

HIGH COURT OF MADHYA PRADESH JABALPUR

Endt. No. D/2423 /

Jabalpur, dated 30/06/2020

COPY FORWARDED TO :-

1. Principal Registrar, High Court of M.P., Bench, Indore, Indore (M.P.)
2. Principal Registrar, High Court of M.P., Bench Gwalior, New High Court Building, City Centre, Gwalior (M.P.)
3. District Judge, Inspection, Jabalpur,
4. Director, MP State Judicial Academy, Abolished SAT Building, Jabalpur,
5. Member-Secretary, M.P. State Legal Services Authority, Jabalpur,
6. The Registrar Admn./Judl. 1, 2/D.E./I.L./(Exam & Labour Judiciary)/W&I/Vigilance, High Court of Madhya Pradesh, Jabalpur,
7. Member Secretary S.C.M.S. , High Court of Madhya Pradesh, Jabalpur,
8. OSD -----, High Court of Madhya Pradesh, Jabalpur,
9. The Registrar (Ministerial)/Registrar-Cum-Principal Private Secretary, High Court of Madhya Pradesh, Jabalpur,
10. OSD (Accounts), High Court of Madhya Pradesh, Jabalpur,
11. Chief System Analyst High Court of M.P., Jabalpur
12. Senior Principal System Analyst, (S.A.) High Court of M.P., Jabalpur,
13. The Deputy Controller Accounts, High Court of M.P., Jabalpur,
14. The Joint Registrar (M) -----, High Court of M.P., Jabalpur,
15. The Deputy Registrar (M), ----- High Court of M.P., Jabalpur,
16. Chief Librarian----- High Court of M.P., Jabalpur,
17. Court Manager, High Court of Madhya Pradesh, Jabalpur,
18. The Assistant Registrar (M), ----- High Court of M.P., Jabalpur,
19. Shri _____, Administrative Officer (J)/ Incharge, High Court of M.P., Jabalpur,
20. Secretary to the Judges (P.S.) to Hon'ble Shri Justice _____, High Court of M.P., Jabalpur,
21. The Reader to Hon'ble Shri Justice _____, High Court of M.P., Jabalpur,
22. Secretary to the Judges (P.S.) to Registrar General, High Court of M.P., Jabalpur,
23. Secretary to the Judges (P.S.) to Principal Registrar (Vigilance)/(Judl.)/ (Exam.), High Court of M.P., Jabalpur,
24. Asstt. Account/Pension/Budget/District Estt./Estt./Estt.(SAT), High Court of M.P., Jabalpur,

For information & necessary action.


(PRIYADARSHAN SHARMA)
REGISTRAR (ADMN.)
P

HIGH COURT OF MADHYA PRADESH: JABALPUR

// DISTRIBUTION OF WORKS / DUTIES AMONGST THE REGISTRY OFFICERS //

In supersession of all previous orders, Distribution of Works / Duties amongst the Registry Officers are as under:-

S. No.	Designation	Brief Description of Works/Duties
01	02	03
1)	REGISTRAR GENERAL	<ol style="list-style-type: none"> 1. Confidential Section appointment, transfer, confirmation, promotion postings and representations of Judicial Officers on any other petitions. 2. (i) Deputation of Judicial Officers (ii) Training of Judicial Officers Within or outside State. 3. Confidential Reports (Judicial Officers) 4. Inspection by Judges of the High Court. 5. Appointments, leave, transfer etc. 6. Chief Justice Conference. 7. Sanction and payment of temporary advances and bills in respect of all purchases of movable, including articles for use of Court and Registry within the prescribed financial limits . 8. Work relating to pay conditions of service of Hon. the Chief Justice and Hon. Judges of the High Court and all correspondence relating thereto. 9. Bills certificates, re-imbusement of cost of petrol consumed in motor vehicles placed at the disposal of Hon. C.J. and other Hon. Judges at Jabalpur. 10. Sanction for purchases and payment of cost (including fitting charges) of accessories for Staff cars placed at the disposal of Hon. C.J. and other Hon. Judges at Jabalpur (including purchase of accessories to be fitted at Jabalpur). 11. Writing of Confidential Report of Class II Staff and recording of remarks of scrutiny of the other Class III staff. 12. Sanction and payment of all bills pertaining to telephone charges, electricity charges,



