

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM AND ARUNACHAL PRADESH)

Dated Guwahati the 01st March, 2023

**TRANSFER POLICY FOR THE COURT MANAGER OF THE PRINCIPAL SEAT
AND SUBORDINATE COURTS IN ASSAM**

1. The Policy shall be known as "*Transfer Policy for the Court Manager of the Principal Seat and Subordinate Courts in Assam*".
2. Unlike Judicial Officers, the transfer of the Court Managers may not be done in a routine manner for the time being. It may be done in public interest and on the event of immediate necessity.
3. The transfer may be need based and in administrative exigency for the time being and may not be done in every three years as there is lack of infrastructure for residential accommodation for Court Manager in every station.
4. The High Court may take necessary steps in due course to provide residential accommodation to Court Manager in future, so that they can be transferred like Judicial Officers in regular interval.
5. Every Court Manager is required to maintain high standard of probity while discharging their functions. Any indication/appearance of impropriety may warrant transfer of a Court Manager from one station to another.
6. If transfer of a Court Manager becomes inevitable, then his/her place of posting may be considered at the nearest station of his/her hometown provided vacancies are available.
7. As far as practicable, all transfers shall be given effect to in the month of March of the Calendar Year, so that the children (off spring) of the incumbents faces no difficulties in getting admission either in colleges or in the schools.
8. Mid-term transfer, unless warranted by compelling circumstances shall not be resorted to.



9. If husband/wife of the incumbents is also an employee of the State Government, then they may be accommodated in the same station or nearby stations provided vacancies are available.
10. Transfer on request may be considered by the High Court, only if there exists any valid reasons for such requests, but same is subjected to availability of vacancies in other district head quarters.
11. Ordinarily, a Court Manager with disability should not be transferred from one station to other, unless public interest and administrative exigencies warrants.
12. Transfer of a Court Manager may not be considered 06 (six) months before his/her (immediate) retirement as it may cause much difficulty in getting his pension benefits after retirement.
13. On transfer, the incumbent will be entitled to T.A. and D.A. as per Government Rule. But if transfer is considered on the request of the incumbents, then he/she will not be entitled to any T.A. and D.A.
14. All individual cases of transfer are to be placed before the Hon'ble Chief Justice for order with recommendation of the concerned Hon'ble Portfolio Judge.
15. Ordinarily no request for transfer by a newly appointed Court Manager shall be entertained until completion of 03 (three) years of service.
16. The Head of the Establishments are to forward representations for transfer of the Court Manager under their establishment only in the month of January of every calendar year.
17. The Head of the Establishments while forwarding the representation for transfer are to mention about their objection/No-objection, if any, in the event of transfer of the court manager from their establishment.
18. While submitting transfer representation, the Court manager has to mention his/her date of joining in service along with a copy of his/her appointment letter and the category (General/OBC/SC etc.) to which he/she is appointed.



19. The Court Managers shall not make transfer request on frivolous grounds and request for transfer can only be made when there are genuine grounds, supported by genuine circumstances and corroborated by tenable materials.
20. Hon'ble the Chief Justice shall have the discretion to dispense with any of the foregoing provisions/condition, if exigency of service so requires and for better administration of Justice.
21. In case of any doubt or confusion in regard to purport, meaning or application of any of the aforesaid provisions/conditions, the decisions of Hon'ble Chief Justice shall be final.
22. Posting and tenure of stay of Court Manager in the Principal Seat of the Gauhati High Court shall be absolutely as per discretion of Hon'ble the Chief Justice.

By Order,
Sd/- R. Baruah
REGISTRAR (VIGILANCE)

Memo No. HC.VII-238(Pt.-III)/2013/ 1697-1729 /A Dated: 01-03-2023

Copy forwarded for information and necessary action to:

1. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
2. The Principal Accountant General (A&E), Assam, Beltola, Guwahati for information and necessary action.
3. The Registrar (Admin./Vigilance/Judl./Estt.), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The District & Sessions Judge
Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/
Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/Goalpara/Golaghat /
Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup/Karimganj/Karbi Anglong/
Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/
Tinsukia/Udalguri/South Salmara-Mankachar/West Karbi Anglong.

