

MADRAS HIGH COURT

ALLOCATION OF WORK AMONG THE REGISTRAR GENERAL, REGISTRAR(JUDL.), REGISTRAR(ADMN.) AND REGISTRAR(MANAGEMENT)

REGISTRAR GENERAL

Matters to be placed before the Hon'ble Chief Justice/Hon'ble Committee/ Hon'ble Judges:

1. Overall Administration and Policy matters.
2. Matters relating to Full Court and Administrative Committee.
3. Chief Justices' conference, Chief Ministers and CJs conference, and Finance Commission.
4. Finance and Budget of the High Court.
5. Matters relating to Madurai Bench of Madras High Court.
6. Matters regarding recruitment, appointments, seniority, postings, regularization, Transfers, Promotion, ACP, retirement, and punishment in respect of Judicial Officers.
7. Recruitment, appointments, promotions, seniority, deputation, retirement and major punishment in respect of the Officers and staff of the High Court and matters relating to Law Clerks.
8. Recording of ACR on the Judicial Officers in cadre of District Judge in the State of Tamil Nadu State Judicial Service and Puducherry Judicial Service.
9. Constitution/shifting of Courts and realignment of Courts in the State of Tamil Nadu and Union Territory of Puducherry.
10. Appointment of Vacation Judges of Civil and Criminal Side of Subordinate Judiciary.
11. Sanction of Staff car for the High Court Officers.
12. Appeal petitions relating to Disciplinary matters of the Staff of Subordinate Judiciary.

13. Recording of Annual Confidential Reports on the Officers of the High Court.
14. Matters relating to transfer and postings of CAOs and Sherishtadar of Subordinate Courts and matters relating to Court Managers functioning in the State of Tamil Nadu.
15. Deputation of Staff of the High Court to other departments and for training.
16. Matters relating to Pecuniary Limits of the Original Jurisdiction of the High Court and Subordinate Courts.
17. Issuance of circulars etc., to the Subordinate Courts based on the Judicial Orders.

Matters to be dealt by Registrar General independently :-

18. Furnishing of information to Government of India, Government of Tamil Nadu, Law Ministry, Parliamentary and Legislative Questions prepared by the Registrars.
19. All matters dealt by the Registrar (Admin), Registrar (Management) and OSDs before being placed before appropriate Committee.
20. Communications relating to Vigilance Cell, High Court, Madras.
21. Matters relating to accounts of the High Court.
22. Regularisation, declaration of probation, imposing of minor punishment, transfer and postings of High Court Officers and Staff of the High Court.
23. Reference to Tamil Nadu Public Service Commission and Governments.
24. All matters relating to Judicial Academy.
25. Sanction of House building advance to the Officers and staff of the High Court.
26. Matters which are not specifically allotted to other Officers.
27. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

REGISTRAR (JUDICIAL)

1. Work of setting the sitting list including vacation sitting and allotment of Court-halls in the Principal Seat of Madras High Court.
2. Cause List Committee, Committee on Criminal and Civil Justice Reforms, Committee for maintenance of Order Sheets, Committee for file maintenance in the High Court.
3. Matters relating to Appellate Side and Original Side - Supervision of Judicial, Writ, Criminal and Original Side Departments - routine inspection of the same .
4. Transfer of Criminal, Civil and Sessions Cases.
5. Matters relating to legal practitioners - Pleaders, Attorneys, Vakils and Advocates and designation of Senior Advocate.
6. Incharge of Copy issuance in Current Section, CD Section, CCC (Civil and Criminal) and Original Side Copy Applications Section in the High Court.
7. Appointment of Oath Commissioners, Official Receivers and matters connected therewith.
8. Presidency Towns Insolvency Act and work of the Official Assignee.
9. Matters relating to Lok Adalats, Mediation, Arbitration and Juvenile Justice Boards.
10. Any policy matters in the above subjects, subject to the approval of the Registrar General.
11. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

REGISTRAR (ADMINISTRATION)

Matters to be placed before the Hon'ble Chief Justice/Hon'ble Committee/ Hon'ble Judges:

1. All matters concerning the High Court Buildings, including allotment of Chambers to Hon'ble Judges, garden and allotment of Law Chambers in the High Court and Motor Vehicles of High Court.
2. Bar Associations, Advocate Associations etc., and their requests.
3. All cases relating to the furnishing of residence of the Hon'ble Judges of this court and all matters relating to repair.
4. Security of High Court premises including waste disposal.
5. Entire matters relating to PWD of the High Court.
6. Matters relating to quarters for the officers and staff of the High Court.
7. Accommodation relating to Advocate's clerks, Advocate Notary, Stamp vendor, Canteen, Associations etc., in the premises of the High Court.

