undertaking to the concerned Court before examining the witness and copy whereof be provided to the other side regarding identification.*

23. *The statement of the witness/any party must be examined during Court hours according to Pakistan Standard Time under The Oaths Act, 1873. The witness should not plead any inconvenience on account of the time difference between Pakistan and the country where a person or witness resides.*

24. *The Advocates, Police Officers etc. who are supposed to attend through video-link should be in proper uniform/dress.*

25. *No Person including any advocate can claim or apply for copy of transcript of such video-link Court Recording/proceedings.*

26. *The party requesting the facility of a video-link should bear the expenses for the arrangements of the facility and must also provide a USB/External Hard drive of capacity (at least 125 GB*

to 500 GB) to the Court in advance, to preserve the case recording permanently. The visual must be recorded at the Court's end, secured with the seal of the Court, which shall be made part of the case file with password protection. The password shall be kept in a sealed envelope (Flyer Bag) and annexed with the case file. The audio-video will also be saved on the computer data at the trial Court till the decision of the case/appeal. If at any later stage, video-link recording is required before any Court, the same will be provided as per law.

27. The technical team of the concerned Court (Data Entry Operator/Computer Operator) shall ensure that all technical arrangements at both ends (Courts as well as remote sites), including technical gadgets (audio, video, storage, Internet, etc.), are functioning correctly before the hearing of the case. Moreover, the technical team shall also ensure that all IT equipment is in working condition before leaving the Court, i.e., the system is free of viruses, and the internet connection is in working condition, etc.

28. The facility of rendering arguments before a Court by any lawyer/counsel can also be availed through video-link as per above SOPs.

29. These SOPs can be amended relating to any addition or deletion or up-dation as per the requirements with the approval of the Hon'ble Authority.

****

DISTRICT JUDICIARY, PUNJAB

VIDEO LINK REQUEST FORM FOR PENDING CASES

Video Link Request Date				Name of District to Avail Facility	

PRIMARY INFORMATION	
Case Number/ID	
Case Title	Vs.
Fixed Before Court	
Date of Hearing	
Advocate/Applicant Name (who intends to produce the evidence/ argue the case through video link)	
Advocate/Applicant CNIC (Copy Attached)	
Reason(s)/Justification for appearance through video-link (With Documentary Proof)	1.
	2.
	3.

CONTACT INFORMATION	
Address of Applicant	
Active Mobile Number	
WhatsApp Number	
E-mail Address (Optional)	

*All fields are mandatory.

Shahzad Munir

UNDERTAKING

I, _____, Advocate / Focal Person for _____

undertakes that the information given above is true/authentic to the best of my knowledge, and I shall not record court proceedings through any device, nor make the same public on any platform, and if does so, may be proceeded against under the applicable laws.

_____

Name & Signature
(Lawyer/Focal person/Applicant)

All Necessary Documentary Proofs Are Attached Herewith.

