

**THE HIGH COURT OF MANIPUR  
AT IMPHAL**

**NOTIFICATION NO. 13**

Dated, Imphal, the 19<sup>th</sup> July, 2014

No. HCM/A-69/2014-Estt/ 10964 In exercise of the power conferred by Article 229 of the constitution of India, the Chief Justice of the High Court of Manipur at Imphal with the approval of the Governor of the State of Manipur, do hereby make rules for appointment of Court Managers and conditions of their services as follows :

1. These Rules will be called **The High Court of Manipur Service (Conditions of Service and Recruitment of Court of Manager) Rules, 2014.**

1.1 These Rules will come into force with immediate effect.

2. **Definition :**

- (a) "Governor" means the Governor of State of Manipur;
- (b) "Chief Justice" means the Chief Justice of High Court of Manipur at Imphal;
- (c) "Registrar General" means the Registrar General of the High Court of Manipur at Imphal;
- (d) "District Judge" means the District & Sessions Judge in the State of Manipur;
- (e) "Court Manager" means the persons appointed under this Rule;
- (f) "Month" means English Calendar months;

3. There shall be Court Managers as may be appointed in the manner prescribed hereunder;

4. The Service Rules for the employees of the High Court of Manipur will apply mutatis mutandis to the Court Managers, not in derogation of the Rules mentioned hereunder;

5. **Age Limit :**

A person who has not attained 25 years and crossed 35 years of age on the date of notification for selection process shall not be eligible for appointment as Court Manager. However, in case of Schedule

Caste/Schedule Tribe candidate, the upper age limit is relaxable by 5 years.

6. **Qualification of Experience :**

Candidate for appointment to the post of Court Manager :

- (i) must be citizen of India;
- (ii) must not have been convicted of an offence involving moral turpitude;
- (iii) must be possessing sound health;
- (iv) must be Graduate with MBA or Post Graduate Diploma in Management;
- (v) must have 2 years' working experience in general management;
- (vi) desirable qualification : Experience of work in IT environment/knowledge of computer applications and process; and
- (vii) must have excellent communication skill;

7. **Procedure of Selection :**

Selection shall be made by a Committee to be constituted by the Chief Justice. The appointment shall be made after advertisement in at least three widely circulated dailies out of which one will be in local vernacular and website of the High Court of Manipur, and by holding Interview (viva-voce). The Chief Justice and/or any other Officer as may be delegated by the Chief Justice in accordance with the recommendation of the selection committee shall appoint Court Managers.

8. **Terms & Conditions of appointment :**

- (a) (i) The appointment may be on contract for two years extendable thereafter at the discretion of appropriate authority;
- (ii) However, service of the Court Manager is terminable either by the Appointing Authority without assigning any reason with prior one month's notice, or on payment of one month's salary in lieu of notice.
- (iii) The Court Manager may also resign from service by giving one month's notice or he/she being paid one month's salary in lieu of notice;
- (b) The consolidated remuneration of the Court Managers will be @ Rs. 50,000/- per month with provision of 3 percent enhancement on each year, subject to satisfactory performance to be furnished, in case of Court Manager deputed at the High Court of Manipur, the

Registrar General and in other cases, by the District & Sessions Judge of the District concerned;

- (c) Salaries of the Court Managers shall be paid by the High Court of Manipur out of the fund earmarked by the 13<sup>th</sup> Finance Commission.
- (d) The appointment will be on full-time basis and during the tenure of appointment, the Court Manager shall not be entitled to take up any other employment, either part time or otherwise.
- (e) The appointment shall not confer any right on the appointee for being made permanent in the said post or any other post in the High Court of Manipur or any Subordinate Court in Manipur.
- (f) The place of work for all the Court Managers will be at the High Court of Manipur or any Court under superintending control of and subordinate to the High Court of Manipur, as may be directed by the Chief Justice. The Court Managers, in case of administrative exigency, are liable to be transferred from one Court to another;

9. **Functions and responsibilities of Court Managers :**

The functions and responsibilities of Court Managers shall be such as may be prescribed by the Hon'ble Chief Justice from time to time depending on the exigencies of the situation.

10. The Court Managers while performing the aforesaid functions and discharging their responsibilities shall be primarily answerable to the Registrar General of the High Court of Manipur and shall assist, cooperate and carry out all lawful directions which might be given by the Registrar General in the High Court of Manipur and the District & Sessions Judges in the Districts. It is made clear that their primary function is to assist and cooperate with the Judges at all levels, as and when asked for. The Court Managers shall be deemed to be public servants within the meaning of Section 21 of the Indian Penal Code.

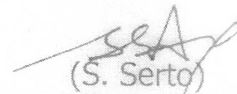
11. The High Court of Manipur reserves the right to vary by way of either addition or relaxation of the rules, in consultation with the Governor, to meet any situation in future.

By order,  
Sd/-  
(S. Serto)  
REGISTRAR GENERAL  
HIGH COURT OF MANIPUR

Endt. : No. HCM/A-69/2014-Estt/ 10965-82 Dated, Imphal, the 19<sup>th</sup> July, 2014

Copy to :

1. The Secretary General, Supreme Court of India, New Delhi – 110 001.
2. The Registrar General, High Court of .....
3. The Secretary (Law), Government of Manipur.
4. The Registrar, High Court of Manipur.
5. The Joint Registrar (Judl & Bench), High Court of Manipur.
6. The Joint Registrar (Admn./PM & P), High Court of Manipur.
7. The Deputy Registrar (Judl), High Court of Manipur.
8. The Deputy Registrar (Admn./PM & P)/CPC, High Court of Manipur.  
- He is requested to upload the above notification in the High Court website.
9. The Director, Printing and Stationery, Government of Manipur.  
- He is requested to publish the notification in the next issue of the official Gazette and send at least 5 (five) copies to the undersigned after publication.
10. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
11. All Assistant Registrars, High Court of Manipur.
12. The Senior Grade Stenographer, High Court of Manipur.
13. The Librarian-cum-Research Officer, High Court of Manipur.
14. The Private Secretary to Hon'ble Shri Justice N. Kotiswar Singh.
15. All Superintendents/Stamp Reporter/Court Officers, High Court of Manipur.
16. The Concerned File/Guard File/Notice Board.

  
(S. Serto)

REGISTRAR GENERAL  
HIGH COURT OF MANIPUR