

No.SAC. E-35(5)/2023/24/
**Supreme Appellate Court
Gilgit-Baltistan**

Gilgit, 6th September, 2024

CIRCULAR

The Hon'ble Chief Judge has been pleased to approve the SOPs/Checklist for Institution Branch, appended as **Annexure "A"**. It is hereby circulated for the information of all concerned.

2. All the Advocates-on-Record and concerned staff of this Court are directed to strictly comply with the **SOPs/Checklist** in letter and spirit.


(Bulbul Jan)

Deputy Registrar
for Registrar

Distribution:

1. The Acting Secretary to HCJ, Supreme Appellate Court.
2. All AoRs Concerned _____
3. The PS to Registrar, Supreme Appellate Court.
4. The Assistant Registrar (Admin), Supreme Appellate Court.
5. The Assistant Registrar (Judicial), Supreme Appellate Court.
- ✓ 6. The Deputy Director IT, Supreme Appellate Court.
7. The Sr. Court Associate/ Incharge Institution Branch, Supreme Appellate Court.
8. The Incharge Supreme Appellate Court, Branch Registry Skardu.
9. Circular File.
10. Office Copy

Despatch No	7219.
Date	07 SEP 2024
Supreme Appellate Court Gilgit-Baltistan GILGIT	

is demand of law to give a notice to the

**SOPs/CHECK-LIST FOR SMOOTH FUNCTIONING OF
THE INSTITUTION BRANCH OF THIS APEX COURT.**

1. Check the Sequence of Pages and its numbering, as per Index of the Paper Book of the Petition.
2. A glance at the Concise Statement provided by the AoR(s), comparing it with the judgments/Orders passed by the learned Courts below as stipulates by **Order XVIII**) of the Supreme Appellate Court, Northern Areas, Rules, 2008.
3. Visibility of all documents, as no Misprint, Unclear Ambiguous Paper or Document is permitted to be filed for as enunciates under, **Rule 1 Order VII**.
4. Memo of Appeal (affixing of Ticket, Names And Numbers Of Litigants/Parties, Page Numbering, Relevant Articles Of Law/Rules, Signatures Of AoR and Counsel) etc are required to be checked vigilantly in line with **Order XII & XIII**.
5. To attentively check the Affidavit(s) regarding contents of Petition and supporting documents etc mentioning whether it is first appeal or otherwise as demands **under order VIII**.
6. Certified copy of all Impugned Judgments/Orders/Decrees from trial court to up-to Chief Court and judgments of this Court in case of Review and Subsequent Review, as the case may be. Moreover, the documents of GBST, if the matter is of service tribunal (**under Order XII Rule 4**).
7. Limitation, whether the petition is within time and/or barred by time. Clear number of days must be mentioned if the case falls under time-barred, also to narrate about filing of any application for condonation of delay or otherwise (**under Order XII, XIII, under Section 5 of Limitation Act & under Order V Rule 2(13)**).
8. Affixing receipts of notices to the respondents. It is demand of law to give a notice to the

B+J

respondents which should have to be checked alongwith its status whether it has been served or not (**Under Order VI**).

9. Power Attorney duly signed by the parties in favor of AoR and subsequent to the main counsel from the AoRs.
10. Civil Misc. Application(s) for condonation, suspension, stay of execution proceedings and injunction etc must be affixed by tickets in case of filing alongwith main petitions at the time of institutions (**under Section 5 of Limitation Act Read with Order V Rule 2(13), Order V Rule 2(17), Order XX Rule 1 & Order XXXIII**).
11. Notifications, Circulars & Office Orders, periodically issued by the competent authorities for streamlining of institution branch must be acted upon to be escaped from any inconvenience (**under Order III**).
12. Issuance of Show Causes Notice to the Officers/Officials working in institution and IT Branches for not adhering with Rules/Regulations must be abided by, so as, the same mistakes may not be repeated.
13. Size of page must be legal/large-one having a margin/gap of 2 inch both left and right sides apart from space of one inch both at the bottom and top of the pages.
14. Font size of the alphabets must be 13 and above, so as, it may be read out easily and properly.
15. Impugned Judgments/orders and any Civil Misc. Application must be flagged by the respective AoR(s) at the time of filing of Paper Books.
16. Corrections, cutting and fluid are not entertainable; hence, the same shall be avoided.

Bjil

17. Once it is objected regarding replacement of certain papers, the AoR(s) are required to correct the same and re-submit the paper books while not removing the objected copies in order to avoid any inconvenience to this Hon'ble Court.

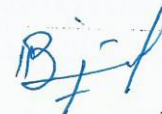
18. Confirmation, whether any other similar/identical case is pending before the this Court arisen out of the same impugned judgments/order(s) between the same party and/or different party, as the case may be. Detail must be unearthed and it has to be brought in the benign notice of the competent authority while putting up the initial note sheet regarding each case. This process would be carried out by the IT Branch of this Court via checking the same through the official data-base of this Court who will prepare a report regarding the pendency of any petition or otherwise. Such report generated by the IT branch would be endorsed by the Judicial Branch while going through the detail of the manual record pending with it.

19. Each Paper Book must be scanned and saved as Soft Copy/Archive-file by IT Branch of this court which would be available in case of any damage to the hard copy, as automation has replaced the manual work in the contemporary era of Artificial Intelligence (AI).

20. The Name and Enrollment number of the Advocate/counsel, issued by this Court must be mentioned at the juncture of filing petitions.

21. Formats of four kinds i.e.

1. Objections-Removed,
2. Objection-Not-Removed
3. Objection-Not-found
4. Objections-partially-Removed, **under Order V Rule 1 (7).**



Deputy Registrar
Supreme Appellate Court
Gilgit-Baltistan