

# **THE HIGH COURT OF MEGHALAYA**

## **SHILLONG**

### **ORDER**

Dated Shillong, the 19<sup>th</sup> March 2018

**No. HCM.II/35/2016/1112:** 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. **20.03.2018**.

<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
<b>I.</b>	<b>Registrar General</b>	<ol style="list-style-type: none"><li>1. As per Rules of High Court of Meghalaya, 2013.</li><li>2. All correspondence concerning judiciary and to coordinate between High Court and the State/Central Government in administrative affairs. To be assisted by Registrar(A) &amp; Assistant Registrar-I.</li><li>3. Preparation of Agenda Notes for the meetings of Full Court and Administrative Committee(s).</li><li>4. Orders for appointment of all gazetted Officers and staff of the High Court. To be assisted by Registrar(R).</li><li>5. Budget and Accounts of the High Court in consultation with Deputy Registrar-I &amp; Assistant Registrar-III.</li><li>6. Drawing &amp; Disbursing Officer of the High Court.</li><li>7. Swearing-in of the Chief Justice and Judges.</li><li>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 &amp; High Court, etc. To be assisted by Joint Registrar-OSD.</li><li>9. Litigation by or against the High Court in Supreme Court.</li><li>10. Information to the Supreme Court, other High Courts, Parliament &amp; State Assembly. To be assisted by Joint Registrar-OSD.</li><li>11. Leave of CJ and Judges of High Court.</li></ol>	Chief Justice

SI.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 Deputy Registrar-I & Assistant Registrar-III.	
		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(A). To be assisted by Joint Registrar-OSD.	
		16. All matters relating to Judicial Officers viz. recruitment, transfer and posting, promotion, vesting of powers etc.	
		17. ACRs of Judicial Officers & communication of remarks in their ACRs.	
		18. Vigilance and disciplinary matters (including complaints & inquiries) pertaining to all Judicial Officers.	
		19. Vigilance & disciplinary matters (including complaints and inquiries) pertaining to all Officers & Staff of High Court.	Chief Justice/ Full Court
		20. Consideration of the representation submitted by the Judicial Officer for expunction of adverse remarks in the ACRs.	
		21. Matter relating to inspection of subordinate Courts by Hon'ble Chief Justice/ respective Portfolio Judges of the High Court.	
		22. All matters relating to designation of Advocates as Senior Advocates by the High Court.	
		23. Establishment of Courts & separation of subordinate Judiciary matters. To be assisted by Registrar(A) & Assistant Registrar-I.	
		24. 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. To be assisted by Deputy Registrar-II.	Chief Justice
		25. Nomination, exemption and related communications for conferences, workshops, seminars of Hon'ble Judges of the Court. To be assisted by Joint Registrar-OSD.	
		26. Nomination, exemption and related communications for conferences, workshops, seminars and training of the Judicial Officers. To be assisted by Joint Registrar-OSD.	

<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
		27. Appellate authority for RTI Matters.	Sole responsibility
		28. Any other administrative matter not expressly assigned to Registrar/ Joint Registrar/ Deputy Registrar.	Chief Justice
<b>II).</b>	<b>Registrar (Administration/ Recruitment)</b>	1. General administration of the entire Registry.	Chief Justice
		2. i/c recruitment and 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-I.	
		3. Reporting authority of ACRs of all non-gazetted staff in High Court.	Registrar General/ Accepting Authority
		4. In-charge of all Private Secretaries/Stenographers.	Chief Justice/ Judges
		5. Inspection and management of all administrative sections in the Registry.	Registrar General
		6. 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-I.	Chief Justice/ respective Portfolio Judges
		7. Overall in-charge of Establishment Section. To be assisted by Assistant Registrar-I as per his scope of responsibilities.	Chief Justice/ Registrar General (as the case may be)
		8. Public Information Officer in High Court.	Sole responsibility
<b>III).</b>	<b>Joint Registrar-cum- OSD to HCJ</b>	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 & II (for Judicial section wherever applicable as per their scope of responsibilities), Systems Analyst (for Computer section), Chief Librarian (for Library section).	
		3. Matter relating to information to the Supreme Court, other High Courts, Parliament, Assembly of the State etc. To assist the Registrar General.	Registrar General
		4. Matters relating to CJ's Conference. To assist the Registrar General.	
		5. Implementation of Action Plan regarding disposal of cases in subordinate Courts. To be assisted by Deputy Registrar-II.	Chief Justice
		6. Preparation of Roster of Judges & Cause List. To be assisted by Deputy Registrar-I.	

