

THE GAUHATI HIGH COURT AT GUWAHATI

**(The High Court of Assam, Nagaland, Meghalaya, Manipur,
Tripura, Mizoram and Arunachal Pradesh)**

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

Dated: Guwahati, the 22nd December, 2011

NO. HC.XXXV-6/2011/195/RTI ::: In pursuance to the provision contained under *Section 4(1)(b) of the Right to Information Act, 2005*, the necessary information pertaining to Gauhati High Court, though otherwise uploaded to the different links of the Official Website of the Gauhati High Court, from time to time, is hereby, published in the required manner, under the aforesaid Act, for general information.

INTRODUCTION

This information has been prepared in pursuance of *Section 4 of the Right to Information Act, 2005 (RTI Act, 2005)* to provide information in respect of Gauhati High Court.

INFORMATION MANUAL

GAUHATI HIGH COURT

(Under Section 4(1)(b) of the Right to Information Act, 2005)

(i) The Particulars of its organisation and duties –

Please see the Official Website of Gauhati High Court under the head **"History"**.

(ii) & (iii) The Powers and duties of the Officers and employees & channels of supervision and accountability.

The Powers and duties of the officers, its employees and the channels of supervision and their accountability is summarised herein below, in the following manner.

REGISTRARS

Sl. No.	Officer	Responsibility	Reporting
1.	Registrar General	1. All correspondence concerning the judiciary.	1. JAD and Chief Justice.
		2. All correspondence concerning individual Judicial Officers.	2. Portfolio Judge.
		3. Orders for appointment of all Judicial Officers.	3. Full Court
		4. Orders for appointment of all gazetted officers of the High Court.	4. Chief Justice
		5. Orders for appointment of all staff of the High Court.	5. Sole responsibility
		6. Budget and Accounts of the High Court, including all the Benches, in consultation with the Registrar of each Bench.	6. Finance Committee.

		7. ACRs of all gazetted officers of the High Court, including all the Benches, in consultation with the Registrar of each Bench.	7. Chief Justice
		8. Swearing-in of the Chief Justice and Judges.	8. JAD.
		9. Implementing the Resolutions of the Chief Justice's Conference, Full Court and Administrative Committee.	9. JAD and Chief Justice.
		10. Litigation by or against the High Court in the Supreme Court.	10. JAD and Chief Justice.
		11. Information to the Supreme Court, other High Courts, Parliament, Assembly of the States (this will be in consultation with the Registrar of the concerned Bench), State Governments.	11. JAD and Chief Justice.
		12. Leave of High Court Judges.	12. Chief Justice
		13. Purchase of items upto Rs.5 lakhs for all Benches. [Purchase of items upto Rs.3 lakhs for the other Benches will be the sole responsibility of the Registrar of that Bench].	13. Sole responsibility. However, the Finance Committee will be kept informed.
		14. Infrastructure issues of all District Courts.	14. Buildings and Infrastructure Committee.
		15. Law Research Institute.	15. Chief Justice.
		16. Assam Chapter of the Indian Law Institute.	16. Chairman of the Assam Chapter of the Indian Law Institute.
		17. Establishment of Courts	17. JAD and Chief Justice
		18. Implementation of ACP Scheme	18. Appropriate Committee
		19. Grant of Selection Grade and Super time Scale to District Judges.	19. Administrative Committee
		20. Appellate Authority for RTI queries.	
		21. Any matters not covered by any of the subjects given below	21. JAD and Chief Justice
		1. Leave, posting & transfer of all Judicial Officers in all States.	Appropriate Committee
2.	Registrar (Vigilance)	2. Disciplinary matters (including complaints and inquiries) pertaining to all Judicial Officers in all States.	Portfolio Judge
		3. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of all Benches. [This will be in consultation with the Registrars of the concerned Benches].	Portfolio Judge
		4. Disciplinary matters (including complaints and inquiries) pertaining to all staff in the Registry of the Principal Seat. [Disciplinary matters (including complaints and inquiries) pertaining to all staff in the Registry of the other Benches will be managed by the Registrar of the Bench, in consultation with the senior-most Portfolio Judge].	JAD.
		5. Litigation by or against the High Court (other than in the Supreme Court)	Chief Justice

		6. Inspection of Tribunals and Courts in Assam under the supervisory jurisdiction of the High Court. [Inspection of offices of the Benches, independent Tribunals and Courts in other States under the supervisory jurisdiction of the High Court will be carried out by the Registrar of the respective Bench]	Portfolio Judge and JAD.
		7. ACRs of the Judicial Officers of all States.	6. Portfolio Judge and as the case may be .
		8. ACRs of the staff of the High Court. [This will be in consultation with the Registrars of the concerned Benches].	7. Sole responsibility in case of staff of Principal Seat and in case of staff of Outlying Benches, Registrars of concerned Benches.
		9.Communication of the ACR Remarks of Judicial Officers	Sole Responsibility
		10. Scrutiny of Judicial Officers at the age of 50, 55 and 58.	9.Administrative Committee.
		11. Any other matter pertaining to discipline and vigilance not covered by any other specific heading.	10. JAD and Administrative Committee.
3.	Registrar (Judicial)	1.Promotion of all Judicial Officers in all States.	Appropriate Committee
		2. Compilation and management of judgments delivered by the High Court.	2. Information and Communication Technology Committee.
		3. Statistics of cases in all Benches and District Courts.	3. Chief Justice.
		4. Judicial Officers' programs, official visits and Conferences.	4. Judicial Education and Training Committee.
		5. Preparation of calendar.	5. Administrative Committee.
		6. Court management and administration.	6. Chief Justice.
		7. Equitable distribution of case-load.	7. Chief Justice.
		8. Lawazima Court in the Principal Seat. [The Lawazima Court in the Benches will be managed by the concerned Registrar].	8. Sole responsibility.
		9. Roster of Judges	9. Chief Justice.
		10. Preparation of paper-books. [This will be the responsibility of the Registrar of the concerned Bench].	10. Sole responsibility.
		11. Preparation of certified copies of orders and documents and uncertified copies of orders. [This will be the responsibility of the Registrar of the concerned Bench].	11. Sole responsibility.
		12. Preparation of Cause List and grouping of cases. [This will be the responsibility of the Registrar of the concerned Bench].	12. Sole responsibility.
		13. File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room. [This will be the responsibility of the Registrar of the concerned Bench].	13. Sole responsibility.
		14. Judges Library, in coordination with the Librarian. [This will be the responsibility of the Registrar of the concerned Bench].	14. Library Committee.
		15. PIO for RTI queries	

		16. Libraries of all District Courts of Assam	17. Library Committee
		17. Recruitment of Judicial Officers in all the States , Management of recruitment Cell.	18. Appropriate Recruitment Committee
		18. Any other matter pertaining to judicial and court administration not covered by any other specific heading.	15. Chief Justice
4.	Registrar (Admin)	1. Leave, transfer and posting of all gazetted officers in the Registry of the Principal Seat (below the rank of Registrar). [Leave, transfer and posting of all gazetted officers in the other Benches will be managed by the Registrar of that Bench, in consultation with the senior-most Portfolio Judge].	1. Sole Responsibility.
		2. Leave, transfer, posting and recruitment of all staff in the Registry of the Principal Seat. [Leave, transfer and posting of all staff in the Registry of the other Benches will be managed by the Registrar of the Bench, in consultation with the senior-most Portfolio Judge].	2. Sole Responsibility
		3. Promotion of gazetted officers of the High Court.	3. Appropriate Promotions Committee
		4. Recruitment and promotion of Grade III and Grade IV staff pertaining to all Benches including Principal Seat.	4. Appropriate recruitment Committee.
		5. Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court, including official residences, guest house etc. in the Principal Seat. [Management and maintenance (including AMC) of all properties, furniture, fixtures and fittings (including vehicles) of the High Court including official residences, guest house etc. in the other Benches will be the responsibility of the Registrar of that Bench].	5. Buildings and Infrastructure Committee.
		6. Planning, management and arrangements for all ceremonial and other functions, including swearing-in, Independence Day/ Republic Day celebrations, farewells, dinners, Full Court meetings etc.	6. Sole Responsibility but in consultation with JAD
		7. Security arrangements in the Principal Seat. [Security arrangements in the other Benches will be the responsibility of the Registrar of that Bench].	7. Sole responsibility.
		8. Protocol.	8. Protocol Committee.
		9. Inspection and management of all Sections and Branches of the Registry in the Principal Seat. [Inspection of the Sections and Branches of the Registry in the other Benches will be the responsibility of the Registrar of that Bench].	9. Sole responsibility.
		10. Pension and medical benefits and claims of all Chief Justices and Judges (past and present)	20. Sole responsibility
		11. Pension and medical benefits and claims of all serving and retired Judicial Officers.	22. Sole responsibility

