DIRECTORATE OF DISTRICT JUDICIARY WING

(Monitoring)

Sr.#	Description	Circular/ Notification No.	Page
1.	Complaint made by Raja Zafar against Staff of District Judiciary--- Report of Inquiry. Circulation of Suggestions/Guidelines for Betterment and Streamlining of submission and receipt of Challans of Labor and Civil Defense cases.	Letter No.12227/DDJ /MNT/Circulation, dated 01.08.2024.	1
2.	Directions regarding embezzlement of amount in Sessions & Civil Courts.	Letter No.2524/DDJ /MNT-I/Emb/2025, dated 24.02.2025.	3
3.	SOPs qua Effective Mechanism to Curb Fraud/Forgery as to avoid any Untoward Incident in Future.	Letter No.4107/DDJ /MNT/SOPs, dated 08.04.2025.	4
4.	Implementation of Complaint Mechanism for Receiving and Processing Complaints against Court Staff.	Letter No.17151/DDJ /MNT-I/Misc/25, dated 08.10.2025.	7

(PE&CB)

Sr.#	Description	Circular/ Notification No.	Page
1.	Designation of Model Courts (Civil & Criminal) along with the Directions for Disposal of Cases Expeditiously.	Letter No.10150/DDJ /PE&CB/MCTC, dated 11.08.2025.	8
2.	Commercial Litigation Corridor.	Letter No.10190/NJPMC/ Commercial/PE&CB, dated 11.08.2025.	10

3.	Addition of New Categories in the Proformas of Monthly Sessions and Civil Statements of District Judiciary, Punjab.	Letter No. 10526/PE&CB/ DDJ/S&C/Proformas, dated 05.09.2025.	12

(P&D)

Sr.#	Description	Circular/ Notification No.	Page
1.	Standard Operating Procedures (SOPs) regarding Health Insurance Policy for the Judges of District Judiciary, Punjab.	Letter No.5554/DDJ, dated 09.05.2025.	14
2.	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.	Letter No.9862/DDJ, dated 31.07.2025.	18
3.	Online Video Link Facility for Recording of Evidence, arguments and statements of the witnesses etc. during court proceedings in the Ex-Cadre Courts of the Province of the Punjab.	Letter No.10239/DDJ, dated 12.08.2025.	23
4.	SOPs regarding institutional response to extraneous influence on Judges of District Judiciary.	Letter No. 16142/DDJ/LJCP/ Complaint, dated 16.09.2025.	28
5.	Standard Operating Procedures for maintenance and use of the rest houses and common pool vehicles in the District Judiciary.	Letter No.162/Bldgs/B.A-VII, dated 30.01.2025.	30
6.	Standard Operating Procedures for maintenance and use of the rest houses and common pool vehicles in the District Judiciary.	Letter No. 288/Bldgs/B.A-VII, dated 07.03.2025.	32
7.	Standard Operating Procedures for maintenance and use of the rest houses and common pool vehicles in the District Judiciary.	Letter No. 558/Bldgs/B.A-VII, dated 14.05.2025.	33
8.	Implementation of the Punjab Establishment of Special Courts (Overseas Pakistanis Property Act), 2025.	Letter No. 10242/P&D-I/DDJ, dated 13.08.2025.	34
9.	Establishment of Special Courts under the Punjab Control of Narcotics Substances Act, 2025.	Letter No.18484/ CNS/P&D-I/DDJ, dated 24.10.2025.	37
10.	Designating Presiding Officers of the Courts to try Offences under Section 44 of the Prevention of Electronic Crimes (PECA) Act, 2016.	Letter No. 9870/PE&CB/DDJ, dated 31.07.2025.	38

11.	Designating Presiding Officers of the Courts to try Offences under Section 44 of the Prevention of Electronic Crimes Act, 2016.	Letter No. 19121/PECA/ P&D-I/DDJ, dated 07.11.2025.	39
12.	Notification regarding designation of all D&SJs & AD&SJs posted in the field as Consumer Courts and designation of D&SJ of each district as the Administrative Judge of the Consumer Courts.	Notification No. 76/CC/NOM/ P&D-I/DDJ, dated 01.08.2025.	40
13.	Timelines for Disposal of Different Category of Cases.	Letter No.15815/ Timelines/DG-DDJ, dated 11.09.2025.	42
14.	Standard Operating Procedures (SOPs) for the Occupation and Management of Murree Lodges.	Notification No. 1648/ML-SOP-P&D/DDJ, dated 02.02.2026.	44

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

Phone No. 042-99212956-Ext.306
Email: monitoring.ddj@lhc.gov.pk

No. 12227 /DDJ/MNT/Circulation
Dated 01-08-, 2024

From

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

To

All the District & Sessions Judges,
In the Punjab.

Subject: ***COMPLAINT MADE BY RAJA ZAFAR AGAINST STAFF OF DISTRICT JUDICIARY----REPORT OF INQUIRY***

CIRCULATION OF SUGGESTIONS/GUIDELINES FOR BETTERMENT AND STREAMLINING OF SUBMISSION AND RECEIPT OF CHALLANS OF LABOUR AND CIVIL DEFENCE CASES

Dear Sir/Madam,

I am directed to refer to the subject cited above and to convey that the ***Hon'ble Chief Justice*** *has been pleased to approve the suggestions and circulation thereof amongst all the District & Sessions Judges in the Punjab with direction to follow the same as and where such cases are being dealt as under:-*

a) *At present, challans are directly presented in the courts of Special Judicial Magistrates by the officials of the Labour Directorate as well as the officials of the Civil Defence. The same are received by the Summery Clerks of the courts. There is no proper submission of such challans and receiving thereof in the courts. In order to streamline this process, it is suggested that instead of direct submission of challans under the special laws to the courts concerned, the same be directed to be submitted in the office of Senior Civil Judge (Criminal Division). The Senior Civil Judge (Criminal Division) should make proper arrangements by deputing 2/3 officials for receiving said challans directly from the officials of Labour and Civil Defence Department under proper receipt system and to send the said challans in the respective courts by entering the same in the*

computerized data of the said challans. Discretion must not be left with the labour officers to select any Special Judicial Magistrates nominated for dealing with the cases under the labour laws or laws of civil defence.

b) The Senior Civil Judge (Criminal Division) can arrange installation of some software in his Court for online verification of the challans of labour and civil defence cases before the same are received and entrusted to the respective Courts for disposal as per law.

c) Proper cause list of the cases is not placed by the Special Judicial Magistrates out of their court rooms like other cases under the Code. Every Magistrate must be bound to affix separate cause list of cases under the Special Laws outside their court rooms for convenience of the public likewise the list of civil and criminal cases.

d) The fines imposed by the courts of Special Judicial Magistrates must be deposited on the same day in the relevant head.

e) The Magistrates should also be asked to deposit month wise fine statement after getting the same verified from the District Accounts Officer alongwith their monthly statement of disposal and institution of cases. In case no fine is imposed during the entire month by any Magistrate in that eventuality statement of fine with "Nil" entry must be submitted and this matter should not be left for Readers of the Courts in any case. The Senior Civil Judges (Civil Division) must also monitor this fact prior to submitting the monthly statement of institution and disposal to the Hon'ble Lahore High Court, Lahore.

f) The fine Register and the receipts of bank challan affixed in the said fine Register must be got reconciled from the District Accounts Office at the end of month.

2. You are, therefore, directed ensure compliance, accordingly.

Yours faithfully,

MUHAMMAD SARFRAZ AKHTAR
Director General
Directorate of District Judiciary

CONFIDENTIAL

LAHORE HIGH COURT, LAHORE

[Directorate of District Judiciary]

Phone: (042-99212951) (Ext.367)

No. 2524 DDJ/MNT-I/Emb/2025 **Dated:** 24/02/2025

From

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

To

All the District & Sessions Judge,
In Punjab.

Subject: **EMBEZZLEMENT OF AMOUNT IN SESSIONS & CIVIL COURTS.**

Dear Sir,

I am directed to refer to subject cited above and to convey that the Hon'ble Chief Justice has been pleased to direct you that in future the voucher/cheque for withdrawal of amount deposited in the Government exchequer in compliance of order of this Court, shall be issued in the name of the party itself, even though application in this regard, is filed through special/general power attorney.

2. Kindly ensure compliance of the orders of the Hon'ble Chief Justice, in letter and spirit.

Yours faithfully,

24/02/2025.

