

**HIGH COURT OF JUDICATURE AT ALLAHABAD**  
**ESTABLISHMENT SECTION**  
**NOTICE**

No. 4715 /Establishment: Allahabad: Dated: October 16 , 2024

Under the orders dated 28.09.2024 of learned Registrar General issued in compliance of the direction of the Hon'ble SCMS Committee constituted to deal with the matters of State Court Management Systems, a new section in the name of "Media Cell" has been created under the control of SCMS Committee at High Court of Judicature at Allahabad and its bench in Lucknow.

Further, an SOP for the aforementioned "Media Cell" of High Court, Allahabad and Lucknow Bench duly approved by Hon'ble Supervisory Judge on 30.09.2024 is enclosed herewith.

In this regard, any A.R./ S.O./ R.O./ A.R.O. who is willing to work in this Media Cell at High Court, Allahabad, may submit his/ her application in Chamber of the Joint Registrar (J)(SCMS)/ Member-Secretary, Hon'ble SCMS Committee **clearly mentioning his/ her consent to perform the work of Media Cell in addition to his/ her assigned work latest by 22.10.2024.**

**Enclosure: (As above)**

  
16/10/24  
**REGISTRAR (J) (S&A)/ E**

## SOP for Media Cell of Allahabad High Court and Lucknow Bench

### **Resolution of Hon'ble SCMS Committee:**

While considering the agenda regarding establishment of Media Cell in the Hon'ble High Court of Judicature at Allahabad and its Lucknow Bench, Hon'ble the State Court Management Systems Committee (SCMS Committee), in its meeting dated 08.08.2024 duly approved by Hon'ble the Chief Justice on 05.09.2024, has resolved the following:

*"It is apprised to the Committee that at present, no post of Public Relation Officer exists in High Court of Judicature at Allahabad and its Bench at Lucknow.*

*It is further apprised that the duties of Public Relation Officer at Allahabad are required to be performed by the Secretariat of Hon'ble the Chief Justice or Registrar General and Sri Saurabh Shukla, Section Officer, working in Protocol – General Section has been deputed to perform the work of Public Relation Officer, High Court, Lucknow Bench, Lucknow.*

*The Committee is of view that the Media Cell should be constituted under the control of this Committee. One Joint Registrar & one Review Officer each for Allahabad and Lucknow Bench should be deputed in this Cell. The officers having degree/diploma in Mass Communication should be preferred.*

*The Registrar (J) (S&A/Seniority) may take necessary steps for constitution of this Media Cell at Allahabad and Lucknow Bench and to depute the officers as prescribed above.*

*The Committee has requested Hon'ble Mr. Justice Rajan Roy, Hon'ble Member of the Committee for the supervision of the Media Cell at Allahabad and Lucknow both.*

*The Member-Secretary of this Committee is directed to prepare the SOP regarding functioning of this Cell and place the same before Hon'ble Mr. Justice Rajan Roy for approval."*

### **Objective:**

The objectives of Media Cell are to disseminate information regarding important judgments, achievements, new activities which are valuable to litigants, advocates, law scholars & general public through the print media.

Apart from this, other objectives are to regulate the media coverage for functions, inaugurations, etc. being held in the Hon'ble High Court of Judicature at Allahabad and its Lucknow Bench.

### **Control and Supervision of Media Cell:**

- The Media Cell will be constituted under the control of Hon'ble SCMS Committee.
- The work related to supervision of the Media Cell at Allahabad and Lucknow both will be done under the kind control of Hon'ble Mr. Justice Rajan Roy.
- The Media Cell at Allahabad shall submit the reports to the Lucknow Bench and the Media Cell at Lucknow Bench shall scrutinize the report and place the same before Hon'ble Supervisory Judge for kind perusal and approvals.
- The Media Cell at Allahabad and Lucknow Bench shall prepare the list of different Local and National newspapers and Name, Contact Nos. and email ids of their Chief Editors. Such details must be available with both the Cells.

**Staff at Allahabad and Lucknow both:**

- One Joint Registrar and one Review Officer each for Allahabad High Court and Lucknow Bench should be deputed in Media Cell.
- The officers having degree/diploma in Mass Communication should be preferred.
- If any A.R./S.O./R.O./A.R.O. is willing to work in this Media Cell in addition to his assigned work, he/she should be given priority.
- Such interested officer will have to submit their application to the Registrar (J) (S&A/Seniority), Media Cell, clearly mentioning their consent to perform the work of Media Cell in addition to their assigned work.
- The application of such interested officer will be decided by the Hon'ble Supervisory Judge.

**Roles and Responsibilities of Media Cell:-**

1. The contact number of each officer of Media Cell shall be made available to all the Presenting Officers of the all the Hon'ble Committees and Sectional Heads.
2. Joint Registrar of Media Cell will request all the Presenting Officers of Hon'ble Committees of Hon'ble High Court of Judicature at Allahabad and its Lucknow Bench as well as all the Sectional Heads for providing the achievements, new things or facilities which are valuable for the Litigants, Ld. Advocates, Law Scholars and general public, in concise form.
3. Except the above, if any function, inauguration is being scheduled to be held by the Hon'ble High Court, the information must be given to the Media Cell. The responsibility for providing such information shall be assigned to the concerned Presenting Officer or Sectional Head.
4. As soon as any information is received to the Media Cell, the Review Officer shall prepare a Press Note in Hindi & English both and submit the same to the Joint Registrar of Media Cell for vetting and onward submission to the Higher Authorities in the following manner:  
**Allahabad:-** Media Cell → Registrar General → Hon'ble Supervisory Judge  
**Lucknow:-** Media Cell → Senior Registrar → Hon'ble Supervisory Judge
5. The Media Cell shall ensure that each function, inauguration, etc. held by Hon'ble High Court at Allahabad or Lucknow Bench must be covered by the media.
6. After publishing of the desired information in newspapers, the Media Cell shall analyze the published news and submit the 'satisfactory report' to the Hon'ble Supervisory Judge.
7. Newspaper(s) cutting of every published news shall be kept in the records of the Media Cell.
8. Photography of events shall be uploaded on the website of High Court of Judicature at Allahabad on priority basis.

*D. H. Jaiswal*  
29/09/2024