

THE HIGH COURT OF KERALA

Kochi : 682 031

Date : 5.2.2020

PROCEEDINGS

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

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- Read:-
- 1) High Court Proceedings No.A1-111314/2016/A5 (1) to (3) dated 14.09.2017
 - 2) High Court Proceedings No.A5-21648/2015 dated 8.1.2018
 - 3) High Court Proceedings No.A5-44166/2019 dated 4.6.2019
 - 4) Minutes of the meeting of the Committee for fixing the job specifications of staff of the High Court held on 05.08.2019
 - 5) Minutes of the Full Court meeting held on 19.12.2019.
 - 6) High Court Proceedings No.A1-3141/2012 dated 24.7.2015

ORDER NO.A5 – 44166/2019 (1)

In modification of the High Court proceedings read (1) to (3) above, the Honourable the Chief Justice is pleased to delegate the following powers to the Registrar (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.
2. Sanction of purchase of Stores within the prescribed monetary limit.
3. 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.
4. Matters regarding arrangement of official dinners, tea for the meetings and payment of its bills.
5. Control of High Court vehicles and Chauffeurs.
6. Control of Last Grade Staff in the High Court.
7. Liaison with the media both print and Electronic and Public Relations.
8. Grant of no objection certificate to the High Court staff and officers for applying for academic courses.
9. Binding of Law Books in Subordinate Courts.
10. Disposal of unserviceable items of furniture, etc. in Subordinate Courts.
11. Repair / condemnation and dieselisation of cars of Subordinate Courts.
12. Forfeiture of casual leave against late attendance relating to High Court staff.
13. Information sought from other High Courts and authorities.
14. Installation of telephone in court/office/chamber/residence of all judicial officers.
15. Requests from the Subordinate Judiciary for permission to purchase property.
16. Leave without allowances relating to Gazetted & non-Gazetted employees of the Subordinate Judiciary.

In addition to the above, the Registrar(Administration) shall also exercise the following power.

Sanction of post-retiral claims of former Chief Justices/Judges.

(By Order)


K. Haripal
Registrar General

To

The Accountant General (A & E), Kerala, Thiruvananthapuram.
The Registrar (Subordinate Judiciary), High Court.
The Director of the Kerala Judicial Academy, Athani.
The Additional Director of the Kerala Judicial Academy, Athani.
The Registrar (Finance), High Court.
The Registrar (Recruitment & Computerisation), 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 Private Secretaries to the Judges, High Court.
The Security Officer, 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.