

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

OFFICE ORDER

Dated Guwahati the 11th September, 2014

No. HC.V- 77/2011/780 /Estt. ## In continuation of this Registry's notice No. HC.V-77/2011/575/Estt. dtd. 15.7.2014, all the officers and staff of this Registry, whose finger prints have not been recorded yet in the Biometric finger print Time Attendance cum Access Control System, are hereby directed to record their finger prints in the system located in the Court Manager's room in the New Block of the Gauhati High Court positively by 18.9.2014.

The Administrative Officer (Judicial)/Sections in-charge/Controlling Officers are directed to inform all the staff working under their control.

The Court Officers are directed to ensure that the order is followed by all the Grade-IV staff.

All the employees of this Registry are directed to co-operate in this regard.


REGISTRAR GENERAL I/C

Memo No. HC.V-77/2011/780 A /Estt. # Dated 11.9.2014
Copy for information and necessary action to :-

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Vigilance)/ (Admn./Judl.), Gauhati High Court, Guwahati.
3. The Registrar cum Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The Joint Registrar (_____); Gauhati High Court, Guwahati/In-charge of Stenographers with a request to inform all the Stenographers in this regard.
5. The Dy. Registrar _____, Gauhati High Court, Guwahati
6. The Assistant Registrar, _____, Gauhati High Court, Guwahati.
7. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
8. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
9. The Librarian- cum- Research Officer, Gauhati High Court, Guwahati.
10. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice _____, Gauhati High Court, Guwahati.
11. The System Analyst, Gauhati High Court, Guwahati with a request to upload this order in the High Court website.
12. The A.O.(J) _____, Gauhati High Court, Guwahati./In-charge of Court Masters with a request to inform all the staff/Court Masters in this regard.
13. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati with a request to inform all the Grade-IV staff in this regard.
14. The Chief Security Officer, Gauhati High Court, Guwahati.
15. The Court Manager, Gauhati High Court, Guwahati for information and necessary action.
16. The CA to the Registrar General/Registrar (Vigilance), Gauhati High Court, Guwahati.
17. The PS to Registrar (Admn.)/Registrar (Judicial), Gauhati High Court, Guwahati.
18. High Court notice board.
19. The Order File


REGISTRAR GENERAL I/C