

# THE GAUHATI HIGH COURT

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

Dated the 21<sup>st</sup> June, 2016

## ORDER

HC.V-9/2013/ 452 /Estt.###In supersession of earlier orders, duties and responsibilities amongst the Officers of this Registry are redistributed and shall be as under with immediate effect.

SL. NO.	OFFICER	DUTIES AND RESPONSIBILITIES	REPORTING AUTHORITY
1.	REGISTRAR GENERAL	1 All correspondence concerning the judiciary and to co-ordinate between High Court and the State / Central Governments in administrative affairs.	CHIEF JUSTICE through JAD
		2 Preparation of Agenda Notes for the meetings of Full Court and Administrative committee	CHIEF JUSTICE
		3 Orders for appointment of all Judicial Officers.	CHIEF JUSTICE / FULL COURT
		4 All correspondence concerning individual Judicial Officer	PORT FOLIO JUDGE
		5 Orders for appointment of all Gazetted officers and Staffs of the High Court.	CHIEF JUSTICE
		6 Budget and Accounts of the High Court, including all the Benches, in consultation with the Registrar of each Bench.	CHIEF JUSTICE / FINANCE COMMITTEE.
		7 Swearing-in of the Chief Justice and Judges.	CHIEF JUSTICE AND JAD
		8 Implementing the Resolutions of the Chief Justice's Conference, Full Court and Administrative Committee.	CHIEF JUSTICE AND JAD
		9 Litigation by or against the High Court in Supreme Court	CHIEF JUSTICE AND JAD
		10 Information to the Supreme Court, other High Courts, Parliament, Assembly of the States (this will be in consultation with the Registrar of the concerned Bench), State Governments.	CHIEF JUSTICE AND JAD
		11 Leave of High Court Judges.	CHIEF JUSTICE
		12 Purchase of items up to Rs.5 lakhs for all Benches. [Purchase of items up to Rs.3 lakhs for the other Benches will be the sole responsibility of the Registrar of that Bench].	Broad Approval of the Finance Committee shall have to be taken within one fortnight and this power would be subject to the guidelines laid down by the Committee from time to time.
		13 Pension and medical benefits and claims of all Chief Justices and	Sole responsibility

			Judges (past and present.)	
		14	Law Research Institute.	CHIEF JUSTICE.
		15	Establishment of Courts & Separation of Judiciary matters. <i>(In separation of Judiciary matters- to be assisted by Dy. Registrar (G&amp;C))</i>	CHIEF JUSTICE AND JAD
		16	Appellate Authority for RTI queries.	SOLE RESPONSIBILITY.
		17	Any other administrative matter not expressly assigned to any other Registrar	CHIEF JUSTICE
2.	<b>REGISTRAR (VIGILANCE)</b>	1	Transfer and posting of all Judicial Officers of all States.	ADMINISTRATIVE COMMITTEE
		2	Leave (only of Grade-I Officers), of all Judicial Officers of all States.	JAD/ CHIEF JUSTICE
		3	Disciplinary matters (including complaints and inquiries) pertaining to all Judicial Officers in all States.	PORTFOLIO JUDGE, JAD & CHIEF JUSTICE
		4	Inspection of all Courts and Tribunals under the supervisory jurisdiction of the Gauhati High Court.	CHIEF JUSTICE
		5	ACRs of the Judicial Officers of all States.	PORTFOLIO JUDGE, JAD & CHIEF JUSTICE, as the case may be.
		6	Communication of the ACR Remarks of Judicial Officers	JAD
		7	Scrutiny of Judicial Officers for continued utility.	APPROPRIATE COMMITTEE.
		8	<b>In-Charge</b> of the matters relating to recruitment of <b>Judicial Officers</b> of all States under Gauhati High Court. <i>[to be assisted by Jt. Reg.(Rectt)]</i>	RECRUITMENT COMMITTEE
		9	Any other matter pertaining to discipline and vigilance not covered by any other specific heading.	JAD/ADMINISTRATIVE COMMITTEE.
		10	ACP Scheme of Judicial Officers	APPROPRIATE COMMITTEE
		11	Selection Grade & Super-time Scale of Grade-I Officers	-DO-
		12	Any other matter entrusted by Hon'ble the Chief Justice	CHIEF JUSTICE
3.	<b>REGISTRAR (ADMINISTRATION)</b>	1	<b>I/C of Recruitment of all Officers /staff</b> in the Registry of the Principal Seat & Outlying Benches and Subordinates Courts under the jurisdiction of Gauhati High Court, except judicial officers. <b>[To be assisted by Joint</b>	SOLE RESPONSIBILITY, / CONSULTATION WITH REGISTRAR GENERAL/JAD TO DEAL WITH THE APPROPRIATE

