



# **HIGH COURT OF TRIPURA AGARTALA**

**Proactive Disclosure of Information under Section 4(1)(b) of  
Right to Information Act, 2005  
by the High Court of Tripura as Public Authority**

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## **1) High Court of Tripura- organisation, functions and duties:**

The High Court of Tripura is the apex body of the State Judiciary situated in the Agartala City. It is a Constitutional Court in terms of Article 215 of the Constitution of India headed by the Hon'ble Chief Justice. The present sanctioned strength of the Hon'ble Judges of the High Court of Tripura is 5(five). Every Judge including the Chief Justice is appointed by the President of India by Warrant under His Excellency's hand and seal. Every permanent Judge will continue in Office until attainment of the age of 62 years.

The Registry of the High Court of Tripura is headed by the Registrar General, who is the Chief Administrative Officer having overall control over the day to day matters of the High Court. In addition, there are three other Registrars, 1 Joint Registrar, 5 Deputy Registrars and 8 Assistant Registrars in-charge of the following wings:

- i. Judicial
- ii. Vigilance and Rules
- iii. Administration, Planning & Management
- iv. Computerization
- v. Accounts
- vi. Protocol
- vii. Bench
- viii. Statements

The Registrars, Joint Registrar, Deputy Registrars and Assistant Registrars are the controlling officers of various sections of the High Court. Apart from these Officers, there are Superintendents, Head Clerk/Accountant, Sr. Administrative Assistant, Bench Assistant, Jr. Administrative Assistant, Restorer, Driver, Record Arranger, Treasury Sarkar, Sr. Photocopier Operator, Photocopier Operator, Jamader, Duftry, Cook, Peon/Orderly, Mali, Cleaning

Assistant, Electrician, Plumber, Day/Night Guard. In addition to these support staffs the cadre of Stenographers consists of one Principal Secretary to Hon'ble Chief Justice, Secretaries to the Hon'ble Chief Justice and the Hon'ble Judges, Private Secretaries and Personal Assistants. The Library Section of the Registry is manned by one Chief Librarian and one Librarian-cum-Research Officer, Assistant Librarians and Library Assistants. The IT (Information Technology) wing of the High Court is manned by one System Analyst, two Programmers and two Sr. Computer Assistants. The eCourts Services of the High Court of Tripura has created a separate cadre for technical manpower namely Sr. System Officer, System Officers and System Assistants who are responsible for implementation of the eCourts Project in the State Judiciary.

Functions and duties of the High Court of Tripura are those conferred under the Constitution of India which is primarily based on administration of justice in its jurisdiction and administering subordinate judiciary. The work in the High Court falls into two categories, viz. the Judicial and Administrative. The Judicial Branch deals with the receipt and disposal of cases and all matters pertaining to the administration of justice. All other items of work including the administrative duties and functions devolving on the High Court as the head of the State Judiciary are dealt within the Administrative Branch.

In terms of Article 226 of the Constitution of India, the High Court has power in relation to its territorial jurisdiction to issue directions, orders and writs including writs in the nature of *habeas corpus*, *mandamus*, prohibition, *quo warranto* and *certiorari* for enforcement of fundamental rights guaranteed to the citizens under Part- III of the Constitution or for any other purpose. The High Court also has superintendence over all the Courts and Tribunals throughout the territory in relation to which it exercises jurisdiction, as provided in Article 227 of the Constitution.

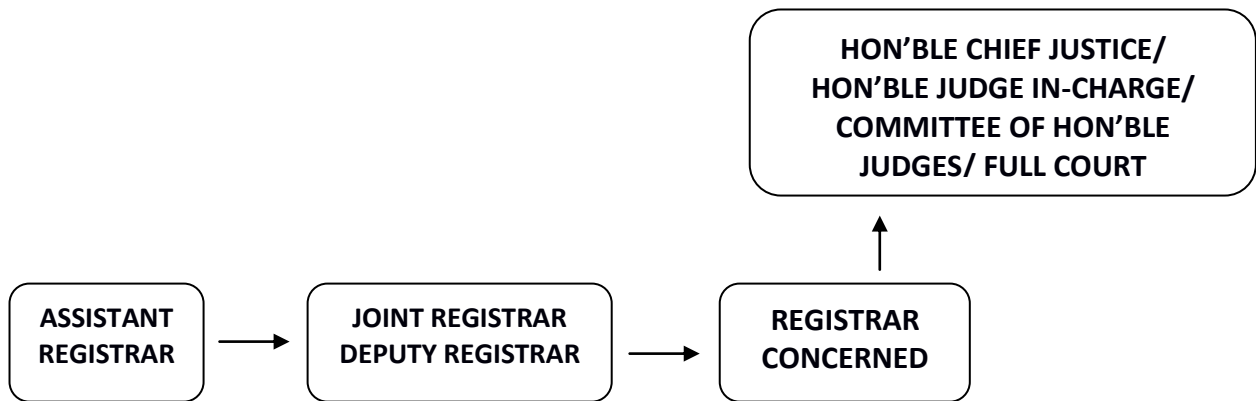
The business and exercise of the powers of the High Court of Tripura are regulated by the provisions contained in the Gauhati High Court Rules and the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 as well as the Administrative Orders time to time issued by the Hon'ble Chief Justices since the establishment of the High Court in 2013. The High Court has appellate as well as revisional jurisdiction in both civil as well as criminal matters apart from the power to answer Reference under certain statutes.

2) **The powers and duties of the officers and employees of the High Court.**

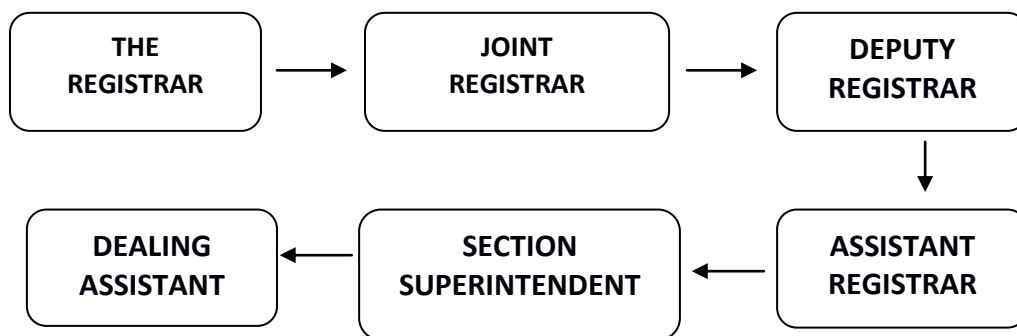
The Powers and duties of the officers and employees of the High Court of Tripura are prescribed in Order No.21 dated 12<sup>th</sup> November, 2014 ([Annexure-I](#)).

3) **The procedure followed in the decision making process, including channels of supervision and accountability**

The decision making process in the High Court involves preparation of files by the Dealing Assistants, which are checked by the Superintendents concerned. Thereafter, the same is sent to the Assistant Registrar concerned who is the Controlling Officer. From him, the file is circulated to the decision making authority in the following manner, depending on the matter concerned and the powers delegated:



The channel of supervision in the High Court is represented in the following manner:



#### 4) **The norms set by the High Court for the discharge of its functions**

Since the primary function of the High Court is to dispense 'Justice' to the litigants and others in accordance with the laws, priority is given to achieve this aim. The functions of the High Court of Tripura are discharged in accordance with the various rules and regulations framed for this purpose. All the functions are discharged under the supervision of Hon'ble the Chief Justice/Committees/Hon'ble Judges/Registrars as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

While discharging official duties by the employees and Officers of the High Court of Tripura, the Gauhati High Court Rules, 1954 (as amended) framed by the Hon'ble Gauhati High Court in exercise of the powers conferred under Article 225 of the Constitution of India and the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 framed by the High Court in exercise of powers conferred under Article 229 of the Constitution are followed.

**5) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging of its functions**

Mainly, the following rules, regulations, instructions are held by the High Court or under its control or followed by the Officers and staffs of the High Court of Tripura for discharging its function:

1. The High Court of Tripura e-Courts Services (Appointment, Condition of Service & Conduct) Rules, 2013
2. The High Court of Tripura (Right to Information) Rules, 2013
3. Guidelines for the Purpose of Designating Advocates as Sr. Advocates of the High Court of Tripura
4. The High Court of Tripura Lawyer's Chambers (Allotment & Occupancy) Rules, 2013
5. The High Court of Tripura Civil Courts (Commissioners) Rules, 2017
6. The High Court of Tripura Utilization and Allotment of Vehicle Rules, 2015
7. The Medical Facilities for the Retired Judges of the High Court of Tripura & their Families Rules, 2017
8. Mediation (High Court of Tripura) Rules, 2016
9. High Court of Tripura Services (Appointment, Conditions of Service & Conduct) Rules, 2014
10. Tripura Judicial Service Rules, 2003

11. The Tripura Judicial Commissioner's Court (Condition of Service of Staff) Rules, 1959
12. Tripura Judicial Academy Services (Appointment, Conditions of Service and Conduct) Rules, 2014
13. Scheme for Law clerk-cum-Legal Research Assistant in High Court of Tripura, 2018
14. The Tripura Advocates Welfare Fund Rules, 2020
15. The Tripura Subordinate Civil Courts Ministerial Establishment Rules, 1965
16. The Tripura District Courts' Ministerial Establishment (Recruitment and Conditions of Service) Rules, 2014
17. The Tripura State Legal Services Authority Rules, 1998
18. The Tripura State Legal Services Authority Regulations, 1998
19. Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and Other Employees) Rules, 2012
20. Legal Aid and Legal Advice to the Poor Rules, Tripura, 1980
21. The Gender Sensitization and Sexual Harassment of Women at the High Court and the District Courts of Tripura (Prevention, Prohibition and Redressal) Regulations, 2013.

**6) Categories of documents that are held by it or under its control**

The following categories of documents are held by the High Court of Tripura or under its control:

- i. All the case records of different cases disposed of and pending (as per Rules).
- ii. Records sent by the subordinate courts.
- iii. Judgements rendered by the High Court.
- iv. Documents and records on administrative matters.



- v. Annual Confidential Reports, Gradation List and Seniority List of Judicial/Gazetted Officers and employees.

7) **Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

There is no arrangement to solicit the views of the Members of the Public in relation to the formulation of the policies or implementation thereof in the High Court of Tripura.

8) **Statement of Boards, Councils, Committees and other bodies**

There are no Boards, Councils and other bodies for the purpose of its advice pertaining to this High Court.

However, the Committees enlisted in [Annexure-II](#) have been constituted by the Hon'ble Chief Justices time to time for the functioning of the High Court and the Courts of the District Judiciary. Meetings of these Committees are not open to the public. Minutes of the meeting may be made available to the public on request, subject to the provision of the RTI Act, 2005 and the High Court of Tripura RTI Rules, 2013.

9) **Directory of officers and employees**

The Directory of the officers and employees of the High Court of Tripura is provided in [Annexure-III](#) of this document.

10) **Monthly remuneration received by officers and employees**

The sanctioned strength and pay-scale of the officers of the High Court from the rank of Registrar General to the rank of Gr-D staff of the High Court including the various allowances received by them are furnished at [Annexure- IV](#). The monthly remuneration is likely to change depending on

the grant of increments and variation in the Dearness Allowance sanctioned by the Government of Tripura from time to time.

**11) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made**

The statement of budget allocated for the financial year 2019-20 to the High Court and each of the agencies under the control of the High Court, under the heads of account operated and controlled by the High Court is available at [Annexure- V](#).

**12) Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes**

No subsidy programmes are executed by the High Court and no amount has been allocated for the same.

**13) Particulars of recipients of concessions, permits or authorisations granted by the High Court**

Not applicable.

**14) Information held by / available to the High Court, reduced in an electronic form**

The documents that have been reduced to electronic form and are available in the website of the High Court of Tripura (<https://thc.nic.in>) can be found in the e-Library Segment.

Apart from the above, the following information is being made available at the official website of the High Court of Tripura:

- i. Daily Cause List
- ii. Case Status
- iii. Court Order
- iv. Judgement
- v. Monthly Statement

- vi.** Notifications
- vii.** Video Conferencing
- viii.** Reportable Judgement
- ix.** High Court Library
- x.** Administrative Orders
- xi.** e-Newsletter and eCommittee Newsletter
- xii.** Reports of the High Court
- xiii.** Official YouTube Channel
- xiv.** Profile of Judicial Officers
- xv.** Information of eCourts
- xvi.** Rules
- xvii.** Digital Display and
- xviii.** Circulated Judgments.

In addition to the above services made available through the High Court website, adequate numbers of LCD Screens are installed at conspicuous places in the Registry and every Court-Hall for displaying the number and category of case being heard in every Court during the court hours. This facility has also been extended through a mobile application which is compatible with *Android Platform*.

The High Court Library has been computerized using the 'KOHA' Library Software developed by the eCommittee, Hon'ble Supreme Court of India. However, search facility is not available to the public.

The 'Justice Clock' installed in front of the main building of the High Court displays the daily status regarding pendency and disposal of cases by the High Court and the District Courts including the status of old pending cases for the information of the public in general.

**15) Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use**

There is no Library or Reading Room in the High Court for public use. The Public Information Officer, appointed under the RTI Act, 2005 is available during office hours on all working days.

However, the following facilities have been extended to the citizens for obtaining information on various matters:

- i. The computerized and paperless eSewa Kendra functioning in the High Court premises furnishes information on the status of cases pending/disposed of in the High Court of Tripura,
- ii. Certified copies of the orders/judgment of this Court are available from the Certified Copy Section,
- iii. Public can access the search facility in the High Court website to avail information in cases pending/disposed,
- iv. Digital Display System has been installed in each Court Room and corridors to provide ongoing case status listed before the Courts,
- v. Information on other matters within the purview of the RTI Act, 2005 may be obtained from the Assistant Public Information Officer.

**16) Name, designation and other particulars of the Appellate Authority and Public Information Officer**

<b>First Appellate Authority</b>	<b>Public Information Officer</b>
<b>Shri. J. M. Murasing,</b> <b>Registrar (Vigilance &amp; Rules),</b>  High Court of Tripura, Agartala-799010, Tripura.  Email: <a href="mailto:jesthamani@ajj.gov.in">jesthamani@ajj.gov.in</a>	<b>Shri. Subhadeep Saha,</b> <b>Deputy Registrar (Judicial),</b>  High Court of Tripura, Agartala-799010, Tripura.  Email: <a href="mailto:subhadeep.saha@ajj.gov.in">subhadeep.saha@ajj.gov.in</a>

**17) Such other information as may be prescribed and thereafter update these publications every year**

The information provided herein shall be updated prior to the commencement of the next financial year.