Malik Ali Zulqarnain Awan
Director General
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE
(Directorate of District Judiciary)

Phone No. 042-99212956-Ext.303
Email: monitoring2.ddj@lhc.gov.pk

No. 4107 /DDJ/MNT/SOPs
Dated: 08 — 04, 2025

From

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

To

All the District & Sessions Judges,
including all the Judges of Ex-Cadre Courts in Punjab.

Subject: **SOPs QUA EFFECTIVE MECHANISM TO CURB FRAUD/ FORGERY AS TO AVOID ANY UNTOWARD INCIDENT IN FURTURE.**

Dear Sir/Madam,

I am directed to refer to the subject cited above and to convey that the Hon'ble Administration Committee has expressed grave concern over increasing tendency of fraud/forgery in withdrawal of amounts deposited in the Government exchequer in different head of accounts, through mal-practices. Therefore, the Hon'ble Committee in its meeting dated 10.03.2025 has been pleased to approve the following mechanism to curb such fraud/forgery to avoid any untoward incident in future:-

I. The stamp of a court regarding the filing of any document must bear the name of the judicial officer and the date.

II. The Name of Senior Civil Judge or Duty Senior Civil Judge must be mentioned on the case information/institution sheet alongwith the name of the marking clerk with his/her signature.

III. On transfer of a Judicial Officer, all stamps of his name must be sealed in a sealed envelope and consigned to the record room for future comparison.

IV. Services of NADRA "access to verisys" must be used for verification of ID of parties.

V. The CMS (Case Management System) of the offices of Senior Civil Judge and District & Sessions Judge may be upgraded to reflect the pendency of cases of similar parties and courts (the system is already in practice in districts M.B. Din, Layyah, D.G. Khan, and R.Y. Khan).

VI. The institution/information sheet must contain the signature and thumb impression of the petitioner/plaintiff alongwith his/her photograph taken with a web camera, CNIC and cell phone numbers must be printed on the first page.

VII. *The offices of the District & Sessions Judge and Senior Civil Judge must introduce QR Code on each fresh institution relating to full particulars of the parties of the lis including institution number and computer system number and the relevant court shall not proceed with the lis unless QR Code is read and verified the particulars of the parties mentioned in the plaint/application alongwith the institution and computer system number (Partly implemented in district Nankana).*

VIII. *Each court shall develop a QR Code or Bar Code number on every decree (preliminary or final) passed regarding the court's name, full particulars of parties and their counsels, gist of the decision given, and date. The Executing Court or any other court dealing with any misc. After passing the decree, the application shall not proceed unless the QR Code and Bar Code number is read through the QR Code Reader Application and Bar Code Application for verification of the above-mentioned particulars.*

IX. *Any misc. Application relating to a transferee court must be entrusted to the successor court by the District & Sessions Judge while observing the list of successors of a court.*

X. *There must be no movement of any judicial file from one court to the other without making a specific entry in the respective dispatch and receiving registers with full particulars of the parties, names of the judicial officers, and the officials who brought and received the file.*

XI. *No official is allowed to perform the duty of another official without the specific order of a judicial officer.*

XII. *No copy petition/Sawal Form relating to a pending file shall be entertained by the copyist without permission of the SCJ (Civil Division) at district H/Q and the senior most Civil Judge, Class-I at sub division bearing their signature and stamp.*

XIII. *Every court shall ensure a full description of the particulars of a party on Challan Form No.32-A who intends to deposit an amount in the treasury and of the opposite party, including the amount in words and figures.*

XIV. *The treasury officer shall not verify the deposit of an amount relating to a suit in the treasury without specific order of the concerned court brought by Naib Qasid of the court and must also enter the name of the Naib Qasid in his register.*

XV. *The QR Code or Bar Code available on every e-stamp paper used for court fee or stamp duty must be read by the judicial officer through the QR Code Reader Application and Bar Code Reader Application just to verify the particulars of the purchaser from the parties.*

XVI. *No court shall pass an order to the Nazir for the preparation of a cheque in favor of the special attorney of a party.*

XVII. *No court shall pass the order on an application for withdrawal of an amount without ensuring the presence of the party alongwith his/their counsel. It shall also mark their attendance by names, procuring their signatures and thumb impressions of the party on the margin of the order sheet, including their photographs taken with a web camera. In exceptional cases where the original party is abroad and unable to attend the Court personally, the Special attorney may be allowed to get issued a refund voucher/cheque, however, it shall be in the name of the original party in the form of a cross-check.*

XVIII. *Every District & Sessions Judge must be bound down to declare the successor of the transferee court without a substitute, and the court is abolished, and no lis shall be entertained by the District & Sessions Judge regarding entrustment where the successor court has already been declared.*

2. *You are therefore, directed to comply with the above said SOPs in letter & spirit and also circulate amongst all the concerned.*

Yours faithfully,

07-4-2025

MALIK ALI ZULQARNAIN AWAN
Director General
Directorate of District Judiciary

No. & date even

Copy is forwarded for information and necessary action to:-

1. *The Chief Secretary, Government of the Punjab, Lahore.*
2. *The Additional Chief Secretary (Home), Government of the Punjab, Home Department, Lahore.*
3. *The Accountant General, Punjab, Lahore.*
4. *The Chairman NADRA, Islamabad.*
5. *The Inspector General of Police, Punjab.*
6. *The Secretary/Private Secretary to the Hon'ble Chief Justice.*
7. *The Staff Officer to the Worthy Registrar, Lahore High Court, Lahore.*
8. *The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore.*
9. *The Director General (J&CM), Lahore High Court, Lahore*
10. *The Senior Research Officer, Lahore High Court, Lahore.*
11. *Additional Registrar (B&F), Lahore High Court, Lahore.*
12. *Office record.*

Director General
Directorate of District Judiciary

CONFIDENTIAL

LAHORE HIGH COURT, LAHORE

[Directorate of District Judiciary]

Phone: (042-99212951) (Ext.367)

No. 17151 DDJ/MNT-I/Misc/25 **Dated:** 08-10-2025

From

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

To

All the District & Sessions Judges,
In the Punjab.

Subject: **IMPLEMENTATION OF COMPLAINT MECHANISM FOR RECEIVING AND PROCESSING COMPLAINTS AGAINST COURT STAFF**

Dear Sir,

I am directed to refer to the subject cited above and convey that the matter was placed before the Hon'ble Chief Justice and her ladyship has been pleased to direct as under:-

I. District & Sessions Judges in the Punjab, are directed to display an E-mail address and a WhatsApp number at website of the concerned District, as well as on notice board outside his office, which shall be used for receiving of the complaints against Court Staff.

II. Drop Boxes for dropping of the complaints, be installed outside the office of District & Sessions Judge, office of the Senior Civil Judge and in Judicial Lockups. Complaint Boxes shall be opened at the time of opening of the Diary Boxes and the complaints shall be processed swiftly.

III. On receiving of a complaint against Court Staff, the complainant shall be sent a SMS as acknowledgment of receipt of his/her complaint and the fate of the complaint, shall also be communicated to the complainant through SMS as well as through an official letter, at postal address of the complainant.

02. Kindly ensure compliance accordingly.

Yours faithfully,

08-10-2025
Malik Ali Zulqarnain Awan
Director General
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE
DIRECTORATE OF DISTRICT JUDICIARY
Contact No. 042-99212951 (Ext: 160 & 283)
E-mail: ddj.pecb@gmail.com

No. 10150 /DDJ / PE&CB/ MCTC/ Attock
Dated Lahore 11 / 08 / 2025

From,

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

To,

The District & Sessions Judge,
Attock.

Subject: - **DESIGNATION OF MODEL COURTS (CIVIL & CRIMINAL) ALONG WITH THE DIRECTIONS FOR DISPOSAL OF CASES EXPEDITIOUSLY.**

Dear Sir,

I am directed to convey that the **Hon'ble Chief Justice,** has been pleased to:-

i. Designate the Model Courts in your District, along with Specific and General Directions. The details in tabulated form are attached as **(Flag-A)**,

ii. Approve the instructions (attached as **Flag-B**) addressed to:

a). District & Sessions Judges
b). District Public Prosecutors
c). District Police Officers

to ensure smooth conduct of trials in the Model Criminal Courts.

iii. Grant you one-time permission to transfer Sessions cases (where charge has been framed) from other Sessions Courts to the designated Model Criminal Courts of Additional Sessions Judges (ASJs).

2. You are, therefore, required to ensure the compliance of above said directions and send data of Model Courts (Civil & Criminal) monthly as per prescribed proformas (attached as **Flag C to F**) from the month of September, 2025 positively.

