

THE GAUHATI HIGH COURT

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

NOTICE

Dated Guwahati, the 22nd November, 2017

Hon'ble the Chief Justice has been pleased to direct all concerned to follow the Protocols mentioned below for inward and outward flow of papers from the Sections to the Shredder Room of the Registry of the Principal Seat of the Gauhati High Court.

Protocol to be followed for inward and outward flow of papers from the Sections to the Shredder Room

Daily flow:

- (1) The daily paper waste in each Section(s) shall be stored in the separate basket provided in each of the Section(s).
- (2) While storing the paper waste it is to be ensured that materials like, tag, thread is not thrown in the basket earmarked for Shredder Room.
- (3) Each Section to main a separate Register named "Register of outgoing paper waste to the Shredder Room" for outward flow of papers from the section, in the following format:

Date	Quantity of paper in KG	Signature of representative of Section	Signature of representative of Shredder Room

- (4) The representative(s) of each section to carry the papers to be destroyed in the basket, to the Shredder Room. The basket is to be weighed on the weigh machine in the Shredder Room and relevant entries and signature be made in the Section Register, whereafter the Register is to be taken back to the Section.
- (5) After weighing, the waste-papers are to be taken in the Shredder Room, all the relevant entries in the "Shredder Room Inward /receipt Register" in the following format, is to be made and signatures endorsed :

SI No	Date	Name of Section from which received	Quantity received	Signature of the representative of section	Signature of the representative of Shredder Room

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- (6) The staff(s) posted in the Shredder Room are to ensure that no articles other than that of paper make (papers, files, unusable hard boards) including thread, tags is put inside the shredder for destruction.
- (7) Once the materials are destroyed, the output/product be stored in the bags/sacks provided for storage of the shredded product.
- (8) Each bag shall thereafter be weighed and the details be entered in the "Output and Outward Register" to be maintained in the Shredder Room, in the following format:

Sl No	Date	Number of bag/sack	Weight of the bag/sack	Signature of the representative of Shredder Room	Signature of the representative of Vendor	Signature of Officer in charge on the said date
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- (9) Vendor to fix the time in the day (during office working hours), for carrying out the product from the Shredder Room.
- (10) Vendor to earmark the vehicle(s) for carrying out the product from the Shredder Room.
- (11) The representative of the Vendor who would lift and take out the product is to put his signature in the Outward Register in proof of the quantity received for dispatch.
- (12) Gate pass with quantity of bags indicated on it be issued by the Shredder Room in charge for taking the product out of the High Court campus in the vehicle earmarked by the Vendor.
- (13) The earmarked vehicle will be allowed to enter the Old Building campus, Gauhati High Court at the time fixed.
- (14) The Security in charge of the Gauhati High Court (Old Block) to allow entry of earmarked vehicles only, for the purpose of collection of the bags/sacks and to check the vehicles at the time of exit.
- (15) The Vendor is to lift/remove the product/materials every day, without fail.
- (16) A weekly report be submitted by the Shredder Room in-charge to the Registrar General through the Registrar (Admn.) indicating the total weight shredded, no. of file boards for re-use and amount deposited in the case counter of the Accounts Section.

Sl. No	Date	Weight shredded	Weight sold	Cash deposited in the Accounts Section () kg X Rs. ___ per kg	No. of file boards deposited in the store room for re-use
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Destruction of bulk case records:

In addition to the daily flow protocol the following is to be followed:

- (i) The Sections to identify the bulk records which are to be destroyed.
- (ii) The approximate quantity, (example number of records), may be made known to the Shredder Room in charge in advance
- (iii) The Shredder room in charge will then assess the quantity and fix a date on which the concerned section is required to handover the records for destruction.
- (iv) Both the Shredder Room in charge and the AO (J) of the concerned section to inform Court Officer (1) and (2) to provide adequate staff to transfer the records from the concerned section to the Shredder room on the allotted date.
- (v) Sections will not send the records for destruction to the shredder room unless a prior date for destruction of such records, is obtained from the Shredder Room in charge.
- (vi) After receipt of the bulk records for destruction, the re-usable hardboards are to be segregated before weighing the records and the same is to be weighed and handed over to the Store In Charge for circulating the same for re-use. Separate Register of the quantity of hard-boards (in weight & no.) is to be maintained in the shredder room and store-in-charge.

Sl. No.	Date	No. of Boards	Weight of the boards	Signature of the representative of Shredder Room	Signature of the DR (Store)
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- (vii) The Shredder Room in charge, shall maintain a separate register showing the allotment of dates, days and section from which the records are to be sent/received, for destruction and same shall be circulated to all the Sections periodically.
- (viii) The Vendor is to be informed in advance, the dates on which bulk records are to be destroyed and on such information being remitted, the Vendor is to make arrangements to lift /remove the products/destroyed materials on the same date, without fail.

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Maintenance of Accounts

1. The amount (perkg of the product, as fixed, from time to time by the High Court) should be collected in the Shredder Room by the in-charge of Shredder Room.
2. The money collected for the day from the vendor of the shredded product, is to be deposited on the same day by 4.00 P.M with the High Court cashier.
3. After every two weeks or fifteen days the money collected will be deposited in the High Court account, held in the name of Registrar General.
4. The Account Book will be updated the following day (i.e., the day after the amount is deposited in the name of the Registrar General).
5. The collected amount will be deposited in the appropriate Head of the Government by way of challan the following day (i.e., the day after the Account Book is updated).
6. The transactions in respect of the Shredder Room are to be maintained separately by the Accounts Section.

By Order,

**Sd/- A. Hazarika,
REGISTRAR (ADMIN.)**

Memo No.HC. III - 19/2017/ 5255 /G, Dated: 22nd November, 2017

Copy for information to:

1. The Registrar (Admn. / Vigilance / Judl./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary 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 Asstt. Registrar (_____), Gauhati High Court, Guwahati.
6. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
7. The System Analyst, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of Gauhati High Court.*
8. The Admn. Officer (J) (_____), Gauhati High Court, Guwahati.
9. The P.S. to Hon'ble Mr./Mrs. Justice _____ Gauhati High Court, Guwahati.
10. Cashier, Gauhati High Court, Guwahati
11. The Chief Security Officer, Gauhati High Court, Guwahati.
12. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
13. The Court Manager, Gauhati High Court, Principal Seat, Guwahati.
14. Care-Taker, Judges' Guest House, Gauhati High Court, Guwahati.
15. The In-charge, Shredding Room, Gauhati High Court, Guwahati.
16. The Notice Board, Gauhati High Court, Guwahati.

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22.11.17
REGISTRAR (ADMIN.)
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