

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

ORDER NO. 37

Dated Guwahati, the 9th May, 2021

Whereas, the Hon'ble Gauhati High Court vide Notification no. 28 dated 19th April, 2021, Notification no. 29 dated 20th April, 2021, Notification no. 30 dated 21st April, 2021 and Notification no. 34 dated 1st May, 2021, has issued certain guidelines and norms to be followed for functioning of the Hon'ble High Court in the Principal Seat as well as its Outlying Benches at Kohima, Aizawl and Itanagar and the subordinate courts of Assam, Nagaland, Mizoram and Arunachal Pradesh;

Now, in terms of the measures which needs to be taken to deal with the unprecedented surge of the second wave of COVID-19 pandemic, Hon'ble the Chief Justice has decided to take the following measures for the restructuring of working strength of this Registry, **with effect from 10th May, 2021 to 31st May, 2021**. The following measures will be adopted and strictly implemented in respect of the working of the Principal Bench of the Gauhati High Court:

1. To support the functioning of the Courts, all the Computer Assistants who are attached to the Computer Team shall attend office as per requirement and on call basis.
2. The COVID response team shall attend office as have been doing as of now.
3. The staff of the Protocol Section including Medical Protocol Team alongwith Chauffeurs shall attend duties as have been doing as of now.
4. The Medical Team shall attend office as have been doing as of now.


9/5/2021

5. The following Judicial Sections shall have the staff as indicated against the Sections:

- a. Criminal Appeal/Bail(New Block)...2 staff and 2 attenders. 1 stand by (on call only).
- b. Pending Section(New Block).....Do.
- c. Bench Section(New Block).....3 Computer Assistants, 3 staff and 2 attenders(for preparation of cause lists , scanning of records, printing etc.).
- d. First Appeal Section(Old Block).....on call only.
- e. Second Appeal(Old Block).....Do.
- f. R.O.S (Old Block).....Do.
- g. Writ Appeal(old block).....1 person (on call only).
- h. PIL (old Block).....2 persons.
- i. Criminal Revision(Old Block).....on call.
- j. Civil Revision(Old Block).....on call.
- k. Paper Book (Old Block).....2 persons.
- l. Translation wing(Old Block)....on call.
- m. Civil Rule(Disposal)(old Block).....on call.
- n. Record Room(Old block).....on call.
- o. Copying Section(old block).....2/3 persons.
- p. Filing Section(Old Block).....3 staff, 1 stamp reporter, 3 for scanning LCR etc. and 2 attenders.

Similarly, the following Administrative Sections shall have the staff as indicated against the Sections:

- a. Accounts Section(Old Block).....2/3 persons and rest on call when bills are to be prepared for medical , salaries, transfer of funds to sub-ordinate courts etc. as per requirement.
- b. Establishment Section(Old Block).....2 persons and on call.
- c. Correspondence & RTI Section(Old Block).....2 persons on call only when notifications, orders are required to be issued.
- d. Dispatch Section(Old Block).....1 staff and 1 attender/dak runner.
- e. Statement Section(old Block).....on call.
- f. Appointment Section (Old Block)..... 2 persons and 1 attender. 1 stand by (on call only).


9/1/2022

- g. PM&P Section (New Block)..... 2 persons and 1 attender. 1 stand by (on call only).
 - h. Judges' Library (Old Block)..... 1 person. 1 person (on call only).
 - i. Recruitment Cell (Old Block)..... 2 persons and 1 attender. 1 stand by (on call only).
6. The Registrars alongwith their skeleton staff as per requirement shall attend office.
 7. Court Masters and Private Secretaries shall attend duties as per requirement of Hon'ble Judges with whom they are attached and if not attached, then as per requirement and on call by their in-charge(s).
 8. The concerned Registrars/Joint-Registrars/Administrative Officers are to assess the requirement of the staff at their respective disposals and call for duties in a judicious manner.
 9. All the staff attending office in a particular day shall leave office immediately on completion of work or by 2 PM, whichever is earlier.

By Order,

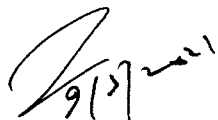
Sd/- Gautam Baruah

REGISTRAR GENERAL I/C


Memo No.HC.III-06/2020/2040-2055/G, dated Guwahati the 9th May, 2021.

Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
5. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
6. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
7. The Court Manager, Gauhati High Court, Guwahati.
8. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
9. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Order in the website of the Gauhati High Court.*


9/5/2021

10. The P.S. to Hon'ble Mr. /Mrs. Justice _____,
Gauhati High Court, Guwahati.
11. The A.O. (Judicial), _____ Section, Gauhati High Court, Guwahati.
12. The Court Masters, Court No. _____, Gauhati High Court, Guwahati.
13. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
14. The Chief Security Officer, Gauhati High Court, Guwahati.
15. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
16. The Gauhati High Court Notice Board, (Old Block & New Block).


9/5/21

REGISTRAR GENERAL I/C

9/5/21