

OFFICE ORDER

In supersession of all earlier Office Orders issued from time to time in this behalf, Hon'ble the Chief Justice has been pleased to re-allocate the executive and administrative business of the High Court Registry amongst the Registrars and CPC with immediate effect, as under:-

REGISTRAR GENERAL

1. Overall supervision of the working of the Registry and overall in-charge of all the events such as Independence Day, Republic Day, Oath Ceremonies, farewell parties, Red Carpet welcome, Full Court References, Send Off, Guard of Honour, Conferences, seminars etc.
2. Creation of posts of Judicial Officers and staff of the High Court and Subordinate Courts.
3. Promotion and transfers/postings of Judicial Officers.
4. To deal with the matters which are required to be placed before the Hon'ble Administrative Committee/Hon'ble Full Court.
5. Proposal for assignment of administrative work amongst Hon'ble Judges.
6. 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.
7. Annual Confidential Reports of the Registrars, Officers and staff of the Registry.
8. Service matters including recruitment, promotion, deployment of Officers and staff of the High Court.
9. Grant of license for running the canteen, business of photostat, typing in the High Court premises.
10. To exercise powers to accord permission to Officers/ Officials of the Registry for prosecution of higher studies.
11. Grant of all kind of leave to the Officers/Officials except casual leave of the officials of the Registry.
12. 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.
13. Matters relating to H.P. State Judicial Academy, Shimla, H.P. State Legal Services Authority, National Judicial Academy, Bhopal and all other Judicial Academies in the Country.
14. 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.
15. Matters of Chief Justices' Conference, Chief Justices and Chief Ministers Conference.
16. Creation, constitution and establishment of Courts.
17. To coordinate with the H.P. State Judicial officers Association, employees Associations of the High Court and Subordinate Courts.
18. Conduct meetings with outside Agencies except informal meeting.
19. The matters of Passport and disciplinary proceedings of the Judicial Officers and officers/officials of the Registry.
20. Appointment and service matters of Chief Administrative Officer/Superintendent Grade-I to the District and Sessions Judges.

