

HIGH COURT OF JHARKHAND, RANCHI

"RULES OF BUSINESS AND ORDER OF ALLOCATION OF DUTIES"

Office Order No. 07 /Apptt.

Dated:- 05th May, 2015

In exercise of the powers under Rule 27 of High Court of Jharkhand Rules, 2001, read with Article 229 of the Constitution of India and in supercession of the Order No. 02 dated 28.02.2002, so far as it relates to the duties of the Joint Registrar (Judicial), Joint Registrar (List & Computer) and Joint Registrar (Establishment) with a view to streamline the working of Judicial Branches, Hon'ble the Chief Justice has been pleased to order to allocate the duties to the said three Officers of the Registry, subject to the general guidelines as under:-

Sl. No.	Officer	Responsibility	Reporting
1	Joint Registrar (Judicial)	<ul style="list-style-type: none">(i) Monitoring of working of all Judicial Sections including Copying Department, Communication of Bail Orders by FAX, Translation Department, Issue Section, Record Room (Judicial), Statistical Section;(ii) All administrative actions related to the Judicial matters filed in this High Court under the High Court of Jharkhand Rules, 2001, or any other Rules, Notifications, Orders etc., for the time being in force;(iii) Matters relating to Court Masters Section and Miscellaneous Judicial Department;(iv) In-charge of the Cell for monitoring of the Old Cases;(v) Statistical Section;(vi) Maintenance of the figures of pendency and disposal of each type of Cases in High Court;(vii) Reply to the Government with regard to Parliament question relating to pendency and allied matters;(viii) Matters relating to Court Cases of High Court including Contempt of Court Matters;(ix) Matters relating to P.I.L. Committee;(x) Joint Registrar's Lawazima;(xi) Decree Section;(xii) Matters relating to Supreme Court including Supreme Court Appeals and Special Leave Petitions;(xiii) Placement of Staff members within Judicial Branches after approval of Registrar General;(xiv) First Reviewing Officer of A.C.Rs. in respect of the Staff members working with the Judicial branches upto the level of Section Officer;(xv) Any other work assigned by Hon'ble the Chief Justice and/ or Registrar General.	<ul style="list-style-type: none">1. Hon'ble the Chief Justice.2. The Registrar General.

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		The Joint Registrar (Judicial) shall be overall in-charge of the judicial wing (Branches) of the High Court. He is also designated as the Copying Officer under Section 76 of the Evidence Act.	
2	Joint Registrar (List & Computer)	<ul style="list-style-type: none"> (i) Centralized Filing and Filing Section; (ii) To supervise the work of Stamp Reporting Sections; (iii) List & Computer; (iv) Matters relating to Bar Council under Section 48 of Advocates Act; (v) High Court and Civil Courts Calendar; (vi) Reading of Judicial Orders of the Court and its implementation and enforcement; (vii) He shall be overall in-charge of the P.A. Section and shall be responsible for day to day allocation of the Court Duty amongst the members of the P.A. Pool; (viii) Any other work assigned by Hon'ble the Chief Justice and/ or Registrar General. 	<ul style="list-style-type: none"> 1. Hon'ble the Chief Justice. 2. The Registrar General.
3	Joint Registrar (Establishment)	<ul style="list-style-type: none"> (i) T.A., Judicial Deposits, Bills and all other matters of Accounts (General) Department and Disbursement Officer; (ii) Stationery Department; (iii) Budget and Contingency; (iv) Inventory of articles of Court-in-court buildings, residences of Hon'ble Judges and Court's Guest House; (v) Matters relating to Dress Allowance and Liveries of Officers and Staff of the High Court; (vi) Furnishing of Court building and residences of Hon'ble Judges including purchase and repair of bicycle, typewriters, furniture and other office equipments; (vii) Any other work assigned by Hon'ble the Chief Justice and/ or Registrar General 	<ul style="list-style-type: none"> 1. Hon'ble the Chief Justice. 2. The Registrar General.

This order comes into force with immediate effect.

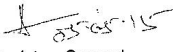
By Order of
Hon'ble the Chief Justice,
Sd/- **A.K.Choudhary**
Registrar General

05-05-15

Memo. No. 4/02-470 /Appt.
XXII (28)-01/2015

Dated Ranchi, the 05th May, 2015

Copy forwarded to the O/o Registrar General / O/o the Registrar (Vigilance), the Registrar (Administration) I/c, the Registrar (Establishment), the Central Project Co-ordinator I/c, e-Courts Project / All the Joint Registrars (Judicial and Non-Judicial) / P.P.S I/c to Hon'ble the Chief Justice / All the Deputy Registrars (Judicial and Non-Judicial / the I/c P.A. Section / All the Senior Secretaries/ All the Secretaries/ All the Assistant Registrars / the Deputy Director (Translation) / the I/c Court Master Section / All the Section Officers / the Stamp Reporter / the Oath Commissioner..... High Court of Jharkhand, Ranchi and the Officers concerned for information and needful.


Registrar General