

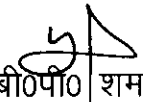
उच्च न्यायालय मध्यप्रदेश, जबलपुर

पृष्ठांकन क्रमांक बी / 4661.. /
III-19-21/57(SCMS)

जबलपुर, दिनांक 13 सितंबर, 2019

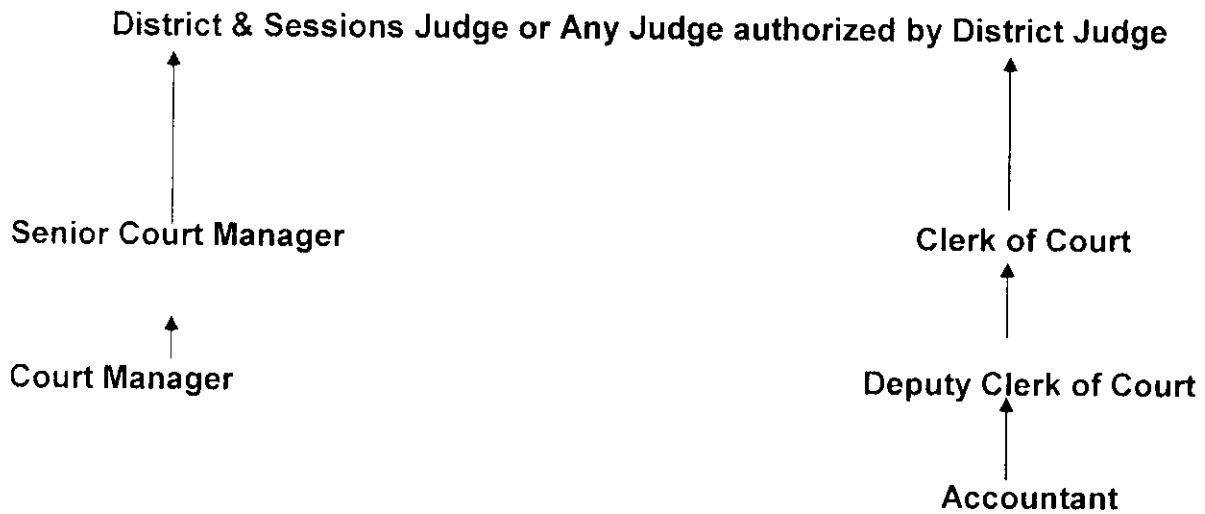
माननीय कमेटी (SCMS/Arrears Committee-cum-Case Management Committee-cum-Committee for State Court Management System) द्वारा कोर्ट मैनेजर हेतु निर्धारित किये गये "कर्तव्य एवं उत्तरदायित्व (Duties & Responsibilities) की छायाप्रति :-

1. जिला एवं सत्र न्यायाधीश,....., (म0प्र0),
2. रजिस्ट्रार जनरल महोदय के निजी सचिव, उच्च न्यायालय म0प्र0, जबलपुर,
3. प्रिंसिपल रजिस्ट्रार, न्यायिक/सतर्कता/परीक्षा महोदय के निजी सचिव, उच्च न्यायालय म0प्र0, जबलपुर,
4. जिला एवं सत्र न्यायाधीश,..... निरीक्षण, जबलपुर/इंदौर /ग्वालियर,
5. संचालक, म0प्र0 न्यायिक अकादमी, उच्च न्यायालय म0प्र0, जबलपुर,
6. प्रिंसिपल रजिस्ट्रार, उच्च न्यायालय म0प्र0, खण्डपीठ-इंदौर/ खण्डपीठ-ग्वालियर,
7. रजिस्ट्रार, डी0ई0/प्रशासन/न्यायिक 1, 2/ई0/व्ही0/आई0एल0/ पी0पी0एस0/एग्जाम एवं लेबर ज्यूडिशियरी/सचिव, उच्च न्यायालय विधिक सेवा समिति, उच्च न्यायालय म0प्र0, जबलपुर,
8. चीफ सिस्टम एनालिस्ट, उच्च न्यायालय म0प्र0, जबलपुर की ओर इस अनुरोध के साथ कि उच्च न्यायालय म0प्र0 की वेबसाईट पर अपलोड कराने तथा संबंधितों को मेल करने हेतु
9. लेखा अधिकारी, उच्च न्यायालय म0प्र0, जबलपुर,
10. डिप्टी रजिस्ट्रार (एम), उच्च न्यायालय म0प्र0, जबलपुर
11. असिस्टेंट रजिस्ट्रार (एम), उच्च न्यायालय म0प्र0, जबलपुर की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।