☐ Yes ☐ No

Reader of the Court

INSTRUCTIONS

FOR LITIGANTS/LAWYERS FOR VIDEO LINK FACILITY

1. Any litigant or lawyer (in pending cases) who wishes to avail the video-link facility may apply for the same. This can be done conveniently by filling out the prescribed performa (available on the website (https://dsj.punjab.gov.pk) on Fridays & Saturdays, at least seven days before the hearing of the case. However, in exceptional cases where urgency is involved, the Court will decide for the provision of the facility. It is important to note that the video-link facility, a modern and accessible tool, will not be provided to the proclaimed offenders. The duly filled performa should be submitted in the concerned Court for seeking approval, ensuring a straightforward and transparent process.
2. A video-link facility will not be provided to the litigant if he/she is physically present in the jurisdiction of the concerned District Court except in exceptional circumstances, such as when litigants are unable to attend the Court due to illness, disability, geographical distance, travel restrictions, sensitive matters which involve the safety and security of litigants/lawyers or other compelling reasons to be ascertained by the concerned Court. All these outlined justifications will be subject to the approval of the concerned Court.
3. Subject to the approval of the concerned Court for availing video-link facility, an appropriate date and time will be fixed and communicated to the concerned parties. The cause list will reflect a "video-link tag" against such cases for the information of litigants/lawyers. No application for adjournment will be entertained on the hearing date for video-link cases.
4. The Party shall ensure the presence of witness at the fixed / allowed site one hour before the hearing of the case for verification of the witness's identity through original CNIC/original passport and biometric verification from NADRA in the presence of an authorized person, and a certificate to this effect will be submitted in the Court to avoid impersonation.
5. For biometric verification of disabled litigants, the local District Court(s) will depute an officer/official well acquainted with IT to visit the litigant's location/premises for the said purpose. In this regard, the litigant will bear travel expenses of that officer/official as per the prevailing rules or set by the Court.
6. If the litigant is not physically present in the jurisdiction of the Court where he/she filed the case and the concerned Court has allowed his/her request to avail the video-link facility, he/she will avail the video-link facility from the District/Senior Court (concerned) where he/she is physically present, while fulfilling all the requirements mentioned in this SOP.
7. If the litigant is residing/present outside the country and the court grants his/her request to avail the said facility, he /she will avail the video-link facility from the Pakistan Embassy/ High Commission/Consulate/Notary available in the embassy as the case may be, in the respective country. The officer of the Pakistan High Commission/Embassy to be nominated by the Pakistan High Commissioner/Ambassador of the relevant country at the venue of recording of evidence shall also ensure the presence of witness in the Embassy/High Commission/Consulate/Notary available in the embassy, during the recording of evidence and not allow any device or person to prompt the witness.
8. A set of the plaint/petition, written statement/written reply, complaint or any other document that he/she may be entitled to demand under any law for the time being in force, must be provided to the witness before the examination of the witness to have acquaintance with the documents, and an acknowledgment by the witness is to be filed before the Court.
9. A witness/litigant shall file an affidavit/under-taking duly verified by a Judge/Ambassador/High-Commissioner/any person authorized by Ambassador/High-Commissioner as the case may be, with the assurance that original person/witness, whose statement through video-link is to be recorded, is present before him. A copy of the same is to be made available to the other side, in order to rule out any impersonation.
10. The statement of the witness/any party must be examined during Court hours according to Pakistan Standard Time under The Oaths Act, 1873. The witness should not plead any inconvenience on account of the time difference between Pakistan and the country where a person or witness resides.
11. Only the Court shall record the video-link hearings, and no other person be allowed to record the hearing on their side. No one shall be allowed to carry electronic or any other recording device including cell phones inside the notified place of video-link Court as video recording by unauthorized person is strictly prohibited. If they do so, they may be proceeded against under the relevant laws.
12. No Person including any advocate can claim or apply for copy of transcript of such video-link Court Recording/proceedings.
13. The Advocates, Police Officers etc. who are supposed to attend through video-link should be in proper uniform/dress.
14. The party requesting the facility of a video-link should bear the expenses for the arrangements of the facility and must also provide a USB/External Hard drive of capacity (at least 125 GB to 500 GB) to the Court in advance, to preserve the case recording permanently. The visual must be recorded at the Court's end, secured with the seal of the Court, which shall be made part of the case file with password protection.
15. The facility of rendering arguments before a Court by any lawyer/counsel can also be availed through video-link as per SOPs.

ڈسٹرکٹ جوڈیشری پنجاب

وڈیو لنک درخواست فارم برائے زیرِ التواء کیسز

تاریخ وڈیو لنک درخواست				سہولت حاصل کرنے کے لئے ضلع کا نام	
بنیادی معلومات					
کیس نمبر/آئی ڈی					
عنوان کیس	بنام				
مقرر بعدالت					
تاریخ پیشی					
وکیل/درخواست گزار کا نام (جو وڈیو لنک کے ذریعے شہادت پیش کرنا چاہتا ہے/کیس پر بحث کرنا چاہتا ہے)					
وکیل/درخواست گزار کا شناختی کارڈ نمبر (کاپی منسلک)					
وجہ/جواز برائے حاضری بذریعہ وڈیو لنک (دستاویزی ثبوت کے ساتھ)	.1				
	.2				
	.3				
معلومات رابطہ					
درخواست گزار کا پتہ					
فعال موبائل نمبر					
واٹس ایپ نمبر					
ای میل ایڈریس (اختیاری)					

