

**P 936 Conference on Functions of Registrar (Administration):
July 29- 31, 2015**

1	Prog Coordinator	Dr. Amit Mehrotra
2	No.of Participant	20
3	No. of forms received	20

General Suggestion

1	List out the five things you learnt for the first time due to your presence in the programme	<p>1. i. Manner of dealing with departmental inquiries; ii. Manner of dealing with appeals under RTI Act; iii. Budgeting; iv. Pitfalls in making temporary/ adhoc appointments; Use of electronic technology in Courts and Registry.</p> <p>2. i. In RTI matter I came to know that we can refuse certain information under Section 8 and also if a person is asking for opinion and advice, we can refuse such information; ii. We should have the courage to say no to our seniors when ther Rules do not permit. At least it should be brought to the notice of seniors and rest leave it to them.; iii. I was enlightened on Disciplinary Enquiry, i.e. to say we have to observe principles of natural justice when taking action against the delinquent. It should not be arbitrarily; iv. We have to manage by crisis. i.e. to say to solve a problem we should create a problem and will automatically find solution; v. Right to equality under Art. 14 should be observed at every level to avoid litigation.</p> <p>3. Learn to say 'No'; ii. Action taken with clear conscience need not be worried of; iii. Not to be scared of complaint because complaint comes against those who work; iv. To become smarter in handling issues in eh Registry; v. To maximize work of Registry and at the same time performance of Judges.</p> <p>4. Planning of Budget; ii. Time devoted to Administrative files iii; Contempt positions and placing the test before Hon'ble Chief Justice; iv. Directly maintaining the presence and attendance of staff. To be present in time and busy in work; v. Computerization of judicial as well as admin files.</p> <p>5. How to deal with problems arises in day to day working; ii. Ensure the attendance of employees in time; iii. Regarding budget.</p> <p>6. i. How to deal with the issues and challenges; ii. How to deal with RTI application; iii. How to deal/ work as Enquiry Officer; iv. How time bound things / files can be done; v. How to deal with budget and infrastructure problem.</p>
---	---	--

7. I learnt for the first time the meeting with senior official of registry will be helpful to the better administration of the registry; ii. I also learnt the technique to control staff while attending High Court in time and leaving the high the work done status of each individual introduced by Tamil Nadu High Court which will be more useful in this regard; iii. Would learn the procedure in returning the staff work for justices special comments. .

8. Confidence building exercise; ii. Provisions and steps we should take for appointment of High Court staff; iii. Ins and outs of Disciplinary proceeding; iv. How to discharge duties of Registrar (Adm.) more efficiently; V. Budgetary exercise.

9. Holding meetings with Branch Supervisors; ii. Case tracking system (CSA) can be developed as done by Gujarat; iii. E-Filing can be made successful by roping in Advocate General; iv. Discipline and attendance can be ensured by introducing swipe cards; v. Learnt new concepts of Administration from J. BS Chauhan. He was too good and practical.

10. Computer programming software developed by different High Courts; ii. Way of different functioning of different High Courts; iii. Importance of responsibilities as Registrar and to overcome with difficulties; iv. Departmental inquiries; v. Have an occasion to interact with Registrar from various HCs, their working style and share difficulties faced by us.

11. During appointment of staff what precaution to take care of; ii. During Departmental enquiry what are the provisions to take care of; iii. About RTI; iv. During allotment of Budget- what are the things to take care of; v. About 14th Finance Commission.

12. The soft ware developed by Gujarat; ii. The soft ware developed by Madras; iii. Deputation of officers of Finance department in Registry; iv. The maxim know the way, show the way, go the way; v. Vishakha Judgment is per in curium of Samsher Singh judgment.

13. It is good to participate in a knowledge sharing programme with lot of experience shared by Hon'ble dignitaries. I think it is really fruitful to cater our needs while working as Registrar in HC; It also give opportunity to interact and share our views with practical approach.

14. Precaution to be taken for amending the High Court Service Rules as per the directions in Renu's case; ii. How the orders, which cannot be practically implemented, are to be complied with; iii. The salient features to be bear in mind or followed in Disciplinary matters; iv. Control of staff and management of resources; iv. Role and Responsibilities of the Registrars in respect of High Court and the Subordinated courts matter viz. Art 229 and 235 distinction; v. Budgeting and spending the amount sanctioned within time how it is possible.

15. Role and responsibilities of the Registrar (Administration) learnt from the Conference during 29-31 July, 2015; ii. Also experienced regarding Court Administration and scrutinizing the files on Administrative Matters; iii. Learnt the solution how challenges faced by the Registrar (Adm); iv. How files can be processed for appointment, promotion, transfer, posting, seniority of staff of the High court; v. Many things experienced how to proper budget can be prepared for the High Court and subordinate judiciary.

