

THE HIGH COURT OF MEGHALAYA

SHILLONG

ORDER

Dated Shillong, the ^{30th} March, 2022

No. HCM.II/35/2016/1003 : In supersession of all previous orders and notifications made in this regard, as per approval of Hon'ble the Chief Justice, the following allocation of duties and responsibilities amongst the Officers of the Registry is made operational w.e.f. 01.04.2022.

Sl.No.	Officer	Duties & Responsibilities	Reporting Authority
1	Registrar General	1. As per Rules of High Court of Meghalaya, 2013.	Chief Justice
		2. All correspondence concerning judiciary and to coordinate between High Court and the State/Central Government in administrative affairs. To be assisted by Joint Registrar-OSD	
		3. Preparation of Agenda Notes for the meetings of Full Court and Administrative Committee(s).	
		4. Orders for appointment of all Officers and staff of the High Court.	
		5. Matters pertaining to Budget and Accounts of the High Court.	
		6. Drawing & Disbursing Officer of the High Court.	
		7. Swearing-in of the Chief Justice and Judges.	
		8. Implementing the resolutions of the Chief Justices' Conference, Full Court and Administrative Committee(s), CJ-CM meetings and compliance with directions on the judicial side of the Supreme Court & High Court, etc.	
		9. Litigation by or against the High Court in Supreme Court.	
		10. Information to the Supreme Court, other High Courts, Parliament & State Assembly.	
		11. Leave of CJ and Judges of High Court.	
		12. Pension and medical benefits and claims of all Chief Justices and Judges (past and present).	
		13. Grant of Selection Grade and Super Time Scale to District Judges.	Full Court/ Chief Justice
		14. Orders for appointment of all Judicial Officers.	
		15. All correspondence concerning individual	

		Judicial Officer except leave(s) of Judicial Officers.	
		16. Matter relating to inspection of subordinate Courts by Hon'ble Chief Justice/ respective Portfolio Judges of the High Court.	
		17. Establishment of Courts & separation of subordinate Judiciary matters including, but not limited to, centralised recruitment of staff in subordinate Courts.	
		18. Purchase of items in High Court upto Rs.5,00,000/- (Rupees Five Lakhs only) in view of Resolution to Agenda No. 1 in Full Court Meeting dated 06.08.2013.	Chief Justice
		19. Nomination, exemption and related communications for conferences, workshops, seminars of Hon'ble Judges of the Court.	
		20. Appellate authority for RTI Matters.	Sole responsibility
		21. Framing Rule of the High Court and Subordinate Court to be assisted by the Registrar (Judicial Service).	Chief Justice
		22. Any other administrative matter not expressly assigned to Registrars/ Joint Registrars.	Chief Justice
2	Registrar (Judicial Service)	1. Perform duties as may be entrusted by Hon'ble the Chief Justice.	Chief Justice
		2. Overall in-charge of Judicial Section.	
		3. ACRs of Judicial Officers & communication of remarks in their ACRs.	Chief Justice/ Full Court
		4. Vigilance matters (complaints) pertaining to all Judicial Officers.	
		5. Consideration of the representation submitted by the Judicial Officer for expunction of adverse remarks in the ACRs etc.	
		6. Matters relating to the gradation and confirmation of Judicial Officers. Shall also supervise maintenance of personal files of Judicial Officers.	
		7. All matters relating to Judicial Officers viz. recruitment, transfer and posting, promotion, vesting of powers etc.	Full Court/ Chief Justice
		8. Vigilance & disciplinary matters (including complaints and inquiries) pertaining to all Officers & staff of High Court. Disciplinary matters (inquiries) pertaining to all Judicial Officers.	
		9. All matters relating to designation of Advocates as Senior Advocates by the High Court.	
		10. Nomination, exemption and related communications for conferences, workshops, seminars and training of the Judicial Officers.	Chief Justice
3	Registrar (Admin)	1. General administration of the entire Registry.	Chief Justice