*تمام خانے پُر کرنا لازم ہیں۔

اقرار نامہ

میں _____ وکیل/نوکل پرسن برائے _____

اقرار کرتا ہوں کہ اوپر دی گئی معلومات میرے علم کے مطابق درست/صداقت پر مبنی ہیں اور میں عدالتی کاروائی کو کسی بھی آلے کے ذریعے ریکارڈ نہیں کروں گا اور نہ ہی انہیں کسی بھی پلیٹ فارم پر نشر/عام کروں گا اور اگر ایسا کرتا ہوں تو مجھ پر لاگو قابل عمل قوانین کے تحت کاروائی کی جاسکتی ہے۔

_____

نام اور دستخط
(وکیل/نوکل پرسن/درخواست گزار)

تمام ضروری دستاویزی ثبوت لف ہذا ہیں۔

ہاں ☐ نہیں ☐

ریڈر عدالت

ہدایات

برائے سائلین / وکلاء بغرض سہولت وڈیو لنک

1. کوئی بھی سائل یا وکیل (زیر التواء کیسز میں) جو وڈیو لنک کی سہولت حاصل کرنا چاہتا ہو، اس کے لئے درخواست دے سکتا ہے۔ یہ کام باآسانی مقررہ فارم (جو ویب سائیٹ https://dsj.punjab.gov.pk) پر دستیاب ہے، کو پُر کر کے 7 یوم میں جمعہ اور ہفتہ کو داخل کیا جا سکتا ہے۔ تاہم استثنائی صورتوں میں جہاں urgency کا امر شامل ہو، سہولت کی فراہمی کے لئے ہفتہ کے کسی بھی دن کے لئے درخواست دی جا سکتی ہے، جس کا فیصلہ عدالت کرے گی۔ یہ بات قابل ذکر ہے کہ وڈیو لنک کی سہولت، ایک جدید اور دسترس پذیر آلہ ہے، جو کہ اشتہاری مجرموں کو فراہم نہیں کی جائے گی۔ ایک سیدھا اور شفاف عمل یقینی بنانے کے لئے، درخواست کا مقرر کردہ فارم عدالت میں منظوری حاصل کرنے کے لئے جمع کیا جانا چاہیے۔

2. اگر سائل ذاتی حیثیت میں متعلقہ ضلعی عدالت کی علاقائی حدود میں موجود ہو تو اسے وڈیو لنک کی سہولت فراہم نہیں کی جائے گی۔ ماسوائے ان صورتوں کے جس میں بوجہ بیماری، معذوری، جغرافیائی فاصلہ، سفری پابندیوں، حساس معاملات جن میں سائل / وکلاء کی حفاظت اور سلامتی یا دیگر مجبوری کے اسباب شامل ہیں۔ تاہم یہ تمام بیان کردہ جوازات متعلقہ عدالت کی منظوری سے مشروط ہوں گے۔

3. سائل کو وڈیو لنک کی سہولت حاصل کرنے کے لئے متعلقہ عدالت کی منظوری کے مطابق ایک مناسب تاریخ اور وقت مقرر کیا جائے گا، جس سے متعلقہ افراد کو مطلع کر دیا جائے گا۔ پیشی لسٹ میں ایسے مقدمات کے سامنے ایک "ویڈیو لنک لنگ" دیکھا جائے گا تاکہ سائل / وکلاء کو معلومات فراہم کی جا سکے۔

4. مقدمہ کی سماعت سے 1 گھنٹہ قبل فریق مقدمہ اس امر کو یقینی بنائے گا کہ ویڈیو لنک کے ذریعے گواہ یا سائل مقررہ / منظور شدہ مقام پر موجود ہے تاکہ اصل شناختی کارڈ یا اصل پاسپورٹ کے ذریعے گواہ یا سائل کی شناخت / تصدیق کی جا سکے اور اس کی بائیومیٹرک تصدیق کو کسی بااختیار شخص کی موجودگی میں نادرہ کے ذریعے تصدیق کرایا جا سکے اور اس حد تک ایک سرٹیفکیٹ عدالت میں جمع کروایا جائے گا تاکہ جعل شخصی سے بچا جا سکے۔

5. معذور سائلین کی بائیومیٹرک تصدیق کے لئے، مقامی ضلعی عدالت ایک افسر / آفیشل کو مقرر کرے گی جو کہ آئی ٹی میں ماہر ہو گا تاکہ وہ سائل کے مقام / جگہ پر متذکرہ مقصد کے لئے جائے۔ اس مقصد کے لئے، سائل عدالت کے موجودہ یا مقرر کردہ ضوابط کے مطابق سفری اخراجات برداشت کرے گا۔

