

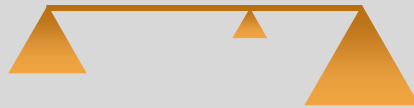
High Court of Punjab and Haryana

# CITIZEN'S CHARTER

January, 2015

# HIGH COURT OF PUNJAB & HARYANA AT CHANDIGARH

## Citizen's Charter

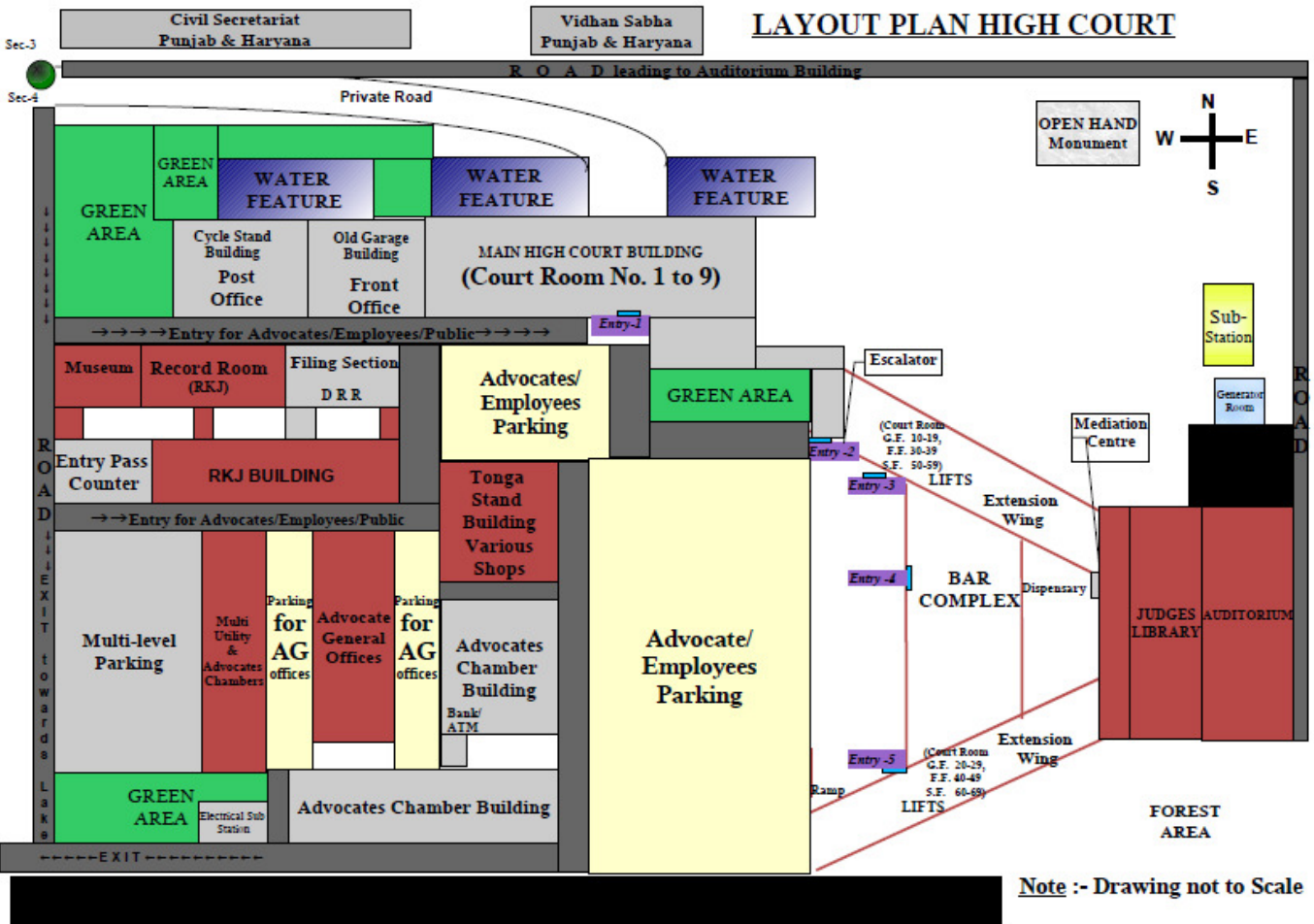


Justice is not merely holding scales even. It is the fulcrum constantly on the move to provide a long arm of access to justice to the emasculated and poor among litigants against the mighty and the rich. It is this symbol that epitomizes the dynamics of judicial functioning of the Punjab and Haryana High Court.

