

DUTIES AND RESPONSIBILITY FOR DEPUTY REGISTRAR (JUDICIAL)

A Deputy Registrar supervises the work of a group of Branches. He passes independent orders in various matters on the Administrative Side. The Officer holding this position has to take independent decisions on the administrative side.

Broadly, his duties/functions are as under:-

1. To act as overall incharge of the Branches working under him/her, in the absence of a Joint Registrar.
2. To approve all drafts/letters originating from the Branches, except those requiring approval of higher authorities.
3. To attend the meetings of Committees of Hon'ble Judges concerning his/her branches and ensure preparation of agenda of meeting, meeting notes/minutes of the meetings and submit the same for perusal and approval of higher authorities.
4. To act as reporting officer to record the ACRs of Assistant Registrar and record remarks on the ACRs of subordinate officer working under him/her.
5. To have replies to the RTI queries compiled, processed and submitted to the Joint Registrar for further necessary action.
6. To ensure that all pending PUCs which are put up by concerned Branches are submitted, after proper scrutiny.

7. To provide guidance to the officers working under him/her.
8. To dispose of all matters relating to branches under him/her at his level, except those that require approval by higher authorities.
9. To ensure punctuality by the officers and staff working under him/her and to scrutinize the attendance register daily by 10:10 a.m. and to ensure marking of e-attendance by self and officers and staff subordinate to him/her and prepare statement of late-comers after the close of the month but not later than 5th of the next month from the biometric system and submit the same to higher authorities for orders.
10. To ensure that in all cases submitted to higher officers, his/her own views are incorporated indicating decision area.
11. To ensure that the officers and staff working under him/her are in proper uniform, and send intimation of defaulting officers/officials to the Establishment Branch for further necessary action, as per orders.
12. To ensure discipline among the staff and bring to the notice instances of misconduct/acts of negligence or indiscipline or non-compliance of orders or non-performance by subordinates, for suitable action of the higher authorities.
13. To carry out directions as may be received in specific cases from the Hon'ble Courts from time to time.
14. To attend to all Court cases and be present in Court in a matter relating to his Branch.

15. To exercise power to grant Casual Leave of more than three days and Earned Leave upto thirty days, keeping in view the exigencies of official work and efficient and smooth functioning of the branch.
16. To maintain and keep in safe custody FDRs filed in judicial matters and documents kept in sealed covers under his control under proper record and release/cheques FDRs as per orders of the Hon'ble Courts/higher authorities.
17. To approve and issue decree under his signature on the Appellate Side.
18. To meet the queries of the Lawyers/litigants (on the judicial side) to redress their grievances, as per rules.
19. To issue notices for substituted service subject to orders of Court, condone delay in filing process fee, if sufficient time is still left for effective service, send files for release of payment to the parties to Cash Branch, after scrutiny and after ensuring that the action on the part of his own Branch for release of payment or any condition imposed has been fulfilled.
20. To conduct fact finding or other inquiries at his level as may be directed by the higher authorities.
21. To exercise financial powers for sanction contingent expenditure as may be delegated by Hon'ble the Chief Justice, from time to time.
22. To perform all routine duties of the Deputy Registrar relating to his/her Branches, or as may be assigned by higher authorities.

23. To perform protocol duties at the airport, railway stations, fixing appointment with Doctors in hospitals, processing of medical claims of Hon'ble Judges and retired Judges, ceremonial duties (in the Protocol/Medical Branches.)
24. To discharge any other work/functions as may be assigned by higher authorities from time to time.
25. As per orders passed separately, to compile duties/functions of staff working in the concerned branches and update the same from time to time. The instructions so compiled will constitute guidelines and procedures to be followed in the branches which would be provided to each official of the branches. This procedure will also help in apprising an official who is either newly posted or works during the period of leave of the regular official of that seat.

DUTIES AND RESPONSIBILITY FOR ASSISTANT REGISTRAR (JUDICIAL)

An Assistant Registrar is incharge of the Branches and supervises the work of the Administrative Officer (Judicial) under him both on the Administrative Side and Judicial Side of this Court. He also draws up formal orders regarding bails, release orders etc. All policy matters are initiated at his level.

