

THE HIGH COURT OF MEGHALAYA

SHILLONG

O R D E R

Dated Shillong, the 17th April 2018

No. HCM.II/35/2016/1671: In supersession of all previous orders and notifications made in this regard, as per approval of Hon'ble the Chief Justice (Acting), the following allocation of duties and responsibilities amongst the Officers of the Registry is made operational w.e.f. **01.05.2018**.

| Sl.No. | Officer | Duties & Responsibilities | Reporting Authority |
|---------------|--------------------------|---|----------------------------|
| I). | Registrar General | <ol style="list-style-type: none">1. As per Rules of High Court of Meghalaya, 2013.2. 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. To be assisted by Registrar-I.5. Matters pertaining to Budget and Accounts of the High Court in consultation with Deputy Registrar-III.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. To be assisted by Joint Registrar-OSD.9. Litigation by or against the High Court in Supreme Court.10. Information to the Supreme Court, other High Courts, Parliament & State Assembly. To be assisted by Joint Registrar-OSD.11. Leave of CJ and Judges of High Court. | Chief Justice |

| Sl.No. | Officer | Duties & Responsibilities | Reporting Authority |
|---------------|--------------------|---|----------------------------|
| | | 12. Pension and medical benefits and claims of all Chief Justices and Judges (past and present). To be assisted by Registrar-II. | |
| | | 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 which are to be dealt by Registrar-I. To be assisted by Joint Registrar-OSD. | |
| | | 16. All matters relating to Judicial Officers viz. recruitment, transfer and posting, promotion, vesting of powers etc. To be assisted by Joint Registrar-OSD. | |
| | | 17. Vigilance & disciplinary matters (including complaints and inquiries) pertaining to all Officers & staff of High Court. Disciplinary matters (inquiries) pertaining to all Judicial Officers. | Chief Justice/ Full Court |
| | | 18. Matter relating to inspection of subordinate Courts by Hon'ble Chief Justice/ respective Portfolio Judges of the High Court. | |
| | | 19. All matters relating to designation of Advocates as Senior Advocates by the High Court. | |
| | | 20. Establishment of Courts & separation of subordinate Judiciary matters including, but not limited to, centralised recruitment of staff in subordinate Courts (to be assisted by Registrar-I). | |
| | | 21. 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. | |
| | | 22. Nomination, exemption and related communications for conferences, workshops, seminars of Hon'ble Judges of the Court. | Chief Justice |
| | | 23. Nomination, exemption and related communications for conferences, workshops, seminars and training of the Judicial Officers. To be assisted by Joint Registrar-OSD. | |
| | | 24. Appellate authority for RTI Matters. | Sole responsibility |
| | | 25. Any other administrative matter not expressly assigned to Registrars/ Joint Registrars. | Chief Justice |
| II). | Registrar-I | 1. General administration of the entire Registry. | Chief Justice |

| Sl.No. | Officer | Duties & Responsibilities | Reporting Authority |
|--------------|---------------------------------------|--|---|
| | | 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. To be assisted by Deputy Registrar-II. | |
| | | 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. To be assisted by Deputy Registrar-II as per his scope of responsibilities. | Chief Justice/ Registrar General (as the case may be) |
| | | 6. Public Information Officer in High Court. | Sole responsibility |
| | | | |
| III). | Registrar-II | 1. Perform duties as entrusted by Hon'ble the Chief Justice. | Chief Justice |
| | | 2. Overall in-charge of Judicial Section. To be assisted by Joint Registrar-OSD. | |
| | | 3. Pension and medical benefits and claims of all Chief Justices and Judges (past and present). | |
| | | 4. ACRs of Judicial Officers & communication of remarks in their ACRs. | Chief Justice/ Full Court |
| | | 5. Vigilance matters (complaints) pertaining to all Judicial Officers. | |
| | | 6. Consideration of the representation submitted by the Judicial Officer for expunction of adverse remarks in the ACRs etc. | |
| | | 7. Matters relating to the gradation and confirmation of Judicial Officers. Shall also supervise maintenance of personal files of Judicial Officers. To be assisted by Deputy Registrar-II. | |
| | | | |
| IV). | Joint Registrar-cum-OSD to HCJ | 1. Perform duties as entrusted by Hon'ble the Chief Justice. | Chief Justice |
| | | 2. Supervision and monitoring of Judicial, Computer & Library Section(s). To be assisted by Deputy Registrar-I/ Assistant Registrar-II (for Judicial section wherever applicable as per their scope of work), Systems Analyst (for Computer section), Chief Librarian (for Library section). | |
| | | 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 |