Matters to be dealt by the Registrar independently:-

8. Maintenance of High Court Premises.
9. Sanction of G.P.F. withdrawals by the Officers and Staff of the High Court.
10. Grant of pensionary benefits to Officers and staff of the High Court.
11. Issuance of Identity Cards to officers and Staff of High Court and issue/renewal of identity cards to Advocate's clerk .
12. Stationery stores and forms of the High Court.
13. Audit notes/matters relating to High Court.
14. Permission to Officers and staff of the High Court to pursue higher studies.
15. All cases regarding grant of 'Conveyance Allowance' to the physically handicapped employees of the High Court.
16. Permission to Officers and Officials of the High Court to attend Court proceedings as witnesses.
17. Administrative work of the Judicial branches not otherwise specifically provided for.

18. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.
19. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
20. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

REGISTRAR (MANAGEMENT)

Matters to be placed before the Hon'ble Chief Justice/Hon'ble Committee/ Hon'ble Judges:

1. All Matters relating to Subordinate Court buildings and Judicial Officers Quarters.
2. Administrative Records.
3. Allocation of furniture, repairing and varnishing them and matters relating to Motor Vehicles, supply of bi-cycles, clothes, fire extinguishers, etc., for High court and their maintenance.
4. Matters relating to Library of the High Court.
5. Notary Public, Official Receivers and their Audit Reports and Inspection Notes.
6. Motor vehicle of the Subordinate Courts.
7. Matter relating to printing of books/documents and compilation.
8. Record rooms and loss of records of the High Court.

Matters to be dealt by the Registrar independently:-

9. Matters relating to Law Reports and Law Journals.
10. Matters relating to the fixation of pay and sanction of increments in respect High Court Officers and staff.
11. Sanction of Loans and Advances except House Building Advance to the Officers and staff of the High Court.
12. Sanction of Leave to the High Court staff members from cadre of Reader/Examiner and equal cadre and above (upto 5 days).
13. Remuneration to P.As to the Hon'ble Judges.
14. Lapsed Deposits, Deposit accounts of High Court and Subordinate Courts.
15. Matters relating to Guardians and Wards and their accounts.
16. Matters regarding forwarding of applications of officers of the High Court to other Department/offices.

17. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.
18. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
19. *Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.*

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MADURAI BENCH OF MADRAS HIGH COURT, MADURAI

REGISTRAR (ADMINISTRATION)

1. General administration and policy matters
2. Petitions, Complaints etc., against the Judicial Officers pertaining to Madurai Bench Jurisdiction
3. Grant of additional charge allowance to the Judicial Officers functioning in Madurai Bench Jurisdiction
4. Grant of No Objection Certificate and other Certificates relating to travel abroad to the Judicial Officers functioning in Madurai Bench Jurisdiction

5. Declaration of probation and sanctioning of all kinds of leave including surrender of E.L. (except C.L.) to the staff members in the categories other than the categories allotted to the Deputy Registrar (Administration).
6. Sanctioning of periodical increments to the staff members in the categories other than the categories allotted to the Deputy Registrar (Administration).
7. Pay fixation, advancement to selection grade/special grade in respect of the staff members in the categories other than the categories allotted to the Deputy Registrar (Administration).
8. Matters relating to maintenance of late attendance register and grant of C.L., R.H., and permission to the Officers of this Registry.
9. Permission to Judicial Officers to reside outside their head quarters functioning in Madurai Bench Jurisdiction
10. Finance
11. Matters relating to Judicial Officers functioning in Madurai Bench Jurisdiction except leave and GPF
12. Postings, Transfers, Probation and Disciplinary Proceedings pertaining to the officers and staff of Madurai Bench of Madras High Court
13. All matters relating to Accounts, Bills, B5, C, C1, D, Establishment, F, G, Stationery, J, Protocol, Tapal, A.D. Despatch, A.D. Records.
14. Inter-District Transfer Personal Assistant to District Judges and Sheristadar functioning in Madurai Bench Jurisdiction
15. Grant of leave to Judicial Officers functioning in Madurai Bench Jurisdiction, Officers and Members of staff of the High Court Bench

