

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 rationalize and allocate the work of the branches of the Registry as under:-

JUDGES BRANCH

1. Maintenance and furnishing of residences of Hon'ble the Chief Justice and Hon'ble Judges.
2. All matters relating to the vehicles of Hon'ble the Chief Justice and Hon'ble Judges excluding purchase.
3. Superintendence including deployment of all the Class-IV Court servants.
4. Making purchase for the Court Rooms and Chambers of Hon'ble the Chief Justice and Hon'ble Judges, upkeep and maintenance thereof.
5. Providing of stationery, printing of stationery, cards etc. of the Hon'ble the Chief Justice and Hon'ble Judges.
6. All arrangements relating to Hon'ble Judges including dinner, lunches, meetings etc.
7. Payment of all the bills pertaining to the services provided at the residences of Hon'ble the Chief Justice and Hon'ble Judges.
8. Matters relating to telephones, mobile phones etc. of the Hon'ble the Chief Justice and Hon'ble Judges.
9. Providing gas stoves, fuel wood etc. at the residences of Hon'ble the Chief Justice and Hon'ble Judges.
10. Matters relating to the former Hon'ble Judges.

GAD BRANCH

1. All purchases for the Registry and the High Court Guest Houses excluding computers and other computer related hardware.
2. Purchase of Printers, Cartridges/Toners including refilling.
3. Providing of internet/broadband connection.
4. Purchase of vehicles for the High Court and Subordinate Courts including condemnation and disposal of old vehicles, spare parts and scrap etc.
5. Arrangements for celebration of important events such as Independence Day, Republic Day, Oath Ceremonies, Farewell Parties, Red Carpet welcome, Send Off, Guard of Honour and refreshment etc.
6. Making arrangements for Conferences, Seminars, departmental examinations, recruitments etc.
7. Lodging of FIR and processing the matters arising out of the accident of the vehicles, theft, missing of articles etc.
8. Maintenance of the EPABX systems.
9. Cleanliness of the High Court buildings.
10. Security arrangements.
11. Maintenance and upkeep of the parkings.
12. Providing and maintenance of furniture/furnishing articles in the High Court as well as in the subordinate Courts including condemnation, disposal and auction etc.
13. All matters of uniform and livery of the staff of the Registry.
14. Matters relating to telephones and mobile phones etc. of the Officers/officials including installation of new telephones of the judiciary.
15. Entire printing work of the High Court and Subordinate Courts and procurement and distribution of stationery.

