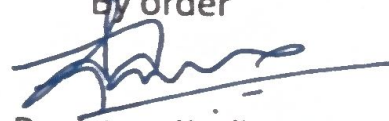


**FOR SMOOTH FLOW OF CASES FILED IN THE REGISTRY
AS PER THE STANDARD OPERATING PROCEDURE**

1. Registry shall give Filing/Stamp Number to each fresh matter, if there is no mandatory office objection as per the Modified SOP dated 01.02.2025. If any interpolation/ correction/ overwriting/ deletion by using whitener/ striking of, is found in the Petition/Application, without initials of the Advocate/Party-in-person or the Notary concerned, at the time of filing, then in that case, Draft Amendment under the signature of the Advocate/Party-in-person, as the case may be, shall have to be filed to enable the Registry to give Filing/Stamp number.
2. Registry shall allow Advocate/Party-in-person to fill in the blank space for the number of days of delay in the matter after computation of Limitation.
3. In order to ensure smooth circulation of the matter without the typed copy of the document, as per the SOP, an application signed by the Advocate shall have to be filed giving undertaking that the typed copy of the faint/illegible document shall be supplied to the Hon'ble Court, if desired.
4. The Instruction issued dated 09.10.2025 is applied retrospectively i.e. from the date of Issuance of Instruction No. RJ/31/2025 dated 15.09.2025. Hence, Advocates can file fresh note of draft amendment, wherein order declining the Draft Amendment has already been passed.

All the concerned are, therefore, directed to follow the above instructions scrupulously.

Date:09/10/2025

By order

Registrar (Judicial)