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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 Additional Registrar (General Administration), High Court - orders issued.

- Read:-
- 1) GO(Ms).No.80/2017/Home dated 11.04.2017.
 - 2) High Court Proceedings No.A5-35375/2017(2) dated 30.06.2017.

ORDER NO.A1 - 111314/2016/A5(3)

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

- 1 Supervision and maintenance of High Court Complex, Old High Court Buildings, Official Bungalows of Honourable Chief Justice and Honourable Judges, High Court Guest House etc. and arrangement of official functions, except the power to sanction expenditure.
- 2 Leave without allowances relating to non-gazetted employees of the Subordinate Judiciary.
- 3 Matters relating to pay revision, fixation of pay etc. of non-gazetted employees of the Subordinate Judiciary.
- 4 Non-refundable and refundable advances from GPF without any monetary limit in respect of non-gazetted employees of the Subordinate Judiciary.
- 5 Matters related to reporting of vacancies for direct recruitment of non-gazetted employees of Subordinate Courts with the Public Service Commission.
- 6 Matters relating to charge allowance, special allowance etc. of non-gazetted employees of the Subordinate Courts.
- 7 Communication of Government orders and Circulars to Subordinate Courts.
- 8 Matters relating to pension, family pension, ex-gratia pension and other retirement benefits of all non-gazetted employees of Subordinate Courts and related complaints / representations.
- 9 Service matters of all Part-Time Employees of Subordinate Judiciary.
- 10 Installation of telephone in Court / office / chamber / residence of all Judicial Officers
- 11 Consolidated statements regarding officers due to retire in Subordinate Courts.
- 12 Sanctioning of higher grades and all allowances as provided in Government orders to all non-gazetted employees of Subordinate Courts and correspondence to Government in these matters.

p.t.o.

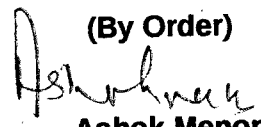
- 13 Matters relating to permission of artistic / literary works of all non-gazetted employees of Subordinate Courts.
- 14 Routine quarterly statements relating to:
 - a) eviction and succession cases from the District Courts and adoption, dowry and rape cases from the District and CJM Courts.
 - b) details of adoption of Indian Children by foreign national, under trial prisoners and of Family Courts – furnishing to Government of India.
 - c) filing, disposal and pendency of cases of Senior citizens and of discrimination cases in all Courts.
 - d) Pendency and progress report of all categories of cases other than execution petition.
 - e) Consolidation of NDPS Act cases, PWDVA cases, Petty Challan cases etc.
 - f) Statements related to stayed cases from all Courts.
- 15 Routine monthly statements of all Courts and Tribunals in the State excluding those relating to targets and unit system.
- 16 Consolidation of half yearly data related to cases under Section 138 of Negotiable Instruments Act.
- 17 All matters relating to preparation, consolidation, forwarding to government and sanction of house building advance from all non-gazetted employees of the Subordinate Judiciary.
- 18 Matters relating to time barred claims of all non-gazetted employees of the Subordinate Judiciary.
- 19 Application / Closure / Revival of Group Insurance Scheme, State Life Insurance Scheme, Family Benefits Scheme, Personal Accident Insurance Scheme, etc. of non-gazetted employees of Subordinate Judiciary.
- 20 Matters relating to medical reimbursement claims / IFMA in respect of non-gazetted employees of the Subordinate Judiciary.
- 21 Matters relating to advances for Motor Cycle / Scooter / Mosquito Net and other conveyances and other kinds of advances, like Marriage Advance, Computer Purchase advance etc. of all non-gazetted employees of the Subordinate Judiciary.
- 22 Yearly review / monthly progress report of representation of SC / ST of Subordinate Judiciary.
- 23 Compassionate Employment Scheme and other success scheme relating to non-gazetted employees of Subordinate Courts.

The matters relating to B Section, High Court currently exercised by the Additional Registrar(General Administration) as per the High Court proceedings read (2) above viz., matters related to pensionary benefits and revision of pension, House

p.t.o.

Building Allowance, GPF Closure etc. in respect of Gazetted Officers of the Subordinate Judiciary including Judicial Officers will henceforth be exercised by the Registrar(Subordinate Judiciary).

(By Order)


Ashok Menon
Registrar General

To

The officers 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.