	<b>Registrar (Recruitment)]</b>	COMMITTEE
2	Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court, Official Residences, Guest House etc. in the Principal Seat. <i>[Management and maintenance (including AMC) of all properties, furniture, fixtures and fittings (including vehicles) of the High Court including official residences, guest house etc. in the other Benches will be the responsibility of the Registrar of that Bench].</i>	RG/BUILDINGS AND INFRASTRUCTURE COMMITTEE.
3	Security arrangements in the Principal Seat. <i>[In Outlying Benches will be the responsibility of the Registrar of that Bench].</i>	RG & APPROPRIATE COMMITTEE, as the case may be.
4	All matters pertaining to Protocol Section. Planning, management and arrangements for all ceremonial and other functions, including swearing, Independence Day/ Republic Day Celebrations, farewells, Dinners, Full Court meetings etc.	H CJ through RG, as the case may be.
5	Inspection and Management of all Administrative Sections and Branches of the Registry in the Principal Seat. <i>[In Outlying Benches, its will be the responsibility of the Registrar of that Bench].</i>	REGISTRAR GENERAL/ JAD
6	All matters relating to NIT/quotations and settling of drafts etc. relating Principal Seat of the Gauhati High Court.	Registrar General
7	All the matters relating to preparation of quotations/tenders and issuance of work order etc.	Registrar General
8	Preparation of telephone directory/New Year Greeting Cards/Calendars and telephone matters	Sole responsibility / RG
9	Monitoring and supervising all the duties allotted to Joint Registrar(PM&P). I/C of PM&P Section.	Concerned Committee/ Authority
10	Sanctioning authority of leave, monitoring and supervising the Translation Wing.	Sole responsibility

		11	Shall be In-charge and Secretary of the High Court Guest House management Committee.	Sole responsibility
		12	Any other matter pertaining to administration of the Registry not covered by any other specific heading.	RG /JAD / CHIEF JUSTICE, as the case may be.
4	REGISTRAR (JUDICIAL)	1	Analysis of Quarterly Statements received from Judicial Officers	CONCERNED PORTFOLIO JUDGE
		2	Supervision and Monitoring of all Judicial Sections of the Principal Seat of Gauhati High court.	REGISTRAR GENERAL / JAD
		3	Preparation of calendar.	ADMINISTRATIVE COMMITTEE.
		4	Equitable distribution of case-load.	JAD AND CHIEF JUSTICE
		5	Lawazima Court in the Principal Seat. [The Lawazima Court in the Outlying Benches will be managed by the concerned Registrar].	SOLE RESPONSIBILITY.
		6	Public Interest Litigation	CHIEF JUSTICE / PIL COMMITTEE
		7	Litigation by or against the High Court in High Court.	CHIEF JUSTICE AND JAD
		8	Preparation of paper-books. <i>[This will be the responsibility of the Registrar of the concerned Outlying Bench].</i>	SOLE RESPONSIBILITY
		9	Preparation of certified copies of orders and documents and uncertified copies of orders. <i>[This will be the responsibility of the Registrar of the concerned Outlying Bench].</i>	SOLE RESPONSIBILITY.
		10	Preparation of Cause List and grouping of cases. [This will be the responsibility of the Registrar of the concerned Outlying Bench].	SOLE RESPONSIBILITY.
		11	Management of all judicial records from the Filing Section to the consignment of the record in the Record Room. <i>[At Outlying Benches, this will be the responsibility of the Registrar of the concerned Bench].</i>	SOLE RESPONSIBILITY.
		12	Judges Library, in coordination with the Librarian cum Research Officer. <i>[This will be the responsibility of the Registrar of the concerned Outlying Bench].</i>	LIBRARY COMMITTEE.

