

HIGH COURT OF JUDICATURE AT ALLAHABAD
ESTABLISHMENT SECTION
OFFICE ORDER

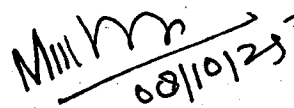
No. 4521 /Establishment: Allahabad: Dated: October 08, 2025

The learned Registrar General vide his goodself's Order No. 35/R.G./2025 dated 07.10.2025 has been pleased to pass the following directions:-

"It has come to the notice of the undersigned that official letters and correspondences are being made from the section(s)/ office(s) without the inclusion of necessary particulars such as name, designation, email address, etc, of the sending authority, thereby delaying the correspondence from the authorities concerned to whom the letters have been sent.

Therefore, it is hereby directed that all the sections/ offices shall henceforth ensure that official communications clearly and completely specifies the necessary particulars such as name, designation, email address, etc, of the persons/ sections concerned in order to facilitate expeditious to & fro correspondence. "

All the Registrars/ Sectional Heads are hereby asked to ensure compliance of the aforementioned order in letter and spirit.


08/10/25
REGISTRAR(J)(S&A)/E

No. 4522 /Establishment: Allahabad: Dated: October 08, 2025

Copy forwarded for information and necessary action to :

1. The Chief Private Secretary to Hon'ble the Chief Justice.
2. The Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow with the request to direct the concerned to circulate the above office order amongst all the officers/officials working at Lucknow Bench directing them to ensure strict compliance of the same.
3. All the Registrar, High Court, Allahabad with the request to direct the concerned to circulate the above office order among the officers/officials working under their supervision.
4. The Principal Private Secretary (Administration), High Court, Allahabad.
5. The Registrar-cum-Principal Bench Secretary, High Court, Allahabad.
6. The Registrar (J) (Computer), High Court, Allahabad, with the request to direct the concerned officer/official to upload the above office order on the official website of High Court, Allahabad.
7. The J.R./D.R./A.R.-cum-P.S. to the Registrar General, High Court, Allahabad.
8. The Nodal Officer/ Co-Nodal Officer, Allahabad High Court Establishment Portal.
9. The C.D.O. - cum - Chief Librarian, High Court, Allahabad.
10. Notice Board for display.


08/10/25
REGISTRAR(J)(S&A)/E