

(19)

WORK ASSIGNED TO ADDITIONAL REGISTRAR
(VIGILANCE)

1. Processing of complaints against Judicial Officers.
2. Processing of property matters of Judicial Officers (movable & immovable).
3. Processing Preliminary Enquiries against the Judicial Officers.
4. Processing Departmental Enquiries against Judicial Officers – Framing articles of charges, imputations and procuring documents for departmental enquiries etc.
5. Following up pending Departmental Enquiries, preparation of paper-books of Hon'ble Administrative Committees meetings and Full Court Meeting.
6. Finalizing various D.O.s and memos and all other communications required to be sent as per the directions of Hon'ble Chief Justice and Hon'ble Administrative Committees.
7. Processing P.I.L.s sent by Additional Registrar (Judicial) and placing the same before the Hon'ble Chief Justice.
8. Any other important work assigned by Registrar General or Registrar (Vigilance) such as supervision of examinations of L.D.C.s and valuation of copies, sorting out old records rendered infructuous etc. Was incharge of various processes involving A.D.J.s examination held in the year 2001.

WORK ASSIGNED TO ADDITIONAL REGISTRAR
(VIGILANCE LITIGATION)

1. To scrutinize the disposal of the Judges of all the districts and preparing note for follow up action.
2. Scrutinizing the Inspection Notes submitted by District Judge (Vigilance) of respective Zones and follow up action.
3. Communicating A.C.R.s to Judicial Officers.
4. Processing representations of Judicial Officers for submitting before Hon'ble Administrative Committees of the Hon'ble High Court.
5. Looking after litigation matters involving High Court :
 - (i) Assisting the Counsel for preparing returns.
 - (ii) Submitting returns prepared by the Advocates for approval by the Hon'ble Judges.
 - (iii) Keeping track of litigation matters and following up directions of Hon'ble Court issued time to time in such matters.
 - (iv) To appear before Hon'ble Court in the above litigation matters as Officer-in-Charge.
6. Officer on Special Duty of S.A.T. matters :
 - (i) Looking after the pending cases pertaining to erstwhile S.A.T. such as listing of cases etc.
 - (ii) Accounts matters of S.A.T.
 - (iii) Administrative matters relating to S.A.T. employees.
 - (iv) Supervising the elimination work of disposed of S.A.T. records.
7. Processing P.I.L. matters sent by Additional Registrar (Judicial) *from time to time*.
8. Any other work assigned by Registrar General and Registrar (Vigilance).

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WORK DISTRIBUTION OF ADDITIONAL REGISTRAR (ADMN)

Sr.No.	Brief description of subject	To be submitted for orders before.
1.	Sanction and payment of bills and advances in respect of all purchases of movables, cost of labour and repairs (other than cost of labour and repairs for staff cars and motor vehicles of High Court.) of value upto Rs. 600/-	Registrar Hon. A.J.
ii.	Above Rs. 600/- upto Rs. 1000/-	Hon. C.J.
iii.	Above Rs. 1000/- and upto Rs. 2000/- to be marked directly to	Hon. C.J.
iii.	Above Rs. 2000/- to be marked directly to.	Hon. C.J.
2.	Grant of more than 30 days leave to Class II and Class III staff, leave preparatory to retirement and refused leave to any employees of the Registry.	Hon. A.J. Hon. C.J.
3.	Grant of annual increment to Class II and Class III staff of Registry, at Jabalpur and other increments to Class-II and Class-III staff of the Registry and Bench Registries at Indore & Gwalior.	Hon A.J. Hon. C.J.
4.	Registry Establishment, and all matters relating to those subject, not otherwise specifically provided for.	Hon A.J. Hon. C.J.
5.	Matters relating to pay-scales allowances other perquisites of Registry Estt.	Hon. A.J. Hon. C.J. (if orders are necessary.)
6.	Approving of officiating arrangements for class II & III, Class IV staff in longterm leave vacancies, making arrangement for additional charge and grant of special pay thereof.	Registrar
8.	Sanction for stay at a place for more than 10 days with full allowances for Class I and Class II staff of the High Court.	Hon. A.J.

staff

8. Forwarding of application from Class III staff of Registry for posts in other departments, offices or establishments.
9. Work allotted to Protocal Section as Tour programme of Hon'ble Chief Justice and Hon'ble Judges and Judges of all other High Courts. Arrangement of their stay and reservation etc.
10. Cases of movable and immovable property of officials of Registry, where intimation and permission by prescribed authority is necessary.
11. Any other work that may assigned by Hon. the Chief Justice, Hon. A.J. other Hon. Judges and Registrar *General*.