Yours faithfully,

MALIK ALI ZULQARNAIN AWAN
DIRECTOR GENERAL
DIRECTORATE OF DISTRICT JUDICIARY

Note:

The entrustment of cases to the Model Courts (Civil & Criminal) has been described in the tabular proforma (Flag-A) based on the year-wise & Category-wise pendency of cases (upto 30.06.2025) submitted by your kind office.

LAHORE HIGH COURT, LAHORE

DIRECTORATE OF DISTRICT JUDICIARY

Contact No. 042-99212951 (Ext: 200)
E-mail: ddj.pecb@gmail.com

No. 10190 /NJPMC/Commercial/PE&CB
Dated 11 / 08 /2025

From:

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

To:

All the District & Sessions Judges,
in the Punjab.

Subject: **COMMERCIAL LITIGATION CORRIDOR**

Dear Sir/Madam,

In continuation and supersession of this office letter No.10070/NJPMC/Commercial/PE&CB dated 06.08.2025, I am directed to inform that the **Hon'ble Chief Justice** has been pleased to approve that following categories of commercial disputes are to be adopted for the categorization and allocation of cases:

> "Commercial Dispute means any dispute, claim or counterclaim arising out of a contractual dispute where the value of the claim or counterclaim is **thirty million rupees** or more, related to or connected with any transaction of trade, business or commerce, excluding sale or purchase of immovable property:
>
> i. between the domestic companies; or
> ii. between a domestic company and a foreign company or a firm; or
> iii. between the firms; or
> iv. between a firm and domestic or foreign company; or
> v. between the foreign companies; or
> vi. between a domestic company, foreign company or a firm and a private person."

2. I am further directed to convey that the **Hon'ble Chief Justice** has further been pleased to approve the proposed District Wise list of Judicial Officers (copy enclosed) who will act as first Commercial Appellate Courts and Commercial Trial Courts, so they can hear such appeals and try cases involving commercial disputes, respectively. Moreover, you are requested to inform this Court after the Commercial

Courts have been working for six months, providing fresh nominations so the Presiding Officers of the Commercial Courts can be re-notified, if the Hon'ble Chief Justice considers it appropriate.

3. You are also requested to submit the data pertaining to month-wise institution and disposal as per appended proforma, so that the same may be placed before the Hon'ble Inpection Judge of Commercial Courts in the Punjab.

Yours faithfully,

(MALIK ALI ZULQARNAIN AWAN)
Director General
Directorate of District Judiciary

No. & Date Even:

A copy is forwarded to the Secretary, Law & Justice Commission of Pakistan, Islamabad for information and further necessary action.

Director General
Directorate of District Judiciary

Encl: As Above

LAHORE HIGH COURT, LAHORE

DIRECTORATE OF DISTRICT JUDICIARY
Contact No. 042-99212951 (Ext: 200 & 283)
E-mail: ddj.pecb@gmail.com

No. 10526 /PE&CB/DDJ/S&C/Proformas
Dated Lahore 05 / 09 / 2025

From

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

To

All the District & Sessions Judges,
In the Punjab.

Subject: ***ADDITION OF NEW CATEGORIES IN THE PROFORMAS OF MONTHLY SESSIONS AND CIVIL STATEMENTS OF DISTRICT JUDICIARY, PUNJAB.***

Dear Sir,

I am directed to refer to the subject cited above, and to inform that the ***Hon'ble Chief Justice*** *has been pleased to approve the addition of following new categories in the monthly Sessions and Civil statement proformas:-*

For Sessions Statement

i. *Applications under section 12(2) CPC*
ii. *Petitions of contempt of Court*
iii. *Anti-Rape Cases*
iv. *Applications for restoration of Appeal/Suit*
v. *Applications for setting aside Ex-parte decree*
vi. *Applications under section 476 Cr.P.C*
vii. *Electricity criminal cases*
viii. *Sui Gas civil & criminal cases*
ix. *Cases under PECA*
x. *Cases under Special & Local laws*
xi. *Applications u/s 22-A & 22-B of Cr.P.C*
xii. *Appeals in Commercial Cases*
xiii. *Appeals in Cases of Educational Institutions/Medical Colleges*

For Civil Statement

i. *Petitions of contempt of courts*
ii. *Applications under section 12(2) CPC*
iii. *Application for restoration of suits/applications*
iv. *Bail applications*
v. *Application for setting aside ex-parte decree/orders*
vi. *Superdari (others)*
vii. *Traffic Challans*
viii. *All types of Qalandaras*
ix. *Cases under Special & Local laws*
x. *Applications for constitution of Medial Board*

xi. *Cancellation Reports*
xii. *Discharge Reports*
xiii. *Commercial Cases*
xiv. *Cases of Educational Institutions & Medical Colleges*

2. *You are, therefore, required to submit monthly Sessions and Civil statements as per amended proformas (copy attached) from the month of September, 2025.*

Yours faithfully,

03-9-2025

(MALIK ALI ZULQARNAIN AWAN)
DIRECTOR GENERAL
DIRECTORATE OF DISTRICT JUDICIARY

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

Ph: 042-99212951-66 (Ext:306)

No. 5554 /DDJ

Dated: 09 / 05 /2025

From

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

To

All the District & Sessions Judges,
in the Punjab.

Subject: ***STANDARD OPERATING PROCEDURES (SOPs) REGARDING HEALTH INSURANCE POLICY FOR THE JUDGES OF DISTRICT JUDICIARY, PUNJAB.***

Dear Sir/ Madam,

In supersession of this Court's letter No.2556/P&D-I/DDJ, dated 25.02.2025, I am directed to convey that the **Hon'ble Chief Justice** has been pleased to approve the Standard Operating Procedures (SOPs) for implementation and execution of the subject matter as follows: -

i. A Judicial Officer and his/her dependents, excluding a son over 25 years of age and a married daughter, shall be entitled to receive health insurance benefits during the continuance of Judicial Officer's service.

ii. Judicial Officers of the District Judiciary, Punjab, shall inform their respective District & Sessions Judges of the following events, for onward transmission to this Court, within 30 days:

   a) The birth of a child.
   b) The death of a dependent.
   c) A son attaining the age of 25 years.
   d) The marriage of a daughter.

   And name of new born child shall be included and name of deceased dependent, a son attaining the age of 25 years and a married daughter shall be excluded, accordingly.

iii. Upon retirement, a Judicial Officer and his/her family members shall cease to have the Health Insurance benefits. Therefore, a retired Judicial Officer shall surrender his/her health insurance card

to the office of the concerned District & Sessions Judge or the Director General, Directorate of District Judiciary of this Court, within three days of his/her retirement, failing which, his/her health insurance card/facility shall be blocked.

iv. In the event of the death of a Judicial Officer, his/her dependents shall no longer be entitled to health insurance benefits.

v. In the case of termination or removal from service, a Judicial Officer and his/her dependents shall no longer be entitled to health insurance benefits.

vi. Upon fresh appointment, a Judicial Officer shall provide his/her details, as well as the details of his/her dependents (excluding a son over 25 years of age and a married daughter), including name, gender, relationship, CNIC number, date of birth, age, and any medical disabilities, through his/her concerned District & Sessions Judge, along with an affidavit confirming that the data so provided is accurate and correct. Any misstatement in this regard shall entail disciplinary action.

2. You are, therefore, requested to circulate the above SOPs amongst the Judicial Officers working under your administrative control, as well as those working in Ex-Cadre courts/posts, for their information and strict compliance. The District & Sessions Judge, Rawalpindi, is requested to circulate the SOPs to the Judicial Officers posted on deputation in various institutes of Islamabad.

Yours faithfully,

07-5-25

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. 2556 / P&D-I/ DDJ
Dated: 25 / 02 / 2025

From

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

To

All the District & Sessions Judges,
in the Punjab.

Subject: ***STANDARD OPERATING PROCEDURE (SOPs) REGARDING HEALTH INSURANCE POLICY FOR THE JUDGES OF THE DISTRICT JUDICIARY, PUNJAB.***

Dear Sir/ Madam,

I am directed to refer to the subject cited above and to state that the **Hon'ble Chief Justice** has been pleased to approve following Standard Operating Procedures (SOPs) for the implementation and execution of the subject matter and to circulate the same amongst all the Judicial Officers of the District Judiciary, Punjab, through the concerned District & Sessions Judges: -

i. A Judicial Officer and his/ her dependents, excluding a son over 25 years of age and a married daughter, shall be entitled to receive health insurance benefits during the continuance of Judicial Officer's service.

ii. Judicial Officers of the District Judiciary, Punjab, shall inform their respective District & Sessions Judges of the following events, for onward transmission to this Court, within 30 days:
   a) The birth of a child.
   b) The death of a dependent.
   c) A son attaining the age of 25 years.
   d) The marriage of a daughter.

