

**"OFFICE ORDER"**

In partial modification of earlier office order No.HHC/Admn.1(18)/78-XV-, dated 9.8.2016 and 4.8.2017, the executive and administrative business of the High Court Registry is distributed amongst the Registrars as under, in addition to work already assigned:-

**Registrar (Vigilance):**

- (i) Controlling Officer for the High Court and Subordinate Courts as per the delegation of financial powers.
- (ii) Processing of GPF advances and withdrawal by Hon'ble Judges and Judicial Officers.
- (iii) Counter-signing of TA/LTC/Medical reimbursement bills of the Members of the H.P. Judicial Service except Registrars.
- (iv) Monitoring of expenditure of the grants under the 14<sup>th</sup> Finance Commission.
- (v) Matters of Administrative Approval and Expenditure Sanction of the High Court and Subordinate Courts and all affairs relating to finance/budget.
- (vi) Providing and maintenance of furniture/furnishing articles in the High Court as well as in the Subordinate Courts including condemnation, disposal and auction.

**Registrar (Rules):**

- (i) Registrar (Rules) shall be the incharge of the Protocol and Judges Branches.
- (ii) Purchase and maintenance of the vehicles of the High Court and Subordinate Courts.
- (iii) Matters regarding purchase of law books, law software, magazines, news papers in the High Court and purchase of law books in the Subordinate Courts.
- (iv) Providing of internet and broadband connectivity to the Judicial Officers.
- (v) Matters of purchase of furniture and furnishing articles of the Subordinate Courts.
- (vi) Matters relating to providing of residential accommodation to the Judicial Officers.

- (vii) Maintenance of Guest Houses/Sessions Houses.
- (viii) Matters relating to telephones, mobile phones etc. of the officers and officials including installation of new telephones for the High Court and Subordinate Judiciary.
- (ix) Recruitment of the staff of the High Court.
- (x) All recruitment of the Subordinate Courts except Peon, Orderly, Chowkidar, Mali and Sweeper.

**Registrar (Estt.):**

- (i) Registrar (Estt.) shall also be the incharge of the GAD Branch.
- (ii) Maintenance and construction of the buildings of the Judiciary including disaster management.
- (iii) Matters relating to elevators, central heating system, fire safety etc.
- (iv) Maintenance and upkeep of the parkings.
- (v) Printing work and stationery etc. of the High Court and Subordinate Courts.
- (vi) Auction of old unserviceable articles and old newspapers of the High Court as well as Subordinate Courts.

**BY ORDER**

**REGISTRAR GENERAL**

**Endst.No.HHC/Admn.1(18)/78-XV- 26647-53 Dated: 16.09.2017**  
**Copy forwarded for information to:-**

1. The Principal Private Secretary to Hon'ble the Chief Justice;
2. The Secretaries to Hon'ble Judges;
3. The Secretaries/Private Secretaries/P.As to the Registrar General/Registrar (Vigilance)/Registrar (Judicial)/Registrar (Rules)/Registrar (Administration)/Registrar (Estt.);
4. The C.P.C/All the Additional Registrars/ Deputy Registrars/Assistant Registrars/ Secretaries/Court Masters;
5. All the Section Officers/ Private Secretaries/ Estate Officer/Chief Librarian;
6. The Section Officer (Computer). She is requested to upload the office order on the High Court Website today itself;
7. Guard File.

(From Sl. Nos. 1 to 7, High Court of H.P. at Shimla- 171 001).

  
**REGISTRAR (ESTABLISHMENT)**