		12. Any other matter pertaining to administration of the Registry not covered by any other specific heading.	10. Sole responsibility.
5.	Court Manager or Registrar (Planning, Management and Projects) (Post to be created)	1. Implementing the recommendations of the 13 th Finance Commission.	1. Committee for Financial Management and Implementation of 13 th Finance Commission recommendations.
		2. Implementing the recommendations of the Pay Commission and Staff Welfare.	2. Staff Welfare Committee.
		3. Infrastructure development in the High Court.	3. Buildings and Infrastructure Committee.
		4. Management of technological advancement and computerization (including website) in the Principal Seat and coordination in this regard with Registrars of all Benches. [Management of technological advancement and computerization (including website) in the other Benches will be the responsibility of the Registrar of that Bench in consultation with the Information and Technology Committee].	4. Information and Technology Committee.
		5. Management and affairs of the Law College.	5. Chief Justice.
		6. Management and affairs of NEJOTI.	6. Judicial Education and Training Committee.
		7. Systems analysis and management.	7. Chief Justice.
		8. Any other matter pertaining to planning, management and projects of the High Court and District Courts not covered by any other specific heading.	8. Chief Justice.

JOINT REGISTRARS

6.	Joint Registrar (Permanent Benches) Cum-Principal Private Secretary to Hon'ble the Chief Justice From High Court service	1. All correspondence pertaining to the Registry of the Agartala, Imphal, Shillong, Kohima, Aizawl and Itanagar Benches.	1. Concerned Registrar depending on the subject.
		2. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of all Benches (other than the Principal Seat).	2. Registrar (Vigilance).
		3. Recruitment and promotion of Grade III and Grade IV staff pertaining to all Benches (other than the Principal Seat).	3. Registrar (Admin).
		4. Maintenance of records of Purchase of items upto Rs. 3 lakhs in all Benches (other than the Principal Seat).	4. Sole responsibility. Annual Maintenance Contracts should be reported to the Registrar General.
		5. All matters pertaining to ILI (Assam Chapter)	5. Registrar General
7.	Joint Registrar (Admin-II) (Principal Seat) From High Court service	1. Budget and accounts of the High Court, including all the Benches, in consultation with the Registrar of each Bench	1. Registrar General.
		2. Purchase of items up to Rs.5 lakhs for Principal Seat	2. Registrar General.

		3. Management and maintenance of Staff canteen, including annual tender.	3. Registrar (Admin).
		4. Planning, management and arrangements for all meetings, including all ceremonial functions.	4. Registrar (Admin).
		5. Disciplinary matters (including complaints and inquiries) pertaining to all staff in the Registry of the Principal Seat.	5. Registrar (Vigilance).
		6. Promotion, leave, transfer and posting of all gazetted officers in the Registry of the Principal Seat (below the rank of Registrar).	6. Registrar (Admin).
		7. Promotion, leave, transfer, posting and recruitment of all staff in the Registry of the Principal Seat.	7. Registrar (Admin).
		8. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of the Principal Seat.	8. Registrar (Vigilance).
		9. Recruitment and promotion of Grade III and Grade IV staff pertaining to the Principal Seat.	9. Registrar (Admin).
		10. All matters pertaining to the management of NEJOTI.	10. Registrar (PM&P).
		11. All correspondence pertaining to the Registry of the Principal Seat.	11. Concerned Registrar depending on the subject.
		12. Pension & medical benefits and claims of all Chief Justices and Judges (past & present)	12. Registrar (Administration)
		13. Pension and medical benefits claims of all serving and retired Judicial Officers	13. Registrar (Administration)
		14. Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court, including official residences, guest house etc. in the Principal Seat.	14. Registrar (Admin).
8.	Joint Registrar (Judl-I) (District Court management) (From Judicial Service)		
		1. Recruitment of Judicial Officers in all the States. Management of recruitment Cell.	1. Registrar (Judicial)
		2. All correspondence concerning Judicial Officers and the judiciary (Other than Communication of ACR).	2. Registrar General
		3. Leave, transfer and posting of all Judicial Officers in all States.	3. Registrar (Vigilance)
		4. Statistics of cases in all District Courts.	4. Registrar (Judicial)
		5. Judicial Officers' programs, official visits and Conferences, including matters pertaining to judicial education and training.	5. Registrar (Judicial)
		6. District Court management & administration.	6. Registrar (Judicial)
		7. Equitable distribution of case load	7. Registrar (Judicial)
		8. Lawazima Court	8. Registrar (Judicial)
		9. Management of Juvenile Justice Boards, Child Welfare Committees and ADR mechanisms (including Lok Adalats) in all States other than Assam.	9. Juvenile Justice Committee and Legal Aid and Advice Committee as the case may be.

		10. Custodian of documents including Wills, deeds etc.	10. Sole responsibility
		11. Establishment of Courts.	11. Registrar General
		12. Libraries in all District Courts in all States other than Assam	12. Registrar (Judicial)
		13. Grant of Selection Grade & Supertime Scale to District Judges.	13. Registrar General
		14. APIO under RTI Act.	
9.	Joint Registrar (Judl-II) (High Court management) (From Judicial Service)	1. Management of all Sections and Branches concerned with judicial work in the Principal Seat, including Filing Section and listing of cases.	Registrar (Judicial)
		2. Litigation by or against the High Court	2. Registrar (Vigilance)
		3. Litigation by or against the High Court in the Supreme Court.	3. Registrar General
		4. Compilation and management of judgments delivered by the High Court.	4. Registrar (Judicial)
		5. Statistics (disposal, pendency etc) of cases in all Benches	5. Registrar (Judicial)
		6. Detailing and attendance of Court Masters, Stenographers and staff of Hon'ble Judges.	6. Registrar (Judicial)
		7. Roster of Judges	7. Registrar (Judicial)
		8. Preparation of Paper-Books	8. Registrar (Judicial)
		9. Preparation of certified copies of orders and documents and uncertified copies of orders.	9. Registrar (Judicial)
		10. Preparation of cause List & grouping of cases.	10. Registrar (Judicial)
		11. File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room.	11. Registrar (Judicial)
		12. Implementation of ACP Scheme	12. Registrar General
		13. Judges Library, in coordination with the Librarian.	13. Registrar (Judicial)
		14. Management of Juvenile Justice Boards, Child Welfare Committees and ADR mechanisms (including Lok Adalats) in Assam.	14. Juvenile Justice Committee and Legal Aid and Advice Committee as the case may be.
		15. Libraries in all District Courts in Assam	15. Registrar (Judicial)
10.	Joint Registrar (Vigilance & Estt.) (From Judicial Service)	1. Implementing the Resolutions of the Chief Justice's Conference, Full Court and Administrative Committee.	1. Chief Justices' Conference- Registrar General, Full Court and Administrative Committee- Registrar (Vigilance) and Registrar General, subject wise.
		2. Information to the Supreme Court, other High Courts, Parliament, Assembly of the States (this will be in consultation with the Registrar of the concerned Bench), State Governments.	2. Registrar (Vigilance) and Registrar General.
		3. Leave of High Court Judges.	3. Registrar General.