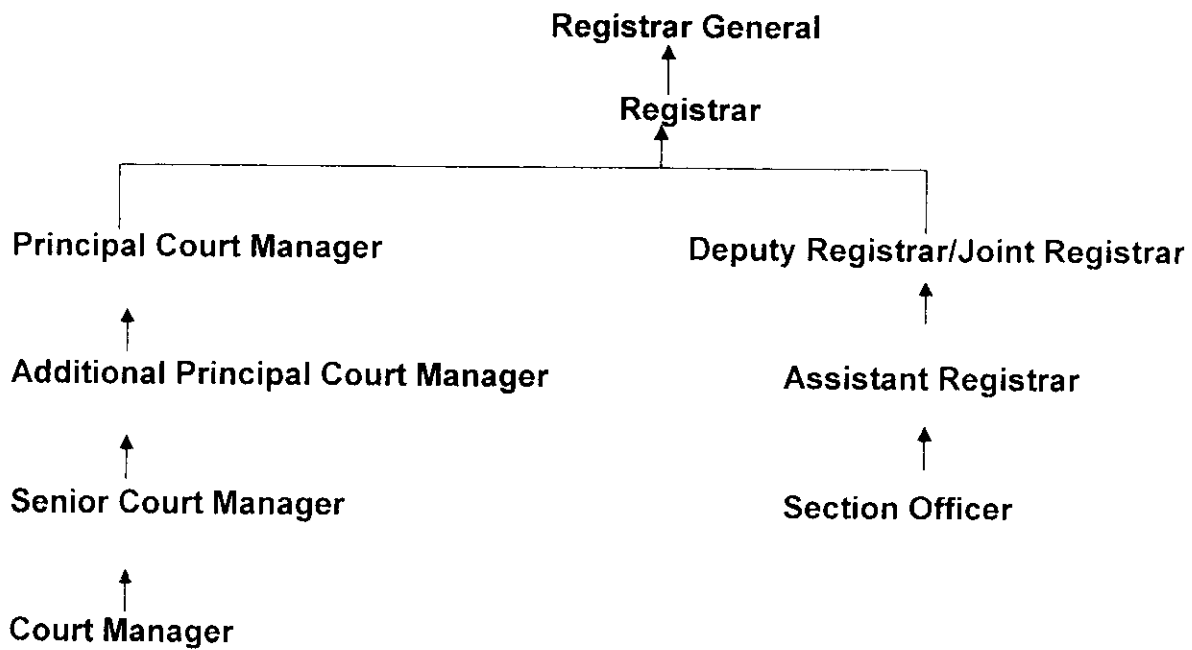

(बी0पी0 शर्मा)
रजिस्ट्रार (डी0ई0)

REPORTING CHANNEL OF COURT MANAGER (ACCOUNT) / COURT MANAGER / SENIOR COURT MANAGER AND ADDITIONAL PRINCIPAL COURT MANAGER

DISTRICT COURT :



HIGH COURT :



DIVISION:

Registrar General through Principal Court Manager at Principal Seat



DAY-TO-DAY ACTIVITIES, FUNCTIONS AND DUTIES

GENERAL

- (I) Generally management cadre bear overall responsibility for record management, statistics and research, liaison activities, long-term planning, space management, case flow managements and case administration.
- (II) Management cadre shall ensure that the processes and procedures of the court i.e. filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for court management and that they shall safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.
- (III) Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case flow management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.
- (IV) The Registrar General or District Judge may assign any duty by general or special order, from time to time.
- (V) Personnel appointed under the Management cadre shall report as per separately mentioned reporting channel.
- (VI) Till appointment on the superior posts like Senior Court Manager, Additional Principal Court Manager and Principal Court Manager, the Court Manager will look after the entire work with the assistance of the subordinates.