The Executive, Legislature and the Judiciary mark the triptych for democracy in action in assuring not merely individual's rights and obligating duties but securing society's ultimate good. The location of the Judicial Complex on a gradient in the sylvan surrounds is an affirmation to the litigant public that they have arrived at the altar of justice and fair play; the Secretariat Complex at a visible distance and the Legislative assembly building at a striking proximity are constant reminders of the balance struck under the constitutional dispensation for equality before law and equal protection of the laws.

### **Vision & Mission**

The High Court of Punjab & Haryana shall continue to strive to uphold the rule of law and constitutional values by establishing an effective and efficient judiciary in the States of Punjab, Haryana & U.T. Chandigarh. We do not treat court cases as mere statistics, our endeavour is to work for enhancement of public trust and confidence in our judicial system and to provide highest level of satisfaction to the litigants.



## 1. Location

The States of Punjab & Haryana as well as UT of Chandigarh have a Common High Court situated at Chandigarh (U.T.), which is capital of both the States as well. Chandigarh is also called – The City Beautiful, for its well planned layout and beautiful buildings, designed by French Architect Le – Corbusier. The building of High Court which is part of Capitol Complex situated in Sector – 1, Chandigarh, in the foothills of Shivalik Ranges, is one such master – piece building.

## 2. Working Hours

<p>Courts *</p> <p>Filing Section (DRR) *</p> <p><b>* Please refer to layout plan for location.</b></p>	<p>10:00 a.m. to 1:00 p.m.</p> <p>1:00 p.m. to 1.45 p.m. (lunch break)</p> <p>1:45 p.m. to 4:00 p.m.</p> <p>10:00 a.m. to 5:00 p.m.</p> <p>Filing of cases:</p> <p>10:00 a.m. to 4:00 p.m. (urgent as well as Ordinary. Writ petitions, bail petitions and other matters in which interim reliefs are prayed for are classified as urgent cases.)</p> <p>Lunch Break:-</p> <p>1:00 p.m. to 1:30 p.m.</p> <p><b>Note:-</b> The urgent cases filed between 10:00 a.m. to 12:00 noon, complete in all respects are listed on the next court working day and urgent cases filed between 12:01 p.m. to 4:00 p.m., complete in all respects are listed after a gap of one day. Matters pertaining to illegal detention of any person can be filed any time during the course of the day and same are entertained immediately. The new cases/petitions are filed before DRR (Reader to Deputy Registrar). A receipt containing the complete particulars is provided at the time of filing. Urgent cases are scrutinized the same day and if there is any objection, the case is returned to the party for removal of the objections. The objections raised by the registry are</p>
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<p>Inspection of case files *</p>	<p>also uploaded on the Website for the benefit of the litigants. Case Status can be tracked instantaneously through 13 touch screens installed at various locations in the High Court premises, location of the same is detailed under the heading of '<b>Touch Screen Kiosks</b>' of this Charter. The case status is also uploaded on the website after the cause list of day is ready. Then it can also be tracked on website or through SMS at the end of the day.</p> <p>After filing, urgent cases are taken up for preliminary hearing either on the same day or the next day. After notice of motion is issued, cases are listed in ordinary category. The cases which are admitted for final hearing fall under the category of regular cases.</p> <p>For receiving applications:-  10:00 a.m. to 11 a.m. (urgent)  10:00 a.m. to 1:00 p.m. (ordinary)  01:30 p.m. to 03:00 p.m.</p> <p>Inspection Time:  10:00 a.m. to 01.00 p.m.  01.30 p.m. to 04.00 p.m.</p>
<p>Certified Copies *</p> <p><b>* Please refer to layout plan for location.</b></p>	<p>Timing for submission of applications and delivery of certified copies:-</p> <p>10:30 a.m. to 1:00 p.m.  01:30 p.m. to 4:00 p.m.</p>