***N.B: Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.***

Dy. Registrar (Judicial) –cum- CPC  
**(Public Information Officer)**  
High Court of Tripura

*Date of uploading of the information: 1<sup>st</sup> December, 2021*

# HIGH COURT OF TRIPURA AGARTALA

## ORDER NO. 21

Dated, Agartala, the 12<sup>th</sup> November 2014.

In supersession of earlier Order No.12 dated 08.07.2013, the Hon'ble the Chief Justice has been pleased to distribute the duties of the Registrar General, Registrars, Joint Registrar and Deputy Registrars as detailed below with immediate effect. It may be noted that the distribution of duties are liable to changes as may be necessary.

Sl. No.	Officer	Responsibilities & duties		Reporting Authority
01.	Registrar General	1.	Over all supervision of the working of the Registry as Controlling Officer as well as Head of the Department	Sole Responsibility
		2.	All correspondence concerning the judiciary and to co-ordinate between High Court and the State/Central Government in administrative affairs. <i>(Matters be routed through concerned section → Dy. Reg (Admn) → Reg.(Admn) → Reg (Vig. &amp; Rules.) → RG)</i>	Chief Justice
		3.	Matters concerning the appointment of President of Consumer Commission, appointment of Director of Prosecution, appointment of Enquiry Commission and other appointments wherein consultation with or approval etc. of the Hon'ble the Chief Justice or the High Court is required <i>(Matters be routed through concerned section → Asstt. Reg.(Admn.I) → Dy.Reg (Admn) → RG)</i>	Chief Justice
		4.	Matters with regard to convening of Full Court meetings and preparation of agenda for such meetings. <i>(Matters be routed through concerned section → Secretary/PS to RG → RG)</i>	Chief Justice
		5.	Matters with regard to participation in the Chief	Chief Justice

		Justices' Conference and joint conference of the Chief Ministers & Chief Justices & implementation of the Resolutions thereof ( <i>Matters be routed through concerned section</i> → <i>Asstt. Reg.(Admn.I)</i> → <i>Dy. Reg.(Admn.)</i> → <i>Registrar (Judl.)</i> → <i>RG</i> ).	
	6.	Matters for recruitment including promotion of all Judicial Officers ( <i>Matters be routed through concerned section</i> → <i>Asstt. Reg.(Admn.I)</i> → <i>Dy. Reg.(Admn.)</i> → <i>Reg.(Vig. &amp; Rules)</i> → <i>RG</i> )	Chief Justice /Full Court
	7.	Matters of recruitment, promotion & posting in respect of all staff including Officers under the High Court Service. ( <i>Matters be routed through concerned section</i> → <i>Asstt. Reg.(Admn.I)</i> → <i>Dy. Reg.(Admn.)</i> → <i>Reg(Vig. &amp; Rules)</i> → <i>RG</i> )	Chief Justice
	8.	Reporting authority of ACRs of all Gazetted Officers of the High Court except Secretary, P.S. & P.A. of Hon'ble the Chief Justice and other Hon'ble Judges ( <i>Matters be routed through concerned section</i> → <i>Secretary to RG</i> → <i>RG</i> )	Chief Justice
	9.	Accepting authority of ACRs of all non Gazetted staff of the High Court Services. ( <i>Matters be routed through concerned section</i> → <i>Secretary to RG</i> → <i>RG</i> )	Sole responsibility
	10.	Matters relating to the Swearing-in ceremony of the Hon'ble Chief Justice and Hon'ble Judges ( <i>Matters be routed through concerned section</i> → <i>Asstt. Reg.(Admn.I)</i> → <i>Dy. Reg.(Admn.)</i> → <i>Jt. Reg. Reg.(Admn)</i> → <i>RG</i> )	Chief Justice
	11.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court up	Sole responsibility

		to Rs.3 Lakhs (Matters be routed through concerned section → Asstt. Reg. (Admn-II) → Jt. Reg. → Reg (Admn) → RG.)	
	12.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court above Rs.3 Lakhs (Matters be routed through concerned section → Asstt. Reg. (Admn-II) → Jt. Reg. → Reg (Admn) → RG.)	Chief Justice
	13.	Leave of the High Court Judges (Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg (Admn) → Reg. (Admn) → RG.)	Chief Justice
	14.	Establishment of Courts (Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Reg. (Judl) → RG.)	Chief Justice/Full Court
	15.	Transfer and posting of all Judicial Officers (Matters be routed through concerned section → Secretary/PS to RG → RG.)	Chief Justice/Full Court
	16.	Communication of remarks in the ACRs of Gazetted Officers and staff of the High Court. (Matters be routed through concerned Section → Secretary/PS to RG → RG.)	Sole responsibility
	17.	Implementation of 13 <sup>th</sup> Finance Commission's recommendations & Centrally sponsored schemes (Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Reg. (Admn) → RG.)	Chief Justice/ Appropriate Committee
	18.	Welfare of the Staff of the High Court (Matters be routed through concerned section → Dy. Reg. (Admn) → Reg. (Admn) → RG.)	Chief Justice
	19.	Leave including LTC of all Gazetted Officers of the Registry (Matters be routed	Chief Justice



			through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg.(Admn) → RG.)	
		20.	Leave including LTC of all non Gazetted staff of the Registry (Matters be routed through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg.(Admn) → RG.)	Sole Responsibility
		21.	Granting of ACP to the staff of the High Court (Matters be routed through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg( Admn) → RG.)	Chief Justice
		22.	Maintenance of all confidential records including the ACRs of the Gazetted & non Gazetted employee of the High Courts (Matter be routed through concerned section → Secretary/PS to RG → RG)	Sole Responsibility
		23.	Litigation by or against the High Court in the Supreme Court (Matters be routed through concerned section → Dy. Reg( Admn) → Reg (Judl) → RG.)	Chief Justice
		24.	Litigation by or against the High Court in the High Court (Matters be routed through concerned section → Dy. Reg( Admn) → Reg (Judl) → RG.)	Sole Responsibility/ Chief Justice
		25.	All matters relating to Court buildings of the Sub-ordinate judiciary (Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy Reg (Admn) → Reg.(Judl) → RG.)	Appropriate Committee/Chief Justice/Full Court
		26.	All matters relating to Chief Justice Bungalow ((Matters be routed through concerned section → Asstt. Reg (Court Officer Section) ) → Dy Reg (Prol) → Reg (Admn) → RG.	Chief Justice
02.	Registrar (Judicial)	1.	Supervisory Officer relating to all Bench & Judicial matters.	Sole Responsibility
		2.	Lowazima Court of the High Court except the matters as	Sole Responsibility

	mentioned in order No.F.40 (21)- HCT/BENCH/REGISTRY/ 2013/ 7046-82 dated 10.05.13 in absence of Registrar (Vig) as per Order No.48 dated 08.01.2014 [Matters be routed concerned section → Asstt Reg (Bench) → Dy. Reg. (Judl) → Reg.(Judl)]	
3.	Preparation of Roster (Matters be routed through Dy. Reg.(Judl) → Reg.(Judl)].	Chief Justice
4.	Information to the Supreme Court, other High Courts, Parliament, Assembly of the State Government. [Matters be routed through concerned section → concerned Asstt. Reg(s) → Reg(Judl)].	Chief Justice
5.	Detailing & attendance of all non-Gazetted Class-III staff of Bench Section [Matters be routed through concerned section → Reg(Judl) ]	Sole responsibility
6.	Reporting Authority of ACRs of all non Gazatted Class-III staff of Bench Section [Matters be routed through concerned section → Secretary/PS to RG → Reg (Judl)]	Registrar General
7.	Preparation of Calendar of High Court & Subordinate Courts [Matters be routed through concerned section → Asstt. Reg(Admn-I) → Dy. Reg. (Judl) → Reg(Judl) ].	Chief Justice/Full Court
8.	Matters relating to Paper Books [Matters be routed through concerned section → Dy.Reg(Judl) → Reg(Judl)]	Sole Responsibility
9.	Matters relating to certified copies of orders, documents and uncertified copies of orders. [Matters be routed through concerned section → Asstt. Reg (Bench) → Reg (Judl) ]	Sole Responsibility
10.	Matters relating to Cause List and Grouping of cases [Matters be routed through concerned section → Asstt. Reg(Bench) → Dy. Reg (Judl) → Reg(Judl) ]	Sole Responsibility

12	11.	Preparation of Decree in the Judicial/Bench section of the High Court [ <i>Matters be routed through concerned section. → Asstt. Reg(Bench) → Dy.Reg(Judl) → Reg(Judl)</i> ]	Sole Responsibility
	12.	Matters relating to issuance of License of Advocate's Clerk in the High Court [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy.Reg(Prol.) → Reg (Judl) ]</i>	Sole Responsibility
	13.	Management of all judicial records from the Filing Section to the consignment of the record in the Record Room. [ <i>Matters be routed through concerned section → Asstt. Reg(Bench) → Dy. Reg (Judl) → Reg(Judl) ]</i>	Sole Responsibility
	14.	Management of cases in the High Court and District Courts including all matters relating to judicial work in High Court & District Courts [ <i>Matters be routed through concerned section → Dy. Reg (Judl) → Reg(Judl) ]</i>	Chief Justice
	15.	Compliance with the orders and judgements of the Supreme Court of India and High Court [ <i>Matters be routed through concerned section → Dy. Reg (Judl) → Reg(Judl) ]</i>	Chief Justice
	16.	Destruction/re-construction of the Judicial Record in the High Court & conducting enquiry etc. concerning the loss/mis-placement of such record [ <i>Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Judl) ]</i>	Sole Responsibility/ Chief Justice
	17.	Litigation by or against the High Court in the Supreme Court [ <i>Matters be routed through concerned section → Dy. Reg (Admn) → Reg (Judl) → RG.)</i>	Chief Justice
	18.	Litigation by or against the High Court in the High Court	Registrar General/ Chief Justice

			[Matters be routed through concerned section → Dy. Reg(Admn) → Reg(Judl)]	
		19.	Jail Appeals, complaints and other matters pertaining to Jails & under trials/convicts [Matters be routed through concerned section → Dy. Reg(Judl) → Reg(Judl)]	Sole Responsibility
		20.	All matters relating to Statements of the High Court & Subordinate Courts [Matters be routed through concerned section → Asstt. Reg(Bench) → Dy. Reg.(Judl)-cum-CPC → Reg.(Judl)]	Chief Justice
		21.	All matters relating to Court buildings of the Sub-ordinate judiciary [Concerned Section → Asstt. Reg(Admn-II) → Dy. Reg(Admn) → Reg.(Judl)]	Registrar General/ Chief Justice
		22.	Matters with regard to participation in the Chief Justices' Conference and joint conference of the Chief Ministers & Chief Justices & implementation of the Resolutions thereof [Matters be routed through concerned section → Asstt. Reg.(Admn.I) → Dy. Registrar (Admn) → Registrar (Judl.) → RG]	Registrar General/ Chief Justice
		23.	Establishment of Courts [Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg.(Admn) → Reg.(Judl) → RG.]	Registrar General/ Chief Justice
		24.	All matters relating to publication of Court News Letter of the High Court of Tripura [Matters be routed through concerned section → Dy. Reg.(Judl) → Reg.(Judl)]	Chief Justice
		25.	Any other matters assigned by the Hon'ble the Chief Justice, Hon'ble Judges & Registrar General	Chief Justice/ Judges /Registrar General
03.	Registrar (Vigilance & Rules)	1.	ACRs of the Judicial Officers & communication of the remarks in the ACR (Matters	Chief Justice/ Portfolio Judge

		<i>be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig)→Reg (Vig&amp;Rules)]</i>	
	2.	Consideration of the representation submitted by the Judicial Officer for expunction of adverse remarks in the ACRs ( <i>Matters be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig) → Reg (Vig &amp; Rules)]</i> )	Chief Justice/Full Court
	3.	Vigilance & Disciplinary matters (including complaints & inquiries) pertaining to all Judicial Officers ( <i>Matters be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig) → Reg (Vig &amp; Rules)]</i> )	Chief Justice/Full Court
	4.	Vigilance & Disciplinary matters (including complaints & inquiries) pertaining to all staff of the High Court ( <i>Matters be routed through concerned section → Asstt. Reg (Vig) /Dy. Reg (Vig) → Reg (Vig &amp; Rules)]</i> )	Chief Justice
	5.	Consideration of continued utility of all Judicial Officers on attaining the age of 50/55/58 ( <i>Matters be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig)→Reg (Vig&amp;Rules)]</i> )	Chief Justice/Full Court
	6.	Granting of Selection Grade/Super Time Scale to the District & Session Judges and also for granting ACP to Judicial Officers of the State ( <i>Matters be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig)→Reg (Vig&amp;Rules)]</i> )	Appropriate Committee/Full Court
	7.	Matter relating to Inspection of Sub-ordinate Court by, Hon'ble Portfolio Judges, District Judges and Presiding Officers of the concerned Sub-ordinate Courts of their own Courts and all other matters connected thereto.	Chief Justice/ Concerned Portfolio Judge

		[Matters be routed through concerned section → Asstt. Reg(Vig)/Dy. Reg (Vig)→Reg (Vig&Rules)]	
	8.	Maintenance of all confidential records including the ACRs of the Judicial Officers of the State [Matters be routed through concerned section → Asstt. Reg(Vig) / Dy. Reg (Vig)→Reg (Vig & Rules)]	Sole Responsibility
	9.	Keeping in safe custody the record pertaining to competitive examination conducted by the High Court in connection with recruitment of Judicial Officers and staff of the High Court [Matters be routed through concerned section → Asstt. Reg (Vig) /Dy. Reg (Vig)→Reg (Vig & Rules)]	Sole Responsibility
	10.	Framing of Rules of the High Court & Sub-ordinate Courts. [Matters be routed through concerned section → Dy. Reg (Admn)→Reg(Vig & Rules) ]	Chief Justice/ Appropriate Committee
	11.	All matters relating to Rule Section of the High Court [Matters be routed through concerned section → Dy. Reg(Admn) → Reg (Vig & Rules) ]	Chief Justice/ Appropriate Committee
	12.	All matters relating to Designation of Advocates as Senior Advocates by the High Court and verification of their Income Tax Returns [Matters be routed through concerned section→Dy. Reg(Admn) → Reg(Vig & Rules) ]	Chief Justice/Full Court
	13.	Matters for recruitment including promotion of all Judicial Officers [Matters be routed through concerned section→Asstt. Reg.(Admn.I) → Dy. Reg.(Admn.) → Reg.(Vig & Rules) ]	Registrar General/ Chief Justice/ Full Court
	14.	Matters of recruitment, promotion & posting in respect of all staff including	Registrar General/ Chief Justice

		Officers under the High Court Service. [Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Registrar (Admn) → Reg (Vig. & Rules) ]	
	15.	All correspondente concerning the judiciary and to co-ordinate between High Court and the State/Central Government in administrative affairs. [Matters be routed through concerned section → Dy. Reg. (Admn) → Reg. (Admn) → Reg (Vig & Rules) → RG) ]	Registrar General/ Chief Justice
	16.	Matters relating to recruitment, promotion, transfers etc. of all the staff members of Sub-ordinate/District Judiciary [Matters be routed through concerned section Asstt. Reg (Admn-I) → Dy. Reg (Admn) → Reg (Vig. & Rules)]	Concerned Committee / Chief Justice
	17.	Secretary, High Court Mediation Committee & State Mediation Committee [Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Vig. & Rules) ]	Concerned Committee
	18.	Member-Secretary, High Court Legal Services Committee [Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Vig. & Rules)].	Executive Chairman of High Court Legal Services Committee
	19.	Lowazima Court of the High Court except the matters as mentioned in Order No.F.40 (21)HCT/BENCH/REGISTRY/ 2013/7046-82 dated 10.05.13.	Sole Responsibility
	20.	All matters relating to Judicial Officers of Sub-ordinate Judiciary including Leave, Leave Encashment & vesting of Judicial Powers (Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Prol) → Reg (Admn.) → Reg (Vig)	Concerned Portfolio Judge/Chief Justice/ Full Court.

