

**HIGH COURT OF MANIPUR  
AT IMPHAL**

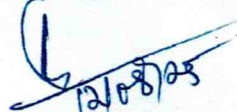
**NOTIFICATION**

Imphal, the 12<sup>th</sup> August, 2025

No. HCM/SC/HCM-2020/RG/16935 : Pursuant to order dated 23.05.2025 passed by the Hon'ble Supreme Court of India in the matter of **M.A. No. 919 of 2025** in **Special Leave Petition (Crl.) No. 3607 of 2023** titled '**Durgawati @ Priya Vrs CBI**', and in exercise of powers conferred under Rule 7 (B) (9) of the Rules of High Court of Manipur, 2019, Hon'ble the Chief Justice is pleased to notify the "**Standard Operating Procedure (SOP)**" for requesting an extension of time from the Hon'ble Supreme Court of India or High Court of Manipur to conclude Time-Bound Trials/Suits/Appeals or other judicial proceedings" (**Annexure-I**).

The SOP shall come into force with immediate effect and all Courts under the jurisdiction of this High Court shall strictly follow the same.

By Order etc.



**(OJESH MUTUM)**  
REGISTRAR GENERAL  
HIGH COURT OF MANIPUR

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Copy to:

1. The Principal Private Secretary to the Hon'ble the Chief Justice, High Court of Manipur.
2. The P.S. to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
3. The P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, Judge, High Court of Manipur.
4. The Registrar General, High Court of Manipur.
5. All the District & Session Judges/Judges, Family Courts/Judges, NDPS/NDPS(FTC)/Presiding Officers/Special Judges/Addl. District & Sessions Judges (FTCs)/Addl. Sessions Judge, (FTC) CAW, Manipur.
6. The Registrar (Admin.), High Court of Manipur.
7. The Registrar Judicial, High Court of Manipur.
8. The Joint Registrar, High Court of Manipur.
9. All the Chief Judicial Magistrates/Civil Judges (Sr. Divn.), Manipur.
10. All JMFCs/Civil Judges (Jr. Divn.)/Principal Magistrates, JJBs, Manipur.
11. The Librarian, High Court of Manipur
- ✓ 12. The System Analyst, High Court of Manipur.
13. Guard file/Concerned file.

**STANDARD OPERATING PROCEDURE (SOP) FOR REQUESTING AN EXTENSION OF TIME FROM HON'BLE SUPREME COURT OF INDIA OR HIGH COURT OF MANIPUR TO CONCLUDE TIME- BOUND TRIALS, SUITS, APPEALS OR OTHER PROCEEDINGS.**

**1. Objective:**

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials/suits/other judicial proceedings by the Hon'ble Supreme Court or the High Court.

**2. Applicability:**

This SOP shall be applicable to the Presiding Officers of all Courts of the District Judiciary presiding over trials/suits/other judicial proceedings in which a timeline/deadline or time specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

**3. Procedure for Seeking Extension:**

**A. Route of Communication:**

All requests for extension of time in a trial/suit/appeal or other judicial proceedings shall be routed through the proper channel as under:-

- (i) In case of request for extension of time from the High Court of Manipur –
  - a. The concerned Presiding Officer (except for the District and Sessions Judge and Presiding Officer of Family Court, Special Court (ND&PS), Revenue/MAC/Co-operative Tribunal, (Fast Track Court) Crime Against Women and Fast Track Special Court via official email and regular mode of communication shall send the request through the concerned District & Sessions Judge to the Registrar (Judicial) of the High Court of Manipur.
  - b. The District and Sessions Judge and Presiding Officer of Family Court, Special Court (ND&PS), Revenue/MAC/Co-operative Tribunal, (Fast Track Court) Crime Against Women and Fast Track Special Court shall, regarding the matter pending before them, send the request for extension of time, via official email and regular mode of communication to the Registrar (Judicial) of the High Court of Manipur.

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(ii) In case of request for extension of time from the Hon'ble Supreme Court of India –

- a. The concerned Presiding Officer (except for the District and Sessions Judge and Presiding Officer of Family Court, Special Court (ND&PS), Revenue/MAC/Co-operative Tribunal, (Fast Track Court) Crime Against Women and Fast Track Special Court shall, via official email and regular mode, send the request through the concerned District & Sessions Judge to the Registrar (Judicial) of the High Court of Manipur, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.
- b. The District and Sessions Judge and Presiding Officer of Family Court, Special Court (ND&PS), Revenue/MAC/Co-operative Tribunal, (Fast Track Court) Crime Against Women and Fast Track Special Court shall, regarding the matter pending before them, send the request for extension of time, via official email and regular mode, to the Registrar (Judicial) of the High Court of Manipur, who shall then forward the same to the Officer/ Registrar concerned in the Registry of the Hon'ble Supreme Court.

**B. Justification and Supporting Details:**

- i. The concerned Presiding Officer shall furnish the relevant information namely: Designation of the Court, Case No., Title of the Case, Nature of the Case, Date of the Order of the superior court fixing the time limit, Present status of the case and reason(s) for delay in concise.
- ii. The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress of the case or matter after the date of order of the superior court by which a specific time has been fixed and specific period of extension is prayed for.
- iii. The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I**.
- iv. Note of the District & Sessions Judge concerned/Registrar (Judicial) of the High Court of Manipur, if and wherever deemed necessary or required, shall be appended to the request.

  
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4. **Restrictions:**

Judicial Officers shall in no case send a request for extension of time directly to the Registry of the Hon'ble Supreme Court of India or the High Court of Manipur without routing them through proper channel as mentioned above.

Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. **Monitoring:**

The District and Sessions Judge concerned and the Registrar (Judicial) of the High Court of Manipur shall monitor compliance with time-bound orders and may periodically (preferably in every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

6. **Reporting Requirement:**

The Registrar (Judicial) of the High Court of Manipur shall maintain a record of such cases and file periodical reports, if required, before the Hon'ble Supreme Court or the High Court of Manipur, as the case may be.

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## Annexure-I

Sl. No.	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior court fixing the time limit.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	

  
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