COURT MANAGER (ACCOUNTS)

DISTRICT COURT	HIGH COURT
<p>FISCAL ADMINISTRATION: Supervision of Court budgets, administrating accounting, purchasing, payroll and financial control functions; acquiring and overseeing grants and guiding the budget.</p> <ul style="list-style-type: none"> ❖ Time Pay Scale ❖ Reimbursements ❖ TA ,DA, LTC, HTC, Medical etc. (Officers / Employees) ❖ Petrol/light/Phone etc. Bills ❖ HRA ❖ Robe allowances (Officers / Employees) ❖ Loans / Advances (Officers / Employees) ❖ EIS (Employment Insurance Scheme) Updation ❖ Employee benefits (GIS, Family benefit fund etc.) ❖ Information of deductions ❖ P.F. withdrawal related work ❖ DPF / GPF / CPS Withdrawal ❖ Retiral Benefits related work [Pensions Related Work, Revised pension cases] ❖ Tax related work (Income Tax & GST) ❖ Budgeting [Allocation and Utilization, Record of advocate budget, Munshis /GP/AGP related work (expenditure)] ❖ Pay Commission facilities related work ❖ Billing of Purchases (pass for payment related work) ❖ Any other Work assigned by the District & Sessions Judge. 	<p>FISCAL ADMINISTRATION: Supervision of Court budgets, administrating accounting, purchasing, payroll and financial control functions; acquiring and overseeing grants and guiding the budget.</p> <ul style="list-style-type: none"> ❖ Salary Bill (Officers / Employees) ❖ Arrears Calculation ❖ Increments ❖ Time Pay Scale ❖ Pay Fixation ❖ Reimbursements ❖ TA ,DA, LTC, HTC, Medical etc. (Officers / Employees) ❖ Petrol/light/Phone etc. Bills ❖ Contingency employee pay ❖ HRA ❖ Central & State Govt. DA Related work (Officers / Employees) ❖ Robe allowances (Employees) ❖ Advances ❖ Loans ❖ EIS (Employment Insurance Scheme) Updation ❖ Employee benefits (GIS, Family benefit fund etc.) ❖ Pay slip certificate or other related certificates / declaration ❖ Information of deductions ❖ P.F. withdrawal related work ❖ DPF / GPF / CPS Withdrawal ❖ DPF / GPF / CPS Deductions /calculations ❖ DPF / GPF / CPS Passbook maintenance ❖ Retiral Benefits related work [P.F., Contribution Pension Scheme (CPS), Deductions /calculations, Pensions Related Work, Revised pension cases] ❖ Tax related work (Income Tax, GST, Professional Tax) ❖ Budgeting [Allocation and Utilization] ❖ Pay Commission facilities related work ❖ Billing of Purchases (pass for payment related work) ❖ Any other Work assigned by the Registrar General.

COURT MANAGER

DISTRICT COURT	HIGH COURT
<p>CASE FLOW MANAGEMENT : Managing and coordinating the process by which cases moves to court from filing to disposition, preservation and elimination.</p> <p>HUMAN RESOURCE MANAGEMENT : Task related to Manpower planning.</p> <p>TECHNOLOGY MANAGEMENT : Management Information System (MIS), E-court related work [Construction under e-court project, Video Conferencing / Internet Related work, Proper updation in CIS], providing appropriate electronic access to court information for advocates, litigants, governmental agencies, and the public.</p> <p>INFRASTRUCTURE : Overseeing the Court Room, Residential accommodation requirement and other physical spaces to ensure access to all people and providing adequate room space for work and circulation, ultimately to promote institutional requirements.</p> <p>RECORD KEEPING AND STATISTICS : Ensuring that court files and court actions on the proceedings and outcomes of cases are properly maintained, secured, and accessible. Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court.</p> <p>❖ Any other Work assigned by the District & Sessions Judge.</p>	<p>CASE FLOW MANAGEMENT : Managing and coordinating the process by which cases moves to court from filing to disposition and preservation.</p> <p>HUMAN RESOURCE MANAGEMENT : Recruitment related work [Verification formalities, Joining formalities (PRAN no., Employee Identity card etc.), Relieving formalities], Leave record (Employees & Legal Aid), Transfer (Charge & Joining), Assistance in Man power planning.</p> <p>TECHNOLOGY MANAGEMENT : Management Information System (MIS), E-court related work [Construction under e-court project, Video Conferencing / Internet Related work, Proper updation in CIMS], providing appropriate electronic access to court information for advocates, litigants, governmental agencies, and the public.</p> <p>INFRASTRUCTURE : Overseeing the Court Room and other physical spaces to ensure access to all people and providing adequate room for work and circulation, ultimately to promote public confidence in the system.</p> <p>RECORD KEEPING AND STATISTICS : Ensuring that court files and court actions on the proceedings and outcomes of cases are maintained, secured, and accessible through official court personnel. Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court.</p> <p>❖ Any other Work assigned by the Registrar General.</p>

