

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

**NOTIFICATION**  
Dated Guwahati, 28<sup>th</sup> August, 2020

NO.HC.XXXV-6/2011/79/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.

SL. NO	OFFICER	DUTIES AND RESPONSIBILITIES		REPORTING AUTHORITY
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	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.

	<b>REGISTRAR GENERAL</b>	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 <b>Finance Committee</b> 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 Judges (past and present.)	Sole responsibility
		14	Law Research Institute.	CHIEF JUSTICE.
		15	Establishment of Courts & Separation of Judiciary matters. <b><i>(In separation of Judiciary matters- to be assisted by Dy. Registrar (G&amp;C))</i></b>	CHIEF JUSTICE AND JAD
		16	Appellate Authority for RTI queries.	SOLE RESPONSIBILITY.
2.	<b>REGISTRAR (VIGILANCE)</b>	17		CHIEF JUSTICE
			Any other administrative matter not expressly assigned to any other Registrar	
		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

REGISTRAR (VIGILANCE)	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.(Recruitment)]</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	Member Secretary of Gauhati High Court Legal Services Committee & JJBs	APPROPRIATE COMMITTEE.	
	13	Any other matter entrusted by Hon'ble the Chief Justice	CHIEF JUSTICE	
3.	REGISTRAR (ADMINISTRATION)	1	<b>I/C of Recruitment of all Officers /staff</b> in the Outlying Benches and Subordinates Courts under the jurisdiction of Gauhati High Court, except judicial officers. <b>[To be assisted by Joint Registrar (Recruitment)]</b>	SOLE RESPONSIBILITY, / CONSULTATION WITH REGISTRAR GENERAL/JAD TO DEAL WITH THE APPROPRIATE 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.	RG/BUILDINGS AND INFRASTRUCTURE COMMITTEE.

<b>REGISTRAR (ADMINISTRATION)</b>		<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>	
	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.	HCJ 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, it 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.

	<b>REGISTRAR (JUDICIAL)</b>	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.
		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/HCJ
		8	Matter relating to Law Research Institute	Registrar General/Appropriate Committee
		9	Any other matter entrusted by Registrar General.	Registrar General
SL. NO.	OFFICER		DUTIES AND RESPONSIBILITIES	REPORTING AUTHORITY

1	<b>JOINT REGISTRAR (Finance) High Court Service)</b>	1.	Shall look after/ supervise/monitor all the works of the Accounts Section.	Registrar General/ Registrar concerned
		2.	Shall communicate physically with the State Govt. officials/ Treasury Office/ Directorate of Accounts and Treasuries in connection with payment of first salary and any other matters, as and when required. Shall ensure timely clearance of all bills (salary/ T.A. /M.R./ LTC./ arrear/ pension etc.) of the Hon'ble Judges/Officers. Shall ensure timely payment of salary, re-imbursement of medical bills in respect of all officers and staff of High Court. Shall ensure timely process of all pension related matters with the assistance of Assistant Registrar (Finance). Shall look after timely updation of Service Book.	Registrar General/ Registrar concerned
		3.	Any Other matter entrusted by Registrar General/ and other Registrars.	Registrar General/ Registrar concerned
2	<b>JOINT REGISTRAR (ADMN) (High Court Service)</b>	1	In-charge of Correspondence and Statement Sections. Shall supervise all the works of the said sections.	Registrar General/ concerned Registrar.
		2	Shall be the overall In-charge of the Stenographers and Law Clerks. Shall supervise the works of the Assistant Registrar (Admn.) relating to the detailment of Stenographers and Law Clerks.	Registrar General/ Registrar (Estt.), as the case may be
		3	Shall supervise/ monitor the functioning of the Court Officers taking assistance from the Deputy Registrar (Admn.-I) and Court Manager. Shall also monitor cleanliness of High Court buildings and premises (old block), discipline and decorum of all Grade-IV staff taking assistance from the Deputy Registrar (Admn-I).	Registrar (Admn.)
		4	Planning, management and arrangements for all ceremonial functions, including Swearing-in, Independence Day, Republic Day, farewell, Dinners etc.	Registrar General/ Registrar (Admn.)



		5	Supervision of Bungalows of Hon'ble the Chief Justice, Hon'ble Judges, Guest House.	Registrar General/concerned Registrar
		6	Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of various Sections, if any, with the assistance of concerned Deputy	Registrar General/concerned Registrar
		7	Shall look after the works of the Protocol Section in absence of Deputy Registrar (Admn-II)	Registrar General/Registrar (Admn.)
		8	Shall look after the attendance and punctuality of the Officers/staff in the old block in the absence of the Deputy Registrar (Admn-I)	Registrar General/Registrar concerned
		9	Any other matter entrusted by Registrar General and other Registrars	Registrar General/Registrar concerned.
3	<b>JOINT REGISTRAR [ESTABLISHMENT] (High Court Service)</b>	1	Disciplinary matters (including complaints and inquiries) pertaining to the Officers and Staffs of Principal Seat and Outlying Benches.	Registrar General/Registrar (Estt.)
		2	Matters relating to preparation/publication of Gradation list and Confirmation of High Court Officers/staff.	Registrar (Estt.)
		3	Matters relating to granting financial upgradation under ACP Scheme to the Officers/staff of the	Registrar (Estt.)
		4	Matters relating to documentation/maintenance of ACRs of all the Officers and Staff of the Principal Seat and Outlying	Registrar (Estt.)
		5	Matters relating to creation of posts for the Principal Seat.	Registrar General/Registrar (Estt.)
		6	Preparation of para-wise comments in the Writ Petitions/Writ Appeals filed by the Officers and Staff of this Registry and taking steps/issuance of orders, if any, on the administrative side after disposal of the Writ Petitions (matters	Registrar General/Registrar (Judicial)/Registrar (Estt.), as the case may be.
		7	Communication with the State Govt. as regards various pending matters of the High Court.	Registrar General/Registrar (Estt.)

		8	To ensure implementation of all the directions/resolutions passed/adopted by the Hon'ble committee relating to the matters	Registrar (Estt)
		9	Training of officers and staff of the Registry.	Registrar General/Registrar (Estt.)
		10	Attendance and punctuality of the Officers and staff of the New Block.	Registrar General/Registrar concerned
		7	Shall monitor cleanliness of High Court buildings and premises (new block) and monitor the entire infrastructure of the new block (i.e., all electric appliances, generator, AC, Display Board, lift, aqua guard etc. ) taking assistance of the Deputy Registrar (Admn-I), Court Manager and Court Officers.	Registrar concerned.
		8	Shall be the overall In-charge of Court Masters. Shall look after the detailment of Court Masters with the assistance of Deputy Registrar (Estt.)/Assistant Registrar (Estt.).	Concerned Registrar.
		9	Any other matter entrusted by Registrar General and other Registrars	Registrar General/Registrars

### **DEPUTY REGISTRARS**

1	<b>Deputy Registrar (Admn-I) [ High Court Service]</b>	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)/Registrar General
		2	Shall supervise/monitor the works of the Record Room and Despatch Sections.	Registrar General/Registrar concerned

	<b>Deputy Registrar (Admn-I) [ High Court Service]</b>	3	Monitoring cleanliness of both High Court Buildings and premises (old block, new block), supervising discipline and decorum of all Class-IV staff. Shall supervise the works of Court Officers. Shall monitor the entire infrastructure of the new block/old block (i.e., all electric appliances, generator, AC, Display Board, Aqua guard, lift etc.) with the assistance of Court Manager, Court Officers.	Joint Registrar (Admn.)/Joint Registrar (Estt.)/ Registrar (Admn.)
		4	Monitoring functioning of Medical Unit.	Registrar (Admn.)
		5	Shall supervise the works of Shredder room, digitization.	Concerned Registrar.
		6	Shall look after the attendance and punctuality of the officers and staff in the old block of the High Court.	Concerned Registrar.
		7	Shall look after the detailment of Stenographers, in absence of the Assistant Registrar (Admn.)	Joint Registrar (Admn.)/Registrar concerned
		8	Any other matter entrusted by Registrar General/ Registrar	Concerned Registrar/Registrar General
2	<b>Deputy Registrar (Admn-II) (High Court Service)</b>	1	Shall look after the works of the Protocol Section.	Registrar General/ Registrar (Admn.)
		2	Shall look after the detailment of Chauffeurs.	Registrar General/ Registrar (Admn.)
		3	Shall look after the allotment/detailment and maintenance/ upkeepment of High Court vehicles including its repairing.	Registrar General/ Registrar (Admn.)
		4	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned registrars
3	<b>Deputy Registrar (Estt.) [High Court Service]</b>	1	All leave matters. Sanctioning Authority of leave of all Class III and Class IV staff of the Registry.	Registrar (Estt.).
		2	Maintenance of ACRs of all Officers and Staff of the High Court, including all Outlying Benches.	Registrar (Estt.)