6. ایسا سائل جس کی متعلقہ عدالت میں وڈیو لنک کی سہولت فراہم کرنے کی درخواست منظور کی ہو اور وہ اس عدالت کی علاقائی حدود میں موجود نہ ہو تو وہ اس سہولت کو ضلعی / سینئر عدالت (متعلقہ) جہاں وہ حاضر ہے SOP's کی شرائط پوری کرنے کے بعد حاصل کر سکے گا۔

7. اگر سائل بیرون ملک رہائش پذیر / موجود ہے اور مذکورہ سہولت حاصل کرنے کی بابت عدالت اس کی درخواست منظور کر لیتی ہے، تو وہ اس صورت میں متعلقہ ملک میں سفارت خانہ جیسا کہ پاکستان ایمبیسی / ہائی کمیشن / قونصلیٹ / نوٹری سے وڈیو لنک کی سہولت حاصل کرے گا۔ پاکستان ہائی کمیشن / سفارت خانے کا افسر، جسے پاکستان ہائی کمشنر / متعلقہ ملک کے سفیر کی طرف سے شہادت کی ریکارڈنگ کے مقام پر نامزد کیا جائے گا، وہ سفارت خانے / ہائی کمیشن / قونصلیٹ / نوٹری میں گواہ یا سائل کی دستیابی کو بوقت ریکارڈ کیے جانے شہادت یقینی بنائے گا، اور کسی بھی قسم کے آلہ یا شخص کو گواہ یا سائل کی مدد کی اجازت نہ دے گا۔

8. دعوی / درخواست کا ایک سیٹ، تحریری بیان / تحریری جواب، شکایت یا کوئی دوسری دستاویز جس کا وہ کسی بھی قانون کے تحت فی الوقت مطالبہ کرنے کا حقدار ہو، گواہ یا سائل کو شہادت سے پہلے فراہم کیا جانا چاہیے۔ تاکہ گواہ یا سائل کو دستاویزات سے آشنائی ہو، اور گواہ کی طرف سے اس بابت ایک تصدیق عدالت میں جمع کروائی جائے گی۔

9. ایسا گواہ / سائل حلف نامہ / اقرار نامہ دائر کرے گا جس کی تصدیق کسی جج / سفیر / ہائی کمشنر یا کسی بھی شخص کی طرف سے ہو جو سفیر / ہائی کمشنر کی طرف سے مجاز ہو، اس یقین دہانی کے ساتھ کہ اصل شخص / گواہ، جس کا بیان وڈیو لنک کے ذریعے ریکارڈ کیا جانا ہے، اس کے سامنے حاضر ہے اور کسی بھی جعل شخص سے بچنے کے لئے اس کی ایک کاپی دوسرے فریق کو فراہم کی جائے۔

10. ایسے گواہ یا سائل مقدمہ کا بیان کو The Oaths Act, 1873 کے تحت پاکستان کے معیاری وقت کے مطابق عدالتی اوقات میں لکھا جائے گا اور گواہ یا سائل کو پاکستان اور اس کے رہائش پذیر ملک کے درمیان وقت کے فرق کی وجہ سے کسی قسم کی تکلیف کی درخواست نہ کرے گا۔

11. صرف متعلقہ عدالت ہی وڈیو لنک کی تمام ایسا کاروائی کو ریکارڈ کرے گی اور کسی دوسرے شخص کو سماعت ریکارڈ کرنے کی اجازت نہیں ہو گی۔ وڈیو لنک کورٹ کی مقرر کردہ جگہ کے اندر کسی کو بھی موبائل فون سمیت الیکٹرانک یا کوئی اور ریکارڈنگ آلہ لے جانے کی اجازت نہیں ہو گی کیونکہ غیر مجاز شخص کے ذریعہ وڈیو ریکارڈنگ سختی سے ممنوع ہے۔ اگر کوئی ایسا کرتا ہے تو اس کے خلاف متعلقہ قوانین کے تحت کارروائی کی جائے گی۔

12. کوئی بھی شخص بشمول وکیل ایسی وڈیو لنک کورٹ ریکارڈنگ / کارروائی کے ٹرانسکرپٹ کی کاپی کے حصول کی درخواست نہ کر سکتا ہے۔

