



HIGH COURT OF SIKKIM G A N G T O K

No.19/Judl./HCS

Date: 08-07-2025

N-O-T-I-F-I-C-A-T-I-O-N

Pursuant to the order dated 23.05.2025 passed by the Hon'ble Supreme Court in *Miscellaneous Application No. 919/2025 in Special Leave Petition (Criminal) No. 3607/2023, Durgawati @ Priya v. CBI.*, and in due compliance thereof the High Court of Sikkim with the approval of the Hon'ble, the Chief Justice hereby formulates the following **Standard Operating Procedure (SOP)** for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from Hon'ble Supreme Court or High Court of Sikkim where specific timelines have been fixed to conclude time-bound trials/suits/other judicial proceedings:-

STANDARD OPERATING PROCEDURE (SOP) FOR THE STATE OF SIKKIM

1. **Route of Communication:**

All requests for extension of time in trial/suit/other judicial proceedings shall be routed through the proper channel as under:

- i. In case of request for extension of time from Hon'ble Supreme Court-
 - a. The concerned Presiding Officer (except Principal District and Sessions Judge) shall via official e-mail and regular



mode send the request through the concerned Principal District and Sessions Judge/District and Sessions Judge to the Registrar of the High Court who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

- b. The Principal District and Sessions Judge shall regarding the matter pending before them send the request for extension of time via official e-mail and regular mode to the Registrar of the High Court who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.
- ii. In case of request for extension of time from Hon'ble High Court-
- a. The concerned Presiding Officer (except Principal District and Sessions Judge) shall send the request for extension of time through the concerned Principal District and Sessions Judge/District and Sessions Judge to the Registrar of the High Court through both modes i.e. official e-mail and regular mode.
 - b. The Principal District and Sessions Judge shall regarding the matter pending before them send the request for extension of time to the Registrar of the High Court through both modes.

8/



2. Justification and Supporting Details:

- i. The concerned Presiding Officer shall furnish the relevant information namely; Designation of the Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior court fixing the time limit, Present status of the case and reason(s) for the delay in concise.
- ii. The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the process of the case or matter after the date of order of the superior court by which a specific time limit has been fixed and specific period of extension prayed for.
- iii. The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I.**
- iv. Note of the concerned District and Sessions Judge or Registrar, if and whenever deemed necessary or required, shall be appended to the request.

3. Restrictions:

The Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing them through proper channel as mentioned above.

8/



Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

4. Monitoring:

The Principal District and Sessions Judge/District and Sessions Judge of the respective districts and the Registrar of the High Court shall monitor compliance with time-bound orders and may review the status of pending cases or matters on a monthly basis, where extensions have been sought or granted.

5. Reporting Requirement:

The concerned Principal District and Sessions Judge/District and Sessions Judge of the respective districts shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

6. This SOP shall come into effect immediately.

By Order,

sd/-
REGISTRAR

**ANNEXURE-I**

Sr. No.	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior court fixing the time limit, (copy of order also be enclosed)	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	