		13	Member Secretary of Gauhati High Court Legal Services Committee & JJBs	APPROPRIATE COMMITTEE.
		14	Public Information Officer for RTI	SOLE RESPONSIBILITY
		15	Implementation of Action Plan regarding disposal of cases in district courts.	CONCERNED COMMITTEE
		16	Chairman, Vigilance Committee, Principal Seat.	REGISTRAR GENERAL
		17	All E-Courts matter and case management system and other allied matters.	APPROPRIATE COMMITTEE
		18	Any other matter pertaining to Judicial functioning of the High Court not covered by any other specific heading above.	SOLE RESPONSIBILITY/ RG /JAD / CHIEF JUSTICE as the case may be.
		19	Functioning as Registrar (IT)/ In-charge of Computer Section	SOLE RESPONSIBILITY/ RG /JAD / CHIEF JUSTICE as the case may be.
		20	Any Other matter entrusted by Registrar General	Registrar General
5.	<b>REGISTRAR -cum- Principal Secretary to Hon'ble the Chief Justice</b>		Management of Chief Justice's Secretariat and all other matters entrusted by Hon'ble the Chief Justice.	CHIEF JUSTICE
6.	<b>REGISTRAR [ESTABLISHMENT]</b>  <b>[High Court Service]</b>	1	<b>In-charge of Establishment Section</b> deal with all the matters, i.e. Promotion, Transfer and posting of all Gazetted Officers and Staff in the Registry of the Principal Seat. Sanctioning authority of leave in respect of Gazetted Officers (Below the rank of Registrar). <i>[Leave, transfer and posting of all staff/ officers in Outlying Benches will be managed by the Registrar of that Bench, in consultation with the senior-most Portfolio Judge].</i>	SOLE RESPONSIBILITY, In CONSULTATION WITH REGISTRAR GENERAL/ JAD/HCJ
		2	Recruitment of Officer/ Staff of High Court (Principal Seat) through Establishment Section.	RG/Appropriate Committee/HCJ
		3	Disciplinary matters ( <i>including complaints and inquiries</i> ) pertaining to the Officers and staff in the Registry of the Principal Seat and Outlying Benches.	REGISTRAR GENERAL /APPROPRIATE COMMITTEE/HCJ
		4	<b>In-charge</b> of all Private Secretary/ Stenographers and Reporting Authority of ACRs of the Private Secretaries in pool.	Sole responsibility/RG

		6	Maintenance of ACRs of all Gazetted Officers and Staff of the High Court, including all Outlying Benches.	Registrar General
		7	All administrative matters relating to the Outlying Benches, except the matters related to Judicial Officers.	Registrar General/ Portfolio Judge/H CJ
		8	Matter relating to Law Research Institute	Registrar General/Appropriate Committee
		9	Any other matter entrusted by Registrar General.	Registrar General

**JOINT REGISTRARS**

1	<b>Joint Registrar (Judicial) (Assam Judicial Service)</b>	1.	Management of all Judicial Sections and Branches concerned with judicial work in the Principal Seat, including Filing Section and listing of cases.	Registrar (Judicial)
		2.	Statistics (disposal, pendency etc) of cases in all Benches	Registrar (Judicial)
		3.	I/C of Court Masters and supervise the staff attached to the Courts. Supervise and monitor the updating of the Gauhati high Court Website.	Registrar (Judicial)
		4.	Roster of Judges	Chief Justice
		5.	Preparation of certified copies of orders and documents and uncertified copies of orders & preparation of Paper Books	Registrar (Judicial)
		6.	Preparation of cause List & grouping of cases.	Registrar (Judicial)
		7.	File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room.	Registrar (Judicial)
		8.	Preparation of Annual Calendar	Registrar (Judicial)
		9.	Lawazima Court	Registrar (Judicial)
		10.	Company Case matters & PIL	Registrar (Judicial)
		11.	Any Other matter entrusted by Registrar General/ Registrar (Judl).	Registrar General/ Registrar(Judicial)
2	<b>Joint Registrar (Recruitment) (Assam Judicial Service)</b>	1.	Recruitment and Promotion of Judicial Officers in Judicial Services.	In-Charge, Recruitment Cell
		2.	Recruitment of Officers & Staff in all Outlying Benches of High Court.	Concerned Committee/ Registrar(Administration)
		3.	Recruitment of Officers & Staff in Subordinate Court.	Concerned Committee/ Registrar (Administration).
		4.	Any Other matter entrusted by Registrar General/ Registrar (Vig) / Registrar (Admn).	Registrar General/ other Registrars as the case may be.