16. Sanction of G.P.F. withdrawals by the Officers and staff of the High Court Bench
17. Service Association and their requests
18. Remuneration to P.As to the Hon'ble Judges
19. T.A. and all payments including Educational concessions, etc., to all Judicial Officers and to dependants of deceased officers functioning in Madurai Bench Jurisdiction
20. Tamilnadu Government Servant Conduct Rules – Any permission under T.N.G.S. Conduct Rules relating to Judicial Officers, staff of subordinate Judiciary in the Jurisdiction of Madurai Bench of Madras High Court and officers and staff of High Court Bench
21. Lapsed Deposits
22. Matters relating to grant of House Rent Allowance to Officers functioning in Madurai Bench Jurisdiction
23. All matters concerning the High Court Buildings, including maintenance of garden, court halls and chambers of Hon'ble Judges and allotment of law chambers in the High Court Bench and motor vehicles of High Court Bench
24. Petitions, Complaints etc., against the staff of subordinate courts functioning in Madurai Bench Jurisdiction
25. Conveyance advance and other loans and advance and T.A. or conveyance from Government quota
26. Matters relating to arrear claims and medical reimbursement to the officers and staff of the High Court Bench
27. Matters relating to residence of Hon'ble Judges
28. Petitions, Complaints etc., against the staff of Subordinate courts in the Madurai Bench Jurisdiction

29. Matters relating to Notary Public and issue of identity cards and renewal of identity cards to Advocate Clerks in Madurai Bench
30. Minor works proposals relating to all courts functioning in Madurai Bench Jurisdiction
31. Forms and Stationery
32. Maintenance of Administrative Records
33. All matters relating to Civil and Criminal Court Buildings functioning in Madurai Bench Jurisdiction.
34. Sanction of G.P.F. withdrawals by the Judicial Officers functioning in Madurai Bench Jurisdiction
35. Matters relating to Library of the High Court Bench and Lower courts in Madurai Bench Jurisdiction
36. Giving information to answer questions in Legislatures and Parliament relating to Madurai Bench Jurisdiction
37. Matters which are not specifically allotted to other officers
38. Medical aid and medical reimbursement relating to officers and staff members of this Registry and Judicial Officers and staff members of Subordinate Judiciary in Madurai Bench Jurisdiction.
39. Pension and terminal benefits relating to staff members of subordinate Judiciary in Madurai Bench Jurisdiction.
40. Sanction of conveyance allowance to the orthopaedically handicapped employees of the subordinate Judiciary.
41. Other matters that may be specifically allotted by the Hon'ble The Chief Justice.

REGISTRAR (JUDICIAL) [MADURAI BENCH]

1. Work of setting the sitting list

2. Matters relating to Statistics other than furnishing information to the Government and other High Courts
3. Civil courts Statistical Returns and Advance Statements in Madurai Bench Jurisdiction
4. List System – Observance of list system in all courts in the Madurai Bench Jurisdiction
5. Advance Statements – Criminal Courts
6. Calendars and Judgements from all Districts in the Madurai Bench Jurisdiction
7. Sessions Statement from all Districts in the Madurai Bench Jurisdiction
8. Review of Statistical Returns (Criminal) and Annual Criminal Administration Reports
9. Surprise inspection reports – both Civil and Criminal
10. Matters relating to Appellate Side Rules
11. All other matters relating to B5 Section
12. Inspection of Subordinate Civil Courts by the Hon'ble Judges and inspection reports by the Principal District Judges/Chief Judicial Magistrates matters, functioning in Madurai Bench Jurisdiction
13. All matters relating to Computer Section
14. Transfer of Criminal, Civil and Sessions cases
15. Production of prisoners and administrative supervision of subordinate criminal courts
16. Matters relating to Pleaders, Attorneys, Vakils and Advocates
17. Matters relating to allotment of court halls and chambers to Hon'ble Judges
18. Matters relating to fixation of summer vacation, dhasara and christmas holidays for the Registry.
19. All matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time