		2. i/c recruitment and all other ancillary matters, internal transfer of all non- gazetted Class-III & Class-IV staff in High Court and recruitment of staff in subordinate Courts.	
		3. Reporting authority of ACRs of all non-gazetted staff in High Court.	Accepting Authority
		4. Inspection and management of all administrative sections in the Registry.	Registrar General
		5. Overall in-charge of Establishment Section.	Chief Justice/ Registrar General (as the case may be)
		6. Public Information Officer in High Court.	Sole responsibility
		7. Pension and medical benefits and claims of all Chief Justices and Judges (past and present).	Chief Justice
4	Registrar cum PPS to the Hon'ble, the Chief Justice	1. Perform duties as may be entrusted by Hon'ble the Chief Justice,	Chief Justice
		2. Duties and responsibilities of the Principal Private Secretary to the Hon'ble the Chief Justice,	
		3. Overall incharge of the Chief Justice Secretariat including supervision of the officers and staff ensuring punctuality, courteousness and discipline,	
		4. All matters relating to entitlements of the Hon'ble the Chief Justice including pay, allowances, leave, bills and other personal entitlements of the Hon'ble the Chief Justice,	
		5. Fixing up of appointments and if necessary, cancelling them including hosting of guest/visitors of the Hon'ble the Chief Justice,	
		6. Preparation of engagements/meetings of the Hon'ble the Chief Justice and keeping the Hon'ble the Chief Justice updated on the same,	
		7. Maintenance of files/papers of the Hon'ble the Chief Justice in proper order and keeping a note on the movement of files of the Hon'ble the Chief Justice,	
		8. All communications relating to the Hon'ble the Chief Justice.	
5	Joint Registrar(Listing)-cum- OSD to HCJ	1. Perform duties as may be entrusted by Hon'ble the Chief Justice.	Chief Justice
		2. Supervision and monitoring of Judicial & Library Section(s).	Registrar (Judicial Service)
		3. To assist the Registrar General in matters relating to information to the Supreme Court, other High Courts, Parliament, Assembly of the State etc.	Registrar General
		4. To assist the Registrar General in matters relating to CJ's Conference.	
		5. Preparation of Roster of Judges & Cause List.	Chief Justice
		6. Periodic statement of cases/other statements of the High Court and subordinate Courts.	Registrar (Judicial

		7. Communication of Courts' orders & preparation of Decree.	Service)
		8. Public Interest Litigation.	Chief Justice/ PIL Committee
		9. Any other matter entrusted by Registrar General.	Registrar General
6	Joint Registrar-cum- Secy. to HCJ	1. Perform duties as entrusted by Hon'ble the Chief Justice.	Chief Justice
		2. Performing duties of Oath Commissioner/ Secretary, HCLSC.	
		3. Overall supervision of the residence of the Hon'ble the Chief Justice including proper maintenance, upkeep and custody of all housekeeping items and equipments,	
		4. Planning, management and arrangements for all ceremonial and other functions including swearing-in, Independence day, Republic Day, farewell, dinner etc. To be assisted by Assistant Registrar-II & Court Officer(s)	
7	Joint Registrar	1. Maintenance of all furniture and its stock in the High Court and residences of Chief Justice/ Judges. To be assisted by the Court Officers.	Registrar (Admin)
		2. Shall be in-charge of the procurement in High Court. Shall be responsible for maintenance of its inventory/ stocks.	
		3. Shall be responsible for proper receipt of all stationery/ materials/ peripherals from the suppliers and ensure its quality and standard/ specifications as per the approved samples.	
		4. Articles are to be distributed to the requisitionist.	
		5. All matters related to telephone directory.	
		6. Printing of Diary, Letter pads and Identity Cards of Hon'ble the Chief Justice and Hon'ble Judges and printing of Identity Cards to Judicial Officers & Officers and staff in High Court.	
		7. Maintenance and repairing of all photocopier machines, fax machines, air conditioners including generators, aqua guard machines, dispensers, etc. He/ She shall also supervise and keep stock of fuel/ diesel in the generator sets/ vehicles.	
		8. Matter relating to repairing and condemnation of vehicles, including POL, and moving the Government for its replacement and all relating correspondence with Government.	
		9. Oath Commissioner	
		10. Secretary, Juvenile Justice Committee.	
		11. Member of Committee to provide Updated Information of High Court to Supreme Court for its Annual Report.	
		12. Secretary, Monitoring Committee for Online Updation of Information by Subordinate Court in Supreme Court Portal.	
		13. Secretary, Monitoring Cell for Implementation of the Resolution passed in CJ's Conference,	