   And name of new born child shall be included and name of deceased dependent, a son attaining the age of 25 years and a married daughter shall be excluded, accordingly.

iii. Upon retirement, a Judicial Officer and his/ her family members shall cease to have the Health Insurance benefits. Therefore, a retired Judicial Officer shall surrender his/ her health insurance card to the office of the concerned District & Sessions Judge or the Director General, Directorate of District Judiciary of this Court, within three days of his/ her retirement, failing which, his/ her health insurance card/ facility shall be blocked.

iv. If a Judicial Officer is posted on deputation in the august Supreme Court of Pakistan, Law & Justice Commission of Pakistan, Federal Shariat Court,

Islamabad High Court or Federal Judicial Academy, his/her health insurance entitlement, as well as that of his/her dependents, shall come under abeyance till his/her repatriation. A Judicial Officer proceeding on deputation shall surrender his/her health insurance card to the District & Sessions Judge of his/her last place of posting or the Director General, Directorate of District Judiciary of this Court, before relinquishing charge, failing which, his/her health insurance card/facility shall be blocked.

v. In the event of the death of a Judicial Officer, his/her dependents shall no longer be entitled to health insurance benefits.

vi. In the case of termination or removal from service, a Judicial Officer and his/her dependents shall no longer be entitled to health insurance benefits.

vii. Upon fresh appointment, a Judicial Officer shall provide his/her details, as well as the details of his/her dependents (excluding a son over 25 years of age and a married daughter), including name, gender, relationship, CNIC number, date of birth, age, and any medical disabilities, through his/her concerned District & Sessions Judge, along with an affidavit confirming that the data so provided is accurate and correct. Any misstatement in this regard shall entail disciplinary action.

2. You are, therefore, requested kindly to circulate the said SOPs amongst the Judicial Officers working under your administrative control for their information and compliance, in letter and spirit.

Yours faithfully,

(AHSAN MAHMOOD MALIK)
Additional Registrar (P&D)
For Director General

LAHORE HIGH COURT, LAHORE

Phone No. 042-99212951 Ext.306
Fax No. 042-99212281

No.**9862**/DDJ

Dated: **31.07.2025**

From

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

To

All the District & Sessions Judges,
In the Punjab

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/Madam,

With reference to the subject cited above, I have been directed to convey that the Hon'ble Authority has directed you to ensure that:

(i). every Court in your administrative control continues to be an e-Court in the light of the instructions conveyed vide this Court's letter No. 10027/DDJ dated 27.07.2024 and instructions outlined in the request proforma for video link facility (copies attached at **Annex-A** & **B**).

(ii). each court of the District Judiciary in Punjab displays panaflexes of the Video Link Request Form/Proforma, along with the instructions issued by this Court, as follows:

a. A panaflex inside the courtrooms (displaying the instructions and Form/Proforma in Urdu), and a panaflex outside the courtrooms (displaying the instructions and Form/Proforma in English);
b. Both panaflexes should measure 14 inches in height and 20 inches in width, following the pattern illustrated in **Annexure-A.1** and **B.1**.

Yours faithfully,

31-7-2025

(Malik Ali Zulqarnain Awan)
Director General
Directorate of District Judiciary

ڈسٹرکٹ جوڈیشری پنجاب

وڈیو لنک درخواست فارم برائے زیرِ التواء کیسز

تاریخ وڈیو لنک درخواست	تاریخ	مہینہ	سال	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 (کامپی سسٹک)					
وجہ/جواز برائے حاضری بذریعہ وڈیو لنک (دستاویزی ثبوت کے ساتھ)	.1				
	.2				
	.3				
معلومات رابطہ					
درخواست گزار کا پتہ					
فعال موبائل نمبر					
وٹس ایپ نمبر					
ای میل ایڈریس (اختیاری)					

*تمام خانے پُر کرنا لازم ہیں۔

اقرار نامہ

میں _____ وکیل/فوکل 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 جا سکتی ہے۔

_____

نام اور دستخط
(وکیل/فوکل 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 ویڈیو 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 فلیگ'' دیکھا یا 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 بائیو میٹرک 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 بائیو میٹرک تصدیق کے لئے، مقامی ضلعی عدالت ایک افسر/آفیشل کو مقرر کرے گی جو کہ آئی ٹی میں ماہر ہوگا 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 [redacted] (متعلقہ جہاں وہ حاضر ہے) کی شرائط پوری کرنے کے بعد حاصل کر سکے گا۔

7. اگر سائل بیرون ملک رہائش پذیر/موجود ہے اور نہ کورہ 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 ویڈیو 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. دعویٰ/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 ویڈیو لنک کے ذریعے ریکارڈ کیا جانا ہے، اس کے سامنے حاضر ہے اور کسی بھی جعل شخصی 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 ویڈیو لنک کی تمام ایسا کاروائی کو ریکارڈ کرے گی اور کسی دوسرے شخص کو سماعت ریکارڈ کرنے کی اجازت نہیں ہوگی۔ ویڈیو 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 ہوگی کیونکہ غیر مجاز شخص کے ذریعہ ویڈیو 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 ویڈیو 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. ویڈیو 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 ہوگی، 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۔

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.

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.

LAHORE HIGH COURT, LAHORE

Phone No. 042-99212951 Ext.306

Fax No. 042-99212281

No. 10239 /DDJ

Dated: 12/08/25

From

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

To

All the District & Sessions Judges,
Posted on Ex-cadre.

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

Dear Sir/ Madam,

With reference to the subject cited above, I have been directed to convey that the Hon'ble Authority has directed you to ensure that:

(i). every Court working on Ex-Cadre continues to be an e Court in the light of the instructions conveyed vide this Court's letter No. 10027/DDJ dated 27.07.2024 and instructions outlined in the request proforma for video link facility (copies attached at **Annex-A** & **B**).

(ii). each court working on Ex-Cadre displays panaflexes of the Video Link Request Form/Proforma, along with the instructions issued by this Court, as follows:

a. A panaflex inside the courtrooms (displaying the instructions and Form/Proforma in Urdu), and a panaflex outside the courtrooms (displaying the instructions and Form/Proforma in English);
b. Both panaflexes should measure 14 inches in height and 20 inches in width, following the pattern illustrated in **Annexure-A.1** and **B.1**.

Yours faithfully,

(Malik Ali Zulqarnain Awan)
Director General

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					
وٹس ایپ نمبر					
ای میل ایڈریس (اختیاری)					

*تمام خانے پُر کرنا لازم ہیں۔

اقرار نامہ

میں _____ وکیل/فوکل 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 جا سکتی ہے۔

_____

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

تمام ضروری دستاویزی ثبوت لف نہ ہیں۔

ہاں ☐ نہیں ☐

ریڈر عدالت

ہدایات

برائے سائلین/وکلاء بغرض سہولت وڈیو لنک

1. کوئی بھی سائل یا وکیل (زیرالتواء 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 اُسے 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 جگہ 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 فیگ" 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 متعلقہ 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 سفری حدود~~ (متعلقہ) جہاں وہ حاضر ہے ' کی شرائط پوری کرنے کے بعد حاصل کر سکے گا۔

7. اگر سائل بیرون ملک رہائش پذیر/موجود ہے اور نہ کورہ 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/قونصلیٹ جنرل سے ویڈیو 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/قونصلیٹ جنرل 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 مقدار 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 ویڈیو لنک کے ذریعے ریکارڈ کیا جانا ہے، اس کے سامنے حاضر ہے اور کسی بھی جعل شخصی 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 صیاری وقت کے مطابق عدالتی اوقات میں لکھا جائے گا اور گواہ یا سائل کو پاکستان اور اُس 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 ویڈیو لنک کی تمام ایسا کارروائی کو ریکارڈ کرے گی اور کسی دوسرے شخص کو ساعت ریکارڈ کرنے کی اجازت نہیں ہو گی۔ ویڈیو 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 ویڈیو 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 ویڈیو 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 کارروائی میں شرکت کرنی ہو۔

14. ویڈیو لنک کی سہولت حاصل کرنے والے فریق کو سہولت کے انتظامات کے اخراجات برداشت کرنے ہیں اور اسے عدالت کو خفیہ سماعت 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 نگرانی 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۔

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.