13. وکلاء صاحبان اور پولیس افسران وغیرہ اپنے مناسب یونیفارم / لباس میں ہوں گے جب انہوں نے کسی وڈیو لنک کاروائی میں شرکت کرنی ہو۔

14. وڈیو لنک کی سہولت حاصل کرنے والے فریق کو سہولت کے انتظامات کے اخراجات برداشت کرنے ہیں اور اسے عدالت کو پیشگی صلاحیت کی USB / ایکسٹرنل ہارڈ ڈرائیو (کم از کم GB125 سے GB500) بھی فراہم کرنی ہے۔ تاکہ کیس کی ریکارڈنگ کو مستقل طور پر محفوظ رکھا جا سکے۔ وڈیو کو عدالت ریکارڈ کرے گی، عدالت کی مہر کے ساتھ محفوظ ہو گی، جسے Password Protection کے ساتھ کیس فائل کا حصہ بنایا جائے گا۔

15. وڈیو لنک کے ذریعے عدالت کے سامنے دلائل دینے کی سہولت کو ایس او پیز کے مطابق، کوئی بھی وکیل یا شخص حاصل کر سکتا ہے۔

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:

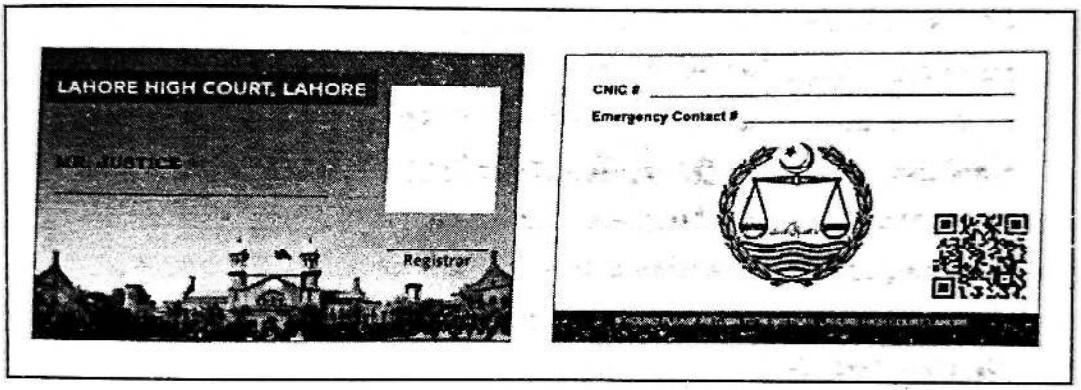
1. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
2. The Director General, Judicial & Case Management, Lahore High Court, Lahore.
3. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
4. The Secretary/ Private Secretary-I to the Hon'ble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

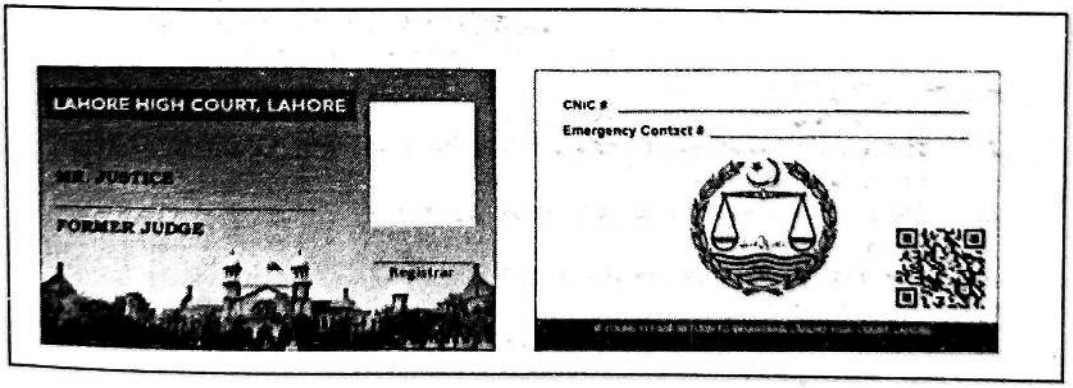
Redesign of Official Identification Service Cards

