

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171 001

No.HHC/Estt.1(18)/78-XIII-

Dated 04.03.2014.

OFFICE ORDER

In partial modification of Office Order No.HHC/Estt.1 (18)/78-XIII-4175-82, dated 24/25.02.2014, Hon'ble the Acting Chief Justice has been pleased to redistribute with immediate effect the Administrative and Executive business/work of the High Court Registry amongst the Registrar General, Registrars and other Officers as under:-

I. Registrar General

1. Overall supervision of the working of the Registry and overall in-charge of all Functions.
2. Recruitment, promotion and transfers/postings of Judicial Officers/ADJs/DJs.
3. Annual Confidential Reports of the Officers and staff of the Registry.
4. Recruitment, promotion and strengthening of Officers and staff in the Registry.
5. Grant of license for running the canteen of the High Court.
6. Sending of various types of periodical statements of routine nature to the State Govt., Govt of India and other Bodies, like the Parliament and the State Legislature.
7. Forwarding of applications of Officers/Officials of the High Court for the jobs in other Departments of the Govt./Corporation etc.
8. Forwarding of applications for allotment of Govt. residential accommodation by the Officers and Officials of the Registry and those of the Subordinate Courts. However, the application for "out of turn" allotment shall be forwarded only after due approval by the Committee constituted for the purpose.
9. Matter relating to H.P. State Judicial Academy, Shimla, National Judicial Academy, Bhopal and all other Judicial Academies in the Country.
10. Arranging of various Conferences in the State jointly with the Principal Ministerial Officer of the Hon'ble the Chief Justice's Secretariat.

11. Organization of functions of the High Court.
12. Appointment of Oath Commissioner in the High Court, State Consumer Disputes Redressal Commission as also all District/Sub Divisional/Tehsil Headquarters etc.
13. Chief Justices' Conference, Chief Justices and Chief Ministers Conference.
14. Creation, constitution and establishment of Courts.
15. Conduct Rules.
16. To coordinate with the H.P. State Judicial officers Association.
17. Conduct meetings with the Chief Secretary and other required/nominated officers/officials weekly and to report progress and compliance.
18. All other administrative matters not assigned to any other Officer.

II. Registrar (Administration)

1. Processing of all cases in which administrative approval/expenditure sanction from S.O.E. (Office Expenses) are required, in respect of the High Court, as also the Subordinate Courts.
2. Matters pertaining to loans and advances for House construction, purchase of cars etc., by the officers/officials of the Registry.
3. Grant of Annual increment to Class I and II Officers of the registry.
4. Signing of nomination Forms of the Officers and employees of the Registry.
5. Grant of any kind of leave to Officers/Officials of the Registry.
6. Matter regarding providing of uniform to the Officers/Officials of the Registry.
7. Livery articles for Class III and Class IV Staff of the High Court.
8. To Exercise powers to accord permission to Officers/Officials of this Registry for prosecution of higher studies.

9. Signing of vouchers regarding deposit/withdrawal of money, award money, compensation etc.
10. According of sanction for payment of rent for the accommodation hired for housing the Courts.
11. Countersigning of T.A. bills/ medical re-imbusement bills of members of H.P. Higher Judicial Service.
12. Pay fixation of Judicial Officers.
13. Signing of nomination forms of Judicial Officers.
14. Sanction to purchase furniture, fixtures by the Subordinate Courts upto the limit specified by Hon'ble the Chief Justice.
15. Purchase of furniture and furnishing articles for the subordinate Courts.
16. Sanction of incurring certain expenses as Controlling Officer in respect of the High Court and in respect of the subordinate courts in the State as per the delegation of powers by the Hon'ble the Chief Justice under H.P.F.R and putting up the matters before the Purchase/Finance Committee for approval under H.P.F.R.
17. Control & supervision of Library Branch including purchases of library books for the High Court and the Subordinate Courts.
18. All matters pertaining to construction/acquisition of sites/requisitioning of buildings for the High Court/Subordinate Courts/residences of the Presiding Officers.
19. Purchase of furniture and furnishing articles for the High Court.
20. Protocol and paying personal attention to the matters relating to visit of VVIPs.
21. Incharge of the High Court Guest House/Sessions Houses in the State of Himachal Pradesh for looking after the affairs relating to maintenance, up-keep and furnishing etc.
22. Reservation of Guest Houses/Sessions Houses.
23. Matters pertaining to retired Hon'ble Judges.

