

# THE HIGH COURT OF MEGHALAYA:SHILLONG

## ORDER

Dated Shillong the 17<sup>th</sup> March, 2025

**No.HCM.II/13/2025-Estt./2:** For smooth functioning of the High Court of Meghalaya administration, the Hon'ble the Chief Justice, High Court of Meghalaya is pleased to appoint Shri Tapas Chatterjee, former Joint Registrar (Protocol), High Court of Calcutta (res: Biyas Co-operative Housing Society Ltd./ AK-29, Street No.12, Flat No.6, 3<sup>rd</sup> Floor, Newton, Kolkata-700156) as Officer on Special Duty(Protocol) to render protocol and other services to the Chief Justice and other Hon'ble Judges and dignitaries on purely contractual basis subject to the terms and conditions as annexed herein.

By Order,

REGISTRAR GENERAL

**Memo. No.HCM.II/13/2025-Estt./2-A Dated, Shillong, the 17<sup>th</sup> March, 2025.**

Copy to:-

1. The Registrar-cum-PPS to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of the Hon'ble the Chief Justice.
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 P.S to Hon'ble Mr. Justice B. Bhattacharjee, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
5. The Registrar (Admn.), High Court of Meghalaya for favour of kind information.
6. The Commissioner & Secretary to the Govt. of Meghalaya, Law Department for favour of kind information.
7. The Resident Commissioner, Meghalaya House, New Delhi for favour of kind information and necessary action.
8. The Assistant Resident Commissioner, Meghalaya House, Kolkata for favour of kind information and necessary action.
9. The Deputy Registrar (Accounts Section), High Court of Meghalaya, Shillong for information and necessary action.
10. Shri Tapas Chatterjee, former Joint Registrar (Protocol), High Court of Calcutta (res: Biyas Co-operative Housing Society Ltd./ AK-29, Street No.12, Flat No.6, 3<sup>rd</sup> Floor, Newton, Kolkata-700156) for favour of kind information and necessary action
11. The Assistant Registrar (Protocol), High Court of Meghalaya, Shillong for favour of kind information and necessary action.
12. The Treasury Officer, Shillong South Treasury for favour of kind information and necessary action.
13. The System Analyst, High Court of Meghalaya, with a request to upload the same in the Official Website.
14. Office File.

REGISTRAR GENERAL

**TERMS AND CONDITIONS FOR CONTRACTUAL APPOINTMENT OF SHRI  
SHRI TAPAS CHATTERJEE, FORMER JOINT REGISTRAR (PROTOCOL),  
HIGH COURT OF CALCUTTA AS OFFICER ON SPECIAL DUTY  
(PROTOCOL), HIGH COURT OF MEGHALAYA**

- 1) The appointment shall be at the pleasure of the Chief Justice/Acting Chief Justice terminable by one month's notice at a fixed pay of Rs 75,000- per month together with Rs 1000/- a month as allowance for use of mobile/telephone service w.e.f. 01.04.2025 till 31.03.2026 which may be extended for a period not exceeding six months at a time at the sole discretion of the Chief Justice/Acting Chief Justice at that time.
- 2) His salary/wages may be paid from the Wages head of the High Court of Meghalaya.
- 3) His place of posting shall be in Kolkata with duties in Guwahati and Shillong or such other location where the Chief Justice might reside as may be assigned by the Registrar General from time to time;
- 4) He shall work under the Registrar General, High Court of Meghalaya;
- 5) He shall be provided working space in the Meghalaya House, Kolkata for which furnishings and ICT equipments shall be provided by the High Court of Meghalaya;
- 6) He shall be entitled to TA/DA for official tours outside the place of posting as per applicable rules of the government of Meghalaya;
- 7) He shall liaison with the Registrar General and the Protocol department of the parent High Court of the Chief Justice;
- 8) He shall liaison with the Resident Commissioner, Meghalaya House in Delhi, the Assistant Resident Commissioner and Liaison Officer of the Meghalaya government situated across the country, when required;
- 9) He shall receive and see off the Chief Justice at the Kolkata airport and railway stations in Kolkata and also receive and see off sitting Supreme Court Judges and Meghalaya High Court sitting and retired Judges arriving from Guwahati after visit to Meghalaya or Shillong to Kolkata airport or railway station as destination airport or arriving from any destination on transit to Guwahati or Shillong as directed by the Registrar General, High Court of Meghalaya;

- 10) He shall make travel and stay arrangements of the Chief Justice and his family members in India and abroad in collaboration with the appropriate government, when logistically such arrangement is not feasible from Shillong;
- 11) He shall facilitate medical check ups, hospitalisation of the Chief Justice and his family members at his domicile;
- 12) He shall render Secretarial Services with the aid of the Resident Commissioner, Meghalaya House, New Delhi and the Asst. Resident Commissioner, Meghalaya House, Kolkata as the case may be to the Chief Justice residence in Kolkata which will include assistance in preparation of judgments, making correspondence, drafting speeches, administrative orders, notifications, despatching articles and so on;
- 13) He shall assist in matters relating to Car Insurance, payment of road tax, application for Passport, Visa, investment matters, bank matters, all other duties that are performed by the protocol department of the High Court of Meghalaya and Calcutta High Court to the Chief Justice.

The above protocol services shall be extended to former Chief Justices of Meghalaya High Court residing outside Meghalaya and to all former Chief Justices and Judges of the High Court irrespective of residence on a request being made to the Chief Justice and approved by him.



REGISTRAR GENERAL