For proper institutional representation, recognition, and uniformity, it was considered necessary to redesign the Identification Service Cards by including the official logo of the Lahore High Court and enhancing the visibility of the institution's name. Accordingly, with the orders of the Hon'ble Chief Justice, the matter was placed before the Hon'ble Administration Committee, which, on 29.11.2024, approved the following new designs of official identification/service cards for the Hon'ble Judges, Hon'ble former Judges, District & Sessions Judges (Serving & Retired), and Employees (Serving & Retired) of the Lahore High Court:-

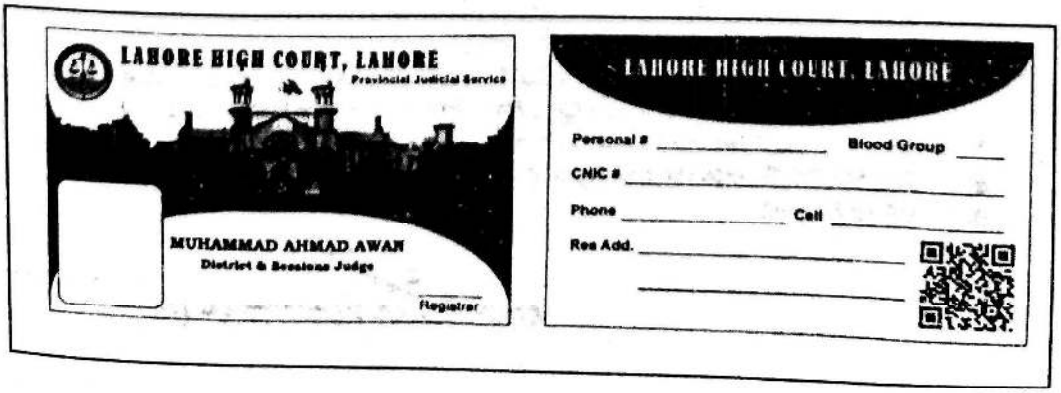
For Serving Hon'ble Judges of LHC



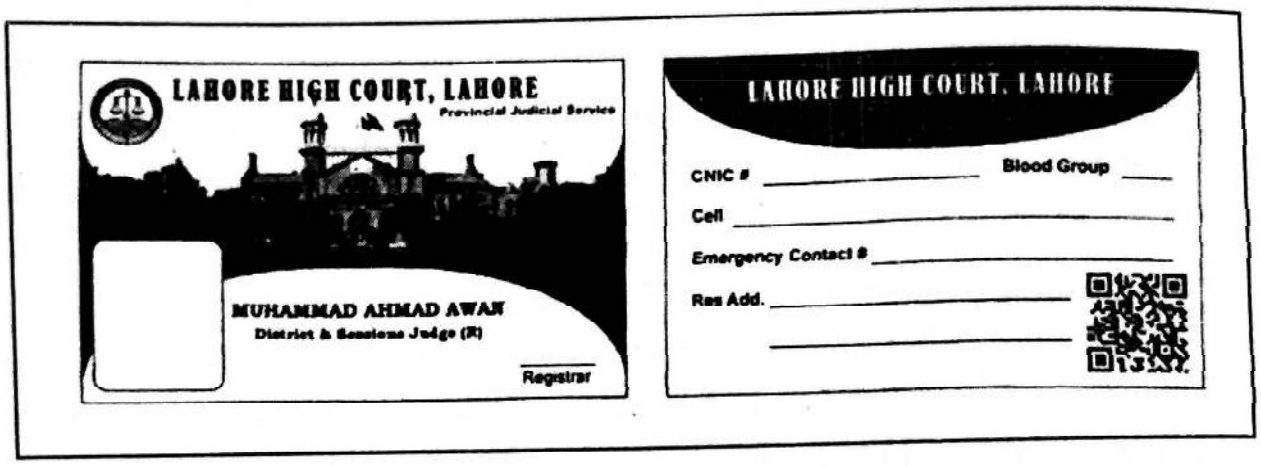
For Retired Hon'ble Judges of LHC



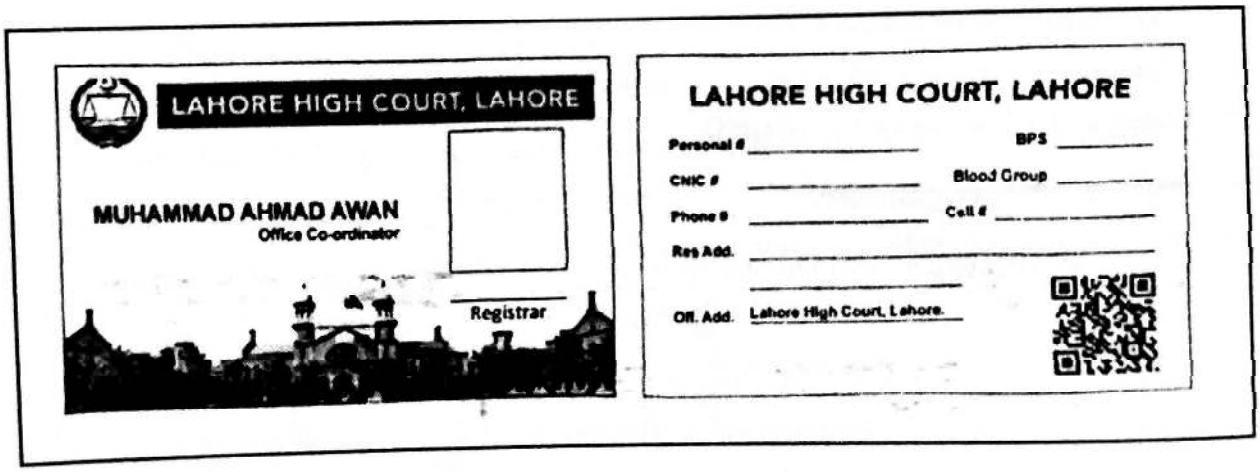
For Serving Learned D&SJ