3	<b>JOINT REGISTRAR</b> (Planning, Management & Projects) (Assam Judicial Service)	1.	Implementing the recommendations of the 13 <sup>th</sup> Finance Commission.	Registrar (Admn.)
		2.	Implementing the recommendations of the Pay Commission and Staff Welfare.	Registrar (Admn.)
		3.	Infrastructure development in the High Court and Subordinate Judiciary, including Outlying Benches.	Registrar (Admn.)
		4.	Management of technological advancement and computerization (including website) in the Principal Seat and coordination in this regard with Registrars of all Benches. <i>[Management of technological advancement and computerization (including website) in the other Benches will be the responsibility of the Registrar of that Bench in consultation with the Information and Technology Committee].</i>	ICT Committee/ Registrar (IT)
		5.	Matters related to National Law School and Judicial Academy, Assam other than training.	Registrar (Admn.)
		6.	Systems analysis and management.	ICT Committee/ i/c. Registrar (IT.)
		7.	Any other matter pertaining to planning, management and projects of the High Court and District Courts not covered by any other specific heading.	Registrar (Admn.)
		8.	CPC, e-court project.	Registrar (Judl)/ICT Committee
		9.	Any Other matter entrusted by Registrar General	Registrar General
4	<b>JOINT REGISTRAR</b> [Vigilance](Assam Judicial Service)	1	Assisting Registrar (Vigilance) in all the matters, i.e. Transfer and posting of all Judicial Officers of all States.	Registrar (Vigilance)
		2	Leave (only of Grade-I Officers), of all Judicial Officers of all States.	Registrar (Vigilance)
		3	Disciplinary matters (including complaints and inquiries) pertaining to all Judicial Officers in all States.	Registrar (Vigilance)
		4	Inspection of all Courts and Tribunals under the supervisory jurisdiction of the Gauhati High Court.	Registrar (Vigilance)
		5	ACRs of the Judicial Officers of all States.	Registrar (Vigilance)
		6	Any other matter entrusted by Registrar General/Registrar (Vig)	Registrar General/ Registrar (Vigilance)
5	<b>JOINT REGISTRAR</b> (Protocol)	1.	All Protocol matters including Distribution of duties to the Officers and Staff of Protocol Section.	Registrar (Admn)

	<b>High Court Service)</b>	2.	Arrangement of accommodation of visiting Judges, guests and other dignitaries.	Registrar (Admn)
		3.	Shall be in-charge of vehicles of High Court and will be responsible for allotment/ detailment and maintenance/upkeepment of all High Court vehicles, including its repairing.	Registrar (Admn)/RG
		4.	Shall be in-charge all drivers and their detainment.	Registrar (Admn)/RG
		5.	Shall look after the affairs of the Gauhati High Court Guest House.	Registrar (Admn)
		6.	Any Other matter entrusted by Registrar General/ and other Registrars (Admn).	Registrar General/ Registrar concerned
6	<b>JOINT REGISTRAR (ADMN) (High Court Service)</b>	1	<b>In-charge</b> of Correspondence Section/Statement Section/ Despatch and Record Room. Shall supervise all the works of the above sections.	Registrar (Admn.)/Registrar (Judl.) as the case may be
		2	Planning, management and arrangements for all ceremonial functions, including Swearing-in, Independence Day, Republic Day, farewell, Dinners etc.	Registrar (Admn.)
		3	Preparation of Calendar, Diary, New Year Greeting Cards.	Registrar General/ Registrar (Admn.)
		4	Monitoring the duties of Court Officers.	Registrar (Admn.)
		5	Monitoring attendance and punctuality of the Officers and staff in the High Court.	Registrar (Admn.)/Registrar(Estt)
		6	Any other matter entrusted by Registrar General and other Registrars	Registrar General/ Registrar concerned.
7	<b>JOINT REGISTRAR [ESTABLISHMENT] (High Court Service)</b>	1	Disciplinary matters (including complaints and inquiries) pertaining to the Officers and Staffs of High Court.	Registrar (Estt.)
		2	All leave matters. Sanctioning Authority of leave of all Class III and Class IV staff of the Registry.	Registrar (Estt.)
		3	Matters relating to the Gradation and Confirmation of High Court Officers/staff. Shall also supervise maintenance of personal files of all officers and staff.	Registrar (Estt.)
		4	Matters relating to granting financial upgradation under ACP Scheme to the Officers/staff of the High Court.	Registrar (Estt.)
		5	Maintenance of ACRs of all Gazetted Officers and Staff of the High Court, including all Outlying Benches.	Registrar (Estt.)
		6	Any other matter entrusted by Registrar General and other Registrars	Registrar General/Registrar concerned.



