

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

O R D E R

Dated Guwahati the 13th May, 2025

No.HC.V-09/2013(Pt.-2)/446 /Estt. ## The Registry of the Gauhati High Court, Guwahati hereby posts the following Officers (belonging to the High Court Service) of the Principal Seat as mentioned against their names and assigns the following duties thereof:

| Sl. No. | Name | Posted as | Duties assigned |
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| 1. | Smt. Panchai Sarma | Joint Registrar (Administration) | <ol style="list-style-type: none">1. Shall be the In-charge of Court Officers and supervise/monitor their works with the assistance of Deputy Registrar (Administration & Digitization).2. Shall monitor the cleanliness of the precincts of the Gauhati High Court, Guwahati including the residences/bungalows of Hon'ble Judges, Judges' Guest House, the High Court Museum etc.3. Shall monitor the discipline/decorum, punctuality and Attendance of all Officers up to the rank of Joint Registrar belonging to the High Court service (except the Translation Wing) and staff with the assistance of Deputy Registrar (Administration & Digitization) and Court Officers.4. Shall monitor the entire infrastructure and construction works in the precincts of the Gauhati High Court, Guwahati including the residences/bungalows of Hon'ble Judges, Judges' Guest House etc. and shall also look after the general up-keep/maintenance of its electrical appliances along with overseeing its civil works.5. Planning, management and arrangements of all ceremonial functions and programmes organized by or on behalf of the Gauhati High Court including distribution and printing of cards.6. Shall act as Leave granting authority (except for the Translation Wing) in respect of all non-Gazetted employees of the Gauhati High Court, Guwahati belonging to High Court service or Gazetted Officers up |

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| | | | <p>to the rank of Joint Registrar belonging to High Court service also as and when delegated [The leave of Joint Registrar (Administration) shall, however, be granted by the Registrar (Establishment)].</p> <ol style="list-style-type: none"> 7. Shall look after the matters pertaining to the Establishment Section and holding of Lok Adalat. 8. Shall look after the detailing of only Class-IV staff/Fixed Pay Casual Employees in the Gauhati High Court, Court including the residences/bungalows of Hon'ble Judges, Judges' Guest House etc. with the assistance of Deputy Registrar (Administration & Digitization) and the Court Officers. 9. She shall report to the Registrar General, the Registrar (Administration) and the Registrar (Establishment). 10. Any other matter entrusted by the Registrar General/ Registrars. |
| 2. | Sri Santanu Kr. Deka | Deputy Registrar (Filing & Copying) | <ol style="list-style-type: none"> 1. Shall be the In-charge of the Filing Section and Copying Section and look after its entire works. All matters regarding functioning of those Sections shall be routed through the In-charge. The In-charge shall visit the section(s) regularly and look after the punctuality and functioning of the Officer/staff posted there. 2. Shall act as Registrar (Contempt) and signatory of all Judicial Sections of the Registry, as and when required and in addition to own duties. 3. Shall work as Stamp Reporter and Commissioner of Affidavits, in addition to own duties. 4. Shall be responsible for equitable distribution of newly filed cases for Stamp Reporting among the concerned Officers of the Registry. 5. Shall aid the Rule Committee Section in matters regarding amendment of Gauhati High Court Rules relating to the matters of the Section under his control. 6. He shall report to the Registrar (Judicial & IT) and Joint Registrar (Judicial). 7. Any other duty entrusted by the Registrar General/Registrars. |