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S. No.	Designation	Brief Description of Works/Duties										
01	02	03										
		<p>water charges and service postage stamps.</p> <p>13. Recommendation to Govt. for conversion of Temporary posts into permanent posts of Class II, III and IV staff of the High Court and District Courts.</p> <p>14. Sanction of G.P.F. advances of Judicial Officers and staff of High Court and Sub-ordinate Courts.</p> <p>15. Correspondence to Supreme Court / State Government.</p> <p>16. The routine file of preparation of pension papers for onward submission to state Government and A.G.M.P.</p> <p>17. Intimation regarding acquisition of movable and immovable property by officers and employees of the High Court and by Judicial Officers.</p> <p>18. All other subjects not otherwise allotted to other officers of the Registry.</p> <p>19. Overall supervision of all sections of High Court.</p> <p>20. Matter relating to leave of various cadres of Officers / Employees, as follows :-</p> <table border="0"> <thead> <tr> <th data-bbox="695 1729 792 1765">Cadre</th> <th data-bbox="922 1729 1263 1765">Sanctioning Authority</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 1775 799 1812">Class I</td> <td data-bbox="846 1775 1338 1864">Hon'ble C.J. for E.L., Vacation etc. Registrar General for C.L., O.L.</td> </tr> <tr> <td data-bbox="695 1874 799 1911">Class II</td> <td data-bbox="846 1874 1101 1911">Registrar General</td> </tr> <tr> <td data-bbox="695 1921 815 1958">Class III</td> <td data-bbox="846 1921 1409 2051">Registrar General for O.L. and E.L. /Commuted Leave for more than 30 days.</td> </tr> <tr> <td data-bbox="695 2062 815 2098">Class IV</td> <td data-bbox="846 2062 1409 2192">Registrar General for E.L./ Commuted Leave for more than 30 days.</td> </tr> </tbody> </table> <p>21. (i) The matter relating to circulation of vacancies informed by the other High Courts, Tribunals, Central/State Departments and by other Institutes meant for Judicial Officers.</p>	Cadre	Sanctioning Authority	Class I	Hon'ble C.J. for E.L., Vacation etc. Registrar General for C.L., O.L.	Class II	Registrar General	Class III	Registrar General for O.L. and E.L. /Commuted Leave for more than 30 days.	Class IV	Registrar General for E.L./ Commuted Leave for more than 30 days.
Cadre	Sanctioning Authority											
Class I	Hon'ble C.J. for E.L., Vacation etc. Registrar General for C.L., O.L.											
Class II	Registrar General											
Class III	Registrar General for O.L. and E.L. /Commuted Leave for more than 30 days.											
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		<p>(ii) Matter relating to request for change of name made by female Judicial Officers on account of marriage.</p> <p>22. Permission to Judicial Officers for appearing in competitive examinations.</p> <p>23. Forwarding of bio-data, ACR Grading and Vigilance Certificates of Judicial Offices & forward the attested photocopy of Annual Confidential Reports of working Judicial Officers as and when required.</p> <p>24. Matter relating to nomination/ exemption of Judicial Officers for various Training / Workshop organized by the different Institute and Academies.</p> <p>25. Matter relating to nomination of Judicial Officers as resource persons in the R.C.V.P. Naronaha Academy of Administration and Management Bhopal.</p> <p>26. Matters which are required to be made available in public domain and are neither confidential nor of restricted access be processed finally at the level of Registrar General. Only those matters in which information pertains to Hon'ble Judges or is of confidential nature be submitted before Hon'ble The Chief Justice for orders.</p> <p>27. Taking final decision in the matter of resignations tendered by Class III & Class IV Employees of the High Court Establishment.</p> <p>28. All works pertaining to Civil & Electrical nature above Rs.2.00 Lacs and below Rs.5.00 Lacs (except the work related to Hon'ble Judge's Bungalow).</p> <p>29. Any other work that is assigned by Hon'ble the Chief Justice either specifically or generally.</p>



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2)	PRINCIPAL REGISTRAR (VIGILANCE)	<ol style="list-style-type: none"> 1. Processing of files relating to complaint received against officer of Higher Judicial Service and placing the same before concerned Committee, supervision of work of Registrar (Vigilance), Registrar (I./L.) and after processing placing the files before higher authority. 2. Preparation of article of charges etc. 3. Processing of files relating to appointment of Inquiry Officer, framing of charges, statements of imputations, list of documents and list of witnesses. 4. Receiving of complaints and their processing. 5. Forwarding the proposals of <i>suo-moto</i> revision on the basis of reports of District Judges (Inspection) and Registrar (Vigilance) in connection with questionable orders of Judicial Officers. 6. Conducting enquiries assigned to him. 7. All matters pertaining to Departmental Enquiries and Preliminary Enquiries assigned to the District Judge (Inspection) and submitting the files before higher authority. 8. Final scrutiny of inspection notes received through Registrar (I & L) 9. Supervision of work of staff of Complaint Section. 10. Scrutiny of ACRs submitted by District Judges through Registrar (I & L). 11. To obtain progress of disposal of cases from the concerned Judicial Officer dealing with cases under Prevention of Corruption Act, SC & ST (Prevention of Atrocities) Act, 1989 & CBI Court as also to know the problems being faced by them and to submit monthly report before Hon'ble

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		<p>Portfolio Judges of concerning districts for consideration and appropriate direction.</p> <p>12. Any other work that is assigned by Hon'ble the Chief Justice.</p>
3)	REGISTRAR (VIGILANCE)	<ol style="list-style-type: none"> 1. Processing of files relating to complaint received against officer of M.P.J.S. and placing the same before concerned Committee through Principal Registrar (Vigilance) and higher authorities. 2. Processing of reports of ADJ (OSD)(V) in connection with complaints received against the ministerial staff of Subordinate Courts. 3. Cases of movable and immovable property of officials of Registry, where intimation and permission by prescribed authority is necessary. 4. Processing of Preliminary inquires against officers of M.P.J.S. 5. To obtain progress of disposal of cases from Special Judges dealing with cases under POCSO Act, 2012 & NDPS Act, 1985 as also to know the problems being faced by them and to submit monthly report before Hon'ble Portfolio Judges of concerning districts for consideration and appropriate direction. 6. Any other work assigned by Principal Registrar (Vigilance). 7. Any other work that is assigned by Hon'ble the Chief Justice.
4)	PRINCIPAL REGISTRAR (EXAMINATION & I.L.R.)	<ol style="list-style-type: none"> 1. Initiation, processing and completion of files relating to recruitment of Judicial Officers in the cadre of Higher Judicial Service and M.P. Judicial Service and placing the same before the concerned Committee. 2. Initiation and completion of files relating to recruitment on various posts of High Court