		21.	Any other matters assigned by the Hon'ble Chief Justice, Hon'ble Judges & Registrar General.	Chief Justice/Judges/Registrar General
04.	Registrar (Administration)	1.	Head of Office & DDO	Sole Responsibility
		2.	All matters relating to Head of Office & DDO ( <i>Matters be routed through Concerned Section → concerned Asstt. Reg(s) → concerned Dy. Reg → Reg (Admn).</i> )	Chief Justice/Registrar General
		3.	Reporting Authority of ACRs of all non-gazetted Class-III staff (except Bench Section & Computer/IT section). [ <i>Matters be routed through concerned section → Secretary/PS to RG to Reg (Admn.)</i> ]	Registrar General
		4.	Financial matters relating to Judicial Education, Training & Computer/I.T. Section [ <i>Matters be routed through concerned Section → Dy. Reg. (Judl)-cum-CPC → Reg (Admn.)</i> ]	Concerned Judge/Chief Justice
		5.	Matter relating to purchase of new vehicle including supervision of vehicles and all other articles [ <i>Matters be routed through concerned section → Asstt. Registrar (Admn-II) → Jt. Registrar → Registrar (Admn)</i> ]	Chief Justice
		6.	All matters relating to Library of High Court & Sub-ordinate Judiciary [ <i>Matters be routed through concerned Section – Chief Librarian → Registrar (Admn)</i> ]	Concerned Hon'ble Judge
		7.	Implementation of Shetty Commission's recommendation on Revision of Pay Scales etc. of the staff of the subordinate judiciary [ <i>Matters be routed through concerned Section → Dy. Registrar (Admn) → Registrar (Admn)</i> ]	Appropriate Committee
		8.	Leave of the High Court Judges [ <i>Matters be routed through concerned Section → Asstt. Reg (Admn.I) → Dy. Reg (Admn.) → Reg (Admn)</i> ]	Registrar General
		9.	All matters relating to Purchase & Store Section [ <i>Matters be routed through</i>	Chief Justice/Registrar General



		concerned Section Asstt. Reg.(Admn-II) → Dy. Reg (Admn) → Reg.(Admn)]	
	10.	Pension and medical benefits & claims of the Hon'ble Chief Justice and all Hon'ble Judges (past & present) of the High Court [Matters be routed through concerned Section → Asstt. Reg (Acctt.) → Dy. Reg.(Accts) → Reg.(Admn)]	Registrar General.
	11.	Detailing & attendance of all non-Gazetted Class-III staff except Bench Section [Matters be routed through concerned section → Dy. Reg.(Admn) → Reg.(Admn)]	Registrar General
	12.	All correspondence concerning the judiciary and to co-ordinate between High Court and the State/Central Government in administrative affairs. (Matters be routed through concerned section → Dy.Reg(Admn) → Reg.(Admn) → Reg (Vig. & Rules.)	Registrar General
	13.	Matters relating to the Swearing-in ceremony of the Hon'ble Chief Justice and Hon'ble Judges [Matters be routed through concerned section → Asstt. Reg.(Admn.I) → Dy. Reg (Admn) → Jt.Reg. → Reg.(Admn)]	Registrar General
	14.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court up to Rs.3 Lakhs [Matters be routed through concerned section → Asstt.Reg.(Admn-II) → Jt. Reg. → Reg.(Admn)]	Registrar General
	15.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court above Rs.3 Lakhs (Matters be routed through concerned section → Asstt. Reg.(Admn-II) → Jt. Reg. → Reg.(Admn)]	Registrar General/ Chief Justice

		16.	Implementation of 13 <sup>th</sup> Finance Commission's recommendations & Centrally sponsored schemes ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn) → Reg (Admn)</i> ]	Registrar General/ Chief Justice
		17.	Financial matters relating to computerization in the High Court & Sub-ordinate Courts [ <i>Matters be routed through concerned section → Dy. Reg (Judl.) → Reg (Admn)</i> ]	Concerned Judge/ Chief Justice
		18.	All matters relating to Judicial Officers of sub-ordinate judiciary including Leave, Leave Encashment & vesting of Judicial Powers ( <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Prol) → Reg (Admn) → Reg (Vig)</i> )	Concerned Portfolio Judge/Chief Justice/ Full Court
		19.	Matters relating to detailment of High Court vehicles ( <i>Matters be routed through Asstt. Reg (Court Officer Section) → Jt. Reg. → Reg (Admn)</i> ).	Chief Justice
		20.	Welfare of the staff of the High Court ( <i>Matters be routed through concerned Section → Dy. Reg (Admn) → Reg (Admn)</i> )	Registrar General
		21.	All matters relating to Lawyers' Chambers of the High Court [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg. (Prol) → Reg. (Admn)</i> ]	Appropriate Committee/Chief Justice
		22.	All matters relating to Chief Justice Bungalow [ <i>Matters be routed through concerned section → Asstt. Reg (Court Officer Section) → Dy. Reg. (Prol) → Registrar (Admn)</i> ]	Registrar General/ Chief Justice
		23.	Verification of Cash & daily updating of Accounts [ <i>Matters be routed through concerned Section → Asstt.</i>	Sole Responsibility

	Reg(Accts) → Dy.Reg (Accts) → Reg (Admn.)]	
24.	Beautification/Gardening & all other matters of the High Court & Judges Bungalows [Matters be routed through concerned section → Asstt. Reg. (Court Officers' Sec.) → Dy. Registrar (Prol) → Jtr. Reg. → Reg (Admn.)]	Chief Justice
25.	Leave including LTC of all Gazetted Officers of the Registry (Matters be routed through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg.(Admn) → RG.)	Chief Justice
26.	Leave including LTC of all non Gazetted staff of the Registry (Matters be routed through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg.(Admn) → RG.)	Registrar General
27.	Granting of ACP to the staff of the High Court (Matters be routed through concerned section → Asstt. Reg( Admn-I) → Dy. Reg( Admn) → Reg (Admn) → RG.)	Chief Justice
28.	Infrastructure Development and all maintenance works of High Court [Matters be routed through concerned section → Asstt. Registrar (Court Officer's Section) → Dy. Reg. (Admn) → Reg. (Admn) ]	Registrar General/ Chief Justice
29.	All matters relating to High Court Canteen [Matters be routed through concerned section → Asstt. Registrar (Court Officer's sec.) → Dy. Reg (Admn.) → Reg.(Admn)]	Chief Justice/ Appropriate Committee
30.	All financial matters [Matters be routed through concerned section → Asstt. Reg (Accts) → Dy. Reg. (Accts) → Reg.(Admn) ]	Registrar General/ Chief Justice
31.	Pension, other benefits & claims of all retired employees of the High Court (Matters be routed through concerned section → Asstt. Reg (Accounts) → Dy. Reg.(Accts)	Registrar General.

			→ Jt. Reg. → Reg(Admn)]	
		32.	Financial Affairs & Budget of the High Court ( <i>Matters be routed through concerned Section → Asstt. Reg (A/C) → Dy. Reg. (Accts) → Reg. (Admn)</i> )	Appropriate Committee
		33.	Distribution & time to time verification of store materials [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Admn) → Jt.Reg. → Reg. (Admn)</i> ]	Registrar General
		34.	Any other matter entrusted by the Chief Justice/Registrar General	Chief Justice/ Registrar General
05.	Joint Registrar	1.	Supervising and monitoring all matters pertaining to Protocol [ <i>Matters be routed through concerned section → Asstt.Reg (Prol) → Dy.Reg (Prol) → Jt. Registrar ]</i>	Chief Justice
		2.	Reporting Authority of ACRs of all Class-IV staff. ( <i>Matters be routed through concerned section → Secretary to RG, to Jtr.Reg</i> )	Registrar General
		3.	Pension, other benefits & claims of all retired employees of the High Court ( <i>Matters be routed through concerned section → Asstt. Reg (Accounts) → Dy. Reg. (Accts) → Jt. Reg. → Reg(Admn)</i> ]	Registrar General.
		4.	Distribution & time to time verification of store materials [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Admn) → Jt.Reg. → Reg. (Admn)</i> ]	Registrar General
		5.	Beautification/Gardening & all other matters of the High Court & Judges Bungalows [ <i>Matters be routed through concerned section → Asstt. Reg. (Court Officers' Sec.) → Dy. Reg. (Prol) → Jtr. Reg. → Reg (Admn)</i> ]	Chief Justice.
		6.	In charge of all High Court vehicles including repairing, maintenance etc. of vehicles.	Sole responsibility

		(Matters be routed through Asstt. Reg (Court Officer Section) → Jt. Reg.	
	7.	Matters relating to detailment of High Court vehicles [Matters be routed through Asstt. Reg (Court Officer Section) → Jt. Reg → Reg (Admn)]	Chief Justice
	8.	Detailment, attendance & supervision of work of Drivers & Class-IV staff [Matters be routed through concerned section → Asstt.Reg.(Court Officers' Sec.) → Dy. Reg.(Admn.) → Jtr. Reg.]	Sole Responsibility
	9.	All matters relating to making necessary arrangement in c/w Full Court Meeting and other meetings of the High Court (Matters be routed through concerned section → Asstt.Reg.(Court Officers' Sec.) → Jtr. Reg)	Chief Justice
	10.	Greetings Card, Identity Cards, telephone directory etc. [Matters be routed through concerned section → Asstt. Reg (Admn.II) → Dy. Reg.(Prol.) → Jtr. Reg.]	Chief Justice
	11.	Overall supervision & maintenance of all security matters etc. of the High Court building (Matters be routed through concerned section → Asstt. Reg (Court Officer Section) → Dy. Reg.( Prol) → Jtr. Registrar)	Registrar General /Chief Justice
	12.	Matters relating to the Swearing-in-Ceremony of the Hon'ble Chief Justice and Hon'ble Judges [Matters be routed through concerned section → Asstt. Reg (Admn-I) → Dy. Reg (Admn.) → Jt.Reg → Reg (Admn)]	Registrar General
	13.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court up to Rs.3 Lakhs (Matters be	Registrar General

			<i>routed through concerned section → Asstt. Reg. (Admn-II) → Jt. Reg. → Reg (Admn) → RG.)</i>	
		14.	Purchase of furniture & other articles and writing off of un-serviceable furniture & other articles of the High Court above Rs.3 Lakhs ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-II) → Jt. Reg. → Reg (Admn) → RG.)</i> )	Chief Justice.
		15.	Matter relating to purchase of new vehicle including supervision of vehicles and all other articles [ <i>Matters be routed through concerned section → Asstt. Registrar (Admn-II) → Jt. Registrar → Registrar (Admn)</i> ]	Chief Justice
		16.	Any other matter entrusted by the Hon'ble Chief Justice/Registrar General	Chief Justice/ Registrar General
05.	Deputy Registrar (Judicial)-cum-CPC	1.	Supervising and monitoring all the matters relating to computerisation in the High Court and Subordinate Courts. ( <i>Matters be routed through concerned section → Dy. Reg (Judl)-cum-CPC</i> )	Concerned Judge/ Reg (Admn) (relating to financial matter)
		2.	Preparation of Roster ( <i>Matters be routed through Dy. Reg (Judicial).</i> )	Registrar (Judicial)
		3.	Matters relating to Cause List and Grouping of cases [ <i>Matters be routed through concerned section → Asstt. Reg (Bench → Dy. Reg (Judl) ]</i>	Registrar (Judicial)
		4.	Custodian of documents including Wills, Deed etc.	Sole Responsibility
		5.	Matters relating to Paper Books ( <i>Matters be routed through concerned section → Asstt. Reg (Bench) → Dy. Reg. (Judl)-cum-CPC.</i> )	Registrar (Judicial)
		6.	All matters relating to Statement of the High Court and Subordinate Courts ( <i>Matters be routed through concerned section → Asstt Reg (Bench) → Dy. Reg. (Judl)-cum-CPC</i> )	Registrar (Judicial)