<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
		7. Processes including calling of records from Subordinate Courts. To be assisted by Deputy Registrar-II.	
		8. Periodic statement of cases/other statements of the High Court and Subordinate Courts. To be assisted by Deputy Registrar-II.	
		9. Communication of Courts' orders & preparation of Decree. To be assisted by Assistant Registrar-I.	
		10. Framing of Rules of High Court and Subordinate Courts. To be assisted by Deputy Registrar-II.	
		11. Public Interest Litigation.	Chief Justice/ PIL Committee
		12. Any other matter entrusted by Registrar General.	Registrar General
<b>IV).</b>	<b>Joint Registrar-cum-Secy. to HCJ</b>	Management of Chief Justice's Secretariat and all other matters entrusted by Hon'ble Chief Justice.	Chief Justice
<b>V).</b>	<b>Deputy Registrar-I</b>	1. 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).	Chief Justice/ Registrar General
		2. Infrastructure development and all maintenance works of High Court and subordinate Courts. To be assisted by Assistant Registrar-I.	Registrar(A)
		3. Implementation of Pay commission Reports and staff welfare. To be assisted by Assistant Registrar-III.	
		4. Budget & Accounts of High Court. To be assisted by Assistant Registrar-III.	
		5. Accounts including accounts of rent of Judges' Guest House. To be assisted by Assistant Registrar-III.	
		6. Issuance of Summer & Winter Liveries to Drivers, Jamadars & Class-IV Staff. To be assisted by Court Officer-I.	
		7. Monitoring the duties of Court Officers.	
		8. Any other matter pertaining to planning, management and projects of the High Court and District Courts not covered by any other specific heading.	
		9. Monitoring attendance and punctuality of the Officers and staff in the High Court. To be assisted by Court Officer(s).	

<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
		10. Matters relating to the gradation and confirmation of Officers and staff in the High Court. Shall also supervise maintenance of personal files of all Officers and staff. To be assisted by Assistant Registrar-I.	
		11. Maintenance of ACRs of all Officers and staff of the High Court. To be assisted by Assistant Registrar-I.	
		12. Make correspondence with the Government printing press pertaining to supply of necessary forms/ stationery to High Court. To be assisted by Assistant Registrar-II.	
		13. Any other matter entrusted by Registrar General/Registrar/ Joint Registrar-OSD (for matters falling within his scope of responsibilities as stated above).	
<b>VII).</b>	<b>Deputy Registrar-II</b>	1. Preparation of Calendar of High Court & Subordinate Courts.	Registrar General
		2. All matters relating to Finance Commission(s).	
		3. Matters relating to preparation of certified copies of orders and documents, paper book, preparation of decree etc.	Joint Registrar-OSD
		4. 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).	
		5. 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.	
		6. Monitoring and supervising the duties of Court Masters and supervise the staff attached to the Courts.	
		7. Maintenance of all furniture and its stock in the High Court and residences of Chief Justice/ Judges and maintain an inventory. To be assisted by Assistant Registrar-II and Court Officer(s).	Registrar(A)
		8. Shall be in-charge of the procurement of High Court. Shall be responsible for maintenance of its inventory/ stocks. To be assisted by Chief Translator.	