<b>Deputy Registrar (Estt.) [High Court Service]</b>	3	Shall look into the matter of amendment of High Court Services (ACC) Rules pertaining to the matters of Establishment Section with the assistance of Assistant Registrar (Estt.)	Registrar General/Registrar concerned/Joint Registrar (Admn.)
	4	Maintenance of personal files of the officers and staff of the Registry	Registrar (Estt.)
	5	Shall look after the detailment/posting of Grade-IV staff/Bungalow Peon/Lawn Attendant/Sanitation Attendant/Court Attendant etc. in the Bungalow of Hon'ble the Chief Justice/Hon'ble Judges with the assistance of Court Officer(s).	Registrar General/Registrars concerned
	6	Periodical visit of all the Sections of the Registry for making transfer and posting of High Court Officers and staff including Grade-IV in various Sections for smooth functioning.	Registrar General/Registrar concerned.
	7	Planning, management and arrangements for all ceremonial and other functions, including Swearing-in, Independence Day, Republic Day, farewell, dinners etc.	Registrar General/Registrar concerned
	8	Shall look after the detailment of Court Master.	Concerned Registrar/Joint Registrar (Estt.)
	9	Taking steps for digitization of the records/files of the Establishment Section, building and managing the computerized attendance register system for the employees of the High Court, computerization of the leave matters of the employees of the High Court, management of employees database etc.	Registrar General/concerned Registrar
	.	Attendance and punctuality of the officers and staff of the new block in the absence of Joint Registrar (Estt.)	Registrar concerned/Registrar General
	.	Any Other matter entrusted by Registrar General/ Registrars.	Registrar General / concerned Registrar

4	<b>Deputy Registrar (Judl-I) (High Court Service)</b>	1	In-charge of Civil Rule (Pending), Civil Appeal (ROS/Contempt), Civil Rule (Disposal) Sections and signatory of all communications of these sections. Shall supervise/monitor all the works of these Sections.	Jt. Registrar (Judl.)/ Registrar (Judl)
		2	To function as Registrar (Contempt).	Registrar (Judl)/Joint Registrar (Judicial)
		3	Look after the matters for reporting judgments, as desired by Hon'ble Judge.	Jt. Registrar (Judl)/ Registrar (Judl.)
		4	Shall look after the detailment of Court Masters in absence of Deputy Registrar (Estt.)	Concerned Registrar/Joint Registrar (Estt.)
		5	<i>Act as the signatory of other judicial Sections in the old block and new block in absence of the concerned signatory.</i>	Joint Registrar (Judl) / Registrar (Judl)
		6	<i>Shall look after the functioning of the Filing Section in absence of the Assistant Registrar (Filing.)</i>	Joint Registrar (Judl) / Registrar (Judl)
		7	<i>Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Sections under his/her jurisdiction, if any.</i>	Registrar General/concerned Registrar/Joint Registrar (Admn.)
		8	Any Other matter entrusted by Registrar General/ Registrars	Registrar General /Registrar concerned
5	<b>Deputy Registrar (Judl-II) [High Court Service]</b>	1	<i>In-charge of Civil Appeal (FA and SA) Sections. Shall supervise/monitor all the works of these Sections and act as the signatory of these Sections.</i>	Joint Registrar (Judl) / Registrar (Judl)
		2	<i>Function as Registrar (Contempt) in absence of DR (Judl-I).</i>	Jt Registrar (Judl) / (Registrar (Judl)
		3	<i>Act as the signatory of other judicial Sections in the old block and new block in absence of the concerned signatory.</i>	Joint Registrar (Judl) / Registrar (Judl)

		4	<i>Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Sections under his/her jurisdiction, if any.</i>	Registrar General/concerned Registrar/Joint Registrar (Admn.)
		5	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
6	<b>Deputy Registrar (Judl-III)</b>  <b>[High Court Service)</b>	1	<i>In-charge of Criminal Revision, Paper Book Sections.</i>	Joint Registrar (Judl) / Registrar (Judl)
		2	<i>Shall supervise/monitor all the works of these Sections.</i>	Joint Registrar (Judl) / Registrar (Judl)
		3	Shall act as the Assistant Public Information Officer (APIO) to deal with the RTI matters.	Registrar (Judl)
		4	<i>Act as the signatory of other judicial Sections in the old block and new block in absence of the concerned signatory.</i>	Joint Registrar (Judl) / Registrar (Judl)
		5	<i>Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Sections under his/her jurisdiction, if any.</i>	Registrar General/concerned Registrar/Joint Registrar (Admn.)
		6	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
7	<b>Deputy Registrar (Judicial-IV)</b>	1	I/c of the Writ Appeal, Civil Revision Sections.	Joint Registrar (Judicial)/Registrar (Judicial)
		2	<i>Shall supervise/monitor all the works of these Sections and act as the signatory of these Sections.</i>	Joint Registrar (Judicial)/Registrar (Judicial)
		3	<i>Act as the signatory of other judicial Sections in the old block and new block in absence of the concerned signatory.</i>	Joint Registrar (Judicial)/Registrar (Judicial)
		4	<i>Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Sections under his/her jurisdiction, if any.</i>	Registrar General/concerned Registrar/Joint Registrar (Admn.)
		5	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar

8	<b>Deputy Registrar (Judicial-V)</b> <b>[High Court Service]</b>	1	In-charge of Copying, Criminal Appeal Sections.	Joint Registrar (Judicial)/Registrar (Judicial)
		2	<i>Shall supervise/monitor all the works of these Sections and act as the signatory of these Sections.</i>	Joint Registrar (Judicial)/Registrar (Judicial)
		3	<i>Act as the signatory of other judicial Sections in the old block and new block in absence of the concerned signatory.</i>	Joint Registrar (Judicial)/Registrar (Judicial)
		4	<i>Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Sections under his/her jurisdiction, if any.</i>	Registrar General/concerned Registrar/Joint Registrar (Admn.)
		5	Any other matter entrusted by Registrar General/ and other Registrars.	Registrar General / concerned Registrar
9	<b>Deputy Registrar (Finance)</b> <b>(High Court Service)</b>	1	Monitoring & Supervision of Accounts Section of High Court	Joint Registrar (Finance)/ Registrar (Admn)/ Registrar General
		2	Shall also look after all the works of the Cashier.	Registrar General/Registrar concerned
		3	Accounts and finance matters of all Benches (including the Principal Seat)	Registrar General
		4	Drawing and Disbursing Officer in the Principal Seat.	Registrar General
		5	Leave of High Court Judges	Registrar General
		6	Any other matter entrusted by Registrar General/ Registrar	Registrar General / Concerned registrars

### **ASSISTANT REGISTRAR**

1	<b>Assistant Registrar (Establishment)</b>	1.	Supervise/monitor all the works of the Establishment Section. Shall deal with all the files of Section. Leave files of Officers and Staff (except Stenographers/Law Clerk) of the Gauhati High Court. Shall supervise/manage daily activities of the Section. Shall look after daily disposal work of the employees of the Section with the assistance of the AOJ.	Registrar (Estt)/JR(Estt.)/DR (Estt.)
		2.	Maintenance of ACRs of Officers and staff/preparation of Gradation list/maintenance of Personal files etc.	Registrar (Estt)/JR(Estt.)/DR (Estt.)
		3.	Shall look after the matter regarding amendment of concerned rules in the Gauhati High Court Services (ACC) Rules, 1967 with regard to the works of the concerned Section under his/her jurisdiction, if any.	Registrar General/concerned Registrar/Joint Registrar (Admn.)/Deputy Registrar concerned
		4.	Shall look after the development of a digital file tracking system for the Establishment Section with the assistance of the Computer Section/NIC	Registrar General/concerned Registrar
		5.	Maintaining records pertaining to all orders, circulars, notifications, post creation letters, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section as well as the O.Ms. Notifications issued	Registrar General and the Registrars as the case may be
		6.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / concerned Registrar
2.	<b>Assistant Registrar (Admn)</b>	1	Detailment and management of Stenographers for smooth functioning of Court.	JR(Admn)/concerned Registrar /RG
		2	Detailment and management of Law Clerks.	JR(Admn)/concerned Registrar /RG



		3	To ensure that all orders/judgment delivered in the Principal Seat are made online and uploaded by the Stenographers in the High Court	JR (Admn)/concerned Registrar
		4	Leave files of all Stenographers/Law Clerk.	Deputy Registrar (Estt)/Registrar (Estt.)
		5	Shall supervise/look after the works of the Civil Rule (Pending), Criminal Appeal Sections and act as the signatory of these Sections in consultation with the Deputy Registrar	Joint Registrar (Judicial)/Deputy Registrar concerned/Registrar (Judicial)
		6	Shall be responsible for development of a digital management system for detailment of Stenographers with the assistance of Computer Section/NIC	Registrar General/concerned Registrar
		7	Any Other matter entrusted by Registrar General/ Registrars	Concerned Registrars / Registrar General.
3	<b>Assistant Registrar (Appointment)</b>	1	To Monitor & supervise all the works in <b>Appointment</b> Section including matters received from all Subordinate Judiciary. Shall supervise timely disposal of all matters of the Section/ management of <u>daily activities of the Section/ supervise</u>	Concerned Registrar/RG
		2	All Rule Committee matters.	Concerned Registrar/Registrar General
		3	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section as well as O.M., Notifications issued by the State Govt. from time to time relating to the works of the Section.	Registrar General and the Registrars as the case may be
		4	To assist Registrar General and Registrar (Judicial) in matters relating to litigation by or against High Court.	Registrar General & Registrar concerned
		5	Any Other matter entrusted by Registrar General/ Registrar(Judl)/ (Admn.)	Registrar General/ Concerned Registrar

4	<b>Assistant Registrar (Judl-I)</b>	1.	In-charge of Filing Section. Shall supervise all works of Filing Section. Shall supervise distribution of case files amongst the Stamp Reporters and Commissioners of Affidavits and monitor the matter for early reporting and listing of cases. Shall also monitor daily disposal of works of the Staff. Shall also act as the Stamp Reporter and Commissioner of Affidavit, as and when required.	Joint Registrar (Judl.)/ Registrar (Judl)
		2.	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the	Registrar General and the Registrars as the case may be
		3.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Registrar concerned.

