

"OFFICE ORDER"

Hon'ble the Chief Justice has been pleased to assign the following works to the Estate Officer:

1. Supervision, maintenance etc. including the payment of bills of the High Court premises and residences of Hon'ble the Chief Justice and Hon'ble Judges.
2. Physical verification of the stores/stocks after the end of financial year and the report is to be put up to the Registrar General on or before 10th April of every year.
3. The Estate Officer shall route the files through the concerned Assistant Registrar(JB) or Assistant Registrar (GAD), as the case may be.

BY ORDER

REGISTRAR GENERAL

Endst.No.HHC/Admn.1(18)/78-XV- 5862-68 Dated: 23.03.2017
Copies forwarded for information to:- *24*

1. The Principal Private Secretary to Hon'ble the Chief Justice;
2. The CPC/ All the Additional Registrars/ Deputy Registrars/ Secretaries/ Assistant Registrars/ Court Masters;
3. The Secretaries/Private Secretaries/PAs to the Registrar General/ Registrar (Vigilance)/ Registrar (Judicial)/ Registrar(Rules)/ Registrar (Admn.)/ Registrar (Estt.);
4. All the Section Officers/Private Secretaries/ Chief Librarian;
5. The Section Officer(Computer), to get uploaded the office order on the High Court Website;
6. The Estate Officer for compliance;
7. Guard file.

(From Sl. Nos. 1 to 6, High Court of H.P. at Shimla).

Ranjit
Deputy Registrar (Estt.)