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|--------|----------------------------------|---|----------------------------------|
| | | 4. To assist the Registrar General in matters relating to CJ's Conference. | |
| | | 5. Implementation of Action Plan regarding disposal of cases in subordinate Courts. To be assisted by Deputy Registrar-I. | Chief Justice |
| | | 6. Preparation of Roster of Judges & Cause List. | |
| | | 7. Processes including calling of records from subordinate Courts. To be assisted by Assistant Registrar-II. | |
| | | 8. Periodic statement of cases/other statements of the High Court and subordinate Courts. To be assisted by Deputy Registrar-I. | |
| | | 9. Communication of Courts' orders & preparation of Decree. To be assisted by Deputy Registrar-I. | |
| | | 10. Framing of Rules of High Court and subordinate Courts. To be assisted by Deputy Registrar-I & Assistant Registrar-II. | |
| | | 11. Public Interest Litigation. | Chief Justice/ PIL Committee |
| | | 12. Any other matter entrusted by Registrar General. | Registrar General |
| | | | |
| V). | Joint Registrar-cum-Secy. to HCJ | 1. Management of Chief Justice's Secretariat and all other matters entrusted by Hon'ble Chief Justice. | Chief Justice |
| | | 2. In-charge of all Private Secretaries/Stenographers. Chief Justice/ Judges | Chief Justice/ Judges |
| | | 3. Preparation of Calendar of High Court & Subordinate Courts. | Chief Justice/ Registrar General |
| | | 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). | |
| | | 5. Implementation of Pay commission Reports and staff welfare. To be assisted by Deputy Registrar-III. | |
| | | 6. Monitoring the duties of Court Officers. To be assisted by Deputy Registrar-I. | |
| | | 7. All matters relating to Finance Commission(s), Juvenile Justice matters, State Legal Service Authority, etc. To be assisted by Deputy Registrar-I. | |
| | | 8. Monitoring attendance and punctuality of the Officers and staff in the High Court. To be assisted by Assistant Registrar-II & Court Officer(s). | |

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|---------------|---------------------------|--|------------------------------------|
| | | 9. Maintenance of ACRs of all Officers and staff of the High Court. To be assisted by Deputy Registrar-II. | |
| | | 10. Leave & all other service related matters pertaining to Officers/ staff in High Court and Leave(s) matters of Judicial Officers. To be assisted by Assistant Registrar-V. | Chief Justice/ Portfolio Judges |
| | | 11. Any other matter entrusted by Registrar General/Registrars. | Registrar General/ Registrars. |
| VI). | Deputy Registrar-I | <p>1. Maintenance of all furniture and its stock in the High Court and residences of Chief Justice/ Judges and maintain an inventory thereof. To be assisted by Assistant Registrar-I and Court Officer(s).</p> <p>2. Shall be in-charge of the procurement in High Court. Shall be responsible for maintenance of its inventory/ stocks. To be assisted by Chief Translator.</p> <p>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. To be assisted by Chief Translator.</p> <p>4. Articles are to be distributed to the requisitioner. To be assisted by Chief Translator.</p> <p>5. All matters related to telephone directory. To be assisted by Court Officer No. I.</p> <p>6. Printing of Diary, Letterpads 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. To be assisted by Court Officer No. III.</p> <p>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. To be assisted by Court Officer No. II.</p> <p>8. Matter relating to repairing and condemnation of vehicles, including POL, and moving the Government for its replacement and all relating correspondence with Government. To be assisted by Court Officer-III.</p> | Registrar-I |