**DEPUTY REGISTRARS**

1	<b>Deputy Registrar (Recruitment)</b>  (Assam Judicial Service)	1	All Recruitment related matters of all Outlying Benches including Subordinate Judiciary.	In-Charge, Recruitment Cell/ Joint Registrar (Recruitment)
		2	Any Other matter entrusted by Registrar General/ Registrar (Vig.)/(Admn.)	Registrar General / Registrar (Vigilance)
2	<b>Deputy Registrar (Bench)</b> (Assam Judicial Service)	1	Supervise all the matters related to Bench Section.	Joint Registrar (Judicial)/Registrar (Judicial)
		2	Preparation of Cause List and listing of cases	Joint Registrar (Judicial)/Registrar (Judicial)
		3	Daily Disposal Statement of the Hon'ble High Court	Joint Registrar (Judicial)/Registrar (Judicial)
		4	Any other matter as allotted by the Registrar General and other Registrars	
3	<b>Deputy Registrar (G&amp;C)</b> (Assam Judicial Service)	1	Management all training of Judicial Officers, Officers & Staffs of High Court and Staffs of District Courts	Judicial Education Committee
		2	Matters pertaining to Legal Cell	Registrar General
		3	Management and affairs of the Judicial Academy.	Registrar General
		4	Management and affairs of NEJOTI.	Registrar(Judicial)
		5	Separation of Judiciary related matters.	Registrar General
		6	Service related grievance of Judicial Officers of all States except Assam	Appropriate Committee
		7	Grouping and Classification of Cases	Joint Registrar (Judl.)/ Registrar (Judl).
		8	APIO under RTI Act	PIO
		9	Training of Judicial Officers	Concerned Registrar/Committee
		10	Any Other matter entrusted by Registrar General	Registrar General/ Concerned Registrar
4	<b>Deputy Registrar (Vigilance)</b> (Assam Judicial Service)	1	All matters related to Vigilance Section	Joint Registrar (Vigilance)/Registrar (Vigilance)
		2	Any Other matter entrusted by Registrar General/ Registrar (Vigilance)	Registrar General / Registrar (Vigilance)
5	<b>Deputy Registrar (Admn)</b> [ High Court Service]	1	Planning, management and arrangements for all ceremonial and other functions, including Swearing-in, Independence Day, Republic Day, farewell, dinners etc.	Jt. Registrar (Admn.) /Registrar (Admn)

		2	Security arrangement in the Principal Seat. (in co-ordination with Chief Security Officer)	Registrar (Admn)
		3	Monitoring cleanliness of High Court Building and premises, supervising discipline and decorum of Class-IV staff. Shall supervise the works of Court Officers.	Registrar (Admn.)
		4	Maintenance of all furniture and its stock in both the buildings and maintain an Inventory.	Registrar (Admn.)
		5	Any other matter entrusted by Registrar General/ Registrar	Concerned Registrar
6	<b>Deputy Registrar (PM&amp;P) (High Court Service)</b>	1	All matters pertaining to the implementation of the recommendations of the 13 <sup>th</sup> Finance Commission.	Joint Registrar (PM&P)
		2	All matters pertaining to infrastructure issues in the High Court and District Courts in Assam/Outlying Benches.	Joint Registrar (PM&P)
		3	Management of technological advancement and computerization (including website) in all States.	Joint Registrar (PM&P)
		4	Implementation of Pay Commission reports and staff welfare.	Joint Registrar (PM&P)
		5	All matters pertaining to infrastructure issues in all the Benches and the District Courts.	Joint Registrar (PM&P)
		6	Establishment of Subordinate Courts	Joint Registrar (PM&P)
		7	Matters pertaining to the management of NEJOTI	Joint Registrar (PM&P)
		8	Signatory of communications of all Judicial Sections in the New Block of High Court building, in absence of D.R. (Judl-I) and as and when necessary.	Joint Registrar(Judl)
		9	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned registrars
7.	<b>Deputy Registrar (Estt.) [High Court Service]</b>	1	All matters relating to Establishment Section including leave of Officers and Staff of the Gauhati High Court.	Registrar (Estt.)/ JR(Estt)
		2	Online matters and ensure that all orders/judgment are made online by the Stenographers.	Sole responsibility
		3	All administrative matters relating to the Outlying Benches, except the matters related to Judicial Officers.	Registrar (Estt.)

		4	Maintenance of ACRs of all Gazetted Officers and Staff of the High Court, including all Outlying Benches.	Registrar (Estt.)
		5	Any Other matter entrusted by Registrar General/ Registrars.	Registrar General / concerned Registrar (Admn)
8	<b>Deputy Registrar (Judl-I)</b> <b>(High Court Service)</b>	1	To supervise all matters relating to Civil Rule (Pending) and Criminal Appeal Sections and signatory of all communications of these sections.	Jt. Registrar (Judl.)/ Registrar (Judl)
		2	Custodian of documents, including, Wills, Deeds etc.	Jt. Registrar (Judl)/ Registrar (Judl.)
		3	To function as Registrar (Contempt).	Registrar (Judl)
		4	To monitor & supervise receipt of case records from Sub-ordinate Courts and dispatch of case records to Sub-ordinate Courts.	Jt. Registrar (Judl.)
		5	Any Other matter entrusted by Registrar General/ Registrar(J)	Registrar General /Registrar(Judl)
9.	<b>Deputy Registrar (Judl-II)</b> <b>[High Court Service]</b>	1	To monitor & supervise receipt of case records from Supreme Court and dispatch of case records to Supreme Court.	Joint Registrar (Judl) / Registrar (Judl)
		2	Function as Registrar (Contempt) in absence of DR (Judl-I).	Jt Registrar (Judl) / (Registrar (Judl)
		3	To monitor & supervise receipt of case records from Sub-ordinate Courts and dispatch of case records to Sub-ordinate Courts of concerned sections.	Joint Registrar (Judl) / Registrar (Judl)
		4	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
10	<b>Deputy Registrar (Judl-III)</b> <b>[High Court Service]</b>	1	To monitor & supervise the functioning of Civil Appeal (FA/SA/ROS/Contempt) Section and also the signatory of the said Section. Look after the preparation of Paper Book.	Joint Registrar (Judl) / Registrar (Judl)
		2	Supervise listing of old cases and signatory of the concerned section.	Joint Registrar (Judl) / Registrar (Judl)
		3	To monitor & supervise receipt of case records from Sub-ordinate Courts and dispatch of case records to Sub-ordinate Courts of concerned sections.	Joint Registrar (Judl) / Registrar (Judl)
		4	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
11	<b>Deputy Registrar (Filing)</b>	1	I/c of the Filing Section. Shall supervise the works of Filing Section.	Joint Registrar (Judicial)/Registrar (Judicial)
		2	Function as Stamp Reporter and Oath Commissioner.	Joint Registrar (Judicial)/Registrar (Judicial)