	7.	Supervision and monitoring of Judicial Section	Registrar (Judicial)
	8.	All matters relating to Information & Communication Technology including e-Courts project [Matters be routed through concerned section → Dy.Reg (Judl) cum-CPC]	Concerned Hon'ble Judge/ Reg (Admn) (relating to financial matter)
	9.	Judicial Education & Training (Matters be routed through concerned section → Dy.Reg (Judl)-cum-CPC)	Chief Justice/ Concerned Judge/ Reg.(Admn)(relating to financial matter)
	10.	Lowazima Court of the High Court (Matters be routed through concerned section → Asstt. Reg (Bench) → Dy. Reg. (Judl).	Registrar (Vig/Judl) & Sole responsibility regarding the matters as mentioned in order No.F.40 (21)-HCT/ BENCH/ REGISTRY/ 2013/7046-82 dated 10.05.13 and sole responsibility in absence of Reg (Vig) & Reg (Judl) as per Order No.48 dt. 08.01.14.
	11.	Detailing & attendance of all non-Gazetted Class-III staff of Bench Section [Matters be routed through concerned section → Dy. Reg (Judl) ]	Registrar (Judicial)
	12.	Preparation of Decree in the Judicial/Bench section of the High Court [Matters be routed through concerned section → Asstt. Reg(Bench) → Dy. Reg (Judl) ]	Registrar (Judicial)
	13.	Management of all judicial records from the Filing Section to the consignment of the record in the Record Room. [Matters be routed through concerned section → Asstt. Reg(Bench) → Dy. Reg (Judl) ]	Registrar (Judicial)
	14.	Matters relating to High Court Legal Services [Matters be routed through concerned section → Dy. Reg (Judl) ]	Registrar (Judicial)

	15.	Matters relating to High Court Mediation [ <i>Matters be routed through concerned section → Dy. Reg (Judl) ]</i>	Registrar (Judicial)
	16.	Management of cases in the High Court and District Courts including all matters relating to judicial work [ <i>Matters be routed through concerned section → Dy. Reg (Judl) ]</i>	Registrar (Judicial)
	17.	Compliance with the orders and judgements of the Supreme Court of India & High Court [ <i>Matters be routed through concerned section → Dy. Reg (Judl) ]</i>	Registrar (Judicial)
	18.	Destruction/re-construction of the Judicial Record in the High Court & conducting enquiry etc. concerning the loss misplacement of such record [ <i>Matters be routed through concerned section → Dy. Reg (Judl) ]</i>	Registrar (Judicial)
	19.	All matters relating to publication of Court News Letter of the High Court of Tripura [ <i>Matters be routed through concerned section → Dy. Reg. (Judl) → Registrar (Judl) ]</i>	Registrar (Judicial)
	20.	Jail Appeals, complaints and other matters pertaining to Jails & under trials/convicts [ <i>Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Judl) ]</i>	Registrar (Judicial)
	21.	Preparation of Calendar of High Court & Subordinate Courts [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-I) → Dy. Reg. (Judl) → Reg. (Judl) ]</i>	Registrar (Judicial)
	22.	Reporting Authority of the ACRs of all non-Gazetted Class-III staff of Computer /IT Section (Matters be routed through concerned section → <i>Secretary/PS to RG → Dy. Reg (Judl)-cum-CPC.</i>	Registrar General



			Secretary, High Court Mediation Committee & State Mediation Committee <i>[Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Vig. &amp; Rules)]</i>	Concerned Committee
		23.	Member-Secretary, High Court Legal Services Committee <i>[Matters be routed through concerned section → Dy. Reg (Judl) → Reg (Vig. &amp; Rules)]</i>	Executive Chairman of High Court Legal Services Committee
		24.	Financial matters relating to Judicial Education, Training & Computer/T.I. Section <i>[Matters be routed through concerned Section → Dy. Reg. (Judl)-cum-CPC → Reg (Admn.)]</i>	Concerned Judge/Chief Justice
		25.	Financial matters relating to computerization in the High Court & Sub-ordinate Courts <i>[Matters be routed through concerned section → Dy. Reg (Judl.) → Reg (Admn.)]</i>	Concerned Judge/Chief Justice
		26.	Any other matters entrusted by the Registrar General/Registrar (Judicial)	Registrar General/Registrar (Judicial)
06.	Deputy Registrar (Admn)	1.	All matters pertaining to Establishment Section except Statement matters. <i>[Matters be routed through concerned section → Asstt. Reg (Admn/II) → Dy. Reg. (Admn) → Reg. (Admn)]</i>	Registrar General
		2.	Infrastructure Development and all maintenance works of High Court <i>[Matters be routed through concerned section → Asstt. Registrar (Court Officer's Section) → Dy. Reg. (Admn) → Reg. (Admn)]</i>	Registrar General/Chief Justice
		3.	Framing of Rules of the High Court & Sub-ordinate Courts. <i>[Matters be routed through concerned section → Dy. Reg. (Admn.) → Reg (Vig. &amp; Rules)]</i>	Chief Justice/Appropriate Committee
		4.	All matters relating to Rule Section of the High Court <i>[Matters be routed through concerned section → Dy. Reg. (Admn.) → Registrar (Vig. &amp; Rules)]</i>	Chief Justice/Appropriate Committee
		5.	Matters relating to the	Registrar General

	Swearing-in ceremony of the Hon'ble Chief Justice and Hon'ble Judges [Matters be routed through concerned section → Asstt. Reg.(Admn.I) → Dy. Reg (Admn) → Jt.Reg. → Reg. (Admn)]	
6.	All matters relating to High Court Canteen [Matters be routed through concerned section → Asstt. Registrar (Court Officer's sec.) → Dy. Reg (Admn.) → Reg.(Admn)]	Chief Justice/ Appropriate Committee
7.	Detailment, attendance & supervision of work of Drivers & Class-IV staff [Matters be routed through concerned section → Asstt.Reg.(Court Officers' Sec.) → Dy. Reg.(Admn.) → Jt. Reg.]	Joint Registrar
8.	All matters relating to Designation of Advocates as Senior Advocates by the High Court and verification of their Income Tax Returns [Matters be routed through concerned section → Dy. Reg (Admn) → Reg(Vig & Rules) ]	Chief Justice/ Full Court
9.	All matters relating to Purchase & Store Section [Matters be routed through concerned Section Asstt. Reg.(Admn-II) → Dy. Reg (Admn) → Reg.(Admn)]	Chief Justice/ Registrar General
10.	Welfare of the staff of the High Court (Matters be routed through concerned Section → Dy. Reg(Admn) → Reg.(Admn)	Registrar General/ Chief Justice
11.	All matters relating to Court buildings of the Sub-ordinate judiciary (Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy Reg (Admn) → Reg.(Judl) → RG.)	Appropriate Committee/Chief Justice/Full Court
12.	All correspondence concerning the judiciary and to co-ordinate between High Court and the State/Central Government in administrative	Chief Justice

		affairs (Matters be routed through concerned section → Dy. Reg (Admn) → Reg (Admn) → Reg (Vig. & Rules) → RG	
	13.	Matters concerning the appointment of President of Consumer Commission, appointment of Director of Prosecution, appointment of Enquiry Commission and other appointments wherein consultation with or approval etc. of the Hon'ble the Chief Justice or the High Court is required (Matters be routed through concerned section → Asstt. Reg. (Admn. I) → Dy. Reg (Admn) → RG)	Chief Justice
	14.	Matters with regard to participation in the Chief Justices' Conference and joint conference of the Chief Ministers & Chief Justices & implementation of the Resolutions thereof (Matters be routed through concerned section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.) → Registrar (Judl.) → RG)	Chief Justice
	15.	Matters for recruitment including promotion of all Judicial Officers (Matters be routed through concerned section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.) → Reg. (Vig. & Rules) → RG)	Chief Justice / Full Court
	16.	Leave of the High Court Judges (Matters be routed through concerned section → Asstt. Reg. (Admn. I) → Dy. Reg (Admn) → Reg. (Admn) → RG.)	Chief Justice
	17.	Establishment of Courts (Matters be routed through concerned section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.) → Reg. (Judl) → RG.)	Chief Justice / Full Court
	18.	Implementation of 13 <sup>th</sup> Finance Commission's recommendations & Centrally	Chief Justice / Appropriate Committee

		sponsored schemes ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Reg. (Admn) → RG.</i> )	
		19. Leave including LTC of all Gazetted Officers of the Registry ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn) → Reg. (Admn) → RG.</i> )	Chief Justice
		20. Leave including LTC of all non-Gazetted staff of the Registry ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn) → Reg. (Admn) → RG.</i> )	Registrar General
		21. Granting of ACP to the staff of the High Court ( <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn) → Reg. (Admn) → RG.</i> )	Chief Justice
		22. Litigation by or against the High Court in the Supreme Court ( <i>Matters be routed through concerned section → Dy. Reg. (Admn) → Reg. (Judl) → RG.</i> )	Registrar General/ Chief Justice
		23. Litigation by or against the High Court in the High Court ( <i>Matters be routed through concerned section → Dy. Reg. (Admn) → Reg. (Judl) → RG.</i> )	Registrar General/ Chief Justice
		24. Matters of recruitment, promotion & posting in respect of all staff including Officers under the High Court Service. [ <i>Matters be routed through concerned section → Asstt. Reg. (Admn-I) → Dy. Registrar (Admn) → Reg. (Vig. &amp; Rules)</i> ]	Registrar General/ Chief Justice
		25. Matters relating to recruitment, promotion, transfers etc. of all the staff members of Sub-ordinate/District Judiciary [ <i>Matters be routed through concerned section Asstt. Reg. (Admn-I) → Dy. Reg. (Admn) → Reg. (Vig. &amp; Rules)</i> ]	Concerned Committee / Chief Justice

		26.	Implementation of Shetty Commission's recommendation on Revision of Pay Scales etc. of the staff of the subordinate judiciary [ <i>Matters be routed through concerned Section → Dy. Registrar (Admn) → Registrar (Admn)</i> ]	Appropriate Committee
		27.	Distribution & time to time verification of store materials [ <i>Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Admn) → Jt. Reg. → Reg. (Admn)</i> ]	Registrar General
		28.	Detailing & attendance of all non-Gazetted Class-III staff except Bench Section [ <i>Matters be routed through concerned section → Dy. Reg. (Admn) → Reg. (Admn)</i> ]	Registrar General
		29.	Any other matters entrusted by the Registrar General	Registrar General
07.	Deputy Registrar (Accounts)	1.	All financial matters [ <i>Matters be routed through concerned section → Asstt. Reg (Accts) → Dy. Reg. (Accts) → Reg. (Admn)</i> ]	Registrar General/Chief Justice
		2.	Verification of Cash & daily updating of Accounts [ <i>Matters be routed through concerned Section → Asstt. Reg (Accts) → Dy. Reg (Accts) → Reg. (Admn)</i> ]	Registrar (Admn)
		3.	Financial Affairs & Budget of the High Court [ <i>Matters be routed through concerned Section → Asstt. Reg (A/C) → Dy. Reg. (Accts) → Reg. (Admn)</i> ]	Appropriate Committee
		4.	Pension, other benefits & claims of all retired employees of the High Court [ <i>Matters be routed through concerned section → Asstt. Reg (Accounts) → Dy. Reg. (Accts) → Jt. Reg. → Reg. (Admn)</i> ]	Registrar General.

		5.	Pension and medical benefits & claims of the Hon'ble Chief Justice and all Hon'ble Judges (past & present) of the High Court [ <i>Matters be routed through concerned Section → Asstt. Reg (Accts) → Dy. Reg. (Accts) → Reg. (Admn)</i> ]	Registrar General.
		6.	Any other matters entrusted by the Registrar General	Registrar General
08.	Deputy Registrar (Protocol)	1.	All matters pertaining to Protocol [ <i>Matters be routed through concerned section → Asstt. Reg (Prol) → Dy. Reg (Prol) → Jt. Reg</i> ]	Chief Justice
		2.	All matters relating to Chief Justice Bungalow [ <i>Matters be routed through concerned section → Asstt. Reg (Court Officer Section) → Dy. Reg. (Prol) → Reg (Admn)</i> ]	Registrar General/ Chief Justice
		3.	Beautification/Gardening & all other matters relating to Judges Bungalows & High Court buildings (Matters be routed through concerned section → <i>Asstt. Reg (Court Officer Section) → Dy. Reg. (Prol) → Jt. Registrar → Reg (Admn)</i> ]	Registrar General/ Chief Justice
		4.	Overall supervision & maintenance of all security matters etc. of the High Court building ( <i>Matters be routed through concerned section → Asstt. Reg (Court Officer Section) → Dy. Reg. (Prol) → Jt. Registrar</i> )	Registrar General/ Chief Justice
		5.	Over all supervision of High Court staff quarters & maintenance thereof [ <i>Matters be routed through concerned Section → Asstt. Reg (Admn-II) → Dy. Reg (Prol)</i> ]	Sole responsibility
		6.	All matters relating to Judicial Officers of subordinate judiciary including Leave, Leave Encashment & vesting of Judicial Powers ( <i>Matters be routed through concerned section → Asstt.</i>	Concerned Portfolio Judge/Chief Justice/ Full Court

		Reg (Admn-II) → Dy. Reg (Prol) → Reg(Admn) → Reg (Vig).	
	8.	Matters relating to issuance of License of Advocate Clerk in the High Court [Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg (Prol)].	Registrar (Judicial)
	9.	All matters relating to Lawyers' Chamber of the High Court [Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg.(Prol.) → Reg.(Admn.)]	Registrar General
	10.	Greetings Card, Identity Cards, telephone directory etc. [Matters be routed through concerned section → Asstt. Reg (Admn-II) → Dy. Reg.(Prol.) → Jtr. Reg.]	Chief Justice
	11.	Any other matter entrusted by the Chief Justice/Registrar General/Registrars.	Chief Justice/ Registrar General/ Registrars

#### OTHER INSTRUCTIONS

1. In absence of the Registrar General, his charge will remain with the Registrar (Vig. & Rules) or Registrar (Judicial) who is senior and in absence of both Registrar (Vig. & Rules) and Registrar (Judicial), the charge of Registrar General will remain with the Registrar (Admn. P & M).
2. The ACRs of Secretary, Private Secretary & Personal Assistant attached with the Hon'ble Chief Justice and Hon'ble Judges will be written by their Lordships.
3. The Registrar (Admn. P & M) with the assistance of the Deputy Registrar (Admn.) and Assistant Registrar (Court Officer Section) will prepare guideline regarding detailment of Class-IV staff in Court Rooms, Chamber of Hon'ble Judges, Chamber of Officers, different Sections and in Judges' Bungalows/residences for kind approval of the Hon'ble the Chief Justice.
4. Till filling up the post of Registrar (Vig. & Rules) of this Registry, the responsibility and duties of the Registrar (Vig. & Rules) relating to serial nos. 1, 2, 3, 4, 5, 6, 8, 13, 14, 15 & 20 will be dealt with by the Registrar General and the remaining matters relating to Serial nos. 7, 9, 10, 11, 12, 16, 17, 18 & 19 will be dealt with by the Registrar (Judicial).