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		<p>& Subordinate Courts including SLSA etc. and on other posts as assigned by Hon'ble the Chief Justice.</p> <p>3. Conduction of online examination process on various posts as per direction of Hon'ble Supreme Court.</p> <p>4. The job of preparing or finalization of question papers and its printing and sending it to the various centers / or for online examination or as per direction of Examination Committee.</p> <p>5. All matters relating to valuation of question papers, conduction of interview, preparation of list of Officers for valuation and other matters related to examination.</p> <p>6. The work relating to generation of Admit Cards and other arrangements for conduction of Preliminary Examination.</p> <p>7. All matters pertaining to purchase of any items / articles related to examination and other related purpose up to the value of Rs.1.00 Lac.</p> <p>8. Work of Publication of 5 years Digest of I.L.R. M.P. Series (2011 to 2015).</p> <p>9. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
5)	REGISTRAR (EXAMINATION & LABOUR JUDICIARY)	<p>1. Initiation, processing and completion of files relating to recruitment of Judicial Officers in the cadre of Higher Judicial Service & M.P. Judicial Service and placing the same before concerned Committee through Principal Registrar (Examination & I.L.R.) and higher authorities.</p> <p>2. Initiation and completion of files relating to recruitment on various posts of High Court & Subordinate Courts including SLSA etc.;</p>



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		<p>and on other posts as assigned by Hon'ble the Chief Justice.</p> <ol style="list-style-type: none"> 3. Conduction of online examination process on various posts as per direction of Hon'ble Chief Justice / Committee. 4. The work relating to generation of Admit Cards and other arrangements for conduction of Preliminary Examination. 5. All matters pertaining to Labour Judiciary. 6. All abovementioned work shall be performed under the directions of Principal Registrar (Examination & I.L.R.). 7. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.
6)	REGISTRAR (INSPECTION & LITIGATION)	<ol style="list-style-type: none"> 1. To scrutinize the disposal of the Judges of all the districts and preparing note for follow up action. 2. Scrutinizing the Inspection Notes submitted by District Judge (Inspection) of respective Zones and follow up action. 3. Communicating A.C.R.s to Judicial Officers. 4. Processing representations of Judicial Officers for Submitting before Hon'ble Administrative Committees of the Hon'ble High Court. 5. Assisting the Counsel for preparing returns. 6. Submitting returns prepared by the Advocates for approval by the Hon'ble Judges/Committee. 7. Keeping track of litigation matters and follow up directions of Hon'ble Court issued time to time in such matters. 8. To appear before Hon'ble Court and Hon'ble Supreme Court in the above litigation matters as Officer-in charge. 9. Disciplinary Proceedings of employees and



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		<p>officers of High Court shall be dealt with by the Registrar (I/L) and shall be processed through Registrar (Admn.) and will be sent to the Registrar General and if required to Hon'ble the Chief Justice.</p> <p>10. Any other work that is assigned by Hon'ble the Chief Justice and /or by the Registrar General.</p>
7)	REGISTRAR (ADMINISTRATION)	<ol style="list-style-type: none"> 1. Sanction and payment of bills and advances in respect of all purchases of movables, cost of labour and repairs up to the value of Rs. 20,000/-. 2. Grant of more than 30 days leave to Class II and Class III staff leave preparatory to retirement and refused leave to any employees of the Registry. 3. Grant of annual increment to Class II and Class III staff of Registry, at Jabalpur and other increments to Class II and Class III staff of the Registry and Bench Registries at Indore & Gwalior. 4. Matters relating to pay-scales, allowances & other perquisites of Registry Establishment. 5. Approving of officiating arrangements for class II & III, Class IV staff in long term leave vacancies, making arrangement for additional charge and grant of special pay thereof. 6. Sanction for stay at a place for more than 10 days with full allowance for Class I and Class II staff of the High Court. 7. Forwarding of application of Class III staff of Registry for posts in other departments, Offices or establishments. 8. Work allotted to protocol Section as Tour programme of Hon'ble Chief Justice and



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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>Hon'ble Judges and Judges of all other High Courts. Arrangement of their stay and reservation etc. and other work relating to Protocol Section.</p> <p>9. Processing all matters relating to reimbursement of medical bills of retired Judges, employees of this Registry, final payment of DPF of Class-IV employees of Registry and Subordinate Courts & T.A. Bills of Class-III & Class-IV employees of this Registry.</p> <p>10. Allocate the matters relating to verification, processing and passing of Electricity, Water, Telephone, Petrol and Newspaper Bills of the Hon'ble Judges, Registry Officers and employees of the Principal Seat of High Court at Jabalpur.</p> <p>11. In-charge of Museum of High Court of Madhya Pradesh, Jabalpur.</p> <p>12. All the files pertaining to Accounts & Pension shall be routed through Registrar (Admn.) for submission of the proposals to the respective authorities.</p> <p>13. All financial matters including pension and pay fixation pertaining to Hon'ble Judges of the High Court, Judicial Officers of the State & officers and employees of the High Court, shall be dealt by the Registrar (Admn.) for placing the matter before the respective authorities.</p> <p>14. Registrar (Admn.) will also be In-charge of Accounts, Pension & Protocol Sections.</p> <p>15. All works pertaining to internal or external audit.</p> <p>16. Matters related to welfare of the staff of the High Court.</p> <p>17. Signing of nomination forms of the officers</p>



