

# HIGH COURT OF JHARKHAND, RANCHI

OFFICE ORDER NO. 59 /APPTT.

RANCHI DATED THE 20<sup>th</sup> NOVEMBER, 2025

In exercise of powers conferred under Rule 27 and 31 of the High Court of Jharkhand Rules, 2001 and in the interest of administration, Hon'ble the Chief Justice has been pleased to allocate/ reallocate the work/ duty to Joint Registrars (Admn.), Deputy Registrars (Non-Judicial) & Assistant Registrars (Non-Judicial) as mentioned against his name in the Column 03, with immediate effect:-

Sl. No.	Name & Designation of the Officer	New allocation/ assignment
01	02	03
1.	Sri Raman Bihari Swaroopa, Joint Registrar (Admn.) – I	1. Judges' Library 2. RTI Cell (Besides, he will sanction Casual Leave of Class II Officers & Staff posted in RTI Cell.)
2.	Sri Mukund Kumar Verma, Joint Registrar (Admn.) – II	1. Accounts (Establishment) Section except Quarters & Building Matters 2. Record Room (Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/Sections.)
3.	Sri Santosh Kumar Agarwal, Joint Registrar (Admn.) – III	1. Staff Welfare Officer 2. Admn. Miscellaneous Section (Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/Sections.)

Sl. No.	Name & Designation of the Officer	New allocation/ assignment
01	02	03
1.	Sri Rajesh Kumar Deputy Registrar (Non-Judicial)	1. Supreme Court Appeal & Decree Section 2. Filing, Inspection of Records & Enquiry Cell 3. Receiving (Civil & Criminal) Cell 4. Record Room 5. Copying Section 6. Court Master's Section Any other matter which from time to time is entrusted by Hon'ble the Chief Justice. (Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/ Sections as well as Vigilance Cell of the Court.)
2.	Sri Manindra Kumar Pandey Deputy Registrar (Non-Judicial)	1. Accounts (Establishment) Department including Telephones, Staff Cars & Electricity 2. M.A. & Tax Section 3. Judge's Library 4. L.P.A. & C.R. Section 5. Inspection of Records and Enquiry Cell 6. Defect Removal Section 7. Rules & Statistical Section and Inspection Cell. 8. Legal Cell-cum-Chief Justice Conference Section Any other matter which from time to time is entrusted by Hon'ble the Chief Justice. (Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/ Sections.)
3.	Sri Deepak Kumar -I Deputy Registrar (Non-Judicial)	1. C.M.P./ Contempt (Civil)/ M.J.C. & Arbitration Appeal Section 2. Civil Stamp Reporting 3. Criminal Stamp Reporting 4. Writ Stamp Reporting Section 5. Allotment & repair of Quarters/ maintenance of the Court building & Residences. 6. Vigilance Cell of Subordinate Court's Staff. 7. Legal Assistants Any other matter which from time to time is entrusted by Hon'ble the Chief Justice. Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/ Sections as well as Vigilance Cell of the Court.
4.	Sri Tej Pratap Shukla Deputy Registrar (Non-Judicial)	1. Admn. Appointment Section 2. Writ (Pending & Disposal) & Writ Issue Section 3. Court Office 4. Admn. (Stationery) Department. 5. Admn. Misc. Section 6. EPABX and FAX. Any other matter which from time to time is entrusted by Hon'ble the Chief Justice. Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/ Sections.

5.	Sri Indrajeet Kumar Sinha Deputy Registrar (Non-Judicial)	1. Criminal (Pending & Disposal) Section 2. First Appeal Section 3. Second Appeal Section 4. Criminal Dispatch Section Any other matter which from time to time is entrusted by Hon'ble the Chief Justice. Besides, he will sanction Casual Leave of Class II Officers & Staff posted in the aforesaid Departments/ Sections.
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Sl. No.	Name & Designation of the Officer	New allocation/ assignment
01	02	03
1.	Sri Dilip Kumar Verma, Assistant Registrar (Non-Judicial)	RTI Cell & Accounts (Establishment) Section including Quarter matters.
2.	Sri Kamdev Paswan, Assistant Registrar (Non-Judicial)	Supreme Court Appeal/ Decree Section Additional Charge of Civil & Criminal Receiving Section. Further he will discharge his duties for Election Petition & Company Petition cases
3.	Sri Shashi Bhushan, Assistant Registrar (Non-Judicial)	List & Computer Section & putting signature on subsidiary filing related to Civil Cases
4.	Sri Ravish Roshan, Assistant Registrar (Non-Judicial)	Inspection of Records Section & Enquiry, Vigilance Cell/ Section of the Court. Vigilance Cell (S.C.S.)* * Subordinate Court Staff
5.	Smt. Anjula Minz, Assistant Registrar (Non-Judicial)	Record Room (Criminal Matters alongwith Splitting of Criminal Records/ Shredding and Auctioning of Shredded Papers)
6.	Sri Rajni Kant Das, Assistant Registrar (Non-Judicial)	Record Room (Civil Matters alongwith Splitting of Civil Records/ Shredding and Auctioning of Shredded Papers)

Accordingly, all the Office Orders issued earlier in above regard stand modified to this extent only.

By order of the Court,

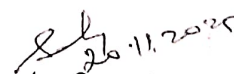
Sd/- Satya Prakash Sinha

Registrar General

MEMO NO. 5030 /APPTT.

RANCHI DATED THE 20<sup>th</sup> NOVEMBER, 2025

Copy forwarded to the Office of Registrar General/ Registrar (Vigilance)/ Registrar (Administration)/ Registrar (Establishment) / Registrar (Judicial) / the Member Secretary, SCMS/ the Central Project Co-ordinator, e-courts Project, High Court of Jharkhand, Ranchi with a request to take necessary steps for uploading the same to the official website of this Court/ All the Joint Registrars/ All the Deputy Registrars/ The Deputy Secretary, SCMS/ In-Charge, P.As'. Section/ All the Assistant Registrars including A.R.-cum-Court Officer/ In-Charge, Court Masters' Section/ All the Section Officers/ Stamp Reporter/ Oath Commissioner....., High Court of Jharkhand, Ranchi and Officers concerned for information and needful.

  
20.11.2025  
Registrar General