5	<b>Assistant Registrar (Judicial-II)</b>	1.	Shall look after the works of the Copying, Despatch, Record Room and Civil Appeal (ROS) Sections <i>and act as the signatory of these Sections.</i> Shall visit the Sections periodically and shall supervise timely disposal of all matters of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Deputy Registrar concerned/ Joint Registrar (Judl.)/ Registrar (Judl)
		2.	Shall also act as the Stamp Reporter and Commissioner of Affidavit, as and when required.	Joint Registrar (Judl.)/ Registrar (Judl)
		3.	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section.	Registrar General and the Registrars as the case may be
		4.	Shall act as the signatory of all judicial Sections in old block and new block as and when necessary.	Joint Registrar (Judl.)/Registrar (Judl)
		5.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar

6	<b>Assistant Registrar (Judl.-III)</b>	1.	Shall look after the works of the Bench Section. Shall visit the Section periodically and shall supervise timely disposal of all matters of the Section/ management of daily activities of the Section/ supervise daily work output of the staff of the Section.	Joint Registrar (Judl) /Registrar (Judl)
		2.	Shall act as the signatory of the judicial Sections in the new block, if required.	Joint Registrar (Judl) / Deputy Registrar concerned /Registrar (Judl)
		3.	Shall look after the detailement of Court Master in absence of Deputy Registrar (Estt.)/Deputy Registrar (Judl-I), if required.	Joint Registrar (Estt.) /Registrar (Judl)
		4.	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section.	Registrar General and the Registrars as the case may be
		5.	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar
7	<b>Assistant Registrar (Judicial-IV)</b>	1.	Look after the works of the Writ Appeal, Civil Revision Sections. Also act as the signatory of these Sections. <i>Shall visit the Sections periodically and</i> shall supervise timely disposal of all matters/cases of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Joint Registrar (Judl)/Deputy Registrar concerned/Registrar (Judl)
		2	Shall also work as Stamp Reporter and Commissioner of Affidavit, whenever necessary.	Joint Registrar (Judl)/Registrar (Judl)
		3	Shall act as the signatory of all judicial Sections in old block and new block as and when necessary.	Joint Registrar (Judl)/Registrar (Judl)
		4	Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section.	Registrar General and the Registrars as the case may be
		5	Any other matter entrusted by Registrar General/Registrar	Registrar General/concerned Registrar

8	<b>Assistant Registrar (Judicial-V)</b>	1	Shall look after the works of the Civil Appeal (FA), Civil Appeal (SA) Sections and act as the signatory of these Sections, whenever necessary. Shall visit the Sections periodically and shall supervise timely disposal of all matters/cases of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Joint Registrar (Judl) / Deputy Registrar concerned/Registrar (Judl)
		2	Shall also work as Stamp Reporter and Commissioner of Affidavit, whenever necessary.	Joint Registrar (Judl)/Registrar (Judl)
		3	Shall act as the signatory of all judicial Sections in old block whenever necessary.	Joint Registrar (Judl)/Registrar (Judl)
			Maintaining records pertaining to all orders, circulars, notifications, rules (and their amendments), directions, minutes of all meetings, past practices and precedents in respect of the Section.	Registrar General and the Registrars as the case may be
		4	Any Other matter entrusted by Registrar General/ Registrars	Registrar General / Concerned Registrar
9	<b>Assistant Registrar (Judicial-VI)</b>	1.	Supervise the works of Paper Book, Criminal Revision, Civil Rule (Disposal) Sections. Shall visit the Sections periodically and shall supervise timely disposal of all matters/cases of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Joint Registrar (Judl) / Deputy Registrar concerned/Registrar (Judl)
		2	Shall also work as Stamp Reporter and Commissioner of Affidavit, whenever necessary.	Joint Registrar (Judl)/Registrar (Judl)
		3	Shall act as the signatory of all judicial Sections in old block whenever necessary.	Joint Registrar (Judl)/Registrar (Judl)
		4	Any other matter entrusted by Registrar General and Registrars	Registrar General/ Concerned Registrar

10	<b>Assistant Registrar (Budget)</b>	1.	Shall be the in-charge of Store. Shall be responsible for maintenance of its inventory/stocks. Shall look after all the matters of purchase, sanction, budget, auction, tender, house building etc. Shall visit the Sections periodically and shall supervise timely disposal of all matters/cases of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Joint Registrar (Finance)/Registrar (Admn.)/Registrar General
		2	Shall look after the matters related to budget, shall also look after the printing matters.	Joint Registrar (Finance)/Registrar (Admn.)/Registrar General
		2	All matters related to telephone directory, preparation of calendar, diary, new year greeting card etc.	Joint Registrar (Finance)/Registrar (Admn.)/Registrar General
		4	Matters relating to maintenance and repairing of all photocopier machines, Fax machines, air conditioners, maintenance of all electrical appliances including Generators, Aqua Guard machines, Dispensers, display boards etc. in the High Court buildings on the basis of the reports of the concerned Deputy Registrar/Joint Registrar.	Joint Registrar (Finance)/Registrar concerned/Registrar General
		5	Any other matter entrusted by Registrar General and other Registrars	Registrar General/ Registrars
11	<b>Assistant Registrar (Finance)</b>	1.	To Monitor, supervise and co-ordinate all works of Finance and Accounts Section. Shall visit the Sections periodically and shall supervise timely disposal of all matters of the Sections/ management of daily activities of the Sections/ supervise daily work output of the staff of the Sections.	Dy. Registrar (Finance)/Joint Registrar (Finance)/Registrar (Admn.)
		2.	Shall look after all the matters relating to pension , TA/DA/LTC/medical benefits and claims of all Chief Justices and Judges (past and present) of the Gauhati High Court as well as other officers and staff of the Registry.	Dy. Registrar (Finance)/Joint Registrar (Finance)/Registrar (Admn.)
		3.	Any Other matter entrusted by Registrar General/ Registrar.	Registrar General / Concerned Registrars

12	<b>Project Manager</b>	1	Shall supervise all the works of the Officers and staff of the Computer Section. Shall assist the Programmers in systems analysis and designing for all in-house developed applications.	Registrar (Judl/IT)/Registrar General
		2	Deal with all the matters related to Computer Section, installation, maintenance and computerization of the Principal Seat and also to co-ordinate with Outlying Benches.	Registrar (Judl/IT)/Registrar General
		3	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/High Court/IT related items.	Registrar (Judl/IT)/Registrar General
		4	Maintenance and updation of the Gauhati High Court website.	Registrar (Judl/IT)/Registrar General
		5	Management of man power in the Computer Section.	Registrar (Judl/IT)/Registrar General
		6	Arrangement of video conference sessions for holding Courts as well as other purposes.	Registrar (Judl/IT)/Registrar General
		7	Providing IT training at different levels from time to time.	Registrar (Judl/IT)/Registrar General
		8	Any other matters entrusted by Registrar General/Registrars.	Registrar General/Registrar concerned.
13	<b>Librarian-cum-Research Officer</b>	1	Overall supervision of the works of the Judges' Library of the Principal Seat of the Gauhati High Court. Shall manage daily activities of the Judges Library/ supervise daily work output of the staff of the Section.	Registrar (Judicial)/Registrar General
		2	Shall supervise all library related works of the Judges' Library of this Registry and Subordinate Courts of Assam.	Registrar (Judicial)/Registrar General

		3	<p>Supply of books/journals to the Sections/Courts/Libraries of Outlying Benches as well as Subordinate Courts under the Gauhati High Court/Judges Chambers/Bungalows etc.</p> <p>Shall ensure timely put up of the bills for books and journals supplied to the Principal Seat, Subordinate Courts of Assam/ Airtel Data card, SCC online web edition, GLT CD ROM online etc. /newspaper bills for Hon'ble Judges, Officers.</p> <p>Shall supply the judgment/books and other documents, as required by the Hon'ble Judges/Courts.</p> <p>Shall supervise the matter regarding auction of old news papers, weeding of old and damaged library resources of the Judges' Library, as per 'Weeding Out Policy' of the Gauhati High Court.</p>	Registrar (Judicial)/ Registrar General
		4	<p>Supervision of the binding works for the Principal Seat and Subordinate Courts of Assam.</p> <p>Shall supervise the stock and acquisition process of the Judges Library of the Registry.</p>	Registrar (Judicial)/ Registrar General
		5	All works relating to providing Airtel Data card, SCC online web edition and GLT CD ROM online for the Judicial Officers of Assam.	Registrar (Judicial)/ Registrar General
		6	Supervise classification of library books through DDC, ensure the data entry works in KOHA Library software.	Registrar (Judicial)/ Registrar General
		7	Implementation of all the directions/resolutions passed/adopted by the Hon'ble Library committee.	
		8	<p>To ensure inclusion of all notifications issued time to time regarding amendments of rules in the Gauhati High Court Services Rules.</p> <p>Research works relating to the amendment of the Gauhati High Court Services Rules.</p>	Registrar (Judicial)/ Registrar General
		9	Any other works entrusted by the Registrar General/Registrars	Registrar General/concerned Registrar.

14	<b>Special Officer (Translation Wing)</b>	1	Overall supervision of the works of the Translation Wing. Shall manage daily activities of the Section/ supervise daily work output of the staff of the Section. Shall ensure timely completion of all works related to translation of LCRs, news clips, RTIs, PILs, documents/judgments sent from Hon'ble Supreme Court of India/other High Courts.	Registrar General/Registrar (Admn.)
		2	Shall look after preparation and publication of 'ATMAN', biannual news bulletin of the Gauhati High Court.	Registrar General/Registrar (Admn.)/concerned Joint Registrar
		3	Shall also translate various books related to judiciary, as per requirement.	Registrar General/Registrar (Admn.)/concerned Joint Registrar
		4	Any other works entrusted by the Registrar General/Registrars	Registrar General/concerned Registrar.
15	<b>Court Officer No. 1</b>	1	Maintenance of the Air Conditioners, all electrical appliances including water coolers, aqua guards, generators etc. installed in the High Court premises (New block) as well as to look after the house keeping affairs of the High Court premises (New block). Look after the maintenance of cleanliness of the new High Court building/Courts/office chambers of HCJ/ Hon'ble Judge/ Registrars/ Officers/ Sections etc.	Concerned JR/DR/Registrar
		2	To look after Bungalows of the Hon'ble Chief Justice and other Hon'ble Judges. Shall maintain Stock Register of all articles including furniture of the Bungalows of Hon'ble the Chief Justice, Hon'ble Judges and High Court Guest House and maintain an inventory. Shall also responsible for maintenance of all furniture and its stock in New block and old block and maintain an inventory by marking/numbering the articles.	Concerned JR/DR/Registrar
		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	Shall look after the Gym in the New Block.	Registrar (Admn.)
		5	Shall look into the matter regarding posting of grade-IV staff in the bungalows of Hon'ble the Chief Justice/Hon'ble Judges /Hon'ble Court in consultation with the Deputy Registrar (Estt). Shall look after/maintain the attendance, punctuality, performance of Grade-IV employees.	Concerned JR/DR/Registrar
		6	To look after the works of Court Officer No.2 in his absence.	Concerned JR/DR/Registrar
		7	Any other duty entrusted by the Registrar General/ Registrars	Registrar General/ Concerned Registrar
16	<b>Court Officer No-2</b>	1	Shall supervise the maintenance of the gardens of both the High Court buildings.	Registrar (Admn.)/ DR (Admn.)/AR (Admn)
		2	To look after the cleanliness of old High Court Building and Compound /chambers of Officers/Sections etc.	
		3	Maintenance of the Air Conditioners, all electrical appliances including water coolers, aqua guards, generators etc. installed in the High Court premises (old block) as well as to look after the house keeping affairs of the High Court premises (old block).	Concerned JR/DR/Registrar
		4	To look after the duties of Court Officer No.2 in his absence.	Registrar(Admn.)/ JR (Admn)
		5	Any other duty entrusted by the Registrar General/Registrars.	Registrar General/ Concerned Registrar

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Superintendents of Judicial as well as Administrative sections, Courts Masters, Senior Administrative Assistants, Junior Administrative Assistants, Typists, Record Arranger and all other Grade-III and Grade-IV staff of the Gauhati High Court work as per direction of the aforesaid officers of the Registry in the Principal seat and Registrars of the Outlying Benches, as per requirement to carry out the above said responsibilities as well as all other responsibilities.

