

**GOVERNMENT OF JAMMU AND KASHMIR**  
**DEPARTMENT OF LAW, JUSTICE AND PARLIAMENTARY AFFAIRS**  
**(Supreme Court Section) Civil Secretariat, Jammu**

**Subject:-** Filing of SLPs/Reply Affidavits etc. before the Hon'ble Supreme Court/Tribunals/Forums outside Union Territory of Jammu and Kashmir.

**Circular No:** 05 JK (LD) of 2024  
**Dated** 24 .05 .2024

It has been observed that the Law officers posted in different departments are not coordinating with promptness and are not providing timely assistance /inputs to the counsels (AoR/SCs/ASC) in respect of their cases which has resulted in delay in filing/refilling/verification of SLPs/ reply Affidavits before the Hon'ble Supreme Court. In order to safeguard the interests of the Government in its right perspective, it is hereby ordered as under:-

- CW
1. After issuance/receipt of engagement letter for filing of SLP, all the Law officers from administrative level to the sub-ordinate level shall be responsible for handing over of factual report and all records pertaining to the case to the engaged counsel for preparation and filing of SLP/ Reply Affidavits etc. Mere transfer/forwarding of Sanction letter to sub-ordinate level will not absolve the law officer at administrative level of his responsibility of filing SLP etc at an earliest. All law officers shall keep close liaison with the engaged counsel and shall ensure relevant record of the case is handed over to engaged Counsel for early filing of SLP/Replies and completion of all pleadings.
  2. In case of any delay on part of engaged counsel in filing of SLP same shall be communicated to the Department of Law Justice and Parliamentary Affairs along with the reasons of such delay and remedial measures in this regard.
  3. All law officers are impressed upon to work in close coordination with the engaged counsels and shall also follow up their respective matters through designated e-mails, whatsApp group etc. The engaged counsel shall be the one point contact for department for holding any conference with the AAGs/ASGs.
  4. All Law Officers shall maintain complete record of the case pending before Hon'ble Supreme Court, and Other Courts or Tribunals at New Delhi related to their departments so that cases are tracked regularly.

5. The Law Officers shall regularly check the designated emails and whatsApp group for providing necessary assistance /inputs to the counsels without any delay in respect of their cases. Any delay, laxity or default from the law officer and the habit of ignoring e-mails or whatsApp messages shall entail appropriate action as warranted under rules against the erring officer/official.
6. All Law officers are impressed upon to stay in touch with the Counsel (s) for proper handling of the matters and providing of all necessary assistance as and when required so that interests of Government are safeguarded. The Law officers shall also furnish report about filing of SLPs/pleadings and progress/status of cases on fortnightly basis to the Department of Law, Justice & PA in a following format.

Date of sanction-cum-engagement letter	Name of counsel engaged	Date of sending records to the Ld. Counsel	Date of filing of SLP	Date of re-filing and defects cured	Reasons for delay
--	-------------------------	--	-----------------------	-------------------------------------	-------------------

7. It shall be responsibility of the Law Officer at administrative level to coordinate and get the SLP/Reply affidavit filed at an earliest through engaged counsel. The Law Officers shall be in close contact with the engaged counsel till SLP/Reply Affidavit etc. is actually filed and ensure that no delay is occasioned in filing of SLP/reply affidavits at the departmental level.

Sd-  
(Achal Sethi)  
Secretary to Government,  
Department of Law, Justice & PA

No.Law-SC/248/2023-10-Law

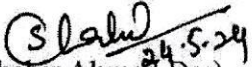
Dated: 24 05.2024

Copy to for information and necessary action:

1. Ld. Advocate General, J&K.
2. Financial Commissioner/Principal Secretary/ Commissioner Secretary/ Secretaries to Government All Department.
3. Additional Secretary to Chief Secretary
4. AAGs/AoR/Standing Counsels/Additional Standing Counsel Supreme Court of India.
5. All Heads of Departments/Managing Directors/Chief Executive of UT/PSUs/Autonomous Bodies/ Societies.
6. All the Special/Additional Secretaries(Legal)/Senior Law Officers/ Public Law Officers/Assistant Legal Remembrancers/ Associate Law

Officers/ Assistant Law Officers posted in different departments/corporations/ boards/ commissions

7. Private Secretary to Secretary to Government, Department of Law, Justice & PA
8. File concerned

  
(Shabir Ahmad Dar)

Assistant Legal Remembrancer