Broadly, his duties/functions are as under:-

1. To act as incharge of the Branches working under him/her where there is no AO(J) or otherwise supervise the branch and to ensure that the staff maintains discipline, punctuality and is in proper uniform.
2. To approve/put up for approval drafts/letters originating from the Branches to the higher authorities.
3. To ensure compliance of orders passed by the higher authorities and its execution.
4. To ensure punctuality by the staff and officers working under him/her and to scrutinize and submit to next higher officer the attendance register daily by 10:10 a.m. and to ensure marking e-attendance by self and staff subordinate to him/her and after close of the month and not later than 5th day of the succeeding month retrieve the e-attendance statement and submit the same to higher authority for appropriate action.
5. To ensure discipline, inculcate cordial and harmonious relations and spirit among the staff and take/initiate necessary action for any act of misconduct/negligence/indiscipline or commission or omission or unsatisfactory performance or an act unbecoming of a Court servant.

6. To initiate the ACR of AO(J) and record remarks on the work and conduct of all the officials below AO(J), in their ACRs.
7. To attend the Court hearings/cases with relevant record where the Delhi High Court (on the Administrative Side) is a party.
8. To process and compile replies to RTI queries for approval of higher authorities.
9. To approve and issue dasti/stay orders/injunctions, sign letters, requisitioning or summoning of record of cases etc.
10. To approve and issue notices for publication in newspapers in judicial matters to check draft decrees and to forward files for release of FDRs to Deputy Registrar etc.
11. All routine works relating to the concerned branches as may arise on day to day basis.
12. To grant Casual Leave upto 3 days to the non-gazetted staff.
13. Preparation of tour programme of Hon'ble the Chief Justice and Hon'ble Judges, work relating to official functions including oath ceremonies e.g. Official lunches, dinners, conferences etc., protocol duties at the airports/railway stations, railway ticket confirmation, completing passport and visa formalities, ceremonial duties, deployment of staff car and Chauffeurs for protocol duties, maintenance of staff/protocol ards, in the Protocol Branch.

14. Work relating to foreign visits of Hon'ble Judges, Liaison work with Ministries with regard to foreign visits, LTC claim, TA advance, GPF advance/withdrawal, long term advances, medical claims of Hon'ble Judges, retired Judges, officers and officials, in the Branches concerned with these functions.
15. To sign decided cases for consignment to allow applications for inspection of cases, to check, verify and sign letters of Administration in probate cases, on the judicial side.
16. To deal with letters/complaints addressed to Hon'ble the Chief Justice, vigilance complaints, to organize and attend meetings of Inspecting Judges Committees, prepare minutes of such meetings etc. in the Chief Justice Secretariat.
17. To check periodically pendency of PUCs in the Branches with the Dealing Assistants and ensure that all PUCs are put up and disposed of promptly.
18. To discharge any other work/directions as may be given by the Hon'ble the Chief Justice, Committee of Hon'ble Judges, Registrar General, Registrar, or other senior officers, from time to time.

DIFFERENCE BETWEEN THE DUTIES OF DR AND AR

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| 1. A Deputy Registrar supervises the work of a group of Branches. | 1. An Assistant Registrar is incharge of the Branches and supervises the work of Administrative Officer (Judl.) under him. |
| 2. He takes independent decisions on the administrative side. | 2. All policy matters are initiated at his level. |
| 3. Act as Reporting Officer to record the ACRs of AR and record remarks on the ACRs of subordinate officers. | 3. To initiate the ACR of AO(J) and record remarks of all the officials below AO(J). |
| 4. To have replies of RTI compiled, process and submitted to JR for further necessary action. | 4. To process and compile replies to RTI for approval of higher authorities. |
| 5. To approve all drafts/letters originating from the Branches, except those requiring approval of higher authorities. | 5. To approve and issue dasti/stay orders/ injunctions, sign letters requisitioning or summoning of record of cases etc. |
| 6. To grant Casual Leave of more than 3 days and Earned Leave upto 30 days. | 6. To grant Casual Leave upto 3 days to the non-gazetted staff. |
| 7. To approve and issue decree under his signature on the Appellate Side and to maintain FDRs and documents in sealed cover in judicial matters and to release FDRs as per the orders of Hon'ble Courts. | 7. To approve and issue notices for publication and to check draft decrees and to forward files for release of FDRs to DR. |

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8. To issue notices for substituted service subject to orders of Court and to condone delay in filing of process fee, if sufficient time is still left for effective service.
 9. To check periodically pendency of PUCs in the Branches with the dealings and ensure that all PUCs are put up and disposed of promptly.
 10. To conduct fact finding or other inquiries at his level as may be directed by higher authorities.
 11. To exercise financial powers for sanction contingent expenditure as may be delegated by Hon'ble the Chief Justice.