SENIOR COURT MANAGER

DISTRICT COURT	HIGH COURT
<p>FISCAL ADMINISTRATION: Supervision of all the work of Court Manager relating to fiscal administration.</p> <p>CASE FLOW MANAGEMENT : Monitoring of post disposition activity, assessment of compliance with orders and continuous process evaluation.</p> <p>HUMAN RESOURCE MANAGEMENT : Inter district Transfer related work, Training of Employees, Matter regarding compassionate appointment, Employees Grievance/complaints related work, Employees ACR related work.</p> <p>TECHNOLOGY MANAGEMENT : Evaluating technology based opportunities for expanding the court system capacity; providing technologies to navigate information systems; providing electronic transmission of and access to data, images and other files in automated records management and retrieval systems, utilizing court room technology and implementation of other computer assisted systems that can improve court performance.</p> <p>INFRASTRUCTURE : In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare, implement and update annually a 5 year court wise Court Development Plan (CDP).</p> <p>STATISTICS : Ensure that reports on statistics are duly completed and provided as required.</p> <p>RESPONSIVENESS MANAGEMENT: Access to Justice: Legal Aid and User Friendliness.- Ensure that the court meets standards established by the High Court on access to justice, legal aid and user friendliness.</p> <p>QUALITY MANAGEMENT : Assist the courts to meet out quality of adjudication standards established by the High Court.</p> <p>SECURITY MANAGEMENT : Maintaining a strong partnership with law</p>	<p>FISCAL ADMINISTRATION: Supervision of all the work of Court Manager relating to fiscal administration.</p> <p>CASE FLOW MANAGEMENT : Monitoring of post disposition activity, assessment of compliance with orders and continuous process evaluation.</p> <p>HUMAN RESOURCE MANAGEMENT : Service book related work [Service Verification (Employees), Service Book Objections removal, Service Book maintenance Posting of orders and other information, Service verification (Officers)], Promotion – (Roaster), Gradation related work, Inter district Transfer related work, Training of Employees, Employees Grievance/complaints related work.</p> <p>TECHNOLOGY MANAGEMENT : Evaluating technology based opportunities for expanding the court system capacity; providing technologies to navigate information systems; providing electronic transmission of and access to data, images and other files in automated records management and retrieval systems, utilizing court room technology and implementation of other computer assisted systems that can improve court performance.</p> <p>INFRASTRUCTURE : In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year court wise Court Development Plan (CDP).</p> <p>STATISTICS : Ensure that reports on statistics are duly completed and provided as required.</p> <p>RESPONSIVENESS MANAGEMENT: Access to Justice: Legal Aid and User Friendliness.- Ensure that the court meets standards established by the High Court on access to justice, legal aid and user friendliness.</p> <p>QUALITY MANAGEMENT : Assist the courts to meet out quality of adjudication standards established by the High Court.</p> <p>SECURITY MANAGEMENT : Maintaining a strong partnership with law</p>

enforcement or security personnel for a secure court facility while able to work collaboratively with all affected parties.

SUPERVISION OF SECTIONS / COURTS / OTHER DEPARTMENT AND SUPERVISION OF STAFF : Courts' Registers and Receipts, Centralize Filing Center, Talwana Section, Nazarat Section, Copying Section, Malkhana Library, Record Room Section, Computer Section, Work assignment to employees in case of Court is vacant or Judicial Officer is on leave, Arrangement of alternate for Court, if employee is on leave.

