

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated Guwahati, the 5th June, 2024

No. HC.V-09/2013/ 480^B/Estt. (Pt.-2) ###

The Gauhati High

Court is pleased to frame the following work-flow chart for the "**Management and Coordination of Digitization of Disposed of Case Records of the Principal Seat of the Gauhati High Court**":

1. The Administrative Officers (Judicial) of respective Sections are to send Case Records for scanning to the digitization centre and receive the Case Records after scanning and the Administrative Officers (Judicial) will maintain Registers of Outward and Inward movement of case records showing the number of files along with pages in each file.
2. The Administrative Officer (Judicial) of a particular Section will send the Registers of Outward and Inward movement of case records on weekly basis to the concerned Supervising Assistant Registrar for verification.
3. The respective Assistant Registrar will send the verified Registers of Outward and Inward movement of Case Records to the respective Deputy Registrars who will verify the same and forward the Registers to Joint Registrar.
4. The Joint Registrar will oversee the verification of digitized case records to be carried out by an in-house High Court team of at least 2 (two) Dealing Assistants each from the respective Sections under the supervision of the Administrative Officers (Judicial). The Joint Registrar will coordinate and oversee the entire process of verification of digitized case records.
5. The Joint Registrar will maintain the record of cases sent for digitization along with the records sent back after digitization and also maintain the record of verified digitized case records. The Joint Registrar will send a monthly report showing the counts of digitized records to the Central Project Coordinator and the Registrar (Judicial & IT) for bill verification.

The Registrar (Establishment)/In-charge in consultation with the Joint Registrar (PM&P)-cum-Central Project Coordinator shall nominate Officers/staff, in case of unavailability/absence of any Officer/staff for implementation of the abovementioned work-flow chart, with due approval of the competent authority. Further, the Officers and staff entrusted with responsibilities, as mentioned above, may contact the Registrar (Judicial & IT) or the Joint Registrar (PM&P)-cum-Central Project Coordinator for any clarification/grievance etc. Any matter, ancillary or incidental to the abovementioned work flow chart, that may arise in due course, shall be decided by the competent authority of the Gauhati High Court.

This notification shall come into force with immediate effect.

By Order,

Sd/- Subhrangsu Dhar

REGISTRAR (JUDICIAL & IT)

Memo No. HC.V-09/2013/ 480^c /Estt. (Pt.-2) Dated 05-06-2024

Copy for information and necessary action to:

1. The Registrar (Vigilance/Admn./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to the Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
4. The Joint Registrar, Gauhati High Court, Guwahati.
5. The Deputy Registrar,, Gauhati High Court, Guwahati.
6. The Assistant Registrar,, Gauhati High Court, Guwahati.
7. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
8. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati
9. The Project Manager, Gauhati High Court, Guwahati *with a request to upload this notification in the Gauhati High Court (Principal Seat) Website.*
10. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
11. The Senior Systems Officer, Gauhati High Court, Guwahati.
12. The Administrative Officer (Judicial,), Gauhati High Court, Guwahati of respective Sections for necessary action as mentioned above.
13. The Court Officer No. I and II, Gauhati High Court, Guwahati.
14. The C.A. to the Registrar General/Registrar (Judicial & IT), Gauhati High Court, Guwahati.
15. Stock Holding Document Management Services Limited, Navi Mumbai.
16. The Order file.

[Signature] 05-06-2024
REGISTRAR (JUDICIAL & IT)

B. D.