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| | | 9. Monitoring and supervising the duties of Court Masters and supervise the staff attached to the Courts. To be assisted by Assistant Registrar-II. | Joint Registrar-OSD | |
| | | 10. Any other matter entrusted by Registrar General/Registrars/ Joint Registrars (for matters falling within their scope of responsibilities as stated above). | Registrar General/ Registrars/ Joint Registrars | |
| VII). | Deputy Registrar-II | 1. Matter relating to Establishment section. To assist Registrar-I. | Registrar-I | |
| | | 2. Infrastructure development and all maintenance works of High Court. | | |
| | | 3. Maintenance of ACRs of all Officers and staff of the High Court. To assist Registrar-I. | | |
| | | 4. Issuance of Summer & Winter Liveries to Drivers, Jamadars & Class-IV Staff. To be assisted by Court Officer-I. | | |
| | | 5. To supervise overall receiving, classification, serialization and submission of administrative letters. To be assisted by Assistant Registrar-I. | | |
| | | 6. To assist Registrar-II in matters relating to gradation and confirmation of Judicial Officers as also supervise maintenance of personal files of Judicial Officers. | | |
| | | 7. Dealing with matters relating to gradation and confirmation of Officers & staff in the High Court as also to supervise maintenance of their personal files including, but not limited, to service books, GPF & all other pensionary related matters. To be assisted by Assistant Registrar-V. | | |
| | | 8. Dealing with the representation of the High Court staff regarding confirmation/ promotion / seniority / punishment / addition of qualification. To be assisted by Assistant Registrar-V. | | |
| | | 9. To function as Oath Commissioner. | | Sole responsibility |
| | | 10. Any other matter entrusted by Registrar General/Registrars and Joint Registrars. | | Registrar General/ Registrars/ Joint Registrars. |
| VIII). | Deputy Registrar-III | 1. To monitor, supervise and coordinate all works of Accounts Section. | Registrar General | |
| | | 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. | | |

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|-------------|---------------------------|--|--|
| | | <p>5. To send all types of bills to Accounts Department for its payment along with work orders after satisfactory report about work done.</p> <p>6. To assist Joint Registrar-Secy. to HCJ in matters of implementation of Pay commission reports and staff welfare.</p> <p>7. Monitoring of the construction/repair work going on in the subordinate Courts and periodical checking.</p> <p>8. All correspondence related to infrastructure creation of subordinate Courts.</p> <p>9. Any other matter pertaining to planning, management and projects of the High Court and District Courts not covered by any other specific heading.</p> <p>10. Any other matter entrusted by Registrar General/ Registrars/ Joint Registrars.</p> | Registrar General/ Registrars/ Joint Registrars |
| IX). | Asstt.Registrar-I | <p>1. Planning, management and arrangements for all ceremonial and other functions including swearing-in, Independence day, Republic day, farewell, dinner etc. To assist Joint Registrar-cum-Secy. to HCJ.</p> <p>2. Make correspondence with the Government printing press pertaining to supply of necessary forms/ stationery to High Court.</p> <p>3. Maintenance of all furniture and its stock in the High Court and residences of Chief Justice/ Judges and maintain an inventory. To assist Deputy Registrar-I.</p> <p>4. 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. To assist Deputy Registrar-I.</p> <p>5. To supervise overall receiving, classification, serialization and submission of administrative letters. To assist Deputy Registrar-II.</p> <p>6. To supervise the dispatch and delivery of letters/files.</p> <p>7. Any other matter entrusted by Registrar General/ Registrars/ Joint Registrars.</p> | Registrar-I/ Joint Registrar-Secy/ Deputy Registrar-I/II. |
| X). | Asstt.Registrar-II | <p>1. Supervise the works of Receipt & Despatch section.</p> | Registrar-I. |