(23)

WORK DISTRIBUTION OF ADDITIONAL REGISTRAR (D.E.)

S.No.	Brief description of subject	To be submitted for orders before
1.	Checkers Section	Direct Admn. Committee (Files relating to introducing a new link court, camp court of estt. of a court, shall be routed through Registrar)
2.	District Judges' earned leave, surrender leave, commuted leave etc.	
3.	Vidhan Sabha and Parliament questions and correspondence in relation to parliamentary Affairs.	Registrar Hon. A.J. Hon. C.J.
4.	Lok Adalats	Direct Hon. C.J.
5.	Reports about disposal by Judges and Magistrates (other than executive Magistrates).	Direct Admn. Committee
6.	Distribution of Civil work under provisions of civil law including M.P. Civil Courts Act, 1958.	Direct Admn. Committee if orders are necessary.
7.	Inspection of sub-ordinate courts by District Judges.	Admn. Committee.
8.	Notification for Judges, Judicial Magistrates, Civil Courts, Criminal Courts and the Constitution.	Registrar Admn. Committee.
9.	District Establishment	Registrar Hon. A.J. Hon. C.J.
10.	All Administrative appeals, representations and review petitions of the officials of the subordinate courts including Deputy Clerks of courts and Clerks of Courts.	Registrar Hon. A.J.
11.	Promotions, confirmation, transfers etc. of Dy. Clerks of courts and Clerks of Courts.	Registrar Hon. A.J. Hon. C.J.
12.	Inter district transfer of Class III and Class IV staff of the subordinate courts.	Registrar Hon. A.J.

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13. Permission, if necessary, for filling up vacant posts of District Estt. Registrar
Hon. A.J.
 14. Grant of leave and making local arrangement for the post of Dy. Clerks of Court and Clerks of Court in long-term vacancies for a period exceeding two months. Registrar
Hon. A.J.
 15. Sanctioning appointments for a term not exceeding six months of un-qualified persons as Sale Amin. Registrar
Hon. A.J.
 16. All the matters relating to litigations. Registrar
Hon. A.J.
Hon. C.J.
 17. Matter relating to District Court for Pay, pay-scale, allowances other requirements of District Establishment.
 18. Any other work, that may be assigned by Hon. the Chief Justice, Hon. Admn. J, Hon. Judges or by the Registrar General.

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WORK DISTRIBUTION OF BUDGET OFFICER

The following administrative and financial matters shall be dealt with by the Budget Officer, Shri R.P. Pandey:-

Sr.No.	Description of Subject	To be submitted through
1.	Budget Section.	A.R. (A.W.)
2.	All financial matters including pay, allowance, pension of Hon'ble Judges.	A.R. (A.W.)
3.	Pay-fixation and pension cases of Judicial Officers.	A.R. (A.W.)
4.	Audit Inspection. Loss and defalcation cases of High Court and Subordinate Courts.	A.R. (A.W.)
5.	Refund and remissions.	A.R. (A.W.)
6.	Signing of bills of contingent expenditure.	A.R. (A.W.)
7.	Matters relating to family benefit Fund/Group Insurance Scheme of Officers & staff of High Court and Subordinate Courts.	A.R. (A.W.)
8.	The Sanction payment of arrears, claims less than six years old.	A.R. (A.W.)
9.	Any other work that may be assigned by Hon. the Chief Justice, Hon. Admn. J, Hon. Judges or by the Registrar General.	

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WORK DISTRIBUTION OF ACCOUNTS OFFICER

In supersession of previous orders the following administrative and financial matters shall be dealt with by the Accounts Officer (Establishment) Shri A.K. Mishra :-

Sr. No.	Description of Subject	To be submitted through
1.	Permanent Advance Cashier's Section.	A.R.(A.W.)
2.	D.C. Bills.	
3.	Bills of Medical reimbursement, T.A. bills and advances, etc. of the Registry Officers and Staff.	
4.	Securities of Officials.	A.R.(A)
5.	Increments, time barred claims including those from Benches and District Establishment.	A.R.(A)
6.	Checking of Cash Book and physical verification of cash, he will be Cash Officer of the Registry and will be responsible for sending money receipts of A.G.M.P.(S.M.RS.)	
7.	Work of drawing and disbursing officer.	
8.	Any other work that may be assigned by Hon. the Chief Justice. Hon. Admn.J. Hon. Judges or by the Registrar General.	

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WORK DISTRIBUTION OF SHRI S.K. SAHA DEPUTY REGISTRAR-CUM-C.P.O.