		2016.	
		14. Implementation of Pay Commission Reports and staff welfare. To be assisted by Deputy Registrar-III.	
		15. Assisting in framing of Rules, Regulations, Terms of reference etc.	
		16. Any other matter as entrusted by Registrar General and Registrar (Judicial Service).	
8	Deputy Registrar-I	1. To monitor, supervise and coordinate all works of Accounts Section. 2. Verification of cash in the High Court and daily updating of accounts. 3. Accounts including accounts of rent of Judges' Guest House. 4. Verification of PLAs. 5. Any other matter as entrusted by Registrar General and Registrar (Judicial Service).	Registrar General
9	Deputy Registrar-II	1. Supervise the works of Receipt & Despatch section. 2. Monitoring the functioning of Medical Unit in the High Court. 3. Overall supervision of filing section and monitoring the works of Stamp Reporter/ Copying section including issuing of certified copies and filing. 4. To call and examine the lower court record and submission of record related to the same. 5. Matters relating to preparation of certified copies of orders and documents, paper book, preparation of decree etc. 6. Daily disposal statement of the High Court. 7. Any other online matters and to ensure that all orders/judgments are made online by the Private Secretaries pertaining to judicial functioning of the High Court and uploading of any material on official website (in coordination with Systems Analyst). 8. To monitor and supervise updating of records in CIS & NJDG. To be assisted by Systems Analyst.	Registrar (Judicial Service)
		9. To monitor and supervise receipt of case record(s) from Supreme Court, other High Courts and subordinate Courts and the despatch of such case records.	Sole responsibility
		10. Any other matter entrusted by Registrar General/ Registrars/Joint Registrars.	Registrar General/ Registrars/ Joint Registrars.
10	Deputy Registrar-III	1. Management of Chief Justice's Secretariat and all other matters entrusted by Hon'ble Chief Justice including acting as Private Secretary to his Lordship.	Chief Justice
11	Asstt.Registrar-I	On deputation to the Meghalaya State Judicial Academy.	Director Meghalaya State Judicial

			Academy
12	Asstt.Registrar-II	Performing, Monitoring and Supervising in Establishment Section.	Registrar (Admn)
13	Asstt.Registrar-III	1. Performing duties with regards to filing, and Stamp reporting in Judicial Section. 2. Incharge of Record Room/ performing, monitoring and supervising all works related to Record Room.	Joint Registrar-cum-OSD/ Deputy Reqr-II
14	Asstt.Registrar-IV	Performing duties in Judicial Section.	Joint Registrar-cum-OSD/ Deputy Registrar-II
15	Asstt.Registrar (Protocol)	1. All matters pertaining to Protocol section including distribution of duties to the staff of Protocol section. 2. Arrangement of accomodation of visiting Hon'ble Judges, guests and other dignitaries. 3. Asst. Protocol Officer shall look after the affairs of High Court Guest House. To be assisted by Court Officer No. III. 4. Tour program of Hon'ble Supreme Court Judges, Hon'ble Judges (retired and serving) of this Court and Hon'ble Judges of other High Courts. 5. Railway/ Airline reservation for Hon'ble Judges and Officers. 6. Issuance of Entry Passes. 7. Any other duties entrusted by the Registrar General/Registrars.	Registrar General/ Registrars.
16	Superintendent-I	Performing duties in Judicial Section.	Deputy Reqr-II/ Joint Registrar-cum-OSD
17	Superintendent-II	Performing duties in Judicial Section.	
18	CPC	Supervision and monitoring of Computer Section. To be assisted by System Analyst.	Registrar General
19	Chief Librarian	1. Supervision of Judges' Library and allied matters including the libraries in residences of Chief Justice/Judges. 2. Maintain inventory of all books and magazines in the Library and regulate its supply. 3. To comply with Standing Order No. 11 of 2014. 4. Any other matter entrusted by Registrar General/ Registrars/ Joint Registrars.	Joint Registrar-OSD Sole responsibility Registrar General/ Registrars/ Joint Registrars.
20	Systems Analyst	1. Deal with all matters related to Computer section, installation, maintenance, computerization of High Court & subordinate Courts and eCourt matters etc. 2. Procurement of computers/laptops and peripherals in High Court. Shall be responsible for maintenance of its inventory/ stocks. 3. Articles are to be distributed to the requisitioner.	CPC