8. To sign decides cases for consignment, to allow application for inspection of cases, to check, verify and sign letters of Administration in probate cases on the judicial side.
9. To ensure that all pending PUCs which are put up by concerned Branches are submitted after proper scrutiny.
10. No such power.
11. No such power.

DUTIES AND RESPONSIBILITY FOR PRIVATE SECRETARY

In addition to taking down Court proceedings/judgments in Court, Chamber or at the Hon'ble Judge's residential office, the Private Secretary to the Hon'ble Judge would attend to the following duties:-

1. To seek instructions, if any, from the Hon'ble Judge at the start of the day.
2. Attending to the correspondence of the Hon'ble Judge.
3. Attending to Confidential/personal work/matters assigned to him/her by the Hon'ble Judge.
4. To attend to visitors, if any, to the Hon'ble Judge and to give them appointment, if any, with prior permission.
5. To maintain daily engagement/assignment chart for the Hon'ble Judge and update the same on day to day basis to remind the Hon'ble Judge of the upcoming engagement(s) well in advance and to place before the Hon'ble Judge, the requisite materials/papers pertaining to the engagement, if any.
6. To ensure that no one enters the chamber of the Hon'ble Judge without due permission or in his Lordship's absence and to ensure that notices, if any, kept in the chamber by the Hon'ble Judge, are properly taken care of.

7. To attend to telephone calls, if any, meant for the Hon'ble Judge.
8. To attend the Court for dictation and also take dictation in Chamber.
9. To ensure that the orders typed by SPAs/Pas attached to his Lordship or deployed from the pool of Establishment Branch, are correctly typed before submission to the Hon'ble Judge and to guide them with regard to the work in hand and to see that judgments/orders are typed promptly and are not allowed to pile up.
10. To maintain punctuality and regularity in attending the office and to ensure that the staff of the Court including Chauffeur is in proper uniform and not to allow any SPAs/PAs/CAs to leave the Court without the permission of the Hon'ble Judge till his Lordship is sitting in the chamber.
11. To provide regular feedback to the Hon'ble Judge in respect to tasks/jobs assigned and to maintain proper coordination with the Registry.
12. To maintain discipline and decorum amongst the subordinate personal staff attached to the Hon'ble Judge and to obtain and forward leave applications of the staff of the Registry well in time.
13. To maintain due confidentiality to the tasks assigned by the Hon'ble Judge.
14. To ensure that unauthorized download is not permitted on the net.
15. To promptly transfer to the server all the orders/judgments, as soon as signed by the Hon'ble Judge, duly authenticated/digitally signed.
16. Any other work as may be assigned by the Hon'ble Judge.

DUTIES AND RESPONSIBILITY FOR RESTORER

Restorers are attached with the Hon'ble Judge. A Restorer will have the following duties and responsibilities:-

1. To maintain Court, chamber and residential office Libraries and prepare list of books issued to Hon'ble Judge.
2. To provide promptly books/judgments/Law Journals/Bare Acts etc. to the Hon'ble Judge, as required.
3. To take from Advocates list of books likely to be cited by them in the cases to be taken up for hearing and keep the said books ready at the time of hearing.
4. To assist SPAs/PAs to take correct appearances from advocates appearing in the cases.
5. To keep the Court/Chamber Library updated and to ensure that the books received from the Judges' Libraries are promptly returned, when not needed.
6. To physically verify periodically Chamber/Court Libraries so as to ensure that the books are not lost or misplaced.
7. To generally assist the Court Master.
8. To ensure daily peshi files are sent to the Branches against proper receipt.
9. Any other work as may be assigned by superior officers.