❖ Any other Work assigned by the District & Sessions Judge.

enforcement or security personnel (both employees and contracted providers) for a secure court facility while able to work collaboratively with all affected parties.

SUPERVISION OF SECTIONS / OTHER DEPARTMENT AND SUPERVISION OF STAFF : Supervision of Judicial Section, Filing Section, Record Room, Copying Section, Library, Dispatch Section, Receipt Section, Cash Section and Supreme Court Section.

❖ Any other Work assigned by the Registrar General.

ADDITIONAL PRINCIPAL COURT MANAGER

FOR EACH DIVISION	HIGH COURT
<p>The functions and responsibilities of Additional Principal Court Manager (at Division) shall be such as may be prescribed by the High Court from time to time depending on the exigencies of the situation.</p> <p>The Additional Principal Court Manager (at Division) while performing the aforesaid functions and discharging their responsibilities shall be primarily answerable to the Registrar General and shall guide and cooperate to Senior Court Manager and Court Manager in the districts, and carry out all lawful directions which might be given by the Registrar General and the District & Sessions Judge under respective division.</p> <p>POLICIES AND STANDARDS :</p> <p>(i) Based on applicable directives of superior authorities, establish the performance standards applicable to the court (including administrative support for timeliness, efficiency; quality of court performance; infrastructure; and human resources; access to justice; as well as systems for court management and case flow management).</p> <p>(ii) Carry out an evaluation of the compliance of the court/authority with prescribed standards; identify deficiencies and deviations; identify steps required to achieve compliance.</p> <p>PLANNING :</p> <p>(i) Prepare a vision statement for a period of five years. This statement should set out the targets that each court would need to achieve in five years. Obviously, the targets would comprise of objective and measurable goals as well as goals which are not directly or easily quantifiable. The measurable goals would include things such to major ratio of cases per judge. Goals which are difficult to measure would include intangibles such as litigant satisfaction and ease of access to justice.</p> <p>(ii) Identifies and plans future infrastructure, establishing functional requirements in consultation with various stakeholders and consultants, scope of development, schedules and budgets. Management of construction program and project management.</p> <p>(iii) Preparation of plan for promoting the widespread use of alternate dispute resolution (ARD) mechanisms such as mediation, conciliation, arbitration and lok adalats effective means of settling</p>	<p>INFORMATION AND STATISTICS : (I) Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court. (II) Ensure that reports on statistics are duly completed and provided as required;</p> <p>INFRASTRUCTURE : (I) Monitoring of Building construction and Residential Building and Maintenance of them (II) Monitor the implementation of the CDP and report to superior authorities on progress.</p> <p>COMMUNITY RELATIONS AND PUBLIC INFORMATION : Promoting productive media relations, acting as a point of contact for the release of information to the media and the public, collecting and publishing data on pending and completed judicial business and internal functions of the court system.</p> <p>PLANNING :</p> <p>(i) Prepare a vision statement for a period of five years. This statement should set out the targets that each court would need to achieve in five years. Obviously, the targets would comprise of objective and measurable goals as well as goals which are not directly or easily quantifiable. The measurable goals would include things such to major ratio of cases per judge. Goals which are difficult to measure would include intangibles such as litigant satisfaction and ease of access to justice.</p> <p>(ii) Identifies and plans future infrastructure, establishing functional requirements in consultation with various stakeholders and consultants, scope of development, schedules and budgets. Management of construction program and project management.</p> <p>(iii) Preparation of plan for promoting the widespread use of alternate dispute resolution (ARD) mechanisms such as mediation,</p>