### 3. Visiting the High Court

Entry to the main building of High Court is regulated to avoid overcrowding in Court Complex for security reasons. An entry pass is issued at the Pass Issuing Counter, adjoining multi-level parking. Recently the system of issuance of RFID Cards (Radio Frequency Identification) for regulating the entry of visitors to High Court has been introduced, as a step to spruce up security. Entry Pass is issued to those who fulfill any of the following conditions:-

- a) In case of a litigant being represented by a counsel, an entry pass will be issued to him/her on producing some identity proof and after verification and recommendation by his/her counsel, under his/her signature and stamp, on the form prescribed. These forms shall be available with concerned advocate or can also be obtained at the Pass Issuing Counter.
- b) In case the litigant is prosecuting/defending his/her case "in person", an entry pass will be issued on furnishing details of the case listed for the day. However, the litigant would be required to produce some identity proof, such as Voter I-card, Driving License, Passport etc.

After obtaining an entry pass, one can enter the court building.

### 4. Museum

The only High Court in India that has its parent High Court in country outside the national border at Lahore is a reminder to the unique historicity of this Court.

The Museum is home to Judgments and Court Records of historic importance like Bhagat Singh trial at Lahore, Arrest of Dr. Kitchlew, Creation of post of Chief Justice, arrest of Pt. Jawahar lal Nehru etc. Various showcase items like Nathu

Ram Godse's handcuffs and a copy of original Constitution of India signed by Constituent committee and many old stamps of the era are also on display here.



An old Court Room, with all old equipments like stamp, heater, sofas, pen stand, typewriter and calendar etc., has been re-created within the premises to illustrate how the Court Rooms of that era looked.

Entry to Museum is free of cost and same can be visited from 10.00 AM to 5.00 PM on working days.

## **5. Location of Courts & Offices**

Once you approach the gate of the main building or extension block you will find signboards indicating the location of the court rooms. The Court of Hon'ble the Chief Justice (Court No.1) and Court Nos. 2 to 9 are in the main block of High Court Building. You can reach there from Gate No.1.

Court Nos.10 to 69 are in the extension wing of the High Court. Court Nos.10 to 29 are on the Ground Floor of the extension wing; Court Nos.30 to 49 are at the 1st Floor and Court Nos.50 to 69 are at the 2nd Floor. You can directly reach there from Gate No.2 & 5.

Offices of the Registrar General, Registrar (Vigilance), Registrar (Admn.), Registrar (Rules) are in the main block of High Court Building. Approach to the same is from Gate No.1.

Filing (DRA) Branch is located outside main High Court Building near parking area.

Mediation & Conciliation Centre is located in the basement of extension wing, in Room Nos.19 & 21.

Office of High Court Legal Service Committee/Front Office for free Legal Aid is in the premises, known as 'Old Garage Building', situated just outside the main High Court Building.

**Lawyers' Chambers** are situated near multilevel parking.

## **6. Reception centre**

When you enter the Gate No 1 there is a Reception Desk. You can seek assistance from the official at the Desk.

## **7. Filing counters**

At filing section (DRR), counters are situated in an air-conditioned hall to facilitate filing by Litigants/Lawyers/Clerks.

## **8. e-Information**

### **a. Website HIGH COURT**

The official website of this Court can be accessed at the following address:

[www.highcourtchd.gov.in](http://www.highcourtchd.gov.in)

The website (<http://courtnic.nic.in>) is loaded with information which includes many "search" features to check status of a case. To facilitate case search, there are many search options like case number search, party name search, advocate name search, filing search, caveat search etc. Information like Last Hearing Date, Bench, Sr. No. and List Type (U-Urgent, O-Ordinary, R-Regular) are instantly available online in the search result. Information regarding status of case can also be accessed by entering particulars of FIR, particulars of the impugned order of the lower Court; names of parties etc. There is also Free Text Search option which can help in searching of all the documents for given text.