1. He will perform the duties of Chief Protocol Officer & maintenance and cleanliness of High Court building.
2. He is also entrusted the work of Stationary Section also.
3. Grant of annual increments to Class-IV servants.
4. Grant of leave for a period not exceeding 30 days to Class-IV staff.
5. Any other work that may be entrusted to him by Registrar General.

28

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WORK DISTRIBUTION OF SMT. T. THOMAS DEPUTY REGISTRAR (ESTT)

Sr. No.	Description of Subject	To be submitted through
1.	All matters of Establishment Section of High Court.	A.R. (A)
2.	Signing of G.P.F., Memoes & Orders.	
3.	House rent allowance, leave including encashment of leave of Registry staff.	
4.	Any other work that may be entrusted to her by Hon'ble the Chief Justice, Hon'ble the Administrative Judge, Registrar General & Additional Registrar (Admn).	

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WORK DISTRIBUTION OF DEPUTY REGISTRAR (JUDL)

1. He will look after the work of Deputy Registrar (Judicial) with all its sections.
2. Any other work, that may be assigned by Hon. the Chief Justice, Hon. Admn. J, Hon. Judges or by the Registrar General.

30

HIGH COURT OF MADHYA PRADESH : JABALPUR

ORDER

Draft

No. C/2921

Jabalpur, dated 2^o August, 2004

As directed, Protocol Section is bifurcated as "Protocol Section" & "Maintenance Section".

The distribution of work shall be as under:-

1. Protocol Section:-

- i) Receiving and see-off of Hon'ble Judges and their Lordship's family members.
- ii) Issuance of H.O.Rs. and Railway Reservation.
- iii) Tour programmes of Hon'ble Judges, arrangement of stay, transport and consequential arrangements, etc.

2. Maintenance Section:-

- i) Maintenance of the entire High Court Building including Garden,
- ii) Maintenance of Judges Bungalow and Judge's Guest House,
- iii) Maintenance of Vehicles of Main Seat,
- iv) Co-ordination with P.W.D. (F&M) and P.W.D. (B & R) & A.C. maintenance,
- v) Matter pertaining to arrangement of National Festivals, Oath Ceremonies, Reference, etc.
- vi) Performing any other work assigned.

3. The Protocol Section will be headed by Shri S.K. Saha who will be designated as Deputy Registrar (A-1) & (Establishment)-cum-Chief Protocol Officer. Shri D.S. Baghel, Assistant Grade I is designated as Protocol Officer who will be the overall Incharge of the Protocol Section. Both will carry the same scale of pay in their new designation.

4. Shri S.K. Saha will look after the following work as Deputy Registrar (Establishment):-

- i) Providing of Liveries to the Class IV employees,
- ii) Posting of the Class IV employees subject to the approval of A.R.(A) and under intimation to Registrar General,
- iii) Attendance of the Class IV employees and preparation of paybills for the withdrawal of pay of Daily paid contingent employees,
- iv) Day to day purchase of the routine articles, etc. for High Court,
- v) Matters pertaining to electricity, water, telephones of High Court and Bungalows of Hon'ble Judges and Registry Officers,
- vi) Maintenance of Stock Register of movable property of High Court Building/Furnishing of Bungalows of Hon'ble Judges.

By the order of Hon'ble the Chief Justice


(A.K. SELOT)
REGISTRAR GENERAL

Endtt. No. C/2922

Jabalpur, dated 20 August, 2004

Copy forwarded to:-

- 1 Registrar, High Court of M.P. Bench Indore/Gwalior,
- 2 Private Secretary to Hon' the Chief Justice, High Court of
- 3 Madhya Pradesh, Jabalpur,
- 4 Registrar(Vigilance), Registrar(Judl.), & Director J.O.T.R.I. High
- 5 Court of M.P., Jabalpur,
- 6 Addl. Reg. A./J./D.E./E./V./V.L./Cum-P.P.S., High Court of M.P. Jbp
- 7 Deputy Registrar (J)/(C.P.O.), High Court of M.P., Jabalpur,
- 8 P.S to Hon'ble Shri Justice.....
- 9 P.S. to Registrar General, High Court of M.P., Jabalpur,
- 10 Section Officer/Librarian/Incharge _____, High Court of
- 11 M.P., Jabalpur for information and necessary action.


 (ARVIND KUMAR SHUKLA)
 ADDITIONAL REGISTRAR

ORDER

No. 1111/05

Jabalpur dated the 23rd February, 2005.