#### **iv)**

#### **The norms set by it for the discharge of its functions.**

Since the primary function of the High court is to dispense 'Justice' to the litigants and others as per mandate of the statute, so priority is given to achieve this goal.

However, while discharging official works/ functions by the employees and the officers of the

Gauhati High Court, the existing norms/ the Gauhati High Court Services (appointment, condition of Services and conduct) (Amendment) Rules, 2011 notified in exercise of the powers conferred by the article 229 of the Constitution of India / and High Court rules framed by High court in exercise of the power conferred by the article 225 of the Constitution of India read with article 6 of the Assam High Court order, 1958 are followed.

**The aforesaid service rules as well as High Court rules are being made available in the Official website of the Gauhati High Court.**

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

Mainly following rules /instructions etc. are held by the High Court or under its control or followed by the officers and staff of the Gauhati High Court for discharging its functions. Some of these are as follows

1. Gauhati High Court Rules (as amended from time to time )
2. Gauhati High Court Services (Appointment, Conditions of Services and Conduct) (Amendment) Rules, 2011
3. Special provisions relating to procedure in Election Petitions under the Representation of the Peoples Act, 1951
4. Rules relating to cases under the Chartered Accountants Act, 1949
5. Rules under the Banking Companies Act, 1949 as amended by the Banking Companies Act, 1953
6. Rules under the Bankers' Books Evidence Act, 1891
7. Rules under the Copyright Act, 1957.
8. The Assam High Court Order, 1948.
9. The Assam High Court (Jurisdiction over District Council Courts) Order, 1954.
10. The Assam High Court (Jurisdiction over Regional Council Courts) Order, 1959.
11. Rules in respect of Petition Writers under Section 555-A of the Cr.P.C.
12. Rules made by the Gauhati High Court under Section 34(1) of the Advocates Act, 1961.
13. Qualification for Appointment as a Special Judicial Magistrate Rules.
14. Contempt of Courts (Gauhati High Court) Rules, 1977.
15. Indigent Person Pleader (Appointment and Fees) Rules, 1981.
16. The Defence Pleader (Appointment and Fees) Rules, 1976.
17. Rules to regulate the procedure under the Trade Marks Act, 1940

18. Rules under the Testamentary and Intestate Jurisdiction.
19. The Family Courts (Gauhati High Court) Rules, 1989.
20. Gauhati High Court (Establishment of Permanent Bench at Kohima) Order, 1990.
21. Hindu Marriage Act Rules, 1988.
22. Special Marriage Act Rules, 1988.
23. Gauhati High Court (Establishment of Permanent Bench at Aizawl) Order, 1990.
24. Gauhati High Court (Establishment of Permanent Bench at Itanagar) Order, 2000.
24. Rules regarding caveat.
25. Gauhati High Court Legal Aid Rules, 1984.
26. Gauhati High Court Superintendence of Tribunals Rules, 1992.
27. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996.
28. Fundamental Rules and Subsidiary Rules.
29. Treasury Rules and Subsidiary Credits
30. Assam Financial Rules.
31. Assam Pension Manual.
32. General Provident Fund (Assam Services) Rules, 1937.
33. Budget Manual for Govt. of Assam.
34. Central Civil Services L.T.C. Rules, 1988.
35. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
36. Alternative Dispute Resolution (Gauhati High Court) Rules, 2007.
37. Civil Procedure Mediation (Gauhati High Court) Rules, 2007.
38. Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007.
39. Gauhati High Court Case Management Rules, 2007.
40. Gauhati High Court Public Interest Litigation Rules, 2011.
41. Gender sensitization Rule, 2012.
42. The Gauhati High Court Video conferencing Rules, 2020.
43. Advocate communication Rule.
44. The Gauhati High Court electronic filing Rules, 2020.

**vi) A statement of the categories of documents that are held by it or under its control.**

The following types of documents are held by the Gauhati High Court or are kept under its control:-

1. Gauhati High Court Rules (as amended from time to time)
2. Gauhati High Court Services (Appointment, Conditions of Services and Conduct) (Amendment) Rules, 2011 (as amended from time to time)
3. All the case records of different cases disposed and pending (as per

Rules).

4. Annual Confidential Report and Gradation List of the Judicial / Gazetted Officers as well as employees.
5. Pension, GIS, GPF, Leave, EB Crossing of its employees.
6. Compassionate appointment rules.
7. The Gauhati High Court (Right to Information) Rules, 2008.
8. Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
9. Alternative Dispute Resolution (Gauhati High Court) Rules, 2007.
10. Civil Procedure Mediation (Gauhati High Court) Rules, 2007.
11. Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007.
12. The Gauhati High Court case management Rules, 2007
13. The Gauhati High Court Public Interest Litigation Rules, 2011
14. Rules regarding caveat etc.

**vii). The particular of any arrangement that exists for consultation with or represented by members of the public in relation to the formulation of its policy or administration thereof.**

There is no arrangement that exists for consultation with or represented by members of the public in relation to the formulation of its policy or administration thereof.

**viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

There is no board, council, committees and other bodies for the purpose of its advice.

However following committees have been constituted as per order of the Hon'ble Chief Justice. But these committees are not open to public and minutes of such meetings are not ordinarily accessible for public.

**LIST OF COMMITTEES IN THE GAUHATI HIGH COURT AT GAUHATI.**

Sl.	NAME OF THE COMMITTEE	NAMES OF THE HON'BLE JUDGES / MEMBERS	SECRETARY

1.	Administrative Committee	<ol style="list-style-type: none"> <li>1. Hon'ble the Chief Justice</li> <li>2. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>3. Hon'ble Mr. Justice M. R. Pathak</li> <li>4. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>5. Hon'ble Mr. Justice Michael Zothankhuma</li> </ol>	Registrar General
2.	Financial Affairs & Budget Committee	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice Suman Shyam</li> <li>3. Hon'ble Mr. Justice K. R. Surana</li> </ol>	Registrar (Admn.) to be assisted by DR (Finance)
3.	Committee for Recruitment, Transfer, Posting, Promotion of Judicial Officers of all States, and for Examining the matter of Assured Career Progression <b>(ACP)</b> and functional scale to the Officers of Assam Judicial Service, Nagaland Judicial Service, Mizoram Judicial Service and Arunachal Pradesh Judicial Service.	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice M. R. Pathak</li> <li>3. Hon'ble Mr. Justice Michael Zothankhuma</li> </ol>	Registrar (Vigilance)

<p><b>4.</b></p>	<p>Committee for Judicial Education and Training/ Library Committee.</p> <p>Committee for publication of Annual Report for the High Court &amp; for preparation of Vision Statement for High Court and District Courts/</p> <p>Committee to look after the affairs of the Law Research Institute.</p>	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice K.R. Surana.</li> <li>4. Hon'ble Mr. Justice Soumitra Saikia</li> </ol>	<p>Registrar (Judicial) to be assisted by Librarian-cum-Research Officer (LRO)./</p> <p>Jt. Registrar (Vigilance) &amp; Jt.Registrar (PM&amp;P)/</p> <p>Registrar (Establishment)</p>
<p><b>5.</b></p>	<p>Committee to examine the continued utility of all Judicial Officers under the jurisdiction of the Gauhati High Court, on attaining the age of 50/55/58 years.</p>	<ol style="list-style-type: none"> <li>1. Hon'ble the Chief Justice</li> <li>2. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>3. Hon'ble Mr. Justice Manojit Bhuyan</li> </ol>	<p>Registrar (Vigilance)</p>

6.	Committee for Buildings & Infrastructure	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice Michael Zothankhuma</li> </ol> <p><b><u>MEMBERS</u></b></p> <ol style="list-style-type: none"> <li>4. Chief Secretary of the respective States</li> <li>5. Secretary/Senior-most Secretary of the Department of Finance of the respective States.</li> <li>6. LR &amp; Secretary, Judicial Department of the respective States.</li> <li>7. Chief Engineer, PWD, (Bldg.), of the respective States.</li> </ol> <p><i>(Officials indicated at Sl. No. 4 to 7 will remain present as and when issues concerning the respective States are taken up)</i></p> <p><i>This Committee shall also monitor and look into the various projects pertaining to the High Court and its Outlying Benches. However, any urgent matter or issue which is otherwise not related to the officials at Sl. No. 4 to 7, may be placed before Hon'ble the Chief Justice through JAD and Portfolio Judge.</i></p>	Registrar (Admn.) to be assisted by Jt. Registrar (PM&P)
7.	Committee for Centralized Recruitment for Officers & Staff of Subordinate Judiciary and all Benches of the High Court and the Judicial Academy, Assam.	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice K. R. Surana</li> <li>3. Hon'ble Mr. Justice P. K. Deka</li> </ol>	Registrar (Admn.)  To be assisted by  Joint Registrar (Recruitment)

