

HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION

Imphal, the 15th September, 2021

No. HCM/T-33/2021/Estt(I)/:

Hon'ble The Chief Justice, High Court of Manipur, is pleased to frame the '**Periodic Rotational Transfer Policy**' for the Officers and Staff of the High Court of Manipur as follows:

PERIODIC ROTATIONAL TRANSFER POLICY FOR THE OFFICERS AND STAFF OF
THE HIGH COURT OF MANIPUR

1. Objective(s) of the policy:

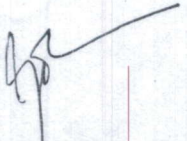
- i. To rationally expose all staff members to different Sections for gaining distinctive skills, competence & expertise.
- ii. To break the monotony of doing the same work.
- iii. To facilitate proper assessment of employees and avoid untimely transfers.
- iv. To prescribe maximum tenure in a Section for functionaries at different levels.
- v. To prescribe how rotational transfers will be affected.
- vi. To prescribe policy for transfer on grounds of health issues.

2. Applicability:

The policy shall be applicable to all the Officers/Staff members up to and including the rank of Private Secretary.

3. Competent Authority:

Sl. No.	Name of posts	Competent Authority
1.	Private Secretary	Chief Justice
2.	Superintendent, Stamp Reporter, Court Officer, Protocol Officer	Chief Justice
3.	Court Master	Chief Justice
4.	Commissioner of Affidavit, Accountant, Editor Paper Book, Cashier, Record Keeper, Sr. Judicial Assistant, Sr. Personal Assistant	Registrar General
5.	Judicial Assistant	Registrar General
6.	Computer Assistant, Head Cook, Record Assistant	Registrar General
7.	Cook, Chauffeur	Registrar General
8.	Court keeper, Usher	Registrar General
9.	Court Attendant, Lawn Attendant, Chowkidar, Pumpman, Sanitation Attendant, Orderly, Masalchi, Farash	Registrar General



4. Transfer Policy:

- i. The maximum tenure for a particular posting shall be 3 (three) continuous years.
- ii. Rotational Transfer shall be reviewed at the end of a calendar year.
- iii. At the end of a calendar year, the Registrar (Admn./PM&P) shall propose the rotational transfers to be made for the coming year with appropriate reasons.
- iv. No Officers/Staff member shall be retained in a Section for more than 3 (three) continuous years on the ground of indispensability.
- v. Transfer of Officers/Staff members who are assigned to work for Recruitment shall be made with the approval of the Hon'ble The Chief Justice.

A. In respect of Private Secretary, Sr. Personal Assistant and Court Master:

- i. Officers/Staff members who have been in the service of an Hon'ble Judge for 3 (three) continuous years shall be transferred on rotational basis, if the Hon'ble Judge approves the same. However, the competent authority may propose transfer of any Officer/Staff member mentioned above before completion of the tenure of 3 (three) continuous years with appropriate reasons, if the Hon'ble Judge approves the same.
- ii. A Staff member who has been in the service of an Officer or is attached to a Section for 3 (three) continuous years shall be transferred on rotational basis.
- iii. As far as possible, any transfer shall be made at the end of a calendar year.

B. In respect of Superintendent, Stamp Reporter, Court Officer, Protocol Officer, Commissioner of Affidavit, Accountant, Editor Paper Book, Cashier, Record Keeper, Sr. Judicial Assistant, Judicial Assistant and Computer Assistant, the Sections shall be divided into 2 (two) major categories:

Sl. No.	Administrative Category	Judicial Category
1.	Establishment –I Section	Judicial - I Section
2.	Establishment –II Section	Judicial- II Section
3.	Finance & Accounts Section	Judicial - III Section
4.	Protocol Pool	Bench Section
5.	Court Officer –I Pool	Filing Section
6.	Court Officer –II Pool	Copying Section
7.	Statement Section	Record Section
8.	IT Section	

- i. Officers/Staff members who completed the tenure of 3 (three) continuous years in a major category shall be transferred from one category to another. However, the competent authority may transfer any Officer/Staff member within the Sections of a major category before completion of the tenure of 3 (three) continuous years for appropriate reasons.

