

HIGH COURT OF MADHYA PRADESH, JABALPUR ORDER

No. C/7195/OSD /2025.

Dated: 29th November, 2025

To streamline the process of registration, scanning, and digital record maintenance of the Administrative Sections, the following directions are issued for strict compliance:

1. All correspondence (Dak) received directly in any Section through email or by any other mode, shall be **compulsorily ensured to be registered in the ERP system** by the concerned receipt staff of the Section. A receipt number must be generated, the documents shall be scanned, and only thereafter the correspondence shall be forwarded to the concerned Registrar, Section Officer, and other officials responsible for dealing with such matters.
2. All Administrative Officers/Section Officers/Supervising Officers of the Administrative Section shall ensure that any further documents created or prepared in the Section after receipt of correspondence are **scanned under the same receipt number** before the file is sent to the Record Section.

The Section Officer (Record Room) is directed **not to accept any file** unless all documents have been duly scanned and digitally signed by the authorised person of the section. The Record Section shall report such instances to the Registrar (Administration) if concerned section persistently do so.

3. All Administrative Officers/Section Officers/Supervising Officers of Administrative Sections shall submit a **monthly report** to their respective Head of Section as per annexed proforma.

The Head of Section shall further submit **compliance report**, in same annexed proforma along with action taken, if any, to the Registrar General **on or before the 15th of every month**.


(DHARMINDER SINGH)
REGISTRAR GENERAL

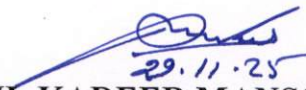
Endt. No. ^{C/7196} /OSD /2025.

Jabalpur, Dated: ^{29th} November, 2025

Copy forwarded to:-

1. The Principal District Judge (Inspection), Jabalpur.
2. Principal Registrar (Vigilance)/ (Judicial)/ (I.L.R. & Examination)/ (I.T.-CSA), Sr. Registrar (I.T.-SA) High Court of Madhya Pradesh, Jabalpur.
3. Registrar (Adm.)/ (Exam)/ (District Establishment)/ (Works and Infrastructure)/ (Information & Technology)/ (I.L.) (Judicial-I)/ (Judicial-II/ (Vigilance)/ Member Secretary (S.C.M.S./ Registrar-cum-Secretary, High Court Legal Service Committee/Officer on Special Duty, High Court of Madhya Pradesh, Jabalpur, for information.
4. Registrar (I.T.), High Court of Madhya Pradesh, Jabalpur, for uploading this order on official website of High Court of M.P.
5. D.R.-cum-PPS to Hon'ble Chief Justice, High Court of Madhya Pradesh, Jabalpur, for his Lordship's kind information.
6. The D.R.-cum Secretary to Registrar General, High Court of M.P. Jabalpur.
7. All Administrative Officers/Section Incharge, High Court of M.P. Jabalpur

Note: Vide the Registry Endorsement No. Reg(IT)(SA)/2018/368, dated 01.03.2018, all the concerned are informed to download copy of this order.


(ABDUL KADEER MANSOORI)
OFFICER ON SPECIAL DUTY

Name of Section

| Report Month | Dak Received on E Mail/ otherwise directly | How many Receipts Generated | Whether all Documents scanned Yes/No, if no why? | Action Taken, if any |
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