		4. ACRs of all gazetted officers of the High Court, including all the Benches.	4. Registrar General.
		5. ACRs of the Judicial Officers of all the States.	5. Registrar (Vigilance).
		6. Scrutiny of Judicial Officers at the age of 50, 55 & 58	6. Registrar Vigilance
		7. ACRs of the staff of the High Court	7. Registrar (Vigilance)
		8. Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents for functions and other occasions.	8. Sole responsibility but in consultation with JAD
		9. Maintaining records of planning, management and arrangements for all ceremonial and other functions, including swearing-in, Independence Day celebrations, farewells, dinners, Full Court meetings etc.	9.. Sole responsibility but in consultation with Registrar (Admin)
		10. Security arrangements in the Principal Seat.	10. Registrar (Admin).
		11. Protocol.	11. Registrar (Admin).
		12. Preparation of telephone directory on 1 st January and 1 st July of all Benches (including Principal Seat).	12. Sole responsibility.
		13. Greeting cards.	13. Sole responsibility.
		14. Law Research Institute.	14. Registrar General.
		15. Preparation of annual calendar.	15. Registrar (Judicial).
		16. Disciplinary matters (including complaints and inquiries) pertaining to all Judicial Officers in all States.	16. Registrar (Vigilance).
11.	Joint Registrar (PM&P) (From Judicial Service)	1. Implementing the recommendations of the 13 th Finance Commission.	1. Registrar (PM&P)
		2. Implementing the recommendations of the Pay Commission and Staff Welfare.	2. Registrar (PM&P)
		3. Infrastructure development in the High Court and District Courts.	3. Registrar (PM&P)
		4. Management of technological advancement and computerization (including website) in all States.	4. Registrar (PM&P)
		5. Systems analysis and management.	5. Registrar (PM&P)

DEPUTY REGISTRARS

12.	Deputy Registrar (Admn-I) (Other Benches- I) (From High Court Service)	1. All correspondence pertaining to the Registry of the Agartala and Imphal Benches.	1. Joint Registrar (Admin-I).
		2. Leave, transfer and posting pertaining to all gazetted officers in the Benches at Agartala and Imphal.	2. Joint Registrar (Admn.-I)
		3. Recruitment and promotion of Grade III and Grade IV staff pertaining to the Benches at Agartala and Imphal.	3. Joint Registrar (Admin.-I).

		4. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of the Benches at Agartala and Imphal.	5. Joint Registrar (Admin.-I).
		5. Budget and accounts of the Benches at Agartala and Imphal.	6. Joint Registrar (Admin.-I).
		6. Maintenance of records of Purchase of items upto Rs.3 lakhs for the Benches at Agartala and Imphal.	7. Joint Registrar (Admin-I).
		7. All matters pertaining to infrastructure issues in the Benches and District Courts in Tripura and Manipur.	8. Joint Registrar (PM&P).
13.	Deputy Registrar (Admin-II) (Other Benches- II) (From High Court Service)	1. All correspondence pertaining to the Registry of the Shillong, Kohima, Aizawl and Itanagar Benches.	1. Joint Registrar (Admin.-I)
		2. Leave, transfer and posting pertaining to all gazetted officers in the Registry of Benches at Shillong, Kohima, Aizawl and Itanagar Benches.	2. Joint Registrar (Admin.I)
		3. Recruitment and promotion of Grade III and Grade IV staff pertaining to the Benches at Shillong, Kohima, Aizawl and Itanagar.	3. Joint Registrar (Admin-i).
		4. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of the Benches at Shillong, Kohima, Aizawl and Itanagar.	4. Joint Registrar (Admin-I).
		5. Budget and accounts of the Benches at Shillong, Kohima, Aizawl and Itanagar.	5. Joint Registrar (Admin-I).
		6. Purchase of items upto Rs.3 lakhs for the Benches at Shillong, Kohima, Aizawl and Itanagar.	6. Joint Registrar (Admin-1).
		7. All matters pertaining to infrastructure issues in the Benches and District Courts in all Meghalaya, Nagaland, Mizoram and Arunachal Pradesh.	7. Joint Registrar (PM&P).
14.	Deputy Registrar (Admin-III) (Principal Seat) (From High Court Service)	1. All correspondence pertaining to the Registry of the Principal Seat.	1. Joint Registrar (Admin-II)
		2. Leave, transfer and posting pertaining to all gazetted officers in the Principal Seat.	2. Joint Registrar (Admin-II)
		3. Leave, transfer, posting and recruitment of all non-gazetted staff in the Registry of the Principal Seat.	3. Joint Registrar (Admn-II)
		4. Recruitment and promotion of Grade III and Grade IV staff pertaining to the Principal Seat.	4. Joint Registrar (Admn-II)
		6. Disciplinary matters (including complaints and inquiries) pertaining to all gazetted officers in the Registry of the Principal Seat.	6. Joint Registrar (Admn-II)
		7. Budget and accounts of the Principal Seat.	7. Joint Registrar (Admn-II)

		8. Purchase of items upto Rs.5 lakhs for the Principal Seat.	8. Joint Registrar (Admn-II)
		9. Management of receipt and despatch.	9. Sole responsibility
		10. Duties as Registrar of Contempt and matters related thereto	10. J.R (Judl- II)
		11. Election and Company in liquidation matters	11. J.R (Judl-I)
15.	Deputy Registrar (Judl.-I) (From Judicial Service)	1. Leave, transfer and posting of judicial officers of Tripura and Manipur and all tasks connected therewith, including correspondence.	1. Joint Registrar (Judicial-I)
		2. Collection, tabulation and presentation of statistics pertaining to case-load from all Benches and Courts in Tripura and Manipur.	2. Joint Registrar (Judicial-I)
		3. ACR records of the staff of the Permanent Benches at Agartala & Imphal	3. Joint Registrar (Vigilance & Estt.)
		4. Management of Recruitment Cell and recruitment and promotion of all judicial officers.	4. Joint Registrar (Judicial-I)
		5. Computerization and modernization of all Benches, Courts and Libraries including data entry.	5. Joint Registrar (Judicial-I)
		6. Disciplinary matters (including complaints and inquiries) pertaining to all Judicial Officers of all the States.	6. Joint Registrar (Vigilance & Estt.)
		7. Distribution of unserved process to the concerned Judicial section pertaining to pending cases in the High Court	7. J.R (Judl-I)
16.	Deputy Registrar (Judl- II) (From Judicial Service)	1. Leave, transfer and posting of judicial officers of Meghalaya, Nagaland, Mizoram and Arunachal Pradesh and all tasks connected therewith, including correspondence.	Joint Registrar (Judicial-I)
		2. Collection, tabulation and presentation of statistics pertaining to case-load from all Benches and Courts in Meghalaya, Nagaland, Mizoram and Arunachal Pradesh.	Joint Registrar (Judicial-I)
		3. ACR records of the staff of the Permanent Benches at Kohima, Shillong, Itanagar & Aizawl	3. Joint Registrar (Vigilance & Estt.)
		4. All correspondence relating to judicial administration, other than recruitment and computerization.	3. Joint Registrar (Judicial-I)
		5. Implementation of ACP Scheme	4. Joint Registrar (Judl.-II)
		6. Establishment of Courts	5. Joint Registrar (Judl-I)
		7. Grant of Selection Grade and Suppertime scale to District Judges	6. Joint Registrar (Judl.-I)
		8. Scrutiny of Judicial Officers at the age of 50, 55 and 58	7. Joint Registrar (Admin-I)