BY ORDER

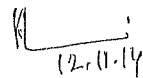
Sd/-

(M. CHAKRABARTI)  
REGISTRAR GENERAL

Memo No. F.44(11)(a)-HC/2014/20349-78 Dated, Agartala, the 12<sup>th</sup> November 2014

Copy to :

1. The Registrar (Judicial), High Court of Tripura, Agartala.
2. The Registrar (Admn,P&M), High Court of Tripura, Agartala.
3. The Joint Registrar, High Court of Tripura, Agartala.
4. The Deputy Registrar (Judicial)-cum-CPC, High Court of Tripura, Agartala.
5. The Deputy Registrar (Admn.), High Court of Tripura, Agartala.
6. The Deputy Registrar (Accounts), High Court of Tripura, Agartala.
7. The Principal Secretary to the Hon'ble Chief Justice, High Court of Tripura, Agartala.
8. The Deputy Registrar (Protocol), High Court of Tripura, Agartala.
9. The Chief Librarian, High Court of Tripura, Agartala.
10. The Secretary to Hon'ble Judges, High Court of Tripura, Agartala.
11. The Secretary to the Registrar General, High Court of Tripura, Agartala.
12. All Assistant Registrars, High Court of Tripura, Agartala.
13. The System Analyst, Computer Section, High Court of Tripura, Agartala.
14. All Superintendents, High Court of Tripura, Agartala.
15. ORDER FILE,

  
(2-11-14)  
REGISTRAR GENERAL



### **COMMITTEES CONSTITUTED BY THE HIGH COURT OF TRIPURA**

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
01	Canteen Committee	<p style="text-align: center;"><b><u>29.05.2014</u></b></p> <p><b>Hon'ble Mr. Justice U.B.Saha- Chairman</b></p> <p><b><u>Members:</u></b></p> <p>1. Hon'ble Mr. Justice S. Talapatra  2. Sri M. Chakrabarti, Registrar General  3. President, High Court Bar Association  4. President, High Court Employees Association</p>	<p style="text-align: center;"><b><u>24.07.2017</u></b></p> <p><b><u>Chairman:</u></b>  Hon'ble Mr. Justice S. Talapatra</p> <p><b><u>Members:</u></b></p> <p>1. Shri S..Deb, Sr. Adv, President High Court Bar Association  2. Registrar General  3. Registrar (Admn. P&amp;M)- Member Secretary  4. President, High Court Employees Association</p>	<p style="text-align: center;"><b><u>07.08.2018</u></b></p> <p><b><u>Chairman:</u></b>  Hon'ble Mr. Justice A. Lodh</p> <p><b><u>Members:</u></b></p> <p>1. Shri S.K.Deb, Sr. Adv  2. Registrar General  3. Registrar (Admn. P&amp;M)- Member Secretary  4. President, High Court Employees Association</p>	
02	Mediation Monitoring Committee (One Man Committee)	<p style="text-align: center;"><b><u>29.05.2014</u></b></p> <p>Hon'ble Mr. Justice S. Talapatra</p>	<p style="text-align: center;"><b><u>06.03.2018</u></b></p> <p>The Secretary to the High Court Legal Services Committee shall also act as the Secretary High Court Mediation Committee and State Mediation Committee (<i>in partial modification of Order No.21, dated 12.11.2014</i>)</p>	<p style="text-align: center;"><b><u>07.08.2018</u></b></p> <p>Hon'ble Mr. Justice A.Lodh</p>	

<b>Sl. No.</b>	<b>Name of the Committee</b>	<b>Constituted on</b>	<b>Re-constituted on</b>	<b>Further re-constituted on</b>	<b>Remarks</b>
<b>03</b>	Committee for monitoring the implementation of the resolutions passed in the Chief Justices' Conference	<p><b><u>09.06.2016</u></b></p> <p><b><u>Chairperson:</u></b> Hon'ble the Chief Justice-</p> <p><b><u>Members:</u></b> 1.Hon'ble Mr. Justice S. Talapatra – Member 2.The Registrar General (Ex-officio) – Member 3.The LR &amp; Secretary, Law, Government of Tripura (Ex-officio) – Member 4.The Director, Tripura State Judicial Academy, Agartala (Ex-officio) – Member 5. The Registrar (Admn.) (Ex-officio) – Member 6.The Chief Engineer (R &amp; B), Govt. of Tripura – Member 7.The Member Secretary, TSLSA – Member 8. Dy. Registrar (Judl.)-cum-CPC – Member</p> <p><b><u>Member-Secretary:</u></b> Registrar (Judl.) (Ex-officio)</p>	<p><b><u>24.06.2016</u></b></p> <p><b><u>Chairperson:</u></b> Hon'ble the Chief Justice</p> <p><b><u>Members:</u></b> 1.Hon'ble Mr. Justice S. Talapatra 2.The Registrar General (Ex-officio) 3.The LR &amp; Secretary, Law, Government of Tripura (Ex-officio) 4.Finance Secretary, Govt. of Tripura (Ex-Officio) 5.The Director, Tripura State Judicial Academy, Agartala (Ex-officio) 5. The Registrar (Admn.) (Ex-officio) 6.The Chief Engineer, PWD (Building), Govt. of Tripura 7. Member Secretary, TSLSA 8. Dy. Registrar (Judl.)-cum-CPC</p> <p><b><u>Member-Secretary:</u></b> Registrar (Judl.) (Ex-officio)</p>	--	In terms of the Resolution adopted in the Chief Justices' Conference, 2016 on Agenda Item No.1

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
04	State Court Management Systems Committee (SCMSC)	<p><u>27.11.2013</u></p> <p><b>Chairperson:</b> Hon'ble the Chief Justice</p> <p>1. Hon'ble Mr. Justice U.B.Saha - Member 2. Hon'ble Mr. Justice S.C.Das- Member 3. Hon'ble Mr. Justice S.Talapatra- Member 4.Registrar General, Ex-Officio- Member 5. LR &amp; Secretary, Law, Govt. of Tripura (Ex-Officio) - Member 6. The Addl. Chief Engineer , PWD (R &amp; B), Govt. of Tripura- Member 7. State Informatics Officer, NIC, Tripura State-Member</p> <p>Registrar (Judicial) (Ex-Officio)- Member-Secretary <b><i>[In terms of the decision taken by the Chief Justices' Conference, 2013 against Item No.1.]</i></b></p>	<p><u>29.06.2016</u></p> <p><b>Chairperson:</b> Hon'ble the Chief Justice</p> <p><b>Members:</b> 1.Hon'ble Mr. Justice U.B.Saha – Member 2.Hon'ble Mr. Justice S.C.Das – Member 3.Hon'ble Mr. Justice S. Talapatra – Member 4. DGP, Tripura, 5.The Registrar General (Ex-officio) – Member 6.The LR &amp; Secretary, Law, Government of Tripura (Ex-officio) – Member 7.The Chief Engineer (Building), Govt. of Tripura – Member 8. State Informatics Officer, NIC, Tripura</p> <p><b>Member-Secretary</b> Registrar (Judl.) (Ex-officio)- <b><i>[In terms of the Resolution adopted in the Chief Justices' Conference, 2016 on Agenda Item No.13]</i></b></p>	<p><u>23.03.2017</u></p> <p><b>Chairperson:</b> Hon'ble the Chief Justice</p> <p><b>Members</b> 1. Hon'ble Mr. Justice S. Talapatra 2.DGP, Tripura 3.Registrar General, Ex-Officio 4. LR &amp; Secretary, Law, Govt. of Tripura (Ex-Officio) 5. The Chief Engineer , PWD (Buildings), Govt. of Tripura 6. State Informatics Officer, NIC, Tripura State</p> <p><b>Member-Secretary</b> Registrar (Judicial) (Ex-officio)</p>	

<b>Sl. No.</b>	<b>Name of the Committee</b>	<b>Constituted on</b>	<b>Re-constituted on</b>	<b>Further re-constituted on</b>	<b>Remarks</b>
<b>05</b>	<b>Sub- Committee of the State Court Management Systems Committee (SCMSC)</b> for preparation of Vision Statement on the basis of the National Vision Statement formulated by the Committee of 3(three) Chief Justices in the Conference held in April, 2015	<b><u>29.06.2016</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S.C.Das <b><u>Member:</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Secretary:</u></b> Registrar (Judicial) -	<b>Defunct</b>	<b>--</b>	In terms of the Resolution adopted in the Chief Justices' Conference, 2016 on Agenda Item No.13(ii)
<b>06</b>	<b>Cell to monitor the progress of utilization of fund sanctioned under 14<sup>th</sup> Finance Commission</b>	<b><u>30.06.2016</u></b> 1.Registrar General 2.Registrar (Judicial) 3. Registrar (Admn. P & M) 4.Dy. Registrar (Admn.) 5.Sri Ajoy Kr. Chowdhury, Retired Section Officer, Finance Department, Govt. of Tripura	<b>Defunct</b>	<b>--</b>	In terms of the Resolution adopted in the Chief Justices' Conference, 2016 on Agenda Item No.16
<b>07</b>	<b>Committee to closely monitor the timely completion of projects and to facilitate a proper coordination between the officials at the District level and the decision making Authorities of the State Government</b>	<b><u>01.07.2016</u></b> <b><u>Chairperson:</u></b> Hon'ble Portfolio Judge <b><u>Member</u></b> 1. District & Sessions Judge 2. Superintending Engineer 3. The Chief Judicial Magistrate <b><u>Member Secretary</u></b> The Registrar (Judicial) (Ex- Officio)	<b>--</b>	<b>--</b>	In terms of the Resolution adopted in the Chief Justices' Conference, 2016 on Agenda Item No.2 relating to Infrastructure of Subordinate Courts

Sl. No.	Name of the Committee	Constituted on		Re-constituted on	Further re-constituted on	Remarks
08	<b>Monitoring Committee:</b> Selection and Appointment Committee for the purpose of monitoring the process of filling up of vacancies of supporting staff in District Judiciary	<u>02.07.2016</u> Hon'ble Mr. Justice U.B.Saha Hon'ble Mr. Justice S.C.Das Hon'ble Mr. Justice S. Talapatra (assisted by the Registrar General)	<u>29.08.2016</u> Hon'ble Mr. Justice S. C. Das Hon'ble Mr. Justice S. Talapatra	<u>29.03.2017</u> Hon'ble Mr. Justice S. Talapatra	<u>24.11.2018</u> <b>Chairman:</b> Hon'ble the Chief Justice <b>Member:</b> Hon'ble Mr. Justice S. Talapatra Hon'ble Mr. Justice A. Lodh	
09	<b>Library Committee</b>	<u>06.10.2016</u> Hon'ble Mr. Justice S. Talapatra- <b>Judge-in-Charge of the committee</b>		--	--	
10	<b>High Court Gender Sensitisation and Internal Complaints Committee (GSICC)</b>	<u>08.05.2014</u> <b>Chairperson:</b> Hon'ble Mr. Justice U. B. Saha <b>Members:</b> 1. Hon'ble Mr. Justice S. C. Das, 2.Mr. M. Chakrabarti, Registrar General 3.Mr. S. M. Chakraborty, Sr. Advocate 4.Ms. A. S. Lodh, Advocate 5.Mr. N. Guha, Advocate 6.Ms. P. Dhar, Advocate 7.Ms. Trika Acharjee, Chief Superintendent of Protective Homes, Directorate of Social Welfare and Social Education Department 8.Ms. Angina Dey, Asstt. Registrar	<u>21.11.2016</u> <b>Chairperson:</b> Hon'ble Mr. Justice S.C.Das <b>Member:</b> 1. Hon'ble Mr. Justice S. Talapatra 2. Registrar General 3.Mr. S. M. Chakraborty, Sr. Advocate 4.Ms. Aditi Sharma Lodh, Advocate 5.Ms. Paramita Dhar, Advocate 6.Ms. Angina Dey, Deputy Registrar 7. Ms. Sumita Motayed, Assistant Registrar 8. Smti Chitra Roy, Assistant Registrar	<u>07.06.2018</u> <b>Chairman:</b> Hon'ble Mr. Justice A. Lodh <b>Members:</b> 1.Registrar General 2.Smti Angina Dey, Member-Secretary 3.Smti Chaitali Datta 4.Smti Rita Roy (Secretary, Adivasi Mahila Samiti, Agartala)(NGO)	In terms of the direction of Hon'ble Supreme Court of India in order dated 11.05.18 in Writ Petition (Crl.) No. 113 of 2018 (Afshan Pracha Vrs. Union of India & Ors.)	

