

**HIGH COURT OF MANIPUR**  
**AT IMPHAL**

**CIRCULAR**

Imphal, the 29<sup>th</sup> April, 2026

No. HCM/Misc./89-Estt(V)/ **10770** : In pursuance of the directions contained in the order dated 16.04.2026 issued by the Hon'ble Supreme Court of India in CrI. Miscellaneous Petition No. 7862 of 2017 in Criminal Appeal No. 1971 of 2026 [Arising out of SLP (CrI.) No. 6906 of 2026] titled Shankar Mahto v. State of Bihar, and in furtherance of Para/Heading 9 of **STANDARD OPERATING PROCEDURE (SOP) FOR TRANSLATION AND TRANSMISSION OF RECORDS FOR FILING LEGAL AID APPEALS AND SPECIAL LEAVE PETITIONS (SLPS), 2025** (hereinafter referred to as 'SOP, 2025') relating to coordination with Jail Authorities, the following directions are hereby issued for immediate compliance as *infra*:

1. All District & Sessions Judges are hereby directed to ensure institutional coordination with the concerned Jail Superintendents for effective implementation of the SOP, 2025, *inter alia* by activating the following mechanisms:

**1.1 Fortnightly Video Conferencing (VC) Review Mechanism**

- i) A structured VC review mechanism shall be conducted once every fifteen (15) days.
- ii) The VC shall involve Secretary, High Court Legal Service Committee (where required), Secretary, District Legal Services Authority (DLSA), Jail Superintendent concerned, Legal Aid Counsel / Jail Visiting Lawyer (JVL) (where required) and convict (where feasible).
- iii) The review shall focus on:
  - a) Status of filing of appeals/SLPs

  
29/4/26

  
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High Court of Manipur  
Imphal (Manipur)


- b) Obtaining consent of inmates
  - c) Progress of document collection and translation
  - d) Identification and removal of bottlenecks
- iv) Minutes of each VC meeting shall be recorded and maintained, and a copy forwarded to the concerned DLSA.

**1.2. Maintenance of Legal Proceedings Register in Jails**

- i) Every Jail Superintendent shall maintain a Legal Proceedings Register (in physical and/or digital form) containing, inter alia:
  - a) Details of inmates and case particulars
  - b) Status of appeals/SLPs
  - c) Dates of communication with Legal Services Authorities
  - d) Stage-wise progress of legal aid matters
- ii) The Register shall be updated on a weekly basis and shall be made available for inspection/review by DLSA and District Judiciary.

2. The Member Secretary, Manipur State Legal Services Authority (MASLSA) is to issue appropriate directions to all District Legal Services Authorities (DLSAs) to:

- i) Monitor and ensure effective implementation of the above coordination mechanism;
- ii) Participate actively in the fortnightly VC reviews;
- iii) Periodically review the Legal Proceedings Registers maintained in jails;
- iv) Identify delays and take corrective measures in coordination with Jail Authorities and Legal Aid Counsel;
- v) Submit periodic compliance reports to the High Court Legal Services Committee (HCLSC).

  
29/04/20

  
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High Court of Manipur  
Imphal (Manipur)

3. The Member Secretary, MASLSA shall also coordinate virtual meeting between the legal aid lawyer/counsel handling the matter at the High Court to brief the SCLSC lawyer assigned to the case within one week of the SCLSC lawyer being assigned to the case.

This shall come into force with immediate effect.

By order etc.,

  
(OJESH MUTUM)

REGISTRAR GENERAL  
HIGH COURT OF MANIPUR

Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
2. P.S. to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
3. P.S. to Hon'ble Mr. A. Guneshwar Sharma, Judge, High Court of Manipur.
4. All District & Sessions Judges.
5. All Judges, Family Courts.
6. Registrar (Judicial)/Registrar (Vigilance), High Court of Manipur.
7. Special Judge (ND&PS), Manipur.
8. Member Secretary, MASLSA.
9. Secretary, HCLSC.
10. Presiding Officer, MACT/Revenue/Cooperative Tribunal.
11. All Additional District & Sessions Judges.
12. All CJMs/Civil Judges (Sr. Division)/DLSAs/Addl. Member Secretary, MASLSA.
13. All JMFCs/Civil Judges (Jr. Division)/Deputy Member Secretary, MASLSA/Deputy Registrar (Judl.), High Court of Manipur/ Administrative Officer, Imphal East.
14. System Analyst, High Court of Manipur. *He is requested to upload this notification in the website of the High Court of Manipur.*
15. Guard file.

  
Comptroller of Affidavit  
High Court of Manipur  
Imphal (Manipur)