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| | | 2. Monitoring the functioning of Medical Unit in the High Court. | |
| | | 3. Supervision/monitoring the works of Stamp Reporter/ Copying section including issuing of certified copies. | Joint Registrar-OSD |
| | | 4. To 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. | |
| | | 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. | |
| | | 10. Any other matter entrusted by Registrar General/ Registrars/Joint Registrars. | Registrar General/ Registrars/ Joint Registrars |
| | | | |
| XI). | Asstt.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 |
| | | | |
| XII). | Asstt.Registrar-IV | 1. To perform the duties of Stamp Reporter as per Rules of 2013. | Joint Registrar-OSD |
| | | 2. In-charge of Record Room and the work of weeding and consignment of records. | Registrar General |
| | | 3. Scanning/ digitizing, indexing, storing of old records and maintain an electronic copy of them. | |
| | | 4. Ensures that record(s) are consigned to Record Room within due time. | |
| | | 5. To look after the inspection of records related to Record Room by the Advocates. | |
| | | 6. Any other matter entrusted by Registrar General/ Registrars/Joint Registrars. | Registrar General/ Registrars/ Joint Registrars |
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|---------------|---|--|--|
| XIII). | Asstt.Registrar-V | 1. Issuing of certified copies (in absence of Assistant Registrar-II). To be assisted by Superintendent-I (in his absence). | Joint Registrar-OSD |
| | | 2. Leave & all other service related matters pertaining to Officers/ staff in High Court and Leave(s) matters of Judicial Officers. To assist Joint Registrar-cum-Secy. to HCJ. | Joint Registrar-Secy. |
| | | 3. To assist Deputy Registrar-II in matters relating to gradation, confirmation of Officers and staff in High Court including maintenance of their personal files, service books as also dealing in GPF/ pensions. | Deputy Registrar-II |
| | | 4. Any other matter entrusted by Registrar General/ Registrars/Joint Registrars. | Registrar General/ Registrars/ Joint Registrars |
| XIV). | Chief Librarian | 1. Supervision of Judges' Library and allied matters including the libraries in residences of Chief Justice/Judges. | Joint Registrar-OSD |
| | | 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. | Sole responsibility |
| | | 4. Any other matter entrusted by Registrar General/ Registrars/ Joint Registrars. | Registrar General/ Registrars/ Joint Registrars. |
| XV). | Systems Analyst | 1. Deal with all matters related to Computer section, installation, maintenance, computerization of High Court & subordinate Courts and eCourt matters etc. | Joint Registrar-OSD |
| | | 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. | |
| | | 4. Any other matter entrusted by Registrar General/ Registrars. | Registrar General/ Registrars |
| XVI). | Public Relations Officer/ Assistant Protocol Officer | 1. All matters pertaining to Protocol section including distribution of duties to the staff of Protocol section. | Registrar General/ Registrars. |
| | | 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. | |

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|----------------|--------------------------|--|--|
| | | 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. | |
| XVII). | Superintendent-I | 1. To perform duties in the Court of Hon'ble Mr. Justice S.R. Sen. | Hon'ble Judge |
| | | 2. Issuing of certified copies in absence of Assistant Registrar-II/V. | |
| XVIII). | Superintendent-II | 1. To monitor and control the Accounts Section for smooth functioning of work under direction of the superior Officer(s). | Deputy Registrar-III |
| | | 2. Any other duties entrusted by the Registrar General/Registrars/ Deputy Registrar-III. | Registrar General/ Registrars/ Deputy Registrar-III. |
| XIX). | Court Officer-I | 1. Controlling officer of all Class-IV staff and their detailment of duties. | Deputy Registrar-I/II (as the case may be) |
| | | 2. To look after the arrangements of full Court meetings, Administrative Committee meetings and other meetings of High Court. | |
| | | 3. Maintenance/cleanliness of the Court Rooms, Office chamber of Hon'ble Chief Justice/Judges. | |
| | | 4. Issue of Summer & Winter Liveries of Drivers, Class-IV Staff of High Court (in coordination with Deputy Registrar-II) | |
| | | 5. Any other duties entrusted by the Registrar General/ Registrars/ Deputy Registrar-I & II. | Registrar General/ Registrars/ Deputy Registrar-I&II |
| XX). | Court Officer-II | 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. | Deputy Registrar-I/II (as the case may be) |
| | | 2. Maintenance of the 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. | |
| | | 3. To look after the maintenance of bungalows including gardens at bungalows of Hon'ble Chief Justice/Judges as also High Court Guest House. | |

