

HIGH COURT OF MEGHALAYA AT SHILLONG

NOTIFICATION

Dated 15th July, 2025

HCM-II/46/2025/Estt/11:- 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 Meghalaya, 2013, the 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 Meghalaya 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.,

REGISTRAR GENERAL

Memo. No.HCM.II/46/2025/Estt/11-A

Dated 15th July, 2025

Copy to:

1. The Registrar-cum-Principal Private Secretary to the Hon'ble, the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
2. The P.S to Hon'ble Mr. Justice H.S.Thangkhiew, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice, W. Diengdoh, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
4. The P.S to Hon'ble Mr. Justice, B.Bhattacharjee, Addl. Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
5. All the District & Sessions Judges, Meghalaya, for favour of kind information and necessary action, with a request to circulate the SOP to other Judicial Officers within your jurisdiction for compliance.
6. The Registrar (Admn.), High Court of Meghalaya, Shillong.
7. The Registrar (Judicial Service), High Court of Meghalaya, Shillong for favour of kind information and necessary action.

8. The Joint Registrar (Listing)-cum-OSD to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong.
9. The Librarian-cum-Research Officer, High Court of Meghalaya, Shillong for information and necessary action.
10. The Systems Analyst, High Court of Meghalaya, Shillong for uploading the same on the official website.
11. Office file.



REGISTRAR GENERAL

2019
15/07/25

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

The Standard Operating Procedure (SOP) outlines the procedures for requesting extensions, the criteria for granting extensions and reporting requirements for extension of time as prayed by the Judicial Officer(s) in cases where directions to expedite hearings or trials have been issued with a purpose to ensure uniformity and prevent unnecessary delays.

1. Purpose and Scope:

The purpose of this SOP is to streamline and lay down a uniform procedure for the Presiding Officers of the Courts of the District Judiciary for requesting and granting time extensions from the Hon'ble Supreme Court of India or the High Court of Meghalaya and to ensure uniformity across the court system and to promote accountability and transparency within the District Judiciary.

The same shall be applicable to the Presiding Officers of all the courts of the District Judiciary in the State of Meghalaya, presiding over the trial/suit/appeal/other judicial proceedings where timeline/deadline or a direction to expedite the trial, suit, appeal or other Judicial Proceedings has been fixed or mandated by the Supreme Court or the High Court.

2. Procedure for Requesting Extensions: 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 the High Court of Meghalaya -

- a. All request for extension of time shall be routed through proper channel and it is to be formally submitted in writing, detailing the specific extension period sought.
- b. The Concerned Presiding Officer (except for the District and Sessions Judge) via official email and regular mode of communication shall send the request through the concerned District & Sessions Judge to the Registrar (Judicial Service) of the High Court.
- c. The District and Sessions Judge 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 Service) of the High Court.
- d. The Judicial Officers shall (except for the District & Sessions Judge), in no case, send a request for extension of time directly to the Registry of the High Court without routing them through proper channel as mentioned above.
- e. Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

(ii) In the Supreme Court of India –

- a. All request for extension of time shall be routed through proper channel and it is to be formally submitted in writing, detailing the specific extension period sought.
- b. The Concerned Presiding Officer (except for the District and Sessions Judge) via official email and regular mode of communication shall send the request through the concerned District & Sessions Judge to the Registrar (Judicial Service) of the High Court who upon satisfaction shall then forward the same to the Officer/ Registrar concerned of the Registry of the Hon'ble Supreme Court proposing the same.

- c. The District and Sessions Judge 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 Service) of the High Court, who shall upon satisfaction forward the same to the Officer/ Registrar concerned of the Registry, Hon'ble Supreme Court proposing the same.
- d. The Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court without routing them through proper channel as mentioned above.
- e. Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

3. Justification and supporting Details:

- a. The concerned Presiding Officer shall furnish the relevant information in a tabular form as per the standard tabular format given in **Annexure A**.
- b. 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.
- c. Requests are to be made via official mail and regular mode of communication.
- d. Note of the District & Sessions Judge concerned/Registrar (Judicial Service), if and wherever deemed necessary or required, shall be appended to the request.

3. Reporting and Monitoring:

- a. The Registrar (Judicial Service) of the High Court shall be the immediate supervisory officer for the purpose of this SOP.

- b. The Presiding Officer are to submit regular progress reports and also mention extensions granted specifying the reasons for the same.
- c. The District & Sessions Judge concerned/Registrar (Judicial Service) of the High Court shall monitor compliance with time-bound orders and may periodically review the status of pending cases or matters, where extension have been sought or granted.
- d. The Registrar (Judicial Service) of the High Court shall maintain records of such cases and the extension granted and file periodical reports, if required, before the concerned Court.

5. Implementation:

The SOP is to be circulated to all Judicial Officers for information and compliance.

Enclosed: Annexure A.

ANNEXURE A

Sl. No.	Particulars	Details
1	Designation of the Court.	
2	Case No.	
3	Title of the case.	
4	Nature of the case.	
5	Date of the order of the superior court fixing the time limit.	
6	Present status of the case.	
7	Reason(s) for the delay.	
8	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
9	Specified period of extension prayed for, with reasons.	