The daily cause list can also be viewed on the website.

The website also displays the objections raised by the registry regarding newly filed cases, judgments passed by the various Hon'ble Courts as well as a live display board, which displays the status of an ongoing case being heard by a Court online.

Names of the Administrative Officers, High Court Rules and Orders, Conduct Rules, Judicial Service Rules, ADR Rules and Case Flow Management Rules have also been placed on the website.

All the postings and transfers of Judicial Officers are put on the website immediately.

Information regarding the ongoing recruitment processes of Additional District & Sessions Judges, PCS (Judicial Branch) , HCS (Judicial Branch) and various vacancies on the establishment of High Court, as well as a link of Central Recruitment Agency (<http://www.recruitmenthighcourtchd.com/>), which looks after recruitment of staff for the Subordinate Courts, are available on the website.

All links to various other important websites are available on clicking the tab "RELATED LINKS". Daily/interim orders passed by various Hon'ble Courts can also be accessed online. The National Judicial Data Grid (NJDG) is also operational and all the judgments, interim/zimini orders as well as case status are available online.



This website has been adjudged as best amongst all the High Courts and 5<sup>th</sup> amongst all the Govt. Websites in the country (source Web Service Division, NIC, Govt. of India).

**b. Websites of Subordinate Courts.**

There are 41 Sessions Divisions (i.e. 19 in Punjab, 21 in Haryana and 1 in Chandigarh). At present, websites have been created for 39 District Courts (18 in Punjab, 20 in Haryana and 1 in Chandigarh). The information in respect of the cause list/duty roster/posting of Officers can be accessed by visiting the respective websites through following links: [punjabjudiciary.gov.in](http://punjabjudiciary.gov.in), [haryanajudiciary.gov.in](http://haryanajudiciary.gov.in) and [chddistrictcourts.gov.in](http://chddistrictcourts.gov.in). These links can also be accessed through the website of the High Court by clicking "Related links" tab.

National Judicial Data Grid (NJDG) is operational 24x7 hours. All the judgments, interim/zimini orders as well as case status are available online.

**c. Touch Screen Kiosks**

Many information services have been made available to the citizens through 13 touch screen Kiosks which have been installed at strategic locations in the High Court premises. 5 touch screen panels are there at Gate No.two, 2 panels are in the room of Clerks/Munshis of Lawyers, 2 panels are in Copying Agency, 1 touch screen panel each is situated in Ladies Bar Room, DRR Section, Civil Revision Branch and Criminal Revision Branch.

It is now possible to check the status of various stages of the case as well as documents available on Document Management System (DMS). The list of all the available services through touch screens is as under:-

- a) Filing Status
- b) Objections Details
- c) Caveat
- d) FIR / LAC / IO / LC Matching
- e) Petitioner / Respondent / Advocate Name Inquiry
- f) Status of Preparation of Certified Copies
- g) Status of Availability of Documents on the Document Management System (DMS)



d. **Display Boards**

LCD display screens installed in the corridors, Bar Rooms and other places frequented by the Public and advocates afford instant information of the movement of the cases. These screens display the serial number of cases being heard in each Court Room. The LCD display Screens are also installed in each court room, to enable the Advocates to know the serial number of the case being taken up in the said court and also in other courts. This display is also available online on real time basis.

e. **Central Copy Branch**

The Interim orders/Short orders and Final Orders/Judgments, passed on daily basis, by each Court, are uploaded on the Document Management System (DMS) after affixing digital signatures, and as such daily orders passed by all the Courts are instantly available to the central copying agency for supply of certified copies to the litigants.

