

V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharge of its functions.

RULES:

1. High Court Establishment (Appointment and Conditions of Service) Rules, 1973.
2. Retired Judges Domestic Help Rules, 2009.
3. High Court of Punjab and Haryana (Right to Information) Rules, 2007.
4. In the state of Punjab, the appointments/promotions/clearance of probation period/seniority of members of Superior judicial Service is governed by the Punjab Superior Judicial Service Rules, 2007.
5. Similarly in the State of Haryana the appointments/promotions/clearance of probation period/seniority of members of Superior judicial Service is governed by the Haryana Superior Judicial Service Rules, 2007.
6. Likewise, the appointment of members of Punjab Civil Service (Judicial Branch) and clearance of their probation period and seniority is governed under Punjab Civil Service (Judicial Branch), 1951 as amended from time to time.
7. Appointment of Local Commissioners in Chapter 10-B of High Court Rules & Orders, Volume-I.
8. Chapter-6 in part J of Volume V of High Court Rules and Orders.
9. Appointment of Oath Commissioner under provision of Rule-5, Chapter 12-B of High Court Rules & Orders.
10. Amicus Curaie Rules, 2007.
11. Punjab and Haryana High Court (Arbitrators Panel and Fee) Rules, 2011.
12. Rules of High Court Legal Services Committee.
13. Regarding legal aid (Rule 19 of The Haryana State Legal Services Authority Rules, 1996).
14. The employees of Subordinate Courts in the State of Punjab/Haryana/U.T. Chandigarh are presently being governed by Punjab/Haryana/U.T. Chandigarh Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.
15. The Right to Information Rules, 2007 for the Subordinate Courts in the State of Punjab/Haryana/U.T. Chandigarh have also been framed by this Hon'ble Court.
16. High Court Rules and Orders Volume V are applicable in judicial matters.

17. Punjab Financial Rules (Applicable to Punjab and Haryana)
18. General Financial Rules (Central)
19. Punjab Medical Attendance Rule, 1940
20. All India Services (Medical Attendance) Rule, 1954
21. High Court Judges Service Condition Rule.
22. Delegation of Financial Rules.
23. Punjab Civil Services Rules.
24. The Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.
25. The Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.
26. The Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.
27. Recruitment of ADJ's in the State of Punjab is made under the 'Punjab Superior Judicial Service Rules, 2007.'
28. Recruitment of ADJ's in the State of Haryana is made under the 'Haryana Superior Judicial Service Rules, 2007.'
29. Recruitment of Civil Judges (Junior Division)-cum-Magistrates in the cadre of PCS (JB) are made as per the Punjab Civil Service (Judicial Branch) Rules, 1951.
30. Recruitment of Civil Judges (Junior Division)-cum-Magistrates in the cadre of HCS (JB) are made as per the Punjab Civil Service (Judicial Branch) Rules, 1951, as applicable to the state of Haryana.
31. Recruitment to posts in the various cadres of High Court Establishment are made as per the 'High Court Establishment (Appointment and Conditions of Service Rules), 1973.
32. Mediation & Conciliation Rules.
33. High Court Legal Services Committee Regulations 1998.
34. National Legal Services Authority (Free and competent Legal Services) Regulations 2010.

REGULATIONS/INSTRUCTIONS:

35. Scheme regarding appointment of Law Researchers in the Punjab and Haryana High Court (two notifications),
36. Guidelines for internship of Law Students at Punjab and Haryana High Court.
37. In addition to the above, criterion have been adopted by this Court for the States of Punjab and Haryana for designation of Additional District & Sessions as District & Sessions

Judge, promotion of Additional District & Sessions Judge from Civil Judge (Senior Division) and designation of Additional Civil Judge (Senior Division) from Civil Judge (Junior Division). Criterion has also been adopted for grant of ACPs, Selection Grade and Super Time Scale.

38. Similarly, the appointment of members of Haryana Civil Service (Judicial Branch) and clearance of their probation period as well as seniority is governed under Punjab Civil Service (Judicial Branch) 1951 as applicable in the State of Haryana) as amended from time to time.

39. This Court has also framed guidelines regarding clearance of probation period of PCS/HCS (JB)

40. Likewise, the guidelines for transfer of Judicial Officers working in the States of Punjab and Haryana have also been framed by this Court.

41. On receipt of complaint(s) against the Judicial Officers working under the control of this Court regarding their alleged misconduct, irregularities and corruption etc., action if any required is taken against the alleged Judicial officer(s) after following due procedure laid down in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and Haryana Civil Services (Punishment and Appeal) Rules, 1987, as the case may be. The complaints containing allegations of misconduct, irregularities and corruption etc. received against the Judicial Officers are critically examined by Vigilance Cell headed by the Registrar (Vigilance).