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.

LAHORE HIGH COURT, LAHORE
Ph.# 042-99212951 Ext.342, E-mail: pd1.ddj@lhc.gov.pk

No.16142/DDJ/LJCP/Complaint Dated 16/09/2025

From

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

To

1. ***All the District & Sessions Judges***
   In the Punjab
2. ***All the District & Sessions Judges***
   In the Ex-Cadre Courts
   (Through District & Sessions Judges in the Punjab).

Subject: **SOPS REGARDING INSTITUTIONAL RESPONSE TO EXTRANEOUS INFLUENCE ON JUDGES OF DISTRICT JUDICIARY.**

Respected Sir/Madam,

I have been directed to refer to the subject cited above and to convey that the ***Hon'ble Chief Justice*** *has graciously withdrawn this Court's earlier letter No.10189/DDJ/LJCP/Complaint dated 11.08.2025 and approved the following SOPs:*

i. *A judicial officer experiencing interference, threats, or intimidation from any executive functionaries, other institutions, or organizations shall record full details about the nature of the interference, threat, or intimidation in the order sheet of the case file in the following manner:*

   a) *Particulars of the person, such as name, designation, department, and mode (Print or Electronic Media, Official Phone, Cellphone, WhatsApp, Email, or in-person or through close relatives, time, and date).*

   b) *The name of the executive functionary, organization, or department.*

c) *Any prior association or relationship, whether of the judicial officer himself or any of his relatives, with the person concerned, should also be reported.*

ii. *The complainant judicial officer shall report such a matter within 24 hours to the Registrar through the concerned District & Sessions Judge for placement before the* ***Hon'ble Chief Justice****. Failure to report such an incident in the aforementioned manner or inaction may be considered misconduct.*

iii. *Any news published or aired in the media shall not be considered a valid source of information for the* ***Hon'ble Chief Justice*** *to initiate an appropriate institutional response.*

iv. *Upon receipt of the complaint, the* ***Hon'ble Chief Justice*** *may order a scrutiny and evaluation of the worth of the allegations and evidence provided in the complaint to determine the sufficiency or otherwise of the information (complaint).*

v. *Any action on such complaints shall be finalized by this Court within 14 days from the date of reporting.*

vi. *The matter shall be reported by the Registrar of this Court to the Hon'ble Chief Justice of Pakistan through the Registrar of the Supreme Court of Pakistan for information and intervention, where necessary.*

2 *You are, therefore, requested to adhere to the above-said SOPs in letter and spirit.*

Yours faithfully,

MALIK ALI ZULQARNAIN AWAN
Director General
Directorate of District Judiciary

NO. & DATE EVEN:

1. *Copy forwarded for information to the Secretary, Law & Justice Commission of Pakistan, Islamabad.*

Director General
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE

(Building & Maintenance Wing) Ph.No.042-99212951-70 (Ext:328)
E-Mail: arbuilding@lhc.gov.pk

No.162 /Bldgs/B.A-VII

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges,
In the Punjab.

Dated Lahore, the 30th January, 2025.

Subject: **STANDARD OPERATING PROCEDURES FOR MAINTENANCE AND USE OF THE REST HOUSES AND COMMON POOL VEHICLES IN THE DISTRICT JUDICIARY.**

Dear Sir,

In continuation of this Court's letter bearing No.22001/Misc dated 03.07.2013 and in supersession of this Court's letter bearing No.15756-Bldgs/B.A.VII dated 22.04.2020 (copies enclosed), the Hon'ble Chief Justice has been pleased to revise the existing SOPs conveyed through this Court's above referred letter, in the following manner:-

a. Rates of stay in the Rest Houses may be revised as follows:

Days/Month	Room Rent	Shared Room	If Air Conditioner Provided
Per Day	Rs.800/-	Rs.400/-	Extra Rs.500/- per day.
1-Month	The amount equivalent to the house rent allowance, an officer is entitled to receive.	Amount equivalent to half of the house rent allowance, an officer is entitled to receive.	-do-

b. Extensions exceeding 60 days for Judicial Officers in a district should only be permitted when official residences are unavailable;

c. It is clarified that the restriction on availing the Rest House facility for a maximum period of 60-days shall not be circumvented by breaking the said period;

d. The concerned District & Sessions Judge shall conduct quarterly inspection of the Rest House to ensure no Judicial Officer is occupying the facility without any justification. Additionally, they will submit reports detailing utility bills and rental expenditures;

2. Further necessary action be taken accordingly.

Yours faithfully,

(Sajjad Ahmad)
Additional Registrar (B&M)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore;
2. The Staff Officer to learned Registrar, Lahore High Court, Lahore;
3. The P.A to Director General, Directorate of District Judiciary, Lahore High Court, Lahore;
4. The P.A to D&SJ (H.R-DJ), Lahore High Court, Lahore;
5. The Additional Registrar (Budget & Finance), Lahore High Court, Lahore.

Additional Registrar (B&M)

LAHORE HIGH COURT, LAHORE

(Building & Maintenance Wing) Ph.No.042-99212951-70 (Ext:328)
E-Mail: arkbuilding@lhc.gov.pk

No.288 /Bldgs/B.A-VII

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges,
In the Punjab.

Dated Lahore, the 07th March, 2025.

Subject: ***STANDARD OPERATING PROCEDURES FOR MAINTENANCE AND USE OF THE REST HOUSES AND COMMON POOL VEHICLES IN THE DISTRICT JUDICIARY.***

Dear Sir,

In continuation of this Court's letter bearing No.162/Bldgs/B.A.VII dated 30.01.2025 (copy enclosed) on the subject cited above and to inform you that Air Conditioner charges of Rs.500 per day are to be applied on per room basis. Moreover, in case of shared room, Air Conditioner charges will be divided among the Judicial Officers sharing the room.

Yours faithfully,

(Sajjad Ahmad)
Additional Registrar (B&M)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore;
2. The Staff Officer to learned Registrar, Lahore High Court, Lahore;
3. The P.A to Director General, Directorate of District Judiciary, Lahore High Court, Lahore;
4. The P.A to D&SJ (H.R-DJ), Lahore High Court, Lahore;
5. The Additional Registrar (Budget & Finance), Lahore High Court, Lahore.

Additional Registrar (B&M)

LAHORE HIGH COURT, LAHORE

(Building & Maintenance Wing) Ph.No.042-99212951-70 (Ext:328)
E-Mail: arbuilding@lhc.gov.pk

No. 558 /Bldgs/B.A-VII

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges,
In the Punjab.

Dated Lahore, the 14th May, 2025.

Subject: **STANDARD OPERATING PROCEDURES FOR MAINTENANCE AND USE OF THE REST HOUSES AND COMMON POOL VEHICLES IN THE DISTRICT JUDICIARY.**

Dear Sir,

I am directed to refer to this Court's letter No.22001/Misc dated 03.07.2013 (copy enclosed) on the subject cited above and to state that the Competent Authority has been pleased to incorporate the clause 5(d) in the existing SOPs conveyed through this Court's above referred letter, in the following manner:-

> Subject to availability, the District & Sessions Judge concerned may allot accommodation in the Rest House for a maximum period of four (4) days to retired Judicial Officer(s) who have previously served under the administrative jurisdiction of the Lahore High Court. This allotment shall be subject to the prevailing usual terms and conditions, as amended from time a time

Yours faithfully,

(Sajjad Ahmad)
Additional Registrar (B&M)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore;
2. The Staff Officer to learned Registrar, Lahore High Court, Lahore;
3. The P.A to Director General, Directorate of District Judiciary, Lahore High Court, Lahore;
4. The P.A to D&SJ (H.R-DJ), Lahore High Court, Lahore;
5. The Additional Registrar (Budget & Finance), Lahore High Court, Lahore.

Additional Registrar (B&M)

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

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

No. 10242 /P&D-I/DDJ
Dated: 13 / 08 /2025

From

The Director General,
Directorate of District Judiciary,
Lahore High Court, Laho c 0020re.

To

The Secretary (I&C),
Government of the Punjab, S&GAD,
Lahore.