<b>8.</b>	Committee to monitor the construction of the building and infrastructure development etc., of Judicial Academy, Assam	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice K. R. Surana</li> <li>3. Hon'ble Mr. Justice Manish Choudhury.</li> <li>4. Director, Judicial Academy, Assam.</li> </ol>	Research Officer, Judicial Academy, Assam
<b>9.</b>	Committee for monitoring the implementation of the resolutions adopted in the Chief Justices' Conferences	<ol style="list-style-type: none"> <li>1. Hon'ble the Chief Justice</li> <li>2. Hon'ble Mr. Justice M. R. Pathak</li> <li>3. Hon'ble Mr. Justice A. M. Bujor Barua</li> </ol>	Registrar (Vigilance)  to be assisted by  Jt. Registrar (PM&P)
<b>10.</b>	Gauhati High Court Committee for sensitization of Family Court matters	<ol style="list-style-type: none"> <li>1. Hon'ble the Chief Justice</li> <li>2. Hon'ble Mr. Justice N. Kotiswar Singh.</li> <li>3. Hon'ble Mrs. Justice Rumi Kumari Phukan</li> </ol>	Jt. Registrar (Vigilance)
<b>11.</b>	Rule Committee under Section 123 of the CPC	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice Michael Zothankhuma</li> <li>3. Hon'ble Mr. Justice A. M. Bujor Barua</li> <li>4. Hon'ble Mr. Justice Mir Alfaz Ali</li> <li>5. Dist. &amp; Sess. Judge, Kamrup (M), Guwahati.</li> <li>6. Shri G. N. Sahewalla, Sr. Advocate.</li> <li>7. Shri Hari Kanta Deka, Sr. Advocate</li> </ol>	Registrar (Judicial)



12.	Committee for Designation of Senior Advocates	<ol style="list-style-type: none"> <li>1. Hon'ble the Chief Justice</li> <li>2. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>3. Hon'ble Mr. Justice M. R. Pathak</li> <li>4. Advocate Generals of the respective states of Assam, Nagaland, Mizoram and Arunachal Pradesh.</li> <li>5. One member of the respective Bar Associations of Assam, Nagaland, Mizoram and Arunachal Pradesh to be nominated by the Members mentioned at Sl. Nos. 1,2,3, and 4.</li> </ol> <p><b>N.B.</b> The Members indicated at Sl. Nos. 4 and 5 will participate, as and when, the issue of consideration of designating Senior Advocate from their respective States, is taken up.</p>	Registrar General
13.	Mediation Monitoring Committee	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice Suman Shyam</li> <li>4. Hon'ble Mr. Justice P.J. Saikia.</li> </ol>	Registrar (Admn.)
14.	Public Interest Litigation Committee	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice S. K. Medhi</li> <li>3. Hon'ble Mr. Justice Manish Choudhury</li> </ol>	Registrar (Judicial)

15.	Committee for Implementation of National Court Management System	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice A. M. Bujor Barua</li> <li>3. Hon'ble Mr. Justice P. K. Deka</li> <li>4. Registrar General, Gauhati High Court</li> <li>5. Director, Judicial Academy, Assam</li> <li>6. Member-Secretary, Assam State Legal Services Authority</li> <li>7. Central Project Co-ordinator, Gauhati High Court</li> <li>8. Chief Engineer, PWD (Bldg.), Assam</li> <li>9. Director, Assam Institute of Management.</li> <li>10. Technical Director, NIC, Assam State Centre-cum-E-Courts Project Co-ordinator, Assam.</li> </ol>	Registrar (Judicial)
16.	District Sub-Committee for effective integration of National Court Management Systems and State Court Management Systems	<ol style="list-style-type: none"> <li>1. Portfolio Judge of the respective District</li> <li>2. District Judge</li> <li>3. Deputy Commissioner</li> <li>4. District Informatics Officer</li> </ol>	District Judge of the concerned district will be the Secretary and will coordinate with Registrar (Judicial)
17.	District Committee for Building & Infrastructure	<ol style="list-style-type: none"> <li>1. Hon'ble Portfolio Judge of the concerned district.</li> <li>2. District Judge</li> <li>3. Chief Judicial Magistrate</li> </ol>	One Judicial Officer to be appointed by the District Judge in consultation with Hon'ble Portfolio Judge
18.	Committee to monitor and look into the functioning of Juvenile Justice Boards in respect of the states of Assam, Nagaland, Mizoram and Arunachal Pradesh	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mrs. Justice Rumi Kumari Phukan</li> <li>3. Hon'ble Mr. Justice S. Serto</li> <li>4. Hon'ble Mr. Justice Nelson Sailo</li> <li>5. Hon'ble Mr. Justice Nani Tagia</li> </ol>	Registrar (Judicial)

19.	Committee to periodically oversee the cases under the Pre-conception and Pre-natal Diagnostic Techniques <b>(Prohibition of Sex Selection) Act, 1994</b> and The Pre-conception and Pre-natal Diagnostic Techniques <b>(Prohibition of Sex Selection) Rules, 1996</b>	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice Suman Shyam</li> <li>2. Hon'ble Mr. Justice S. Serto</li> <li>3. Hon'ble Mr. Justice Nelson Sailo</li> <li>4. Hon'ble Mr. Justice P.J. Saikia</li> </ol>	Registrar (Judicial)
20.	<p>Committee for dealing with all matters relating to Officers and Staff of the High Court (Principal Seat and Outlying Benches); specifically,</p> <ol style="list-style-type: none"> <li>a) Promotion, ACP, Recruitment (Principal Seat); Reservation of posts for direct recruitment.</li> <li>b) All matters relating to ACRs.</li> <li>c) Staff Welfare.</li> <li>d) Select best sections and staff of the Principal Seat of the Gauhati High Court.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice Michael Zothankhuma</li> </ol>	Registrar (Estt.)
21.	Committee to supervise and monitor the progress made by the States in regard to the compliance with the directions of the Supreme Court of India in Criminal Appeal No. 652 / 2012. (NDPS Committee)	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice K.R. Surana</li> <li>2. Hon'ble Mr. Justice M.A. Ali</li> <li>3. Hon'ble Mr. Justice P. J. Saikia</li> </ol>	Registrar (Judicial)

22.	Committee for Gender Sensitisation and Internal Complaints Committee.	<ol style="list-style-type: none"> <li>1. Hon'ble Mrs. Justice Rumi Kumari Phukan</li> <li>2. Hon'ble Mr. Justice Mir Alfaz Ali</li> <li>3. Sri Tanmay Jyoti Mahanta, Sr. Advocate</li> <li>4. Smt. Rita Das Mozumdar, Advocate</li> <li>5. Dr. Shabeena Yasmin Saikia, Astd. Prof. Deptt. Of Sociology, Gauhati University</li> <li>6. Smt. Kalyani Pathak, Deputy Registrar (Budget)</li> <li>7. Prakash Deka, Advocate's Clerk</li> </ol>	Kalyani Pathak, Deputy Registrar (Budget)
23.	Arrear Committee	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Michael Zothankhuma</li> <li>2. Hon'ble Mr. Justice K. R. Surana</li> <li>3. Hon'ble Mr. Justice S. K. Medhi</li> </ol>	Registrar (Judicial)
24.	Committee to regulate and monitor the progress of the trials under the POCSO Act	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice N. Kotiswar Singh.</li> <li>2. Hon'ble Mrs. Justice Rumi Kumari Phukan</li> <li>3. Hon'ble Mr. Justice S. Serto</li> <li>4. Hon'ble Mr. Justice K. R. Surana</li> </ol>	Registrar (Judicial)
25.	Committee for consideration of the representations submitted by the Judicial Officers under the jurisdiction of the Hon'ble Gauhati High Court for expunction / revision of remarks and / or up gradation of grading recorded in their ACRs	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M.R. Pathak.</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice Mir Alfaz Ali</li> </ol>	Registrar (Vigilance)

26.	Rule Committee for all other Rules	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice K.R. Surana</li> <li>2. Hon'ble Mr. Justice P. K. Deka</li> <li>3. Hon'ble Mr. Justice Mir Alfaz Ali</li> <li>4. Hon'ble Mr. Justice Manish Choudhury.</li> </ol>	Registrar (Vigilance)
27.	Committee for the utilization of funds under the 14 <sup>th</sup> Finance Commission	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M.R Pathak</li> <li>2. Hon'ble Mr. Justice Michael Zothankhuma.</li> <li>3. Hon'ble Mr. Justice K.R. Surana.</li> <li>4. Smti. T.Y Das, IAS (Retd.), Chairperson of 6<sup>th</sup> Assam State Finance Commission.</li> <li>5. Addl. Chief Secretary to the Govt. of Assam, Planning &amp; Development Deptt.</li> <li>6. Commissioner &amp; Secretary to the Govt. of Assam, Finance Department.</li> <li>7. LR &amp; Secy. To the Govt. of Assam, Judicial Deptt.</li> <li>8. Chief Engineer, PWD (Building), Assam.</li> </ol> <p><b>N.B.</b> For any matter / issue relating to the implementation of 14<sup>th</sup> Finance Commission Award, which is otherwise not related to the officials at Sl. No. 4 to 8, shall be placed before Hon'ble the Chief Justice through the other Hon'ble members indicated at Sl. Nos. 1, 2 &amp; 3.</p>	Registrar (Admn.) to be assisted by Joint Registrar (PM&P)

<b>28.</b>	Review Committee for considering the matter of revocation/extension of suspension period of Judicial Officers under the Gauhati High Court	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice Manish Choudhury</li> <li>2. Hon'ble Mr. Justice Soumitra Saikia</li> </ol>	Registrar (Vigilance)
<b>29.</b>	Committee to look after the Protocol, Guest House of the Gauhati High Court and the security arrangement of the Gauhati High Court and District Courts of Assam.	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice M. R. Pathak</li> <li>2. Hon'ble Mr. Justice Manojit Bhuyan</li> <li>3. Hon'ble Mr. Justice Michael Zothankhuma</li> </ol>	Registrar (Admn.)
<b>N.B.: Hon'ble the Chief Justice will be the Chairman of all Committees.</b>			
<b>30.</b>	Committee to look after the issues relating to development of Judicial infrastructure and allotment of facilities to Judicial Officers in the States of Nagaland, Mizoram and Arunachal Pradesh	<ol style="list-style-type: none"> <li>1. Hon'ble Mr. Justice Michael Zothankhuma - <b>Chairman</b></li> <li>2. Hon'ble Sr. Portfolio Judge of the concerned State - <b>Member</b></li> <li>3. Registrar of respective Outlying Benches - <b>Member</b></li> </ol>	

**NOTIFICATION NO. 32**Dated Guwahati, the 8<sup>th</sup> June, 2020

	<b>NAME OF THE COMMITTEE</b>	<b>HON'BLE JUDGES/MEMBERS</b>	<b>SECRETARY</b>
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<b>31.</b>	Information and Communication Technology Committee	1. Hon'ble Mr. Justice N. Kotiswar Singh 2. Hon'ble Mr. Justice Michael Zothankhuma 3. Hon'ble Mr. Justice Kalyan Rai Surana 4. Hon'ble Mr. Justice Prasanta Kumar Deka 5. Hon'ble Mr. Justice Soumitra Saikia	Registrar (IT) to be assisted by Jt. Registrar (PM&P)
<b>32</b>	Artificial Intelligence committee.	1. Hon'ble Mr. Justice N. Kotiswar Singh 2. Hon'ble Mr. Justice Suman Shyam 3. Hon'ble Mr. Justice Kalyan Rai Surana 4. Hon'ble Mr. Justice Manish Coudhury	Registrar (IT) to be assisted by Central project Co-ordinator

Note :- the Chief Justice may call a meeting of or participate in the deliberation of any Committee.