(He/She is requested to circulate the Notification among the Court Manager working at the station)

6. The Chief Judicial Magistrate
Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/
Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/Goalpara/Golaghat /



Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup/Karimganj/Karbi Anglong/
Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/
Tinsukia/Udalguri/South Salmara-Mankachar/ West Karbi Anglong.

(He/She is requested to circulate the Notification among the Court Manager working at the station)

7. The Joint Registrar (Recruitment/Vigilance), Gauhati High Court, Guwahati.
8. The Deputy Registrar (Finance), Gauhati High Court, Guwahati.
9. Iftekar Hussain Ahmed, Court Manager, Principal Seat, at Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati.

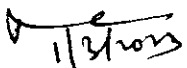
(He is requested to upload the notification immediately in the official website of the Gauhati High Court, Guwahati).

11. The Private Secretary to Hon'ble Mr. Justice Lanusungkum Jamir, Gauhati High Court, Guwahati for his Lordship's kind information.
12. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.
13. The Private Secretary to Hon'ble Mr. Justice Michael Zothankhuma, Gauhati High Court, Guwahati for his Lordship's kind information.
14. The Private Secretary to Hon'ble Mr. Justice Suman Shyam, Gauhati High Court, Guwahati for his Lordship's kind information.
15. The Private Secretary to Hon'ble Mr. Justice Achintya Malla Bujor Barua, Gauhati High Court, Guwahati for his Lordship's kind information.
16. The Private Secretary to Hon'ble Mr. Justice Kalyan Rai Surana, Gauhati High Court, Guwahati for his Lordship's kind information.
17. The Private Secretary to Hon'ble Mr. Justice Nelson Sailo, Gauhati High Court, Guwahati for his Lordship's kind information.
18. The Private Secretary to Hon'ble Mr. Justice Ajit Borthakur, Gauhati High Court, Guwahati for his Lordship's kind information.
19. The Private Secretary to Hon'ble Mr. Justice Sanjay Kumar Medhi, Gauhati High Court, Guwahati for his Lordship's kind information.
20. The Private Secretary to Hon'ble Mr. Justice Nani Tagia, Gauhati High Court, Guwahati for his Lordship's kind information.
21. The Private Secretary to Hon'ble Mr. Justice Manish Choudhury, Gauhati High Court, Guwahati for his Lordship's kind information.
22. The Private Secretary to Hon'ble Mr. Justice Soumitra Saikia, Gauhati High Court, Guwahati for his Lordship's kind information.
23. The Private Secretary to Hon'ble Mr. Justice Parthivjyoti Saikia, Gauhati High Court, Guwahati for his Lordship's kind information.
24. The Private Secretary to Hon'ble Mr. Justice Robin Phukan, Gauhati High Court, Guwahati for his Lordship's kind information.



25. The Private Secretary to Hon'ble Mr. Justice Kakheto Sema, Gauhati High Court, Guwahati for his Lordship's kind information.
26. The Private Secretary to Hon'ble Mr. Justice Devashis Baruah, Gauhati High Court, Guwahati for his Lordship's kind information.
27. The Private Secretary to Hon'ble Mrs. Justice Malasri Nandi, Gauhati High Court, Guwahati for her Ladyship's kind information.
28. The Private Secretary to Hon'ble Mr. Justice Marli Vankung, Gauhati High Court, Guwahati for her Ladyship's kind information.
29. The Private Secretary to Hon'ble Mr. Justice Arun Dev Choudhury, Gauhati High Court, Guwahati for his Lordship's kind information.
30. The Private Secretary to Hon'ble Mrs. Justice Susmita Phukan Khaund, Gauhati High Court, Guwahati for her Ladyship's kind information.
31. The Private Secretary to Hon'ble Mrs. Justice Mitali Thakuria, Gauhati High Court, Guwahati for her Ladyship's kind information.
32. The Deputy Director, Printing & Stationery, Assam Govt. Press, Bamunimaidam, Guwahati
33. The CA to the Registrar General, Gauhati High Court, Guwahati.

[THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY]


REGISTRAR(VIGILANCE)