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THE HIGH COURT OF KERALA

Kochi : 682 031

Date : 14.09.2017

PROCEEDINGS

High Court Establishment – Allocation of work and delegation of powers to the post of Registrar (Administration), High Court - orders issued.

- Read:-
- 1) GO(Ms).No.221/2007/Home dated 22.09.2017.
 - 2) High Court Proceedings No.A5-38926/2007 dated 15.12.2008.
 - 3) High Court Proceedings No.A5-38926/2007 dated 17.12.2008.

ORDER NO.A1 – 111314/2016/A5(1)

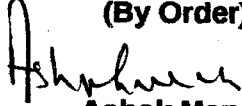
In modification of the proceedings cited, the Honourable the Chief Justice is pleased to delegate the following powers to the Registrar (Administration), High Court with immediate effect:-

1. Sanction of purchase of Stores within the prescribed monetary limit.
2. Sanction of expenditure relating to maintenance of the High Court Complex, Judicial Academy Building (Old high Court Buildings), Official Bungalows of the Honourable Chief Justice and Honourable Judges and expenditure relating to official functions.
3. Sanction of payment of medical reimbursement claim of Honourable Judges and retired Judges.
4. Sanction of payment of reimbursement claims of Honourable Judges, viz., Petrol claim, TA & LTC claim, monthly water, electricity, news paper charges etc.
5. Sanction of reimbursement claims of Joint Registrars, Deputy Registrars and Assistant Registrars and other officers on similar scale and sanction of Provident Fund Advance, of officers upto the level of Joint Registrars in the High Court service without monetary limit.
6. Matters regarding arrangement of official dinners, tea for the meetings and payment of its bills.
7. Control of High Court Vehicles and Chauffeurs.
8. Control of Last Grade Staff.
9. Sanction for payment of contingent expenditure and approval of all bills except salary bills in accordance with the relevant rules in force.
10. Issue of Salary certificates to High Court Staff.
11. Liaison with the media both Print and Electronic and Public Relations.
12. Sanction of Compensatory Allowance / Special Allowance to the Last Grade Staff.
13. Approval of issue of Salary Certificate to all staff and officers of the High Court upto the level of Joint Registrars.

p.t.o.



14. Matters relating to RTI Act, in respect of High Court.
15. Matters relating to Salary recovery, LPC, issue of Form 16 etc. of all staff and officers upto the level of Joint Registrar of the High Court.

(By Order)

Ashok Menon
Registrar General
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To

The Officer concerned.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
The Director of the Kerala Judicial Academy, Athani.
The Additional Director of the Kerala Judicial Academy, Athani.
The Registrar (Judicial), High Court.
The Registrar(Finance), High Court.
The Additional Registrar (General Administration), High Court.
The Joint Registrars, High Court.
The Deputy Registrars, High Court.
The Deputy Director, Kerala Judicial Academy, Athani.
The Private Secretary to the Chief Justice, High Court.
The Protocol Officer, High Court.
The Public Relations Officer, High Court.
The Finance Officer, High Court.
The Assistant Director, Kerala Judicial Academy, Athani.
The Assistant Registrars and the Chief Librarian, High Court.
The Court Officer to the Chief Justice, High Court.
The Additional Public Relations Officer, High Court.
The Librarian, Kerala Judicial Academy, Athani.
The PA to the Chief Justice, High Court
The Private Secretaries to the Judges, High Court.
The Assistant Engineer, High Court.
The Superintendent (Vehicles), High Court.
The Confidential Assistants to the Registrars, High Court.
All Sections, High Court.
The Notice Board, High Court (3 copies).
The Admn. Records Section, High Court (2 copies).
The File / Stock File.

Copy submitted to:- The Honourable Judges.