In modification of previous orders regarding distribution of work amongst the Registrar (Judl.) and the Additional Registrars (J-I & J-II) of the Main Registry at Jabalpur, Hon'ble the Chief Justice, vide order dated 23-2-2005, has been pleased to allocate the work as under:-

REGISTRAR (JUDICIAL).

1. Roster & Listing of cases.
2. Criminal Branch
3. Civil Branch
4. Writ Branch
5. Statistical Writer Section
6. Computerization
7. Internal transfers in the Judicial Branch
8. Leave applications of employees of the Judicial Branch.
9. Registrar (Judl.) shall be-
Secretary of-
(i) Rule Making Committee of the High Court,
(ii) Computerization Committee of the High Court,
(iii) High Court Legal Services Sub-Committee for Jabalpur,
Ex-officio Member of-
(i) High Court Legal Services Committee
(ii) Project Monitoring Committee for Pilot Phase of the District Court
Computerization at Bhopal.

ADDITIONAL REGISTRAR (J-I)

1. Listing of defective matters on Judicial Side
2. Acting as Taxing Officer
3. Copying Section
4. Paper Book Section
5. Translation Section
6. Forms Section
7. Cashier (Judl.) Section
8. Despatch (Judl.) Section
9. Supreme Court Section
10. Election Petition Section.
11. All matters arising out of the cases received from the Stat Administrative Tribunal.

Note:- In addition to aforementioned work of Judicial Branch, the Additional Registrar (J-I) shall also perform the following duties assigned to the Registrar (J) by Hon'ble the Chief Justice vide order dated 21-3-2003:

1. To deal and submit to Registrar General all disciplinary matters of Class III and Class IV employees of the Registry.
2. To deal and submit to the Registrar General all subjects pertaining to Rule Committee (Civil) and (Criminal) and connected matters. The Additional Registrar (J-I) shall be the Secretary of both the Committees.
3. To deal and submit to the Registrar General all matters pertaining to computerization and distribution of stationery of Main Registry including correspondence with the Government in respect of stationery printing.
4. To deal and submit to the Registrar the matters of H.R Section.

ORDER

No. 111/KU/05

Jabalpur dated the 23rd February, 2005.

In modification of previous orders regarding distribution of work amongst the Registrar (Judl.) and the Additional Registrars (J-I & J-II) of the Main Registry at Jabalpur, Hon'ble the Chief Justice, vide order dated 23-2-2005, has been pleased to allocate the work as under:-

REGISTRAR (JUDICIAL).

1. Roster & Listing of cases.
2. Criminal Branch
3. Civil Branch
4. Writ Branch
5. Statistical Writer Section
6. Computerization
7. Internal transfers in the Judicial Branch
8. Leave applications of employees of the Judicial Branch.
9. Registrar (Judl.) shall be-
Secretary of-
(i) Rule Making Committee of the High Court,
(ii) Computerization Committee of the High Court,
(iii) High Court Legal Services Sub-Committee for Jabalpur,
Ex-officio Member of-
(i) High Court Legal Services Committee
(ii) Project Monitoring Committee for Pilot Phase of the District Court Computerization at Bhopal.

ADDITIONAL REGISTRAR (J-I)

1. Listing of defective matters on Judicial Side
2. Acting as Taxing Officer
3. Copying Section
4. Paper Book Section
5. Translation Section
6. Forms Section
7. Cashier (Judl.) Section
8. Despatch (Judl.) Section
9. Supreme Court Section
10. Election Petition Section.
11. All matters arising out of the cases received from the Stat Administrative Tribunal.

Note:- In addition to aforementioned work of Judicial Branch, the Additional Registrar (J-I) shall also perform the following duties assigned to the Registrar (J) by Hon'ble the Chief Justice vide order dated 21-3-2003:

1. To deal and submit to Registrar General all disciplinary matters of Class III and Class IV employees of the Registry.
2. To deal and submit to the Registrar General all subjects pertaining to Rule Committee (Civil) and (Criminal) and connected matters. The Additional Registrar (J-I) shall be the Secretary of both the Committees.
3. To deal and submit to the Registrar General all matters pertaining to purchase and distribution of stationery of Main Registry including correspondence with the Government in respect of stationery printing.
4. To deal and submit to the Registrar the matters of H.R Section.

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ADDITIONAL REGISTRAR (J-II)

1. Record Room, Pending and Disposed of including elimination of records.
2. Bunching of cases
3. Monitoring and listing of old cases
4. Sending of cases to and receipt of cases from Chhattisgarh High Court.
5. Checking and signing of Decrees, Remand Orders, Writs and Certificates.
6. Assistance in Computerization.