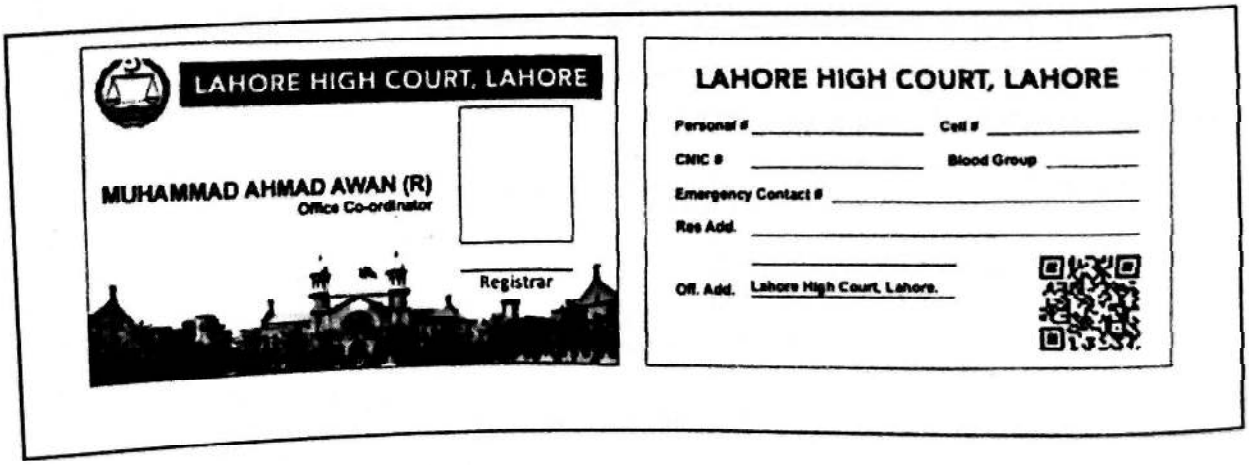
For Retired Learned D&SJ



For Serving LHC Officers/Officials



For Retired LHC Officers/Officials



LAHORE HIGH COURT, LAHORE

No. 6010 IT/LHC. Dated: 16/04/2026

CIRCULAR

The Hon'ble Chief Justice and the Judges have been pleased to approve the ***"User Access Protocols and their respective Authorization Authorities"*** *for all Members of the Establishment of this Court (Principal Seat & Allied Benches) as well as the District Judiciary, Punjab, who have been using the software applications officially installed at their respective place/station.*

2. *Accordingly, the software users concerned shall follow the prescribed procedure to obtain formal approval according to their respective roles from the designated signatory authorities* ***(Annexure-I)****, before forwarding the request to the IT Wing for necessary action.*