**(ix) A directory of its officers and staff.**

Please see the official website of Gauhati High Court under the head of "**History**" and the sub-head "**Contact**".

**(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.**

Sl. No.	Name of the Post	Pay Band	Scale	Grade Pay	Principal Seat Pay (PSP)
	<b><u>Gazetted Officer</u></b>				
1	Registrar (Establishment)	PB-5	65000-112000	18500	1250
2	Joint Registrar	PB-4	30000-110000	16900	1250
3	Deputy Registrar	PB-4	30000-110000	15700	1250
4	Assistant Registrar	PB-4	30000-110000	14500	1250
5	Secy. To Hon'ble the Chief Justice	PB-4	30000-110000	14500	1250
6	Spl. Officer Translation Wing	PB-4	30000-110000	14500	1250
7	Librarian-cum-Research Officer	PB-4	30000-110000	14500	1250

8	Sr. Private Secretary	PB-4	30000-110000	14500	1250
9	Chief Translator	PB-4	30000-110000	13900	1250
10	Private Secretary	PB-4	30000-110000	13300	1250
11	System Analyst	PB-4	30000-110000	13300	1250
12	Finance & Accounts Officer	PB-4	30000-110000	12700	
13	Chief Security Officer	PB-4	30000-110000	12700	1250
14	Programmer	PB-3	22000-97000	11800	1000
15	Sr. Grade Translator	PB-3	22000-97000	11500	1000
16	Administrative Officer (Judicial)	PB-3	22000-97000	11500	1000
17	Court Officer	PB-3	22000-97000	11500	1000
18	Protocol Officer	PB-3	22000-97000	11500	1000
19	Court Master	PB-3	22000-97000	10900	1000
20	Project Manager Court Manager	PB-4	30000-110000	14500	1250
21		PB-4	30000-110000	14500	1250
	<b><u>Ministerial Staff</u></b>				
20	Sr. Personal Assistant	PB-3	22000-97000	9400	1000
21	Senior Judicial Assistant	PB-3	22000-97000	9400	1000
22	Assistant Librarian	PB-3	22000-97000	11500	1000
23	Assistant Protocol Officer	PB-3	22000-97000	9400	1000
24	System Officer	PB-3	22000-97000	9400	1000
25	Judicial Assistant	PB-2	14000-60500	8700	750
26	Library Assistant	PB-2	14000-60500	7600	750
27	System Assistant	PB-2	14000-60500	7400	750
28	Sr. Computer Assistant (Sr. Grade Computer Operator)	PB-2	14000-60500	7400	750
29	Computer Assistant (Computer Operator)	PB-2	14000-60500	6200	750
	Jr. Grade Translator	PB-2	14000-60500 (PB-2)	8000	750
	<b><u>Non-Ministerial Staff</u></b>				
30	Telephone Operator	PB-2	14000-60500	5600	750
31	Fax Operator	PB-2	14000-60500	5600	750
32	Record Assistant (Record Arranger)	PB-2	14000-60500	5600	750



33	Electrical Assistant (Electrician)	PB-2	14000-60500	5600	750
34	Head Usher (Head Jamadar)	PB-2	14000-60500	5600	750
35	Head Chauffeur (Head Barkandaz)	PB-2	14000-60500	5600	750
36	Chauffeur (Barkandaz)	PB-2	14000-60500	5200	750
37	Photocopier Operator (Xerox Machine Operator)	PB-2	14000-60500	5200	750
38	Chef Grade-I (Cook Grade-I)	PB-2	14000-60500	5000	750
	<b><u>Grade-D Staff</u></b>				
39	Court Keeper (Duftry)	PB-1	12000-52000	4400	500
40	Usher (Jamadar)	PB-1	12000-52000	4400	500
41	Head Lawn Attendant (Head Mali)	PB-1	12000-52000	4400	500
42	Court Attendant (Attender)	PB-1	12000-52000	3900	500
43	Chef (Cook)	PB-1	12000-52000	3900	500
44	Lawn Attendant (Mali)	PB-1	12000-52000	3900	500
45	Darwan (Chowkidar)	PB-1	12000-52000	3900	500
46	Lawn Attendant (Mali)	PB-1	12000-52000	3900	500
47	Farash	PB-1	12000-52000	3900	500
48	Pumpman	PB-1	12000-52000	3900	500
49	Room Attendant (Room Bearer)	PB-1	12000-52000	3900	500
50	Lift Operator	PB-1	12000-52000	3900	500
51	Sanitation Attendant (Sweeper)	PB-1	12000-52000	3900	500

- 1 Dress Allowance to the Sr. Private Secretary/Private Secretary/Sr. Personal Assistant - Rs. 5000/- in a block of 3 years
- 2 Travelling Allowance to the Sr. Private Secretary/Private Secretary/Sr. Personal Assistant - Rs. 5/- per kilometer
- 3 Dress Allowance to the Court Master - Rs. 3000/- per annum
- 4 Special Pay to the Court Master - Rs. 225/- p.m
- 5 Washing Allowance @ Rs. 100/- p.m. to all the Chauffeurs/Head Chauffeurs and Grade-IV staff
- 6 Commuting Allowance @ Rs. 300/- p.m. to the Chauffeurs/Head Chauffeurs attached to Hon'ble Judges and Registrar General.
- 7 Medical Allowance @ Rs.600/-p.m. to all the employees.
- 8 City Compensatory Allowance @ Rs.100/150/200/250 for employees drawing pay in PB-1,2,3 and 4 & above respectively.

### **Expenditure Budget Report**

#### ***Guwahati High Court - General Area***

Actual 2018-19		Budget Estimates 2019-20		Revised Estimates 2019-20		Head of Account	Budget Estimates 2020-21	
SOPD / CSS etc.	E E	SOPD / CSS etc.	E E	SOPD / CSS etc.	E E		SOPD / CSS etc.	E E
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
0.00	26797.5 4	0.00	32387.0 3	0.00	34664.7 0	<b>2014 - Administration of Justice</b>	0.00	34651.0 6
0.00	26797.5	0.00	32387.0	0.00	34664.7	00 - NULL	0.00	34651.0
0.00	6031.96	0.00	7383.06	0.00	7633.06	102 - High Courts	0.00	7924.16
0.00	5340.89	0.00	6135.06	0.00	6385.06	0152 - Establishment	0.00	6833.37
0.00	5340.89	0.00	6135.06	0.00	6385.06	000 - NULL	0.00	6833.37
0.00	4226.22	0.00	4880.56	0.00	4880.56	01 - Salaries	0.00	5431.47
0.00	4226.22	0.00	3621.29	0.00	3621.29	01 - Pay	0.00	5336.47
0.00	0.00	0.00	543.19	0.00	543.19	02 - Dearness Allowance	0.00	0.00
0.00	0.00	0.00	120.00	0.00	120.00	03 - Interim Relief	0.00	0.00
0.00	0.00	0.00	22.00	0.00	22.00	05 - Leave Travel Concession	0.00	30.00
0.00	0.00	0.00	61.04	0.00	61.04	06 - Medical Allowance	0.00	0.00
0.00	0.00	0.00	362.13	0.00	362.13	07 - House Rent Allowance	0.00	0.00
0.00	0.00	0.00	50.00	0.00	50.00	08 - Medical Reimbursement	0.00	65.00
0.00	0.00	0.00	95.00	0.00	95.00	13 - Pay Revision Arrear	0.00	0.00
0.00	0.00	0.00	5.91	0.00	5.91	99 - Others	0.00	0.00
0.00	30.08	0.00	50.00	0.00	50.00	02 - Wages	0.00	80.00

0.00	30.08	0.00	50.00	0.00	50.00	99 - Others	0.00	80.00
0.00	18.08	0.00	50.00	0.00	50.00	03 - Travel Expenses	0.00	50.00
0.00	18.08	0.00	50.00	0.00	50.00	01 - Regular	0.00	50.00
0.00	1044.35	0.00	1082.00	0.00	1332.00	04 - Office Expenses	0.00	1222.00
0.00	1044.35	0.00	20.00	0.00	20.00	04 - Office Equipments including Computers & Accessories	0.00	22.00
0.00	0.00	0.00	1062.00	0.00	1312.00	99 - Others	0.00	1200.00
0.00	22.16	0.00	58.50	0.00	58.50	05 - Payment for Professional and Special Services	0.00	49.90
0.00	22.16	0.00	8.50	0.00	8.50	01 - Remuneration for Professional Services	0.00	9.90
0.00	0.00	0.00	50.00	0.00	50.00	02 - Legal Service	0.00	40.00
0.00	0.00	0.00	6.50	0.00	6.50	06 - Rents, Rates & Taxes / Royalty	0.00	0.00
0.00	0.00	0.00	6.50	0.00	6.50	02 - Rates & Taxes	0.00	0.00
0.00	0.00	0.00	3.00	0.00	3.00	07 - Publication	0.00	0.00
0.00	0.00	0.00	3.00	0.00	3.00	01 - Printing of Periodicals/Newspapers	0.00	0.00
0.00	0.00	0.00	2.50	0.00	2.50	08 - Advertising, Sales and Publicity Expenses	0.00	0.00
0.00	0.00	0.00	2.50	0.00	2.50	99 - Others	0.00	0.00
0.00	0.00	0.00	2.00	0.00	2.00	26 - Other Charges	0.00	0.00
0.00	0.00	0.00	2.00	0.00	2.00	02 - Disaster management	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	27 - Medical Reimbursement	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	01 - Global	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	28 - LTC	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	01 - Global	0.00	0.00
0.00	691.07	0.00	1248.00	0.00	1248.00	0304 - Judges	0.00	1090.79
0.00	691.07	0.00	1248.00	0.00	1248.00	000 - NULL	0.00	1090.79
0.00	588.67	0.00	1040.00	0.00	1040.00	01 - Salaries	0.00	864.79
0.00	588.67	0.00	624.00	0.00	624.00	01 - Pay	0.00	774.79