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		<p>and officials of the Registry.</p> <p>18. Matters related to appointment of Law Clerks as per the recommendation of the Committee.</p> <p>19. Maintenance of the vehicles of the High Court.</p> <p>20. Matters relating to grant of Time Scale and benefits under the Time Bound Advancement Scheme to the employees of the High Court.</p> <p>21. Purchase/sale and allotment of vehicles of High Court & Subordinate Courts.</p> <p>22. Livery articles for Class-IV staff of the Registry, Jabalpur.</p> <p>23. In-charge of the High Court Guest House in the State of Madhya Pradesh for looking after the affairs relating to maintenance, up-keeping and furnishing etc.</p> <p>24. Audit Inspection, loss and defalcation cases of High Court.</p> <p>25. Supervision of Record Room (Admn.), Dispatch and Receipt Section.</p> <p>26. Purchase and allotment of furniture for the High Court.</p> <p>27. Officers - in- charge Administration of abolished SAT (All matters of SAT).</p> <p>28. General security of the High Court building.</p> <p>29. Registry Establishment, and all matters relating to those subjects, not otherwise specifically provided for.</p> <p>30. Mechanized Cleaning Services and Garden maintenance work of the High Court with the help of S.P.S.A. (SA).</p> <p>31. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>



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	<p>Allocate the matters relating to attendance and sanction of leave of the staff working in the sections and in the office of concerned Registrar shall be finalized by the Registrar and shall also submit weekly report to Registrar (Admn.) if any discrepancy is noted. The Registrar (Admn.) shall deal with the matters relating to leave of various cadres of employees, as follows:-</p> <table border="1"> <thead> <tr> <th>Cadre</th> <th>Sanctioning Authority</th> <th>Recommending Authority</th> </tr> </thead> <tbody> <tr> <td>Class I</td> <td>Hon'ble C.J. for E.L., Vacation, etc. Registrar General for CL, O.L.</td> <td>Concerned Registrar</td> </tr> <tr> <td>Class II</td> <td>Registrar General</td> <td>Concerned Registry Officer</td> </tr> <tr> <td>Class III</td> <td>a. Registrar General for Optional leave and Earned Leave/ Commuted Leave for more than 30 days b. Concerned Registrar for other Leave matters</td> <td>Concerned Registry Officer Section Officer</td> </tr> <tr> <td>Class IV</td> <td>a. Registrar General for Earned Leave /Commuted Leave more than 30 days b. Concerned Registrar for other Leave matters</td> <td>Concerned Registry Officer Protocol Officer</td> </tr> </tbody> </table> <p>While granting leave the Registrar(Admn.) shall keep in mind that the Establishment of High Court is running short of employees so it would not be feasible to spare employees from other Section as replacement of absent employees.</p>		Cadre	Sanctioning Authority	Recommending Authority	Class I	Hon'ble C.J. for E.L., Vacation, etc. Registrar General for CL, O.L.	Concerned Registrar	Class II	Registrar General	Concerned Registry Officer	Class III	a. Registrar General for Optional leave and Earned Leave/ Commuted Leave for more than 30 days b. Concerned Registrar for other Leave matters	Concerned Registry Officer Section Officer	Class IV	a. Registrar General for Earned Leave /Commuted Leave more than 30 days b. Concerned Registrar for other Leave matters	Concerned Registry Officer Protocol Officer
Cadre	Sanctioning Authority	Recommending Authority															
Class I	Hon'ble C.J. for E.L., Vacation, etc. Registrar General for CL, O.L.	Concerned Registrar															
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8)	REGISTRAR (D.E.)	<ol style="list-style-type: none"> Vidhan Sabha and Parliament questions and Correspondence in relation to parliamentary Affairs. Lok Adalats work. Distribution of Civil work under provisions of Civil law including M.P. Civil Courts Act. 1958. Processing the matters pertaining to promotions, confirmation, transfers etc. of 															

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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>Court Manager, Administrative Officer and Dy. Administrative Officer.</p> <p>5. Processing the matters relating to inter district transfer of Class III and Class IV staff of the subordinate courts.</p> <p>6. Grant of leave and making local arrangement for the post of Court Manager, Administrative Officer and Dy. Administrative Officer in long-term vacancies for a period exceeding two months.</p> <p>7. Matter relating to District Court for pay, Pay scale, Allowance other requirements of District Establishment.</p> <p>8. Vehicles of District Courts & Family Courts Establishments & repairs / maintenance etc.</p> <p>9. Checker Section - Issuance of Notifications under various Special enactments, JMFC powers, Summary Powers, establishment of Regular / Link Courts, establishment of Family Courts and other Special Courts and Juvenile Justice Board.</p> <p>10. All administrative appeal, representations and Review petitions of the ministerial officials of the subordinate Courts including Court Manager, Administrative Officer and Dy. Administrative Officer.</p> <p>11. Processing the matters pertaining to grant and renewal of certificate of Oath Commissioners at District Courts Level.</p> <p>12. Approval and processing of matters for filling up of vacant post of District Establishment of Class III and Class IV employees.</p> <p>13. Work regarding vacancies informed by other High Courts / Departments</p>



