

# THE HIGH COURT OF MEGHALAYA AT SHILLONG

## NOTIFICATION

Dated, Shillong 24<sup>th</sup> August, 2016.

No.HCM.II/10/2014-Estt./3163. In supersession of Notification No. HCM.II/10/2014/15 dated 04.02.2014, Hon'ble the Chief Justice is pleased to notify the delegation of powers as under with immediate effect: -

### POWERS DELEGATED TO REGISTRAR GENERAL AND SUBORDINATE AUTHORITIES

Sl. No.	Nature of Powers	Authority	Extent of Powers	General conditions, if any
1	2	3	4	5
1.	Financial sanction to New Scheme approved by Government.	Registrar General	Full Power	Subject to Budget provision and approval of Finance Committee.
2.	Renewal of sanction to continuing Scheme	Registrar General	Full Power	Subject to Budget provision approval of Finance Committee.
3.	To accord approval of Plans and Estimates for Civil Works to be carried out by P.W.D.	Registrar General	Full Power	Subject to Budget provision, approval of Buildings Committee and Estimates framed/scrutinized by the competent P.W.D. authorities.
4.	To accord Administrative Approval and sanction for expenditure on works to be departmentally executed:			
	(a) Original Works.	Registrar General	₹. 8,00,000.00	Subject to Budget provision; approval of Finance Committee; and Plans and Estimates by competent P.W.D. authorities.
	(b) Petty construction Works.	Registrar General	₹. 1,00,000.00	Subject to Budget provision and approval of Finance Committee.

Cont...2/-

1	2	3	4	5
5.	Sanction of miscellaneous expenditure in any individual case or object for which no scale or limit on power of sanction is prescribed:  (a) Recurring:  (b) Non-Recurring:	Registrar General  Registrar General	₹. 10,000.00 in any single case.  ₹. 20,000.00 in any single case.	Subject to approval of Chief Justice.  Subject to approval of Chief Justice.
6.	Sanction of deputation of Officer/ Personnel of High Court on an approved course of Training or Instruction / Conference/ Seminar/ Workshop. *	Registrar General	Full Power	Subject to approval of Chief Justice.
7.	Sanction of expenditure on training course/ seminar/ workshop.	Registrar General	Full Power	Subject to budget provision and approval of Chief Justice.
8.	Accepting Tenders	Registrar General	Full Power	Subject to approval of Purchase and Expenditure Committee or Purchase and Expenditure Board, as the case may be.
9.	Sanction for payments of claims of employees for arrears of pay and allowances or to increment, TA/DA, medical Reimbursement, etc. and claims of persons not in Government service which have remained in abeyance for a period not exceeding six years (i.e., time barred claims.)	Registrar General	Full Power	Time-barred claim subject to approval of Chief Justice.

Cont...3/-

1	2	3	4	5
10.	To sanction expenditure on Office Expenses / contingencies. *	Registrar General		
	(1) Purchase of Computer/ Laptops /Printing Machines / Xerox Machines / Fax & Risograph Machine/ Office equipments, e.g., Clocks, Electrical Fans, Tables Fans, etc. and replacements thereof.		Full Power subject to limit of ₹. 5,00,000.00 in a year	Subject to Budget provision and on recommendation of Purchase and Expenditure Board where the purchase in each case exceeds ₹50,000.00.
	(2) Cost of repairs including cost of spare parts of items specified under item (1) above.		Upto ₹.20,000.00 in each case and limit of ₹. 50,000.00 in a year.	Subject to Budget provision. In cases exceeding the limit / scale, approval of the Purchase and Expenditure Board.
	(3) Purchase of consumables, software peripheral, etc.		Upto ₹. 20,000.00 in each case and limit of ₹. 50,000.00 in a year.	Subject to Budget provision. In cases exceeding the limit / scale, approval of the Purchase and Expenditure Board.
	(4) Local purchase of stationeries.		Full Power	Subject to Budget provision.
	(5) Cost of repairs and maintenance of departmental vehicles:		Full Power	In case of major repairs/overhauls, subject to the report of the D.T.O.
	(6) Purchase Tyres / Tubes/Batteries and Accessories including fixtures and fittings.		Full Power	Subject to Budget provision.

Cont...4/-



1	2	3	4	5
	(7) Expenditure on P.O.L. bills hiring charge of vehicles, wages of Drivers / Handymen engaged on casual basis.		Full Power	Subject to approval of Chief Justice.
	(8) Sanction to printing works in local Printing Presses Firms.		Full Power	Subject to approval of Chief Justice.
	(9) Cost of Advertisement, etc.		Full Power	Subject to routing the matter through DIPR, where necessary.
11.	Purchase of furniture or replacement of old ones. *	Registrar General	Upto ₹. 50,000.00	Subject to Budget provision and recommendation of Purchase and Expenditure Board.
12.	Purchase of Books, Maps, Manuals, Periodicals, Magazines, News Papers, etc.	Registrar General	Full Powers	Subject to budget provision and recommendation of Purchase and Expenditure Board and/or Library Committee.
13.	Fixation of remuneration of Lawyers.	Registrar General	Full Power	Subject to the scale laid down by Government and/or approval of Finance Committee.
14.	Writing-off irrecoverable value of stores including furniture, public money lost by fraud, theft or negligence of individuals or other cases.	Registrar General	Upto ₹. 20,000.00 in any single case.	Subject to approval of the Purchase and Expenditure Board and observance of relevant rules and guidelines.
15.	Writing-off unserviceable stores, etc.	Registrar General	Full Power	Subject to the condition that the articles/stores have been specified as unserviceable by the Purchase and Expenditure Board and are disposed of by sale through public auction.