The Status of Petitions for certified copies has been made available through Touch Screen Kiosks. The other such functionalities available are:-

- a) Provision of receiving single/multiple petitions. Receipts are generated through Thermal Printer for faster delivery.
- b) Requisite fee to be charged for obtaining copies is completely automated.
- c) Dedicated software designed for Copy Branch enables tracking of progress of application for obtaining copy right from receipt of petitions to the delivery, thus leading to transparency in system.
- d) Certified copies of all the documents which are available on Document Management System are delivered instantaneously by the Copy Branch.

As a step to further speed up the process of delivery of certified copies instantly, this Court has also started entertaining petitions (of certain categories i.e. 'Protection Petitions' and Petitions related to Tax Matters) in soft copy mode i.e. through CDs, DVDs & flash drives.

f. **Access to Digitally Signed Daily orders given to Advocate General Punjab, Advocate General Haryana and High Court Bar Association**

A limited connectivity through Local Area Network (LAN) has been afforded to both the Offices of Advocate General, Punjab and Haryana to enable the Law Officers/Lawyers to view daily orders.

Other functionalities provided are:-

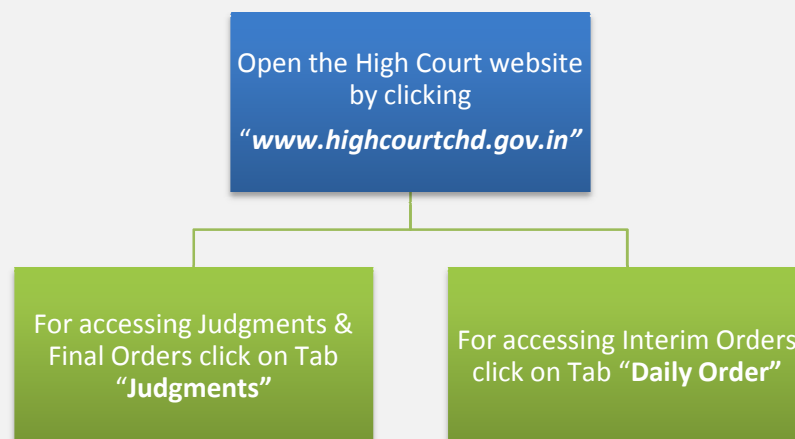
- a. Access to search for the Interim Orders of any case and to document management system.
- b. Can take print out of the Interim Order.
- c. No Need to file petition for the copy.

**g. Service through SMS**

For people who are not very computer savvy, the basic information regarding case status is also available through Short Messaging Service, (popularly known as SMS), which is a veritable milestone towards process re-engineering has been achieved.

**h. Digital Interim Orders/final orders and Judgments**

Digitally signed interim orders, final orders and judgments are uploaded by Court Secretaries in ISHiCo (integrated software for High Court) which can be viewed & downloaded, through Intranet as well as Internet. Two separate dedicated tabs i.e. **Daily Order** (for interim order) & **Judgment** (for final orders & judgments) are provided on the official website of the High Court for retrieving the digitally signed interim orders and final judgments respectively. The said information can be accessed by following the Flow Chart as under:-



**i. Bail Orders/Stay Orders through email**

In order to ensure immediate compliance of bail orders/stay orders/release orders, a step has been taken to send the same through emails to Govt. Departments, Jails, Revenue Officers and District & Sessions Judges, for immediate compliance so as to reduce the time consumed in transit.

**j. Digital Notices through Email**

To increase efficiency in service of summons/notices, the High Court has started serving summons through e-mails to various Government Departments. For this purpose Financial Commissioners, Principal Secretaries and Administrative Secretaries of State Governments have appointed Nodal Officers for each department, who would be responsible to acknowledge the Court processes, sent to them through mail.

All Heads of Departments have also been instructed to issue directions to Nodal Officers of their respective departments to regularly check their e-mail accounts and acknowledge court notices for speedy delivery of processes and in case there is any change of IDs, it must be intimated to the Court immediately.

**k. Video Conferencing**

To avoid unnecessary movement of under trials prisoners the Judicial Officers are taking up remand cases through Video Conferencing, which also saves expenditure in terms of manpower and transportation. Whenever and wherever required the statements of Judicial Officers



are also recorded through Video Conferencing facility. Efforts are on to use Video Conferencing for recording evidence of some other categories of witness as well, wherever possible.