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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>for further notification / circulation.</p> <p>14. Work related to enquiries sought by other High Courts.</p> <p>15. Processing of complaints against Class III / Class IV employees of District Establishments.</p> <p>16. Audit Inspection, loss and defalcation cases of Subordinate Courts.</p> <p>17. Matters relating to District Establishment not specifically assigned to any other officer.</p> <p>18. Matters relating to service of summons of other State which shall be processed finally at the level of Registrar (DE).</p> <p>19. Mechanized Cleaning Services and Garden maintenance work of Subordinate Courts in the State of Madhya Pradesh with the help of S.P.S.A. (SA).</p> <p>20. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
9)	REGISTRAR (WORKS & INFRASTRUCTURE)	<p>1. Major and minor works (Construction of High Court, Subordinate Court building, residential accommodations of Hon'ble Judges, Judicial Officers and employees of the High Court and Subordinate courts).</p> <p>2. Maintenance works (High Court Buildings, Hon'ble Judges Bungalows, Subordinate Court building, residential accommodations of Judicial Officers and employees of the High Court and Subordinate courts).</p> <p>3. Courts Room, Chambers and Bungalows allotment of Hon'ble Judges, allotments of Government Quarters to Judicial Officers & employees of this Registry, retention of Government Quarters by Judicial Officers & employees.</p>



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S. No.	Designation	Brief Description of Works/Duties
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		<ol style="list-style-type: none"> 4. Administrative sanction for purchase of Furniture in the Subordinate Courts. 5. Centrally Sponsored Schemes for Infrastructure development for the Judiciary. 6. All files relating to L.T.C. Bills of District Judges and the Judges of Family Court through Registrar General. 7. All work pertaining to 14th & 15th Finance Commissions, of the High Court and Subordinate Courts related to Infrastructure development in consultation with Director, MPSJA & Registrar (IT/SA). 8. All sanctions/approvals pertaining to Civil & Electrical works up to Rs. 2.00 Lacs (except of Hon'ble Judge's Bungalows). 9. All types of reports related to Infrastructure development. 10. Coordination with the respective agencies i.e.P.W.D./P.I.U./Municipal Corporation/Civil authorities and District Courts for the proper Infrastructure development. 11. To place all the matters having value of more than Rs. 5.00 Lacs before respective Building Construction Committee for sanction and approval. 12. Coordination with the State Government /Law & Legislative Department for taking sanctions or for respective works in the State of Madhya Pradesh. 13. Approval or D.P.Rs. (Detailed Project Reports) of the projects by placing the same before the competent authority/Committee. 14. Matters pertaining to Ease of Doing Business with the help of S.P.S.A. (SA). 15. Preparation of various reports/status pertaining to works & preparation of budget

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S. No.	Designation	Brief Description of Works/Duties
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		<p>requirement for infrastructure development for High Court and subordinate Courts.</p> <p>16. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
10)	PRINCIPAL REGISTRAR (JUDICIAL)	<ol style="list-style-type: none"> 1. Preparation of Roster/ Assignments/ Notification/ Amendments as per direction of Hon'ble the Chief Justice. Issuing Orders/ Notifications/ Circulars/ Other Standing Instructions as per New Listing Scheme. 2. Overall supervision of the entire Judicial Branch including Writ Branch alongwith Internal Transfer of the officials within the Judicial Branch with arrangement of Temporary/Permanent Readers & Law Assistant in the Courts. 3. Examination & approval of the entries in Writ Matters regarding Drop Requests "List before"/"Not list before" entries are to be made and Writ Matters to be listed for, in which service compliance pending. 4. Nomination of Benches and Special Benches for Indore and Gwalior of the High Court. 5. Entire work of Appellate Authority under the RTI Act, 2005 (w.e.f. date of its Notification) 6. Permission regarding updation of Special Prioritized Categories as per circular dated 18.08.2015 and updation of "Court Specified Cases". 7. Preparation of the scheme of National Lok Adalat/ Vacation Benches. 8. Committee for redressal of grievances of litigants and members of Bar Association(s). 9. Sorting and listing of infructuous cases and bunching of cases by himself under his



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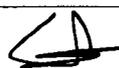
S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>direction with the staff.</p> <p>10. To obtain progress of disposal of cases from Special Judges dealing with cases POCSO Act, 2012 & NDPS Act, 1985 as also to know the problems being faced by them and to submit monthly report before Hon'ble Portfolio Judges of concerning districts for consideration and appropriate direction.</p> <p>11. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
11)	REGISTRAR (J-I)	<ol style="list-style-type: none"> 1. To deal with freshly filed matters listed for, in which default have been pointed out by the office. 2. Supervision of the Sections of Judicial Branch – First Appeal, Second Appeal, Misc. Appeal, MCC, E.P. with other Cases of Civil nature and Copying Section. 3. Examination & approval of the entries in Civil Matters regarding Drop Requests "List before"/"Not list before" entries are to be made and Civil Matters to be listed for, in which service compliance pending. 4. Work of Taxing Officer. 5. To deal with all the concerned PUDs and applications under RTI Act being SPIO. 6. Verification of compromise referred by the Hon'ble Court or forwarded by the Principal Registrar (J). 7. To deal with all the matter & PUDs related to subordinate Courts including PUDs forwarded by Registrar General & Principal Registrar (J). 8. To deal with the work of Committees :- <ol style="list-style-type: none"> a. Juvenile Justice matters being the Secretary.