(JAMAL AHMAD)
Additional Registrar (IT) /
Focal Person (IT-CFMS, PITB)

Copy forwarded for information to: -

i. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
ii. *The Director General, (Judicial and Case Management), Lahore High Court, Lahore.*
iii. *The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.*
iv. *The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
v. *All the Senior Additional Registrars, Additional Registrars, Deputy Registrars & Assistant Registrars, Principal Seat & allied Benches to inform all the staff members working under their supervision to comply with the kind directions with letter and spirit.*
vi. *All the Additional Registrar (C.S)/Senior Private Secretaries/Private Secretaries to the Hon'ble Judges, Principal Seat & allied Benches.*
vii. *The Head Judgment Writer, Lahore High Court, Lahore.*
viii. *The Staff Officer to learned Registrar, Lahore High Court, Lahore.*
ix. *All the District & Sessions Judge, Punjab.*
x. *Office Record.*

(JAMAL AHMAD)
Additional Registrar (IT) /
Focal Person (IT-CFMS, PITB)

Annexure-I

USER ACCESS PROTOCOLS AND AUTHORIZATION AUTHORITIES

Following authorities have been designated by the Administration Committee for the grant of permissions (user creation and their roles/rights in Software Applications) with respect to their Access Domains for Lahore High Court (Principal Seat & its Allied Benches) as well as for District Judiciary, Punjab:-.

Sr. No.	Access Domain	Lahore High Court		District Judiciary Punjab
		Principal Seat	Allied Benches	
		Authorized Officer / Judge		
1	**Basic User** (View Data Only)	Additional Registrar	Assistant Registrar	Additional Sessions Judge-I
2	**Task User** (View, Write Data)	Additional Registrar/ Director General	Deputy Registrar	District & Sessions Judge
3	**Support User** (View, Write, Correction of Data)	Director General/ Registrar	Additional Registrar	Director General (District Judiciary)/ Registrar
4	**Admin User** (View, Write, Correction, Create Users)	Registrar/ Hon'ble Admin Judge IT	Senior Additional Registrar/ Hon'ble Senior Judge	Registrar/ Hon'ble Admin Judge IT

LAHORE HIGH COURT, LAHORE

No. 6011 IT/LHC. Dated: 16/04/2026

CIRCULAR

The Hon'ble Chief Justice and the Judges have been pleased to approve **"LHC Information Security & Data Protection Protocols (LHC-ISDPP-2025)"** applicable to all the members of the establishment of this Court (Principal Seat & Allied Benches) as well as the District Judiciary Punjab, who are using the software applications installed in this Court, in accordance with the Global Security Benchmark.

2. As an essential part of this policy, all software users are required to follow **"Password Rotation Policy"** protocol, which encompasses following complexity standards:

i. Use mix of uppercase & lowercase letters
ii. Include numeric digits
iii. Include special characters
iv. Avoid short passwords (Minimum 8 characters)
v. Avoid easy to guess passwords like your name, date of birth etc.
vi. Do not repeat any of the last three previously used passwords
vii. Change passwords frequently

3. In case of transfer/posting or retirement, the concerned officials/ officers must ensure that their user accounts are closed/ disabled through IT Wing of this Court, to avoid unauthorized use.

(JAMAL AHMAD)
Additional Registrar (IT) /
Focal Person (IT-CFMS, PITB)

Copy forwarded for information to: -

i. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
ii. The Director General, (Judicial and Case Management), Lahore High Court, Lahore.
iii. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
iv. The Secretary/ Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
v. All the Senior Additional Registrars, Additional Registrars, Deputy Registrars & Assistant Registrars, Principal Seat & allied Benches to inform all the staff members working under their supervision to comply with the kind directions with letter and spirit.
vi. All the Additional Registrar (C.S)/ Senior Private Secretaries/ Private Secretaries to the Hon'ble Judges, Principal Seat & allied Benches.
vii. The Head Judgment Writer, Lahore High Court, Lahore.
viii. The Staff Officer to learned Registrar, Lahore High Court, Lahore.
ix. All the District & Sessions Judge, Punjab.
x. Office Record.

(JAMAL AHMAD)
Additional Registrar (IT) /
Focal Person (IT-CFMS, PITB)