

OFFICE ORDER

In supersession of earlier Office Order No.HHC/Admn.1 (18)/78-XIV-13719, dated 16.5.2015, Hon'ble the Chief Justice has been pleased to redistribute the Administrative and Executive business/ work of the High Court Registry amongst the Registrar General, other Registrars and CPC with immediate effect 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. To deal with the matters which are required to be placed before the Hon'ble Administrative Committee/Hon'ble Full Court.
4. Proposal for assignment of administrative work amongst Hon'ble Judges.
5. Matters relating to convening of Full Court meetings and preparation of agenda for such meetings and drawing of minutes and also ensuring follow up action in this behalf.
6. Annual Confidential Reports of the Officers and staff of the Registry.
7. Recruitment, promotion and strengthening of Officers and staff in the Registry.
8. Grant of license for running the canteen of the High Court.
9. To exercise powers to accord permission to Officers/Officials of the Registry for prosecution of higher studies.
10. Grant of any kind of leave to Officers/Officials of the Registry.
11. 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.
12. Matter relating to H.P. State Judicial Academy, Shimla, National Judicial Academy, Bhopal and all other Judicial Academies in the Country.

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13. Arranging of various Conferences in the State jointly with the Principal Ministerial Officer of the Hon'ble the Chief Justice's Secretariat.
14. Organization of functions of the High Court.
15. Appointment of Oath Commissioners in the High Court, State Consumer Disputes Redressal Commission/H. P. State Administrative Tribunal as also all District/Sub Divisional/ Tehsil Headquarters etc.
16. Chief Justices' Conference, Chief Justices and Chief Ministers Conference.
17. Creation, constitution and establishment of Courts.
18. Conduct Rules.
19. To coordinate with the H.P. State Judicial officers Association.
20. Conduct meetings with the Chief Secretary and other required/ nominated officers/officials weekly and to report progress and compliance.
21. All other administrative matters not assigned to any other Officer.
22. Any other item which may be specifically assigned, by Hon'ble the Chief Justice.

II. Registrar (Vigilance)

1. Complaints against Judicial Officers and staff of the High Court and Subordinate Courts.
2. Grant of station leave/casual leave to Judicial Officers and permission to make use of earmarked vehicles by them.
3. 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.
4. Grant of increments to the Judicial Officers.
5. General vigilance of the staff of the Registry, particularly with regard to punctuality and regularity.
6. Annual Confidential Reports of Judicial Officers, except his/her own.
7. Monthly work done statements of civil and criminal cases in respect of Subordinate Courts.
8. Matters pertaining to holding of Circuit Courts by Judicial Officers.

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