17.	Deputy Registrar (Judl.-III) (From High Court Service)	1. Management of all Sections and Branches and Branches concerned with judicial work, including Civil and Criminal matters, preparation of paper-books, certified and uncertified copies etc. in the Principal Seat.	1. Joint Registrar (Judicial-II)
		2. Assignment and attendance of Court Masters, and Bench Assistants in the Principal Seat.	2. Joint Registrar (Judicial-II)
		3. Custodian of documents, including, Wills, Deeds etc.	3. Joint Registrar (Judicial-I)
		4. Management of Record Room.	4. Joint Registrar (Judicial-II)
		5. Management of Juvenile Justice Boards, Child Welfare Committees in respect of Assam	5. Joint Registrar (Judl.-II)
		6. Libraries in all District Courts in Assam	6. Joint Registrar (Judl.-II)
		7. ACR records of the staff of the Principal Seat	7. Joint Registrar (Estt)
18.	Deputy Registrar (Estt.) (From High Court Service)	1. Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court, including official residences, guest house etc. in the Principal Seat.	1. Joint Registrar (Vigilance & Estt.)
		2. Planning, management and arrangements for all ceremonial and other functions, including swearing-in, Independence Day celebrations, farewells, dinners etc.	2. Joint Registrar (Admn.-II)
		3. Security arrangements in the Principal Seat.	3. Joint Registrar (Vigilance & Estt.)
		4. Protocol.	4. Joint Registrar (Vigilance & Estt.)
		5. Implementing the Resolutions of the Chief Justice's Conference, Full Court, Administrative Committee and other Conferences and Committees.	5. Joint Registrar (Vigilance & Estt.)
		6. Information to the Supreme Court, other High Courts, Parliament, Assembly of the States (this will be in consultation with the Registrar of the concerned Bench), State Governments.	6. Joint Registrar (Vigilance & Estt.)
		7. Leave of High Court Judges	7. Joint Registrar (Vigilance & Estt.)
		8. Matters pertaining to the District judiciary of Assam.	8. Joint Registrar (Judl-II)
		9. In charge of all High Court vehicles (including their repair and maintenance) in the Principal Seat, drivers, their duties, leave etc.	9. Joint Registrar (Vigilance & Estt.)

19.	Deputy Registrar (PM&P) (From High Court Service)	1. All matters pertaining to the implementation of the recommendations of the 13 th Finance Commission.	1. Joint Registrar (PM&P)
		2. All matters pertaining to infrastructure issues in the High Court and District Courts in Assam.	2. Joint Registrar (PM&P)
		3. Management of technological advancement and computerization (including website) in all States.	3. Joint Registrar (PM&P)
		4. Implementation of Pay Commission reports and staff welfare.	4. Joint Registrar (PM&P)
20.	Deputy Registrar (Finance) (From High Court Service)	1. Budget, accounts and finance matters of all Benches (including the Principal Seat) and all District Courts in all States.	1. Joint Registrar (Admn-II)
		2. Drawing and Disbursing Officer in the Principal Seat.	2. Sole Responsibility
		3. Verification of cash in the Principal Seat and daily updating of accounts.	3. Sole Responsibility
		4. Pension and medical benefits and claims of all Chief Justices and Judges (past and present) of the Gauhati High Court.	4. Joint Registrar (Admn-I)
		5. Pension and medical benefits and claims of all serving and retired Judicial Officers.	5. Joint Registrar (Admn-I)
		6. Verification of PLAs.	6. Sole Responsibility
		1. Assignment and attendance of Stenographers in the Principal Seat.	1. Joint Registrar (Judl-II)
21.	Deputy Registrar (Institution Management) (From High Court Service)	2. Management of judicial education and NEJOTI.	2. Joint Registrar (Admn.- I & J R(Judl-II))
		3. Management of Juvenile Justice Boards in all the States.	3. Joint Registrar (Judl.- I / II,) as the case may be.
		4. Management of Child Welfare Committees in all the States.	4. Joint Registrar (Judl.- I/ II), as the case may be.
		5. Management of mediation and other ADR mechanisms in all the States.	5. Joint Registrar (Judl.- II)
		6. All matters pertaining to Law Research Institute.	6. Joint Registrar (Vigilance & Estt.)
		7. All matters pertaining to ILI (Assam Chapter).	7. Joint Registrar (Admn.-1)
		8. Management and affairs of the law College.	8. Joint Registrar (PM&P)
		9. Issues under the R.T.I. Act. (Maintenance of files and records of RTI applications).	9. Joint Registrar (Judl. II)

		10. Preparation of telephone directory on 1 st January and 1 st July of all Benches (including Principal Seat).	10. Joint Registrar (Vigilance & Estt.)
		11. Greeting cards.	11. Joint Registrar (Vigilance & Estt.)

ASSISTANT REGISTRARS

SL.No.	OFFICER (From High Court Service)	RESPOSIBILITIES	REPORTING TO
22.	Astt. Registrar(Admn-I)	Same as for Deputy Registrar(Admn.-I) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Admn.-I)
23	Astt. Registrar(Admn-II)	Same as for Deputy Registrar (Admn. II) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Admn.-II)
24	Astt. Registrar(Admn-III)	Same as for Deputy Registrar(Admn.-III) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Admn.-III)
25	Astt. Registrar(Judl.-I)	Same as for Deputy Registrar(Judl.-I) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Judl.-I)
26	Astt. Registrar(Judl.-II)	Same as for Deputy Registrar(Judl.-II) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Judl.-II)
27	Astt. Registrar(Judl.-III)	Same as for Deputy Registrar(Judl.-III) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Judl.-III)
28	Astt. Registrar(Estt.)	Same as for Deputy Registrar(Estt.) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar (Estt.)
29	Astt. Registrar(PM&P)	Same as for Deputy Registrar(PM&P) .Any other matter allotted by any of the Registrar or Joint Registrar. He will also assist Deputy Registrar (Institution Management) in assignment & attendance of Stenographers.	Deputy Registrar(PM&P) & DR (Inst Management) as the case may be.
30	Astt. Registrar(Finance)	Same as for Deputy Registrar(Finance) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Finance)
31	Astt. Registrar(Institution Management)	Same as for Deputy Registrar(Institution Management) .Any other matter allotted by any of the Registrar or Joint Registrar.	Deputy Registrar(Institution Management)

Superintendents of Judicial as well as Administrative Sections, Court Masters, Senior Administrative Assistants, Junior Administrative Assistants, Typist, Record Arranger and all other Grade-III and Grade-

IV staff of the Gauhati High Court work as per direction of the aforesaid officers of the Registry in the Principal Seat and Registrars of the Outlying Benches, as per requirement to carry out the above said responsibilities as well as all other responsibilities.

(iv) The norms set by it for the discharge of its function:

Since the primary function of the High Court is to dispense “Justice” to the litigants and others, as per mandate of the statute, so, priority is given to achieve this goal.

However, while discharging official works / functions by the employees and officers of the Gauhati High Court, the existing norms / the Gauhati High Court Services (Appointment, Conditions of Services and Conduct) (Amendment), Rules, 2011, notified in exercise of the powers conferred by the Article 229 of the Constitution of India / and High Court Rules framed by the High Court in exercise of the power conferred by the Article 225 of the Constitution of India read with Article 6 of the Assam High Court Order, 1958, are followed.

