

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 Additional Registrar (General 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.

ORDER NO.A5 – 44166/2019 (4)

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

1. Non-refundable and refundable advances from GPF without any monetary limit in respect of non-gazetted employees of the Subordinate Judiciary.
2. GPF-Temporary and NRA of Judicial officers and staff of the Subordinate Courts – dealt with by B & C sections.
3. Communication of Government orders and Circulars to Subordinate Courts.
4. Service matters of all Part-Time Employees of Subordinate Judiciary.
5. Consolidated statements regarding officers due to retire in Subordinate Courts.
6. Sanctioning of higher grades and all allowances as provided in Government orders to all Gazetted & non-Gazetted employees of Subordinate Courts and correspondence to Government in these matters.
7. Matters relating to permission of artistic / literary works of all non-Gazetted employees of Subordinate Courts.
8. 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) Consolidation of NDPS Act cases, PWDVA cases, Petty Challan cases, etc.
 - e) Statements related to Unit System and stayed cases from all courts.

(p.t.o.)

9. Consolidation of half yearly data related to cases under Section 138 of Negotiable Instruments Act.
10. All matters relating to preparation, consolidation, forwarding to government and sanction of House Building Advance from all judicial officers, Gazetted & non-Gazetted employees of the Subordinate Judiciary.
11. Matters relating to time barred claims of all Gazetted and Non-gazetted employees of the Subordinate Judiciary.
12. Application / Closure / Revival of Group Insurance Scheme, State Life Insurance Scheme, Family benefits Scheme, Personal Accident Insurance scheme etc, of Judicial Officers, Gazetted & non-Gazetted employees of Subordinate Judiciary.
13. 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.
14. Reimbursement - water, electricity, news paper & magazines and medical bills of all Judicial officers of the Subordinate Courts dealt with by B section.
15. General complaints dealt with by D-I section.
16. Issuance of experience certificates of advocates dealt with by D-I section.
17. LA interpellation dealt with by E section.
18. Matters relating to RTI Act, in respect of High Court.
19. Forwarding of information on the files to the Public Information Officer, except relating to the recruitment of judicial officers.

(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 (Administration), High Court.
The Registrar (Recruitment & Computerisation), High Court.
The Joint Registrars, High Court.
The Deputy Registrars, High Court.
The Deputy Director, Kerala Judicial Academy, Athani.

p.t.o

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.