16. I learnt that while conducting departmental enquiries, while should not close the enquiry, i.e. the complaint is withdrawn by the complainant and that a proper enquiry should be fully conducted by the examining the witnesses and reconciling their statements. li. I learnt that under the RTI Act, whenever a request is made for supply of all judgments of the High Court in Compact Disc, the probable cost in the preparation of such information should be worked out realistically and intimated to the RTI applicant, before the information is supplied.; iii. I learnt that while dealing with the State Government and financial matters the functions of the Regis(Admin) must be innovative and courageous to the maximum extent possible; iv. I learnt for the first time in the light of the judgment of the Hon Apex Court, Civil appeal 979/2014, that appointment of staff members to any service for any number of period should be made only after issuing advertisement in at least two newspapers and giving equal opportunity to the participants. V. Points about overall administration.

17. I could learn that generally we can't appoint staff/candidates, more than the post advertised except after due justification. li. That a person who is or may have departmental proceedings, against him shouldn't have access or control to incriminating materials against him in any way; iii. That on line Bail application system can be introduced to help UTP. Iv. Personal information system of officers should be introduced immediately; v. Introduction on line assessment of judicial officers and staff of HC is possible with the help of software.

18. Actual role of people at Registry; II. Registrars are not only answerable to Hon

		<p>Chief Justice but to all judges; III. If there is failure in the working of High Court then it is not failure of Hon Chief Justice or Judges but it is only the failure of Registry; IV. Registry must have courage to call spade a spade; V. How to use technology in management of Registry.</p> <p>19. Always try to put fact/truth before Chief Justice without fear; II. Must be always state decision with factual aspect as per prevailing Rules/Act; III. RTI rules must be complied with RTI Act; IV. For preparation of Budget must be handled with experienced hand; V. Administration of justice also be equipped with IT Tools and Application.</p> <p>20. Role and Responsibility of Registrar Administration; II. Challenges being faced by the Registrar Administration and their solutions; III. Steps to be taken while dealing with enquires against the employees of High Court; IV. Maintaining coordination and confidence of administration and Judiciary.</p>
3	<p>List out 5 subjects/are as of your concern that NJA must address through the second Advance Course to be held in Nov. 30- Dec 2, 2015</p>	<p>1. i. More concentration of practical aspects; ii. Articles forming part of reading material should be relevant in Indian legal context; iii. Inputs need to be called form participants in greater detail; iv. One session should be devoted to various submissions which Registrars (Adm.) are required to make ; v. Steps to be taken for effective utilization of funds provided under 14th Finance Commission.</p> <p>2. Uniformity of Rules of Promotion etc. in all the State High Courts; Uniformity in nomenclature of posts in all the State High Courts.</p> <p>3. Workshop on the 14th Finance Commission; ii. Preparation of Budget with special reference to Art229 of Constitution; iii. Leadership and Managerial skills; iv. Deal with Govt of India Rules which are adapted for personnel in the High Court Service; v. Administrative Law.</p> <p>4. Uniform policy to the working of all High Courts; ii. Separate cell for infrastructure and planning manned by expert of the field; iii. Minimum standard of work to be done by the staff (Ministerial) in every field (Judicial, Administrative); iv. Responsibilities t be fixed on D. Rg and similar staff (Ministerial); v. Uniform policy for promotion/pay scale of ministerial staff of all High Courts, Common policy of digitization of records (decide) and pending.</p> <p>5. Skill to organize and comply; ii. Security measures to be adopted in High Courts as well as in civil courts ; iii. preservation of records through electronic means; iv. How to make budget.</p>

6. Uniform policy for dealing in Admin work; ii. how to maintain balance between various Deptts/work Admin work, Hon'ble judges direction. Advocates delegations, staff working and their problem; iii. How to prepare note sheet/memo/amenities/paper books , etc.; iv. Security measures adopted in High Courts; v. Methodology for keeping/ updating record room; vi. Common service rules regarding pay scales, staff pattern, recruitment and selection process for initial appointment as well as promotion policy, ACP, LTC etc; vii. Nomenclature of designation in the registry officers; viii. Common classification of judicial cases in all High Courts.

7. HR management; to control the attendance of the employees; Budgets;

8. Office administration; ii. Infrastructural development without delay; iii. More time should be devoted for compliance of judicial orders, like issuance of notices; contempt orders etc; iv. Man management training will be beneficial if the same is imparted by a Management expert.