The aforesaid Service Rules as well as High Court Rules are being made available in the Official Website of the Gauhati High Court.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

Mainly following rules /instructions etc. are held by the High Court or under its control or followed by the officers and staff of the Gauhati High Court for discharging its functions. Some of these are as follows

1. Gauhati High Court Rules (as amended from time to time)
2. Gauhati High Court Services (Appointment, Conditions of Services and Conduct) (Amendment)Rules,2011
3. Special provisions relating to procedure in Election Petitions under the Representation of the Peoples Act, 1951
4. Rules relating to cases under the Chartered Accountants Act,1949
5. Rules under the Banking Companies Act,1949 as amended by the Banking Companies Act,1953
6. Rules under the Bankers’ Books Evidence Act,1891
7. Rules under the Copyright Act, 1957.
8. The Assam High Court Order, 1948.
9. The Assam High Court (Jurisdiction over District Council Courts) Order, 1954.
10. The Assam High Court (Jurisdiction over Regional Council Courts) Order, 1959.
11. Rules in respect of Petition Writers under Section 555-A of the Cr.P.C.
12. Rules made by the Gauhati High Court under Section 34(1) of the Advocates Act, 1961.
13. Qualification for Appointment as a Special Judicial Magistrate Rules.
14. Contempt of Courts (Gauhati High Court) Rules, 1977.
15. Indigent Person Pleader (Appointment and Fees) Rules, 1981.
16. The Defence Pleader (Appointment and Fees) Rules, 1976.
17. Rules to regulate the procedure under the Trade Marks Act, 1940
18. Rules under the Testamentary and Intestate Jurisdiction.
19. The Family Courts (Gauhati High Court) Rules, 1989.

20. Gauhati High Court (Establishment of Permanent Bench at Kohima) Order, 1990.
21. Hindu Marriage Act Rules, 1988.
22. Special Marriage Act Rules, 1988.
23. Gauhati High Court (Establishment of a Permanent Bench at Imphal) Order, 1992.
24. Gauhati High Court (Establishment of a Permanent Bench at Agartala) Order, 1992.
25. Gauhati High Court (Establishment of a Permanent Bench at Aizawl) Order, 1990.
26. Gauhati High Court (Establishment of a Permanent Bench at Itanagar) Order, 2000.
27. Rules regarding caveat.
28. Gauhati High Court Legal Aid Rules, 1984.
29. Gauhati High Court Superintendence of Tribunals Rules, 1992.
30. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996.
31. Fundamental Rules and Subsidiary Rules.
32. Treasury Rules and Subsidiary Credits
33. Assam Financial Rules.
34. Assam Pension Manual.
35. General Provident Fund (Assam Services) Rules, 1937.
36. Budget Manual for Govt. of Assam.
37. Central Civil Services L.T.C. Rules, 1988.
38. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
39. Alternative Dispute Resolution (Gauhati High Court) Rules, 2007.
40. Civil Procedure Mediation (Gauhati High Court) Rules, 2007.
41. Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007.
42. Gauhati High Court Case Management Rules, 2007.
43. Gauhati High Court Public Interest Litigation Rules, 2011.

(vi) A statement of the categories of documents that are held by it or under its control.

The following types of documents are held by the Gauhati High Court or are kept under its control:-

1. Gauhati High Court Rules (as amended from time to time)
2. Gauhati High Court Services (Appointment, Conditions of Services and Conduct) (Amendment) Rules, 2011 (as amended from time to time)
3. All the case records of different cases disposed and pending (as per Rules).
4. Annual Confidential Report and Gradation List of the Judicial / Gazetted Officers as well as employees.
5. Pension, GIS, GPF, Leave, EB Crossing of its employees.
6. Compassionate appointment.
7. The Gauhati High Court (Right to Information) Rules, 2008.
8. Gauhati High Court (Public Interest Litigation) Rules, 2011.
9. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
10. Alternative Dispute Resolution (Gauhati High Court) Rules, 2007.
11. Civil Procedure Mediation (Gauhati High Court) Rules, 2007.
12. Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007.

13. Gauhati High Court Case Management Rules, 2007.
14. Gauhati High Court Public Interest Litigation Rules, 2011.
15. Rules regarding caveat etc. etc.

- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

There is no arrangement for consultation with the members of the public in relation to the formulation of any policy or administration thereof.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

There is no Board, Councils or other Bodies for the purpose of its advice pertaining to this Hon'ble High Court.

However, following committees have been constituted as per order of the Hon'ble the Chief Justice. But these committees are not open to the public and the minutes of such meetings are not ordinarily accessible for public.

**LIST OF COMMITTEES IN THE
GAUHATI HIGH COURT AT GUWAHATI**

Sl. No.	Name of the Committee	Names of Hon'ble Judges / Officers	Name of Convenor / Member Secretary / Officer-in Charge
1.	Administrative Committee	1. Hon'ble the Chief Justice(Acting) 2. Hon'ble Mr. Justice Amitava Roy 3. Hon'ble Mr. Justice I.A. Ansari 4. Hon'ble Mr. Justice T. Vaiphei 5. Hon'ble Mr. Justice B.K. Sharma (The Chief Justice may co-opt any Hon'ble Judge for a particular meeting)	Registrar General
2.	Buildings and Infrastructure for all the High Court Benches	1. Hon'ble Mr. Justice A.C. Upadhyay 2. Hon'ble Mr. Justice Ujjal Bhuyan	The Registrar of the respective Bench and the Registrar (PM&P) in respect of the Principal Seat at Guwahati will assist the Committee as Member-Secretary.
	For all Court	1. Hon'ble Mr. Justice T.N.K. Singh	Registrar, Imphal Bench will assist the

	Buildings of the State of Manipur incl. the New High Court Building.	2. Hon'ble Mr. Justice Mutum B.K. Singh (Co-opted Members)	Committee as Member-Secretary.
	For Agartala Bench	1. Hon'ble Mr. Justice U.B. Saha 2. Hon'ble Mr. Justice Subhasis Talapatra	The Registrar, Agartala Bench will assist the Committee as Member-Secretary.
3.	Buildings and Infrastructure for all the District Courts (including Family Courts etc.)	1. Hon'ble Mr. Justice B.P. Katakey 2. Hon'ble Mr. Justice B.D. Agarwal 3. Hon'ble Mr. Justice P.K. Musahary	Registrar (PM & P) as Member-Secretary
4.	Judicial Education and Training	1. Hon'ble Mr. Justice I.A. Ansari 2. Hon'ble Mr. Justice B.P. Katakey 3. Hon'ble Mr. Justice Hrishikesh Roy	Mr. V. K. Chandak, Joint Registrar (Judl.-I) as Member-Secretary
5.	Transfer and posting of Grade -II Judicial Officers	1. Hon'ble Mr. Justice Amitava Roy 2. Hon'ble Mr. Justice I.A. Ansari 3. Hon'ble Mr. Justice T. Vaiphei	Registrar (Vigilance) as Member-Secretary
6.	Transfer and posting of Grade -III Judicial Officers	1. Hon'ble Mr. Justice I.A. Ansari 2. Hon'ble Mr. Justice T. Vaiphei 3. Hon'ble Mr. Justice B.K. Sharma	Registrar(Vigilance) as Member-Secretary
7.	Library Committee (a) for all the High Court Benches; (b) for all the District Courts; and (c) for Courts (viz. Family Court etc.) other than District Courts and miscellaneous	1. Hon'ble Mr. Justice B.P. Katakey 2. Hon'ble Mr. Justice Hrishikesh Roy 3. Hon'ble Mr. Justice A.C. Upadhyay	Librarian-cum-Research Officer (LRO) as Member-Secretary
8.	Complaints against Sexual Harassment for all High Court Benches	1. Hon'ble Mrs. Justice Anima Hazarika 2. Ms. Millie Hazarika, Sr. Adv. 3. Ms. Bharati Deka, Dy. Registrar (Admn.-II). 4. Mr. Biman Gogoi, Asstt. Registrar(PM & P) 5. Ms. Maitreyi Devi, SAA 6. Dr. Ruma Bordoloi, Principal, NEF Law College, Guwahati.	Ms. Bharati Deka, Dy. Registrar(Admin-II) as Member-Secretary