42. The information regarding the setting-up of Vigilance Cell has also been displayed on the website of this Court and the general public has been informed to convey in writing any information about corruption in the working of Subordinate Courts of Punjab, Haryana and U.T. Chandigarh at the following address:-

Registrar (Vigilance),
Punjab & Haryana High Court, Chandigarh,
Phone No.0172-2740942
FAX No.0172-2742104
E-mail:reg.vig-phc@indianjudiciary.gov.in

43. The cases of the members of Punjab and Haryana Civil Services (Judicial Branch) and members of Punjab and Haryana Superior Judicial Services regarding recording of Annual Confidential remarks are dealt with the provisions as envisaged in Chapter-9 of Vol.5 of Punjab and Haryana High Court Rules and Orders.

44. The representations of Judicial Officers made against adverse remarks are disposed off by a Committee constituted under Hon'ble Full Court resolution dated 13.10.2010. The final decision on the representation is taken by the Hon'ble Full Court.

45. (a) Loss of Books:

(i) the books reported to have been lost shall either be replaced by the latest edition

OR

Paid for the price available in the latest catalogues/latest edition book received in Library.

(ii) In case the book is out of print or rare and its latest price is not available the original price plus 10% increase in the price per year from the date of its procurement subject to the maximum of four times of its original price, shall be recovered from the borrower.

(iii) In case of books received free of cost and whose price is not available from any source, Library Committee will decide the amount to be recovered from the borrower.

(b) Loss of Periodicals:-

(i) Single issue of Periodicals.

Replacement of single issue or the price of the latest volume if single issue is not available.

(ii) Bound Volumes of Periodicals:

Replacement of the volume or price of the latest volume.

46. Seeking sanction u/s 197 Cr.P.C. to prosecute judicial officers

47. Powers to the AAG/AG as P.P. U/s 24(1) of CRPC-1973

48. Legal Notice U/s 80 CPC.

49. The matters regarding amendment of Rules & Orders of Punjab & Haryana High Court are put up before Rules Committee (other than CPC) and Hon'ble Full Court in terms of Rule 2(ii) of Ch.-9, Part A of Rules & Orders of Punjab & Haryana High Court Vol.-5. Further, the matters relating to amendments of Rules in the First Schedule of CPC are placed before Rule Committee (CPC) & Full Court in terms of Section 123 of CPC and the procedure prescribed in CPC.

50. Loss of Record (Subordinate Courts under Rule 5 & 5(A), Chapter 19-A of the High Court Rules & Orders and Instructions circulated vide this Court's Endst. No. 24066 Rules XX..C.I. Dated 13.07.2011
51. Order 18 Rule 4(2) of the Code of Civil Procedure, 1908.
52. Designation of Advocates under rule contained in Chapter-6, Vol. 5, Punjab and Haryana High Court.
53. Appointment of Executive Chairman of State Legal Services Authorities.
54. The Vigilance Branch deals with the cases of Annual Property Statement of Judicial Officers posted in Punjab, Haryana & U.T. Chandigarh and grant of permission to purchase moveable/immovable property by the Judicial officers in accordance with the Punjab Government Employees (Conduct) Rules 1966 as applicable to the State of Haryana also.
55. In respect of pay, leave, pension, superannuation and all other matters not expressly provided for in these rules, a member of the service shall be governed by such rules and regulations as framed by the State Government. The instructions issued by the State Government from time to time shall apply after their due adoption by Hon'ble the Chief Justice.
56. Policy regarding sending the officials on deputation to the departments on transfer basis.
57. Revision of remuneration of staff attached to the Fast Track Courts in the States of Punjab and Haryana.
58. Remuneration of staff attached to the special Judicial Magistrate in the State of Punjab, Haryana and U.T. Chandigarh.
59. Outsourcing cleanliness of Court complexes at district headquarters and revenue District within same Session Division.
60. Guidelines for the premature retirement of the Judicial Officers and employees subject to the control of the High Court.
61. Budget Manual
62. Uniform Rules for Group 'C' & 'D' employees of Central Govt. as well as providing of Coat & Neck tie on the basis of practice adopted by Hon'ble Supreme Court of India & Delhi High Court.
63. Instructions issued by Mediation & Conciliation Committee of this court to be followed by District Mediation Centres.
64. The Government Employees (Conduct) Rules, 1966 amended upto 29.06.2009, besides, this Court's instructions as well as those of State/Central Govt. instructions issued from time to time are applicable to the staff of Weeding Cell.

65. Rule 3(i) of Chapter-5 Part-C Volume-V of High Court Rules & Orders, concerning Destruction of Judicial records, books and papers, framed by this court as per provision of Section 3 of the Destruction of the Records Act, 1917.