

**Standard Operating Procedure (SOP) for Requesting an Extension of Time
from Hon'ble Supreme Court or High Court of Madhya Pradesh to
Conclude Time-Bound Trials/Suits/Other proceedings**

1. Objective:

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials/suits/other judicial proceedings by the Hon'ble Supreme Court or the High Court.

2. Applicability:

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials/suits/other judicial proceedings in which a timeline/deadline or time specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

3. Procedure for Seeking Extension:

A. Route of Communication:

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

(1) In case of request for extension of time from Hon'ble High Court-

- (i)** The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court) shall send the request for extension of time through the concerned Principal District Judge to the Registrar (Judicial) of the High Court at Principal Bench Jabalpur or Principal Registrar of the Benches at Indore/Gwalior, as the case may be, through both modes i.e. official e-mail and regular mode.
- (ii)** The Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court shall, regarding the matter pending before them, send the request

for extension of time to the Registrar (Judicial) of the High Court at Principal Bench Jabalpur or Principal Registrar of the Benches at Indore/ Gwalior, as the case may be, through official e-mail and regular mode.

(2) In case of request for extension of time from Hon'ble Supreme Court-

- (i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court) shall, via official e-mail and regular mode, send the request through the concerned Principal District Judge to the Registrar (Judicial) of the High Court at Principal Bench Jabalpur or Principal Registrar of the Benches at Indore/ Gwalior, as the case may be, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.
- (ii) The Principal District & Sessions Judge and Principal Judge/Additional Principal Judge, Family Court shall, regarding the matter pending before them, send the request for extension of time, via official e-mail and regular mode, to the Registrar (Judicial) of the High Court at Principal Bench Jabalpur or Principal Registrar of the Benches at Indore/ Gwalior, as the case may be, who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

B. Justification and Supporting Details:

- (1) The concerned Presiding Officer shall furnish the relevant information namely; Designation of his 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 delay in concise.

- (2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress 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.
- (3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I**.
- (4) Note of Principal District Judge concerned/Registrar (Judicial)/Principal Registrar of respective Benches, if and wherever deemed necessary or required, shall be appended to the request.

4. **Restrictions:**

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.

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

5. **Monitoring:**

Principal District Judge concerned/Registrar (Judicial)/Principal Registrar of respective benches shall monitor compliance with time-bound orders and may periodically (preferably in every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

6. **Reporting Requirement:**

The Registrar (Judicial)/Principal Registrar of respective benches shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

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.
(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.

ITEM NO.3

COURT NO.6

SECTION II-A

S U P R E M E C O U R T O F I N D I A
RECORD OF PROCEEDINGS

Miscellaneous Application No. 736/2025 in SLP(Crl) No. 11817/2023

[Arising out of impugned final judgment and order dated 05-02-2024 in SLP(Crl) No. No. 11817/2023 passed by the Supreme Court of India]

RAMKISHORE @ KALLU

Petitioner(s)

VERSUS

STATE OF MADHYA PRADESH & ANR.

Respondent(s)

FOR ADMISSION

Date : 09-05-2025 This petition was called on for hearing today.

CORAM : HON'BLE MR. JUSTICE J.K. MAHESHWARI
HON'BLE MR. JUSTICE K.V. VISWANATHAN

For Petitioner(s) : Mr. Prashant Shukla, Adv.
Mr. Kartik Shukla, Adv.

By Courts Motion, AOR

For Respondent(s) : Ms. Ishita Puranik, Adv.
Mr. Praveen Swarup, AOR

Mr. Yashraj Singh Bundela , AOR

UPON hearing the counsel the Court made the following
O R D E R

1. In the present case, a letter has been written by the Special Judge, Scheduled Tribes (Prevention of Atrocities) Act, Morena, Madhya Pradesh directly to the Assistant Registrar of the Registry of Supreme Court seeking extension of time. On earlier occasion when the extension was prayed, the similar letter was

sent through the Principal District Judge. It is to say that the

Judges who are asking for extension of the time in a case where time limit has been specified for disposal of the trial ought to have made a correspondence through the Registrar General or the Registrar (Judicial) of the High Court. They should not indulge in sending the letter for extension of the time for completion of the trial directly to the Registry of the Supreme Court.