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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<ul style="list-style-type: none"> b. Right to Information Act. c. Grievance Redressal of High Court Employee. d. High Court Employees Appeal. e. Committee constituted under Rule 3 of Chapter XIII-A (PIL), of High Court of M.P. Rules, 2008. 9. Sorting and listing of infructuous cases and bunching of cases by himself under his direction with the staff. 10. Listing of held-up cases as per directions of Hon'ble the Chief Justice. 11. Any other work that is assigned by Hon'ble the Chief Justice, Registrar General and/or by Principal Registrar (Judicial).
12)	REGISTRAR (J-II)	<ul style="list-style-type: none"> 1. Overall work relating to listing of the cases of Principal Seat Jabalpur and its Benches at Indore and Gwalior and Special Benches for Principal Seat Jabalpur. 2. Supervision of the Sections of Judicial Branch – Criminal Branch, Filing Section, Dispatch (J), Paper Book, Record Room (D) and Cashier (J), S.W. and Supreme Court Section. 3. Examination & approval of the entries in Criminal Matters regarding Drop Requests “List before”/“Not list before” entries are to be made and Criminal Matters to be listed for, in which service compliance pending. 4. To deal with the matters regarding transfer of the cases to other High Court or Supreme Court or within the High Court (from One Bench to another). 5. Entire work of Mention Memos & Adjustment. 6. Verification of compromise referred by the Hon'ble Court or forwarded by the Pri. Reg. (J).



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S. No.	Designation	Brief Description of Works/Duties
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		<ol style="list-style-type: none"> 7. To deal with all the PUDs regarding listing of the Cases at Principal Seat Jabalpur and its benches including all the PUDs forwarded by Registrar General & Principal Registrar (J). 8. Personal Appearance of accused in all Criminal and Writ Matters. 9. Sorting and listing of infructuous cases and bunching of cases by himself under his direction with the staff. 10. Any other work that is assigned by Hon'ble the Chief Justice, Registrar General and/or by Principal Registrar (Judicial).
13)	MEMBER SECRETARY (S.C.M.S.)	<ol style="list-style-type: none"> 1. Compliance of directions issued by N.C.M.S. Committee of Hon'ble Supreme Court. 2. Monitoring of various Arrears in the Hon'ble High Court and Subordinate Courts (Held-up Cases; Mismatch Cases and Missing Cases). 3. Work related to Committees for Rule Making. 4. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.
14)	O.S.D. (SHRI ABHISHEK GOUR)	<ol style="list-style-type: none"> 1. Day to day updation in CMIS software of the High Court and NC 3.2 software of the Subordinate Courts. 2. Personal Information System for the Subordinate Courts. 3. Website updation of the High Court, Subordinate Courts and Family Courts. 4. Development and Monitoring of all periphery softwares required for NC 3.2 software. 5. Database Management of the High Court and Subordinate Courts.



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S. No.	Designation	Brief Description of Works/Duties
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		<p>6. Purchase and allotment of office equipment of the High Court, Subordinate Courts & Family Courts in the State of M.P.</p> <p>7. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
14)	S.P.S.A. (SA)	<p>1. All softwares related to High Court and District Courts.</p> <p>2. PIS for the employees of the High Court.</p> <p>3. Indian Law Reporter Software.</p> <p>4. All MPSJA Softwares.</p> <p>5. IVRS system.</p> <p>6. Training of staff of various courts and section pertaining to the software.</p> <p>7. Short messaging System based enquiry System.</p> <p>8. Human Resource Management System with the help of Court Manager.</p> <p>9. e-Library (Digital Library).</p> <p>10. Electronic Memo System.</p> <p>11. Computerization of Copying Section, Nazrat, Record Room, Checker Section, Malkhana etc.</p> <p>12. The work pertaining to 14th and 15th Finance commission related to IT in consultation with Director, MPSJA & Registrar (Infrastructure & Works).</p> <p>13. Central Project coordinator work.</p> <p>14. Purchase and Inventory of all Hardware articles of High Court and Subordinate Courts in the State of Madhya Pradesh.</p> <p>15. All tenders (e-tender) related to High Court and Subordinate Courts & Family Courts in the State of M.P.</p> <p>16. Contract Management of IT Projects and other projects.</p> <p>17. Monitoring and Maintenance of the Hardware.</p>



