

THE GAUHATI HIGH COURT

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

NOTIFICATION NO.31

Dated Guwahati, the 16th day of May, 2025.

To ensure smooth administration of justice and seamless movement of files/ proposals/ correspondences/ letters etc. from the Principal Seat of the Gauhati High Court to the Outlying Benches at Aizawl, Itanagar and Kohima and vice-versa, Hon'ble the Chief Justice is pleased to demarcate the matters which will be dealt exclusively by the outlying benches at their respective levels from the matters which will be sent to the Principal Seat for approval. Hon'ble the Chief Justice has also been pleased to issue certain guidelines to the Outlying Benches for ease of functioning. The same are enumerated hereunder:

MATTERS WHICH ARE TO BE SENT TO THE PRINCIPAL SEAT FOR PRIOR APPROVAL:

1. Leave of Hon'ble Judges.
2. Pension and other ancillary matters of Hon'ble Judges.
3. Creation of posts of Officers and Staff.
4. Recruitment of Judicial Officers.
5. Recruitment of Officers and Staff of the Outlying Bench, district courts and e-Court.
6. Extension of service of contractual staff under e-Court project.
7. Leave of Judicial Officers posted in the Registry.
8. Appointment of muster roll/ casual/ contractual/ contingent employees.

[Handwritten signatures and dates]
19/5/2025
A.O (FRC)
Circulate to all
16/5/25
19/5/25
19/5/25
Amul

9. Where proposed expenditure to be incurred is more than Rs.5,00,000/- (Rupees Five Lakhs only).
10. Calendar and list of working days and holidays.
11. Confirmation of service and promotion of Judicial Officers and staff of outlying benches.
12. Upgradation of posts.
13. Grant of pay upgradation under MACP Scheme, 2020 to Officers and Staff.
14. Recording of APAR in respect of Officers.
15. Compassionate appointments.
16. Construction of court buildings, Officers' and Staff quarters etc. of the outlying bench and district courts.
17. Complaints pertaining to sexual harassment at workplace.
18. Disciplinary proceedings of Judicial Officers.
19. Re-appropriation under the Budget head of account- salary, wages, office expenses and other revenue expenditure.
20. Utilization of fund, procurement and all matters under e-Courts project.
21. Amendment of Judicial Service Rules.
22. Transfer and posting of Judicial Officers.
23. Nomination of Judicial Officers for training and exemption thereof.
24. Establishment of Special Courts under various acts.
25. ACR, ACP, LTC, leave accounts of Judicial Officers.
26. Deputation of Judicial Officers and Staff of outlying benches and district courts on any posts of the respective State Government/Central Government/Union Territory/ institutions/ organizations/ government undertakings etc.

PA
16/5/25

27. Resignation of Judicial Officers and Staff of outlying benches and district courts.
28. Issuance of NOC to Judicial Officers and Staff of outlying benches and district courts for applying in State Government/Central Government/Union Territory/ institutions/ organizations/ government undertakings etc.
29. Delegation of powers in respect of Judicial Officers.
30. Purchase and procurement of vehicles and condemnation of vehicles.
31. Limited Departmental Competitive Examination.
32. Setting up of Vulnerable Witness Deposition Centre in the court complexes.
33. Cases in which Gauhati High Court is a party.
34. No other employee except the Private Secretaries, Ushers, Chauffeurs and Bungalow Peons attached to the Hon'ble Judges shall be sent from the outlying benches without prior approval from the Principal Seat.

MATTERS WHICH ARE TO BE EXCLUSIVELY DEALT BY THE OUTLYING BENCHES:

1. Entitlements of Hon'ble Judges pertaining to salary, perquisites, TA/DA, medical reimbursement, free furnishing of home and office, stationery, electronic devices etc. Intimation has to be provided to the Principal Seat.
2. Pension and other ancillary matters of Officers.
3. Grant of leave to Group A,B,C and D employees.
4. Seniority Common and Seniority of Group A employees.
5. Fixation of pay and grant of increment to Officers & Staff.
6. RTI.
7. GPF and NPS subscription, advance withdrawal etc.

PD
16/5/25

8. Medical reimbursement.
9. Audit and performance audit.
10. District Level Monitoring Committee.
11. Issues related to CIS, NJDG etc. Intimation has to be provided to the Principal Seat.
12. Inspection of courts and preparation of court statements.
13. Maintenance of service books and personal files in respect of Officers and Staff of Registry.
14. Celebration of momentous occasions.
15. Work distribution/inter-section transfer.
16. Repair and maintenance of equipments in the outlying bench and district courts.
17. ACR of all Group-B Non-Gazetted and Group-C (Ministerial and non-Ministerial) staff.
18. LTC of Members of Staff and Officers not from Judicial Service.
19. Any other matter specifically assigned by the Principal Seat.

GENERAL GUIDELINES FOR THE OUTLYING BENCHES FOR SMOOTH ADMINISTRATION OF JUSTICE:

1. In all matters where proposed expenditure is more than Rs.5,00,000/- (Rupees Five Lakhs only), approval has to be taken from the Hon'ble Financial Affairs & Budget Committee for financial sanction.
2. In all matters pertaining to construction/renovation of High Court building/district courts/residential quarters of Judicial Officers and for purchase of furniture for High Court building and Judges' bungalows, approval has to be taken from the Hon'ble Committee for Buildings & Infrastructure.

Sal
16/5/25

3. Leave application of Judicial Officers will be placed before Hon'ble Judge-in-charge, Administrative Department; through the Hon'ble Portfolio Judge.
4. Leave application of Judicial Officers of Registry posted as Registrar and Joint Registrar will be placed before Hon'ble the Chief Justice through the Registrar General.
5. Leave application of Judicial Officers of Registry posted upto the rank of Deputy Registrar will be disposed of by the concerned Registrar of the outlying bench.
6. To provide necessary protocol assistance by befitting Protocol team during the visits of Hon'ble Judges of Supreme Court of India and Hon'ble Chief Justices and Hon'ble Judges of other High Courts to the concerned State.
7. All communication with the respective State Governments will be sent after obtaining approval of Hon'ble the Chief Justice.
8. Whenever any meeting is convened with the government or other institution/organization etc., before taking a resolution, necessary approval has to be obtained from the Principal Seat.
9. All other matters ancillary and incidental thereto subject to intimation to the Principal Seat.

The list is illustrative and not exhaustive. This Notification shall come into force with immediate effect.

By Order-
Sd/- Raktim Duarah
REGISTRAR GENERAL

MemoNo.HC.III-40/2024/1873-1882/G

Dated:16.05.2025

Copy for information and necessary action to:

1. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl / Itanagar Bench, Naharlagun, *with a request to circulate this Notification among the concerned Departments of the respective State Governments and all the District Courts of their respective States.*

[Handwritten Signature]
16/5/25

2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. All Joint Registrars, Gauhati High Court, Guwahati.
4. All Deputy Registrars, Gauhati High Court, Guwahati.
5. All Assistant Registrars, Gauhati High Court, Guwahati
6. The P.S. to Hon'ble Mr. Justice _____,
Judge, Gauhati High Court, Guwahati.
7. The P.S. to Hon'ble Mrs. Justice _____,
Judge, Gauhati High Court, Guwahati.
8. The A.O (J) _____ Gauhati High Court, Guwahati.
9. The Project Manager, Gauhati High Court, Guwahati. He is requested to upload this Notification on the official website of the Gauhati High Court.
10. The C.A. to Registrar General/ Registrar (Admn.)/ Registrar (Vigilance)/ Registrar (Judicial)/ Registrar (Estt.), Gauhati High Court, Guwahati.


REGISTRAR GENERAL