24. To look into the affairs of Disaster Management.
25. Processing of G.P.F Advances and withdrawals from G.P.F of the Hon'ble Judges.
26. Matters regarding advances and withdrawal from GPF in respect of the Officers/Officials of the Registry.
27. To look after all affairs involving Finance.
28. All such functions/duties that may be assigned by Hon'ble the Chief Justice/High Court.

III. Registrar (Rules)

1. Preparation of petitions, applications, complaints, replies, written statement etc. in all matters in which High Court is a party.
2. Opinion/reports received from the Law Commission of India, Ministry of Law, Justice and Company Affairs.
3. Circulation of judgments received from Hon'ble Supreme Court as also those of the High Courts, which are ordered to be circulated.
4. Framing of all types of Rules relating to Judiciary, i.e. High Court Registry and the Subordinate Courts including amendments thereto or review thereof.
5. To deal matters pertaining to litigation wherein the High Court is a party and to put up the matters in this regard before the Hon'ble Committee for seeking advice and special opinions.
6. Departmental/service appeals and representations of Officers and staff of the subordinate courts and High Court.
7. Revision of various manuals of High Court and subordinate Courts.
8. Prescribing of fees to be charged in the Courts.
9. Compilation and circulation of circulars issued by the Government, Parliament and State Legislature to the subordinate judiciary as well as the High Court.
10. The matters relating to the Right to Information Act.
11. Holding conferences of the judicial officers and staff of High Court and subordinate courts in collaboration with the State Judicial Academy and also the matters concerning the training of the judicial officers either in the State Judicial Academy or National

Judicial Academy, National Law School including foreign countries.

12. Appointment, supervision of the work of Law Clerks/granting leave etc. of law clerks and making leave arrangements etc.
13. Appointment, supervision of the work of Court Managers, in High Court as well as subordinate courts granting leave etc. to them and making leave arrangements etc.
14. The matters concerning designation of Advocates as Senior Advocates by the High Court and verification of their Income Tax Returns.
15. All P.I.L. matters.
16. Recruitment of Additional District & Sessions Judges by way of direct recruitment and by accelerated promotion on merit-cum-seniority basis (jump promotion).
17. Departmental examinations by way of direct recruitment to the cadre of District/Additional District Judges and Departmental examinations for the Civil Judges (Junior Division).
18. Creation of posts of Judicial Officers and staff of Subordinate Courts.
19. Conferment of Judicial powers on Officers of the Judiciary and executive Officers.
20. Matters pertaining to holding of Circuit Courts by Judicial Officers.
21. Matters relating to functioning of Juvenile Justice Boards in the State of Himachal Pradesh.
22. All complaints against the Advocates.
23. All such functions/duties that may be assigned by Hon'ble the Chief Justice/High Court.

IV Registrar (Judicial)

1. All matter pertaining to Judicial Branch.
2. Judicial work as per powers delegated under Rules and Orders of the High Court.
3. To devise targets in order to clear back log in High Court.
4. According of administrative approval for binding of law books for the High Court & the Subordinate Courts.

5. Requisitions for judicial records from different Courts in the State-sending of records.
6. Monitoring of service of notices received from the Hon'ble Supreme Court.
7. Forwarding of a request to the State Govt. for providing new telephone connections for Courts and residences of Judicial Officers where the facility does not exist.
8. Overall control and functioning of the Judges Branch including Hon'ble Chief Justice Residence and Residences of all Hon'ble Judges.
9. Permission to use general pool vehicles by the visiting dignitaries, within 50 kms. of Shimla town.
10. To authorize the sending of High Court vehicles to Chandigarh for routine repair within the warranty period or for periodical maintenance/check/service by authorized dealers.
11. To send the staff cars for repairs through private workshops at Shimla.
12. Fixing/replacement of accessory items in official vehicles of the High Court/subordinate Courts and replacement of tyres/tubes and batteries.
13. According of sanction for the auction of the condemned vehicles and unserviceable parts of the Motor vehicles including tyres and tubes.
14. Issuance of practice certificates in favour of Advocates.
15. Printing cards.
16. All such functions/duties that may be assigned by Hon'ble the Chief Justice/High Court.