Sl.No.	Officer	Duties & Responsibilities	Reporting Authority
		<p>9. 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>10. Articles are to be distributed to the requisitioner. To be assisted by Chief Translator.</p> <p>11. All matters related to telephone directory. To be assisted by Court Officer No. I.</p> <p>12. Printing of Diary, Letterpads and Identity Cards of Hon'ble the Chief Justice and Hon'ble Judges. To be assisted by Court Officer No. III.</p> <p>13. Maintenance and repairing of all photocopier machines, fax machines, air conditioners including generators, aqua guard machines, dispensers. He/ She shall also supervise and keep stock of fuel/ diesel in the generator sets/ vehicles. To be assisted by Court Officer No. III.</p> <p>14. Matter relating to repairing and condemnation of vehicles and moving the Government for its replacement and all relating correspondence with Government. To be assisted by Court Officer-III.</p> <p>15. To supervise overall receiving, classification, serialization and submission of administrative letters. To be assisted by Assistant Registrar-II.</p> <p>16. State Legal Services Authority and Juvenile Justice related matters.</p> <p>17. Any other matter entrusted by Registrar General/Registrar/ Joint Registrar-OSD (for matters falling within his scope of responsibilities as stated above).</p>	Registrar General/ Registrar(A)/ Joint Registrar-OSD
VII).	Asstt.Registrar-I	<p>1. Matter relating to Establishment section, service related matters of all Officers &amp; staff in the High Court.</p> <p>2. To help the Senior Administrative Assistant(s) working in Establishment section and perform their duties in their absence.</p> <p>3. Separation of Judiciary related matters.</p> <p>4. Dealing with the representation of the High Court staff regarding confirmation/ promotion / seniority / punishment / addition of qualification.</p>	Registrar(A)

Sl.No.	Officer	Duties & Responsibilities	Reporting Authority
		<p>5. Monitoring of the construction/repair work going on in the subordinate Courts and periodical checking.</p> <p>6. All correspondence related to infrastructure of subordinate Courts.</p> <p>7. Leave &amp; all other service related matters pertaining to Officers/ staff in High Court and Leave(s) matters of Judicial Officers. To assist Registrar(A).</p> <p>8. Communication of Courts' orders &amp; preparation of Decree. To assist Joint Registrar-OSD.</p> <p>9. Infrastructure development and all maintenance works of High Court and subordinate Courts. To assist Deputy Registrar-I.</p> <p>10. Matters relating to the gradation and confirmation of Officers and staff in the High Court. Shall also supervise maintenance of personal files of all Officers and staff. To assist Deputy Registrar-I.</p> <p>11. Maintenance of ACRs of all Officers and staff of the High Court. To assist Deputy Registrar-I.</p> <p>12. To monitor and control the assigned section for smooth functioning of work under direction of the superior Officer(s).</p>	
		13. To function as Oath Commissioner.	Sole responsibility
		14. Any other matter entrusted by Registrar General/Registrar and Joint Registrar-OSD/ Deputy Registrar(s) (for matters falling within their scope of responsibilities as stated above).	Registrar General/ Registrar(A)/ Joint Registrar-OSD/ Deputy Registrar(s)
VIII).	Asstt.Registrar-II	<p>1. Planning, management and arrangements for all ceremonial and other functions including swearing-in, Independence day, Republic day, farewell, dinner etc. To assist Deputy Registrar-I.</p> <p>2. Make correspondence with the Government printing press pertaining to supply of necessary forms/ stationery to High Court. To assist Deputy Registrar-I.</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-II.</p>	Registrar General/ Deputy Registrar(s)

