

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 (Finance), 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.

ORDER NO.A5 – 44166/2019 (2)

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

1. Preparation of budget estimates relating to the High Court and Subordinate Judiciary and its finalisation with the approval of the Honourable Judges Committees.
2. Preparation of supplementary demands for grants, resumption and re-appropriation of funds and allied matters relating to the High Court and Subordinate Judiciary.
3. Allotment and distribution of Government grants to the High Court and Subordinate Judiciary.
4. Reconciliation of departmental accounts relating to the High Court and Subordinate Judiciary.
5. Audit of the accounts of the High Court and Subordinate Judiciary including Inspection Reports and Internal Audit.
6. Overall supervision of financial transactions / accounts relating to the High Court and Subordinate Judiciary.
7. Conduct of inspection of cash and accounts and stores of the offices in the High Court.
8. Monitoring steps for maintaining financial discipline and economy measures in High Court and Subordinate Courts.
9. Matters relating to the Pay Revision of the Officers and staff of the High Court
10. Formulation of Plan and Non-Plan Schemes for the infrastructural development of the High Court and Subordinate Judiciary and monitoring of the implementation of these Schemes.
11. Matters relating to the Finance Commission Awards.
12. Sanction of all purchases / works relating to the Kerala Judicial Academy within the prescribed monetary limit and power to sanction / deal with the files originated from the Kerala Judicial Academy relating to financial matters, within the prescribed monetary limit.

(p.t.o.)

13. Issue of instructions to the Sub Controlling Officers and Drawing and Disbursing Officers of Subordinate Judiciary regarding maintenance of accounts and observance of rules.
14. Correspond with Drawing and Disbursing officers of Subordinate Judiciary on budget, accounts and other financial matters.
15. Sanctioning of Civil Courts Deposit Account and Criminal Courts Deposit Account.
16. Sanction of payment of medical reimbursement claim of Honourable Judges and retired Judges.
17. Sanction of payment of reimbursement claims of Honourable Judges, viz. Petrol claim, TA & LTC claim, monthly water, electricity, news paper charges etc
18. Matters relating to pay revision, fixation of pay etc. of Judicial officers, Gazetted & non-Gazetted employees of the Subordinate Judiciary.
19. Matters relating to Charge Allowance, Special Allowance, Compensatory Allowance, etc. of judicial officers & Gazetted officers of the Subordinate Courts.
20. Matters relating to pension, family pension, ex-gratia pension and other retirement benefits of all judicial officers, Gazetted & non-Gazetted employees of Subordinate Courts and related complaints/representations.
21. Matters relating to medical reimbursement claims / IFMA in respect of gazetted & non-gazetted employees of the Subordinate Judiciary.
22. TA Bills, LTC, Transfer Grant of Judicial officers.
23. 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.
24. Sanction of Compensatory Allowance/Special Allowance to the Last Grade Staff of the High Court.
25. Sanction for payment of contingent expenditure and approval of all bills except salary bills in accordance with the relevant rules in force.
26. Issue of Salary certificates to High Court Staff.
27. Approval of issue of Salary Certificate to all staff and officers of the High Court upto the level of Joint Registrars.
28. 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.
29. All purchases and works relating to the Subordinate Judiciary within the prescribed monetary limit.
30. Recommending all purchases / works relating to the Subordinate Judiciary exceeding the prescribed monetary limit to the Honourable Judges concerned.

In addition to the above, the following matters are also directed to be routed through Registrar (Finance):-

1. Matters relating to bilateral discussions between High Court and Government involving financial commitment.
2. Matters relating to Central Government assistance for infrastructure development of Judiciary.
3. Matters relating to amendments to the Kerala High Court Service Rules, 2007.

(By Order)

  
**K. Haripal**  
**Registrar General**  
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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 (Administration), 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.**