Subject: **IMPLEMENTATION OF THE PUNJAB ESTABLISHMENT OF SPECIAL COURTS (OVERSEAS PAKISTANIS PROPERTY ACT), 2025.**

With reference to your letter No. SO(CAB-I)11-1/2025 dated 28.04.2025, on the subject cited above, I am directed to convey that the Hon'ble Authority has been pleased to designate the Judicial Officers (D&SJ/AD&SJ), named in the enclosed list, for the Special Courts under Section 3(3) of the Punjab Establishment of Special Courts (Overseas Pakistanis Property) Act, 2025 in their respective districts.

2. You are, therefore, requested to issue the requisite notification in above regard, at the earliest, to proceed further in the matter.

(MALIK ALI ZULQARNAIN AWAN)
Director General
Directorate of District Judiciary

No. & Date Even:

Copy forwarded to all the District and Sessions Judges in the Punjab for information and necessary action. They are directed to allocate the cases that fall in the ambit of the Punjab Establishment of Special Courts (Overseas Pakistanis Property) Act, 2025, pertaining to the respective districts, to the designated Special Courts (list enclosed), as and when, the same are notified by the Government of Punjab.

Director General
Directorate of District Judiciary

PROPOSED DISTRICT WISE LIST OF JUDICIAL OFFICERS WHO WILL ACT AS SPECIAL COURTS UNDER THE PUNJAB ESTABLISHMENT OF SPECIAL COURTS (OVERSEAS PAKISTANIS PROPERTY) ACT,2025.

SR. NO.	DISTRICT	NAME OF JUDICIAL OFFICERS
1.	Attock	Mr. Muhammad Asif, AD&SJ
2.	Bahawalnagar	Mr. Harris Ali, AD&SJ
3.	Bahawalpur	Mr. Muhammad Saleem Iqbal, AD&SJ
4.	Bhakkar	Mr. Afzaal Ahmed Saqib, AD&SJ
5.	Chakwal	Mr. Muhammad Arif Mujahid, AD&SJ
6.	Chiniot	Mr. Javed Iqbal, AD&SJ
7.	D.G.Khan	Mr. Arshad Mahmood, AD&SJ
8.	Faisalabad	Mr. Umer Farooq Khan, AD&SJ
9.	Gujranwala	Ch. Qasim Javed, AD&SJ
10.	Gujrat	Mr. Shahid Sadiq, AD&SJ
11.	Hafizabad	Mr. Muhammad Zubair, AD&SJ
12.	Jhang	Mr. Iftikhar-un-Nabi, AD&SJ
13.	Jhelum	Mr. Gulzar Ahmad Khalid, D&SJ
14.	Kasur	Mr. Rehan Bashir, D&SJ
15.	Khanewal	Mr. Muzammil Sipra, AD&SJ
16.	Khushab	Mr. Ahmad Kamran, AD&SJ
17.	Lahore	i. Mr. Syed Ali Abbas, AD&SJ ii. Mr. Nadeem Anwar Ch. , AD&SJ
18.	Layyah	Mr. Hammad Ahmed Qureshi, AD&SJ
19.	Lodhran	Hafiz Abdul Hameed, AD&SJ
20.	M.B.Din	Mr. Muhammad Safeer, AD&SJ
21.	Mianwali	Mr. Waqar Mansoor, AD&SJ
22.	Multan	Mr. Hassan Abbas Syed, AD&SJ

SR. NO.	DISTRICT	NAME OF JUDICIAL OFFICERS
23.	Muzaffargarh	Ms.Saima Husnain, AD&SJ
24.	Nankana Sahib	Mr. Farooq Anwar, AD&SJ
25.	Narowal	Ms.Uzma Farnaz, AD&SJ
26.	Okara	Mr. Khalid Rehman, AD&SJ
27.	Pakpattan Sharif	Mr. Nadeem Abbas Saqi, AD&SJ
28.	R.Y. Khan	Mr. Hassan Akmal Qureshi, AD&SJ
29.	Rajanpur	Malik Muhammad Latif, AD&SJ
30.	Rawalpindi	Mr. Majid Hussain, AD&SJ
31.	Sahiwal	Mr. Muhammad Azeem Akhtar, AD&SJ
32.	Sargodha	Mr. Mohammad Akhtar Bhatti, AD&SJ
33.	Sheikhupura	Mr. Saeed Akhtar, AD&SJ
34.	Sialkot	Mr. Khalid Saeed Wattoo, AD&SJ
35.	T.T. Singh	Mr. Nasir Mahmood Sial, AD&SJ
36.	Vehari	Mr. Tariq Mahmood, AD&SJ

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

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

No. 18484 /CNS/P&D-I/DDJ
Dated: 24 / 10 /2025

From

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

To

The Secretary,
Excise, Taxation & Narcotics
Control Department,
Government of the Punjab,
Lahore.

Subject: **ESTABLISHMENT OF SPECIAL COURTS UNDER THE PUNJAB CONTROL OF NARCOTICS SUBSTANCES ACT, 2025.**

With reference to your letter No. SO(NC-I)2-11/2016 (Vol-V), dated 12.08.2025, on the subject cited above, I am directed to convey that the Hon'ble Authority has been pleased to designate all the Sessions Judges, Additional Sessions Judges, Judicial Magistrates Section 30 and Judicial Magistrates 1st Class and confer with the powers to exercise jurisdiction as Special Courts under sub-Section (4) of Section 38 of the Punjab Control of Narcotics Substances Act, 2025, within their respective territorial limits as per their jurisdiction. Furthermore, in the event of a designated Judicial Officer's transfer to another station, the officer posted as their successor will be considered designated as a Special Court under the aforementioned Act.

2. You are, therefore, requested to issue the requisite notification in above regard, at the earliest, to proceed further in the matter.

(MALIK ALI ZULQARNAIN AWAN)
Director General
Directorate of District Judiciary

No. & Date Even:

Copy forwarded to all the District and Sessions Judges in the Punjab for information and necessary action.

Director General
Directorate of District Judiciary
24-10-2025

LAHORE HIGH COURT, LAHORE

DIRECTORATE OF DISTRICT JUDICIARY
Contact No. 042-99212951 (Ext: 200 & 283)
E-mail: ddj.pecb@gmail.com

No. 9870 /PE&CB/DDJ
Dated Lahore 31 / 7 / 2025

From

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

To

The Section Officer (A-V)/
Deputy Secretary (A/E),
Government of Pakistan,
Ministry of Law and Justice,
Islamabad.

Subject: ***DESIGNATING PRESIDING OFFICERS OF THE COURTS TO TRY OFFENCES UNDER SECTION 44 OF THE PREVENTION OF ELECTRONIC CRIMES (PECA) ACT, 2016.***

Dear Sir,

I am directed to refer to your letter F. No. 22(3)/2016-A.V dated 14th July, 2025 on the subject cited above and to convey that the Hon'ble Chief Justice has been pleased to nominate all the Additional District & Sessions Judges and Civil Judges-cum Magistrates posted at Lahore to try the offences under the Prevention of Electronice Crimes Act, 2016 of District Lahore, Kasur, Nankana Sahib, Sheikhupura, Sahiwal, Okara and Pakpattan, keeping in view their power to award punishment under the Code of Criminal Procedure and the punishment/remand prescribed under the Act ibid.

Yours faithfully,

(M. Shaban Shaukat)
Deputy Registrar (PE&CB-II)
For Directorate General

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)

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

No. 19121 / PECA/ P&D-I/ DDJ
Dated: 07 / 11 / 2025

From

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

To

The Secretary,
Government of Pakistan,
Ministry of Law & Justice,
Islamabad.