9.	Information and Communication Technology.	1. Hon'ble Mr. Justice B.P. Katakey	Registrar (PM & P) as Member-Secretary
		2. Hon'ble Mr. Justice Hrishikesh Roy	
		3. Hon'ble Mr. Justice A.C. Upadhyay	
10.	Staff Welfare	1. Hon'ble Mr. Justice B.P. Katakey	Registrar General as Member-Secretary
		2. Hon'ble Mr. Justice Hrishikesh Roy	
		3. Hon'ble Mr. Justice C. R. Sarma	
11.	Rules under Section 123 of the CPC	1. Hon'ble Mr. Justice B.K. Sharma	Registrar (Vigilance) as Member Secretary
		2. Hon'ble Mr. Justice C.R. Sarma	
		3. Hon'ble Mr. Justice A.K. Goswami	
		4. Shri G.N. Sahewalla, Senior Advocate	
		5. Shri B.C. Das, Senior Advocate	
		6. Dist. & Sessions Judge, Kamrup, Guwahati.	
12.	Juvenile Justice	1. Hon'ble Mrs. Justice Anima Hazarika	Mr. V. K. Chandak, Jt. Registrar(Judl.-I) and Registrar from any Bench as Member-Secretary
		2. Hon'ble Mr. Justice A.C. Upadhyay	
13.	Protocol	1. Hon'ble Mr. Justice B.P. Katakey	Dy. Registrar (Protocol & Estt)
		2. Hon'ble Mr. Justice Hrishikesh Roy	
14.	Departmental Promotions	1. Hon'ble Mr. Justice B.K. Sharma	Registrar (Admn.)
		2. Hon'ble Mr. Justice Ujjal Bhuyan.	
15.	Recruitment of Judicial Officers including the promotion of Judicial Officers of all the States.	1. Hon'ble Mr. Justice Amitava Roy	Sri M.K. Bhattacharjee, Registrar (Judicial) as In-Charge, Recruitment Cell.
		2. Hon'ble Mr. Justice I.A. Ansari	
		3. Hon'ble Mr. Justice B.K. Sharma	
16.	Recruitment of Grade 'C' and Grade 'D' personnel of High Court and Staff of Subordinate Courts of all States	1. Hon'ble Mr. Justice B.K. Sharma	Registrar (Admn.) as Member- Secretary (the Committee may co-opt the Registrar of the concerned Bench)
		2. Hon'ble Mr. Justice B.D. Agarwal	
		3. Hon'ble Mr. Justice A.C. Upadhyay	
17.	Legal Aid and Advice	1. Hon'ble Mr. Justice Amitava Roy	Registrar (Vigilance)
		2. Hon'ble Mr. Justice T. Vaiphei	

		3. Hon'ble Mr. Justice U.B. Saha (The Committee may co-opt any Hon'ble Judge)	
18.	Recruitment of Gazetted Officers of the Gauhati High Court.	1. Hon'ble Mr. Justice Amitava Roy 2. Hon'ble Mr. Justice B.K. Sharma 3. Hon'ble Mr. Justice A.C. Upadhyay	Registrar (Admn.)
19.	Committee for granting Selection Grade to the District & Sessions Judges and also for granting ACP to Judicial Officers of all the States.	1. Hon'ble Mr. Justice Amitava Roy 2. Hon'ble Mr. Justice I.A. Ansari 3. Hon'ble Mr. Justice B.K. Sharma	Registrar General
20.	Committee to consider the question of extension of Fast Track Courts beyond 31.3.2011 in respect of the states of Assam, Nagaland, Meghalaya, Manipur, Tripura, Mizoram and Arunachal Pradesh	1. Hon'ble Mr. Justice Amitava Roy 2. Hon'ble Mr. Justice I.A. Ansari	Registrar General
21.	Committee to examine the representation submitted by the Gauhati High Court (P.S.) Employees Association.	1. Hon'ble Mr. Justice I.A. Ansari 2. Hon'ble Mr. Justice B.K. Sharma	Registrar General
22.	Public Interest Litigation Committee for the Principal Seat as well as for all the Permanent Benches of the Gauhati High Court.	1. Hon'ble Mr. Justice B.K. Sharma 2. Hon'ble Mr. Justice B.D. Agarwal	Mr. V. K. Chandak, Joint Registrar (Judl.-I)
23.	Committee to consider the	1. Hon'ble Mr. Justice B.D. Agarwal	Registrar General

	representation submitted by the Assam Lawyers Association and Gauhati High Court (P.S.) Employees Association and suggest amendment to the Gauhati High Court (ACC) Rules, 1967.	2. Hon'ble Mr. Justice A.K. Goswami	
24.	Committee for consideration of Shetty Commission's recommendation on Revision of Pay Scales etc. of the Sub-ordinate Court Staff of Assam	1. Hon'ble Mr. Justice I.A. Ansari 2. Hon'ble Mr. Justice B.K. Sharma	Registrar General
25.	Committee to examine the continued utility of all Judicial Officers in all the seven States under the jurisdiction of the Gauhati High Court, who have recently attained or are attaining the age of 50/55/58 years on or before 30.06.2011.	1. Hon'ble the Chief Justice. 2. Hon'ble Mr. Justice Amitava Roy 3. Hon'ble Mr. Justice I.A. Ansari	Registrar (Vigilance)
26.	Special Review Departmental Promotion Committee (for Kohima Bench)	1. Hon'ble Mr. Justice Amitava Roy 2. Hon'ble Mr. Justice A.K. Goswami	Registrar General
27.	Special Committee (regarding preparation of uniform model hierarchy as regards ACRs of Officers & Staff in the Principal Seat vis-à-vis Permanent Benches)	1. Hon'ble Mr. Justice I.A. Ansari 2. Hon'ble Mr. Justice A.C. Upadhyay 3. Hon'ble Mr. Justice C.R. Sarma	Registrar (Vigilance)

28.	Committee to address the service related grievances of the Judicial officers of the State of Mizoram.	1. Hon'ble Mr. Justice I.A. Ansari	Registrar (Judicial)
		2. Hon'ble Mr. Justice B.K. Sharma	
		3. Hon'ble Mr. Justice Ujjal Bhuyan	
29.	Committee for consideration of seniority matter of the Judicial Officers of Nagaland (With reference to Notification No.69 dtd. 23 rd Aug.,2011, issued vide Memo No.HC.III- 70/ 04/ 2932-43/ G)	1. Hon'ble Mr. Justice Amitava Roy	Registrar General
		2. Hon'ble Mr. Justice A.K. Goswami	
30.	Committee to consider representation submitted by the Grade-II Judicial Officers under the jurisdiction of Gauhati High Court for expunction of their adverse remarks in their ACRs.	1. Hon'ble Mr. Justice B.K. Sharma	Registrar (Vigilance)
		2. Hon'ble Mr. Justice B.P. Katakey	
31.	Administrative Reforms and Financial Affairs & Budget Committee	1. Hon'ble Mr. Justice Amitava Roy, JAD	Registrar (Judicial), Joint Registrar (Vigilance & Estt.), Joint Registrar (Admn.-II) and Dy. Registrar (Finance)
		2. Hon'ble Mr. Justice B.P. Katakey	
		3. Hon'ble Mr. Justice Hrishikesh Roy	
		4. Hon'ble Mr. Justice Ujjal Bhuyan	
32.	Financial management and Implementation of 13th Finance Commission's recommendations	1. Hon'ble Mr. Justice B.P. Katakey	Registrar (PM & P) Dy. Registrar (Finance)
		2. Hon'ble Mr. Justice Hrishikesh Roy.	
33.	Committee for supervising Guest House matters	1. Hon'ble Mr. Justice B.D. Agarwal	Mr. R.N. Barman, Dy. Registrar(PM & P)
		2. Hon'ble Mr. Justice A.C. Upadhyia	
34.	Vigilance and Disciplinary Committee	1. Hon'ble Mr. Justice Hrishikesh Roy	Registrar (Vigilance)
		2. Hon'ble Mr. Justice B.D. Agarwal	
		3. Hon'ble Mr. Justice Ujjal Bhuyan	