Note:- In the absence, for whatever reason, of Registrar (Judl.) his work shall be looked after by the Additional Registrar (J-I), likewise in the absence of Additional Registrar (J-I) his work shall be looked after by Additional Registrar (J-II) and vice versa.

BY ORDER OF
HON. THE CHIEF JUSTICE,

Sd/-
(C.V.SIRPURKAR)
REGISTRAR (JUDL)

Indt. No. 22 (R-5) / Jabalpur, dated the 23rd February, 2005.

Copy forwarded to :-

1. The Registrar, High Court of M.P., Benches at Indore/Gwalior,
2. The Additional Registrar (Adm.)/D.E./VL/ ESTT. High Court of M.P., Jabalpur,
3. The Secretary, High Court Legal Services Committee, Jabalpur,
4. The Additional Registrar-cum-PPS to Hon'ble the Chief Justice, High Court of M.P., Jabalpur,
5. The Deputy Registrar(J)/E, High Court of M.P., Jabalpur,
6. The Accounts Officer (I)/(II), High Court of M.P., Jabalpur,
7. P.S. to Hon'ble Shri Justice _____ High Court of M.P., Jabalpur,
8. P.S. to the Registrar General, High Court of M.P., Jabalpur,
P.A. to Registrar (Vigilance), High Court of M.P., Jabalpur,
10. The Section Officer (Criminal I & II)/(Civil)/(Writ- I & II)/R.R(Adm.)/RR(J)/(General)/(Copying)/(Estt.)/Accounts, High Court of M.P., Jabalpur,
11. The Head Assistant (Listing)/Protocol Officer, High Court of M.P., Jabalpur,

for information and necessary action.

(C.V.SIRPURKAR)
REGISTRAR (JUDL.).

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HIGH COURT OF MADHYA PRADESH

O R D E R

No. 62 ----- /

Dated 6 February, 2006

(I) In exercise of powers conferred by Section 5(1) of the Right to information Act, 2005 Hon'ble the Chief Justice of the High Court of Madhya Pradesh hereby designates -


1. Additional Registrar (Establishment) as State Public Information Officer, for the Principal Seat at Jabalpur.
2. Deputy Registrar as State Public Information Officer for the Bench at Indore and
3. Deputy Registrar as State Public Information Officer for the Bench at Gwalior.

(II) Hon'ble the Chief Justice of the High Court of Madhya Pradesh hereby designates

- (1) Registrar (Vigilance) for the Principal Seat of the High Court at Jabalpur,
- (2) Registrar for the bench of the High Court at Indore and,
- (3) Registrar for the bench of the High Court at Gwalior.

to function as Appellate Authority for the purpose of Section 19 of the Right to Information Act, 2005.

By Order of High Court


(S.C. SINHO)
7/2/2006
REGISTRAR GENERAL

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Endt. No. 63

Dated 8 February, 2008.

Copy forwarded to :-

- (1) Deputy Controller, Government Printing Press, Arera Hills, Habibganj, Bhopal-6 for publication in the next issue of Madhya Pradesh Rajpatra.
- (2) Principal Secretary & Legal Remembrancer, Government of M.P., Law & Legislative Affairs Department, Bhopal-462 004, for information.
- (3) Chief Accountant General (Lekha/Hakdari) Pratham (T.M. Section), Office of the Accountant General, (Lekha/Hakdari) Pratham, Madhya Pradesh Lekha Bhawan, Jhansi Road, Gwalior 474002, for information.
- (4) Accountant General (2) M.P., Gwalior, for information.
- (5)
 1. Additional Registrar (Establishment), High Court of M.P., Main Seat, Jabalpur,
 2. Deputy Registrar, High Court of M.P., Bench at Indore, Indore,
 3. Deputy Registrar, High Court of M.P., Bench at Gwalior, Gwalior,
 4. Registrar (Vigilance), High Court of M.P., Main Seat, Jabalpur,
 5. Registrar, High Court of M.P., Bench at Indore, Indore,
 6. Registrar, High Court of M.P., Bench at Gwalior, New High Court Building, City Centre, Gwalior.for information and compliance.
- (6) District & Sessions Judge, -----, for information and compliance.
- 6(a) Presiding Judge / Principal Judge, Family Court -----, for information and compliance.
- (7) Registrar, O/o the Welfare Commissioner, Bhopal Gas Victims, (Dr. Rajendra Prasad Bhawan), Opposite Old Vidhan Sabha, Bhopal, for information.