Subject: ***DESIGNATING PRESIDING OFFICERS OF THE COURTS TO TRY OFFENCES UNDER SECTION 44 OF THE PREVENTION OF ELECTRONIC CRIMES ACT, 2016.***

Dear Sir,

With reference to your letter bearing F.No.22(3)/2016-A.V, dated 08.10.2025 on the subject cited above, I am directed to convey that the Hon'ble Chief Justice has been pleased to designate all the Additional District & Sessions Judges and Civil Judges-cum-Magistrates posted at Rawalpindi, Gujranwala, Faisalabad & Multan in terms of Section 44 (1) of the Prevention of Electronic Crime Act, 2016 to try offences under the Act ibid pertaining to the Districts mentioned against each below, keeping in view their power to award punishment under the Code of Criminal Procedure and the punishment/remand prescribed under the Act ibid, on the analogy of such nomination approved vide this Court's letter dated 31.07.2025 (copy enclosed): -

Cyber Crime Reporting Centres/ Police Station	Area/Zone/Districts/Jurisdiction
Rawalpindi	Rawalpindi, Jhelum, Chakwal & Attock
Gujranwala	Gujranwala, Gujrat, Hafizabad, Mandi Bahauddin, Narowal and Sialkot
Faisalabad	Faisalabad, Chiniot, Jhang, Toba Tek Singh, Sargodha, Khushab, Bhakkar and Mianwali
Multan	Multan, Vehari, Khanewal, Lodhran, DG Khan, Layyah, Muzaffargarh, Rajanpur, Bahawalpur, Bahawalnagar and Rahim Yar Khan

Yours faithfully

(Zahid Mahmood)
Deputy Registrar (P&D-I)
For Director General

Enclosure: As above

LAHORE HIGH COURT, LAHORE
(Directorate of District Judiciary)
Phone No. 042-99212951-66 (Ext:342) Email: pd1.ddj@lhc.gov.pk

NOTIFICATION

No. 76 /CC/NOM/P&D-I/DDJ Dated: 01st August, 2025

Pursuant to the Punjab Consumer Protection (Amendment) Act, 2025 passed by the Provincial Assembly of Punjab and notified vide Notification No.PAP/Legis-2(60)/2025/435, dated 25.06.2025, the **Hon'ble Chief Justice** has been pleased to authorize as under, with immediate effect: -

i. All District & Sessions Judges and Additional District & Sessions Judges posted in the field are designated as Consumer Courts to try cases in their respective districts, according to their area of jurisdiction, under the Punjab Consumer Protection (Amendment) Act, 2025; and

ii. The District & Sessions Judge of each district in Punjab is notified as the Administrative Judge of the Consumer Courts within his respective jurisdiction. As the Administrative Judge of the Consumer Court, the District & Sessions Judge of each district is authorized to entrust fresh complaints under the Punjab Consumer Protection (Amendment) Act 2025; and

iii. The District & Sessions Judge of the concerned district being Administrative Judge of the Consumer Courts is empowered to make entrustment of all cases, which were pending in the defunct Consumer Courts before the commencement of the Punjab Consumer Protection (Amendment) Act 2025, to one or more Consumer Courts, depending on the workload.

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

No. & Date Even: -

Copy forwarded for information and necessary action to: -

1. The Secretary, Govt. of Pakistan, Law, Justice and Human Rights Division, Islamabad.
2. The Secretary, Govt. of Pakistan, Law & Justice Commission of Pakistan, Islamabad.
3. The Chief Secretary, Govt. of the Punjab, Lahore.
4. All the District & Sessions Judges in the Punjab.

5. The Secretary, Govt. of Punjab, Home Department, Lahore.
6. The Secretary (Services), Govt. of Punjab, S&GAD, Lahore.
7. The Solicitor, Government of the Punjab, Lahore.
8. The Director General, Federal Judicial Academy, Islamabad.
9. The Director General, Punjab Judicial Academy, Lahore.
10. The Secretary, Provincial Election Commission, Punjab, Lahore.
11. The Accountant General, Punjab, Lahore.
12. The President, Lahore High Court Bar Association, Lahore.
13. The Director General, Public Relations, Punjab, Lahore.
14. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
15. The Senior Additional Registrars/Additional Registrars/Deputy Registrars, Lahore High Court, Multan, Rawalpindi & Bahawalpur Benches for circulation to the Hon'ble Judges functioning at the respective Bench.
16. The Principal Staff Officer/Secretary/P.S. to the Hon'ble Chief Justice, all Additional Registrars(CS)/Sr.P.Ss/P.Ss to Hon'ble Judges, Staff Officer to Registrar, Assistant Registrars (Confidential-I), (Service II, (Expenditure Current) and (Publication), Lahore High Court, Lahore.
17. P.A. to the Director General (DDJ), Lahore High Court, Lahore.
18. The Superintendent, Govt. Printings, Punjab, Lahore.

DIRECTOR GENERAL
Directorate of District Judiciary

LAHORE HIGH COURT, LAHORE

(Directorate of District Judiciary)
Ph: 042-99212951-66 (Ext:306)

No. 15815 /Timelines/DG -DDJ
Dated: 11 / 09 /2025

From

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

To

i. **All the District & Sessions Judges,** in the Punjab.

ii. **All the Judges/Presiding Officers,** Ex-Cadre Courts/ Special Tribunals in the Punjab.

Subject: **54TH MEETING OF NJPMC – TIMELINES FOR DISPOSAL OF DIFFERENT CATEGORY OF CASES.**

Dear Sir/ Madam,

With reference to the subject cited above, I have been directed to convey you that the National Judicial (Policy Making) Committee (NJPMC) in its meeting held on 18th August, 2025, has approved the following timelines for disposal of various categories of cases: -

Sr. No.	Categories	Timelines
1	**Declaratory Suit** (Land Disputes)	24 Months
2	**Declaratory Suit** (Inheritance Disputes)	12 Months
3	**Injunction Suit** (Land Disputes)	06 Months
4	**Recovery Suit** (Public Revenue/ Money Matters)	12 Months
5	**Specific Performance** (Contract Enforcement)	18 Months
6	**Rent Cases**	06 Months
7	**Family Suit** (Dissolution/ Dower/ Maintenance/ Guardianship)	06 Months
8	**Succession Cases** (Uncontested)	02 Months
9	**Execution Petitions**/ Family Court Decree	06 Months
	Execution Petitions/ Banking Court Decree	12 Months
	Execution Petitions/ Civil Court Decree	12 Months
	Execution Petitions/ Rent Matters	03 Months
10	**Criminal Trial** (Juvenile Offenders-JJSA, 2018)	06 Months
	Criminal Trial (Punishment up to seven years)	12 Months
	Criminal Trial (Punishment above seven years)	18 Months

	Criminal Trial (Murder)	24 Months
11	Labour Cases	06 Months

02. You are therefore requested to circulate the same amongst all the Judicial Officers working under your supervision, for information and strict compliance.

Yours faithfully,

(MALIK ALI ZULQARNAIN AWAN)
Director General
Directorate of District Judiciary

No. & Date Even:

Copy is forwarded for information to the:-

i) Secretary and Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.
ii) Additional Registrars (CS)/ Secretaries/ Private Secretaries to the Hon'ble Judges of this Court at Principal Seat and its allied Benches at Bahawalpur, Multan and Rawalpindi.
iii) Director General (Judicial & Case Management), Lahore High Court, Lahore.
iv) District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
v) Senior Addition al Registrars, Lahore High Court, Bahawalpur, Multan and Rawalpindi.
vi) Additional Registrar (PE&CB), Lahore High Court, Lahore.
vii) Additional Registrar (Monitoring), Lahore High Court, Lahore.
viii) Office record.

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. 1648 /ML-SOP/P&D/DDJ

Dated: 02 / 02 /2026

From

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

To

1. ***All the District & Sessions Judges,***
   In the Punjab.

2. ***All the Judicial Officers working on Ex-Cadre,***
   In the Punjab.

Subject: ***THE STANDARD OPERATING PROCEDURES (SOPs) FOR THE OCCUPATION AND MANAGEMENT OF MURREE LODGES.***

Dear Sir/Madam,

I am directed to refer to the subject cited above and to enclose herewith "The Standard Operating Procedures (SOPs) for the Occupation and Management of Murree Lodges", approved by the Hon'ble Authority, for kind information of all the Judicial Officers.