Cont....5/-

1	2	3	4	5
16.	Sanction of expenditure on acquisition of Cell Phones and other gadgets for Hon'ble chief Justice, Hon'ble Judges, Registrar General, Registrar and Other High Court Officers.	Registrar General	Full Power	Subject to the approved scales.
17.	Sanction of reimbursement of charges for utilization of Cell Phones.	Registrar (Administration)	Full Power	Subject to approved scales and furnishing of the Cell Phone charge bills.
18.	Sanction of Dress Allowance, Conveyance Expenses to Private Secretaries.	Registrar General	Full Power	Subject to approved scales and furnishing certification of maintaining of serviceable conveyance.
19.	Sanction of supply of liveries to Grade IV employees.	Registrar General	Full Power	Subject to Budget provision and other direction.
20.	Sanction of expenditure on tour expenses of Hon'ble Chief Justice and Hon'ble Judges.	Registrar General	Full Power	Subject to Budget provision and scales laid down.
21.	Sanction of expenditure on entertainment and hospitality of VIP hosted by Hon'ble Chief Justice	Registrar General	Full Power	Subject to Budget provision and the approval of Chief Justice indicating the details of persons on whom expenditure is made.
22.	Sanction of expenditure on furnishing of official residence of Hon'ble Chief Justice and Hon'ble Judges.	Registrar General	Full Power	Subject to Budget provision and approved scales and the articles purchased are within the prescribed limits.
23.	Sanction of reimbursement of medical expenses of Hon'ble Chief Justice, his family members and Hon'ble Judges and their family members.	Registrar General	Full Power	Subject to Budget provision and entitlement under Rules/Orders.

Cont...6/-

**\*NOTES:**

- A. For Sl. 6: Sanction for Training shall not exceed the period of six months, provided it is in conformity with approved guidelines. The period of deputation shall be treated as on duty and the person deputed will be entitled to pay and allowances, TA/DA including Lodging Allowances. No deputation vacancies shall be filled up.
- B. For Sl. 10(1): Purchase should be made from government approved firms and at approved rates. In case of replacements, certified by authorised agents/ Dealers of the Company/ Suppliers and recommendation of Committee constituted for the purpose.
- C. For Sl. 10(4): The purchase is to be made from Government approved Firms and at approved rates and/or from the Firms approved by the Purchase and Expenditure Board.
- D. For Sl. 10(6): The purchase is to be made from Government approved Firms and at approved rates and/or from the Firms approved by the Purchase and Expenditure Board.
- E. For Sl. 11: The prescribed procedure to be followed and furniture should be of approved type and scale.

By Order,

REGISTRAR GENERAL

Memo No. HCM: II/10/2014-Estt/3163A

Dated, Shillong 24<sup>th</sup> August, 2016

**Copy to :-**

1. The Joint Registrar-cum-Secretary to Hon'ble the Chief Justice, High Court of Meghalaya, Shillong.
2. The Joint Registrar- cum- OSD, High Court of Meghalaya, Shillong.
3. The Private Secretary to Hon'ble Mr. Justice S.R. Sen. High Court of Meghalaya, Shillong.
4. The Private Secretary to Hon'ble Mr. Justice V.P. Vaish, High Court of Meghalaya, Shillong. The Registrar, High Court of Meghalaya, Shillong.
5. The PA to Registrar General, High Court of Meghalaya, Shillong.
6. The Joint Registrar, High Court of Meghalaya, Shillong.
7. The Registrar (Administration), High Court of Meghalaya, Shillong.
8. The Deputy Registrar (Administration), High Court of Meghalaya, Shillong.
9. The Deputy Registrar (Infrastructure & Accounts), High Court of Meghalaya, Shillong.
10. The Assistant Registrar (Recruitment), High Court of Meghalaya, Shillong.
11. The Assistant Registrar (Record), High Court of Meghalaya, Shillong.
12. The Assistant Registrar (Accounts), High Court of Meghalaya, Shillong.
13. The Chief Librarian, High Court of Meghalaya, Shillong.
14. The Chief Translator (I/c Stationery), High Court of Meghalaya, Shillong.
15. The Public Relations Officer, High Court of Meghalaya, Shillong.
16. The Systems Analyst, High Court of Meghalaya, Shillong for uploading the same on the official website.
17. The Superintendent (Judicial), High Court of Meghalaya, Shillong.
18. Office file.

  
REGISTRAR GENERAL