

## **THE GAUHATI HIGH COURT**

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

### **NOTIFICATION**

Dated Guwahati the 25<sup>th</sup> of July, 2024

**NO.HC.XXXV-6/2011/151/RTI:** In pursuance to the provisions contained under section 4(1) (b) of the Right To Information Act 2005, the necessary information pertaining to Gauhati High Court, though otherwise uploaded to the different links of the Official Website of the Gauhati High Court, from time to time, is hereby, published in the required manner, under the aforesaid act, for general information.

### **INTRODUCTION**

This information has been prepared in pursuance of section 4 of the Right to Information Act 2005 to provide information in respect of Gauhati High Court.

### **INFORMATION MANUAL** **GAUHATI HIGH COURT**

(Under section 4(1) (b) of the Right to Information Act 2005)

**(i)** The particulars of its organization and duties-

Please see the official Website of Gauhati High Court under the head "**History**".

**(ii) & (iii)** The powers and duties of the Officers and employees & channels of supervision and accountability.

The power and duties of the officers, its employees and the channels of supervision and their accountability is summarized herein, in following manner:

<b>SL. NO.</b>	<b>OFFICER</b>	<b>DUTIES AND RESPONSIBILITIES</b>		<b>REPORTING AUTHORITY</b>
1.	<b>REGISTRAR GENERAL</b>	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	PORTFOLIO JUDGE
		5	Orders for appointment of all Gazetted officers and staff 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