9. Planning and Budgeting lectures has to be addressed by some expert ; may be a Finance Secy. can be roped in.

10. Preparation of financial budget, relevant finance provisions and circulars issued by the Finance Ministry; ii. To overcome problems faced by Appellate authority while working under RTI Act; iii. Exchange of programmes, rules, resolutions guidelines adopted by various High Courts for smooth functioning of Administration of High Court; iv. More attention on Practical aspects; v. Steps to be taken for successful implementation and utilization of funds to be provided under the 14th Finance Commission and possible factors for reappropriation of funds.

11. About Accounts/Financial matter; ii. About protocol; iii. During preparation of budget what are the things should take care of. Iv. If estimates received from PWD what are the things we have to examine.

12. Skill development by sharing idea/technologies; ii. Registrar (Administration) – a communicator; iii. Quick reading skills; iv. How to motivate the staff; v. Leadership skills.

13. More emphasis must be given to enhance administration techniques by inviting Management Faculty experienced in the field; ii. Judges who had worked previously as Registrar General to HC must be invited to share their views ; iii.

The programme should be given more practical approach by inviting more experienced faculties.

14. Preparation of Roaster; ii. How the disposal can be increased by making the Roaster; iii. PIL Contempt, Election petition; iii. Arbitration request, etc. How to be dealt with – precautions to be taken while registering cases; iv. Uniform methods for preparation of statistics; v. Timely compliance of the orders of the SC and the direction of the Court; vi. Managing the advocates- when the defects are answered by them.

15. Financial management of the fund being allocated by the 14th Finance Commission. ii. Give proper suggestions/guidelines how to utilize the fund to be received under the 14th Finance Commission.

16. As given in the Points 10 subject No 4.

17. Implementation of schemes under 14th Finance Commission award and difficulties in their proper implementation may be taken care of; ii. Some more time should be given for discussion on Departmental Proceedings; ii. Role of Registrar Administration as “Recruitment in charge” should be taken at least in one occasion; iii. Draft Programme schedule should be put up into website of NJA so that one can come prepared to participate effectively; v. Problems regarding Annual maintenance to different categories of articles and machines in High Court needs discussion in 2nd Programme.

18. Infrastructure funds for running fast track courts; II. Include more area and wide interpretation of capacity building funds; III. Meditation training funds utilization should be given wider interpretation; IV. Creation of permanent cadre of IT professionals by utilization of funds of 14th Finance Commission. V. Budgetary Provision for all states for opening Law Schools.

19. .With this current conference 29-31 will help to cover more area of Adm of justice, where decision to be expert like Procurement, Empanelment; II. Participant will carry all the aspect of Administration achieved while making goals of Conference in Implementation of discussion held on; III. Role and Responsibility of Staff shall be decided after discussion. IV. Duty list of officer shall be discussed to expedite decision in Administrative side; V. The ministerial staff who is playing main role in administration of justice shall be given promotional avenue in his career for moral boost.

20. Financial management of the funds being allocated to their courts by the 14th

		<p>Finance Commissions; II. Mode of prompt and effective implementation of High Court rules regarding administration; III. Modes to with the DC Bills of employees claiming medical bills; III. Administrative skills.</p>
<p>4</p>	<p>List out five things that NJA should take care of</p>	<ol style="list-style-type: none"> 1. Points – i. as in Column 3 2. During the Conference/ Seminar there should be some cultural programme in the evening to kill our time; ii. One of my colleagues had pointed out that if a handicapped person is to say in your Guest House, there is no provision of ramps and wheel chair to move. There are some many stairs he had to climb or go down. Please look into this; iii. Your Guest rooms are ideally located . The ambience is very good, clean air, everything is there. But in the toilets al least jets or health faucets should be provided. 3. Inculcate natural personality to judges of all ranks; ii. Inculcate fraternity of judicial officers/judges; iii. Inculcate how to earn respect through deeds; iv. Motivation of judges; v. Session of learned, modern and effective resource persons; va. Apprise judges of High Court and Supreme Court to be down to earth. 4. View of planning in future -certain guidelines applicable to all High Courts; ii. Research work on the admin problem and suggestive measures; iii. Soft copy to be practiced regarding ; iv. Financial expert to be also called to discuss the complicated matters; v Provision of entertainment amid session containing problems of judiciary; vi. Common problems of all high courts may be taken into consideration with common and one time solution applicable to all High Courts. 5. NJA should organize such programmes at certain intervals; ii. NJA should also see that the judicial officers get opportunity to participate in NJA; iii. How to manage the disposal of old cases on priority basis; iv. NJA should organize such programme for at least for 7 days. 6. Educational entertainment programme may be added; ii. Suggestion may be sent to all High Courts; iii. More resourceful persons may be invited. 7. The study material may be sent well in advance; ii. The programme also may be communicated well in advance; 8. Nothing specially. 9. Reading materials on CDs; ii. Software developed by different states can be

shared through CD or email; iii. When yoga classes took place at 7.00 am many participants attended; Now it being 6. Am I was the only one attending, maybe the time can be rescheduled.

