

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATIONDated Guwahati, the 10th March, 2026

No.HC.V-71/2014/235 /Estt(pt.1)## In supersession of earlier order(s), Hon'ble the Chief Justice has been pleased to approve the following hierarchy for documentation of APARs in respect of the Officers and staff of the Gauhati High Court, Kohima Bench with immediate effect and until further order(s).

Officer/Staff	Reporting Authority	Reviewing Authority	Accepting Authority
Joint Registrar/Deputy Registrar	Registrar	Portfolio Judge	JAD
Assistant Registrar	Joint Registrar/ Deputy Registrar	Registrar	Registrar General
Private Secretary/Senior Personal Assistant	Concerned Hon'ble Judge/Officer with whom they are attached		
Administrative Officer (Judl.)	Joint Registrar/ Deputy Registrar	Registrar	Registrar General
Grade-III (Ministerial) JA/Record Keeper/Sr. Computer Asstt./ Computer Asstt.	Administrative Officer (Judl.) I/c of Section	Joint Registrar/ Deputy Registrar concerned section	Registrar
Grade-III (Non-Ministerial) Record Assistant	Administrative Officer (Judl.) I/c of Section	Joint Registrar/ Deputy Registrar concerned section	Registrar
Staff of the Registrar Secretariat	Registrar	-	-
Chauffeurs on Pool	In-charge of vehicles	Joint Registrar (Protocol)/ Deputy Registrar (Protocol)	Registrar

Accounts & Establishment

Administrative Officer (Judl.)	Joint Registrar/ Deputy Registrar concerned	Registrar	Registrar General
Grade-III (ministerial)	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar

Grade-IV (Court Keeper)	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar
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Judicial (Bench I & II)/Filing & Correspondence

Administrative Officer (Judl.)	Joint Registrar/ Deputy Registrar concerned	Registrar	Registrar General
Grade-III (ministerial)	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar
Grade-III (non-ministerial) Record Assistant	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar

District Judiciary Section

Administrative Officer (Judl.)	Joint Registrar/ Deputy Registrar concerned	Registrar	Registrar General
Grade-III (ministerial)	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar
Attached District Court Staff	Administrative Officer (Judl.) concerned	Joint Registrar/ Deputy Registrar concerned	Registrar

Protocol Section

Assistant Protocol Officer	Joint Registrar/ Deputy Registrar concerned	Registrar	Registrar General
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Library Section

Librarian-cum-R/O	Joint Registrar concerned	Registrar	JAD
Deputy Librarian	Joint Registrar/ Deputy Registrar concerned	Registrar	Registrar General
Assistant Librarian/ Library Assistant	Librarian-cum-R/O	Joint Registrar/ Deputy Registrar concerned	Registrar

Computer Section

Systems Officer/Programmer	Joint Registrar-cum-CPC	Registrar	JAD
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1. The APARs in respect of the Judicial Officers of Nagaland Judicial Service (NJS) working in the Registry of Kohima Bench shall be placed before Hon'ble the Chief Justice as per prescribed format meant for Judicial Officers of Nagaland.
2. The APAR of the Private Secretaries, Chauffeurs/Ushers attached with Hon'ble Judges/Officer shall be written by the concerned Hon'ble Judge/Officer.
3. Where there are two officers viz (Joint Registrar/ Deputy Registrar concerned) it shall be the prerogative of the Officer in higher Hierarchy to exercise the first option for reporting/reviewing. Delegation if any, shall be his/her discretion.
4. The Court Officer shall obtain the views of concerned Hon'ble Judge/Officer before documentation of APAR in respect of Grade-IV staff working in the Bungalows/residence of Hon'ble Judges/Officer.

By Order,

Sd/-

REGISTRAR GENERAL

Memo No. HC.V-71/2014/ 235A/Estt(pt.I).
Copy for information to: -

Dtd. 10 .03 .2026

1. The Registrar (Vig./Admn/Judl/Estt), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Kohima Bench, Gauhati High Court, Guwahati for information and necessary action
4. The Joint Registrar(_____),Gauhati High Court, Guwahati.
5. The Deputy Registrar, (_____), Gauhati High Court, Guwahati.
6. The Assistant Registrar, (_____), Gauhati High Court, Guwahati.
7. The Project Manager, Gauhati High Court, Guwahati, with a direction to upload the notification in the official website.
8. The CA to the Registrar General, Gauhati High Court, Guwahati.
9. The Order file.

REGISTRAR GENERAL

6/3/26