**9. Urgent (Mentioning) Cases to be fixed for the same day**

The mentioning of urgent cases for fixing the case on the same day is being made on the prescribed 'Mentioning Slip', before the Hon'ble senior most Judge of the concerned roster.

Further information regarding the detail of roster is available on the website of High Court under the heading – Case Information.

## **10. Facilities for litigants available in the High Court Premises**

### **i. Court Fee/Stamp Paper**

Licensed stamp vendors selling court fee stamps are available on the ground floor of the old lawyers chambers block.

### **ii. Notary and Oath Commissioners**

For getting the affidavits attested, there are a number of Notaries and Oath Commissioners appointed by the High Court. They are available on the ground floor of the Old Lawyers Chambers block in the High Court during court hours. Few of them sit in main Court Building near Gate No.1.

### **iii. Bank**

A branch of State Bank of Patiala is functioning in the High Court Premises at the ground floor of the Old Lawyers Chambers block. There are three ATMs in the compound of High Court. One ATM is located in the Bank premises itself. One is near Gate No.2 at the lawn and another in front of Entry Gate No.4.

### **iv. Post Office**

There is a post office functioning in the High Court premises at the ground floor outside main High Court Building.

### **v. Book Seller**

For purchase of Bare Acts or Books relating to law, there are stalls of booksellers outside the Court Building.

### **vi. Canteen**

There is a canteen functioning in the High Court premises in old lawyers chamber block. Another canteen is outside Advocate General Office. There are also a number of other eating joints in and outside the Court building.

### **vii. Medical facilities**

There is a Government Medical and Health Centre inside the High Court building itself. There is one chemist shop also near Police Post in the parking area.

### **viii. Photocopying facility**

For photocopying there are several stalls located in Old Lawyers' Chamber.

## **11. Inspection of Judicial Records**

Inspection of judicial records can be made either by the party or through his/her Advocate. There is an Inspection Branch in the High Court where inspection of judicial record/files is done. The room of Inspection Branch is located in the Front Office in the High Court premises.

If the inspection of the file/record is of urgent nature, the Party/Advocate will be required to file an application duly stamped with court fee of ₹ 5/- between 10:00 a.m. to 11:00 a.m. in the Inspection Branch and file/record will be made available on the same day for inspection provided the case is not fixed for hearing in the Court on that date.

If the inspection of the file/record is of ordinary nature, the Party/Advocate will be required to file an application duly stamped with court fee of ₹ 2/- between 10:00 a.m. to 01:00 p.m. and 01:30 p.m. to 03:00 p.m. in the Inspection Branch and file/record will be made available on the following working day.

Inspection can be made between 10:00 a.m. to 04:00 p.m. (excluding lunch break time) as per the relevant provisions contained in Rules & Orders of Punjab & Haryana High Court.

Copying of any document or portion of the record by pen is strictly prohibited but the same can be done by a lead pencil. While inspecting the record, the Party/Advocate shall not allowed to put any mark on the record being inspected. The permission for inspection is valid for one day i.e. the day on which the application is allowed.

While carrying out inspection of the file/record, the Party/Advocate can seek unattested copies of oral and documentary evidence, grounds of appeal, written statement, plaint, application i.e. C.M. etc. Affidavit, Replication, writ petition along with Annexures and photocopy of judgment of trial Court or Appellate Court. For this Party/Advocate is required to make an application in the Inspection Branch and ₹ 1/- per page is charged as fee for obtaining such copies.

## **12. Certified/attested copies of judicial record and Dasti orders**

Certified Copies of Judicial record, Judgments and Orders:-

Party/Advocate can apply for certified copies of judicial record at the Central Copy Branch from 10:30 a.m. To 01:00 p.m., 01:30 p.m. to 04:00 p.m.