Yours faithfully

(MALIK ALI ZULQARNAIN AWAN)
Director General
Directorate of District Judiciary

Enclosure: *As above.*

THE STANDARD OPERATING PROCEDURES (SOPs) FOR THE OCCUPATION AND MANAGEMENT OF MURREE LODGES

1. *Whereas the matters relating to the reservation, entitlement, stay, and management of the Murree Lodges need to be regularized through the formulation of SOPs. These SOPs may be called "The Standard Operating Procedures (SOPs) for the Occupation and Management of Murree Lodges."*

2. *These SOPs shall come into force on the date of circulation by the Lahore High Court, Lahore, and shall repeal all the existing SOPs and instructions on the subject.*

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

   a) *"**Supervisory Authority**" means the Registrar, Lahore High Court, Lahore.*

   b) *"**Authority**" means the District & Sessions Judge, Rawalpindi.*

   c) *"**The Murree Lodges**" means and refers to the rooms constructed on the premises of old Civil Court, Kuldana Road, Murree.*

   d) ***"Officer"** means and refers to both serving and retired Judicial Officers of the District Judiciary of Punjab.*

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

   f) *"**Immediate family**" would mean the spouse, issues, siblings, and parents of the Officer.*

   g) *"**Caretaker**" means such official responsible for the proper upkeep and maintenance of the Murree Lodges.*

   h) *"**Close relatives**" would mean grandchildren of the Officer.*

4. ***Persons entitled to accommodation in the Murree Lodges as per policy are as follows:*** *Officers, their immediate family members, and close relatives are entitled to accommodation.*

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

   i. ***Non-Vacation Period:*** *The Officers, their immediate family, and close relatives will be eligible for reservation for a maximum period of 03 days, extendable for a further 02 days on special reasons in writing made by the applicant, subject to availability, except during summer and winter vacations. The said reservation will be non-transferable.*

   ii. ***Vacation Period:*** *During the summer and winter vacations, the Officers and their immediate family shall send their requisitions for the reservation for a*

maximum period of 02 days at a time, extendable for a further 02 days on special reasons in writing made by the applicant, so that all the Officers may be accommodated within the vacation period. However, any reservation of additional rooms and extension of stay will be subject to the availability of accommodation and approval by the Authority. The said reservation will be non-transferable.

iii. *More than one room may be reserved, subject to the availability of accommodation, in the Murree Lodges for any of the entitled persons specified in sub-clauses (i) and (ii) of clause 5, if a specific request is made for such a reservation.*

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

i. *Control of accommodation & reservation in the Murree Lodges shall rest with the Authority (D&SJ, Rawalpindi), and the Officers requiring accommodation shall address the District & Sessions Judge, Rawalpindi.*

ii. *Intimation about the reservation will be communicated to the applicant/Officer through post/fax/e-mail/WhatsApp number.*

iii. *Applications for reservation by Judicial Officers of the District Judiciary shall be addressed to the Authority.*

iv. *Ordinarily, a reservation shall be made on a "first-come, first- served" basis.*

v. *Persons in occupation of the room are not allowed to use the Murree Lodges for any purpose other than for their stay.*

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

i. *No person will be entitled to occupy the Murree Lodges without the prior permission of the Authority.*

ii. *Permission for stay in the Murree Lodges beyond the period of reservation shall not be given, provided the Authority may grant such permission in cases where the said Lodges have no reservations on the subsequent dates.*

iii. *A person for whom accommodation is reserved must inform the Authority ordinarily at least twenty-four hours to forty-eight hours before the scheduled time of occupation in case he does not intend to occupy the accommodation reserved for him. In case he does not avail the reservation on the first day of such reservation, the reservation made shall be cancelled, and allotment in the name of one person cannot be used by the other person to whom the allotment was not made. After the cancellation of the reservation, the*

Caretaker will inform the Authority to entertain pending requests.

iv. *A confirmed reservation will not be cancelled without an extreme excuse and intimation to the said applicant which can be adjusted immediately after removal of such exigency if he so desired.*

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

- *Check-In Time: 14:00 hours*
- *Check-Out Time Before 12:00 hours*

9. ***Rent & Other Charges of Rooms:***

i. *Rent and other charges of a room will be Rs.2000/- per day. The rent will be paid through a money order/bank draft in advance or at the time of check out to the Caretaker of the Lodges, against a proper receipt. In case of non-occupation of the reserved accommodation except upon receipt of a request for its cancellation at least 24 hours before, the allottee shall pay the 50% of the rent and in case of its non-payment, recovery will be made through his Officer In Charge or the accounts office.*

ii. *Rent collected will be kept in a bank account opened in the name of the District & Session Judge, Rawalpindi for this specific purpose in any branch of the National Bank with the approval of the Lahore High Court, Lahore.*

10. ***Expenditures & Maintenance of Lodges:***

i. *Payment of utility bills (electricity, Sui gas, and water) will be made out of the annual budget grant of the Civil Courts. The expenditure on account of the purchase or repair of furniture, IT equipment, and electric equipment will be incurred out of the annual budget grant of the Sessions Courts. The District & Sessions Judge, Rawalpindi, will be competent to sanction expenditure for the aforesaid purposes. The renovation of the building and provision of fixtures, including the electric generator and its repair, etc., will be done by the Provincial Building Department.*

ii. *The amount of rent will be spent on the provision of kitchen crockery, blankets, bedsheets, curtains, and items required for the cleanliness and hygiene of the premises, and to meet the expenditures incurred on the washing of blankets and bedsheets and washing material for crockery, etc.*

11. **Occupancy Register:**

i. An occupancy register shall be maintained by the Caretaker in the Murree Lodges in the prescribed form as per Appendix 'A'.

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

12. **Checking of Registers:** The occupancy register in respect of the Murree Lodges shall be put up once in a month before the Authority (D&SJ, Rawalpindi) for his perusal and necessary action, if any, after the entries are checked only by the Civil Judge-I, Murree.

13. **Custodian of Lodges Key:** Every room of the Lodges shall remain locked and the keys shall remain with the Caretaker and the keys shall be given to the person accommodated and whenever the Guest goes out of the Lodges, the key shall be left in the custody of the attendant.

14. **Staff:** The following posts will be got sanctioned from the Lahore High Court, Lahore and till the sanction of such posts the District & Session Judge, Rawalpindi will make temporary arrangement for this purpose.

i. One post of Caretaker

ii. Two posts of Cook

iii. Two posts of Attendant

iv. One post of Chowkidar

v. Two posts of Sanitary Worker

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

a) The Caretaker shall be responsible for the over-all maintenance and cleanliness of the Lodges, which includes water, gas, and electricity round the clock. The major items for usage in the Lodges will be purchased by the Office of the D&SJ, Rawalpindi.

b) An LED and an iron with an iron stand will be provided in the Lounge.

c) No heater will be provided in summer. During the cold weather season, one Sui gas heater per room will be provided.

d) One set of bedsheets will be provided. One additional mattress, at the most, will be provided on demand for the occupant of each room.

e) The occupant will be liable for the cost of replacement of damaged articles, as assessed by the Caretaker with the approval of the Authority.

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

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

ii. Bed sheets and pillow covers, etc. are neat and clean. These need to be disinfected on a daily basis.

iii. Lights, fans, and other available electrical appliances, are in order.

iv. Bathroom fittings, e.g. shower, basin taps, etc. are in order.

v. The concerned caretaker will also submit a quarterly report regarding the work and conduct of the staff of the Murree Lodges to the Office of the District & Sessions Judge, Rawalpindi.

vi. On arrival, the Caretaker shall ensure that the guest(s) are received and housed in the allotted room and will intimate the office that the guest(s) have been lodged in a hassle-free manner.

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

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

ix. To keep the Murree Lodges premises, furniture, and equipment secure.

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

xi. To supervise the kitchen area during meal-times.

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

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

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

xv. *To keep the Lodges grounds in good order, including mowing, weeding, strimming, and maintenance of paths, parking areas, and all access routes.*

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

xvii. *To complete relevant documentation as required under Health and Safety requirements.*

xviii. *To carry out any other duties appropriate to the position.*

xix. *The Caretaker shall maintain books of account and will be responsible for record keeping and stock registers, etc.*

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

xxi. *A landline telephone connection will be obtained for the Lodges for official purposes only. The Caretaker will maintain a proper register of phone calls.*

xxii. *Any breach of these SOPs must be reported promptly by the Caretaker to the Authority. The Authority will then refer the matter to the Supervisory Authority, who may impose a ban on future bookings for the guests involved.*

16. ***Parking:*** *The vehicles of the occupant will be parked in the parking area of the Lodges subject to availability of space and the Lodge staff (Chowkidar) will be responsible for the safety of vehicles. The other vehicles will be parked in the parking of the municipal parking against proper tokens and payment by occupant. The Lodge staff will not be responsible for the safety of said vehicles.*

17. ***Unforeseen Events:*** *In case of unforeseen events like power failure, rain, snow/hailstorms, landslides, etc., the Lodges staff will not be responsible for any inconvenience or discomfort to the occupants.*

18. ***Maintenance of Decorum and Privacy of Lodges:*** *No video, photograph, or post of the Murree Lodges shall be uploaded to social media by any officer, occupant, or staff. Strict adherence to these policies is required; any deviation will be deemed a breach of the SOPs.*

19. **Amendment of SOPs:** *Any amendment of the SOPs can be made by the orders of the Hon'ble Chief Justice, Lahore High Court, Lahore, without any notice.*

APPENDIX-A

(Occupancy Register)

Sr. No.	***Relation with Officer & designation of the visitor***	***Reserved Room No.***	***Date & time of arrival***	***Date & time of departure***	***Remarks if any***	***Signatures***