<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
		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-II.	Joint Registrar-OSD
		5. To supervise overall receiving, classification, serialization and submission of administrative letters. To assist Deputy Registrar-II.	
		6. To supervise the dispatch and delivery of letters/files.	
		7. Daily disposal statement of the High Court.	
		8. Supervision/monitoring the works of Stamp Reporter/ Copying section.	
		9. To examine the lower court record and submission of record related to the same.	
		10. Any other matter entrusted by Registrar General/ Registrar(A).	
<b>IX).</b>	<b>Asstt.Registrar-III</b>	1. To monitor, supervise and coordinate all works of Accounts Section.	Registrar(A)/ Deputy Registrar-I.
		2. Verification of cash in the High Court and daily updating of accounts.	
		3. Verification of PLAs.	
		4. Pension and medical benefits and claims of all Chief Justices and Judges (past and present).	
		5. To send all types of bills to Accounts Department for its payment along with work orders after satisfactory report about work done.	
		6. To assist Registrar General/ Registrar (A)/ Deputy Registrar-I (in terms of her scope of responsibilities).	Registrar General/ Registrar(A)/ Deputy Registrar-I
<b>X).</b>	<b>Asstt.Registrar-IV</b>	1. Supervise the works of Receipt & Despatch section.	Registrar General
		2. Monitoring the functioning of Medical Unit in the High Court.	
		3. In-charge of Record Room and the work of weeding and consignment of records.	
		4. Ensures that record(s) are consigned to Record Room within due time.	
		5. Scanning/ digitizing, indexing, storing of old records and maintain an electronic copy of them.	
		6. To look after the inspection of records related to Record Room by the Advocates.	
		7. Any other matter entrusted by Registrar General/ Registrar(A).	



<b>Sl.No.</b>	<b>Officer</b>	<b>Duties &amp; Responsibilities</b>	<b>Reporting Authority</b>
<b>XI).</b>	<b>Chief Librarian</b>	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/ Registrar(A).	Registrar General/ Registrar(A)
<b>XII).</b>	<b>System Analyst</b>	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/ Registrar(A).	Registrar General/ Registrar(A)
<b>XIII).</b>	<b>Assistant Protocol Officer/ Public Relations Officer</b>	1. All matters pertaining to Protocol section including distribution of duties to the staff of Protocol section.	Registrar General/ Registrar(A)
		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. Any other duties entrusted by the Registrar General/Registrar(A).	
<b>XIV).</b>	<b>Security Officer</b>	1. To look after all security arrangements of the Hon'ble Chief Justice, Hon'ble Judges and entire High Court Premises as also residences of Hon'ble Chief Justice & Hon'ble Judges.	Registrar General/ Registrar(A)
		2. Monitoring of CCTVs in High Court.	
		3. Issuance of Entry Passes.	
		4. Any other duties entrusted by the Registrar General/Registrar(A).	
<b>XV).</b>	<b>Court Officer-I</b>	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 and maintenance of High Court building including garden.	



**OTHER INSTRUCTIONS:**

1. In absence of Registrar General, all his/ her works shall be looked after by the Registrar(A).
2. In absence of Registrar(A)/(R), all his/ her works shall be looked after by any of the Officer(s) nominated as such by the Registrar General.
3. In absence of Joint Registrar-OSD on his proceeding on leave/transfer, all his/her works shall be *inter se* distributed between Deputy Registrar-I and Deputy Registrar-II under orders of the Registrar General.
4. In absence of Security Officer on her proceeding on leave/ completion of deputation period, all her works shall be assigned, under the orders of the Registrar General, to any other Officer.
5. As regards movement of files, the same shall move from the concerned Dealing Assistant(s) → Superintendent/ Assistant Registrar (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 (Registrar/ Joint Registrar) 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/1112A**

**Dated Shillong 19<sup>th</sup> March, 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 (Administration/ Recruitment), High Court of Meghalaya, Shillong.*
6. *The Deputy Registrar-I & II, 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, High Court of Meghalaya, Shillong.*

10. *The Public Relations Officer/ Asst. Protocol Officer, High Court of Meghalaya, Shillong.*
11. *Superintendent (Judicial), High Court of Meghalaya, Shillong.*
12. *Court Officer-I, II & III, High Court of Meghalaya, Shillong.*
13. *The Systems Analyst, High Court of Meghalaya, Shillong for uploading the same on the Official Website.*
14. *Notice Board.*
15. *Office File.*

**REGISTRAR GENERAL**