		(Accts.), (Member Secretary)	9. Ms Chaitali Datta, Superintendent – <b><u>Member-Secretary:</u></b> 10. Ms. Trika Acharjee, Chief Superintendent of Protection Homes, Directorate of Social Welfare and Social Education Department, Agartala		
11	<b>Internal Complaints Committee</b> to redress the complaints made with regard to Sexual harassment <b>against the members of Tripura Judicial Service</b>	--	--	<b><u>07.06.2018</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra  <b><u>Members:</u></b> 1.Hon'ble Mr. Justice A. Lodh 2.Ms. Aditi Sharma Lodh, Advocate 3.Ms. Paramita Dhar, Advocate 4.Smti Rita Roy (Secretary, Adivasi Mahila Samiti, Agartala)(NGO)	In terms of the direction of Hon'ble Supreme Court of India in order dated 11.05.18 in Writ Petition (Crl.) No. 113 of 2018 (Afshan Pracha Vrs. Union of India & Ors.)
12	<b>Mini Secretariat</b> for implementation of the resolutions of the Chief Justices' Conference,2016	<b><u>24.06.2016</u></b> <b>Name of the Officers &amp; Staff members of the High Court:</b> 1.The Registrar General 2.Sri A. Debbarma, Registrar (Judicial) 3.Sri D. Debbarma, Dy.Registrar (Judicial)-cum-CPC 4.Sri Sajal Chakraborty, Dy.	<b><u>25.11.2016</u></b> <b>Name of the Officers &amp; Staff members of the High Court:</b> 1.The Registrar General 2.Sri S. Sharma Roy, Registrar (Vigilance) 3.Sri D. Debbarma, Dy.Registrar (Judicial)-cum-CPC	--	

		Registrar (Admn.) 5.Sri Narayan Saha, Programmer, Computer Section 6.Sri Saikat Sarma, PA 7.Sri Sabyasachi Ghosh, PA		4.Sri Sajal Chakraborty, Dy. Registrar (Admn.) 5.Sri Narayan Saha, Programmer, Computer Section 6.Sri Saikat Sarma, PA 7.Sri Sabyasachi Ghosh, PA			
13	Portfolio Judge of Judicial Districts	<u>18.09.2014</u> 1)Hon'ble Mr. Justice U. B. Saha for West Tripura District 2)Hon'ble Mr. Justice S. C. Das for South Tripura & Gomati District 3) Hon'ble Mr. Justice Talapatra for North Tripura & Unakoti District	<u>24.08.2016</u> 1)Hon'ble Mr. Justice S. C. Das for West Tripura Judicial District in addition to South Tripura & Gomati Judicial District 2) Hon'ble Mr. Justice Talapatra for North Tripura & Unakoti District	<u>20.03.2017</u> Hon'ble Mr. Justice S. Talapatra for West, South & Gomati Judicial District w.e.f 16.03.2017 in addition to North & Unakoti Judicial District	<u>13.08.2018</u> 1.Hon'ble Mr. Justice S. Talapatra for West Tripura, Gomati, South Tripura & North Tripura Judicial District 2.Hon'ble Mr. Justice A. Lodh for Dhalai, Unakoti, Sepahijala & Khowai District	<u>20.11.2020</u> 1.Hon'ble Mr. Justice S. Talapatra for West Tripura, Gomati, South Tripura & North Tripura District 2.Hon'ble Mr. Justice A. Lodh for Dhalai, Sepahijala & Khowai District 3.Hon'ble Mr. Justice S.G.Chattopadhyay for Unakoti District	
14	Arrears Committee	<u>22.04.2015</u> <u>Chairman:</u> Hon'ble the Chief Justice <u>Member:</u> Hon'ble Mr. Justice S. C. Das <u>Convenor:</u> Sri A. Debbarma, Registrar (Judicial)		<u>23.03.2017</u> <u>Chairman:</u> 1.Hon'ble the Chief Justice <u>Member:</u> Hon'ble Mr. Justice S. Talapatra <u>Convenor:</u> .Registrar (Judicial)	<u>07.08.2018</u> <u>Chairman:</u> Hon'ble Mr. Justice S. Talapatra <u>Member:</u> Hon'ble Mr. Justice A. Lodh <u>Convenor:</u> Registrar (Judicial)		
15	Judicial Education and Training (One Man Committee)	<u>29.05.2014</u> Judge –in-Charge: Hon'ble Mr. Justice S. C. Das		<u>23.03.2017</u> Judge –in-Charge: Hon'ble Mr. Justice S. Talapatra.	<u>14.05.2018</u> Judge –in-Charge : Hon'ble Mr. Justice A. Lodh		

Sl. No.	Name of the Committee	Constituted on		Re-constituted on	Further re-constituted on	Remarks
16	Committee for Sensitization of Family Court Matters	<u>18.06.2016</u> <b>Chairman:</b> Hon'ble Mr. Justice S. C. Das <b>Member:</b> Hon'ble Mr. Justice S. Talapatra <b>Secretary:</b> Deputy Registrar (Judicial)		<u>03.04.2017</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra  <b>Secretary:</b> Deputy Registrar (Judicial)	<u>07.08.2018</u> <b>Chairman:</b> Hon'ble Mr. Justice A. Lodh  <b>Secretary:</b> Deputy Registrar (Judicial)	
17	Committee for calculation of required Judge strength for the subordinate courts in Tripura strictly in terms of the methodology suggested by the NCMS	<u>07.04.2017</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra <b>Members</b> 1.LR & Secretary, Law, Govt. of Tripura 2.Registrar General 3.Registrar (Vigilance) 4.Registrar (Judicial)		<u>07.08.2018</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra <b>Members</b> 1.Hon'ble Mr. Justice A. Lodh 2.Registrar General 3.Registrar (Vigilance) 4.Registrar (Judicial)	--	
18	Juvenile Justice Committee of the High Court of Tripura	<u>24.08.2016</u> <b>Judge-in-Charge:</b> Hon'ble Mr. Justice S. C. Das <b>Ex-officio</b> <b>Secretary:</b> Member-Secretary, TSLSA, Agartala	<u>10.04.2017</u> <b>Judge-in-Charge:</b> Hon'ble Mr. Justice S. Talapatra, <b>Member:</b> 1.Director, Social Welfare & Social Education, Government of Tripura, 3. The Member-Secretary, TSLSA, Agartala <b>Secretary:</b> 4. Shri Pradip	<u>27.06.2017</u> <b>Judge-in-Charge:</b> Hon'ble Mr. Justice S. Talapatra <b>Member:</b> 1.Director, Social Welfare & Social Education, Government of Tripura, 3. The Member-Secretary, TSLSA, Agartala <b>Secretariat:</b> 4. Shri Sanjib Bhattacharya,	<u>07.06.2018</u> <b>Judge-in-Charge:</b> Hon'ble Mr. Justice S. Talapatra <b>Member:</b> 1.Director, Social Welfare & Social Education, Government of Tripura, 3. The Member-Secretary, TSLSA, Agartala <b>Secretariat:</b> 4. Shri Sanjib Bhattacharya,	



			Chakraborty, Deputy Registrar	Deputy Registrar (Secretary) 5.Sri Saumitra Nandi, Supdt. 6.Sri Debashish Chakraborty, Gr-D	Deputy Registrar (Secretary) 5.Sri Saumitra Nandi, Supdt. 6.Smti. Chaitali Datta, Supdt. 7.Sri Pradip Debbarma, Jr.A.A. 8.Sri Debashish Chakraborty, Gr-D	
19	Committee to supervise and monitor the progress made by the State Government in regard to the compliance to the direction of the Hon'ble Supreme Court of India relating to NDPS Act,1985	<u>27.07.2016</u> <b>Chairman:</b> Hon'ble Mr. Justice S. C. Das <b>Members:</b> 1. Hon'ble Mr. Justice S. Talapatra 2.Registrar General <b>Member Secretary:</b> 3.Registrar (Judicial)	<u>03.05.2017</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra <b>Member:</b> Registrar General <b>Member Secretary:</b> Registrar (Judicial)	<u>07.08.2018</u> <b>Chairman:</b> Hon'ble Mr. Justice A. Lodh <b>Members:</b> 1. Registrar General 2. Registrar (Judicial)		
20	<b>Rules Committee</b> in respect of the High Court for framing of rules including the Case Flow Management Rules	<u>13.05.2013</u> <b>Chairman:</b> Hon'ble Mr. Justice S. C. Das <b>Members:</b> 1.Hon'ble Mr. Justice S. Talapatra 1 Shri S.M.Chakraborty, Sr. Advocate 2. Shri S.G.Chattopadhyay, Registrar General	<u>05.08.2016</u> <b>Chairman:</b> Hon'ble Mr. Justice S. C. Das <b>Members:</b> 1.Hon'ble Mr. Justice S. Talapatra 1 Shri S.M.Chakraborty, Sr. Advocate 2. Shri Debu Ranjan Chowdhury, Advocate 3.Shri	<u>03.05.2017</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra <b>Members:</b> 1 Shri S.M.Chakraborty, Sr. Advocate 2. Shri Debu Ranjan Chowdhury, Advocate 3.Shri S.G.Chattopadhyay,	<u>07.08.2018</u> <b>Chairman:</b> Hon'ble Mr. Justice S. Talapatra <b>Members:</b> 1.Hon'ble Mr. Justice A. Lodh 2 Shri S.M.Chakraborty, Sr. Advocate 3. Shri Debu Ranjan Chowdhury, Advocate 4.Shri	

		3. Shri A. Debbarma Registrar (Judicial) <b><u>Member Secretary:</u></b> Shri S. Chakraborty, Dy Registrar (Admn.)	S.G.Chattopadhyay, Registrar General 4. Shri A. Debbarma Registrar (Judicial) <b><u>Member Secretary:</u></b> Shri S. Chakraborty, Dy Registrar (Admn.)	Registrar General 4. Shri A. Debbarma Registrar (Judicial) <b><u>Member Secretary:</u></b> Shri S. Chakraborty, Dy Registrar (Admn.)	S.G.Chattopadhyay, Registrar General 5. Shri A. Debbarma Registrar (Judicial) 6.Shri S. Chakraborty, Joint Registrar	
21	The Pre-conception and Pre-natal Diagnostic Techniques (Prohibition of Sex-Selection) Act, 1994	<b><u>20.12.2016</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. C. Das <b><u>Member:</u></b> Hon'ble Mr. Justice S. Talapatra  <b><u>Secretary:</u></b> Registrar (Judicial)	<b><u>07.06.2017</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra  <b><u>Secretary:</u></b> Registrar (Judicial)	<b><u>07.08.2018</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice A. Lodh  <b><u>Secretary:</u></b> Registrar (Judicial)		
22	Committee for providing for Licence for Advocate's Clerk, other than Articled Clerk	<b><u>08.08.2017</u></b> <b><u>Chairman:</u></b> Registrar (Judicial) <b><u>Members:</u></b> 1.Deputy Registrar (Admn.) 2.Deputy Registrar (Protocol)	--	--		
23	<b>Editorial Board</b> for publication of Annual Report	<b><u>05.09.2017</u></b> Hon'ble Mr. Justice S. Talapatra – <b><u>Editor</u></b> <b><u>Members:</u></b> 1. Shri S. G. Chattopadhyay, Registrar General 2.Shri S. Sharma Roy, Registrar (Vigilance) 2. Shri Angshuman Debbarma, Registrar (Judicial) 3. Shri Dhiman Debbarma, Deputy	<b>Defunct</b>			

		Registrar (Judl.)-cum-CPC 4. Shri Sajal Chakraborty, Dy. Registrar (Admn.), Convenor 5. Shri Narayan Saha, Programmer			
<b>24</b>	Committee for consideration of matters relating to granting of <b>Selection Grade/ Super time Scale</b> to the District & Sessions Judge and also for <b>granting ACP</b> to Judicial Officers of the State	<b><u>07.11.2016</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. C. Das Hon'ble Mr. Justice S. Talapatra (Subject to confirmation by the Full Court) <b><u>Secretary:</u></b> Registrar (Vigilance)	<b><u>20.09.2017</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Secretary:</u></b> Registrar (Vigilance)	<b><u>07.08.2018</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Member:</u></b> Hon'ble Mr. Justice A. Lodh <b><u>Secretary:</u></b> Registrar (Vigilance)	
<b>25</b>	<b>High Court Building Committee</b>	<b><u>07.08.2018</u></b> <b><u>Name of the Hon'ble Judge:</u></b> Hon'ble Mr. Justice A. Lodh <b><u>Secretary:</u></b> Registrar (Admn.)	--	--	
<b>26</b>	<b>Committee for supervising Guest House matters</b>	<b><u>07.11.2016</u></b> <b><u>Name of the Hon'ble Judge</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Secretary:</u></b> Registrar (Admn.)	--	--	
<b>27</b>	Committee to monitor the work of completion of projects relating to infrastructural development for the District Judiciary of Tripura	<b><u>16.12.2017</u></b> <b><u>Chairperson:</u></b> <b>Hon'ble Portfolio Judge</b> of the respective District <b><u>Members:</u></b> 1. LR & Secretary, Law, Govt. of Tripura 2. Registrar General, High Court of Tripura	--	--	

		3. The Chief Engineer , PWD (Buildings), Govt. of Tripura <b><u>Secretary:</u></b> Registrar (Judicial) (Ex-Officio)			
28	Committee to examine <b>promotion, disciplinary proceedings, financial benefit/ up-gradation, career prospect, direct recruitment relating to the Staff members of the High Court</b>	<b><u>06.03.2018</u></b> 1. Registrar (Vigilance) 2. Registrar (Judicial)  ( Committee will place the Report / Recommendation of the Committee to the Hon'ble Chief Justice through the Registrar General)	<b><u>04.01.2020</u></b> 1. Registrar (Judicial) 2. Deputy Registrar (Judl.)-cum- CPC  ( Committee will place the Report / Recommendation of the Committee to the Hon'ble Chief Justice through the Registrar General)	--	
29	<b>Allotment Committee</b> for allotment of Lawyers Chamber in the High Court of Tripura	<b><u>20.11.2017</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Members:</u></b> 1.Sri S. Deb, President, Tripura High Court Bar Association 2.Sri D.C. Nath, Secretary, Tripura High Court Bar Association <b><u>Member Secretary:</u></b> Registrar (Admn. P & M)	<b><u>07.08.2018</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice A. Lodh <b><u>Members:</u></b> 1.Sri S. K. Deb, Sr. Advocate 2.Ms. P. Dhar, Advocate <b><u>Member Secretary:</u></b> Registrar (Admn. P & M)	--	
30	Committee for <b>Designation of Senior Advocates</b>	<b><u>13.04.2018</u></b> <b><u>Chairman:</u></b> Hon'ble the Chief Justice <b><u>Members:</u></b> 1.Hon'ble Mr. Justice S. Talapatra 2. Hon'ble Mr. Justice A. Lodh 3.Advocate General 4.Shri S.M Chakraborty, Sr. Advocate	--	--	

<b>Sl. No.</b>	<b>Name of the Committee</b>	<b>Constituted on</b>	<b>Re-constituted on</b>	<b>Further re-constituted on</b>	<b>Remarks</b>
<b>31</b>	<b>Permanent Secretariat</b> for Designation of Senior Advocates	<b><u>13.04.2018</u></b> <b>1. Registrar (Judl.), (Secretary)</b> 2. Shri. Arindam Das, Head Clerk 3. Shri. Rudradeep Banerjee, P. A	--	--	
<b>32</b>	Cell for viewing <b>CCTV</b> footage from all Sub-ordinate Courts of Tripura.	<b><u>20.04.2018</u></b> <b>1. Registrar (Judicial)</b> 2. Deputy Registrar (Judicial)-cum- CPC 3. Sri. Bishnu Chakraborty, Programmer 4. Sri Narayan Saha, Programmer	--	--	In terms of the Order dated 05.04.18 of the Hon'ble Supreme Court of India passed in W.P.(Crl.) No. 99 of 2015 ( <i>Pradyuman Bisht vs. Union of India &amp; Ors.</i> )
<b>33</b>	Reservation status/ policy of Scheduled castes and Scheduled Tribes to look after the reservation status/policy for SC & ST persons in services of the High Court of Tripura	<b><u>26.04.2018</u></b> <b>Shri Sanjib Bhattacharya,</b> Deputy Registrar – <b>Liaison Officer</b>	--	--	
<b>34</b>	Codification of cases Committee	<b><u>11.05.2018</u></b> <b><u>Chairman:</u></b> Hon'ble Mr. Justice S. Talapatra <b><u>Member:</u></b> Hon'ble Mr. Justice A.Lodh  Registrar (Judicial) – <b>Member Secretary</b> <b><u>Member:</u></b> Deputy Registrar (Judicial)-cum- CPC	--	--	