		4. Any other matter entrusted by Registrar General/ Registrars.	Registrar General/ Registrars
21	Court Officer-I	<p>1. Controlling officer of all Class-IV staff and their detailment of duties and incharge of Residence of Hon'ble Chief Justice (Rockside) Bungalow under the supervision of the Joint Registrar-cum-Secretary to the Hon'ble Chief Justice.</p> <p>2. To look after the arrangements of full Court meetings, Administrative Committee meetings and other meetings of High Court.</p> <p>3. Maintenance/cleanliness of the Court Rooms, Office chamber of Hon'ble Chief Justice/Judges.</p> <p>4. Issue of Summer & Winter Liveries of Drivers, Class-IV Staff of High Court.</p> <p>5. Any other duties entrusted by the Registrar General/ Registrars/ Joint Registrars/ Deputy Registrars.</p>	As the case may be.
22	Court Officer-II	<p>1. To assist Asst. Protocol Officer in the monitoring of cleanliness of whole High Court premises as also bungalows of Hon'ble Chief Justice/ Judges and High Court Guest House.</p> <p>2. Maintenance of the Furniture and maintain an inventory thereof. Maintenance of Generator sets, air-conditioners, all electrical appliances including aquaguards/ telephones/FAX/Xerox, etc. in High Court as well as bungalows of Hon'ble Chief Justice/Judges and High Court Guest House.</p> <p>3. To assist the work of Court Officer-I and any other duty entrusted by the Registrar General/Registrar(A)/Joint Registrars Deputy Registrar-I & II.</p>	As the case may be.
23	Court Officer-III	<p>1. Shall be in-charge of vehicles of High Court and will be responsible for their allotment and maintenance including repairs & cleanliness of Judges' vehicles.</p> <p>2. Shall be in-charge of all Drivers and their assignment of duties.</p> <p>3. Supervision of cleanliness in entire High Court premises.</p> <p>4. To look after the duties of Class-IV Staff in the bungalows of Hon'ble Judges as also High Court Guest House.</p> <p>5. To assist Court Officer-I & Court Officer-II, if required, as also any other matter entrusted by the Registrar General/ Registrars/ Joint Registrars/ Deputy Registrars.</p>	As the case may be.
24	Court Master-I	Performing duties in the Court Room	Joint Registrar-cum-OSD
	Court Master-II		
	Court Master-III		

Court Master-IV	Performing duties in the Court Room and assisting in Establishment Section.	Registrar (Admn) & Joint Registrar-cum- OSD
Court Master-V	Performing duties in the Court Room and assisting in Establishment Section.	
Court Master-VI	Performing duties in the Court Room and assisting in Judicial Section.	
Court Master-VII	Performing duties in the Court Room and assisting in Recruitment Section.	

Order,

REGISTRAR GENERAL

Memo No. HCM.II/35/2016-Estt/1003A

Dated Shillong 30th March, 2022

Copy for information to: -

1. *The Registrar-cum-P.P.S to the Hon'ble, the Chief Justice, High Court of Meghalaya, Shillong.*
2. *The P.S to the Hon'ble, Mr. Justice, H.S. Thangkhiew, Judge, High Court of Meghalaya.*
3. *The P.S to the Hon'ble, Mr. Justice, W. Diengdoh, Judge, High Court of Meghalaya.*
4. *The Registrar (Judicial Service), High Court of Meghalaya.*
5. *The Joint Registrar (Listing)-cum-OSD, High Court of Meghalaya.*
6. *The Registrar –I & II, High Court of Meghalaya, Shillong.*
7. *The Deputy Registrar-I, II & III, High Court of Meghalaya, Shillong.*
8. *The Chief Librarian, High Court of Meghalaya, Shillong.*
9. *The Assistant Registrar-I, II, III, IV & V, High Court of Meghalaya, Shillong.*
10. *The Asst. Protocol Officer, High Court of Meghalaya, Shillong.*
11. *Superintendent-I & II, High Court of Meghalaya, Shillong.*
12. *Court Officer-I, II & III, High Court of Meghalaya, Shillong.*
13. *Court Master-I, II, III & IV, V, VI, VII, High Court of Meghalaya, Shillong.*
14. *The Systems Analyst, High Court of Meghalaya, Shillong for uploading the same on the Official Website.*
15. *Notice Board.*
16. *Office File.*

REGISTRAR GENERAL