35.	Committee for Security Arrangement for High Court and Subordinate Courts	1. Hon'ble Mr. Justice A.C. Upadhyay.	Registrar (Admn.)
		2. Hon'ble Mr. Justice P.K. Saikia Concerned Hon'ble Portfolio Judges may be invited as 'Special Invitee' as and when required.	
36.	Supervisory Committee for High Court Mediation Centre (Principal Seat)	1. Hon'ble Mr. Justice Amitava Roy	Co-ordinated by Registrar General & Member Secretary ASLSA.
		2. Hon'ble Mr. Justice B.K. Sharma	
		3. Hon'ble Mr. Justice B.P. Katakey	
		4. Hon'ble Mr. Justice Hrishikesh Roy	

NOTE : The Chief Justice may call a meeting of or participate in the deliberations of any Committee.

(ix) A directory of its officers and employees:-

TELEPHONE, MOBILE & EPABX NOS. OF THE OFFICERS OF THE GAUHATI HIGH COURT AT PRINCIPAL SEAT

EPABX Nos. 2600008, 2637179, 2735868, 2735869, 2734439, 2734441

Connected with FAX No. (0361) 2735863, 2735867, 2735955 2732541, 2733439, 2734346,2735502, 2519974, 2510748, 2735955

E-mail: hicourtg@reddifmail.com

Sl. No.	Name and Designation of the Officers & Employees	Telephone Number			
		Office	Residence	Mobile No.	EPABX
1	Dr. Indira Shah, Registrar General	2631227	2660233	9435136070	2016
		2734436			
		2735863 (Fax)			
2	Sri S R Sen, Registrar (Administration)	2732957	2133572	094361-04718	2013
3	Shri A Barthakur, Registrar (Vigilance)	2735864	2662835	98641-50185	2017
		2519974 (Fax)			
4	Sri M K Bhattacharjee, Registrar (Judicial)	2732955	2661605	94351-73963	2018
5	Sri Robin Phukan, Registrar (PM & P)	2600008		94351-88423	2078
6	Shri S T Nair, Joint Registrar (Admn-I-cum-PPS to the HCJ	2735955(Fax)	2510168	94350-13311	2020
7	Smti. Ranjushree Kalita, Jt. Registrar (Admn.-II)	260008		99540-97254	2049
8	Shri Vinod Kr. Chandak, Joint Registrar (Judl-I)	2736970	2464674	94353-00449	2055
9	Shri Mridul Kumar Kalita, Jt. Registrar (Judl.-II)	2732541	2660062	98591-75418	2056

10	Sri Darak Ullah, OSD, Jt. Registrar (Vig & Esstt)	2600008		98590-03902	2054
11	Sri B K Chetri, OSD, Jt. Registrar (PM & P)	2600008		94350-87880	2022
12	Shri B.L. Choudhury, Dy. Registrar (Admn- I)	2600008	2666357	94355-56193	2045
13	Smti Bharati Deka, Dy. Registrar (Admn- II)	2600008		98641-02970	2072
14	Sri J C Deka, Dy. Registrar (Admn -III)	2600008		94017-16330	2061
15	Sri Abhijit Baruah, OSD, Dy. Registrar (Judl-I)	2600008		98593-10597	2109
16	Sri Kaushik Sharma, OSD, Dy. Registrar (Judl-II)	2600008		98592-94956	2109
17	Shri Narayan Prasad Joshi, Dy. Registrar (Finance)	2600008	2470639	97060-01441	2051
18	Shri S.S.B.Singha, Dy. Registrar (Establishment)	2637151	2301591	98640- 97649	2052
		2735867(Fax)			
19	Sri R N Barman, Deputy Registrar (PM&P)	2510748(Fax)		94050-47829	2057
20	Shri S. Nath, Dy. Registrar (IM)	2600008		99579-55753	2063
21	Shri B K Bagchi, Asstt. Registrar (Admn -I)	2600008		94353-42895	2105
22	Sri C S Baishya, Asstt. Registrar (Admn-II)	2600008		94351-48315	
23	Smti Swapna Sinha, Asstt. Registrar (Admn-III)	2600008		97060-16045	2096
24	Shri K K Sarma, Asstt. Registrar (Judicial-I)	2600008		94355-55257	2085
25	Shri Rashidur Rahman, Asstt. Registrar (Judl.- II)	2600008			2076
26	Sri Nandalal Das, Asstt. Registrar (Judl.- III)	2600008		94354-05861	2062
27	Sri Golap Hazarika, Asstt. Registrar (Establishment)	2600008		97061-06465	2058
28	Sri Biman Gogoi, Asstt. Registrar (Establishment)	2600008		98641-79318	2057
29	Sri K C Bhattacharjee, Asstt. Registrar (Finance)	2600008		94355-57639	2047
30	Sri A Majumdar, Asstt Registrar (IM)	2600008		94351-13432	2058
31	Shri Prakash Sarma, System Analyst	2543566	2528797	94351-18497	2099
32	Shri Madhu Nath Sarma, Court Officer	2600008	2637040	99540-76790	2038
33	Shri Nirmal Kumar Das, Supdt.-cum- i/c, Vehicle	2600008	2634303	94350-40436	2093
34	Shri Randav Das, Protocol Officer	2735867	2513920	94357-03748	2046
35	Shri Chinmoy Baruah, Protocol Asstt.	2735867		94351-47553	2048
36	Shri Rubul Sarma, Protocol Asstt.	2735867		94357-48441	2048
37	Smti Jeuti Baruah, Law Research Institute	2631713	2736469	94351-18448	2035
38	Shri Swapan.Kr. Das Gupta, Chief Security Officer	2600008	2572300	99540-69727	2036
39	High Court Guest House Kharghuli	2540174			
		2737042			

- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sl.No.	DESIGNATION	Scale/Pay Band/Grade pay
1	ACCOUNTANT	Rs. 8000-35000 (PB-3) (GP-4300/-)
2	ASST. LIBRARIAN	Rs. 8000-35000 (PB-3) (GP-4300/-)
3	ASST.PROTOCL.OFFICER	Rs. 8000-35000 (PB-3) (GP-4300/-)
4	ASST.REGISTRAR	Rs. 12000-40000 (PB-4) (GP-6300/-)
5	BARKANDAZ	Rs. 5200-20200 (PB-2) (GP-2100/-)
6	BUNGALOW PEON	Rs. 4500/- (Consolidate)
7	CASHIER	Rs. 8000-35000 (PB-3) (GP-4300/-)
8	CHIEF SECURITY OFFICER	Rs. 12000-40000 (PB-4) (GP-5400/-)