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
35	High Court Legal Services Committee, Tripura	<u>16.05.2018</u> <b>Chairman:</b> <b>Hon'ble Mr. Justice A.Lodh</b> <b>Members:</b> 1. President, High Court Bar Association (Ex-Officio) 2 President, Tripura Bar Association 3. Secretary, High Court Legal Services Committee 4. Advocate General 5. Chairman, Bar Council of Tripura 6. Dr. Smti. Chandrika Basu Majumder, Prof. & HOD, Depptt. of Political Science, Tripura University 7 Dr. Paromita Saha, Associate Proffesor, Deppt. Of Economics, TU 8. Smti Rita Roy, Secretary Tripura Adibashi Mahila Samity 9.Shri P. Roy Barma, Advocate 10. Dr. Satya Debbarma, Retired Director, Tripura Health Service	<u>11.09.2018</u> <b>Chairman:</b> <b>Hon'ble Mr. Justice A.Lodh</b> <b>Members:</b> 1. President, High Court Bar Association (Ex-Officio) 2 President, Tripura Bar Association 3. Secretary, High Court Legal Services Committee 4. Advocate General 5. Chairman, Bar Council of Tripura 6. Dr. Smti. Chandrika Basu Majumder, Prof. & HOD, Depptt. of Political Science, Tripura University 7. Sri Chinmoy debnath, Nominated Member 8. Dr. Pradip Bhowmik, Nominated Member 9. Smti Rita Roy, Nominated Member 10. Smti Milan Prava Majumder, Nominated Member	<u>17.10.2020</u> <b>Chairman:</b> <b>Hon'ble Mr. Justice A.Lodh</b> <b>Members:</b> 1. President, High Court Bar Association 2 President, Tripura Bar Association 3. Secretary, High Court Legal Services Committee 4. Advocate General, State of Tripura (Nominated Member) 5. Chairman, Bar Council of Tripura (Nominated Member) 6. Dr. Smti. Chandrika Basu Majumder, Prof. & HOD, Depptt. of Political Science, Tripura University 7. Sri Chinmoy debnath, Nominated Member 8. Dr. Pradip Bhowmik, Nominated Member 9. Smti Rita Roy, Nominated Member 10. Smti Milan Prava Majumder, Nominated Member	

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
36	Tripura State Legal Services Authority	<u>15.03.2017</u>  <u>Executive Chairman:</u> Hon'ble Mr. Justice S. Talapatra	--	--	
37	One Judge Committee to regulate & monitor the progress of the trials of cases under the POCSO Act, 2012	<u>16.05.2018</u> Hon'ble Mr. Justice A. Lodh Shri A. Debbarma, Registrar (Judicial)- Secretary	--	--	
38	Cadre Assessment, re-structuring and rationalization of staff in respect District Judiciary of Tripura	<u>10.09.2018</u> <u>Chairman:</u> Hon'ble Mr. Justice A. Lodh <u>Members:</u> 1. Shri S. Datta Purkayastha, DJ, West 2. Shri A. Paul, Director, TJA 3. Shri S. Sharma Roy, ADJ, West, Agartala <u>Member Secretary:</u> 4. Shri A. Debbarma, Registrar (Judicial)	--	--	
39	Purchase Committee for procurement of Computer and its peripherals under Phase-II of the e-courts project	<u>23.11.2015</u> <u>Chairperson:</u> Hon'ble Mr. Justice S. Talapatra <u>Members:</u> 1. Registrar (Judicial) 2. Registrar (Admn P & M.) 3. Deputy Registrar (Judl.)-cum-CPC	<u>18.12.2018</u> <u>Chairman:</u> Hon'ble Mr. Justice S. Talapatra <u>Co-Chairman:</u> Hon'ble Mr. Justice A. Lodh <u>Members:</u> 1. Registrar General 2. Registrar (Admn.) 3. Deputy Registrar (Judl.)-cum-CPC	--	

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
40	Committee to <b>monitor and oversee timely selection and appointment of Judicial Officers</b> in the state in terms fo the direction of Hon'ble Supreme Court (Malik Mazhar Sultan & Anr Vs. UPPSC)	<u>03.01.2019</u> <b>Chairperson:</b> Hon'ble the Chief Justice  <b>Member:</b> Hon'ble Mr. Justice A. Lodh	--	--	
41	<b>Selection and Appointment Cell</b> for assisting the Committee constituted to monitor and oversee timely selection and appointment of Judicial Officers in the State Court (Malik Mazhar Sultan & Anr Vs. UPPSC)	<u>03.01.2019</u> <b>(i)Registrar General (In-Charge of the Cell)</b> (ii) Registrar (Vigilance) (iii) Registrar (Admn. P&M) (iv) Superintendent (Estt.) (v) Shri Chinmoy Debbarma (Head Clerk)	--	--	
42	<b>Committee to frame a Policy to regulate the transfer and posting of the Officers of Tripura Judicial Service</b>	<u>14.01.2019</u> Hon'ble Mr. Justice S. Talapatra & Hon'ble Mr. Justice A. Lodh	--	--	
43	Committee for framing a policy to regulate the matters relating to grant of permission to the Judicial Officers <b>for higher studies</b>	<u>14.01.2019</u> Hon'ble Mr. Justice S. Talapatra & Hon'ble Mr. Justice A. Lodh	--	--	



Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
44.	Quarters Allotment Committee for allotment of Quarters among the officers and staff members of the High Court	<u>04.07.2019</u> Hon'ble Mr. Justice S. Talapatra Hon'ble Mr. Justice A. Lodh	--	--	
45.	Committee for examination of issues relating to identification of posts for the persons with disabilities in terms of provisions of the "Rights of Persons with Disabilities Acts, 2016" in Tripura Judicial Service, Establishment of the High Court and District Courts in Tripura and make suitable recommendations/ report in this regard	<u>20.09.2019</u> Hon'ble Mr. Justice S. Talapatra Hon'ble Mr. Justice A. Lodh			
46.	Selection Committee for recommendation for appointment of the Chairperson and other members of the Regulatory Authority under the Real Estate (Regulation and Development) Act, 2016.	<u>As per kind order dated 02.05.2020</u> <u>Chairperson of the Committee</u> Hon'ble Mr. Justice. A. Lodh  <u>(Ref F.2(15)-HC/2020)</u>	<u>Others</u> The Secretary, Urban Development Department The Secretary, Law Department, Government of Tripura	--	--
47.	Artificial Intelligence Committee	<u>03.08.2020</u> Hon'ble Judge-In-charge Hon'ble Mr. Justice S. Talapatra	<u>Convener</u> Deputy Registrar (Judicial)-cum Central Project Co-ordinator	--	--

Sl. No.	Name of the Committee	Constituted on	Re-constituted on	Further re-constituted on	Remarks
48.	Committee to frame Rules for handling of sundry deposits through ePayments	<p><u>07.09.2020</u>  <b>Hon'ble Mr. Justice S. Talapatra &amp; Hon'ble Mr. Justice S. G. Chattopadhyay</b></p> <p><b>Convener:</b> Deputy Registrar (Judicial)-cum Central Project Co-ordinator</p>			
49.	Setting up of a Judicial Museum in the High Court	<p><u>30.09.2020</u>  <b>Convenor:</b> Shri D.M.Jamatia, Registrar General  <b>Member:</b> Shri V.Pandey, Registrar (Judicial)  Shri S. Chakraborty, Registrar (Admn. P&amp;M)</p>			
50.	High Level Committee (HLC) to monitor the pace, progress and implementation of the infrastructure of Subordinate Judiciary including Gram Nyayalaya as per guidelines of the Centrally sponsored Scheme issued from the Ministry of Law & Justice and to review at every interval of 6 months the physical and financial progress of the	<p><u>22.12.2020</u>  <b>Chairperson:</b> Hon'ble the Chief Justice;  <b>Member:</b>  1. <b>Hon'ble Mr. Justice S. Talapatra</b>  2. <b>Hon'ble Mr. Justice A.Lodh</b>  3. <b>Hon'ble Mr. Justice S.G.Chattopadhyay</b>  4. The Chief Secretary (Ex. Officio)  5. The Registrar General (Ex. Officio)  6. The Secretary, Finance Department, Govt. of Tripura (Ex Officio)  7. The LR &amp; Secretary, Law, Government of Tripura (Ex Officio)  8. The Registrar (Admn.), High Court</p>	--	--	

	construction of court halls and residential units for judicial officers.	of Tripura, Agartala (Ex. Officio) 9. The Chief Engineer, PWD (Building), Govt. of Tripura (Ex Officio) <b>Member Secretary:</b> The Registrar (Judicial) (Ex. Officio)			
--	--	--	--	--	--

<p style="text-align: center;">HIGH COURT OF TRIPURA</p> <p style="text-align: center;">AGARTALA</p> <p style="text-align: center;">IMPORTANT TELEPHONE/MOBILE/EPABX NO.</p> <p style="text-align: center;">Web Site: <a href="http://thc.nic.in">http://thc.nic.in</a> E-mail: <a href="mailto:highcourt.agt@gmail.com">highcourt.agt@gmail.com</a></p> <p style="text-align: center;">FAX: Registrar General :0381-241-0432; Registrar (Judl.) :0381-241-5132 ; Joint Registrar : 0381-241-2210;</p> <p style="text-align: center;">EPBX-MAIN LINE: 241-5172/241-3769/241-7582</p>					
Sl. No.	Name of Dignitaries/Section	EPABX	Office	Residence	Mobile
1	Mr. D.M.Jamatia, Registrar General	213	241-0432	230-7705	9436130099 / 9436120054 / 7085059581 / 9436124037
2	Shri J. M Murasing, Registrar (Vigilance)	214	241-3180		9436139209
3	Mr. V.Pandey, Registrar (Judicial)	265	241-5132	241-8141	7085558838
4	Sri S. Chakraborty,Registrar (Admn.P.& M)	215	241-3669	381-7968157	9436458058
5	Mr. P.Chakraborty, Joint Registrar (D.D.O)	216	241-2210	381-3652142	9436461242
6	Mr.S.Saha, Deputy Registrar (Judl.)-cum-C.P.C.	261			9485099893
7	Mr. S. Bhattacharjee,Deputy Registrar (Protocol)	221		237-8936	9436461237
8	Mr. Ashim Roy,Principal Secretary to Hon'ble the Chief Justice	223	241-6126		9436450839
9	Sri Santi Brata Saha,Deputy Registrar(Accounts)	219			9436462764
10	Smt. Sima Datta, Deputy Registrar (Admn.)	218			
11	Mr. Pranab Majumder, Chief Librarian	236			8837044043
12	Mr.Nihar Kanti Das,Secretary to Hon'ble Mr.Justice A.Lodh	226	241-8879		
13	Mr.Siddhartha Lodh,Secretary to Hon'ble Mr.Justice S. Talapatra	225	241-9135		
14	Pvt. Secretary to the Ld. Registrar General	229	241-0933		
15	Mr. Dipankar Dey, Secretary to Hon'ble Mr.Justice S.G.Chattopadhyay	227			8258918166
16	Pvt. Secretaries to Hon'ble the C.J. : Court No-1	224			
18	Pvt. Secretaries to Hon'ble the C.J. : (Top Floor)	259			
20	Asstt. Registrar (Vigilance & RTI)	222			
22	Mr. R. M. Baishya, Asstt. Registrar (Bench & Store)	251			9862985026
23	Sri Pradip Saha, Assistant Registrar (Court Officer's Section)	220			9862187252
24	Shri Naresh Sharma, Asstt. Registrar (Record Room)	255			9402168697

25	Sri Arup Goon, Asstt. Registrar (Accounts)	240			
26	Smti Sumita Motayed, Asstt. Registrar (Admn)	266			9436503970
27	Sri Pranab Datta, Asstt. Registrar(Protocol)	258			9856588336
28	Sri Sandipan Pal, System Analyst	237			9436538880
29	Court No-1	230			
30	Court No-2	231			
31	Court No-3	232			
32	Court No-4	233			
33	High Court Judges' Library	236			
34	Computer Section	237	241-5799		
35	Sr. Grade Translator-PB Section	239			
36	Superintendent-Court Officer Section	253			
37	Superintendent-Acct. Section	240			
38	Superintendent-WP(C) Section	241			
39	Superintendent-Copying Section	242			
40	Superintendent-Crl. Section	243			
41	Superintendent-Estt. Section	244 / 268			
42	Superintendent-Filing Section	249			
43	Superintendent-RFA Section	246			
44	Superintendent-Protocol Section	258			
45	Superintendent-RSA/Civ. Rev. Section	248			
46	Superintendent-Stamp Reporting Section	245			
47	Superintendent-Store Section	250			
48	Superintendent-Writ Appl. Section	251			
49	Superintendent-Cause List Section	238			
50	Personal Assistant : Court No-5	228			
51	Cash Section	252			
52	Commissioner of Affidavit	254			
53	Record Room	255			
54	Xerox Room	256			
55	Drivers' Room	260			
HIGH COURT LEGAL SERVICES COMMITTEE					
57	Secretary, High Court Legal Services Committee	272			