12	<b>Deputy Registrar (Finance)</b>  (High Court Service)	1	Management and daily maintenance (including AMC) of all properties of the High Court, including official residences, guest house etc. in the Principal Seat.	Registrar (Admn)/ Registrar General
		2	Accounts and finance matters of all Benches (including the Principal Seat)	Registrar General
		3	Monitoring & Supervision of Accounts Section of High Court	Registrar General
		4	Drawing and Disbursing Officer in the Principal Seat.	Registrar General
		5	Verification of cash in the Principal Seat and daily updating of accounts.	Registrar General
		6	Pension and medical benefits and claims of all Chief Justices and Judges (past and present) of the Gauhati High Court.	Registrar General
		7	Pension and medical benefits and claims of all serving and retired Judicial Officers.	Registrar (Admn) /Registrar General
		8	Verification of PLAs.	Registrar General
		9	Leave of High Court Judges	Registrar General
		10	Any other matter entrusted by Registrar General/ Registrar	Registrar General / Concerned registrars
13	<b>Deputy Registrar (Store)</b> [High Court Service ]	1	Shall be in-charge of the store of the High Court. Shall be responsible for maintenance of its inventory/stocks.	Registrar General
		2	Shall responsible for proper receipt of all stationery /materials /peripherals from the suppliers and ensure its quality and standard/ specifications as per the approved samples.	Registrar General/ Registrar (Admn)
		3	Articles are to be distributed under the direct supervision to the requisitioner.	Registrar General
		4	All matters related to telephone directory.	Registrar (Admn.)/Registrar General
		5	Maintenance and repairing of all Photocopier Machines, Fax machines, air Conditioners, maintenance of all electrical appliances including Generators, Aqua Guard machines, Dispensers in the Principal Seat of the Gauhati high Court. He shall also supervise and keep stock of fuel/diesel in the generator sets in both the buildings.	Registrar (Administration)/Joint Registrar (Admn.)
		6	Any other matter entrusted by Registrar General/ and other Registrars.	Registrar General / concerned Registrar

**ASSISTANT REGISTRAR**

1	<b>Assistant Registrar (Establishment)</b>	1.	Matter relating to Establishment Section. Leave files of Class-III and Class-IV Staff of the Gauhati High Court.	Registrar (Estt/ JR(Estt.)/DR (Estt.)
		2.	To ensure that all orders/judgment delivered in the Principal Seat are made online and uploaded by the Stenographers/Computer Section in the High Court website quickly.	Registrar ( Estt) /Deputy Registrar (Estt)
		3.	Detailment and management of Stenographers in consultation with Registrar (Estt.)	Registrar ( Estt )
		4.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
3.	<b>Assistant Registrar (Admn.)</b>	1	Monitoring cleanliness of High Court Building and premises, supervising discipline and decorum of Class-IV staff. Shall supervise the works of Court Officers. Monitoring the functioning of Medical Unit in the Gauhati High Court.	DR(Admn)/ JR(Admn)/Registrar (Admn)/Registrar (Estt)/RG
		2	Shall be responsible for maintenance of all furniture and its stock in both the buildings and maintain an Inventory of these items. Shall ensure cleanliness of the buildings and supervision of housekeeping.	DR(Admn)/Registrar (Admn)/
		3	Any Other matter entrusted by Registrar General/ Registrars	Concerned Registrars / Registrar General.
4	<b>Assistant Registrar (Appointment)</b>	1	To Monitor & supervise all the works in <b>Appointment</b> Section including matters received from all Outlying Benches.	Concerned Registrar/RG
		2	Information to the Supreme Court, other High Courts, Parliament and Assembly of States and State Governments.	Concerned Registrar/JR
		3	To monitor the works related to Subordinate Judiciary	Registrar General and the Registrars as the case may be
		4	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in the concerned Sections.	Registrar General
		5	All Rule Committee matters.	Jt Registrar (Vig.)/ Registrar (Vig)
		6	To assist Registrar General and Registrar (Judicial) in matters relating to litigation by or against High Court.	Registrar General & Registrar (Judl).
		7	Any Other matter entrusted by Registrar General/ Registrar(Judl)/ (Admn.)	Registrar General/ Registrar (Judl)/ (Admn)
5	<b>Assistant Registrar (Judl-I)</b>	1.	To supervise all works of Filing Section. Function as Oath Commissioner and Stamp Reporter.	Joint Registrar (Judl.)/ Registrar (Judl)