0.00	0.00	0.00	93.60	0.00	93.60	02 - Dearness Allowance	0.00	0.00
0.00	0.00	0.00	40.00	0.00	40.00	05 - Leave Travel Concession	0.00	45.00
0.00	0.00	0.00	62.40	0.00	62.40	07 - House Rent Allowance	0.00	0.00
0.00	0.00	0.00	40.00	0.00	40.00	08 - Medical Reimbursement	0.00	45.00
0.00	0.00	0.00	100.00	0.00	100.00	13 - Pay Revision Arrear	0.00	0.00
0.00	0.00	0.00	80.00	0.00	80.00	99 - Others	0.00	0.00
0.00	15.52	0.00	22.00	0.00	22.00	02 - Wages	0.00	40.00
0.00	15.52	0.00	22.00	0.00	22.00	04 - Bungalow Peon	0.00	40.00
0.00	36.38	0.00	66.00	0.00	66.00	03 - Travel Expenses	0.00	66.00
0.00	36.38	0.00	66.00	0.00	66.00	01 - Regular	0.00	66.00
0.00	49.12	0.00	100.00	0.00	100.00	04 - Office Expenses	0.00	100.00
0.00	49.12	0.00	100.00	0.00	100.00	99 - Others	0.00	100.00
0.00	1.38	0.00	20.00	0.00	20.00	11 - Hospitality Expenses / Sumptuary Allowances etc	0.00	20.00
0.00	1.38	0.00	20.00	0.00	20.00	99 - Others	0.00	20.00
0.00	12838.52	0.00	15186.66	0.00	16833.43	105 - Civil and Session Courts	0.00	16627.56
0.00	12292.13	0.00	15186.66	0.00	16540.31	0000 - NULL	0.00	14907.06
0.00	12292.13	0.00	15186.66	0.00	16540.31	000 - NULL	0.00	14907.06
0.00	10448.15	0.00	12998.56	0.00	13508.56	01 - Salaries	0.00	12096.32
0.00	10448.15	0.00	9821.24	0.00	9821.24	01 - Pay	0.00	12096.32
0.00	0.00	0.00	1473.19	0.00	1653.19	02 - Dearness Allowance	0.00	0.00
0.00	0.00	0.00	385.00	0.00	525.00	03 - Interim Relief	0.00	0.00
0.00	0.00	0.00	100.00	0.00	100.00	04 - Other Allowance	0.00	0.00
0.00	0.00	0.00	200.00	0.00	230.00	06 - Medical Allowance	0.00	0.00
0.00	0.00	0.00	982.12	0.00	982.12	07 - House Rent Allowance	0.00	0.00
0.00	0.00	0.00	0.01	0.00	160.01	12 - Arrear Salary/DA	0.00	0.01

0.00	0.00	0.00	5.00	0.00	5.00	15 - Special Pay	0.00	0.00
0.00	0.00	0.00	2.00	0.00	2.00	19 - Hill Allowance	0.00	0.00
0.00	0.00	0.00	30.00	0.00	30.00	99 - Others	0.00	0.00
0.00	120.56	0.00	130.00	0.00	230.00	02 - Wages	0.00	232.50
0.00	120.56	0.00	130.00	0.00	230.00	99 - Others	0.00	232.50
0.00	82.63	0.00	155.00	0.00	155.00	03 - Travel Expenses	0.00	167.40
0.00	82.63	0.00	155.00	0.00	155.00	01 - Regular	0.00	167.40
0.00	1456.79	0.00	1580.30	0.00	1921.30	04 - Office Expenses	0.00	1853.40
0.00	1456.79	0.00	2.30	0.00	7.30	01 - Postage Stamp	0.00	7.16
0.00	0.00	0.00	150.00	0.00	150.00	02 - Telephone Charge	0.00	74.40
0.00	0.00	0.00	250.00	0.00	290.00	03 - Electricity and Water Charge	0.00	279.00

0.00	0.00	0.00	250.00	0.00	250.00	04 - Office Equipments including Computers & Accessories	0.00	255.75
0.00	0.00	0.00	180.00	0.00	220.00	05 - Stationery and Printing of Forms	0.00	225.06
0.00	0.00	0.00	275.00	0.00	355.00	06 - Furniture	0.00	363.17
0.00	0.00	0.00	17.00	0.00	17.00	07 - Liveries	0.00	17.39
0.00	0.00	0.00	150.00	0.00	150.00	08 - Maintenance of Vehicles	0.00	139.50
0.00	0.00	0.00	170.00	0.00	220.00	09 - Petrol, Oil and Lubricants (POL)	0.00	225.06
0.00	0.00	0.00	80.00	0.00	120.00	10 - Books and Periodicals	0.00	122.76
0.00	0.00	0.00	50.00	0.00	50.00	11 - Refreshment Expenses	0.00	51.15
0.00	0.00	0.00	6.00	0.00	92.00	99 - Others	0.00	93.00
0.00	121.58	0.00	191.10	0.00	191.10	05 - Payment for Professional and Special Services	0.00	181.35
0.00	121.58	0.00	190.00	0.00	190.00	01 - Remuneration for Professional Services	0.00	176.70

0.00	0.00	0.00	1.10	0.00	1.10	99 - Others	0.00	4.65
0.00	18.07	0.00	77.50	0.00	77.50	06 - Rents, Rates & Taxes / Royalty	0.00	93.00
0.00	18.07	0.00	77.00	0.00	77.00	01 - Rents for Hired Building	0.00	93.00
0.00	0.00	0.00	0.50	0.00	0.50	02 - Rates & Taxes	0.00	0.00
0.00	0.00	0.00	1.20	0.00	1.20	07 - Publication	0.00	0.00
0.00	0.00	0.00	1.20	0.00	1.20	99 - Others	0.00	0.00
0.00	0.00	0.00	2.00	0.00	2.00	08 - Advertising, Sales and Publicity Expenses	0.00	0.00
0.00	0.00	0.00	2.00	0.00	2.00	99 - Others	0.00	0.00
0.00	0.00	0.00	1.00	0.00	4.00	17 - Maintenance	0.00	4.09
0.00	0.00	0.00	1.00	0.00	4.00	03 - Machinery and Equipment	0.00	4.09
0.00	44.35	0.00	50.00	0.00	449.65	26 - Other Charges	0.00	279.00
0.00	44.35	0.00	50.00	0.00	449.65	99 - Others	0.00	279.00
0.00	546.39	0.00	0.00	0.00	293.12	6864 - Upgradation of Standard of Administration- 14th Finance Commission	0.00	1720.50
0.00	546.39	0.00	0.00	0.00	293.12	000 - NULL	0.00	1720.50
0.00	153.69	0.00	0.00	0.00	0.00	04 - Office Expenses	0.00	0.00
0.00	153.69	0.00	0.00	0.00	0.00	01 - Postage Stamp	0.00	0.00
0.00	93.12	0.00	0.00	0.00	93.12	05 - Payment for Professional and Special Services	0.00	0.00
0.00	93.12	0.00	0.00	0.00	93.12	01 - Remuneration for Professional Services	0.00	0.00
0.00	299.58	0.00	0.00	0.00	200.00	26 - Other Charges	0.00	1720.50
0.00	299.58	0.00	0.00	0.00	200.00	99 - Others	0.00	1720.50
0.00	7931.00	0.00	9817.31	0.00	10198.2	108 - Criminal Courts	0.00	10099.3
0.00	7931.00	0.00	9817.31	0.00	10198.2	0000 - NULL	0.00	10099.3
0.00	7931.00	0.00	9817.31	0.00	10198.2	000 - NULL	0.00	10099.3
0.00	7313.80	0.00	8770.61	0.00	9045.61	01 - Salaries	0.00	8735.31
0.00	7313.80	0.00	6578.60	0.00	6578.60	01 - Pay	0.00	8735.30