9	CHIEF TRANSLATOR	Rs. 12000-40000 (PB-4) (GP-6100/-)
10	COMPUTER OPERATOR	Rs. 5200-20200 (PB-2) (GP-2400/-)
11	COURT MASTER	Rs. 8000-35000 (PB-3) (GP-4700/-)
12	COURT OFFICER-I	Rs. 8000-35000 (PB-3) (GP-4900/-)
13	COURT OFFICER-II	Rs. 8000-35000 (PB-3) (GP-4900/-)
14	DARWAN/CHOWKIDAR	Rs. 4560-15000 (PB-1) (GP-1500/-)
15	DUFTRY	Rs. 4560-15000 (PB-1) (GP-1800/-)
16	DY REGISTRAR	Rs. 12000-40000 (PB-4) (GP-6400/-)
17	DY REGISTRAR (FINANCE)	Rs. 12000-40000 (PB-4) (GP-6400/-)
18	Jt. REGISTRAR (Judl. Officer)	Rs. 39530-920-40450-1080-49090-1230-54010/- pm
19	DY REGISTRAR (I&E)	Rs. 12850-300-13150-350-15950-400-17550/- pm
20	ELECTRICIAN	Rs. 5200-20200 (PB-2) (GP-2200/-)
21	EXTRA-TYPIST	Rs. 5200-20200 (PB-2) (GP-2100/-)
22	FARASH	Rs. 4560-15000 (PB-1) (GP-1500/-)
23	HEAD MALI	Rs. 4560-15000 (PB-1) (GP-1800/-)
24	JAMADAR	Rs. 4560-15000 (PB-1) (GP-1800/-)
25	JR.GRADE TRANSLATOR	Rs. 5200-20200 (PB-2) (GP-3100/-)
26	JT. REGISTRAR	Rs. 12000-40000 (PB-4) (GP-7400/-)
27	JUDGE	Rs. 80000/- pm.
28	LIB-CUM-REAS-OFFICER	Rs. 12000-40000 (PB-4) (GP-6300/-)
39	LIBRARY ASSISTANT	Rs. 5200-20200 (PB-2) (GP-3000/-)
30	JR. ADMN. ASSISTANT	Rs. 5200-20200 (PB-2) (GP-3000/-)
31	MALI	Rs. 4560-15000 (PB-1) (GP-1500/-)
32	ATTENDER	Rs. 4560-15000 (PB-1) (GP-1500/-)
33	PROGRAMMER	Rs. 8000-35000 (PB-3) (GP-5100/-)
34	PROTOCOL OFFICER	Rs. 8000-35000 (PB-3) (GP-4900/-)
35	PUMPMAN	Rs. 4560-15000 (PB-1) (GP-1500/-)
36	RECORD ARRANGER	Rs. 5200-20200 (PB-2) (GP-2200/-)
37	REGISTRAR (ADMN.)	Rs. 70290-1540-76450/- pm
38	REGISTRAR (I&E)	Rs. 16750-400-19150-450-20500/- pm
39	REGISTRAR GENERAL	Rs. 51550-1230-58930-1380-63070/- pm
40	SECRETARY TO HCJ	Rs. 12000-40000 (PB-4) (GP-6300/-)
41	SR.GRADE TYPIST	Rs. 5200-20200 (PB-2) (GP-2900/-)
42	SP.OFFICER (TRN.WING)	Rs. 12000-40000 (PB-4) (GP-6300/-)
43	SR.GRADE STENO	Rs. 12000-40000 (PB-4) (GP-6300/-)
44	SR.GRADE TRANSLATOR	Rs. 8000-35000 (PB-3) (GP-4900/-)
45	STAMP REPORTER	Rs. 8000-35000 (PB-3) (GP-4900/-)
46	STENO GRADE-I	Rs. 12000-40000 (PB-4) (GP-5900/-)
47	STENO GRADE-II	Rs. 8000-35000 (PB-3) (GP-4300/-)
48	SUPERINTENDENT	Rs. 8000-35000 (PB-3) (GP-4900/-)
49	SWEEPER	Rs. 4560-15000 (PB-1) (GP-1500/-)
50	SYSTEM ANALYST	Rs. 12000-40000 (PB-4) (GP-5900/-)
51	TELEX OPERATOR	Rs. 5200-20200 (PB-2) (GP-2200/-)
52	TYPIST	Rs. 5200-20200 (PB-2) (GP-2400/-)
53	SR. ADMN. ASSISTANT	Rs. 8000-35000 (PB-3) (GP-4300/-)
54	ZEROX OPERATOR	Rs. 5200-20200 (PB-2) (GP-2100/-)
55	COOK GRADE-I	Rs. 5200-20200 (PB-2) (GP-2000/-)
56	COOK	Rs. 4560-15000 (PB-1) (GP-1500/-)
57	REGISTRAR (JUDL)	Rs. 51550-1230-58930-1380-63070 /- pm
58	REGISTRAR (VIGILANCE)	Rs. 51550-1230-58930-1380-63070/- pm
59	DY REGISTRAR (BENCH)	Rs. 12850-300-13150-350-15950-400-17550/- pm
60	ROOM BEARER	Rs. 4560-15000 (PB-1) (GP-1500/-)
61	DEPUTY REGISTRAR	Rs. 12000-40000 (PB-4) (GP-6400/-)
62	FAX OPERATOR	Rs. 5200-20200 (PB-2) (GP-2200/-)
63	HEAD JAMADAR	Rs. 5200-20200 (PB-2) (GP-2200/-)

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**
As per demands for grant of Miscellaneous Department, which is available in Notice Board of the Gauhati High Court official website.

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

There is no subsidy programme being executed by the High Court.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**

Does not arise.

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form.**

The following information is being made available at official website of Gauhati High Court and KIOSK Machines:-

- A) Daily Cause List published under the authority of Hon'ble the Chief Justice.
- B) Judgments as well as Final Order of different Courts of Gauhati High Court are available on Online.
- C) Apart from it, orders passed by the Hon'ble Court in different cases of the High Court are available to public, at large through 3 Nos. of KIOSK Machine installed at Gauhati High Court premises.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

There is no library or reading room in High Court for public use. However the Public Information Officer is available during office hours, on working days.

- (xvi) **The names, designations and other particulars of the Public Information Officers.**

The names and designation of Public Information Officers of Gauhati High Court are given below-

1. Sri M.K. Bhattacharjee: Public Information Officer-cum-Registrar (Judicial).
2. Sri V.K. Chandak : Asstt. Public Information Officer-cum-Jt. Registrar(Judl-I).

Sl. No.	Public Authority	Appellate Authority	Public Information Officer	Assistant Public Information Officer
1.	Principal Seat of the Gauhati High Court	Registrar General	Registrar (Judicial)	Joint Registrar (Judicial)
2.	Kohima Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
3.	Shillong Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
4.	Imphal Bench	Registrar	Deputy Registrar (Judicial)	Sr. Most Assistant Registrar
5.	Agartala Bench	Registrar	Deputy	Sr. Most Assistant

			Registrar (Judicial)	Registrar
6.	Aizawl Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
7.	Itanagar Bench	Dy. Registrar	Sr. Most Assistant Registrar	Sr. Most Senior Administrative Asstt.
8.	Subordinate Court	Dist. & Sessions Judge of the concerned District	Asstt. Dist. & Sessions Judge / CJM, whoever is senior	Munsiff of the concerned District / Sub-Division
9.	Family Court	Principal Judge	Counsellor	Sr. Most U.D.A.
10.	Labour Court	Presiding Officer	Registrar	Member
11.	Industrial Tribunal	Presiding Officer	Registrar	Sr. Most U.D.A.
12.	Designated Court	Judge	Registrar	Sr. Most U.D.A.

(xvii) Such other information as may be prescribed :

Dr. Indira Shah, Registrar General, Gauhati High Court, Guwahati is the Appellate Authority under the RTI Rules, 2008.

N.B.- Utmost care has been taken in furnishing the information correctly. If any information is found incorrect, it is purely accidental and unintentional.

Sd/-
Dr. (Mrs.) Indira Shah
Registrar General
Gauhati High Court, Guwahati

Memo No. HC.XXXV-6/2011/196-200/RTI Dated 22nd December, 2011.