| Sl.No. | Officer | Duties & Responsibilities | Reporting Authority |
|---------|-------------------|--|--|
| | | 4. To assist the work of Court Officer-I and any other duty entrusted by the Registrar General/Registrar(A)/ Deputy Registrar-I & II. | Registrar General/ Registrar(A)/ Deputy Registrar-I&II |
| | | | |
| XXI). | Court Officer-III | 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. | Deputy Registrar-I/II (as the case may be) |
| | | 2. Shall be in-charge of all Drivers and their assignment of duties. | |
| | | 3. Supervision of cleanliness in entire High Court premises. | |
| | | 4. To look after the duties of Class-IV Staff in the bungalows of Hon'ble Chief Justice/Judges as also High Court Guest House. | |
| | | 5. To assist Court Officer-I & Court Officer-II, if required, as also any other matter entrusted by the Registrar General/ Registrars/ Deputy Registrar-I & II. | Registrar General/ Registrars/ Deputy Registrar-I&II |
| | | | |
| XXII). | Court Master-I | 1. To perform duties in Hon'ble Court(s). | Hon'ble Court |
| | | 2. If not performing duties in Hon'ble Court, he/she is to assist in matters arising out of East Khasi Hills District. To be assisted by Court Master-III & IV. | Joint Registrar-OSD |
| | | | |
| XXIII). | Court Master-II | 1. To monitor and control the Judicial Section for smooth functioning of work under direction of the superior Officer(s). | Joint Registrar-OSD |
| | | | |
| XXIV). | Court Master-III | 1. To perform duties in Hon'ble Court(s). | Hon'ble Court |
| | | 2. If not performing duties in Hon'ble Court, he/she is to assist Court Master-II in matters arising out of East Khasi Hills District. | |
| | | | |
| XXV). | Court Master-IV | 1. To assist Superintendent-I and to assist Court Master-II in matters arising out of East Khasi Hills District. | Joint Registrar-OSD |
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OTHER INSTRUCTIONS:

1. In absence of the Registrar General, all of his/ her works shall be looked after by the Registrar-I.
2. In absence of any Registrar, all of his/ her works shall be looked after by any of the Registrars who are available in Office/ any other Officer(s) nominated by the Registrar General.

3. In absence of Joint Registrar-OSD on his proceeding on leave/transfer, all his/her works shall be looked after by any of the Officer(s) nominated as such by the Registrar General.
4. In absence of Joint Registrar-Secy to HCJ, all his/ her works shall be looked after by any of the Deputy Registrars to be nominated by the Registrar General.
5. As regards movement of files, the same shall move from the concerned Dealing Assistant(s) → Superintendent/ Assistant Registrar/Court Master-I (whereever available) → Concerned Officer as per his/her scope of responsibilities (including Assisting Officer wherever mentioned) → Reporting Authority.
6. Be it mentioned that the dealing Officer (Registrars/ Joint Registrars) shall also be at liberty to mark/ route files to Registrar General (if he/she is not shown as reporting authority) in view of the serious nature of work dealt by them.
7. It is made clear that the above reorganisation is made with every attempt to allow every Officer to multi-skill with opportunity to each of them to handle different roles with utmost dedication.

By Order,

REGISTRAR GENERAL

Memo No. HCM.II/35/2016-Estt/1671A

Dated Shillong 17th April, 2018

Copy for information to: -

1. *The Joint Registrar-cum-Secretary to Hon'ble the Chief Justice (Acting), High Court of Meghalaya, Shillong.*
2. *The Joint Registrar-cum-OSD in Hon'ble the Chief Justice's Secretariat, High Court of Meghalaya, Shillong.*
3. *The P.S to Hon'ble the Chief Justice (Acting), High Court of Meghalaya, Shillong.*
4. *The P.A to Registrar General, High Court of Meghalaya, Shillong.*
5. *The Registrar -I & II, High Court of Meghalaya, Shillong.*
6. *The Deputy Registrar-I, II & III, High Court of Meghalaya, Shillong.*
7. *The Chief Librarian, High Court of Meghalaya, Shillong.*
8. *The Chief Translator, High Court of Meghalaya, Shillong.*
9. *The Assistant Registrar-I, II, III, IV & V, High Court of Meghalaya, Shillong.*
10. *The Public Relations Officer/ 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, 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