		2.	Any Other matter entrusted by Registrar General/ Registrar (Judl.)	Registrar General / Registrar (Judl.)
6	Assistant Registrar (Judicial-II)	1.	Supervision and signatory of Civil Rule (Disposal) Section. Shall ensure timely communication of all Orders/ Judgements. Shall be the in-charge of Paper Book Section.	Joint Registrar (Judl)/ Registrar (Judl)
		2.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar
7	Assistant Registrar (Judl.-III)	1.	Supervision and signatory of Copying & Criminal Revision Sections and shall ensure timely communication of all Orders/ Judgements. Shall ensure timely delivery of certified copies. Shall also function as signatory of all other Judicial Sections in the Old Block of the High Court in absence of the concerned signatory of the Sections and as and when necessary.	Joint Registrar (Judl) /Registrar (Judl)
		2.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar
8	Assistant Registrar (Judicial-IV)	1.	Supervision and signatory of Writ Appeal, Civil Revision Sections. Shall also function as signatory of all other Judicial Sections in the Old Block of the High Court in absence of the concerned signatory of the Sections, as and when necessary.	Joint Registrar (Judl)/Registrar (Judl)
		2	Any other matter entrusted by Registrar General/Registrar	Joint Registrar (Judl) /Registrar (Judl)
9	Assistant Registrar [Protocol]	1	All Protocol related matters.	Joint Registrar (Protocol) / Registrar (Admn)
		2	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar
10	Assistant Registrar (Filing)	1.	Function as Oath Commissioner and Stamp Reporter.	Registrar (Judl)/ Joint Registrar ((J)
		2.	Any other matter entrusted by Registrar General and Registrar (Judl).	Registrar General/ Registrar (Judl).
10	Assistant Registrar (Finance)	1.	To Monitor, supervise and co-ordinate all works of Finance and Accounts Section.	Dy. Registrar (Finance)/Deputy Registrar (Store)
		2.	Any Other matter entrusted by Registrar General/ Registrar.	Registrar General / Concerned Registrars
11	Assistant Registrar (Record & Despatch)	1.	Supervise the works of Despatch and Record Room Section. Shall be the signatory of the Despatch Section.	Joint Registrar (Admn.)/Registrar (Admn.)
		2	Any other matter entrusted by Registrar General and Registrars	Registrar General/ Concerned Registrar
12	System Analyst [Computer Section]	1	Deal with all the matters related to computer section, installation, maintenance and computerization of Principal Seat and also to co-ordinate with Outlying Benches.	Registrar (IT)/Registrar General

