

## Distribution of work of Registrars of this Court

OFFICER	RESPONSIBILITY AND DUTIES	REPORTING AUTHORITY
<b>Registrar General</b>	(i) To act as the Spokes-person for the High Court and coordinate between the High Court and the State/Central Governments in administrative affairs.	The Chief Justice
	(ii) To prepare Agenda Notes for the Meetings of the Full Court/ Administrative Committee and supervision of Confidential Branch.	The Chief Justice
	(iii) All correspondence concerning the Judiciary.	The Chief Justice
	(iv) All correspondence concerning individual Judicial Officers.	Administrative Judge
	(v) Proposal and transfer/posting orders of the Judicial Officers and Supervision of Gazette-I Branch.	Administrative Committee/Full Court
	(vi) Budget(Preparation) and maintenance of accounts of the High Court and supervision of Budget Branch.	Finance Committee/ The Chief Justice
	(vii) Exercise of financial powers including purchase of items up to the authorized limit.	Sole responsibility subject to the delegation of powers by the Chief Justice
	(viii) ACRs of Gazetted Officers of the High Court.	The Chief Justice
	(ix) Swearing-in of the Chief Justice and Judges.	Protocol Committee/ The Chief Justice/ Senior Most Judge, as the case may be.
	(x) Implementation of the Resolutions of the Chief Justices' Conference, Full Court and Administrative Committee.	The Chief Justice/ Administrative Committee
	(xi) Information to the Supreme Court, other High Courts, Parliament, State Legislatures and State Governments.	The Chief Justice
	(xii) Infrastructure and other facilities in District Courts and supervision of General/Stationery Branch.	Buildings and Infrastructure Committee /The Chief Justice
	(xiii) Grant of Selection Grade/Super-time Scale or ACP etc. to Subordinate and District Judges.	Administrative Committee/Full Court
	(xiv) Pension and Medical reimbursement claims of the Chief Justice and Judges (past and present).	Sole responsibility
	(xv) Pension and Medical reimbursement claims of all the serving and retired Judicial Officers/Gazetted officers of this Court.	Sole responsibility
	(xvi) Any other administrative work not expressly assigned to any other Registrar.	The Chief Justice
<b>Registrar (Vigilance)</b>	(i) Processing of all the complaints received against the Judicial Officers and to put up the same in a time-bound	Administrative Judge and thereafter the Chief Justice

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	manner. Supervision of Confidential Branch.	
	(ii) Holding of discrete or preliminary inquiries and evolving a confidential mechanism for such inquiries. Supervision of Inquiry Branch and Inquiry Cell.	Administrative Judge and thereafter the Chief Justice
	(iii) Critical analysis of the complaints or discrete/preliminary inquiry reports to assist the Competent Authority in deciding as to whether or not a regular inquiry into the allegation(s) is required.	Administrative Judge/Disciplinary and Vigilance Committee
	(iv) Preparation of Draft Charge-sheets/Memorandum of Allegations.	Disciplinary and Vigilance Committee
	(v) Preparation of panel of former Judges and Judicial Officers for their appointment as Inquiry Officers.	Disciplinary and Vigilance Committee
	(vi) Preparation of panel of former Judicial Officers for their appointment as Presenting Officers in the regular inquiry.	Disciplinary and Vigilance Committee
	(vii) Scrutiny of 'assets and liabilities statements' of Judicial Officers and supervision of Vigilance Branch & Vigilance Cell.	The Chief Justice
	(viii) Maintenance of ACRs of the Judicial Officers and timely communication of the adverse/advisory remarks, processing of the representations, if any, received against such reports.	Administrative Judge/ACR Committee
	(ix) Establishment of field-based network to assess the over-all and spoken reputation of the Judicial Officers.	Administrative Judge/ The Chief Justice
<b>Registrar (Admn.)</b>	(i) Appointment, promotion, seniority and other matters pertaining to the service conditions of the staff of the High Court and supervision of Establishment-I branch.	The Chief Justice
	(ii) Disciplinary matters (including complaints and enquiries) against the staff of the High Court.	The Chief Justice
	(iii) Pension, other retrial dues and Medical Reimbursement claims of the retired non-gazetted staff of the High Court.	Sole Responsibility
	(iv) Transfer and posting of staff of the High Court to High Court Legal Services Committee/other Institutions on deputation.	The Chief Justice
	(v) Rationalization and allocation of staff to different branches of High Court.	The Chief Justice
	(vi) Maintenance of the Judgment Writers' Pool and Restorer' Pool.	The Chief Justice
	(vii) Appointment and monitoring of the contractually appointed staff.	Concerned Committee/ The Chief Justice
	(viii) Monitoring of the Accounts, Cash, Bills, Service Book	Sole responsibility