0.00	0.00	0.00	986.79	0.00	1076.79	02 - Dearness Allowance	0.00	0.00
0.00	0.00	0.00	300.00	0.00	325.00	03 - Interim Relief	0.00	0.00
0.00	0.00	0.00	120.00	0.00	120.00	04 - Other Allowance	0.00	0.00
0.00	0.00	0.00	100.00	0.00	120.00	06-Medical Allowance	0.00	0.00
0.00	0.00	0.00	657.86	0.00	657.86	07 - House Rent Allowance	0.00	0.00
0.00	0.00	0.00	0.01	0.00	130.01	12 - Arrear Salary/DA	0.00	0.01
0.00	0.00	0.00	20.00	0.00	20.00	13 -Pay Revision Arrear	0.00	0.00
0.00	0.00	0.00	6.00	0.00	6.00	15 - Special Pay	0.00	0.00
0.00	0.00	0.00	1.20	0.00	1.20	19 - Hill Allowance	0.00	0.00
0.00	0.00	0.00	0.15	0.00	10.15	99 - Others	0.00	0.00
0.00	69.84	0.00	90.00	0.00	100.00	02 - Wages	0.00	167.40
0.00	69.84	0.00	90.00	0.00	100.00	99 - Others	0.00	167.40
0.00	59.72	0.00	100.00	0.00	100.00	03 - Travel Expenses	0.00	111.60
0.00	59.72	0.00	100.00	0.00	100.00	01 - Regular	0.00	111.60
0.00	482.01	0.00	800.10	0.00	887.00	04 - Office Expenses	0.00	1037.60
0.00	482.01	0.00	9.00	0.00	9.00	01 - Postage Stamp	0.00	9.21
0.00	0.00	0.00	100.00	0.00	100.00	02 - Telephone Charge	0.00	102.30
0.00	0.00	0.00	100.00	0.00	100.00	03 - Electricity and Water Charge	0.00	102.30
0.00	0.00	0.00	90.00	0.00	100.00	04 - Office Equipments including Computers & Accessories	0.00	232.50
0.00	0.00	0.00	100.00	0.00	130.00	05 - Stationery and Printing of Forms	0.00	132.99
0.00	0.00	0.00	80.00	0.00	100.00	06 - Furniture	0.00	102.30
0.00	0.00	0.00	10.00	0.00	10.00	07 - Liveries	0.00	10.23
0.00	0.00	0.00	100.00	0.00	100.00	08 - Maintenance of Vehicles	0.00	102.30
0.00	0.00	0.00	100.00	0.00	100.00	09 - Petrol, Oil and Lubricants (POL)	0.00	102.30
0.00	0.00	0.00	60.00	0.00	80.00	10 - Books and Periodicals	0.00	81.84
0.00	0.00	0.00	50.00	0.00	50.00	11 - Refreshment Expenses	0.00	51.15

0.00	0.00	0.00	1.10	0.00	8.00	99 - Others	0.00	8.18
0.00	1.54	0.00	3.50	0.00	3.50	05 - Payment for Professional and Special Services	0.00	4.65
0.00	1.54	0.00	2.40	0.00	2.40	01 - Remuneration for Professional Services	0.00	4.65
0.00	0.00	0.00	1.10	0.00	1.10	02 - Legal Service	0.00	0.00
0.00	4.09	0.00	50.00	0.00	50.00	06 - Rents, Rates & Taxes / Royalty	0.00	32.55
0.00	4.09	0.00	35.00	0.00	35.00	01 - Rents for Hired Building	0.00	32.55
0.00	0.00	0.00	15.00	0.00	15.00	02 - Rates & Taxes	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	07 - Publication	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	99 - Others	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	08 - Advertising, Sales and Publicity Expenses	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	99 - Others	0.00	0.00
0.00	0.00	0.00	1.00	0.00	10.00	17 - Maintenance	0.00	10.23
0.00	0.00	0.00	1.00	0.00	10.00	03 - Machinery and Equipment	0.00	10.23
0.00	0.00	0.00	0.10	0.00	0.10	26 - Other Charges	0.00	0.00
0.00	0.00	0.00	0.10	0.00	0.10	99 - Others	0.00	0.00
0.00	-3.94	0.00	0.00	0.00	0.00	911 – Deduct Recoveries of Overpayments	0.00	0.00
0.00	-3.94	0.00	0.00	0.00	0.00	0000 - NULL	0.00	0.00
0.00	-3.94	0.00	0.00	0.00	0.00	000 - NULL	0.00	0.00
0.00	-3.94	0.00	0.00	0.00	0.00	00 - NULL	0.00	0.00
0.00	-3.94	0.00	0.00	0.00	0.00	00 - NULL	0.00	0.00
0.00	0.00	0.00	1047.41	0.00	1310.41	2041 - Taxes on Vehicles	0.00	1244.98
0.00	0.00	0.00	1047.41	0.00	1310.41	00 - NULL	0.00	1244.98
0.00	0.00	0.00	1047.41	0.00	1310.41	800 - Other Expenditure	0.00	1244.98
0.00	0.00	0.00	1047.41	0.00	1310.41	3880 - Motor Accident Claim	0.00	1244.98
0.00	0.00	0.00	1047.41	0.00	1310.41	000 - NULL	0.00	1244.98
0.00	0.00	0.00	869.86	0.00	1099.86	01 - Salaries	0.00	952.63



0.00	0.00	0.00	655.00	0.00	795.00	01 - Pay	0.00	952.62
0.00	0.00	0.00	98.25	0.00	158.25	02 - Dearness Allowance	0.00	0.00
0.00	0.00	0.00	20.00	0.00	20.00	04 - Other Allowance	0.00	0.00
0.00	0.00	0.00	30.00	0.00	30.00	06 - Medical Allowance	0.00	0.00
0.00	0.00	0.00	65.50	0.00	65.50	07 - House Rent Allowance	0.00	0.00
0.00	0.00	0.00	0.01	0.00	25.01	12 - Arrear Salary/DA	0.00	0.01
0.00	0.00	0.00	1.10	0.00	6.10	99 - Others	0.00	0.00
0.00	0.00	0.00	30.00	0.00	46.00	02- Wages	0.00	74.40
0.00	0.00	0.00	30.00	0.00	46.00	99 - Others	0.00	74.40
0.00	0.00	0.00	20.00	0.00	20.00	03 - Travel Expenses	0.00	23.25
0.00	0.00	0.00	20.00	0.00	20.00	01 - Regular	0.00	23.25
0.00	0.00	0.00	118.95	0.00	135.95	04 - Office Expenses	0.00	187.26
0.00	0.00	0.00	2.20	0.00	2.20	01 - Postage Stamp	0.00	4.65
0.00	0.00	0.00	6.50	0.00	6.50	02 - Telephone Charge	0.00	6.51
0.00	0.00	0.00	16.50	0.00	16.50	03 - Electricity and Water Charge	0.00	16.88
0.00	0.00	0.00	17.60	0.00	22.60	04 - Office Equipments including Computers & Accessories	0.00	60.45
0.00	0.00	0.00	20.00	0.00	24.00	05 - Stationery and Printing of Forms	0.00	24.55
0.00	0.00	0.00	16.50	0.00	16.50	06 - Furniture	0.00	17.39
0.00	0.00	0.00	2.20	0.00	2.20	07 - Liveries	0.00	5.58
0.00	0.00	0.00	11.00	0.00	14.00	08 - Maintenance of Vehicles	0.00	14.32
0.00	0.00	0.00	16.50	0.00	21.50	09 - Petrol, Oil and Lubricants (POL)	0.00	22.51
0.00	0.00	0.00	5.00	0.00	5.00	10 - Books and Periodicals	0.00	5.12
0.00	0.00	0.00	2.75	0.00	2.75	11 - Refreshment Expenses	0.00	9.30
0.00	0.00	0.00	2.20	0.00	2.20	99 - Others	0.00	0.00

0.00	0.00	0.00	0.10	0.00	0.10	05 - Payment for Professional and Special Services	0.00	0.93
0.00	0.00	0.00	0.10	0.00	0.10	01 - Remuneration for Professional Services	0.00	0.93
0.00	0.00	0.00	7.00	0.00	7.00	06 - Rents, Rates & Taxes / Royalty	0.00	6.51
0.00	0.00	0.00	7.00	0.00	7.00	99 - Others	0.00	6.51
0.00	0.00	0.00	0.50	0.00	0.50	07 - Publication	0.00	0.00
0.00	0.00	0.00	0.50	0.00	0.50	99 - Others	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	08 - Advertising, Sales and Publicity Expenses	0.00	0.00
0.00	0.00	0.00	1.00	0.00	1.00	99 - Others	0.00	0.00

xii)-

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

There is no subsidy programme being executed by the High court.

xiii)-

**Particulars of recipients of concessions permits or authorizations granted by it.**

Does not arise.

xiv)-

**Details in respect of the information available to or held by it, reduced in an electronic form.**

The following information is being made available at official website of Gauhati High court and KIOSK Machine :-

- a) Daily Cause list published under the authority of Hon'ble the Chief Justice.
- b) Judgements as well as final order of different courts of Gauhati High court are available online.
- c) Apart from it, orders passed by the Hon'ble Gauhati High court in different cases of the High court are available to public, all total 6 nos of KIOSK Machines installed at Gauhati High court premises.

**xv)-The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The library of High court is not open for public use.

**xvi)- The names, designation and other particulars of Public Information officers.**

The names, designation of Public Information officer of Gauhati High court are given below-

1. Sri Rafique Ahmed Tapadar, Public Information officer cum Registrar (Judl.)
2. Sri Karabi Das, Asstt. Public Information officer cum Dy. Registrar (Judl.V)

Sl. No	Public Authority	Appellate authority	Public Information officer	Asstt. Public Information officer
1	Principal seat of Gauhati High court	Registrar General	Registrar (Judl.)	Dy. Registrar (Judl.)
2	Kohima Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
3	Aizwal Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
4	Itanagar Bench	Registrar	Sr. Most Deputy Registrar	Sr. Most Assistant Registrar
5	Sub –ordinate court	District & Session judge of the concerned district	Asstt. District & Session judge/ CJM whoever is senior	Munsiff of the concerned district or Sub-division
6	Family court	Principal Judge	Counsellor	Sr. Most UDA
7	Labour court	Presiding Officer	Registrar	Member
8	Industrial Tribunal	Presiding Officer	Registrar	Sr. Most UDA
9	Designated court	Judge	Registrar	Sr. Most UDA

**xvii.) Such other information as may be prescribed :**

Registrar General, Gauhati High court is the First Appellate Authority under the RTI Rules, 2008.

***N.B.- Utmost care has been taken in furnishing the information correctly. If any information is found incorrect, it is purely accidental and unintentional.***

R. A. Tapadar  
28.08.20

**Sri Rafique Ahmed Tapadar,  
Public Information officer cum Registrar (Judl.)**

N. Nath  
28/8/20

**NO.HC.XXXV-6/2011/80/RTI dated 28-08-2020**

1. The Registrar ( \_\_\_\_\_ ), Gauhati High court, Gauhati.
2. The Registrar cum Principal Secretary to Hon'ble the Chief Justice.
3. The Project Manager, Gauhati High court, Gauhati. He is directed to upload the aforesaid Notification in the Gauhati High court website relating to RTI information.

R. A. Tapadar  
28.08.20

**Sri Rafique Ahmed Tapadar,  
Public Information officer cum Registrar (Judl.)**

N. Nath  
28/8/20