

HIGH COURT OF MANIPUR

C I R C U L A R

Dated 28th October, 2025

No. HCM/Misc.89/2013/A&E/22131: It has come to the notice of this Registry that certain lapses had occurred in the transmission of judicial order drafts/documents which highlighted deficiencies in the handling, supervision, and movement of such documents between the Hon'ble Chief Justice's/Hon'ble Judges' Chambers and the concerned dealing section.

To prevent recurrence of such incidents and in order to streamline the workflow, the following instructions are hereby issued for strict compliance:

1. The Principal Secretary/PS attached to the 'Hon'ble Chief Justice/Hon'ble Judges' (hereinafter referred to as 'Hon'ble Judges') shall ensure that no corrected judicial order draft or judicial paper shall be left unlabelled or without clear forwarding instructions. All such documents must bear a note indicating the next action (e.g., 'To be retyped', 'To be signed', 'To be destroyed' etc.).
2. The Principal Secretary/PS attached to the Hon'ble Judges shall ensure the timely collection, verification, and forwarding of all corrected drafts to the concerned personnel, under proper tracking.
3. Attenders and support staff are strictly prohibited from handling or disposing of any document from the chambers of Hon'ble Judges unless specifically instructed in writing or by express direction of the Hon'ble Judges.
4. Shredding of documents must be carried out only under the supervision of the Principal Secretary/PS or authorized staff, and only for documents duly marked for destruction or under express direction of the Hon'ble Judges.
5. All Principal Secretary/PSs, attenders, and registry staff shall be sensitized and trained regularly on the protocols for handling judicial documents.


28/10/25

6. A Document Movement Register (DMR) shall be maintained:

- i) in every Judges' chamber and concerned registry section dealing with correction of judgments and with those dealing with uploading of the same in the website, to ensure traceability of drafts and files.
- ii) in every concerned registry section dealing with correction of judgments/uploading in website and Bench/Judicial Sections, to track file movements and to ensure that judgments/orders are kept in the concerned case records.

7. Any breach of these instructions shall invite appropriate administrative action.

This circular shall be brought to the notice of all concerned immediately and compliance shall be monitored by the concerned supervisory officers.

This issues with the approval of the Hon'ble Chief Justice and shall come into **immediate effect.**


(Registrar General)
High Court of Manipur

Copy to:

1. Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
2. P.S. to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
3. P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, Judge, High Court of Manipur.
4. All Registrars, High Court of Manipur.
5. All Joint Registrars, High Court of Manipur.
- ✓ 6. System Analyst, High Court of Manipur [for uploading the same in the official website].
7. All Superintendents, High Court of Manipur.
8. File.