

HIGH COURT OF MADHYA PRADESH PRINCIPAL SEAT
JABALPUR


No. OSD/128/2025.

Jabalpur, Dated:- 23-07-2025

:: OFFICE ORDER ::

In compliance to order dated: 08.07.2025 of Hon'ble the Chief Justice, all the Administrative Officers or in charge Sections Officers as the case may be, of the concerned Sections are designated as ex officio Supervising Officers for digitally signing of administrative records and documents in the concerned section and issuing certificates as per Digitization Rules 2018 of the High Court and initially officials as mentioned in the chart below as Pro tempore Supervising Officers till they hold post, for digitally signing of administrative records and documents in the concerned sections as mentioned therein and issuing certificates as per Digitization Rules 2018 of the High Court:-

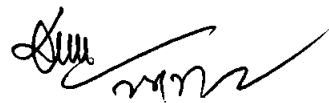
S. N o.	Name	Désignation	Type of Administrative Record for which the officer shall apply his Digital Signature on the Scanned Record	Remark (If Any)
1.	Mr Suneel Chaturvedi	Secretary to Hon'ble Judge	Scanned records of the Hon'ble Chief Justice Office	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.


24/7/25

2.	Mr Sanjay Gaiki	Administrative Officer	Confidential Records of all types in the Office of Registrar General	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.
3.	Mr Vipin Gupta	Assistant Registrar (M	Disposed and Pending Vigilance Section Records of all types	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.

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	Mr Ashish Dutta	Assistant Registrar (M	Records of Inspection and litigation Section of all types	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.
5	Mr Mahesh Chaurasia	Joint Registrar	Judicial Registers & Administrative Documents of Judicial Section	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.

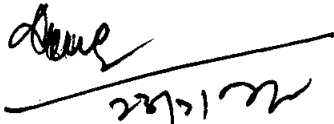


6	Mr Vijay Kumar Sahu	Administrative Officer	Exam Section	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.
7	Mr Om Prakash Borle	Judicial Assistant	Copying Section & Juvenile Justice Committee Records	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.

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8	Mr Sharad Kumar Kushwaha	Personal Assistant	State Court Management System (SCMS)	Scanned administrative records would be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.
9	Mr Vipin Pandey	Administrative Officer	Administrative Records, Registers and documents which are kept in the Record Room	Scanned earlier administrative records up to 2016 which is in record room would also be digitally signed by him and he shall give a certificate under his physical and digital signatures "the entire record is available in the un-editable digitized format (electronic record)" as per digitization rules of the High Court.

The Administrative Officers/Section Officers/Supervising Officers of Administrative Sections are directed that the scanning work is done on utmost priority and scanning of fresh documents be done on regular basis.


Dharminder Singh
Registrar General

No.OSD/ 129 / 2025

Jabalpur, Dated:-23.07.2025

1. Principal Registrar (Vigilance), (Judicial), (Exam)/Registrars, MemberSecretary (SCMS), OSD, PPS for information and necessary actions.
2. All Sections Officers/Administrative Officers (Administrative Branch) at High Court of Madhya Pradesh, Principal Seat at Jabalpur for information and necessary action.
3. Mr Suneel Chaturvedi, Secretary to Hon'ble Judge, Mr Sanjay Gaiki Administrative Officer, Mr Vipin Gupta, Assistant Registrar, Mr Ashish Dutta Assistant Registrar, Mr Mahesh Chaurasia, Joint Registrar, Mr Vijay Kumar Sahu, Administrative Officer, Mr Om Prakash Borle, Judicial Assistant, Mr Sharad Kumar Kushwaha, Personal Assistant, Mr Vipin Pandey, Administrative Officer for information and necessary actions on their part.
4. Court Manager for information and necessary action.

Sd/-
Abdul Kadeer Mansoori
OSD