V Registrar (Vigilance)

1. Complaints against Judicial Officers and staff of the High Court and Subordinate Courts.
2. Providing assistance to the Hon'ble Chief Justice and Hon'ble Judges during inspection of District and Subordinate courts.

3. Grant of station leave/casual leave to Judicial Officers and permission to make use of earmarked vehicles by them.
4. Grant of earned leave to Judicial Officers and making leave arrangements including arrangements for looking after administrative and financial matters of courts during the leave period of Presiding Officers.
5. Declaration of Judicial Officers as Drawing & Disbursing Officers in respect of other Courts, during the leave period of Presiding Officers of those other Courts.
6. Grant of increments to the Judicial Officers.
7. General vigilance of the staff of the Registry, particularly with regard to punctuality and regularity.
8. Enquiries into loss/misplacement of Judicial/Administrative record of Subordinate Courts and High Court and re-construction thereof.
9. Work review/assessment/A.C.Rs. of Judicial Officers, except his/her own.
10. Permission in favour of Judicial Officers to proceed to a different station to conduct a departmental inquiry, or to attend an inquiry as witness or a Court as witness pursuant to notice/summons within the State by performing journey in official vehicle.
11. All matters relating to grant of permission for purchasing/disposing of the immovable properties by Judicial Officers/ADJs/DJs on lease, mortgage, sale, gift or otherwise.
12. Jail appeals and all matters relating to under trial prisoners.
13. Periodical Statements regarding NDPS Act, Mentally ill persons, Under Workmen Compensation Act, Non-deposit of Judicial Fine, Citizens, Under trial Prisoners, Spot Trial under MV Act, expeditious disposal of summary cases Institution disposal and pendency of Civil and Criminal cases.
14. Monthly work done statements (Civil and Criminal cases) in respect of Subordinate Courts, Monthly/Quarterly Assessments thereof.

15. Processing of periodical statements regarding Jail Inspection and reports regarding inspection of Subordinate Courts by the District & Sessions Judges and also reports regarding inspection of own courts by the Presiding Officers of the Subordinate Courts.
16. To devise targets in order to clear back log in District Judiciary.
17. Monitoring the implementation of Mission Mode Programme.
18. To act as Secretary of H.P. High Court Legal Services Committee and provide legal aid to the entitled person at High Court level.
19. Disposal of R.T.I appeals as Appellate Authority at High Court level.
20. Arrangements for holding *lok adalats* for High Court.
21. Disciplinary proceedings against the Judicial Officers.
22. Disciplinary proceedings against the Officers and staff of the Registry.
23. Processing of requests for advances and withdrawal from GPF received from Judicial Officers.
24. Audit and Audit objections pertaining to High Court and subordinate courts.
25. All other matters pertaining to the Accounts Branch viz. preparation of Misc. bills and payments thereof other than the salary bills, income tax deductions etc., Sheriff Petty Accounts and court deposits etc.
26. Passport matters relating to employees of the High Court as well as of District Judiciary including the Judicial Officers.
27. Monitoring the expenditure of the Grants under the Thirteenth Finance Commission.
28. Matters pertaining to sexual harassment.
29. All such functions/duties that may be assigned by Hon'ble the Chief Justice/High Court.

VI Central Project Co-ordinator

1. Computerization of High Court and Subordinate Courts and purchase of Hardware/software and other connected material required for computerization.

