

**IN THE HIGH COURT OF PUNJAB AND HARYANA AT  
CHANDIGARH**

**NOTIFICATION**

No: 9. GAZ. II. XII-1

Dated: 14/02/2024

Pursuant to the directions of the Hon'ble Supreme Court passed in W.P.(C) No-643 of 2015 (All India Judges' Association-Vs-Union of India and Others) on 04.01.2024, the Committee for Service Conditions of the District Judiciary (in short CSCDJ) was constituted by the Hon'ble Acting Chief Justice of the Punjab and Haryana High Court on 19.01.2024. The CSCDJ headed by Hon'ble Mr. Justice Rajbir Sehrawat, Chairperson formulates the following Standard Operating Procedure (SOP) for proper implementation of the recommendations of the SNJPC in respect of pay, pension, allowances and all allied matters as approved by the Hon'ble Supreme Court including all the payment of arrears of salary and pension of the Judicial Officers, pensioners and family pensioners etc. of the States of Punjab and Haryana.

**STANDARD OPERATING PROCEDURE (SOP) FOR THE STATES OF PUNJAB  
AND HARYANA**

1. The Home Department, Government of Punjab/the Chief Secretary to Government of Haryana with concurrence of their respective Finance Departments shall publish all the G.Os. /Notifications on or before 16<sup>th</sup> February, 2024, if not already issued in respect of pay, pension, allowances and all allied matters to comply with the direction of the Hon'ble Apex Court and for proper implementation of the recommendations of the Second National Judicial Pay Commission (in short SNJPC) as directed by the Hon'ble Supreme Court.
2. While formulating Resolution/Notification on each allowance, the effective dates, as recommended shall be distinctly mentioned and the major/minor heads of Account from which



the current and arrear claims/allowances be drawn/reimbursed shall be mentioned.

3. Both the State Governments and all the concerned authorities shall act in terms of the above directions passed by the Hon'ble Supreme Court on 04.01.2024 and earlier in W.P.(C) 643 of 2015 and disbursement on account of arrears of salary, pension and all allowances due and payable to Judicial Officers, retired Judicial Officers and family pensioners shall be computed and paid on or before 29.02.2024 and compliance report be submitted to the Registrar General by the first week of March, 2024.
4. (a) For drawal of the arrears of salary/allowances/retiral and pensionary benefits within the stipulated dateline as fixed by the Hon'ble Supreme Court of India, Home Department of State of Punjab/Office of Chief Secretary to Government of Haryana in consultation with the Finance Departments, shall place sufficient funds timely, i.e. on or before 16<sup>th</sup> February, 2024, in appropriate heads of account at the disposal of respective C.Os, Special C.Os, Heads of Department. DDO for the purpose. If required, funds may also be made available by resorting to the process of re-appropriation of available savings with the concerned departments in a time bound manner.
- (b) The Home Department, Government of Punjab/Chief Secretary to Government of Haryana with concurrence of Finance Department to pass necessary direction by which the above bills can be passed in anticipation of allotment to comply with the above direction of the Hon'ble Court.
5. All the District and Sessions Judges and heads of office shall constitute a special team to prepare the above bills for disbursement of the arrears and current amounts to comply with the direction of the Hon'ble Apex Court. The District Judges must also appoint a Judicial Officer who can make necessary



communication with the Nodal agencies and Nodal Officer of this Committee pertaining to implementation of the direction.

6. If the arrear of salary/retiral and pensionary benefits, of any serving Judicial Officer/pensioner/family pensioner has not been disbursed by their respective Heads of Department/DDO as per previous orders of the Hon'ble Supreme Court, it shall be paid with immediate effect and compliance reports be submitted to the Registrar General of the High Court for onward submission before the Hon'ble Supreme Court of India.
7. The authorities concerned shall fully cooperate in implementation of the recommendations and making payment of the dues of the Judicial Officers without making any unnecessary hurdles.
8. Pension Branch of Hon'ble High Court to maintain a database of retired Judges and family pensioners in the District Judiciary with periodical updating, at least on a quarterly basis. The current data shall be finalized by the Pension Branch on or before 15<sup>th</sup> February, 2024.
9. For smooth disbursement of salary, allowances, arrears and other service and retiral benefits, the following Government Authorities are hereby declared as Nodal Agencies:-
  - (i) The Chief Secretary to Government of Haryana;
  - (ii) The Administrative Secretary, Home Department, Government of Punjab;
  - (iii) The Registrar General, High Court of Punjab and Haryana;
  - (iv) The Accountant General (A&E), Punjab and Haryana;
  - (v) The Principal Secretary, Finance Department, Government of Punjab/ Additional Chief Secretary, Finance Department, Government of Haryana;
  - (vi) The Principal Secretary/Additional Chief Secretary, Health and Family Welfare Department, Government of Punjab and Haryana respectively;



- (vii) The Secretary/Additional Chief Secretary, Public Works Department, Government of Punjab and Haryana respectively;
- (viii) The Deputy Registrar (Accounts) High Court at Chandigarh, Representative of the Registrar General, High Court at Chandigarh;
- (ix) The Director of Treasury, Government of Punjab and Haryana;
- (x) The District Judges of the State of Punjab, Haryana and U.T. Chandigarh;
- (xi) The Heads of Department of all the Courts/Offices/Institutions of the Government where Judicial Officers are working or have worked on deputation or otherwise.

The above authorities shall see that the disbursement on account of arrears of salary, allowances or any other payable amounts to Judicial Officers, retired Judicial Officers, pensioners and family pensioners shall be paid on or before 29.02.2024.

The office of the Registrar General, Punjab and Haryana High Court shall prepare the contact details of these Nodal Agencies at the District and State Level and upload on the website of the Court.

10. The Judicial Officers/retired Judicial Officers/pensioners/family pensioners, if having any, grievance/issues with regard to release of their arrears of salary/allowances/or any other payment amount/retiral and pensionary benefits from the side of the concerned Heads of Department/DDO/Treasury shall be brought to the notice of the CSCDJ in writing either through the Nodal Officer of the Committee or the Registrar General of this Court for timely redressal of the same.
11. The Nodal Officer shall monitor and coordinate the functioning of all the Nodal Agencies and report to the Committee any difficulties faced in implementation of the recommendations.

12. The S.O.P. be published on the website of the Hon'ble High Court and District Courts of the States of Punjab, Haryana and UT Chandigarh.
13. The abovesaid S.O.P. shall be separately communicated to all concerned for necessary information, guidance and compliance as well.

By order of the Court  
14/12/2024  
Registrar General-cum-  
Ex officio Secretary of (CSCDJ)  
REC