

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

O R D E R

Imphal the 8th June, 2023

No. HCM/A-46/92-Estt(i) : In the interest of office administration and in supersession of all previous order, Hon'ble The Acting Chief Justice has been pleased to distribute/re-distribute the duties of the Registrar General, Registrar, Joint Registrars and Deputy Registrars as detailed below with immediate effect. It may be noted that the distribution/re-distribution is liable to changes and additions, as may be necessary.

Sl. No.	Officer	Responsibility	Reporting
1.	Registrar General	All correspondence concerning the judiciary.	Chief Justice
		Orders for appointment of all Judicial Officers.	Full Court
		Promotion, transfer and posting of all Judicial Officers	Appropriate Committee through Registrar General
		Orders for appointment of all Gazetted Officers of the High Court	Chief Justice
		Order for appointment of all staff of the High Court.	Sole responsibility
		Budget and Accounts of the High Court.	Finance Committee
		Swearing-in of the Chief Justice and Judges.	Second Judge
		Implementing the Resolutions of the Chief Justice's Conference, Full Court and Administrative Committee.	Chief Justice and Second Judge
		Litigation by or against the High Court in the Supreme Court.	Chief Justice and Second Judge
		Information of the Supreme Court, other High Courts, Parliament, Assembly of the State, State Government.	Chief Justice and Second Judge
		Leave of the High Court Judges.	Chief Justice
		Purchase of items upto Rs. 50,000/-	Sole responsibility
		Infrastructure development in the High Court and of all District Courts.	Buildings and infrastructure Committee
		Establishment of Courts.	Chief Justice and Second Judge
		Implementation of ACP Scheme	Appropriate Committee
		Grant of Selection Grade and Super Time Scale of District Judges.	Administrative Committee
Appellate Authority for RTI queries.			
Implementing the recommendations of the 13 th Finance Commission.	Committee for Financial Management and Implementation of 13 th Finance Commission recommendations.		

		Any matters not covered by any of the subjects given below	Chief Justice and Second Judge
2.	Registrar (Judicial)	Litigation by or against the High Court (Other than in the Supreme Court)	Portfolio Judge and Second Judge
		Statistics of cases in District Courts	Chief Justice
		Lawazima Court (The Lawazima Court will be managed by the concerned Registrar)	Sole responsibility
		Preparation of paper books	Sole responsibility
		Preparation of certified copies of orders and documents and uncertified copies of orders	Sole responsibility
		Judges' Library	Library Committee
		PIO for RTI queries	
		Libraries of all District Courts of Manipur	Library Committee
		Equitable distribution of case-load	Chief Justice
		Constitution of Bench	Chief Justice
		Preparation of cause list and grouping of cases	Sole responsibility
		Filing of cases	Sole responsibility
		File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room	Sole responsibility
		Compilation and management of judgments delivered by the High Court	Sole responsibility
		Inspection of Tribunals and Courts in Manipur under the supervisory jurisdiction of the High Court	Portfolio and Second Judge
3.	Registrar (Vigilance)	Leave of all Judicial Officers	Concerned Portfolio Judge/Chief Justice
		All correspondence concerning individual Judicial officers	Portfolio Judge
		Management and affairs of Judicial Academy	Judicial Education & Training Committee
		Judicial Officers' programmes, official visits and conferences	Judicial Education & Training Committee
		Recruitment of Judicial officers Management of Recruitment Cell	Recruitment committee
		ACRs of all Gazetted officers and staff of the High Court	Chief Justice
		ACRs of the Officers and staff of the High Court	Registrar General
		Disciplinary matters (including complaints and inquiries)	Portfolio Judge
		Disciplinary matter (including complaints and inquiries) pertaining to all staff in the Registry	Second Judge
		ACRs of the Judicial officers	Portfolio Judge and as the case may be
		Communication of the ACR remarks of Judicial Officers	Sole responsibility

		Scrutiny of Judicial Officers at the age of 50, 55 and 58	Administrative Committee
		Any other matter pertaining to discipline and vigilance not covered by any other specific hearing	Second Judge and Administrative Committee
4.	Registrar (Admn./PM & P)	Preparation of calendar	Administrative Committee
		Leave, Transfer and Posting of all Gazetted officers, Implementation of Periodic Transfer Policy for High Court Staff	Registrar General
		Infrastructure development in the High Court	Registrar General
		Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court, including official residences, guest house etc.	Buildings and Infrastructure Committee
		Electrical and power system in the High Court premises and Judges' bungalow	Sole responsibility
		Planning, management and arrangements for all ceremonial and other functions, including swearing-in, independence day/republic day celebrations, farewells, dinners, full court meetings etc.	Sole responsibility but in consultation with Second Judge
		Security administration including security arrangements of Hon'ble Judges	Sole responsibility
		Promotion of Gazetted officers of the High Court	Registrar General
		Recruitment and promotion of Class -III and Class - IV staff	Registrar General
		Any other matter pertaining to administration of the Registry not covered by any other specific heading	Sole responsibility
		Attendance of employees from the level of Superintendent including granting of casual leave	Sole responsibility
5.	Joint Registrar (Judicial)	Computerization and eCourt Project	Computer Committee
		Court Management and administration	Chief Justice
		Any other matter pertaining to judicial and court administration not covered by any other specific hearing	Chief Justice
6.	Joint Registrar (Admn./PM & P)	Protocol	Protocol Committee
		Infrastructure development in the High Court	Registrar (Admn./PM & P)
		Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court including official residences, guest house, etc.	Registrar (Admn./PM & P)
		Electrical and power system in the High Court premises and Judges' Bungalow	Registrar (Admn./PM & P)

