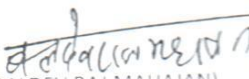


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CASES WHERE NOTICES ARE ACCEPTED ON THE ASKING OF THE COURT:

Sometimes Law Officers accept notices on the asking of the Court, but the information to this effect is not given to the office. Consequently, the law officers attending the Court on the subsequent dates face embarrassments, when it is pointed out by the Courts that notice has already been accepted by the State counsel on the last date of hearing. Hence, all the Law Officers as well as the office staff shall follow the following procedure:

1. At the time of accepting notice on asking of the Court, the law officer should endeavour to obtain a copy of Court orders, either under signatures of the Court Secretary or through High Court website. This order should also be sent alongwith the DO to the concerned Department/ Government Officer in the manner indicated in the succeeding paragraphs.
2. On acceptance of notice in the Court, the concerned law officer will obtain copies of pleadings (Petition) from the Opposite Counsel i.e. one copy for each of the respondents plus one copy for office use. Thereafter he will put a note in writing duly signed alongwith the date and also details about all the actions which have to be taken in the matter pursuant to the directions issued by the Court, if any, before the next date of hearing.
3. The above notes recorded by the Law Officers alongwith pleadings (Petitions) as aforesaid will be entered in the Diary maintained in the concerned branch to ensure that the notes recorded by the Law officers are duly received in the office. The concerned branch after diarying such notes will send the same to the concerned Dealing Hand for preparation of Briefs and taking required action at his end.
4. If, in any case, copies of petitions are not supplied by the opposite counsel, even then the concerned law officer will get the brief prepared by putting a note on the brief that copies of the petition have not been supplied by the opposite counsel, so that on next date of hearing the Hon'ble Court may be apprised about the fact and Court may direct the Counsel concerned to supply paper books of petitions.
5. It will be the responsibility of the Law Officer who accepted notice in the Court to firstly obtain copy of the writ petition/ application/ petition and thereafter send a copy of the same to the concerned department immediately on its receipt positively on the date of acceptance of the notice itself alongwith DO letter/email giving the gist of the controversy involved in the matter. Alongwith these steps the nodal officer/concerned officials of the concerned department be also informed on telephone immediately on the date of acceptance of notice and a record be maintained in the brief of having made the telephone call to the Nodal officer/ concerned officials.

  
(BALDEV RAJ MAHAJAN) 9.1.2015  
Advocate General, Haryana.

R.N.  
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