

THE HIGH COURT OF MEGHALAYA SHILLONG

NOTIFICATION

Dated, Shillong ____ April, 2018.

No. HCM.II/182/2017-Estt/_____. It is hereby notified that the Swachh Action Plan for High Court and Subordinate Courts are as follows:

"PART I- Records / Furniture / Fixtures

I. Basic maintenance viz disposal of old files, screening of records/ case file ensuing optional utilization of space.

1. All sections to focus on items and identify records that have reached the end of their retention period and dispose/destroy them or arrange for them to be transferred to the Archives.
2. Files where action on all issues under consideration is completed, may be closed. Same may be disposed/preserved in the following manner.
 - Files which are purely ephemeral in nature will be destroyed as soon as they are one year old.
 - (a) **Class 'A'** – To be preserved permanently. This category will be allotted to a file in which important matters/ notifications/office orders, general instructions or rulings of permanent importance and which are likely to be required for reference in future in the sections concerned. The original of all files of this category will be preserved.
 - (b) **Class 'B'** – To be preserved for 12 years. This class will cover files which contain orders and instructions, etc., not of permanent importance and which are not likely to be required for reference after 10 to 12 years.
 - (c) **Class 'C'** – To be preserved for 5 years. This class will consist of files of secondary importance which it is desired to preserve for a very limited period.
 - Progressive digitization of records is to be initiated.

3. Regarding case records, the High Court of Meghalaya Rules has laid down procedures for preservation and destruction of civil and criminal records in Chapter VIII of the Rules. Same are to be followed.

Progressive digitization of records is to be initiated for case records too.

4. Annual weeding out of newspapers, books, magazines and loose parts from the Library to be carried out.

5. Regular identification of surplus and unserviceable items, articles and equipments may be done and the same may be disposed as per prevalent rules/instructions.

6. Old furniture to be repaired and recycled or be disposed of by donation, sale or treated as condemned.

7. Condemned computers with accessories to be disposed off. Quotations to be invited from interested parties.

Regarding toners, not all toners will be recyclable, local waste management services may be contacted for effective disposal keeping in mind that toners contain hazardous chemical waste.

8. Disposal of old and non-usable vehicles, auction of obsolete/ unserviceable stores of various types. Non usable vehicles to be identified and marked condemned following prescribed procedures for disposal.

PART II- Overall Infrastructure

This would include maintenance of cleanliness of the court complex as a whole.

- Gardeners / Mali to maintain a blooming garden and regular inspection to be made by the Court Officer.
- The whole court complex to be declared a "Smoke Free Zone".
- Cleaning and dusting of Court Rooms, Chambers of Hon'ble Judges and all work stations on daily basis by the employees.
- Regular cleaning of almirahs and disposal of obsolete items.
- Regular cleaning of windows and corridors.
- Reorganisation of the seating arrangements to make the office look cleaner and better organized.
- Placement of racks in the present record room for utilization of space. (Concerned Officer in Charge to take necessary steps.)
- Regular identification of seepages in the rooms/corridors/lobbies and immediate rectification.
- Regular suggestions will be invited from staff on cleanliness related issues to ensure proper implementation.
- A work chart for regulating round the clock maintenance of toilets and disposal bins during office hours and cleanliness of the whole court premises is prepared with specific duties assigned to the concerned staffs as may be directed from time to time. (Court Officer acting as Supervisor or any Officer assigned with the task to monitor). (A work chart is enclosed herewith.)
- Toilets for differently abled persons to be made in the ground floor for accessibility if not already available.
- Regulation and monitoring of vehicles and parking thereof within the court complex to be maintained by the guards on duty.
- Regular solid waste management to be carried out with State Municipal Board.

- Proper and safe waste collection, segregation and disposal in all offices, office canteens and any other office space occupied.
 - Proper maintenance of store rooms. Unserviceable items to be disposed of accordingly.
 - Daily Inspection by officers to be carried out within the court complex and surrounding areas.
 - Cleaning and beautification of surrounding areas spreading Swachhta Awareness at lower level through Swachhta workshop in collaboration with Legal Service Authority.
 - Conducting cleaning drive within the court complex and surrounding areas once a month.
 - Signboards to be hung in a public place inside the court premises which is visible from all ends to prohibit littering, spitting, rubbing lime and impose penalty for non-compliance thereof.
 - For public use a toilet be constructed at the backside of the court building to avoid foul smell and maintain hygiene.
 - A Complaint/suggestion box be installed in every court building pertaining to the matters of poor infrastructure, non-maintenance of record and likewise.
 - People in and around the building to be involved in the cleanliness drive and in this way mass awareness about the same will be generated.
 - Grade IV Staff including Gardeners and Safaiwalas to be appointed on daily wage basis for efficient disposal of services. As for instance, 1 Safaiwala /Cleaner is enough to cater for cleanliness of the Judge's chamber and confidential rooms and for the rest of the rooms and campus, services from outsource can be hired from time to time.
 - Until complete digitisation takes place, weeding of records (files) to be done under the following heads
 - (a) Section A - Files of historical importance, mainstream documents including Master Plan of the High Court Land to be kept in the archive section.
 - (b) Section B - Some files to be kept for 10 years from the date of closing.
 - (c) Section C - Some files to be kept for 5 years from the date of closing.
- Log Books to be maintained by the Assistants for efficient discharge of their duties and in this way the number and quantity of consumable stationeries used can be figured out thereby making it easy annual assessment of evaluating the achievements.
- A separate parking lot be constructed for two and four wheelers respectively at the backside of the court building to make the court campus a pollution free zone.

REGISTRAR GENERAL

Memo No. HCM.II/182/2017-Estt/ /473A Dated, Shillong 4th April, 2018.

Copy to :-

1. The Joint Registrar -cum-Secretary to Hon'ble the Chief Justice, High Court of Meghalaya, Shillong.
2. The Private Secretary to Hon'ble the Chief Justice (Acting), High Court of Meghalaya, Shillong.
3. The P.A. to Registrar General, High Court of Meghalaya, Shillong.
4. The Registrar, High Court of Meghalaya, Shillong.
5. The District & Sessions Judge, Shillong/ Jowai/ Nongpoh/ Nongstoin/ Williamnagar/ Tura/ Ampati.
6. All Deputy Registrar, High Court of Meghalaya, Shillong.
7. The Chief Librarian, High Court of Meghalaya, Shillong.
8. All Assistant Registrar High Court of Meghalaya, Shillong.
9. The Chief Translator, High Court of Meghalaya, Shillong.
10. The Public Relation Officer, High Court of Meghalaya, Shillong.
11. The System Analyst, High Court of Meghalaya, Shillong for uploading the same in the official website.
12. All Court Officer, High Court of Meghalaya Shillong.
13. The Superintendent (Judl), High Court of Meghalaya, Shillong.
14. The Stamp Reporter, High Court of Meghalaya, Shillong.
15. Notice Board.
16. Office file.


REGISTRAR GENERAL

		Month of		Year				Complaint/ Remarks
Time:	8:00AM -10:00AM	10:00AM -12:00PM	12:00PM -2:00PM	2:00PM -4:00PM	4:00PM -6:00PM			
Dates	Cleaner(s)	Supervisor	Cleaner(s)	Supervisor	Cleaner(s)	Supervisor	Cleaner(s)	Supervisor
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Note of supervisor