

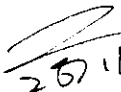
THE GAUHATI HIGH COURT
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 09

Dated: Guwahati, the 28th of January, 2022

It is for the information of all concerned that Hon'ble the Chief Justice has been pleased to issue the following directions:

- (i) The Systems Analyst shall furnish the list of cases where stay orders have been passed from the Case Information System (CIS) periphery to the Court Manager, who shall then circulate the same amongst the Administrative Officers (Judicial) of the Judicial Sections to verify the same by physically going through the different orders passed in each case in the list. Thereafter, necessary directions shall be issued to list all cases where stay orders have been passed and no extensions have been granted or dates of vacating stay have not been given after the expiry of six months from the date of order of stay.
- (ii) The Administrative Officers (Judicial) of the Judicial Sections shall maintain a record (in an excel sheet) of all cases where stay orders have been passed and no extensions have been granted or dates of vacating stay have not been given and submit a monthly report of all such cases to the Court Manager by the 7th of each month who shall then place the same before the Registrar (Judicial).
- (iii) The Court Masters are directed to make an entry in the CIS whenever any stay order is passed by the Hon'ble Court.
- (iv) The Administrative Officers (Judicial) of the Judicial Sections are to ensure that affidavits and other documents filed are to be properly tagged with the concerned case record on receipt of the same in their respective Section.
- (v) The Filing Section shall ensure that all petitions filed are thoroughly scrutinized and reported, all necessary documents annexed, the filing date and time properly stamped, requisite stamps affixed, etc. Further, the Filing Section shall ensure that cases filed are reported as expeditiously as possible and are not kept pending.


26/1/22

By order,
Sd/- Gautam Baruah
REGISTRAR GENERAL

Memo No. HC.III-07/2015/ 508-523/G (Pt.) dated 28th January, 2022.

Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
4. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
6. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
7. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
8. The Court Manager, Gauhati High Court, Guwahati.
9. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
11. The P.S. to Hon'ble Mr. /Mrs. Justice _____, Gauhati High Court, Guwahati.
12. The Systems Analyst, Gauhati High Court, Guwahati.
13. The A.O.(J), Filing/ Copying/ Bench/ Accounts/ Paper Book/ Writ Appeal/ Civil Appeal (FA)/ Civil Appeal (SA)/ ROS/ Contempt/ Civil Rule Pending/ Appointment/ Criminal Appeal/ Protocol/ Civil Rule (Pending)/ Civil Revision/ Criminal Revision/ Civil Rule Disposal/ Record Room/ Statement/ PM&P/ Despatch/ Correspondence & RTI Section, Gauhati High Court, Guwahati.
14. The Court Masters, Court No._____, 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 & New Block).


REGISTRAR GENERAL