		Planning, management and arranges for all ceremonial and other functions, including swearing-in, independence day/republic day celebrations, farewells, dinners, full court meetings etc.	Registrar (Admn./PM & P)
		Security administration including security arrangements of Hon'ble Judges	Registrar (Admn./PM & P)
		Inspection and management of all Sections and Benches of the Registry	Sole responsibility
		Management of private secretaries attached to Judges	Sole responsibility
		Promotion of Gazetted Officers of the High Court	Sole responsibility
		Recruitment and promotion of Class – III and Class – IV staff	Registrar (Admn./PM & P)
		In charge of all High Court vehicles (including their repair and maintenance) Drivers, their duties etc.	Sole responsibility
7.	Joint Registrar (Finance)	Budget and Accounts of the High Court	Registrar General
		Pension and medical benefits and claims of all serving and retired	Sole responsibility
		Any other work delegated/assigned by the Registrar General by general or specific orders from time to time.	
8.	Deputy Registrar (Judicial)	Management and affairs of Judicial Academy	Registrar (Vigilance)
		Implementing the recommendations of Finance Commission	Joint Registrar (Judicial)
		Management of technological advancement and computerization (including website)	Joint Registrar (Judicial)
		Preparation of cause list and to act as listing officer	Registrar (Judicial)
		Computerization	Joint Registrar (Judicial)
		Preparation and sending of FR order/judgment to the publishers	Registrar (Judicial)
		Processes including calling of records etc.	Registrar (Judicial)
		Matters relating to subordinate judiciary/courts	Registrar (Judicial)
		Periodic statement of cases/other statements of the High Court and subordinate judiciary	Registrar (Judicial)
		Any other work delegated / assigned by the Registrar General by general or specific orders from time to time.	
		Service matter	Registrar (Admn./PM & P)
		Promotion of Gazetted Officers of the High Court	Registrar (Admn./PM & P)

9.	Deputy Registrar (Admn./PM & P)	Recruitment and promotion of Class – III and Class – IV staff	Joint Registrar (Admn./PM & P)
		Maintenance of Reservation Register	Sole responsibility
		General administration minus A/cs	Registrar (Admn./PM & P)
		Monitoring the attendance of employees from the level of Class – IV and Class –III	Registrar (Admn./PM & P)
		Security arrangement	Registrar (Admn./PM & P)
		Any other work delegated/assigned by the Registrar General by general or specific orders from time to time.	
10.	Deputy Registrar (Accounts & Planning)	Accounts including A/cs of house rent of Judges' Guest House	Registrar General/Joint Registrar (Finance)
		Salary & Pension of serving & retired respectively	Registrar General/Joint Registrar (Finance)
		Budget and Accounts of the High Court	Registrar General/Joint Registrar (Finance)
		Pension, medical benefits and claims of all serving and retired High Court Judges	Registrar General/Joint Registrar (Finance)
		Pension, medical benefits and claims of all serving and retired Judicial offices posted in the Registry	Registrar General/Joint Registrar (Finance)
		Leave of the High Court Judges	Registrar General
		Any other work delegated/assigned' by the Registrar General by general or specific orders from time to time	
11.	Deputy Registrar (Protocol)	Protocol	Joint Registrar (Admn./PM & P)
		Vehicles	Joint Registrar (Admn./PM & P)
		In charge of all High Court vehicles (including their repair and maintenance) Drivers, their duties etc.	Joint Registrar (Admn./PM & P)
		Any other work delegated/assigned by the Registrar General by general or specific orders from time to time	
12.	Language officer (Special Officer)	Translation of Act, Rules, Notifications, Summons, Notices, Articles, Legal Literature etc. into English and Manipuri	Sole responsibility
		Devising projects/plan for translation of literature written in other languages/dialects into English and vice versa	Sole responsibility
		Any other work delegated/assigned by the Registrar General by general or specific orders from time to time	

By order etc.

Sd/-

**(YUMKHAM ROTHER)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR**

Copy to :

1. *The Principal Secretary to Hon'ble The Acting 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 Registrar (Judicial),/(Admn.)/(Vigilance), High Court of Manipur.*
5. *All the Joint Registrars, High Court of Manipur.*
6. *All the Deputy Registrars/ Language Officer, High Court of Manipur.*
7. *All the Assistant Registrars/Librarian-cum-Research Officer/Chief Translator/Sr. Private Secretaries/Court Managers, High Court of Manipur.*
8. *The System Analysts, High Court of Manipur.*
- *He is requested to upload the same on official website.*
9. *All the Superintendents/Court Officers/Stamp Reporter/Protocol Officer/Sr. Grade Translator/Computer Programmer, High Court of Manipur.*
10. *All the Court Masters, High Court of Manipur.*
11. *The Concerned/Guard File.*



**REGISTRAR GENERAL
HIGH COURT OF MANIPUR**