- ii. As far as possible, any transfer either within a major category or beyond a major category shall be made at the end of a calendar year.

C. In respect of Record Assistant, Head Cook, Cook, Chauffeur, Usher, Court Attendant, Lawn Attendant, Chowkidar, Pumpman, Sanitation Attendant, Orderly, Masalchi and Farash:

- i. A staff member who has been in the service of an Hon'ble Judge for 3 (three) continuous years shall be transferred on rotational basis if the concerned Hon'ble Judge approves the same. However, the competent authority may propose transfer of any staff member mentioned above before completion of the tenure of 3 (three) continuous years, if approved by the Hon'ble Judge.
- ii. A staff member who has been in the service of an Officer or is attached to a Section for 3 (three) continuous years shall be transferred on rotational basis.
- iii. A staff member who has been posted in the High Court Registry for 3 (three) continuous years shall be transferred to the Residence/Bungalow of Hon'ble Judges and vice-versa with the approval of the Hon'ble Judges concerned.
- iv. As far as possible, any transfer shall be made at the end of a calendar year.

- D.** For those transferable posts which are not incorporated in this policy, transfer may be done as and when it is felt necessary after due approval of the Hon'ble The Chief Justice

5. Transfer on Medical Ground:


Officers and Staff member may seek transfer on Medical Ground. The application for transfer on Medical Ground shall be referred to the State Medical Board and the transfer shall be processed only after due verification by the board.

6. Time period for handing over/relieving of charge:

A maximum of 7 (seven) working days, with effect from the date of issuance of the transfer order, may be taken for handing over/relieving of charge by the concerned Officers/Staff members who are on transfer/posting, failing which it shall be deemed that they have handed over/taken over their respective charges automatically.

7. Disclaimer:

This Periodic Rotational Transfer Policy is meant essentially for the use of the High Court and does not vest any Officer/Staff member with a right to seek a particular , transfer.



8. Safeguards against extraneous influence:

Officers/Staff members shall not bring to bear any outside influence. If such an influence is brought, be it from whichever source, espousing the cause of any Officers/Staff member, it shall be presumed that the same has been brought about by such Officers/Staff member. In such a case, the same shall be treated as subversive of the required standard of conduct, inviting disciplinary proceedings.

9. This policy shall come into force from the date of Notification.

By Order of the Hon'ble
The Chief Justice,

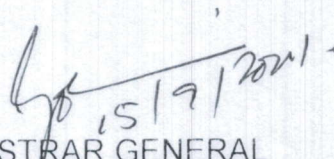
Sd/-
(GOLMEI GAIPHULSHILLU)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. No. HCM/T-33/2021/Estt(I)/ 95148-62

Dated, 15th September, 2021

Copy to:

- 1) The Registrar (Judl.), High Court of Manipur.
- 2) The Jt. Registrar (Judl.)/(Admn. PM&P), High Court of Manipur.
- 3) All the Deputy Registrars/Language Officer (Special Officer), High Court of Manipur.
- 4) The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
- 5) All the Assistant Registrars/Chief Translator/Court Managers /Sr. Private Secretary/Library-cum-Research Officer, High Court of Manipur.
- ✓ 6) The System Analyst, High Court of Manipur.
- He is requested to upload the same on the Official Website of this Registry.
- 7) The Private Secretary to Hon'ble Mr. Justice L.S. Jamir, High Court of Manipur.
- 8) The Private Secretary to Hon'ble Mr. Justice Kh. Nobin Singh, High Court of Manipur.
- 9) The Private Secretary to Hon'ble Mr. Justice M.V. Muralidaran, High Court of Manipur.
- 10) The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
- 11) The Private Secretary to Registrar General, High Court of Manipur.
- 12) All the Superintendents/Stamp Reporter/Court Officers/Protocol Officer/Computer Programmer, High Court of Manipur
- 13) All Court Masters, High Court of Manipur.
- 14) The Order Book/Guard file.
- 15) The Concerned file.


REGISTRAR GENERAL
HIGH COURT OF MANIPUR