### Fee charged for certified copies:-

Consolidated fees are charged for attested copies as per following scales:-

- a. Express copy:-** An application for obtaining copy of an interim order, stay, bail, direction and order deciding the case in motion hearing on "Express Basis" can be filed in Copy branch on the day the order is passed or on the next working day. The charges for such copy shall be at the rate of ₹ 100/- up to 10 pages and ₹ 10/- per page thereafter.
- b. Urgent Copy:-** Copies of all other orders or documents can be applied on "Urgent Basis". The charges for Urgent Copy shall be ₹ 100/- up to 20 pages and ₹ 5/- per page thereafter.
- c. Ordinary Copy:-** The charges for obtaining copy on "Ordinary " shall be ₹ 50/- up to 10 pages and ₹ 2/- per page thereafter.

### Time for delivery of certified/attested copies:-

- a) Express Copy is ordinarily delivered to the applicant on next working day, after the records of the case are received in the copying section of respective branches.
- b) Urgent Copy is ordinarily delivered to the applicant within five days after the record of the case is received in the copying section of the respective branch.
- c) Ordinary Copy is delivered to the applicant as per turn in the order in which the fee required under these rules is deposited, depending upon the number of applications already pending in Copy Branch.

## **13. Case/Filing Status**

The case/filing status of fresh urgent petitions so as to know as to whether it has been "passed" for being listed or as to whether any objections have been raised for some reason, is available on Touch Screen Kiosks installed at various points in the High Court premises.

The status of cases which are filed before 12 O' Clock can be viewed on touch screen Kiosks after 2:00 p.m.

The status of cases which are filed between 12 O' Clock to 4:00 p.m. can be viewed on Touch Screen Kiosks on next day

The objections raised in the cases are also uploaded on the website of the High Court, after 5:00 p.m.

## **14. Daily Orders and Judgments**

Certified copies of all the interim orders of the High Court which are available on Document Management System (DMS) are supplied by Central copy branch instantly. As on today the Interim Orders are being displayed on Internet which are available for a period of 15 days after uploading. Final Judgments of the High Court are available on the website of High Court. The copies of orders and judgments downloaded from the website cannot be used as certified/attested copies. Counsel/party have to apply for certified copies separately at Central copy branch if they desire to challenge any of the orders of judgments of the court.

## **15. Legal Aid**

HIGH COURT LEGAL SERVICES COMMITTEE (HCLSC): HCLSC was established on 24.3.1998 as per Section 8A of the Legal Services Authorities Act, 1987.

Hon'ble the Chief Justice is the Patorn-in-Chief, Hon'ble Mr. Justice S. S. Saron is the Chairman and Mr. Puneesh Jindia, Addl. Sessions Judge is the Secretary of HCLSC.

- a. Front Office: HCLSC is having its Front Office at the entrance of High Court Building Complex.

To provide legal aid to the applicants for filing or defending the case(s), before the Hon'ble High Court, HCLSC has a Panel of 102 Advocates out of which 3 Advocates are also working as Retainer Lawyers.

- i. The Retainer Lawyers sit at the front office for rendering services like Legal opinion, drafting notices, sending replies to lawyers' notices and drafting applications, petitions etc.
- ii. In case of urgent matters, the Retainer Lawyers, in consultation with the Secretary, HCLSC provide legal assistance of appropriate nature at the Front Office.

- b. 'Legal Aid Service'

The Legal Services Authorities Act 1987 provides for free legal aid services to every such person who has to file or defend a case, if he/she is:

- i. a member of a Scheduled Caste or Scheduled Tribe;
- ii. a victim of trafficking in human beings or beggar as referred in article 23 of the Constitution;



- iii. a woman or a child;
- iv. a person with disability as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- v. a person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or
- vi. an industrial workman; or
- vii. in custody, including custody in a protective home within the meaning of clause (g) of section 2 of the Immoral Traffic (Prevention) Act, 1956, or in a Juvenile home within the meaning of clause (j) of section 2 of the Juvenile Justice Act, 1986, or in a psychiatric hospital or psychiatric nursing home within the meaning clause (g) of section 2 of the Mental Health Act, 1987; or
- viii. where the annual income of a person " From All Sources" does not exceed ₹1,50,000/-.