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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>18. Local Area Networking Work of the High Court and Subordinate Courts in the State of M.P.</p> <p>19. Video Conferencing Operations, procurement and its Management.</p> <p>20. District and Subordinate Courts hardware related issues.</p> <p>21. Hardware and Software Procurement.</p> <p>22. Digitization of High Court & Subordinate Courts records.</p> <p>23. Procurement of IT Infrastructure.</p> <p>24. E-Attendance Monitoring System.</p> <p>25. Communication with other Departments pertaining to I.T.</p> <p>26. Work pertaining to outsourcing of technical and other related manpower.</p> <p>27. E-Committee Budget Head Transaction Report.</p> <p>28. E-Court Procurement and Manpower.</p> <p>29. Matter pertaining to sanctions of rate contract / contract of consumables items of IT equipments and rate contract regarding various computer hardware articles.</p> <p>30. To coordinate with BSNL for connectivity between Court Complex and other Departments.</p> <p>31. Various sanctions pertaining to the purchase of IT equipments of High Court and Subordinate Courts in the State of M.P.</p> <p>32. Preparing Budget estimates of various budget heads of the High Court and Subordinate Courts pertaining to I.T. and equipments.</p> <p>33. E-Waste Management.</p> <p>34. E-Auction Management.</p> <p>35. Assisting the other Registry Officers pertaining to e-tendering and mechanized</p>



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01	02	03
		cleaning work. 36. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.
16)	REGISTRAR-CUM-PPS	<ol style="list-style-type: none"> 1. All correspondence of Hon'ble the Chief Justice. 2. Matters relating to appointment/ confirmation of Hon'ble Judges. 3. Oath ceremony. 4. Ovation / References. 5. Appointment / Transfers / Promotions / Posting etc. of Private Secretaries / Personal Assistants/ Stenographers. 6. Maintenance of files relating to Confidential Reports of Registry Officers. 7. Leave matters of High Court Judges & District Judges. 8. LTC advance of Hon'ble Judges. 9. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.
17)	REGISTRAR(M) (ESTABLISHMENT)	<ol style="list-style-type: none"> 1. Budget Section. 2. Matters relating to family benefit Fund/Group Insurance Scheme of Officers & Staff of High Court & Subordinate Courts. 3. All files pertaining to High Court and Subordinate Courts relating to bills of purchase of stationary, furniture and other items. 4. All files relating to pay fixation of Judicial Officers, Budget (re-appropriation), Pension of Judicial Officers, matter relating to Finance and Accounts and matters related to purchases exceeding of Rs. 25,000/- shall be routed through Registrar(Admn.).

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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<ol style="list-style-type: none"> 5. For the allotment and administrative sanction pertaining to purchase of furniture and office equipments related to District and Sessions Judge, Family Courts, Special Courts (SC/ST), Special Courts (CBI), Special Courts (Electricity) & also files for permanently retaining furniture/equipments purchased by Judicial Officers under scheme of Shetty Pay Commission at the interval of 5 years from the amount of Rs. 90,000/-. 6. All files relating to pay fixation, pension and matters relating to Finance and Accounts of Hon'ble Judges & Judicial Officers shall be routed through Registrar (Admn.) 7. Processing payment of arrears claims less than six years old. 8. Library Section. 9. Binding Section. 10. Any other work that is assigned by Hon'ble the Chief Justice and/or by Registrar General.
18)	O.S.D. (ACCOUNTS)	<ol style="list-style-type: none"> 1. Audit Inspection loss and defalcation cases of High Court & Subordinate Courts. 2. Refund and remissions. 3. Pension and Pay-Fixation Section. 4. Processing of files relating to financial implication of Protocol Section. 5. Allocate the matters relating to grant of Time Scale and benefits under Time Bound Advancement Scheme to the employees of the High Court. 6. Where Registrar (Admn.) is incharge of Section, files relating to that Section be moved through Registrar (Admn.). 7. All financial matters including pay, allowance, pension of employees of the



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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>High Court to be routed through Registrar (Admn.).</p> <p>8. All files pertaining to Administrative / Ex-Post facto sanction exceeding financial limit of Rs. 25,000/- should invariably be routed through Registrar(Admn.).</p> <p>9. Any other work that is assigned by Hon'ble the Chief Justice and/or by Registrar General.</p>
19)	DEPUTY CONTROLLER ACCOUNTS	<p>1. Permanent advance Cashier's Section.</p> <p>2. Bills of Medical reimbursement, T.A. bills and Advance, etc. of the Registry Officers and Staff.</p> <p>3. Securities of Officials.</p> <p>4. Increments, time barred claims including those from Benches and District Establishment.</p> <p>5. Checking of Cash Book and physical verification of Cash. He will be Cash Officer of the Registry and will be responsible for sending money receipts of A.G.M.P. (S.M.Rs.).</p> <p>6. Work of drawing and disbursing officer.</p> <p>7. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
20)	JOINT REGISTRAR (M) (PROTOCOL)	<p>1. He will perform the duties of Chief Protocol Officer & will look after the matters related to maintenance and cleanliness of High Court building.</p> <p>2. Grant of annul increments to Class-IV employees.</p> <p>3. Grant of leave for a period not exceeding 30 days to Class-IV staff.</p> <p>4. All matters of Establishment Section of High Court.</p> <p>5. House rent allowance, leave including</p>