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	Section, Audit, GPF, Pension, Establishment-I Branch and Salary Branches of the High Court.	
	(ix) Sanctioning of Bills upto Rs.2,00,000/- and/or as per the delegation of powers by the Chief Justice.	Sole responsibility
	(x) Finalization of Annual Confidential Reports of the non-gazetted staff of this Court.	Sole responsibility
	(xi) Appellate Authority for RTI queries.	Sole Responsibility
	(xii) Transfer posting of staff of this courts.	Hon'ble Judge
<b>Registrar (Rules)</b>	(i) Member Secretary to the Rules Committee and supervision of Rules Branch, Rule Cell	Rules Committee
	(ii) Processing and preparation of draft Rules, amendments in the existing Rules, notifications, administrative instructions/ circulars pursuant to the decisions taken by the Chief Justice in exercise of his powers under Article 229 of the Constitution.	Rules Committee/ The Chief Justice
	(iii) Drafting, amendment and updating of the Rules pertaining to the service conditions of the Subordinate Judiciary, as per the decisions taken by the Full Court from time to time in exercise of its powers under Article 235 of the Constitution.	
	(iv) Drafting of Administrative Circulars to be issued to the Subordinate Courts as per the decisions taken by the Administrative Committee/Full Court.	Administrative Committee/ Full Court
	(v) Revision and up-dating of Punjab and Haryana High Court Rules and Orders.	Rules Committee/ The Chief Justice
	(vi) Compilation of instructions issued from time to time by the High Court to the Subordinate Courts.	The Chief Justice
	(vii) Publication and compilation of Official Gazette of the High Court.	The Chief Justice
	(viii) Publication of the Annual Administrative Reports, Gradation Lists and Souvenirs etc.	The Chief Justice/ Concerned Committee
	(ix) Preparation of the annual calendar, telephone directory, greeting cards and other official publications of the High Court with supervision of Computer Branch.	Concerned Committee(s)
	(x) All matters pertaining to the award of the 13 <sup>th</sup> Finance Commission and supervision of monitoring cell.	Concerned Committee
	(xi) Litigation by or against the High Court and supervision of	Judge-in-Charge/ The Chief

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	Litigation Cell.	Justice
	(xii) Mediation Cell and Mediation and Conciliation Centers	
<b>Registrar (Judicial)</b>	(i) Management and control of the DRR Section.	The Chief Justice
	(ii) Preparation of paper-books.	The Chief Justice
	(iii) File-tracking and maintenance of all judicial records.	The Chief Justice
	(iv) Preparation and timely issuance of the Cause List as per the Roster prepared by the Chief Justice.	The Chief Justice
	(v) Timely delivery of Judicial files in each Court.	The Chief Justice
	(vi) Supervision and control over the Inspection Branch and safe custody of the judicial records (pending as well as decided cases).	The Chief Justice
	(vii) Statistics of the filing, disposal and pendency of cases. Supervision of Statistical Branch and other judicial branches.	The Chief Justice
	(viii) To assist the Chief Justice in equitable distribution of cases.	The Chief Justice
	(ix) Maintenance of the Readers' Pool. Supervision of CRC & Computer Cell, Civil-I Branch (RFA), Civil-II(RSA), Statistical Cell, Civil Revision Branch, Criminal Branch (SB), Criminal Branch (RA/DC), Criminal Branch (DB), DRR Section, Inspection Branch, RKJ, Reconstruction Cell, Stay proceeding Cell, Writ Branch and Liquidation Branch.	The Chief Justice
<b>Registrar (Recruitment)</b>	(i) Over-all in-Charge of the Recruitment Cell including the staff posted therein.	The Chief Justice
	(ii) Maintenance of the Confidential records pertaining to examination keys, resource persons to set question papers for different recruitments, resource persons for checking of the answer sheets, (wherever required) and the process of preparation of the result.	Concerned Recruitment Committee
	(iii) Recruitment/Maintenance and updating of the data regarding actual and anticipated vacancies in the Subordinate and Superior Judicial Services, High Court Establishment and the Subordinate Courts.	Concerned Recruitment Committee/ The Chief Justice
	(iv) Preparation of Annual Selection Calendar for all types of recruitments.	Concerned Recruitment Committee

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	(v) Up-dating of eligibility conditions, reservations policies and other recruitment related decisions taken by the State Governments and other High Courts from time to time.	Concerned Recruitment Committee
	(vi) Training Programme for the newly recruited staff/officers (other than Judicial Officers).	The Chief Justice
<b>Principal Secretary to Hon'ble the Chief Justice-cum-Registrar</b>	(i) In-charge of Hon'ble Chief Justice's Secretariat.	The Chief Justice
	(ii) Nodal Officer to coordinate with the Supreme Court and other High Courts for and on behalf of Hon'ble the Chief Justice.	The Chief Justice
<b>Registrar (Computerization)-cum-CPC</b>	(i) Supervision of Computer Branch, Central Project Co-coordinator and to look after the task of e-Courts project and computerization of High Court and subordinate Courts of Punjab, Haryana and U.T., Chandigarh.	
<b>Registrar (Protocol and Court Officer (Maintenance)&amp; Purchase)</b>	(i) Supervision of Protocol, Court Officer (Maintenance), Court Officer (Purchase) and Store Section.	
<b>Registrar (Grouping)</b>	(i) Grouping Cell, Central Copy Branch, Translation Branch, Coordination Branch, Supreme Court Cell and Election Branch.	
<b>Registrar (Admn-II)</b>	(i) E-II Branch and Exclusive Cell	