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Annexure - IV

**THE HIGH COURT OF TRIPURA, AGARTALA**Sanctioned establishment as on 01-01-2021

Sl. No.	Name of Post	Total Strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
1.	Registrar General - Group-A Gazetted	01	Time Scale/Selection Grade/ Super time Scale in own cadre (Tripura Judicial Service).	-	-	Rs.1250/-	Rs.400/-	
2.	Registrar (Judicial)/ Registrar (Vigilance & Rules)/Registrar (Administration, Planning & Management) - Group-A Gazetted	03	Time Scale/Selection Grade/ Supertime Scale in own cadre when manned by persons from Judicial Service and Apex Scale of Rs. 52,000-77,000/- with no Grade pay when filled up by persons from the High Court Service.	21	Rs.130000/-	Rs.1000/-	Rs.400/-	
3.	Joint Registrar - Group-A Gazetted	01	Pay Band of HAG+ Scale of Rs. 37,400-67,000/- with Grade pay of Rs. 8700/-	20	Rs.118500/-	Rs.750/-	Rs.400/-	
4.	Deputy Registrar (Judicial)/ Deputy Registrar (Vigilance- cum-CPC)/ Deputy Registrar (Administration)/ Deputy Registrar(Accounts)/ Deputy Registrar(Protocol) - Group-A Gazetted	05	Pay Scale in own cadre in respect of Judicial Officers and PB-4 of Rs. 15600-39100/- with grade pay Rs. 7600/- for the Officers in case of the High Court Service.	19	Rs.76900/-	Rs.500/-	Rs.400/-	
5.	Principal Secretary to Hon'ble the Chief Justice - Group-A Gazetted	01	Pay Scale in own cadre in respect of Judicial Officers and PB-4 of Rs. 15600-39100/- with grade pay Rs. 7600/- for the Officers in case of the High Court Service.	19	Rs.76900/-	Rs.500/-	Rs.400/-	

6.	Chief Librarian - Group-A Gazetted	01	PB-4 of Rs. 15600-39100/- with grade pay Rs. 7600/-	19	Rs.76900/-	---	Rs.400/-	
7.	Secretary to Hon'ble the Chief Justice & Hon'ble Judges - Group-A Gazetted	04	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6800/-	16	Rs.68400/-	---	Rs.400/-	
8.	Assistant Registrar - Group-A Gazetted.	08	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6600/-	15	Rs.64800/-	---	Rs.400/-	
9.	Private Secretary-I - Group-A Gazetted.	13	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6600/-	15	Rs.64800/-	---	Rs.400/-	
10.	Librarian-cum-Research Officer - Group-A Gazetted.	01	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6600/-	15	Rs.64800/-	---	Rs.400/-	
11.	System Analyst - Group-A Gazetted.	01	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6600/-	15	Rs.64800/-	---	Rs.400/-	
12.	Court Manager. - Group-A Gazetted.	08	PB-4 of Rs. 15600-39100/- with grade pay Rs. 6600/-	15	Rs.64800/-	---	Rs.400/-	
13.	Private Secretary-II - Group-B Gazetted.	07	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4800/-	13	Rs.47600/-	---	Rs.325/-	
14.	Superintendent/Sr. Grade Translator/Court Master/Court Officer - Group-B Gazetted.	20	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4800/-	13	Rs.47600/-	---	Rs.325/-	
15.	Sr. System Officer (Under the High Court of Tripura e- courts services) - Group-B Gazetted.	01	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4800/-	13	Rs.47600/-	---	Rs.325/-	
16.	Personal Assistant - Group-B Non-Gazetted.	14	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4600/-	12	Rs.42900/-	---	Rs.325/-	
17.	Programmer - Group-B Non-Gazetted.	02	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4600/-	12	Rs.42900/-	---	Rs.325/-	
18.	System Officer (Under the High Court of Tripura e- courts services) - Group-B Non-Gazetted	09	PB-3 of Rs. 10230-34800/- with grade pay Rs. 4400/-	11	Rs.37600/-	---	Rs.325/-	
19.	Head Clerk/Accountant/ Jr. Grade Translator/ Commissioner of Affidavit - Group-C Non-Gazetted	21	PB-2 of Rs. 5700-24000/- with grade pay Rs.4200/-	10	Rs.34700/-	---	Rs.275/-	

20.	Assistant Librarian - Group-C Non-Gazetted	02	PB-2 of Rs. 5700-24000/- with grade pay Rs.4200/-	10	Rs.34700/-	---	Rs.275/-	
21.	Library Assistant - Group-C Non-Gazetted	03	PB-2 of Rs. 5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	---	Rs.275/-	
22.	Sr. Administrative Assistant - Group-C Non-Gazetted	17	PB-2 of Rs. 5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	---	Rs.275/-	
23.	Sr. Computer Assistant - Group-C Non-Gazetted	02	PB-2 of Rs. 5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	---	Rs.275/-	
24.	Bench Assistant - Group-C Non-Gazetted	02	PB-2 of Rs. 5700-24000/- with grade pay Rs.2400/-	8	Rs.25300/-	---	Rs.275/-	
25.	Jr. Administrative Assistant - Group-C Non-Gazetted	41	PB-2 of Rs. 5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	---	Rs.275/-	
26.	System Assistant (Under the High Court of Tripura e- courts services) - Group-C Non-Gazetted	18	PB-2 of Rs. 5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	---	Rs.275/-	
27.	Restorer - Group-C Non-Gazetted	05	PB-2 of Rs. 5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	---	Rs.275/-	
28.	Driver - Group-C Non-Gazetted	22	PB-2 of Rs. 5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	---	Rs.275/-	
29.	Record Arranger - Group-C Non-Gazetted.	03	PB-2 of Rs. 5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	---	Rs.275/-	
30.	Treasury Sarkar - Group-C Non-Gazetted.	01	PB-2 of Rs. 5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	---	Rs.275/-	
31.	Sr. Photocopier Operator. - Group-C Non-Gazetted.	04	PB-2 of Rs. 5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	---	Rs.275/-	
32.	Photocopier Operator - Group-D Non-Gazetted	02	PB-1 of Rs. 4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	---	Rs.225/-	
33.	Jamadar - Group-D Non-Gazetted	05	PB-1 of Rs. 4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	---	Rs.225/-	
34.	Duftry - Group-D Non-Gazetted	02	PB-1 of Rs. 4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	---	Rs.225/-	
35.	Cook - Group-D Non-Gazetted	04	PB-1 of Rs. 4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	---	Rs.225/-	
36.	Peon/Orderly - Group-D Non-Gazetted	58	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	
37.	Mali - Group-D Non-Gazetted	10	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	



38.	Cleaning Assistant - Group-D Non-Gazetted	06	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	
39.	Day/ Night Guard - Group-D Non-Gazetted	10	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	
40.	Electrician - Group-D Non-Gazetted	01	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	
41.	Plumber - Group-D Non-Gazetted	01	PB-1 of Rs. 4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	---	Rs.225/-	
42.	D.R.W./Contingent Worker	14	On daily rated wages @ Rs.230/- per day and Rs.100/- per month as washing allowance	-	-	---	---	
43.	Cook(Contingent)	02	On monthly fixed pay of Rs.3000/-	-	-	---	---	
Total		356						

**Various Allowances in respect of the employees of High Court of Tripura, Agartala :-**

**1 ) House Rent Allowances** – The house rent allowance shall be admissible to the concerned employee @ 8% of pay, subject to a maximum of Rs.3000/- per month. The house rent allowance will be admissible either to husband or wife if posted in the same station.

In case of Govt. Quarters Group-D employees who get quarters according to their entitlement, will be exempted from payment of licence fee.

**2) Compensatory Allowance** – The rate of Compensatory Allowance shall be admissible to the High Court employees at the following rates :

<u>Pay range</u>	<u>C.A.</u>
a) All employees under PB-1 (Level 1 to Level 4 of the Pay Matrix (Rs.4840-13000/-) :-	Rs.225/-
b) All employees under PB-2 (Level 5 to Level 10 of the Pay Matrix (Rs.5700-24000/-) :-	Rs.275/-
c) All employees under PB-3 (Level 11 to Level 13 of the Pay Matrix (Rs.10230-34800/-) :-	Rs.325/-
d) All employees under PB-4 (Level 14 to Level 21 of the Pay Matrix (Rs.15600-39100/-) :- and HAG + Scale & Apex Scale	Rs.400/-

**3) Medical Allowance** – The rate of Medical Allowance is Rs. 500/- per month in respect of Group-C & Group-D employees of the High Court of Tripura. The HAG+Scale, Apex Scale, Group-A & Group-B employees are entitled for Medical Reimbursement. The Medical Reimbursement facility of the officers is at par with the employees of the State Government and no other Medical facility is available to the employees of High Court of Tripura.

**4) Washing Allowance** - The rate of Washing Allowance shall be admissible to all the Group-D employees and Drivers of the High Court is Rs.100/- per month.

**5) Cash Allowance** – At present cashier (Group-C) is entitled to draw Rs.300/- per month as cash allowance and Treasury Sarkar (Group-D) is Rs.120/- per month.

6) **Dearness Allowance** – At present the High Court Employees are not getting any D.A.

7) **Leave Travel Concession** - High Court Employees are getting LTC 3 (three) times in service life.

8) **Home Travel Concession** - High Court Employees are getting HTC 2 (two) times in service life.

9) **Special pay for the following posts of High Court of Tripura is as follows:-**

Sl. No.	Designation	Amount
1	Registrar General	Rs.1250/- per month
2	Registrars	Rs.1000/- per month
3	Joint Registrar	Rs.750/- per month
4	Deputy Registrars	Rs.500/- per month
5	The Principal Secretary to Hon'ble the Chief Justice	Rs.500/- per month

# DEMAND NO. 48.

Annexure - V

## III. DETAILS OF ESTIMATES ARE GIVEN BELOW :

ANNEXURE-A

(Rupees in Lak)

Continued Demand No. 48.

Major Head, Sub-Major Head, Minor Head, Sub-Head, Detailed Head, Objects Head (0000 - 00 - 000 - 00 - 00 - 00)	Actuals 2019-20		Budget Estimates 2020-21		Revised Estimates 2020-21		Budget Estimates 2021-22	
	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan
<b>REVENUE ACCOUNT</b>								
<b>2014 ADMINISTRATION OF JUSTICE</b>								
2014 00 102 High Courts								
2014 00 102 01 Emoluments and Allowances								
2014 00 102 01 01 Judges								
2014 00 102 01 01 01 Salaries		141.61		250.00		200.00	0.00	250.00
2014 00 102 01 01 11 Travel Expenses		15.00		25.00		12.60	0.00	20.00
2014 00 102 01 01 13 Office Expenses				0.00		0.00	0.00	0.00
2014 00 102 01 01 07 Medical Judge		8.00		8.00		6.00	0.00	8.00
2014 00 102 01 01 Total :		164.61	0	283.00	0.00	218.60	0.00	278.00
2014 00 102 01 Total :		164.61	0	283.00	0.00	218.60	0.00	278.00
CHARGED :		164.61	0	283.00	0.00	218.60	0.00	278.00
VOTED :		0.00	0	0.00	0.00	0.00	0.00	0.00
2014 00 102 05 Establishment								
2014 00 102 05 62 High Court Establishment								
2014 00 102 05 62 01 Salaries		1635.00		1600.00		1595.00	0.00	1707.00
2014 00 102 05 62 02 Wages		2.39		5.00		5.00	0.00	5.00
2014 00 102 05 62 29 Outsourcing of services		6.20		6.20		8.44	0.00	8.00
2014 00 102 05 62 07 Medical Others		10.00		10.00		16.00	0.00	12.00
2014 00 102 05 62 28 Professional Services		7.25		0.00		8.25	0.00	8.25
2014 00 102 05 62 03 Overtime allowance		0.30		0.35		0.34	0.00	0.35
2014 00 102 05 62 11 Travel Expenses		6.20		7.00		3.90	0.00	5.00
2014 00 102 05 62 12 Electricity Charges		24.00		32.00		25.60	0.00	32.00
2014 00 102 05 62 13 Office Expenses		103.19		119.65		69.54	0.00	120.00
2014 00 102 05 62 17 Purchase of Vehicles		0.89		0.00		0.00	0.00	10.00
2014 00 102 05 62 18 Cost of fuel & maintenance of vehicles		20.00		25.00		15.86	0.00	28.00
2014 00 102 05 62 20 Other Admn.Services- Others		46.03		50.00		36.50	0.00	30.00
2014 00 102 05 62 21 Other Charges for Dhalai District		40.92		0.00		0.00	0.00	0.00
2014 00 102 05 62 26 Advertising and publicity		5.00		5.00		5.00	0.00	5.00
2014 00 102 98 48 27 Minor Works		23.15		0.00		19.38	0.00	0.00
2014 00 102 05 62 50 Other charges		15.58		10.00		221.26	0.00	10.00
40594 60 051 05 62 53 Major Works		3.06		0.00		4.64	0.00	0.00
2014 00 102 05 62 Total :	0	1949.16	0	1870.20	0.00	2034.71	0.00	1980.60
2014 00 102 05 Total :	0	1949.16	0	1870.20	0.00	2034.71	0.00	1980.60
CHARGED :	0	1949.16	0	1870.20	0.00	2034.71	0.00	1980.60
VOTED :	0	0.00	0	0.00	0.00	0.00	0.00	0.00
2014 00 102 Total :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
CHARGED :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
VOTED :	0	0.00	0	0.00	0.00	0.00	0.00	0.00
2014 TOTAL :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
CHARGED :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
VOTED :	0	0.00	0	0.00	0.00	0.00	0.00	0.00
STATE PLAN :	0	0	0	0	0.00	0.00	0.00	0.00
C. S. SCHEMES :	0	0	0	0	0.00	0.00	0.00	0.00
N. E. C. :	0	0	0	0	0.00	0.00	0.00	0.00
<b>TOTAL - REVENUE ACCOUNT :</b>	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
CHARGED :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
VOTED :	0	0.00	0	0.00	0.00	0.00	0.00	0.00
STATE PLAN :	0	0	0	0	0.00	0.00	0.00	0.00
C. S. SCHEMES :	0	0	0	0	0.00	0.00	0.00	0.00
N. E. C. :	0	0	0	0	0.00	0.00	0.00	0.00
<b>TOTAL - CAPITAL ACCOUNT :</b>	0	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL DEMAND NO. 48 :</b>	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
CHARGED :	0	2113.77	0	2153.20	0.00	2253.31	0.00	2258.60
VOTED :	0	0.00	0	0.00	0.00	0.00	0.00	0.00
STATE PLAN :	0	0	0	0	0.00	0.00	0.00	0.00
C. S. SCHEMES :	0	0	0	0	0.00	0.00	0.00	0.00
N. E. C. :	0	0	0	0	0.00	0.00	0.00	0.00