Any person/party, desirous of availing the facility of free legal aid, has to submit his/her/their request in writing in the Front office (near Post Office) situated at the entrance of this Hon'ble High Court, addressed to the Secretary, High Court Legal Services Committee, Punjab and Haryana High Court, Chandigarh.

c. 'Scrutinization-cum-Evaluation Committee:

To scrutinize and evaluate the applications received for seeking free legal aid, meeting of the Scrutinization-cum-Evaluation Committee duly constituted by HCLSC is being held twice a week.

- i. **Monitoring Committee:** A Monitoring Committee has been set up for the close monitoring of the progress of the cases in which free legal aid has been provided.
  - a. Monitoring Committee is maintaining a register for legal aid cases for recording the day to day postings, progress of the cases and the end result (success or failure) in respect of cases for which legal aid is allowed.

- b. The status of the cases is also being checked/updated through internet facility as well as the Emails received from the Empanelled Advocates.

## **16. Forums under alternative dispute resolution mechanism**

The Punjab & Haryana High Court provides alternative dispute resolution mechanism such as Mediation, Arbitration and Lok Adalat.

### **i. Punjab & Haryana High Court Mediation and Conciliation Centre:**

To provide effective, efficient and inexpensive means to manage the huge influx of cases, the mechanism of ADR has been introduced in the Indian Legal System. Mediation is an important aspect of ADR Mechanism and to make mediation an effective tool of alternative disputes redressal mechanism, the first Mediation & Conciliation Centre at Punjab & Haryana High Court, Chandigarh was set up on 17th March, 2008 was inaugurated by Hon'ble Mr. Justice S.B. Sinha, the then Chairman, Mediation & Conciliation Project Committee and the then Judge, Supreme Court of India. It has 6 cabins for Mediation proceedings and one big hall for joint sessions.

Another Mediation Centre namely Mediation & Conciliation Centre-II has also been set up to handle more referrals and the same was inaugurated by Hon'ble Mr. Justice A.K. Sikri, the then Chief Justice of this Court on 21st March 2013. Mediation & Conciliation Centre-II consists of 11 sound proof and centrally air conditioned Cabins, which are fully furnished. In total, there are 17 cabins for Mediation. In order to create a friendly atmosphere a LED TV has been installed in the waiting area for entertainment and a free Tea/Coffee vending machine to energise and refresh litigants visiting the Mediation Centre.

The Mediation Centres in the High Court are run by well qualified 70 Mediators, who have been imparted 40 hours Mediation Training by the Trainers deputed by Mediation & Conciliation Project Committee, Supreme Court of India.

### **ii. Lok Adalat**

Presently two daily lok adalats are functioning in the premises of this High Court. Daily Lok Adalat Bench No. 1 is headed by Hon'ble Mr. Justice R. S. Mongia (Retd.) former

Chief Justice of Guwahati High Court, whereas Daily Lok Adalat Bench no. 2 is headed by Hon'ble Mr. Justice A. L. Bahri (Retd.).

## **17. Right to Information**

The relevant rules framed by the High Court i.e. High Court of Punjab and Haryana (Right to Information) Rules, 2007 may be accessed on the website of High Court i.e. <http://highcourtchd.gov.in/>. The statutory disclosure made as required under section 4 of the RTI Act 2005 may also be seen on the website.

## **18. Complaint Mechanism**

With regard to the complaints of the officials of this Court involving administrative work, the matters are dealt with by the Establishment-I Branch of this Court under the control of Registrar (Administration) and anonymous and pseudonymous complaints are not entertained.

## **19. Helping Us To Help You**

- i) Observe punctuality in time fixed for appointments and hearings.
- ii) Keep the High Court premises neat and clean.
- iii) Extend Cooperation for mandatory security checks.
- iv) Follow instructions displayed.

**Registrar General**  
High Court of Punjab and Haryana,  
Chandigarh.