

THE GAUHATI HIGH COURT

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

ORDER NO. 21

Dated Guwahati, the 28th March, 2019

In supersession of earlier orders, Hon'ble the Chief Justice has been pleased to direct the Registry to implement the following protocols for movement of administrative files for better functioning of the High Court:-

- a. In case of Recruitment Cell, each and every proposal for recruitment of non-judicial staff must be routed through Deputy Registrar (Recruitment), Joint Registrar (Recruitment), Registrar (Administration) and Registrar General before placing the matter to the concerned committee and/or Hon'ble the Chief Justice. Similar shall be the process in case of recruitment of Judicial Officers and each and every such proposal must be routed through Deputy Registrar (Recruitment), Joint Registrar (Vigilance), Registrar (Vigilance) and Registrar General.
- b. Each and every file/proposal of the PM&P Cell must be routed through Joint Registrar (PM&P), Registrar (Administration) and Registrar General.
- c. Each and every matter pertaining to the staff of the High Court originating from the Establishment Section must be routed through Registrar (Establishment) and Registrar General.
- d. All financial matters originating from the Accounts Section must be routed through Registrar (Administration) and Registrar General.
- e. In case of Judicial Sections, all matters must be consulted by Registrar (Judicial) and/or Joint Registrar (Judicial) with the Registrar General except rosters and constitution of Benches.
- f. In case of transfer and posting of Judicial Officers and Non-judicial staff of Subordinates Courts as well as staff of the High Court, concerned Registrars shall apprise and discuss the proposals with the Registrar General prior to placing the same before concerned committees.
- g. Each and every matter relating to Judicial Officers and originating from the Appointment Section must be routed through Registrar (Vigilance) and Registrar General.
- h. Registrar (Judicial) and Joint Registrar (Judicial), whoever the case may be, shall apprise the Registrar General about the pendency position of cases of all the Benches and Subordinate Courts, across the four states under the jurisdiction of High Court, fortnightly; and he shall also apprise Registrar General about the day to day functioning of all judicial sections viz. Civil Rule Pending, Criminal Appeal, Criminal Revision, Bench Section, Filing Section, Civil Rule (Disposal) Section, Paper Book Section Judicial Statement Section,

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Contempt Section, Judicial First Appeal Section, Judicial Second Appeal Section, Copying Section, Civil Revision Petition Section, Writ Appeal Section, Record Section, Supreme Court Section, to the Registrar General. Besides, all matters pending before the Hon'ble High Court(s), Hon'ble Supreme Court and /or any other court(s) and/ or Tribunal(s) and/or any other administrative/judicial /quasi-judicial authorities must be brought to the immediate notice of Registrar General prior to placing before Hon'ble the Chief Justice.

- i. Every resolution passed by each and every committee must be placed before Registrar General prior to placing them before Hon'ble the Chief Justice and all such resolutions shall be placed before His Lordship preferably by the Registrar General or as per his direction by the concerned Registrar or any other Registrar to whom the Registrar General deems fit and proper.
- j. All such other matters not included above which relate to and/or involve the functioning of the High Court as well as Subordinate Courts and/or are purely coincidental and ancillary to the functioning, security, status, dignity, reputation, decorum and upliftment of the judiciary must be brought to the notice of the Registrar General immediately without any undue delay by any person/office bearer and must be discussed.

This order will come into force with immediate effect.

By Order,

Sd/- Robin Phukan
REGISTRAR GENERAL

Memo No. HC. III - 07/2015 /752/G

Dated 28th March, 2019

Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
5. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
6. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
7. Special Officer, Translation Wing, Gauhati High Court, Guwahati.
- ✓ 8. The Systems Analyst, Gauhati High Court, Guwahati. *He is requested to upload this Order in the website of the Gauhati High Court.*
9. The P.S. to Hon'ble Mr. /Mrs. Justice _____, Gauhati High Court, Guwahati.
10. The Court Masters, Court No. _____, Gauhati High Court, Guwahati.
11. The A.O. (Judl.), _____ Section, Gauhati High Court, Guwahati.
12. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

REGISTRAR GENERAL

28-03-19
Phukan