2. Member of the Project Monitoring Committee to monitor the Computerization proposal of the City Civil Courts in the State Capital.
3. To supervise and monitor all the activities of computerization in the High Court as well as subordinate courts in the State.
4. To co-ordinate with the e-committee of Hon'ble Supreme Court with regard to computerization of the High Court as well as subordinate courts.
5. To take possible steps for speeding up the computerization work in the High Court as well as subordinate courts.
6. To maintain co-ordination with the National Informatics Center with regard to the work of computerization in the High Court and subordinate courts in the State.
7. To put up proposals before the e-Committee of the High Court for purchase and maintenance of computer systems in the High Court and the subordinate courts including providing laptops to the Judges of the High Court and Judges of the subordinate courts and also providing internet connectivity to them.
8. To deal with the matters with regard to the purchase of other gadgets which are ancillary and incidental to the computers.
9. To ensure co-ordination with the building department of High Court for proper building infrastructure in the High Court and subordinate courts for effective computerization.
10. To ensure Annual Maintenance Contracts for the repair and maintenance of the computers and laptops etc. provided to the Hon'ble Judges, Officers and officials of the High Court and presiding officers of the subordinate courts in the State, as the case may be.
11. To maintain the High Court web site and supervise the maintenance of the web sites of the Courts subordinate to High Court and their updating and upgradation from time to time.

12. To ensure proper inventory of such computers and other gadgets associated to the computerization work.
13. To ensure that a separate web site is created and maintained for Mediation activities in collaboration with the Mediation wing of the High Court.
14. Any other matter assigned by the Hon'ble the Chief Justice, Hon'ble Judges and Registrar General of the High Court.

VII: SHRI PRATAP SINGH THAKUR, CIVIL JUDGE (SENIOR DIVISION) (OSD)

He will continue with the assignment already made under the guidance/control of Registrar General/Registrar concerned.

VIII: DR. ABIRA BASU, CIVIL JUDGE (SENIOR DIVISION) (OSD)

She will continue with the assignment already made under the guidance/control of Registrar General/Registrar concerned.

IX: SHRI ASLAM BEG, CIVIL JUDGE (JUNIOR DIVISION), (COORDINATOR, MAIN MEDIATION CENTRE)

He will work under the guidance/control of Registrar General/Member Secretary HPSLSA.

Note:

1. In the absence of the Registrar General from the headquarter, the senior most Judicial Officer in the Registry may officiate as Registrar General, provided orders to this effect are obtained from Hon'ble the Chief Justice specifically, every time when the Registrar General is absent from the Headquarter.
2. Whenever any of the Registrars is away from the headquarters, then in his/her absence the next senior most judicial officer shall look after the work in his/her place provided orders to this effect are obtained from Hon'ble the Chief Justice specifically.
3. Items of work/business not covered hereby and assigned to any Officer, including a Judicial Officer posted in the High Court

in terms of any Office Order(s), shall continue to be performed by that Officer.

4. This distribution of work will not affect any left out matter assigned / distributed through various office orders, from time to time.

BY ORDER OF HON'BLE THE ACTING CHIEF JUSTICE

REGISTRAR GENERAL

Endst.No.HHC/Estt.1(18)/78-XIII-

Dated: 04.03.2014

Copies forwarded for information to:-

1. Deputy Registrar-cum-Special Private Secretary to Hon'ble the Acting Chief Justice;
2. Secretaries to Hon'ble Judges;
3. The Secretary/Private Secretary/PAs to the Registrar General/ Registrar (Administration)/ Registrar(Rules)/ Registrar (Judicial)/ Registrar(Vigilance);
4. All the District & Sessions Judges/Additional District & Sessions Judges in the State;
5. All the OSDs/Additional Registrars;
6. All the Deputy Registrars/Assistant Registrars/Court Masters;
7. All the Section Officers/Protocol Officer/Public Relations Officer/ Private Secretaries/Chief Librarian/Marriage Counsellor;
8. The Section Officer (Computer) is requested to upload the above Office Order on the High Court Website today itself.

(From Sl. Nos.1,2,3 and 5 to 8 High Court of H.P. at Shimla)

REGISTRAR GENERAL