10. Give intimation about deputation of particular officer at NJA well in advance with details about conference so everybody should come with full preparation.

11-

12. The towels supplied in the rooms be cleaner and be changed daily; ii. The time of presentation be 10.00 am to 5.00 pm. The library reading time be avoided; iii. More leisure reading books be kept in the Library; iv. Wifi facility be provided in the hostel; v. If the programme starts at 9.00 am, the breakfast should start at 7.30 am.

13. One electric kettle must be provided in Room so that we can easily get hot water for drinking; NJA should also improve the room facilities in a better way so that it will be a joyful time to time there; iii. Medical facilities should also be provided to the participants in case they are in need; iv. Travel desk must be there to assist the participants.

14. Prior to scheduling the programme the requirement or the subject on which training is required may be ascertained from the High Court/District Court.

15. During the conference/seminar there may be some cultural programme in the evening; ii. Yoga class may be started at 7.00 Am to 8.00 AM; iii. Some instruments in the gym are out of order, may be rectified.

16. Throughout the programme at least one hour may be provided to any one of the participants to talk about the subject under discussion or share their experiences, apart from participating in the proceedings; ii. The study material could be still better, in that it is going to be a permanent record for future reference; iii. Wi-Fi facility could be freely provided to the participants on conditions that the same should not be used indiscriminately, during the conduct of the sessions; iv. The computers in the academy may be upgraded to suit the latest technology so that the participants who come with the presentations may easily use the systems without any difficulty; v. The group photograph taken may bear the names of the participants, so that the participants may be easily identified by others in future. Otherwise the photos will only be ceremonial without any purpose.

17. It should take care of the fact that Programme should be held on week end so that precious working days can be save. Generally it may be held on any Saturday or Sunday and on one working day; II. While choosing the subjects of the programme due care should be taken so that most relevant subject , as far as common to all participating High Court may be taken for discussion during the Programme; III. Some anticipated problems, which not creating problem at present, but which is going to create problem in future towards administration of justice may also be taken up for discussion in the future programme; IV. Programme should be started at 9.30 am so that trainee officer can use recreation facilities with ease.

18. Appointment of regular Director; II. Should taken back the order of not bringing spouse; III. Improve variety /quality of food by increasing charges; V. Some provisions for site seeing within Bhopal City; V. To prepare a module for distribution of works amongst the Registrar on basis of feedback from different states, as guidelines so that there will be uniform pattern of governance in every High Court.

19. It is my fresh expectation of NJA conference and got all function arranged in appropriate manner where it is difficult to suggest at this stage.

20. Consider more interactive sessions; II. Group discussion on each subject slated in the programme and presentation by each of the participants; III. Power point presentations ; IV. Conducting cultural programmes in the evening hours.

1	Programme & Hospitality Mark Your Satisfaction,Ranging from 1(Very Poor) 2 (Poor) 3 (Fair enough) 4 (good) 5 (Excellent) for the following: 0 indicates no response																					
2	No.of Participant	20																				
3	No. of forms received	20 (out of 20 respondents, One did not respond)																				
	Subject	Marks																			Total marks out of 95	
	Respondent No=	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	Reading Material	4	5	3	4	3	4	4	5	4	3	5	4	3	3	4	4	4	5	5	0	85/95
2	Travel	4	5	4	4	4	4	4	5	3	3	4	4	4	4	4	5	4	5	5	0	78/95
3	Protocol	5	5	4	5	4	4	4	5	4	3	4	3	4	4	5	5	4	5	5	0	82/95
4	Reception	5	5	4	5	4	4	4	5	4	4	4	4	4	4	5	5	5	5	5	0	85/95
5	Cleanliness	4	5	4	5	4	4	4	4	4	4	4	2	3	4	4	5	4	5	5	0	78/95
6	Comfort	5	4	4	5	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	0	82/95
7	Food	4	5	4	5	4	5	4	4	5	4	4	4	4	4	5	5	4	5	5	0	84/95
8	Hygiene	4	5	4	5	4	5	4	4	4	4	4	4	3	3	5	5	4	5	5	0	81/95
9	Staff Behavior	5	5	5	4	3	4	4	5	5	4	4	4	4	4	5	5	5	5	5	0	85/95
10	Hospitality	5	5	5	4	4	5	4	5	4	4	4	4	4	5	5	5	5	5	5	0	87/95

Prepared by Documentation/Communication & PR Unit of National Judicial Academy