

HIGH COURT OF HIMACHAL PRADESH, SHIMLA – 171001.

No.HHC/Comp./H.C./Instructions)/2017-I-

Dated: Shimla, the
4th March, 2017.

OFFICE ORDER

In the interest of administration, Hon'ble the Chief Justice has been pleased to issue the necessary guidelines / instructions for distribution of computer hardware and its use amongst the Officers / Officials of the Registry of this High Court :

1. **Computer Hardware is to be allotted to the Seat(s), keeping in view the Designation of the Officers / Officials concerned. The Computer Branch will maintain a Master Record of the Computer Hardware so allocated to the Officers / Officials in this Registry.**
2. **No Officer / Official is permitted to carry / take the computer hardware with him / her from any Branch / Seat, where he / she was earlier posted to his / her new place of posting on account of transfer / promotion / or any other reason etc.**
3. **In case any damage is caused to the Computer Hardware due to any negligence, Officer / Official concerned will be held responsible for the same and the repairing charges shall have to be borne by the defaulting Officer / Official.**
4. **The Stock of the entire Computer Hardware is to be maintained by the Computer Branch.**
5. **On retirement / transfer etc. of any Officer / Official concerned from this Registry, the concerned Officer / Official shall return the computer hardware earlier allotted to him / her and get the Clearance Certificate in respect of Computer Hardware from Computer Branch.**
6. **The Worthy Registrar General shall be the final authority with regard to allotment / re-allotment of Computer Hardware including permission for internet usage by the Officers / Officials in the Registry of this High Court.**
7. **In case of requirement of Computer Hardware for particular seat, the concerned Branch In-charge while forwarding the request should justify such requirement. All requests should be routed through Branch Incharge / Immediate Reporting Officer.**
8. **The safety of Computer Hardware at each location shall ultimately be the responsibility of respective Section Officer and any damage etc. is to be immediately reported by the Concerned Sections Officers to the Computer Branch.**

These orders must be complied with in letter and spirit and any deviation from it would be viewed strictly.

OFFICE ORDER

By Order,

Registrar General.

Endst.No.HHC/Comp./H.C./Instructions/2017-I- 4/26-32

Dated : 4.3.2017.

Copies forwarded to :-

1. The Principal Private Secretary to Hon'ble the Chief Justice ;
2. The Secretaries to the Hon'ble Judges ;
3. The CPC / Additional Registrars ;
4. The Secretaries/Private Secretaries/P.A.s to the Registrar General/Registrar (Vigilance)/Registrar (Judicial) / Registrar (Rules)/ Registrar (Administration) /Registrar (Estt. & GAD) ;
5. All the Deputy Registrars/Assistant Registrars/Court Masters/Section Officers / Private Secretaries / Estate Officer / Public Relation Officer / Chief Librarian with a request to circulate the Office Order / Instructions amongst the staff under your kind control for necessary compliance ;
6. The System Analyst, NIC to upload the Office Order / Instructions on the website of the High Court of Himachal Pradesh.
7. The Section Officer (Computer) to upload the Office Order / Instruction on the website of the e-Gazette
(Sr. No.1 to 7, High Court of Himachal Pradesh, Shimla - 171001.)


(Dr. Parvinder Singh Arora)
Central Project Coordinator.

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