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S. No.	Designation	Brief Description of Works/Duties
01	02	03
		<p>encashment of leave of Registry staff.</p> <p>6. Providing of Liveries to the Class IV employees.</p> <p>7. Posting of the Class IV employees subject to the approval of Registrar (Admn.) and under intimation to Registrar General.</p> <p>8. Attendance of the Class IV employees and preparation of Pay Bills for the withdrawal of pay of Daily paid contingent employees.</p> <p>9. Day to day purchase of the routine articles, etc. for High Court.</p> <p>10. Matters pertaining to electricity, water, telephone bills etc. of High Court and Bungalows of Hon'ble Judges and Registry officers.</p> <p>11. Maintenance of Stock Register of movable property of High Court Building/furnishing of Bungalows of Hon'ble Judges.</p> <p>12. Maintenance of Stock Register of movable property at the residence of Registry Officers.</p> <p>13. Protocol work of Hon'ble The Chief Justice will be looked after by him.</p> <p>14. Any other work that is assigned by Hon'ble the Chief Justice and/or by the Registrar (Admn.)</p>
21)	JOINT REGISTRAR (M) (CONFIDENTIAL)	<p>1. Supervision of entire Confidential Section and any other work assigned by Hon'ble the Chief Justice and/or by the Registrar General.</p>
22)	COURT MANAGER	<p>1. CASE FLOW MANAGEMENT : Managing and coordinating the process of cases from filing to disposition and preservation in the High Court at Principal Seat.</p> <p>2. HUMAN RESOURCE MANAGEMENT : Man power requirement, transfer and recruitment related work and Assistance in Man power planning.</p> <p>3. TECHNOLOGY MANAGEMENT : (i) Management Information System (MIS), E-</p>



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S. No.	Designation	Brief Description of Works/Duties
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		<p>court related work including construction, Video Conferencing, Proper updation in CIMS, providing appropriate electronic access to court information for advocates, litigants, governmental agencies, and the public.</p> <p>(ii) Evaluating technology based opportunities for expanding the court system capacity.</p> <p>(iii) Providing technologies to navigate information systems.</p> <p>(iv) Providing electronic transmission of and access to data, images and other files in automated records management and retrieval systems, utilizing court room technology.</p> <p>(v) Implementation of other computer assisted systems that can improve court performance.</p> <p>4. INFRASTRUCTURE : (i) Overseeing the Court Room and other physical spaces to ensure access to all stakeholders and providing adequate room for work.</p> <p>(ii) 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>5. RECORD KEEPING AND STATISTICS : (i) Supervising that court files and court actions on the proceedings and outcomes of cases are maintained, secured, and accessible.</p> <p>(ii) Supervision of elimination work of the Record Room at Principal Seat.</p> <p>(iii) Supervising that statistics on all aspects of the functioning of the court are compiled and reported accurately.</p> <p>(iv) Ensure that reports on statistics are duly completed and provided as required.</p> <p>6. RESPONSIVENESS MANAGEMENT: Access to Justice: Legal Aid and User Friendliness.- Ensure that the court meets standards</p>

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S. No.	Designation	Brief Description of Works/Duties
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		<p>established by the High Court on access to justice, legal aid and user friendliness.</p> <p>7. SUPERVISION OF SECTIONS / OTHER DEPARTMENT AND SUPERVISION OF STAFF : (i) Supervision of Judicial Section, Filing Section, Record Room, Copying Section, Library, Dispatch Section, Receipt Section, Cash Section and Supreme Court Section.</p> <p>(ii) Supervision and maintenance of Arbitration Centre of the High Court.</p> <p>8. Work Management Training to the Employees.</p> <p>9. Any other Work assigned by the Registrar General.</p>

NOTE:-

- (i) In absence of the officers so designated, the Officer in Charge as mentioned below, shall perform the duties assigned to the above designated officers.

Designated Officer	Officer who shall perform the duties assigned to the designated officers.
Registrar General	Principal Registrar (Vigilance)
Principal Registrar (Vigilance)	Registrar (Vigilance)
Registrar (Vigilance)	Principal Registrar (Vigilance)
Principal Registrar (Examination & ILR)	Registrar (Examination & Labour Judiciary)
Registrar (Examination & Labour Judiciary)	Principal Registrar (Examination & ILR)
Registrar (I & L)	Member Secretary, SCMS
Member Secretary, SCMS	Registrar (I & L)
Principal Registrar (Judicial)	Registrar (J-I)
Registrar (J-I)	Registrar (J-II)
Registrar (J-II)	Registrar (J-I)
Registrar (Admn.)	Registrar (D.E.)
Registrar (D.E.)	Registrar (W. & I.)
Registrar (W. & I.)	Registrar (D.E.)
Sr. Principal System Analyst (SA)	Shri Abhishek Gour, O.S.D.
Shri Abhishek Gour, O.S.D.	Sr. Principal System Analyst (SA)
Registrar-Cum-PPS	Registrar (M) (Establishment)



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Registrar (M) (Establishment)	Registrar-Cum-PPS
OSD (Accounts)	Deputy Controller Accounts
Deputy Controller Accounts	OSD (Accounts)
Joint Registrar (M) (Protocol)	Next senior of Protocol Section
Court Manager	Joint Registrar (M) (Protocol)

- (ii) Any other work, which is not assigned/specifically mentioned in this work distribution chart, shall be placed before the Registrar (Administration).
- (iii) If In-charge is not available then next senior to In-charge shall perform the duties assigned to the designated officer.
- (iv) The disposal of the files shall be completed by the concerning Officer within his financial power as per Order No. C/4351/ Jabalpur, dated 26.10.2017, such file shall not be forwarded to the superior authority. In exceptional cases if any new financial matter comes before the officer, he may after assigning the reason move that to the superior officer.

BY ORDER OF
HON'BLE THE CHIEF JUSTICE


 (RAJENDRA KUMAR VANI)
 REGISTRAR GENERAL