<p>disputes without resorting to the formal litigation process.</p> <p>(iv) Preparation of plan for adoption of information and communication technology in district and subordinate courts under the eCourts Integrated Mission Mode Project.</p> <p>(v) To develop and implement a comprehensive Human Resources Management System for selection, training and performance management system of the ministerial staff and concerned support functions, and effective accountability system.</p> <p>(vi) Preparation of Action <i>Plan</i> to achieve targets of pendency reduction drive specially related to old cases.</p> <p>(vii) Monitoring of the proper updation of the statistics on NJDG (National Judicial Data Grid).</p> <p>(viii) In consultation with the stakeholders of the court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year court wise Court Development Plan (CDP);</p> <p>(ix) Monitor the implementation of the CDP and report progress Information and Statistics to the superior authorities.</p> <p>❖ Any other Work assigned by the Registrar General.</p>	<p>conciliation, arbitration and lok adalats effective means of settling disputes without resorting to the formal litigation process.</p> <p>(iv) Preparation of plan for adoption of information and communication technology in district and subordinate courts under the eCourts Integrated Mission Mode Project.</p> <p>(v) To develop and implement a comprehensive Human Resources Management System for selection, training and performance management system of the ministerial staff and concerned support functions, and effective accountability system.</p> <p>(vi) Preparation of Action <i>Plan</i> to achieve targets of pendency reduction drive specially related to old cases.</p> <p>(vii) Monitoring of the proper updation of the statistics.</p> <p>❖ Any other Work assigned by the Registrar General.</p>
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PRINCIPAL COURT MANAGER (HIGH COURT):

CORE SYSTEMS MANAGEMENT : Ensure that the core systems of the court are established and function effectively (Documentation management; utilities management; infrastructure and facilities management; financial systems management (audits; accounts; payments).

POLICIES AND STANDARDS : (I) Based on applicable directives of superior courts administration, establish the performance standards applicable to the court relating to infrastructure; and human resources; access to justice; as well as systems management and case flow management. (II) Carry out an evaluation of the compliance of the court with such standards; Identify deficiencies and deviations; identify steps required to achieve compliance, maintain such an evaluation on a current basis through annual updates.

RESPONSIVENESS MANAGEMENT: Access to Justice: Legal Aid and User Friendliness. - Ensure that the court meets standards established by the Supreme Court/High Court/NALSA/SLSA on access to justice, legal aid and user friendliness.

QUALITY MANAGEMENT : Assist the courts to meet out quality of adjudication standards established by the High Court.

HUMAN RESOURCE MANAGEMENT : Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.

RESEARCH AND ADVISORY SERVICES : Identifying and recommending organizational and management opportunities for improvement in procedural and administrative changes.

PROJECT LEADERSHIP AND OVERSIGHT: Providing leadership in management of High Court as well as District Courts.

❖ He shall perform all other duties as may be assigned by Registrar General / Competent Authority by general or special order, from time to time.

CLERK OF COURT AND DEPUTY CLERK OF COURT shall look after the following work and other work such as may be assigned by the District & Sessions Judge/any other Judge authorized by District & Sessions Judge, from time to time, depending on the exigencies of the situation alongwith the duties/functions prescribed in the Rules and Orders. He shall report as per separately mentioned reporting channel.

- ❖ Salary Bill (Officers / Employees)
- ❖ Arrears Calculation (Officers / Employees)
- ❖ Increments
- ❖ Pay Fixation
- ❖ Contingency employee pay
- ❖ Central & State Govt. DA Related work (Officers / Employees)
- ❖ Pay slip certificate or other related certificates / declaration
- ❖ DPF / GPF / CPS Deductions /calculations
- ❖ DPF / GPF / CPS Passbook maintenance
- ❖ Retiral Benefits related work [P.F., Contribution Pension Scheme (CPS), Deductions /calculations]
- ❖ Tax related work (Professional Tax)
- ❖ Audit related work
- ❖ CCD Monthly & Yearly statement
- ❖ **Human Resources related work** : Recruitment related work [Verification formalities, Joining formalities (PRAN no., Employee Identity card etc.), Relieving formalities], Leave record (Employees & Legal Aid), Transfer (Charge & Joining), Service book related work [Service Verification (Employees), Service Book Objections removal, Service Book maintenance Posting of orders and other information, Service verification (Officers)], Promotion – (Roaster), Gradation related work, Transfer (Charge & Joining), Quarter Allotment (Employees), Higher education Applications related matters.
- ❖ SW Section (Preparation of statement to High Court, Supreme Court & Other departments).
- ❖ Matters regarding appointment and renewal of Notary
- ❖ Matters regarding appointment and renewal of Advocate Clerk
- ❖ **He shall perform all other duties as may be assigned by District Judge / Competent Authority by general or special order, from time to time.**