

HIGH COURT OF MEGHALAYA, SHILLONG.

NOTIFICATION

Dated, 11th July, 2023.

HCM.II/106/2013-Estt./ 1761 : With the approval of the Hon'ble the Chief Justice and in supersession of this Registry's notification No. HCM.102/2021/LIB dated 24th September, 2021, an Editorial Committee for preparation of the Quarterly/Annual Reports as well as the Quarterly Newsletter of the High Court of Meghalaya is hereby constituted with the following officers of this Registry:

- | | |
|--|--------------------|
| 1. Registrar (Judicial Service). | - Chairperson |
| 2. Smt Anindita Y. Sarki,
Joint Registrar. | - Member-Secretary |
| 3. Smt Sagarika S. Ghosh,
Deputy Registrar. | - Member |
| 4. Smt Sandra Lanong,
Assistant Registrar. | - Member |
| 5. Shri Emheibor Hujon,
Superintendent. | - Member |
| 6. Smt Artyksiar Mary Kharbuki,
System Analyst. | - Member |
| 7. Smt Lawaka Kynjing,
Librarian. | - Member |

The Library Section shall provide the secretarial assistance to the Committee.

The Committee shall be responsible for the following duties:

1. Preparation of the detailed Quarterly and Annual Reports of the High Court by following the format developed by the Orissa High Court. However, one section shall be devoted to the activities, achievements and progress of the District Courts;
2. The Committee shall also prepare the Newsletter of the High Court which shall highlight the activities of the High Court, District Courts and other institutions under the control of the High Court etc. to be published on a quarterly basis;

3. The Committee shall immediately collect all relevant materials and start the compilation work of the Annual Report for the calendar year 2022 so as to complete the same by September, 2023;
4. Similarly, the Committee shall compile the Quarterly and Annual Reports for the year 2023 onwards and complete the same in the following order:
 - i) Quarterly Reports and quarterly newsletter for the period January to March to be completed by the month of April every year;
 - ii) Quarterly Reports and quarterly newsletter for the period April to June to be completed by the month of July every year;
 - iii) Quarterly Reports and quarterly newsletter for the period July to September to be completed by the month of October every year;
 - iv) Quarterly Reports and quarterly newsletter for the period October to December to be completed by the month of January of the following year,
 - v) Annual Reports of the previous year to be completed by the month of March of the following year.
5. The Committee shall submit the Quarterly and Annual Reports/Newsletters to the Registrar General within the time frame indicated above and the same shall be placed before the Hon'ble the Chief Justice for final approval;
6. After final approval, the Committee shall ensure that the Quarterly and Annual Reports/Newsletters are uploaded in the official website of this High Court for general information.

By Order



REGISTRAR GENERAL

Copy to: -

1. The Registrar-cum-PPS to Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
2. The P.S to Hon'ble Mr. Justice H.S. Thangkhiew, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice W. Diengdoh, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
4. The Registrar (Judicial Service), High Court of Meghalaya for favour of kind information and necessary action.
5. All District & Sessions Judges in Meghalaya for favour of kind information and necessary action.
6. The Director, Meghalaya State Judicial Academy for favour of kind information.
7. The Joint Registrar(Listing) cum OSD to the Hon'ble the Chief Justice, High Court of Meghalaya for favour of kind information.
- ✓ 8. The CPC, High Court of Meghalaya for favour of kind information with a request to get the same uploaded in the official website of this High Court.
9. The concerned Joint Registrar/Deputy Registrar/Assistant Registrars /Superintendent/System Analyst/Librarian, High Court of Meghalaya, Shillong for favour of kind information and necessary action.
10. Office file


REGISTRAR GENERAL