

"OFFICE ORDER"

In view of the newly created post of Registrar (Administration) in the pay scale of Rs. 15600-39100/- + Rs. 8400/- Grade Pay + Rs. 2500/- Secretariat Pay, on the Establishment of this High Court Registry and in partial modification of office order dated 4.3.2014, Hon'ble the Chief Justice has been pleased to order to assign the following work to the Registrar (Administration) as under, with immediate effect.-

Registrar (Administration)

1. Matters pertaining to loans and advances for House construction, purchase of cars etc. by the officers/officials of the Registry.
2. Grant of Annual increment to Class II and III Officers of the Registry.
3. Signing of nomination forms of the officers and officials of the Registry.
4. Matter regarding providing of uniform to the officers and officials of the Registry.
5. Livery articles for Class III and Class IV Staff of the Registry.
6. Signing of vouchers regarding deposit/withdrawal of money, award money, compensation etc.
7. Countersigning of T.A. bills/medical re-imbusement bills of the officers and officials of the Registry.
8. Matters regarding advances and withdrawal from GPF in respect of the officers and officials of the Registry.
9. 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.
10. Forwarding of applications of officers and officials of the Registry for the jobs in other Departments of the Govt./Corporation etc.
11. 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.
12. Matters pertaining to retired Hon'ble Judges.
13. Circulation of judgments received from Hon'ble Supreme Court as also those of the High Courts, which are ordered to be circulated.
14. Matters relating to the Right to Information Act.

15. According of administrative approval for binding of law books for the High Court & the Subordinate Courts.
16. Printing cards etc.
17. Enquiries into loss/misplacement of Judicial/Administrative record of Subordinate Courts and High Court and re-construction thereof.
18. Audit and Audit objections pertaining to High Court and Subordinate Courts.
19. All such functions/duties that may be assigned by Hon'ble the Chief Justice/High Court.
20. The Registrar (Administration) shall not deal with any matter pertaining to the Judicial Officers.

BY ORDER

REGISTRAR GENERAL

**Endst.NO.HHC/Admn.1(18)/78-XIV-
Copy forwarded for information to:-**

Dated: 07.03.2015

1. The Deputy Registrar–cum-Special Private Secretary to Hon'ble the Chief Justice;
2. Secretaries to Hon'ble Judges;
3. The Secretaries/Private Secretaries/PA's to the Registrar General/Registrar (Rules)/Registrar (Vigilance)/Registrar (Judicial)/Registrar (Inspection);
4. All the District & Sessions Judges/Additional District & Sessions Judges in Himachal Pradesh;
5. The C.P.C;
6. All the Additional Registrars/ Deputy Registrars/Assistant Registrars/ Court Masters;
7. All the Section Officers/Marriage Counsellor/Public Relation Officer/Protocol Officer/ Private Secretaries/Chief Librarian;
8. The Section Officer (Computer) is requested to upload the above Office Order on the High Court Website today itself;
9. Guard file.

(From Sl. No. 1 to 3 and 5 to 9, High Court of H.P., Shimla-171 001).

REGISTRAR GENERAL