		2	Maintain register showing the distribution of computers and peripherals to officers/staff and courts etc. and maintain complete inventory of items related to computer section of the High Court.	Registrar (IT)/ Registrar General
		3	Any other matter entrusted by Registrar General and Registrar (Admn).	Registrar General/ Registrar (Admn).
12	<b>Librarian –cum- Research Officer</b>	1	Supervision of Judges' Library and other allied matters including the libraries in Official Bungalows. Maintain inventory of all books & magazines in the Library and regulate its supply.	Concerned Registrars
		2	Any other matter entrusted by Registrar General and Registrars.	Registrar General/ Concerned Registrar
14	<b>Chief Security Officer</b>	1	To look after all security arrangements of the Hon'ble Chief Justice, Hon'ble Judges and the entire High Court premises etc.	Registrar General/Registrar (Admn)
		2	Any other work as entrusted by the Registrar General & other Registrars	Registrar General/ Concerned Registrar
15	<b>Court Officer No. 1</b>	1	To coordinate with Accounts Section in maintaining the Stock Register of all articles including furniture of the Bungalows of the Hon'ble Chief Justice, Hon'ble Judges and High Court Guest House.	Registrar (Admn.)/ Deputy Registrar(Store)
		2	To look after the Bungalows of the Hon'ble Chief Justice and other Hon'ble Judges.	Registrar (Admn.)/ Deputy Registrar(Admn)
		3	To look after the arrangements of Full Court Meetings, Administrative Committee Meetings and other Meetings of the High Court.	Registrar General/ Concerned Registrar
		4	Markings of all articles belonging to High Court in the High Court buildings and in the Bungalows of the Hon'ble Chief Justice, other Hon'ble Judges and Guest House.	Registrar (Admn.)/ Joint Registrar (Admn.)/Deputy Registrar (Store)/ Assistant Registrar (Admn.)
		5	Maintenance/ Cleanliness of the Courts, Office Chambers of the Hon'ble Chief Justice, other Hon'ble Judges, Registrars and other Officers and Sections.	Registrar (Admn.)/ Joint Registrar (Admn.)/ Deputy Registrar. (Admn.) / Assistant Registrar. (Admn.)
		6	To look after the works of Court Officer No.2 in his absence.	Registrar(Admn)/ Joint Registrar (Admn.)/ Deputy Registrar(Admn)
		7	Any other duty entrusted by the Registrar General/ Registrars	Registrar General/ Concerned Registrar

16	Court Officer No-2	1	Maintenance of the Air Conditioners, all electrical appliances including water coolers, aqua guards, generators etc. installed in the High Court premises as well as to look after the house keeping affairs of the High Court premises (both buildings).	Joint Registrar (Admn.)/ Deputy Registrar (Store)/Deputy Registrar (Admn.)/ Assistant Registrar (Admn.)
		2	To look after the cleanliness of both High Court Buildings and Compound.	Joint Registrar (Admn.)/ Deputy Registrar (Admn.)/ Assistant Registrar (Admn.)
		3	Look after/maintenance of the attendance, temporary detailment and performance of Grade-IV employees. In case of any urgent replacement /substitute is required, he will take steps by detailing staff from the pool/ existing staff. Regular transfer and posting of Grade-IV staff including Bungalows will be done by the Establishment Section only.	Registrar (Admn) Registrar (Estt)
		4	To look after the duties of Court Officer No.1 in his absence.	Registrar(Admn)/ Joint Registrar (Admn)
		5	Any other duty entrusted by the Registrar General/Registrars.	Registrar General/ Concerned Registrar

#### OTHER INSTRUCTIONS

1. In absence of Registrar General all his works shall be looked after by the Registrar (Vigilance) in the Registry.
2. In absence of Registrar (Admn.) all his works shall be looked after by the Registrar (Judicial) in the Registry.
3. In absence of Registrar (Judl.) all his works shall be looked after by the Registrar (Admn.) in the Registry.
4. Registrars of the Permanent Benches are requested to ensure that the matters referred to the Principal seat are sent to the Principal Seat in the form of Note addressed to the Hon'ble Chief Justice/ Hon'ble Judge/ Hon'ble Committee, as the case may be, along with all annexure. The Registry at the Principal Seat will place the note with the annexure to the appropriate authority.
5. Secretaries of all Committees (except Full Court & AC) shall regularly report to Hon'ble the Chief Justice about the status of matters taken up by the respective Committees.

By order,

  
REGISTRAR GENERAL

Memo No. HC.V-9/2013/ 452A /Estt.

Dated the 21<sup>st</sup> June, 2016.

Copy for information and necessary action to :-

1. The Registrar (Vigilance)/ (Admn.)/(Judl./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High Court, Kohima Bench, Kohima/ Aizawl Bench, Aizawl.
4. The Joint Registrar, ....., Gauhati High Court, Guwahati/ Itanagar Permanent Bench, Naharlagun.
5. The Dy. Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
6. The Officer on Special Duty, Gauhati High Court, Guwahati.



7. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
8. The Secretary to Hon'ble the Chief Justice . . . . . Gauhati High Court, Guwahati.
9. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
10. The Special Officer (Translation Wing), 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 Pvt. Secretary to Hon'ble Mr. /Mrs. Justice ....., Gauhati High Court, Guwahati.
13. The F&AO, Gauhati High Court, Guwahati.
14. The AOJ (\_\_\_\_\_), Gauhati High Court, Guwahati.
15. The Court Officers, Gauhati High Court, Guwahati.
16. The Chief Security Officer, Gauhati High Court, Guwahati.
17. The Court Manager, Gauhati High Court, Guwahati.
18. CA to the Registrar General/Registrar (Admn.), Gauhati High Court, Guwahati.
19. Order File.

*21.6.16*  
**REGISTRAR GENERAL**