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| 3. | Sri Newman J. Sangma. | Deputy Registrar (Paper Book & RTI) | <ol style="list-style-type: none"> 1. Shall be the In-charge of the Right to Information (RTI) Section and act as Assistant Public Information Officer in RTI matters. 2. Shall be the In-charge of the Paperbook Section and monitor its entire works. Shall monitor the functioning of the said section(s) and visit it regularly to look after the punctuality of the Officer/staff posted there. 3. All matters related to functioning of the above Sections shall be routed through the In-charge. 4. Shall act as signatory of all Judicial Sections of the Registry, as and when required and in addition to own duties. 5. Shall aid the Rule Committee Section in matters regarding amendment of Gauhati High Court Rules in connection with rules of the concerned Section under her control. 6. Shall deal with matters related to Gender Sensitization & Internal Complaints Committee, being its Member Secretary. 7. Shall work as Stamp Reporter and Commissioner of Affidavits, in addition to own duties. 8. He shall report to the Registrar (Judicial & IT)-cum-Public Information Officer and Joint Registrar (Judicial). 9. Any other duty entrusted by the Registrar General/Registrars. |
| 4. | Sri Pradip Sarma | Deputy Registrar (Administration & Digitization) | <ol style="list-style-type: none"> 1. Shall supervise/monitor the works of the Court Officers. 2. Shall be the In-charge of the Correspondence Section and oversee its functioning. Every matter of the Correspondence Section shall be routed through the In-charge, in normal circumstances. 3. Shall assist the Joint Registrar (Administration) in monitoring the cleanliness of the precincts of the Gauhati High Court, Guwahati including the residences/bungalows of Hon'ble Judges, Judges' Guest House, the High Court Museum etc. 4. Shall assist the Joint Registrar (Administration) in monitoring the discipline/decorum, punctuality and Attendance of all Class-IV staff and |

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| | | | <p>their detailing.</p> <ol style="list-style-type: none"> 5. Shall assist the Joint Registrar (Administration) in monitoring the entire infrastructure and construction works in the precincts of the Gauhati High Court, Guwahati including the residences/bungalows of Hon'ble Judges, Judges' Guest House etc. and shall also look after the general up-keep/maintenance of its electrical appliances along with overseeing its civil works. 6. Shall assist the Joint Registrar (Administration) in planning, management and arrangements of all ceremonial functions and programmes organized by or on behalf of the Gauhati High Court including distribution and printing of cards. 7. Shall look after the leave files of all Ministerial, Non-Ministerial and Class-IV staff of the Registry in the absence of Deputy Registrar (Establishment). 8. Looking after the detailing of Stenographers, Court Masters and Law Clerks in the absence of Deputy Registrar (Establishment). 9. Shall act as signatory of any Judicial Section(s) of the Registry, as and when necessary and in addition to own duties. 10. Shall work as Stamp Reporter and Commissioner of Affidavits, as and when necessary and in addition to own duties. 11. Shall be responsible to oversee digitization works and ensure timely completion of targets. 12. He shall report to the Registrar (Administration), the Registrar (Judicial & IT) & Joint Registrar (Judicial) in case of judicial matters and Joint Registrar (Administration). 13. Any other duty entrusted by the Registrar General/ Registrars. |
| 5. | Sri Gregory Daimari | Assistant Registrar (Finance) | <ol style="list-style-type: none"> 1. Shall assist the In-charge of the Accounts Section in the works of the Accounts Section. 2. Shall monitor the timely disposal of matters relating to leave of Hon'ble Judges. 3. Shall look after the works of Cashier, budget, accounts etc. of the Principal Seat of the Gauhati High |

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| | | | <p>Court.</p> <ol style="list-style-type: none"> Shall take up matters with the Finance & Accounts Officer deputed to the Registry for its disposal. Keep track and monitor the timely disposal of matters related to Accounts and Finance of Outlying Benches, if required and referred to. Shall be the signatory of signatory of all Judicial Sections of the Registry, as and when required and in addition to own duties. He shall report to the Registrar General, the Registrar (Administration) and the Joint Registrar (Finance). Any other duty entrusted by the Registrar General and the Registrar (Administration). |
| 6. | Sri Ajit Kumar Kuli | Assistant Registrar (Despatch & Statement) | <ol style="list-style-type: none"> Shall be the In-charge and signatory of the Despatch Section and the Statement Section and look after its entire works. All matters of those Sections shall be routed through the In-charge. The In-charge shall visit the section(s) regularly and look after the punctuality and functioning of the Officer/staff posted there. Shall be the signatory of signatory of all Judicial Sections of the Registry, in addition to own duties. Shall work as Stamp Reporter and Commissioner of Affidavits, in addition to own duties. He shall report to the Registrar (Judicial & IT) and Joint Registrar (Judicial). Any other duty entrusted by the Registrar General/Registrars. |
| 7. | Sri Sahidul Hoque | Assistant Registrar (Filing-II) | <ol style="list-style-type: none"> Shall work as Stamp Reporter and Commissioner of Affidavits. Shall look after the punctuality and functioning of the Officer/staff posted in the Filing Section and ensure timely registration/filing of cases. Shall be the In-charge of the Copying Section in the absence of Deputy Registrar (Filing & Copying) and look after its entire works. He shall report to the Registrar (Judicial & IT), Joint Registrar (Judicial) and Deputy Registrar (Filing & Copying). |

