

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

NOTIFICATION

Imphal, the 28th June, 2024

No. HCM/H-1/76-Estt/Vol-V/Pt.-1/

: It is hereby informed to all concerned that the use of the e-office will be made mandatory for all administrative and financial matters with effect from 01-07-2024.

However, there may be instances where certain files contain sensitive information that require exemption from the mandatory e-office process. In such cases, the power to exempt specific files will be vested with the Registrar General, who will carefully assess each file to determine its suitability for exemption due to its confidential nature. After the exemption, considering it a confidential file, the said file need not to be moved through e-office.

Further, there may be situations where the movement of a file through the e-office could potentially delay the process. In these instances, the file may be exempted from the e-office system with the permission of the Registrar General. It is important to note that if a file is exempted by the Registrar General for movement, it will be the responsibility of the concerned officer/staff to upload the file into the e-office system within 10 days of the exemption being granted.

All officers and staff are required to adhere to this directive and ensure compliance. Furthermore, all concerned sections must ensure that all notifications and circulars are uploaded into the e-office system. Any violation of this circular will be liable for disciplinary action. Shri Kh. Rajiv Singh (+91-8575585019) is appointed as the Nodal Officer for the implementation of the e-office in the High Court and District Courts. He will provide training and support to the staff to facilitate a smooth transition to the e-office system.

By Order etc.,

Sd/-

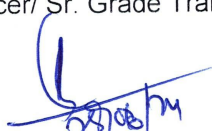
(OJESH MUTUM)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. No. HCM/H-1/76-Estt/Vol-V/Pt.-1/

Imphal, the 28th June, 2024

Copy to :

- 13693-718**
1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
 2. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
 3. The Private Secretary to Hon'ble Mr. Justice A. Guneshwar Sharma, High Court of Manipur.
 4. The Private Secretary to Hon'ble Mrs. Justice Golmei Gaiphulshillu, High Court of Manipur.
 5. The Advocate General, Manipur.
 6. The Staff Officer to the Chief Secretary, Government of Manipur.
 7. The Commissioner (Law), Government of Manipur.
 8. All Registrars, High Court of Manipur.
 9. All District & Sessions Judges/Addl. District & Sessions Judges/all the Judges, Family Courts/Member Secretary, MASLSA/The Judge, Special Court (ND&PS), Manipur/FTC.
 10. The Government Advocates, Government of Manipur.
 11. The Deputy Solicitor General of India.
 12. The Chairman, Bar Council of Manipur.
 13. The President, High Court Bar Association of Manipur.
 14. The President, All Manipur Bar Association.
 15. The Director IT, Government of Manipur.
 16. The Joint Director, Manipur Judicial Academy.
 17. All Joint Registrars, High Court of Manipur.
 18. All CJM/Civil Judge (Sr. Divn.)/All Secretaries, DLSA.
 19. All Deputy Registrars, High Court of Manipur.
 20. All the JMFCs/Judge (Jr. Divn.)/All Pr. Magistrates, JJB.
 21. The Deputy Director (IT), NIC, Imphal.
 22. The Assistant Registrars/Court Manager/Sr. Private Secretary, High Court of Manipur.
 23. The System analyst, High Court of Manipur.
 - for uploading the same on the official website.**
 24. All Private Secretaries, High court of Manipur.
 25. All Superintendents/Stamp Reporter/Court Officers/Protocol Officer/ Sr. Grade Translator/Computer Programmer/Librarian, High Court of Manipur.
 26. Guard File/Concerned File/Notice Board.


REGISTRAR GENERAL
HIGH COURT OF MANIPUR