

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

NOTIFICATION NO. 44

Dated Guwahati, the 18th September, 2018

Hon'ble the Chief Justice (Acting) has been pleased to approve the following protocol to be followed to streamline the process of giving necessary approval in connection with arrangement of tea and snacks for meetings, events and sectional requisitions in the Hon'ble Gauhati High Court :-

1. The Court Officer or any authorised person shall generate the requisition and place it before the Court Manager prior to the said meetings, events etc.
2. The Court Manager shall put up a note before Registrar General, through the Registrar Administration for necessary approval of such requisition.
3. The Court Manager shall cause such approval to be taken in a Register, to be separately maintained for this purpose.
4. Upon such approval being granted or refused, the Court Manager shall cause a copy of the said approval/refusal to be sent to the Court Officer for arranging the said approved items.
5. Upon such approval being accorded by Registrar General, the copy of the said approval shall be forwarded to the Accounts department for clearing the financial aspect of the same as per norms.
6. The person who is entrusted with the arrangement of such approved items shall thereafter submit the bills before the Court Officer, who shall verify the same with the approved items and shall certify the bill and place the same before the Court Manager.
7. The Court Manager on receipt of such pre approved and duly verified bills, shall duly scrutinise the approved requisition with the bills and send it to the Accounts Section for payments.
8. The accounts section shall thereafter raise the bills as per requisite norms.
9. The bills are to be raised individually as per each pre approved requisition.
10. It is incumbent on the Court Officer and the Court Manager to verify and submit the bills within seven days of receipt of such bills.
11. The person whose services are engaged for supply of such pre approved items shall raise the bills not later than 30 days from the date of requisition being made.
12. The Court Manager shall submit a report on the monthly expenditure before the Registrar General through the Registrar Administration.

[Contd..]



This Notification will come into force immediately.

By Order,

Sd/ Robin Phukan
REGISTRAR GENERAL

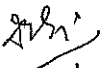
Memo No. HC.III - 07/2014/1318/G, Dated 18th September, 2018.

Copy to:

1. The Registrar (_____), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secy. to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
5. The P.S. to Hon'ble Mr./Mrs. Justice _____, Gauhati High Court, Guwahati.
- ✓ 6. The System Analyst, Computer Section, Gauhati High Court, Guwahati.
*He is requested to upload the **Notification** with the title "Protocol to be followed regarding requisitions of tea and snacks for holding meetings etc." in the website of Gauhati High Court.*
7. The Admn. Officer (J) (_____), Gauhati High Court, Guwahati.
8. The Court Manager, Gauhati High Court, Guwahati.
9. The Court Officer No.1/2 Gauhati High Court, Guwahati.
10. The Chief Security Officer, Gauhati High Court, Guwahati.
11. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
12. The Manager, Staff Canteen of the Gauhati High Court, Guwahati.


REGISTRAR GENERAL

18-09-18


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