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| | | | 5. Any other duty entrusted by the Registrar General/Registrars. |
| 8. | Sri Nabajyoti Dutta | Assistant Registrar (Bench-I) | <ol style="list-style-type: none"> 1. Shall be the In-charge and signatory of the Bench Section and look after its entire works. All matters related to functioning of the Section shall be routed through the In-charge. The In-charge shall look after the punctuality and functioning of the Officer/staff posted there. 2. Shall act as signatory of all Judicial Sections of the Registry, as and when required and in addition to own duties. 3. Shall work as Stamp Reporter and Commissioner of Affidavits, as and when required and in addition to own duties. 4. He shall report to the Registrar (Judicial & IT) and Joint Registrar (Judicial). 5. Any other duty entrusted by the Registrar General/Registrars. |
| 9. | Sri Hitesh Ch. Das | Assistant Registrar (Disposal, Records & FT) | <ol style="list-style-type: none"> 1. Shall be the In-charge and signatory of the Civil Rule (Disposal) Section, Record Room Section & Foreigner's Tribunal Section and look after its entire works. All matters of those Sections shall be routed through the In-charge. The In-charge shall visit the section(s) regularly and look after the punctuality and functioning of the Officer/staff posted there. 2. Shall work as Stamp Reporter and Commissioner of Affidavits, in addition to own duties. 3. Shall look after the Shredder Room, Digitization works and furnish weekly reports of digitized files to the Deputy Registrar (Administration & Digitization). 4. He shall report to the Registrar (Judicial & IT), Joint Registrar (Judicial) and Deputy Registrar (Administration & Digitization). 5. Any other duty entrusted by the Registrar General/Registrars. |
| 10. | Sri Bidyut Bikash Goswami | Assistant Registrar (Pending) | <ol style="list-style-type: none"> 1. Shall be the In-charge and signatory of the Civil Rule (Pending) Section and look after its entire works. All matters of that Section shall be routed through the In-charge. The In-charge shall look after the punctuality and functioning of the |

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| | | | <p>Officer/staff posted there.</p> <p>2. Shall work as Stamp Reporter and Commissioner of Affidavits, in addition to own duties.</p> <p>3. He shall report to the Registrar (Judicial & IT) and Joint Registrar (Judicial).</p> <p>4. Any other duty entrusted by the Registrar General/Registrars.</p> |
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In addition to the above, Sri Bidyut Bikash Goswami, Assistant Registrar (Pending), is hereby directed to look after the works of the Administrative Officer (Judicial.), Statement Section, till an Administrative Officer (Judicial.) is posted in the said Section.

By Order,

sd/-

REGISTRAR GENERAL

Memo No. HC.V -09/2013(Pt.-2)/446 A /Estt.

Dated 13 .05.2025

Copy for information & necessary action to:

1. The Registrar (Vigilance/ Admin/ Judicial/ Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to 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 Librarian- cum -Research Officer, Gauhati High Court, Guwahati.
8. The Special Officer (Translation Wing), Gauhati High Court, Guwahati.
9. The Project Manager, Gauhati High Court, Guwahati, with a direction to upload this order in the official website of the Gauhati High Court.
10. The Private Secretary to Hon'ble Mr./Mrs. Justice,Gauhati High Court, Guwahati.
11. The Administrative Officer (Judicial) (.....), Gauhati High Court, Guwahati.
12. The Chief Security Officer, Gauhati High Court, Guwahati.
13. The Court Officer-I & II, Gauhati High Court, Guwahati.
14. The Court Masters, 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 and New block), Guwahati.
17. The Order file.

[Signature]

REGISTRAR GENERAL

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