2. After perusal of the dates, it appears that from 04.03.2025, this matter was listed for final arguments. Since then 12 dates were fixed but the Judge has not heard the matter and kept postponing the case despite a direction issued for disposal within six months and further extension of six months which has already elapsed on 12.03.2025. It appears that the Judge was having an opportunity to dispose of the case on the said date or on the dates so fixed for hearing but he has directly indulged in sending a letter to the Registry. The letter sent by the concerned Judge though indicate that case has been fixed for final arguments and after his joining, he himself has postponed the hearing eight dates, i.e., 24.03.2025, 26.03.2025, 04.04.2025, 07.04.2025, 12.04.2025, 24.04.2025, 30.04.2025, 06.05.2025 and 13.05.2025. Therefore, it appears that he himself does not have an endeavour to decide the case awaiting the directions. All these facts are required to be looked into at the High Court level and be justified.

3. Let a copy of this order be placed before the Registrar

General to place it before Hon'ble the Chief Justice and to prepare an SOP how and in what manner the extension of the time may be sought by the judges who are dealing with cases in which the time limit is fixed to conclude the trial/suits/other proceedings by the courts. An affidavit be filed by the Registrar General in this regard within a week. A copy of this order be sent through email to the Registrar General.

4. List on 16.05.2025.

(GULSHAN KUMAR ARORA)
AR-CUM-PS

(NAND KISHOR)
ASSISTANT REGISTRAR

S U P R E M E C O U R T O F I N D I A
R E C O R D O F P R O C E E D I N G S

Miscellaneous Application No. 736/2025 in SLP(Crl) No. 11817/2023

[Arising out of impugned final judgment and order dated 05-02-2024 in SLP(Crl) No. No. 11817/2023 passed by the Supreme Court of India]

RAMKISHORE @ KALLU

Petitioner(s)

VERSUS

STATE OF MADHYA PRADESH & ANR.

Respondent(s)

FOR ADMISSION

Date : 16-05-2025 This petition was called on for hearing today.

CORAM : HON'BLE MR. JUSTICE J.K. MAHESHWARI
HON'BLE MR. JUSTICE ARAVIND KUMAR

For Petitioner(s) : By Courts Motion, AOR

Mr. Prashant Shukla, Adv.
Mr. Kartik Kumar, Adv.

For Respondent(s) : Mr. N.K. Mody, Sr. Adv.
Mr. Praveen Swarup, AOR
Ms. Ishita M Puranik, Adv.
Ms. Jigisha Agarwal, Adv.

Mr. Amit Sharma, A.A.G.
Mr. Yashraj Singh Bundela, AOR

Mr. Arjun Garg, AOR
Ms. Sagun Srivastava, Adv.

UPON hearing the counsel the Court made the following
O R D E R

1. Apropos to previous order, an affidavit has been filed by the Registrar General of the High Court of Madhya Pradesh *inter alia*

stating that Standard Operating Procedure (SOP) has been framed.

After approval of the Administrative Committee-I of the High Court

Signature Not Verified
Digitally signed by
KAPIL KUMAR
Date: 2025.05.17
12:01:48 IST
Reason: []

of Madhya Pradesh, this has been circulated to all the Judges indicating that in what manner the Presiding Officers of the District Judiciary may move for the extension of time. The affidavit of the Registrar General is taken on record.

2. As informed, since the judgment has been pronounced, therefore, this miscellaneous application has now become infructuous and accordingly dismissed.

(KAPIL TANDON)
COURT MASTER (SH)

(NAND KISHOR)
ASSISTANT REGISTRAR